



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
REGULAR MEETING AGENDA**
223 E. BAY STREET
November 4, 2024
9:00 AM

Agenda

Please turn off all cell phones

Meetings are open to the public. If you are not able to attend the Board of Aldermen meetings in person, the meeting will be available for you to watch via live-stream on the City of Southport website (<https://cityofsouthport.com/board-of-aldermen-meetings/>), Facebook page, and YouTube channel.

ETHICS STATEMENT:

"If any members know of any conflict of interest or the appearance of a conflict of interest concerning matters on the agenda, please so state at this time."

A. Call to Order

B. Invocation

C. Pledge of Allegiance

D. Public Comment

E. Approval of Agenda

F. Agenda

1. Downtown Parking Study (Jim Corbett, Walker Consultants Pgs. 3-57)
2. Stormwater Mapping Study (Tom Zilinek, City Engineer & Tom Murray, WK Dickson Pgs.58-75)
3. July 4th Festival Committee (Director of Community Relations Allayna Taylor and President Lucinda Arnold Pgs.76-96)
4. FEMA Update (Brian Kolhoff)
5. Board Retreat and Budget Calendar (City Manager Stuart Turille Pgs.97-98)

G. Manager's Report

H. Mayor's Comments

I. Board Comments

Closed Session NCGS 143-318.11-

(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.

J.

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.

(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. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

K. Adjourn



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 11/04/2024

DEPARTMENT: Development Services

PRESENTED BY: Jim Corbett, Walker Consultants

ITEM SPONSORED BY: Development Services Department

ITEM/TOPIC: Presentation of the Downtown Parking Study Findings and Recommendations

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: Walker Consultants was selected last October to prepare a Downtown Parking Study. The parking study outlines the existing parking capacity, weaknesses of existing parking options, and provides recommendations for improvements to existing parking and future needs.

Jim Corbett, Director of Municipal Planning Services and Project Manager, is presenting the final draft of the report, which includes future parking needs and redevelopment opportunities.

IMPACT IF NOT APPROVED: N/A – this is a presentation of a report that will be used for future parking decisions.

DEPARTMENT HEAD COMMENTS: The report and recommendations will provide staff and decision-makers justification for ordinance updates and parking policies throughout the city. Further, having a parking needs assessment with recommendations can help secure future grant funding.

CITY MANAGER COMMENTS: The downtown is the cultural and economic heart of the City and requires adequate immediate turnover and long term parking, to succeed. Additionally, spillover parking into residential neighborhoods affects quality of life for adjacent neighborhoods. Downtown parking also impacts our Right of Way ordinance requirements. The study must be reviewed on all these levels.

ATTACHMENTS: Downtown Parking Study

REQUESTED ACTION: Presentation/Discussion Only

PROPOSED MOTION: Presentation/Discussion Only



Prepared for the City of Southport

Downtown Parking Study

Existing Conditions and Future Parking Needs,
Requirements, and Recommendations

October 4, 2024



WALKER
CONSULTANTS



3545 Whitehall Park Drive, Suite 425
Charlotte, NC 28273
704.247.6230

October 4, 2024

Ms. Maureen Meehan
Planning Services Director
City of Southport
Development Services
1209 North Howe Street
Southport, North Carolina 28461

Re: *Report for Downtown Parking Study*
City of Southport, NC
Walker Consultants Project #15-001501.00

Dear Ms. Dutton:

For your review, Walker Consultants is pleased to submit this report for a Downtown Parking Study in Southport, NC. This report summarizes our revised draft findings and recommendations for the existing conditions and future parking needs and requirements of the City's request for proposal. The information herein is intended to assist in evaluating various issues associated with developing a downtown parking plan.

We appreciate the opportunity to serve you on this project. If you have any questions or comments, please do not hesitate to call.

Sincerely,

WALKER CONSULTANTS

DRAFT

Jim Corbett
Director, Municipal Planning Services

DRAFT

DeWein Pelle
Parking and Mobility Planner

Contents

Executive Summary	5
Existing Conditions	5
Future Needs	7
01 Existing Parking Conditions	12
Parking Inventory	13
Parking Demand Observation	17
Existing Conditions	23
Key Findings	23
Community Survey Results	26
02 Future Parking Needs	32
Parking Duration	32
Areas of Redesign and Parking Inventory Enhance	40
Southport Water Tower	40
Southport City Gym	41
Yacht Basin District	42
100 West Brown and 100 West St. George Street	43
Park and Recreation Additional Inventory Needs	43
300 East Bay Street Additional Inventory	46
100 and 200 West Bay Street Additional Inventory	47
North Howe Street Pedestrian Crossing	48
East Coast Greenway and Cape Fear Regional Bicycle Plans	49
Bicycle Parking Program	51
Redevelopment Opportunities	53

List of Figures

Figure 01: Limited Focus Study Area.....	12
Figure 02: Midtown Limited Focus Area	14
Figure 03: North Downtown Limited Focus Area	15
Figure 04: Downtown and Yacht Basin Limited Focus Area	16
Figure 05: Limited Focus Area Utilization Map, Friday, 2:00 p.m.....	18

Figure 06: Limited Focus Area Utilization Map, Friday, 6:30 p.m.....	19
Figure 07: Limited Focus Area Utilization Map, Saturday, 10:30 a.m.	20
Figure 08: Limited Focus Area Utilization Map, Saturday, 2:30 p.m.	21
Figure 09: Limited Focus Area Utilization Map, Saturday, 6:30 p.m.	22
Figure 10: Southport Survey Respondent Recreational Behaviors.....	26
Figure 11: Southport Survey Respondent Parking Preference	27
Figure 12: Southport Survey Respondent Parking Needs	28
Figure 13: Southport Survey Respondent Walking Preferences	28
Figure 14: Survey Respondent Feedback on Barriers to On-Foot Commute	29
Figure 15: Survey Respondent Feedback to Available Pedestrian Infrastructure and Right of Way	30
Figure 16: Downtown Southport Parking Turnover Analysis (Friday, June 14)	33
Figure 17: Downtown Southport Parking Turnover Analysis (Saturday, June 15).....	34
Figure 18: Downtown Southport Parking Turnover Analysis (All Observations)	35
Figure 19: Downtown Southport Parking Duration Map	36
Figure 20: Parking Analysis of Southport Water Tower Focus Area	41
Figure 21: Concept Parking Plan for the Yacht Basin Lots.....	42
Figure 22: Proposed Parking Additions (100 West St. George and 100 West Brown Streets)	43
Figure 23: Proposed Parking Inventory Additions (Taylor Field and North Rhett Street).....	44
Figure 24: Proposed Parking Inventory Additions (Alvin Caviness Memorial Park).....	45
Figure 25: Kingsley Park Focus Area.....	46
Figure 26: 300 East Bay Street Additional Inventory Recommendation	47
Figure 27: 100 and 200 Blocks of West Bay Street Additional Parking Inventory	48
Figure 28: North Howe Street Enhanced Crosswalk	48
Figure 29: Proposed East Moore Street Roadway Cross Sections.....	49
Figure 30: NC211 Proposed Bike Plan - East Moore Street to North Howe Street	50
Figure 31A and 31B: Southport Bike Signs.....	51
Figure 32A: Proposed Bike Maintenance Stations and Figure 32B: Proposed Covered Bike Storage Area.....	52
Figure 33: Southport Proposed Bike Plan	52
Figure 34: Downtown Southport Parking Duration Map with Proposed Center of the Arts Location	54

List of Tables

Table 01: City Parking Inventory by Location and Count Designation.....	13
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Executive Summary

The Downtown Parking study aims to address parking agitations occurring in the quaint and historic City of Southport, North Carolina. Southport remains a recreational and cultural hub for Brunswick County and is host to small-owned craft businesses, art and entertainment centers, boutique shops, eateries, and fisheries. The City's waterfront along the Cape Fear River complements the brick-and-mortar-styled storefront. Located southeast of Wilmington, with access via North Carolina 211 (NC 211), NC 87, United States Route 17 (US 17), and Interstate 1-40 (I-140), Southport is roughly four square miles in area and has a population of 3,842 as of 2021.

Existing Conditions

Walker representatives estimate 828± on-street parking spaces delineated for legal and unrestricted parking. Approximately 220± of this inventory has been identified using parking lane delineation and is not individually marked for individual vehicle use. Privately managed public parking inventory designed to support specific commercial business needs represents 964± parking spaces, which may be shared for other public parking needs when specific businesses are not serving their clients' business hours. A collaborative enterprise approach toward managing and sharing the available public parking inventory should be a priority focus for the city and community business leaders before designing and constructing additional public parking facilities.

Current Parking Shortfalls and Weaknesses

Upon reviewing the existing conditions, Walker representatives identified several parking shortfalls and weaknesses within the study area. The following details a list of items (in no specific order) to monitor and address as appropriate. The supporting city ordinances have been provided with listed items where applicable.

- The absence of passenger pick-up and drop-off zones or shuttle transit stops in core commercial areas encourages the use of owner-occupied vehicles as the primary mode of transit. As long as parking inventory remains free of charge, free of duration limits, and generally available, the need for other transit modes may not be justified. (*City Ordinance Sec. 17-117. - Passenger loading zones*)
- Pursuing shared parking opportunities will enable the City to provide additional public parking inventory without the high cost of constructing vertical and surface parking facilities. Consider all improved and unimproved parking areas for parking inventory opportunities. (*City of Southport Unified Development Ordinance Section 3.14 E Shared Parking*)
- A need to reverse one-way traffic flow on Yacht Basin and West Bay Street will reduce traffic circulation throughout the neighborhood homes along the West Street corridor. Formalizing a protected pedestrian pathway along Yacht Basin Drive and West Bay Street will provide a sufficient safety barrier for pedestrians to walk safely to Yacht Basin destinations.
- Informal golf cart parking has been established in rights-of-way areas in the Yacht Basin area. The absence of designated golf cart parking in other core commercial areas suggests a golf cart must occupy a standard curbside parking stall. The design of golf cart spaces in the right-of-way can improve more significant access to commercial storefront businesses. (*City Ordinance Chapter 17; Article III; Sec. 17-80*)

- The absence of bike storage facilities in commercial areas encourages the use of owner-occupied vehicles as the primary mode of transit. Bicyclists desire an environment that supports their travel mode needs for short-term storage in commercial areas along the City's dedicated bike pathway system. (*City Ordinance Sec. 17-180. – Parking*)
- A Yacht Basin Parking Overlay District is needed to allow off-site parking on residentially zoned land in the area bounded by Moore Street, Bay Street, Caswell Avenue, and Yacht Basin Drive. Current conditions and operations do not restrict parking on a residentially zoned parcel in the Yacht Basin area. Parking on this parcel is needed to satisfy the Yacht Basin parking demand for businesses in historical building structures. A concept drawing has been provided in the *Future Needs* section of this report.
- Branding off-street public parking locations would assist motorists with the comfort of knowing that specific off-street parking locations are available for public parking without restriction. A well-established public parking brand can help build trust and credibility with motorists, who associate the brand with quality and reliability.
- There are no on-street commercial loading zones for commercial and package deliveries. Delivery drivers and couriers must search for available curbside parking to conduct their scheduled deliveries. Delivery drivers and couriers sometimes take advantage of center turn lanes, travel lanes, and illegal right-of-way restricted areas, often creating more significant safety hazards for pedestrians and motorists. Commercial delivery spaces that can be utilized during non-peak morning hours and converted to public parking during evening and weekend peak operating hours should be reviewed. (*City Ordinance Sec. 17-116. - Loading and unloading zones and Sec. 17-118. - Commercial loading zones.*)

Finding and Recommendation 1

Typical peak activity **parking demand does not exceed inventory levels** except for very few limited blocks by time of day. During the daytime activity hours, parking demand exceeds available inventory in the 100 blocks of North and South Howe Street and the 100 blocks of East and West Moore Street. During the evening, parking demand shifts to the blocks adjacent to the restaurant and waterfront venues – Yacht Basin District, 100 East Moore Street, 300 North Howe Street, Whittler's Bench, and 100 East Bay Street. Under each incident described above, sufficient short-term parking inventory remains available in the adjacent blocks to these high-demand areas.

- Walker representatives do not recommend developing additional parking inventory without additional demand generators.

Finding and Recommendation 2

Shared parking allows more efficient use of parking spaces by accommodating varying peak parking demands at different times of the day and week. By sharing parking spaces, municipalities, developers, and businesses can reduce the required parking spaces, leading to cost savings, reduced land use for parking, and more spaces for other amenities. During our initial discovery process, we identified as many as twelve (12) potential off-street surface parking areas owned by private businesses that could provide shared parking inventory during non-operating business hours. This inventory has the potential to add another 900± parking spaces.

- Walker representatives recommend that the City of Southport explore the development of shared parking partnerships with local businesses in the form of off-site parking locations before considering the feasibility of adding parking structures.

Finding and Recommendation 3

The parking and mobility **results of the community survey** suggested that the top three reasons for visiting downtown were restaurants, retail, and scheduled events. Walker representatives understood that as many as 536 respondents had completed the survey between May and June 2024.

- 50% personal vehicle
- 24% walked
- 20% golf cart
- 4% bicycle
- 2% other

49% of the respondents preferred parking as “affordable and easy to find but less convenient.” In comparison, 27% desired parking as “convenient and easy to find but less affordable,” and 24% desired parking as “affordable and convenient but difficult to find.” Most of the results of this survey prioritize affordability over convenience and difficulty to find. Only 27% prioritize convenience and ease of finding over cost.

Most respondents (35%) are willing to walk 3 to 4 blocks or 4 to 5 minutes from when they park to when they reach their destination. When asked about the appropriate duration for extended parking, 48% of survey respondents stated that 2 hours was enough, while 35% indicated 3 hours would be sufficient.

- Walker representatives recommend preserving affordable parking with 2-hour time limits in the limited parking areas where parking demand exceeds available inventory. A paid parking program is not recommended at this time.

Future Needs

Walker’s recommendation for future needs, requirements, and recommendations may be summarized as follows:

Finding and Recommendation 1

Walker's **parking duration research focuses on parking space turnover** to emphasize the parking habits of different user groups within a specific area. Over the two days of observations, significant activity was observed along several corridors, including 300 W Moore and 100 S Caswell in the Yacht Basin area and 100 S Howe and 100 and 200 E Moore in the downtown commercial area. At least 25 unique vehicles were parked in each of these areas for consecutive observation periods. The corridor at 100 S Caswell had the most repeat vehicle parking with 52 occurrences, followed by 300 West Moore, with 49 unique vehicles parked during more than one observation period at that location. Walker representatives believed these occurrences resulted from service employee parking required to support the Yacht Basin staffing needs.

- Walker representatives recommend that the City implement a parking program that enforces limited parking times. Although the plan doesn't necessarily propose paid parking, it requires enforcing policies that promote parking turnover. The current regulations in Southport's Code of Ordinances (Sec. 17-125) allow for time-limited parking.
- To accommodate the time-limited parking program, we recommend developing a parking enforcement officer position within the police department authorized to issue civil parking citations for violators of the timed parking limits.

Finding and Recommendation 2

Walker representatives reviewed the current parking and traffic ordinances for the City of Southport to understand which rules and regulations support the goals and objectives of the downtown parking strategy.

Using **passenger and commercial loading zones** enables the City to develop on-street areas to support this activity. Without formalized loading and unloading zones, passengers and commercial goods are often loaded and unloaded in vehicular travel and designated turning lanes.

- We recommend modifying the hours of operation for each loading zone mentioned above to accommodate passenger loading and unloading centered around midday and evening meal periods when curbside parking is experiencing peak activity. Commercial loading zones should be designed for early morning activity before the midday meal periods and afternoons before the evening meal period. One suggestion may encourage commercial deliveries between 8:00 a.m. and 11:00 a.m. and between 2:00 p.m. and 5:00 p.m.

Incorporating a **formal bicycle parking program** will encourage bicyclists to use bicycles more as an alternative mode of transit. Designing and implementing bicycle parking locations that allow for greater parking space and protect bicycles while parked will attract more users to take advantage of the program.

- Walker representatives recommend developing a revised Bike Plan that coordinates the newly proposed Greenway Bike Plan with a smaller local Community Bike Path, allowing bicycle circulation from connections at 8th Street to the north to Bay Street at the waterfront. Use of the Atlantic Avenue and Caswell Avenue corridors will enable bicyclists to navigate north and south roadways without pedestrian and vehicular conflict on busier corridors like Howe Street and Moore Street.
- Additionally, we suggest upgrading bicycle parking locations along Bay Street and Waterfront Park, the City Gymnasium, the proposed Arts Center on East Moore Street, and the Yacht Basin area near Caswell Avenue.

Walker representatives support the current **golf cart ordinances**, including parking permission in our recommended time-limited parking areas while correctly displaying an identifiable vehicle identification number (VIN). Golf carts should be held to the same parking regulations when parked in the same manner and at the same places designated for motor vehicles.

- We recommend establishing a policy to continue designated golf cart parking areas within the rights of way, including a plan to implement golf cart parking at the redeveloped city and county-sponsored buildings and venues. Existing private developments should assess the value of their residents and visitors to determine where and how to add designated golf cart parking for local golf cart owners.

Finding and Recommendation 3

Walker representatives have identified areas that need physical parking and pedestrian improvements. The following list of concerns should be a focal point for addressing areas of redesign and the potential for adding additional inventory.

Yacht Basin District Redesign

- The privately owned and operated **off-street parcels in the Yacht Basin area** should be reviewed, with the intent to upgrade parcels for code and zoning compliance. We support the Yacht Basin Overlay District Committee's recommendations developed in April 2021. The **Yacht Basin Parking Overlay District** would be identified to allow off-site parking on residential-zoned land in the area bounded by Moore Street, Bay Street, Caswell Avenue, and Yacht Basin Drive. The Yacht Basin Parking Overlay District should be subject to standards that mitigate the impacts on adjacent residential properties. The standards should include interior and border landscaping requirements, dust-free parking surface requirements (excluding asphalt and concrete), continued maintenance to ensure the existing landscaping meets parking use standards, and stormwater impact mitigation. A concept drawing has been provided in the *Future Needs* section of this report.
- **One-way traffic flow from West Bay Street to Yacht Basin Drive** restricts vehicular circulation movement from West Moore Street through the Yacht Basin Area. Motorists traveling westbound on West Moore Street cannot turn left (south) onto Yacht Basin Drive, forcing a new vehicular circulation pattern onto West Brunswick and West Street before returning to Caswell Avenue. We recommend reversing this traffic flow pattern to mitigate Yacht Basin travel patterns through the West Brunswick and West Street neighborhoods.
- The south side of West Bay Street provides **a delineated pedestrian walkway** that continues from the direction of Southport Waterfront Park. There is no formal pedestrian pathway along Yacht Basin Drive, as pedestrians are expected to walk within vehicular traffic along the roadway. Sidewalks exist along the north side of West More Street but are non-existent around the unimproved dirt parking areas. We recommend extending the delineated pedestrian walkway along Yacht Basin Drive for safety.

Southport Water Tower Area Redesign

- To allow sufficient access along the **300 block of North Dry Street**, Walker representatives recommend restricting parking on both sides of the right-of-way. Additionally, the triangle wedge between 300 North Dry Street and 100 East Brown Street should restrict parking opportunities and be protected using four-by-four posts and chains. Parking to the **north of the tower (100 East Brown Street)** should be formalized to protect access to the fire hydrant, electric utility box, and stormwater drain systems.

100 West Brown and 100 West St. George Street Additional Inventory

- While parking demand does not readily exist in these areas today, **we recommend formalizing on-street parking in these rights of way areas to supplement the loss of on-street parking around the water tower area.** It is anticipated that increased demand may be expected due to additional commercial redevelopment along the adjacent North Howe Street corridor.

