



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
REGULAR MEETING AGENDA**
223 E. BAY STREET
December 12, 2024
6:00 PM

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-Rev. Sally Learned, Executive Director of Brunswick County Partnership for Housing

C. Pledge of Allegiance

D. Special Recognition

1. Recognition of Police Major Tony Burke on the occasion of his retirement
2. Recognition of Chris Schnell for his extraordinary volunteer service as Chair of the Southport Wooden Boat Show

E. Public Comment

F. Approval of Agenda

G. Approval of the Consent Agenda

1. Minutes of the November 4th Regular Aldermen Meeting (Pgs.3-10)
2. Minutes of the November 14th Regular Aldermen Meeting (Pgs.11-16)
3. 2025 Aldermen Meeting Schedule (Pgs.17-19)

H. Agenda

1. Public hearing on Rezoning and PUD Modification for Cades Cove Subdivision (Planning Services Director Maureen Meehan Pgs.20-59)
2. Right of Way Ordinance Update (Planning Services Director Maureen Meehan Pgs.60-66)
3. Specialty Southport License Plate (ChyAnn Ketchum, Public Information Officer Pgs.67-71)

4. Franklin Square Park (Parks and Recreation Director Heather Hemphill and Parks and Recreation Chair Emma Thomas Pgs.72-11)
5. Aldermen Rules of Procedure (Mayor Alt Pg.113)

I. Committee Reports

1. ABC Board (Pg.114)

J. Manager's Report

K. Mayor's Comments

L. Staff Reports

1. Public Works Reports (Pgs.115-117)

M. Board Comments

N. Closed Session NCGS 143-318.11

1. Motion to go into closed session pursuant to 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.
(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.

O. Adjourn



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

Minutes

Present: Mayor Rich Alt, Mayor Pro-Tem Rebecca Kelley, Aldermen Karen Mosteller, Lowe Davis, Robert Carroll, Frank Lai, and Marc spencer.

Staff: City Manager Stuart Turille, City Clerk Noah Saldo, Parks and Recreation Director Heather Hemphill, Planning Services Director Maureen Meehan, City Engineer Tom Zilinek, Director of Community Relations Allayna Taylor, Fire Chief Charles Drew, Deputy Fire Marshall Brian Kolhoff.

A. Mayor Alt called the meeting to order at 9:02AM.

B. Invocation

Aldermen Reverend Davis gave the invocation.

C. Pledge of Allegiance

Mayor Alt led the Pledge of Allegiance.

D. Public Comment

No one signed up for public comment.

E. Approval of Agenda

Aldermen Mosteller made a motion to approve the agenda as presented, second by Mayor Pro-Tem Kelley. **Unanimous Vote; Motion Carried**

F. Agenda

1. Downtown Parking Study

Jim Corbett with Walker Consultants gave the following presentation:



SUPPLY AND DEMAND TURNOVER 02



Utilization Map, Friday, 2:00 p.m.



Utilization Map, Friday, 6:30 p.m.

SUPPLY AND DEMAND TURNOVER 02



Utilization Map, Saturday, 10:00 a.m.



Utilization Map, Saturday, 2:30 p.m.

SUPPLY AND DEMAND TURNOVER 02



Utilization Map, Saturday, 2:30 p.m.



Utilization Map, Saturday, 6:30 p.m.

PARKING DURATION FINDINGS AND RECOMMENDATIONS

Downtown Southport Parking Turnover Analysis



Downtown Southport Parking Duration Map



ADDITIONAL INVENTORY NEEDS 03

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



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



ADDITIONAL INVENTORY NEEDS 03

Proposed Parking Inventory Additions (Alvin Caviness Memorial Park)



Kingsley Park Focus Area



ADDITIONAL INVENTORY NEEDS 03

300 East Bay Street Additional Inventory Recommendation



100 and 200 Blocks of West Bay Street Additional Inventory Recommendation



WATER TOWER REDESIGN 03

Photo 1. Area North of Water Tower



Photo 2. Area West of Water Tower



Photo 3. North Dry Street/East of Water Tower



Photo 4. North Dry Street/Southeast of Water Tower



Parking Analysis of Southport Water Tower Focus Area



EAST WEST STREET AND GYMNASIUM REDESIGN

Photo 5. East West Street Median at N. Atlantic St.



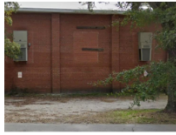
Photo 6. East West Street Center Median



Photo 7. East West Street Median West of Gymnasium



Photo 8. Southport Gymnasium No Parking



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.

Motorists often illegally park on the center landscape island 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.

WALKER CONSULTANTS



YACHT BASIN DISTRICT 04

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.

To mitigate localized flooding impacts, we recommend constructing a low-rise concrete structure. This would enable 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.

Concept Parking Plan for the Yacht Basin Lots



402 spaces x \$10,000/space = \$4M

WALKER CONSULTANTS



YACHT BASIN DISTRICT 04

One-Way Traffic Flow from West Moore > Yacht Basin Drive > West Bay Street

We recommend reversing this traffic flow pattern to mitigate Yacht Basin travel patterns through the West Brunswick and West Street neighborhoods.

Photo 9. Yacht Basin Parking at Moore



Photo 10. Yacht Basin Drive



Photo 11. Yacht Basin Drive and West Bay Street



Photo 12. West Bay Street Intersection



WALKER CONSULTANTS



LOADING 05

Concept Loading Zone Locations



Photo 9. Commercial Delivery Truck - 300 E. Moore



Photo 10. Commercial Delivery Truck - 300 S. Moore



Photo 11. Commercial Delivery Truck - 300 W. Moore



WALKER CONSULTANTS



GOLF CART 05

Golf Cart Program Recommendation

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 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.



Photo 15. West Bay Street Golf Cart Parking



Photo 17. Yacht Basin Drive Golf Cart Parking



Photo 18. Yacht Basin Drive Golf Cart Parking



Photo 19. West Bay Street and Yacht Basin Drive



WALKER CONSULTANTS



BICYCLE 05

Photo 20. Fishy Fishy Bicycle Parking



Photo 21. Yacht Basin Bicycle Parking



Photo 24. Southport Market Bicycle Parking



Photo 25. Tavern Bicycle Parking (East 8th Street)



Photo 22. Scurry Southern Bicycle Parking (George)



Photo 23. Southport Library Bicycle Parking



Photo 26. Waterfront Park Bicycle Parking



WALKER CONSULTANTS



BICYCLE 05

Figure 32A. Proposed Bike Maintenance Stations



Source: National Park Service, 2008

Figure 32B. Proposed Covered Bike Storage Area



Source: Google Earth and Walker Consultants, 2008



Southport Proposed Bike Plan



WALKER CONSULTANTS



PEDESTRIAN CROSSINGS – HOWE STREET 06

North Howe Street Enhanced Crosswalk



WALKER CONSULTANTS



RECOMMENDATIONS

-  **Parking Duration**
Promote parking turnover in high-demand areas
-  **Additional Inventory**
Bay Street/Howe Street Cross Streets
-  **Yacht Basin/Water Tower**
Parking Efficiency and Safety
-  **Pedestrian Crossings**
Promote Walking and Safety at Howe Street
-  **Loading/Bicycle/Golf Cart**
Alternative Travel and Goods and Passenger Delivery



WALKER/CORREIA/STANIS

Members of the Board had a discussion regarding the parking study and ideas and concerns they had regarding parking within the city.

Aldermen Davis made a motion to instruct the Planning Board to study an overlay for parking in the yacht basin area between South Caswell, West Moore, Yacht Basin Drive, and West Bay block and to come back to the Board of Aldermen with recommendations for a possible UDO amendment for a parking overlay for the four residential lots. Seconded by Aldermen Mosteller, **the Motion passed 5-1 with Aldermen Spencer voting No.**

Aldermen Carroll made a motion to move item F. 3 July 4th committee presentation before item F. 2 stormwater Mapping Study, seconded by Aldermen Spencer.

Unanimous Vote; Motion Carried

2. July 4th Festival Committee

Lucinda Arnold President of the July 4th festival presented on the work of the committee and the upcoming 2025 July 4th celebration. Ms. Arnold presented the scope of work and the 2024-2025 service agreement.

Aldermen Davis spoke about her desire for the committee to research quieter fireworks for those who are affected with PTSD.

Mayor Pro-Tem Kelley made a motion to approve the 2024-2025 service agreement with the North Carolina Fourth of July Festival, Inc., seconded by Aldermen Mosteller.

Unanimous Vote; Motion Carried

3. Stormwater Mapping Study

City Engineer Tom Zilinek and Tom Murray with WK Dickson presented the following Stormwater Mapping Study presentation:

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 Aldermen

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



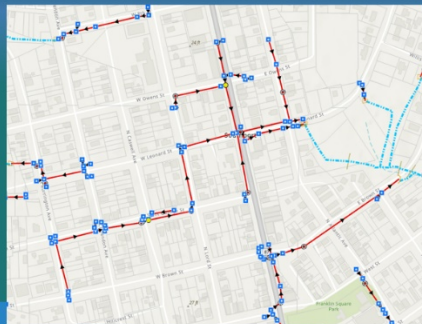
What is a Stormwater Inventory

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



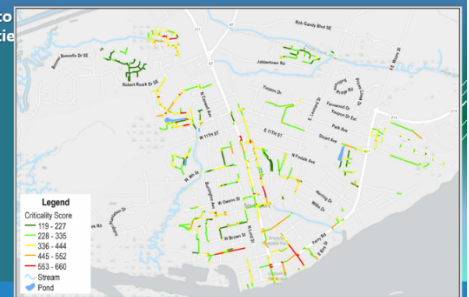
Stormwater Inventory

- **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**



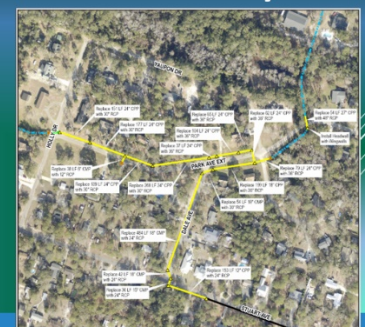
Planning Level Solutions

- **Develop conceptual solutions** in flood-prone 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 8th Street System Improvements	\$2,819,000
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	\$2,560,000
8	Park Avenue System Improvements	\$2,327,000
9	West 8th Street System Improvements	\$679,000
10	Shuett Avenue System Improvements	\$463,000
11	North Casswell Avenue System Improvements	\$1,130,000
	Total	\$29,084,000

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 and fit our projects



4. FEMA Update

Deputy Fire Marshall Kolhoff and City Manager Turille presented the following:

Two Types of FEMA Assistance

1. Public Assistance - Includes damage to government-owned assets and reimbursement for purchases and wages during the declared emergency. We originally submitted total costs of \$2.8 million for reimbursement, with \$2.6 million for stormwater repair and rehabilitation. During the FEMA inspection, we resubmitted a total of 1 million for reimbursement, with the possibility of another 1.8 million to be reimbursed based on the inspection of the stormwater system.

2. Individual Assistance—This category includes reimbursement of costs incurred to repair homes and SBA loans for economic losses to businesses for lost revenues.

Public Assistance

Federal declaration as of 10-19-2024.

We submitted a total of \$1,014,231.00 for physical damages.

We have submitted our RPA (Request for Public Assistance) on 10-21-2024.

We have begun submitting various damage claims to our insurance carriers for reimbursement. Once we determine deductible costs and any insurance costs that are not covered, we will submit a project for those costs to be reimbursed from the PA funds.

Detail of Submitted Damages for Assistance

Fire Department-

- Building Leak- \$4,800.00
 - Being submitted to the insurance company
- Required maintenance of 14 vehicles that were in water above their axles- \$39,200.00
 - It was submitted to insurance, and the adjuster was sent out.
 - Insurance cut payment of 55,249.60 on 11-23-2024 for work needed on vehicles.
 - Currently, work is being completed on vehicles. Due to warranty and schedule concerns, we are using both city garages and manufacturer service companies for repairs and maintenance.
- Repair/Replacement of 361 Tower- ~~\$502,000.00~~ (FEMA had us total it out and submit 1.5 million; our insurance covers 1,000,000.00, so FEMA's actual submission is 502,000.00)
 - The tower is being assessed at C.W. Williams in Rocky Point, N.C. The last update was that it might have to be transported to Peirce's South Dakota manufacturing plant for further investigation/repairs.

Detail of Submitted Damages for Assistance

Parks and Rec.-

- Replace the kitchen and front door flooring, wooden cabinets, and drywall- ~~\$37,000.00~~
 - The building is older than 45 years, so FEMA has rescinded the claim on flood damage to the kitchen.
 - We will be submitting to city insurance for repairs to the kitchen.
- Replace three desktop computers with monitors— ~~\$9,600.00~~
 - We will submit a project to PA funding to reimburse computers once we purchase new ones.

Detail of Submitted Damages for Assistance

Public Utilities-

- Complete inspection and cleaning of the stormwater system- ~~\$84,532.00~~.
 - We are submitting a budget amendment to procure the monies to execute the project.
 - Tom Stanley and his team surveyed key areas they believed would show system component failures during the vendor-based inspection. This survey did show failures in the system components, and we think we will find several more. Once this vendor-based inspection is completed, we will submit special projects within the main project to repair these system failures.

Detail of Submitted Damages for Assistance

General-

- Extra Labor for storm and storm damage protection- ~~\$327,099.00~~. (This also covers extra police requirements for traffic control till the end of November)
 - I am working with Lance and Joey in finance on organizing paperwork per FEMA guidelines for pre-submission to the PA portal.

Individual Assistance

The federal declaration was declared on 11-18-2024.

The county opened an Outreach Center:

- **Location:** Town Creek Community Building, 6420 Ocean Hwy E, Winnebaw, NC 28479
- **Opening:** Saturday, Oct. 19, at 11 a.m. to 2 p.m.
- **Hours:**
 - Monday – Friday, 9 a.m. to 6 p.m.
 - Wednesday, Oct. 30, 9 a.m. to 5 p.m.
 - Saturday, 10 a.m. to 2 p.m.
- **Closed:** Sunday and Tuesday, Oct. 29
- **Permanently Closes:** Friday, Nov. 1, at 12 p.m.



Types of Loans for IA

Business Physical Disaster Loans—Up to \$2 million is available to businesses to repair or replace disaster-damaged property, including real estate, inventories, supplies, machinery, and equipment. Businesses of any size are eligible. Private, non-profit organizations such as charities, churches, private universities, etc., are also eligible. Loan amounts cannot exceed the verified uninsured disaster.

Business Loan Ceiling—The \$2,000,000 statutory limit for business loans applies to the combination of physical and economic injury, mitigation, and refinancing. It applies to all disaster loans to a business and its affiliates for each disaster. If a business is a major source of employment, the SBA has the authority to waive the \$2,000,000 statutory limit.

Economic Injury Disaster Loans (EIDL)—Working capital loans up to \$2 million are available to help small businesses, small agricultural cooperatives, small businesses engaged in aquaculture, and most private, non-profit organizations of all sizes meet their ordinary and necessary financial obligations that cannot be met as a direct result of the disaster. These loans are intended to assist through the disaster recovery period.

The actual amount of each loan is limited to the economic injury determined by SBA, less business interruption insurance, and other recoveries up to the administrative lending limit. EIDL assistance is available only to entities and their owners who cannot provide for their own recovery from non-government sources, as determined by the U.S. Small Business Administration.

Home Disaster Loans—Loans up to \$500,000 are available to repair or replace disaster-damaged real estate and \$100,000 to repair or replace personal property, including automobiles. Loan amounts cannot exceed the verified uninsured disaster loss.



5. Board Retreat and Budget Calendar

City Manager Turille presented options for the Board to have a retreat in January and the proposed budget calendar for the coming fiscal year. Once the Board selects a location the City Clerk will bring back the meeting dates in the 2025 Aldermen meeting schedule.

Aldermen Davis made a motion to hold the retreat in Southport, in Indian Trail or the Community Building, seconded by Aldermen Carroll. **Unanimous Vote; Motion Carried**

G. Manager's Report

City Manager Turille presented the following report:

1. PTC#8 Recovery Update:

- Downtown businesses: recent events such as the weekend's Wooden Boat Show and Holly Days Arts & Craft Show are bringing folks back downtown. Businesses can find SBA Economic Injury Disaster loan applications on our website, for additional support.
- We are moving on the path to FEMA funds for our storm drainage system, to mitigate flooding. First step: cctv the drainage lines to obtain damage data. We will select a contractor to do this, for your approval on the 14th.
- Data then sent to the FEMA for reimbursement for current damage. This allows access to the FEMA Disaster Mitigation grant (seeking \$2.6 million) to improve the system capacity to handle future storms of this magnitude. The data will be used, with the Stormwater Report, to pursue other funds to improve our system (Golden Leaf, State fund (HB149).

2. Overlay District Update:

draft standards are completed, ready for meeting on November 19 with the County and Mr. MacLeod. The Overlay standards preserve N. Howe corridor's unique character, addressing dimensional requirements such as height, setbacks, outdoor advertising, mixed-use projects, building design features, and traffic.

3. Legislative Agenda: please submit your requests to the Clerk Saldo, so we can finalize the list for approval next meeting, and submit to our State representatives.

4. Comprehensive Plan Update -- Stewart Consultants: are finalizing the implementation strategies and preparing a draft plan that will be available for Board review soon.

5. Old Courthouse/City Hall: abatement work is progressing on schedule, with expected completion by early December.

6. Strategic Goals Overview: I propose to submit for your review on the 14th an overview of recommended Strategic goals, beginning with what you adopted last February to start my review, which we can build upon at the Retreat.

7. Shoreline Stabilization Project Update: our Engineer speaking now with the property owners on project benefits and scope; City Attorney finalizing easement language, for your review on the 14th.

8. FY-25-26 Budgets: are out to Department Heads to complete. This year we began much earlier (October). Finance will place the data in a long term cash forecasting model to understand our near and long-term financial strategy, to be presented at the Retreat.

H. Mayor's Comments

Mayor Alt reminded everyone in the coming budget year there will be a need to come up with close to \$1 Million as the city no longer has funds coming for water and sewer.

I. Board Comments

Aldermen Mosteller thanked staff for all their work.

Aldermen Davis hopes to see what new homes and buildings were added to the tax base to have a good idea what is coming and what the full city revenue might be from these new developments.

Mayor Pro-Tem Kelley thanked the police and fire department during the recent Halloween events.

Aldermen Spencer spoke about the recent passing of Peggy Campbell. He also spoke about Mayor Alt providing great friendship and leadership, particularly during the recent storm. He spoke about the upcoming elections and the work of the Board of Elections and volunteers.

J. Closed Session NCGS 143-318.11

Aldermen Mosteller made a motion to go into closed session pursuant to 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.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.

Seconded by Aldermen Spencer, **Unanimous Vote; Motion Carried at 12:54 PM.**

Adjourn

K. Adjourn

Aldermen Mosteller made a motion to come out of closed session, seconded by Aldermen Spencer.

Unanimous Vote; Motion Carried at 2:14 PM.

Aldermen Spencer made a motion to adjourn, seconded by Aldermen Mosteller.

Unanimous Vote; Motion Carried at 2:14:30 PM.



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
REGULAR MEETING
223 E. BAY STREET
November 14, 2024
6:00 PM**

Minutes

Present: Mayor Rich Alt, Mayor Pro-Tem Rebecca Kelley, Aldermen Frank Lai, Robert Carroll, Karen Mosteller, and Marc Spencer

Absent: Aldermen Lowe Davis

Staff: City Manager Stuart Turille, City Clerk Noah Saldo, Public Information Officer ChyAnn Ketchum, Development Services Director Maureen Meehan, Fire Chief Charles Drew, Battalion Chief Ralph Treadway, Public Works Director Tom Stanley, Community Relations Director Allayna Taylor, Parks and Recreation Director Heather Hemphill, Code Enforcement Officer Derek Mabe, and City Attorney Brady Herman

A. Call to Order

Mayor Alt called the meeting to order at 6:00 PM

B. Invocation

Pastor Devon Varnam of Southport Baptist Church gave the Invocation.

C. Pledge of Allegiance

Mayor Alt led the Pledge of Allegiance

Mayor Alt read the ethics statement.

D. Public Comment

Marck Bachara of 309 Clarendon Ave spoke about the Old city hall building.

City Clerk Saldo read the following statement received from Tom Lombardi:

Thomas Lombardi
5201 Oarlock Court
Southport, NC 28461
thomaslombardi8@gmail.com
910 363-4831

MAYOR, BOARD OF ALDERMAN AND RESIDENTS.

MY NAME IS TOM LOMBARDI A FORMER ALDERMAN AND NOW A MEMBER OF THE CENTER FOR THE ARTS OF SOUTHPORT.

