

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Thursday, January 5, 2017 6:30 P.M.

PRESENT: Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Town Attorney Brian Edes and Assistant Town Manager/Town Clerk Carin Faulkner.

NOT PRESENT: Mayor Fred Burns

- I. **CALL TO ORDER:** Mayor Pro Tem Macartney called the meeting to order at 6:30 p.m.
- II. **INVOCATION:** Alderman Harte gave the invocation.
- III. **PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Macartney led those present in the Pledge of Allegiance.
- IV. **APPROVAL OF AGENDA:**
 - Alderman Harte made a motion to approve the agenda as presented. Alderman Peters seconded the motion.
 - The motion passed unanimously.
- V. **OPEN FORUM:** No one came forward.
- VI. **PUBLIC HEARINGS/PRESENTATIONS:**
 - A. **Public Hearing – Proposed Text Amendment to UDO Table 4-1 Use Table and Section 4.03.02 Manufactured Homes:**
 - Alderman McDermon made a motion to open the public hearing. Alderman Peters seconded the motion.
 - The motion passed unanimously.
 - Ms. Hill presented the staff report.
 - Ms. Hill took questions from the Board.

- Alderman Yurek made a motion to close the public hearing. Alderman Peters seconded the motion.
- The motion passed unanimously.
- Alderman Peters made a motion to adopt the text amendment as presented. Alderman McDermon seconded the motion. (The amendment, Ordinance 2017-1 – will be signed and sealed and will be filed with the Town’s permanent records)
- There was discussion.
- The motion passed unanimously.

B. Public Hearing – Proposed Text Amendment to UDO Section 4.03.09 (A) – Pool Setback:

- Alderman Peters made a motion to open the public hearing. Alderman harte seconded the motion.
- The motion passed unanimously.
- Ms. Hill presented the staff report.
- Ms. Hill took questions from the Board.
- The Board heard from the following:

Dan Tuman of 3944 River Road – Mr. Tuman made comments in opposition to the proposed text amendment. He cited the vulnerability of several pools in town and emphasized the Town’s need to move forward with the Town’s shoreline restoration program to protect properties.

Paul Dorazio of 131 Old Village Lane – Mr. Dorazio made comments in support of the proposed text amendment. He cited a letter written by Mr. Robert J. Finlay, addressed to the Mayor and Board of Aldermen (distributed to the Board prior to the meeting) which was also in support of the proposed amendment. Mr. Finlay owns 12 lots that would be impacted by the proposed ordinance.

Tara Marley of Able Installations (3934 Market Street Wilmington, NC) – Ms. Marley made comments in support of the proposed text amendment. She provided a builder’s perspective to the proposed change. Ms. Marley took questions from the Board.

Michael Afify of A N A Builders (13480 NC Hwy 50 Surf City, NC) – Mr. Afify made comments in support of the proposed text amendment on behalf of himself as a builder and the Greater Topsail Area Chamber of Commerce (he sits on its board). He indicated that the Town’s regulations are strict and that regulatory agencies have spent time and resources making sure that the regulations are safe. He read a letter from other property owners also in favor of the proposed amendment.

Mo Afify of 9 Hunter Heath Drive – Mr. Afify made comments in support of the proposed text amendment. He said the Town would currently deny his application for a pool on his New River Inlet Road property.

- Alderman Peters made a motion to close the public hearing. Alderman Yurek seconded the motion.
- The motion passed unanimously.
- There was discussion.
- Alderman Harte made a motion to delay the decision on the pools until the Town gets more information about the secondary dune and the experiences of the impact of the setback in other towns. Alderman McDermon seconded the motion.
- There was discussion.
- The motion passed unanimously.

VII. **MANAGER’S REPORT:**

Mr. Turille gave the following report:

I. **Shoreline Protection Projects:**

1. **Hurricane Matthew:** Coastal Planning & Engineering have completed beach surveys with the draft assessment of lost sand volume report to FEMA expected today.

2. **Ocean Bar Dredge Project:** the NCGA legal office denied my request to apply our \$1,000,000 to the project but I met with Senator Brown and asked for a Shallow draft fund one-time local match exemption, which is not unprecedented, for the local match using, Camp Lejeune national security need to open the River as justification.

II. **Meeting with Senator Brown:** with the upcoming long session in mind, I met with Senator Brown on the New River projects and the need for more County/State/Camp Lejeune/federal funding assistance. He agreed to get involved with us.

III. **Sales Tax Distribution**—potential change was discussed with Senator Brown who understands our contribution to County coffers (\$6,000,000 annually) and the impact a change would have on our New River and shoreline projects. He supports our position.

IV. **Special Meetings/Workshops this Winter:**

1. **CAMA Land Use Plan Workshop**— date confirmation—January 24, 2016 at 9AM? Many of the decisions we are discussing, including tonight’s subdivision, are impacted by your vision for how our land should developed.

2. **2017 Retreat** -- need to decide on a date in February: proposed date, February 23rd. I plan to focus on an update/clarification of our Shoreline Protection Strategy, Town financial planning including capital projects, and the NTB Board-approved strategic plan, and request that I am allowed to focus on these, which seem to me the most critical for the town’s long-term future. Please submit your topics to Carin. I plan to use an ECC facilitator.

3. **Commissioner's visit** – we had only one response to our request to meet here, from Commissioner Price at 12 noon on the 12th. I plan to take him to lunch with the Mayor and discuss our projects, including a tour of the beach as occurred with Commissioner Bennett.

- V. **Finance Officer**— I am conducting three interviews January 3 and 4, will make a selection soon and have the new officer begin end of this month, in time for the Retreat.
- VI. **CWMTF grant**—I am enlisting ECC to assist us with grant writing for lands we may want to place in permanent conservation easement. I contacted Mike McIntyre about adding more acreage in permanent conservation in CBRS and he agreed it will help, although not the deciding factor.

VIII. **ASSISTANT TOWN MANAGER'S REPORT:**

Ms. Faulkner gave the following report:

South Park Project (W. Rodney Knowles Park)

Town Staff has issued a notice to proceed to the contractor who will be building the picnic shelter, decking, and walkway. Construction is expected to be completed within the next 90 days. The Board has been asked to adopt a resolution during the 1/5/17 meeting naming the park after the Town's first mayor, W. Rodney Knowles. Town Staff will be planning a ribbon cutting ceremony and inviting Mayor Knowles' family and the public to participate.

Kern Everett Library

Also of note is a resolution for adoption at the 1/5/17 meeting in support of naming the new Dixon Middle School library after Kern Everett. Mr. Everett is a retired teacher and school administrator who has contributed greatly to our local community.

Dune Push 2017

A request for proposals was issued for the repair of storm damaged berm and dune maintenance which is expected to begin within the next few weeks. The Board of Aldermen will be asked to award the contract for this work at the 1/5/17 meeting. Property owners have been asked to remove sand fencing and provide access easements if they have not been provided to the Town previously.

Hurricane Matthew Assistance

The Assistant Town Manager has participated in several meetings and has gathered all documentation that has been requested in order to request assistance for Category A (debris removal), B (emergency protective measures), and G (beach restoration) from FEMA. Before the holidays FEMA representatives indicated that all documentation needed to move forward with the Town's Category A & B requests have been received. The Town's engineering firm performed the Phase 5 beach profile surveys which will be provided to FEMA to complete the documentation for Category G assistance.

Town Staff is planning on issuing requests for proposals for debris removal and debris monitoring in the next couple of months (this should be done every 4 or 5 years). Town Staff will also be looking into having a debris management plan adopted by the Town. Both efforts are recommended by FEMA.

CRC Development Updates

At their next meeting on January 12th, the Planning Board will begin reviewing the latest development updates from the Coastal Resources Commission per the Town Manager and Mayor. Recommendations are expected to be made in the next few months.

JOEMC Switching to LED Lights

Jones-Onslow Electric Membership Corporation has begun a project of changing out all security lights to LED. They have been working their way through NTB. The new lights are brighter than the old ones. If JOEMC customers have issues with the lights, they should first contact JOEMC to determine if the light is paid for by a property owner or the Town. If is a Town light, citizens should contact Town Hall about their issue and the Town will contact JOEMC. The lights will first be re-directed and if the issue is not cleared up citizens can request the light to be removed with a petition from surrounding property owners.

Upcoming Events

4 Town Meeting – January 16, 2017 at 6:30 p.m. – Surf City Welcome Center (RSVP so far from Burns, McDermon, Peters)

Preliminary Flood Map Meeting – Wednesday, January 25, 2017 6:00 p.m. – 8:00 p.m. at the Sneads Ferry Community Center

IX. CONSENT AGENDA:

- A. Approval of Minutes – December 1, 2016
- B. Department Head Reports – Finance, Fire, Inspections, Planning & Police
- C. Committee Reports – Planning Board, Board of Adjustment, TISPC & ONWASA
- D. Request to Adopt Resolution 2017-1 – A Resolution in Support of Naming Dixon Middle School Library in Honor of Kern Everett
- E. Request to Adopt Resolution 2017-2 - A Resolution Naming Town Park in Honor of Mayor Rodney W. Knowles
- F. ~~Request to Approve Budget Amendment #3~~
 - Alderman Peters made a motion to approve the consent agenda as amended (moving Request to Approve Budget Amendment #3 to Old Business). Mayor Pro Tem Macartney seconded the motion.
 - The motion passed unanimously.

X. OLD BUSINESS:

- A. **Request to Select Contractor for Repair of Storm Damaged Berm and Dune Maintenance:**
 - Ms. Faulkner introduced this item.
 - Alderman Peters moved that the Board of Aldermen select ES&J Enterprises to repair storm damaged berm and dune maintenance and authorize the Assistant Town Manager to issue a notice to proceed. Alderman McDermon seconded the motion.
 - The motion passed unanimously.

B. Request to Reconsider Engagement for Legal Services with Poyner Spruill:

- Mayor Pro Tem Macartney introduced this item.
- There was discussion.
- Alderman Peters moved to reconsider the engagement for legal services and to hire Poyner Spruill. Alderman Harte seconded the motion.
- There was discussion.
- The motion failed 3 to 2 with Aldermen Harte and Peters voting in favor.

C. Request to Postpone Payment of Assessment:

- Mr. Edes introduced this item.
- He requested that the Board postpone the payment for an additional 30 days.
- Alderman Peters made a motion that the Board of Aldermen authorize the postponement of the payment on the assessment for the sand bag revetment an additional 30 days. Mayor Pro Tem Macartney seconded the motion.
- The motion passed unanimously. Mayor Pro Tem Macartney abstained. His abstention is counted as an affirmative vote.

D. Request to Approve Budget Amendment #3:

- Mr. Turille took questions from the Board.
- Alderman McDermon made a motion that the Board approve Budget Amendment #3. Alderman Peters seconded the motion.
- The motion passed unanimously.

XI. NEW BUSINESS:

A. Request to Adopt Resolution 2017-3 – A Resolution to Adopt the Regular Meeting Schedule for the North Topsail Beach Board of Aldermen for 2017:

- Ms. Faulkner introduced this item.
- Alderman Harte moved that the Board of Aldermen adopt Resolution 2017-3 as presented. Alderman Yurek seconded the motion.
- The motion passed unanimously.

B. Discussion of Case # SD-16-02 WW Beck TR2 (the proposed subdivision was denied September 1, 2016):

- Alderman McDermon introduced this item.
- Ms. Hill took questions from the Board.
- There was discussion.
- No action was taken.

XII. **OPEN FORUM:**

Dan Tuman of 3944 River Road – Mr. Tuman encouraged the Town to use Mike McIntyre (Poyner Spruill), not just for Federal issues, but with Senator Harry Brown and Onslow County. He said Mr. McIntyre is very influential. He also made comments in regard to the sand bag assessment.

Suzanne Gray of 102 Scotch Bonnet Circle – Mrs. Gray made comments about the sand bag assessment. She said she thinks that the base will never contribute money to the inlet. She said that the budgets are done 10 years in advance and that the base does not need the inlet. It's a waste of time and energy.

XIII. **ATTORNEY'S REPORT:** Mr. Edes reported that the NC Supreme Court dismissed the Nies vs. Emerald Isle case. He said it could go to the US Supreme Court but that is statistically unlikely. He said this outcome is very favorable to NC beach towns.

XIV. **MAYOR'S REPORT:** No report. Mayor Burns was not in attendance.

XV. **ALDERMEN'S REPORT:**

Alderman Harte – Mr. Harte thanked everyone for coming and wished everyone a Happy New Year.

Alderman Peters – Mr. Peters thanked everyone.

Alderman Yurek – Mr. Yurek said that he is continuing his research on shoreline protection and said that he was able to visit a replenishment project at Prime Hook, Delaware. He commented on how contentious people were about the project but that both sides ended up working together. He said a lot of the money for the project came from Sandy. He said that there will be a clean-up event at Permuda Island organized by the Coastal Federation and encouraged people to sign up and participate.

Alderman McDermon – Mrs. McDermon thanked everyone for coming and for the feedback on Facebook.

Mayor Pro Tem Macartney – Mr. Macartney said that it was a good meeting and that he requests that the Mayor not get sick again. He said that the Town has important agenda items coming over the next few months. He thanked everyone for coming.

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

- Alderman McDermon moved that the Board go into Closed Session. Alderman Peters seconded the motion. The motion passed unanimously.

- There was discussion in Closed Session.
- Mayor Pro Tem Macartney made a motion to come out of Closed Session.
Alderman Harte seconded the motion.
- The motion passed unanimously.
- It was announced that no action was taken.

XVII. **ADJOURNMENT:** The meeting adjourned at 9:42 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 2/1/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Tuesday, January 17, 2017 9:00 A.M.

PRESENT: Mayor Fred Burns, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, and Assistant Town Manager/Town Clerk Carin Faulkner

NOT PRESENT: Mayor Pro Tem Richard Macartney

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 9:00 a.m.
- II. **APPROVAL OF AGENDA:**
 - Alderman Peters moved that the Board approve the agenda with the following change: Change Item III. to read “North (New) River Hardened Structure Project.”
 - Alderman McDermon seconded the motion.
 - The motion to approve the amended agenda passed unanimously.
- III. **NORTH (NEW) RIVER HARDENED STRUCTURE PROJECT:**
 - Mr. Turille introduced this item.
 - Mr. Turille took questions from the Board.
 - Alderman McDermon moved that the Board of Aldermen direct Town Staff to begin contract negotiations with the next qualified contractor. Alderman Peters seconded the motion.
 - Alderman McDermon amended the motion to specify that the next qualified contractor is Dial Cordy and Associates, Inc. (with Applied Technology & Management). Alderman Peters seconded the amended motion.
 - The motion passed unanimously.
- IV. **CLOSED SESSION PER N.C.G.S. 143-318.11 Closed Sessions (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged:**
 - A motion was made to go into closed session.
 - There was discussion in closed session.

- Alderman McDermon made a motion to come out of closed session.
- The motion passed unanimously.
- No action was taken.

V. **ADJOURNMENT:** Alderman McDermon moved that the Board adjourn this meeting. The meeting adjourned at 10:27 a.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 2/1/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen & Planning Board Special Meeting Joint Workshop

Minutes

Tuesday, January 24, 2017

9:00 A.M.*

PRESENT: From the Board of Aldermen - Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek. From the Planning Board - Becky Bowman, Paul Dorazio, Dr. John Harrington, Gunnar Matthews, Hanna McCloud. Town Staff - Town Manager Stuart Turille, Deborah Hill, Planning Director, and Assistant Town Manager/Town Clerk Carin Faulkner

NOT PRESENT: Bill Bowman and Patricia Stigall from the Planning Board

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 9:00 a.m.
- II. **APPROVAL OF AGENDA:**
 - Alderman Peters made a motion to approve the agenda as presented.
 - The motion passed unanimously.
- III. **PRESENTATIONS:**
 - 1) **CAMA LAND USE PLANNING PROGRAM:**
 - Ms. Hill gave a presentation (Attachment A) which provided background on the program and the procedures for adopting the plan.
 - 2) **PLANNING BOARD RECOMMENDATIONS:**
 - Ms. Hill went through the recommended updates (Attachment B).
 - The following are notes on each recommendation, any Board of Aldermen or Planning Board comments and need for Staff follow-up:
 - 1) Flood Map – wait until form adoption of new FIRMs (approximately 1 year).
 - 2) Inlet Hazard Area – there was consensus to consider the CRCs language when it comes out.
 - 3) Page 59 – Add Scott's Hill Emergency Department.
 - 4) Page 63 – Okay with recommended changes to this page. There was discussion about porous driveways and what the Town's ordinance says. Ms. Hill indicated that she would put this on the Planning Board's agenda to discuss.

- 5) Page 63 – Change acreage from 5 to 1 here – “In 1990, the Phase I Stormwater Management Program regulations addressed large construction operations that disturbed five (5) or more acres of land. The NPDES program also addresses small construction activities – those that disturb less than five (5) acres of land – which were included in the Phase II final rule.”
- 6) Page 75 – Update references to Chapter 7 to UDO references throughout.
- 7) Page 82 – Update to refer to the new Dixon Middle School.
- 8) Page 94 - Planning Board to consider proposing a policy statement on trees.
- 9) Page 95 – Change the date on I.21 (Land Trust) to 2017-2027. Okay with the Dune Protection Ordinance (passed 10/2015), fees are included in it. I.19 is done through the UDO. There was discussion on I.18 and the bumblebee tower – is there authority to prohibit it from being destructed?
- 10) Page 96 – Okay to delete I.23.
- 11) Page 99 – Add a statement to this one about the bike path project currently underway – “I.36 The town will continue to seek grant funding through the NCDOT Enhancement program, as well as other grant programs that address the installation of pedestrian and bicycle trail systems. Schedule: Review Annually.
- 12) Page 99 – take out this: “P.49 The town would like to establish a turn lane to aid in ease of access into Town Hall.”
- 13) Page 106 – Make suggested changes.
- 14) There was discussion about CON-D. which referred to the following statement on Page 91 – “P.19 The town will not support any commercial or residential development in a conservation classified area nor does it permit the rezoning of any lands designated as conservation district (CON-D).” A recommendation was made to allow CON-D to go through the re-zoning process. The Planning Board will follow-up and make its recommendation to the Board of Aldermen.
- 15) Page 107 - There was discussion about what JOEMC does during turtle season and to evaluate what the Town may be able to do as far as lighting. Planning Board to follow-up.
- 16) Page 109 – Make suggested update/or say that it has been completed.
- 17) Pages 122 & 123 – Accept changes as written.

IV. **DISCUSSION:**

- The Board of Aldermen and Planning Board reviewed the mission and vision statements from the Board of Aldermen’s strategic planning exercise in 2016:

Mission: North Topsail Beach will provide its residents and visitors an enhanced quality of life by protecting the natural environment and enhancing its tranquil beauty, maintaining a family friendly atmosphere, and providing recreational opportunities.

**Vision: The Board of North Topsail Beach will work to preserve the natural beauty of the town in harmony with balanced growth.
As a diverse coastal community, North Topsail Beach will:**

- * **Protect the shorelines and our natural habitat**
- * **Enhance recreational amenities**
- * **Manage sustainable development in accordance with existing land use plans**
- * **Provide highly competent staff to ensure excellent customer service to citizens and visitors**
- * **Provide responsible fiscal management of the public's funds**

- There was discussion about commercial development, tax revenue, paid parking, how to charge day trippers, and what to do if the town loses properties to erosion.
- A proposal was made and there was consensus to form a study group to work on revenue sources, the following board members/staff members volunteered to serve: Aldermen Don Harte, Joann McDermon, Richard Peters, Planning Board members Becky Bowman, Gunnar Matthews, and Hanna McCloud, and Town Manager Stuart Turille.
- Ms. Hill indicated that she will be working with the Planning Board and they will continue to make recommendations to the Board regarding the CAMA Land Use Plan and some of the items that may fall within the Town's Unified Development Ordinance (UDO). She said that the Planning Board will re-review the updates made at the meeting and the boards can come together for another workshop.

V. **ADJOURNMENT:** Mayor Pro Tem Macartney moved to adjourn this meeting. Alderman Harte seconded the motion. The motion passed unanimously. The meeting adjourned at 12:07 p.m.

APPROVED:

Fred J. Burns
Mayor


ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 2/1/2017

ATTACHMENT A
Board of Aldermen & Planning Board
Special Meeting Joint Workshop Minutes
January 24, 2017


North Topsail Beach
Board of Aldermen & Planning Board Joint Workshop
January 24, 2017



CAMA LAND USE PLANNING PROGRAM

Overview

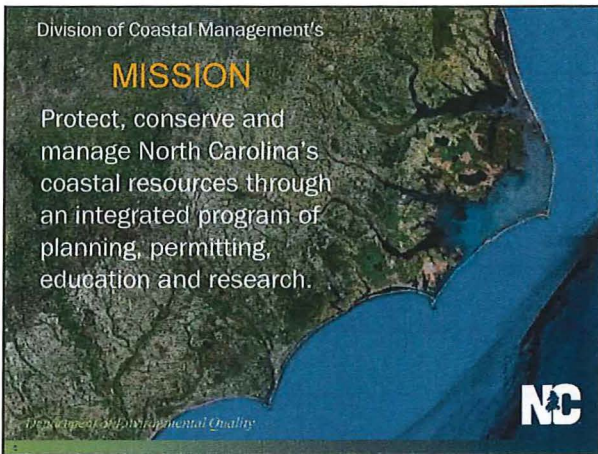
Department of Environmental Quality




Division of Coastal Management's

MISSION

Protect, conserve and manage North Carolina's coastal resources through an integrated program of planning, permitting, education and research.




Department of Environmental Quality




Division of Coastal Management's

Wilmington District Office

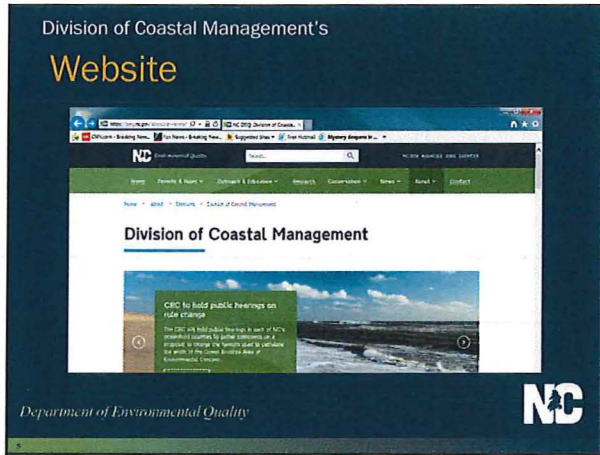
- Permitting
 - Field Representative
 - Local Permitting Officer
- Planning
 - District Planner

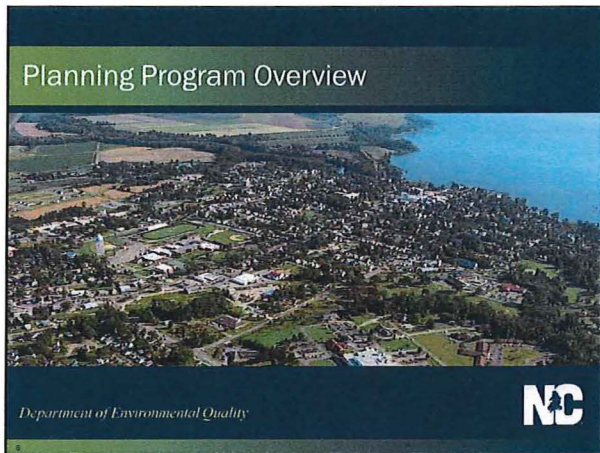


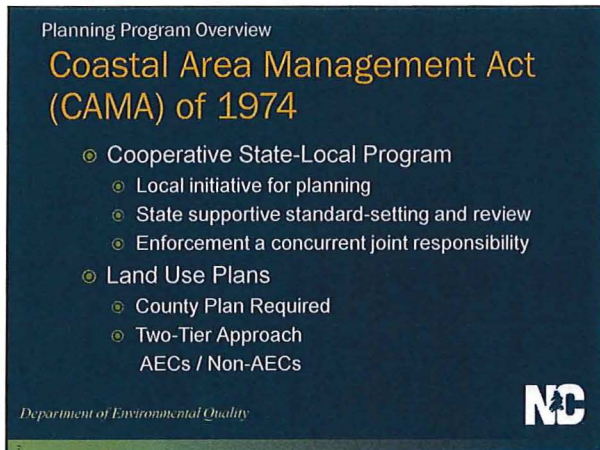
Department of Environmental Quality



ATTACHMENT A
Board of Aldermen & Planning Board
Special Meeting Joint Workshop Minutes
January 24, 2017







ATTACHMENT A
Board of Aldermen & Planning Board
Special Meeting Joint Workshop Minutes
January 24, 2017

Planning Program Overview

Land Use Planning Rules

(15A NCAC 07B .0700 / .0800)

- ⦿ Land Use Planning Requirements
 - ⦿ Elements of the Plan
 - ⦿ Management Topics
- ⦿ Plan Review and CRC Certification
 - ⦿ State Review and Comment
 - ⦿ Public Hearing and Local Adoption
 - ⦿ Certification of the Plan
- ⦿ Implementation Reporting

Department of Environmental Quality **NC**

Planning Program Overview

Management Topics

- ⦿ Public Access
- ⦿ Land Use Compatibility
- ⦿ Infrastructure Carrying Capacity
- ⦿ Natural Hazard Areas
- ⦿ Water Quality

Department of Environmental Quality **NC**

Planning Program Overview

Use of the Certified Plan

- ⦿ Permit Consistency Determinations
 - ⦿ Case-by-Case Decisions
 - ⦿ No Variance Process
 - ⦿ Enforceable Policy
- ⦿ Administration Options
 - ⦿ Division Administration
 - ⦿ Joint Administration (NEW)
 - ⦿ Local Administration (NEW)

Department of Environmental Quality **NC**


ATTACHMENT A
Board of Aldermen & Planning Board
Special Meeting Joint Workshop Minutes
January 24, 2017

Planning Program Overview

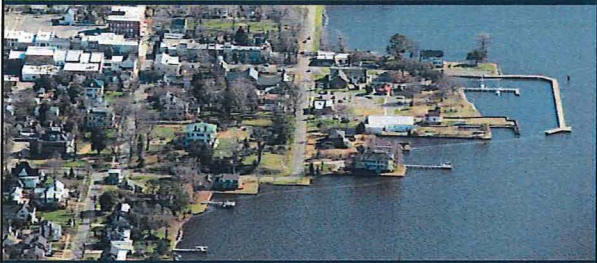
Grant Programs

- Planning and Management Grants (15A NCAC 07L)
- Public Beach and Coastal Waterfront Access Grants (15A NCAC 07M .300)


Department of Environmental Quality



Questions and Comments



Department of Environmental Quality



ATTACHMENT B

Planning Director's Notes for future update: include policy statement that impervious surface is limited to 30% in areas not regulated by DCM.

Change all DENR references to DEQ.

Change Zoning Ordinance & Flood Regs to UDO.

TOWN OF NORTH TOPSAIL BEACH CAMA CORE LAND USE PLAN



Adopted by the North Topsail Beach Board of Aldermen: July 2, 2009
Certified by the Coastal Resources Commission August 27, 2009

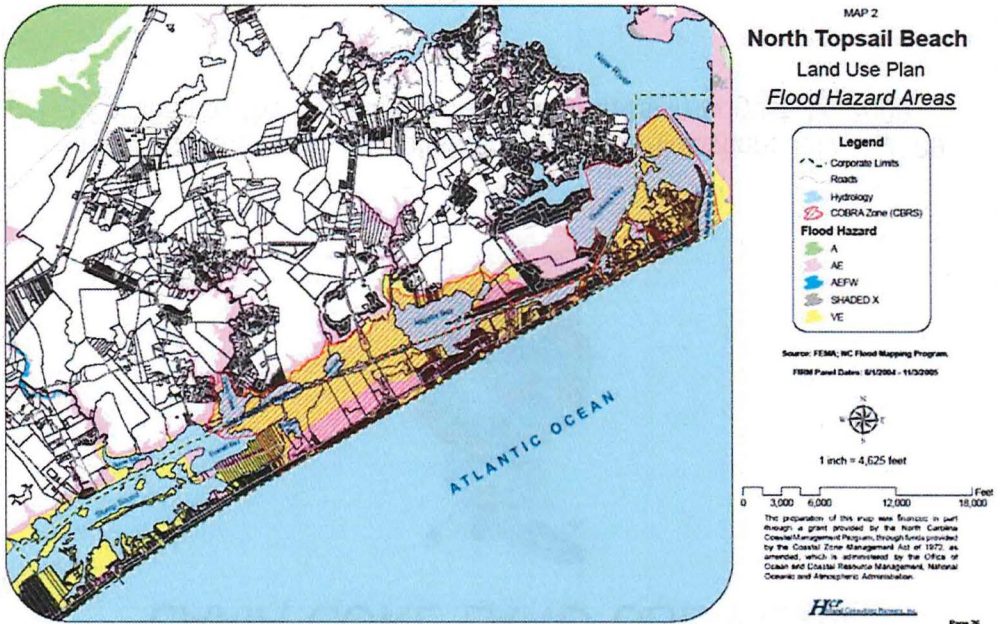
Prepared by:

Holland Consulting Planners, Inc.
Wilmington, North Carolina

The preparation of this document was financed in part through a grant provided by the North Carolina Coastal Management Program, through funds provided by the Coastal Zone Management Act of 1972, as amended, which is administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration.

ATTACHMENT B

MAP 2 - FLOOD ZONES



Planning Director recommends waiting until formal adoption of new FIRMs (approximately 1 year).

iv. Channel Maintenance

ATTACHMENT B

There are navigable channels that run adjacent to the Town of North Topsail Beach that are utilized by both County and Town residents. The primary channels that are essential to navigation around the town are the Intracoastal Waterway, and the New River Inlet at the Town's northern extent. The US Army Corps of Engineers is responsible for maintaining the Intracoastal Waterway; however, funding has not been available in recent years to ensure that this navigable water body is properly maintained. Maintenance of the New River Inlet is also the responsibility of the US Army Corps of Engineers, and has become a significant concern for property owners with homes located on the northern end of the town. The Corps ensures this channel remains open for navigation, due to the presence of the Camp Lejeune Marine Base, but they do not address concerns related to the alignment of the channel. This is a migrating inlet, and has started to encroach on development at the northernmost extent of the Town's corporate limits. The Town has researched alternatives to addressing these concerns, but will attempt to rectify the problem within the context of a comprehensive long term approach to beach erosion.

v. Marine Resources (Water Quality)

The North Carolina Division of Water Quality (DWQ) monitors approximately one-third of the state's stream miles for water quality. For stream miles not monitored, DWQ uses professional judgement to evaluate whether the streams are supporting their designated uses. The State categorizes miles of stream as Fully Supporting, Support Threatened, Partially Supporting or Not Supporting. Partially Supporting and Not Supporting mean that a stream is supporting only part or none of its designated uses. These streams are considered by the State to be impaired. Support Threatened means that though the stream is currently supporting its full uses, there is reason to believe it may not support them in the future. The following table provides a detailed breakdown of water quality classifications as defined by the North Carolina Division of Water Quality.

Town's Inlet Hazard Area

The North end of Town, immediately adjacent to the inlet, contains an Inlet Hazard Area, measuring about 3,000 feet from the inlet mouth southward.

The Inlet Hazard Area covers the lands next to ocean inlets. Inlet shorelines are especially vulnerable to erosion and flooding and can shift suddenly and dramatically. For each inlet along the coast, the Division of Coastal Management prepares a hazard area map that is reviewed and approved by the Coastal Resources Commission. Each area is mapped based on a statistical analysis of inlet migration, previous inlet locations, narrow or low lands near the inlet, and the influence of man-made features, such as jetties and channelization projects.

In each case, the distance the inlet hazard AEC extends inland is estimated to be large enough to encompass those lands where the inlet can be expected to migrate. At a minimum, this distance is the same distance inland as the ocean erodible AEC. Inlet hazard AECs range in width from about 250 feet for a fairly stable inlet to about 4,000 feet for the most dynamic inlets.

Consequently, shorefront and non-shorefront homes in the IHA undergo periods of safety and jeopardy, depending on normal and accelerated erosion rates, alternating with periods of sand accretion. Flood channels, inter-tidal currents and wave refractions can start and stop within days. Consequently those wishing to purchase homes in this area must weigh carefully the risk associated to land and buildings from floods, incremental erosion and strong storms and tide.

ATTACHMENT B

- | | | |
|---------------------|-------------------|----------------------------------|
| < Internal Medicine | < Orthopedics | < Podiatry |
| < Nephrology | < Otolaryngology | < Pulmonology |
| < Neurology | < Pain Management | < Radiology |
| < Oncology | < Pathology | < Surgery |
| < Ophthalmology | < Pediatrics | < Urology |
| < Oral Surgery | < Plastic Surgery | Source: Onslow Memorial Hospital |

In addition to Onslow Memorial Hospital, North Topsail Beach residents also rely on New Hanover Regional Medical Center located in the City of Wilmington. New Hanover Regional Medical Center is a not-for-profit health care system serving southeastern North Carolina and northeastern South Carolina. A teaching hospital and regional referral center, the network is dedicated to providing a wide range of health care services including, but not limited to, the following:

- | | | |
|-----------------------------|-----------------------|---------------------------|
| < Heart Center | < Pulmonary Program | < Rehabilitation Services |
| < Imaging/X-ray-CT-PET | < Women's Services | < Cancer Services |
| < Orthopedics | < Children's Services | < Ambulatory Surgery |
| < Emergency/Level II Trauma | < Behavioral Health | < Vascular Services |

3. Law Enforcement

Law enforcement is provided by the Town of North Topsail Beach Police Department. The department is located at Town Hall, 2008 Loggerhead Court. There are eleven full-time and six part-time officers and one office staff employee. Two officers are on duty during the day and two officers are on duty at night. All emergency response calls to the department are routed through the Onslow County Emergency 911 Call Center. The department responds to approximately 3,500 calls per year, which does not include traffic tickets, check points, and DWIs. The police department performs one beach patrol per shift in the winter and three per shift during the summer months. Following is a summary of the vehicles used by the department. Jet skis are utilized by the department but are obtained through a rental agreement.

- < 3 four wheel drive vehicles
- < 8 Crown Victorias
- < 2 Dodge Chargers
- < 2 Humvees
- < 2 all terrain vehicles

Currently, the Police Department utilizes approximately 800 square feet in the Town Hall with no garage or storage facility. All of the vehicles are stored outside and often times off-site at the police chief's residence.



Health care should reflect new Scott's Hill 24 emergency department.

11. Stormwater Management

a. Introduction

Precipitation that occurs as a result of a rainfall or snow melt event that does not permeate into the soil, is not consumed by plants, or is evaporated into the air becomes stormwater. Pollutants such as oil and grease, sediment, bacteria, and other toxic substances are added to this water as it runs across impervious surfaces and thereby polluting our surface waters. In addition, as the volume of stormwater increases, more flooding and erosion may occur.

b. Existing Drainage Problems

North Topsail Beach is drained by the Intracoastal Waterway, the New River Inlet, and the Atlantic Ocean. The elevations within the town are fairly low due to its location on a barrier island. As a result, the Town is prone to flooding where elevations are low as a result of hurricane storm surge and heavy rains. As mentioned in the Natural Systems Analysis section, 100% of the town is within a flood hazard area. As development continues, so will the construction of impervious and semi-permeable surfaces and the potential for surficial water contamination.

c. EPA Regulations

The Environmental Protection Agency (EPA) has begun implementation of Phase II of the Stormwater Management Plan. These policies apply to municipalities with populations greater than 10,000 and with densities of 1,000 per square mile. For municipalities that meet these parameters, submittal of a stormwater management plan is required. Phase II regulations also apply to entities designated under the 1990 census as a Small MS4 (Small Municipal Separate Storm Sewer System). MS4s are defined as a publicly-owned conveyance or system of conveyances designed or used for collecting and conveying stormwater. MS4s can include counties, towns, airports, federal properties, hospitals, schools, etc. Small community MS4s are regulated if they discharge into impaired or sensitive US waters. At this time, North Topsail Beach is not required to meet the EPA Phase II Stormwater Management Program regulations. The Town may be required to submit a stormwater management permit application under future expansion of the NPDES program.

d. Construction Activities

Stormwater runoff from construction activities can have a significant impact on water quality, contributing sediment and other pollutants exposed at construction sites. The NPDES Stormwater Program requires operators of both large and small construction sites to obtain authorization to discharge stormwater under a NPDES construction stormwater permit. In 1990, the Phase I Stormwater Management Program regulations addressed large construction operations that disturbed five (5) or more acres of land. The NPDES program also addresses small construction activities – those that disturb less than five (5) acres of land – which were included in the Phase II final rule. Construction activities that

- 25% limit built upon per CAMA regs and 30% for all other per Town's UDO;
- Concrete driveways require engineered storm water plans.
- UDO Sec. 6.02.06 (B) Stormwater Drainage System The developer shall provide surface water drainage plans. These plans shall indicate storm water drainage supported by design computations. The design shall conform to the standards as required by NCDOT, NCDWQ or other regulatory state agency.



ATTACHMENT B

In addition to establishing regulations regarding development within the Town, the zoning ordinance defines the duties and responsibilities of the Board of Adjustment. The Town's Board of Adjustment is a quasi-judicial board and has the function of addressing ordinance interpretations, appeals regarding code enforcement action, and decisions associated with applications regarding the issuance of special and conditional use permits.

b. Subdivision Regulations (Article V)

Chapter 7, Article V of the Town Municipal Code provides the Town of North Topsail Beach subdivision regulations. The following excerpt from the subdivision ordinance provides the purpose of the subdivision regulations:

Update reference to
Sec. 2.06.05
Subdivision of Land
and ARTICLE 6.
DEVELOPMENT
STANDARDS .

"The purpose of this ordinance is to establish procedures and standards for the development and subdivision of land within the territorial jurisdiction of the Town of North Topsail Beach. It is further designed to provide for the orderly growth and development of the town; for the coordination of streets and highways within proposed subdivisions with existing or planned streets and highways and with other public facilities; for the dedication or reservation of recreation areas serving residents of the immediate neighborhood within the subdivision and of rights-of-way or easements for street and utility purposes; and for the distribution of population and traffic in a manner that will avoid congestion and overcrowding and will create conditions essential to public health, safety, and the general welfare. This ordinance is designed to further facilitate adequate provision of water, sewerage, parks, schools, and playgrounds, and also to facilitate the further resubdivision of larger tracts into smaller parcels of land."

Specifically, the subdivision regulations require that:

- < Town services shall not be provided until a final subdivision plat is approved;
- < No streets or utilities shall be accepted until a final subdivision plat is approved;
- < No construction permits shall be issued until a final subdivision plat is approved.

c. Buildings and Building Regulations (Article VI)

Chapter 7, Article VI of the Municipal Code includes these regulations. The town has adopted and enforces the North Carolina state building, plumbing, heating, electrical, and residential codes. This chapter also outlines the procedures related to applying for and obtaining a building permit for construction. Additionally, the general duties and powers of the town's inspections department are outlined in this chapter.

ORDINANCE NO. 2012-2
codified as CHAPTER
7: BUILDING
REGULATIONS

ATTACHMENT B

Table 34: 2005 Bond Referendum - Proposed Onslow County School Improvements

School Name	Proposed Projects	Projected Investment	Projected Completion Date
Dixon Elementary	8 to 11 classrooms, HVAC system, parking/driveway, renovations, technology	\$4,398,359	7/1/08
Dixon Middle	Gym AC, parking/driveway, technology	\$1,043,500	7/1/06
Dixon High	3 to 6 classrooms, ADA renovations, technology	\$ 355,338	4/1/08

Source: Onslow County.

New elementary school being built in Sneads Ferry-update

12. Recreation

Currently, North Topsail Beach maintains a municipal park centrally located within the Town's corporate limits. Details regarding this facility are outlined within the community facilities section of this plan. Additionally, the Town currently has 28 public beach access sites. Some of the sites are owned and operated by the County, while many are under the Town's jurisdiction. North Topsail Beach will continue to seek out opportunities to provide additional public access points. This effort will include accepting land donations and easements in conjunction with large multi family and subdivision developments.

13. Solid Waste

Garbage pickup is provided by Waste Industries. Trash is picked up on Tuesdays, Fridays, and Saturdays during the summer and after Labor Day trash is only picked up on Tuesdays. At this time, there are no public facility needs related to solid waste disposal. The town also provides curbside recycling services, beginning July 1, 2009.

14. Redevelopment/Development Issues

One of the major development/redevelopment issues in the Town of North Topsail Beach will be the redevelopment of areas following a hurricane or other natural disaster. Based on the Town's geographic location on the coast, hurricanes can likely occur causing destruction of private and public facilities. Wind damage and flooding could result from the inland movement of a major hurricane or nor'easter. The specifics of this redevelopment will be addressed in the Storm Hazard Mitigation and Post-Disaster Reconstruction section of this plan.

B. LAND USE/DEVELOPMENT GOALS AND IMPLEMENTING ACTIONS

This section of the plan is intended to guide the development and use of land within the Town of North Topsail Beach. The future land use map and policies are intended to support the Town's and CAMA's goals. Specifically, this section includes Town goals, land use development policies, and the future land use map. The future land use map and the specified development goals are based in part on the Town of North Topsail Beach community concerns (identified on page 6 of this plan) and the survey results

ATTACHMENT B

In all other areas, development will be allowed that is consistent with applicable local, state, and federal regulations.

- P.26 The Town aims to maintain its character as an eco-friendly low to moderate density residential community. Commercial development should be permitted only in areas defined for commercial use on the future land use map established in this document.
- P.27 The town, in an effort to protect the eco-friendly environment that the town has established over the years, may aim to secure lots through either acquisition, grant-funded purchase, or donation. These lots may be secured as open space easements in perpetuity. Special attention will be given to acquire properties that have been deemed unbuildable due to either state or local development regulations.
- P.28 It is the policy of the Town to require the construction of dune walkover platforms at all town-maintained public beach access points. The town will seek public access grant funding for the development of these access points. The town will encourage the development of dune crossovers on private property in the future. NOTE: This policy exceeds the minimum use standards.
- P.29 The town supports protection of all remaining maritime forest areas. The town will not support the rezoning of any parcel currently designated as conservation on the future land use map established within this document. Additionally, it is the town's intent, where feasible, to rezone maritime forest areas to the CON-D zoning district.
- P.30 The town will not recognize any accreted land as a defined upland unless a property owner has secured documentation from the US Army Corps of Engineers that their property is by Corps standards deemed an upland area. All upland areas must comply with all existing zoning and subdivision regulations of the town unless a variance is granted through the town's Board of Adjustment. NOTE: This policy exceeds the minimum use standards.

Implementing Actions - Conservation:

- I.16 The town will draft and consider adopting a tree ordinance that aims to protect tree species indigenous to the region. *Schedule: Fiscal Year 2009-2010.*
- I.17 In portions of town where sand and erosion has resulted in the accretion of upland areas, the town will account for this increased land area through regulations outlined within the town's Zoning Ordinance. *Schedule: Continuing Activity.*

UDO Sec. 3.03
COASTAL FOREST
OVERLAY DISTRICT
(CFOD).

ATTACHMENT B

- I.18 Protect the Town's fragile areas from inappropriate, unplanned, or poorly planned development through the following:
- < By implementing the Town Zoning Ordinance, limit land uses in the vicinity of historic sites, natural heritage areas, and designated conservation areas to compatible land uses. *Schedule: Continuing Activity.*
 - < The town will continue to work with NCDENR through the implementation and enforcement of coastal development regulations in an effort to protect environmentally sensitive areas throughout the town's planning jurisdiction. *Schedule: Continuing Activity.*
- I.19 The Town will review its zoning and subdivision ordinances to ensure compliance with policies P.26, P.30-P.31. *Schedule: Fiscal Years 2009-2010.*
- I.20 The Planning Board will work towards the adoption of a dune protection ordinance that will aim to provide protection for the primary dune line running along the town's ocean hazard area. This ordinance will address dune disturbance policies, and guidelines relating to development adjacent to established dune structures that exceeds current state standards. *Schedule: Fiscal Years 2009-2010.*
- I.21 The town will consider establishing a land trust that will serve to secure undeveloped land through either acquisition or donation as open space easements in perpetuity. This effort will help realize the town's vision to maintain an eco-friendly environment. The town will work with the Conservation Trust of North Carolina throughout this effort to ensure that all land secured is properly protected. *Schedule: Fiscal Years 2009-2013.*

The Town had a Dune Protection ordinance - pre UDO - it did not make it into the UDO and was adopted and put into it in 2015. See attached Ordinance 2015-10. CZF

Formal adoption of land trust not established - update to revisit/reconsider.