Park and Recreation Additional Inventory Needs

- **Taylor Field/North Rhett Street**—The formal parking design at Taylor Field offers 20± ninety-degree angled parking for access to the park space. Walker representatives recommend **continuing ninety-degree angled parking on North Rhett Street at the intersection of East Nash Street and to the south** along the access to the Old Smithville Burial Grounds.
- **Alvin Caviness Memorial Park**—This park location offers limited angled parking near Clarendon Avenue and West Owens Street. We recommend continuing the ninety-degree angled parking along West Owens Street towards the North Caswell Avenue intersection to accommodate additional demand during peak park activity periods.
- **Kingsley Park** - City planning officials seek to design additional parking inventory to support the anticipated demand for access to the reopened Kingsley Street Park. The City requested Walker to review the traffic operations along the thoroughfare to assess the operability and safety should the City proceed with constructing formalized parking on the southside right-of-way on East Bay Street. Walker has determined that **providing parking along the designated right-of-way**, as described by the City of Southport, **presents no insurmountable or immediate safety hazards**. Please refer to the memorandum in the *Future Needs* section of this report.

Southport City Gymnasium Redesign

- To protect the **oak trees in the center median of the 200 block of East West Street**, Walker representatives recommend continuing the reflective four-by-four posts and chains along the median to a point just west of the gymnasium.

300 East Bay Street Additional Inventory

- The right-of-way area specific to the Fort Johnson-Southport Museum and Visitor Center (north side of East Bay Street) suggests an opportunity to add additional inventory below the berm serving the great lawn area. On-street **inventory could be added from the South Davis Street intersection to the wooden staircase leading up to the Southport Community Building and then continuing east from the Community Building to the residential areas at South Atlantic Avenue**. Excavating the berm for parallel parking inventory would suggest a need for a retaining wall with multiple stairwells leading to the great lawn area.

100 and 200 West Bay Street Additional Inventory

- Informal right-of-way parking already exists in these blocks. We recommend **formalizing the parking and advertising the location as authorized parallel parking** from North Caswell Avenue to South Howe Street.

North Howe Street Pedestrian Crossings

- Walker representatives support the continued pedestrian crossing improvements at the **cross streets along North Howe Street as redevelopment occurs north of the water tower**. As many as 2-4 parking spaces may be sacrificed as crosswalk bulb-outs are implemented on either side of the cross street. Inventory loss should be formalized and replaced in the 100 blocks of each cross street.



01 Existing Parking Conditions and Recommendations

01 Existing Parking Conditions

Southport, North Carolina, is a coastal city in southern Brunswick County. The city has a noteworthy coastline that looks onto the Cape Fear River, which draws its residents, nearby communities, and vacationers alike. In its peak season, Southport sees a significant population increase, often oversaturating the city's parking and roadway infrastructure. The commercial district, mainly along Howe Street and portions of Moore Street, along with Yacht Basin Drive, are prime areas affected by the increased traffic. The commercial district offers the local and visiting community eateries, arts and entertainment, and general leisure.

Figure 01 shows a limited-focus aerial view of the study area bound by 12th Street to the north and the Cape Fear River to the south. For our analysis, the limited focus area has been loosely segregated and defined using the terms downtown, north downtown, and midtown. The commercial district and associated commercial areas have been outlined with a red-dotted line. Surrounding areas east and west of the boundaries consist of mostly single-family residential housing.

Figure 01: Limited Focus Study Area



Source: Google Earth and Walker Consultants, 2024

Parking Inventory

While the city is a moderately walkable community, visitors and residents alike are prone to park near attractions along Howe Street and Yacht Basin Drive. Walker representatives estimate 316± on-street parking spaces delineated for legal and unrestricted parking. Approximately 220± of this inventory has been identified with a parking lane delineation, and individual spaces are not individually marked for personal vehicle use. The street parking designations within the limited study area are represented as corridors, as expressed in **Table 01**. These corridors are also described in **Figure 02**, **Figure 03**, and **Figure 04**.

Table 01: City Parking Inventory by Location and Count Designation

Corridor	Street Parking Designations	Spaces	Type
1	300 West Bay Street	16	Street Parking
2	100 West Bay Street	27±	Street Parking
3	Whittler's Bench Parking Lot	32	Street Parking
4	100 East Bay Street	25±	Street Parking
5	200 East Bay Street	36±	Street Parking
6	100 South Davis Street	28±	Street Parking
7	100 North Davis Street	23±	Street Parking
8	100 North Dry Street	21±	Street Parking
9	200 East Moore Street	39±	Street Parking
10	100 East Moore Street	42	Street Parking
11	100 West Moore Street	28	Street Parking
12	200 West Moore Street	19	Street Parking
13	300 West Moore Street	36	Street Parking
14	100 South Caswell Avenue	44	Street Parking
15	100 South Howe Street	36	Street Parking
16	100 North Howe Street	33±	Street Parking
17	200 East Nash Street	49±	Street Parking
18	100 East Nash Street	40	Street Parking
19	200 North Howe Street	33±	Street Parking
20	300 North Howe Street	33±	Street Parking
21	100 East Brown Street (Water Tower Parking)	7	Street Parking
22	400 North Howe Street	28±	Street Parking
23	500 North Howe Street	18±	Street Parking
24	600 North Howe Street	20±	Street Parking
25	700 North Howe Street	33±	Street Parking
26	800 North Howe Street	16	Street Parking
27	900 through 1100 Howe Street	66±	Street Parking
	Total On-Street Parking Spaces	828±	

Source: Walker Consultants, 2024

Additionally, Walker representatives identified as many as twelve (12) potential off-street surface parking areas owned by private businesses that could provide shared parking inventory during non-operating business hours. Half of these locations were observed to be paved parking lots, and half were unimproved with gravel, crushed shells, dirt, and grass. The paved parking lots provide an additional 250± spaces, while the unimproved surface parking areas provide a total of 714± parking spaces. Walker representatives are prepared to review these potential locations upon appropriate communication with the respective property owners of these surface parking parcels.

Please see the separate **Appendices section** of this analysis for a visual representation of the mapped parking inventory and a summary of scheduled stakeholder meetings.

The commercial area along Howe Street just north of 8th Street lends itself to an area referred to as Midtown (See **Figure 02**). A few commercial retail and local dining options extend through this area. Additional operations in this area include municipal and medical services.

Figure 02: Midtown Limited Focus Area



Source: Google Earth and Walker Consultants, 2024

Midtown Southport, between 8th Street and 12th Street, also has a unique mixture of parking inventory. Less dense than the more southern parts of the city, the Midtown area has several recreational activities, cultural and arts centers, and healthcare facilities while still homing in on the community's brick-and-mortar-styled commercial culture. Due to the commercial nature of this zone, particularly an array of food and beverage and personal services, there are more paved parking lots for businesses in the area. There is, however, available street parking along Howe Street.

The commercial area along Howe Street, just north of West Street, lends itself to an area easily referred to as North Downtown (See **Figure 03**). Many of the same commercial retail and dining options extend through this area, leading up to 8th Street.

Figure 03: North Downtown Limited Focus Area



Source: Google Earth and Walker Consultants, 2024

While within a half-mile distance from the Yacht Basin and marina area, North Downtown hosts many attractions that residents and tourists enjoy. Parking in this zone is typically identified with parallel street parking along Howe Street. However, the 300 Block of North Howe offers angled parking. Many businesses have paved off-street parking as well. While parking is suggested for the patrons of these venues during business hours, there is very

little formal adaptation of these inventories during the evening hours. Additional public street parking is available just west of Howe Street at the Brunswick Community College Southport Center, which has approximately 50± on-street parking spaces in the 700 block of North Lord Street.

Figure 04: Downtown and Yacht Basin Limited Focus Area



Source: Google Earth and Walker Consultants, 2024

The Downtown and Yacht Basin areas (See **Figure 04**) include commercial activity south of West Street to the Cape Fear River. This area is home to several of Southport's iconic destinations, including the Waterfront Park, the North Carolina Maritime Museum, the Christmas House, a litany of waterfront eateries, and several cultural and recreational venues. This focus area is considered prime real estate and Southport's most desirable resident and tourist destination for retail, dining, and recreational activities. Parking along streets such as Howe Street, Bay Street, and Moore Street is often coveted as these corridors provide parking for shops and venues in the historic district. There are also highly favorable walking and biking routes to most landmark venues. Parking near properties along West Bay Street provides off-street parking opportunities for patrons of the famed Yacht Basin eateries. Due to the popularity of this area, it is initially observed that traffic is often slowed, and parking is heavily utilized with unestablished parking time limits, restrictions, and parking space turnover.

Parking Demand Observation

Walker representatives conducted onsite observations on Friday, June 14th, and Saturday, June 15th. In preparation for this site observation, several seasonal dates were evaluated. These dates were selected to reference peak parking demands when in-season activity allows for typical summer family vacations and waterfront recreational activities. The following summary with heat intensity graphics has been provided to demonstrate observed activity within the focused study areas. Walker describes parking utilization or intensities in four categories. These categories are as follows:

-  **Green:** reflects that parking areas are being utilized below 50% of the available parking capacity.
-  **Yellow:** reflects a usage level of more than 50% but below 75% of the available parking.
-  **Orange:** reflects a usage level of 75% to 84% of the available parking.
-  **Red:** reflects high usage of at least 85% or more of the available parking inventory.

Friday, June 14th Utilization

At 2:00 p.m., observations began with fair weather conditions for the study. During the observations, Walker noted significant activity among cyclists, families, and groups of people visiting outdoor eateries, lounging near the waterfront, and enjoying the warm weather. The temperature reached a high of 91°F and a low of 66°F, and no precipitation was observed. There was a lot of parking activity along Moore Street, Howe Street, and Bay Street. Walker also observed significant movement toward the southernmost parts of the city during the 6:30 p.m. observation, likely due to the captivating sunset along the city's coast.

June 14th also represented the City's recognition of Flag Day, commemorating the adoption of the flag of the United States on June 14, 1777, by resolution of the Second Continental Congress. The Flag Resolution stated, "The flag of the thirteen United States is thirteen stripes, alternate red and white; that the union is thirteen stars, white in a blue field, representing a new constellation.



2:00 p.m. Observation Summary

Figure 05: Limited Focus Area Utilization Map, Friday, 2:00 p.m.



Source: Google Earth and Walker Consultants, 2024

During the initial observation on Friday, Walker representatives noted that parking areas near the Yacht Basin development and along 200 and 300 East Bay Street were moderately used. Parking activity was more prominent in areas south of the 100 North Howe Street block. Walker representatives elected not to map streets north of Howe Street's cross-section with Brown Street and the water tower because parking activity along the northern corridors was scattered and, at times, non-existent. There was little to no activity beyond the 700 North Howe block. We elected not to highlight the north downtown and midtown areas and do not anticipate parking concerns in these locations at this time. Nonetheless, parking areas were significantly used near Waterfront Park, Whittler's Bench Lot, and the core of the downtown commercial blocks, as shown in **Figure 05**.

6:30 p.m. Observation Summary

Figure 06: Limited Focus Area Utilization Map, Friday, 6:30 p.m.



Source: Google Earth and Walker Consultants, 2024

During the Friday evening observation, Walker representatives observed a reduced usage of the parking areas along 100 West Moore Street after many of the adjacent retail businesses had closed for the day. There was a significant increase in activity near the Yacht Basin development, which affected parking along the 200-300 blocks of West Moore Street, Caswell Avenue, and 300 West Bay Street. Parking directly at the Waterfront Park remained heavily utilized; however, parking near the downtown commercial core decreased, except for the 100 East block of Moore Street. There was a significant increase in parking activity along North Howe on the 300 Block, attributed to the dining and beverage services near the water tower.

Saturday, June 15th Utilization

Saturday's observations began at 10:30 a.m. The weather was fair before noon, but it became partly cloudy with rain and thunder before midafternoon, returning to fair conditions by early evening. The temperature reached a high of 91°F with a low of 75°F. During this observation, Walker noticed high activity along Howe Street and Moore Street. Walker representatives observed a significant presence of pedestrians walking and traveling on golf carts. Many individuals appeared to be enjoying the clear skies by enjoying outdoor dining, relaxing in areas like Whittler's Bench and Waterfront Park, and the public seating areas along the northern portion of 100 East Bay Street.

10:30 a.m. Observation Summary

Figure 07: Limited Focus Area Utilization Map, Saturday, 10:30 a.m.



Source: Google Earth and Walker Consultants, 2024

Walker observed that the parking areas near the Yacht Basin development and along East Bay Street were moderately used. However, the 100 South Caswell block was significantly utilized, and we understand this usage

may be attributable to parking needs for the Yacht Basin service employees. The parking areas near the core of the downtown commercial areas were also heavily utilized, with overall moderate usage observed in other areas.

2:30 p.m. Observation Summary

Figure 08: Limited Focus Area Utilization Map, Saturday, 2:30 p.m.



Source: Google Earth and Walker Consultants, 2024

During the afternoon observation period, Walker representatives observed that the parking areas near the Yacht Basin development and along East Bay Street were moderately used. Parking areas near Waterfront Park, Whittler's Bench Lot, and the core of the downtown commercial district remained significantly utilized.

During this observation period, steady rainfall showers began to occur, although this did not significantly impact pedestrian and vehicular activity for an extended time. Large puddles accumulated within the Yacht Basin areas and remained a hazard throughout the evening observation hours. The pedestrians appeared to navigate their way around these obstacles without hindrance.

6:30 p.m. Observation Summary

Figure 09: Limited Focus Area Utilization Map, Saturday, 6:30 p.m.



Source: Google Earth and Walker Consultants, 2024

Unlike the prior day, Walker noticed a significant increase in the use of the parking areas along 100 West Moore Street, even after many adjacent retail businesses had closed. There was increased activity near the Yacht Basin development, which affected parking along the 200-300 blocks of West Moore, Caswell Avenue, and West Bay Street. Parking at the Waterfront Park remained busy, while parking near the downtown core decreased, except for the 100 East block of Moore Street. There was a noticeable increase in parking activity along North Howe on the 300 Block, mainly due to the dining and beverage services in the area.

A summarized review of the consecutive observation days details significant curbside parking in the downtown commercial core during the morning and early afternoon hours, with a utilization shift to the eateries and waterfront areas for evening meals and sunset activities.

Existing Conditions

The Walker project team applied several strategies, including site visits and satellite imagery, to investigate the existing condition trends and inventory accessible by visitors and residents of the study areas.

Key Findings

Southport's moderately scaled landscape carries a unique culture regarding activities and transportation behaviors. Key findings for this community have been detailed by focus area:

Midtown (8th Street to 12th Street)

- Unregulated parking is permitted at curbside, with a delineated line separating northbound and southbound travel lanes from curbside areas.
- A center turn lane allows vehicular passing and turning against oncoming traffic.
- No commercial loading and unloading spaces or zones are prevalent in this area, suggesting all commercial loading and unloading occur within off-street properties. It has been shared that illegal commercial loading and unloading occasionally occur within the center turning lane when curbside access is unavailable. Walker representatives have observed this activity on Howe and Moore Streets near heavy commercial and retail business areas. (See photos in the separate **Appendices section**.)
- No designated transit stops or designated passenger pick-up and drop-off spaces or zones exist in this area.
- No curbside accessible access parking spaces are available, suggesting all accessible access occurs within off-street properties.
- No pedestrian crosswalks exist within this area, and sidewalks are nearly non-existent, except the 800 and 900 blocks of North Howe adjacent to Doshier Memorial Hospital.

North Downtown (West Street to 8th Street)

- Unregulated parking is permitted at curbside, with a delineated line separating north- and southbound travel lanes from curbside areas.
- Sixty-degree angled parking occurs in the northbound direction of Howe Street between West Street and Brown Street, most likely to accommodate retail and dining demand without substantial off-street parking inventory.
- A pedestrian crosswalk with additional sidewalk bulb-outs on the north side of West Street allows for greater pedestrian visibility while crossing Howe Street. Sidewalks exist on the west side of North Howe Street, with limited or width-compromised sidewalks prevalent at times on the east side of North Howe Street.
- No commercial loading and unloading spaces or zones are prevalent in this area, suggesting all commercial loading and unloading occur within off-street properties. It has been shared that illegal commercial loading and unloading occasionally occur within the center turning lane when curbside access is unavailable.
- No designated transit stops or designated passenger pick-up and drop-off spaces or zones exist in this area.

- No curbside accessible access parking spaces are available, suggesting all accessible access occurs within off-street properties.

Downtown (Cape Fear River to West Street)

- Unregulated parking is permitted at the curb, with a delineated line separating Howe Street's southbound travel lanes from the curbside areas.
- Sixty-degree angled parking occurs in the northbound direction of Howe Street between Bay Street and West Street, continuing to accommodate retail and dining demand without substantial off-street parking inventory. Sixty-degree angled parking occurs in the southbound direction of Howe Street between Bay Street and Nash Street.
- A similar pedestrian crosswalk with additional sidewalk bulb-outs exists on three sides of Nash Street, allowing for greater pedestrian visibility while crossing Howe Street and Nash Street. Pedestrian crosswalks exist on all sides of Moore Street, allowing pedestrians to access the intersection from all corners. There are no crosswalk bulb-outs at these crossing locations. Sidewalks are present throughout the downtown commercial areas.
- Sixty-degree parking also occurs along West and East Moore Street between Caswell Avenue and Davis Street. Delineated parking lanes suggest parallel parking continues along East Moore Street to Rhett Street when the paved right-of-way narrows.
- Informal parallel parking opportunities exist along the south curb of East Bay Street, just east of the Southport Fishing Pier to South Atlantic Avenue. The north side of East Bay Street has been designated as "No Parking" and serves a portion of the *East Coast Greenway* and the *North Carolina Civil War Trails*, with several historic marker signs installed along the right-of-way.
- South Davis Street remains one-way, allowing parallel parking on both sides of the roadway between East Moore Street and East Bay Street.
- No commercial loading and unloading spaces or zones are prevalent in this area, suggesting all commercial loading and unloading occur within off-street properties. It has been shared that illegal commercial loading and unloading occasionally occur within the center turning lane when curbside access is unavailable.
- No designated transit stops or designated passenger pick-up and drop-off spaces or zones exist in this area.
- Two accessible persons' access spaces are available at the Southport Baptist Church ADA entrance. An accessible parking space is also available in front of the Ports of Call restaurant and the Bullfrog Corner. Additional accessible parking spaces are also available on Howe Street between Moore and Bay Street, as well as locations along east and west Moore Street between South Davis and South Lord Street. (For a detailed area of the existing accessible persons' parking space, please refer to Walker's graphic information system (GIS) on-street parking database.

Yacht Basin Area (Cape Fear River to West Moore Street)

- One-way traffic flow from West Bay Street to Yacht Basin Drive restricts vehicular circulation movement from West Moore Street through the Yacht Basin Area. Motorists traveling westbound on West Moore Street cannot turn left (south) onto Yacht Basin Drive, forcing a new vehicular circulation pattern onto West Brunswick and West Street before returning to Caswell Avenue.

