



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
REGULAR MEETING AGENDA
223 E. BAY STREET
August 4, 2025
9:00 AM**

Agenda

Please turn off all cell phones

ETHICS STATEMENT:

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

A. Call to Order

B. Invocation

C. Pledge of Allegiance

D. Public Comment

E. Approval of Agenda

F. Special Recognition

1. John Moseley from the NC Maritime Museum on the 250th Anniversary of the Burning of Fort Johnston

G. Agenda

1. Animal Protective Services (APS), (Alderman Mosteller, Pg.2)
2. Event Ordinance and Process Improvement (Community Relations Director Allayna Taylor, Pgs.3-10)
3. City Welcome Sign Replacement (Community Relations Director Allayna Taylor, Pgs.11-17)

H. Manager's Report

I. Mayor's Comments

J. Board Comments

K. Closed Session NCGS 143-318.11

1. Motion to go into closed session pursuant to NCGS 143-318.11(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

L. Adjourn



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: August 4, 2025

ITEM SPONSORED BY: Alderman Mosteller

ITEM/TOPIC: Consideration of reinstating the Animal Protective Services Department as a separate department.

As was discussed at the April 3, 2025, budget meeting, this will provide the opportunity for the Aldermen to have a discussion and ask questions regarding the future of the APS Department. This is a departmental discussion; this is not a discussion about personnel.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 8/4/2025

DEPARTMENT: Community Relations

PRESENTED BY: Allayna D. Taylor

ITEM SPONSORED BY: Community Relations

ITEM/TOPIC: Community Events Ordinance and Process Improvement

JUSTIFICATION: This ordinance establishes a formal permit process for reviewing and approving events that affect the normal flow of downtown Southport. It ensures all event requests are submitted to the Community Relations Department, which will coordinate with relevant departments, including Police, Fire, Parks and Recreation, and Public Works, to evaluate feasibility, safety, and overall impact. The ordinance aims to improve communication, protect public resources, and maintain accessibility for residents and businesses.

IMPACT IF NOT APPROVED: Without this ordinance, there will continue to be inconsistencies in how event-related disruptions are communicated and managed. This may lead to avoidable scheduling conflicts and increased strain on City departments.

DEPARTMENT HEAD COMMENTS: This ordinance reflects feedback from multiple city departments and external partners, such as downtown businesses. It streamlines coordination and promotes transparency for event organizers and city staff alike.

CITY MANAGER COMMENTS: This proposed ordinance and updated process for community events will establish an effective and efficient system for evaluating and approving event requests within the City. In the past, there has been no formal procedure for reviewing or overseeing such events. By implementing this structured approach, we can ensure better coordination and communication among City departments, minimize community disruptions, and enhance public awareness and involvement in upcoming events.

ATTACHMENTS: Draft event ordinance, Introduction to ordinance

REQUESTED ACTION: Approve ordinance regulating special events.

PROPOSED MOTION: "I move to approve the ordinance as presented, establishing a formal process for reviewing and permitting special events that impact the normal flow of downtown Southport." Ordinance

Introduction

The City of Southport requires a permit for any event that impacts the normal flow of operations, public spaces, or city services. This guide provides event organizers with the necessary steps, requirements, and policies to ensure a smooth application process.

When Is a Permit Required?

A permit is required for events that include any of the following:

- Assemblages of 500 or more people in public spaces
- Street or sidewalk closures
- Use of city parks, property, or facilities
- Sales and/or consumption of alcohol
- Use of amplified sound or stages
- Temporary structures, tents, or generators
- Fireworks, open flames, or special effects
- Impact on city services such as police, fire, and sanitation

Application Process & Deadlines

All event requests must go through the **Community Relations Department**, which will coordinate approvals with necessary entities, including police, fire, NCDOT, and parks and recreation.

Step 1: Initial Inquiry

Submit an **Event Inquiry Form** at least **90 days** prior to your event. This allows for an initial review to determine feasibility, potential conflicts, and required permits.

Step 2: Complete Application

After approval of the inquiry, submit a **Special Event Permit Application** with the following required documents:

- **Site Plan & Route Map** (if applicable)
- **Insurance Certificate** (\$1M per occurrence, \$2M aggregate)
- **Traffic Control & Safety Plan** (if street closures are requested)
- **Noise & Sound Plan** (if amplified sound is used)

- **Vendor List & Permits** (if food or alcohol is sold)
- **Fire & Safety Plan** (for fireworks, open flames, or large structures)

Step 3: Review & Approval

The Community Relations Department will review your application and coordinate with relevant city departments. Additional permits may be required depending on event elements. Approval or denial will be issued within **30 days of submission**.