Policies - Stormwater Control:

- P.31 The Town supports reducing soil erosion, runoff, and sedimentation to minimize the adverse effects on surface and subsurface water quality.
- P.32 The Town supports the enforcement of all controls and regulations, specifically design standards, tie-down requirements, construction and installation standards, elevation requirements, flood-proofing, CAMA regulations, and FEMA regulations, deemed necessary by the Board of Aldermen to mitigate the risks of lives and property caused by severe storms and hurricanes.
- P.33 The Town supports the Onslow County National Pollutant Discharge Elimination System (NPDES) Phase II stormwater management program, due to its role in reducing the impact of stormwater runoff to waterbodies throughout the county.

ATTACHMENT B

- P.34 The town supports and will continue to enforce the NCDENR Coastal Stormwater Rules.
- P.35 The town supports the enforcement of maximum lot coverage requirements, as well as the enforcement of on-site stormwater retention requirements.

Implementing Actions - Stormwater Control:

- I.22 The town will continue to monitor revisions to the Coastal Stormwater Rule Policy, and may amend town ordinances to either meet or exceed development requirements established through these state guidelines. *Schedule: Fiscal Years 2009-2010.*
- I.23 The Town will consider adopting and enforcing a soil erosion and sediment control ordinance. *Schedule: Fiscal Years 2009-2010.*
- I.24 The Town will review its stormwater control policies and include updates regarding regulations for water detention and/or retention facilities in new developments as new state and federal policy requires. This will include a consideration of reducing the town's current maximum lot coverage requirements and policy relating to on-site stormwater retention/detention. *Schedule: Fiscal Years 2009-2010.*
- I.25 The Town supports ongoing planning and capital improvement efforts to address the drainage problems associated with flooding from tropical storm events. *Schedule: Fiscal Years 2009-2013.*
- I.26 The Town will continue to seek grant funding from state and federal agencies for capital improvement projects that will aid the Town in alleviating flooding and storm drainage problems. *Schedule: Continuing Activity.*

5. Infrastructure Carrying Capacity

a. Management Goal

The Town will ensure that public infrastructure systems are appropriately sized, located, and managed so the quality and productivity of AECs and other fragile areas are protected or restored. It is acknowledged that to achieve the infrastructure carrying capacity goals, policies, and implementing actions, utility lines may have to extend through some environmentally sensitive areas.

b. Planning Objective

The Town will establish level of service policies and criteria for infrastructure consistent with the projections of future land needs.

Planning Director recommend deleting. The law created the Sedimentation Control Commission to develop and administer North Carolina's sedimentation and erosion control program. This program is implemented by the Department of Environmental Quality (DEQ), Land Quality Section under the Commission's direction. Permitting and enforcement is administered by the regional office of the Land Quality Section of the DEQ.

ATTACHMENT B

I.51 The town will implement the following actions through local ordinances to improve water quality (NOTE - these actions are especially significant in areas adjacent to estuarine waters):

- < Minimize impervious cover in site
- < Limit erosion during construction through establishment of an erosion and sedimentation control ordinance.
- < Maintain coastal growth measures
- < Restoration of impaired waters (through cooperation with state programs)
- < Reduction of nutrients in the town waters through stormwater management concepts. *Schedule: Review local ordinances annually.*

I.52 Preservation of wetlands is important to the protection/improvement of water quality in the town. The following will be implemented:

- < **Coordinate all development** review with the appropriate office of the US Army Corps of Engineers and the Soil Conservation Service (if applicable). *Schedule: Continuing Activity.*
- < Require that wetland areas be surveyed and delineated on all preliminary and final subdivision plats and development plans. *Schedule: Fiscal Year 2009-2010.*
- < Encourage cluster development in order to protect sensitive natural areas within high density housing developments. *Schedule: Fiscal Year 2009-2010, revised zoning and subdivision ordinances.*

DCM does through Major permitting process

Continuous.

Approximate wetland layer available on GIS.

9. Local Areas of Concern

a. Management Goal

The town will integrate local concerns with the overall goals of CAMA in the context of land use planning.

b. Planning Objective

The town will identify and address local concerns and issues, such as cultural and historic areas, scenic areas, economic development, or general health and human services needs.

c. Land Use Plan Requirements

The following provides the town's policies/implementing actions on local areas of concern. All policies are continuing activities.

ATTACHMENT B

Policies - Cultural, Historic, and Scenic Areas:

- P.74 The town supports protection of the town's remaining maritime forest areas.
- P.75 The town supports the protection of the sea turtle habitats located throughout oceanfront portions of the town's corporate limits.

Implementing Actions - Cultural, Historic, and Scenic Areas:

- I.53 The town will guide development so as to protect the maritime forest where feasible. The town will consider drafting more comprehensive language within the town's code of ordinances to protect the town's maritime forest resources. *Schedule: Fiscal Years 2009-2010.*
- I.54 The town will work with federal agencies to assist in protecting sea turtle nesting grounds between the months of May and October. This proposed ordinance will involve a series of fines for individuals found in violation of the ordinance. This program will require involvement and assistance from the town's permanent and seasonal residents. *Schedule: Fiscal Year 2009-2010.*

The Town adopted an unattended beach equipment ordinance for turtle protection (attached). The Town has not adopted a lighting ordinance. I have attached the Florida model ordinance and a few others I found. CZF

Policies - Economic Development:

- P.76 Tourism is important to the town and will be supported in an effort to promote North Topsail Beach as a family vacation destination.
- P.77 The town will encourage both residential and commercial development, as outlined on the future land use map, while aiming to protect the town's natural resources and preserve its environmentally friendly atmosphere.
- P.78 The town will encourage moderate commercial development in areas with existing infrastructure that does not infringe on existing or planned residential areas.
- P.79 The town supports the extension of sewer services from existing systems and encourages the use of central sewer systems for new developments whether residential or non-residential in nature.

Implementing Actions - Economic Development:

- I.55 The town will continue to support the activities of the North Carolina Division of Travel and Tourism, specifically, the monitoring of tourism-related industry, efforts to promote tourism-related commercial activity, and efforts to enhance and provide shoreline access resources. *Schedule: Continuing Activity.*

Implementing Actions - General Health and Human Services Needs:

ATTACHMENT B

- I.57 Floodplain regulation is a concern in the town. To accomplish protection of public health and service needs, the town will:
 - < Continue to enforce the flood hazard reduction provisions of the the town Land Development Ordinances.
 - < Prohibit the installation of underground and above ground storage tanks in the 100-year floodplain.
 - < Zone for open space, recreational, low to moderate density residential, or other low-intensity uses within the floodplain.
Schedule: Continuing Activities.
- I.58 The town will research alternatives for establishing a curb-side recycling service in conjunction with existing waste management services. *Schedule: Continuing Activity.*
- I.59 To effectively manage the town's investment in existing and proposed community facilities and services, the town needs to **develop a capital improvements plan** with emphasis placed on services and facilities which affect growth and development. This effort should especially focus on dealing with the effects of seasonal population fluctuations. *Schedule: Fiscal Years 2009-2010.*
- I.60 The town will provide sufficient emergency services to all residents. The town will implement the following:
 - < Require that all necessary infrastructure firefighting capability/capacity be provided in new subdivisions and developments. *Schedule: Continuing Activity.*
 - < Continue to maintain an effective signage and addressing system for all streets, roads, and highways. *Schedule: Continuing Activity.*

Implementing Actions - Funding Options:

- I.61 The town will continue to support state and federal programs that are deemed necessary, cost-effective, and within the administrative and fiscal capabilities of the town. *Schedule: Continuing Activity.* These programs include:
 - < Community Development Block Grant Program
 - < Area Agency on Aging
 - < Emergency Medical Services

Capital Improvement Plan

In order to promote and protect public safety and to accommodate the population growth occurring on the island and Sneads Ferry, the Town has, since 2013, embarked on a long-term capital improvement plan. Annually, the plan encompasses anticipated operational and infrastructure needs over the next five years, ranked according to priority of need. For instance recently the Town faced a public parking imbalance involving the seasonal overflow of parking beyond official parking lots into residential neighborhoods. The Town embarked on a parking lot construction expansion, partnering with County grants to accommodate County day visitors. This added an additional 600 spaces and appears to contain seasonal (particularly weekend) overflow. Now, attention is shifted to the need for a multi-use path for pedestrians and bikers, in order to transport the 11 mile length of Town without using the busy single road corridor. Other upcoming projects include a new south end fire station. As needs are identified they will be added to the CIP annually, during the budget process.

ATTACHMENT B

- < The Town will encourage public participation in all land use decisions and procedure development processes and encourages citizen input via its boards and committees.
- < North Topsail Beach will advertise all meetings of the Planning Board and Board of Adjustment through newspaper advertisements and notice postings.
- < North Topsail Beach will utilize advisory committees to assess and advise the Town on special planning issues/needs.
- < The Town will, at least annually, conduct a joint meeting of the North Topsail Beach Board of Aldermen and the Town's Planning Board to identify planning issues/needs.
- < The Town's website will be updated to include this plan.
- < All public hearings for changes to land use related ordinances which affect AECs shall include in the notice a specific description of the impact of the proposed change on the AECs.
- < Ensure that the membership of all planning related and ad hoc advisory committees has a broad cross section of North Topsail Beach's citizenry.

2. Action Plan/Schedule

The following describes the priority actions that will be taken by the Town of North Topsail Beach to implement this CAMA Core Land Use Plan and the fiscal year(s) in which each action is anticipated to begin and end. This action plan/schedule will be used to prepare the required 2-year implementation status report for the CAMA Land Use Plan.

Policy References	Implementing Actions	Schedule	
		Begin	End
P.1 - P.7	The Town will consider the preparation of a shoreline access and public facilities plan and request Division of Coastal Management funding for the preparation of the plan.	FY2010	FY2011 Comp. FY2014
P.8 - P.19 P.20 - P.24 P.25 - P.30 P.43 - P.44 P.59 - P.73	The Town will review and consider revising its zoning and subdivision ordinances to address the policies contained in the Land Use Plan.	FY2009	FY2010 Comp. FY2011
P.8 - P.19	The Town's planning and inspections department will work with local realtors and developers to educate homebuyers of the potential issues relating to homeownership within ocean hazard and inlet hazard areas.	FY2009	FY2013 ONGOING PPI 2015
P.25 - P.30	The Town will draft and consider adopting a tree ordinance that aims to protect tree species indigenous to the region.	FY2009	FY2010 2011 UDC

ATTACHMENT B

Policy References	Implementing Actions	Schedule	
		Begin	End
P.25 - P.30 P.51 - P.58	The Planning Board will work towards the adoption of a dune protection ordinance that will aim to provide protection for the primary dune line running along the Town's ocean hazzed area.	FY2009	FY2010 <i>FY2015</i>
P.25 - P.30	The Town will consider establishing a land trust that will serve to secure undeveloped land through either acquisition or donation as open space easements in perpetuity.	FY2009 FY2017	FY2013 FY2018
P.31 - P.35	The Town will continue to monitor revisions to the Coastal Stormwater Rule Policy, and may amend town ordinances to either meet or exceed development requirements established through these state guidelines.	FY2009 <i>FY2017</i>	FY2010 <i>FY2018</i>
P.31 - P.35	The Town will consider adopting and enforcing a soil erosion and sediment control ordinance. <i>ALSO SEE NOTE P.94</i>	FY2009	FY2010 <i>Comp 2011</i>
P.31 - P.35	The Town will review its stormwater control policies and include updates regarding regulations for water detention and/or retention facilities in new developments as new state and federal policy requires.	FY2009	FY2010 <i>SEE NOTE FOR P.63</i>
P.31 - P.35	The Town supports ongoing planning and capital improvement efforts to address the drainage problems associated with flooding from tropical storm events. <i>? PART OF STORM WATER</i>	FY2009	FY2013 <i>FY2015 ongoing</i>
P.42 - P.50	The Town's Planning Department will work with the Police Department to identify where deficiencies exist with respect to speed limit signage.	FY2009	FY2010 <i>FY2015 ongoing</i>
P.42 - P.50	The town will work to establish a turn lane to provide safe access to Town Hall.	FY2009 FY17	FY2010 FY18
P.59 - P.73	The Town will require that wetland areas be surveyed and delineated on all preliminary and final subdivision plats and development plans.	FY2009	FY2010 <i>FY2011</i>
P.74	The Town will guide development so as to protect the maritime forest where feasible.	FY2009	FY2010 <i>FY2011</i>
P.75	The Town will work with federal agencies to assist in protecting sea turtle nesting grounds between the months of May and October.	FY2009	FY2010 <i>ONGOING / DEC. SEE ATTACHED</i>
P.80 - P.82	The Town will develop a capital improvements plan with emphasis placed on services and facilities which affect growth and development.	FY2009 FY2013	FY2010 <i>ONGOING - DEC. SEE SMART P.109</i>

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Wednesday, February 1, 2017 6:30 P.M.*

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Town Attorney Brian Edes and Assistant Town Manager/Town Clerk Carin Faulkner.

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 6:30 p.m.
- II. **INVOCATION:** Alderman Peters gave the invocation.
- III. **PLEDGE OF ALLEGIANCE:** Mayor Burns led those present in the Pledge of Allegiance.
- IV. **APPROVAL OF AGENDA:**
 - Alderman Peters made a motion to approve the agenda as presented. Alderman McDermon seconded the motion.
 - The motion passed unanimously.
- V. **OPEN FORUM:** No one came forward.
- VI. **PUBLIC HEARINGS/PRESENTATIONS:**
 - A. **Presentation - Proclamation in Appreciation of Gary and Jeanne Miller:**
 - Mayor Burns read the proclamation aloud. Mr. and Mrs. Miller were not present. Ms. Hill accepted the proclamation on behalf of the Miller's and will present it to them at the Planning Board meeting.
 - B. **Presentation - North Topsail Beach Hardened Structure Project – Proposal for Professional Engineering, Planning, Permitting & Design Services:**
 - Mr. Dial gave a presentation (Attachment A).
 - Mr. Dial took questions from the Board.

*There is an attachment to these minutes.

- Alderman Peters moved that the Board of Aldermen direct Town Staff and the Town Attorney to bring back a contract consistent with the proposal to the Board for consideration and approval. Alderman McDermon seconded the motion.
- The motion passed 4 to 1 with Alderman Yurek voting against.

C. Public Hearing – Proposed Text Amendment to UDO Section 4.03.09 (A) – Pool Setback:

- Alderman McDermon made a motion to open the public hearing. Alderman Peters seconded the motion.
- The motion passed unanimously.
- Ms. Hill presented the staff report and gave a short presentation.
- Ms. Hill took questions from the Board.
- Mr. Edes went over some of the options that the Board has as far as amending the ordinance. He took questions from the Board.

The following people came forward to address the Board:

Keith Fountain, Attorney representing Robert Finlay – Mr. Fountain said that he reviewed this issue and as pointed out earlier, NTB is the only Town that has any restriction. He said that the only restrictions that are needed are already in the CAMA regulations. It states very clearly that pools are allowed in this area but that there are limits. He read language straight out of the CAMA regulations. He mentioned the comments from Bob Gerkens and Ocean Sound Village which were forwarded to the Board. He said that a local realtor, who has been on the island for 30 years said that having a pool drives up the rental value and that the rental income is at least \$1,000 a week more. He also indicated that having a pool that is heated extends the rental season 4-6 weeks in the spring and the fall. He asked the Board to amend the ordinance to be consistent with all of the other North Carolina coastal towns.

Andrew McVey, Attorney for A’N’A Builders RE: 3658 Island Drive – Mr. McVey described the situation his client is in at their Island Drive property. He said that two of the three alternatives that the Board is considering would allow them to complete their projects. He proposed a fourth alternative, using the toe of the dune and rewording the ordinance to 10 feet beyond the toe of the frontal dune which would be further back from the CAMA setback.

Dan Tuman of 3944 River Road – Mr. Tuman made comments in opposition to the proposed amendments to the ordinance. He said that the dunes are moving landward and he suggested that the Town not make any changes to the ordinance until the Town completes shoreline restoration to protect properties. He said other towns are older and have property protection and that this town is just starting that effort to protect properties. He urged the Board to postpone this matter until the State legislators and lobbyists have had opportunity to do BIMP legislation and CBRA changes. He made comments about how the Town will be

perceived by others. He advised the Town to work with Mr. McIntyre, Bill Rabon, and Harry Brown. He said that CBRA should be the Town's first priority.

Cameron Kuegel of 3902 River Road – Mr. Kuegel said that the Town is opening itself up for the State to laugh at it if it passes something that allows people to encroach into the dunes. He said that we are trying to save the Town from being washed away and that we should not be going backwards. He warned that there will be more sandbags in front of pools and that there are a lot of homes that are not beachfront. He said that we are the only Town that has these regulations and the first Town to ask for public funds to pay for a hardened structure.

- Mayor Pro Tem Macartney made a motion to close the public hearing. The motion passed unanimously.
- There was discussion.
- Alderman Peters made a motion to amend UDO Section 4.03.09 (A) – Pool Setback to allow pools in the CAMA setback with a requirement of placement of a least 20 feet from the landward toe of the dune as marked by NC Division of Coastal Management. Alderman Harte seconded the motion.
- There was discussion.
- The motion passed 3 to 2 with Mayor Pro Tem Macartney and Alderman McDermon voting against.

VII. MANAGER'S REPORT:

Mr. Turille gave the following report:

I. Shoreline Protection Projects:

1. **Hurricane Matthew:** Coastal Planning & Engineering completed and submitted to FEMA the Phase 5 assessment of lost sand, which totals as a \$7,000,000 request for reimbursement.
2. **Dune push**—the Assistant Town Manager and Public Works Director are doing a fine job managing this project, well underway, and will report in more detail later.
3. **Ocean Bar Dredge Project:** in order to meet the local match requirement of about \$2,000,000 I requested a one-time exemption in the Shallow Draft fund from Senator Brown, should you wish to proceed after we obtain the permit (expected any day).
Clarification: we have **not** decided, at this point, to proceed after the permit is obtained and will discuss more at the February Retreat as part of the overall Shoreline Protection Strategy Update.
4. **Hardened Structure**— tonight we hear a proposal from our selected contractor, Dial Cordy & Associates.

II. County Sales Tax Distribution: We received word from the County Manager that this issue is resolved with no projected change in the current distribution method.

III. Special Meetings/Workshops this Winter:

1. **CAMA Land Use Plan Workshop:** conducted January 24, 2017 which clarified our consensus of the Town's future vision as a low-density residential community to be developed in balance with nature.

2. **2017 Retreat: February 23-24:** focus on strategic plans -- the Shoreline Protection Strategy, Town Financial planning including capital projects, the strategic vision and mission statements, and CBRA efforts -- the most critical issues for the Town's long-term future. Between now and the Retreat staff request space to perform in-depth review. ECC will be facilitating; we will break for a 2PM TISPC meeting on the 23rd reconvening on the 24th.

3. **Onslow Commissioner's visit:** both Commissioner Price and Bennett visited with us and toured the beach. Consequently, Commissioner Price made very positive comments on County support for New River and the beach at the recent Topsail Island Shoreline Protection meeting.

IV. FY15-16 audit—the Town's auditor, Carr Riggs, reports work backlogs, compounded by the unexpected death of our Finance Officer, as reason for the delay in audit completion. Carr reports that this is not a reflection on the Town's finances and are planning to issue an unqualified opinion at the March meeting.

V. Multi-Use Path—I discussed expansion of the path with the area Regional Planning Organization Director Patrick Flanagan. We discussed placing our completed plan in the NDCOT pipeline this Summer. Once there we can meet with Onslow County on how to achieve the 20% local match – perhaps linking it with the Sneads Ferry Community Plan, which calls for a multi-use path across the high-rise bridge.

VI. Surplus Land Auction – is proceeding with a March 3 auction date. See Town website for details.

VII. CBRS—Poyner Spruill (McIntyre) is recommending that we accept the USFWS map changes as a strategy to amend them with our requested changes in sub-committee.

VIII. ASSISTANT TOWN MANAGER'S REPORT:

Ms. Faulkner gave the following report:

South Park Project (W. Rodney Knowles Park)

Construction has begun on this project. The Board adopted a resolution naming the park after the Town's first mayor, W. Rodney Knowles. Town Staff will be ordering the sign for the park and will be planning a ribbon cutting ceremony and inviting Mayor Knowles' family and the public to participate when the construction on the park is complete.

Dune Push 2017

The contractor began work on Saturday, January 14th. As of Wednesday, January 25th the contractor was near 4366 Island Drive headed north and almost through Ocean Ridge Subdivision. The contractor invoiced the Town through January 23, 2017 and had pushed 7,730 lineal feet of shoreline.

Hurricane Matthew Assistance

All documentation for Category A (debris removal), B (emergency protective measures), and G (beach restoration) has been provided to FEMA. The Town's FEMA representative said that Category A and B applications should be ready for the Town's signatures next week. He and other FEMA staff will be in Town next week to do a site visit of the Phase 5 area to wrap up on what is needed to complete the Category G request.

Town Staff is still planning on issuing requests for proposals for debris removal and debris monitoring in the next couple of months (this should be done every 4 or 5 years). Town Staff will also be looking into having a debris management plan adopted by the Town. Both efforts are recommended by FEMA.

Auction of Surplus Real Property

Town Staff has issued a public notice for the auction to take place at Town Hall on March, 3, 2017 at 1:00 p.m. The auctioneer has posted signs on the properties. The Raleigh News & Observer has interviewed several people in regard to this event.

BOA & Planning Board Joint Workshop on CAMA Land Use Plan

The Board of Aldermen and Planning Board had a joint meeting on Tuesday, January 24th to begin the process of updating the Town's CAMA Land Use Plan. At this first of possibly several meetings, the BOA and Planning Board reviewed the updates that were recommended by the Planning Board and through going through some of the plan, made some other suggested updates. Those are specified in the meeting minutes. The Planning Board will be looking at several of the newly identified updates at its next meeting in preparation for another meeting. The two boards also agreed to create a study group to find revenue sources for the Town. Those who volunteered to participate are: Aldermen Don Harte, Joann McDermon, Richard Peters, Planning Board members Becky Bowman, Gunnar Matthews, and Hanna McCloud, and Town Manager Stuart Turille. The group's first meeting is yet to be determined and will be publicly noticed. The public is encouraged to attend all meetings.

CRC Development Updates

Alderman Yurek will assist the Planning Board at their next meeting (February 9, 2017) in their continued review of the Coastal Resources Commission's latest rule on development lines, as directed by the Mayor and Town Manager.

Preliminary Flood Map Meeting

The Planning Director attended the State and County required public meeting for preliminary flood insurance rate maps (FIRMs) on January 25, 2017 at the Sneads Ferry Community Center. Handouts from the public meeting are available at the rear of the meeting room (will post PDF on Town website after the meeting). Citizens are encouraged to contact the Planning Director by phone (910-328-1349) or e-mail (dhill@ntbnc.org) if they have any questions regarding the preliminary flood designation. Town Staff recommends that owners contact their insurance agent regarding anticipated premiums.

Street Lighting Policy

Town Staff is working on a Street Lighting Policy to address requests that the Town receives to add additional lighting to the Town's system. The policy will give Town Staff a consistent standard to go by and a process for property owners to follow in making a request. At the same time, Staff identified the need to clarify the UDO to regulate outdoor lighting to be consistent with the CAMA Land Use Plan Policy 75 "The town supports the protection of the sea turtle habitats located throughout oceanfront portions of the town's corporate limits." The Planning Director will be working with the Planning Board on a suggested text amendment at its next meeting. After the UDO text amendment is considered and/or adopted Town Staff will be requesting that the Board adopt the full street lighting policy.

First Annual Real Estate Forecast Breakfast for the Treasure Coast

Town Staff attended this event which was held on January 19, 2017 at the Surf City Community Center. Attendees received presentations from representatives of NCDOT, Pender County Planning Department, Surf City Planning Department, and real estate professionals with expertise in commercial realty, vacation rentals, and residential sales. A representative from Balfour Beatty Infrastructure also gave a short update on the replacement bridge. He indicated that the project is currently ahead of schedule. Surf City, Topsail and North Topsail Beach are expected to double in population by the year 2020. This Jacksonville Daily News article provides more details on the items discussed: <http://www.jdnews.com/news/20170119/experts-topsail-area-to-double-in-population>

Upcoming Events

- Board of Aldermen Annual Retreat – February 23, 2017 at 9:00 a.m. – will likely be continued the following day.
- 2017 Reel Housewives of Topsail Island Bike Ride - April 8, 2017
More info: <http://www.reelhousewivesoftopsailisland.com/>
- Next 4 Town Meeting – Town of Topsail Beach – April 21, 2017
- Vegetation Pick Up – February 6 & 7 North of Town Hall and February 8 & 9 South of Town Hall

IX. CONSENT AGENDA:

- A.** Approval of Minutes – January 5, 17, & 24, 2017
- B.** Department Head Reports – Finance, Fire, Inspections, Planning & Police
- C.** Committee Reports – Planning Board, Board of Adjustment, TISPC & ONWASA
- D.** Request to Reappoint Alderman Walt Yurek to Represent NTB on the Eastern Carolina Council General Membership Board for 2017
- E.** Request to Sponsor 31st Annual Topsail Area Kiwanis Club Golf Tournament
- F.** Request to Adopt Resolution 2017-5 – A Resolution Authorizing Execution of the Municipal Lease Purchase Agreement for New JCB 3CX-15 Backhoe Loader
 - Mayor Pro Tem Macartney moved to approve the Consent Agenda as presented. Alderman McDermon seconded the motion.
 - The motion passed unanimously.

X. OLD BUSINESS:

- A. Request to Postpone Payment of Assessment :**
 - Mr. Edes introduced this item.
 - Mayor Pro Tem Macartney moved that the Board postpone the payment of the sand bag assessment an additional 60 days.
 - The motion passed unanimously.

XI. NEW BUSINESS:

- A. Discussion on Granting License Agreements for Easements:**
 - Alderman McDermon introduced this item.
 - Mr. Edes took questions from the Board.
 - There was consensus from the Board to grant license agreements on an individual basis.
- B. Follow-Up to Four Town Meeting – Mayor Guy’s Request to Assess Interest in the Island Towns Merging:**
 - Alderman Peters introduced this item.
 - Alderman Peters moved that the Town express interest in the island towns merging and participating in hiring a consultant to determine feasibility if there is a written proposal and associated costs are presented ahead of time. Mayor Pro Tem Macartney seconded the motion.
 - The motion passed unanimously.

XII. **OPEN FORUM:**

Dan Tuman of 3944 River Road – Mr. Tuman indicated that Onslow County would have to make the changes to the tax distribution by April 20th and made comments about the loss of revenue to the Town if it were to change. He made comments about the new contractor hired to work on the hardened structure and advised the Board to look closely at what the deliverables will be and what they are charging the Town for. He expressed concerns about comments made earlier in the meeting about letting everybody do what they want in regard to the pool ordinance.

Cameron Kuegel of 3902 River Road – Mr. Kuegel made comments about the Board amending the pool ordinance with an option that was provided by a lawyer instead of an option that was provided by Town Staff and not already written up.

XIII. **ATTORNEY’S REPORT:** Mr. Edes said he has an item to discuss in Closed Session.

XIV. **MAYOR’S REPORT:** Mayor Burns thanked everyone for coming and everyone who attended online. He said that it was a successful meeting and that the Board made headway and hopefully everyone will be happy. He said the Board has to make tough decisions sometimes.

XV. **ALDERMEN’S REPORT:**

Alderman Harte – Mr. Harte thanked everyone for coming.

Alderman Peters – Mr. Peters thanked everyone for coming. He thanked Mr. Kuegel for his comments and Mr. Tuman for his comments. He made comments about the CAMA requirements and said that what the Board has approved is a compromise. He said we gained 20 feet and that this 20 feet is important when it comes to protection to the dunes and safety. He said he thinks it is a help. He said he thinks every non-conforming pool needs to be investigated.

Alderman Yurek – Mr. Yurek said that he took the time to look at every single pool on the oceanfront and he is glad that the Board talked about it tonight. He said that it’s something that as individuals we can do something about.

Alderman McDermon – Mrs. McDermon said she appreciated everyone for coming out and providing feedback on the pools. She said that there was a lot of thought put in on the pools and that the 20 foot amount was discussed at the last meeting. She said she also attended the 4 Town Meeting and is interested in the dialog about the merging of the three towns.

Mayor Pro Tem Macartney – Mr. Macartney said that he attended the County’s budget workshop. He said that Commissioners Bennett and Price made positive comments about the beach. He said that most positive thing that he got out of it was that Chairmain Bright opened the door to having meetings with the individual municipalities as part of the

budget process. He said he has asked the Town Manager to work on scheduling a meeting. He said that the Town needs to be a part of the County.

XVI. **CLOSED SESSION** per N.C.G.S. 143-318.11 Closed Sessions:(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract AND (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

- Alderman McDermon moved that the Board go into Closed Session. The motion passed unanimously.
- There was discussion in Closed Session.
- Mayor Pro Tem Macartney made a motion to come out of Closed Session. Alderman Harte seconded the motion.
- The motion passed unanimously.
- It was announced that no action was taken.

XVII. **ADJOURNMENT:** The meeting adjourned at 9:42 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 4/5/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting/Retreat Minutes Thursday, February 23, 2017 9:00 A.M.

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Assistant Town Manager/Town Clerk Carin Faulkner, and Judy Hills, ECC Facilitator.

I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 9:00 a.m.

II. **APPROVAL OF AGENDA:**

- Alderman Peters made a motion to approve the agenda to include an item at the end to cover any topics that have not been covered, an open discussion. Mayor Pro Tem Macartney seconded.
- There was discussion.
- The motion to approve the amended agenda passed unanimously.

III. **OPEN FORUM**

Dan Tuman of 3944 River Road - Mr. Tuman said that the Town's biggest challenge is shoreline protection, the Town operates well. He said he is concerned based on earlier comments that the Board will not address shoreline protection at all and that it is a primary issue to him.

Cameron Kuegel of 3902 River Road - Mr. Kuegel made comments about several items on the agenda and offered suggestions to the Board.

IV. **INTRODUCTION (ECC FACILITATOR):**

- Mr. Turille introduced Ms. Hills.

V. **REVIEW OF ACTION ITEMS FROM 2016 (MS. FAULKNER):**

- Ms. Faulkner went through the action items from 2016.
- A suggestion was made to include discussion regarding Army Corps of Engineers funding for navigation maintenance at the end of the agenda.

VI. **SHORELINE PROTECTION STRATEGY UPDATE (MR. TURILLE):**

- Mr. Turille gave a presentation.
- Mr. Turille took questions from the Board.

ACTION ITEMS: Find out status of permit to use spoil material from DA-143, discuss CP&E's status moving forward, work with County Commissioners – goal is to have a letter written from the County to the Federal government requesting help with navigation of the inlet, put pressure top-down (talk to Tillis, Brown, etc.), find out cost of trucking in sand for Phases 2-4, can the Town use navigation dredging for Phase 2?, find out how often material can be removed from the channel if there is a groin (is it 4 years?), leverage Beach and Inlet Management Plan (BIMP), get a larger share of occupancy tax from the County, which should be done first – terminal groin or 3rd event? Number one priority: Work with the County.

VII. BEACH, PEAK SEASON MANAGEMENT & SUMMER 2017:

The following topics were discussed - Alcohol Abuse and Illegal Drug Use, Public Safety on the Beach with Increasing Beach Population, Beach Ordinances, North End Beach Access Management, Town-wide Lighting, Parking (Capacity), Parking (Paid Parking), Feedback from Visitors, Update on Beach Ambassador Program.

Chief Fillinger (Police Department), Chief Best (Fire/Public Works) and Deputy Chief Poe (Fire) were present to add background and feedback for the discussion.

ACTION ITEMS: The Board gave Town Staff latitude in making decisions regarding enforcement of beach ordinances (ex. unattended equipment), explore staffing options during budget process (possible use of interns to supplement beach patrol officer), install gate and enforce closure of BA #3 dusk to dawn, present proposal for requiring permit for BA#3, Staff to present Street Lighting Policy, look at paid parking options, present a draft tourist survey to the BOA.

Alderman McDermon moved for the Board of Aldermen to recess this meeting and reconvene at 9:00 a.m. the next morning (Friday, February 24, 2017). The motion passed unanimously.

Board of Aldermen
Special Meeting/Retreat
Minutes
Friday, February 24, 2017
9:00 A.M.

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Assistant Town Manager/Town Clerk Carin Faulkner, and Judy Hills, ECC Facilitator.

VIII. CALL TO ORDER:

- Mayor Burns called the recessed meeting to order at 9:00 a.m.

IX. CBRA UPDATE:

- There was discussion about information that Mr. McIntyre of Poyner Spruill had brought to some of the Board members at TISPC the previous day. Two options were presented: 1) Continue with the Town's CBRA map as we have been doing.

2) Accept the changes the US Fish and Wildlife Service (USFW) has, with the option to challenge the rest of the map since a foot will be in the door to possibly get changes made.

- Mayor Pro Tem Macartney moved that the Board accept the map changes submitted by USFW and for the Town to continue pursuing the map changes that it had been working on (Option 2). Alderman Peters seconded the motion.
- The motion passed unanimously.

X. FINANCIAL STRATEGY & PLANNING (MR. TURILLE):

FY 17/18 Budget Calendar – The Board agreed to have a budget workshop (special meeting) on April 13, 2017 at 9:00 a.m.

Budget Projections to include Bike Path & South End Fire Station – Mr. Turille gave a presentation and took questions from the Board.

ACTION ITEMS: Work with NCDOT and ECC to get bike path on STIP (State Transportation Improvement Program), find out how long the fire station feasibility study is good for, look at budget cuts that can be made with Town’s consultants.

Department Heads – Brief Overview and Statement of Long-term Needs – Department heads were in attendance to give a brief overview of the department’s budgetary needs.

ACTION ITEMS: Look at Police & Fire facility needs, use surplus property revenues for South End Fire Station fund, rotational plan for police vehicles, look at Police Department Staffing, interns for Beach Patrol, look at police salaries (competitive), separate planning fees from inspections fees for general fund (inspections fees can only go to inspections department), look at a possible deck inspection ordinance and provide education, get realistic numbers for real estate growth to use for FY18 budget.

XI. CBRA UPDATE (continued): The Board conducted a conference call with Mr. McIntyre (Poyner Spruill) and Ms. Missert (The Ferguson Group). The Board reported that it had decided upon going with Mr. McIntyre’s Option 2 (accept the changes the US Fish and Wildlife Service (USFW) has, with the option to challenge the rest of the map since a foot will be in the door to possibly get changes made). Mr. McIntyre and Ms. Missert discussed possible strategies and next steps in getting the Town’s CBRA legislation passed.

XII. ADMINISTRATIVE & ORGANIZATIONAL (MS. HILLS/MR. TURILLE):

The following topics were discussed – Continue Developing Strategic Plan, Staff Morale and Staff Feedback to the Board, Organization and Staff Tasks, Develop library of coastal engineering documents, Review system of generating, executing, and managing contracts.

ACTION ITEMS: Prioritize CIP, create a digital library of coastal engineering documents, and continue to work with department heads on succession planning.

- XIII. **ARMY CORPS OF ENGINEERS FUNDING FOR NAVIGATION MAINTENANCE:** There was discussion about what it would take to get the side caster to dredge the inlet. Ms. Faulkner mentioned that the U.S. Army Corps of Engineers said that if the Town had money set aside and ready, that they would be able to dredge the inlet more frequently.

ACTION ITEM: Possible budget item.

- XIV. **REVIEW OF ACTION ITEMS:** Ms. Faulkner reviewed the action items that were documented throughout the meeting.

ADDITIONAL ACTION ITEMS: Talk to the owner of the spoil island near and high rise about possible uses of the land (park/concert area/walking path)

- XV. **ADJOURNMENT:** Alderman Harte made a motion to adjourn. Alderman Yurek seconded the motion. The motion passed unanimously. The meeting adjourned at 1:51 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 4/5/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Wednesday, March 1, 2017 6:30 P.M.

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Town Attorney Brian Edes and Assistant Town Manager/Town Clerk Carin Faulkner.

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 6:30 p.m.
- II. **INVOCATION:** Alderman Yurek gave the invocation.
- III. **PLEDGE OF ALLEGIANCE:** Mayor Burns led those present in the Pledge of Allegiance.
- IV. **APPROVAL OF AGENDA:**
 - Alderman Peters moved to approve an amended agenda, removing New Business Item C (Discussion of North Topsail Beach Real Property Auction Process) and postponing Old Business Item B (Request to Approve Contact with Dial Cordy and Associates, Inc.) to the March 3, 2017 Special Meeting (3:30 p.m.).
 - The motion passed unanimously.
- V. **OPEN FORUM:** No one came forward.
- VI. **PUBLIC HEARINGS/PRESENTATIONS:**
 - A. **Presentation – FY 15/16 Audit, Andy Darnell, CPA at Carr, Riggs & Ingram LLC:**
 - Mr. Darnell gave the audit report.
 - Mr. Darnell took questions from the Board.
 - There was discussion.
 - There were further questions from the Board for the Town Manager and auditor.
 - No action was taken as the audit report is in draft form.

- Mr. Turille said he will have the manager's portion of the audit report ready in two weeks.

VII. **MANAGER'S REPORT:**

Mr. Turille gave the following report:

I. **Shoreline Protection Projects:**

1. **Hurricane Matthew Remediation:**

A. **Dune push**—the Assistant Town Manager/Public Works Director completed this project of 27,000LF and will report in a moment.

B. **Debris Reimbursement** -- we received a letter to expect a check for \$50,000 from FEMA for debris clean-up.

Both these projects were managed by the Assistant Town Manager, who deserves the credit, along with the Public Works Director.

2. **Ocean Bar Dredge Project:** we received the permit and discussed this project within the context of the overall Shoreline Protection Project Update at the Retreat. At this time we have insufficient funds for the local match of \$2.6 million to proceed. We are also seeking closer mission, administrative and financial support from the County/State/Military and Federal Government for New River Management.

3. **Hardened Structure:** tonight we discuss the Dial Cordy contract. If approved we will then forward to the County for their approval, particularly regarding scope of work.

II. **County Relations:** with the resolution of the sales tax distribution, I am awaiting word from the County Manager on a joint NTB/County meeting date and time and am in communication with the County Manager.

III. **Topsail Island Shoreline Protection Commission:**

A. Requests that I solicit requests **for any proposed changes in CAMA** regulations to bring to the CRC for a March 13 9AM meeting in Surf City. Please send your thoughts to me.

B. **Proposed performance measures** for Mr. McIntyre:

1. Senator Tillis Senate bill
2. USFWS map amendment to include LO6
3. Jones Bill move out of House subcommittee

IV. **Finance Officer:** we have hired Ms. Betsy Brothers, formerly Holly Ridge Finance Officer, set to begin March 13 and have begun initial training with her and the Temporary Finance Officer. I will introduce her formally at the April meeting.

V. **The new FY17-18 Budget year** -- begins now, with a departmental presentation April 13. I will be working with the new Finance Officer to get her acquainted with all our grants and to pursue additional revenues, in addition to internal requests and policies. Notably she has a background initiating a program in Swansboro to improve Occupancy Tax collections.

- VI. **Surplus Real Property Auction** -- March 3, 1PM: tonight we will discuss the real property surplus auction process. THERE WILL BE a SPECIAL MEETING FRIDAY after the auction at 3:30PM to consider the bids/offers.

VIII. **ASSISTANT TOWN MANAGER'S REPORT:**

Ms. Faulkner gave the following report:

W. Rodney Knowles Park

Construction is finishing up on this project. One contractor is finishing up the picnic shelter and Town Staff has contacted the other contractor to install the kayak launch, benches, bike rack, and picnic tables. There will be a ribbon cutting ceremony when the park is complete and the signage arrives.

Dune Push 2017

The contractor completed work on February 22, 2017. The contractor pushed 27,318 lineal feet of shoreline. Mr. Thomas Best, Public Works Director did an excellent job of keeping up with the contractor in the field by documenting and signing off on completed work. Ms. Terrie Woodle, Permit Specialist, was a great help in contacting property owners and processing easements and right-of-entry documents.

Hurricane Matthew Assistance

All documentation for Category A (debris removal), B (emergency protective measures), and G (beach restoration) has been provided to FEMA. Town Staff and our coastal engineer took FEMA staff on a site visit of the Phase 5 area a few weeks ago. Our coastal engineering firm was asked to get cost estimates for trucking in sand and is working on getting estimates from trucking companies and sand suppliers (ensuring that the supplier has beach compatible material) and they are working to get that information to FEMA as soon as possible. The Town expects to receive A and B assistance (Category A check for \$50,734.24 is on the way) and will let everyone know the status of the Category G assistance as soon as it is known.

Town Staff has contacted the State's Public Assistance Manager and should the Town get Category G assistance the payment is handled in the following manner:

All public assistance is reimbursable. Should the Town start on a project ex. \$1 million and the first invoice that comes in for the project is \$100,000, the Town would send that for reimbursement as a part of the project's progress report and it is normally paid, but the Town should pay the invoices as they are received in case there is a hold up (ex. new administration). The invoices can be submitted up to 50% of the project cost and the other 25% of the project cost will be reimbursed to the Town after the final project inspection. The State recommended that the Town pays as it goes, but that if the Town is in a bind, they will try to assist in any way they can. Large projects such as beach nourishment projects are to be completed within 18 months, but a 30 month extension on top of that would be considered especially since the Town has to comply with dredge windows.

Town Staff is still planning on issuing requests for proposals for debris removal and debris monitoring in the next week (this should be done every 4 or 5 years). Town Staff will also be looking into having a debris management plan adopted by the Town. Both efforts are recommended by FEMA.

Hurricane Matthew Resilient Redevelopment Plan

Town Staff will be participating with Onslow County officials to assist in a NC Emergency Management initiative to build a resilient redevelopment plan that will work to lay out action

items for recovery and help define unmet funding requirements. The plan was directed by the passage of the Disaster Recovery Act of 2016. The first meeting is Friday, March 3 and Mr. Best will be attending on the Assistant Town Manager's behalf.

CRC Development Updates

Alderman Yurek assisted the Planning Board at their February 9, 2017 meeting to continue their review of the Coastal Resources Commission's latest rule on development lines, as directed by the Mayor and Town Manager. Ms. Hill has provided a supplementary report in the Consent Agenda highlighting the discussion that took place at the planning board meeting and its recommendation to revisit this item next year should more information become available.

Street Lighting Policy

Town Staff has submitted a draft street light policy which will be reviewed by the Planning Board. The goal of the policy is to address requests that the Town receives to add additional lighting to the Town's system and to have a consistent standard to go by and a process for property owners to follow in making a request.

Working with Volunteers Workshop

As reported to the Board at the 2/23/17 retreat, Town Staff attended Working with Volunteers Workshop presented by the NC National Estuarine Research Reserve's Coastal Training Program. Staff attended in hopes of finding some ideas and tools to bring in more volunteers and serve the ones the Town already has. Other attendees at the workshop included volunteer coordinators from the NC aquariums, the NC Wildlife Resources staff member for the Sea Turtle Monitoring Program, volunteers from the Coastal Wildlife Refuge Society, Wrightsville Beach Turtle Project, Bogue Inlet Shore Bird Nesting Area, and other municipal government staff. The program manager for Oak Island's Beach Ambassador Program (the one NTB is modeling) was there. He expressed difficulty in getting volunteers for their program. He said that they had 35 people the first year and that decreased to 25 the second year and that now he's now down to 12. That's not enough. As of right now, the Town has received 7 applications to participate in the beach ambassador program, and that is also not enough. The application deadline for this year is March 31, 2017 and it does not look like NTB will have enough volunteers to have a training session and move forward with the program this year. The Board of Aldermen will be receiving more information during the budget workshops about Surf City's internship program which is a similar program that Surf City has used successfully and will decide if this is something the Town would like to fund and implement at NTB.

Community Health Assessment Team Update

Onslow County residents take a Community Health Assessment survey every four years and out of that survey, the Community Health Assessment Team identifies the top health needs of the County and develops action plans to address these needs. The top six health issues in Onslow County were identified as diabetes, blood pressure, suicide, substance abuse, nutrition (healthy eating and access to healthy foods) and obesity. So far a few of the action items are: launching an evidence based substance abuse program in the schools, utilizing free substance abuse programs offered by the pharmaceutical industry and beverage distribution companies, installing drop boxes for unused medications and drugs (one may be located in NTB - according to the health department), cooking classes, donation lists for food charities, bulletin boards, installing more sidewalks and recreation areas in neighborhoods, and healthier options at County events. Town Staff identified the following items that could be of benefit to the Town and Onslow County citizens: update the activity maps used from the last assessment to include the new Rodney Knowles park (kayak launch), ensure that the produce stand is identified as a healthy food resource on the food map, the Town could make available the Town Hall meeting room and kitchen for cooking classes, and use the data from this survey in grant applications in the future for items that address our community's needs.

Sea Oat Cost Share Program

Town Staff will be putting information out about the Town's Sea Oat Cost Share Program soon. The funds are budgeted and the Town will begin taking orders as soon as the order forms are updated and posted on the Town's website. There will also be a CTY message. There is a cap to the number of plants the Town will pay for in the program and Town Staff is recommending that large orders be limited to 5,000 until all orders are taken. Plants will be ready for pick-up the first Friday in May.