I JOINED THE CENTER FOR THE ARTS BOARD OF DIRECTORS BECAUSE OF MY APPRECIATION OF THE ARTS AND WHAT I SAW AS AN OPPORTUNITY TO RESTORE THE OLD CITY HALL BACK TO ITS EARLY DAYS CREATING ANOTHER QUALITY ATTRACTION TO SOUTHPORT WITHOUT USING ANY TAX PAYER FUNDS. IN MY EYES THIS WAS A WIN, WIN.

THE UPSTAIRS CHAMBER WILL BE AVAILABLE FOR BOARD OF ALDERMAN MEETINGS, HAVE THIS COMMUNITY BUILDING AVAILABLE FOR MORE RENTAL INCOME. THE CENTER FOR THE ARTS WILL HAVE THE SPACE TO TEACH NEW ARTISTS, DISPLAY THEIR ART AND PROVIDE QUALITY ENTERTAINMENT TO CREATE FUNDING FOR THE CONTINUED MAINTENANCE OF THE BUILDING.

THE CENTER FOR THE ARTS BOARD CONSISTS OF VERY QUALIFIED AND DETERMINED MEMBERS READY TO WORK IN PARTNORSHIP WITH THE CITY TO CREATE YET ANOTHER QUALITY ASPECT FOR THE CITY OF SOUTHPORT.

I ASK THE BOARD OF ALDERMAN AND THE RESIDENTS OF SOUTHPORT TO HELP US MAKE THIS PROJECT A REALITY.

THANK YOU

RESPECTFULLY SUBMITTED
TOM LOMBARDI

E. Approval of Agenda

Aldermen Carroll made a motion to table item F. 5 old city hall/ courthouse property until the December 2nd regular Aldermen meeting and to format that meeting as a joint sit down meeting with Up Your Arts, seconded by Aldermen Mosteller.

Unanimous Vote; Motion Carried.

Aldermen Carroll made a motion to amend the agenda to include in the place of agenda item F. 5 a discussion on Indigo Phase II, seconded by Aldermen Mosteller.

Unanimous Vote; Motion Carried.

Mayor Pro-Tem Kelley made a motion to amend the agenda to include an agenda item F. 7 to have a code enforcement update and demolish ordinances for 711 Cottage Ln and 314 N Rhett St, seconded by Aldermen Lai.

Unanimous Vote; Motion Carried.

Aldermen Carroll made a motion to approve the agenda as amended, seconded by Aldermen Mosteller.

Unanimous Vote; Motion Carried.

F. Approval of the Consent Agenda

Aldermen Mosteller made a motion to approve the following consent agenda items as presented, seconded by Aldermen Carroll.

Unanimous Vote; Motion Carried.

1. Set A Public Hearing for the December 12, 2024, regular Board of Aldermen meeting for a Zoning Map Amendment and Major Modification to the Cades Cove Planned Unit Development.
2. Stormwater System Cleaning and CCTV budget amendment and contract
3. City Building Roof Replacement contract
4. Minutes From the October 7th Regular Aldermen Meeting
5. Minutes From the October 10th Regular Aldermen Meeting
6. Minutes From the October 21st 9:00 AM Special Aldermen Meeting
7. Minutes From the October 21st 6:00 PM Special Aldermen Meeting

G. Agenda

1. EMS Ambulance Franchise Agreement

Fire Chief Drew presented the recommended 2024-2025 EMS Ambulance Franchise Agreement with Brunswick County.

Aldermen Mosteller made a motion to approve the agreement as presented, seconded by Aldermen Lai.

Unanimous Vote; Motion Carried.

2. Discussion on County Fire Fees and Possible Tax

Fire Chief Drew presented regarding ongoing conversations that are being held in the county regarding the fire fees and a possible fire tax.

Mayor Alt stated that the regional Mayors would be meeting on this issue. He stated he had also spoken with our legislators and the NC League of Municipalities.

Mayor Alt spoke about conversations around the state regarding the sales tax distribution and formulas.

3. Weather Tower Project

Fire Chief Drew presented on the downtown water tower project. Chief Drew stated that the remainder donated funds have been received to begin reconstructing the weather tower.

Aldermen Mosteller made a motion to approve budget amendment #6 and authorize the City Manager to execute a contract with a contractor for the project, seconded by Aldermen Lai.

Unanimous Vote; Motion Carried.

4. Board of Aldermen Legislative Priorities (Mayor Alt)

Mayor Alt presented the following city legislative agenda:

City of Southport

LEGISLATIVE PROPOSALS CITY OF SOUTHPORT - 2024-25

- 1) Introduce legislation allowing Southport to keep fines from parking tickets like Oak Island.
- 2) Introduce legislation to Allow Southport to put a 2% prepared meals sales tax on a November referendum for voter's consideration. This would assist with the rising infrastructure costs of visitors and tourists and their impact on the City.
- 3) Introduce legislation creating a new sales tax formula to ensure more money that is spent in Southport stays in Southport. This will assist the City with increased service needs for our residents and visitors.
- 4) Introduce legislation allowing the City to have the authority to impose stricter regulations, pursuant to the City's UDO, for stormwater design and implementation than what is otherwise required by NCDEQ for development projects.
- 5) Introduce legislation allowing the City staff engineer the authority to certify whether a developer's engineering plans for a project meets the City's stormwater regulations and standards prior to review by NCDEQ engineers
- 6) Provide the City \$50,000 for the Annual Regional Fourth of July Festival. This festival attracts visitors statewide, which we welcome, but requires increased city resources to ensure the festival's success.
- 7) Request state legislators work with Brunswick County Municipal Mayors to find a solution to the Fire District Fee Shortcomings.

5. Indigo Phase 2

Aldermen Carroll read the following statement:

I would like to propose the following motion: In light of recent changes, I respectfully request that we initiate open and collaborative discussions with Bald Head Island Limited and East West Partners regarding their Indigo Phase II project.

The Indigo Phase II development initially came before the City of Southport several years ago. Since then, recent actions by County and State officials have impacted Southport's ETJ. As a result, the majority of the Indigo Phase II development now falls under county jurisdiction, while a smaller portion remains within the city. Bald Head Island Limited and East West Partners have expressed a desire to have the entire project—both the city and county portions—annexed into Southport. I believe it is in the city's best interest to negotiate directly with the developers to ensure a unified development approach rather than having it divided across separate ordinances.

Working collaboratively with the developers allows us to pursue a cohesive vision for Indigo Phase II that aligns with Southport's long-term interests. If this community is destined to be built, we have a unique opportunity to help shape it in a way that best benefits both our current residents and those who will join our community in the years to come. This approach will enable us to craft a higher-quality, well-integrated project that enhances Southport's character, serves the city's needs, and maximizes the potential opportunities that such development can bring.

I urge the Board to consider this motion and open the door to proactive, positive discussions with Bald Head Island Limited and East West Partners. Together, we can work toward a solution that serves the best interests of Southport now and for generations ahead.

Aldermen Mosteller seconded the motion, **Unanimous Vote; Motion Carried.**

6. Board of Adjustment Appointment Process

Aldermen Spencer asked the Board to extend the deadline of receiving applications for the Board of Adjustment to allow for a more diverse set of applicants to choose from.

Aldermen Spencer made a motion to extend the application deadline for the Board of Adjustment until December 15th, seconded by Mayor Pro-Tem Kelley.

Unanimous Vote; Motion Carried.

7. Code Enforcement update and Demolition Ordinances for 711 Cottage Ln and 314 N Rhett St

Planning services Director Meehan and Code Enforcement Officer Derek Mabe presented on dilapidated properties and minimum housing violations for 711 Cottage Ln and 314 N Rhett St.

Aldermen Mosteller made a motion to approve demolition ordinances for 711 Cottage Ln and 314 N Rhett St. as presented with a 15-day grace period for 314 Rhett St.

Motion passed 3-2 with Mayor Pro-Tem Kelley and Aldermen Spencer voting No.

H. Committee Reports

The following reports were provided in the agenda packet.

Aldermen Lai spoke on the ABC report.

Mayor Pro-Tem Kelley spoke about ongoing interviews for the Planning Board.

1. ABC Board October Sales Report and Meeting Minutes

2. Planning Board October Meeting Draft Minutes

3. Historic Preservation Commission October Meeting Minutes

4. Parks and Recreation October Report

I. Manager's Report

City Manager Turille presented the following report:

1. N. Howe Street Overlay District Update:

Staff will send you a report about the November 19 meeting with the County and Mr. MacLeod, where they will discuss the preliminary N. Howe Overlay Draft.

2. Comprehensive Plan Update -- Stewart Consultants:

Part 1 will be sent to you Friday the 15th. This will include a draft of the intro and input section and draft recommendations. Part 2 will be the Existing Conditions (CAMA related) and supporting information section. You can see the work to date at this link: https://cityofsouthport.com/wp-content/uploads/2024/10/SP_PM2-Boards_20241008_All_final_reduced.pdf

3. Old Courthouse/City Hall:

with the abatement work concluding in December, our Engineer is developing a project schedule on the next phases, as we move forward, including the immediate need for HVAC and the next construction work.

4. Strategic Needs & Goals Overview:

it is important to take a cohesive, high-level view of all our projects, needs and goals so that we solve both immediate and long term goals in a logical, organized process. I will have this for the December meeting. We can then link them with the Long-Term Cash Flow (budget) model that the Finance Director is developing to present at the January Retreat.

5. FY-25-26 Budget:

Underway; we are taking a long-term view to our operating and capital costs, thinking 5 to 10 years forward, so that the budget be viewed with a long-term strategic perspective rather than individual year-to-year needs.

J. Staff Reports

The following reports were included in the agenda packet for review:

1. Public Works October Reports
2. Police Department October Report
3. AV project status report
4. Finance Department Report
5. Permitting and Inspections October Report

K. Mayor's Comments

Mayor Alt spoke about the sales Tax and Fire Fee's.

L. Board Comments

Aldermen Mosteller gave a shout out to Building Inspector Kiley Barefoot. She recently had a home project where he help with the project. She congratulated Mr. barefoot receiving his Level 3 Building Certification which is the highest level. Aldermen Mosteller spoke about the recent opening of the Kayak launch and thanked all involved. She spoke about a recent County Planning Board meeting she attended and requested the City Manager consider having staff attend these meetings.

Aldermen Carroll spoke about the discussion and motion around Indigo Phase 2. He stated it was not a pro-development stance but a pro-Southport stance.

Aldermen Spencer spoke about tourism and business. He spoke about any change would need to be made at the legislative level.

Aldermen Lai spoke about the Kayak launch and thanked those involved.

M. Closed Session NCGS 143-318.11

Mayor Pro-Tem Kelley made a motion to go into closed session pursuant to 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.

(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.

Seconded by Aldermen Carroll **Unanimous Vote; Motion Carried. At 7:32 PM.**

Aldermen Spencer made a motion to come out of closed session, seconded by Aldermen Carroll. **Unanimous Vote; Motion Carried. At 8:31 PM.**

N. Adjourn

Aldermen Carroll made a motion to adjourn, seconded by Aldermen Spencer.

Unanimous Vote; Motion Carried. At 8:31:30 PM.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 12-12-2024

DEPARTMENT: City Clerk

ITEM/TOPIC: 2025 Aldermen Meeting Schedule

DEPARTMENT HEAD COMMENTS: Each December the Board must adopt a schedule of regular meetings for the new year. The attached schedule follows the 2024 schedule of having one Aldermen meeting the first Monday of the month at 9AM and the second Aldermen meeting the second Thursday of the Month at 6PM. If the Board wishes to continue to hold regular meetings the first Monday and second Thursday you can adopt the proposed schedule or propose any new set days for regular meetings. Also included are several budget meetings so we can go ahead and get the budget process laid out from an Aldermen meeting standpoint. It is staffs hope that we can have an adopted budget by April 30th as finance begins new software implementation on May 1st.

REQUESTED ACTION: Approve the 2025 Aldermen meeting schedule as presented or modified.



2025 Board of Aldermen Meeting Schedule

Regular Board of Alderman meetings are held on the 1st Monday at 9am and the 2nd Thursday at 6pm, respectively, of every month in the Southport Community Building, located at 223 East Bay Street, Southport.

Monday, January 6 Indian Trail Meeting Hall

Thursday, January 9

Aldermen Retreat January 13, 14, 15 From 9AM-1PM Community Building

Monday, February 3

Thursday, February 6 Budget Work Session #1 Indian Trail 9 AM

Thursday, February 13

Monday, February 24 Budget Work Session #2/Managers Proposed Budget Indian Trail 9AM

Monday, March 3

Thursday, March 13

Monday, March 24 Budget Work Session #3 Indian Trail 9AM

Monday, April 7

Thursday, April 10

Monday, April 14 budget Work Session #4 Indian Trail 9AM

Wednesday, April 23 Budget Public Hearing Community Building 6PM

Wednesday, April 30 Budget adoption Indian Trail 9AM

Monday, May 5

Thursday, May 8

Monday, June 2



Thursday, June 12

Monday, July 7

Thursday, July 10

Monday, August 4

Thursday, August 14

Monday, September 1

Thursday, September 11

Monday, October 6

Thursday, October 9

Monday, November 3

Thursday, November 13

Monday, December 1

Thursday, December 11



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 12/12/2024

DEPARTMENT: Development Services

PRESENTED BY: Maureen Meehan, Planning Services Director

ITEM SPONSORED BY: Cades Cove Homeowners Association

ITEM/TOPIC: Hold a Public Hearing for a Rezoning and PUD Modification for Cades Cove Subdivision

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: The Cades Cove Homeowners Association requests a rezoning and modification to their Planned Unit Development (PUD) master plan to dedicate the streets as private on the final plat and allow a gate to be installed for limited access to the subdivision. The Planning Board finds the proposal inconsistent with the current CAMA land use plan and adopted ordinances and recommends the denial of the amendment and modification of the PUD master plan. A duly advertised public hearing must be held prior to the Board of Aldermen deciding on the proposed amendments.

IMPACT IF NOT APPROVED: This is a legislative decision defined by the NC General Statutes. The Board is not obligated to approve the amendment. A statement of consistency must be adopted in conjunction with a motion to approve or deny the proposal.

DEPARTMENT HEAD COMMENTS: The attached proposed Zoning Map Amendment and PUD Modification applications have been reviewed by staff for consistency with the land use plan, adopted ordinances, and surrounding neighborhood. Staff found the application to be complete for a hearing and inconsistent with the CAMA Land Use Plan and Unified Development Ordinance.

REQUESTED ACTION: Hold a public hearing for a Zoning Map Amendment and Major Modification to the Cades Cove Planned Unit Development.

PROPOSED MOTION: Motion to open a public hearing for a Zoning Map Amendment and Major Modification to the Cades Cove Planned Unit Development.

STAFF REPORT FOR CADES COVE PLANNED UNIT DEVELOPMENT MODIFICATION REZONING AND MASTER DEVELOPMENT PLAN

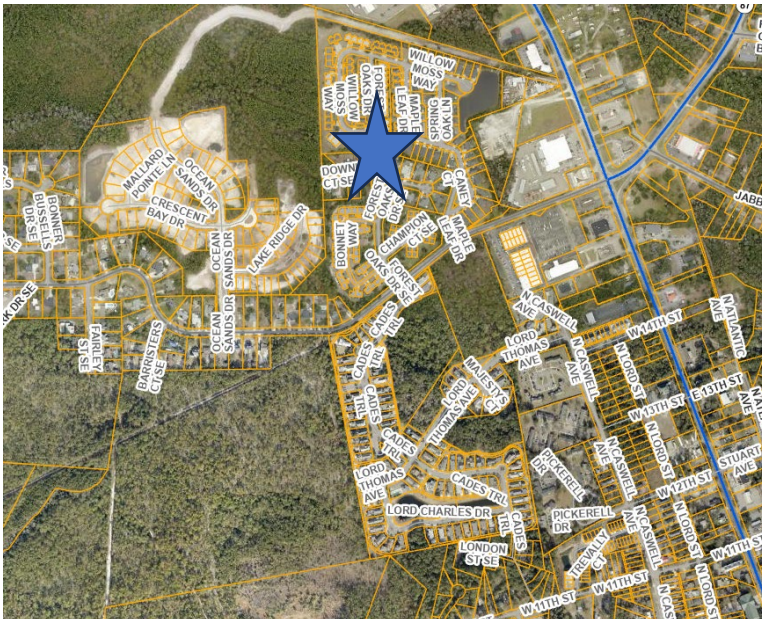
APPLICATION SUMMARY

Presentation Date	December 12, 2024 Board of Aldermen
Applicant	Rick Jones, President Board of Directors
Property Owner	Cades Cove Homeowners' Association
Zoning District	PUD

PROJECT OVERVIEW

Rick Jones, applicant, on behalf of the Cades Cove Homeowners' Association, is requesting approval of a modification to the Planned Unit Development and a rezoning request to modify the PUD zoning district. This modification includes rescinding the public dedication of the subdivision's streets and adds a gated entrance and exit on Robert Ruark Drive.

LOCATION



Subject property is situated west of North Howe Street before Smithville Woods, with access from Robert Ruark Drive and North Caswell Avenue.

BACKGROUND AND PROPOSED AMENDMENT

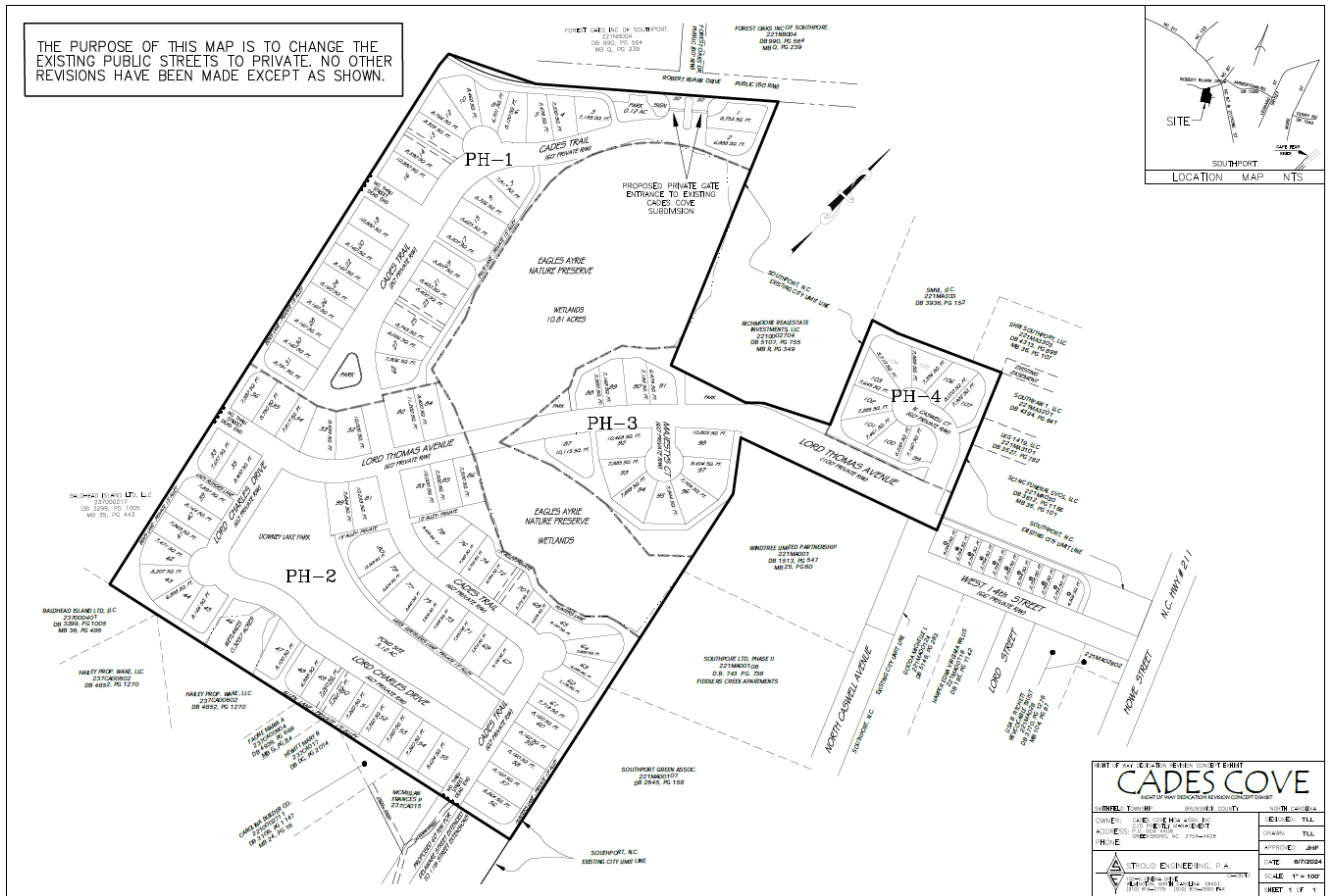
Cades Cove was approved as a Planned Residential Development, similar to the existing PUD process. A master site plan with standards was conditionally approved. All conditions of the approval must be followed throughout the life of the subdivision. The approved master plan and preliminary plat include public right of way with through streets for interconnectivity. The streets, while dedicated as a public right of way, have yet to be accepted by the city due to several different stormwater and other infrastructure projects that the developer abandoned.