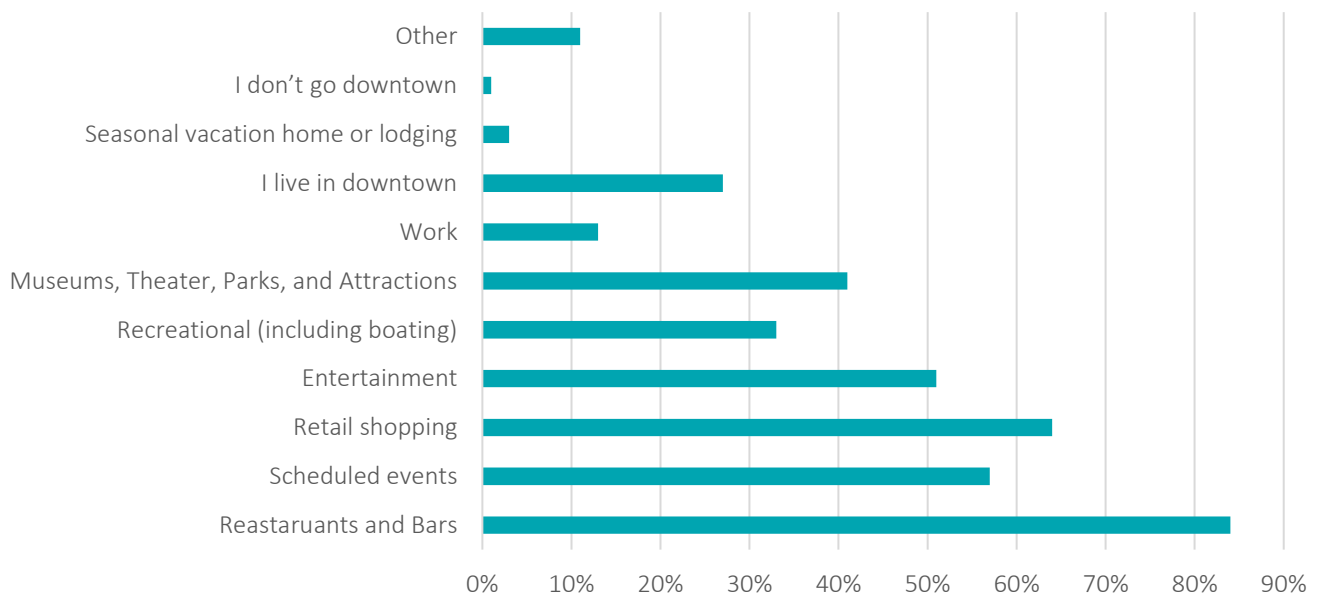
- Unregulated parking is permitted at curbside, along West Moore Street and South Caswell Avenue, using sixty-degree angled parking spaces. Informal diagonal parking is allowed along the north side of West Bay Street between Caswell Avenue and the entrance to the Provision Company's unpaved parking area.
- The south side of West Bay Street provides a delineated pedestrian walkway that continues from the direction of Southport Waterfront Park. There is no formal pedestrian pathway along Yacht Basin Drive, as pedestrians are expected to walk within vehicular traffic along the roadway. Sidewalks exist along the north side of West More Street but are non-existent around the unimproved dirt parking areas.
- Ninety-degree, informal golf cart parking is signed and provided on West Bay Street, west of the Provision Company's unpaved parking area and at the Southport Yoga Dock's unpaved parking area. Parallel golf cart parking is also provided along Yacht Basin Drive, north of Flava's Ice Cream and south of West Moore Street.
- No commercial loading and unloading spaces or zones are prevalent in this area, suggesting all commercial loading and unloading occur within off-street properties.
- No designated transit stops or designated passenger pick-up and drop-off spaces or zones exist in this area.
- No curbside accessible access parking spaces are available, suggesting that all accessible access occurs within off-street properties. Many of the surface parking designations in this area have been provided with unpaved or uneven surfaces, making ADA parking a challenge for mobility-impaired persons.

Community Survey Results

In collaboration with consultants at Stewart, who were commissioned to update the city's Coastal Area Management Act (CAMA) Certified Comprehensive Plan, Walker developed questions regarding the community's views on the city's mobility and parking conditions. These questions were meant to supplement a citywide survey to identify the city's needs and initiate improvements and updates to its downtown parking plan. Walker distributed questions seeking community feedback on issues such as parking access and availability, pedestrian infrastructure (sidewalks and adequate use of rights-of-way), and resident and visitor commuting behaviors. The questions primarily focused on reasonable parking distances from destinations and acceptable parking durations at central locations. The survey was open to residents from May to June 2024.

To comprehensively address the parking demand in Southport, it's essential to grasp the city's character and ethos. The city's vigor and charm are primarily attributed to the diverse range of businesses lining its main commercial corridors. When asked about their reasons for visiting Southport, 84% of respondents cited restaurants and bars as one of their primary motivations for visiting the downtown area. Several common responses were shared but were not options on the survey, such as the public library, persons conducting business, work, or attending church and community activities.

Figure 10: Southport Survey Respondent Recreational Behaviors

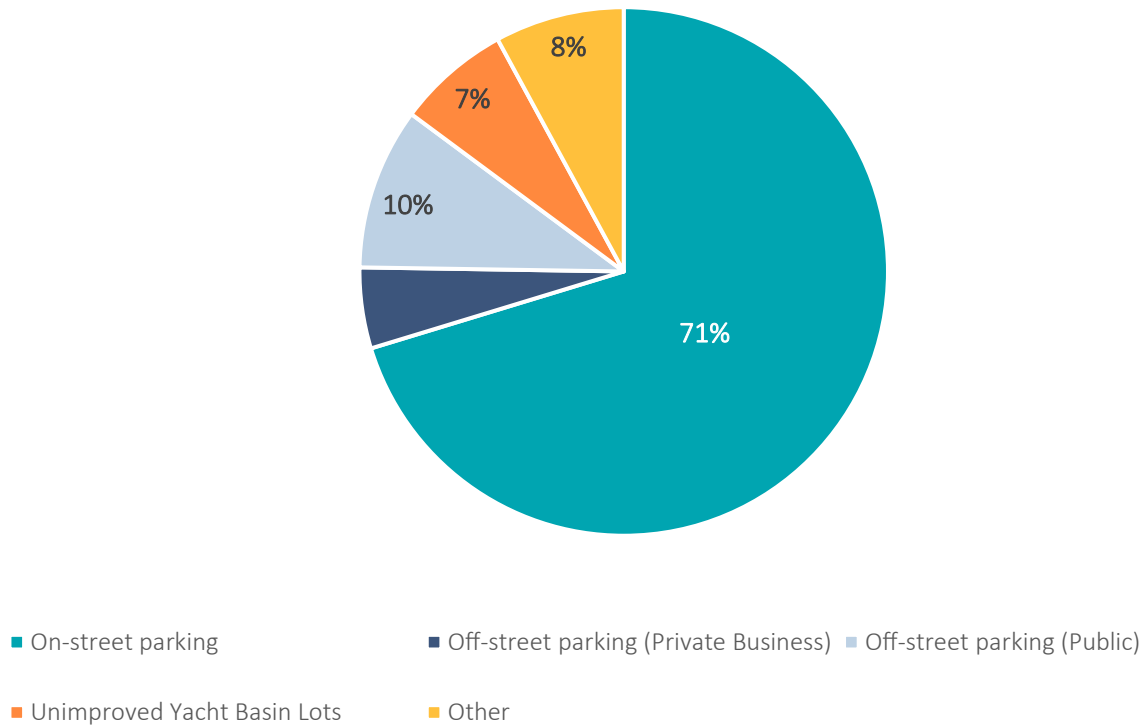


Source: Southport Comprehensive Plan and Downtown Parking Survey, June 2024

According to survey responses, 50% of respondents indicated that they used private vehicles for commuting, followed by 24% of people who stated that they walked, and 20% who used golf carts as modes of transportation. 4% of the respondents indicated transportation via bicycle as well. Additionally, 71% of respondents used on-street parking, as shown in **Figure 11**. These street parking opportunities are typically available in commercial corridors. Popular commercial corridors in downtown Southport include, but are not limited to, 100 South Howe,

100 North Howe, 100 East Moore, and 100 West Moore. From this survey portion, Walker inferred that residents consider these corridors prime and essential destination areas.

Figure 11: Southport Survey Respondent Parking Preference

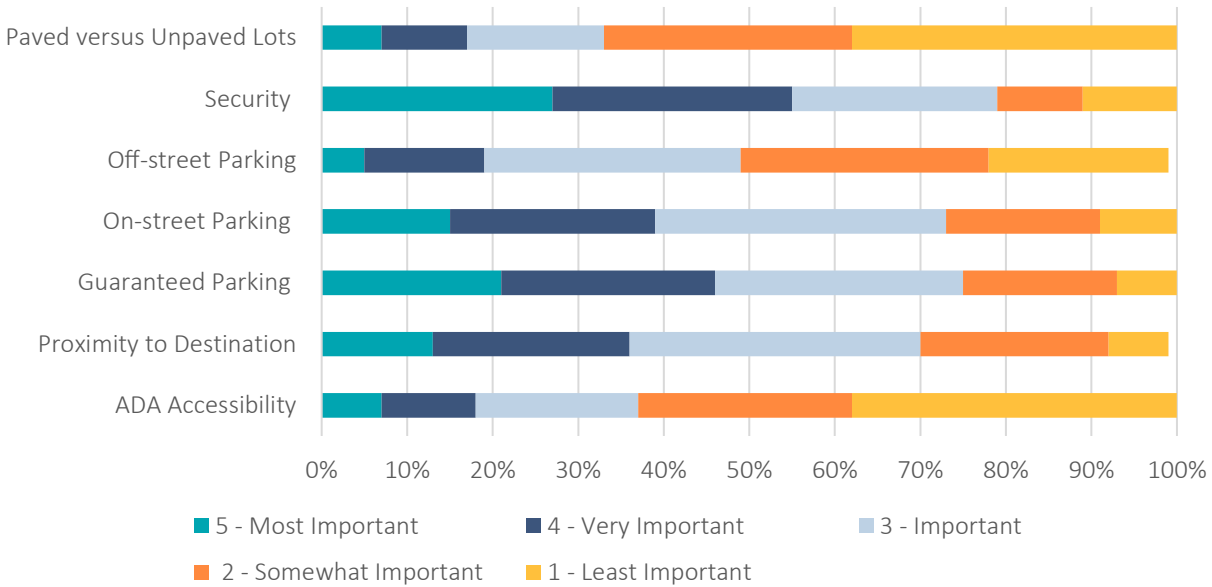


Source: Southport Comprehensive Plan and Downtown Parking Survey, June 2024

49% of respondents ranked their preference for parking as "affordable and easy to find but less convenient." In comparison, 27% desired parking as "convenient and easy to find but less affordable," and 24% desired parking as "affordable and convenient but difficult to find." Other responses included that some people park at home or use side streets when possible. Relatively 56% of respondents said that they "usually" find parking, with 22% finding parking all the time, 21% saying sometimes, and only 1% indicating that they can never find parking. For the few respondents who indicated "complete failure," it remains unclear if they are looking for preferential spaces or parking on high-demand days.

Walker also surveyed parking needs and preferences, including proximity indicators, location-based preferences, and the need for accessible infrastructure. Many of these indicators received neutral rankings, with 25-30% of respondents indicating in 5 out of 7 categories that the preferences or requirements for parking were at least "important." Security was the only preference/requirement that received a ranking where 25% of respondents thought it was "most important" (See **Figure 12**). However, 56% of respondents indicated that the wayfinding signs for parking were average.

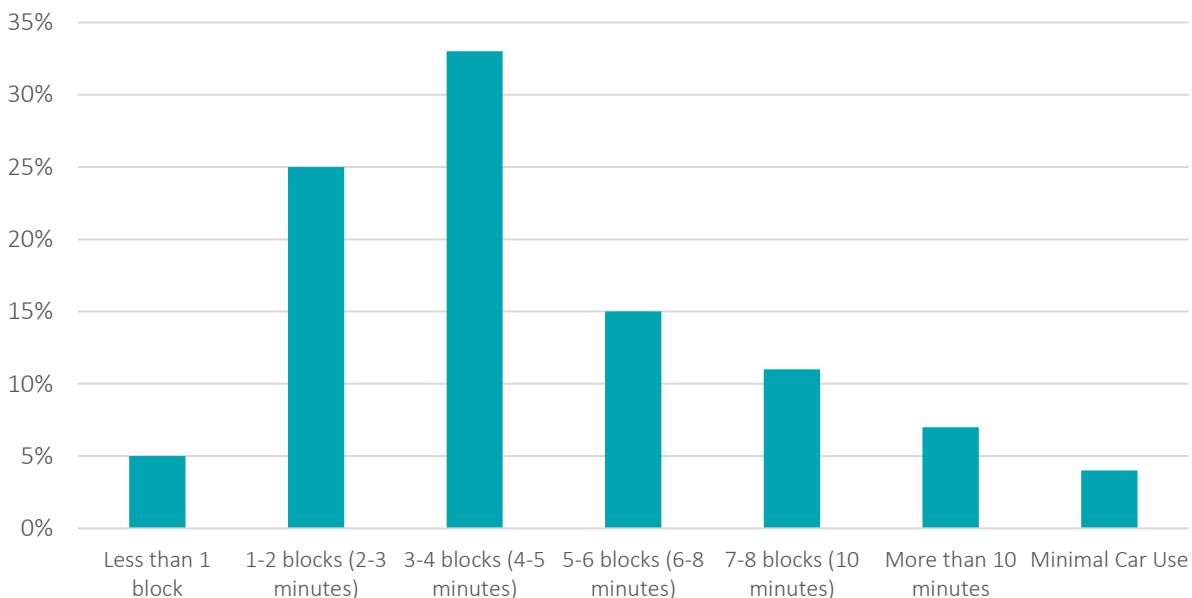
Figure 12: Southport Survey Respondent Parking Needs



Source: Southport Comprehensive Plan and Downtown Parking Survey, June 2024

According to the survey responses, residents are generally willing to walk three to four blocks when going to their destinations, as shown in **Figure 13**. Interestingly, 48% of respondents said two hours was enough when asked about the appropriate duration for extended parking. The remaining respondents indicated that three hours (35%) or one hour (10%) would suffice, while others mentioned ranges of three to five hours. Some residents needed eight to ten hours due to “work shifts,” while others objected to restricted periods.

Figure 13: Southport Survey Respondent Walking Preferences



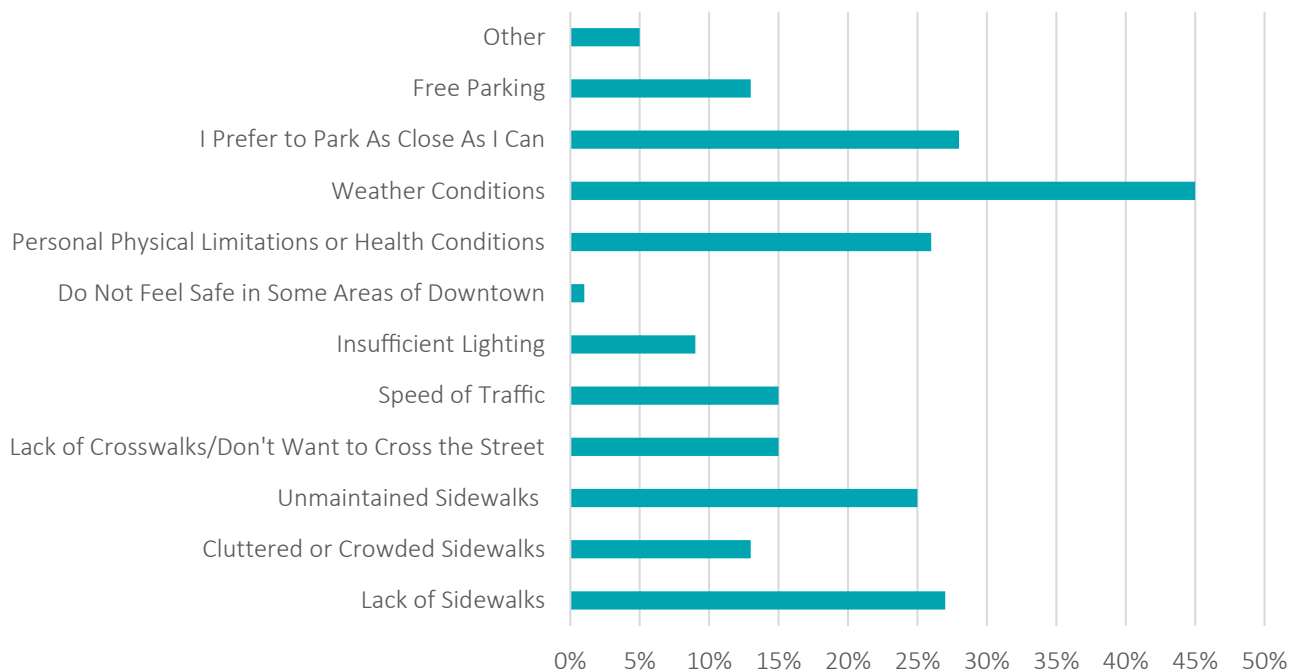
Source: Southport Comprehensive Plan and Downtown Parking Survey, June 2024

While respondents were responsive to addressing acceptable walking times and distances to their destinations in Southport, Walker wanted to understand further the community's feedback on the sidewalks available to these parties. When asked whether any barriers affected their on-foot commute, most stated that weather conditions were a significant factor, see **Figure 14**. However, weather conditions are typically seasonal and intermittent. Southport survey respondents usually anticipate fair weather conditions, which has historically added to the vibrance of the city. Other common responses included personal physical limitations or health conditions, lack of sidewalks, and preferring to park as close as possible to their destination(s). The responses indicate that many residents are willing to walk reasonable distances to their destinations but face issues with access to safe or available sidewalks. Some prioritize proximity to their destination.

When asked about using pedestrian infrastructure and right of ways in the downtown area, at least 30% of Southport respondents consider curb cuts, ramps, vehicle parking stalls, and package and commercial delivery zones important, see **Figure 15**. More than 25% of respondents consider green space, landscaping, and sidewalks the most important use of available infrastructure and right of way. Other responses show that some residents didn't find an issue with the infrastructure but hoped to see improvements in bike racks, golf cart parking, sidewalks and sidewalk connectivity, wayfinding signage, and updated parking signage.

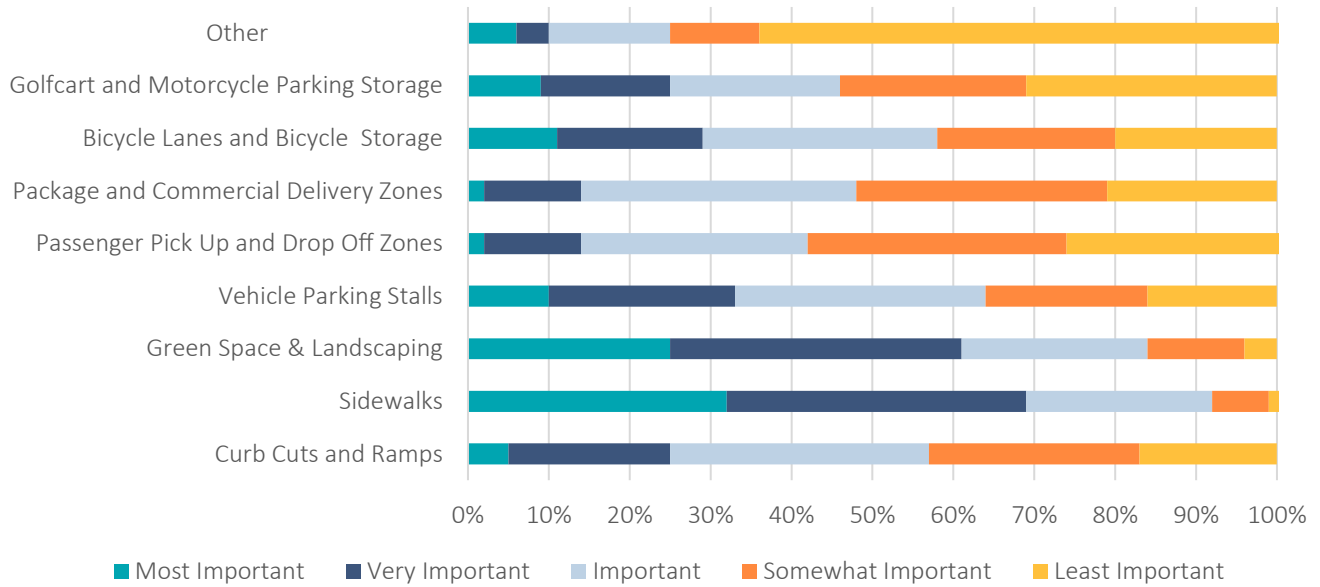
Walker representatives have inferred that survey respondents generally desire safe and accessible parking opportunities. While proximity is essential for some, others want safe, equitable, and well-connected mobility within Southport. The survey has provided valuable insights into parking behaviors within the community and highlighted the importance and desirability of corridors in the core downtown areas that should be considered for addressing parking during weekends, high-demand times, and large-scale events.