Upcoming Events

NCBIWA – April 3 & 4 in Nags Head, NC – Board: Let Ms. Faulkner know if you will be attending.

2017 Reel Housewives of Topsail Island Bike Ride - April 8, 2017

More info: <http://www.reelhousewivesoftopsailisland.com/>

Next 4 Town Meeting – Town of Topsail Beach – April 21, 2017 – Board: Let Ms. Faulkner know if you will be attending.

IX. CONSENT AGENDA:

- A.** Department Head Reports – Fire, Inspections, Planning & Police
- B.** Committee Reports – Planning Board, Board of Adjustment, TISPC & ONWASA
- C.** Request to Approve Amended Audit Contract
- D.** Staff Report: Static Line Alternatives – Development Line and Static Line Exception
 - Alderman Peters made a motion to approve the consent agenda as presented.
 - The motion passed unanimously.

X. OLD BUSINESS:

- A. CAMA Land Use Plan Review:**
 - Ms. Hill gave the staff report.
 - Ms. Hill took questions from the Board.
 - There was discussion.
 - Mayor Pro Tem Macartney moved that the Board direct staff to do what they can, with a survey in-house, and for the Board to review the progress in 6 months. Alderman McDermon seconded the motion.
 - The motion passed unanimously.

XI. NEW BUSINESS:

- A. Request by Kenneth Chestnut to Adopt Resolutions Establishing that Carver Street and Thompson Street do not Appear on a Street Plan for the Town:**
 - Mr. Edes introduced item.
 - Mr. Chestnut was not present.
 - Mr. Edes indicated that Mr. Chestnut must first provide proof of ownership before the resolutions can be adopted by the Board.

- Alderman Peters moved to postpone this item until Mr. Chestnut can present proof of ownership. Alderman Harte seconded the motion.
- The motion passed unanimously.

B. Request to Build Crossover on Town-Owned Easement:

- Ms. Hill introduced this item.
- Ms. Hill took questions from the Board.
- There was discussion.
- Mayor Pro Tem Macartney moved that the Board table this item to the next meeting to get further information. The motion failed for lack of second.
- There was discussion.
- Alderman McDermon moved that the Board approve the construction of a crossover that will go over the Town-Owned easement at Barton Bay and potentially use a CAMA grant to pay for it. Alderman Harte seconded the motion.
- There was discussion.
- Mayor Pro Tem Macartney requested a friendly amendment to direct staff to apply for a CAMA access grant for this project. The motion was not amended.
- There was discussion.
- Alderman McDermon amended the original motion to direct staff to move forward with the access if the Town can use County grant funding to build it. Alderman Harte seconded the amended motion.
- The motion passed unanimously.
- There was further discussion and the Board requested that Town Staff continue to identify potential beach access needs Town-wide as they continue to work with a surveyor on the ownership of the crossovers in town.

XII. **OPEN FORUM:** No one came forward.

XIII. **ATTORNEY'S REPORT:** No report.

XIV. **MAYOR'S REPORT:** Mayor Burns thanked everyone for coming out. He said that the Board made a lot of progress tonight.

XV. **ALDERMEN'S REPORT:**

Mayor Pro Tem Macartney – Mr. Macartney said that a lot came out of the retreat and that the Board is working on those issues.

Alderman McDermon – Mrs. McDermon thanked everyone for coming and those online. She said she appreciates the feedback.

Alderman Yurek – Mr. Yurek said that he will be making another trip to New Jersey to look at beach projects. He said that a lot of money was spent up there after Sandy.

Alderman Peters – Mr. Peters thanked everyone for coming. He said that everyone’s feedback is important.

Alderman Harte – Mr. Harte thanked everyone and reminded the Board about the meeting with the Onslow County Commissioners, it was in the Manager’s Report.

XVI. **ADJOURNMENT:** Alderman Harte made a motion to adjourn the meeting. Alderman Peters seconded the motion. The meeting adjourned at 8:07 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 4/5/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Friday, March 3, 2017 3:30 P.M.

PRESENT: Mayor Fred Burns, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Town Attorney Brian Edes, and Assistant Town Manager/Town Clerk Carin Faulkner

NOT PRESENT: Mayor Pro Tem Richard Macartney

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at approximately 3:45 p.m.
- II. **APPROVAL OF AGENDA:**
 - There was a motion to approve an amended agenda to include a Closed Session.
 - The motion to approve the amended agenda passed unanimously.
- III. **CLOSED SESSION PER N.C.G.S. 143-318.11 Closed Sessions (5)** To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract:
 - A motion was made to go into closed session.
 - There was discussion in closed session.
 - No action was taken in closed session.
 - There was consensus to allow the Town Clerk to use the Mayor's stamp on the property contracts.
- IV. **CONSIDERATION OF AUCTION BIDS AND ONLINE OFFERS FOR SURPLUS REAL PROPERTY:**
 - Alderman McDermon made a motion to reject the high onsite bid received for the red group of properties (328, 330, 332, 334 and 336 Folkstone Road) which was \$20,000. Alderman Yurek seconded the motion. Resolution 2017-5.1, a Resolution Rejecting High Bid for property, which is incorporated by

reference and hereby made a part of these minutes, formally expresses the Board's intent to reject this bid.

- The motion passed unanimously.
- Alderman McDermon made a motion to accept the remaining high onsite bids (25 bids which were for 520 New River Inlet Road, 7 Oceanbay Village Drive N., 1382, 1370, 1366, 1362, 1358, 1356, 1360, 1364, 1368, 1380, 1384, 1388, 1392 New River Inlet Road, 522, 352, 360, 530, 526, 522 Topsail Road and Topsail Road (PAR IDs 036229, 036230, 036233, 036234). Alderman Harte seconded the motion. Resolution 2017-6, a Resolution Accepting High Bid for Property, which is incorporated by reference and hereby made a part of these minutes, formally expresses the Board's intent to accept the bids and authorize Town officials shall execute the documents necessary to transfer title to the properties.
- The motion passed unanimously.
- Alderman McDermon made a motion to reject the high online offer for New River Inlet Road (PAR ID 036466). Alderman Peters seconded the motion.
- The motion passed unanimously.
- Alderman McDermon made a motion to accept the remaining high online offers (23) and to start the statutorily required upset bid process. Alderman Peters seconded the motion. Resolutions 2017-7 through 2017-26, Resolutions Authorizing Upset Bid Process, which are incorporated by reference and hereby made a part of these minutes, formally expressed the Board's intent to accept the high online offers and authorizes the upset bid process to proceed per N.C.G.S. 160A-269. *Note: At the time the minutes were adopted, three online bidders (three properties total) had not paid the required deposit.
- The motion passed unanimously.

V. CLOSED SESSION PER N.C.G.S. 143-318.11 Closed Sessions (5) & (3):

- Alderman Yurek made a motion to go into Closed Session per N.C.G.S. 143-318.11 Closed Sessions (5) and (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. Alderman McDermon seconded the motion.
- The motion passed unanimously.
- There was discussion in Closed Session.
- No action was taken in Closed Session.
- Alderman Peters made a motion to come out of Closed Session. The motion passed unanimously.

VI. **REQUEST TO APPROVE CONTRACT WITH DIAL CORDY AND ASSOCIATES, INC.:**

- Alderman Harte made a motion to approve and execute the North Topsail Beach Hardened Structure Project Professional Engineering, Planning, Permitting and Design Services Agreement with Dial Cordy as amended, subject to approval by Onslow County.
- The motion passed unanimously.

VII. **ADJOURNMENT:** Alderman McDermon moved that the Board adjourn this meeting. The motion passed unanimously. The meeting adjourned at 5:32 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 4/5/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Wednesday, April 5, 2017 6:30 P.M.*

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Town Attorney Brian Edes and Assistant Town Manager/Town Clerk Carin Faulkner.

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 6:30 p.m.
- II. **INVOCATION:** Alderman McDermon gave the invocation.
- III. **PLEDGE OF ALLEGIANCE:** Mayor Burns introduced Ethan Kundrat a cub scout from Troop 234 who led those present in the Pledge of Allegiance.
- IV. **APPROVAL OF AGENDA:**
 - Alderman Yurek made a motion to move Consent Agenda Item E to New Business for discussion.
 - Alderman Peters moved to approve the agenda as amended. Alderman Harte seconded the motion.
 - The motion passed unanimously.
- V. **OPEN FORUM:**

Julia Womble of 1911 New River Inlet Road – Ms. Womble introduced herself and indicated that she has applied to serve on the Planning Board.
- VI. **PUBLIC HEARINGS/PRESENTATIONS:**
 - A. **Presentation – Status Update on FEMA Phase 5 Storm Damage Repair Project (Ken Willson, Coastal Planning & Engineering):**
 - Mr. Willson gave a presentation to the Board (Attachment A).
 - Mr. Willson took questions from the Board.

*There is an attachment to these minutes.

- Mr. Willson indicated that in order to stay on track with the permitting that his firm needs direction from the Board soon and a workshop was suggested between now and the next regular Board meeting.
- The Board directed CP&E to get cost estimates to do the rest of Phase 5 (northern section in non-CBRA area), to find out how the Town can get more “bang for the buck” and look into using DA-143 as a sand source.

VII. **MANAGER’S REPORT:**

Mr. Turille gave the following report:

I. **Shoreline Protection Projects:**

1. **Hurricane Matthew Remediation:**

- A. **Dune push**— the recent project continues to perform as constructed to repair damaged dunes;
- B. **Hurricane Reimbursement**—we deposited checks totaling \$76,000 from FEMA for our mitigation efforts; the Assistant Town Manager coordinated FEMA reimbursement and reports more later.
- C. **Phase 5**—options discussed previously by CP&E.

2. **Hardened Structure:**

- we are moving closer to finalizing the contract with the Dial Cordy, after a meeting with the County.
- This year’s County grant was rolled-over into next year so it will not expire.
- The NC Senate President Pro Tempore office contacted me twice about a cost estimate.

II. **New River Inlet Management**—active discussions between Camp Lejuene on USACE are now occurring as to opening and maintaining New River, as mentioned at the last Shallow draft fund meeting.

III. **Onslow County/NTB Relations:** continue to speak with Mr. Cotton about a joint meeting and have invited Mr. Cotton to a beach site-visit. Please continue to encourage County Board members to meet with us.

IV. **Organizational:**

- staff met to introduce the new Finance officer and to discuss improving organizational communication and efficiency. The Assistant Town Manager and I wrote a plan to coordinate our current large task workload (in your packet) and we agreed to move the Planning department to the Town Manager span of control. All performance reviews are now complete.
- Ms. Betsy Brothers, the new Finance Officer, is here tonight. She comes from Holly Ridge, with additional experience in Cape Carteret and Swansboro. She will be on the Revenue committee, with her experience developing an occupancy tax collection system

in Swansboro. Ms. Brothers is an asset to the Town with her previous knowledge of coastal finance. Let's welcome her.

V. Upcoming Meetings:

- FY17-18 budget meeting; Department Head Presentation—April 13 9AM
- Joint Planning Board-Town Board CAMA Land Use Plan—April 20?
- Revenue committee—we can combine this with the Land Use workshop since three members are on the Planning Board
- Shoreline Protection—mid May—TBD
- Four Town meeting is June 15, hosted by NTB; have requested Senator Brown; any location preferences?

VIII. ASSISTANT TOWN MANAGER'S REPORT:

Ms. Faulkner gave the following report:

Hurricane Matthew Assistance

All of the assistance has been received for Category A (debris removal) & B (emergency protective measures). It totaled \$85,727.60 (the last check for \$8,375.88 arrived this week).

Mr. Willson (CP&E) may be addressing much of this information in his presentation. Town Staff has confirmed that the Category G (beach restoration) assistance is reimbursable. The Town can request the reimbursements as the project's progress reports are submitted to emergency management. The Town can submit reimbursements up to 75% of the project cost and then the last 25% will be reimbursed after the project's final inspection report. Town Staff and the Town's engineering firm are working on getting an alternate project scope provided to FEMA (one without offshore dredging).

Town Staff has issued requests for proposals for debris removal and debris monitoring. Proposals are due to the Town on April 27, 2017. Town Staff will be preparing a recommendation for the Board for its May 3, 2017 meeting to award the contracts.

Hurricane Matthew Resilient Redevelopment Plan

Town Staff participated with Onslow County officials to assist in a NC Emergency Management initiative to build a resilient redevelopment plan that will work to lay out action items for recovery and help define unmet funding requirements. The plan was directed by the passage of the Disaster Recovery Act of 2016. The first meeting was on Friday, March 3 and Mr. Best attended. The first meeting confirmed the damage the County sustained during Hurricane Matthew. The second meeting was on March 27th and attended by the Assistant Town Manager. The second meeting focused on project needs for the County and were categorized by housing, economic development, infrastructure, and environmental needs which will serve as the "pillars" of the plan. Attendees discussed educational needs as far as letting long-term renters in the County (many who are transient military members) know of their flood risks and the insurance options available and the addition of "turn around, don't drown" signage throughout the County. The need for an updated emergency preparedness guide for the base was discussed. The flood-prone roads within the County were discussed and possible projects to improve road drainage were identified. The plan is expected to include projects to get a few more County buildings supplied with generators and in addition to reinforcing the need of a Town Hall generator, a generator for the north end fire department will be added to the list. The ATM identified the Town's shoreline restoration plan as a project in place to restore and enhance environmental resources for resiliency and recreation purposes. Consultants are expected to follow-up with individual meetings with meeting participants at the beginning of April and a draft report will be ready by the next meeting.

Street Lighting Policy

Town Staff has submitted a draft street light policy which was reviewed by the Planning Board. The goal of the policy is to address requests that the Town receives to add additional lighting to the Town's system and to have a consistent standard to go by and a process for property owners to follow in making a request.

Sea Oat Cost Share Program

Town Staff is now taking orders for the Sea Oat Cost Share Program. Forms are available on the Town's website. There is a cap to the number of plants the Town will pay for in the program and Town Staff is recommending that large orders be limited to 5,000 until all orders are taken. Plants will be ready for pick-up the first Friday in May.

Surplus Real Property Update

As a follow up to the March 3, 2017 special meeting here is a recap:

- The Board of Aldermen **accepted** the high live auction bids for 25 of the properties.
- The Board of Aldermen **rejected** the high live auction bid for the 6 Folkstone Road properties.
- The Board of Aldermen **rejected** the high online offer for the Sea Ranches lot on New River Inlet Road.
- The Board of Aldermen **accepted** the high online offers for 23 of the properties. The Town received proof that a deposit was paid for 18 out of the 23 properties. These properties were then advertised for the upset bid process. Bids were due to the Town on March 28, 2017. Two bids came in for the set of "yellow" properties (4 properties total). The "yellow" properties were advertised again and bids are due to the Town Clerk on April 13, 2017. The other 14 properties went to the high online bidders because there were no upset bids. Two more deposits came in and two other ads were placed. Those upset bids are due on April 6th and April 17th. The auctioneer has not had any success collecting deposits on the remaining three properties. Town Staff has forwarded all information on the sold properties to an attorney who will be assisting with conveying the property to the new owners.

OVERALL –

- 36 properties Town properties have been sold (Town total = \$693,200 – does not include auctioneer's 11%)
- 3 County properties were sold.
- 6 properties are still in the upset bid process (4 yellow group and 2 individual) (if not upset, total will be \$130,000 – does not include auctioneer's 11%)
- 7 offers have been rejected
- 3 properties/2 bidders are in breach of the bidding contract (\$6,100 total - does not include auctioneer's 11%)

CAMA Land Use Plan Review - Survey

The Board of Aldermen directed staff to work on the CAMA Land Use Update to include resending the survey for updated results and for the Board and Staff to review progress in 6 months to consider if outside consultants are needed at that time. The Planning Board reviewed the survey questions. Ms. Hill will rewrite the questions for the Planning Board to review and comment at their next meeting. As the Town Manager mentioned in his report, the Planning Board looks forward to having another joint meeting with the BOA to continue work on the CAMA LUP update, tentative date is April 20, 2017 at 9:00 a.m.

Adopting Ordinance for UDO

The Town completed its work with American Legal Publishing Corporation on the codification of the Town's Unified Development Ordinance and has received hard copies of the UDO. It is also available online here: [http://library.amlegal.com/nxt/gateway.dll/North%20Carolina/northtopsailbeach_nc/townofnorthtopsailbeachnorthcarolinacode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:northtopsailbeach_nc](http://library.amlegal.com/nxt/gateway.dll/North%20Carolina/northtopsailbeach_nc/townofnorthtopsailbeachnorthcarolinacode?f=templates$fn=default.htm$3.0$vid=amlegal:northtopsailbeach_nc) (scroll to bottom left of page). Town Staff will be advertising for a public hearing for the Adopting Ordinance for the UDO to take place at the May Board of Aldermen meeting.

Regional Master Municipal Clerks Academy & Cape Fear Council of Government's Annual Meeting

The Assistant Town Manager/Town Clerk attended the Regional Master Municipal Clerks Academy in Leland, NC this past month. The class covered the statutory requirements for street closings and the basic elements of real estate law relating to that process, the legal limits on the number of public offices, elective or appointive, that individuals may hold simultaneously, and the tools available to local governments to fund large, and often costly, capital projects.

The ATM also attended the Cape Fear Council of Government's Annual Meeting and Awards Dinner Banquet. In attendance were local elected officials and other local government leaders from the Cape Fear Region. The event was to honor several individuals for their outstanding accomplishments and contributions made to their communities over the past year. An award is presented to the Outstanding Local Government Manager and Outstanding Local Government Clerk each year.

Beach Ambassador Program

Unfortunately there were only 7 volunteers for the program since it was launched last summer and that is not enough to move forward with the program. Town Staff will be requesting the Board's approval of hiring interns to perform the tasks that the ambassadors would be doing. This item is in New Business. Town Staff have also reached out to the Turtle Patrol volunteer coordinator for NTB and may be attending the training session and requesting assistance with equipment tagging (not the same tags as PD).

Upcoming Events

2017 Reel Housewives of Topsail Island Bike Ride - April 8, 2017

More info: <http://www.reelhousewivesoftopsailisland.com/>

Next 4 Town Meeting – Town of Topsail Beach – April 20, 2017– **Board: Let Ms. Faulkner know if you will be attending. NTB will be hosting this meeting on June 15, 2017. Please let the Mayor or Town Manager know of any suggestions for speakers, food, and venue.**

W. Rodney Knowles Park Ribbon Cutting Ceremony – TBD – Signage has been ordered.

IX. CONSENT AGENDA:

- A.** Approval of Minutes – February 1 & 23, 2017 and March 1 & 3, 2017
- B.** Department Head Reports – Finance, Fire, Inspections, Planning & Police
- C.** Committee Reports – Planning Board, Board of Adjustment, TISPC & ONWASA
- D.** Request to Approve Tax Refund
- E.** ~~Request to Adopt Resolution Opposing the Designation of Special Secondary Nursing Areas (moved to New Business)~~

F. Request to Adopt Resolution 2017-26 – A Resolution in Appreciation of Melissa-Moore Freeman, Interim Finance Officer

G. Request to Appoint Alternates to Planning Board and Board of Adjustment

- Alderman Peters moved to approve the Consent Agenda as presented (without item E as previously approved). Alderman Harte seconded the motion.
- The motion passed unanimously.

X. **OLD BUSINESS:**

A. **Request to Postpone Payment of Assessment:**

- Mr. Edes introduced this item.
- Alderman Peters moved that the Board postpone the payment of the sand bag assessment an additional 60 days. Alderman McDermon seconded the motion.
- The motion passed unanimously.

B. **Approval of FY15/16 Audit:**

- Mr. Turille introduced this item.
- Alderman Peters made a motion to approve the FY15/16 audit as presented. Alderman Yurek seconded the motion.
- The motion passed unanimously.

C. **Request to Approve Contract with Dial Cordy and Associates, Inc.:**

- Mr. Edes introduced this item. He explained that the Board had approved this contract subject to the County's approval. He indicated that the County has some clarifications that need to be made.
- There was consensus from the Board to have the Town Attorney revise the contract in order to meet the County's approval.
- Mr. Edes indicated that he will get the contract into a format that will be acceptable to the County and that the Board will then vote on the final version of the contract.

XI. **NEW BUSINESS:**

A. **Request to Approve Summer Intern Positions:**

- Ms. Faulkner introduced this item.
- Ms. Faulkner took questions from the Board.
- Mayor Pro Tem Macartney moved that the Board of Alderman authorize Town Staff to begin the recruitment and selection process for two summer interns to assist the Town of North Topsail Beach Police Department with public education on the beach strand this peak using and annual budget of \$15,000. Alderman McDermon seconded the motion.
- Ms. Faulkner took questions from the Board.
- The motion passed unanimously.

B. Request to Adopt a Resolution Adopting a Street Lighting Policy:

- Ms. Faulkner introduced this item.
- Mayor Pro Tem Macartney moved that the Board of Aldermen adopt Resolution 2017-27 as presented along with the policy as presented. Alderman Peters seconded the motion.
- The motion passed unanimously.

C. Discussion of 10' Public Access Easement Adjacent to Grant Drive:

- Ms. Hill introduced this item.
- Ms. Hill indicated that it was Staff's recommendation that the Town assume maintenance of the walkway and gazebo. She said that the Building Inspector and Public Works Director found some minor repairs that need to be made and that those will be made soon and would be within the Town's current budget.
- Mr. Edes agreed with Staff and strongly recommended that the Town take over maintenance.
- Alderman Peters asked if the Town could put a kayak launch in this location and wanted to know if more property needs to be acquired to construct one in that location.

D. Request to Adopt Resolution Opposing the Designation of Special Secondary Nursing Areas:

- The Board and Town Staff overlooked this item and it was not discussed and action was not taken.

XII. **OPEN FORUM:** No one came forward.

XIII. **ATTORNEY'S REPORT:** Mr. Edes said he covered his report in the Closed Session (Litigation Committee).

XIV. **MAYOR'S REPORT:** Mayor Burns said that severe weather was coming and reminded everyone to be safe.

XV. **ALDERMEN'S REPORT:**

Mayor Pro Tem Macartney – Mr. Macartney welcomed the new finance officer.

Alderman McDermon – Mrs. McDermon thanked everyone for coming.

Alderman Yurek – Mr. Yurek said that the NCBIWA meeting was very enlightening. He said that he visited the Oregon Inlet groin and that Mr. Peters and Mr. Benson are going to visit the Atlantic Beach groin (Mayor Burns and Alderman Yurek visited it last year). He said he finished his tour of New Jersey's barrier islands.

Alderman Peters – Mr. Peters thanked everyone for coming and said that he is looking forward to another kayak launch.

Alderman Harte – Mr. Harte thanked everyone for coming.

XVI. **CLOSED SESSION** per N.C.G.S. 143-318.11 Closed Sessions (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

- Alderman Macartney moved that the Board go into Closed Session. Alderman Peters seconded the motion.
- The motion passed unanimously.
- There was discussion in Closed Session.
- The Board came out of Closed Session.
- It was announced that no action was taken.

XVII. **ADJOURNMENT:** The meeting adjourned at approximately 9:30 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 5/3/2017

Town of North Topsail Beach

Update on FEMA Storm Damage Project

Coastal Planning & Engineering of North Carolina
Ken Willson
April 5, 2017

ken.willson@nccep.com 03/08/2017

Presentation Outline:

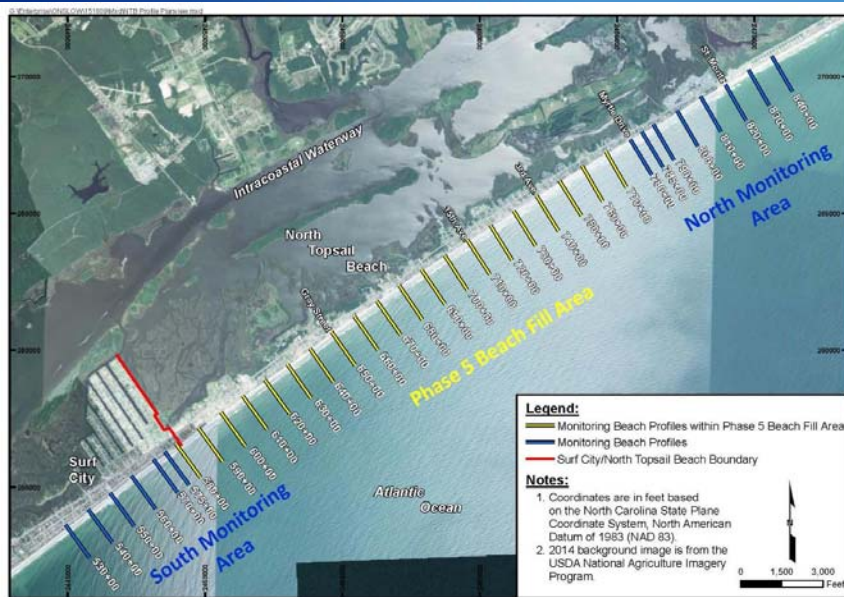
- Storm Damage Report
- FEMA Process
- Beach Fill Recommendations
- Sand Source Discussions
- Next Steps...

ken.willson@nccep.com 03/08/2017

Storm Damage Report

- Provided an assessment and estimate of damages to Phase 5 due to Hurricane Matthew
- Beach Profiles conducted in December 2016 and compared with pre-storm April 2016 surveys
- Final Report provided to FEMA January 12, 2017

Beach Profiles Surveyed



**Pre-Matthew September 2016
Wicker St.**



**Pre-Matthew October 2016
Wicker St.**



Storm Damage Report

- Volume losses computed above the -21 ft. NAVD contour
- 161,050 cy loss from April 2016 to December 2016
- 156,727 cy loss after consideration of background erosion
- Included Cost Estimate based on offshore borrow source

04/05/2017 09:00:2017

Storm Damage Report

ITEM #	DESCRIPTION	QUANTITY	Unit	UNIT PRICE	AMOUNT
Phase 5 Reconstruction					
1	Mobilization	1	L.S.	\$3,500,000	\$3,500,000
2	Surveys	1	L.S.	\$32,000	\$32,000
3	Engineering / Permitting	1	L.S.	\$500,000	\$500,000
4	Hydraulic Beach Fill	156,727	CY	\$11	\$1,723,997
5	Other Dredge Costs	1	L.S.	\$1,272,000	\$1,272,000
		TOTAL COST ESTIMATE			\$7,027,997

04/05/2017 09:00:2017

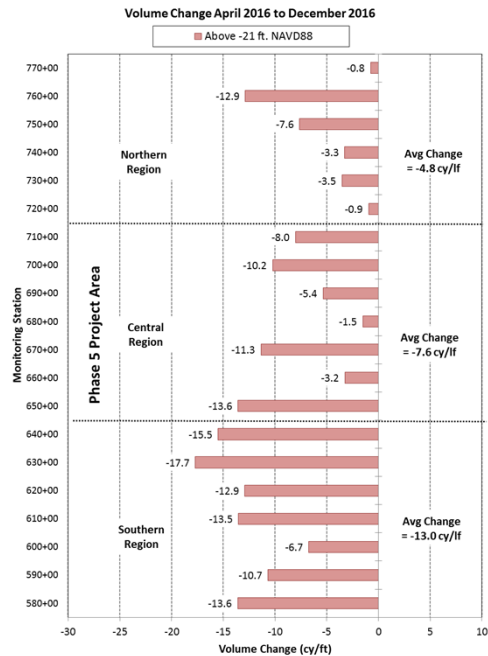
FEMA Process

- Major Disaster Declaration – 10/10/17
- Town Authorizes Post Storm Surveys – 12/1/16
- Surveys Completed – 12/4 and 12/5
- FEMA Kickoff Meeting Held – 12/7/16
- Submittal of Post-Storm Damage Assessment – 1/9/17
- FEMA Site Visit to inspect Phase 5 – 2/9/17
- FEMA Exit Briefing Received – 3/9/17
- FEMA Period of Performance Expires – 4/10/18 (18 months)

Beach Fill Recommendations:

13th Ave.

Carver St.



Beach Fill Recommendations:



Sand Source Discussion:

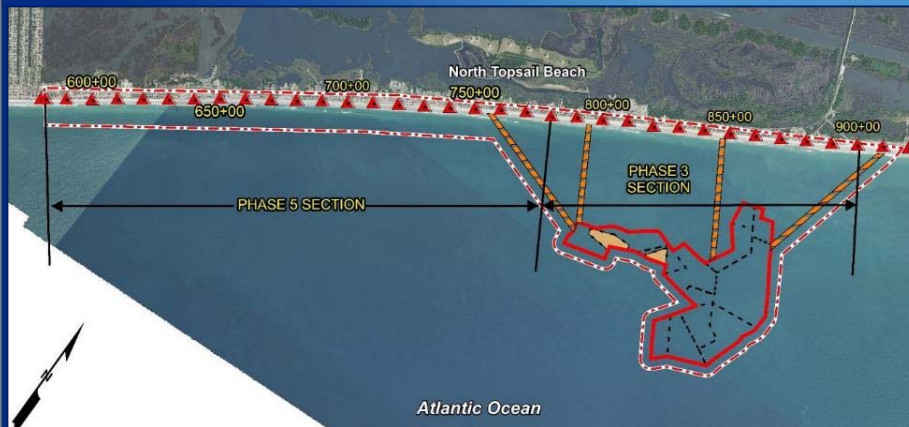
- Offshore Borrow Area
- Disposal Area – DA 143
- Off Island Sand Sources
- New River Inlet
- Others...

Sand Source Discussion: Offshore Borrow Area

- Utilize existing offshore borrow area used during Phase 5 project
- Utilization of hopper dredge may cut cost
- Permit modifications will require additional sampling of the offshore borrow area
- Agencies (USFWS & DCM) have expressed reservations
- New technology available for screening rocks
- May be advantageous if the Town wants to build other sections
- Unlikely to construct in 2017/2018

13

Sand Source Discussion: Offshore Borrow Area



<https://vimeo.com/192647454>

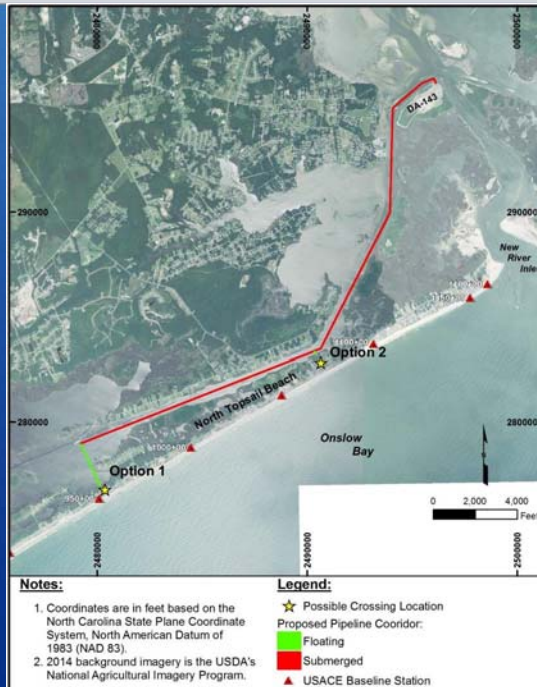
14

Sand Source Discussion: Disposal Area – DA 143

- New Borrow Area not yet included in the permit
- Utilization of cutterhead dredge and possibly trucks
- Permit modifications will not require additional sampling of the borrow area
- Minimal agency concerns
- Very long pump distance
- May be advantageous if the Town wants to build other sections

15

Sand Source Discussion: Disposal Area DA 143



16



**Sand Source Discussion:
Off Island Sand Source**

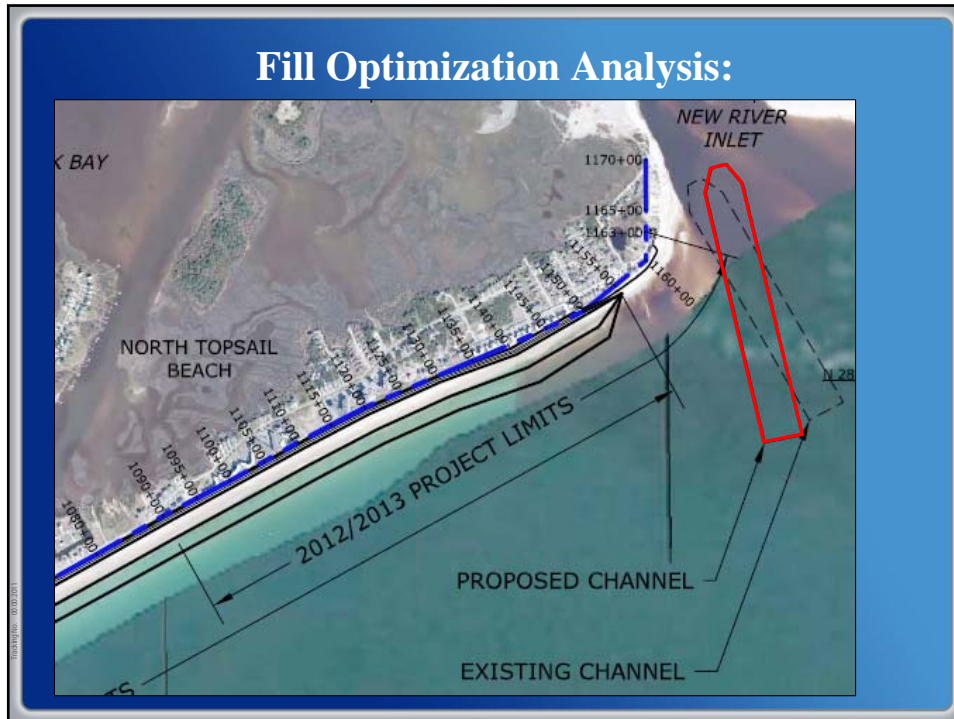
- New Borrow Area not yet included in the permit
- Utilization of truck hauling to the beach and re-handling of material on the beach
- Permit modifications will require additional sampling of the borrow area
- May require additional beach access construction
- Minimal agency concerns
- Logistically challenging – wear and tear on the roads

18



Sand Source Discussion: New River Inlet

- Permits already in place for borrow area
- Utilization of cutterhead dredge and possibly truck hauling
- Minimal agency concerns
- Utilization of sand to repair Phase 5 would limit the amount of sand to place in Phase 1 and 2



Next Steps:

- Determine whether to combine this project with another
- Determine the most advantageous sand source
- Update FEMA on the proposed plan
- Design and Permitting of the repair project
- Solicit bids for construction of the project
- Construction

img41160 - 03/02/2011

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Thursday, April 13, 2017 9:00 A.M.

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, and Assistant Town Manager/Town Clerk Carin Faulkner.

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 9:00 a.m.
- II. **APPROVAL OF AGENDA:**
 - Alderman Peters made a motion to approve the agenda. Mayor Pro Tem Macartney seconded the motion.
 - The motion passed unanimously.
- III. **BUDGET WORKSHOP:**
 1. Town Manager's Overview:
 - Mr. Turille gave a presentation. It summarized the projected revenue figures for the general fund, gave a departmental overview of expenditures, and discussed capital and staffing requests.
 2. Planning Department
 - Ms. Hill indicated that the Planning Department does not have any additional expenses for FY18. She said that the printer/scanner that was donated by Surf City is being picked up for repair and that if it cannot be fixed she can purchase another for \$1,000.
 - Ms. Hill briefly discussed the Grant Drive access. The Board had requested that Town Staff look into installing a kayak launch at this access. She indicated that the water at this location is very shallow and not ideal for a kayak launch. She recommended that the Board consider other possible locations as Mr. Riggs works with the Town to inventory Town property.

3. Proposals for PT Ordinance Enforcement Officer & North End Attendant
 - Ms. Faulkner presented information on the PT Ordinance Enforcement Officer.
 - Ms. Faulkner took questions from the Board.
 - The Board indicated that if it adds this position, that a separate line item should be made for the revenue collected from the additional fees generated.
 - Ms. Faulkner presented information on the North End Attendant along with the proposal to require permits for access to the permissible driving area.
 - Mayor Pro Tem Macartney moved that the Board approve Town Staff's proposal to require permits for the permissible driving area and direct Town Staff to move forward to make it operational by June 1, 2017. Alderman McDermon seconded the motion.
 - The motion passed unanimously.
 - There was discussion.
 - Town Staff agreed to report to the Board its progress on this matter and Onslow County's feedback.

4. Fire Department
 - Deputy Chief Poe presented the Fire Department's budget which includes two new vehicles.
 - There was discussion regarding financing the new vehicles this fiscal year. The Board requested that Town Staff bring a proposal back to the Board for financing the vehicles.

5. Police Department
 - Chief Fillinger presented the Police Department's budget which includes new vehicles and staff.
 - Chief Fillinger took questions from the Board.
 - There was discussion.

6. Public Works Department
 - Chief Best presented the Public Works Department's budget which includes some building upgrades and replacement playground equipment.
 - There was a request to take the roof and repainting the building out.
 - There was consensus to apply for a PARTF grant to help pay for the playground equipment.

Mr. Turille continued his presentation and discussed the fund balance. There was discussion on the Beach and Shoreline Protection Fund. The Board requested the options on shoreline protection from the Town Manager ahead of time so it can be analyzed before it is voted on.

Mr. Turille confirmed that the Board will be having a joint meeting with the Planning Board at 9:00 a.m. on April 28th and that there will be a Revenue Committee meeting afterward.

- IV. **ADJOURNMENT:** Mayor Pro Tem Macartney moved that the Board adjourn this meeting. Alderman McDermon seconded the motion. The motion passed unanimously. The meeting adjourned at 12:12 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 5/11/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Thursday, April 28, 2017 9:15 A.M.

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, and Assistant Town Manager/Town Clerk Carin Faulkner.

I. CALL TO ORDER:

Mayor Fred J. Burns called the meeting to order at 9:45 a.m.

II. APPROVAL OF AGENDA:

Mayor Pro Tem Macartney made a motion to approve the agenda as presented. Alderman Peters seconded the motion. The motion passed unanimously.

III. REQUEST TO ACCEPT FINAL HIGH OFFER FOR 1404, 1408, 1412, AND 1416 NEW RIVER INLET ROAD:

- Ms. Faulkner introduced this item.
- Mayor Pro Tem Macartney moved that the Board accept the final high offer for 1404, 1408, 1412, and 1416 New River Inlet Road (for a total of \$128,412). Alderman Peters seconded the motion.
- The motion passed unanimously.

IV. REQUEST FOR PUBLIC COMMENT ON A PARKS AND RECREATION TRUST FUND (PARTF) GRANT APPLICATION FOR THE REPLACEMENT OF PLAYGROUND EQUIPMENT AT TOWN PARK & REQUEST TO ADOPT A RESOLUTION AUTHORIZING 2017 PARKS AND RECREATION TRUST FUND (PARTF) APPLICATION FOR TOWN PARK RENOVATION - PLAYGROUND EQUIPMENT AT 465 NEW RIVER INLET ROAD:

- A motion was made to open the floor for public comment on the PARTF grant.
- No one came forward to speak on this item.

- Mayor Pro Tem Macartney moved that the public comment period be closed. Alderman Peters seconded the motion.
- The motion passed unanimously.
- Mayor Pro Tem Macartney moved that the Board adopt Resolution 2017-29 – Resolution Authorizing 2017 Parks and Recreation Trust Fund (PARTF) Application for Town Park Renovation: Playground Equipment at 465 New River Inlet Road, to include the replacement sign. Alderman Peters seconded the motion.
- There was discussion.
- The motion passed unanimously.

V. ADJOURNMENT:

- Alderman Peters made a motion to adjourn. The motion passed unanimously.
- The meeting adjourned at 9:49 a.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 6/7/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Wednesday, May 3, 2017 6:30 P.M.

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Town Attorney Brian Edes and Assistant Town Manager/Town Clerk Carin Faulkner.

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 6:30 p.m.
- II. **INVOCATION:** Mayor Burns gave the invocation.
- III. **PLEDGE OF ALLEGIANCE:** Mayor Burns led those present in the pledge of allegiance.
- IV. **APPROVAL OF AGENDA:**
 - Alderman Peters made a motion to approve the agenda as presented. Alderman Harte seconded the motion.
 - The motion passed unanimously.
- V. **OPEN FORUM:**

Mike Benson of 220 Oyster Lane – Mr. Benson made comments in reference to several lifesaving events at the inlet and recommended that the Town install a lifesaving station at the inlet.

Becky Dickson of 113 Barton Bay Court – Ms. Dickson made comments in support of law enforcement and fire department/EMS staff. She said she makes it a priority to meet these folks. She indicated that NTB has a wonderful group of professional men and women and that they take the time to stop and communicate the laws and rules to people. She said that the female intern working over the weekend did a great job. She said she has had the privilege of meeting the Police Chief and a lot of the police officers and fire and rescue staff and that the Town has a great group of people working here and that she as a taxpayer supports their needs. She also thanked the Board for their hard work and willingness to volunteer.

David Soles of 1187 New River Inlet Road - Mr. Soles thanked the Police Department for their services over the weekend. He mentioned the Town's use of a Jacksonville Police Department officer who made several traffic stops near the north end. He identified the north end area as a problem area for speeders. He said the officer made enough traffic stops within the span of two hours to impress anyone.

VI. **PUBLIC HEARINGS/PRESENTATIONS:**

A. Public Hearing – Adoption of the Unified Development Ordinance, as codified and published by American Legal Publishing:

- Mayor Pro Tem Macartney made a motion to open the public hearing. Alderman Yurek seconded the motion. The motion passed unanimously.
- Ms. Hill introduced this item and explained that the UDO is available online and requested that the Board adopt the UDO by adopting the ordinance in the Board packet.
- Ms. Hill took questions from the Board.
- Alderman Peters made a motion to close the public hearing. Alderman Harte seconded the motion. The motion passed unanimously.
- Alderman McDermon moved that the Board of Aldermen adopt Ordinance 2017-3 – An Ordinance of the Board of Aldermen of North Topsail Beach, North Carolina, Enacting a Unified Development Ordinance for the Town of North Topsail Beach, North Carolina, Revising, Amending, Restating, Codifying and Compiling Certain Existing Development Ordinances of the Town Dealing with the Subject Embraced in Such Unified Development Ordinance. Alderman Peters seconded the motion.
- The motion passed unanimously.

B. Public Hearing – Proposed Text Amendment to Unified Development Ordinance Section 4.03.09 to allow for swimming pools within the CAMA setback, consistent with CAMA's general use standards for Ocean Hazard Area of Environmental Concern (AEC) pursuant to 15A NCAC 07h.0309:

- Alderman McDermon made a motion to open the public hearing. Alderman Harte seconded the motion. The motion passed unanimously.
- Ms. Hill summarized the staff report.

The Board heard from the following:

Mr. Daniel Thomas of 400 New River Inlet Road – Mr. Thomas made comments in support of the amendment. He said that he owns an oceanfront lot and purchased it in 2007 when the setback rules were consistent with CAMA regulations. He said he found out that the rules became more restrictive shortly thereafter and that if they continue to stay the same he will not be able to put in a pool. He respectfully requested that the Board go with the CAMA rules.

Gary Shipman (representing Robert Finlay, owner of 20+ lots impacted by the current ordinance) – Mr. Shipman thanked staff and the board for looking at this issue. He made comments in support of the proposed amendment. He said the amendment promotes consistency. He said the Town could never go wrong by going along with the coastal scientists whose job it is to help make these rules for the State.

Bob Gerken of 142 Oceanview Lane (president of Ocean Sound Village HOA and oceanfront property owner) – Mr. Gerken said he purchased his lots in the late 1990s. He said he built his house in 2002 and wanted to build a pool in 2008 right after the rule changed. He said he was lucky that his house was built back far enough that he had room for his pool. He respectfully requested that the Board reconsider this ordinance and go with the CAMA requirements.

Paul Dorazio of 131 Old Village Lane – Mr. Dorazio said that this is about the 5th time he has asked the Board to change the ordinance. He urged the Board to consider going with the CAMA guidelines.

Norman Lewis – Mr. Lewis said that he has had a home here for 43 years. He made comments against the proposed ordinance. He said he is concerned about the conditions here, the erosion and what would happen to the dunes especially since they are mostly manmade now.

- Mayor Pro Tem Macartney moved that the Board close the public hearing. Alderman Peters seconded the motion. The motion passed unanimously.
- There was discussion.
- Mayor Pro Tem Macartney moved that the Board adopt Ordinance 2017-4 – An Ordinance Amending UDO Section 4.03.09 Outdoor Swimming Pools, Spas, and Hot Tubs as presented. Alderman Harte seconded the motion. The motion passed 3 to 2 with Aldermen Peters and Yurek voting against.

VII. **MANAGER’S REPORT:**

Mr. Turille gave the following report:

I. Shoreline Protection Projects:

1. Hurricane Matthew Remediation:

A. **Dune push**—the recent dune push did incur damage from the recent April 24 storm event.

We are monitoring this and will be discussing future beach projects in the upcoming weeks; usually the southerly wind direction replenishes berm and

dune over the summer; residents are encouraged to use sand fencing and sea oats to replenish damaged dunes.