Step 4: Final Confirmation & Compliance

Once approved, the event organizer must ensure compliance with all city regulations, including public safety, sanitation, and noise ordinances. Any modifications must be submitted for approval at least **30 days prior** to the event date.

Fees & Insurance Requirements

- **Application Fee:** \$100, non-refundable fee.
- **Street Closure Fee:** If applicable, includes costs for barricades and police support.
- **Facility Rental Fee:** Required for events held at city-owned properties.
- **Insurance Requirement:** A Certificate of Insurance naming the City of Southport as an additional insured is mandatory.

Regulations & Policies

Street Closures & Traffic Control

- Street closures must be approved at least **30 days in advance**.
- The organizer is responsible for notifying affected residents and businesses at least 10 business days before the event.
- The affected area includes all homes and businesses within the event footprint, as well as those located within one block of its boundaries.
- Businesses are required to sign an acknowledgment of receipt, which must be submitted to the Community Relations Department for inclusion in the permit file.
- Proper barricades, detour signage, and security must be in place.

Noise & Sound Amplification

- Events using amplified sound must comply with the city's noise ordinance.

- The volume must be reduced after **8 PM**.
- To ask for an extension on volume after 8 PM, a separate form must be included with your application.
- Complaints may result in permit revocation.

Vendor & Food Sales

- Food vendors must obtain **Temporary Food Establishment (TFE) permits** through Brunswick county health department.
- Alcohol sales require an **NC Alcoholic Beverage Control (ABC) permit** and Board of Alderman approval.

Sanitation & Waste Management

- Organizers must provide adequate restrooms and waste disposal.
- Post-event cleanup is the organizer's responsibility.

Public Safety & Emergency Planning

- First aid stations and emergency access routes must be included in the site plan.
- Crowd managers are required for events over **1,000 attendees**.
- Fire and police presence may be mandated depending on event scale.

Permit Violations & Enforcement

The City reserves the right to revoke a permit if an event:

- Fails to comply with city ordinances and regulations
- Causes significant public safety concerns
- Results in excessive noise, litter, or property damage

Permit violations may impact future event approvals.

Contact Information

For inquiries, contact the **Community Relations Department**



#O-250804

AN ORDINANCE TO CREATE CHAPTER 20. OF THE SOUTHPORT CODE OF ORDINANCES

BE IT ORDAINED, by the Board of Aldermen of the City of Southport that there is established Chapter 20 of the Code of Ordinances entitled “**Events**” is hereby established as follows:

SECTION 1: PURPOSE & INTENT The City of Southport recognizes the need to regulate events that may disrupt normal city functions, including traffic flow and public safety. This ordinance establishes a structured process for permitting events on public property, rights-of-way, and certain private properties when they significantly impact city operations.

SECTION 2: DEFINITIONS

Event: Any gathering, festival, parade, street closure, or private event exceeding 500 attendees or disrupts normal pedestrian or vehicular movement.

Event Organizer: The individual or entity responsible for planning and conducting the event.

Permit: Official authorization from the Community Relations Department for an event to take place.

Public Property: All city-owned land, streets, sidewalks, and rights-of-way.

Private Property Event: A gathering on private property that disrupts public streets, sidewalks, right of way, or city services.

Expressive Activity: Conduct such as public oratory, distribution of literature, or picketing that is protected under the First Amendment.

Facility Use Permit: A permit issued for temporary, reserved use of a public facility that does not impact city resources.

City services: Resources and operations provided by the City of Southport, including but not limited to police, fire, emergency medical services, sanitation, street maintenance, and public works support.

SECTION 3: PERMIT REQUIREMENT An event permit is required if an event:

Takes place on public property or rights-of-way.

Requires street closures or alters normal traffic or pedestrian patterns.

Exceeds 500 attendees and is expected to impact city services.

Involves amplified sound, vendors, or the erection of temporary structures.

SECTION 4: PERMIT APPLICATION & APPROVAL PROCESS

Applications must be submitted at least 90 days before the event.

The Community Relations Department will review applications in consultation with relevant city departments (police, fire, public works, parks and recreation, etc.).

The Community Relations Department will review applications in consultation with NCDOT when necessary.

If a road closure is requested and approved by the City and/or NCDOT, the permittee must hand-deliver notification letters to all affected residences and businesses at least 10 business days before the event. The affected area includes all homes and businesses within the event footprint, as well as those located within one block of its boundaries. Businesses are required to sign an acknowledgment of receipt, which must be submitted to the Community Relations Department for inclusion in the permit file.

First-Year Exception: Emergency or last-minute events may be considered during the first year of this ordinance's adoption. However, this exception will not apply to events requiring road closures, which must adhere to the full application timeline.

