



# CITY OF SOUTHPORT

## Board of Aldermen

### Regular Meeting

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May 14, 2026 | 6:00 PM  
223 E Bay St, Southport, NC 28461  
Southport Community Building  
*Please turn off or silence all cell phones*

## Agenda

- A. Call to Order**
- B. Invocation**
- C. Pledge of Allegiance**
- D. Public Comment - 3 Minute Time Limit**
- E. Ethics Statement**
  - 1. 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.
- F. Approval of Agenda**
- G. Approval of the Consent Agenda**
  - 1. FY26 Annual Financial Audit Contract (Pgs.3-22)
  - 2. FY26 Budget Amendment #3 (Pgs.23-24)
  - 3. Board of Aldermen Meeting Minutes (Pgs.25-195)
    - April 9, 2026
    - March 12, 2026
    - March 4, 2026
    - July 10, 2025
    - July 22, 2025
    - August 4, 2025
    - August 14, 2025
- H. Special Recognition**
  - 1. Law Enforcement Officers Month and Peace Officers Memorial Day Proclamation
  - 2. Memorial Day Proclamation
- I. Agenda**
  - 1. **Public Hearing**— ZTA-26-03 Text Amendment — Swimming Pools in Business District  
*Planning Services Director Maureen Meehan (Pgs.196-204)*
  - 2. **Public Hearing** — ZMA-25-03 Zoning Map Amendment — PUD Modification  
*Planning Services Director Maureen Meehan (Pgs.205-269)*

3. Southport Fire Department Annual Report for 2025  
*Fire Chief Charles Drew (Pg.270)*
4. Noise Ordinance Discussion  
City Manager Noah Saldo (Pgs.271-282)
5. Planning Board Alternate Position  
Mayor Pro-Tem Mosteller and Alderman Kelley (283-294)
6. Board and Committee Ordinance Update  
City Manager Noah Saldo (Pg.295)
7. Set A Date For A Special Aldermen Meeting For a Public Hearing and Consideration of the  
Historic Preservation District and Standards  
City Manager Noah Saldo (Pg.296)

**J. Committee Reports**

**K. Manager's Report**

**L. Mayor's Comments**

**M. Staff Reports**

1. Community Relations (Pgs.297-299)
2. Finance (Pgs.300-325)
3. Fire / EMS (Pgs.326-327)
4. Permits & Inspections (Pg.328)
5. Planning Services (Pgs.329-330)
6. Police (Pg.331)

**N. Board Comments**

**O. Closed Session**

1. NCGS§ 143-318.11. Closed sessions
  - (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant.
  - (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.

**P. Adjourn**

The	Governing Board
of	Primary Government Unit
and	Discretely Presented Component Unit (DPCU) (if applicable)

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name
	Auditor Address

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending	Date Audit Will Be Submitted to LGC
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*Must be within six months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by “U.S. Auditing Standards – AICPA (Clarified),” referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards* (2018 revision or subsequent revisions, as applicable) issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he or she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and to the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon the Auditor's receipt of an updated peer review report. If the audit firm receives a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal Single Audit Act and the State Single Audit Act. This does not include fees for any pre-issuance reviews that may be required by the North Carolina Association of Certified Public Accountants (NCACPA) Peer Review Committee or North Carolina State Board of CPA Examiners (see Paragraph 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the Secretary of the Local Government Commission to obtain a pre-issuance review or take corrective action as a result of peer review findings or quality control deficiencies, such corrective action shall be consistent with the authority and requirements of the North Carolina State Board of Certified Public Accountant Examiners, the AICPA Peer Review Program, and established Local Government Commission practice, including the use of report addenda or other remedial measures, as appropriate.

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance.

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.
20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. The Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if the Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, the Auditor must document and include in the audit workpapers how the Auditor reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The Auditor shall present the audited financial statements including any compliance reports to the Government Unit's Governing Board or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the LGC. The Auditor's presentation to the Governing Board or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the Auditor, and any other issues related to the internal controls or fiscal health of the Government Unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the Auditor regarding internal controls as required by current auditing standards;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the Governing Board that the Governing Board shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under Rule 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>.

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.

34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

**For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:**

**FEEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Paragraph 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: The individual at the Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

**Name:** **Title and Unit / Company:** **Email Address:**

**OR Not Applicable** *(Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)*

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Paragraphs 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit firm for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the Unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in Rule 20 NCAC .0503 shall be submitted to the Secretary of the LGC for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

<b>Primary Government Unit</b>	
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$</b>

<b>Discretely Presented Component Unit</b>	
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$</b>

**SIGNATURE PAGE**

**AUDIT FIRM**

Audit Firm*	
Authorized Firm Representative (typed or printed)*	Signature* <i>Diana Hardy</i>
Date*	Email Address*

**GOVERNMENTAL UNIT**

Governmental Unit*	
Date Governing Board Approved Audit Contract* <b>(Enter date in box to right)</b>	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.*

Sum Obligated by This Transaction:	\$
Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Preaudit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**DPCU – PREAUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.*

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)*	Signature*
Date of Preaudit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.



April 14, 2026

To the Honorable Mayor and Board of Aldermen  
City of Southport  
Southport, North Carolina

We are pleased to confirm our understanding of the services we are to provide City of Southport for the year ended June 30, 2026.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements, of the City of Southport as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Southport's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Southport's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the Proportionate Share of the Net Pension Liability (Asset) for Local Government Employees' Retirement System
- 2) Schedule of Contributions to Local Government Employees' Retirement System
- 3) Schedule of Changes in Total Pension Liability for Law Enforcement Officers' Special Separation Allowance.
- 4) Schedule of Total Pension Liability as a Percentage of Covered Payroll for Law Enforcement Officers Special Separation Allowance
- 5) Schedule of Changes in the Total Pension Liability for Firefighters' Supplemental Retirement Plan
- 6) Schedule of Changes in the Total OPEB Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Southport's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Individual Fund Statements and Schedules
- 2) Schedule of expenditures of Federal and State awards

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Statistical Section, if presented

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

### **Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

A presumed risk of material misstatement related to revenue recognition exists. We consider the risk to be the existence and cut-off of income for electricity charges, intergovernmental revenue, and sales and service revenue streams. There is risk of management bias in developing estimates of allowance for doubtful accounts.

A presumed risk of material misstatement related to recreation fee revenue exists. We consider the risk to be the existence, completeness, and cut-off of recreation fee revenues.

A presumed risk of management override of controls exists. We consider timing, resources, and control design to be the underlying drivers for this type of risk.

Expenses related to federal or state grants are assessed as higher risk due to the nature of timing and considerations for compliance requirements.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality

agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Southport's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Southport's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on City of Southport's

compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal and state awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal and state awards; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in

conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Other Services**

We will also assist in preparing the financial statements and related notes for the City of Southport in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

## Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of RH CPAs, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of RH CPAs, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oversight Agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit approximately during July 2026 and to issue our reports no later than December 31, 2026. Diana E. Hardy, CPA, CFE is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$42,000.

- Financial Audit - \$32,770
- Financial statement preparation – \$5,230
- Single Audit at \$4,000 each. We anticipate up to 1 Single Audit for a total of \$4,000.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our initial invoice of one-half of total fees will be rendered at the commencement of the audit. Our remaining invoices for these fees will be rendered each month as work progresses and are payable on presentation, up to 75% with a final bill produced after presentation to the Board of Aldermen. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

We want our clients to receive the maximum value for our professional services and to perceive that our fees are reasonable and fair. In working to provide you with such value, we find there are certain circumstances that can cause us to perform work in excess of that contemplated in our fee estimate.

Following are some of the more common reasons for potential supplemental billings:

#### *Changing Laws and Regulations*

There are many governmental and rule-making boards that regularly add or change their requirements. Although we attempt to plan our work to anticipate the requirements that will affect our engagement, there are times when this is not possible. We will discuss these situations with you at the earliest possible time in order to make the necessary adjustments and amendments in our engagement.