B. **Phase 5**—options sent to you for review; request a workshop in the next few weeks to place this project in the context of the overall Shoreline Protection fund project needs.

2. Hardened Structure: I am in communication with Senator Brown on funding needs for placement in the State budget this fiscal year.

II. New River Inlet Management—active discussions between Camp Lejeune on USACE are now occurring as to opening and maintaining New River, as mentioned at the last Shallow draft fund meeting. This was discussed with the County Manager who said that a letter requesting Camp Lejeune assistance was sent to the Base.

III. Onslow County/NTB Relations:

- The County Manager said he was planning a meeting with us early June
- Agreed to NTB charge for permissible driving area
- Agreed to consider joint occupancy tax collection cost-share.
- Agreed to install gate.

IV. Upcoming Meetings:

- FY17-18 Budget—Capital Improvement Projects, Funds 20& 30 and Shoreline Protection Fund Project prioritization; date? May 17-18 suggested.
- Four Town meeting is June 15, hosted by NTB; Senator Brown agreed with Ms. Wilson as a back-up.

V. Real Surplus Property Auction: to date we have received payments of \$305,000 bringing our general fund balance % of operating expenses ratio **to 40%**. Previously this had dropped to 18% so this is good news. As more auction funds arrive this ratio will increase.

Mr. Turille took questions from the Board. The Board agreed to meet on April 15th for a workshop on the Phase 5 FEMA restoration and the Shoreline Protection Fund.

VIII. ASSISTANT TOWN MANAGER'S REPORT:

Ms. Faulkner gave the following report:

North End Proposed Policies & Law Enforcement Efforts

- **Gate** – Town Staff has been in contact with Onslow County for some time about assisting the Town with the installation of a gate so that the permissible driving area at the North End can be closed like other park areas of the town. The Town has reached an agreement with the adjacent property owner and Town and County staff has agreed to the gate location. The gate is now being fabricated and will be installed as soon as possible. Town Staff will be requesting an amendment to the Town's ordinance to

specify the hours that the area gate will be closed. The parking lot will still be open to the public so that there is still pedestrian access to this area.

- **Permits for Access to Permissible Driving Area** – At the Board’s budget workshop on 4/13 Town Staff made a proposal to consider requiring a permit and charging a fee for vehicles to access the permissible driving area. This could include hiring an attendant for weekends and holidays to better enforce the requirement and to take payments and a pay station at the entrance other times of the year. The Board directed Town Staff to move forward with this effective June 1, 2017 and to report to the Town progress in getting the program up and running. As of now, per the Town Attorney, the Town Manager has spoken with the County Manager who indicated that the County had no objections to the program. The next step is for Town Staff to look at Emerald Isle and Topsail Beach’s programs in addition to the information gathered on Carolina Beach in order to refine its processes for implementation. Town Staff will be requesting an additional amendment to the beach driving ordinance and for the final decisions on fees be made to include in the FY18 fee schedule.
- **PT (Seasonal) Ordinance Enforcement Officer & Additional Police Officers** – At the Board’s budget workshop on 4/13 Town Staff proposed additional staff to include a part time seasonal ordinance enforcement officer which would be dedicated to enforcing parking and beach ordinances – this would be to meet the increase in beachgoer population and allow sworn law enforcement officers to respond to calls for service of a more severe nature. Chief Fillinger requested two additional officers to meet the same demands based on increased calls for service and population increase.
- **State Highway Patrol** - Earlier this year the Chief Fillinger requested that the State Highway Patrol assist the Town on the north end near Beach Access #3 and River Road. They have been rotating in and out on Saturdays and Sundays since about the middle of March. To date, the 1st Sgt. in charge of our district has informed the Police Chief that since that time, his Troop has written approximately 10 citations. Most of those citations have been seat belt violations.
- **NC Marine Patrol & NCIS** – Chief Fillinger has requested NC Marine Patrol incorporate that area into their patrols as well. Since then they have been in the area checking fishing licenses and issuing any citations they are able to. He has also contacted Naval Criminal Investigative Service from Camp Lejeune, and requested that they too have a presence up on the North End on weekends to help us deal with any problematic military members.
- **Jacksonville PD** – Chief Fillinger met with Chief Yaniero of the Jacksonville Police Department and discussed with him the recurring complaints on our north end regarding speeding. He requested the assistance of one of JPD’s unmarked traffic units for this past weekend (4/29 & 4/30). JPD graciously provided the Town with a traffic officer who specializes in community traffic complaints. This officer set about this weekend from 2 pm to 6 pm both days, and confined his presence from about the St. Regis back to River Road applying a zero tolerance stance towards any and all traffic violations. As a result, the officer wrote 10 speeding tickets (occurring on NRIR near the St. Regis, none on River Road), two (2) seatbelt violations, three (3) window tint violations, two (2) possession of marijuana citations resulting from a traffic stop, one (1) stop sign violation, one (1) helmet violation, one (1) failure to carry vehicle registration, and one (1) failure to carry driver’s license. A number of those charges were secondary issues discovered after an initial traffic stop. He indicated to us that he did not observe a legitimate

speeding issue from the area of NRIR at the Topsail Reef, up to the inlet. Most of the speeding citations initiated were those leaving the area proceeding towards the St. Regis.

- **North Topsail Beach PD** - NTBPD continued operations at beach access #3 from around 11 am until approximately 6 pm Friday through Sunday. During that time, officers wrote four (4) sandbag violations, two (2) parking violations on River Road, one (1) leash law violation, one (1) glass bottle violation, and one (1) clinging to a motor vehicle violation. Also, one (1) arrest was made at the inlet for careless and reckless operation of a motor vehicle. NTBPD continues to stress the importance of folks calling 911 when they witness criminal and/or disorderly conduct.

Beach Intern Program

The beach intern program began this past weekend (4/29 & 4/30). Two (2) interns drove the beach strand Saturday and Sunday from around 11 am until 6 pm. They reported a positive response from most of the citizens and guests they dealt with, and documented numerous contacts for public education of our beach ordinances. They also handed out approximately 150 educational beach pamphlets. The Town hopes to continue and increase the positivity surrounding their presence on the strand in the coming weeks.

Turtle Patrol Meeting

Town Staff attended a meeting of turtle patrol volunteers who work a section of North Topsail Beach. Town Staff discussed the lack of volunteers that came forward to do the beach ambassador program and expressed a need to assist the Town with public education in regard to the unattended beach equipment ordinance. Town Staff made several of the pink public education tags available to the group of volunteers to use outside of their normal volunteer time to assist the Town in letting weekly renters know of the new ordinance in hopes to have more compliance this year. Town Staff offered to be a contact through which any issues regarding equipment too close to the nests could be made so that the Town can make follow-up contact during the day to have the equipment relocated and put up at night.

Hurricane Matthew Resilient Redevelopment Plan

Town Staff had a one-on-one meeting with the consultant assisting the State with the Hurricane Matthew Resilient Redevelopment Plan to confirm some of the potential projects identified by the Town. Town Staff discussed the flooding on River Drive, generator needs for the North End Fire Station, the Town's beach nourishment maintenance plan, the sand bags, terminal groin and the Town's CBRA status. Town Staff also attended the last meeting in Onslow County before the plan's presentation to the North Carolina General Assembly. This meeting was the last in a series of three meetings being held to inform the development of the County's Resilient Redevelopment Plan. At this meeting, the consultants collected any remaining feedback on the draft resilience strategies that have been developed for the County in the focus areas of housing, economic development, infrastructure and the environment. A draft report should be shown on this webpage as it is finalized: <http://rebuild.nc.gov/HurricaneMatthew/Counties/Onslow>

Sea Oat Cost Share Program

The Town is no longer taking orders for plants as we have received enough orders to meet the budgeted amount for this cost share program. This Friday, May 5th is the first Friday plants will be available for pick up.

Census Meeting

Town Staff attended a meeting for the 2020 Census for the Local Update of Census Address (LUCA) operation. Census officials made a presentation about LUCA and explained the importance of ensuring that all new addresses are listed since the last census so that there is an accurate count. Town Staff will be in contact with Onslow County staff to see if they can provide

assistance to the Town since the County will be working on the unincorporated areas of the County such as Sneads Ferry which has experienced a lot of growth since the 2010 Census.

New Crossover on New River Inlet (across from Barton Bay Ct.)

Surveys and drawings have been completed for this project which was contingent upon County grant funding. Local contractors have been given the drawings and bids are due on May 12th. Construction should begin shortly thereafter.

Certificate of Appreciation from Kiwanis Club

The Town was awarded a Certificate of Appreciation from Topsail Island Area Kiwanis Club

Upcoming Events

4 Town Meeting – June 15th at 6:30 p.m. at Ocean's Edge Restaurant (St. Regis)

Ocean City Jazz Festival – July 1st and 2nd (2649 Island Drive)

Earth & Surf Festival – Saturday, July 8th at Onslow County Beach Access #2 (202 Ernest Drive)

IX. CONSENT AGENDA:

A. Approval of Minutes – April 5 & 13, 2017

B. Department Head Reports – Finance, Fire, Inspections, Planning & Police

C. Committee Reports – Planning Board, Board of Adjustment, TISPC & ONWASA

D. Request to Re-appoint Members to the Planning Board and Board of Adjustment

- Alderman McDermon moved to approve the Consent Agenda as presented. Alderman Peters seconded the motion.
- The motion passed unanimously.

X. OLD BUSINESS:

A. FY17/18 Operating Fund Budget:

- Mr. Turille shared a spreadsheet with the Board – Budget Balancing Options for the General Fund.
- Alderman McDermon moved that the Board direct Town Staff to look at Option 3 (to finance all 6 vehicles and to look into paying off early). Alderman Peters seconded the motion.
- There was discussion.
- The motion passed 4 to 1 with Alderman Macartney voting against.

XI. NEW BUSINESS:

A. Request to Award Disaster Debris Clearance Removal Services Contract:

- Ms. Faulkner introduced this item.
- Mayor Pro Tem Macartney moved that the Town contract with Crowder Gulf Disaster Recovery and Debris Management to provide post hurricane or tropical storm event debris removal services. Alderman McDermon seconded the motion.
- The motion passed unanimously.

B. Request to Award Debris Monitoring Services Contract:

- Ms. Faulkner introduced this item.
- Alderman Peters moved that the Town contract with Tetra Tech Inc. to provide debris monitoring services to the Town in the event of a storm event. Alderman McDermon seconded the motion.
- The motion passed 4 to 1 with Mayor Pro Tem Macartney voting against.

C. Request to Adopt an Ordinance Amending Article II Section 10-32 – Beach Driving Regulations:

- Ms. Faulkner introduced this item.
- Alderman Peters moved that the Board adopt Ordinance 2017-5 – An Ordinance Amending Article II Section 10-32 – Beach Driving Regulations as presented. Alderman McDermon seconded the motion.
- The motion passed unanimously.

D. Discussion of North End Issues:

- There was discussion in regard to Mr. Benson’s suggestion to add a lifesaving station on the north end.
- Attorney Edes advised against doing this because of the liability involved.
- Deputy Fire Chief Bill Poe made comments about his experiences with rescues near the inlet, the gate, and his perception of the law enforcement resources that have been recently focused to that area. He emphasized that the public needs to dial 911 immediately when there is a violation of the law or an emergency situation. He explained the importance of calling so that there are records of the calls’ location and time and so that the circumstances can be researched and followed up on so the Town can provide the best service its citizens and visitors.
- There was discussion.
- The Board indicated interest in adopting a towing ordinance and requested that item for its next agenda.

XII. OPEN FORUM:

Becky Dickson of 113 Barton Bay Court - Ms. Dickson made comments about the crossover that is being installed across from her street. She said she was opposed to it being built there and said that she has never felt unsafe walking from her home to the closest beach access. She requested that the Town add signage at the crossover to let beachgoers know about the old pier pilings in the area. She expressed concerns about people trespassing on her property and the private road which are located near the crossover.

XIII. ATTORNEY’S REPORT: Mr. Edes did not have a report.

XIV. **MAYOR'S REPORT:** Mayor Burns thanked everyone for coming out. He said that the Board had some informative conversations tonight and that hopefully with the gate and other things taking place the Town will solve some problems.

XV. **ALDERMEN'S REPORT:**

Mayor Pro Tem Macartney – Mr. Macartney thanked staff and his fellow elected officials for the W. Rodney Knowles Park opening ceremony. He said it is another milestone on the part of the Town in making it a better place and an example of making the Town “Nature’s Tranquil Beauty.”

Alderman McDermon – Mrs. McDermon thanked everyone for coming and for everyone who is contacting her with their concerns. She said that they are trying to make decisions that are good for the whole town. She said that if Town Staff will make sure that the plans the Town has are documented on the Town website, it would go a long way to letting people know that things are happening even though they aren’t seeing it on a daily basis. She thanked the Assistant Town Manager for her report.

Alderman Yurek – Mr. Yurek thanked everyone for coming out. He said that he attended the CRC meeting at Manteo in April and that DCM staff presented information on dune practices. He said there was also a presentation on the development line. He said he will give extra information on that topic to the Planning Director for the Planning Board. He also said that he attended to learn about the current rules for sampling of borrow areas for sand placement and the statistical analysis that goes with that. He reported that the sand sampling methods may change.

Alderman Peters – Mr. Peters thanked everyone for coming and said that there are complex issues and that it’s not easy running a beach town. He thanked staff.

Alderman Harte – Mr. Harte thanked everyone for coming.

XVI. **CLOSED SESSION** per N.C.G.S. 143-318.11 Closed Sessions (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

- Mayor Pro Tem Macartney moved that the Board go into Closed Session.
Alderman Harte seconded the motion.
- The motion passed unanimously.
- There was discussion in Closed Session.
- Closed Sessions (5) was not discussed.
- The Board came out of Closed Session.
- It was announced that no action was taken.

XVII. **ADJOURNMENT:** The meeting adjourned at approximately 9:30 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 6/7/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Monday, May 15, 2017 1:00 P.M.*

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, and Assistant Town Manager/Town Clerk Carin Faulkner.

I. CALL TO ORDER:

Mayor Fred J. Burns called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA:

Alderman McDermon suggested that the order of agenda items be amended. Alderman Peters made a motion to approve the agenda as amended with the budget items first. The motion passed unanimously.

III. NORTH TOPSAIL BEACH SHORELINE PROTECTION FUND – SHORELINE PROTECTION STRATEGY:

- Mr. Turille made a presentation on the beach funds.
- Mr. Turille took questions from the Board.
- There was discussion.
- No action was taken.

IV. FEMA PHASE 5 STORM DAMAGE REPAIR OPTIONS:

- Mr. Willson made a presentation on the options the Town has for repairing the storm damaged portion of Phase 5 (Attachment A).
- Mayor Pro Tem Macartney moved that the Board endorse the work of CB&I (CP&E) to continue as the Town's engineering firm for the FEMA Phase 5 renourishment project (for FEMA reimbursement) and a possible add-on project. Alderman Peters seconded the motion.
- There was discussion.

* There is an attachment to these minutes.

- Mr. Turille and Mr. Willson took questions from the Board.
- Mr. Turille indicated that this is a point where the contracts with CP&E have ended and that the Board can start afresh with a different firm if it so chooses. He said that the Board needs to decide whether it wants to continue with CP&E and allow them to work on this project or whether it wants him to put out a RFQ for engineering services. He said that now is the time to make the decision so that a RFQ can be issued, so that a firm can be selected and options presented to the Board and then to FEMA as soon as possible to avoid delays in repairing the Phase 5 shoreline.
- The motion passed 3 to 2 with Aldermen McDermon and Yurek voting against.
- Mr. Willson indicated that he and Mr. Turille would work on a letter to send to FEMA to indicate the options that the Town is looking at for the Phase 5 storm damage repair. He emphasized that details would be nailed down after the Town is able to meet with the regulatory agencies and feedback is given on the sampling and analysis requirements.

V. FY 17/18 BUDGET:

- Mr. Turille made a presentation to the Board.
- There was discussion.
- The Board discussed having the Revenue Committee meet soon to look at the vendors for accommodation tax collections. The Board members on the committee agreed that Monday, May 22nd at 9:00 a.m. would be a good time.
- Mayor Pro Tem Macartney moved that the Board of Aldermen authorize \$10,000 for the North Topsail Beach Rescue Squad in the FY18 budget. Alderman Peters seconded the motion.
- The motion passed unanimously.

VI. OFFER TO PURCHASE FOLKSTONE ROAD PROPERTIES (328, 330, 332, 334, and 336 Folkstone Road):

- Mr. Turille introduced this item.
- The Board did not express interest in taking the offer.
- There was consensus from the Board to authorize Town Staff to work with Pam Dabney (realtor) on selling this property and to ask for her advice on getting an appraisal.

VII. REQUEST TO SPONSOR THE OCEAN CITY JAZZ FESTIVAL:

- Mayor Pro Tem Macartney moved that the Board sponsor the Ocean City Jazz Festival this year in the amount of \$1,000. Alderman Peters seconded the motion.
- The motion passed unanimously.

VIII. PROPERTY ACQUISITION (Closed Session – Per NCGS § 143-318.11. Closed sessions. (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i)

the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease):

- Alderman Peters made a motion to go into Closed Session. Alderman Harte seconded the motion.
- The motion passed unanimously.
- No action was taken in Closed Session.

IX. ADJOURNMENT:

- The meeting adjourned at 5:03 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 6/7/2017

Town of North Topsail Beach

Update on FEMA Storm Damage Project

Coastal Planning & Engineering of North Carolina
Ken Willson
May 15, 2017

05/15/2017 10:00:00 AM

Cost Estimates:

- FEMA Storm Damage Repair Project (30 cy/ft. along 5200 ft. of beach at south end of Phase 5):
 - Hopper dredge from offshore with rock screening
 - Pipeline dredge from DA-143
 - Truck Haul from off-island source
- Construct the unconstructed 1,800 ft. of the northern section of Phase 5:
 - Hopper dredge from offshore with rock screening
 - Pipeline dredge from DA-143
 - Truck Haul from off-island source

05/15/2017 10:00:00 AM

Assumptions:

- Overall Project:
 - Beach fill for Storm Damage Repair Project will be 5,200 ft. long with a density of 30 cy/ft.
 - Beach fill density for the northern 1,800 ft. of Phase 5 would be approximately 56 cy/ft. and includes a 500 ft. taper to the north.
- Hopper Dredge and Offshore Borrow Area:
 - Material will be dredged from the previously permitted borrow area and transported via hopper dredge to pumpout location(s) along the project area.
 - A fluidized rock screener will be used to screen material at the discharge to remove rock (\$2.00/cy + \$130,000 Mob/DeMob)

<https://vimeo.com/192647454>

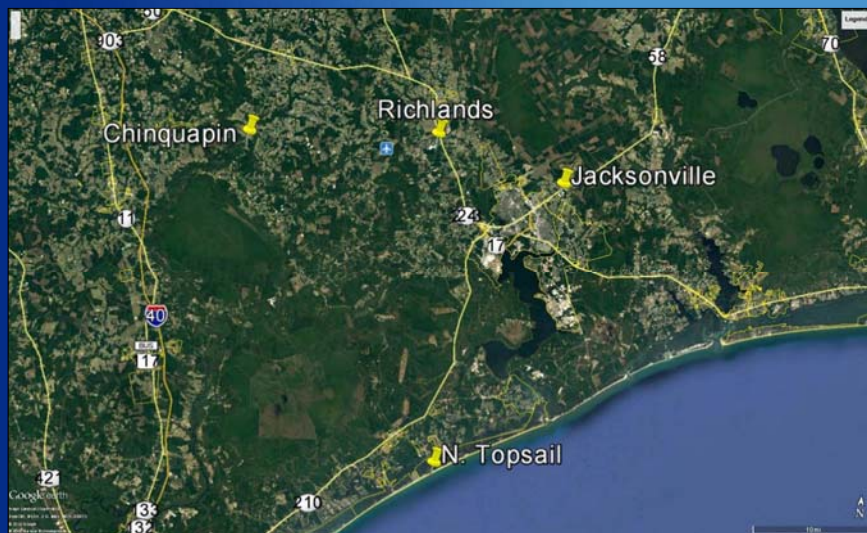
Assumptions:

- Pipeline Dredge & DA-143 Borrow Site:
 - Dredging into the borrow area will not be permitted
 - An 18" dredge will be used in DA-143
 - A 24" dredge will be used as a booster pump along with 2 additional in line booster pumps
 - The maximum pump distance would be 66,100 feet
 - Mob & Demob costs include \$150,000 to clear and degroup DA 143 and \$50,000 to repair the dike around DA-143.

Assumptions:

- Truck Haul from Inland Borrow Area:
 - Equipment costs are based on RS Means Heavy Construction Cost Data for 2015 updated by 4% for 2017 costs
 - 10 hour work days
 - 35 mile haul distance from sand pit to temporary disposal site on beach
 - 40 mph average truck hauling speed
 - 40 – 12 cy dump trucks used
 - \$6 / cy cost at mine for sorting and washing sand
 - Labor costs include one foreman for the duration of the job

Off Island Sand Sources

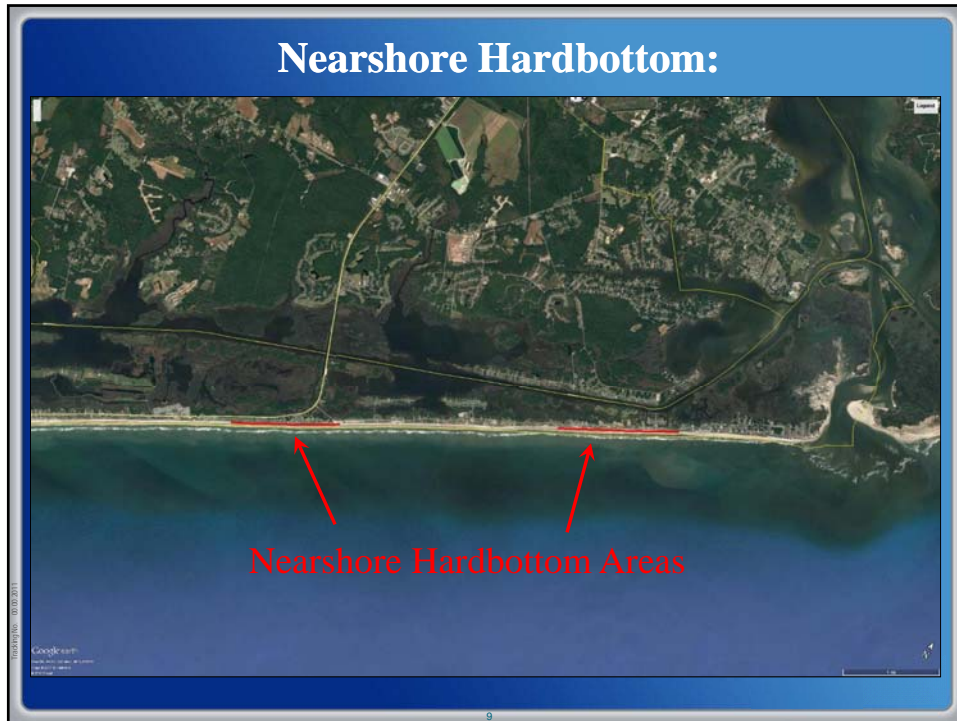


Cost Estimates:

	Volume (CY)	Mob & Demob Cost	Unit Cost (\$/CY)	Contingencies (15%)	Construction Admin.	Total Project Cost
HOPPER DREDGE & OFFSHORE BORROW AREA						
FEMA Storm Damage Repair Project	157,000	\$2,703,000	\$10.69	\$657,000	\$219,000	\$5,257,000
Unconstructed 1,800 ft. of the northern section of Phase 5	115,000	\$597,000	\$10.09	\$264,000	\$54,000	\$2,075,000
PIPELINE DREDGE AND DA 143						
FEMA Storm Damage Repair Project	157,000	\$3,679,000	\$18.44	\$986,000	\$422,000	\$7,982,000
Unconstructed 1,800 ft. of the northern section of Phase 5 ^(a)	115,000	\$271,000	\$13.90	\$281,000	\$81,000	\$2,232,000
<small>^(a)Assume 1/2 of demob cost for one booster and 17,700 feet of pipe would be paid for completing Phase 5.</small>						
TRUCK HAUL FROM INLAND BORROW SITE						
FEMA Storm Damage Repair Project	157,000	N/A	\$35.27	\$831,000	\$268,000	\$6,637,000
Unconstructed 1,800 ft. of the northern section of Phase 5	115,000	N/A	\$35.21	\$607,000	\$87,000	\$4,743,000

Conclusions:

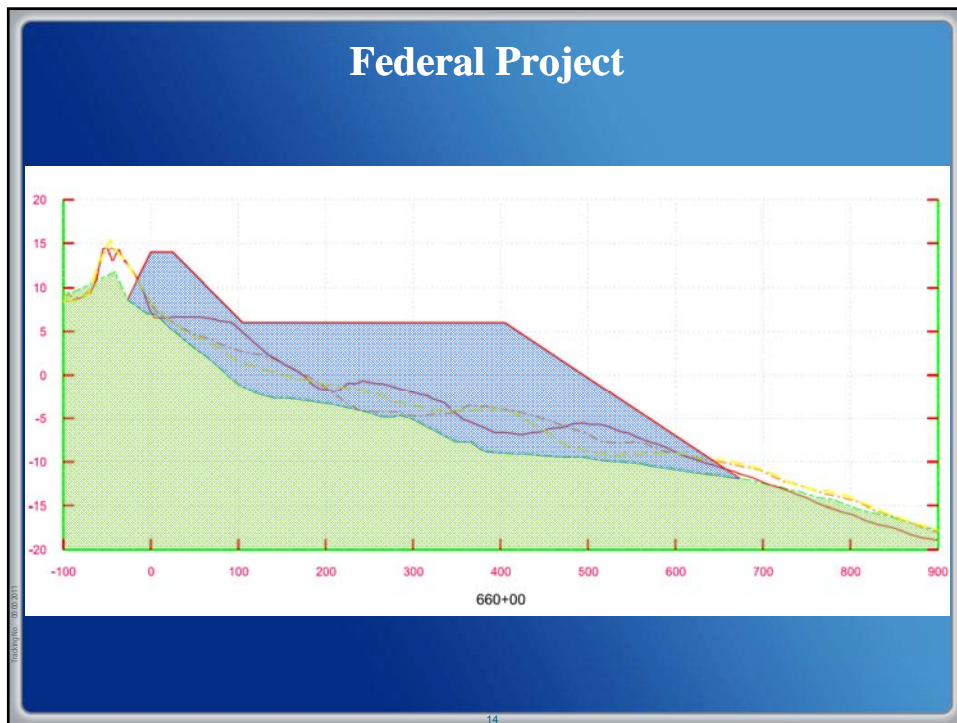
- FEMA Storm Repair Project:
 - Pumping material from DA-143 is approximately 52% (\$2,725,000) more expensive than the offshore hopper dredge.
 - Truck hauling material from off island is approximately 26% (\$1,380,000) more expensive than the offshore hopper dredge
- Unconstructed 1,800 ft. of Phase 5:
 - Cost to place 115,000 cy to construct the northern 1,800 ft. of Phase 5 using hopper dredge \$2,075,000.
 - Cost to place 115,000 cy to construct the northern 1,800 ft. of Phase 5 using truck haul \$4,743,000



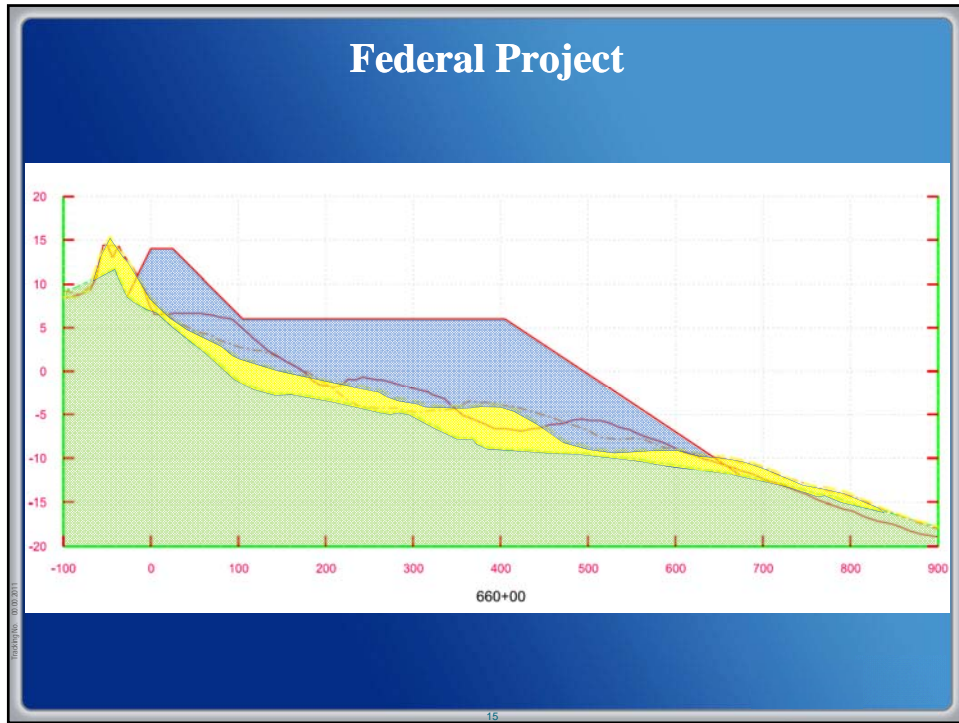


Questions...

	Volume (CY)	Mob & Demob Cost	Unit Cost (\$/CY)	Contingencies (15%)	Construction Admin.	Total Project Cost
HOPPER DREDGE & OFFSHORE BORROW AREA						
FEMA Storm Damage Repair Project	157,000	\$2,703,000	\$10.69	\$657,000	\$219,000	\$5,257,000
Unconstructed 1,800 ft. of the northern section of Phase 5	115,000	\$597,000	\$10.09	\$264,000	\$54,000	\$2,075,000
PIPELINE DREDGE AND DA 143						
FEMA Storm Damage Repair Project	157,000	\$3,679,000	\$18.44	\$986,000	\$422,000	\$7,982,000
Unconstructed 1,800 ft. of the northern section of Phase 5 ^(a)	115,000	\$271,000	\$13.90	\$281,000	\$81,000	\$2,232,000
<small>^(a)Assume 1/2 of demob cost for one booster and 17,700 feet of pipe would be paid for completing Phase 5.</small>						
TRUCK HAUL FROM INLAND BORROW SITE						
FEMA Storm Damage Repair Project	157,000	N/A	\$35.27	\$831,000	\$268,000	\$6,637,000
Unconstructed 1,800 ft. of the northern section of Phase 5	115,000	N/A	\$35.21	\$607,000	\$87,000	\$4,743,000



ATTACHMENT A
Board of Aldermen Special Meeting Minutes
May 15, 2017



Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Thursday, May 25, 2017 5:00 P.M.

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, and Assistant Town Manager/Town Clerk Carin Faulkner.

I. CALL TO ORDER:

Mayor Fred J. Burns called the meeting to order at 5:00 p.m.

II. APPROVAL OF AGENDA:

Alderman Peters made a motion to approve the agenda as presented. Alderman Harte seconded the motion. The motion passed unanimously.

III. REQUEST TO APPROVE CONTRACT FOR OCCUPANCY TAX COLLECTION SERVICES:

- Mr. Turille introduced this item.
- Mr. Turille presented the proposed contracts from the vendors, their references, and his recommendation.
- Mr. Turille took questions from the Board.
- There was discussion.
- There was consensus from the Board to request a contract from STR Helper.

IV. REQUEST TO AUTHORIZE THE SALE OF SURPLUS PERSONAL PROPERTY:

- Ms. Brothers introduced this item.
- Mayor Prom Tem Macartney moved that the Board of Aldermen authorize the sale of the common stock as documented by Principal Financial Group, Inc. as soon as possible and for Town Staff to research how it came into the Town's possession. Alderman Peters seconded the motion.
- The motion passed unanimously.

V. REQUEST TO APPROVE CONTRACT FOR IMPLEMENTING PERMITTING PROGRAM FOR NORTH END DRIVING AREA:

- Mr. Turille introduced this item.
- Mr. Turille indicated that a RFP was issued and that another contractor backed out but that SP Plus was very interested.
- Mr. Turille went through the proposal.
- Mr. Turille took questions from the Board.
- There was discussion.
- Mayor Pro Tem Macartney moved that the Board authorize the Town Manager to execute a contract with SP Plus for a 30 day trial not-to-exceed \$25,000 including the 8% revenue fee. Alderman McDermon seconded the motion.
- The motion passed unanimously.

VI. REQUEST TO ISSUE REQUEST FOR QUALIFICATIONS FOR COASTAL ENGINEERING SERVICES:

- Mr. Turille introduced this item.
- Mr. Turille explained that CP&E has only one more year left under its contract and that is to do the Phase 5 monitoring. He said that now would be a good time to break with CP&E and go with another contractor if that is the pleasure of the Board. He said he also checked with FEMA and a change in contractor will have no effect on the proposed Phase 5 repair project. He said that it was his duty to remind the Board that a change will delay the permit process and the length of the delay is unknown.
- There was discussion.
- Mr. Turille took questions from the Board.
- Mayor Pro Tem Macartney moved that the Board authorize the Town Manager to issue a Request for Proposals for the FEMA Phase 5 repair project and for him to survey engineering firms and do the necessary research in order to have firms respond and present by June 7th and to have them here on June 7th to present their qualifications to the Board at the next regular meeting.
- There was discussion.
- Alderman Harte seconded the motion.
- The motion passed 3 to 2 with Mayor Pro Tem Macartney and Alderman Peters voting against.

VII. ADJOURNMENT:

- Mayor Pro Tem Macartney made a motion to adjourn. The motion passed unanimously.
- The meeting adjourned at 6:35 p.m.

Town of North Topsail Beach
Board of Aldermen Special Meeting Minutes
May 25, 2017

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 6/7/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Wednesday, June 7, 2017 6:30 P.M.

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Town Attorney Brian Edes and Assistant Town Manager/Town Clerk Carin Faulkner.

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 6:30 p.m.
- II. **INVOCATION:** Mayor Pro Tem Macartney gave the invocation.
- III. **PLEDGE OF ALLEGIANCE:** Mayor Burns led those present in the pledge of allegiance.
- IV. **APPROVAL OF AGENDA:**
 - Alderman Peters made a motion to approve the agenda removing the item Request to Approve Survey Questions for CAMA Land Use Plan.
 - The motion passed unanimously.
- V. **OPEN FORUM:**

Jeremy Grove of 2224 New River Inlet Road (Topsail Reef) – Mr. Grove thanked the Police Department, particularly Sergeant Mark Ray, and the Fire Department for their response to the recent fire at the Topsail Reef complex. He also thanked the Building Inspector, Jimmy Canady and Deputy Fire Chief Bill Poe for following up and providing advice to the property owners on how to prevent future fires at the complex. He also made comments about the Town's recent letter regarding occupancy taxes stating that if those funds are being collected for beach nourishment that he has not seen beach nourishment since 2012.
- VI. **PUBLIC HEARINGS/PRESENTATIONS:**
 - A. **Public Hearing – FY17/18 Budget and Request to Adopt FY/18 Budget Ordinance and Fee Schedule:**
 - Mr. Turille made a presentation to the Board.

- Mr. Turille took question from the Board.
- There was discussion.
- Mayor Pro Tem Macartney made a motion to open the public hearing. The motion passed unanimously.
- The Board heard from the following:

Mike Benson of 220 Oyster Lane – Mr. Benson made comments about the need for a paid parking plan to pay for the increased law enforcement needs. He advised the Town to seek assistance from the County to meet the demand. He questioned why the Town is hiring a parking person (part-time ordinance enforcement) when the Town does not have people paying for parking.

Dan Tuman of 3944 River Road – Mr. Tuman suggested that the Town work with Representative Phil Shepard to get the House to approve the funding that Senator Harry Brown got approved in the N.C. Senate.

- Mayor Pro Tem Macartney made a motion to close the public hearing. The motion passed unanimously.
- Mayor Pro Tem Macartney made a motion to approve the FY17/18 budget ordinance and fee schedule. Alderman Peters seconded the motion.
- The motion passed unanimously.

B. Presentations – Firms Submitting Qualifications in Response to the Town’s Request for Qualifications for Professional Engineering Services Town of North Topsail Beach Phase Five FEMA Storm Damage Repair Project (firms will present in alphabetical order):

- Mayor Burns introduced this item. He announced that prior to the Town issuing the RFQ that he, the Town Manager, and Mr. Willson (CP&E) spoke with Elijah Morton about the use of beach compatible sand at Mr. Morton’s pit. He wanted the contractors to know this information out of fairness and said at the time this inquiry was made, he did not know the Town would be issuing a RFQ.
- Mr. Gibson (TI Coastal) asked for the names of other companies that were contacted by CP&E. A list was provided.
- While each engineering firm presented, the other two firms left the room per an arrangement between the firms.
- Fran Way (Applied Technology Management – ATM) made a presentation to the Board.
- Mr. Way took questions from the Board.
- The Board thanked Mr. Way for his presentation.
- Ken Willson (Coastal Planning & Engineering – CP&E NC) made a presentation to the Board.
- Mr. Willson took questions from the Board.
- The Board thanked Mr. Willson for his presentation.

- Chris Gibson (TI Coastal) made a presentation to the Board.
- Mr. Gibson took questions from the Board.
- The Board thanked Mr. Gibson for his presentation.
- There was discussion.
- Mr. Turille took questions from the Board.
- There was further discussion.
- Mayor Pro Tem Macartney made a motion for the Town to move forward with TI Coastal to provide professional engineering services to the Town for the Phase Five FEMA Storm Damage Repair Project. Alderman McDermon seconded the motion.
- The motion passed 4 to 1 with Alderman Peters voting against.

C. Presentation – Proposal and Contract for Implementation of Driving Pass for Beach Permissible Driving Area – Kerry Beck, SP Plus:

- Mr. Turille introduced this item.
- Mr. Beck gave a presentation for the Board.
- Mr. Beck took questions from the Board.
- There was discussion. The Board had already given authorization to execute this contract at its May 25, 2017 meeting.
- Mr. Beck took more questions from the Board.
- No further action was taken.

VII. MANAGER’S REPORT:

Mr. Turille gave the following report:

I. Shoreline Protection Projects:

- A. Hurricane Matthew Remediation: Phase 5**—the letter to FEMA was sent notifying FEMA of our current Phase 5 Repair options including offshore dredging and trucked in sand. The selected contractor will take this process forward with interagency meetings to discuss these options.
- B. Hardened Structure**—the contract with our consulting engineer Dial Cordy was approved by the County and we will vote tonight to accept the final version before issuing the notice to proceed.
- C. Shoreline Protection Plan workshop**--was held to discuss the options we are considering and the long-term project finance planning required to build and maintain our most critical infrastructure asset—the town berm and dune “shoreline.” I am working to update the narrative of the Plan and will present it this Summer.

- II. New River Inlet Management**—active discussions between Camp Lejeune and the USACE are now ongoing as to opening and maintaining New River for military amphibious training.

The Army Corps of Engineers requests a meeting with all New River stakeholders (USCG, USACE, Onslow county, Camp Lejeune, NTB) on June 21 to discuss navigation options.

- III. **Onslow County/NTB Relations:** in my opinion, improving; the County agreed to:
- Allow NTB charge for permissible driving area permits
 - Consider joint occupancy tax collection cost-share
 - Install gate
 - Approve Hardened Structure design/permitting contract and contribute \$250,000.
 - I encourage NTB officials to continue individual dialogue with County Board members on the importance of our Beach to the health and welfare of the overall County community.
- IV. **Multi Use Path**—Senator Brown and Representative Shepherd are working hard to locate funds for the path and have contacted us about the cost involved.
- V. **Upcoming Meetings:**
The Four Town meeting is June 15, hosted by NTB at St. Regis. Senator Brown agreed to speak with Ms. Connie Wilson as a back-up in event of continued budget conferences.

VIII. **ASSISTANT TOWN MANAGER’S REPORT:**

Ms. Faulkner gave the following report:

North End Proposed Policies & Law Enforcement Efforts - UPDATE

- **Gate** – Last month Town Staff reported that a gate will be installed so that the permissible driving area at the North End can be closed like other park areas of the town. The gate was installed and closure of the gate began on Monday, May 15, 2017. No issues have been reported.
- **Permits for Access to Permissible Driving Area** – This item is on the agenda for this meeting. SP Plus will be giving a presentation and an implementation schedule will be discussed. The Board has authorized the Town Manager to execute a leasing contract with SP Plus (subject to a 30 day trial period not to exceed \$25,000 including 8% revenue fee).
- **PT (Seasonal) Ordinance Enforcement Officer & Additional Police Officers** – At the Board’s budget workshop on 4/13 Town Staff proposed additional staff to include a part time seasonal ordinance enforcement officer which would be dedicated to enforcing parking and beach ordinances – this would be to meet the increase in beachgoer population and allow sworn law enforcement officers to respond to calls for service of a more severe nature. Chief Fillinger requested two additional officers to meet the same demands based on increased calls for service and population increase. These positions are in the recommended budget that the Board is expected to adopt at its June 7, 2017 meeting.

Opening of Onslow County Consolidated Human Services Building

Town Staff attended the opening of this new County building which will house both health department employees and social service employees which have been consolidated into what is now called Consolidated Human Services. The building was built next door to the old health

department building in downtown Jacksonville. The old building will eventually be demolished for more parking at the building. The new building was well designed to meet the needs of the employees and the public as well (ex. a separate area for nurses to get vaccines ready so children aren't as scared of the needle). Having these two departments in one building will make providing services to our community more efficient. The County will also save \$330,000 annually in rent having this building for use by approximately 330 employees.

New Crossover on New River Inlet Road (across from Barton Bay Ct.) - UPDATE

Construction on this crossover has begun and it should be completed very soon. Town Staff has installed signage on both sides of the access to alert beach goers about the existing pier pilings in the water. The same signage was used to update other areas of Town with similar conditions.

Room Occupancy Tax Letter

A letter was mailed to each owner of property at North Topsail Beach reminding them that they are required to collect 3% of the gross rental amount for any short term rentals. This is a part of the Town's effort to increase occupancy tax collections. Property owners were warned about the penalties if it is found that they are not paying the tax or underpaying. There is an item on the June 7, 2017 agenda to approve a contract for an outside firm to assist the Town with identifying those who are not paying or underpaying. Town Staff is receiving several calls in response to the letter.

Topsail Reef Fire

On May 16, 2017 the North Topsail Beach Fire Department was called to a fire at the Topsail Reef condominium complex at approximately 6:00 a.m. There were no injuries. The fire was contained to two upper units in Building 7 and one of the first floor units had water damage. The fire started in a wall outlet. After further investigation the fire was determined to be accidental and caused by the failure of the electrical outlet. Fire Department staff met with the HOA board and concerned property owners and discussed several recommendations to prevent future fires. After seeking guidance from the NC Department of Insurance the Town's Building Inspector also sent a letter to the HOA which recommended that owners contact NC Licensed Electrical Contractors to evaluate any deficiencies found in the individual dwelling units' electrical systems including hazards such as: charred/broken outlets, overcurrent devices tripping frequently and overloaded circuits.

The Topsail Reef HOA has responded with a letter to the Town indicated that they will have an electrical contractor inspect all of their electrical sources both in common areas and within each unit.

BlueTube™ Containers at Beach Accesses

Onslow County has installed four BlueTube™ containers at the County beach accesses. These are for beach goers to grab a bag on their way to the beach, pick up trash, and throw it away in the garbage cans at the beach accesses. Everyone who wishes to do so can donate their clean, used plastic bags to the container so the cycle continues. Town Staff has approached the Chamber and posted on social media about getting local businesses involved in sponsoring more containers. Those interested have been asked to contact Carin Faulkner via email (townclerk@ntbnc.org) for sponsorship information. Sponsors are being asked to bring the containers to Town Hall so that Public Works can install the containers (starting with the busiest areas first). The Town has heard from two interested parties as of 6/7/17.

Grand opening of Disc Golf Course in Surf City

Town Staff attended the grand opening ribbon cutting at the Surf City Disc Golf course on Friday, May 12th. The nine hole course is located at 102 H2O Place (off Highway 210 East at the water tower) on Surf City town land that was formally a peanut farm. Several volunteers and the Surf City Police Department helped design the course using the farm's old dirt roads and trails

ensuring both natural resources and history of the land were preserved. The old silos from farming days provide a unique feature on the course. The hours of operation are from dusk to dawn. Several area companies have sponsored holes on the course and more sponsorship opportunities are available.