Figure 14: Survey Respondent Feedback on Barriers to On-Foot Commute



Source: Southport Comprehensive Plan and Downtown Parking Survey, June 2024

Figure 15: Survey Respondent Feedback to Available Pedestrian Infrastructure and Right of Way



Source: Southport Comprehensive Plan and Downtown Parking Survey, June 2024



02 Future Parking Needs, Requirements, and Recommendations

02 Future Parking Needs

Based on Walker's observations, Southport has a sufficient parking supply to support its current downtown commercial and waterfront activity. However, it was observed on several occasions that motorists may have parked at locations throughout the day without turning over the parking spaces to others needing parking. This occurred throughout the entire limited focus area but was highlighted in the downtown and coastal access areas. On a few occasions, Walker observed the migration of vehicles from one location to another throughout contiguous observation periods. Parking turnover ensures efficient use of primary parking resources, such as that of Downtown Southport. High turnover rates reduce congestion, enhance accessibility for customers and visitors, and support economic activity by allowing more people to access businesses and services. Thus, Walker recommends addressing parking duration regulations to enhance the efficiency of parking utilization in Southport.

Parking Duration

Walker's parking duration research focuses on parking space turnover to emphasize the parking habits of different user groups within a specific area. Southport has a unique culture that incorporates pedestrian and golf cart travel alongside significant use of private vehicles. In walkable communities, some people prefer to park in one location for the entire day and walk to different establishments, while others prioritize quick access to their vehicles. Walker's analysis of parking space usage revealed that some individuals use the spaces for prolonged periods while others move frequently within the limited focus area and, in many cases, exit the focus area. There are exceptions in areas with mixed-use developments, where residents may have limited parking options. These vehicle owners only have the option to utilize street parking to access a given residential property. Due to these behaviors, Walker aimed to understand the existing street parking capacity usage and those users' behaviors and interactions with the parking locations. Furthermore, Walker analyzes the observations gathered to comprehend any recurring patterns that may have occurred over subsequent days and nights.

Duration Findings

The downtown area of Southport generally experiences a fair level of vehicles coming and going to nearby businesses. Downtown Southport mainly consists of local businesses and popular entertainment venues between 100 West Moore to 100 East Moore and 100 South Howe to 300 North Howe. There is a significant mix of business, retail, residential, and recreational areas along 300 East Bay to 200 East Bay Street, with several commercial eateries and recreational activities. Walker used data collected on Friday, June 14, and Saturday, June 15, 2024, to study vehicles parked at the exact locations during multiple observation periods. The results of this analysis are shown in **Figure 16** through **Figure 18** on the following pages.

Figure 16: Downtown Southport Parking Turnover Analysis (Friday, June 14)



Source: Google Earth and Walker Consultants, 2024

Figure 16 conveys the unique occurrences in which private vehicles were observed at the exact location for multiple periods during the Friday observations. Along Caswell Avenue, there was a high occurrence of repeat vehicles recorded along the corridor. While several corridors, such as 300 W Moore and 100 W Moore, and 100 N Howe and 100 S Howe, had moderate occurrences of repeat activity. These results indicate evidence of vehicles utilizing high commercial activity areas as long-term parking locations. This may pose an issue for the businesses along these corridors that intend to capture a healthy rotation of consumers and visitors.

Figure 17: Downtown Southport Parking Turnover Analysis (Saturday, June 15)



Source: Google Earth and Walker Consultants, 2024

Figure 17 expresses where private vehicles were observed at the exact location for multiple periods during the Saturday observations. Along 300 W Moore, there was a high occurrence of repeat cars recorded along the corridor. Several corridors, such as 100 S Caswell Avenue and 100 W Moore, 100 S Howe, and 100 E Moore, had moderate occurrences of repeat activity. Corridors such as 200 East Moore and 300 North Howe are popular locations for moderate repeat vehicle occurrences. 200 East Moore may be said to serve the parking needs of the Southport Community Building, which does not typically draw a high turnover of visitors as it is a community facility used for community meetings and planned functions under a pre-determined schedule. Parking along 300 North Howe serves commercial facilities along the corridor and attracts patrons on rotation.

Figure 18: Downtown Southport Parking Turnover Analysis (All Observations)



Source: Google Earth and Walker Consultants, 2024

Figure 18 shows significant activity along several corridors, including 300 W Moore, 100 S Caswell, 100 S Howe, and 100 and 200 E Moore. More than 25 unique vehicles were parked in each area for more than one observation period. The corridor at 100 S Caswell had the most repeat vehicle parking with 52 occurrences, followed by 300 West Moore, with 49 unique vehicles parked during more than one observation period at that location.

Duration Recommendations

Based on Walker representatives' Southport observations, it is recommended that the City implement a parking program that enforces limited parking times. Although the plan doesn't necessarily propose paid parking, it requires enforcing policies that promote parking turnover. The current regulations in Southport's Code of Ordinances (Sec. 17-125) allow for time-limited parking. This type of parking offers several benefits, such as improving the efficient and fair use of core downtown spaces. Ensuring parking spaces are utilized efficiently increases turnover, giving more people access to high-demand areas in Downtown Southport throughout the day.

This increased access is especially beneficial for short-term visitors, customers, and clients, supporting local businesses along commercial corridors. Additionally, limiting parking duration enhances traffic flow by reducing congestion caused by drivers searching for parking. Time-limited parking promotes the fair use of public resources, preventing any single vehicle from monopolizing a space for an extended period. Furthermore, it encourages using alternative transportation methods such as carpooling, cycling, or walking, contributing to a more sustainable urban environment. Implementing such a program in Southport aligns with the community's historical openness to multimodal transit methods, like walking, biking, and even golf carts. By implementing this program, Southport can foster a parking-friendly, equitable, and accessible city, enriching the local culture and dynamics for residents and visitors. **Figure 19** represents Walker's recommended plan for implementing a time-limited parking program.

Figure 19: Downtown Southport Parking Duration Map



Source: Google Earth and Walker Consultants, 2024

Designated parking areas without parking regulations allow employees of businesses along restricted roads to access long-term parking. They are also helpful for people planning to visit multiple establishments during a single visit, including a variety of establishments with commercial, recreational, or institutional uses.

Code of Ordinance Review

Walker representatives reviewed the current parking and traffic ordinances for the City of Southport to understand which rules and regulations support the goals and objectives of the downtown parking strategy. The following review represents our findings and recommendations.

Chapter 17 – Traffic and Motor Vehicles

The City of Southport’s charter allows for the development of curbside uses that are not specific to vehicular parking. Several of these alternate curbside uses have been defined in the following ordinance language found under *Chapter 17- Traffic and Motor Vehicles*:

Loading Zones

Sec. 17-116. - Loading and unloading zones.

Whenever vehicle loading and unloading zones are designated and described by this article and when signs are placed, erected, or installed, giving notice thereof, it shall be unlawful for any person to stop, stand, or park any vehicle for any purpose or period except in accordance with the requirements of this article.

Sec. 17-117. - Passenger loading zones.

The streets, or parts thereof, described in a schedule on file in the police department are hereby designated as passenger loading and unloading zones. No person shall stop, stand, or park a vehicle therein between 8:00 a.m. and 6:00 p.m. for any purpose other than the expeditious loading or unloading of passengers and then only for a period not to exceed ten (10) minutes.

Sec. 17-118. - Commercial loading zones.

The streets, or parts thereof, described in a schedule on file in the police department are hereby designated as commercial loading and unloading zones. No person shall stop, stand, or park a vehicle therein between 8:00 a.m. and 6:00 p.m. for any purpose other than the expeditious unloading and delivery or pickup and loading of materials and goods, and then only for a period not to exceed thirty (30) minutes.

Loading Zone Recommendation

Using passenger and commercial loading zones enables the City to develop on-street areas to support this activity. Without formalized loading and unloading zones, passengers and commercial goods are often loaded and unloaded in vehicular travel and designated turning lanes.

We recommend modifying the hours of operation for each loading zone mentioned above to accommodate passenger loading and unloading centered around midday and evening meal periods when curbside parking is experiencing peak activity. Commercial loading zones should be designed for early morning activity before the midday meal periods and afternoons before the evening meal period. One suggestion may encourage commercial deliveries between 8:00 a.m. and 11:00 a.m. and between 2:00 p.m. and 5:00 p.m.

Parking Regulations

The following ordinance language pertains to the regulation of vehicular parking at curbside locations:

Sec. 17-125. - Parking time limited on certain streets or in certain spaces.

When signs are placed, erected, or installed giving notice thereof, no person shall park a vehicle for longer than the times specified by the sign. Signs may limit parking by block, street, or individual parking spaces, provided that the signs give adequate notice of the limitation. The Board of Aldermen shall approve such limited-time parking areas upon recommendation of the police chief, and a schedule of said limited-time parking areas shall be on file with the police department.

Sec. 17-126. - Parking signs required.

Whenever by this article or any other ordinance, any parking time limit is imposed, or parking is prohibited on designated streets, there shall be appropriate signs giving notice thereof, and no such regulations shall be effective unless such signs are erected and in place at the time of any alleged offense.

Parking Regulations Recommendation

Incorporating time-limited curbside parking in high-demand areas will ensure appropriate turnover of the most valuable parking spaces and allow consumers greater access to specific curbside businesses versus parking in perimeter areas and walking greater distances.

Bicycle Regulations**Sec. 17-180. - Parking.**

No person shall park a bicycle on a street other than upon the roadway against the curb or the sidewalk in a rack to support the bicycle or against a building or at the curb in such a manner as to afford the least obstruction to pedestrian traffic.

Sec. 17-181. - Riding on sidewalks.

- (a) No person shall ride a bicycle on a sidewalk within a business district.
- (b) The chief of police is authorized to erect signs on any roadway prohibiting the riding of bicycles thereon by any person, and when such signs are in place, no person shall disobey the same.
- (c) No person fifteen (15) or older may ride a bicycle on any sidewalk.
- (d) Whenever any person is riding a bicycle on a sidewalk, such person shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing such pedestrian.

Bicycle Regulations Recommendation

Incorporating a formal bicycle parking program will encourage bicyclists to use bicycles more as an alternative mode of transit. Designing and implementing bicycle parking locations that allow for greater parking space and protect bicycles while parked will attract more users to take advantage of the program. Similar to personal automobiles, bicycles are an extension of one's preferences and property. As users, we want to ensure that our environment is respected and our property is protected.

Golf Cart Ordinance (Chapter 17; Article III; Sec. 17-80)

The City of Southport permits the use of golf carts as an alternative form of transportation on City streets where posted speed limits do not exceed 35 miles per hour. The following is a list of requirements that golf cart owners and operators are required to meet:

1. The golf cart must be registered annually with the City of Southport using an application furnished by the city. Before a registration sticker is issued, a twenty-five dollar (\$25.00) per year registration fee must be paid to the city from July 1 through June 30. The registration sticker must be displayed on the left rear fender of the golf cart.
2. All golf cart operators must be eighteen (18) years of age or older and possess a full valid driver's license, except any driver or operator eighteen (18) years of age or older with a medical or physical condition that prevents that individual from being able to obtain a valid North Carolina driver's license.
3. The owner must possess and maintain liability insurance in an amount not less than required by North Carolina law for traditional motor vehicles operated on a public street or highway.
4. The golf cart must have an identifiable vehicle identification number.
5. Golf carts must be operated to the extreme right of the roadway and must yield to all vehicular and pedestrian traffic.
6. Golf carts may **not** be operated or parked on any sidewalk or in any city park, except for golf carts operated by governmental or public service agencies for official purposes.
7. Golf carts may only be parked in the same manner and at the same places designated for motor vehicle parking or in parking spaces specifically dedicated to golf cart parking.
8. Golf carts may only park in accessible parking spaces if the driver has a valid accessible placard or sticker and the same is clearly posted or displayed in the golf cart.
9. Golf carts may **not** be used as a taxicab or bus or for the commercial carrying of passengers or the hauling of freight.
10. During an emergency or at a special event, any police officer supervising or controlling traffic may direct that golf carts be operated only on or upon certain streets or locations as directed by the officer.

In addition to constituting a misdemeanor or infraction as provided by G.S. [14-4](#), violation of any provision of this section shall subject the offender to a civil penalty in the amount of fifty dollars (\$50.00) for each separate, distinct offense to be recovered by the city in an action in the nature of debt if not paid by the offender within seventy-two (72) hours after being cited for the violation.

Golf Cart Program Recommendation

As specified above, Walker representatives support the current golf cart ordinances, including permission to park in our recommended time-limited parking areas while correctly displaying an identifiable vehicle identification number (VIN). Golf carts should be held to the same parking regulations when parked in the same manner and at the same places designated for motor vehicles.

We recommend continuing designated golf cart parking areas where possible, including a plan to implement golf cart parking at redeveloped city and county-sponsored buildings and venues. Private development should assess the value of its residents and visitors to determine where and how to add designated golf cart parking for local golf cart owners.

By design, golf cart parking should be secondary to vehicular and passenger pick-up and drop-off areas. Off-street and on-street parking behind or adjacent to commercial and event venue destinations may best serve this need. Regardless, golf cart parking should be grouped for branding and promotional advertising. We commend efforts to sign golf cart parking in the Yacht Basin rights-of-way areas, including designated locations on Yacht Basin Drive next to the Frying Pan restaurant and the American Fish Company. (See the **Appendices section** of this analysis)

Areas of Redesign and Parking Inventory Enhance

Southport Water Tower

Located just south of the 300 block of North Howe Street, the Southport Water Tower is surrounded by North Dry Street and East Brown Street rights-of-way areas, suggesting opportunities for multiple informal parking areas. Angled on-street parking has been permitted on the Howe Street side of the tower; however, parking has been restricted on the east side (300 North Dry Street) due to maintenance access required through a service gate entrance.

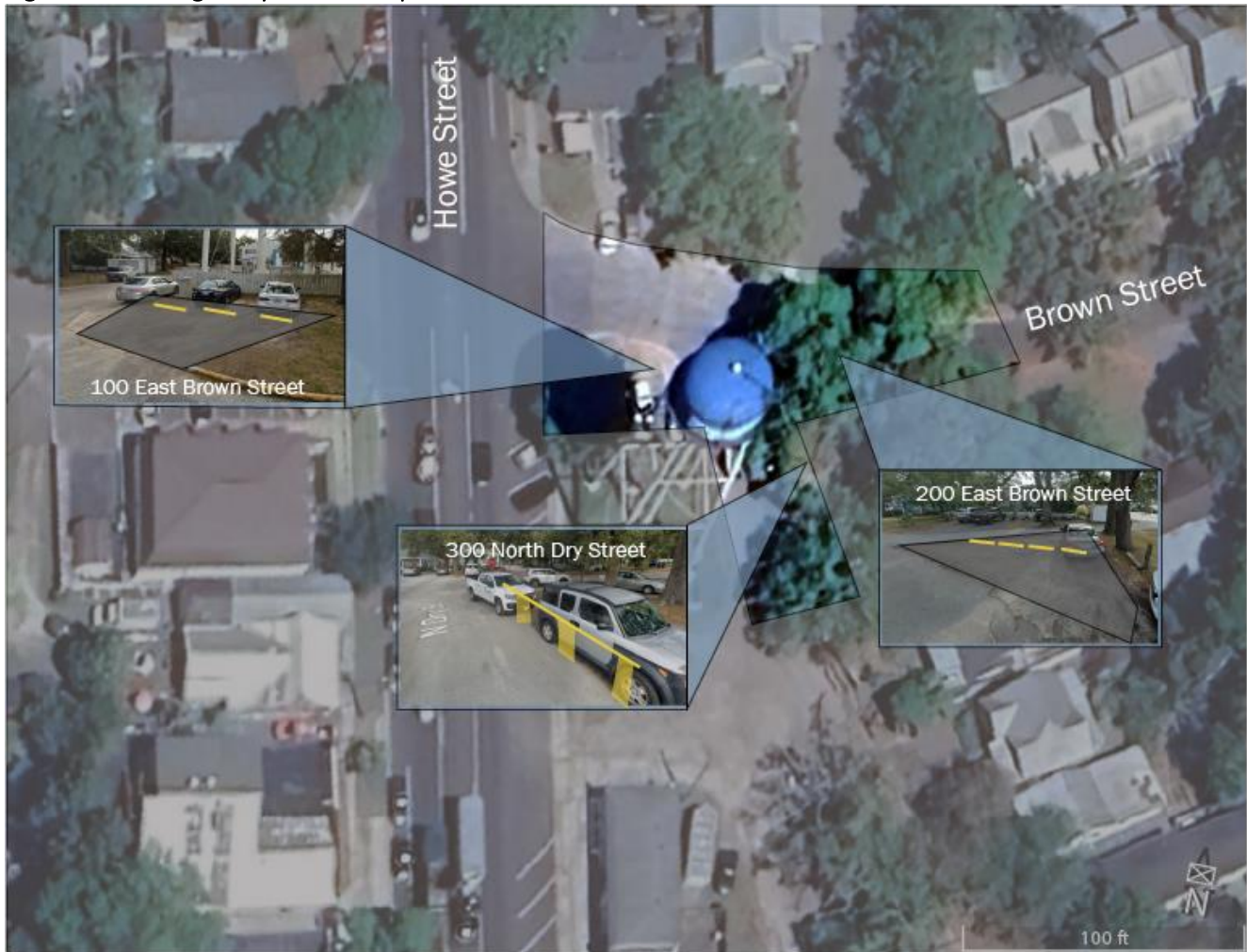
To allow sufficient access along the 300 block of North Dry Street, Walker representatives recommend restricting parking on both sides of the right-of-way. Additionally, the triangle wedge between 300 North Dry Street and 100 East Brown Street should restrict parking opportunities and be protected using four-by-four posts and chains. Returning this area to green space would reduce vehicle congestion and provide greater pedestrian safety. This minimal loss of informal parking could easily be replaced with underutilized parking in the 400 block of North Howe and the 100 block of West Brown Street. The latter option would suggest improving the pedestrian access at the intersection of North Howe and Brown Street.

Parking to the north of the tower (100 East Brown Street) should be formalized to protect access to the fire hydrant, electric utility box, and stormwater drain systems. At present, informal parking exists in this area. Walker has provided a visual representation of these recommendations in **Figure 20**. The surface parking area to the south of the tower that supports the Market Place on Howe could be enhanced to better address parking needs in this area. Images of the current conditions are included in the **Appendices section** of this analysis.