#### *Incorrect Accounting Methods or Errors in Client Records*

We base our fee estimates on the expectation that client accounting records are in order so that our work can be completed using our standard testing and accounting procedures. However, should we find numerous errors, incomplete records, or the application of incorrect accounting methods, we will have to perform additional work to make the corrections and reflect those changes in the financial statements.

#### *Failure to Prepare for the Engagement*

In an effort to minimize your fees, we assign you the responsibility for the preparation of schedules and documents needed for the engagement. We also discuss matters such as availability of your key personnel, deadlines, and work space. If your personnel are unable, for whatever reasons, to provide these items as previously agreed upon, it might substantially increase the work we must do to complete the engagement within the scheduled time.

#### *Starting and Stopping Our Work*

If we must withdraw our staff because of the condition of the client's records, or the failure to provide agreed upon items within the established timeline for the engagement, we will not be able to perform our work in a timely, efficient manner, as established by our engagement plan. This will result in additional fees, as we must reschedule our personnel and incur additional start-up costs.

Our fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our fees for such services range from \$85-\$400 per hour.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by these addressees. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by use in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues, or anticipated profits, or disclosure or communication of confidential or proprietary information.

In the event we are required to respond to a court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our hourly rates, as set forth above, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared, the terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

## Reporting

We will issue a written report upon completion of our Single Audit. Our reports will be addressed to the governance of the City of Southport. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Southport and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*RH CPAs, PLLC*

**RESPONSE:**

This letter correctly sets forth the understanding of the City of Southport.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## BOARD OF ALDERMEN AGENDA ITEM SUMMARY

**DATE:** May 8, 2026

**DEPARTMENT:** Fire

**PRESENTED BY:** Ralph Treadway, Battalion Chief

**ITEM SPONSORED BY:** Fire

**ITEM/TOPIC:** Use of restricted fund balance to complete department radio upgrades

**COST:** \$81,0000

**BUDGET LINE ITEMS:** Revenue – Appropriated Fund Balance; Expense – Capital Outlay - Equipment

**JUSTIFICATION:** The Board of Aldermen voted to retain Fund Balance from the Water-Sewer fund to complete needed radio upgrades for the Fire Department

**IMPACT IF NOT APPROVED:** Department will not have the required radios

**ATTACHMENTS:** Budget Amendment

**REQUESTED ACTION:** Approve the Budget Amendment on the Consent Agenda

**PROPOSED MOTION:** Approve on Consent Agenda



**Budget Amendment  
Fiscal Year 2025-2026  
Budget Amendment 3**

WHEREAS on May 6, 2024, the Board of Aldermen (“Board”) approved an appropriation of \$900,000 to be transferred from Water/Sewer fund balance to the General Fund; and

WHEREAS the Fund Balance appropriation was restricted for the purchase of Motorola Radio upgrades for the Police and Fire Departments; and

WHEREAS per the City’s Audited Financial Statements for the year ending June 30<sup>th</sup>, 2025, \$141,642 of this appropriation remains restricted and unspent; and

WHEREAS the City has received the remaining final invoices from Motorola for these radio upgrades; and

WHEREAS these funds were not originally budgeted in Fiscal Year 2025-2026 and the Board desires to expend these funds to complete the approved radio upgrades:

**NOW THEREFORE BE IT ORDAINED**, by the Board of Aldermen of the City of Southport, North Carolina that the annual budget ordinance for fiscal year 2025-2026 shall be amended as follows:

Revenue	Increase
Appropriated Fund Balance	\$81,000
100-47001-000-000000	
Expenditure	Increase
Capital Outlay - Equipment	\$81,000
100-60001-434-000000	

Adopted by the Southport Board of Aldermen in regular session, May 14th, 2026

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Joseph P. Hatem, MD, MPH  
Mayor, City of Southport

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Tori Deviney  
City Clerk



**CITY OF SOUTHPORT  
BOARD OF ALDERMEN - REGULAR MEETING  
COMMUNITY BUILDING  
223 EBAY ST, SOUTHPORT NC 28461**

April 9, 2026 16:00 PM

**Present Members:**

Joseph Hatem, M.D., Paul Gross, Marc Spencer, Lowe Davis, Robert Carroll, Karen Mosteller

**Absent Members:**

Rebecca Kelley

**Staff Present:**

City Manager Noah Saldo, Public Information Officer ChyAnn Ketchum, Police Chief Todd Coring, Fire Chief Charles Drew, Battalion Chief Ralph Treadway, Planning Services Director Maureen Meehan

**Others Present:**

City Attorney Brady Herman

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**A. Call to Order**

Mayor Hatem called the meeting to order at 6:00 PM.

**B. Invocation**

Mayor Hatem provided the invocation.

**C. Pledge of Allegiance**

Mayor Hatem led everyone in the Pledge of Allegiance.

**D. Public Comment [3 Minute Time Limit]**

**Paul Winter - 715 N Atlantic Ave**

Mr. Paul Winter addressed the Board regarding an alley encroachment located at the south end of the 700 block between North Atlantic Avenue and Howe Street, connecting to East Owens Street.

Mr. Winter stated that he had previously spoken on the matter at the September 11 meeting and reiterated his position that the alley should be reopened. He emphasized that his concerns were not politically motivated.

He referenced details from a property deed associated with the encroachment, stating that the deed included language indicating that no opinion was rendered as to title and that easements for utilities and rights-of-way were specifically excluded from the transfer.

Mr. Winter asserted that the alley was not conveyed as part of the property sale and suggested that the structure currently obstructing the alley had been inactive for an extended period. He stated that the structure should either be moved, an easement created around it, or the structure removed entirely, emphasizing that his primary concern was restoring access to the alley.

He further stated that there appeared to be a parcel assemblage occurring and referenced a connection between the property owner and a Raleigh-based developer, Empire Properties. He noted the developer's history of urban infill projects.

Mr. Winter concluded by stating he would submit additional written comments for the public record.

Alderman Carroll asked Mr. Winter if he was an attorney and whether he had any relationship with members of the Board.

Mr. Winter responded that he was not an attorney and that he did not have any financial relationship with any Board member.

When asked about personal relationships, Mr. Winter questioned the relevance of the inquiry in the public comment setting.

Alderman Carroll stated for the record that Mr. Winter does have a relationship with a member of the Board.

### **Shirley Sullivan - 5002 Seaward Ct**

Ms. Shirley Sullivan addressed the Board regarding evacuation routes and hazard preparedness.

Ms. Sullivan expressed appreciation for the efforts of the Southport Fire Department and Police Department, stating confidence in their work to protect residents, visitors, and those working in the City. She noted that the City's website provides substantial emergency preparedness information, including a link to the Southeastern North Carolina Regional Hazard Mitigation Plan, and questioned whether an updated version of the 2021 plan is available given recent population growth.

Ms. Sullivan stated that her concerns center on increasing risks associated with continued growth in Southport and Brunswick County. She identified primary hazards as hurricanes, tornadoes, and flooding, and also listed additional concerns including drought, sinkholes, excessive heat, earthquakes, wildfires, controlled burns, dam failure, infectious disease, radiological emergencies, cyber attacks, and terrorism.

She discussed evacuation routes serving the area, including River Road (NC 133), NC 87, and Southport-Supply Road (NC 211), noting that these routes are also used by residents of Oak Island, Caswell Beach, St. James, Bald Head Island, and nearby unincorporated areas. Ms. Sullivan expressed concern about the capacity of these routes in emergency situations.

Ms. Sullivan also raised concerns about the proximity of Military Ocean Terminal Sunny Point, one of the world's largest military terminals, and its relationship to potential threats such as international conflict or terrorism, as well as its proximity to the Duke Energy nuclear facility. She clarified that her comments were intended as a "wake-up call" rather than an alarm.