Upcoming Events

4 Town Meeting – June 15th at 6:30 p.m. at St. Regis Pender Hall catered by Ocean's Edge Restaurant

Ocean City Jazz Festival – July 1st and 2nd (2649 Island Drive)

Earth & Surf Festival – Saturday, July 8th at Onslow County Beach Access #2 (202 Ernest Drive)

ESA CNC Surfing Contests at Onslow County Beach Access #4 – 6/17, 8/5, 8/6

IX. CONSENT AGENDA:

- A.** Approval of Minutes – April 28, 2017, May 3, 2017, May 15, 2017, May 25, 2017
- B.** Department Head Reports – Finance, Fire, Inspections, Planning & Police
- C.** Committee Reports – Planning Board, Board of Adjustment, TISPC & ONWASA
- D.** Request to Approve Contract to Audit Accounts (Carr, Riggs & Ingram)
- E.** Request to Approve Contract to Examine Pension Census Data Reported to Local Government Employees' Retirement System (Carr, Riggs & Ingram)
- F.** Request to Adopt Resolution 2017-30 - A Resolution in Support of NCDOT Funding for the Extension of Multi-Use Path – New River Inlet Road North Topsail Beach, NC
 - Mayor Pro Tem Macartney moved to approve the Consent Agenda as presented. Alderman McDermon seconded the motion.
 - The motion passed unanimously.
 - There had been confusion about the CAMA Land Use Plan survey item which had been taken off of the agenda during the Approval of the Agenda. Alderman Peters had mistakenly thought he was removing this item from the Consent Agenda to be placed in New Business. This item will remain in Old Business.

X. OLD BUSINESS:

- A. Request to Execute Contract for Professional Engineering, Planning, Permitting & Design Services for Onslow County/NTB Hardened Structure:**
 - Mr. Edes introduced this item.
 - Mr. Edes took questions from the Board.
 - Mayor Pro Tem Macartney moved that the Board of Aldermen approve the contract and authorize Town Staff to execute the contract. Alderman Peters seconded the motion.
 - The motion passed unanimously.
- B. Request to Approve Survey Questions for CAMA Land Use Plan:**
 - Ms. Hill introduced this item.
 - There was discussion.

- Mayor Pro Tem Macartney moved that the Planning Director provide the Board with the survey questions and to take feedback over the next week and for staff to make the appropriate changes. Alderman Harte seconded the motion.
- There was discussion.
- The motion passed unanimously.

C. Request to Extend Payment Due Date on Revetment Assessment an Additional 30 Days:

- Mr. Edes introduced this item.
- Alderman McDermon moved that the Board of Aldermen extend the payment due date for the revetment assessment an additional 30 days. Alderman Peters seconded the motion.
- The motion passed unanimously.

XI. NEW BUSINESS:

A. Request to Approve Contract for Occupancy Tax Collection Services:

- Mr. Turille introduced this item.
- There was discussion.
- Alderman McDermon made a motion to authorize Town Staff to work with the Town Attorney on an annual contract not-to-exceed \$16,000 and to execute this annual contract with the understanding that any other expenses will need to be approved by the Board.
- The motion passed unanimously.

B. Request to Amend Abandoned Vehicle Ordinance (to tow vehicles in violation of the parking ordinance):

- Ms. Faulkner introduced this item.
- There was discussion.
- No action was taken.

XII. OPEN FORUM:

Dan Tuman of 3944 River Road – Mr. Tuman made comments about the new beach driving permit. He suggested that the Town contact the realtors who rent the properties to see if will impede the rental attraction. He also said that the Town should not get excited about the Department of Defense getting involved in putting money in the budget for dredging as it would likely be for sidecast dredging, not the dredging the Town would prefer.

XIII. ATTORNEY'S REPORT: Mr. Edes did not have a report.

XIV. MAYOR'S REPORT: Mayor Burns did not have a report.

XV. **ALDERMEN’S REPORT:**

Alderman Harte – Mr. Harte did not have a report. He thanked everyone for coming.

Alderman Peters – Mr. Peters did not have a report.

Alderman Yurek – Mr. Yurek reported on attending the Topsail Reef HOA meeting and reminded everyone about the Ocean City Jazz Festival and the Ocean City Block Party which he indicated everyone in town is invited to attend.

Alderman McDermon – Mrs. McDermon thanked everyone for being open minded and going through the process to choose an engineer.

Mayor Pro Tem Macartney – Mr. Macartney (whom the Board almost forgot about) indicated that in lieu of his report he would like to adjourn.

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

- Alderman Peters moved that the Board go into Closed Session. The motion passed 4 to 1 with Mayor Pro Tem Macartney voting against.
- It was announced that no action was taken.

XVII. **ADJOURNMENT:** The meeting adjourned at 9:55 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 7/5/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Thursday, June 23, 2017 4:00 P.M.

PRESENT: Mayor Fred Burns, Aldermen Don Harte, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Assistant Town Manager/Town Clerk Carin Faulkner and Betsy Brothers, Finance Officer.

NOT PRESENT: Mayor Pro Tem Richard Macartney and Alderman Joann McDermon

I. CALL TO ORDER:

Mayor Fred J. Burns called the meeting to order at 4:02 p.m.

II. APPROVAL OF AGENDA:

Alderman Peters made a motion to approve the agenda as presented. Alderman Harte seconded the motion. The motion passed unanimously.

III. REQUEST TO ADOPT YEAR END BUDGET AMENDMENT:

- Mr. Turille introduced this item.
- Ms. Brothers took questions from the Board.
- Mr. Turille took questions from the Bard.
- Alderman Peters made a motion for the Board to adopt the year end budget amendment (Budget Amendment 4). Aldermen Yurek seconded the motion.
- The motion passed unanimously.

IV. REQUEST TO ADOPT RESOLUTION APPROVING FINANCING TERMS (FOR VEHICLES):

- Ms. Brothers introduced this item.
- Ms. Brothers took questions from the Board.
- Alderman Peters made a motion for the Board to adopt the resolution approving financing terms (Resolution 2017-31). Alderman Harte seconded the motion.
- The motion passed unanimously.

V. ADJOURNMENT:

- Alderman Harte made a motion to adjourn. Alderman Peters seconded the motion.
- The motion passed unanimously.
- The meeting adjourned at 4:11 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 7/5/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Wednesday, July 5, 2017 6:30 P.M.

PRESENT: Mayor Fred Burns, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Town Attorney Brian Edes and Assistant Town Manager/Town Clerk Carin Faulkner.

NOT PRESENT: Mayor Pro Tem Richard Macartney

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 6:30 p.m.
- II. **INVOCATION:** Alderman Harte gave the invocation.
- III. **PLEDGE OF ALLEGIANCE:** Mayor Burns led those present in the pledge of allegiance.
- IV. **APPROVAL OF AGENDA:**
 - Alderman Peters made a motion to approve the agenda with the addition of a Closed Session per N.C.G.S. 143-318.11 Closed Sessions (3). Alderman McDermon seconded the motion
 - The motion passed unanimously.
- V. **OPEN FORUM:**

Dr. John Harrington of 221 Oyster Lane – Dr. Harrington made comments about the recent Ocean City Jazz Festival. He said it was a lovely event. He said he was also impressed that Public Works staff was working the event and providing transportation to and from the parking lot for those in need.
- VI. **MANAGER'S REPORT:**

Mr. Turille gave the following report:

I. **Shoreline Protection Projects:**

A. **Hurricane Matthew Remediation: Phase 5**— work begins with our new contractor T1 Coastal to pursue the permit for a trucked-in sand project; also, we now have \$1,500,000 in State grant funds for a 1:1 match to consider.

B. **Hardened Structure:**

- **Planning & Design** -- Dial Cordy is collecting pre-existing data to develop alternative designs, and is coordinating with USACE;
- **Construction**—the State budget includes \$2,000,000 for hardened structure construction.

C. **Upcoming USACE projects**—discussing with USACE the possibility of expanding a Corps-sponsored project to dredge the ICWW this fall into a local project for additional dredge work and sand.

II. **New River Inlet Management:** a meeting was held with all New River stakeholders (USCG, USACE, Onslow County, Camp Lejeune, NTB) to discuss preferred navigational dredge options; the significance of the meeting:

- ❖ all New River stakeholders actually met for the first time;
- ❖ we agreed to continue quarterly meetings to coordinate
- ❖ discussion included the upcoming Fall Camp Lejeune amphibious exercise and coordination of 21 days of USACE preparatory dredging; post-exercise operational data will be forwarded to Department of Defense to justify a dedicated revenue source for future dredge projects.

III. **Onslow County/NTB Relations:**

1. With Dial Cordy contract now in place and our inter-local agreement with the County for \$250,000, and \$2,000,000 in State construction funds, we are on course for a long-term solution to north end erosion.
2. Letter was sent to the County Manager thanking him and the County commissioners for attendance at the recent Four Town meeting. At the meeting, Chairman Bright discussed his concern with the condition of New River for commercial fishermen.
3. Encourage continued individual dialogue with County Board members on the importance of our Beach to the health of the overall County community.

IV. **Multi Use Path:** Senator Brown made a formal request to Senator Berger for assistance in funding the project. Senator Berger's office is working with DOT on the funds, totaling \$500,000.

V. **Occupancy Tax collections**—while most of our folks are paying the tax our new vendor, STRHelper, is underway to determine who is not reporting and who is under-reporting the tax, so that all short term renters are paying their fair share.

- VI. **End of Year 2015-16:** surplus projected; we have an accountant in this week to reconcile revenues and expense at the departmental level, to ensure compliance with local government fiscal control act and LGC requirements, so we will be in good shape for the next audit release.

Mr. Turille took questions from the Board.

VII. **ASSISTANT TOWN MANAGER'S REPORT:**

Ms. Faulkner gave the following report:

North End Proposed Policies & Law Enforcement Efforts - UPDATE

- **Permits for Access to Permissible Driving Area** – Town Staff has issued a media release announcing the implementation of this program beginning on July 10, 2017 (please note that our contractor SP Plus has delayed the start date to July 19). Notices have also been distributed on the Town website, social media, and via email through the Connect-CTY system. Town Staff has created a web page on the Town's website providing the details of this program and will be updating the site as soon as the pre-payment options are in place. Locations have been identified for the pay stations and concrete pads will have been installed and pay stations should be delivered by the end of this week or early next week. Signage is also being arranged for placement.
- **PT (Seasonal) Ordinance Enforcement Officer & Additional Police Officers**– The adopted FY18 budget included the addition of a PT Ordinance Enforcement Officer and two additional police officer positions. The part time seasonal ordinance enforcement officer will be dedicated to enforcing parking and beach ordinances (to include the unattended beach equipment ordinance at night as the tides allow) – this would be to meet the increase in beachgoer population and allow sworn law enforcement officers to respond to calls for service of a more severe nature. Chief Fillinger requested two additional officers to meet the same demands based on increased calls for service and population increase. Town Staff is working on the new job description for the PT Ordinance Enforcement officer and arranging to have citations printed. These jobs will be posted by the end of the week.

CAMA Land Use Plan Survey

Town Staff wants to remind everyone that the CAMA Land Use Plan Survey is still available online for those who have not participated. It is posted on our website's homepage (www.ntbnc.org), pinned on our Facebook page, and was sent out to all Connect CTY participants via email.

Upcoming Events

Earth & Surf Festival – Saturday, July 8th at Onslow County Beach Access #2

ESA CNC Surfing Contests at Onslow County Beach Access #4 – 6/17, 8/5, 8/6

Bingo! – Historical Society of Topsail Island is hosting bingo every Thursday night through August 10th at 6:30 p.m. at the Assembly Building at Topsail Beach (720 Channel Blvd.)

Ms. Faulkner took questions from the Board.

VIII. **CONSENT AGENDA:**

- A. Approval of Minutes – June 7, 2017 and June 23, 2017
- B. Department Head Reports – Finance, Fire, Inspections, Planning & Police
- C. Committee Reports – Planning Board, Board of Adjustment, TISPC & ONWASA
 - Alderman Peters moved to approve the Consent Agenda as presented. Alderman Harte seconded the motion.
 - The motion passed unanimously.

IX. **OLD BUSINESS:**

- A. **Request to Extend Payment Due Date on Revetment Assessment an Additional 30 Days:**
 - Mr. Edes introduced this item.
 - Alderman Peters moved that the Board of Aldermen extend the payment due date for the revetment assessment an additional 30 days. Alderman Yurek seconded the motion.
 - The motion passed unanimously.

X. **NEW BUSINESS:**

- A. **Request to Approve Contract for Professional Engineering Services for Phase Five FEMA Storm Damage Repair Project (TI Coastal):**
 - Mr. Edes introduced this item.
 - Alderman Peters moved that the Board approve the contract as presented. Alderman McDermon seconded the motion.
 - There was discussion.
 - The motion passed unanimously.
- B. **Request to Adopt an Ordinance Amending Chapter 10 Article II Division 2 of the Town of North Topsail Beach Code of Ordinances:**
 - Ms. Faulkner introduced this item. She indicated that in order for the north end permit program to be implemented and fees imposed, the ordinance needs to be amended.
 - The Board requested that Town Staff see if the payment system could handle a senior discount.
 - Alderman Peters made a motion that the Board of Aldermen adopt Ordinance 2017-6 - an Ordinance Amending Chapter 10 Article II Division 2 of the Town of North Topsail Beach Code of Ordinances as presented. Alderman Harte seconded the motion.
 - The motion passed unanimously.

C. Request to Adopt an Ordinance Amending the Speed Limit in Cape Island Subdivision:

- Alderman Harte introduced this item.
- Alderman Harte indicated that this change was requested by the HOA and that the HOA will be paying for the cost for the replacement signs.
- There was discussion.
- Alderman Peters made a motion to adopt Ordinance 2017-7- an Ordinance Amending the Speed Limit in Cape Island Subdivision as presented (decreases the speed limit on Cape Island streets from 20 mph to 15 mph). Alderman Yurek seconded the motion.
- There was discussion.
- The motion passed unanimously.

XI. **OPEN FORUM:** No one came forward.

XII. **ATTORNEY'S REPORT:** Mr. Edes indicated he will give his report in closed session.

XIII. **MAYOR'S REPORT:** Mayor Burns reported that ONWASA will begin installation of the new water main this fall. He said that it should help our water pressure at this time next year. He said that the town had a lot of help from Onslow County and the Highway Patrol and that there was a noticeable law enforcement presence over the last weekend.

XIV. **ALDERMEN'S REPORT:**

Alderman Peters – Mr. Peters asked staff about his request to put in a roundabout at the intersection of 210 and New River Inlet Road. He said that he had to sit there at least 15 minutes to get out of that intersection. Town Staff indicated that Ms. Hill will be working with the DOT and others to get the project request in and added to the Onslow County Comprehensive Transportation plan. If action needs to be taken by the Board it will appear on the August agenda which is in time to meet a deadline at the end of September.

Alderman McDermon – Mrs. McDermon said she appreciates the feedback she is getting on the permissible driving area permit program. She said there are both positive and negative comments. She said she hopes that everyone that has reservations about it have a positive reaction to it when it is implemented.

Alderman Yurek – Mr. Yurek said he agreed with the statements made about the Ocean City Jazz Festival. He also wanted everyone to know that some of the board members are visiting the north end and keeping themselves informed on what is going on there.

Alderman Harte – Mr. Harte said that Mr. Turille is doing a great job of following up on the occupancy tax issue and that he has checked and that the payments in May went up 30 percent as a result of the Town's letter. He said it looked like those who had not been reporting started reporting in May.

- XV. **CLOSED SESSION** per N.C.G.S. 143-318.11 Closed Sessions (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.
- Alderman Peters moved that the Board go into Closed Session. The motion passed unanimously.
 - Alderman Peters made a motion to come out of closed session. Alderman Harte seconded the motion. The motion passed unanimously.
 - It was announced that no action was taken.
- XVI. **ADJOURNMENT:** Alderman Harte made a motion to adjourn. Aldermen Peters seconded the motion. The meeting adjourned at 7:38 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 8/2/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Wednesday, August 2, 2017 6:30 P.M.

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Town Attorney Brian Edes and Assistant Town Manager/Town Clerk Carin Faulkner.

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 6:30 p.m.
- II. **INVOCATION:** Alderman Peters gave the invocation.
- III. **PLEDGE OF ALLEGIANCE:** Mayor Burns led those present in the pledge of allegiance.
- IV. **APPROVAL OF AGENDA:**
 - Alderman McDermon discussed postponing the CAMA Land Use Plan item.
 - Ms. Faulkner indicated that since a public hearing was advertised it would be preferable to have the Board open the public hearing and continue it so it did not have to be re-advertised.
 - Mayor Pro Tem Macartney moved to approve the agenda as presented.
 - The motion passed unanimously.
- V. **OPEN FORUM:**

Jeff Meyer of 2224 New River Inlet Road #158 – Mr. Meyer asked about the status of the canoe/kayak launch on Grant Drive. He expressed concerns about increased foot traffic on his property at Sandpiper Drive and parking on the street.
- VI. **PUBLIC HEARINGS/PRESENTATIONS:**
 - A. **Presentation of Community Rating System (CRS) Class 5 Plaque – Randy Mundt, AICP, CFM Outreach Coordinator, Rick Management Section, NC Department of Public Safety:**
 - Mr. Mundt made a presentation to the Board and presented the plaque to the Town.

- Mayor Burns and Ms. Deborah Hill, Planning Director accepted the plaque.

B. Presentation – Topsail Island Rescue Tube Project, Beth Jones:

- Ms. Jones discussed this program with the Board.
- Ms. Jones took questions from the Board.
- There was Board consensus to seek further information from NTB staff, other similar programs, and the Town Attorney.

C. Public Hearing – Proposed Updates to the NTB CAMA Land Use Plan:

- Mayor Pro Tem Macartney made a motion to open the public hearing. The motion passed unanimously.
- Ms. Hill summarized the staff report.
- Ms. Hill took questions from the Board.
- The Board heard from the following:

Dan Tuman of 3944 River Road – Mr. Tuman made comments about a few of the proposed changes. In particular he spoke about the proposed change to Page 47 regarding the Town’s Inlet Hazard area and the change to Page 91 in regard to allowing the re-zoning of CON D lands.

- There was discussion.
- Alderman McDermon moved that the Board of Aldermen postpone this hearing to a later date so the Board has a chance to investigate the items that have been brought up along with the conservation land and establishing a land trust.
- Mayor Pro Tem Macartney made a friendly amendment to include taking this item back to the Planning Board, and perhaps schedule one or more joint workshops with the Planning Board before the next public hearing.
- Mayor Burns requested that establishing a land trust be added to the motion.
- Alderman Harte seconded the motion.
- The motion passed unanimously.
- There was discussion.
- Ms. Hill was asked about the status of the survey.
- Ms. Hill reported that the survey in 2009 received approximately 800 responses and that the current survey is over 1,000 now. She indicated that she wanted to focus on the Land Use Plan and resolution before there is an analysis of the survey. She said that this can be done at the future workshops.
- Alderman Peters made a motion to close the public hearing. Mayor Pro Tem Macartney seconded the motion.
- The motion passed unanimously.

VII. **MANAGER'S REPORT:**

Mr. Turille gave the following report:

I. **Shoreline Protection Projects:**

A. **Hurricane Matthew Remediation: Phase 5:** our new contractor TICoastal is working to obtain a permit for a trucked in sand source and is planning on a pre-bid conference this month. I met with the FEMA contact on the project, placed them in contact with TICoastal and emphasized the need for quick turnaround of invoice payments, to which they agreed.

B. **Hardened Structure:**

- **Planning & Design** -- Dial Cordy continues collecting pre-existing data to develop alternative designs, which will lead to a joint workshop with NTB /County this Fall.
- **Construction**—the final State budget includes \$2,000,000 for hardened structure construction. I thanked Senator Brown personally for his extraordinary efforts this last budget season (which included the \$500,000 multi-use path).

C. **New River Inlet Management:** I discussed with Senator Brown the vision of using the cutterhead pipeline dredge for a more effective dredge cut, minimizing sidescaster to maintenance rather than primary role, to meet navigational needs, and also the need for the Federal government, State/County to take over management more directly and systematically. He agreed to assist.

II. **Multi Use Path:** Senator Berger (President Pro Tempore) requested \$500,000 from NCDOT to the Path. I am told that this means confirmation. The \$500,000 is intended for the 20% local match for at least one phase expansion of the path. Our request will be submitted to NCDOT this Fall.

III. **Occupancy Tax collections:** while most of our renting folks may be paying the tax, our new collection vendor, STRHelper, is validating who is paying and under-paying and says they will have the final list August 14.

IV. **Permissible Driving Permit Program:** after seven days the program is working to accomplish the project goal of slowing peak time demand on a limited resource, with its related quality of life issues involving car noise, speeding, traffic congestion etc., while raising funds needed to maintain, improve and manage the site for the benefit of the community.

V. **CBRS:** Senator Tillis is taking the lead on the Senate side and is meeting with the Senate Environment and Public Works committee on the specific bill language they want to see to move the bill onto Senate floor. We are told the Senate bill will be introduced this month.

Mr. Turille took questions from the Board.

VIII. **ASSISTANT TOWN MANAGER'S REPORT:**

Ms. Faulkner gave the following report:

North End Proposed Policies & Law Enforcement Efforts – UPDATE

- **Permits for Access to Permissible Driving Area** – The program officially launched on July 19, 2017. As of July 25, 2017, 84 annual passes had been purchased and \$13,000 in fees had been collected (this is the annual passes and daily fees altogether). As of July 31st the mobile app had collected \$921, the north end pay station collected \$4,800, the Town Hall pay station collected \$200.00, annual permits collected \$10,900 for a total of \$16,821 in revenues.

Town Staff has pre-scheduled messages about the program on the Town's social sites to remind visitors to use the website to purchase annual passes, to use the phone app, or pay station at Town Hall prior to getting to the 4x4 area to avoid traffic delays. Town Staff will be preparing a report covering all permissible driving area issues so that the Board can review the results of this program during the 30 day trial period.

- **PT (Seasonal) Ordinance Enforcement Officer & Additional Police Officers**– The adopted FY18 budget included the addition of a PT Ordinance Enforcement Officer and two additional police officer positions. The part time seasonal ordinance enforcement officer will be dedicated to enforcing parking and beach ordinances (to include the unattended beach equipment ordinance at night as the tides allow) – this would be to meet the increase in beachgoer population and allow sworn law enforcement officers to respond to calls for service of a more severe nature. Chief Fillinger requested two additional officers to meet the same demands based on increased calls for service and population increase. Town Staff has advertised these positions and are reviewing the applications that have been submitted to-date.

Senior Discount for 4x4 Permit Program

Town Staff was requested to ask SP Plus about the "senior discount" option. SP Plus indicated that this discount would be very difficult to put in place with the current system because the automated pay stations cannot verify age and neither can the apps or online options. If given the option, many will choose this discount since there is no way to verify age. The town that does the senior discount is Emerald Isle. They have a paper application system which requires a copy of driver's license so this information can be verified by Town Hall staff.

Speed Study for Portion of New River Inlet Road

Town Staff sent a letter to the NCDOT Division 3 traffic engineer requesting an engineering investigation to determine if the technical warrants are met to recommend changing the speed limit on New River Inlet Road from the area near the Bay Court and Marina Way accesses where there are parallel parking spaces up to the current 35 mph sign. Town Staff will report updates on this request as they are received.

Upcoming Events

Summer Food Collection at Town Hall – Saturdays from 9 AM – 11 AM through September 2, 2017

Bingo! – Historical Society of Topsail Island is hosting bingo every Thursday night through August 10th at 6:30 p.m. at the Assembly Building at Topsail Beach (720 Channel Blvd.)

Public Input Session on Onslow County Comprehensive Transportation Plan - August 31, 2017 from 4-7 pm. Location TBA

Keep Onslow Beautiful Beach Sweeps – September 9th 10 AM (BA #4 – 484 NRI Road), October 14th 10 AM (Jenkins Way), January 13th 10 AM (Boat Ramp under the bridge)

There was discussion about the Board reviewing the Permissible Driving Area permit program as the 30 day trial period comes to a close. There was consensus from the

Board to have Town Staff prepare a report for the Board and to be posted for the public and for the Board to decide if a Special Meeting is necessary based on what the data looks like.

IX. CONSENT AGENDA:

- A. Approval of Minutes – July 5, 2017
- B. Department Head Reports – Finance, Fire, Inspections, Planning & Police
- C. Committee Reports – Planning Board, Board of Adjustment, TISPC & ONWASA
- D. Request to Adopt Resolution 2017-33 – A Resolution Authorizing Sale of Personal Property by Public Auction
- E. Request to Adopt Resolution 2017-34 – A Resolution Affirming the Town of North Topsail Beach’s Commitment to Correcting CBRS Unit L06 Map
 - Alderman McDermon moved to approve the Consent Agenda as presented. Alderman Harte seconded the motion.
 - The motion passed unanimously.

X. OLD BUSINESS:

- A. **Request to Extend Payment Due Date on Revetment Assessment an Additional 30 Days:**
 - Mr. Edes introduced this item.
 - Mayor Pro Tem Macartney moved that the Board of Aldermen extend the payment due date for the revetment assessment an additional 30 days. Alderman McDermon seconded the motion.
 - The motion passed unanimously.

XI. NEW BUSINESS:

- A. **Request to Adopt Ordinance 2017-8 – An Ordinance Adding a New Section 4-3 to the North Topsail Beach Town Code of Ordinances to Authorize the Sale of Malt Beverages, Unfortified Wine, Fortified Wine, and Mixed Beverages Beginning at 10:00 AM on Sundays:**
 - There was discussion.
 - Mayor Pro Tem Macartney moved that the Board of Aldermen adopt Ordinance 2017-8. Alderman Peters seconded the motion.
 - The motion passed 4 to 1 with Alderman Yurek voting against.
- B. **Request to Adopt FY18 Budget Amendment #1 – IT Services and Town Hall Renovation:**
 - Mr. Turille introduced this item.
 - Mr. Turille took questions from the Board.
 - Mayor Pro Tem Macartney moved that the Board of Aldermen approve FY18 Budget Amendment #1 as presented.
 - There was discussion.
 - Alderman Peters seconded the motion.
 - The motion passed unanimously.

C. Request to Adopt FY18 Budget Amendment #2 – Proposed Amendments to Fee Schedule:

- Ms. Hill and Ms. Faulkner introduced this item.
- Alderman Peters moved that the Board of Aldermen adopt FY18 Budget Amendment #2 as presented. Alderman McDermon seconded the motion.
- The motion passed unanimously.

D. Request to Improve Grant Drive Access (Kayak Launch):

- Mr. Peters introduced this item.
- Mr. Peters indicated that getting a title search would give the Board more direction.
- There was consensus from the Board to direct the Town Attorney to look at potential legal issues and to get a title opinion.

E. Request to Direct Staff to Perform a Title Search:

- Mayor Pro Tem Macartney introduced this item.
- There was consensus from the Board to direct the Town Attorney to have a title search on this property.

XII. **OPEN FORUM:**

Jeff Meyer of 2224 New River Inlet Road #158 – Mr. Meyer asked about the status of the lawsuit and asked for clarification on who can and cannot go over the sand bags.

Cameron Kuegel of 3902 River Road – Mr. Kuegel asked for the status of the lawsuit. He made comments about the poor condition of the sand bag revetment and asked the Town to speed things up on the lawsuit so repairs can be made. He said properties are flooding and the bags can be walked through. He also made comments about who is allowed to walk over the bags.

XIII. **ATTORNEY’S REPORT:** Mr. Edes said he will give his report in closed session.

XIV. **MAYOR’S REPORT:** Mayor Burns thanked everyone for their hard work especially Ms. Hill for the CRS rating and Mr. Turille for the 4x4 permits. He said the permits have been successful so far. It has been noticeably quiet on the north end and people have been behaving.

XV. **ALDERMEN’S REPORT:**

Alderman Harte – Mr. Harte was asked when his new ordinance was in effect. He said it will be this Sunday and he will buy the first round.

Alderman Peters – Mr. Peters thanked everyone for coming and for their input on the Land Use Plan. He said that the CAMA Land Use Plan is beneficial to the Town and asked everyone to please express their comments to the Board. He said that he wants the Board to reconsider hiring Mike McIntyre as a lobbyist. He said that Mr. McIntyre could help in getting cooperation from the County and Camp Lejeune. He said that the Town is going to lose out this year if it does not get anything accomplished.

Alderman Yurek – Mr. Yurek said that he had some inquiries about oil exploration and asked everyone to send comments and feedback on this issue to him.

Alderman McDermon – Mrs. McDermon thanked everyone for coming and thanked those who signed up to run for office. She said, “keep the comments coming.”

Mayor Pro Tem Macartney – Mr. Macartney thanked everyone for coming. He thanked the press for coming. He said that the Town is running quite well and that we do have a few issues which were addressed. He asked for patience with the lawsuit. He said that something is being done even though nothing can be discussed.

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

- Alderman Peters moved that the Board go into Closed Session. Alderman McDermon seconded the motion. The motion passed unanimously.
- Alderman Peters made a motion to come out of closed session. Alderman Harte seconded the motion. The motion passed unanimously.
- It was announced that no action was taken.

XVII. **ADJOURNMENT:** Alderman Harte made a motion to adjourn. Aldermen McDermon seconded the motion. The meeting adjourned at 8:47 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 9/6/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Wednesday, September 6, 2017 6:30 P.M.*

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Town Attorney Brian Edes and Assistant Town Manager/Town Clerk Carin Faulkner.

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 6:30 p.m.
- II. **INVOCATION:** Alderman Yurek gave the invocation.
- III. **PLEDGE OF ALLEGIANCE:** Mayor Burns led those present in the pledge of allegiance.
- IV. **APPROVAL OF AGENDA:**
 - Alderman Peters moved that the Board adopt the agenda with the following change: Move New Business Item F (Discussion on Town Code 13-7 – Placement of Containers for Garbage Collection) up to New Business Item A.
 - The motion passed 3 to 2 with Mayor Pro Tem Macartney and Alderman McDermon voting against.
- V. **OPEN FORUM:**

Susan Meyer of 2224 New River Inlet Road #138 – Ms. Meyer made comments about the sand bag ordinance. She indicated that the Topsail Reef has spent a significant amount of money on its sand bags and that they should be protected.

Mike Benson of 220 Oyster Lane – Mr. Benson said that he supports Option B for the kayak launch proposal. He said it is cheaper and that Option A could cause ruts from people dragging their kayaks.

George Redmond of 8114 6th Avenue – Mr. Redmond made comments about the Jim Day preliminary subdivision application. He said that he does not have a problem with it, but is concerned about runoff.

*There is an attachment to these minutes.

Jerry Heid of 2310 New River Inlet Road – Mr. Heid made comments about the sand bag ordinance. He said that a clarification of the ordinance and enforcement is needed.

VI. **PUBLIC HEARINGS/PRESENTATIONS:**

A. Public Hearing – Case #SD-17-01 Jim Day Preliminary Subdivision Application:

- Alderman Peters made a motion to open the public hearing. Alderman Yurek seconded. The motion passed unanimously.
- Ms. Hill gave a summary of the Staff Report.
- Mr. Weston (applicant and surveyor) assisted Ms. Hill with identifying the upland/buildable areas of each lot.
- The Board heard from the following:

Vanessa Andrews of 2904 2nd Avenue – Ms. Andrews asked if there are plans to extend 2nd Avenue.

- Ms. Hill said no, she explained where the access points will be for each parcel.

George Redmond of 8114 6th Avenue – Mr. Redmond asked if the applicant would be able to bring in dirt. He explained that he is concerned about runoff.

- Ms. Hill explained that the purpose of the hearing is to simply subdivide the lots and that the fill is another process. She said that the concerns expressed do not have bearing upon the Board's approval of the preliminary subdivision and that the Board has to make a decision based on whether it meets the requirements of the UDO.
- The Board heard from the following:

David Blizzard of 4th Avenue – Mr. Blizzard asked if there will be 4 single family homes. He said that the neighbors were concerned about condos being built there.

Sarah McRae of 8310 5th Avenue – Ms. McRae asked about fill. She said that another lot had brought in 23 dump trucks of fill about 10 years ago.

- Ms. Hill recommended that everyone contact her if they see violations and she will follow-up.
- The Board heard from the following:

Robert Swantek of 3772 Island Drive – Mr. Swantek asked if the Town is rezoning CON-D. He said he is concerned about the oyster beds.

- Ms. Hill and Mr. Weston said no.
- Alderman Peters made a motion to close the public hearing. Alderman Yurek seconded. The motion passed unanimously.
- There was discussion
- Ms. Hill took questions from the Board.

- Mayor Pro Tem Macartney moved that the Board approve Case #SD-17-01. Alderman Peters seconded the motion.
- The motion passed unanimously.

VII. **MANAGER'S REPORT:**

Mr. Turille gave the following report:

I. **Shoreline Protection Projects:**

A. Hurricane Matthew Remediation, Phase 5: TI Coastal is working to permit a trucked in sand source and to hold a pre-bid conference. Tonight, we have project update and discussion about feasibility of an add-on project.

B. Hardened Structure:

Design & Permit -- Dial Cordy continues collecting pre-existing data to develop alternative designs, leading to a joint workshop with NTB /County this October.

C. New River Inlet Management: the USACE dredge remains committed to the mid-September 21 day dredge to support the Fall Camp Lejeune amphibious training exercise. The goal is to have a successful exercise such that MCBCL can request dedicated funding for New River navigation in the annual DOD budget. We will discuss more with Mr. McIntyre during our September 12 trip to DC.

D. Hurricane Gert and Tropical Storm Impacts: shore erosion so far is minimal, although we have 45 more days of peak hurricane season.

II. **Occupancy Tax collections:** our contractor STRHelper reports 1,844 total listings with 317 non-reporting renters. Once cross-checked with our registered list will begin notification for payment.

III. **Permissible Driving Permit Program:**

Town staff completed a 30 day review of the program to determine if project goals were reached, including slowing peak time demand with its related issues involving car noise, speeding, traffic congestion etc., while raising funds needed to maintain, improve and manage the site for the benefit of the community (for discussion tonight).

IV. **CBRS Map Correction:**

Senators Tillis and Burr sponsored a Senate bill supporting our Town-wide CBRS exemption request, in August. Mayor Burns and I will discuss the strategy for final passage through both Congressional chambers as part of our TISPC trip to DC September 12.

V. **Federal Project Partnership Agreement (PPA):**

The agreement itself is ready for signature, should federal funds be included in the next Presidential budget. The issue of State cost-share will then need to be addressed with Senator Brown, as well as Surf city unsigned easements, before we can proceed.

VI. **Post Summer Season Planning:**

- I plan to meet with staff September 20 to perform an internal assessment of the season and begin plans for next year;

- I request a Special meeting to discuss Beach activities and the Shoreline Protection plan, to which we can invite public participation, around end of September, or early to mid-October.

Mr. Turille took questions from the Board.

VIII. **ASSISTANT TOWN MANAGER'S REPORT:**

Ms. Faulkner gave the following report:

Hurricane Irma – Ms. Faulkner gave the latest update on the status of this storm and the Town's current plans to inform the community on what actions should be taken in response.

Permissible Driving Permit

SP Plus added the \$60 weekly permit fee to the payment stations. Town Staff updated the webpage and notified the rental companies of this additional option for the weekly renters. Surplus Vehicles:

North End Report

As discussed at the August 2, 2017 Board of Aldermen meeting, Town Staff prepared a report to cover issues on the North End to include: open consumption of alcohol in a public area, underage consumption of alcoholic beverages, public drunkenness, loud exhaust/muffler noise, prohibiting swimming in the inlet waters, forwarding PD administrative phones to Onslow County Dispatch, and the sand bag ordinance. The report also included performance measures for the Permissible Driving Area Access Pass Program as it comes to the 30 day trial period. Many of these items will be discussed during the New Business portion of the 9/6/17 meeting.

GovDeals Vehicle Auction

Five surplus Town vehicles were placed on the GovDeals.com auction website for sale. The five vehicles (one Crown Victoria, two Dodge Chargers, one Ford Fusion and one Ford Expedition) were sold for a total of \$6,462.

Coastal Stakeholder Meet & Greet

Mayor Burns and Ms. Faulkner attended a meet and greet session with the new District Commander of the Wilmington District of the Army Corps of Engineers, Colonel Robert J. Clark. Colonel Clark introduced himself and said that he specifically chose the Wilmington District to work. He received a brief overview of all of the projects that are planned and ongoing along the district's coast and was individually introduced to each person in the room which included several officials representing the counties and local municipalities in the district. One interesting item that was mentioned was that the Corps will be working on a study similar to the one that was performed after Hurricane Sandy to assess the coastal storm and flood risks to our region. There was discussion about utilizing North Carolina's BIMP (Beach & Inlet Management Plan) as a source of information for the study.

Hazard Mitigation Grant Funding for South End Fire Station

Town Staff met with NC Dept. of Public Safety, Division of Emergency Management staff to close out the hazard mitigation grant for the Town Hall generator project. During the discussions with NCDPS staff, NTB was encouraged to submit a Letter of Interest for the reconstruction of the south end fire station. Deputy Fire Chief Poe and Ms. Faulkner are working on this letter for submission by the September 14, 2017 deadline.

Upcoming Events

Beach Sweep in Honor & Loving Memory of Nicholas Daniel Jenkins

Saturday, September 9th 10:00 AM – 7:00 PM Starts at 484 NRI Road

Keep Onslow Beautiful Beach Sweeps – September 9th 10 AM (BA #4 – 484 NRI Road), October 14th 10 AM (Jenkins Way), January 13th 10 AM (Boat Ramp under the bridge)

Mountains to Sea Trail Hike – NTB officials were invited to participate in the MTS hike of Section 15B (Pender & Onslow County) on September 9, 2017 to help celebrate the 40th anniversary of the trail.

Trip to DC – Mayor Burns and Mr. Turille will be traveling to DC September 12 & 13 along with delegations from Surf City and Topsail Beach to discuss shoreline protection and CBRA efforts with legislators on Capitol Hill.

Wreath Laying Ceremony – NTB officials were invited to attend a wreath laying ceremony to honor the brave men and women national who have sacrificed their lives in the line of duty as well as commemorate the inaugural anniversary of the public safety memorial on Friday, September 22, 2017 at 10:00 a.m. at the Onslow County Public Safety Memorial at 112 NW Corridor Blvd Jacksonville, NC.

Ms. Faulkner took questions from the Board.

IX. CONSENT AGENDA:

- A.** Approval of Minutes – August 2, 2017
- B.** Department Head Reports – Finance, Fire, Inspections, Planning & Police
- C.** Committee Reports – Planning Board, Board of Adjustment, TISPC & ONWASA
- D.** Request to Approve Tax Refunds
- E.** Request to Approve Interlocal Agreement with Onslow County for Code Red Mass Notification System
- F.** Request to Adopt Resolution 2017-35 – A Resolution Designating Official Bank Depositories
- G.** Request to Adopt Resolution 2017-36 – A Resolution Addressing Daily Deposit Requirements
 - Alderman Peters moved to approve the Consent Agenda as presented.
 - The motion passed unanimously.

X. OLD BUSINESS:

- A. Discussion of Contract with Poyner Spruill:**
 - Alderman Peters introduced this item.
 - There was discussion.
 - There was consensus to wait on the results of Mayor Burns' and Mr. Turille's discussion with Mr. McIntyre.
- B. Report on Title Search for Grant Drive Access:**
 - Ms. Faulkner introduced this item.
 - Mayor Pro Tem Macartney moved that the Board see if Option B can be worked out with Dolphin Shores HOA. Alderman McDermon seconded the motion.
 - Mayor Pro Tem Macartney amended the motion to include authorization to perform any surveys.
 - Alderman Peters seconded the amended motion.

- The motion passed unanimously.

C. Report on Title Search for 22nd Avenue Access Easement:

- Ms. Faulkner introduced this item.
- Ms. Faulkner took questions from the Board.
- Mayor Pro Tem Macartney moved that Town Staff get more options to satisfy all parties and to report back to the Board.
- There was discussion.
- Failed for lack of second.

D. Request to Extend Payment Due Date on Revetment Assessment an Additional 30 Days:

- Mr. Edes introduced this item.
- Alderman Peters moved that the Board of Aldermen extend the payment due date for the revetment assessment an additional 30 days. Alderman Harte seconded the motion.
- The motion passed unanimously.

XI. NEW BUSINESS:

A. Discussion on Town Code Section 13-7 – Placement of Containers for Garbage Collection:

- Mr. Turille introduced this item.
- There was discussion.
- Ms. Hill described the updated process of sending out warnings and issuing fines using the Town's permitting software.
- There was discussion.
- No action was taken.

B. Update of FEMA Phase 5 Storm Damage Repair Project and Discussion of Possible Add-on Project:

- Mr. Gibson made a presentation to the Board (Attachment A).
- Mr. Gibson took questions from the Board.
- There was discussion about funding and Mr. Turille's letter to the County requesting assistance.

C. Request to Adopt Ordinance 2017-9 – An Ordinance Amending Section 10-3 of Town Code, Regulation of Parks and Recreation Facilities:

- Ms. Faulkner introduced this item.
- There was discussion.
- Alderman McDermon moved that the Board adopt Ordinance 2017-9 as presented. Alderman Peters seconded the motion.
- The motion passed unanimously.

D. Discussion on Public Hearing and Public Forum Policy:

- Ms. Faulkner introduced the staff report.
- There was discussion.

- Mayor Pro Tem Macartney made a motion to table this item.
- Motion failed for lack of second.
- Alderman Peters made a motion to change the time limit for public hearings and public forums to 4 minutes.
- Motion failed for lack of second.

E. Request to Approve Permissible Driving Area Permit 30 Day Program Review and Board Authorization to Continue/Modify/Discontinue Program:

- Mayor Pro Tem Macartney introduced this item.
- There was consensus to keep the program going and to continue to monitor it to ensure that it does not drain funds.

F. Request to Adopt Ordinance 2017-10 – An Ordinance Amending Section 10-32 of the Town Code and FY18 Budget Amendment #3 to Add a Fine for Vehicles without an Access Pass

- Mr. Turille introduced this item.
- Mr. Turille took questions from the Board.
- Mayor Pro Tem Macartney moved that the North Topsail Beach Board of Alderman adopt Ordinance 2017-10 and Budget Amendment #3 to add a \$50 fine for vehicles without an access pass effective immediately. Alderman Harte seconded the motion.
- The motion passed unanimously.

G. Discussion on Town Code Section 10-21 – Regulating Activities Near Sandbag Revetments and Geotextile Tubes:

- Mayor Burns introduced this item.
- There was discussion.
- Mr. Edes requested that the Board give him time to review the NC General Statutes and asked to continue the discussion next month.

XII. OPEN FORUM:

Mike Benson of 220 Oyster Lane – Mr. Benson made comments about the Town’s trash pick-up schedule and the difficulties that people who come only on the weekends have with complying with the current ordinance. He said that the Town needs to think about changing the schedule and recommended doing recycling on Saturdays.

Cameron Kuegel of 3902 River Road – Mr. Kuegel made comments about the public forum rules and said that the issue last month was with the amount of time allowed for the public hearing. He made comments about the sand bags. He said that you can’t make rules for some people and not others. The whole point is to not damage the bags.

XIII. ATTORNEY’S REPORT: Mr. Edes said he will give his report in closed session.

XIV. MAYOR’S REPORT: Mayor Burns said be safe and to keep an eye on Irma. He reminded everyone to make sure you have your supplies and referred everyone to the Town’s Hurricane Preparedness Plan.

XV. **ALDERMEN'S REPORT:**

Mayor Pro Tem Macartney – Mr. Macartney said he hoped that the Town does not have to put out any official communications. He said that the Town has a great staff and a great plan, be smart, be safe.

Alderman McDermon – Ms. McDermon said keep an eye on the storm and that she agrees with everyone.

Alderman Yurek – Mr. Yurek thanked everyone for coming, stay safe.

Alderman Peters – Mr. Peters thanked everyone for coming, and we hope you all stay safe.

Alderman Harte – Mr. Harte thanked everyone for coming.

XVI. **CLOSED SESSION** per N.C.G.S. 143-318.11 Closed Sessions (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged and (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

- Alderman Harte moved that the Board go into Closed Session. The motion passed unanimously.
- Alderman Harte made a motion to come out of closed session. Alderman McDermon seconded the motion. The motion passed unanimously.
- It was announced that no action was taken.