In **Figure 20**, Walker representatives have identified the 200 East Brown parking block as an area for potential parking improvement. Currently, this location consists of grassy off-street parking that can accommodate three to four vehicles at a time. This area's proposed parking improvement plan includes introducing formalized paved or unpaved parking, using wheel stops, improving surface conditions such as asphalt or gravel, and potentially adding striping. Additionally, it is suggested that a similar exercise be conducted for the 100 East Brown location, situated just north of the Southport Water Tower, to ensure the proper usage of those facilities.

Walker advises removing parking along 300 North Dry Street, as the narrow roadway serves as a common access route for residents along Dry Street and businesses with additional parking along the corridor. Southport commonly utilizes wooden posts with rope or chain connections to enforce this safety measure, which can be feasibly installed. Walker's recommendations aim to enhance the vehicular and pedestrian experience for patrons of businesses along the 100 Block of East Brown Street and protect access to the Southport Water Tower while also considering accessibility and safety.

Figure 20: Parking Analysis of Southport Water Tower Focus Area



Source: Google Earth and Walker Consultants, 2024

Southport City Gym

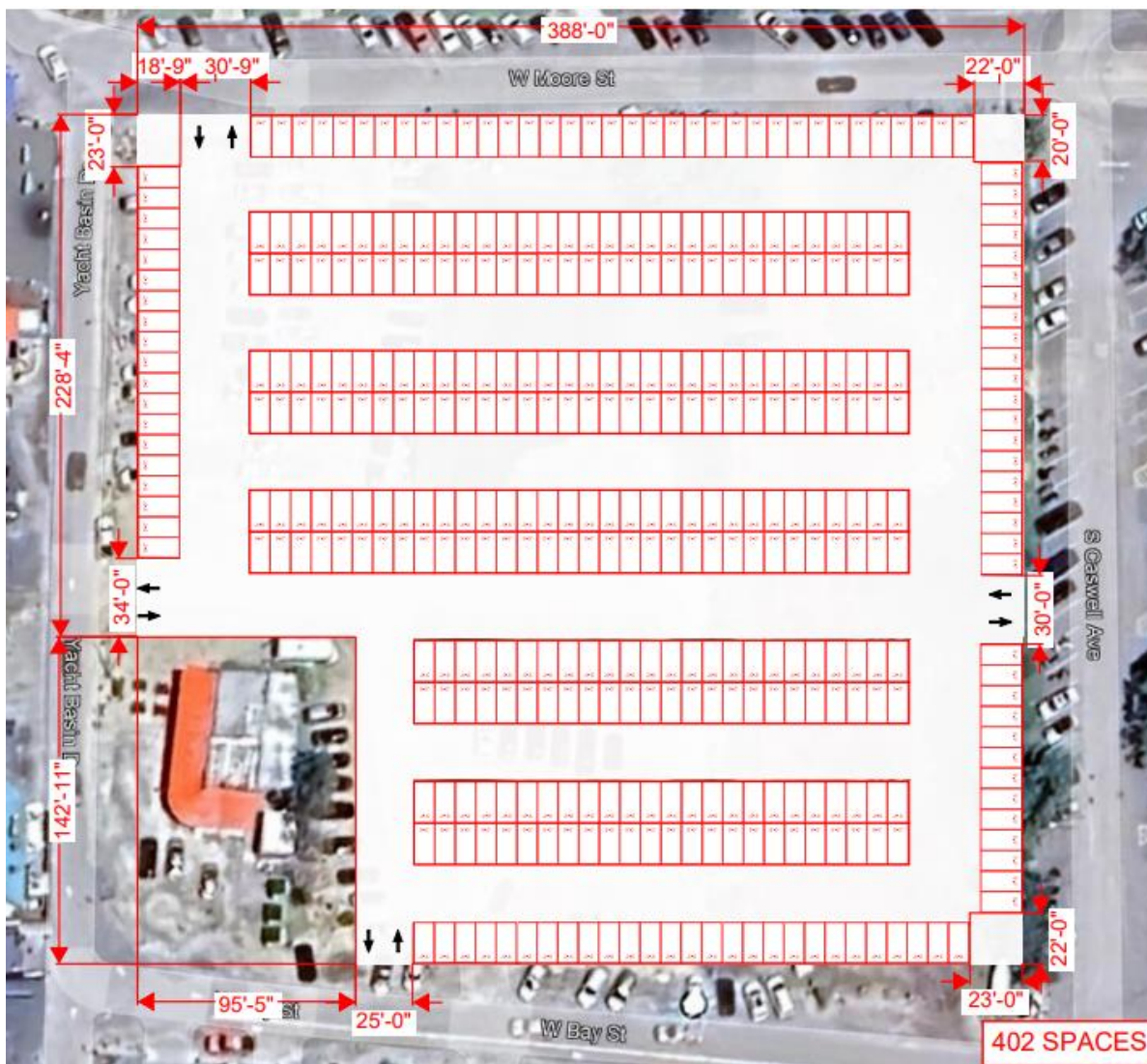
While not explicitly reflected in the North Downtown boundary, the neighborhood has expressed parking at the Southport City Gym as contentious. Other than on-street parking on North Atlantic Avenue, there is little off-street parking space when gymnasium activity is at capacity. It was expressed that motorists often park in unofficial right-of-way areas, impacting vehicular and pedestrian flow within the neighborhood. Motorists often illegally use the center landscape island for parking when accessing the building. Parking is not permitted on the north side of the gymnasium, leaving limited unimproved right-of-way areas along the 200 block of East West Street. Perpendicular parking is available on both sides of 200 North Atlantic Avenue.

To protect the oak trees in the center median of the 200 block of East West Street, Walker representatives recommend continuing the reflective four-by-four posts and chains along the median to a point just west of the gymnasium. Several pictures have been provided in the separate **Appendices section** of this analysis to highlight the effects of the center median landscape area.

Yacht Basin District

The privately owned and operated off-street parcels in the Yacht Basin area should be reviewed, with the intent to upgrade parcels for code and zoning compliance. We support the Yacht Basin Overlay District Committee's recommendations developed in April 2021. The Yacht Basin Parking Overlay District would be identified to allow off-site parking on residential-zoned land in the area bounded by Moore Street, Bay Street, Caswell Avenue, and Yacht Basin Drive. The Yacht Basin Parking Overlay District should be subject to standards that mitigate the impacts on adjacent residential properties. The standards should include interior and border landscaping requirements, dust-free parking surface requirements (excluding asphalt and concrete), continued maintenance to ensure the existing landscaping meets parking use standards, and stormwater impact mitigation. A concept parking plan drawing for the Yacht Basin District has been provided in **Figure 21** below.

Figure 21: Concept Parking Plan for the Yacht Basin Lots



Source: Walker Consultants and Google Earth, 2024

The parking layout design in **Figure 21** allows for an improved functional layout, providing vehicular entry and exit access from each side of the parking area. Walker estimates this design layout may offer as many as **402± parking spaces** before accessible parking requirements are configured. To mitigate localized flooding impacts, we recommend constructing a low-rise concrete structure, enabling localized flooding to free-flow beneath the structure without impacting parking space inventory and access. Anticipating structural costs of \$8,000 to \$12,000 per space, we would encourage the pursuit of Flood Mitigation Assistance Grant dollars and other available coastal resiliency grants or coastal flooding project grants and funding sources. At an average construction cost of \$10,000 per space, we anticipate an overall project cost in the range of 4 million dollars.

100 West Brown and 100 West St. George Street

Rights-of-way areas in red with black rectangles represent recommended parking inventory additions along 100 West St. George Street to the north and 100 West Brown Street to the south of **Figure 22**. The inventory shown may be subject to some existing driveway curb cuts.

Figure 22: Proposed Parking Inventory Additions (100 West St. George and 100 West Brown Streets)

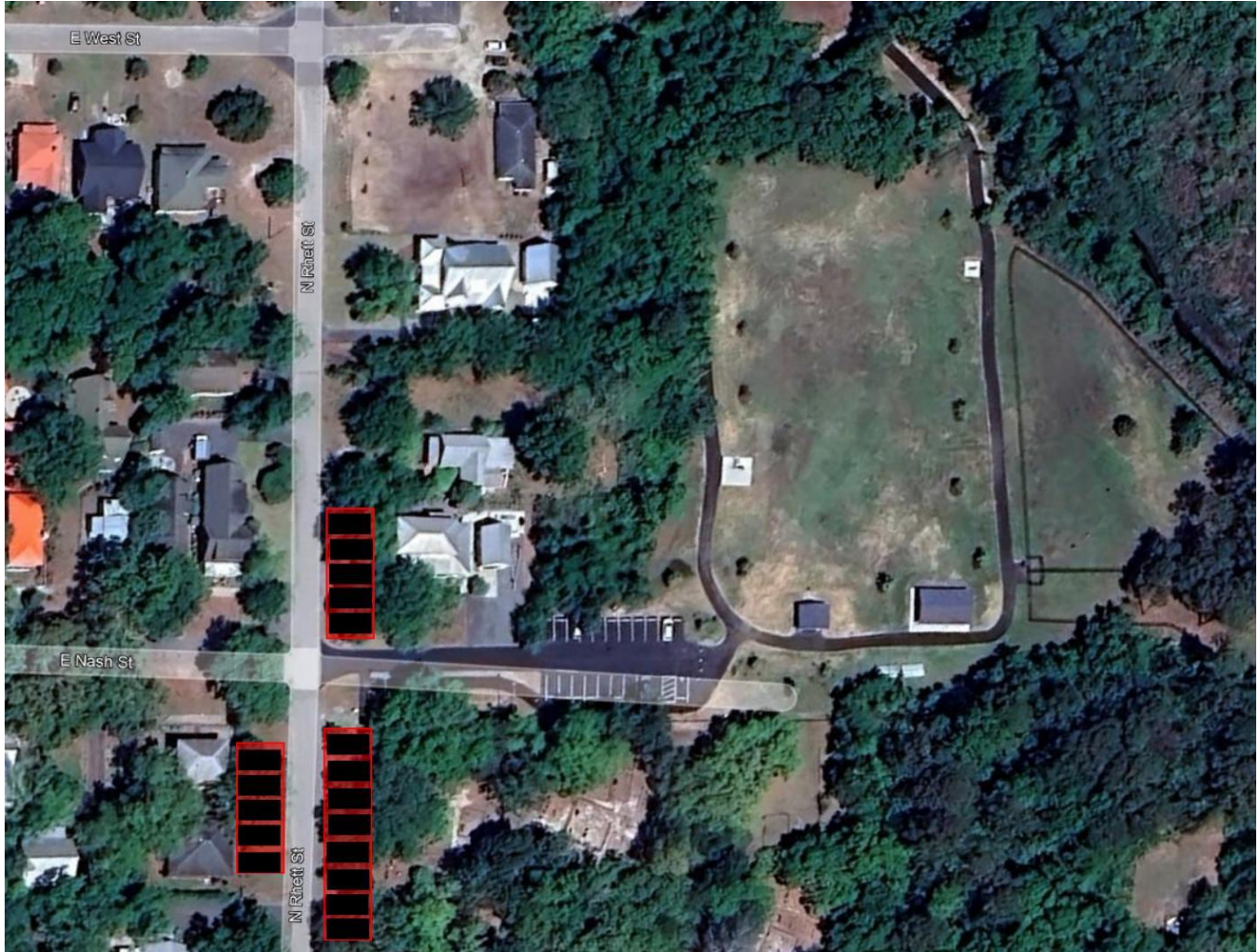


Source: Walker Consultants and Google Earth, 2024

Park and Recreation Additional Inventory Needs

The formal parking design at **Taylor Field** offers 20± ninety-degree angled parking for access to the park space. Walker representatives recommend continuing ninety-degree angled parking on North Rhett Street at the intersection of East Nash Street and to the south along the access to the Old Smithville Burial Grounds. **Figure 23** has been provided to demonstrate the recommended parking inventory additions.

Figure 23: Proposed Parking Inventory Additions (Taylor Field and North Rhett Street)



Source: Walker Consultants and Google Earth, 2024

Rights-of-way areas in red with black rectangles represent recommended parking inventory additions along North Rhett Street at the intersection of East Nash Street and to the south along the access to the Old Smithville Burial Grounds.

The **Alvin Caviness Memorial Park** location offers limited angled parking near Clarendon Avenue and West Owens Street. We recommend continuing the ninety-degree angled parking along West Owens Street towards the North Caswell Avenue intersection to accommodate additional demand during peak park activity periods. **Figure 24** has been provided to demonstrate the recommended parking inventory additions. Rights-of-way areas in red with black rectangles represent recommended parking inventory additions along West Owens Street from Clarendon Avenue to North Caswell Avenue.

Figure 24: Proposed Parking Inventory Additions (Alvin Caviness Memorial Park)



Source: Walker Consultants and Google Earth, 2024

City planning officials seek to design additional parking inventory to support the anticipated demand for access to the reopened **Kingsley Street Park**. Located at 418 East Bay Street, the park is a community resource equipped with a pier that extends into the Intracoastal Waterway, offering views of the Cape Fear River and coastal islands. The City requested Walker to review the traffic operations along the thoroughfare to assess the operability and safety should the City proceed with constructing formalized parking on the southside right-of-way on East Bay Street. Walker representatives completed a site visit to the area on Saturday, June 15th, to review the existing conditions. The following conditions were observed and recorded:

- The posted speed limit along East Bay is 20 miles per hour (MPH). Other roadways in the Southport city limits reflect a posted 35-mile-per-hour speed limit.
- The intersection of South Kingsley Street and East Bay Street is curved.
- At the intersection, there is a pedestrian crosswalk, along with pedestrian crossing signs informing motorists to stop when pedestrians are actively crossing in the crosswalk.

There are no noticeable sight-distance obstructions near the pedestrian crossing. There is no existing traffic data along this segment of East Bay Street, likely due to the low volume of trips traveled near the intersection. However, Walker recommends making the following low-cost capital improvements to the pedestrian infrastructure to enhance pedestrian safety.

- Provide stop signs at the pedestrian crosswalk in each direction.
- Post “No Parking” signs within a 20-foot distance of pedestrian crosswalk(s).
- Post an additional 20 mph speed limit sign along South Kingsley Street.
- Refresh striping along the existing pedestrian corridor.

Walker representatives determined that providing parking along the designated right-of-way, as described by the City of Southport, presents no insurmountable or immediate safety hazards. **Figure 25** visually represents the Kingsley Park focus area. The area shown in shaded gray with a red outline reflects the proposed angled parking addition for the reopened Kingsley Park.

Figure 25: Kingsley Park Focus Area



Source: Walker Consultants and Google Earth; 2024

300 East Bay Street Additional Inventory

The right-of-way area specific to the Fort Johnson-Southport Museum and Visitor Center (north side of East Bay Street) suggests an opportunity to add additional inventory below the berm serving the great lawn area. On-street inventory could be added from the South Davis Street intersection to the wooden staircase leading up to the Southport Community Building and then continuing east from the Community Building to the residential areas at South Atlantic Avenue. Excavating the berm for parallel parking inventory would suggest a need for a retaining wall with multiple stairwells leading to the great lawn area. **Figure 26** visually represents the additional inventory

recommendation for 300 East Bay Street. Rights-of-way areas in red with black rectangles represent recommended parking inventory additions along East Bay Street from South Davis Street to South Atlantic Avenue.

Figure 26: 300 East Bay Street Additional Inventory Recommendation



Source: Walker Consultants and Google Earth; 2024

100 and 200 West Bay Street Additional Inventory

Informal right-of-way parking exists on the north side of the 100 and 200 West Bay Street blocks. We recommend formalizing the parking and advertising the location as authorized parallel parking from North Caswell Avenue to South Howe Street. **Figure 27** visually represents the additional inventory recommendation for 100 and 200 blocks of West Bay Street.

Figure 27: 100 and 200 Blocks of West Bay Street Additional Inventory Recommendation



Source: Walker Consultants and Google Earth; 2024

North Howe Street Pedestrian Crossings

Walker representatives support the continued pedestrian crossing improvements at the cross streets along North Howe Street as redevelopment occurs north of the water tower. As many as 2-4 parking spaces may be sacrificed as crosswalk bulb-outs are implemented on either side of the cross street. Inventory loss should be formalized and replaced in the 100 blocks of each cross street. **Figure 28** visually represents a cross-section of North Howe Street, showing crosswalk bulb-outs and the impact on parking in the right-of-way.

Figure 28: North Howe Street Enhanced Crosswalk



Source: Walker Consultants and Google Earth; 2024

East Coast Greenway and Cape Fear Regional Bicycle Plans

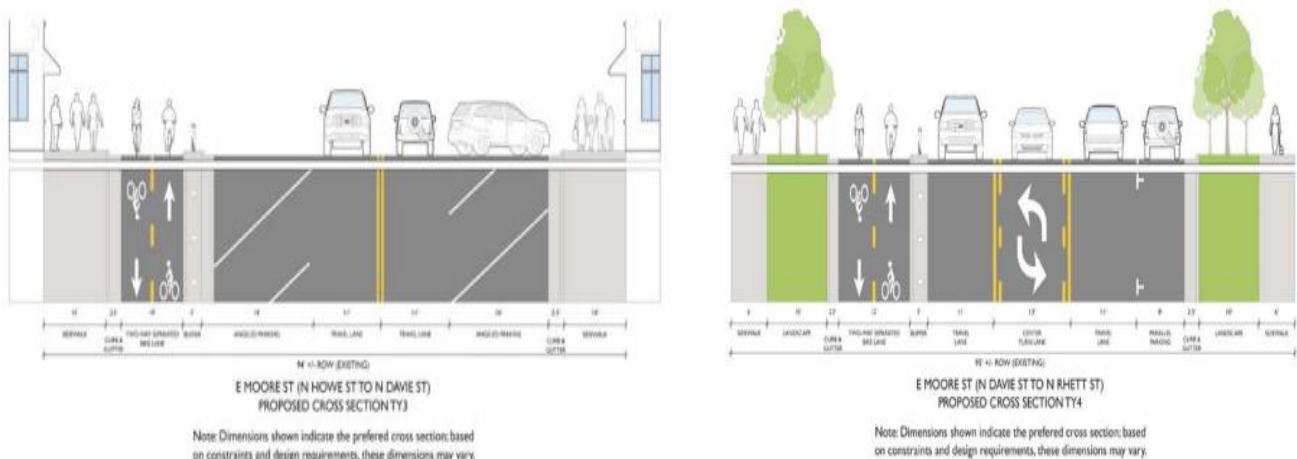
The NC211 East Coast Greenway Feasibility Study and the Cape Fear Regional Bike Plan discuss opportunities to provide a bicycle-through route from the existing bike lanes on East Moore Street to North Howe Street. The opportunity allows bicyclists to travel along the scenic waterfront and neighborhood roads in the downtown area of Southport. It avoids NC 211 through downtown, which currently has limited opportunities for separated bicycle facilities and carries high traffic volumes. As suggested in the planned recommendations, this through-route should be combined with a priority greenway project recommended in Southport's 2014 Comprehensive Pedestrian Plan. NC bike route 3 and the East Coast Greenway should be rerouted to match the new facilities once constructed.

Currently, the bike route sign package (NC 3) sends bicyclists through downtown Southport on NC 211, which carries high traffic volumes and has a 35-mph posted speed limit north of downtown. This project routes bicyclists onto the scenic waterfront and quiet neighborhood roads with very low traffic volumes and speeds, terminating at the northern end of North Caswell Street. A recommended shared-use path along this northern section provides a dedicated facility separated from roadway traffic where no such facilities currently exist.

Linking the existing bike lanes along East Moore St would consolidate the East Coast Greenway and NC Bike Route 3 through the downtown waterfront and neighborhoods of Southport, eventually connecting back to NC 211 (and future paved shoulders as part of the roadway widening project) via the recommended route. This opportunity also links to multiple local bike routes and existing bike lanes on W 9th St.