She further stated that current traffic studies do not account for approved but unbuilt developments or proposed projects in the area. She suggested that developments occurring "by right" along evacuation routes should receive additional review.

Ms. Sullivan urged City and County leadership to advocate at the state level for improved safety measures and emphasized the importance of considering hazard risks alongside infrastructure capacity. She stated that infrastructure systems-including fire, EMS, evacuation routes, wastewater, schools, medical facilities, and roadways-are at or nearing capacity.

Ms. Sullivan concluded by requesting continued consideration of hazard preparedness and infrastructure impacts as development decisions are made.

**Sharon Mitchell - 251 E 11th St, Apt G**

Ms. Sharon Mitchell addressed the Board regarding flooding concerns affecting her residence in Brunswick Village, located near the hospital.

Ms. Mitchell stated that she was nervous speaking but wanted to share ongoing concerns following a flooding event that occurred approximately two years ago, during which residents of her building were displaced. She explained that all six apartments in her building were impacted and that residents continue to experience anxiety during rainfall due to the prior event.

Ms. Mitchell stated that a resident had previously contacted the former mayor to inquire about potential drainage solutions, including the installation of a French drain near the former emergency room area to help prevent future flooding. She

noted that a response was received indicating that a \$20,000 grant had been secured to address the issue; however, she stated that no improvements have been made to date, despite the approach of hurricane season.

She described the emotional and financial toll of the flooding, stating that she was displaced from her home for approximately six months and lost the majority of her belongings. She further stated that even light rainfall now causes significant concern among residents.

Ms. Mitchell acknowledged and expressed gratitude for the assistance provided by the Southport Fire Department during the flooding event. She stated, however, that the drainage issue remains unresolved and expressed concern that ongoing construction in the area has not addressed the problem.

Ms. Mitchell stated that she understands the issue may not fall directly under the City's responsibility but asked if the Board could assist in encouraging action from the responsible parties. She requested any available information regarding the referenced grant and asked that updates be communicated to residents if available.

Ms. Mitchell concluded by asking for consideration and assistance in addressing the drainage issue to prevent future flooding and reduce the ongoing fear experienced by residents.

#### **Bonnie Bray - 515 Quarter Master**

Ms. Bonnie Bray addressed the Board regarding the closure of the City's Parks and Recreation Department.

Ms. Bray stated that nearly one month had passed since the department was shut down on March 11, including the suspension of four employees, the closure of the gym and other facilities, and the suspension of the Parks and Recreation Advisory Board. She noted that part-time employees were informed there was no work available and that families had to make alternative arrangements for before- and after-school care.

Ms. Bray stated that residents have not received information regarding when services will be restored. She further stated that the public has been told the matter cannot be discussed until the completion of a State Bureau of Investigation review related to alleged financial issues dating back approximately six months.

Ms. Bray questioned why certain actions were taken, including the continuation of cash transactions after concerns were raised, the lack of involvement of the department director in addressing discrepancies, and whether internal control policies were properly implemented. She also questioned why all facilities and

services were closed, stating that the scope of the alleged issue did not appear to justify the extent of the shutdown.

Ms. Bray expressed concern about the impact on the community, stating that Parks and Recreation programs foster civic engagement and connection among residents of all ages. She referenced broader concepts of civic trust and stated that the City's actions have affected that trust within the community.

## **E. Ethics Statement**

1. 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.

Mayor Hatem introduced Item E, the Ethics Statement, and asked if any Board members had a conflict of interest or the appearance of a conflict regarding items on the agenda.

Mayor Hatem stated that he had a conflict related to the closed session item concerning an alley matter and that he would not be participating in that portion of the meeting.

Alderman Carroll asked whether any Board members had a relationship with individuals who own property adjacent to an alley, stating that such relationships could present the appearance of a conflict.

Alderman Gross stated that he resides at 1018 North Caswell Avenue, where his property abuts an alley. He clarified that he has no financial interest in the specific alley discussed during public comment. He further disclosed that the earlier speaker, Mr. Paul Winter, is his brother-in-law.

Alderman Davis clarified that the alleyway discussion listed on the regular agenda pertains to alleyways in general and not the specific alley referenced during public comment. She stated that, in her view, this would not constitute a conflict for Alderman Gross regarding that agenda item.

Mayor Hatem acknowledged the clarification and confirmed that the Board would proceed.

## **F. Approval of Agenda**

Mayor Hatem introduced Item F, Approval of the Agenda, and called for a motion.

A motion to approve the agenda was made by Alderman Mosteller and seconded by Alderman Spencer.

Mayor Hatem asked if there was any further discussion.

Mayor Hatem then called for a vote on the motion to approve the agenda. The motion carried unanimously.

#### **G. Approval of the Consent Agenda**

Mayor Hatem introduced Item G, Approval of the Consent Agenda, explaining that the item included a call for a public hearing on May 14, 2026, regarding a major modification to the Southport Crossing Planned Unit Development (PUD) Master Development Plan.

Mayor Hatem clarified that the action before the Board was only to schedule the public hearing. He noted that the subject property is located at the intersection of NC 211 and NC 133 and stated that a full presentation would be provided by Planning staff at the May meeting. He further noted that information related to the project, including wetlands, traffic impacts, open space, and tree preservation, was included in the agenda packet for review by both the Board and the public prior to the hearing.

Alderman Gross asked whether it was appropriate to proceed with scheduling the public hearing given the North Carolina Department of Environmental Quality's (NCDEQ) moratorium on extending sewer service in Brunswick County due to capacity concerns. He questioned whether the Board was "putting the cart before the horse."

Mayor Hatem responded that the matter relates to the planning and zoning process and that it is not the City's role to delay projects based on those concerns. He acknowledged the issue and asked for input from the City Manager and City Attorney.

City Manager Saldo stated that the situation could be viewed in different ways, noting that the County is currently working with NCDEQ to determine future standards. He explained that the development review process and sewer capacity issues are separate tracks, and that the developer is aware of the constraints and will need to coordinate with the County. He added that any City approval would not guarantee the availability of sewer service.

Alderman Davis stated that the development already has approval for approximately 60 single-family homes and that the public hearing would address a request for additional development. She stated that decisions regarding sewer capacity are not within the City's authority and that the Board's role is to consider whether to allow increased or modified development.

Mayor Hatem reiterated that the City is not the "gatekeeper" for sewer service and that the developer is proceeding through the established process.

Alderman Mosteller asked if Alderman Gross was satisfied with the responses and reiterated that the matter before the Board pertains to zoning and scheduling a public hearing.

Alderman Gross acknowledged the explanations but reiterated concerns regarding growth and infrastructure impacts.

City Attorney Herman stated that the City's authority is limited to zoning and entitlement decisions and does not extend to control over water and sewer services. He noted that the situation would be different if the City still controlled those utilities, but under current conditions, the Board should proceed within its established purview.

Mayor Hatem stated that the Board was following standard procedure and that this item represented the next step in the process.

Alderman Mosteller made a motion to call a public hearing for May 14, 2026, for consideration of a major modification to the Southport Crossing Planned Unit Development Master Development Plan.

Alderman Davis seconded the motion.

Alderman Carroll clarified that the motion was to approve the consent agenda.

Mayor Hatem confirmed the clarification and called for a vote. The motion carried unanimously.

1. Call for a Public Hearing: Southport Crossing PUD Master Development Plan Major Modification

## **H. Special Recognition**

1. Arbor Day Proclamation

Mayor Hatem introduced the Arbor Day Proclamation and invited members of the Forestry Committee to join him.

Mayor Hatem proclaimed April 9, 2026, as Arbor Day in the City of Southport and encouraged citizens to participate in activities that support and protect the urban forest.

Mayor Hatem concluded by expressing appreciation for the City's tree canopy and the continued commitment to its preservation.

2. Friends of Franklin Proclamation

Mayor Hatem introduced the recognition of the Friends of Franklin and invited representatives to come forward.