In the Spring of 2023, the Cades Cove Homeowners' Association approached staff with a request to add a gate to their entrance. The Development Services Director at the time, in consultation with Brady Herman, City Attorney, determined the following:

- The city is not involved in the community's desire to rescind the public dedication of streets. If the community can meet statutory requirements to rescind the streets, city ordinances are not violated.
- If the dedicated streets are rescinded, the city has the right to all city easements within the streets and the Cades Cove community.
- The placement of a gate will violate the original development approval since it is placing a new structure not on an approved plan. The gate would impede the public from traveling roadways that are dedicated to public use. A modification to the PUD and rezoning to amend the master plan will be required.

Per staff direction, the applicant has submitted a PUD modification and rezoning application, including a proposed plat showing private street right-of-ways and a gated entrance and exit on Robert Ruark Drive. The entrance on Lord Thomas from North Caswell Avenue will remain open. There will be siren-activated sensors to ensure emergency vehicles have access through both gates. Buses and delivery service drivers can receive access with personalized codes and/or remotes.

The applicant also includes updated articles of incorporation that grant the HOA authority to assume private streets, a current assessment of the condition of the streets, and financial documentation showing how the HOA will accommodate future funding for maintenance and repairs. The documents mentioned are attached to this report.



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GATE POSITIONING RUARK ENTRANCE
View from Ruark, center island at left



EXIT ON TO RUARK FROM CADES TRAIL



REVIEW PROCESS

Proposed amendments to the zoning map may be initiated by the Board of Aldermen, Planning Board, city administration, or by the owner, or his or her agent, of property within the area proposed to be changed. Every amendment, supplement, change, modification, or repeal of the zoning map/ordinance shall be referred to the Planning Board for its recommendation and report to the Board of Aldermen.

A Planned Unit Development (PUD) is planned and developed as an integral unit in a single development operation or a defined series of development according to an approved master plan. Per Section 2.9 C of the City of Southport Unified Development Ordinance, the Planning Board shall review the proposal and transmit a formal recommendation to the Board of Aldermen. The Board of Aldermen is the final decision maker on all Master Development Plans within the City of Southport.

A PUD requires an amendment to the City's zoning map in conjunction with the approval of the master development plan. Applications for both the master development plan and rezoning are submitted concurrently. The master plan outlines the framework for development within the PUD, including intended uses, dimensional standards for parking, landscaping, design guidelines, and buffers. The proposal must comply with the design guidelines provided in Section 4.15 of the Unified Development Ordinance.

When evaluating the application for a PUD zoning district, the Planning Board and the Board of Aldermen shall consider the following:

- a) The application's consistency to the general policies and objectives of the City's Comprehensive Plan, any other officially adopted plan that is applicable, and the Unified Development Ordinance.
- b) The potential impacts and/or benefits on the surrounding area and adjoining properties.

The Planning Board will provide a recommendation to the Board of Aldermen.

Prior to the Board of Aldermen's consideration of a change, a public hearing must occur on a set day and time. The hearing is notified to adjacent property owners by mail, published in a local newspaper of general circulation, and posted on the property for two (2) consecutive weeks, not less than 10 days and not more than 25 days before the hearing.

The Board of Aldermen may adopt the approval, conditional approval, or denial of the rezoning after the duly advertised public hearing and upon the approval of a plan consistency statement and a statement of reasonableness.

Following an affirmative decision by the Board of Aldermen, the official zoning map will be updated to PUD, and all development shall follow the approved master development plan.

LAND USE PLAN CONSISTENCY

The 2014 CAMA Land Use Plan (LUP), along with subsequent updates, is the plan that is used for policy decisions in the City. The Planning Board and Board of Aldermen shall consult the plan's policies when considering a zoning change. Further, each rezoning must be recommended and ultimately adopted with a statement describing if the action is consistent or inconsistent with the adopted land use plan.

Policy 2.1 "...rezonings and amendments in classifications to the future land use map should be carefully balanced with a demonstrated need for such proposed development

The modified master development plan proposes a gated single-family development with private streets.

Policy 6.1: Southport supports the interconnectivity of residential and non-residential subdivisions through the enforcement of street design standards contained in the UDO.

The modified master development plan is not consistent with the land use policy above or with the requirement of subdivisions to provide interconnectivity with existing streets.

The following policy supports the proposed rezoning request.

Policy 2.4: Southport will permit residential development to occur in response to market needs provided the following criteria are met:

- 1) Due respect is offered to all aspects of the environment.
- 2) Concurrent planning for improvements to community facilities, infrastructure, and services provided.

This policy is appropriate for the site due to the unique characteristics of the tract of land and changing development patterns on Robert Ruark Drive.

STAFF'S RECOMMENDATION

The application has been deemed complete and is eligible for review. Staff also find that the request is inconsistent with the 2014 CAMA Land Use Plan and Unified Development Ordinance.

An amendment to a master development plan and rezoning that is inconsistent with adopted plans can be approved if the governing board recognizes that they are doing so and there is documentation of the reasoning for the decision. The statement of reasonableness shall consider the following factors:

- i. the size, physical conditions, and other attributes of the area proposed to be rezoned;
- ii. the benefits and detriments to the landowners, the neighbors, and the surrounding community;

- iii. the relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment;
- iv. why the action taken is in the public interest; and
- v. any changed conditions warranting the amendment.

You do not have to consider each of the factors, as not all will be appropriate for every zoning amendment.

PLANNING BOARD RECOMMENDATION

The Planning Board recommends **DENIAL** of the proposed zoning map amendment and planned unit development modification to the Board of Aldermen. The proposal is inconsistent with the 2014 CAMA Core Land Use Plan and unreasonable due to attributes of the area proposed to be rezoned and detriments to the neighbors and surrounding community.

Attachments:

- 1) Applications – Zoning and Planned Unit Development
- 2) Proposed Plat with Private R/W and proposed gated entrances
- 3) Applicant's Summary of the proposed amendment and accompanying documents
- 4) Consistency Statements



**City of Southport Board of Aldermen
Statement of Plan Consistency
(As per NC General Statute 160D-605)**

When conducting a review of proposed zoning text or map amendments pursuant to this section, the Board of Aldermen shall approve a statement describing whether the proposed action is consistent or inconsistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable.

**AMENDMENT: ZMA 24-02 – Cades Cove Rezoning and Planned Unit
Development Master Plan Modification**

STATEMENT OF CONSISTENCY AND RECOMMENDATION:

The City of Southport Board of Aldermen hereby **ADOPT** the proposed Zoning Map Amendment and Master Development Plan Modification and find that it is consistent with the City's 2014 CAMA Core Land Use Plan originally adopted Nov. 13, 2014 and subsequently amended. More specifically, the proposed amendment is consistent with **Policy 2.4:** Southport will permit residential development to occur in response to market needs provided the following criteria are met: 1) Due respect is offered to all aspects of the environment. and 2) Concurrent planning for improvements to community facilities, infrastructure, and services provided. Further, the proposed text amendment is reasonable due to the size, physical conditions, and other attributes of the area.

The statement and motion was seconded and passed _____.

Noah Saldo, City Clerk

Richard Alt, Mayor



**City of Southport Board of Aldermen
Statement of Plan Consistency
(As per NC General Statute 160D-605)**

When conducting a review of proposed zoning text or map amendments pursuant to this section, the Board of Aldermen shall approve a statement describing whether the proposed action is consistent or inconsistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable

**AMENDMENT: ZMA 24-02 – Cades Cove Rezoning and Planned Unit
Development Master Plan Modification**

STATEMENT OF CONSISTENCY AND RECOMMENDATION:

The City of Southport Board of Aldermen hereby **DENY** the proposed Zoning Map Amendment and finds that it is inconsistent with the City's 2014 CAMA Core Land Use Plan originally adopted Nov. 13, 2014 and subsequently amended and not reasonable due to the size, physical conditions, and other attributes of the area.

The statement and motion was seconded and passed _____.

Noah Saldo, City Clerk

Richard Alt, Mayor



**City of Southport Planning Board
Statement of Plan Consistency and Zoning Recommendation
(As per NC General Statute 160D-604)**

When conducting a review of proposed zoning text or map amendments pursuant to this section, the planning board shall advise and comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.

AMENDMENT: ZMA 24-02

STATEMENT OF CONSISTENCY AND RECOMMENDATION:

The City of Southport Planning Board hereby recommends **denial** of the proposed Zoning Map Amendment to the Board of Aldermen and finds that it is inconsistent with the City's 2014 CAMA Core Land Use Plan originally adopted Nov. 13, 2014 and subsequently amended by the Southport Board of Aldermen and not reasonable due to the size, physical conditions, and other attributes of the area and is not in the public interest for the amendment.

The statement and motion was seconded and passed Oct. 17th, 2024



Tanya Shannon, Deputy City Clerk



Sue Hodgins, Chairman

PRIVATE ROAD

**No Thru Traffic
No Parking on
Street or Grass**



Development Services Department

Upon review of the file for the Cades Cove community as well as current and previous development regulations and North Carolina General Statutes, City of Southport Development Services Staff have come to the following determination:

- The City of Southport is not involved in the Cades Cove community's desire to rescind the public dedication of its streets. If the community can meet the statutory requirements necessary to rescind the public dedication for its streets, doing so does not create a violation of any City of Southport ordinances; provided, however, the City has the right to retain any and all City easements within these streets and the Cades Cove community if the dedicated streets are rescinded. (See G.S. 160A-299(g) and G.S. 136-96).
- The placement of a gate or other impediment to the public's ability to use the rights-of-way within the community would be considered a violation of Cades Cove's original development approval for the following reasons:
 - The introduction of a structure not shown on any approved map or plat of the community without zoning approval; and
 - The introduction of a gate that would result in the prohibition of the public's ability to travel the roadways, when the approval granted to the community included the provision that all roadways would be dedicated for public use.
- The Cades Cove community may request a revision to its original approval to include the addition of a gate(s) and to revise the street dedication from public to private. Doing so would be considered a major modification per Section 2.6.J of the City of Southport Unified Development Ordinance, and the process shall follow the provisions laid out for original approval of Planned Unit Developments. Such process shall include an application to amend the Planned Unit Development and a rezoning request to modify the PUD zoning district, and the Board of Aldermen shall be the final decision maker in a legislative process following a public hearing.

Pursuant to the Unified Development Ordinance, this determination is subject to appeal to the Board of Adjustment within 30 days of receipt of it. Should you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Travis Henley", is written over a light blue horizontal line.

Travis Henley – Director

Development Services

City of Southport, NC

910-457-7900 x1008

thenley@cityofsouthport.com



Zoning Map Amendment

City of Southport, North Carolina

1029 N. Howe St, Southport NC 28461

www.southportnc.org

Planning & Inspections

Phone 910-457-7961 Fax 910-457-7957

For Staff Use Only

PERMIT No. ZMA 24-02 FEE: \$ 6,700 Date Received: 6/27/24

Applicant's Name: Cades Cove Homeowners' Association; Rick Jones, President 2024

Mailing Address: 407 Lord Thomas Avenue (HOA), 828 Cades Trail (Rick); City: Southport

State: NC

Zip Code: 28461

Phone: 914-714-5039

Email: rickcadescope@gmail.com

Property Owner's Name: SAME AS ABOVE

Address of Owner: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____

Project Name: CADES COVE ZONING REVISION: public to private access

Project Address and/or Description of Location: _____

Parcel ID #: _____ Number of Lots: _____ Site Acreage: _____

Current Zoning District: _____ Proposed Zoning District: _____

Please describe the changing conditions in the area or in the City of Southport that makes the proposed amendment necessary to the promotion of the public health, safety and general welfare, or that identifies an obvious error in the zoning map based upon the zoning classification or current land use of surrounding properties. Also include an explanation on why the proposed zoning is or is not consistent with the Land Use Plan and other adopted plans (Attach separate sheet if necessary)

Cades Cove Homeowners Association wishes to change the zoning of our development from public to private. As the development evolved, the streets were dedicated to the city in nine separate 15-year dedications. By 2024, four of those nine have expired, including from the Robert Ruark entrance well past the four-way stop at Lord Thomas and the section of Lord Thomas whose terminus is adjacent to the BHI/Indigo Phase II property.

The developers abandoned Cades Cove in 2016 after receiving back \$190,000 of their \$365,000 bond to the City of Southport. This was done without having all the streets finished or having the stormwater system inspected by the City or State. The remaining \$175,000 bond was largely used by CCHOA to repair sinkholes in the stormwater system (and then repaving).

The residents agree to take over responsibility from the City, saving Southport valuable funds. In turn, we would like the opportunity to regulate the wear and tear on our streets, both currently from cut-through traffic, and in the future with the present development of Osprey Landing and eventually the Indigo II property. The expansion of 211 where 4 lanes go down to two at Ruark will likely exacerbate this problem.

We value being engaged members of the Southport community but look to gate our Robert Ruark entrance to achieve the goal of enhanced safety for residents and guests while reducing wear and tear on our roads.

In filing this Rezoning Petition, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Richard D. Jones

Signature (Owner or Authorized Applicant)

February 5, 2024

Date

APPROVED BY:

Maureen Melhan

UDO Administrator

6/27/24

Date



Executive Summary

Cades Cove Rezoning Request

Originally submitted February 2024, updated June 2024

Our Ask:

Cades Cove seeks to privatize our neighborhood with the intention of placing a gate at our Robert Ruark entrance. We would like to better control the wear and tear on our streets and to improve safety for our residents, their children, grandchildren and guests. In turn, the Cades Cove Homeowners' Association will assume the cost of maintaining quality roads. This will save the City of Southport nearly a quarter of a million dollars upfront based on a recent estimate provided to one of our residents from the Assistant City Manager (estimate developed by the City Engineer). There will also be substantial savings in ongoing maintenance for Southport.

Document Contents:

- 1) Executive Summary and Our Ask
- 2) Articles of Incorporation Amendment approved by CCHOA membership September 2022
 - a. Appending the streets as Common Area, developed by LawFirmCarolinas
 - b. Permitting our Board to levy assessments for their maintenance and care
- 3) PUD Amendment – submitted to Southport 10/10/23
- 4) PUD Amendment Letter and Rationale
- 5) Rezoning Document – submitted to Southport January 2024
- 6) Rezoning Document Attachments
- 7) Plat Plans – newly updated by Stroud Engineering to reflect private status
- 8) Condition of Streets – CCHOA assurance that streets will remain in quality condition
- 9) Financial Accountability – our assurance that we will have resources and strategic plans that permit us to afford the assumption of responsibility for our streets on an ongoing basis

Board of Directors, Cades Cove Homeowners' Association
Rick Jones, President, 914-714-5039, rickcadescove@gmail.com



3 Return to Black Slaughter & Black Type Mail
Total 26 Rev Int.
Ck \$ 26 Ck # 1256 Cash \$
Refund Cash \$ Finance
☒ Portions of document are illegible due to condition of original.
☒ Document contains seals verified by original instrument that cannot be reproduced or copied.

Prepared by/mail to: Harmony W. Taylor, Law Firm Carolinas 1927 S. Tryon St. Suite 100 Charlotte NC 28203

BRUNSWICK COUNTY
NORTH CAROLINA

**NINTH AMENDMENT TO THE
DECLARATION OF COVENANTS,
CONDITIONS, AND RESTRICTIONS
FOR CADES COVE**

This NINTH AMENDMENT TO THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR CADES COVE is made this 4th day of October, 2022, by Cades Cove Homeowners' Association, Inc.

WITNESSETH:

WHEREAS, the Declarant subjected Cades Cove (the "Property") to the Declaration of Covenants, Conditions, and Restrictions for Cades Cove recorded in Deed Book 2337, Page 1407 of the Brunswick County Registry and amendments to the same, including but not limited to the following (collectively, the "Declaration"):

- a) Book 2338, Page 1;
- b) Book 2485, Page 0466;
- c) Book 2532, Page 0733;
- d) Book 2636, Page 0020;
- e) Book 2803, Page 0337;
- f) Book 3616, Page 0997;
- g) Book 3715, Page 0683;

WHEREAS, the Declaration applies to and runs with the land described in the Plat Books and Pages of the Brunswick County Register of Deeds, including but not limited to the following:

- a) Book 34, Page 279;
- b) Book 35, Page 115;
- c) Book 40, Page 83;
- d) Book 50, Page 71;
- e) Book 71, Page 28;

- f) Book 75, Page 73;
- g) Book 78, Page 98;
- h) Book 80, Page 3;
- i) Book 84, Page 24;
- j) Book 85, Page 20;
- k) Book 85, Page 21;
- l) Book 85, Page 33;
- m) Book 86, Page 96;

WHEREAS, NCGS § 47F-2-117 states that the declaration may be amended only by affirmative vote or written agreement signed by lot owners of lots to which at least sixty-seven percent (67%) of the votes in the association are allocated, or any larger majority the declaration specifies. The percentage required for passage per the Declaration is sixty-seven percent (67%), and such approval has been obtained.

NOW THEREFORE, the Declaration of Covenants, Conditions, and Restrictions for Cades Cove is amended as follows:

Amend ARTICLE II (“COMMON AREA PROPERTY RIGHTS”) to add a new Section 4 (“Private Roads”) to read as follows:

Section 4. Private Roads. Notwithstanding any language or provision within the Declaration, Articles of Incorporation, or Bylaws of the Association to the contrary, or any dedication or language contained on any recorded plat of real property within the Cades Cove subdivision, the Board of Directors shall have the authority to take any and all actions necessary to:

(1) withdraw offers of dedication of any portions of the Properties to the public for public roads, which right the Association shall exclusively exercise on behalf of itself and the Owners within the Properties;

(2) undertake any and all actions related to the withdrawal of such an offer of dedication on behalf of the Association and the Owners within the Properties;

(3) maintain, repair, and replace the roads which are located on the Properties in perpetuity as private roads, for the use and enjoyment of the Owners and their tenants, guests and invitees;

(4) to collect assessments for the purposes recited herein in the same manner as other assessments under the terms of applicable law and the Declaration, Bylaws, and Articles of Incorporation, as amended; and

(5) to otherwise take any and all actions related to the private roads which the Association deems it to be appropriate to take.



All other terms and conditions contained in the Declaration shall remain unchanged.

CADES COVE HOMEOWNERS' ASSOCIATION,
INC.

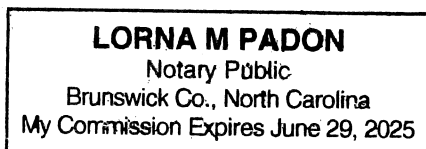
By: Thomas Rawson Hale

THOMAS RAWSON HALE, President

STATE OF NORTH CAROLINA
COUNTY OF Brunswick

I, a Notary Public of the County and State aforesaid, certify that Thomas Rawson Hale personally came before me this day and acknowledged that he is President of Cades Cove Homeowners' Association, Inc., and that he, President, being authorized to do so, executed the foregoing on behalf of Cades Cove Homeowners' Association, Inc.

WITNESS my hand and official stamp or seal, this 4th day of October, 2022.



Lorna M. Padon
Notary Public

Lorna M. Padon
Printed Name

My commission expires: June 29, 2025



Planned Unit Development Permit

City of Southport, North Carolina

1029 N. Howe St, Southport NC 28461

www.southportnc.org

Planning & Inspections

Phone 910-457-7961 Fax 910-457-7957

For Staff Use Only

PERMIT No. _____ FEE: \$ _____ Date Received: _____

Applicant's Name: Laura Howell on behalf of: Cades Cove HOA Board of Directors

Mailing Address: _____ City: Southport

State: NC Zip Code: 28461 Phone: 703-483-1681

Email: Emma4H@gmail.com Rickcadescove@gmail.com

Property Owner's Name: N/A

Address of Owner: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____

Property Address: N/A City: _____

Parcel Size (acres): _____ Number of Dwellings: _____

Open Space Area: _____ Right-of-way Area: _____

Surveyor: N/A License #: _____

Mailing Address: _____ City: _____

Page 2 of 2 State: _____ Zip Code: _____ Phone: _____

Email: _____

Per Section 2.9 of the UDO, the purpose of A Planned Unit Development (PUD), is planned and developed as an integral unit, in a single development operation or a definitely programmed series of development

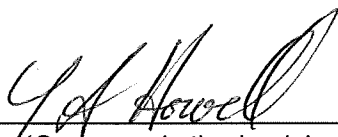
operations and according to an approved master development plan. All PUDs require an amendment to the city's zoning map and master development plan approval, followed by the major subdivision approval process as specified in this ordinance.