The following figures, taken from sections of the NC211 East Coast Greenway Feasibility Study, demonstrate the design for separate pedestrian, bicycle, and vehicular facilities.

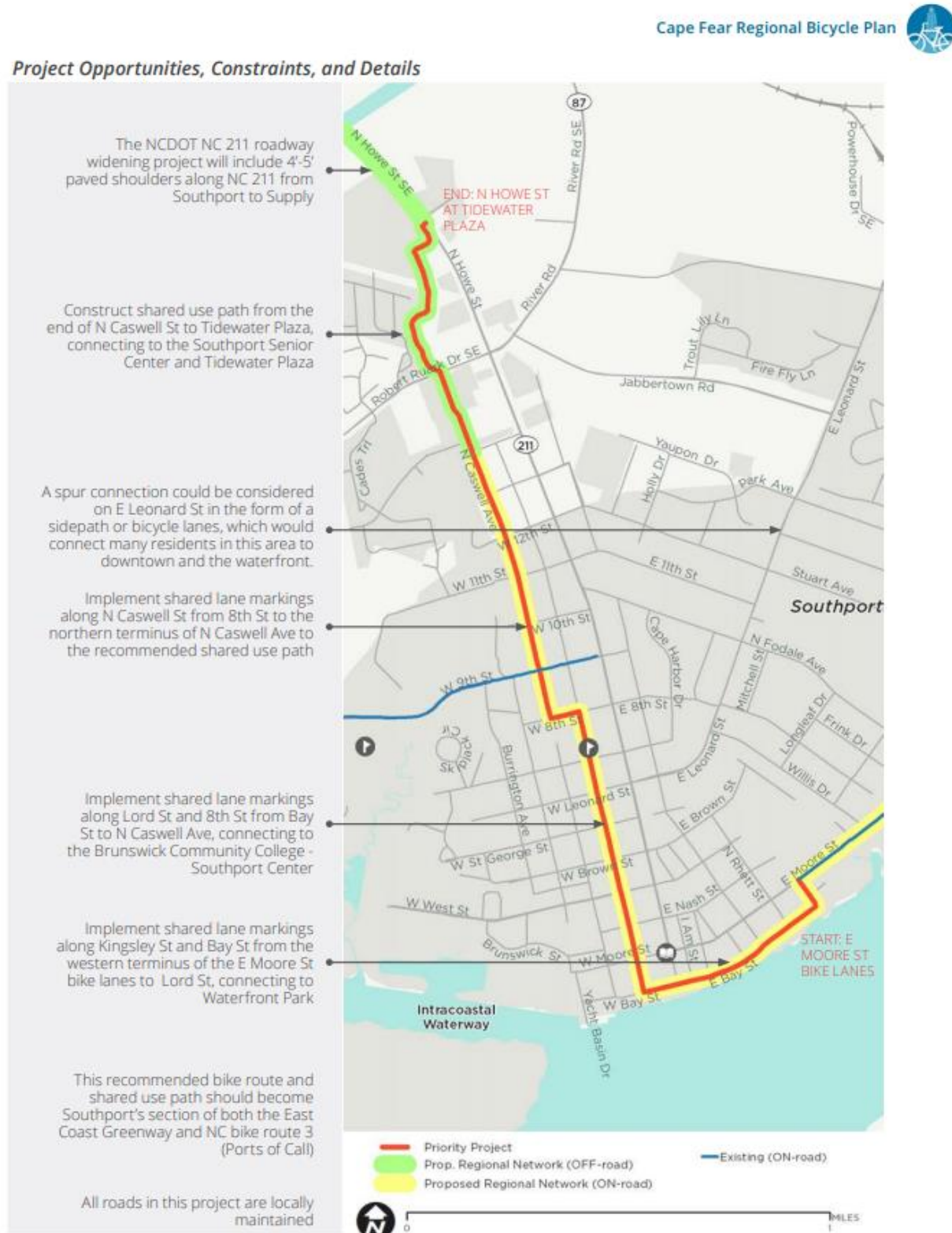
Figure 29: Proposed East Moore Street Roadway Cross Sections



Source: NC211 East Coast Greenway Feasibility Study, March 2022

Figure 30 on the following page provides a high-level overview of the proposed East Coast Greenway changes throughout Southport.

Figure 30: NC211 Proposed Bike Plan – East Moore Street to North Howe Street



Source: NC211 East Coast Greenway Feasibility Study, March 2022

Bicycle Parking Program

The Southport community has a unique approach to mobility, with golf carts, walking, and biking being popular modes of transportation. During Walker's site visits, we evaluated the local bike paths. We noticed gaps in the bike sign package infrastructure, particularly in the downtown area (See example bike route sign packages in **Figures 31A and 31B**). Since biking is essential for Southport's residents and visitors, Walker explored ways to enhance the biking network.

In addition to assessing the city's biking infrastructure, Walker also investigated safety measures and appropriate locations, including the need for sign packages, wayfinding, secure bike parking with concrete pads, covered protection, and maintenance station equipment. By improving these aspects, Southport can ensure a safer and more efficient biking experience for its residents and visitors while promoting a healthier and more sustainable mode of transportation. Walker representatives have visually summarized these plan recommendations in **Figure 33**. The proposed bicycle plan also considers adopting the Proposed Greenway Bike Plan, which engages several local thoroughfares, including Moore Street, Bay Street, and Lord Street. Walker's recommended improvements include using bike stations equipped with maintenance stalls, as shown in **Figures 32A and 32B**. These stations allow cyclists to park their bicycles formally for a desired period and safely check and maintain their bikes if a biking-related incident occurs. This will provide a safer space and keep these people from rights-of-way during cycling incidents.

Figure 31A: Southport Bike Route Signs



Source: Walker Consultants, 2024

Figure 31B: Southport Bike Route Signs



Source: Walker Consultants, 2024

Figure 32A: Proposed Bike Maintenance Stations



Source: National Park Services, 2019

Figure 32B: Proposed Covered Bike Storage Area



Source: Google Earth and Walker Consultants, 2024

Figure 33: Southport Proposed Bike Plan



Source: Google Earth and Walker Consultants, 2024

Walker representatives recommend developing a revised Bike Plan that coordinates the newly proposed Greenway Bike Plan with a smaller local Community Bike Path, allowing bicycle circulation from connections at 8th Street to the north to Bay Street at the waterfront. Use of the Atlantic Avenue and Caswell Avenue corridors will enable bicyclists to navigate north and south roadways without pedestrian and vehicular conflict on busier corridors like Howe Street and Moore Street.

Additionally, we suggest upgrading bicycle parking locations along Bay Street and Waterfront Park, the City Gymnasium, the proposed Arts Center on East Moore Street, and the Yacht Basin area near Caswell Avenue. These locations are highlighted in **Figure 33**, which has blue bicyclist symbols on the map. Other locations could be upgraded to include the Public Library, restaurants, coffee shops, and historical cultural destinations. Similar to the addition of golf cart parking design, we suggest incorporating these bicycle parking locations in areas that do not compromise vehicular parking—ideally, off-street locations or protected rights-of-way locations where delineated parking is not physically possible.

Redevelopment Opportunities

Located at 201 East Moore Street, the Historic Brunswick County Courthouse is the site for proposed building renovations to create a **Center for the Arts** in Southport. To date, the Up Your Arts non-profit organization has undertaken various actions to determine whether the building was a feasible candidate for restoration, including engaging the services of professional contractors to conduct structural and mold remediation analyses.

Community volunteers were selected for their creative and performing arts management expertise and delivered a series of white papers outlining fundamentals for inclusive, practical, and inspiring use of the space. Ongoing dialogue expanded the scope of possibilities while architectural services were funded and engaged to determine the design required to support the variety of artistic and program revenue needs identified. Architectural services will be completed, with construction drawings and specifications necessary to solicit contractor bids. A separate legal entity of community stakeholders will be established to take the project forward in partnership with the City of Southport.¹



¹ upyourarts.org/southport-art-spaces/save-the-hall/

To accommodate parking demand generated by the planned programmatic space of the Center for the Arts, Walker recommends the use of the following overflow on-street parking areas:

-  200 and 300 East Nash Street
-  200 East Moore Street
-  100 North Davis Street
-  100 North Dry Street
-  100 North Atlantic Avenue

Walker representatives have recommended these on-street parking areas remain free of time-limited parking regulations and available for public use on a first-come, first-served basis. As the parking demand generation eventually expands from the 100 block of East Moore Street and the 100 block of South Davis Street, it may be necessary to convert the 100 blocks of North Davis and Dry Streets to time-limited parking to ensure available parking space turnover is supported in this area.

Figure 34: Downtown Southport Parking Duration Map with Proposed Center of the Arts Location



Source: Google Earth and Walker Consultants, 2024



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 11/4/2024_____ **DEPARTMENT:** Public Services_____

PRESENTED BY: Tom Zilinek, City Engineer & Tom Murray, WK Dickson_____

ITEM SPONSORED BY: Public Services Department_____

ITEM/TOPIC: Stormwater Mapping, Modeling and Capital Improvement Plan Presentation_____

COST: N/A_____ **BUDGET LINE ITEM:** N/A_____

JUSTIFICATION: This is a presentation by the consultant, WK Dickson on the Stormwater Mapping, Modeling and Stormwater System Capital Improvement Plan. The project was funded through a GoldenLeaf Grant the City received last year. _____

IMPACT IF NOT APPROVED: This is a presentation_____

DEPARTMENT HEAD COMMENTS: The presentation will describe the process used to model the City Stormwater System. It will also talk about the modeling that was performed on the system. It will conclude with the Capital Improvement Plan that was developed using the mapping and modeling of the system. _____

CITY MANAGER COMMENTS: As recent stormwater events have shown, particularly PTC#8 revealed the urgent need to upgrade the stormwater system. The path is clear: use the stormwater map as a guide to correct, improve and upgrade the TOTAL system, primarily using grants and State funds. _____

ATTACHMENTS: Power Point Presentation_____

REQUESTED ACTION: No action required. This is a presentation_____

PROPOSED MOTION: No motion required. This is a presentation_____



Stormwater Mapping City of Southport

HOW DID WE GET TO HERE

- February 2023 - Started as Part Time City Engineer
- March 2023 – Found out about GoldenLeaf Grant Program and began preparing application
- May 2023 – Submitted application to GoldenLeaf for a Stormwater Mapping/Modeling and Capital Improvement Plan
- June 2023 – Board approved \$250,000 in FY2024 Budget for Stormwater Improvements
- August 2023 – Received notice the City was awarded a \$250,000 grant from GoldenLeaf for Stormwater Mapping/Modeling and Capital Improvement Plan
- September 2023 – Issued an RFQ for Stormwater Mapping/Modeling and Capital Improvement Plan
- October 2023 – Awarded a contract to WK Dickson for the project with an October 2024 completion date
- October 2023 – Held kickoff meeting with WK Dickson
- October 2024 – Project complete
- November 2024 – Presentation to Board of Alderman



City of Southport Stormwater System Evaluation

*Board of Aldermen Meeting
November 4, 2024*



Project Goals

- Locate and map stormwater infrastructure
- Condition assessment
- Flood risk evaluation
- Capital improvement plan



Why Stormwater Inventory?

- **Maintenance**
 - City-owned
 - Reactive to proactive
 - Dynamic database
 - Work order systems
- **Planning**
 - New development evaluation
 - Redevelopment needs
- **Reduce Flood Risks**
 - Prevent downstream impacts
 - Systematic evaluation

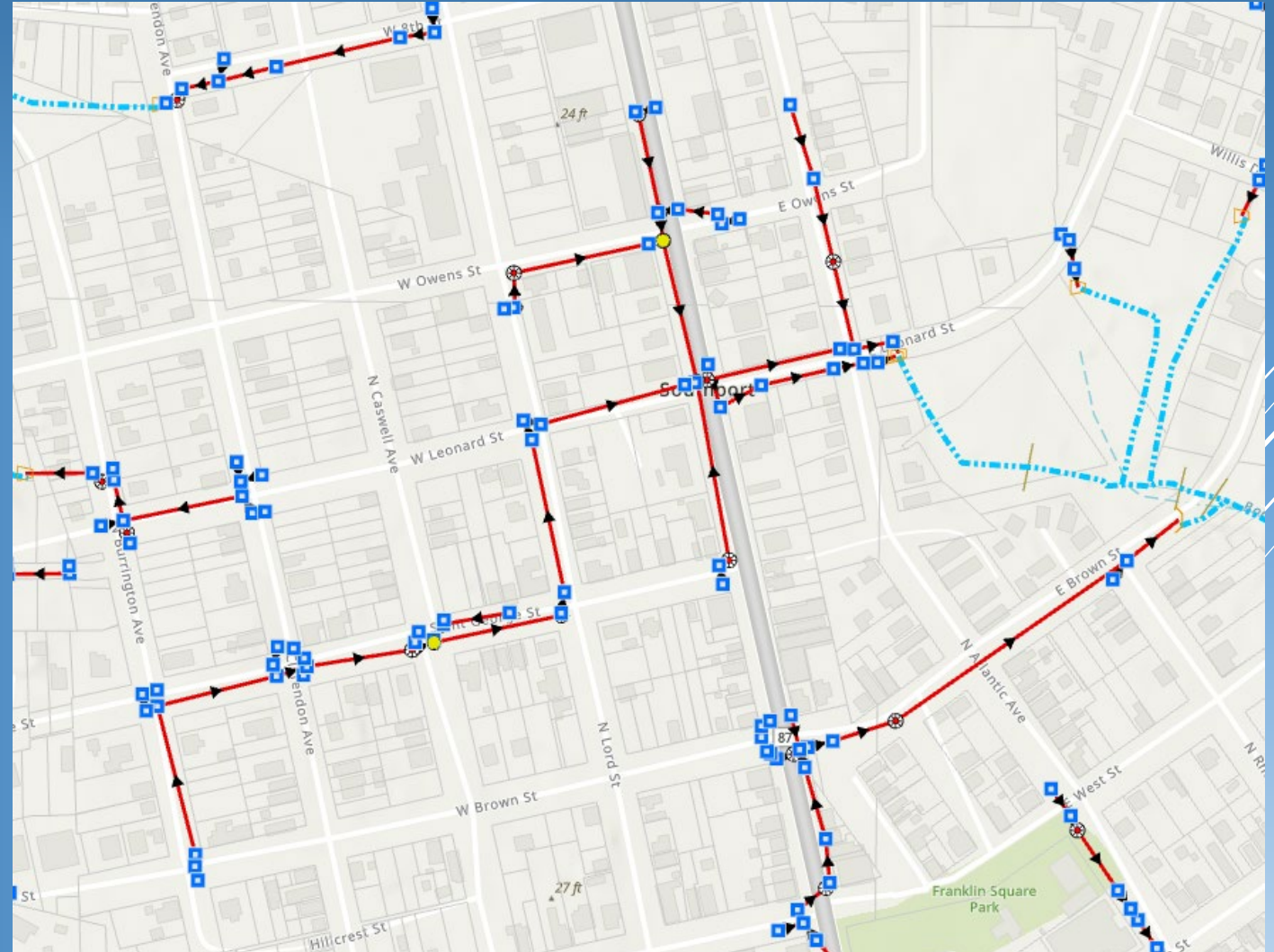


- Digital location
- Connectivity
- Attributes
 - Size
 - Material
 - Depth
- Photos



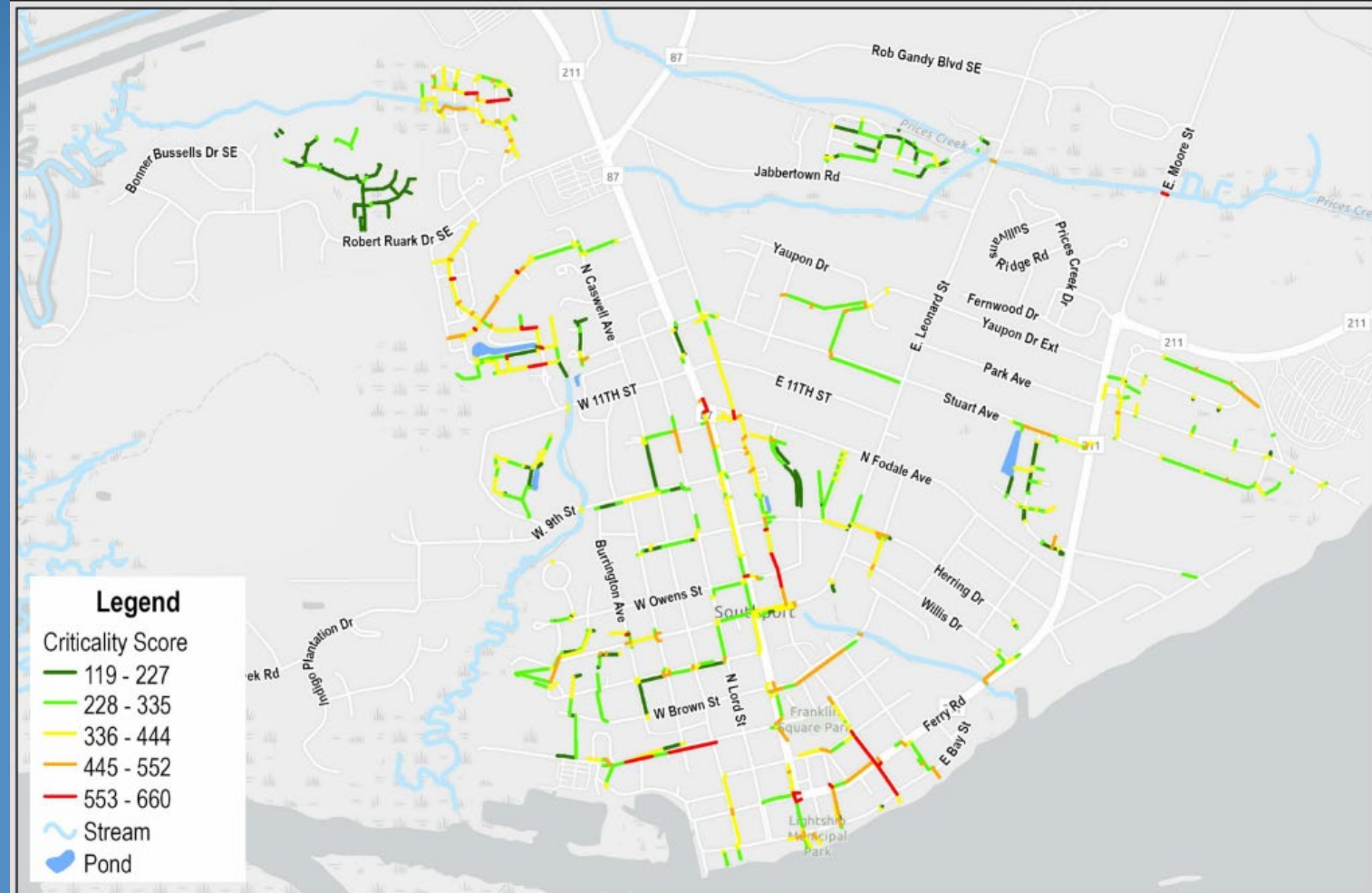
Stormwater Inventory

- 900 Structures include manholes, inlets, and outfalls
- 15 miles of drainage pipes
 - Ranging in size from 8" diameter to 96" diameter
 - Material includes concrete, metal, plastic, and clay
- 14 pond structures
- Open channels
 - Connectivity
 - Modeling



Condition Assessment

- Desktop criticality analysis to identify maintenance priorities
- Likelihood of failure
 - Visual inspection
 - Material
 - Age
- Consequence of failure
 - Size
 - Location



Condition Assessment

- CCTV high criticality assets
- Proactive inspections, maintenance, and rehabilitation
- Program infrastructure replacement
- Coordinate with NCDOT and private property owners



Evaluate Flood Risk

- Evaluate a series of storm events (1%, 2%, 4%, 10%, 50%)
- Determine frequency, duration, and severity of flooding
- Identify at-risk infrastructure
- Identify undersized stormwater conveyance systems



Planning Level Solutions

- Develop conceptual solutions in floodprone areas identified by City staff and the modeling analysis
- Solutions typically include
 - Larger infrastructure
 - Correcting pipes with negative or flat slopes
 - Adding infrastructure in areas with limited drainage features
 - Reroute portions of system to public right-of-way



Park Avenue System

- Solutions include:
 - Proposed size and extent of infrastructure replacement
 - Evaluation of other costs including utility conflicts, asphalt replacement, curbing, etc.
 - Planning level cost estimates
- Capital prioritization
- Coordination with maintenance plan
- Support funding applications



Project Prioritization

- Public health and safety
- Severity of street flooding
- Cost-effectiveness
- Effect of improvements
- Implementation constraints
- Constructability

Table ES-1: Flood Control Project Prioritization

Prioritization	Project	Cost
1	North Fodale Avenue System Improvements	\$1,496,000
2	Bonnetts Creek System Improvements	\$11,667,000
3	West 9th Street System Improvements	\$1,819,000
4	West 11th Street System Improvements	\$202,000
5	Cades Trail System Improvements	\$4,533,000
6	River South Circle System Improvements	\$390,000
7	North Atlantic Avenue System Improvements	\$2,360,000
8	Park Avenue System Improvements	\$2,327,000
9	West 8th Street System Improvements	\$675,000
10	Stuart Avenue System Improvements	\$465,000
11	North Caswell Avenue System Improvements	\$3,130,000
Total		\$29,064,000

THANK YOU

WHERE DO WE GO FROM HERE

- The study and CIP plan will be used as background data for grant submissions.
- Last week submitted a Letter of Intent for a NCDPS Building Resilient Infrastructure and Communities (BRIC) Grant Program for one of the projects
- In the coming months will be submitting another project for a GoldenLeaf grant
- Will be submitting for additional grants as they come up at our projects





QUESTIONS?