He specifically recognized the leadership and contributions of Jeanne Potter Brown, Cheryl Daniel, Ginger Harper, and Katherine Huffman, noting their role in strengthening community pride and supporting Southport's historic assets.

Mayor Hatem expressed appreciation for the organization's commitment, stating that their efforts reflect the spirit of volunteerism and civic pride within the community.

Ms. Jeanne Potter Brown expressed appreciation for the recognition and thanked the Board on behalf of the Friends of Franklin for their efforts. She stated that their work was not through yet.

## I. **Agenda**

1. Minimum Housing Ordinances  
*Director Maureen Meehan and Code Enforcement Officer Derek Mabe*
  1. 825 N Caswell Ave
  2. 829 N Caswell Ave
  3. 724 N Lord St

Mayor Hatem introduced Agenda Item I, Minimum Housing Ordinances, and recognized Planning Director Maureen Meehan.

Director Meehan stated that three properties were being presented in accordance with the City's minimum housing code, noting that the property owners had not complied with final orders issued by the Code Enforcement Officer. She explained that pursuant to the City's ordinance and N.C. General Statute 160D-1203, the Board of Aldermen may adopt ordinances requiring compliance and authorize enforcement actions in cases of continued noncompliance.

Director Meehan introduced Code Enforcement Officer Derek Mabe of Alliance Code Enforcement, who presented the cases. She noted that one property was recommended for demolition (825 N. Caswell Avenue), and two properties were recommended for repair (829 N. Caswell Avenue and 724 N. Lord Street).

## **825 N. Caswell Avenue - Demolition**

Mr. Mabe presented the property at 825 N. Caswell Avenue, stating that it had been determined unfit for human habitation due to significant structural deterioration, including a large hole in the roof that had allowed water intrusion over an extended period. He stated that the property owner had not responded to notices or made contact regarding the violations.

Mr. Mabe outlined the enforcement history, including:

- Initial notice of violation issued January 9, 2025
- Hearing held June 5, 2025, which the owner did not attend
- Final order issued July 17, 2025, requiring repair or demolition within 30 days

He stated that no corrective action had been taken and that demolition was recommended. He further noted that demolition bids had been obtained in preparation for enforcement.

Alderman Carroll made a motion to approve all three minimum housing ordinances collectively, including the two repair ordinances and the demolition ordinance.

City Attorney Herman advised that the ordinances should be considered and adopted individually, noting that the versions provided at the Board's desks were updated from those included in the agenda packet and that each ordinance would be recorded separately. He recommended that each ordinance be addressed one at a time to ensure clarity in the official record.

City Manager Saldo clarified the motion as approval of the demolition ordinance for 825 N. Caswell Avenue, based on the updated version provided at the Board's desks.

Alderman Carroll confirmed. Alderman Spencer Seconded.

Alderman Davis inquired about the cost of demolition and whether the City would recover those costs. Mr. Mabe stated that the estimated cost was approximately \$12,000 and that a lien would be placed on the property for recovery. City Manager Saldo confirmed the estimate. City Attorney Herman explained that recovery would occur either through property sale or foreclosure.

Alderman Davis asked about notice procedures. Mr. Mabe stated that notices were sent to the owner's address of record and posted on the property, though postings are sometimes removed.

Alderman Mosteller raised questions regarding parcel identification and how a lien would apply, noting that the structure appeared to span two parcels. City Attorney Herman explained that the lien would apply to the parcel identified in the ordinance, with additional remedies available under statute for other properties owned by the same individual.

Alderman Carroll asked whether the property taxes were current; staff indicated they were not aware.

Director Meehan added that the owner's son had contacted the Planning Department and was aware of the situation.

Alderman Davis noted the extended timeline of enforcement of a span of 18 months and stated that sufficient time had been provided for compliance.

Mayor Hatem called for a vote on the demolition ordinance for 825 N. Caswell Avenue.

The motion carried unanimously.

### **829 N. Caswell Avenue - Repair**

Mr. Mabe presented the property at 829 N. Caswell Avenue, stating that while the property had minimum housing violations, it was not in a condition warranting demolition. He noted that the property is currently occupied by a tenant.

Mr. Mabe described observed deficiencies, including damage to the front porch allowing water intrusion and deterioration of structural components, as well as siding damage and previous overgrowth. He noted that some corrective actions, such as removal of overgrowth, had already been completed by the property owner.

Mr. Mabe stated that the case had reached the stage requiring Board action to enforce repairs through the ordinance process.

At this time, Mayor Hatem recognized an individual wishing to speak regarding the property and asked that they approach the microphone.

A member of the public, identified as Mr. Ingram, addressed the Board regarding the property. He explained that there is confusion regarding the property addresses of 825 and 829 N. Caswell Avenue, stating that portions of the property are associated with different parcel records and ownership

arrangements within his family. He noted that he is working to resolve these issues.

Mr. Ingram stated that he resides at the property and has lifetime rights to the home, which was left by his grandmother. He explained that his brother is the legal owner but is currently ill and unable to manage the property. Mr. Ingram stated that he has been responsible for maintaining the property and paying taxes.

He further stated that he intends to begin repairs, specifically addressing the front porch and siding, and requested additional time to bring the property into compliance. He noted personal challenges, including health issues and work obligations, but expressed his commitment to completing the repairs.

Code Enforcement Officer Mabe stated that the required repairs are relatively minor and that staff has been in communication with Mr. Ingram. He noted that staff has offered to meet on-site to review the required repairs in detail.

Alderman Davis asked what was needed to bring the property into compliance. Mr. Ingram responded that the primary issues involve the porch and exterior siding.

Alderman Carroll inquired about the enforcement process for repair ordinances. Mr. Mabe explained that adoption of the ordinance would authorize the City to complete the repairs if the property owner fails to do so, with associated costs placed as a lien on the property.

Alderman Davis asked Mr. Ingram how much time he would need to complete the repairs. Mr. Ingram stated that he could complete the work within 30 days.

Alderman Spencer suggested allowing six months to complete the repairs, noting the importance of providing reasonable time for compliance, particularly for individuals actively attempting to improve their property.

City Manager Saide clarified that the current order requires repairs within 30 days but that the Board has the authority to adopt the ordinance with an amended timeframe.

Alderman Carroll made a motion to adopt the repair ordinance for 829 N. Caswell Avenue with an amended timeframe of six months to allow completion of repairs.

Alderman Spencer seconded the motion.

The motion carried unanimously.

## **724 N. Lord Street- Repair**

Mr. Mabe presented the property at 724 N. Lord Street, stating that the case was initially triggered by significant accumulation of debris on the property, along with minimum housing violations.

Mr. Mabe described the condition of the property, including deteriorating exterior siding, missing paint, and needed trim repairs around windows. He noted that some corrective actions had been taken, including removal of debris and partial siding replacement, though additional work remains.

Mr. Mabe stated that the property is occupied by tenants and that the owner has indicated an intent to make repairs and address tenant-related issues, including potential eviction.

Alderman Davis questioned whether the property required more than cosmetic improvements. Mr. Mabe acknowledged that additional repairs are needed but stated there was no indication that the structure is uninhabitable.

Alderman Spencer inquired about interior inspections, and Mr. Mabe stated that entry into the home requires permission and had not been conducted.

Alderman Spencer asked whether the determination of habitability for the previously discussed demolition property involved an interior inspection.

Code Enforcement Officer Mabe stated that he was unsure whether the Chief Building Inspector had entered the structure but noted that the extent of visible damage, including a significant hole in the roof, indicated likely water intrusion and possible mold.

Alderman Spencer then asked for clarification regarding ownership of the 724 N. Lord Street property, specifically whether the owner was also acting as the landlord.

Code Enforcement Officer Mabe confirmed that the property is owned by an individual who is renting the home to tenants.

Alderman Carroll made a motion to adopt the repair ordinance with a six-month timeframe, consistent with the previous property. Alderman Spencer seconded the motion.

Alderman Mosteller expressed concern that the property owner had been notified of violations for over two years without full compliance.