The minimum amount of land (unified control to be planned and developed as a whole) required for a PUD district shall be eight (8) acres of net buildable area within the city corporate limits, on one or more contiguous parcels or 25 acres of net buildable area in the ETJ, on one (1) or more parcels (this may include parcels on both sides of a street).

Application and Planned Unit Development Review Procedure is found in Section 2.9.C

Minimum Dimensional Standards:

1. Lot area. Not less than 60 percent of the minimum lot area which would normally be required under the single-family standards of the prevailing zoning district.
2. Lot width. 40 feet.
3. Lot frontage. 40 feet, except on the radius of a cul-de-sac where such distance may be reduced to 20 feet.
4. Public or private street setback. No principal or accessory structure shall be closer than 10 feet to a public street right-of-way or private street easement.
5. Side yard setback. Not less than 8 feet. Dwellings which do not utilize zero lot line provisions shall maintain a minimum side setback of not less than six (6) feet.
6. Rear yard setback. Not less than 15 feet.
7. Building separations. No portion of any principal structure shall be located less than 10 feet from any accessory structure as measured to the closest point.
8. Periphery boundary setback. No principal or accessory structure shall be located less than 25 feet from the peripheral boundaries of the development.
9. Maximum height. 40 feet.
10. Detached accessory structure requirements.
 - a) Shall not be located within any front yard setback;
 - b) Shall not be located within five (5) feet of any other accessory structure;
 - c) Shall not cover more than twenty (20) percent of any side or rear yard; and
 - d) The side or rear yard requirement for detached accessory structures shall not be less than five (5) feet.
 - e) Shall not be greater than 30 feet in height.



Signature (Owner or Authorized Applicant)

9-27-2023

Date

APPROVED BY:

UDO Administrator

Date



Laura Howell
President, Cades Cove Homeowners' Association
832 Cades Trail
Southport, NC 28461

October 10, 2023

Ms. Bonnie Therrian
City Manager
City of Southport
1029 N. Howe St.
Southport, NC 28461

Dear Ms. Therrian:

The Board of Directors of the Cades Cove Homeowners' Association is pleased to submit to you, Dorrie Dutton and Brady Herman our application to change the PUD for Cades Cove per the letter we received from Travis Henley in June. Specifically, we are seeking to change the neighborhood from "public" to "semi-private" for the immediate priority to place a gate at our entrance off Robert Ruark.

We also are providing a two-page explanation and rationale for this submission. We look forward to discussing this with City Staff, counsel, Planning Board and Board of Alderman.

We and our counsel are prepared to move forward with this request at your earliest convenience and welcome the chance to arrange an in-person meeting sometime this month.

With warmest regards.

Laura Howell
President, CCHOA

cc: Ms. Dorothy Dutton
Mr. Brady Herman
Mr. Rick Jones, CCHOA Vice-President



Cades Cove Homeowners' Association **PUD Modification Amendment Rationale**

The Cades Cove Homeowners' Association (CCHOA) requests to amend the PUD for our 99-home community, changing our streets' status from **public access** to **private**. We would like to **place a gate at the Robert Ruark entrance only**, with the Caswell entrance at Lord Thomas to remain open. Emergency vehicles will have total access through both entrances. We are seeking this modification to ensure **pedestrian safety** of our community, to **reduce the wear and tear** of our streets and the associated costs from cut through traffic.

REASONING

CCHOA would like to remain an active part of the Southport Community. For many years cut-through traffic has posed a pedestrian safety concern for our citizens, many of whom are seniors, and visitors (particularly grandchildren).

CCHOA has funded many steps to mitigate speed and cut through issues in our community. We have installed speed bumps and added stops signs to no avail. We've also consulted with Chief Coring on these matters.

HISTORY

Cades Cove was begun by Blake Family Builders in 2004. It was approved as a Planned Residential Development and the first houses were built in 2006. Through Blake and successor company Cardinal Builders, the streets were dedicated to the City in nine specific sections, each with a 15-year expiration. As of May 2023, four of those nine have expired without Southport taking any action to accept the streets. These include the ones at the Robert Ruark entrance and one at the terminus of Lord Thomas adjacent to the BHI/Indigo 2 property.

In 2013, Cardinal's posted bond with the City of Southport was for \$365,000. That bond was returned and replaced with a \$175,000 bond (from a different financial backer) for reasons unknown. This occurred without a stormwater inspection as seemingly suggested in Southport's UDO and without streets completed or fully paved. Cardinal Builders abandoned Cades Cove not long after the bond was reduced from \$365k to \$175k.

In 2016, residents took over management of the HOA. The remaining bond was used for stormwater and sinkhole repair, plus related expenses. Additionally, Cardinal had delinquent back taxes with Brunswick County of \$9,579.45 that the residents wound up paying.

In June 2018, the residents of Cades Cove approved securing a loan for \$400,000 to finish our streets and the myriad of other infrastructure projects that Cardinal Builders did not complete. Hurricane Florence hit in September of that year and caused the collapse of inferior stormwater pipes installed by Blake that

were the outflow of our storm water system from our retention pond to Cottage Creek. These repair costs absorbed the majority of the loan fund. We were only able to pave the entrance at Robert Ruark to the four-way stop at Lord Thomas. Cades Cove will be paying on this loan until 2026 without the remaining streets being repaired or paved.

FUTURE

Osprey Landing (200 homes) has been approved and its infrastructure is in place. The Main egress is onto Robert Ruark. More cut-through traffic is likely. Indigo Phase II is directly adjacent to Cades Cove and significantly exacerbates our concerns of still more cut through traffic and the consequential pedestrian safety of our residents, plus the resulting additive wear and tear of our streets. The expansion of 211 continues. With the four lanes becoming two where 211 meets Robert Ruark, additional cut-through traffic would appear likely.

WHERE TO NEXT?

On advice of counsel, CCHOA created an amendment to our Articles of Incorporation in August 2022 to make our streets common ground, allowing our Board to make assessments as needed. Ninety of 99 households participated in the vote with 83 voting in the affirmative and only 7 in the negative.

Our Infrastructure Team has met with multiple suppliers on gate design. We will likely employ a swing gate with codes that permit passage for emergency vehicles, delivery services and school buses. The area will permit passage for walkers and bicycles as we want to keep connectivity with the community. The Ruark entrance will be available for vehicular traffic for residents, guests, vendors and emergency vehicles. The Lord Thomas entrance at N. Caswell will remain fully open.

If the City approves our plan, we will submit building permits and work closely with City staff to make sure all municipal requirements are met, including Police and Fire Departments.

We look forward to working closely with City staff, Planning Board, and the Board of Alderman for what we believe to be a sensible proposal to help protect one of Southport's very important neighborhoods. Thank you.

Board of Directors, Cades Cove Homeowners' Association

Rick Jones, 2024 President, 914-714-5039, rickcadescove@gmail.com

Laura Howell, 2023 President, 703-483-1681, emma4h@gmail.com



Zoning Map Amendment

City of Southport, North Carolina

1029 N. Howe St, Southport NC 28461

www.southportnc.org

Planning & Inspections

Phone 910-457-7961 Fax 910-457-7957

For Staff Use Only

PERMIT No. _____ FEE: \$ _____ Date Received: _____

Applicant's Name: Cades Cove Homeowners' Association; Rick Jones, President 2024

Mailing Address: 407 Lord Thomas Avenue (HOA), 828 Cades Trail (Rick); City: Southport

State: NC Zip Code: 28461

Phone: 914-714-5039

Email: rickcadescove@gmail.com

Property Owner's Name: SAME AS ABOVE _____

Address of Owner: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____

Project Name: CADES COVE ZONING REVISION: public to private access _____

Project Address and/or Description of Location: _____

Parcel ID #: _____ Number of Lots: _____ Site Acreage: _____

Current Zoning District: _____ Proposed Zoning District: _____

A complete application for any amendment shall contain a description of the proposed zoning regulation or zoning map amendment. The application shall state in detail whether the proposed amendment is consistent with the CAMA Core Land Use Plan and any other officially adopted plan that is applicable. The application shall also give detailed evidence that the proposed amendment is in the interest and will benefit the general public and not solely be of benefit to the applicant; that the uses within the proposed zoning district are similar or comparable to the uses in the district as currently zoned, or that none of the uses permitted in the proposed zoning district may potentially adversely affect property values or the health, safety, morals, or general welfare of the residents of the surrounding area. Such application shall be filed with the Administrator to be processed in accordance with Section 2.7.D of the UDO.

The Planning Board and Board of Aldermen may consider the following when deciding: Impact on neighbors and neighborhood, traffic, environment, utilities, suitability of land, harmony with area, schools, economic impact, tax base increase, spot zoning created, road capacity, adequate infrastructure, community opinion, property values, consistency with the Land Use Plan, future land use map, jobs, public services, buffering requirements, environmental impact, site limitations, and consistency with plans and prior decisions. The Boards cannot consider ethnicity, income of future residents, owner vs. renter housing, or who the owner is when deciding.

If the proposed change would require a change in the zoning map, attach an accurate diagram of the property proposed for rezoning showing:

- A. Boundaries indicated as approximately following the centerlines of alleys, streets, highways, streams, or railroads shall be construed to follow such centerline;
- B. Boundaries indicated as approximately following lot lines, city limits, or extraterritorial boundary lines, shall be construed as following such lines, limits, or boundaries;
- C. Boundaries indicated as following shorelines shall be construed to follow such shorelines, and in the event of change in the shoreline shall be construed as following such shorelines;
- D. Where a district boundary divides a lot each part of the lot or tract so divided shall be used in conformity with the regulations established by this ordinance for the district in which said part is located, nor shall a change in lot line be construed to have modified a zoning district boundary;
- E. Where any street or alley is hereafter officially vacated or abandoned, the regulations applicable to each parcel of abutting property shall apply to that portion of such street or alley added thereto by virtue of such vacation or abandonment.
- F. Where any further uncertainty exists, the UDO Administrator shall interpret the intent of the map as to location of such boundaries.

Future Land Use Map Designation: _____

Is the proposed zoning consistent with the Land Use Plan? (Check One and Describe Below):

☒ **Yes** ☐ **No**

Also see attached Appendix with additional details and photographs.

Please describe the changing conditions in the area or in the City of Southport that makes the proposed amendment necessary to the promotion of the public health, safety and general welfare, or that identifies an obvious error in the zoning map based upon the zoning classification or current land use of surrounding properties. Also include an explanation on why the proposed zoning is or is not consistent with the Land Use Plan and other adopted plans (Attach separate sheet if necessary)

Cades Cove Homeowners Association wishes to change the zoning of our development from public to private. As the development evolved, the streets were dedicated to the city in nine separate 15-year dedications. By 2024, four of those nine have expired, including from the Robert Ruark entrance well past the four-way stop at Lord Thomas and the section of Lord Thomas whose terminus is adjacent to the BHI/Indigo Phase II property.

The developers abandoned Cades Cove in 2016 after receiving back \$190,000 of their \$365,000 bond to the City of Southport. This was done without having all the streets finished or having the stormwater system inspected by the City or State. The remaining \$175,000 bond was largely used by CCHOA to repair sinkholes in the stormwater system (and then repaving).

The residents agree to take over responsibility from the City, saving Southport valuable funds. In turn, we would like the opportunity to regulate the wear and tear on our streets, both currently from cut-through traffic, and in the future with the present development of Osprey Landing and eventually the Indigo II property. The expansion of 211 where 4 lanes go down to two at Ruark will likely exacerbate this problem.

We value being engaged members of the Southport community but look to gate our Robert Ruark entrance to achieve the goal of enhanced safety for residents and guests while reducing wear and tear on our roads.

In filing this Rezoning Petition, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Richard D. Jones

Signature (Owner or Authorized Applicant)

February 5, 2024

Date

APPROVED BY:

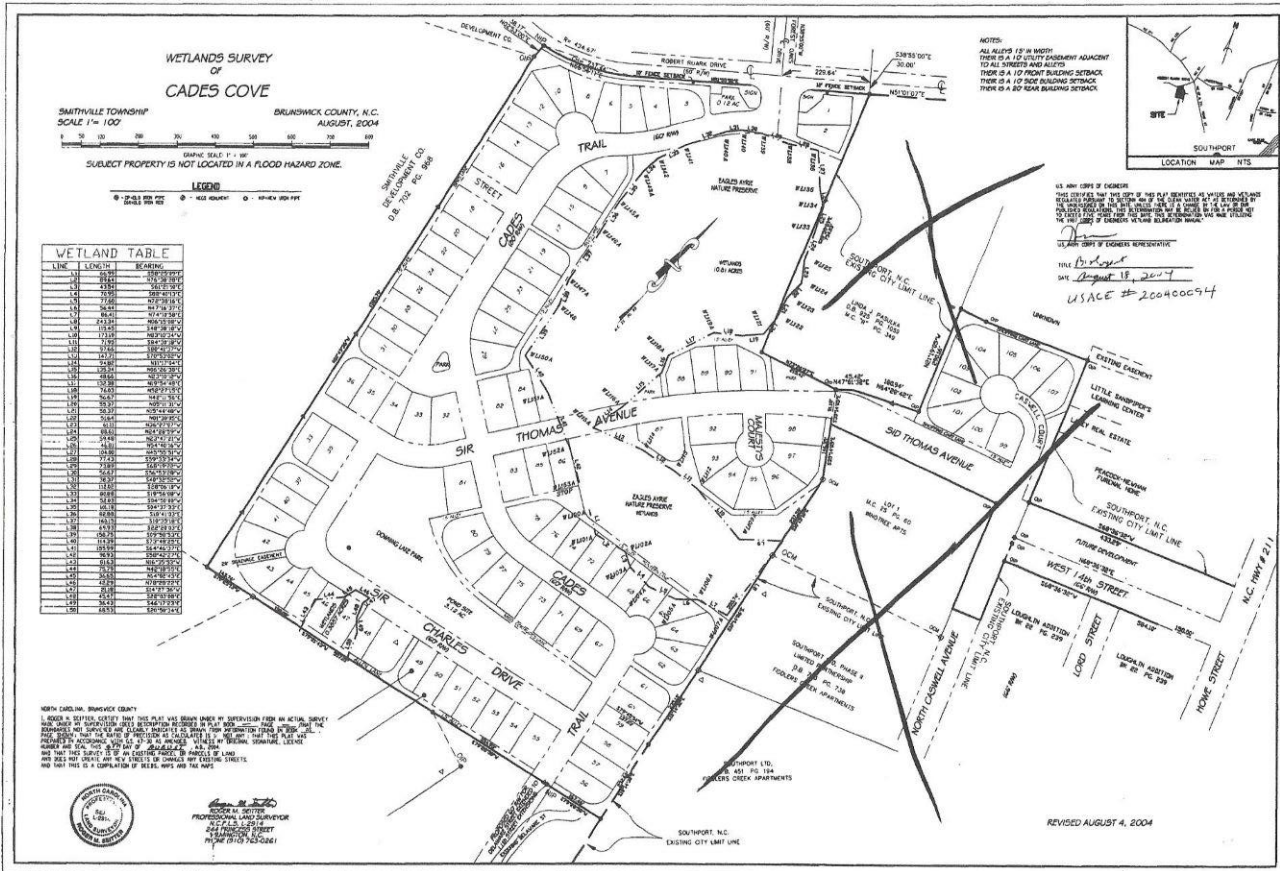
UDO Administrator

Date

**CADES COVE PLAT PLAN 2004
GATE POSITION AT RUARK ENTRANCE
(Top Center of Plan)**

Brunswick County—Register of Deeds
Robert J. Robinson
Inst #4354 Book 30Page 534
08/26/2004 02:44:05pm Rec'd 202599

30 / 534



map cabinet: 30 page: 534 2:44:05 p.m. 8/26/04 \$21.00 By



**Cades Cove Homeowners' Association
2024 Southport Zoning Amendment**

Appendix

February 5, 2024

INDEX

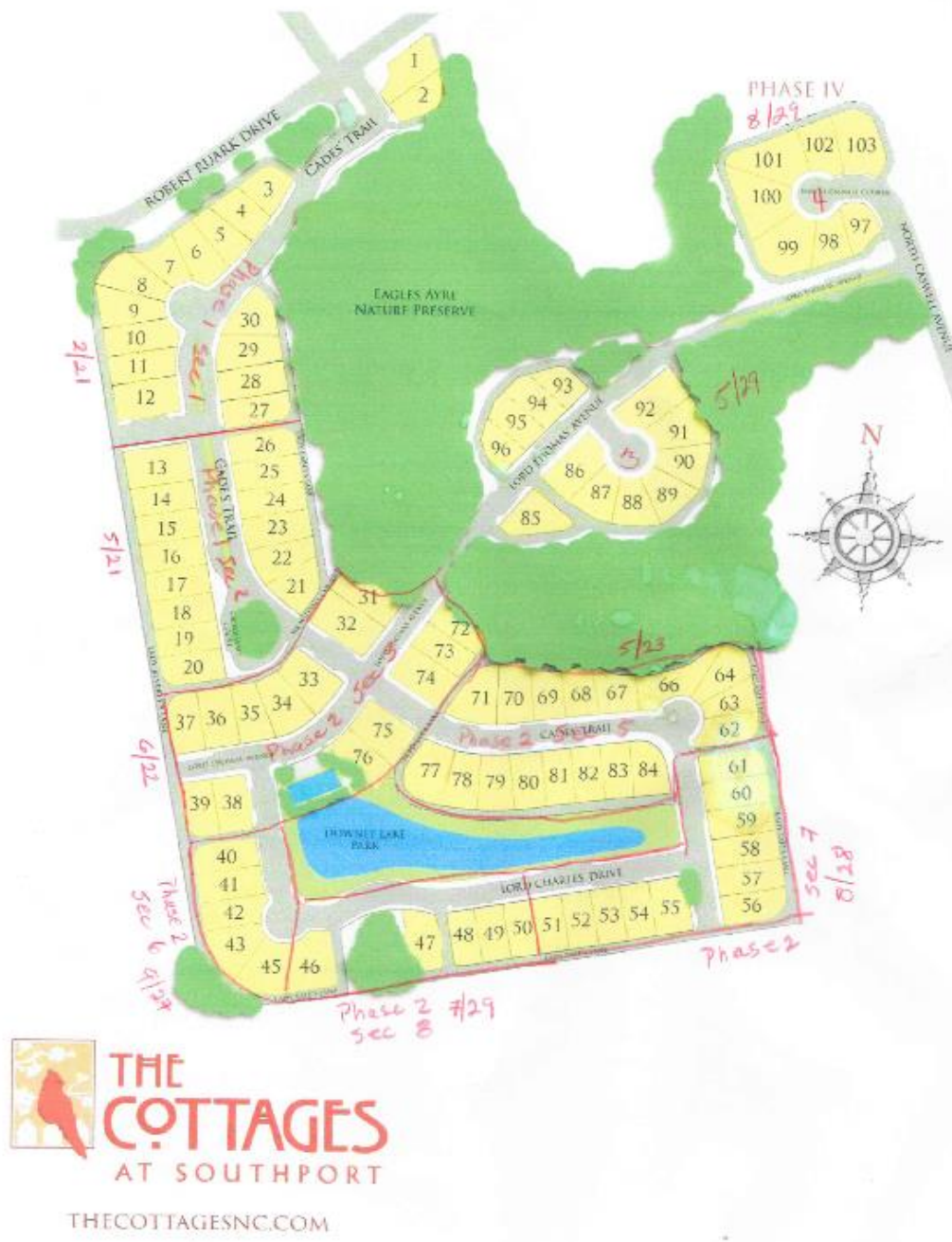
- 1) Cades Cove by Lot**
- 2) Nine street dedications with expiration dates**
- 3) Potential Gate Designs**
 - a. Home Place**
 - b. Old Southport**
- 4) Robert Ruark approach to Cades Trail, left turn lane**
- 5) Initial gate specifications, subject to change on final design and bids**
- 6) Entrance gate positioning**
 - a. From Ruark**
 - b. From Cades Trail**
- 7) Exit on to Ruark from Cades Trail**

CADES COVE BY LOT; COTTAGE BUILDERS' PUD AMENDMENT REMOVE ALLEYS IN PHASES III / IV



THECOTTAGESNC.COM

STREET DEDICATIONS
NINE PHASES



GATE EXAMPLES
HOME PLACE & OLD SOUTHPORT
(Final CCHOA design TBD zoning approval)



**ROBERT RUARK APPROACH TO CADES TRAIL
APPROXIMATELY 110 FEET OF LEFT TURN LANE
(Transponder on pillar to left)**



INITIAL GATE SPECIFICATIONS

(Will be finalized on final bids, submitted for building permit)

PHOTOS TO FOLLOW:

- Entrance and exit each measure approximately 26 feet, separated by a 19' area of foliage and the entrance pillar.
- The distance from each external pillar to the pavement is 17.5 feet comprised of matching fencing with possible swing gate for pedestrians and bicycles.
- The entrance gate is about 60 feet from Ruark; the exit approximately 30 feet.
- View of entrance from Ruark:
 - B represents 2 inward swinging 5' high electric gates.
 - B-C shows matching fence from gate to front of entrance.
 - C-D is the fence and gate from pavement to pillar.