XVII. **ADJOURNMENT:** Mayor Pro Tem Macartney made a motion to adjourn. The motion passed unanimously. The meeting adjourned at 10:16 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Town of North Topsail Beach



Nature's Tranquil Beauty

**FEMA Phase 5 Storm Damage Repair
Project Update
September 6, 2017**

Presented By:

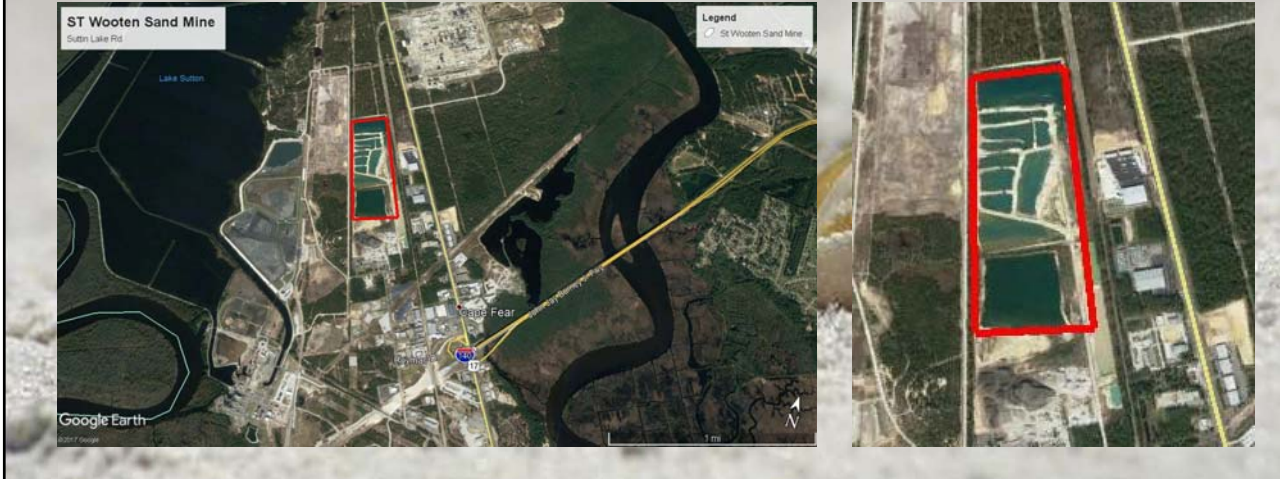


Scope of work

<u>Task 1</u>	Identify Suitable Potential Borrow Area(s)	<input checked="" type="checkbox"/>
<u>Task 2</u>	 Field Data Collection (up to 2 sites)	<input checked="" type="checkbox"/>
	 Sediment Analysis (up to 2 sites)	<input checked="" type="checkbox"/>
<u>Task 3</u>	Permit Submittal Preparation	60%
	Plans and specification	40%
	Determine Area for Additional Nourishment	90%
	Contract Negotiations	
<u>Task 4</u>	Construction Management/ Inspection/Surveys	

**North Topsail Beach
FEMA PHASE 5 Storm Damage Repair**

*Selected Borrow Area
(for permitting)*



**North Topsail Beach
FEMA PHASE 5 Storm Damage Repair**

*Selected Borrow Area
(for permitting)*

Reasonable Cost

Material is Extremely High Quality

Active Mine – No Need for Mining Permit

*By Permit, must be Hydraulically Excavated
(Pre-washed of silt)*



Grain Size Analysis

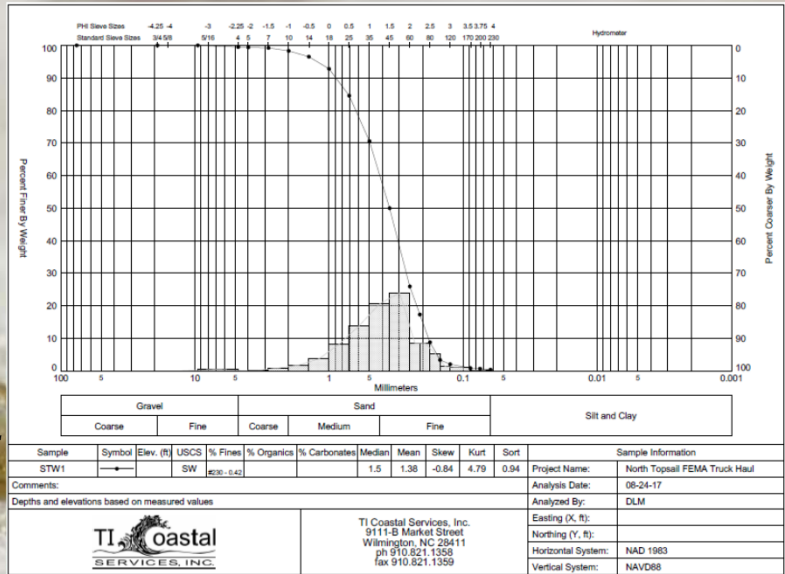
Mean Grain Size 0.31 mm

Less than 1% Silt

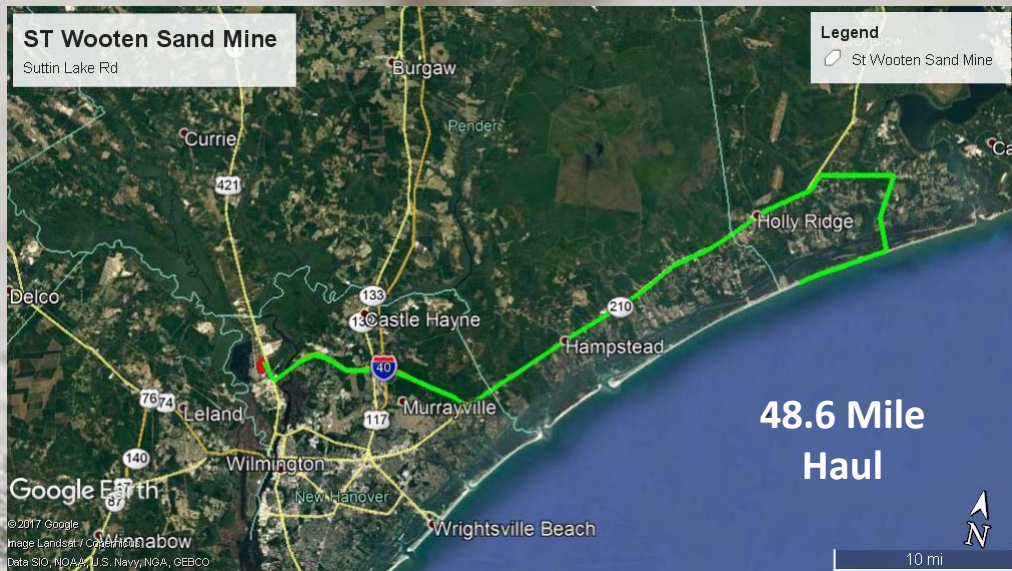
Less than 1.5% Passing #170

Well Graded

*Overburden removed
 No Shell, Rock, or Wood Debris*



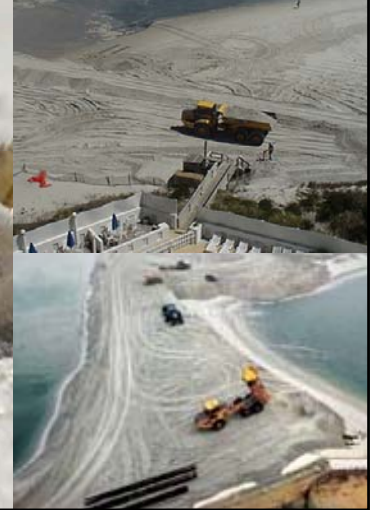
Haul Route



Template Design

*Performed Upland and Wade Surveys 8/31-9/1
Due to significant Sand Recovery*

Currently Processing Data to Finalize Design



North Topsail Beach FEMA PHASE 5 Storm Damage Repair


Schedule

Submittal of Permit Modification for use of ST Wooten Sand Mine	Sept. 11, 2017
Place Construction Contract out for Bid	Sept. 18, 2017
Pre-Bid Meeting with Contractors	Sept. 28, 2017
Permit Modification Received (Estimated 45 days)	Oct. 23, 2017
Bids Received	Oct. 27, 2017
Award	Nov. 1, 2017
Construction (Estimated 70 days)	Nov 15- Feb 15, 2018
Additional Construction (up to 180,000 cy)	Thru April 15, 2018

** Currently waiting on Topographic Survey by Balfour Beatty of ST Wooten Site to finalize Borrow Area Design

**North Topsail Beach
FEMA PHASE 5 Storm Damage Repair**

Cash Flow



Mobilization				5-10 % of Project Cost
Expected Monthly Production 75-90 MCY				35% of Project Cost
First Invoice Jan 5	Due Feb 5	40% of Cost	FEMA	March 15
2nd Invoice FEB 5	Due March 5	35% of cost	FEMA	April 15
3rd Invoice March 5	Due April 5	25% of cost	FEMA	May 15

Questions

?

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Wednesday, October 4, 2017 6:30 P.M.*

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Town Attorney Brian Edes and Assistant Town Manager/Town Clerk Carin Faulkner.

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 6:30 p.m. He led those present in a moment of silence for the victims and families of the Las Vegas mass shooting.
- II. **INVOCATION:** Alderman McDermon gave the invocation.
- III. **PLEDGE OF ALLEGIANCE:** Mayor Burns led those present in the pledge of allegiance.
- IV. **APPROVAL OF AGENDA:**
 - Alderman Peters moved that the Board adopt the agenda as presented. Alderman Harte seconded the motion.
 - The motion passed unanimously
- V. **OPEN FORUM:**

Mike Benson of 220 Oyster Lane – Mr. Benson made comments about the sand bag ordinance. He suggested that the Town stop worrying about enforcement now since it is the off-season. He said in regard to the Reef's bags the Town should install the same signage that is posted at the Town-installed bags.

Susan Meyer of 2224 New River Inlet Road #138 – Ms. Meyer made comments about the sand bag ordinance. She said she still thinks the sand bags are a big deal. She said that people walk on the sand bags and ride their bikes on the sand bags. She said that a lot of money was spent to put the sand bags in to protect not just the condo buildings, but the road and properties on the side streets. She said that the signage doesn't seem to matter. It only matters to people when paying a fine is involved.

VI. PUBLIC HEARINGS/PRESENTATIONS:

A. Public Hearing – Case #R-17-01 Request by Mr. Charles Riggs to rezone 9.992 acres from R-20 to R-15: Tax Parcel 774-47 (2.225 acres) owned by William H Elliott IV & others; Tax Parcel 774-47.1 (2.901 acres) owned by G & L Capital Holdings LLC; 774-47.2 (2.534 acres) owned by Robert W Gotherman & others; 774-47.3 (2.302 acres) owned by Thelma J Harrell. The four vacant lots extend from the Atlantic Ocean to the sound and between Goldsboro Lane and 1042 New River Inlet Road :

- Mayor Pro Tem Macartney made a motion to open the public hearing. The motion passed unanimously.
- Ms. Hill gave a summary of the Staff Report.
- Mr. Charles Riggs (surveyor representing the applicant) came forward to speak in support of the rezoning request. He explained that the CON-D portion of the property will remain the same. He pointed out the zoning of the surrounding properties and explained that the request before the Board is for more restrictive zoning. He said that the rezoning will not be a significant impact.
- Mr. Riggs took questions from the Board.
- Mayor Pro Tem Macartney moved that the Board of Aldermen approve the rezoning of Tax Parcels 774-47, 774-47.1, 774-47.2 and 774-47.3 from R-20 to R-15. Alderman Harte seconded the motion.
- The motion passed 4 to 1 with Alderman Peters voting against.

VII. MANAGER'S REPORT:

Mr. Turille gave the following report:

I. Shoreline Protection Projects:

- **Hurricane Matthew Remediation, Phase 5:** FEMA funds are no longer frozen; TI Coastal is completing the permit for a trucked in sand source and communicating with FEMA to secure funds, with a tentative pre-bid meeting around October 18th.
- **Hardened Structure:** our contractor is developing alternative designs, for a joint workshop with Onslow County tentatively November 15, pending County confirmation.
- **New River Inlet Management:** the USACE dredge is scheduled for New River October 4-8 to support the Fall Camp Lejeune amphibious training exercise. Goal: a successful exercise such that MCBCL can request dedicated funding for New River navigation in the annual DOD budget. Senators Tillis and Burr stated the importance of New River navigation at our TISPC meeting in DC. **Also, the New River Stakeholders Working Group will be meeting October 18 in New Bern.**
- **Hurricane Gert, Irma & Maria and Tropical Storm Impacts:** shore erosion is minimal with peak hurricane season concluding. The Public Works Director reports Maria

resulted in an average of 2-3 feet additional berm elevation throughout the beach, except for Reeves street.

- **Phase 1 project:** debt was fully amortized and is no longer on the books; about 4,900LF of the original 7,920 LF project remain intact.
- II. **Occupancy Tax collections:** the report on nonpaying and underpaying renters is in and under review.
 - III. **Permissible Driving Permit Program:** on site staff Monday-Friday to be eliminated, based on low traffic count, although weekend use continues strong. Very little use reported at the Town hall machine so it will be removed to reduce costs.
 - IV. **CBRS Map Correction:** Mayor Burns and I met with Senators Tillis and Burr in Tillis' office to discuss strategy to move our CBRS request forward. Tillis is meeting with Interior Secretary Zinke, who oversees USFWS and supports our request, to help move the bill through Congress.
 - V. **Post Summer Season Planning:**
 - met with County Manager for additional County beach support, citing the recent threats from three coastal hurricanes to our joint tax base and asked for a contribution to the \$1.5M State grant local match requirement of \$1.5M.
 - met with staff for post assessment of the season and begin plans for next year:
 - more seasonal part time code enforcement is needed.
 - The Planning Director requests Development workshops on zoning/flood and building code.
 - VI. **NCBIWA meeting in November 13 & 14**—on agenda is new legislation regarding a State Dedicated Beach Fund.

Mr. Turille took questions from the Board.

VIII. **ASSISTANT TOWN MANAGER'S REPORT:**

Ms. Faulkner gave the following report:

Fine for Driving on Beach without Access Pass

At the September 6, 2017 Board of Aldermen meeting the Board adopted an ordinance which imposes a fine for vehicles that enter the permissible driving area without an access pass. The fine was set at \$50. The Town's website was updated to reflect this update.

New Ordinance for Tying Boats to Town-Owned Property

At the September 6, 2017 Board of Aldermen meeting the Board adopted an ordinance prohibiting the tying of boats and other personal watercraft to Town-owned docks, piers, or gazebos. The signage warning the public about this new ordinance have been installed on all sound side Town properties with these structures.

Grant Drive Kayak Launch

At the September 6, 2017 Board of Aldermen meeting the Board directed Town Staff to see if Option B (installation of a ramp on the right side 90% on Town Property. Estimated cost \$2,500.00) could be worked out, the motion included authorizing staff to perform surveys and contact Dolphin Shores HOA should

permission be required to install the ramp. Town Staff followed up with Onslow County to see if grant funds could be used to install the ramp. Onslow County denied this request. Town Staff would like the Board to give further direction on funding of this project as it is currently not budgeted.

Enforcement of Town Code Section 13-7 - Placement of Containers for Garbage Collection

As reported at the September 6, 2017 meeting, Town Staff has the software module in place to send warnings and fines to property owners in a more efficient manner. Staff is now processing the warnings and fines in batches and has sent out several batches so far.

PARTF Grant for Replacement Playground Equipment and Signage

The Town applied for a Parks and Recreation Trust Fund grant to help pay to replace deteriorating playground equipment and signage at the Town Park on New River Inlet Road (across from Onslow County Beach Access Number 4). The Town was notified that it has been awarded \$33,075 which will pay for 50% of the estimated cost to replace the equipment and signage. Town Staff has chosen a pirate themed playground set to replace the current equipment. An installation schedule has not been finalized as work cannot begin until the Town receives an executed copy of the grant contract from the State. The work is expected to be completed by spring 2018.

CodeRed Training & Implementation

At the September 6, 2017 Board of Aldermen meeting the Board approved an interlocal agreement with Onslow County to provide a different mass notification system at a reduced cost to the taxpayers. Town Staff will be receiving training on the new CodeRed notification system and will begin the process of transitioning from the current Connect CTY system. Staff expects to have users transitioned to CodeRed by January 1, 2018.

Record Retention & Disposition

Over the last few weeks Town Staff has been working on identifying records ready for disposal according to the State's Record Retention and Disposition schedule. The records retention schedule (the latest version) was adopted by the Board in 2012 and includes a list of municipal records along with how long they need to be retained. Some records have to be retained permanently and many can be disposed of after a certain number of years (usually 3 years). Next month, Town Staff will be asking the Board to adopt a resolution with authorizing the disposition of the records that Staff has identified as ready for disposal. After adoption, Town Staff will be choosing a contractor to destroy the records on behalf of the Town. Staff is also improving the filing system so this process is more efficient in the future.

NCDOT Responses to Requests

This week the Town received responses on two pending requests to the NC Department of Transportation.

Speed Limit on a Portion of New River Inlet Road – A request was made by the Town to do an engineering investigation to determine if the technical warrants are met to recommend changing the speed limit on New River Inlet Road between 1559 and 1737 New River Inlet Road which is right before the speed decreases to 35 miles per hour. The NCDOT's study evaluated the 85th percentile speed, road characteristics, existing conditions, and surrounding environment. The 85th percentile speed is the speed at or below which 85 percent of the sampled vehicles travel. The majority of drivers operate their vehicles at a speed that is comfortable without strict enforcement, regardless of the signage. Typically, the 85th percentile speed is used to determine the speed limit. This helps to avoid posting speed limits that are artificially low, which can become difficult to enforce. The 85th percentile speed on New River Inlet Road was 53mph within the 45mph zone, indicating that this is the speed that most drivers consider reasonable. Based on these findings, the NCDOT cannot recommend that the speed limit on SR 1568 (New River Inlet Road) be lowered at this time. The NCDOT letter said that if the Town would like to pursue a 35mph speed limit, please send us a resolution including verbiage that it will be enforced. Please note that it is not expected that drivers will adhere to a lowered speed limit without enforcement presence.

Pedestrian Crosswalk on NC 210 at 11th Avenue – A request was made by a Bermuda Landing resident to have a pedestrian crosswalk installed at this location. The NCDOT requires a request from the Town and that request was made via Town Staff. The NCDOT's response included the following findings:

- This location does not have any sight distance or sight obstruction issues.
- The speed limit in this section of road exceeds 35mph without being signalized.

- This is not a location that limits access to the beach.
- There are 64 units with this development. The minimum is 250 units.
- There are no pedestrian related crashes that would warrant the crosswalk. The only crash (1) in the last 5 years was a rear ending into the back end of a turning vehicle.

Based on the findings, the crosswalk warrants are not met; therefore, the NCDOT cannot recommend the installation of a crosswalk at this intersection of NC 210 at 11th Avenue in North Topsail Beach.

Upcoming Events

Keep Onslow Beautiful Beach Sweeps

October 14th 10 AM (Jenkins Way), January 13th 10 AM (Boat Ramp under the bridge)

Autumn with Topsail – October 21 & 22, 2017 (NTB has sponsored this event)

More info: <http://www.autumnwithtopsail.com/>

NCBIWA Annual Conference – November 13 & 14, 2017 at the Blockade Runner in Wrightsville Beach, NC (so far MPT Macartney and Alderman Peters will be attending).

Ms. Faulkner took questions from the Board.

IX. CONSENT AGENDA:

- A.** Approval of Minutes – September 6, 2017
- B.** Department Head Reports – Finance, Fire, Inspections, Planning & Police
- C.** Committee Reports – Planning Board, Board of Adjustment, TISPC & ONWASA
- D.** Request to Approve Tax Refunds
- E.** Request to Adopt Resolution 2017-37 – A Resolution Establishing that Portions of 3rd, 4th, and 5th Avenue Do Not Appear on the Town’s Street Plan

X. OLD BUSINESS:

A. Discussion of Rescue Tube Project

- Mayor Pro Tem Macartney introduced this item.
- There was discussion.
- Mr. Edes provided some information about his conversation with Mr. Frank Rush, Town Manager for Emerald Isle (EI). He said that Mr. Rush would recommend this program to any other beach town. He explained that the program at EI involved the public getting involved with providing donations and that it was a positive program for EI in terms of community relations. He said he knew of a few people who have utilized the rescue tubes and that the EI has clear signage. There is occasional theft of the equipment and EI takes them down in the off season.
- There was consensus to have Mr. Turille follow-up further with Mr. Rush, Ms. Jones, and the Rotary Club and to take this item up again at the next regular Board meeting.

B. Discussion on Town Code Section 10-21 – Regulating Activities Near Sandbag Revetments and Geotextile Tubes:

- Mr. Edes introduced this item.

- Mr. Edes discussed case law and general statutes that are applicable to the ordinance (Slavin vs. Town of Oak Island, NCGS 160A-205(a), NCGS 160A-174). He explained that the Town can prevent all people from being on the sand bags and that the Town can amend its ordinance. He said that enforcement will still be an issue.
- There was discussion.
- Alderman McDermon moved to direct Town Staff and the Town Attorney to draft an ordinance. Alderman Yurek seconded the motion.
- The motion passed unanimously.
- Mr. Edes requested clarification and confirmed that the Board wants an ordinance which prohibits anyone from being on the sand bags.

C. Request to Extend Payment Due Date on Revetment Assessment an Additional 30 Days:

- Mr. Edes requested that the Board suspend the rules and move this item until after the Closed Session.

XI. NEW BUSINESS:

A. Offer to Purchase – 520 New River Inlet Road:

- Ms. Hill introduced this item and presented the staff report.
- Mayor Pro Tem Macartney moved that the Board of Alderman accept the offer of \$175,000 from Anthony Ricciardi for the surplus Town property at 520 New River Inlet Road and for the Town to follow the procedures stated in NCGS 160A-269. Alderman Peters seconded the motion.
- The motion passed 4 to 1 with Alderman Yurek voting against.

XII. OPEN FORUM:

Dean Haldeman of 2294 New River Inlet Road – Mr. Haldeman made comments about the Board not addressing the 30 day extension earlier. He stated that the payment is due in the next 2-3 days. He requested that the Board come back in session and tell the public what the outcome is so that there is appropriate notice.

- Alderman Peters moved to suspend the rules and further moved that the Board of Aldermen postpone the assessment due date for up to an additional 30 days. Alderman McDermon seconded the motion.
- The motion passed unanimously.

Mr. Haldeman asked what that motion meant as far as when his payment is due. Mr. Edes said that if someone was to call Town Hall tomorrow staff would say that the payment is due 30 days after the last due date.

Jeff Meyer from Topsail Reef – Mr. Meyer announced that there will be a candidate's meet and greet on October 14, 2017 from 2 p.m. to 5 p.m. at the Brass Pelican. He said that the public will be able to chat with candidates for about an hour and after that each

candidate will have 10 minutes to speak. After that there will be more time to chat with the candidates. All NTB candidates will be in attendance.

Tracy Fols of 2385 New River Inlet Road – Ms. Fols introduced herself, she said she is new in town and has attended a few meetings and has learned a lot about ordinances. She asked if the Town has a rental registration requirement. She said that this was done where she lived previously and that it would help to collect the taxes.

XIII. **ATTORNEY’S REPORT:** Mr. Edes reported that the U.S. Supreme Court denied the Nies’ petition in the Nies vs. Emerald Isle case. He said that the Nies’ attorney has indicated that they will not file a motion to reconsider. The case is now effectively over.

XIV. **MAYOR’S REPORT:** Mayor Burns said that he has two items to report regarding ONWASA. He reported that installation of the new main water line is expected to be completed before next tourist season. He said it will be going under the ICW and that they will be starting the project in the next two months. He also reported that there was a water taste test at 4 or 5 different locations and that ONWASA’s drinking water is better tasting than bottled water.

XV. **ALDERMEN’S REPORT:**

Alderman McDermon – Mrs. McDermon thanked everyone for coming out. She said that she is trying to keep up with all of the emails and all of the candidates putting their information out. She said she hopes that everyone is reading everything and asking questions and will attend the event at the Brass Pelican.

Alderman Yurek – Mr. Yurek thanked everyone for coming out, he said it is good to see everybody here.

Alderman Peters – Mr. Peters thanked everyone for coming.

Alderman Harte – Mr. Harte thanked everyone for coming and said that he was glad that the Board was able to address some of the problems with the sand bags.

Mayor Pro Tem Macartney – Mr. Macartney said that he is a candidate and that he appreciates the fact that this is the Town’s business that he is doing and he encourages everyone to ask their neighbors to come [to the Brass Pelican]. He said that the Town will have good representation regardless. All of the candidates that have filed fit the agenda for the purposes of the Town and he will say that at the Brass Pelican and in public. He said that there is a good group of candidates.

XVI. **CLOSED SESSION** per N.C.G.S. 143-318.11 Closed Sessions (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged and (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

- Alderman Harte moved that the Board go into Closed Session. The motion passed unanimously.
- Alderman Harte made a motion to come out of closed session. Alderman McDermon seconded the motion. The motion passed unanimously.
- It was announced that no action was taken.

XVII. **ADJOURNMENT:** Mayor Pro Tem Macartney made a motion to adjourn. The motion passed unanimously. The meeting adjourned at 10:16 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 11/1/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Thursday, October 19, 2017 8:30 A.M.

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, and Assistant Town Manager/Town Clerk Carin Faulkner.

NOT PRESENT: Alderman Joann McDermon

I. CALL TO ORDER:

Mayor Fred J. Burns called the meeting to order at 8:30 a.m.

II. APPROVAL OF AGENDA:

Alderman Peters moved to approve the agenda as presented. Alderman Yurek seconded the motion. The motion passed unanimously.

III. REQUEST TO CONSIDER OFFER TO PURCHASE 328-336 FOLKSTONE ROAD (Parcel ID 036657, 036656, 036655, 036654, 036653, 061899):

- Ms. Hill (Planning Director) made a presentation to the Board about the offer to purchase the Town's surplus real property, 328-336 Folkstone Road. The offer was for \$75,000 with the following conditions: 1) Seller provide a current boundary survey 14 days prior to due diligence date, 2) Seller to have property bush hogged in a timely manner for the buyer to conduct a soil evaluation, 3) Seller warrants that all property associated with the contract is not subject to private deed restrictions.
- Ms. Hill took questions from the Board.
- There was discussion.
- Mayor Pro Tem Macartney moved that the Board direct Town Staff to have the lots cleared for the estimated cost of \$6,600 in order for the property to be assessed further. Alderman Peters seconded the motion.
- There was discussion.
- Ms. Dabney (realtor who listed the property on behalf of the Town) made comments.

- The motion passed unanimously.
- There was discussion.
- Ms. Dabney made further comments.
- There was discussion.
- Alderman Harte moved that the Town submit a counter offer of \$95,000. Mayor Pro Tem Macartney seconded the motion.
- The vote was 2 to 2 with Alderman Peters and Yurek voting against. The motion passed with Mayor Burns breaking the tie.
- Mr. Turille took questions from the Board.
- Ms. Dabney indicated that she would relay the counter offer to the buyer. The buyer indicated in the offer to purchase that the buyer would be performing a soil evaluation. She recommended that that Town request the results of the evaluation as part of the counter offer. There was consensus to include this condition with the counter offer.

IV. ADJOURNMENT:

- Alderman Peters moved to adjourn. The motion passed unanimously. The meeting adjourned at 9:00 a.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 11/1/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Wednesday, November 1, 2017 6:30 P.M.*

PRESENT: Mayor Fred Burns, Mayor Pro Tem Richard Macartney, Aldermen Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, Town Attorney Brian Edes and Assistant Town Manager/Town Clerk Carin Faulkner.

NOT PRESENT: Alderman Don Harte

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 6:30 p.m.
- II. **INVOCATION:** Mayor Burns gave the invocation.
- III. **PLEDGE OF ALLEGIANCE:** Mayor Burns led those present in the pledge of allegiance.
- IV. **APPROVAL OF AGENDA:**
 - Mayor Pro Tem Macartney announced that as Mayor Pro Tem he has served as liaison between the Board and the Town Attorney in regard to the lawsuit and given its of high interest to the public he moved that the Board adopt the agenda with the following change, move the Attorney's Report after the first Open Forum. Alderman McDermon seconded the motion.
 - The motion passed unanimously.
- V. **OPEN FORUM:** No came forward.
- VI. **ATTORNEY'S REPORT:** Mr. Edes reported that the Town reached a tentative resolution on the north end lawsuit. He summarized what the parties of the suit agreed to in order to bring the lawsuit to a close. He took questions from the Board. Alderman Peters announced that he voted against the settlement.
- VII. **PUBLIC HEARINGS/PRESENTATIONS:**
 - A. **Presentation – Marsy's Law – Justin Rice, Director, Marsy's Law for North Carolina (Request to Adopt Resolution 2017-38 – Resolution Supporting HB 551/SB 595 Marsy's Law):**

*There are attachments to these minutes.

- Mr. Matthew Head (filling-in for Mr. Rice) gave a presentation (Attachment A).
- Mr. Head took questions from the Board.
- Alderman Peters moved that the Board adopt Resolution 2017-38 – Resolution Supporting HB 551/SB 595 Marsy’s Law. Alderman McDermon seconded the motion.
- There was discussion. Mayor Pro Tem Macartney indicated that he was conflicted and does not know enough to advise our senators on what they should do. He does not feel as a local politician that he can go on record to make recommendations to the General Assembly even though he believes it is for the good. He has more confidence in our legislators than he has in himself to make the right decision. Alderman Yurek concurred with Mayor Pro Tem Macartney. Mayor Burns indicated that he also agreed with Mayor Pro Tem Macartney.
- The vote was tied 2 to 2 with Mayor Pro Tem Macartney and Alderman Yurek voting against. The motion failed with Mayor Burns breaking the tie with a “no” vote.

B. Presentation – CAMA Land Use Plan Survey Results:

- Ms. Hill gave a presentation to the Board (Attachment B).
- There was discussion.
- Ms. Hill took questions from the Board.

C. Presentation – Update on FEMA Phase 5 Repair – Chris Gibson, TI Coastal:

- Mr. Gibson gave a presentation (Attachment C).
- Mr. Gibson took questions from the Board.
- Mr. Turille took questions from the Board.

VIII. MANAGER’S REPORT:

Mr. Turille gave the following report:

I. Shoreline Protection Projects:

- **New River Inlet Stakeholders Meeting**—the second official meeting occurred October 18 with Onslow County, Camp Lejeune, USCG, USACE, Senator Tillis’ office and NTB officials. Notably, USACE is pursuing “**advanced maintenance**” dredging: a wider, deeper dredge of the ocean bar beyond the capability of the sidecaster dredge, requiring an ocean certified dredge and pipeline.
- **FEMA Phase 5 Storm Damage Repair Project**—TI Coastal here to discuss; of concern is the 30-60 day float period between invoice payment (\$5,000,000) and reimbursement; if bank loan is needed, the LGC requests meeting in January for final approval of grant anticipation note.

- **Workshop Meeting with Onslow County on Hardened Structure**—we will meet with Onslow County officials on November 15 for a workshop to include a **FEMA Phase 5 and Shoreline Protection Plan Update**. Request that this be a “Retreat” like event with lunch provided.
- Current **Shoreline Protection Plan of Record**: the Town is executing the Plan adopted in 2009, **Inlet Management and Beach Nourishment of the Entire Beach in Five Phases**. The Plan includes dredging a preferred inlet channel location to facilitate the ebb tide delta buildup/sheltering of the north end, with the dredged sand combined with off-shore sand to complete all phases in consecutive years, **contingent on fund sufficiency**. Phases 1 and 5 are were completed with Phase 1 having a maintenance project and Phase 5 about to have one. Based on data from the Phase One & Five projects, it is time for an update of the Plan, and to consider phases 2-4.

II. **Occupancy Tax Update**—we now have two files: **non-compliant** renters, totaling 207, and **under compliant** which were ranked. The noncompliant list awaits final confirmation from staff; the under-payer list needs more review. I have a draft letter to go out soon.

III. **Auditor Visit & Updated Fund Balances**: auditors completed in-house work on the FY16-17 audit. (An accountant began reconciling accounts last June to ensure an efficient and expedited audit). The surplus funds from FY16-17:

- **General Fund** \$785,472
- **Combined Beach Funds**: \$1,070,780

Total Fund Balance Increase from FY15-16: \$1,856,252.

IV. **Permissible Driving Area Permit Program**: a review of traffic count data requires that we eliminate on-site staff to ensure profitability during the off-season; re-scale up when it warms next Spring. Due to very little use we removed the Town Hall pay machine.

V. **Internal Staff Policies**: under review in the off-season:

- **Purchasing**
- **Credit card**
- **Internal Control Policy**—in your packet, discusses fraud prevention and checks; please review.
- **Travel**
- **Fund balance**

VI. **NCBIWAS meeting in November 13 & 14**— on agenda is new legislation for a State Dedicated Beach Fund and chance to discuss NTB with Senator Brown. We return on the 15th for the workshop.

Mr. Turille took questions from the Board.

IX. **ASSISTANT TOWN MANAGER’S REPORT:**

Ms. Faulkner gave the following report:

Record Retention & Disposition

Over the last few months Town Staff has been working on identifying records ready for disposal according to the State's Record Retention and Disposition schedule. Town Staff will be asking the Board to adopt a resolution (in the Consent Agenda) authorizing the disposition of the records that Staff has identified as ready for disposal. After adoption, Town Staff will be choosing a contractor to destroy the records on behalf of the Town. Staff has also improved the Town's filing system so this process is more efficient in the future. Next, Staff will be working on identifying electronic records which can also be disposed of per the State's schedule. Prior to disposal the Board will be asked to adopt another resolution.

Supplemental Reports from Department Heads

As Mr. Turille noted, the Finance Department included a draft Internal Control Policy with its monthly report. Please review this policy as Town Staff would like to place this on the agenda for approval by the Board in the near future. The Police Department also submitted a supplemental report regarding the Police Department's Intern Beach Patrol Program which was new this past peak season. Town Staff recommends that the Board take note of this report and Chief Fillinger's suggestions prior to next season and perhaps discuss them at the next Board retreat.

Eastern Regional International Institute of Municipal Clerk (IIMC) Academy

The Asst. Town Manager/Town Clerk attended this academy which was sponsored by the UNC School of Government in cooperation with the NC Association of County Clerks. The academy took place at the Surf City Welcome Center and was hosted by the Pender County Clerk to the Board. Subject matter discussed included a 2017 Legislative Update, Filling Board Vacancies: Legal and Practical Issues, Creating a Culture of Cybersecurity and Limits on Multiple Office-Holding.

Coyote Sightings

Toward the end of August the Town was contacted by a resident on the north end regarding the sighting of coyotes in the vicinity of the North End Fire Station. The resident indicated that the animals were not afraid of him.

Shortly after this report, Town Staff sighted a family of coyotes near 2055 New River Inlet Road (appox. 3 a.m.). The Police Department contacted NC Wildlife Resources Commission for our area. A damage control agent came out and a proposal was provided to the Town (\$2,989 for initial trapping and \$859/quarter for follow-up trapping and inspections).

The control agents who came out indicated a heavy coyote presence across from the North End Fire Station, on the St. Regis side. They saw evidence of predation and a lot of tracks. According to their assessment, the feral cat house that is located in the brushy area across from the fire station has drawn them to that location. This would be consistent with the citizen's complaint and NTBPD officer's observations.

History – This is not the first time that the Town checked into coyote population control. Back in 2015 a wildlife damage control agent was contacted to come down and assess the situation, including the north end near River Road, and the North End Fire Station. The agent was unable to capture any of the animals and indicated that he was prohibited from trapping on private property without permission from the owner(s). Locating a few traps on the limited Town-owned property on the north end was not sufficient and the agent indicated town wide trapping was too large of an area for him to handle independently. At the time they indicated that they were available by hire by private property owners should they desire. The trapping was for a fee but from what Staff recalls it was minimal (around \$250 total).

Within the last week or so NTBPD received a phone call from a property owner just north of the North End Fire Station. It was NTBPD's initial impression that they had already contacted NC Wildlife and were referred to a contractor and called the Town to report that an agent will be trapping/killing on their private property. It was later discovered that this was a miscommunication and that the agent was referring the property owner to the Town as the Town had received a proposal.

Town Staff consulted with the Town Attorney who suggested that Town Staff ask the Town of Carolina Beach if they do anything as he had heard that they also have coyotes (possibly just in the State Park area). The Carolina Beach Town Manager, when asked if they had sightings in residential areas, responded with the following: "We have had reports of coyotes and foxes throughout town. We don't do anything except send the report to New Hanover County Animal Control or State Wildlife."

According to Chief Fillinger, Onslow County Animal Control will only respond to a non-domestic animal call if the animal is sick (possible rabies) and that has not been the case with these sightings. Chief confirmed that so far, one coyote sighting report was made by email and the police were called by two others, the individual who was presumed to be taking care of the issue on his own and another individual who reported a sighting but did not provide an address or location.

At this time, Town Staff does not recommend approving the proposal and advises that this could begin a precedent of using Town resources for wildlife issues. The Board was provided this information and a copy of the proposal and at the time this report was written, the Board did not want to take further action.

The property owner seeking assistance was given the control agent's contact information and was told that as of the time this report was written, the Board was not interested in hiring the control agent. The control agent was notified that the Town was not interested in approving the proposal at this time. The control agent was also encouraged to offer their services to private property owners.

Grant Drive Kayak Launch

Town Staff was authorized to have surveys performed to determine the ownership of the property in order to permit and construct Option B (installation of a ramp on the right side 90% on Town Property. Estimated cost \$2,500.00). The surveyors have been to the site and staff is waiting on the survey.

Enforcement of Town Code Section 13-7 - Placement of Containers for Garbage Collection

As reported at the September 6, 2017 meeting, Town Staff has the software module in place to send warnings and fines to property owners in a more efficient manner. Staff has processed 170 warning letters and issued 26 fines as of Friday, October 27, 2017.

Reminder: Saturday solid waste pick-up has ended. Solid waste and recycling pick-up will be Wednesdays only until the first full week in May 2018.

Ms. Faulkner presented the Board with a canvas version of a photo taken by Bonnie Kline, the Town's former Finance Officer who passed away last year. Ms. Faulkner indicated that the photo, which has a plaque attached plaque reading "In Loving Memory of Bonnie Sue Kline, Finance Officer Town of North Topsail Beach, March 11, 1951 – November 5, 2016," will hang in the Town Hall Meeting Room and a copy has been sent to her family.

Upcoming Events

Keep Onslow Beautiful Beach Sweep

January 13th 10 AM (Boat Ramp under the bridge)

NCBIWA Annual Conference – November 13 & 14, 2017 at the Blockade Runner in Wrightsville Beach, NC (Town Manager, Mayor Burns, MPT Macartney, Aldermen Peters and Yurek, and Mike Benson will be attending).

Town of Topsail Beach Christmas Parade

December 2, 2017 at 11:00 a.m.

Ms. Faulkner took questions from the Board.

X. CONSENT AGENDA:

- A.** Approval of Minutes – October 4, 2017 & October 19, 2017
- B.** Department Head Reports – Finance, Fire, Inspections, Planning & Police
- C.** Committee Reports – Planning Board, Board of Adjustment, TISPC & ONWASA
- D.** Request to Approve Tax Refunds
- E.** Request to Adopt Resolution 2017-38 – Resolution Authorizing the Closure of an Idle Investment Account with Finistar
- F.** Request to Adopt Resolution 2017-39 – A Resolution Authorizing the Disposition of Municipal Records in Accordance with the North Carolina Municipal Records Retention and Disposition Schedule
 - Alderman Peters made a motion to approve the Consent Agenda as presented. Alderman Yurek seconded the motion.
 - The motion passed unanimously.

XI. OLD BUSINESS:

- A. Request to Adopt Ordinance 2017-11 – An Ordinance Amending Town Code Section 10-21 – Regulating Activities Near Sandbag Revetment and Geotextile Tubes:**
 - Mr. Edes and Ms. Faulkner introduced this item.
 - There was discussion.
 - A few minor changes were made to the draft version of the ordinance.
 - Mayor Pro Tem Macartney moved that the Board of Aldermen adopt Ordinance 2017-11 – An Ordinance Amending Town Code Section 10-21 Regulating Activities Near Sandbag Revetments and Geotextile Tubes with the suggested changes. Alderman Peters seconded the motion.
 - The motion passed unanimously.

Mayor Pro Tem Macartney made a motion to suspend the rules. Alderman McDermon seconded the motion. The motion passed unanimously. Attorney Edes recommended that the Board amend its agenda to add Old Business Item B – Request to Extend Payment Due Date on Revetment Assessment. Alderman McDermon moved that the Board of Aldermen add Old Business Item B to the agenda as

recommended. Mayor Pro Tem Macartney seconded the motion. The motion passed unanimously.

B. Request to Extend Payment Due Date on Revetment Assessment:

- Mr. Edes introduced this item.
- Mayor Pro Tem Macartney made a motion to extend the payment due date on the revetment extension to December 1, 2017. Alderman McDermon seconded the motion.
- The motion passed unanimously.

XII. **OPEN FORUM:**

Jeff Meyer from Topsail Reef – Mr. Meyer made comments about the results of the lawsuit. He had questions about the costs. Mr. Edes offered to discuss it with him after the meeting.

Jeremy Grove from Topsail Reef – Mr. Grove made comments about the results of the lawsuit and the public's perception of what the owners actually paid. He said that the Topsail Reef did not ask the Town for anything and said that since the Town is spending more money to maintain the north end bags maybe Topsail Reef can get some money to maintain some of their bags. He thanked Alderman Peters for his integrity on the issue.

XIII. **MAYOR'S REPORT:** Mayor Burns reported that Representative Walter Jones' staffer (Josh Bowlen) indicated that he is positive that they will be introducing a companion bill to go with Senator Tills' bill. He reported that Spencer Rogers toured our beach, Mr. Rogers has toured most of the NC beaches. He said Mr. Rogers indicated that NTB has a few hot spots but for the most part is in good shape. Mayor Burns said that this does not mean the Town should stop planning because one storm could take that away. He said that ONWASA will be starting on the new water line in the next few months. He made comments about the lawsuit.

XIV. **ALDERMEN'S REPORT:**

Mayor Pro Tem Macartney – Mr. Macartney made comments about the lawsuit and the chain of events. He said that it is better to work together and settle these things and move forward to solve the problems that we have rather than litigate them. He said he is happy the Town was able to negotiate a settlement. He said for him it is about getting rid of divisiveness and discord.

Alderman McDermon – Mrs. McDermon thanked Ms. Hill and the Planning Board for their work on the survey.

Alderman Yurek – Mr. Yurek reported that he attended training on system dynamics modeling in October at the Natural Science Museum. He said he also attended a SAMSI (Statistical and Applied Mathematical Sciences Institute) lecture in Raleigh on system dynamics modeling for hurricanes. He said it was the MIT method that he was trained on

so he was updating his training. He said he also went to the Awaken the Dawn Conference at the Washington Mall.

Alderman Peters – Mr. Peters said that he agreed with others and that he is also trying to understand what the numbers given tonight regarding the lawsuit really mean. He said he wants to know the total loss to the Town.

XV. **CLOSED SESSION** per N.C.G.S. 143-318.11 (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

- Alderman McDermon moved that the Board go into Closed Session. Alderman Peters seconded the motion.
- The motion passed unanimously.
- Mayor Pro Tem Macartney made a motion to come out of closed session. Alderman Peters seconded the motion. The motion passed unanimously.
- It was announced that no action was taken.

XVI. **ADJOURNMENT:** Alderman McDermon made a motion to adjourn. The motion passed unanimously. The meeting adjourned at 9:01 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 12/6/2017



What is Marsy's Law?

- ▶ Marsy's Law for All seeks to amend the state constitution which does not currently offer protections to give victims of crimes equal rights that are already afforded to the accused and convicted.
- ▶ Currently North Carolina is 1 of 15 states that does not have rights for victims in their state constitution

What are the rights?

- ▶ The right to be notified about the bail and parole hearings
- ▶ The right to be heard at the sentencing or any proceeding involving release, plea or parole
- ▶ The right to be notified about the release of the accused
- ▶ The right to be treated with respect and dignity
- ▶ The right to reasonable and timely restitution
- ▶ The right to reasonable protection from the accused

Why is Marsy's Law needed?

- ▶ While North Carolina does have victims' rights protections in its constitution, it is not always consistently applied from county to county and regionally, and there is a need to amend the constitution to better ensure consistent enforcement of those rights statewide.