Alderman Carroll acknowledged the concern but asked what progress had been made recently.

Code Enforcement Officer Mabe stated that the property owner had removed a significant amount of debris and accumulation from the rear of the property prior to allowing tenants to occupy the home. He added that since tenants moved in, additional accumulation has occurred; however, the owner has completed some repairs, including replacing siding on the rear of the structure, though the work remains unfinished.

Alderman Carroll asked what actions would be taken if the property owner failed to complete the required repairs within the established timeframe. He inquired whether the matter would return to the Board for further action, including potential demolition.

Code Enforcement Officer Mabe stated that the Board would have the option to pursue either demolition or repairs if compliance was not achieved.

City Attorney Herman explained that under the proposed ordinance, the City's authority would be limited to completing repairs if the owner failed to comply, with the associated costs placed as a lien on the property. He noted that any action beyond repair, such as demolition, would require adoption of a separate ordinance.

Alderman Davis asked what would occur if the Board wished to take a different course of action after the six-month period.

Alderman Carroll clarified that the ordinance before the Board pertains specifically to repairs, and that if the owner fails to comply, the City would proceed with completing the repairs.

City Attorney Herman further explained that under the City's minimum housing code, determinations between repair and demolition are generally guided by a cost threshold, typically based on whether repairs exceed 50 percent of the property's value. He stated that if repair costs exceed that threshold, demolition may be considered; however, such action would require additional authorization. He emphasized that adoption of the current ordinance would authorize only repairs and ensure the matter is properly recorded, providing notice to the property owner.

Alderman Mosteller reiterated concerns that the property owner had been notified of violations for over two years and noted that the property is owned by an investment group. She also stated that the eviction process for tenants could take several months, potentially impacting the timeline for compliance.

Alderman Carroll responded that eviction proceedings do not prevent a property owner from making repairs and emphasized the importance of consistent and equitable enforcement of the City's ordinances. He noted that

the Board had previously granted a six-month timeframe for another property and suggested a similar approach for consistency.

Alderman Davis stated that she did not view the situations as equivalent, noting that the previous property owner had appeared before the Board and provided reasonable explanations, while the current property owner had not. She expressed concern that the property owner had ample time to address the violations but had made limited progress.

Code Enforcement Officer Mabe stated that the property owner was not present at the meeting and introduced Code Enforcement Officer Boaz, who had been in communication with the property owner.

Code Enforcement Officer Boaz provided additional context, explaining that the current owner only recently assumed responsibility following the death of the previous owner and has since begun communicating with staff and taking steps toward compliance.

Alderman Davis stated that the situation differed from the previous case and expressed concern about the length of time the violations had persisted. She proposed a shorter timeframe of three months for compliance.

Alderman Carroll amended his motion to adopt the repair ordinance with a three-month timeframe. The motion was seconded by Alderman Spencer.

Mayor Hatem confirmed the amended motion and second.

Mayor Hatem called for a vote. The motion carried unanimously.

2. Alleyway Discussion  
*City Manager Noah Saldo*

Mayor Hatem introduced Item 2, Alleyway Discussion, and recognized City Manager Noah Saldo.

City Manager Saide stated that, at the request of Alderman Davis during a prior meeting, staff compiled a comprehensive packet of information regarding alleyways within the City. He explained that the information included historical presentations, identification of existing and former alleyways, and past actions taken by the Board, such as alley closures or modifications.

He noted that some alleyways have been maintained or utilized by adjacent property owners over time, though the City has retained ownership. He stated that the compiled information was provided to the Board for review

and that staff was available to answer questions. He also noted that Planning Director Meehan could assist with questions related to prior presentations.

Alderman Carroll expressed appreciation for the information compiled and stated that the purpose of the discussion was not to take action but to ensure that the Board and the public have a clear understanding of the City's historical approach to alleyways.

Alderman Davis provided a summary of her research, stating that she reviewed Board of Aldermen meeting minutes dating back to March 2005 to identify past actions and discussions related to alleyways.

She stated that, since that time, the Board has approved only two alleyway closures. The first involved a portion of an alley behind the fire station, where closure was necessary due to setback constraints associated with construction. The second involved a portion of an alley within an undeveloped subdivision known as Smith and Weeks near 11th Street, which is now known as Fisher's Landing. She explained that the subdivision had not been developed at the time and that the closure was determined to be in the public interest. She noted that then-Planner Thomas Lloyd advised that the closure would allow for alternative development with adequate access throughout the site and would not negatively impact ingress or egress for surrounding property owners.

Alderman Davis stated that, aside from those two instances, no additional alleyway closures have been approved in approximately 20 years. She noted that the issue of alleyways has been discussed periodically over time, often without clear resolution.

She referenced prior requests from residents, including a property owner seeking permission to clear and utilize an alley behind his home, which had become overgrown and unusable. She stated that the Board has, at times, allowed property owners to maintain adjacent alleyways.

Alderman Davis further noted that past discussions have often lacked clear direction, with matters being referred to the Planning Board without definitive guidance, resulting in continued uncertainty over time.

She also referenced prior work completed by former Assistant City Manager Dorothy Dutton, who compiled information identifying alleyway locations and conditions. She noted that this information was included in the current agenda packet for both Board and public review.

Alderman Davis stated that historically, alleyways were included throughout the City's original layout; however, many have disappeared over time, likely due to a lack of enforcement or formal management.

Director Meehan stated that the City's first Unified Development Ordinance (UDO) and zoning regulations were established in 2004.

Alderman Davis commented that changes in transportation and land use over time likely contributed to the diminished use of alleyways, noting that they were historically used for access by service vehicles such as delivery wagons. She stated that in some locations, former alleyways have become indistinguishable from adjacent private property.

Alderman Davis stated that the purpose of reviewing the compiled materials was to better understand the current status of alleyways and to determine how the Board wishes to address them moving forward. She outlined several questions for consideration, including the number of functional alleyways remaining, whether the City should retain them, and whether the City should take responsibility for clearing and maintaining them. She also noted that past practice has allowed adjacent property owners to clear and maintain alleyways under certain conditions, but emphasized the need for consistency in how such situations are handled.

Alderman Carroll expressed appreciation for the research and stated that the Board's historical position has generally been to retain alleyways as public rights-of-way while allowing limited use and maintenance by adjacent property owners. He suggested that a broader discussion is needed regarding the purpose of alleyways, including their potential role in stormwater management. He further stated that a key issue for the Board is how to address structures that encroach into alleyways or rights-of-way.

Alderman Davis suggested holding a public workshop to gather input from residents before making decisions on how to proceed. She referenced a past case involving a property owner who sought to improve a structure that encroached into a right-of-way and noted that the Board had previously determined that while existing encroachments may remain, they should not be expanded or enhanced.

Alderman Carroll asked City Attorney Herman what options the City has when structures encroach into alleyways or rights-of-way.

City Attorney Herman stated that, from a legal standpoint, the City could require removal of encroachments within its right-of-way; however, he noted that practical and policy considerations may make such action difficult, particularly where long-standing encroachments exist.

Alderman Mosteller stated that, based on prior review of mapping data, multiple potential encroachments exist throughout the City, though precise determination would require surveys. She noted that similar situations occur with front rights-of-way and suggested that long-standing encroachments have often been informally tolerated. She further stated that, consistent with

past Board actions, existing encroachments may remain but should not be expanded.

Alderman Davis reiterated that the matter should be addressed in a more focused setting, with public input including a set of questions, and stated that the Board should work toward establishing clear policy guidance.

Alderman Mosteller noted that staff materials indicated 2 additional alley abandonments prior to 2005, in addition to those previously mentioned.

City Attorney Herman confirmed that records reflect at least one alley abandonment in 1999 and another potentially occurring in the 1980s.