DETAILS:

- Gates will both swing inward, due to positioning of power sources.
- Gates will be operated by homeowners and necessary personnel via long range remotes, basically the same as garage door openers.
- There will also be keypad consoles to enter 4-digit codes on both the entrance and exit.
- The gate we ultimately select will be equipped with emergency sensors so first responders can enter without delay.
- Delivery services and school buses can receive remotes or special codes as they prefer. Final gate specs will be subject to review by City Staff, Fire and Police.

GATE POSITIONING RUARK ENTRANCE

View from Ruark, center island at left



View from Cades Trail

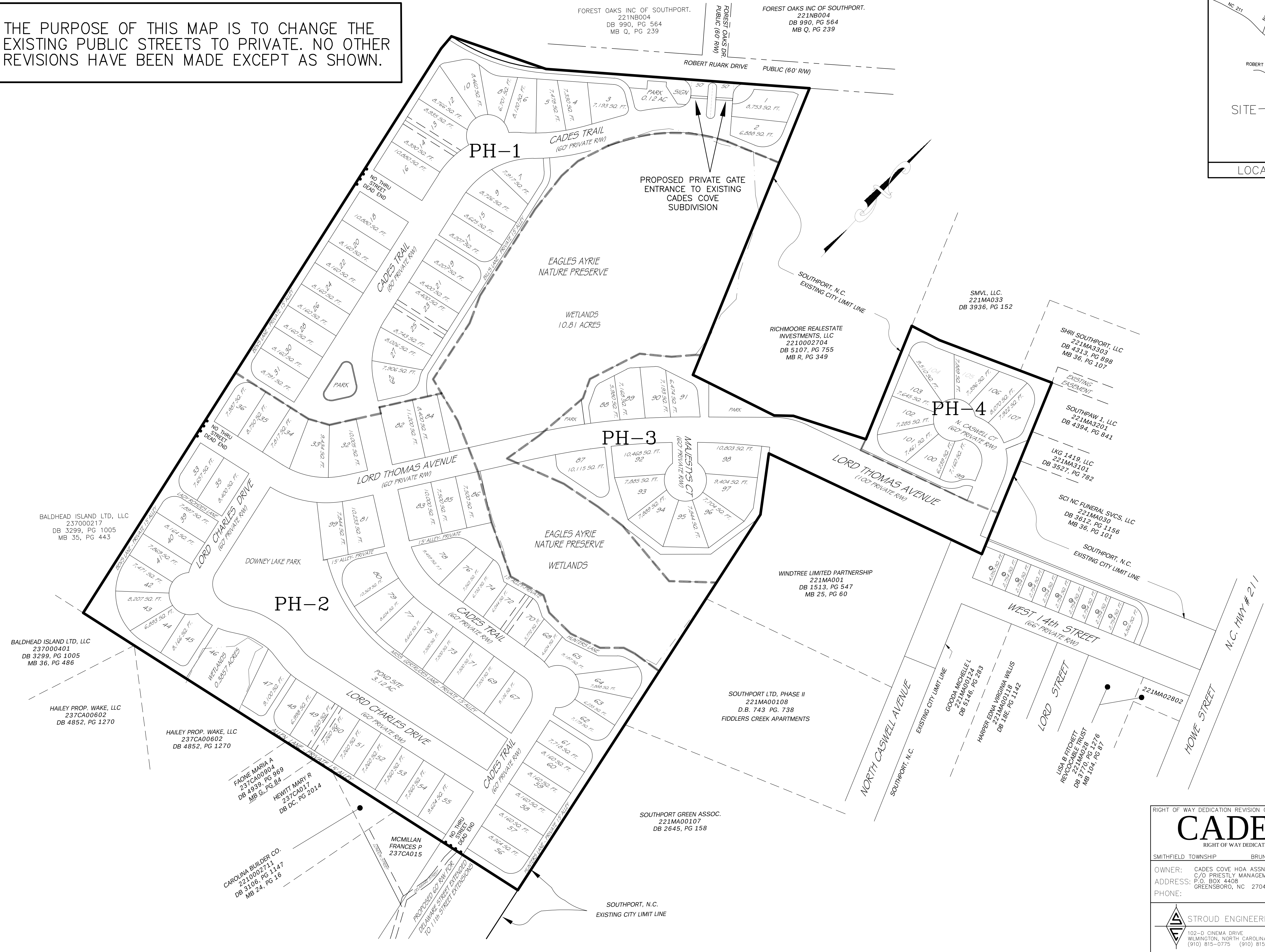
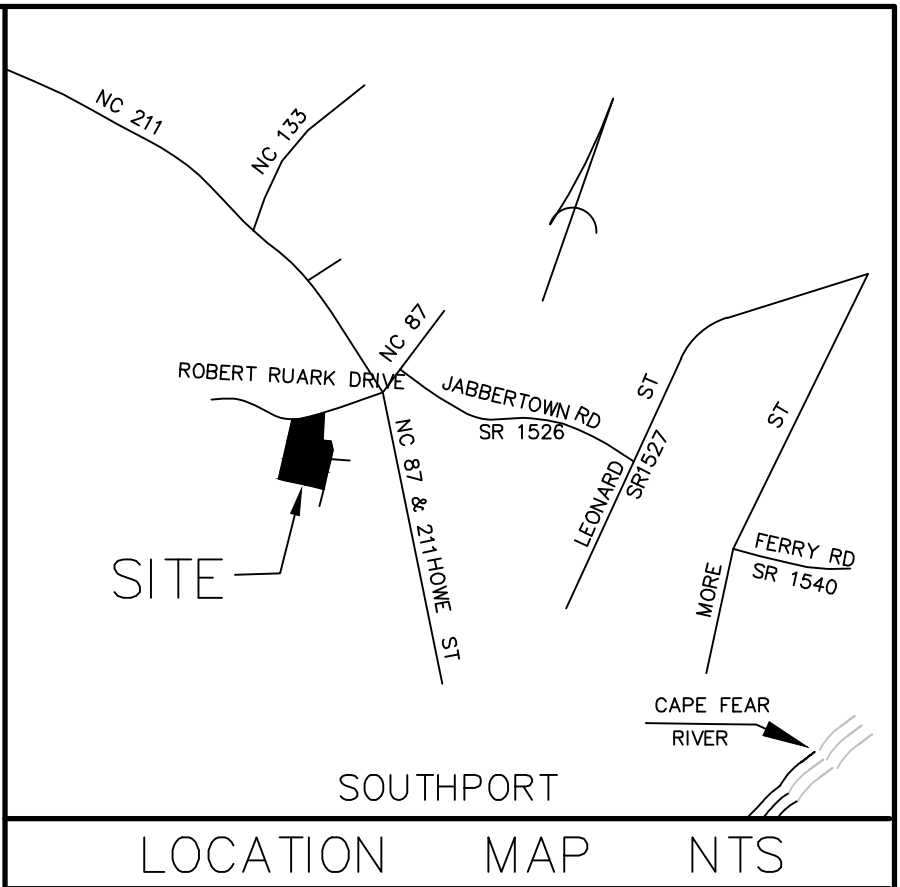
(center island at right, then exit)



EXIT ON TO RUARK FROM CADES TRAIL



THE PURPOSE OF THIS MAP IS TO CHANGE THE
EXISTING PUBLIC STREETS TO PRIVATE. NO OTHER
REVISIONS HAVE BEEN MADE EXCEPT AS SHOWN.



RIGHT OF WAY DEDICATION REVISION CONCEPT EXHIBIT		
CADES COVE RIGHT OF WAY DEDICATION REVISION CONCEPT EXHIBIT		
SMITHFIELD TOWNSHIP	BRUNSWICK COUNTY	NORTH CAROLINA
OWNER: CADES COVE HOA ASSN. INC. C/O PRIESTLY MANAGEMENT	DESIGNED: TLL	
ADDRESS: P.O. BOX 4408 GREENSBORO, NC 2704-4408	DRAWN: TLL	
PHONE:	APPROVED: JHF	
 STROUD ENGINEERING, P.A. 102-D CINEMA DRIVE WILMINGTON, NORTH CAROLINA 28403 (910) 815-0775 (910) 815-0593 FAX <i>C-0647</i>		
DATE: 6/7/2024		
SCALE: 1" = 100'		
SHEET 1 OF 1		



Cades Cove – Condition of Streets

The streets in Cades Cove meet or exceed the standard found in Southport streets. In 2018, the City Manager and City Planner (Bruce Oakley and Thomas Lloyd at the time) indicated that the streets in our Phase III and IV (Majesty's Court, Lord Thomas and No. Caswell Court) were acceptable to the City should the City decide to accept the streets (which they did not).

As mentioned in our PUD amendment submitted in October 2023, Cardinal Builder's posted bond with the City of Southport in 2013 was for \$365,000. That bond was returned and replaced with a \$175,000 bond (from a different financial backer) for reasons unknown. This occurred without a stormwater inspection as seemingly suggested in Southport's UDO and without streets completed or fully paved. Cardinal Builders abandoned Cades Cove not long after the bond was reduced from \$365k to \$175k.

The remaining bond balance was used largely for stormwater and sinkhole related expenses, not paving. All expenses were approved by the City Planner.

In 2018, CCHOA secured a \$400,000 line of credit in order to finish the infrastructure items not completed when the developer abandoned Cades Cove. Over half of this money went to stormwater related issues, largely because of Hurricane Florence damage (sinkholes, replacement of the stormwater outflow pipe from Downey Lake toward the Cottage Creek outflow, alley repaving).

Once the stormwater damage was repaired, we spent over \$150,000 to pave Cades Trail from the Robert Ruark entrance to the 4-way stop at Lord Thomas. Our Board believes the quality of paving of the section of Cades Trail from the Ruark entrance to Lord Thomas is superior to most of the streets in the City, with the likely exception of the recent paving of Howe Street. Insufficient funds remained to pave the balance of Cades Trail or Lord Charles.

After these expenses, all subsequent Boards believed that we should not be held accountable to pave the balance of the streets as a) Southport returned \$190,000 in bond to the developer who abandoned us and b) we have no control over the wear and tear of our streets.

In conclusion, Cades Cove has shown great resolve in maintaining and enhancing the quality of our neighborhood. We look forward to finishing paving the balance of our Phase II section once Southport gives us the right to control the wear and tear on our streets. It will be at the same quality level of the rest of the neighborhood.

May 2024



Cades Cove (CCHOA) – Financial Accountability

Cades Cove homeowners assumed responsibility from our developers in 2016, just prior to Cottage Builders abandoning this development, unfinished. Among our first orders of business was to commence creation of a Reserve Study that looked at our future infrastructure needs, including finishing what the developer did not, as well as maintaining our first-class neighborhood well into the future.

Our first Reserve Study development was led by William Veno, a recently retired Cades Cove resident who spent his career in economic forecasting and analytics, largely in the energy sector. He holds master's degrees from both Dartmouth and Columbia. He was assisted by two other residents, one a retired Colonel from the U.S. Army Corps of Engineers and the other an analytics and engineering expert who worked for both Lockheed Martin and the National Bureau of Standards.

Mr. Veno continues to oversee and maintain the Reserve Study's analytical tools and the assessment of their implications for CCHOA over the next 20 years, hand-in-hand with our Infrastructure Committee.

Additionally, our initial Board of Directors commissioned an independent, third-party Transition Study by Raleigh-based Criterium-Giles Engineers who have conducted many of these studies for homeowners' associations across North Carolina. The Giles Study confirmed the forecasts by Mr. Veno and our Board.

CCHOA created and manages both Operating and Reserve budgets and bank accounts. Both are funded by monthly assessments (dues) paid by our 99 homeowners as well as fees when a house sells in Cades Cove. We also have occasional special assessments. Our current monthly dues are \$177/household allocated as follows: Operating \$108, Reserve \$18, Loan Service \$51.

In 2018, CCHOA secured a \$400,000 line of credit from North State Bank. Our accounts receivable was used as collateral. The HOA has successfully been paying down the LOC and will be completely paid off in May 2026. Our annualized payment is just over \$61,000. While future Boards may decide differently, the current strategic plan is that those funds, post-May 2026, will be directed to building up our Reserves.

Should the Aldermen approve our privatization initiative, it is likely that the costs of gating and the final paving of our Phase II will be funded largely through a special assessment among residents until the anticipated 2026 increase in our reserve funds. We will tighten up the funding requirements once final design and competitive bids are received for these two initiatives.

June 2024



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 12/12/2024

DEPARTMENT: Development Services

PRESENTED BY: Mo Meehan, Planning Services Director

ITEM SPONSORED BY: Development Services/Code Enforcement

ITEM/TOPIC: Section 16-8 Obstructions of Public Right of Way Ordinance Update

COST: n/a

BUDGET LINE ITEM: n/a

JUSTIFICATION: On May 9, 2024, the Board of Aldermen adopted an amendment to Chapter 16 of the Code of Ordinances, which changed the language regarding encroachments in the city's rights-of-way. The new language created questions regarding enforcement, and staff brought the language back for clarification at your August 20, 2024, meeting. The Board established an ad hoc committee to work with staff on new language for Section 16-8 of the City Ordinance. The committee offers the attached language for consideration by the full Board. In addition to updating the language, the committee and staff discussed a permit process for new improvements and a 6-month grace period for self-compliance before code enforcement violations are posted. During the grace period, a robust public outreach project will be implemented.

IMPACT IF NOT APPROVED: Code Enforcement will not be able to enforce the right-of-way encroachments equitably.

DEPARTMENT HEAD COMMENTS: The proposed language clearly states the permissible encroachments into the City's ROW and gives staff direction for enforcement. Previous versions of the ordinance are vague and may not allow for exceptions that the Board agrees are permissible.

ATTACHMENTS: Staff report and proposed text amendments to Section 16-8 of the City Ordinance.

REQUESTED ACTION: Adoption of the proposed text amendment to Section 16-8 of the code of ordinances with a 6-month grace period for code enforcement to start on the date of adoption of the resolution or January 1, 2025, whichever is the board's pleasure.

PROPOSED MOTION: Motion to adopt the proposed text amendments to Chapter 16, Section 16-8 of the Southport City Ordinance with a 6-month grace period for code enforcement to start on the date of adoption of the resolution or January 1, 2025, whichever is the board's pleasure.



MEMORANDUM

To: Mayor Rich Alt and Members of the Board of Aldermen

From: Maureen Meehan, Planning Services Director

Re: Section 16-8 Obstruction of Rights-of-Way

Date: December 12, 2024

Background

At your August 20, 2024, meeting, staff requested a discussion on an amendment to Section 16-8 of the Code of Ordinances. The discussion is to ensure that there is clear direction and understanding for both citizens and staff enforcing the ordinance regarding what is allowed within the public right of way.

After discussing the adopted language and any remaining questions, an ad hoc committee was formed to review the language with staff. The committee members are Alderman Davis, Alderman Lai, and Alderman Mosteller. The committee met three (3) times and discussed the attached draft language, a permit process, and the timing of enforcement. Each of these topics is outlined below.

Updated Text for City Code of Ordinances Section 16-8

The following is an outline of the proposed updated text.

- Clarify parking pad standards including size and surfacing.
- Provide a provision for existing parking surfaces to remain so long that they are not a safety hazard.
- Clarify how vegetation and protective measures can be placed around trees in the ROW.
- Increase the compliance timing for permanent installation of encroachments.
- Add a provision for private installation of native trees in the right-of-way when a tree must be removed for construction or if the tree is diseased or dead.
- Provide clarification that private fences and vegetation may be installed up to the edge of a sidewalk where on street parking with curb and sidewalk exist.
- Allow the continuance of walls and fences that were erected on or before December 31, 1980, if they are deemed contributing to the historic character of the National Historic Register or local historic district(s).

ROW Permit/Approval

Staff will create the final permit. The following are examples of what will be included in a permit application.

- Online application through the permit portal
 - Only for new encroachments: parking, landscaping around a tree, fencing where allowed adjacent to a curb and sidewalk, and planting trees (not city-installed)
 - Nominal fee to encourage people to apply

- The application will include agreements and acknowledgments that ensure the property owner recognizes that they are encroaching on city property. Should the city need to perform work within said encroachments, the city will not be liable for removal or replacement.
- Attachments for the application: photos, site plan with dimensions of proposed improvements, survey or scaled drawing with dimensions of ROW
- Approvals by UDO administrator, public works, fire marshal, and building inspector for stormwater or safety features as necessary

Existing Right-of-Way Encroachments

Staff recommends establishing a grace period not to exceed six (6) months for citizens of the City to remove encroachments from the City's rights-of-way that violate the updated Ordinance language. The grace period will include public outreach and education to ensure citizens know the new language. During this time, staff will identify violations and work with citizens to remove nonconforming structures. The public outreach will be a joint effort between Development Services and Community Relations and can include, but is not limited to:

- Presentations to boards and community groups
- Ad campaign in newspapers/newsletters/other print publications
- Continuous social media engagement
- Information sent to landscape and design companies
- Certified mailers to homes with identified violations in the grace period
- Door-to-door engagement
- Anything else recommended by the Board, Community Relations, etc.

During the grace period, City Staff, will prepare standard operation procedures to mobilize removal of encroachments that are not permitted. Enforcement of right-of-way encroachments will be proactive. Complaints from citizens will be investigated in accordance with previously adopted policies and procedures. The goal is voluntary compliance by property owners with nonvegetative encroachments.

Attachments

Draft Language



AN ORDINANCE AMENDING CHAPTER 16. OF THE SOUTHPORT CODE OF ORDINANCES

BE IT ORDAINED, by the Board of Aldermen of the City of Southport that Chapter 16, of the Code of Ordinances entitled “STREETS AND SIDEWALKS” Sections 16-8 through 16-11 is hereby amended to remove, replace, and add the following:

Sec. 16-8. Obstruction of public rights-of-way.

(a) Except as specifically set forth in subsections (b), (c), (d), and (e) herein or as authorized by a license issued by the board of aldermen, it shall be unlawful for any person to place or cause to be placed on any public street, road, alley, sidewalk or other public right-of-way within the city any wall, fence, gate, brick, stone, wood, rock, vegetation or other structure, material or substance above the horizontal plane of the existing ground. The installation of turf grasses on grade is allowed within the right-of-way. In addition, it shall be unlawful for any person to take any action whatsoever within any public right-of-way which creates a hazardous condition or safety hazard or which otherwise interferes with or obstructs in any manner the passage of persons or vehicles upon or within said public rights-of-way or which obstructs, interferes with or hinders lawful parking within any public right-of-way.

(b) In residentially zoned areas without off-street parking requirements, property owners shall be permitted to improve up to two (2) parking spaces no more than twenty (20) feet total in width within the right-of-way in front of their property. ~~Dimensional standards of~~ These parking spaces shall follow the provisions for driveways as described in the Unified Development Ordinance (Section 3.12.B.1). Surfacing materials for these parking spaces shall be limited to one of the following: turf grass, brick, pervious pavers, and pervious number 57 driveway slate gravel with wood borders no more than 2 inches above grade, or concrete. ~~Allowable non-pervious surfacing materials (brick, pavers, or concrete) may only be used in an area that is a minimum of 50 feet from a City Tree. The UDO Administrator may waive the requirement of a wood border if it is not appropriate due to existing conditions.~~ Parking spaces constructed by a property owner within right-of-way shall remain open for public parking and shall not be reserved for the property whose owner constructed the spaces. Such parking shall require the review and written approval of the ~~Development Services Director~~ UDO Administrator, Public Services Director, and Fire Marshal. The City reserves the right to remove these parking areas for any reason in accordance with Section 16-10. Parking surfaces existing prior to the adoption date of this ordinance shall be permitted to remain so long as the encroachments do not create a hazardous condition or safety hazard to the public.

(c) Nothing herein shall prevent any business or other legal entity located in areas zoned CBD and BD from (i) placing objects which are not otherwise prohibited under the Southport Code of Ordinances on that portion of a sidewalk which is directly abutting the

building occupied by such business or entity, provided that said items do not extend more than thirty-six (36) inches into the sidewalk and do not violate section 16-7 of the Code of Ordinances prohibiting the display of goods, or (ii) placing A-frame signs on a sidewalk or right-of-way where specifically allowed under the Southport Unified Development Ordinance. Notwithstanding this, however, no business or other entity may place or cause to be placed any object on a sidewalk so as to violate the provisions of the ADA regarding unobstructed clearance.

(d) Vegetation or other protective measures consistent with current arboricultural best management practices (ANSI A300 standards) and the guidelines outlined in the most recent City of Southport Urban Forest Management Plan shall be permitted to be placed within a ten (10) foot radius of the base of a City tree by an adjoining property owner, or by the City, for the purpose of limiting damage to the tree by nearby parked vehicles.