How to pass Marsy's Law

- ▶ Marsy's Law must pass the State House, the State Senate then will go to ballot for all North Carolinians to vote on
- ▶ We have a bill that passed the House and is currently in the Senate(House Bill 551)

Who Supports Marsy's Law

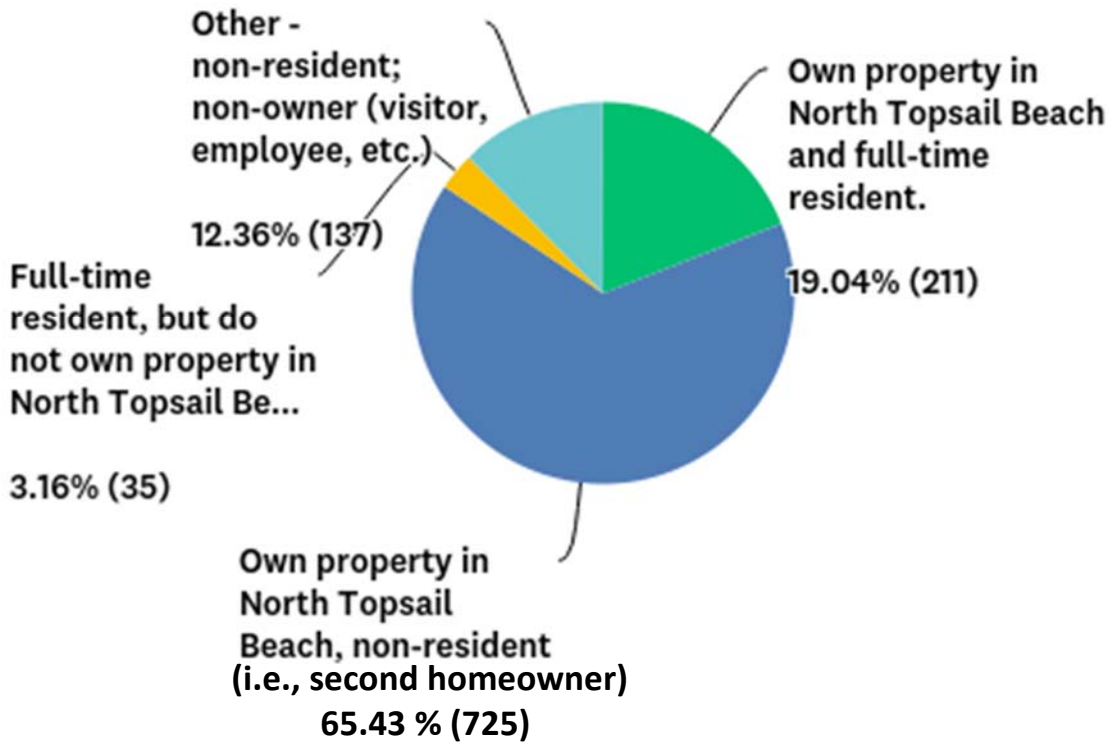
- ▶ Passed the House 98-17 with overwhelming support from both parties
- ▶ Our polls show that over 79% of NC voters support Marsy's Law
- ▶ 50 current NC Sheriffs have endorsed (more and more endorse every day!)
- ▶ 10 towns/cities in North Carolina have passed resolutions
- ▶ 3 Counties in North Carolina have passed resolutions
- ▶ Endorsed by MADD, NCVAN, and Mothers of Murdered Offspring

North Topsail Beach CAMA Land Use Plan 2017 Survey Synopsis

Deborah J. Hill, MPA AICP CFM CZO
Planning Director

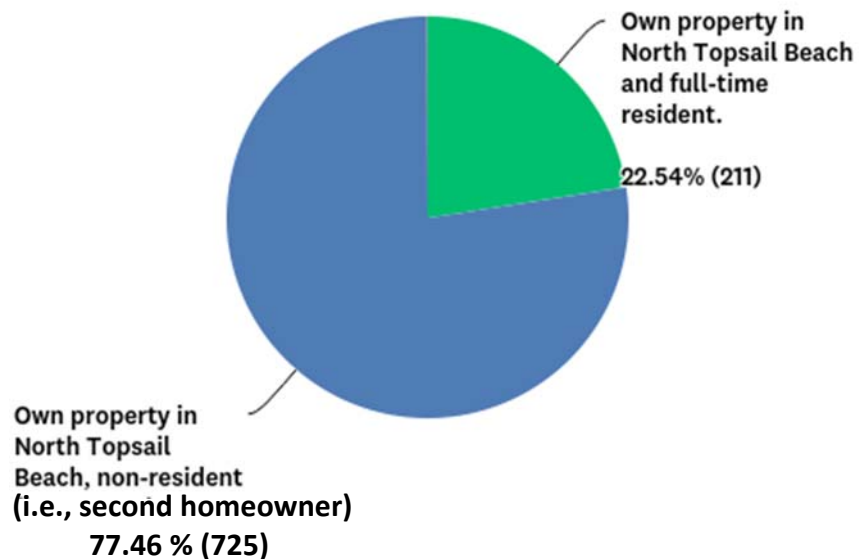
2017 CAMA LAND USE PLAN SURVEY

Total respondents to the 2017 Survey is 1,108 with an 80% response rate. By dividing the respondents into the groups listed below, a comparative analysis on each of the remaining questions may be useful in policy development or the Board's consideration of land use decisions. For example, taxpayer vs. non-taxpayer; resident vs. non-resident.



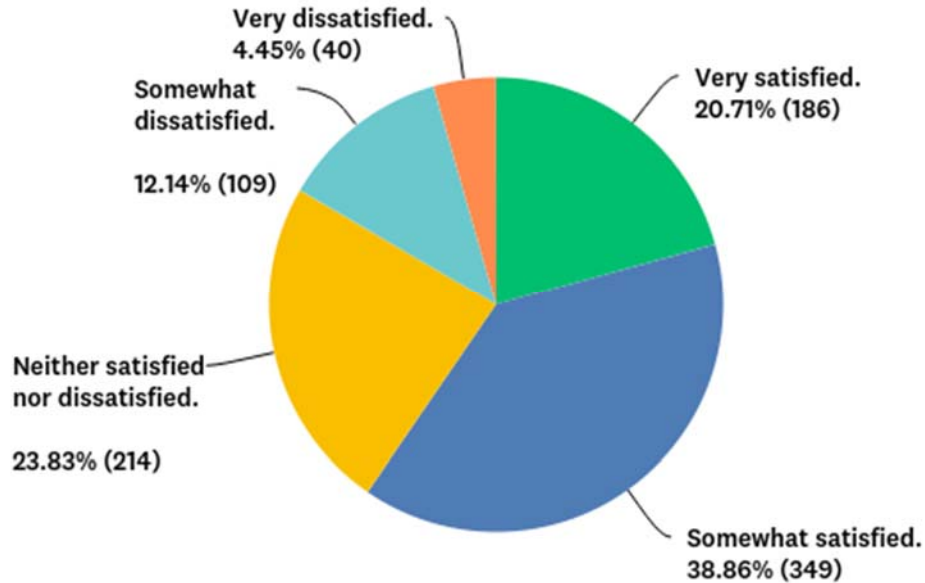
NTB PROPERTY TAXPAYERS

936 NTB property tax payers responded with a ratio of 3.5:1, nonresident-taxpayer to resident-taxpayer.



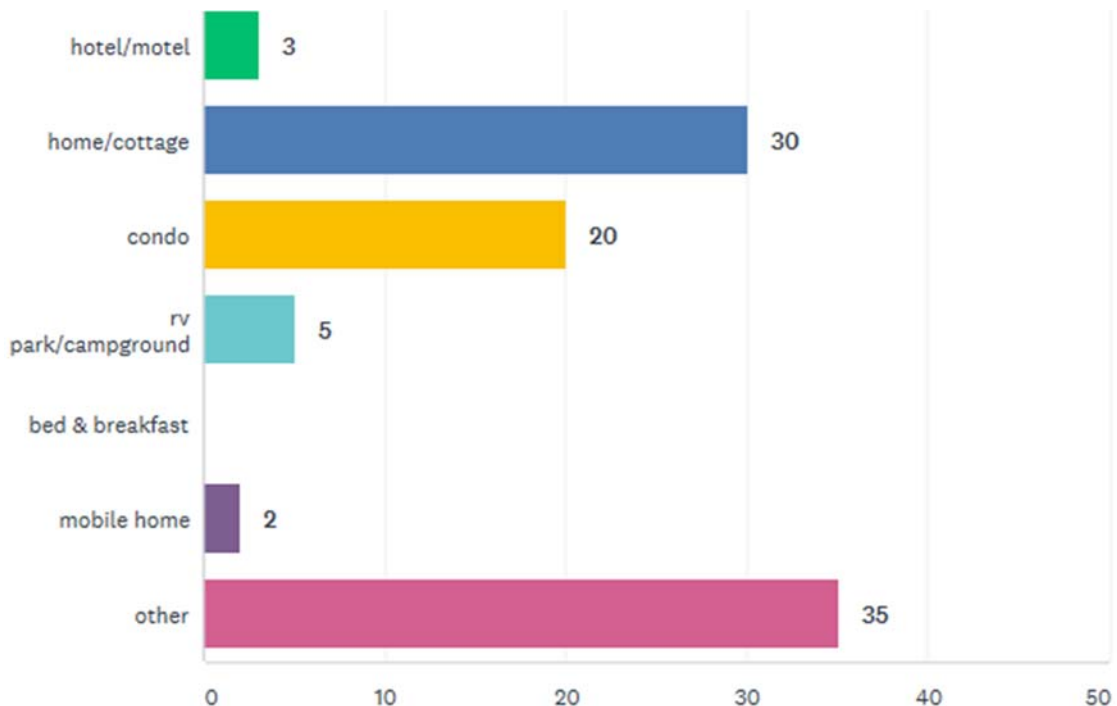
TAXPAYER SATISFACTION

Of the 898 respondents identifying themselves as property owners, most taxpayers are very to somewhat satisfied with respect to the services provided by the town relative to the Town’s tax rate and property taxes paid. (59.57% satisfied; 23.83% neutral; 16.59% dissatisfied)



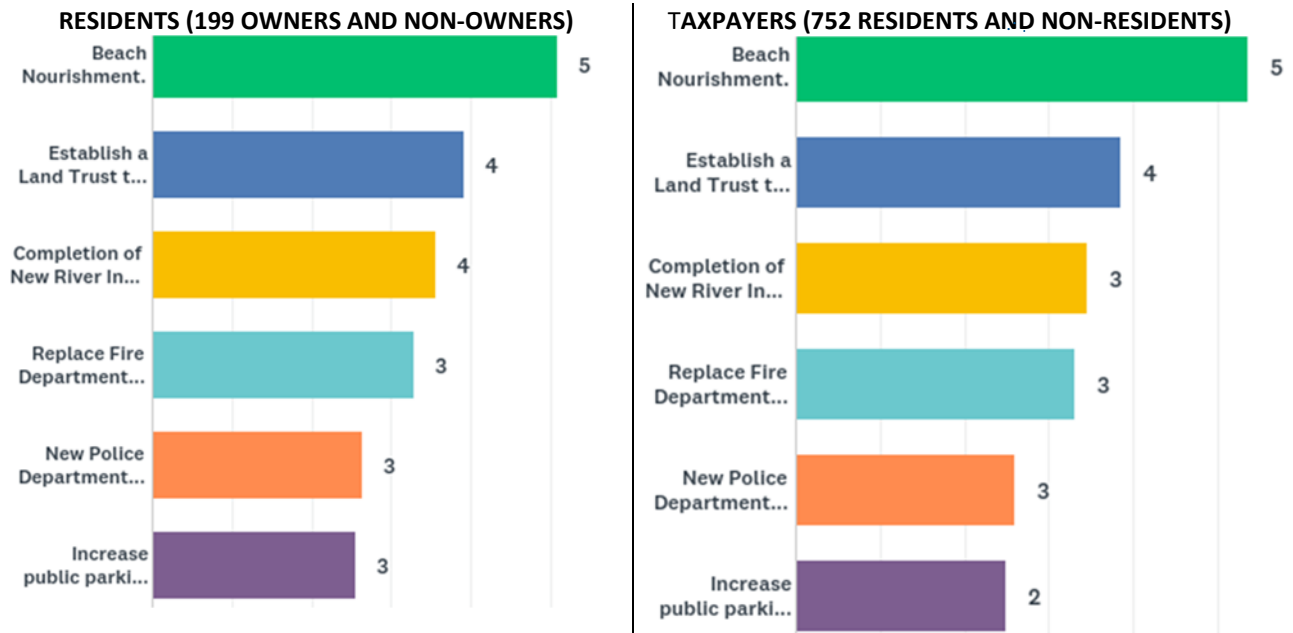
PREFERRED ACCOMMODATIONS

Of the non-resident; non-owner (visitor, employee, etc.), half preferred to stay in a home or condo. “Other” is presumed – but unconfirmed – to be ‘day visitors’.



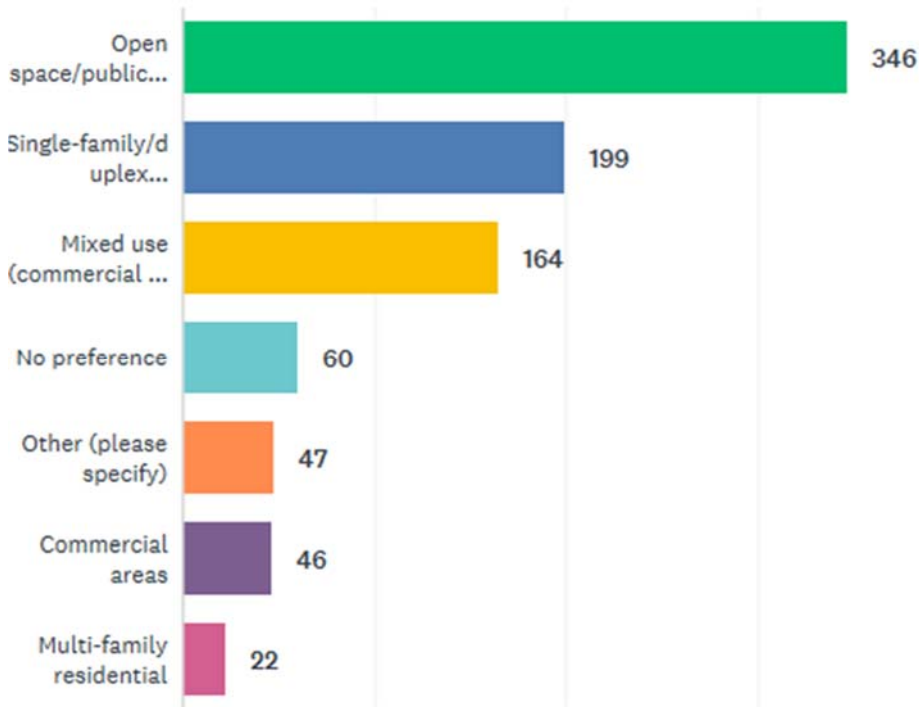
CRITICAL PROJECTS

The two bar graphs below — ranked by “Residents” and “Taxpayers” — present critical projects from most critical to least. Both groups produced the same ranking.



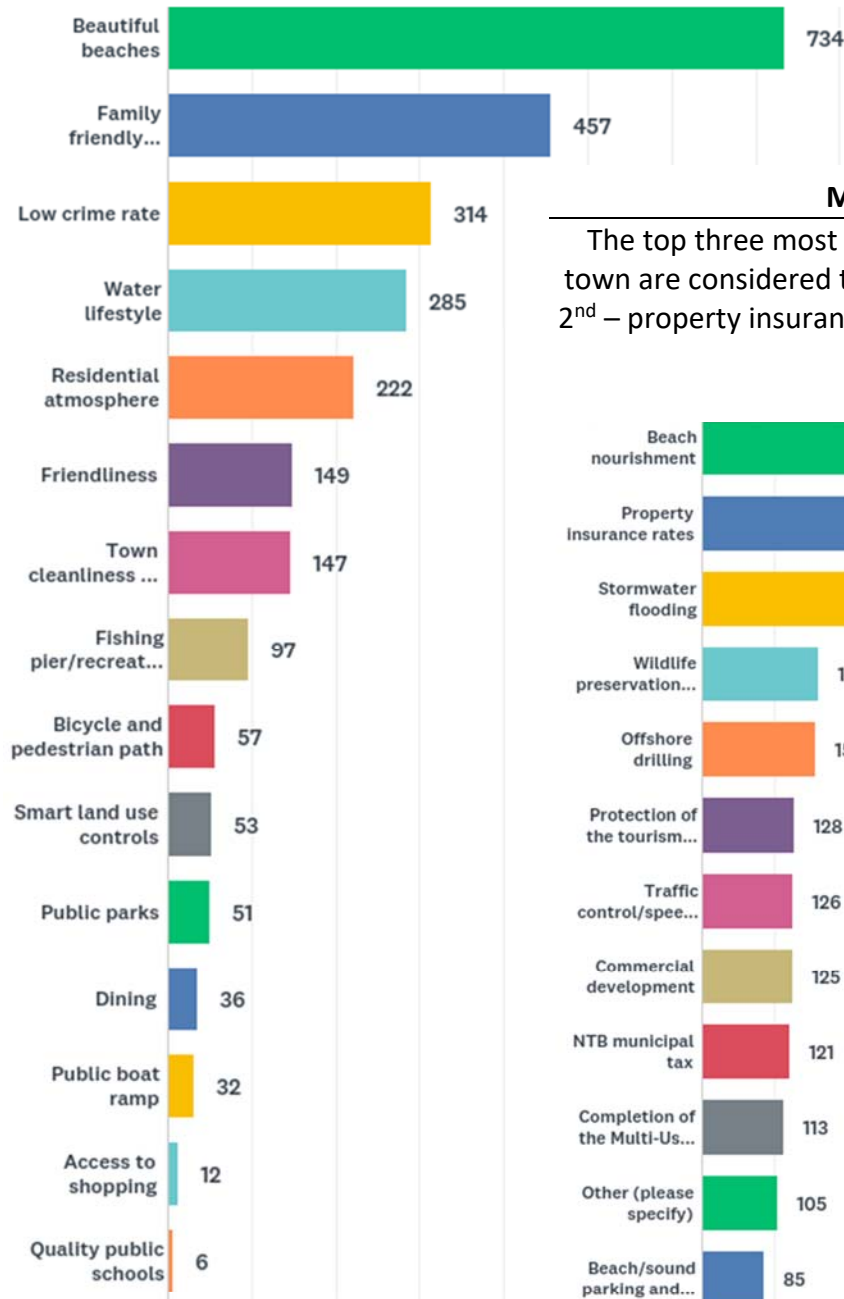
Land Use & Density

The quantitative comparison below represents the preferred use of large, vacant, undeveloped parcels of land.



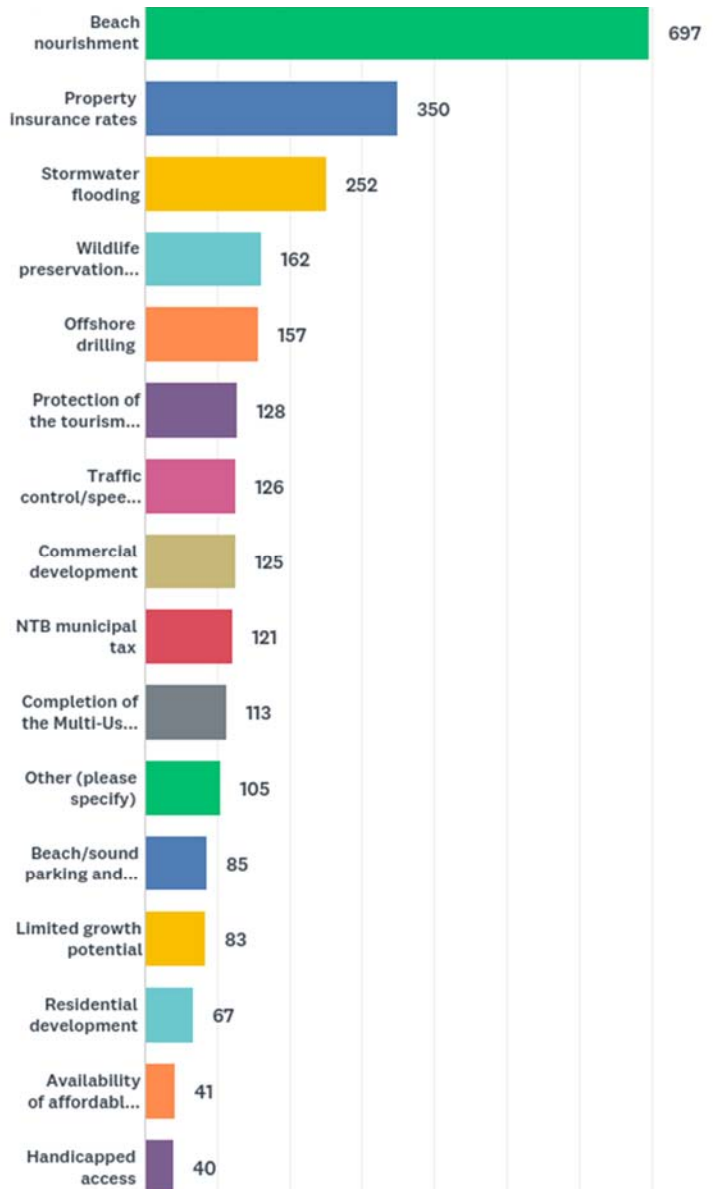
GREATEST ASSETS

The top 3 aspects most liked about the town are 1st – beautiful beaches; 2nd – family friendly; and 3rd – low crime rate.



MOST SIGNIFICANT CONCERNS

The top three most significant concerns facing the town are considered to be 1st – beach nourishment; 2nd – property insurance rates; and 3rd – stormwater flooding.



The last two questions were open ended.

QUALITY OF LIFE

Please list possible actions that you feel the Town could take to improve the experience and quality of life for residents, visitors and business owners. Answered: 531 Skipped: 577

“WORD CLOUD”

Showing 28 words and phrases



Top Ten:

Town		9.04%	48
Parking		8.10%	43
Beach Access		6.59%	35
NTB		6.40%	34
Island		6.40%	34
Beach Nourishment		6.03%	32
Bike Path		5.65%	30
Tax		5.65%	30
Protect		4.71%	25
Dogs		3.95%	21

ADDITIONAL COMMENTS

Please provide any additional comments you may have about the current or future aspects of the Town of North Topsail Beach. Answered: 362 Skipped: 746

“WORD CLOUD”

Showing 27 words and phrases



Word	Percentage	Count
Beach	32.04%	116
Town	14.09%	51
NTB	12.43%	45
Love	11.05%	40
Island	10.77%	39
Tax	9.67%	35
Property	6.63%	24
New River Inlet	3.31%	12
Commercial Development	3.31%	12
Growth	3.04%	11

Town of North Topsail Beach



Nature's Tranquil Beauty

**FEMA Phase 5 Storm Damage Repair
Project Update
November 1, 2017**

Presented By:



Scope of work

<u>Task 1</u>	Identify Suitable Potential Borrow Area(s)	<input checked="" type="checkbox"/>
<u>Task 2</u>	 Field Data Collection (up to 2 sites)	<input checked="" type="checkbox"/>
	 Sediment Analysis (up to 2 sites)	<input checked="" type="checkbox"/>
<u>Task 3</u>	Permit Submittal Preparation	<input checked="" type="checkbox"/>
	Plans and specification	95%
	Determine Area for Additional Nourishment	90%
	Contract Negotiations	
<u>Task 4</u>	Construction Management/ Inspection/Surveys	

**North Topsail Beach
 FEMA PHASE 5 Storm Damage Repair**

Schedule

Submittal of Permit Modification for use of ST Wooten Sand Mine	Oct 31, 2017
Final Submittal after (RAI)	
Place Construction Contract out for Bid	Dec. 1, 2017
Pre-Bid Meeting with Contractors	Dec. 15, 2017
Permit Modification Received (Estimated 75 days)	Jan. 15, 2018
Bids Received	Jan. 10, 2017
FINAL FEMA Approval	January 2018
Award	Feb. 1, 2017
Construction (Estimated 70 days)	Feb 15- Apr 30, 2018

**North Topsail Beach
 FEMA PHASE 5 Storm Damage Repair**

Cash Flow

Mobilization	5-10 % of Project Cost		
Expected Monthly Production 75-90k CY	35% of Project Cost		
First Invoice March 5	Due April 5	40% of Cost	FEMA April 30
2nd Invoice April 5	Due May 5	35% of cost	FEMA May 30
3rd Invoice May 5	Due June 5	25% of cost	FEMA June 30

Determine Area for Additional Nourishment

Criteria

- Need
- Cost/Unit Cost
- Available Fund Cost
- Future Funding under current Structure
- Future Work Planned

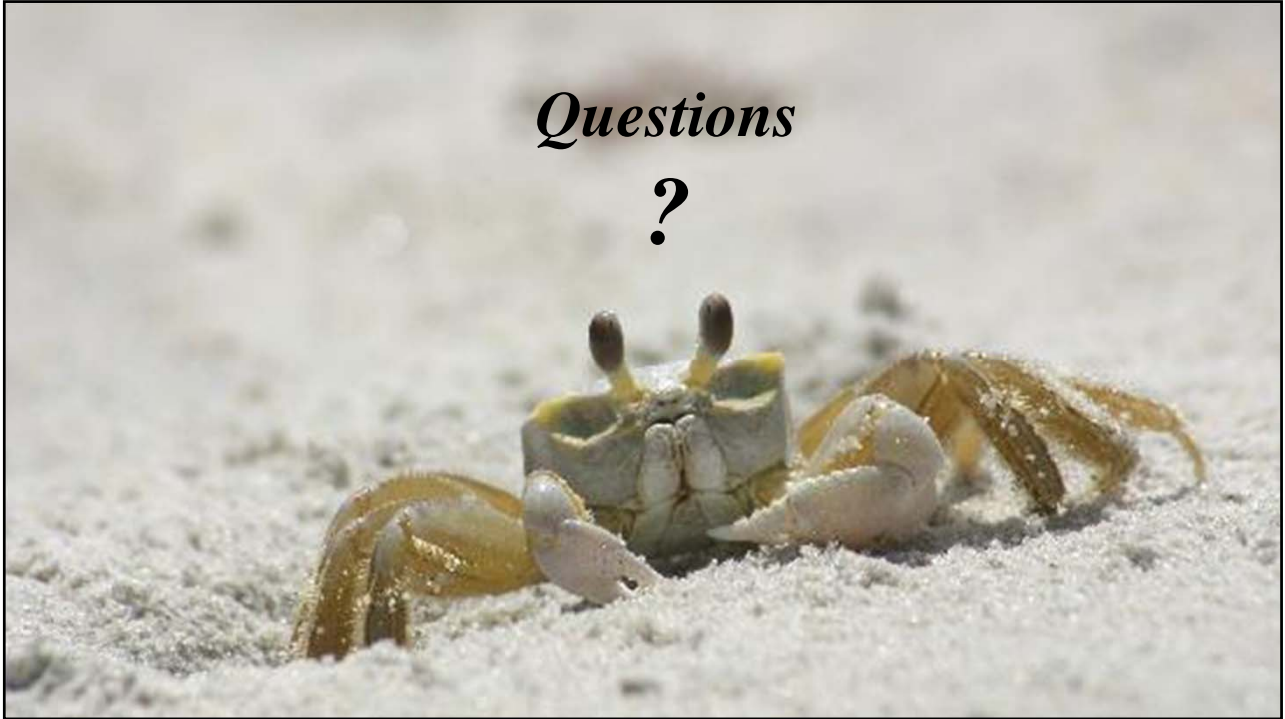
Determine Area for Additional Nourishment

Conclusion

- In our opinion, the beach as a whole, North end excepted, is in “relatively” good shape.
- The amount of time available in this nourishment season is very limited.
- The financial risk of using all of the available beach funds is very high if another event occurs or the 50 Year project is Appropriated.
- If integrated into other projects the unit cost could be lowered significantly
- **TIC WOULD NOT RECOMMEND ADDITIONAL WORK AT THIS TIME**

Questions

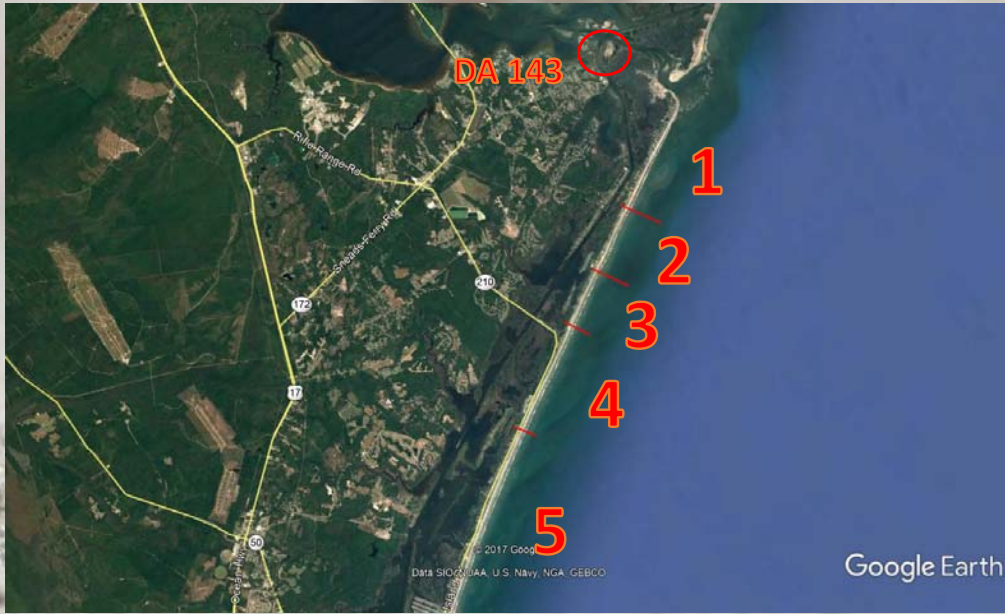
?



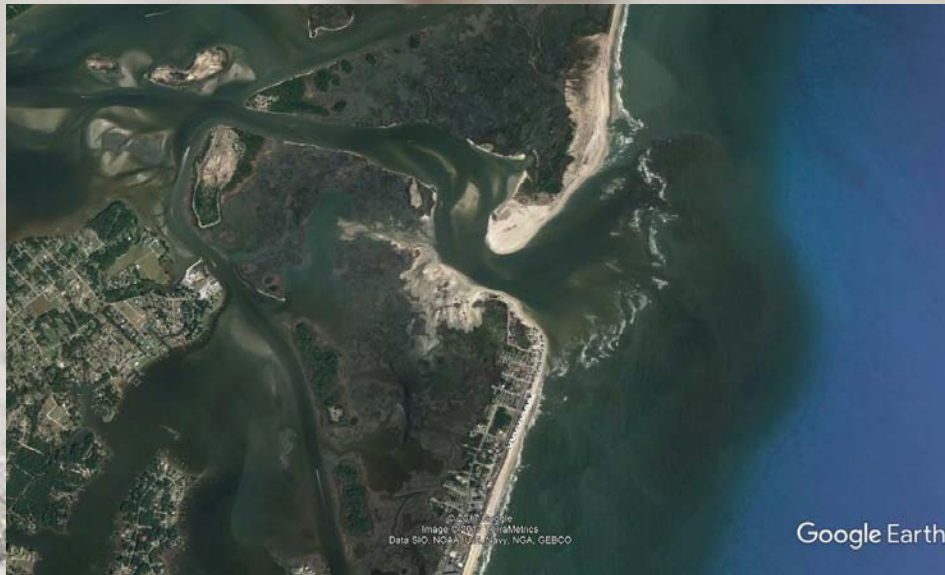
GRAY STREET ACCESS



Project Phases



Inlet Area



Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Wednesday, November 15, 2017 9:00 A.M.

PRESENT: Mayor Fred Burns, Mayor Pro Tem Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Town Manager Stuart Turille, and Assistant Town Manager/Town Clerk Carin Faulkner.

OTHERS PRESENT: State Senator Harry Brown, Royce Bennett, Onslow County Commissioner David Cotton, Onslow County Manager and Ben Warren, Assistant County Manager.

I. CALL TO ORDER:

Mayor Fred J. Burns called the meeting to order at 8:30 a.m.

II. APPROVAL OF AGENDA:

Alderman Peters made a motion to approve the agenda as presented. The motion passed unanimously.

III. INTRODUCTION OF BOARD MEMBERS, STAFF & CONTRACTORS:

- Mr. Turille introduced North Topsail Beach officials and staff, contractors, and other officials present.

IV. NEW RIVER HARDENED STRUCTURE KICK-OFF:

A. Purpose and Need – Dawn York, Dial Cordy and Associates:

- Ms. York introduced staff.
- Ms. York gave a presentation (Attachment A) and took questions.
- There was discussion.

B. Hardened Structure Alternatives Evaluation and Discussion – Mike Jenkins, PhD, PE, Applied Technology and Management, Inc.:

- Mr. Jenkins gave a presentation (Attachment B) and took questions.
- There was discussion.

C. Inlet Management Plan Requirements and Components – Fran Way, PE, Applied Technology and Management, Inc.:

- Mr. Way gave a presentation (Attachment C) and took questions.
- There was discussion.

D. Project Schedule and Next Steps – Dawn York, Dial Cordy and Associates:

- Ms. York gave a presentation and took questions (included in Attachment A).
- There was discussion.

V. DISCUSSION:

- There was further discussion regarding the next steps.
- Alderman McDermon suggested that milestones be created so that the stakeholders can regroup.
- Mr. Turille said that he and Ms. York can work on that. Ms. York agreed with the understanding that it would not be in stone as there are many opportunities that may come up.
- The County needs more time to review the purpose and needs. They would like all alternatives for managing the inlet to be explored. They said that what is being done so far is studying ways to solve the problems.

VI. RECESS: There was a recess so that those present could have some lunch which was provided by the Town.

VII. FEMA PHASE FIVE STORM DAMAGE REPAIR PROJECT UPDATE – Chris Gibson, TI Coastal:

- Mr. Gibson gave a presentation (Attachment D).
- Mr. Gibson took questions from the Board.
- There was discussion.

VIII.

ADJOURNMENT:

- Alderman McDermon made a motion to adjourn. Alderman Yurek seconded the motion. The motion passed unanimously.
- The meeting adjourned at 1:31 p.m.

APPROVED:

Fred J. Burns
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 12/6/2017

Town of North Topsail Beach

Fred J. Burns, Mayor
Richard Macartney, Mayor Pro Tem
Aldermen:
Don Harte
Joann M. McDermon
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Wednesday, December 6, 2017 6:30 P.M.

PRESENT: Mayor Fred Burns, Mayor-Elect Daniel Tuman, Mayor Pro Tem Richard Macartney, Aldermen Don Harte, Joann McDermon, Richard Peters, and Walt Yurek, Aldermen-Elect Mike Benson and Tom Leonard, Town Manager Stuart Turille, Town Attorney Brian Edes and Assistant Town Manager/Town Clerk Carin Faulkner.

- I. **CALL TO ORDER:** Mayor Burns called the meeting to order at 6:30 p.m.
- II. **INVOCATION:** Mayor Pro Tem Macartney gave the invocation.
- III. **PLEDGE OF ALLEGIANCE:** Mayor Burns led those present in the pledge of allegiance.
- IV. **APPROVAL OF AGENDA (ITEMS V. THROUGH IX.):**
 - Aldermen Peters made a motion to approve agenda items V. through IX. as presented.
 - The motion passed unanimously.
- V. **OPEN FORUM:** No came forward.
- VI. **CONSENT AGENDA:**
 - A. Approval of Minutes – November 1, 10, & 15, 2017
Closed Session Minutes – 1/7/16, 1/19/16, 2/4/16, 3/29/16, 4/7/16, 4/19/16, 5/9/16, 5/18/16, 6/2/16, 7/7/16, 9/15/16, 11/3/16, 12/1/16, 1/5/17, 1/17/17, 2/1/17, 3/3/17, 4/5/17, 5/3/17, 5/15/17, 6/7/17, 7/5/17, 8/2/17, 9/6/17, 10/4/17, 11/1/17, 11/10/17.
 - B. Department Head Reports – Finance, Fire, Inspections, Planning & Police
 - C. Committee Reports – Planning Board, Board of Adjustment, TISPC & ONWASA
 - D. Request to Approve Tax Refund
 - Mayor Pro Tem Macartney made a motion to approve the Consent Agenda as presented. Alderman Peters seconded the motion.
 - The motion passed unanimously.

VII. **OLD BUSINESS:**

A. Rescue Tube Program:

- Mayor Pro Tem Macartney introduced this item and gave an update on the program.
- Mayor Pro Tem Macartney made a motion to delay discussion on the program until the next regular Board meeting. Alderman Harte seconded the motion.
- Mayor Pro Tem Macartney took questions from the Board.
- The motion passed unanimously.

VIII. **PUBLIC HEARINGS/PRESENTATIONS:**

A. Presentation – Onslow County Property Revaluation – Kevin Turner (for Harry Smith, Onslow County Tax Administrator):

- Mr. Turner gave a presentation.
- Mr. Turner took questions from the Board.

B. Recognition of Outgoing Officials – Carin Faulkner, Asst. Town Manager/Town Clerk: Ms. Faulkner presented Mayor Burns, Mayor Pro Tem Macartney and Alderman Harte with plaques and gifts and spoke about each official's service and contribution to the Town.

C. Results of Municipal Election of November 7, 2017 – Carin Faulkner, Asst. Town Manager/Town Clerk: Ms. Faulkner read the results of the November 7, 2017 municipal election as follows:

Office of Mayor:	Daniel Tuman, 108 votes, Fred Burns, 91 votes, Write-In, 1 vote
Office of Alderman:	Mike Benson, 148 votes, Tom Leonard, 117 votes, Richard Peters, 113 votes, Dick Macartney, 77 votes, Robert Swantek, 68 votes, Write-In, 4 votes.

D. Oath of Office – Carin Faulkner, Asst. Town Manager/Town Clerk: Ms. Faulkner administered the oath of office for Mayor Daniel Tuman and Aldermen Mike Benson, Tom Leonard, and Richard Peters.

IX. **RECESS:** Mayor Burns called for a recess of the meeting in order for the new board members to introduce themselves to the audience and take their seats.

Mayor Tuman called the meeting back to order at 7:13 p.m.

X. **APPROVAL OF AGENDA (ITEMS XI. THROUGH XX.):**

- Alderman Peters made a motion to approve the agenda with an additional New Business item, Request to Issue a Corrected Media Release Concerning the Lawsuit. Mayor Tuman suggested that this item be discussed during New Business Item E. Peters accepted the suggestion. Alderman Leonard seconded the motion to adopt the resolution as presented. The motion passed unanimously.

XI. **ORGANIZATIONAL ITEMS:**

A. Resolution to Adopt “Suggested Rules of Procedure for a City Council”:

- Ms. Faulkner introduced this item.
- Alderman Leonard moved to adopt the rules of procedure and concurrent resolution (Resolution 2017-40). Alderman Peters seconded the motion. The motion passed unanimously.

B. Election of Mayor Pro Tempore (G.S. 160A-70):

- Alderman Benson nominated Joann McDermon. Alderman Yurek seconded the nomination. Alderman McDermon indicated that she would accept this role.
- Mayor Tuman nominated Tom Leonard. There was discussion. Alderman Peters seconded the nomination.
- Alderman McDermon received 3 votes (Benson, McDermon, Yurek) and was therefore elected Mayor Pro Tem.

C. Resolution to Adopt Regular Meeting Schedule 2018:

- Ms. Faulkner introduced this item.
- Alderman Leonard moved that the board adopt the regular meeting schedule (Resolution 2017-41). Alderman Peters seconded the motion.
- There was discussion.
- The motion passed unanimously.

D. Resolution Honoring Mayor Burns:

- Ms. Faulkner read the resolution aloud which is identical to the resolutions for Mayor Pro Tem Macartney and Alderman Harte.
- Alderman Leonard made a motion to adopt all three resolutions (Resolution 2017-42, Resolution 2017-43, Resolution 2017-44). Alderman Benson seconded the motion.
- The motion passed unanimously.

E. Resolution Honoring Mayor Pro Tem Macartney: Resolution 2017-43 was adopted with New Business Item D.

F. Resolution Honoring Alderman Harte: Resolution 2017-44 was adopted with New Business Item D.

G. Appointment of Town Officials to Represent NTB on the Topsail Island Shoreline Protection Commission (TISPC):

- Mayor Tuman introduced this item and entertained motions.
- Alderman Leonard made a motion to re-appoint Alderman Peters, appoint Alderman Benson to the position left vacant by Mayor Pro Tem Macartney, and appoint Jerry Heid to the at-large position on the TISPC.
- There was discussion about appointing an alternate.
- Alderman Peters seconded the motion.
- There was discussion.

- The motion passed unanimously.
- Alderman Benson made a motion to appoint Alderman Leonard as first alternate and Alderman Yurek as second alternate. Alderman Peters seconded the motion.
- There was discussion.
- Alderman Leonard indicated that he would rather be second alternate.
- Alderman Benson accepted the friendly amendment to appoint Alderman Yurek as first alternate and Alderman Leonard as second alternate. Alderman McDermon seconded the amended motion.
- The motion passed unanimously.

H. Appointment of Town Official to Represent NTB on the Eastern Carolina Council (ECC):

- Alderman Peters made a motion to appoint Alderman Yurek to represent NTB on the ECC. Alderman McDermon seconded the motion.
- The motion passed unanimously.

I. Appointment of Town Official to Represent NTB on ONWASA Board

- Alderman Peters made a motion to appoint Mayor Tuman to represent NTB on the ONWASA board of directors. Alderman Leonard seconded the motion.
- There was discussion.
- The motion passed unanimously.

XII. NEW BUSINESS:

A. Public Hearing – Case #SD-17-02 (MOD):

- Alderman Leonard made a motion to open the public hearing. Alderman Benson seconded. The motion passed unanimously.
- Ms. Hill presented the Staff report.
- Ms. Hill took questions from the Board.
- The applicant (Stacy Johnson) made comments about protecting the dunes.
- Mr. Graziosi (2392 New River Inlet Road) indicated he was neutral about this subdivision application. He said he had concerns with the Town being consistent in allowing a structure to span multiple properties and with the pool being above ground.
- Ms. Hill assured everyone that the pool would need to have a V-zone certificate and that it would need to meet all requirements, to include being signed off by a professional engineer.
- Ms. Hill took questions from the Board.
- Mr. Edes indicated that the Board is voting on the subdivision and that the permit application must be submitted before a permit for the pool is issued.
- Alderman Leonard made a motion to close the public hearing. Alderman Peters seconded. The motion passed unanimously.

- Alderman Peters made a motion for the Board of Aldermen to approve Case SD-17-02 (MOD) as presented. Mayor Pro Tem McDermon seconded the motion.
- The motion passed unanimously.

B. Discussion of FEMA Phase 5 Repair Project Costs:

- Alderman McDermon introduced this item.
- Mr. Turille gave an update on where the Town is its options and recommended that the Town postpone the project until it receives a FEMA award letter. He said that the project could go out to bid this spring.
- Mr. Turille took question from the Board.
- Mr. Turille indicated that the Town can request a 30 month extension from FEMA and that the Town is not in danger of losing the FEMA funds.
- There was discussion.
- No action was taken.

C. Review of Current Coastal Engineering Service Contracts:

- Alderman McDermon introduced this item.
- Mr. Turille took questions.
- There was discussion.
- No action was taken.

D. Request to Adopt a Resolution Adopting a Public Comment Policy for Board of Aldermen Meetings:

- Mr. Benson introduced this item.
- There was discussion.
- Alderman Benson made a motion for the Board of Aldermen to adopt Resolution 2017-45 - A Resolution Adopting a Public Comment Policy for Board of Aldermen Meetings. Alderman Peters seconded the motion.
- There was discussion.
- Alderman Benson accepted a friendly amendment from Mayor Pro Tem McDermon to accept the policy on a trial basis. There was a suggestion for the Board to discuss how the policy is working during the retreat.
- The motion passed unanimously.

E. Request to Establish a Revetment Committee and to Appoint NTB Representatives:

- Mayor Tuman introduced this item.
- Mr. Edes gave a quick summary of the terms of the lawsuit. He said that he had negotiated the contract balance down, but that he had erroneously stated that the Town saved on interest. He said it was not a savings since had the lawsuit not been filed there would not have been an accrual of interest. He negotiated out of paying the interest. Mr. Edes recommended that the Board establish the revetment committee as soon as possible. He said that he would like this to be established before the end of the year and that if the Board is not ready now, it can call a special meeting. He requested that the Board appoint at least four people.

- Alderman Yurek nominated Don Harte.
- Mayor Tuman nominated Thomas Best, the Town Manager, and Cameron Kuegel.
- Alderman Benson volunteered.
- Alderman Peters nominated Mayor Tuman.
- Alderman Leonard moved that the Board appoint Mr. Best, the Town Manager, Mr. Kuegel, and Alderman Benson.
- There was discussion.
- Mr. Kuegel indicated he was willing to serve.
- Mayor Pro Tem seconded the motion.
- The motion passed unanimously.
- Mr. Edes indicated he will address Alderman Peters' request during the Attorney's Report.

F. Request from TISPC for State & Federal Advocacy Goals for 2018

- Mr. Benson introduced this item.
- Mayor Tuman indicated that the list from 2017 is a good list.
- Alderman Benson moved that the Board recommends that TISPC continue with the 2017 advocacy goals. Mayor Pro Tem McDermon seconded the motion.
- The motion passed unanimously.

G. Request to Adopt Resolution Supporting HB 551/SB 595 (Marsy's Law):

- Alderman Leonard introduced this item.
- Mr. Head (from Marsy's Law for NC) gave a quick summary of the bill.
- Mr. Head took questions from the Board.
- There was discussion.
- Alderman Leonard made a motion for the Board of Aldermen to adopt Resolution 2017-46 - A Resolution Supporting HB 551/SB 595 Marsy's Law and direct Town Staff to send a copy of the signed and sealed resolution to the appropriate State representatives. Alderman Peters seconded the motion.
- There was discussion.
- The motion passed 4 to 1 with Alderman Yurek voting against.