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: November 4, 2024

DEPARTMENT: Community Relations

PRESENTED BY: Lucinda Arnold / Allayna Dail

ITEM SPONSORED BY: Community Relations

ITEM/TOPIC: Contract Renewal for the NC 4th of July Festival Administrative Support

COST:

BUDGET LINE ITEM: N/a

JUSTIFICATION: The contract renewal provides essential administrative support for the NC 4th of July Festival, one of Southport's most prominent community events. Staff from the Community Relations department will manage duties such as event coordination, vendor relations, permitting, and compliance with city regulations. This partnership will ensure that the festival continues to run smoothly and meets city standards for public engagement, safety, and community impact.

IMPACT IF NOT APPROVED: Without this contract renewal, the festival would lack necessary administrative support from experienced city staff, potentially leading to challenges in organization, vendor management, and regulatory compliance. This could affect the festival's quality, attendee experience, and public safety.

DEPARTMENT HEAD COMMENTS: Approval of this renewal will enable the Community Relations department to continue its established support role, ensuring successful execution and growth of this major event.

CITY MANAGER COMMENTS: City Administrative support is needed for this signature tourism event to continue with its standard of excellence, as evidenced by this year's event.

ATTACHMENTS: Proposed contract, scope of work.

REQUESTED ACTION: Approve contract renewal for administrative support for the NC 4th of July Festival.

PROPOSED MOTION: "I move to approve the renewal of the contract for the NC 4th of July Festival, authorizing Community Relations staff to provide continued administrative support."

North Carolina Fourth of July Festival, Inc.

Service Agreement

This service agreement is between the City of Southport and the North Carolina Fourth of July Festival, Inc. The City agrees to provide the following services to the North Carolina Fourth of July Festival, Inc.

Services:

The City will provide:

- Appropriate professional staffing from the Community Relations Department with job duties as listed in the NC 4th of July Festival Scope of Work and Master To-Do List.
- Office space for Festival duties at the Indian Trail Meeting Hall.
- List the Festival as an additional insured on all insurance policies.
- Provide a computer, printing, and mailing method with allocations to the Festival.
- Reporting to the Festival Board as requested Scope of Work Progress as requested outside the stated and agreed to Scope of Work reporting attached.

Festival Obligations

- The Festival shall list the City of Southport as a top-level sponsor which is in accordance with the City's annual investment in hosting the festival.
- Direct and establish a calendar of events.
- Maintain all financial records in accordance with State laws for non-profits.
- Festival volunteers to plan and implement respective activities.
- Monitor performance of agreement.

This serves as intent for a new service agreement for the 2024-2025 Festival. Amendments to this agreement must be initiated by the Festival or the City of Southport by October 1st annually. Should no party deliver by October 1 of the current year notice of change, the agreement shall remain in place renewed annually.

2024/25 City of Southport, Date

2024/25 President, North Carolina Fourth of July Festival, Inc.

2025 BOARD OF DIRECTORS

President	Lucinda Arnold
Senior Vice Chair	Hugh Fosbury
Vice Chair	Jen Long
Secretary	Mary Ellen Poole
Treasurer	Duncan Hilburn
Past President	Randy Jones
At Large	Ali Travis
At Large	Karen Anderson
Publicity Division Chair	Trisha Howarth
Finance Division Chair	Keesha Starr
Events Division Chair	Brett McKeithen
Security	Todd Coring
Logistics Division Chair	Rick Sessa

Ex-Officio Members

Administrator	Allayna Dail
Advisor	Wayne Berry
Advisor	Charles Drew
City of Southport	Alderman Rebecca Kelley
Town of Oak Island	Heather O'Brien

2024 VOLUNTEER INFORMATION

2024 Board of Directors: 17

2024 Festival Committee Members (Assigned specific jobs/duties): 45

2024 General Volunteers (Assists during festival days): 123

2024 Total Festival Volunteer numbers: 185

Bylaws

N.C. FOURTH OF JULY FESTIVAL

The N.C. Fourth of July Festival, Inc. is a non-profit corporation chartered under the laws of the State of North Carolina and as such, shall be governed and operated according to the following By-Laws and Rules and Regulations as formulated and adopted by the Board of Directors of the N.C. 4th of July Festival, Inc.

BY-LAWS OF N.C. FOURTH OF JULY FESTIVAL, INC.

Article I – Name

The name of the project shall be “The North Carolina Fourth of July Festival,” hereinafter called the “Festival.”

Article II – Purpose

Section 1. The purpose of the corporation shall be to promote patriotism to the United States of America, the State of North Carolina, the County of Brunswick, and the City of Southport as first evidenced by the celebration of the Nation’s Independence by the military personnel at Fort Johnston and the local townspeople. The culmination of the festival's efforts to promote patriotism throughout the year shall be the festival activities held on corresponding dates chosen by the N.C. 4th of July Festival Board. If the holiday falls on a Sunday, the Festival will take place on that Monday.

Section 2. No income of the festival shall be distributed to its directors, officers, or members but shall be used solely for the payment of expenses and obligations and as operating capital for the festival and those uses approved by the Festival Board.

Section 3. No director, officer, or member shall voluntarily and knowingly use their position within this festival for the advancement of personal, business, or political matters, and violation of this section will be grounds for removal from office and/or loss of membership.

Article III – Corporate Seal

Section 1. The Corporate Seal of the Corporation shall consist of two concentric circles with the following words engraved between them: “The North Carolina Fourth of July Festival, Inc.”

Section 2. An impression of the seal shall be affixed hereto.

Section 3. Possession of the seal shall be at the corporate headquarters.

Article IV – Government

Section 1. – The Corporation shall be governed by a Board of Directors; the initial Board being composed of three directors named in the Articles of Incorporation.

Bylaws

Section 2. – Number: The Board of Directors of the festival, hereinafter referred to as the “Festival Board,” shall be composed of thirteen (13) voting members and four (4) ex-officio members having no vote.

Section 3. – Selection: The voting members of the Board shall be selected in the following manner: the Festival President, the Festival Senior Vice Chairman, the Vice Chairman, one (1) Secretary, one (1) Treasurer, the most recent past Festival President, one (1) Security Advisor, and one (1) Division Chair each of Finance, Publicity, Events, and Logistics, and two (2) at large members. The ex-officio members will be one (1) mayor-appointed representative from the City of Southport, one (1) mayor-appointed representative from the Town of Oak Island, and two (2) NC 4th of July Advisory Board-appointed representatives. All members are to be nominated by the Festival Executive Committee and approved by the Festival Board at the September meeting.

Section 4. – Term of Office: Voting directors of the Festival Board shall serve terms of one (1) year each. 2. Terms of office for voting directors shall commence upon appointment during the month of September in each calendar year and shall continue until a new Festival Board is appointed or until their resignation or death. Appointments to the Festival Board shall be made by September, as soon as possible subsequent to the completion of that year’s festival.

Section 5. – Removal: Any member of the Festival Board of Directors may be removed from the Festival Board by a vote of a two-thirds (2/3) majority of all Festival Directors if, in the judgment of those directors, the best interests of the festival would be served thereby.

Section 6. Vacancies: Any vacancy within the Festival Board shall be filled by an identical process of selection at the end of a term as detailed in Article IV, Section 3, above.

Section 7. Powers of the Festival Board: The Festival Board shall have general management control of the business, property, and affairs of the festival. The Festival Board may enter into contracts with Board approval.

Section 8. – Meetings of the Board: The directors of the Festival Board shall hold a meeting at least once each month during the months of September through June of each calendar year. *Excluding December.

There shall be an annual meeting of the Board during the month of September of each calendar year at a date, time, and place to be set by the Festival President.

Special meetings may be held at any time upon the call of the Festival President or any two of the Directors or as agreed upon by the Festival Board.

Notice of all meetings, regular or special, shall be given by the Secretary to each Festival Director in person at least twenty-four (24) hours prior to that meeting or in writing at least forty-eight (48) hours prior to that meeting; provided, however, that meetings attended by all Festival Directors may be held at any time without due notice.

The Festival Board shall authorize a means of email or other electronic voting.

Bylaws

Article V – Executive Committee of the Board

Section 1. – Number: The Executive Committee of the Board shall be the President, Senior Vice Chairman, Vice Chairman, Treasurer, Secretary, and the most recent past President.

Section 2. – Selection and Term of Office: The President of the Board shall also be the President of the Festival and shall be selected as detailed in Article IV Section 3 above. The Festival President's term of office shall be for one (1) year, and he/she shall serve until that office is assumed by the Senior Vice Chairman, or until his resignation or death.

The Senior Vice Chairman will serve in this role for (1) year before the succession of the role of Festival President as outlined in Article IV, Section 3, above.

The Vice Chairman will serve in this role for (1) year before the succession of the role of Senior Vice Chairman as outlined in Article IV, Section 3, above.

The Treasurer shall serve for as long as so designated.

The Secretary of the Board shall also be the Secretary of the Festival and shall be appointed as detailed in Article IV, Section 3, above. The Secretary shall serve from appointment until replaced by a new appointment.

Section 3. Removal: Any officer may be removed from office by a vote of two-thirds (2/3) majority of all directors of the Festival Board if, in the judgment of those Festival directors, the best interest of the festival would be served thereby.

Section 4. Vacancies: Any vacancy in any office shall be filled in the same manner as the original appointment.

Section 5. – Duties:

- a. Festival President: The Festival President shall preside at all meetings of the Festival Board and shall have general charge of and control over the affairs of the festival, subject to such rules and regulations as may be adopted. The Festival President will oversee the Government Division Chair and Publicity Division Chair.
- b. Senior Vice Chairman: The Festival Senior Vice Chairman is defined as the next Festival President. The Vice Chairman shall act as the President's Deputy. The Senior Vice Chairman will oversee the Logistics and Finance division Chairs.
- c. Vice Chairman: The Festival Vice Chairman is defined as the next Festival Senior Vice Chairman. The Vice Chairman will oversee the Security and Events division Chairs.
- d. Treasurer: The Treasurer will receive and disburse all festival funds and shall keep an accurate record of all receipts and disbursements. With Board approval, the Treasurer may go into contract for third-party services. The Festival Board may require an annual audit.
 - a. All checks issued by the treasurer shall be signed by both the Treasurer and the President to validate the check.

Bylaws

- b. The Treasurer shall present an annual financial report at the annual meeting of the Board during the month of September of each calendar year, and present current financial reports at each scheduled meeting to the Festival Board.
- e. Secretary: The Secretary is to keep a record of the minutes of all meetings of the Board give notice of meetings as required by these By-Laws. All the Festival's books, records, and papers shall be kept at the corporate office or in a designated storage unit.

Article VI – Committee:

The following list of committees are suggested as standing committees of the festival:

Finance Division

- a. Fundraising & Sponsorships
- b. Merchandise
- c. Arts & Crafts
- d. Concessions & Ice

Publicity Division

- a. Media & Public Relations

Events Division

- a. Opening Ceremonies
- b. Flag Raising Ceremony
- c. Beach Day
- d. Children's Entertainment
- e. Flag Retirement Ceremony
- f. Naturalization Ceremony
- g. Parade
 - a. Radio Operators
 - b. Shriners
 - c. Parade Book
- h. Salute to Veterans
- i. Shag Contest
- j. Freedom Run
- k. Parade
 - i. Floats
 - ii. Shriner
 - iii. Military

Logistics Division

- a. Staging
- b. Necessity Stations
- c. Fireworks
- d. Military Exhibits

Bylaws

- e. Reviewing Stand
- f. Hospitality/Headquarters
- g. Cape Fear Yacht Club Regatta
- h. Children's Games
- i. Entertainment
- j. Fireman's Competition
- k. Miss NC Visit
- l. Parking
- m. Security
- n. Shuttling
- o. Southport Lions Club Boat Raffle

Government Division

- a. City of Southport
- b. Oak Island
- c. Sunny Point & Military

The Festival President shall appoint a division chairman as detailed in Article IV, Section 3, above. Division Chairman shall be responsible for appointing the Committee chairman with prior approval from the Festival Board. Committee chairs shall be responsible for staffing their respective committees and a listing of all committee personnel shall be presented to the Festival Board for approval. Any individual voluntarily interested in working with the Annual Festival Committee shall be encouraged to participate in the planning and execution of the annual Festival. The Committee Chairman and committee members shall serve from their appointment until the end of that year's festival, or until removed by the Festival President.

Job descriptions for each committee shall be kept on file with the Festival Secretary, for reference, and each committee shall function according to its respective job description.

The Committee Chairman shall make periodic reports to their Division Chairman and the Division Chairman will make reports to the Festival Board as needed or requested.

General meetings of committee chairmen shall be held at the call of the Festival Chairman.

Article VII – Insurance

The Festival shall maintain annual insurance coverage and required bonds, which coverage shall include Director's Insurance for Festival Directors and general liability insurance for all festival activities. The nature and limits of that coverage shall be determined by the Festival Board of Directors.

Article VIII – Rules & Regulations

Bylaws

All rules and regulations, deletions, amendments, or expansions thereto governing the operation of the festival and conduct of its representatives and duly approved by the Board of the Festival are hereby adopted for reference and made part of these By-Laws. An up-to-date copy of all Rules and Regulations shall be maintained by the Festival Secretary, and that copy shall be considered the official set of Rules and Regulations for purposes.

Article IX Dissolution

Section 1. No part of the organization's net earnings shall inure to the benefit of, or be distributable to, its members, directors, officers, or other persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the organization's exempt purposes.

Section 2. In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations with similar purposes or to one or more organizations that are exempt as organizations described in sections 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or government for exclusive public purpose.

Article X – Amendments

These By-Laws may be repealed, altered, or amended and new By-Laws adopted by the Festival Board of Directors by a three-fourths (3/4) majority at any called or regular meeting, provided that notice shall be given, except that no amendment shall affect Sections 2 or 3 of Article one.

By their signatures affixed below, the Chairman and Secretary of the N.C. 4th of July Festival and President of the Southport - Oak Island Chamber of Commerce certify that the foregoing is the By-Laws adopted by the Festival Board to govern the Festival on the 19th day of September, 2023.

PRESIDENT, *N.C. 4th of July Festival*

SECRETARY, *N.C. 4th of July Festival*



1



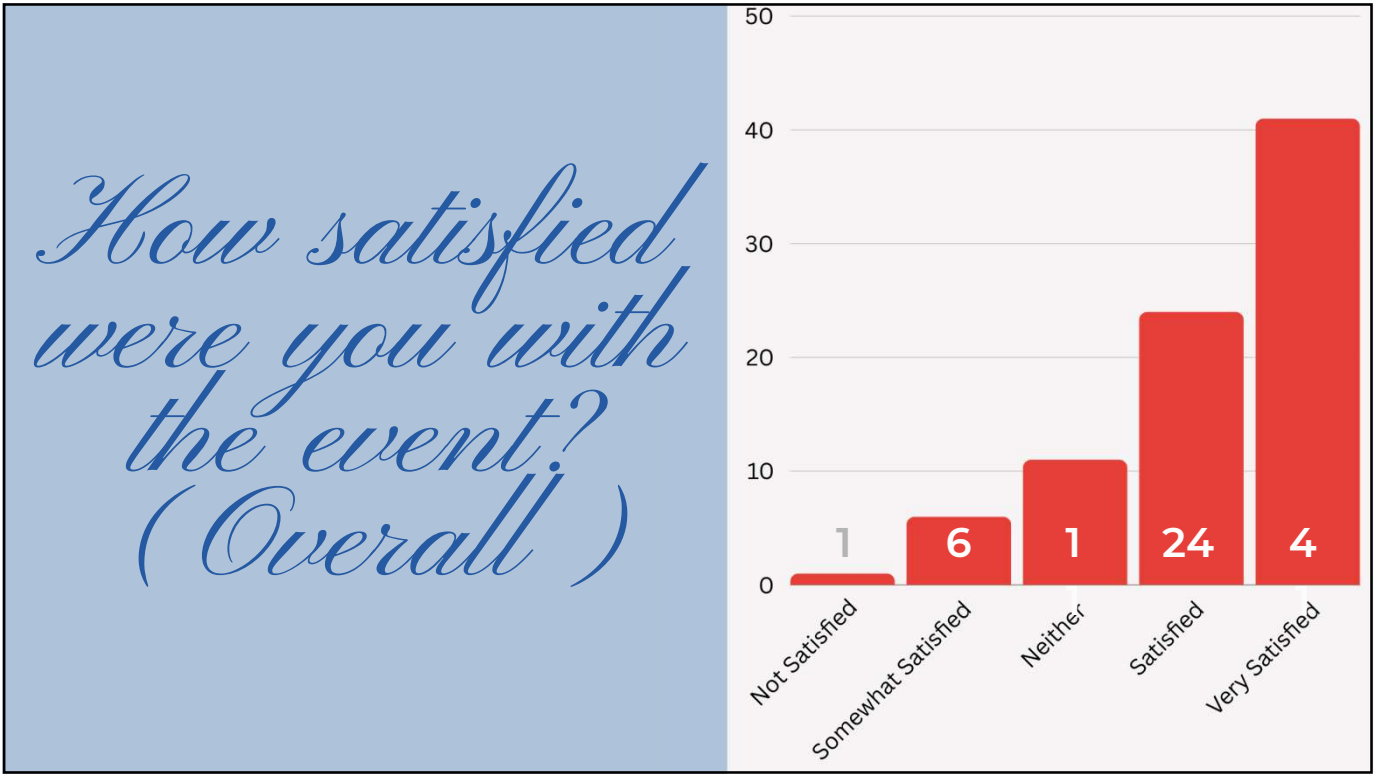
I sent this survey to 600 people.