Alderman Gross stated that additional discussion and public input would be necessary and referenced North Carolina General Statute 160A-296, citing:

"A city shall have general authority and control over all public streets, sidewalks, alleys, bridges, and other ways of public passage within its corporate limits except to the extent that authority and control over certain streets and bridges is vested in the Board of Transportation. General authority and control includes but is not limited to all of the following: The duty to keep the public streets, sidewalks, alleys, and bridges in proper repair. The duty to keep the public streets, sidewalks, alleys, and bridges open for travel and free from unnecessary obstructions."

Alderman Davis noted that during prior discussions on alleyways, former City Attorney Mike Isenberg routinely referenced applicable state statutes governing public rights-of-way. She expressed concern that the issue has been discussed repeatedly over time without resolution.

Alderman Davis shared a historical observation, noting that North Caswell Avenue did not originally extend through its current alignment and that the area behind what is now Brunswick Community College was previously used as open space, which had been the subject of past debate regarding access and use.

## **J. Committee Reports**

Mayor Hatem introduced Item J, Committee Reports.

Alderman Gross reported that the ABC Board met earlier in the week and that gross sales for the fiscal year to date (approximately nine months) are up approximately 4.37% compared to the same period last year.

He expressed concern regarding projected revenues to the City, stating that the City budget anticipated approximately \$583,000 in revenue from the ABC store,

while only approximately \$92,000 has been received to date. He stated that the ABC Board had initially planned to distribute approximately \$318,000 for the year.

Alderman Gross explained that, following an audit, the ABC Board's accountant and auditor recommended increasing the Board's capital reserve from approximately \$200,000 to between \$400,000 and \$500,000. He stated that this recommendation has impacted the amount available for distribution to the City.

He noted that he has been in discussions with the ABC Board and has encouraged a phased approach to increasing reserves, suggesting incremental increases rather than a single-year adjustment. He reported that the Board indicated the possibility of increasing the distribution to approximately \$200,000 for the current year but noted that this would still fall short of the City's budgeted expectations.

Alderman Gross stated that he will continue discussions with the ABC Board and provide updates as additional information becomes available.

Alderman Davis reported that the Historic Preservation Commission will reconvene on Monday at 4:00 p.m. at the Indian Trail Meeting Hall for a recessed meeting.

She stated that the Commission continues to work extensively on proposed standards, noting that members are working to balance preservation goals with practical considerations for property owners. She added that the Commission is coordinating with the State Historic Preservation Office to ensure compliance with applicable requirements.

Alderman Carroll reported that he had no update for Parks and Recreation but provided an update on the Forestry Committee.

He thanked the Board for the Arbor Day proclamation and recognition of the Friends of Franklin. He announced that the City's Arbor Day celebration will be held on April 25 at Franklin Square Park. He also noted that the Forestry Committee will meet on April 14.

Alderman Mosteller reported that the Planning Board is currently accepting applications for an alternate member position, with a deadline of April 22.

She also reported on the Beautification Committee's recent workday held on April 4, during which 22 volunteers participated in various projects, including maintenance of public seating, cleaning of historic markers, and replanting of garden areas.

Alderman Mosteller announced that the next beautification workday will be held on May 2 at 9:00 a.m., and that the Beautification Committee will meet on April 20 at 5:00 p.m. at the Indian Trail Meeting Hall.

## **K. Manager's Report**

City Manager Saldo provided the following updates:

He reported that excavation for the weather tower footings began at Garrison Lawn and that concrete footers are scheduled to be poured the following day. He stated that the footers will cure for approximately one to two weeks before assembly of the weather tower begins on-site. He noted that the project is anticipated to be completed by the end of the month.

City Manager Saldo provided an update on the shoreline stabilization project, stating that consultants are finalizing construction and bid documents. He indicated that the project is expected to go out for bid within approximately two weeks, with bid review anticipated in late May and contract award expected at the Board's June meeting. He stated that this timeline would allow construction to begin in the fall. He also noted that private property owners conducting shoreline stabilization work along East Bay Street are progressing and are expected to complete their portion of the work in May.

City Manager Saldo reported that the City received confirmation from the North Carolina Department of Transportation (NCDOT) of funding for two intersection improvement projects focused on pedestrian safety. He stated that the improvements will be located at North Howe Street and Ninth Street, and North Howe Street and Leonard Street. He noted that NCDOT will manage both funding and construction for these projects.

City Manager Saldo expressed appreciation to Planning Director Meehan for her work in securing the funding and coordinating with NCDOT.

## **L. Mayor's Comments**

Mayor Hatem noted that National Library Week will be observed April 19 through April 25 and encouraged residents to visit the Harper Library, ensure their library cards are up to date, and take advantage of available resources. He also noted that National Librarian Day will be recognized on April 16.

Mayor Hatem reiterated that National Arbor Day will be observed on April 24, with the City of Southport celebrating locally on April 25 at 11:00 a.m. at Franklin Square Park.

He recognized the Southport Fire Department for celebrating its 104th anniversary on April 2 and expressed appreciation for the service provided by first responders and City staff.

Mayor Hatem highlighted several upcoming community events, including:

- The Halifax Resolves 250th anniversary celebration on April 12
- Southport Spring Festival on April 18

He also provided an update on the water tower project, noting that construction is progressing with concrete work underway and that the project is expected to be completed in time for Fourth of July celebrations.

Mayor Hatem announced an upcoming Colonial Evening event scheduled for July 1 at the Southport Community Building. He stated that the event will feature colonial food, history, and music, with limited seating available. He encouraged residents to purchase tickets in advance through the North Carolina Fourth of July Festival website.

#### **M. Staff Reports**

Staff reports were included in the agenda packet.

1. Community Relations
2. Finance
3. Fire/ EMS
4. Permitting and Inspections
5. Planning Services
6. Police
7. Public Works

#### **N. Board Comments**

Alderman Spencer thanked Ms. Shirley Sullivan for her comments regarding emergency preparedness and evacuation concerns. He noted the challenges the City could face in the event of an emergency, particularly with traffic congestion near Sunny Point, and emphasized the importance of planning alternative evacuation routes. He discussed the need for improved directional signage and public education regarding traffic flow, specifically referencing the Leonard Street intersection as an opportunity to guide residents and visitors more effectively. Alderman Spencer also acknowledged the pressures of growth in surrounding

areas and the balance the City must maintain when considering expansion. He expressed appreciation for Ms. Sullivan's continued advocacy and engagement.

Alderman Davis agreed with the concerns raised and noted that similar discussions had occurred in past Board meetings. She referenced the development of Rob Gandy Boulevard as a prior effort to address evacuation concerns but expressed that it may not fully resolve current vulnerabilities, particularly in the event of flooding near the canal bridge. She suggested that alternative routes had been previously considered but not pursued and indicated that revisiting those discussions, including potential coordination with Duke Energy, may be worthwhile.

Alderman Mosteller provided several comments. She began by recognizing Chief Building Inspector Kiley Barefoot for his professionalism and recent achievement of Level III certifications in building, mechanical, and plumbing, along with a probationary electrical certification. She noted that these are the highest levels of certification and commended his dedication and value to the City.

Alderman Mosteller also reminded the public of North Carolina's property tax relief program for elderly or disabled homeowners. She explained that qualifying residents may receive a 50 percent reduction in property taxes and emphasized that applications must be submitted to the Brunswick County Tax Office by June 1, 2026.

She concluded by expressing appreciation for City staff across all departments, acknowledging their contributions to the community. She also encouraged residents to address concerns about staff through the City Manager rather than through public criticism, noting the importance of maintaining staff morale and a respectful community environment.

## **0. Closed Session NCGS 143-318.11**

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

Mayor Hatem announced the next item as Closed Session pursuant to North Carolina General Statute 143-318.11(a) 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.

A motion was made by Alderman Spencer and seconded by Alderman Carroll to enter Closed Session. There being no further discussion, the motion carried unanimously.

The Board entered closed session at 8:55 pm.