XIII. MANAGER'S REPORT:

Mr. Turille gave the following report:

I. Shoreline Protection Projects:

- **Workshop Meeting with Onslow County on Hardened Structure**—NTB met with Onslow County officials and Senator Brown for the kick-off meeting starting the process to design and permit the hardened structure. A follow up staff meeting is set for December 19 to continue work **on purpose and needs**, to meet the dual purpose of navigation and erosion mitigation.

- **Shoreline Protection Plan Update** — request a workshop to update the current Plan, focusing on project costs and options, the last week of December 28 or 29 but could be December 21 or 22.

II. **FY15-16 Audit:** requested an expedited audit last August, for December 15 delivery to Town and LGC. Our reports indicate the General fund increased to \$1.5 million while Beach funds increased to \$4 million for a \$5.5 million fund balance total.

III. **North End flooding:**

- with conclusion of the lawsuit we can now move forward on one of the major causes of periodic storm flooding to the area, the **high erosion nodal zone**, requiring revetment improvement to mitigate. Fund are set for this action and the joint committee is forming
- It is important to remember, however, that the revetment's **primary purpose is to halt erosion, which it has done, not stop ocean wash-over**. The pond, which is located on private property, will require adequate drainage when overwhelmed by rain, groundwater and occasional storm surge, which causes it to flood.
- The Town pump is only an **"after event," emergency measure required by DWQ to be used only when a public road infrastructure is threatened at 6" of roadway flooding** and cannot be used until, and after, the public emergency occurs, by law.
- The Town made roadway improvements to mitigate the flooding, which is working on River Rd. extension to draw off occasional roadway flooding.
- We earmarked surplus sand for placement/seeding on the staging lot behind the revetment, once the revetment improvement is in place.

IV. **Internal Staff Policies:** under review in the off-season:

- **Purchasing**
- **Credit card**
- **Travel**

V. **Town Christmas party**—December 15: 11:30 AM here. We still need a Santa—volunteers?

Mr. Turille took questions from the Board. Mr. Turille made comments in regard to his resignation from NTB which will be effective at the end of the year.

XIV. **ASSISTANT TOWN MANAGER'S REPORT:**

Ms. Faulkner gave the following report:

Record Retention & Disposition

At the November Board of Aldermen meeting the Board adopted a resolution authorizing the disposition of records that were identified as ready for disposal. Staff was able to get a competitive price and 56 boxes were removed and disposed of early last month. Staff continues to work on improvement to the Town's filing system so this process is more efficient in the future

and Staff will be working on identifying electronic records which can also be disposed of per the State's schedule. Prior to disposal the Board will be asked to adopt another resolution.

Coyote Sightings

In follow-up to last month's report and discussion at the November Board of Aldermen meeting, Town Staff sent a letter to the owners of the vacant property across from the North End fire station (the area in which control agents observed a heavy coyote presence) and the Dolphin Shores HOA which included the report from the wildlife control agent indicating what they had discovered in this area. The Town suggested that concerned property owners do the following 1) post their property with "no trespassing" signs to prevent humans from feeding animals on the property, 2) remove any structures existing on the property that may provide habitat for these animals, and/or 3) contact the wildlife control agents to assist with eradication on their property. As of December 1st NTBPD had not received any further calls on the animals.

PARTF Grant for Replacement Playground Equipment and Signage

The Town received a NC Parks and Recreation Trust Fund grant to help pay to replace deteriorating playground equipment and signage at the Town Park on New River Inlet Road (across from Onslow County Beach Access Number 4). The Town has received the executed contract from the State. Staff lined up a contractor to remove the old equipment, which is set to be performed the week of 12/4. Town Staff has also specified the colors for the new equipment which is going to be a pirate ship.

LGFCU Fellows Alumni Workshop

Last year, the Assistant Town Manager was chosen to participate in the Leading for Results LGFCU fellows program. Ms. Faulkner was one of the 25 applicants out of over 130 applicants chosen to attend the program. Ms. Faulkner will be attending the workshop for LGFCU fellows on December 7th and 8th.

NTBNC.ORG – Town Website

Town Staff was notified that the Town's current public website service will be discontinued effective March 31, 2018. Town Staff is looking into other providers and the associated costs. Town Staff is hoping to find a suitable replacement which will still allow staff the access to make changes immediately without going through another party. As the Town transitions to a new provider, all website content that is currently available may not be immediately accessible April 1st. The website has been building upon its current content since 2009 and it will take some time to rebuild.

Upcoming Events

Town Christmas Luncheon

December 15, 2017 11:30 AM Town Hall Meeting Room

Town Hall Closed – December 21, 22 and 25 for Christmas
January 1, 2018 for New Year's Day

Keep Onslow Beautiful Beach Sweep

January 13, 2017 10 AM (Boat Ramp under the bridge)

XV. **OPEN FORUM:**

Jerry Heid of 2310 New River Inlet Road – Mr. Heid thanked the Board for the opportunity to serve on the TISPC. He made comments about the revetment committee and suggested that non-litigant property owners should have adequate representation.

- XVI. **ATTORNEY'S REPORT:** Mr. Edes indicated that he spoke with Alderman Peters about correcting the media release. He apologized for arriving late to the meeting and expressed regrets for not being able to see the old members go. Mayor Burns was still in the audience so he thanked Mayor Burns. In regard to the corrected release, he indicated that he would do what the Board directs him to do. He said that he is on record correcting his previous statement. Alderman Peters requested that the PIO (Ms. Faulkner) issue an amended release.
- XVII. **MAYOR'S REPORT:** Mayor Tuman thanked everyone for coming. He congratulated Mr. Heid and Mr. Kuegel for their appointments. He thanked Mayor Burns for his service, and Mayor Pro Tem Macartney and Alderman Harte for their service as well. He wished Mr. Turille well for the future. He suggested expanding the Town Christmas party as a farewell party for Mr. Turille.
- XVIII. **ALDERMEN'S REPORT:**
- Alderman Leonard** – Mr. Leonard said it was great to be back and he thanked those who got him here. He thanked Mayor Burns for his service to the Town and Mr. Turille as well. He mentioned the NCBIWA meeting from November and said that it was mentioned that absentee property owners could get involved in getting funding for the beach by contacting their representatives in their home districts. He had Staff (Ms. Hill in particular) generate a report of the Town's absentee property owners and which county in NC they are from. He thanked Ms. Hill for her work on the report which included a map of the State indicating the number of people who live in each county. He recommended posting it on the Town's website. He said he is on his way to see Navy beat Army and that he will not have to worry about one single player taking a knee when the anthem is played.
- Mayor Pro Tem McDermon** – Mrs. McDermon thanked everyone for coming out. She welcomed the new board members and thanked them for nominating her for Mayor Pro Tem. She encouraged Mayor Burns to continue to attend meetings.
- Alderman Yurek** – Mr. Yurek said he met with the town engineer for Ocean City, MD, (they have a beach project which is also 11 miles long) to get as much information as he can. He said he was focusing on management quality. He thanked Mayor Burns and said that it was a special last two years.
- Alderman Peters** – Mr. Peters mentioned the lawsuit. He said that while he was campaigning he heard from many citizens who had no knowledge of the lawsuit. He said he has been especially diligent to enable the Town to fully disclose the results and we have now been given that. He thanked Mr. Edes. He said there is a certain degree of thanks that should be given to those folks who did not participate in the lawsuit. He thanked Ms. Fols for applying to serve on the TISPC and said that hopefully there will be a job for her in the future as citizen participation is needed.
- Alderman Benson** – Mr. Benson echoed what the Mayor said in thanking Mayor Burns and Mr. Turille for their service to the Town. He indicated that he wants to start a new community program called Neighbor Helping Neighbor. He said that we need to get to know each other better and have more contact between the citizens and the Board with

their concerns. He said December is the month of giving and receiving and that his suggestion is that you be sure that you introduce yourself to neighbors that you do not know and renew your friendships with neighbors that you do know and think of ways that you reach out and help your neighbor.

- XIX. **CLOSED SESSION** - Per N.C.G.S. 143-318.11 Closed Sessions (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease AND (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee:

Alderman Leonard made a motion to go into Closed Session. Alderman Peters seconded the motion. The motion passed unanimously.

There was discussion in Closed Session.

Alderman Leonard moved to come out of Closed Session. Mayor Pro Tem McDermon seconded the motion. The motion passed unanimously.

It was announced that no action was taken in Closed Session.

- XX. **ADJOURNMENT:** Alderman Leonard made a motion to adjourn. Mayor Pro Tem McDermon seconded the motion. The motion passed unanimously. The meeting adjourned at 10:45 p.m.

APPROVED:

Daniel Tuman
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 1/19/2018

Town of North Topsail Beach

Daniel Tuman, Mayor
Joann M. McDermon, Mayor Pro Tem
Aldermen:
Mike Benson
Tom Leonard
Richard Peters
Walter Yurek



Stuart Turille
Town Manager

Carin Z. Faulkner, MPA
Asst. Town Manager/Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Wednesday, December 20, 2017 9:00 A.M.*

PRESENT: Mayor Daniel Tuman, Aldermen Mike Benson, Tom Leonard and Richard Peters, Town Manager Stuart Turille, and Assistant Town Manager/Town Clerk Carin Faulkner.

NOT PRESENT: Mayor Pro Tem Joann McDermon and Alderman Yurek (Alderman Yurek attended the online broadcast but did not wish to participate as a voting member)

I. CALL TO ORDER:

Mayor Tuman called the meeting to order at 9:00 a.m.

II. APPROVAL OF AGENDA:

Alderman Peters made a motion to approve the agenda as presented. Alderman Benson seconded the motion. The motion passed unanimously.

III. REQUEST TO ADOPT RESOLUTION 2017-47 – RESOLUTION OPPOSING STATEWIDE PROPERTY INSURANCE RATE INCREASE:

- Alderman Peters made a motion for the Board of Aldermen to adopt Resolution 2017-47.
- Ms. Faulkner indicated that there are two drafts of the resolution.
- Alderman Leonard seconded the motion.
- Alderman Benson made a friendly amendment to adopt the amended version of the resolution. Alderman Leonard seconded the amended motion.
- The motion passed unanimously.

IV. APPOINTMENT OF AN INTERIM TOWN MANAGER:

- Alderman Peters made a motion for the Board of Aldermen to appoint Steve Foster as Interim Town Manager. Alderman Leonard seconded the motion.
- There was discussion.
- The motion passed unanimously.

* There is an attachment to these minutes.

- Alderman Leonard made a motion to approve the Interim Town Manager Agreement with a not-to-exceed monthly housing expense of \$1,000. Alderman Peters seconded the motion.
- The motion passed unanimously.

V. SHORELINE PROTECTION STRATEGY:

- Mr. Turille gave a presentation (Attachment A – included in the attachment is a supplemental report).
- Mr. Turille took questions from the Board.
- There was discussion.
- No action was taken.

VI. ADJOURNMENT:

- Alderman Leonard made a motion to adjourn. Alderman Peters seconded the motion.
- The motion passed unanimously.
- The meeting adjourned at 11:03 a.m.

APPROVED:

Daniel Tuman
Mayor

ATTEST:

Carin Z. Faulkner
Asst. Town Manager/Town Clerk

Approved on: 1/19/2018



**North Topsail Beach Shoreline Protection Project Plan:
2017 Update and How to Complete the Beach**

December 20, 2017

Goal of Update

Given what we now know, after construction of Phases 1 and 5:

1. What projects should we do next, to complete and maintain the beach (particularly Phases 2-4), and in which sequence?
2. Which sand sources should we use?
3. What will it cost?

Background

- I. NTB has three potential sand sources to complete phases:
1. **New River Inlet:**
 - A. ocean bar
 - B. navigation channel west of the COLREG line
 2. DA143 spoil island
 3. Offshore
- Offshore rock adds \$2/CY cost to screen at intake or outfall site; off-island transport of beach rock size >3" also raises costs;
 - Insufficient sand to meet coarse grain sand requirements for Phases 2 and 4 hardbottom (has only 350,000 CY coarse sand out of 6,000,000, CY total to meet 715,000 CY needed);
 - affected by weather in open ocean during winter dredge window.
- = Offshore sand is cost prohibitive and should not be used except in emergency.
- II. **Phase 2 and 4 hardbottom areas:** permit requires coarse sand for hardbottom in Phase 2 (5,000 LF x 65 CY/LF = 325,000 CY) and Phase 4 (6,000 LF x 65 CY/LF = 390,000 CY).
- III. **Beach-compatible sand:** The native beach grain size average is .23mm; DA143 is finer at .22mm; inlet sand is beach compatible grain size (.23mm or higher).
- However, may be able to modify DA143 permit for phases 2-4 to include hardbottom areas, according to one engineering report.

Option 1

- **Phase 2:** modify current New River navigation permit for **expanded Cedar bush cut dredge project**, from current permit dimensions of 8' x 90' to 16' x 300', for navigation channel **west of COLREG line**, to get more channel sand.
- **Phases 3 and 4**—use DA143, requesting permit modification to use 143 in hardbottom area of Phase 4 (Phase 3 has no hardbottom).
- **After hardened structure in place**, use ocean bar for maintenance of entire beach.

Pro:

- Uses coarse inlet sand for one hardbottom area (Phase 2) while avoiding issue about adjacent shoreline erosion near ocean bar;
- Inlet sand qualifies for Shallow Draft fund grant -- 67% of cost;
- Can use the State grant (\$1,500,000) for the DA143 phases.

Con:

- County holds the permit for channel west of COLREG line and would have to agree to modify. However, expanded navigation dimensions would be beneficial to improved navigation, for which County has a strong interest.
- Permitting agencies may not allow DA143 in hardbottom area of Phase 4.

Option 2

1. Use **DA143 for Phases 2-4**, with permit modification to allow finer grain sand in hardbottom areas of phases 2 and 4.
2. Postpone ocean bar sand use until after hardened structure in place, as maintenance for entire beach.

Pro:

- No adjacent shore erosion issues caused by use of ocean bar or inlet sand;
- Possibly one unified project to complete all phases—saves mobilization costs.
- Use the \$1,500,000 State grant; also the new State Beach fund 50% grant.
- No ocean dredge weather delays from ocean bar or offshore.
- No rocks!

Con:

- Uses lower 50% State grant, not higher 67% Shallow Draft fund grant \$\$;
- requires permit modification to overcome hardbottom issue in Phases 2 & 4 to use finer grain DA143 sand— may be able to do only Phase 3 and half of Phases 2 & 4.
- Inlet sand is preferred sand, due to coarser grain, for beach **longevity**.

Option 3

If DA143 permit not allowed to be modified for fine grain sand:

- Phase 2: **expanded Cedar Bush cut dredge project** sand;
- Phase 3: use **DA143 in Phase 3 and fine grain area of Phase 4**;
- after hardened structure in, complete 4 and maintain beach with **ocean bar coarse sand**.

Pro:

- Two phases use higher Shallow draft 67% grant, reducing costs.
- Uses the State beach grant of \$1.5 million to offset DA143 cost;
- Avoids ocean bar channel erosion debate.

Con:

- **Complexity** -- will require three separate mobilizations due to different sand sources and times, increasing costs (however, this cost is offset by the higher 67% Shallow Draft grant for two inlet projects, keeping it affordable).

Option 4

- If **expanded Cedar Bush cut permit** not allowed, and **DA143 permit hard bottom exemption not allowed**, then construct hardened structure while pursuing DA143 for Phase 3 and half of the Phase 4 non-hard bottom area; after hardened structure installed, use ocean bar for phase 2 and complete Phase 4.

Pro:

- Already have ocean bar permit in hand and State grant of \$5.6 million;
- Can use the \$1.5 million state grant for DA143;
- Avoid ocean bar erosion issue with hardened structure as barrier to shore erosion;
- Low local match, after grant cost.

Con:

- **Longer time period to complete beach**—will be able to do only Phase 3 and part of 4 until hardened structure in place.
- **No Town-wide beach maintenance sand**, once ocean bar used to complete Phases 2 & 4; would need to go offshore or obtain permit modification to go back to ocean bar sooner than current permit allows (every 4 years).

Cost Comparison of Options 1,2,3,4					
	Phase 2	Phase 3	Phase 4	Total to construct	Total After Grant
Option 1	\$14,896,219	\$4,550,000	\$7,475,000	\$26,921,219	\$11,703,252
Option 2	\$7,800,000	\$4,550,000	\$7,475,000	\$19,825,000	\$12,312,500
Option 3	\$14,896,219	\$4,550,000	\$9,324,016	\$28,770,235	\$11,042,678
Option 4	\$9,729,408	\$4,550,000	\$7,475,000	\$17,727,557	\$9,998,205
			Average	\$23,311,003	\$11,264,159

Brief Analysis:

- Option 4 has lowest total project cost but will take the longest time to complete the beach, while awaiting hardened structure completion.
- Option 2 will complete beach fastest, using one source and potentially one project, but has highest local match due to the State Beach fund's lower 50% contribution versus Shallow draft fund 67%.
- **Whichever option is selected will require raising \$11.3 million for the grant local match.**

North Topsail Beach Beach & Shoreline Protection Fund					
		Actual	Forecast		
Revenues		FY16-17	FY17-18	FY18-19	FY19-20
Occupancy Tax		1,009,134	1,311,333	1,350,649	1,418,182
15 Cents dedicated AV		1,288,696	1,290,000	1,290,000	1,290,000
Sales Tax		786,327	770,800	770,800	770,800
Onslow County Tourism Grants:		..	11,700	250,000	250,000
Beach & Beach Access		60,000	150,000	60,000	60,000
Hardened Structure		..	250,000
FEMA Phase 5 Re-imburement		44,250	7,028,000
Total Revenues		3,339,151	10,823,033	3,733,449	3,800,982
Expenses		FY16-17	FY17-18	FY18-19	FY19-20
Phase One Debt (Bank) -		587,794	577,883
Phase Five Project (Storm Repair Project)		..	7,028,000	100,000	..
Phase 5 Federal Project w/Surf city	
Phase 5 Debt Service		900,112	899,250	899,030	899,420
Revetment Maintenance		6,681	200,000	100,000	100,000
Groin/Hardened Structure		..	500,000
Annual Operating		213,261	372,900	380,358	387,965
Totals Expenses		2,284,831	9,798,033	1,479,388	1,387,385
Revenues/Expense +--		1,054,320	1,025,000	2,254,061	2,413,597
Fund Balance*		3,989,486	5,014,486	7,268,548	9,682,144
duct for USDA Reserve		-2,788,403	-2,878,328	-2,968,231	-3,058,173
Post USDA Reserve		1,201,083	2,136,158	4,300,316	6,623,971

USDA Reserve is Town's Emergency Storm fund, per USDA agreement.

FY17-18 Post USDA Reserve increase to \$4.3 million by next FY end.

Project Finance

Three ways to pay:

- 1. Apply for grants and seek County/State/Fed contributions** -- to defray local match grant cost (average of \$11,000,000).
- 2. Save and Pay:** in FY18-19 should have \$4.3 million unobligated balance, but will need external infusion of cash or NTB funds totaling \$7,000,000 to reach the \$11M local match needed to complete phases 2-4.

(current \$.1571 dedicated tax = \$1.3 million annually; doubling the rate to \$2.6 million would reach the needed \$7 million in three years).
- 3. Use Debt:** a USDA loan for the grant local match of \$11,264,159 = an annual debt increase of \$642,716 (30 year, 3.25% interest). Added to the current debt of \$900,000, could be sustained under current taxes. However, would require:
 - LGC re-consideration of the Phase 5 USDA eleven year prepayment agreement, which LGC would want protected;
 - Careful financial planning so funds are not siphoned off into non-beach nourishment projects such as the hardened structure, weakening the debt payment structure;
 - Overcoming same USDA issue as Phase 5 debt -- the five payment USDA Reserve \$\$ requirement.

Recommendations Forward

- Pursue Option 1 first, due to need for clean, cheap, beach compatible sand; if County/State say no to permit modification west of COLREG line, use option 2, DA143.
- If neither expanded Cedar Bush cut nor DA143 hard bottom exemption permitted, construct hardened structure, while pursuing DA143 in 3 and part of 4, then use ocean bar in Phase 2 after completion of hardened structure.
- Issue **Request for Plans** for engineer to provide a 2018 Shoreline Protection Plan, with options/costs to complete the beach, and how to finance it. Can be done at no cost.
- **Resolve clearly** who will be the **overall “Town Coastal Engineer,”** coordinating all shoreline work, particularly important as NTB approaches State and USACE on permits, so projects are coordinated by one primary agent.
- Decide on priority of phases—do you agree with Beach Vulnerability Study ranking?
- Once Plan option and engineer chosen, complete design/permitting to anticipate the full **funding of the new State Beach fund, to be shovel ready and first in line.**
- View Hardened Structure as separate project requiring a unique mix of County, State, Federal contributions, with its own strategy to obtain construction funds, using State’s \$2,000,000 as seed money/leverage to pursue aggressively. **Do not let project distract from completion of all phases for sand on the beach, to be maintained in perpetuity.**

North Topsail Beach Shoreline Protection Plan Update and Options to Complete All Beach Phases



December 15, 2017

Brief History

The Town's Shoreline Protection Project began significantly with a Request for Qualifications (RFQ) issued in 2002 by the Town Manager. The RFQ requested a feasibility study to "protect the 11.1 mile shoreline from storm and long term erosion, and an inlet management plan of the New River Inlet that will eliminate the inlet related erosion problems." The RFQ requested options, to include an environmental study for the selected option. The Environmental Impact Statement was completed in 2009 and the Town's Shoreline Protection Permit was issued thereafter with the selected option:

Inlet Management Plan and Beach/Dune nourishment. This became the Town's official "Plan of Record." It said:

1. The Town would dredge channel at a preferred location (perpendicular to NTB northern shore) to form the ebbtide delta which would offer wave sheltering protection and sand accretion for the north end inlet hazard area.
2. The dredged sand from the ocean bar (600,000CY) would be piped down the length of the beach in five consecutive annual phases, beginning with Phase 1.
3. Offshore sand would be used also in phases 2-5, primarily to complete phases 2 and 5.
4. The beach would be completed, provided funds were sufficient, in five years, with maintenance scheduled every four years from maintenance channel dredges plus offshore sand.

The major original goals of the original plan:

1. Coastal protection of the Town tax base and infrastructure;
2. Protect tourist/vacation economy;
3. mitigate the impact of accelerated inlet erosion, threatening adjacent property.

II. 2017 Factual Update of the original Plan of Record and Lessons Learned:

A. General:

- **Phase 1** sand deposition (600,000 CY) was completed in 2013 at a cost of \$5,600,000 using a bank loan that was amortized in 2017.
- **Phase 5** was completed in 2015 (1,300,000 CY) at a cost of \$16,800,000 with three payments made on a 30 year USDA loan (3.25% interest with an 11 year pre-payment agreement with the Local government Commission). 1,800 LF at the north end remain to be completed, but 18,520 of the total were constructed.

B. Phase 1 & 5 Project Specifics:

1. Inlet Area & Phase 1:

- the 2012-13 channel realignment brought beach compatible sand to Phase 1 area over 7,300LF, and some formation of the ebb tidal delta at a southern location, but 3,000LF eroded and returned to the inlet.

- The channel itself shoaled above the 85% maintenance threshold and the channel thalweg relocated within 18 to 24 months.
- The remaining 4,300LF in Phase 1 beyond the immediate inlet hazard area continued to perform and even accrete.
- The erosion at the inlet area accelerated in August 2014, necessitating a 2,000 LF sand bag revetment to halt acceleration that threatened homes and infrastructure at the north end area adjacent to the New River Inlet road.
- The area adjacent to the inlet erodes quickly, threatening not just shoreline homes but utility infrastructure and the entire north end area; a more permanent solution to the erosion cycle is a hardened structure. Design/permitting are underway for a hardened structure through inter-local agreement with Onslow County to split the \$500,000 cost design/permitting costs. Hardened structure construction cost estimates are unclear, but will exceed \$5,000,000.
- Goal of the Structure design is an optimal design which meets a dual purpose of New River navigation protection, inlet area shoreline erosion mitigation, while maintaining the ability for the Town to use the inlet as a sand source as clean beach compatible sand that matches closely the native beach grain size of .23mm.
- Concerns as to the impact of dredge channelization on adjacent shoreline erosion emerged from legal action initiated by owners adjacent to the revetment.
- Town attorney advises that to consider re-dredging the ocean bar channel, prior to installation of a hardened structure, would require legal releases from the owners behind the revetment. **A more prudent course of action would be to await installation of the hardened structure before proceeding to re-dredge the channel, with the hardened structure acting a barrier to any possible accelerated erosion.**
- State support: NC appropriated \$2,000,0000 for the hardened structure.
- Federal support: interest exists from the Department of Defense, which has called to inquire as to the cost of hardened structure.

2. Phase Five Project:

- Due to CBRS restrictions in phases 2-4, NTB jumped from phase 1 at the north end to Phase 5 at the south, where the Town could obtain federal funding due to Phase 5 exclusion from CBRS, using a USDA loan. The loan totaled \$16.8M (3.25% interest, 30 year note with an eleven year pre-payment agreement with the LGC).

- The 2015 Project concluded within the \$17M budget for 3.5 Miles at 65CY/LF for 1.3 million CY sand for 18,520 LF of phase 5. 1,800 LF remain to complete the phase.
- The Offshore borrow area anticipated for use in the original plan for Phases 2-5 is problematic as it contains high volumes of >3" rock. This rock caused a brief shutdown of the Phase 5 project, increased costs and required the extensive use of rock screening and berm remediation. **Future projects will require an additional \$2/CY unit cost to handle either intake or outfall screening, and possibly rock collection/transport off the beach, rendering this option not cost-effective.**
- The beach is a FEMA designed beach, allowing for FEMA reimbursement after storm damage with a Presidential declaration. The designation means that significant hurricanes will provide the means to maintain Phase 5 at low cost. FEMA covers direct construction costs but not indirect legal and financial costs.
- Hurricane Matthew in 2016 caused an initial sand loss of 160,000CY. NTB received a \$7,000,000 FEMA 2017 authorization to restore the sand and is pursuing a truck haul project estimated at \$5.3 million. NTB awaits the final FEMA award letter and permit, expected January 2018.

C. **Beach Vulnerability study** was performed to assess objectively NTB risk from storm surge, using density of buildings and proximity to road infrastructure, by priority of the remaining phases. The result is an order of priority, with Phase 2 as clearly the number one priority, with Phase 4 having the most buildings at risk with Phase 3 having most roadway threatened.

D. **New Funding Sources and Stakeholders:**

- With the advent of the new **State Shallow Draft Inlet fund**, 67% of costs of navigational dredging cost of the New River are covered by the State. The 33% local match can be split with the County to get sand deposition cost down to 16.5%, as was done with the 2016 Cedar Bush cut project, which placed 130,000 CY at the north end of Town.
- A new **State Beach Nourishment Fund** now exists to finance 50% of beach projects. The fund is expected to monetize in 2018. It is important to have NTB projects shovel ready, prior to funds materialization.
- **New River Working Group**— now exists a group of stakeholders with mutual interests in rendering the New River operational from a navigation perspective, including the US Coast Guard, Marines at Camp Lejeune, Onslow County, commercial fisherman, the State, and Federal government. USACE agreed to coordinate the meetings after quarterly Shallow Draft meetings.

III. Future Plan:

Based on the factual history since inception of the original Plan, and new information on funding sources and potential partners, it is time to update and re-write the original Plan, and to include a realistic construction Plan for the remaining Phases 2-4.

Overall Strategy Statement:

Phase 1 and Phase 5, with original construction projects completed and follow-up maintenance projects done or underway, including both hard and soft engineering solutions, should be viewed as ongoing Plan maintenance projects, requiring specific external County/State/Federal funding sources. The focus of the Shoreline Plan going forward should be ***how to complete the remaining phases 2-4, while continuing Phases 1 and 5 as ongoing maintenance projects.***

1. Phase 1 Maintenance:

- can be maintained with **completion of the hardened structure**; design and permit underway as a long-term solution. The hardened structure will require combination of County/State/Federal government funding contribution with perhaps a special tax district, so should be viewed as a separate project with a separate accounting fund. All stakeholders must be approached with a clear definition of benefit.
- Further strengthening Phase 1 is the **Revetment improvement** project, a joint public- private partnership with north end owners, with current dedicated funds of \$650,000.
- Periodic **USACE sponsored ICWW dredges**, as will occur Fall of 2018, can be expanded into the Jacksonville navigation channel or Cedar Bush cut to bring additional sand to the area.
- USACE is pursuing **advanced maintenance dredging of the ocean bar; this will result in additional sand deposition**, with expansion of the original permit (6'+2' x 90) to 12' x 150' for 225,000 CY of sand, enough to maintain phase 1. See Phase 1 Beach Fill Optimization Study.

2. Phase 5 Maintenance:

- As a FEMA designed beach, Phase 5 will be maintained continuously by any Presidentially-declared hurricane, e.g. Hurricane Matthew. Indirect costs not funded by FEMA will still leave sand at <\$1/CY (\$100,000 interim finance, financial and legal advisors/160,000CY).
- The **Surf City/NTB federal project** will bring over 1,000,000 CY of sand to NTB Phase 5. The local share is 35%, split 50/50 with the State. The 17.5% municipal amount is then split 61% SC to 39% for NTB based on LF. Therefore, NTB pays **6.8% of the total cost**, which is about \$8M over four

years (See Table 1 page 13). Mitigating this, NTB has an interlocal agreement with Surf City for a credit for any sand remaining from the 2015 Phase 5 project that fills the USACE template.

- Timing of federal project: if the full cost of \$129,000,000 were awarded, SC/NTB would need 1-3 years to obtain the State match, estimated at \$23,000,000. Additionally, SC still needs 700 easements and a parking plan before can begin, still years away.

3. Completion of Phases 2-4: What Should We Do? How Much will it Cost?

A. Background:

1) There are 3 potential sand sources to complete these phases: **New River Inlet (ocean bar and navigation channel west of the COLREG line), DA143 spoil island, and offshore.**

However, offshore sand is:

- ✓ Full of rocks -- adds an additional \$2unit cost to screen at intake or outfall site;
- ✓ Requires raking and off-island transportation for rocks;
- ✓ majority is fine grain sand, less than native .23mm grain size;
- ✓ has only 350,000 CY coarse sand out of the 6,000,000 CY total to meet the 715,000 CY coarse grain sand requirements in Phases 2 and 4, which is insufficient;
- ✓ affected by weather due to operation in open ocean during winter dredge window;

Conclusion: offshore sand is cost prohibitive, particularly with DA 143 available, and should not be used except in emergency.

2) Phase 2 and 4 hardbottom areas: station 1020-1090 in Phase 2; proximity to hardbottom nearshore areas requires coarse sand under the requirements of the original permit (5,000 LF x 65 CY/LF = 325,000CY). Phase 4 stations 840-900 have similar requirement: 6,000 LF x 65 CY/LF = 390,000 CY requires coarse grain sand.

3) The native beach average grain size is .23MM. DA143 is finer at .22MM but can be used in all areas except the Phase 2 & 4 hardbottom areas, under the permit expected to arrive in Spring 2018 (Aptim submitted to USACE and is nearing completion of State submission).

However, it may be possible to modify the 143 permit, according to one engineering report, to allow DA 143 for the remaining phases, including hardbottom areas.

B. Options to Complete Phases 2-4—Sequence and Cost:

Option 1:

- **Phase 2:** modify permit for an **expanded Cedar bush cut dredge project**, from current permit dimensions of 8' x 90' to 16" x 300', for navigation channel **west of COLREG line**, to use more channel sand, at 33% of costs with Shallow draft grant funds.
- **Phases 3 and 4**—use DA143, requesting permit modification to use 143 in hardbottom area of Phase 4. Phase 3 has no hardbottom so not an issue there.
- **After hardened structure in place**, use ocean bar for maintenance of entire beach.

Pro:

- Uses coarser inlet sand for one hardbottom area (Phase 2), avoiding issue about adjacent shoreline erosion near ocean bar.
- Inlet sand qualifies for Shallow draft fund 67% grant.
- Use the State grant we have for \$1,500,000 for the DA 143 project.

Con:

- County holds the permit for channel west of COLREG line and would have to agree to modify. However, this would be advantageous to them due to improved navigation.
- Permitting agencies may not allow DA143 in hardbottom area of Phase 4, so hardbottom area of 4 would have to wait until hardened structure in place, to use ocean bar sand.

Option 1 to Complete Initial Beach Construction of Phases 2-4 & Maintain All Phases												
	Phase 2			Phase 3			Phase 4			Total to Construct	Maintenance	Construct
	CY	unit cost	total \$	CY	unit cost	total \$	CY	unit cost	total \$			
Construction Cost	780,000	\$19	\$14,896,219	455,000	\$10	\$4,550,000	747,500	\$10	\$7,475,000	\$26,921,219	\$7,796,000	\$34,717,219
Grant Offset			\$9,980,467			\$1,500,000			\$3,737,500	\$15,217,967	\$5,223,320	\$20,441,287
Additional Funds Needed			\$4,915,752			\$3,050,000			\$3,737,500	\$11,703,252	\$2,572,680	\$14,275,932
Grant Source	67% Shallow draft			State Grant			50% Future State Beach Fund				67% Shallow	
Sand Source	Expanded Cedar Bush			DA143			DA143				Ocean Bar	

Option 2:

- use **DA143 for Phases 2-4**, with permit modification to allow finer grain sand in hardbottom areas of phases 2 and 4. Phase 3 is ok to use 143 sand as beach compatible.
- Postpone use of ocean bar sand until after hardened structure in place, as maintenance for entire beach.

Pro:

- no adjacent shore erosion issues caused by use of ocean bar or inlet sand;
- continuous project to complete all phases at one time—saves mobilization costs.
- Can use the \$1,500,000 State grant we have in hand to offset; takes advantage of the new Beach fund 50% grant.
- Timing -- can position project faster than other options for the State Beach fund grant.
- Avoids ocean certified dredge weather delays from ocean bar or offshore.

Con:

- not supported by the higher 67% State Shallow draft fund grant \$\$;
- requires permit modification to overcome hardbottom issue in Phases 2 & 4 to use finer grain DA 143 sand.
- Inlet sand preferred due to coarser grain for shore longevity.

Option 2 to Complete Initial Beach Construction of Phases 2-4 & Maintain All Phases												
	Phase 2			Phase 3			Phase 4			Total to Construct	Maintenance	Construct & Maintain
	CY	unit cost	total \$	CY	unit cost	total \$	CY	unit cost	total \$			
Construction Cost	780,000	\$10	\$7,800,000	455,000	\$10	\$4,550,000	747,500	\$10	\$7,475,000	\$19,825,000	\$7,796,000	\$27,621,000
Grant Offset			\$1,500,000			\$2,275,000			\$3,737,500	\$7,512,500	\$5,223,320	\$12,735,820
Additional Funds Needed			\$6,300,000			\$2,275,000			\$3,737,500	\$12,312,500	\$2,572,680	\$14,885,180
Grant Source	State Grant			50% Future State Beach Fund			50% Future State Beach Fund				67% Shall draft	
Sand Source	DA 143			DA143			DA143				Ocean Bar	

Option 3: If DA143 permit not allowed to be modified for fine grain sand:

- use **expanded Cedar Bush cut dredge project** sand for Phase 2;
- Phase 3 use **DA143 and fine grain area of Phase 4**;
- after hardened structure in, complete 4 and maintain beach with **ocean bar coarse sand**.

Pro:

- Uses Shallow draft funds to reduce NTB costs to 33% for Phases 2 and 4;
- Uses the State beach grant of \$1.5 million to offset DA143;
- Avoids ocean bar channel erosion debate.

Con:

Complexity--will require three separate projects due to different sand sources and times, meaning more mobilization and planning cost (however, this cost is offset by the higher 67% Shallow Draft grant for two inlet projects, which keeps it affordable).

Option 3 to Complete Initial Beach Construction Phases 2-4 & Maintain All Phases												
	Phase 2			Phase 3			Phase 4			Total to	Construct	
	CY	unit cost	total \$	CY	unit cost	total \$	CY	unit cost	total \$	Construct	Maintenance	& Maintain
Construction cost	780,000	\$19	\$14,896,219	455,000	\$10	\$4,550,000	747,500	\$12	\$9,324,016	\$28,770,235	\$7,796,000	\$36,566,235
Grant Offset			\$9,980,467			\$1,500,000			\$6,247,091	\$17,727,557	\$5,223,320	\$22,950,877
Additional Funds Needed			\$4,915,752			\$3,050,000			\$3,076,925	\$11,042,678	\$2,572,680	\$13,615,358
Grant Source	67% Shallow draft			State Grant			67% Shallow Draft				67% Shallow draft	
Sand source	Expanded Cedar Bush			DA143			Ocean bar				Cedar Bush	

Option 4: If **expanded Cedar Bush cut permit** not accepted by County and State, and **DA143 permit hard bottom exemption not allowed**, then construct hardened structure while pursuing DA 143 for Phase 3 and half of the Phase 4 non-hard bottom area; after hardened structure installed, use ocean bar for phase 2.

Option 4 to Complete Initial Beach Construction of Phases 2-4 & Maintain All Phases												
	Phase 2			Phase 3			Phase 4			Total to	Construct	
	CY	unit cost	total \$	CY	unit cost	total \$	CY	unit cost	total \$	Construct	Maintenance	& Maintain
Construction Cost	780,000	\$12	\$9,729,408	455,000	\$10	\$4,550,000	747,500	\$10	\$7,475,000	\$21,754,408	\$9,100,000	\$30,854,408
Grant Offset			\$6,518,703			\$1,500,000			\$3,737,500	\$11,756,203	\$4,550,000	\$16,306,203
Additional Funds Needed			\$3,210,705			\$3,050,000			\$3,737,500	\$9,998,205	\$4,550,000	\$14,548,205
Grant Source	67% Shallow draft			State Grant			50% Future State Beach Fund					
Sand Source	Ocean Bar			DA143			DA143				Off shore	

Pro:

- Already have ocean bar permit in hand and grant of \$5.6 million;
- Can use the \$1.5 million state grant for DA143;
- Avoid ocean bar channelization erosion issue;
- Low local match, after grant cost.

Con:

- Longer time period to complete beach—will be able to do only Phase 3 and part of 4 until hardened structure in place.
- No Town-wide beach maintenance sand, once ocean bar used; would need to go offshore or obtain permit modification to go back to ocean bar sooner than current permit allows (4 years).

C. Cost Comparison of All Options:

Cost Comparison of Options 1,2,3,4					
	Phase 2	Phase 3	Phase 4	Total to construct	Total After Grant
Option 1	\$14,896,219	\$4,550,000	\$7,475,000	\$26,921,219	\$11,703,252
Option 2	\$7,800,000	\$4,550,000	\$7,475,000	\$19,825,000	\$12,312,500
Option 3	\$14,896,219	\$4,550,000	\$9,324,016	\$28,770,235	\$11,042,678
Option 4	\$9,729,408	\$4,550,000	\$7,475,000	\$17,727,557	\$9,998,205
			Average	\$23,311,003	\$11,264,159

C. Analysis of Options:

- Option 4 has lowest total project cost but will take the longest to complete the beach, while awaiting hardened structure completion. Option 2 will complete beach fastest, but has highest local match due to the State Beach fund’s lower 50% contribution versus Shallow draft fund 67%.
- Use of Current Town Beach funds (see Beach/Shoreline Fund below): annual revenues are \$3,400,000. Annual expenses are \$1,500,000 mostly due to the \$900,000 Phase 5 debt. Therefore, the fund currently brings in \$1,900,000 revenue annually and will end next year at \$7.3 million. After USDA reserve requirement this leaves \$4.3 million available, which is about \$7,000,000 short of the local match needed to complete the beach.

- **USDA 5 payment Reserve**—the five payment reserve (three upfront, two in later years) leaves \$4.3 million for use next fiscal year. USDA grants an exemption to the Reserve for Presidentially declared disasters, as they have done with the FEMA Phase 5 Storm Damage Repair project, but cannot be used for the remaining phases. **This means that the Reserve functions only as an emergency bank for NTB in times of storm emergency.**
- The unobligated Reserve can be used for the local match for one, but not more, phases which will require external contributions or large tax increase to complete.

North Topsail Beach Beach & Shoreline Protection Fund					
		Actual	Forecast		
Revenues		FY16-17	FY17-18	FY18-19	FY19-20
Occupancy Tax		1,009,134	1,311,333	1,350,649	1,418,182
15 Cents dedicated AV		1,288,696	1,290,000	1,290,000	1,290,000
Sales Tax		786,327	770,800	770,800	770,800
Onslow County Tourism Grants:		..	11,700	250,000	250,000
Beach & Beach Access		60,000	150,000	60,000	60,000
Hardened Structure		..	250,000
FEMA Phase 5 Re-imbursement		44,250	7,028,000
	Total Revenues	3,339,151	10,823,033	3,733,449	3,800,982
Expenses		FY16-17	FY17-18	FY18-19	FY19-20
Phase One Debt (Bank) -		587,794	577,883
Phase Five Project (Storm Repair Project)		..	7,028,000	100,000	..
Phase 5 Federal Project w/Surf city	
Phase 5 Debt Service		900,112	899,250	899,030	899,420
Revetment Maintenance		6,681	200,000	100,000	100,000
Groin/Hardened Structure		..	500,000
Annual Operating		213,261	372,900	380,358	387,965
	Totals Expenses	2,284,831	9,798,033	1,479,388	1,387,385
Revenues/Expense +--		1,054,320	1,025,000	2,254,061	2,413,597
Fund Balance*		3,989,486	5,014,486	7,268,548	9,682,144
duct for USDA Reserve		-2,788,403	-2,878,328	-2,968,231	-3,058,173
Post USDA Reserve		1,201,083	2,136,158	4,300,316	6,623,971

D. Financing Options: There are three ways to pay for the projects:

1. **Apply for grants and seek additional County/State/Fed contributions** -- begin immediately once option is chosen, to defray local match grant cost.
2. **Save and Pay:** NTB should be able to do at least one phase of local match with current revenue structure, but will need external infusion of cash or tax increase to meet the local match requirements and complete the beach, totaling \$7,000,000. The current \$.1571 dedicated tax = \$1,300,000 annually. If the rate were doubled, this is \$2.6 million, which would reach the \$7,000,000 in three years, without outside contribution.

3. **Use Debt:** debt, such as USDA loan for the local match of \$11,264,159 would be an annual debt increase of \$642,716 (30 year, 3.25% interest). This would be added to the current debt of \$900,000 and could be sustained under the current tax structure. However, this would require:
- A. Local Government Commission re-consideration of the USDA eleven year prepayment agreement, which LGC would want protected;
 - B. Careful financial planning so that funds are not siphoned off into other non-beach nourishment projects such as the hardened structure, weakening the debt payment structure;
 - C. Overcoming the same USDA issue as the Phase 5 debt -- the large Reserve requirement for five payments.

V. Recommendations Forward:

1. Pursue Option 1 first, due to the need for cheap, beach compatible, coarse sand; if County/State disagree with permit modification west of COLREG line, proceed with option 2, DA 143. If neither expanded Cedar Bush cut or DA143 hard bottom exemption permitted, then construct hardened structure, afterward use ocean bar in Phase 2 while simultaneously pursuing DA143 in 3 and part of 4.
2. Issue **Request for Plans** in January 2018 -- a coastal engineer to provide a 2018 Updated Shoreline Protection Plan, with detailed engineering options and costs to construct and maintain the beach. This can be done at little cost to NTB.
3. **Resolve clearly** who will be the overarching "Town Coastal Engineer" coordinating all shoreline work, particularly important as NTB approaches State and USACE agencies on permits, so projects are coordinated with permitting agencies from one primary agent.
4. Decide on priority of phases—do you agree with Beach Vulnerability Study ranking?
5. Choose the desired Plan option and engineer and have them begin design/permitting anticipating the full **funding of the new State Beach fund, to be shovel ready and first in line.**
6. Approach the Hardened Structure as a separate project requiring a unique mix of County, State, Federal contributions. Devise a separate strategy to obtain construction funds, using the State's \$2,000,000 as seed money and leverage to pursue contributions aggressively. Do not let the project distract from completion of all phases for sand deposition on the beach, to be maintain in perpetuity.

Table 1.

NTB-Surf City Federal Project—Cost Breakdown	<u>Cost Share</u>
Total	\$129,000,000
Federal Government--65%	\$83,850,000
State & Local--35%	\$45,150,000
NTB/SC--17.%	\$22,575,000
Surf City (LF-61% of 17.5%)	\$13,770,750
NTB (LF--39% of the 17.5%)*	\$8,804,250
Each year for four years	\$2,201,063

Town has inter-local agreement with Surf City for credit for our sand filling the USACE template

New River Inlet Ocean Bar and Navigation Channel with COLREG line Demarcation