This included volunteers, the Committee, the Board, Arts & Crafts Vendors,
Food Vendors, Parade Participants, and Sponsors.

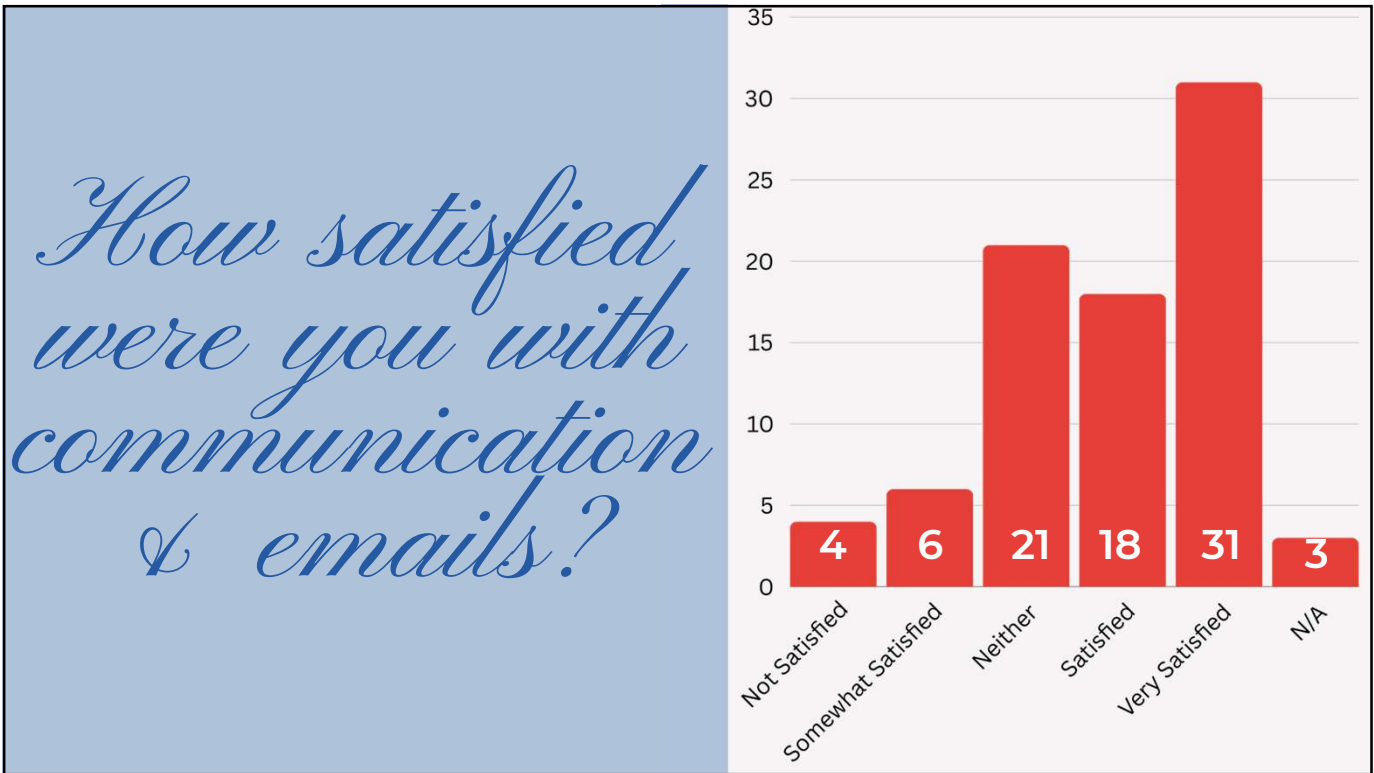
Out of that 600, 83 responded.

That is about 13.83% responding.

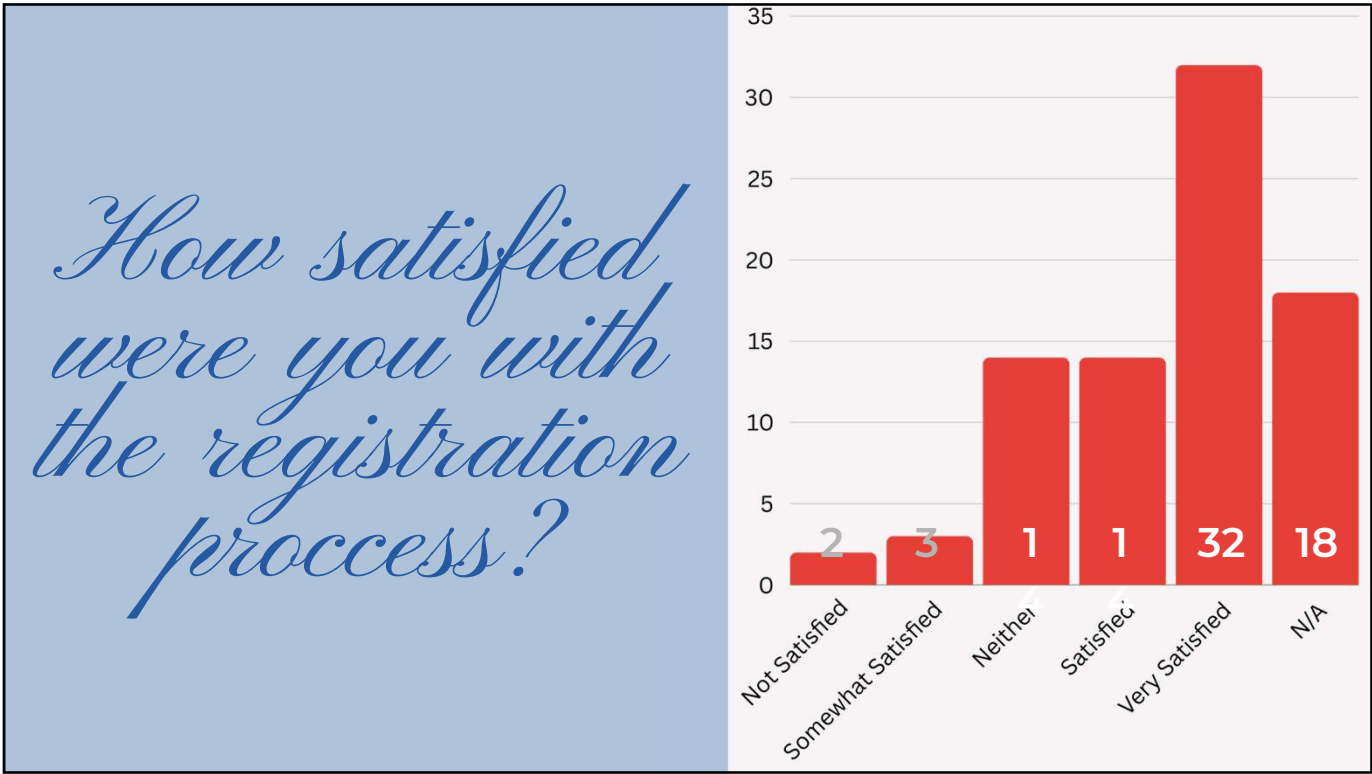
2



3



4



5



6



7

Positive Feedback:

- Many respondents praised the central waterfront location, which reduced congestion and improved accessibility.
- The event was generally seen as well-organized, with compliments on volunteer coordination and logistics.
- Vendors appreciated the breeze and scenic waterfront location, noting that it created a positive environment for both participants and attendees.
- The parade, bands, and food offerings received high marks, with several people noting the quality and variety of food as a step up from previous years.
- Attendees and vendors alike found the WiFi helpful, and overall festival participation was seen as a success.

8

Areas for Improvement:

- **Vendor Experience:** Multiple vendors expressed concerns about booth placement, set-up logistics, and communication. Some reported being squeezed into tight spaces or placed on sidewalks, while others felt that communication about setup times and logistics was unclear or untimely.
- **Signage and Communication:** There were comments about the lack of signage directing people to vendor locations, and a need for better communication with both vendors and the public regarding event details.
- **Facilities & Access:** Vendors mentioned the need for more convenient porta-potty locations, especially in staging areas, and closer parking options. Transporting supplies was difficult for many vendors due to distance from parking and limited access to trolleys.

9

Areas for Improvement:

- **Safety Concerns:** Some raised concerns about vehicle restrictions in staging areas and the safety of participants during the parade, particularly regarding vehicles throwing items to the crowd.
- **Scheduling:** Several vendors found the long hours on July 4th challenging, and suggested shorter or staggered vendor hours to prevent burnout.

10

Suggestions for 2025:

- Better advance communication and coordination with vendors.
- Improved booth layout and clearer signage for attendees.
- More convenient access to restrooms and parking for vendors.
- Refined logistics for traffic management after the fireworks and in vendor areas.
- Consideration of a dedicated trolley service for vendors and earlier breakdown times on the final day.

11

General Comments/Concerns

"The crafts on the waterfront was good except it severely limited viewing areas for the fireworks. A large number of people generally watch from the street in front of the Garrison. By having vendors there at the fireworks it pushed these people to other locations and more densely crowded areas. Perhaps in the future the vendors could close up at around 7 or 8 and be cleared out for the fireworks."

"I felt like it wasn't very easy for vendors to transport their belongings in and out of the venue, especially on the 4th. The vendor parking lot was completely taken over by festival-goers, and we couldn't get on the trolley. We had to walk back and forth from the parking lot to the waterfront with our belongings multiple times, which was very difficult."

"There was no one to greet us on check in. I knew nothing about the hospitality house."

"More food trucks, please (or fewer festival goers, lol)"

12

General Comments/Concerns

"Many vendors did not make enough to cover fee. Fee is too high and vendors should not have to stay at event for 12+ hours."

"Suggest having trolley(s) waiting to take the new naturalized citizens and their families back to the parking lot after the ceremony. A long hot day and having to look for a way back or thinking about a long walk back to their car looked disheartening for many of them."

"USE LOW-NOISE FIREWORKS. PLEASE! The loud fireworks are cruel to veterans with PTSD, to pets and wildlife. Although no fireworks are 100% silent, there are manufacturers who make low-noise ones that produce the same spectacular array of colors and designs as we had this year. The visuals, not the sounds, are what people wait all year for. They come to WATCH fireworks, not to listen to them. PLEASE use the low-noise ones from now on."

"PLEASE use low-noise fireworks. The ones that were used badly affect veterans with PTSD as well as many pets. An American Legion Post leader has requested this."

13

General Comments/Concerns

"I was really disappointed in the SUP parade being cancelled, we were all excited for that."

"Having vendors stuck at an event until 11 pm is not good. New location layout needs revamped. Ask vendors for recommendations."

"Very well done. From a parade participant's view it would be nice if only parade related participants were allowed in the staging areas. A couple of portapotties in the staging area would be wonderful. Overall a great job by the parade staff."

"Picnic tables on the street or near Whittler's Bench would be nice."

"...and no bicycles, skateboards, scooters or remote cars in festival sales area during vendor sales hours, even for law enforcement offices. Too crowded for anything like that, running risk of accident and injury and increases liability for the Town of Southport. Overall, a great 2024 Fourth of July Festival."

14

General Comments/Concerns

"The parade was excellent and it appeared spectators have returned. No one indicated they couldn't park close. Thank you for the potapotty at the Tiki Bar area. It was the first time we viewed the parade from that area and will go back. The bands on the water were excellent. Having the 440th Army band here for multiple days was wonderful. The food seemed to be a step up from carnival food and what we had was surprisingly delicious and worth the price. We had a great time over 3 days. Missed the Firefighter's competition due to another commitment."

"I do have a request/suggestion. Being that the visitor center is normally closed the week of this event, it may behoove the City to consider providing us with a bit more festival information to give out to the public. Local business owners, as well as the general public, were asking us for more detailed information, and all we could do was point them to the schedule of events that we had at the front desk from the Pilot (some were just irrationally irritable - but that is the nature of dealing with the public). We were able to point some to the information table, but these same folks had issues finding it (even though it was in a highly visible location). Maybe consider a large "Information" flag banner for it?"



NC 4th of July Festival

GENERAL STATEMENT OF JOB **Administrative Duties**

Under general supervision, performs a variety of clerical, scheduling, reporting, coordination and customer service functions and other related tasks in planning and implementing the NC 4th of July Festival. Reports to the NC 4th of July Board of Directors. The NC 4th of July Festival has many volunteers from the Board of Directors, Division Chairs and Committee Chairs. The volunteers are expected to carry out the tasks of the events and committees they represent. It is the administrator's role to oversee the process and all aspects of management of the Festival making sure all volunteers are performing the functions necessary for a successful Festival.

As a community liaison the Administrator will also interface with the public and government officials. Administrator will respond to general inquiries via emails and phone calls, maintain the Festival's website and social media accounts with the assistance of the Publicity Division and maintain the festival's calendar of events online and for Committee distributions.

The role includes interfacing with the Festival's accountant and treasurer as well as the secretary to ensure accurate records are maintained.

The Administrator should have a solid knowledge of Festival management, excellent coordination, and communication skills.

ILLUSTRATIVE EXAMPLES OF WORK

NOTE: The illustrative examples of work listed below are not an exhaustive list of duties and responsibilities performed by the position. The examples are intended to represent the level and type of work performed. This list is not to be considered or represent an employment contract.

Essential Functions:

1. Prepares monthly progress reports regarding tasks and duties performed.
2. Liaison between various NC 4th of July Festival committees and the Board of Directors.
3. Schedules NC 4th of July Festival Committee and Board of Directors meetings with

proper notices.

4. Receives and stores minutes for each Committee, Board of Directors, or sub-committee meetings.
5. Maintains accurate records on timelines and schedules for event implementation.
6. Maintains master copy of all corporate records to include the Corporate Seal, minutes and accounting records and other items as needed.
7. Maintains contract copies for all services paid for and provided by the Festival.
8. Sends financial information to the Festival's accountant for preparation of quarterly, year-end tax reporting and ongoing financial reporting.
9. Retain a copy of the Festival's tax forms.
10. Provide planning expertise and guidance.
11. Work with the Treasurer to establish an annual budget.
12. Submits city request lists ahead of festival to the City of Southport and Town of Oak Island.
13. Maintains volunteer list and communicates with Festival committee members.
14. Attends monthly meetings as well as special meetings and as requested committee meetings.
15. During the days of the festival, confirm all details with appropriate Festival Division Heads.
16. Point of contact for general public questions, email responses and connections requests with correct Division or Committee Chairs.
17. Invoices sponsors once notified by the Sponsorship Committee who and what amount.
18. Responsible for mailing thank-you note cards to sponsors.
19. Maintains an accurate list of sponsors and levels.
20. Mails sponsorship packets to donors ahead of the Festival.
21. Orders and hangs sponsor banners.
22. Gather bids and order merchandise. Place merchandise in local businesses. Call for help with folding and sorting when shipment arrives.
23. Proofs ads and press releases to ensure consistency with calendar of events.

24. Assist with sponsorship sales to include preparation of fliers and emails and phone calls.
25. Database management.
26. Handles vendors and emergencies situations with direction from the Festival President.

Additional Functions:

Perform other duties as assigned.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

An equivalent combination of training and experience to provide the required skills, knowledge, and abilities.

SPECIAL REQUIREMENT (S)

Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are more than those for sedentary work. This type of work usually requires walking or standing to a significant degree. Possession of a valid North Carolina driver's license.



North Carolina Fourth of July Festival, Inc.

Service Agreement

This service agreement is between the City of Southport and the North Carolina Fourth of July Festival, Inc. The City agrees to provide the following services to the North Carolina Fourth of July Festival, Inc. Services:

The City will provide:

- Appropriate professional staffing with job duties listed in the NC 4th of July Festival Scope of Work and Master To-Do List.
- Office space for festival duties is at the Indian Trail Meeting Hall.
- List the Festival as an additional insured on all insurance policies.
- Provide a computer, printing, and mailing method with allocations to the Festival.
- Reporting to the Festival Board as requested Scope of Work Progress as requested outside the stated and agreed to Scope of Work reporting attached.

Festival Obligations

- The Festival shall list the City of Southport as a top-level sponsor by the City's annual investment in hosting the festival.
- Direct and establish a calendar of events.
- Maintain all financial records by State laws for non-profits.
- Festival volunteers to plan and implement respective activities.
- Monitor the performance of the agreement.

This serves as intent for a new 2024 Festival(s) service agreement. Amendments to this agreement must be initiated by the Festival or the City of Southport by October 1st annually. Should no party deliver notice of the change by October 1st of the current year, the agreement shall remain in place and renewed annually.

2023/24 City of Southport, Date

2023/24 President, North Carolina Fourth of July Festival, Inc.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 11-4-2024

DEPARTMENT: Administration

PRESENTED BY: City Manager Stuart Turille

ITEM/TOPIC: Aldermen Retreat and Preliminary Budget Calendar

CITY MANAGER COMMENTS:

- Staff would like to schedule a retreat in January give the Aldermen an opportunity clarify future vision, strategies and goals, and to provide staff guidance on their goals for the year, particularly as we begin the FY25-26 budget.
- The Retreat will also provide Department Heads the opportunity to provide the Board their vision and needs for the upcoming budget year. This year we are starting the FY25-26 budget year earlier. Staff began in October and we will adopt budget calendar with set, scheduled meetings for budget workshops (see preliminary budget calendar attached).
- Finance has already begun preparing a long-range cash flow forecast to have a clear understanding of our financial status and forecasted future revenues, expenses and capital items. Given the impact to our finances with the Water-Sewer merger, I have instructed staff that their requests should be largely status quo.
- Staff have found Four potential locations to hold the retreat:
 1. **Community Building**
 2. **Indian Trail**
 3. **Fort Caswell (\$10 per person)**
 4. **Cooperative Extension in Bolivia (Free)**

Note that the Community Building and Indian Trail would allow the meetings to be live streamed and recorded. No other location would have that capability.

ATTACHMENTS: Tentative Retreat and Budget Calendar

REQUESTED ACTION:

1. Choose a location to hold the Board Retreat.
2. Consider the time *needed for in depth discussion*: Staff prefer 2 days, but we could reduce to 1 ½. Saturday may or may not be an option.

Once a location is determined we will then look at the calendar for that location to lock in the dates. The City Clerk will bring back those dates, as part of the final budget calendar, included in the 2025 Aldermen overall meeting calendar, to adopt at in December.



PRELIMINARY BUDGET CALENDAR FY 2025-26

October 14, 2024		Begin FY 25-26 Budget Planning/Long-Term Cash Flow Forecasting Planning Model
October 23, 2024		Distribute Operating Budget Template with Budget Instructions to Department Heads
November, 4, 2024		Approve Budget Calendar with Board
December 2, 2024		Submission of Operating Budget by Departments
December 12, 2024		CIP submission deadline
December 15, 2024:		Finance Completes Revenues and Integrates Revenues & Expenses into Long-Term Cash Flow Model, for Appropriate Operating and CIP tax rate
December 16- January 15		Review of Department budgets, meetings with Finance Director and City Manager
January 13-14, 2025*		BOA Retreat: Department Heads to discuss needs and budget requests
January 30**	9 AM	Budget Work Session #1
February 19, 2025	9 AM	Budget Work Session #2/Managers Proposed Budget
March 12, 2025	9AM	Budget Work Session #3
April 2, 2025	9AM	Budget Work Session #4
April 23, 2025	6PM	Budget Public Hearing
April 30, 2025	6PM	Budget Adoption

* Estimated Retreat Date only

** Tentative dates – we can add more budget work sessions if needed.