Such action shall require review and written approval by the ~~Development Services Director~~ UDO Administrator, the Public Services Director, and the Fire Marshal.

(e) Nothing herein shall prevent the City to install drainage or safety structures for protection of private property.

Sec. 16-9. Construction near sidewalk.

Before building or remodeling any place where the same is in close proximity to the sidewalk, a passageway shall be constructed so as to leave the sidewalk unobstructed and provide safe and easy passage.

(Code 1974, § 5.32)

Sec. 16-10. Existing encroachments on rights-of-way.

a) In the event that the Southport Code Enforcement Officer determines that there exists any encroachment, obstacle, vegetation, wares, goods or other condition within a public right-of way or sidewalk in violation of section 16-7 or section 16-8 of this Code or which interferes with the free passage of persons or vehicles within said right-of-way or sidewalk, or which otherwise creates a hazard to the public, said code enforcement officer shall attempt to identify the person(s) responsible for said obstacle or encroachment. This includes hardscapes, decorative rock walls, fountains, and similar items. Upon identification, the code enforcement officer shall notify in writing said responsible person(s) who shall have seventy-two (72) hours from the date of notification to remove nonpermanent installations of said encroachment or condition. Permanent installations shall be removed within 90 days from the date of notification of said encroachment. In the event that the responsible party fails to remove said obstacle or encroachment within the time allowed, and in addition to other remedies as allowed by law, the city may promptly remove said obstacle or encroachment and shall charge the cost of said removal to the party responsible for said obstacle, encroachment, or condition. In the event that the code enforcement officer is not able to identify the responsible party, or if the condition or encroachment creates an imminent and immediate danger to the public, the city may summarily remove said encroachment or other condition within the right-of-way without

notice. Following removal, any future encroachment must be done in accordance with the provisions of all applicable ordinances.

b) Vegetative Encroachments

- I. Vegetative right-of-way encroachments existing prior to the adoption date of this ordinance shall be permitted to remain so long as the encroachments do not create a hazard to the public. Such encroachments shall not be permitted to be expanded, and the City reserves the right to remove a right-of-way encroachment for any public purpose and shall not be liable for the removal of those encroachments. Existing vegetation right-of-way encroachments removed at any time by the City for a public purpose are allowed to be reconstructed, if possible, at the property owner's expense.
- II. Private installation of native trees within the right-of-way is permitted when city trees must be removed for construction or when a tree must be removed due to the health of the tree. Canopy and understory installation shall follow

standards found in the UDO, current arboricultural best management practices (ANSI A300 standards), and the guidelines outlined in the most recent City of Southport Urban Forest Management Plan. Such action shall require review and written approval by the UDO Administrator in consultation with the Forestry Committee.

(c) Where on street parking with curb and sidewalks exist, private fences and vegetation may be installed up to the private property side of the sidewalk. All approvals and building permits must be obtained prior to installation.

(d) Any wall or fence located in the right-of-way in the designated National Historic Register or in the adopted local historic district(s) built on or before December 31, 1980, may remain after written determination by the UDO Administrator and Historic Preservation Commission that the structure contributes to the historic character of the district.

(e) The City reserves the right to remove a right-of-way encroachment for any public purpose and shall not be liable for the removal of those encroachments and shall levy the cost of removal in accordance with Section 16-10(a) above.

Sec. 16-11. Gates opening on streets and sidewalks.

No gate to any residence, lot or other enclosure in the city shall swing or open outward over the street or sidewalk. Each day any gate is allowed to open outward over the sidewalk or street, shall constitute a separate offense.

(Code 1974, § 5.35)

The foregoing Ordinance, having been submitted to a vote, received the following vote and was duly adopted this the 12th day of December 2024.

Ayes: _____

Noes: _____

Absent or Excused: _____

Rich Alt
Mayor

Noah Saldo
City Clerk



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: December 2, 2024 (for December 12, 2024 meeting)

DEPARTMENT: Administration / Public Information

PRESENTED BY: ChyAnn Ketchum, Public Information Officer

ITEM SPONSORED BY: n/a

ITEM/TOPIC: Specialty Southport License Plate

COST: N/A

BUDGET LINE ITEM: will need to add a line item under Admin

JUSTIFICATION: A way to show Southport pride and support while also putting registration fees back into the community through Public Information/Emergency Management initiatives, such as TextMyGov, preparedness kits, etc.

IMPACT IF NOT APPROVED: none

DEPARTMENT HEAD COMMENTS: Attached are four (4) mock-up designs for the Southport Specialty Plate.

If approved and passed through NC legislation, the Southport Specialty Plate revenue would be split between the City of Southport and the NC Special Plate account. This fee will be collected annually during the driver's tag renewal process. The number of required specialty plate sales for the plates to be created is dependent upon the design that is submitted. My recommendation is to begin the process now to submit the full application to the NC General Assembly by February 15, 2026.

REQUESTED ACTION: Staff requests that the Board selects one (1) design that will be the City of Southport submission for an NC specialty license plate. Once selected, staff will move forward with the campaign and begin to collect the registration applications and monies from those interested. The registration documents and monies will be held at City Hall until the required threshold is met, and then all registrations and monies will be sent to the NC DMV to begin the production process. Specialty plates can take up to 180 days to be produced after final submission and approval.

The goal is to submit the final application to the NC General Assembly by February 15, 2026.

PROPOSED MOTION: A vote on a design is needed to proceed.

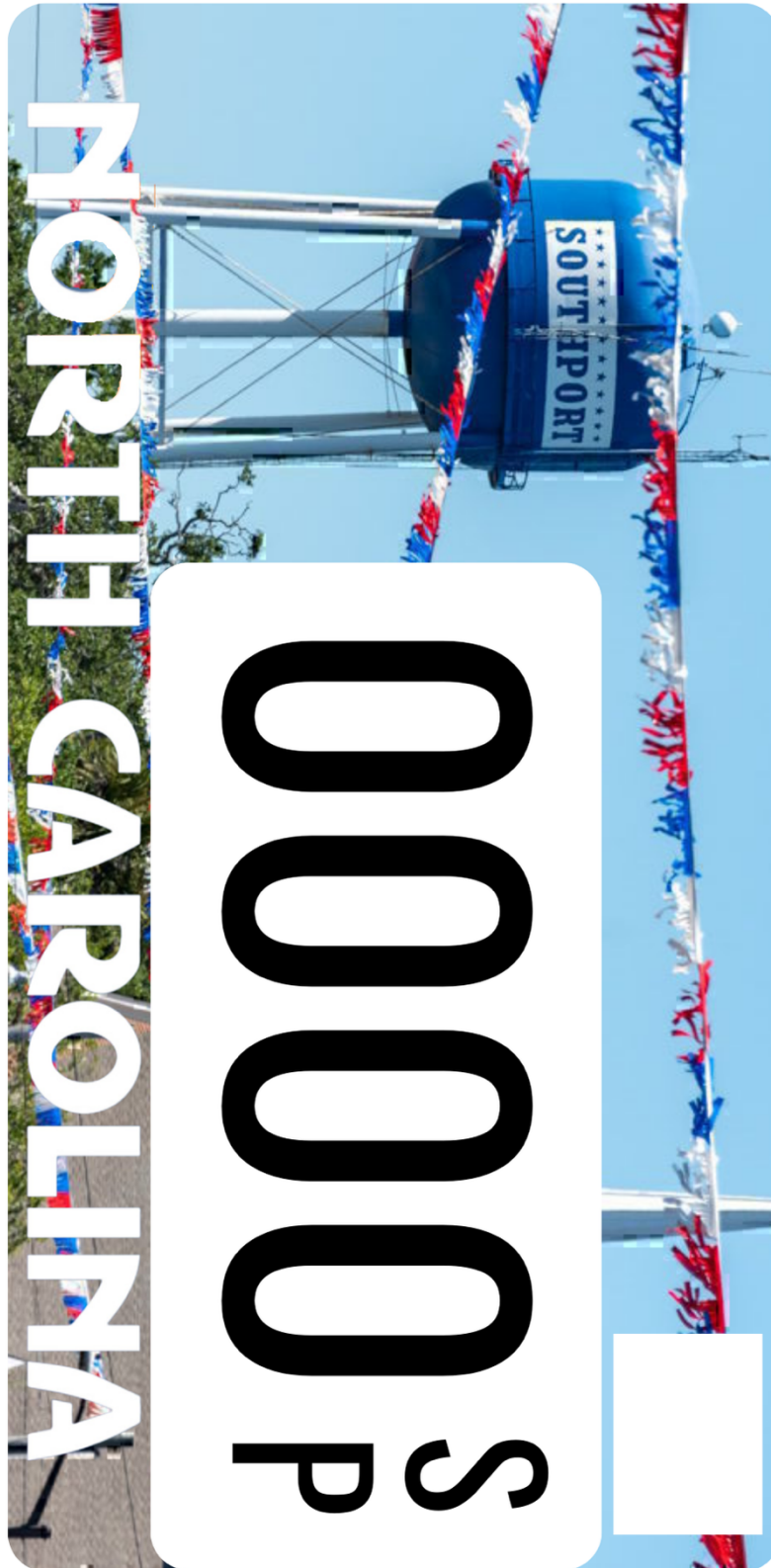
OPTION 1, requires 300 pre-purchases



OPTION 2, requires 500 pre-purchases



OPTION 3, requires 500 pre-purchases



OPTION 4, requires 500 pre-purchases





BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 12/12/2024

DEPARTMENT: Parks and Recreation

PRESENTED BY: Heather Hemphill, Parks and Recreation Director and Emma Thomas

ITEM SPONSORED BY: Southport Recreation Advisory Committee

ITEM/TOPIC: Recommendations for Franklin Square Park allowable events and usage

JUSTIFICATION: The city contracted with a consultant to make recommendations on usage for FSP. Dr. Herstine conducted surveys and interviews and made a recommendation for events to be held in the park. The RAC voted to allow all events with the exception of the Winterfest and spring Fest craft festivals. They will re-evaluate the crafts next year. The stage would be repaired at its current location.

IMPACT IF NOT APPROVED: Franklin Square Park will continue to be under-utilized and cherished iconic Southport events will be forced to be changed and reshaped to fit other locations.

DEPARTMENT HEAD COMMENTS: I think this is a good compromise to get some events back in FSP. I truly believe we can develop a detailed a better maintenance program while still allowing cherished events in FSP.

REQUESTED ACTION: Approval of allowing all events except the Winterfest and SpringFest craft fairs back into FSP. The stage would be repaired at its current location. Upon BOA approval of usage, a landscape architect will be brought in to develop a landscape design and maintenance program for FSP.

November 26, 2024

**Southport City Mayor
Southport Board of Aldermen
1029 N. Howe Street
Southport, NC 284**

Re: Recommendation of the Recreation Advisory Committee for events and usage in Franklin Square Park.

At the heart of our community is one of the most important green spaces in our historical city, Franklin Square Park. There has been overwhelming participation from our citizens shaping our central park going forward. It has been a positive process to help prioritize issues at hand to be addressed with improvements and the importance of maintenance for our mature live oak tree canopy.

The City contracted with consultant Dr. Jim Herstein to conduct an on-line survey, in-person interviews, and then to make a recommendation based on the information collected and his professional experience regarding Franklin Square Park usage and maintenance plan. Dr. Herstein made his recommendation to the BOA and the Recreation Advisory committee in October that contained 3 options based on the recommended events and usage. Dr. Herstein recommended that all events previously held in FSP continue with exception of the Winterfest and Spring Fest craft fairs and the farmer's market. He recommended the farmers market continue behind the city gym and flow over into the area behind the fire station annex. He recommended in Option #2 and #3 that the stage stay in place, be utilized, and repaired while option #1 was to move it behind the fire station annex but his overall recommendation of Option #3 was to keep it at its current location. Included in his recommendations were landscape plans and suggested material usage.

The Recreation Advisory committee studied his 224-page FSP operational report for a month. The Parks & Rec staff provided invaluable feedback in our process. We voted at our November 19th meeting to recommend that all events, seasonal events, programs, markets be placed back in FSP. This coming year, while a maintenance schedule is being established and the park maintenance department is growing, we do not recommend hosting the Winterfest and Spring Fest craft vendors in the park this upcoming year (2025). We would like to further re-evaluate the markets location and Winterfest and SpringFest for FSP next year. reducing impact and producing successful events. Once the BOA makes their recommendation on usages, we would like to work with a landscape architect to design the park changes ensuring that the integrity of the park, trees, soil, and foliage is protected while still acknowledging its historic nature and the public resource that it is. We believe that events can still happen in the park if there is a priority of a complete maintenance program put into place for FSP.

This recommendation from the Recreation Advisory committee promotes a positive solution based on citizen feedback and ensuring this park will continue as the heart of the town for many generations to come, and being utilized as intended by our founding members of the city.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Emma Thomas". The ink is dark and the signature is fluid.

Emma Thomas
Southport Parks and Recreation Advisory Committee Chair

PUBLIC INPUT PROCESS

A significant amount of time and effort were expended to identify and assess the expressed desires, wishes, needs, and interests of the citizens of the City of Southport regarding **Franklin Square Park**. To this end, the citizens of the City of Southport participated directly, tangibly, and actively in the process in the following manner:

- Two (2) **Public Meetings** were facilitated—July 17, 2024, and July 27, 2024. The July 17, 2024, public meeting was held at the Southport Community Building starting at 5 pm and approximately twenty-six (26) individuals participated. The July 27, 2024, public meeting was held at **Franklin Square Park** starting at 4 pm and approximately forty-one (41) individuals participated (**Appendix A and Appendix B**).



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- Eight (8) key **Franklin Square Park** stakeholders were identified and participated in a **Focus Group Discussion Session** on June 6, 2024—Ms. Cheryl Daniel, Ms. Emily Humphreys, Ms. Stephanie Jackson, Ms. Stephanie Jenkins, Mr. Scott Len, Ms. Peggy Popelars, Ms. Jeanne Potter, and Ms. Emma Thomas (**Appendix C**)



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- A **Franklin Square Park Needs Assessment Survey** was administered through the City of Southport Parks and Recreation Department (**Appendix D**)



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- The **Franklin Square Park Tree Risk Assessment Report** was prepared by John Colavecchio and provided by Everett Jones



PERTINENT PUBLIC INPUT SUMMARY FROM THE PUBLIC MEETINGS (2)

- ✚ For **Franklin Square Park** to succeed, it must be well maintained
- ✚ Lack of maintenance is the reason **Franklin Square Park** is in the poor shape it is in today
- ✚ If the **Park** is properly maintained, everything included in the Draft Site Master Plan can be successfully accomplished
- ✚ The Paths and Walkways within **Franklin Square Park** need to be better defined and constructed of permeable pavement or pervious pavers so they will be handicapped accessible
- ✚ Like the idea of mulching the Bare Dirt Spots
- ✚ Do not like the idea of mulching the Bare Dirt Spots
- ✚ Grass needs to be grown in the areas that are now Bare Dirt Spots
- ✚ Some of the events, activities, festivals, markets, and community gatherings that have been held in **Franklin Square Park** in the past need to be moved to other venues and there needs to be requirements and restrictions on those events, activities, festivals, markets, and community events that are held in **Franklin Square Park**
- ✚ Only plants and trees native to the City of Southport area should be planted in **Franklin Square Park** such as Live Oaks, Flowering Dogwoods, Southern Wax Myrtles, Azaleas, and Camellias
- ✚ The Gazebo/Stage/Bandstand needs to be totally replaced and moved to a different location within **Franklin Square Park**
- ✚ Excellent idea to install a fence barrier around the “Four Sisters”
- ✚ Like the idea of moving the gazebo/stage/bandstand to the south end of the **Park**
- ✚ Do not like the idea of moving the gazebo/stage/bandstand to the south end of the **Park**
- ✚ Like the idea of installing permeable walkways/pathways
- ✚ Like the idea of defining the **Park** with formal entranceways
- ✚ Like the idea of blocking the informal entranceways with shrubbery screening
- ✚ Do not like the idea of moving the post and rope fence along E West Street
- ✚ Like the idea of planting a natural landscape barrier/screen along the Westside of the **Park** sidewalk from E West Street to E Nash Street
- ✚ Do not like the idea of planting a natural landscape barrier/screen along the Westside of the **Park** sidewalk from E West Street to E Nash Street
- ✚ The Parks and Recreation Department having maintenance staff and performing actual maintenance of the **Park** are the most important components of any plan for **Franklin Square Park**

PERTINENT PUBLIC INPUT SUMMARY FROM THE FOCUS GROUP SESSION

- + Hire dedicated grounds maintenance staff for the Parks and Recreation Department



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- + Create a functional and regular maintenance plan for the **Park**



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- + Repair and renovate the Gazebo/Stage/Bandstand



- + Improve and upgrade the Pedestrian Pathway system within the **Park** which is basically non-existent at this point in time
- + Eliminate the numerous bare spots and dirt spots throughout the **Park**



- + Develop a realistic, workable, and functional Operational Plan and Site Master Plan for **Franklin Square Park** that protects **Franklin Square Park** while at the same time allowing community use of the **Park** for festivals, events, markets, activities, and other community gatherings

PERTINENT PUBLIC INPUT SUMMARY FROM THE NEEDS ASSESSMENT SURVEY

One thousand one hundred and fifty-four (1,154) individuals responded to the City of Southport **Franklin Square Park Needs Assessment Survey** and 588 individuals or 51% of the respondents **“Pay City of Southport Property Taxes.”** Five hundred and twenty-nine (529) or approximately 46% of those responding identified themselves as a **“Full-Time/Permanent Resident; own my own home; and pay City of Southport property taxes.”** Twenty-eight (28) or approximately 2% of those responding identified themselves as a **“Full-Time/Permanent Resident; rent/lease my place of residence.”** Fifty-nine (59) or approximately 5% of those responding identified themselves as a **“Part-Time Resident; own my home; and pay City of Southport property taxes.”** Four (4) or approximately 1% of those responding identified themselves as a **“Part-Time Resident; rent/lease my place of residence.”** Two hundred and eighty-seven (287) or approximately 25% of the 483 of those responding identified themselves as **“Live in the 28461-zip code, but NOT within the city limits or Extra Territorial Jurisdiction of the City of Southport.”** Ninety-two (92) or approximately 8% of those responding identified themselves as a **“Tourist/Visitor; live within 1-hour drive of Southport.”** Forty-five (45) or approximately 4% of those responding identified themselves as a **“Tourist/Visitor; live outside a 1-hour drive of Southport.”** And one hundred and ten (110) or approximately 10% of those responding identified themselves as **“Other.” (Appendix E)**



- ✚ The survey asked, “Why do/would you or any members of your household visit/use Franklin Square Park? (PLEASE MARK ONLY UP TO FIVE),” the top responses in priority order are **Enjoy the Shade Trees (57%), Attend Concerts (53%), Enjoy Nature/Outdoors (49%), Enjoy the Azaleas/Flowers (47%), Attend Social Events (46%), and Attend Cultural Events (43%). (Q10) (Appendix H)**
- ✚ The survey asked, “Which of the following features/amenities presently found at Franklin Square Park do you approve of? (PLEASE MARK ALL THAT APPLY),” the top responses in priority order are **Shade Trees/Oak Trees (94%), Azalea Bushes (91%), Benches (91%), Trash Receptacles (79%), Pathways (76%), and Gazebo and Stage/Bandstand (74%). (Q11) (Appendix J)**

- ✚ The survey asked, “What do you believe are the three (3) major maintenance and management issues facing Franklin Square Park? (PLEASE MARK ONLY THREE),” the top responses in priority order are **Need to Restore/Protect Nature (53%), Park Not Well Maintained (36%), Trees are in Poor Condition (34%), Need More Markets/Vendor Opportunities (22%), Azaleas are in Poor Condition (21%), and Too Many Markets/Vendor Opportunities (20%).** (Q12) (Appendix L)
- ✚ The survey asked, “Which of the following best describes your vision for Franklin Square Park? (PLEASE MARK ALL THAT APPLY),” the top responses in priority order are **Destination Park for Residents (67%), Venue for Special Events/Concerts (54%), Cultural/Historic Park (52%), Venue for Special Events/Festivals (49%), Destination Park for Visitors (47%), Venue for Special Events such as Community Gatherings (46%), and Arts Park or Arts in the Park (46%)** (Q13) (Appendix N)
- ✚ The survey asked, “In your opinion, what are the five (5) most important amenities that should be found at Franklin Square Park? (PLEASE MARK ONLY FIVE),” the top responses in priority order are **Shade Trees/Oak Trees, (84%), Azaleas/Flowering Shrubbery (74%), Benches (73%), Foot Paths (46%), and Bandstand (45%)** (Q14) (Appendix P)
- ✚ The survey asked, “Please state any additional improvements/enhancements at Franklin Square Park that would improve/enhance your overall parks and recreation experience,” the top responses in priority order are 1) **An Approach to Operation and Management which includes Proper and Regular Maintenance, Improved Landscaping, and Scaled Back Use and Provision of Festivals/Events/Activities within Franklin Square Park—213 responses,** 2) **Basic Improvements and Enhancements to the Existing Amenities and Proper and Regular Maintenance of Franklin Square Park—175 responses,** 3) **An Approach to Operation and Management which includes Proper and Regular Maintenance, Improved Landscaping, but Removal of all Festivals/Events/Activities from Franklin Square Park to Other Venues in the City of Southport—102 responses,** 4) **The Protection and Maintenance of the Trees in Franklin Square Park—73 responses,** and 5) **The Provision of Safe, Functional, and Defined Permeable Material Foot Paths with Franklin Square Park—51 responses** (Q15) (Appendix R)