A motion was made by Alderman Spencer and seconded by Alderman Carroll to come out of Closed Session. There being no further discussion, the motion carried unanimously.

The Board came out of closed session at 10:17 pm.

**P. Adjourn**

Mayor Hatem called for a motion to adjourn. The motion was made by Alderman Carroll and seconded by Alderman Mosteller. The motion carried unanimously.

The meeting was adjourned at 10:17 pm.

\_\_\_\_\_  
Dr. Joseph P. Hatem, Mayor

(ATTEST)

\_\_\_\_\_  
Tori Deviney, City Clerk



**CITY OF SOUTHPORT  
BOARD OF ALDERMEN - REGULAR MEETING  
COMMUNITY BUILDING  
223 EBAY ST, SOUTHPORT NC 28461**

March 4, 2026 | 9:00 AM

**Present Members:**

Joseph Hatem, M.D., Paul Gross, Marc Spencer, Rebecca Kelley, Lowe Davis, Robert Carroll, Karen Mosteller

**Absent Members:**

**Staff Present:**

City Manager Noah Saldo, City Clerk Tori Deviney, Public Information Officer ChyAnn Ketchum, Police Chief Todd Coring

**Others Present:**

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**1. Introduction of Participants**

Mayor Hatem called the retreat to order, welcomed those present and those watching virtually, and led a moment of silent prayer followed by the Pledge of Allegiance. He opened by emphasizing that the purpose of the retreat was to focus on strategic planning and to establish priorities, goals, and objectives for the City of Southport moving forward.

The Mayor reflected on the City's successful regionalization of its water and sewer system with Brunswick County, describing it as the largest infrastructure project in the City's history. He noted that the effort saved taxpayers significant funds and was made possible through collaboration with county and state officials, including support from state legislators. He used this example to frame the broader question of what future ideas and initiatives should be prioritized through a structured strategic plan.

Mayor Hatem identified peace and civility as foundational values for the Board's work, stating that while they cost nothing, their impact is invaluable. He reiterated

core principles that should guide decision-making, including public health, public safety, emergency preparedness, environmental stewardship, preservation of historic heritage, protection of the waterfront and shoreline, and maintaining the character of neighborhoods. He stressed the ongoing importance of infrastructure, not only in terms of roads and sidewalks, but also City facilities and equipment, and he tied this directly to quality of life. He highlighted the importance of supporting nonprofits, community institutions, volunteer boards, and City employees, describing staff as the City's greatest asset and emphasizing the need for competitive salaries and benefits.

The Mayor then turned to stormwater as a key example of the type of issue requiring strategic planning. He explained that stormwater challenges have existed for years and are now widespread across the City. He shared estimates that approximately \$30 million would be needed to repair existing issues and \$60 million to implement a comprehensive stormwater system. He described this not simply as a problem, but as an opportunity to plan both short-term and long-term solutions. Short-term strategies include immediate repairs and pursuing legislative funding, while long-term strategies may involve bonds, grants, and broader infrastructure planning. He also raised concerns about development contributing to flooding and the need for better regulatory and infrastructure alignment. He concluded by encouraging the Board to approach these challenges with innovation, structure, and a commitment to civility, stating that he chooses to "proclaim the light" rather than focus on obstacles.

City Manager Saldo followed by welcoming attendees and noting that the Board had not held a retreat in several years. He stated that the retreat would provide an opportunity for both new and returning members to align on priorities and establish a shared direction. He emphasized that clearly defined strategic priorities would help guide staff in implementing policies and addressing the challenges ahead. He then introduced the facilitation team from the Cape Fear Council of Governments, including Daniel Adams and Danny Nickel.

Facilitator Danny Nickel began by outlining the structure of the session and asked each Board member to introduce themselves, share their length of service, and explain what motivated them to serve.

Alderman Carroll stated that his service was driven by a focus on infrastructure, historic preservation, and fiscal responsibility.

Alderman Spencer shared that he was motivated by a desire to help people and emphasized the importance of economic development and job sustainability, expressing concern about relying too heavily on tourism.

Alderman Gross, explained that he brought nearly four decades of state and local government experience, particularly in financial management, and wanted to apply that expertise in service to the City.

Mayor Hatem spoke about his background as a physician and his continued commitment to serving the community, noting the connection between public health and local governance.

Alderman Mosteller described her decision to serve as stemming from her experience on the Planning Board and a desire to contribute to the City's future.

Alderman Davis stated that she was motivated by a need for greater transparency and improved communication with citizens, drawing on her background in journalism.

Alderman Kelley explained that her focus is on long-range planning, fiscal responsibility, and maintaining affordability for residents, while also recognizing the role of tourism and the need for a sustainable workforce.

Following introductions, Mr. Nickel explained the roles of those present. He noted that the facilitators would guide discussion, ask questions, and synthesize input into a strategic framework. He emphasized that the Board members' role was to actively participate, share ideas, and think from the perspective of public service and stewardship. He also noted that City staff were present to provide operational context and support throughout the process.

## **2. Introduction to the Strategic Planning Process**

Mr. Adams continued the presentation by introducing the strategic planning process and emphasizing the importance of establishing a strong foundation for the Board's work. He referenced a guiding principle that effective planning begins with understanding current conditions and "confronting the brutal facts" in order to move forward toward future goals. He noted that several Board members had already begun this process through their earlier reflections on their motivations for serving.

Mr. Adams defined strategic planning as an ongoing process through which an organization establishes long-term goals and priorities, determines appropriate actions, and allocates resources to achieve those goals. He emphasized that the process should be continuous and should guide both short-term actions and long-term outcomes. He noted that resources extend beyond funding and include staff time, which he described as a critical factor in achieving results based on the Board's direction.

He further explained that the strategic plan serves as a roadmap for the organization, outlining goals and identifying the steps needed to achieve them. Mr. Adams emphasized that the retreat provided an opportunity for a newly composed Board to align priorities and establish a shared vision for the next three to five years. He stated that clear direction from the Board is essential for City

staff, as it allows them to effectively carry out their responsibilities and make informed decisions consistent with Board priorities.

Mr. Adams also highlighted the Board's role as stewards of the organization and the community, noting the scope of responsibility for a municipality with approximately 85 full-time employees and a population of roughly 4,700 residents, as well as a significant seasonal visitor population.

He then outlined common challenges faced by organizations that do not engage in strategic planning. He described a reactive approach to governance, often referred to as "putting out fires," where focus remains on immediate issues rather than long-term goals. He explained that an overemphasis on short-term priorities can prevent meaningful progress toward broader objectives. He also discussed the issue of poor coordination across departments, often referred to as organizational silos, and noted that a lack of clear strategic direction can lead to conflicting efforts and inefficiencies. Additionally, he emphasized that unclear decision-making processes can hinder effective governance and that a strategic plan should serve as a foundational guide for decision-making.

Mr. Adams stated that the goals of the retreat included creating an environment for open dialogue, establishing a framework for decision-making, and generating new solutions to ongoing challenges, including infrastructure and stormwater issues. He emphasized the importance of identifying and building consensus around three to five key focus areas, noting that past efforts may have produced overly broad lists of priorities. He explained that focus areas should be concise themes that guide the development of more specific strategic goals and objectives.

Mr. Adams then introduced an individual exercise, instructing Board members to complete an anonymous questionnaire included in their materials. He requested that participants provide honest feedback and stated that responses would be collected, reviewed, and redistributed for further discussion. He noted that the group would take a short break following completion of the exercise.

### **3. Individual Questionnaire**

Board members completed an anonymous nine-question individual questionnaire designed to gather honest feedback on various aspects of city operations and strategic priorities. The facilitators collected and redistributed the responses to inform group discussions.

Break

Mr. Adams brought the meeting back to order and read aloud the City of Southport Comprehensive Plan vision statement. He then posed a series of questions to the Board, asking whether they felt the City was currently working

toward achieving that vision. He further asked members to consider what success would look like if the vision were being achieved and how the City would measure progress toward those outcomes. Mr. Adams encouraged the Board to reflect on whether there were clear indicators, standards, or benchmarks in place that would demonstrate movement toward fulfilling the vision outlined in the Comprehensive Plan.