A non-refundable \$100 application fee is required. This fee may be waived for city sponsored events.

Additional fees will be charged to the event based on the City's established fee schedule and the event's anticipated impact.

Organizers must provide proof of insurance, naming the City of Southport as an additional insured entity.

The City reserves the right to impose restrictions on event signage, noise levels, and waste management to protect public health and safety.

The permittee must carry a copy of the permit during the event.

The permittee must be available for contact by law enforcement and city staff during the event.

SECTION 5: ENFORCEMENT & PENALTIES

Events held without a permit may be shut down by public safety officials.

Failure to comply may result in disqualification from future event applications.

Fines for unauthorized events:

First offense: \$250

Second offense: \$500

Subsequent offenses: \$1,000 and potential one-year disqualification from future applications.

The City reserves the right to revoke permits if public safety concerns arise.

Organizers responsible for excessive public safety response costs may be liable for reimbursement of city expenses.

SECTION 6: APPEAL PROCESS

Applicants may appeal a denied permit or imposed fine within 15 days of notification.

Appeals must be submitted in writing to the City Manager.

A decision will be made within 30 days of submission, and the ruling will be final unless a legal basis exists for further review.

SECTION 7: EXEMPTIONS The following events are exempt from this ordinance:

Funeral processions.

Spontaneous demonstrations protected under the First Amendment, provided they do not involve street closures or amplified sound.

SECTION 8: SPECIAL EVENTS COMMITTEE

The City Manager may establish a Special Events Committee to review large-scale event applications and recommend conditions to mitigate impact on city services.

The committee may include representatives from Community Relations, Police, Fire, Public Works, Parks and Recreation, and other relevant departments.

The committee shall meet as needed to evaluate applications and ensure compliance with city regulations.

SECTION 9: EFFECTIVE DATE This ordinance shall take effect immediately upon adoption.

The following ordinance having been submitted to a vote, received the following vote and was duly adopted this this 4th day of August 2025.

Ayes: _____

Noes: _____

Absent or Excused: _____

Rich Alt
Mayor

Tori Deviney
Deputy City Clerk



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 8/4/2025

DEPARTMENT: Community Relations/Public Works

PRESENTED BY: Allayna D. Taylor

ITEM SPONSORED BY: Community Relations

ITEM/TOPIC: Replacement of Southport "Welcome To" Signs

COST: \$10,000

JUSTIFICATION: The North Carolina Department of Transportation (NCDOT) has identified that several "Welcome To Southport" signs are in a state of disrepair and need replacement. NCDOT reached out to the City to initiate this process. Updates include new verbiage reflecting the city's historical significance and branding. NCDOT has approved the new language and now requires funding to proceed with production and installation.

IMPACT IF NOT APPROVED: If the signs are not replaced, the existing dilapidated signs will either remain in place or need to be removed, leaving Southport without visible gateway signage. This could impact city branding, tourism appeal, and overall aesthetic presentation.

DEPARTMENT HEAD COMMENTS: The Community Relations Department recommends moving forward with sign replacement.

CITY MANAGER COMMENTS: With the approval of this item, we can ensure that our welcome signs are updated to reflect a warm and inviting image for both residents and visitors as they enter the City. We have the necessary funds in the FY26 budget to cover the cost of the new signs.

ATTACHMENTS: NCDOT Correspondence, Proposed Sign Designs, Cost Estimate from NCDOT, Resolution Draft.

REQUESTED ACTION: Approve resolution #25-0804.01





#1



#2







RESOLUTION#25-0804.01

WHEREAS, the City of Southport wishes to enhance the community's welcome signage in coordination with the North Carolina Department of Transportation (NCDOT); and

WHEREAS, the City of Southport has been advised by NCDOT that the existing welcome signage should be updated or replaced in accordance with current state guidelines and placement standards; and

WHEREAS, the staff has determined that the most appropriate and meaningful messaging for new welcome signage includes the following phrases:

"Home of Salubrious Breezes" and

"Location of the NC 4th of July Festival Since 1795", Both with the logo seal of the City;

WHEREAS, under NCDOT policy, the City of Southport, as the requesting party, is responsible for all associated costs related to the design and installation of any new or modified signage within state-maintained rights-of-way;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the City of Southport that:

The City requests the North Carolina Department of Transportation to remove the existing four welcome signs and install new sign panels at the appropriate locations and;

The City of Southport agrees to accept full responsibility for all related costs of the new signage and authorizes the City Manager to execute an agreement with NCDOT for the design and installation.

Adopted this the 4th day of August 2025.

Rich Alt
Mayor

Attest:

Noah Saldo
City Clerk