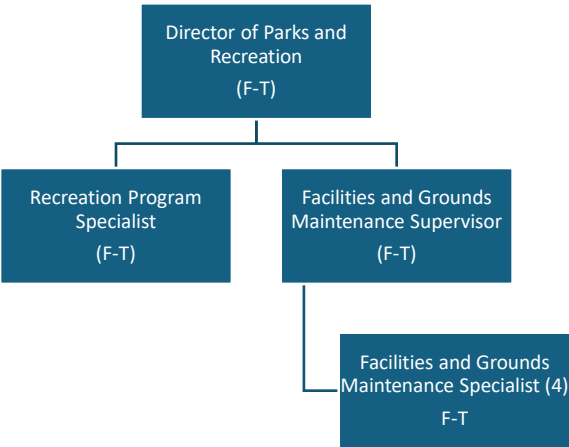


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FRANKLIN SQUARE PARK RECOMMENDATIONS

2024 – 2028 Fiscal Years

-  **Recommended Additions, Improvements, Modifications, Enhancements, and Implementation Schedule for Franklin Square Park:**
- ◆ **Create a Building and Grounds Maintenance Division within the City of Southport Parks and Recreation Department which includes:**
 - ❖ **Facilities and Grounds Maintenance Supervisor (1)**—Head of the Maintenance Division within the Parks and Recreation Department and supervised by the Director of Parks and Recreation. Responsible for the day-to-day supervision and management all other Maintenance Division employees and the maintenance and care of all City of Southport Parks and Recreation Department facilities, areas, and parks including **Franklin Square Park**
 - ❖ **Facilities and Grounds Maintenance Specialists (4)**—Work as a Crew of two (2) Maintenance employees supervised by the Facilities and Grounds Maintenance Supervisor. Responsible for conducting the daily maintenance and care activities for all City of Southport Parks and Recreation Department facilities, areas, and parks including **Franklin Square Park** (Appendix U)



◆ **Complete and Follow the Recommendations Contained in the Tree Assessment Report by The F.A. Bartlett Tree Expert Company**

❖ **Option One**

- Recommend removing live oaks #3, #24, and #25 entirely to remove the risk of root, root collar, trunk, crown, and branch failure. Grind the resulting stumps and back fill the holes. There will be no residual risk for these three trunks, crowns, or branches, but there may be a tripping hazard with the remaining roots, stump, or grindings that you will need to address for all three trees.
- Recommend the remaining 19 trees be pruned to remove dead branches 2 inches and larger in diameter, reduce the spread and weight of their crowns, and thinned so that winds easily move through their canopies, reducing the likelihood of branch, stem, or root failure. Completing the pruning would result in maintaining the low overall risk rating and reducing the likelihood of failure.
- Recommend installing cables in the live oaks #35, #43, #44, #45, and #46 to provide support to co-dominant stems. Completing the installation of cables would aid in maintaining an overall risk rating and likelihood of failure.
- Recommend installing lightning protection systems in live oak #5, #8, #16, #22, #35, #43, #44, #45, and #46 to reduce the likelihood of these trees being damaged by lightning strikes.
- Recommend for the 19 live oaks not identified for removal implement a soil management program based on soil testing to try and correct nutrient deficiencies and/or toxicities that may be detrimental to plant health.
- For all live oaks that remain, recommend an inspection interval of every 12 months and after major storm events
- All recommended work should be performed by qualified arborists and in accordance with industry accepted standards and best management practices set forth by the American National Standards Institute and the International Society of Arboriculture.

◆ **Develop a Departmental Parks and Facilities Overall Maintenance and Care Plan for [Franklin Square Park](#) which includes:**

- ❖ **WHEN [Franklin Square Park](#) will be maintained and cared for—daily, weekly, monthly, quarterly, yearly, and/or after programs, services, events, activities, markets, and other community and individual gatherings**
- ❖ **WHO is responsible for each maintenance and care activity at [Franklin Square Park](#)—Which Crew is responsible for each maintenance and care activity and which crew member is responsible for each maintenance and care activity**
- ❖ **WHAT are the specific maintenance and care activities to be schedule and performed at [Franklin Square Park](#) to include but not necessarily limited to**
 - **Trash pickup schedules**
 - **grass cutting schedules**



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- **grass fertilization schedules**
- **grass trimming schedules**



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- **grounds aeration schedules**
- **mulching schedules**
- **shrubby trimming schedules**



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- **shrubby fertilization schedules**
- **shrubby planting schedules**
- **tree trimming schedules**
- **tree fertilization schedules**
- **tree planting schedules**
- **what and when maintenance will occur after events, festivals, markets, activities, and community and individual gatherings at [Franklin Square Park](#)**

◆ Specific Additions, Improvements, Modifications, and Enhancements to **Franklin Square Park**

OPTION #1

- ❖ Demolish the existing Gazebo/Stage/Bandstand and Reconstruct a new Gazebo/Stage/Bandstand in the South of the **Park** in the green space North of E Nash Street and North of the Fire Department Building and the Public Restroom—**PHASES #1, #2, AND #3**



- ❖ Pave the Area of the **Park** immediately in front of the newly constructed Gazebo/Stage/Bandstand with permeable pavement, pervious pavers, or bricks—**PHASE #3**



- ❖ Move the Anchor from its current location South of E West Street to the area where the Gazebo/Stage/Bandstand use to be located and add a Buoy, a Stone Plaque to the area telling the **Franklin Square Park** story, and a statue of a Sea Captain—**PHASE #3**

The inscription on the Stone Plaque should read: *The land, originally known as “The Oak Grove,” which is now known as **Franklin Square Park**, was set aside for the people in January 1793 by then North Carolina Governor Benjamin Smith for educational, fraternal, religious, and recreational purposes. “The Oak Grove” formally became a park in the 1930s.”*



- ❖ Remove the existing Night Security Light and add appropriate Night Security Lighting—**PHASE #3**



- ❖ Formalize the six (6) Designated Pedestrian Entrances into the **Park** which are not part of the sidewalk system by laying permeable pavement, pervious pavers, or bricks through the Entrances into the **Park** proper to connect to the Interior Pedestrian Pathway system—**PHASE #3**



- ❖ Close the Informal and Unofficial Pedestrian Entrance that leads into **Franklin Square Park** from the Franklin Square Art Gallery Parking Lot near the historical marker—**PHASE #1**



- ❖ Formalize the Informal and Unofficial Pedestrian Entrances that lead into Franklin Square Park from E West Street at the East end of the post and rope fence, from E West Street at the end of the Stone Ballast Wall along E West Street, and at the opening at the corner of the Baptist Church on N Howe Street—**PHASE #3**



- ❖ Repaint the Pedestrian Crosswalk on E West Street—**PHASE #2**



- ❖ Install new Park Regulations Signage at strategic locations throughout the **Park**, particularly at the main entrances to the **Park**—**PHASE #3**
- ❖ Design the **Park** Interior Pedestrian Pathway and Walkway System and construct the Interior Pedestrian Pathway Walkway System out of permeable pavement, pervious pavers, or bricks and connect to the nine (9) Designated **Park** Entrances—**PHASE #3**
- ❖ Plant St. Augustine Sod in bare areas within the **Park** that can and will Support Grass—**PHASE #4**



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- ❖ Mulch the Bare Spots and Dirt Spots where necessary and Sod the Bare Spots and Dirt Spots and maintain Grass Areas where possible—**PHASE #4**



- ❖ Mulch all of the areas around the Trees and Shrubbery—**PHASE #4**



- ❖ Add an Irrigation System and St. Augustine Sod to the Northwest corner of the **Park**—**PHASE #4**



- ❖ Repair the Ballast Stone Wall where damaged—**PHASE #2**



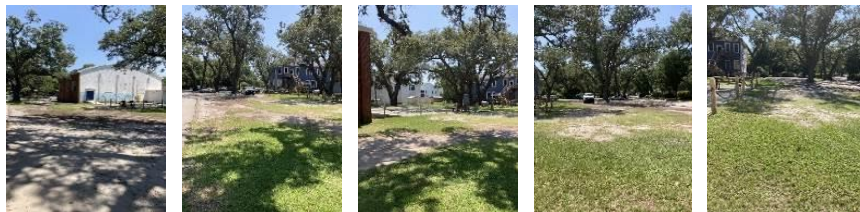
- ❖ Install a Protective Fence around the “Four Sisters”—**PHASE #1**



- ❖ Install a Post and Rope Fence like the Post and Rope Fence on E West Street around the Live Oak Trees East of the Franklin Square Art Gallery parking lot and West of Atlantic Avenue—**PHASE #1**



- ❖ Construct a Permeable Pavement or Pervious Paver Parking Area in the space between E West Street and the existing Outdoor Basketball Half-Court/City Gymnasium—**PHASE #3**



- ❖ Remove if possible or cover with a Landscape Feature if not possible, the Water Gauge at the Northwest Corner of the **Park** along E West Street—**PHASE #2**



- ❖ Remove if possible or cover with a Landscape Feature if not possible, the Water Gauge near the Fire Department Building on the Southside of the **Park**—**PHASE #2**



- ❖ Remove if possible or cover with a Landscape Feature if not possible, the exposed pipe in the center of the **Park**—**PHASE #2**



- ❖ Remove if possible or Plant Shrubby if not possible, around the wire cable near the Baptist Church in the Northwest corner of the **Park**—**PHASE #2**



- ❖ Install a Shrubby Screen around the Power Box directly behind the Fire Department Building to conceal it—**PHASE #4**



- ❖ Install a Shrubby Screen around the three (3) Power Boxes in the more central area of the **Park** and the one (1) Power Box near the main Howe Street/E West Street entrance to the Park to conceal them—**PHASE #4**



- ❖ Remove the small Batch of Red Bricks—**PHASE #1**



- ❖ Install Permeable Pavement or Pervious Pavers between E West Street and the existing Rope and Post Fence and designate the area for “Handicapped Parking Only”—**PHASE #2**



- ❖ Plant at least six (6) native Oak Trees to replace the Live Oak Trees which have already been removed from **Franklin Square Park**—**PHASE #1**



- ❖ Plant native Flowering Shrubbery such as Azaleas and Camellias in appropriate locations throughout **Franklin Square Park**—**PHASE #4**



- ❖ Pressure Wash the Outdoor Basketball Half-Court and Repaint the Lines—**PHASE #2**



- ❖ Install Wi-Fi capability in the **Park**—**PHASE #3**

◆ **OPTION #1 BUDGET CONSIDERATIONS**

❖ **COST ESTIMATE FOR OPTION #1—\$183,950 – \$245,000**

- Gazebo/Stage/Bandstand Demolition
 - Approximately \$3,000 – \$5,000 using City resources
- New Stage Construction and Installation
 - Approximately \$150,000 – \$200,000—cost could be covered using a State or Federal Grant or the Non-Profit Parks and Recreation Foundation
- Paving—in front of Gazebo/Stage/Bandstand and along E West Street (2 locations)
 - Approximately \$10,000 – \$12,000 using an outside contractor



- Nautical Theme Area
 - \$7,000 – \$9,000 using an outside contractor and City resources
- Security Lighting
 - Approximately \$4,000 – \$5,000 using an outside contractor
- Entrance Formalization (9) and Closing (3)
 - Approximately \$3,000 – \$4,000 in materials and using City resources and volunteers to complete the project
- Repaint Pedestrian Crosswalk on E West Street
 - No cost utilizing donations and City resources to complete the project—without donations the cost will be approximately \$100 – \$200
- Install new Park Regulation Signage
 - No cost utilizing donations and City resources to complete the project—without donations the cost will be approximately \$200 – \$300
- Sodding and Irrigation
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$1,500 – \$2,000

- **Mulching**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$1,000 – \$1,500
- **Ballast Stone Wall Repairs**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$250 – \$300
- **Fencing Around Four Sisters**
 - No cost utilizing City resources and volunteers to complete the project—without donations the cost will be approximately \$1,000 – \$1,200



- **Post and Rope Fencing around six (6) Live Oak Trees**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$200 – \$300
- **Removal of Hazards and/or Screening**
 - Approximately \$1,500 – \$2,000 in materials and using City resources and volunteers to complete the project
- **Removal of Red Bricks**
 - No cost utilizing City resources and volunteers to complete the project
- **Planting of Live Oak Trees—6 – 8**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$300 – \$500
- **Planting of Flowering Shrubbery**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$200 – \$300
- **Improvements to Outdoor Half-Basketball Court**
 - Approximately \$500 – \$1,000 in materials and using City resources to complete the project
- **Installing Wi-Fi capability**
 - Approximately \$200 – \$400

◆ Specific Additions, Improvements, Modifications, and Enhancements to **Franklin Square Park**

OPTION #2

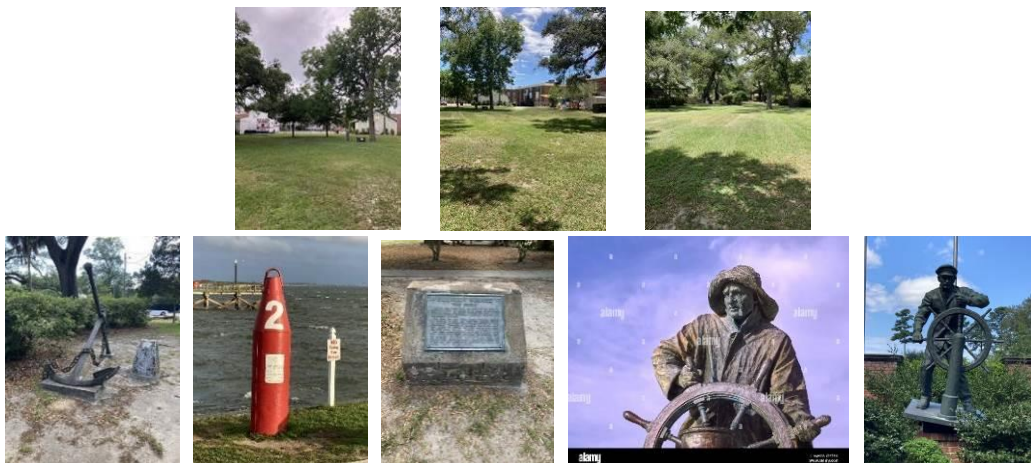
- ❖ Inspect the existing Gazebo/Stage/Bandstand for damage and make the necessary repairs and improvements to enhance its appearance and functionality or totally replace if necessary in its present location—**PHASE2 #1 & #2**



- ❖ Pave the Area of the **Park** immediately in front of the newly constructed Gazebo/Stage/Bandstand with permeable pavement, pervious pavers, or bricks—**PHASE #2**



- ❖ Move the Anchor from its current location South of E West Street to the area in the South of the **Park** behind the Fire Department Building and the Public Restroom Facility and add a Buoy, a Stone Plaque to the area telling the **Franklin Square Park** story, and a statue of a Sea Captain—**PHASE #3**



- ❖ Remove the existing Night Security Light and add appropriate Night Security Lighting—**PHASE #3**



- ❖ Formalize the six (6) Designated Pedestrian Entrances into the **Park** which are not part of the sidewalk system by laying permeable pavement, pervious pavers, or bricks through the Entrances into the **Park** proper—**PHASE #3**



- ❖ Close the Informal and Unofficial Pedestrian Entrance that leads into **Franklin Square Park** from the Franklin Square Art Gallery Parking Lot near the historical marker—**PHASE #1**



- ❖ Formalize the Informal and Unofficial Pedestrian Entrances that lead into Franklin Square Park from E West Street at the East end of the post and rope fence, from E West Street at the end of the Stone Ballast Wall along E West Street, and at the opening at the corner of the Baptist Church on N Howe Street—**PHASE #3**



- ❖ Repaint the Pedestrian Crosswalk on E West Street—**PHASE #2**



- ❖ Install new Park Regulations Signage at strategic locations throughout the **Park**, particularly at the main entrances to the **Park**—**PHASE #3**
- ❖ Design the **Park** Interior Pedestrian Pathway system and construct the Interior Pedestrian Pathway System out of permeable pavement, pervious pavers, or bricks and connect to the nine (9) Designated **Park** Entrances—**PHASE #3**
- ❖ Plant St. Augustine Sod in Bare Areas within the Park that can and will Support Grass—**PHASE #4**



This image was downloaded from the Creative Commons Online picture site

- ❖ Mulch the Bare Spots and Dirt Spots where necessary and Sod the Bare Spots and Dirt Spots and maintain Grass Areas where possible—**PHASE #4**



- ❖ Mulch all of the areas around the Trees and Shrubbery—**PHASE #4**



- ❖ Add an Irrigation System and Sod to the Northwest corner of the **Park**—**PHASE #4**



- ❖ Repair the Ballast Stone Wall where damaged—**PHASE #2**



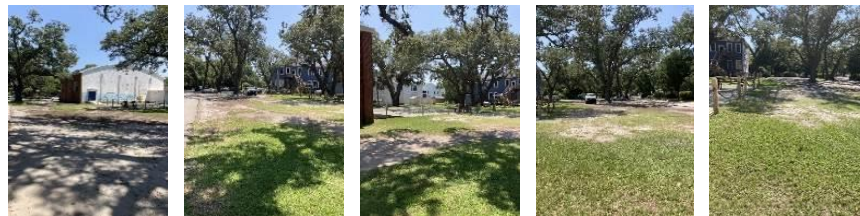
- ❖ Install a Protective Fence around the “Four Sisters”—**PHASE #1**



- ❖ Install a Post and Rope Fence like the Post and Rope Fence on E West Street around the Live Oak Trees East of the Franklin Square Art Gallery parking lot and West of Atlantic Avenue—**PHASE #1**



- ❖ Construct a Permeable Pavement or Pervious Pavers Parking Area in the space between E West Street and the existing Outdoor Basketball Half-Court/City Gymnasium—**PHASE #3**



- ❖ Remove if possible or cover with a Landscape Feature if not possible, the Water Gauge at the Northwest Corner of the **Park** along E West Street—**PHASE #2**



- ❖ Remove if possible or cover with a Landscape Feature if not possible, the Water Gauge near the Fire Department Building on the Southside of the **Park**—**PHASE #2**



- ❖ Remove if possible or cover with a Landscape Feature if not possible, the exposed pipe in the center of the **Park**—**PHASE #2**
- ❖ Remove if possible or Plant Shrubbery if not possible, around the wire cable near the Baptist Church in the Northwest corner of the **Park**—**PHASE #2**



- ❖ Install a Shrubbery Screen around the Power Box directly behind the Fire Department Building to conceal it—**PHASE #4**



- ❖ Install a Shrubbery Screen around the Power Boxes in the more central area of the **Park** to conceal them—**PHASE #4**



- ❖ Remove the small Batch of Red Bricks—**PHASE #1**



- ❖ Install Permeable Pavement between E West Street and the existing Rope and Post Fence and designated the area for “Handicapped Parking Only”—**PHASE #2**



- ❖ Plant at least six (6) native Oak Trees to replace the Oak Trees which have already been removed from **Franklin Square Park**—**PHASE #1**



- ❖ Plant native Flowering Shrubbery such as Azaleas and Camelias in appropriate locations throughout **Franklin Square Park**—**PHASE #4**



- ❖ Pressure Wash the Outdoor Basketball Half-Court and Repaint the Lines—**PHASE #2**



- ❖ Install Wi-Fi capability in the **Park**—**PHASE #3**

◆ **OPTION #2 Budget Considerations**

❖ **COST ESTIMATE FOR OPTION #2—\$33,950 – \$45,000 (Repairs Only) or \$183,950 – \$245,000 (Demolition and Replacement)**

- **Inspect the Gazebo/Stage/Bandstand and repair as necessary**
 - **Approximately \$3,000 – \$5,000 using City resources**
- **Gazebo/Stage/Bandstand Demolition—if necessary**
 - **Approximately \$3,000 – \$5,000 using City resources**
- **New Stage Construction and Installation—if necessary**
 - **Approximately \$150,000 – \$200,000—cost could be covered using a State or Federal Grant or the Non-Profit Parks and Recreation Foundation**
- **Paving—in front of Gazebo/Stage/Bandstand and along E West Street (2 locations)**
 - **Approximately \$10,000 – \$12,000 using an outside contractor**
- **Nautical Theme Area using and outside contractor and City resources**
 - **\$7,000 – \$9,000**
- **Security Lighting**
 - **Approximately \$4,000 – \$5,000 using an outside contractor**
- **Entrance Formalization (9) and Closing (3)**
 - **Approximately \$3,000 – \$4,000 in materials and using City resources and volunteers to complete the project**
- **Repaint Pedestrian Crosswalk on E West Street**
 - **No cost utilizing donations and City resources to complete the project—without donations the cost will be approximately \$100 – \$200**
- **Install new Park Regulation Signage**
 - **No cost utilizing donations and City resources to complete the project—without donations the cost will be approximately \$200 – \$300**
- **Sodding and Irrigation**
 - **No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$1,500 – \$2,000**

- **Mulching**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$1,000 – \$1,500
- **Ballast Stone Wall Repairs**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$250 – \$300
- **Fencing Around Four Sisters**
 - No cost utilizing City resources and volunteers to complete the project—without donations the cost will be approximately \$1,000 – \$1,200



- **Post and Rope Fencing around six (6) Live Oak Trees**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$200 – \$300
- **Removal of Hazards and/or Screening**
 - Approximately \$1,500 – \$2,000 in materials and using City resources and volunteers to complete the project
- **Removal of Red Bricks**
 - No cost utilizing City resources and volunteers to complete the project
- **Planting of Live Oak Trees—6 – 8**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$300 – \$500
- **Planting of Flowering Shrubbery**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$200 – \$300
- **Improvements to Outdoor Half-Basketball Court**
 - Approximately \$500 – \$1,000 in materials and using City resources to complete the project
- **Installing Wi-Fi capability**
 - Approximately \$200 – \$400

◆ Specific Additions, Improvements, Modifications, and Enhancements to Franklin Square Park

OPTION #3

- ❖ Inspect the existing Gazebo/Stage/Bandstand for damage and make the necessary repairs and improvements to enhance its appearance and functionality or totally replace if necessary in its present location—**PHASE2 #1 & #2**
- ❖ Pave the Area of the Park immediately in front of the newly constructed Gazebo/Stage/Bandstand with permeable pavement, pervious pavers, or bricks—**PHASE #2**



- ❖ Remove the existing Night Security Light and add appropriate Night Security Lighting—**PHASE #3**



- ❖ Formalize the six (6) Designated Pedestrian Entrances into the Park which are not part of the sidewalk system by laying permeable pavement, pervious pavers, or bricks through the Entrances into the Park proper—**PHASE #3**



- ❖ Close the Informal and Unofficial Pedestrian Entrance that leads into **Franklin Square Park** from the Franklin Square Art Gallery Parking Lot near the historical marker—**PHASE #1**



- ❖ Formalize the Informal and Unofficial Pedestrian Entrances that lead into Franklin Square Park from E West Street at the East end of the post and rope fence, from E West Street at the end of the Stone Ballast Wall along E West Street, and at the opening at the corner of the Baptist Church on N Howe Street—**PHASE #3**



- ❖ Repaint the Pedestrian Crosswalk on E West Street—**PHASE #2**



- ❖ Install new Park Regulations Signage at strategic locations throughout the **Park**, particularly at the main entrances to the **Park**—**PHASE #3**
- ❖ Design the **Park** Interior Pedestrian Pathway system and construct the Interior Pedestrian Pathway System out of permeable pavement, pervious pavers, or bricks and connect to the nine (9) Designated **Park** Entrances—**PHASE #3**

- ❖ Plant St. Augustine Sod in Bare Areas within the Park that can and will Support Grass—**PHASE #4**



This image was downloaded from the Creative Commons Online picture site

- ❖ Mulch the Bare Spots and Dirt Spots where necessary and Sod the Bare Spots and Dirt Spots and maintain Grass Areas where possible—**PHASE #4**



- ❖ Mulch all of the areas around the Trees and Shrubberty—**PHASE #4**



- ❖ Add an Irrigation System and Sod to the Northwest corner of the **Park**—**PHASE #4**



- ❖ Repair the Ballast Stone Wall where damaged—**PHASE #2**



- ❖ Install a Protective Fence around the “Four Sisters”—**PHASE #1**



- ❖ Install a Post and Rope Fence like the Post and Rope Fence on E West Street around the Live Oak Trees East of the Franklin Square Art Gallery parking lot and West of Atlantic Avenue—**PHASE #1**



- ❖ Construct a Permeable Pavement or Pervious Pavers Parking Area in the space between E West Street and the existing Outdoor Basketball Half-Court/City Gymnasium—**PHASE #3**



- ❖ Remove if possible or cover with a Landscape Feature if not possible, the Water Gauge at the Northwest Corner of the **Park** along E West Street—**PHASE #2**



- ❖ Remove if possible or cover with a Landscape Feature if not possible, the Water Gauge near the Fire Department Building on the Southside of the **Park**—**PHASE #2**



- ❖ Remove if possible or cover with a Landscape Feature if not possible, the exposed pipe in the center of the **Park**—**PHASE #2**



- ❖ Remove if possible or Plant Shrubbery if not possible, around the wire cable near the Baptist Church in the Northwest corner of the **Park**—**PHASE #2**



- ❖ Install a Shrubbery Screen around the Power Box directly behind the Fire Department Building to conceal it—**PHASE #4**



- ❖ Install a Shrubbery Screen around the Power Boxes in the more central area of the **Park** to conceal them—**PHASE #4**



- ❖ Remove the small Batch of Red Bricks—**PHASE #1**



- ❖ Install Permeable Pavement between E West Street and the existing Rope and Post Fence and designated the area for “Handicapped Parking Only” — **PHASE #2**



- ❖ Plant at least six (6) native Oak Trees to replace the Oak Trees which have already been removed from **Franklin Square Park**—**PHASE #1**



- ❖ Plant native Flowering Shrubbery such as Azaleas and Camelias in appropriate locations throughout **Franklin Square Park**—**PHASE #4**



- ❖ Pressure Wash the Outdoor Basketball Half-Court and Repaint the Lines— **PHASE #2**



- ❖ Install Wi-Fi capability in the **Park**—**PHASE #3**



This image was downloaded from the Creative Commons Online picture site

◆ **OPTION #3 Budget Considerations**

❖ **ESTIMATED COST FOR OPTION #3—\$26,950 – \$36,500 (Repairs Only) or \$176,950 – \$236,500 (Demolition and Replacement)**

- Inspect the Gazebo/Stage/Bandstand and repair as necessary
 - Approximately \$3,000 - \$5,000 using City resources
- Gazebo/Stage/Bandstand Demolition—if necessary
 - Approximately \$3,000 – \$5,000 using City resources
- New Stage Construction and Installation—if necessary
 - Approximately \$150,000 – \$200,000—cost could be covered using a State or Federal Grant or the Non-Profit Parks and Recreation Foundation
- Paving—in front of Gazebo/Stage/Bandstand and along E West Street (2 locations)
 - Approximately \$10,000 – \$12,000 using an outside contractor



- Security Lighting
 - Approximately \$4,000 – \$5,000 using an outside contractor
- Entrance Formalization (9) and Closing (3)
 - Approximately \$3,000 – \$4,000 in materials and using City resources and volunteers to complete the project
- Repaint Pedestrian Crosswalk on E West Street
 - No cost utilizing donations and City resources to complete the project—without donations the cost will be approximately \$100 – \$200
- Install new Park Regulation Signage
 - No cost utilizing donations and City resources to complete the project—without donations the cost will be approximately \$200 – \$300
- Sodding and Irrigation
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$1,500 – \$2,000
- Mulching
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$1,000 – \$1,500

- **Ballast Stone Wall Repairs**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$250 – \$300
 - **Fencing Around Four Sisters**
 - No cost utilizing City resources and volunteers to complete the project—without donations the cost will be approximately \$1,000 – \$1,200
- Three small square photographs are arranged horizontally. The left photo shows a dirt path leading through a wooded area. The middle photo shows a close-up of a tree trunk and branches. The right photo shows a dirt path with trees in the background.
- **Post and Rope Fencing around six (6) Live Oak Trees**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$200 – \$300
 - **Removal of Hazards and/or Screening**
 - Approximately \$1,500 – \$2,000 in materials and using City resources and volunteers to complete the project
 - **Removal of Red Bricks**
 - No cost utilizing City resources and volunteers to complete the project
 - **Planting of Live Oak Trees—6 – 8**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$300 – \$500
 - **Planting of Flowering Shrubbery**
 - No cost utilizing donations and City resources and volunteers to complete the project—without donations the cost will be approximately \$200 – \$300
 - **Improvements to Outdoor Half-Basketball Court**
 - Approximately \$500 – \$1,500 in materials and using City resources to complete the project
 - **Installing Wi-Fi capability**
 - Approximately \$200 – \$400

❖ **POTENTIAL FUNDING SOURCES**

▪ **External Funding Sources**

• **Federal Grants**

- **Land and Water Conservation Fund (LWCF)**



• **State Grants**

- **Parks and Recreation Trust Fund (PARTF)**



• **Non-Profit Grants**

- **Non-Profit Parks and Recreation Foundation**
- **Individual Gifts and Donations**
- **Corporate Gifts and Donations**

❖ **POTENTIAL VOLUNTEER AND SERVICE SOURCES/RESOURCES—SUPPORT, LABOR, AND MATERIALS**

▪ **City of Southport Departments, Boards and Committees**

- **Community Relations Department**
- **Development Services Department**
- **Parks and Recreation Department**
- **Public Works Department**
- **Beautification Committee**



• **Forestry Committee**



- **Historic Preservation Commission**
- **Parks and Recreation Advisory Board**

▪ **Community Organizations and Clubs**

- **Southport Garden Club**
- **Friends of Franklin**



- ◆ **Festivals, Events, Markets, Activities, and Community and Individual Gatherings—Recommend no more than approximately 40 events per year in [Franklin Square Park](#) and no vendor events other than the Farmers’ Market**
 - ❖ Permanently move the location of the **Farmers’ Market** from the main sections of [Franklin Square Park](#) to the [Hard Surface Basketball Court Area Adjacent to the City Gymnasium](#) and allow no more than 100 Vendors



- ❖ Permanently move the location of the **Nature Festival Events** from the main section of [Franklin Square Park](#) to [Taylor Field](#)
- ❖ Permanently move all **Winterfest Vendor Events, Spring Festival Vendor Events, and Solstice Festival Events** out of [Franklin Square Park](#) and to [Taylor Field, Garrison Lawn, Bay Street](#), or other locations acceptable to the organizers and permissible by the City of Southport Mayor, Board of Alderman and City Administration
- ❖ Allow the annual **Easter Egg Hunt** to continue in the main sections of [Franklin Square Park](#)
- ❖ Allow the **Concert Series** to continue in the east section of [Franklin Square Park](#) once the new and improved Gazebo/Stage/Bandstand is constructed and the permeable/pervious pavers have been installed in the area in front of the Gazebo/State/Bandstand
- ❖ Allow **Wedding Events** in [Franklin Square Park](#)
- ❖ Allow the **Preschool Graduation Ceremonies** in [Franklin Square Park](#)
- ❖ Allow the **Christmas Eve Services** in [Franklin Square Park](#)
- ❖ Allow **Small Rental Events** which involve no Vendors in [Franklin Square Park](#)
- ❖ Allow **Winter Festival Events** with no Vendors in [Franklin Square Park](#)
- ❖ Allow the **Plein Air Festival Art Sell** in [Franklin Square Park](#), preferably on the [Hard Surface Basketball Court Area Adjacent to the City Gymnasium](#), and allow no more than 80 Vendors



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 12-12-2024

DEPARTMENT: Board of Aldermen

PRESENTED BY: Mayor Alt

ITEM/TOPIC: Board of Aldermen Rules of Procedure

Currently the Board of Aldermen rules of Procedure states:

Rule 4. Agenda (a) Proposed Agenda. The city clerk and chief administrative officer shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received at least 10 working days before the meeting. Any council member may, by a timely request, have an item placed on the proposed agenda. A copy of all proposed ordinances shall be attached to the proposed agenda. [An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. Each council member shall receive a copy of the proposed agenda and the agenda package, and it shall be available for public inspection and distribution or copying when it is distributed to the council members.

I would like the Board to consider amending the above section to include:

The purpose of this policy is to bring the Southport Board of Aldermen presentations in line with best practices for efficiency, clarity, timeliness, and in keeping with professional standards.

The following policy applies to all public presentations to the Board of Aldermen, absent a waiver for extenuating circumstances, and in the best interest of the government, from the Mayor of City Clerk.

All presentations will be accompanied by a read ahead document delineating all pertinent points to be made. The electronic version of said document will be submitted to the City Clerk no later than 7 business days before the presentation date.

The presenter will assume the aldermen have reviewed the document and is encouraged not to read the document to the Board of Aldermen verbatim.

All pages of the document will have page numbers for easy sorting and retrieval.

Absent a waiver for the mayor, or the City Clerk, no documents will be provided to the aldermen on the day of the presentation. Addendums can be provided to the City Clerk for distribution to the aldermen after the meeting

Presentations should be 15 minutes or less. This does not include questions and answers for the aldermen. The city clerk will have all read ahead material downloaded prior to the meeting for visual display for in person and live streaming participants review.

NOVEMBER 2024 SALES DATA COMPARISON AND SAVINGS

SALES TYPE	2023 Sales	2024 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 399,186.10	\$ 393,926.45	\$ (5,259.65)	-1.32
MXB SALES	\$ 96,320.90	\$ 110,984.99	\$ 14,664.09	15.22
TOTAL	\$ 495,507.00	\$ 504,911.44	\$ 9,404.44	1.90
Customers	9009	8641	-368	-4.08
		\$ -		
Bottles Sold	24,745	24,795	50	0.20
		0		
SPA SAVINGS		\$ 6,757.27		
		\$ -		
Credit Cards	\$ -	\$ 366,883.00		
TOTAL SALES INC. TAX	\$ -	\$ 421,508.50		
	2019 Sales	2024 Sales	Difference	
Retail 2019	\$ 271,530.90	\$ 393,926.45	122,395.55	45.08
MXB 2019	\$ 59,251.03	\$ 110,984.99	51,733.96	87.31
	\$ 330,781.93	\$ 504,911.44	174,129.51	52.64
SALES TYPE	2020 SALES	2024 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 312,798.75	\$ 393,926.45	\$ 81,127.70	25.94
MXB SALES	\$ 48,330.33	\$ 110,984.99	\$ 62,654.66	129.64
TOTAL	\$ 361,129.08	\$ 504,911.44	\$ 143,782.36	39.81
SALES TYPE	2021 Sales	2024 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 339,625.40	\$ 393,926.45	\$ 54,301.05	15.99
MXB SALES	\$ 86,726.21	\$ 110,984.99	\$ 24,258.78	27.97
TOTAL	\$ 426,351.61	\$ 504,911.44	\$ 78,559.83	18.43
SALES TYPE	2022 Sales	2024 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 392,855.70	\$ 393,926.45	\$ 1,070.75	0.27
MXB SALES	\$ 93,271.61	\$ 110,984.99	\$ 17,713.38	18.99
TOTAL	\$ 486,127.31	\$ 504,911.44	\$ 18,784.13	3.86

No.	WOID	Request Date	Description	Assigned To	Location	Actual Completion Date
1	22235	10/26/2024	AFTER HOURS: PUBLIC RESTROOM TOILET WOULD NOT FLUSH. MW	Mike Spicer	Downtown	10/26/2024
2	22236	10/25/2024	PARTITION BETWEEN URINALS IS FALLING OFF THE WALL, SOMEONE FELL AGAINST IT AND RIPPED ANCHORS OUT. RE-ANCHORED BUT NEEDS SHEETROCK.	Jeremy Kennedy	Community Building	10/25/2024
3	22240	10/28/2024	SEE ATTACHED ROAD CLOSURE/BARRICADE LIST	Mike Spicer	Streets	11/1/2024
4	22241	10/28/2024	REMOVE DOOR FRAME UPSTAIRS AT CITY HALL	Jeremy Kennedy	City Hall	10/28/2024
5	22242	10/28/2024	TOILET IN WOMENS ROOM AT GARRISON NOT FLUSHING. FIXED HANDLE	Jeremy Kennedy	Fort Johnston	10/28/2024
6	22243	10/28/2024	KELLY'S OFFICE NEEDS A PLUG AND PHONE JACK BY THE WINDOW.	Jeremy Kennedy	City Hall	10/28/2024
7	22244	10/31/2024	WASPS BETWEEN BRICKS NEAR THE ROOF OF THE MAIN ENTRANCE.	Jeremy Kennedy	Fort Johnston	
8	22245	10/29/2024	FIX BROKEN PLANTER BOX AT SHOP	Jeremy Kennedy	Public Services	10/29/2024
9	22246	11/5/2024	SEE ATTACHED EMAIL FOR CHRISTMAS STUFF	David Kelly	Whittlers Bench	11/5/2024
10	22247	11/4/2024	HANG 4 NEW SIGNS AT CITY HALL	Jeremy Kennedy	City Hall	11/4/2024
11	22248	11/4/2024	TRIMMED BACK BUSH ON CORNER OF W. BROWN & CLARENDON		Downtown	11/4/2024
12	22250	11/8/2024	REPLACE PICTURED FLOOD LIGHTS	Jeremy Kennedy	Community Building	11/12/2024
13	22251	11/8/2024	CHECK LIGHTS ON 4 CORNERS OF THE GYM. 1 IS BUSTED OUT AND THE OTHER 3 ARE NOT WORKING.	Jeremy Kennedy	City Gym	11/14/2024
14	22252	11/13/2024	REPLACE BATTERIES IN EMERGENCY LIGHTS IN MOVIE ROOM AND BACK ENTRANCE. HANG 2ND FL FIRE EXTINGUISHER	Jeremy Kennedy	Fort Johnston	11/20/2024
15	22254	11/8/2024	FLAG POLE POSTS ARE TRIP HAZARD AT WHITTLERS BENCH	David Kelly	Whittlers Bench	11/13/2024
16	22255	11/13/2024	DOOR STOP ON THE EXTERIOR DOOR TO THE FIRT FLOOR CONFERENCE ROOM.	Jeremy Kennedy	City Hall	11/14/2024

17	22257	11/18/2024	THERE IS BALES OF STRAW AND PUMPKINS TO DISPOSE OF ON THE HOWE ST SIDE OF THE GARAGE. THANKS, FROM SISTERS OF SOUTHPORT	Mike Spicer	Public Services	11/18/2024
18	22258	11/15/2024	ADD A RECEPETICAL TO EACH GAZEBO DOWNTOWN, ALWAYS POWERED ON.	Jeremy Kennedy	Waterfront	11/15/2024
19	22259	11/19/2024	BROKEN DOOR HANDLE ON LEFT DOOR IN MIDDLE ROOM AT PARKS & REC REPLACED	Jeremy Kennedy	Parks and Rec Building	11/19/2024
20	22264	11/20/2024	PHOTO-CELL ON GAZEBO IN KEZIAH PARK IS NOT WORKING	Jeremy Kennedy	Keziah Park	11/20/2024
21	22265	11/21/2024	MAKE TWO CABINETS IN UPSTAIRS AT CITY HALL ABLE TO LOCK	Jeremy Kennedy	City Hall	11/21/2024
22	22239	10/28/2024	SEE BRANDY MOORE IN REGARDS TO INSTALLING A ROLL-DOWN WINDOW IN THE KITCHEN.	Jeremy Kennedy	Parks and Rec Building	
23	22249	11/8/2024	CLEAN STORM DRAIN ON HILLCREST. Vac the storm drain and cleaned line. Street Crew	Mike Spicer	Streets	11/8/2024
24	22253	11/13/2024	THE VALVE OR SOMETHING HAS STUCK ON THE NEW FOUNTAIN	Jeremy Kennedy	City Hall	
25	22260	11/20/2024	MOVE CAMERAS FROM INSIDE CITY HALL TO COVER THE AREA OF CONEX BOXES OUT BACK OF THE BLDG.	Jeremy Kennedy	City Hall	
26	22261	11/20/2024	DEC 6TH - FIRE DEPT STAGE AT WHITTLERS BENCH AND 6 CONES AT WHITTLERS.	Mike Spicer	Whittlers Bench	
27	22262	11/20/2024	DEC. 7TH - MOVEBLE BARRICADE AT FT JOHNSTON TO BLOCK OFF EMPLOYEE PARKING AREA	Mike Spicer	Fort Johnston	
28	22263	11/20/2024	DEC. 13TH - BARRICADES AT ATLANTIC/BAY/S DAVIS; CRAFT FESTIVAL NUMBERS SPRAY PAINTED ON ROAD (1-75,	Mike Spicer	Downtown	

Utility Billing

Service Requests Report by Cycle

Service Dates:

000001-11-2024	Closed 11/27/2024	Miscellaneous finance needs a few pictures hung in the hallway.
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