Mayor Hatem started by describing his vision of Southport in more vivid and personal terms. He referenced the natural and historic setting visible from City Hall, including the Cape Fear River, the historic Garrison, the yacht basin, and the City's neighborhoods. He emphasized that Southport is already a "beautiful mosaic" shaped by its scenery, history, and the people who choose to live there. He stated that the role of government is not to redefine that identity, but to support, preserve, and enhance what already exists, ensuring that the quality of life remains strong for residents while continuing to welcome visitors. He highlighted the interconnected role of all City departments, civic organizations, nonprofits, and institutions in maintaining that quality of life, and reiterated the importance of protecting the City's natural resources, particularly the Cape Fear River.

Mr. Adams responded by framing the Board's role as one of facilitation, asking whether the Board sees itself as responsible for guiding and sustaining that quality of life and preserving the City's character.

Alderman Gross agreed with the Mayor's vision but emphasized that it must be supported by clearly defined goals, measurable standards, and accountability. She questioned whether the City is truly achieving its vision and noted that without structured evaluation and performance measures, it is difficult to determine success.

Mr. Adams then posed a direct question about the City's goals, intentionally highlighting that they may not be clearly or consistently articulated. The discussion revealed that while goals may exist in documents such as the comprehensive plan, they are not always readily identifiable or unified in practice.

Alderman Spencer expressed concern that the City's priorities are too focused on serving visitors rather than residents. He argued that Southport has become heavily oriented toward tourism without adequately capturing revenue from it, stating that visitors use City resources without proportionate financial contribution. He suggested that this imbalance places strain on services such as policing and infrastructure and detracts from the City's responsibility to its residents. He characterized the issue as a shift from "integrity" toward "celebrity," emphasizing the need for clearer intent in the City's mission.

Alderman Carroll echoed these concerns, noting that Southport cannot realistically function as a typical small town of 4,700 residents due to the

significant daily influx of visitors. He pointed out that many visitors utilize City services but do not directly contribute to the local tax base in a way that offsets those impacts. He discussed several ongoing challenges, including misconceptions about sales tax distribution, the need for continued protection of natural resources, and the complexities of preserving historic character while avoiding perceptions of regulatory overreach. He also highlighted infrastructure and funding issues, including stormwater management and fire service funding, noting that municipalities often must subsidize services without external support. He added that recent efforts to engage with the business community have improved communication and responsiveness, though challenges remain.

Alderman Mosteller further expanded the discussion by emphasizing the importance of long-term planning, asking what Southport should look like 25 to 30 years in the future. She stressed that decisions made today will shape the City's long-term identity and that preserving its character requires intentional foresight. Alderman Spencer added historical context, explaining that Southport's role has evolved significantly over the past 50 years. Once a central hub for county services, the City now functions differently, and he suggested that it must adapt by focusing on its current role rather than maintaining outdated expectations. He noted the financial burden of maintaining legacy assets and emphasized the need to align responsibilities with present-day realities.

The discussion then shifted to the concept of excellence in government and the public's understanding of municipal operations. Mr. Adams asked what it means to achieve excellence in governance, particularly when citizens may not fully understand the constraints and complexities of local government.

Alderman Davis responded that there is a significant gap in public understanding, stating that most citizen interactions begin with a lack of awareness about what the Board can and cannot do. She described past efforts to improve public education, such as a Citizens Academy, but noted that participation was very low. She outlined the City's existing communication tools, including the website, notifications, and public outreach, but questioned what additional methods could effectively engage residents. She emphasized that without improved understanding, achieving excellence in government is difficult because citizens cannot fully engage with or evaluate decision-making processes.

Alderman Kelley offered a different perspective, suggesting that excellence in government is often reflected by a lack of visible issues. She explained that when services are functioning well and residents are satisfied, there is naturally less public engagement. In her view, increased engagement often signals that something is wrong. She emphasized the importance of maintaining efficient operations, fiscal responsibility, and service delivery in a way that allows residents to enjoy their quality of life without disruption. She also noted that accessibility remains important, describing how residents frequently approach her directly with concerns, which she views as a positive aspect of a small community.

Mr. Adams summarized this perspective as a type of informal "litmus test," where fewer complaints and less reactive engagement may indicate that the City is operating effectively. Alderman Gross added that excellence also requires confidence that the City is delivering services efficiently while maintaining responsible financial management.

The discussion concluded with a recognition that while excellence in governance can be defined in different ways, it ultimately involves balancing effective service delivery, fiscal responsibility, transparency, and community trust, all while acknowledging that it is not possible to satisfy every constituent.

Mr. Adams directed the Board's attention to the questionnaire, specifically asking what aspects of the City of Southport are currently working well from an organizational standpoint. He acknowledged the Mayor's earlier comments about visible strengths but encouraged the Board to consider operations, services, and internal functions.

Alderman Mosteller stated that public safety services, including fire, EMS, and police, are generally functioning well. She also highlighted the Parks and Recreation Department, noting strong programming and well-maintained parks, which she stated are exceptional for a city of Southport's size. She attributed some of these assets to the City's historical role as the county seat, while also recognizing more recent investments.

Alderman Gross emphasized the strength and experience of department heads, noting his firsthand experience working with them and praising the City's efforts to retain employees through competitive benefits, despite some ongoing turnover challenges in police and fire positions.

Alderman Spencer noted that with the transition of the City's sewer system, Public Works has been able to refocus efforts on smaller infrastructure projects. He observed crews actively addressing issues such as sidewalk improvements and stormwater-related work, describing this as progress in catching up on previously deferred maintenance and needed improvements.

Alderman Davis emphasized the professionalism and overall quality of City staff, stating that the City has moved well beyond outdated perceptions of government inefficiency. She described City operations as structured and process-driven, particularly in hiring and personnel management. She also acknowledged past challenges with turnover in the city manager position but stated that the City is now in a strong position with current leadership, noting that the City Manager has built a reliable and competent staff capable of effectively supporting the Board.

Alderman Kelley credited the City Manager's leadership in advancing both internal operations and community outreach. She noted that staff are not only progressing

on projects but are also improving communication and engagement with the public, which she described as valuable in strengthening trust and accessibility.

Mr. Adams then shifted the discussion to defining success, asking Board members to consider what indicators, over the next three to five years, would demonstrate that the City is in a strong and healthy position.

Alderman Davis expressed concern that the City is not currently in a strong and healthy position, citing external constraints that limit local control. She referenced state-level regulations and legislative actions that restrict the City's ability to manage development, infrastructure, and environmental protection. She noted that many significant issues, including dredging and sewer capacity regulations, are outside of the City's control, leaving the Board with limited influence beyond advocacy efforts such as resolutions and communication with legislators. She also raised concerns about traffic impacts and infrastructure strain resulting from regional growth.

Mr. Adams acknowledged this perspective, noting that many local governments feel their ability to control their own future is increasingly limited by external forces.

Alderman Gross agreed that the City faces significant challenges, particularly as a small municipality with limited financial resources. He noted that Southport has one of the higher municipal tax rates in the county and expressed a desire to see that reduced over time.

Alderman Mosteller also acknowledged the City's unique position as a destination and regional hub, which requires it to provide services at a level disproportionate to its population, creating ongoing financial pressure.

Mr. Adams expanded on this point, recognizing that Southport experiences the impacts of growth and development occurring outside its municipal boundaries without having control over those decisions.

Alderman Mosteller reiterated that the City must effectively operate as though it serves a much larger population, given the daily influx of visitors and surrounding residents, and acknowledged that this creates a long-term challenge in balancing service demands with tax burdens.

Mayor Hatem responded by describing Southport as the "downtown of Brunswick County," noting that its attractiveness naturally draws visitors. He characterized this as a positive challenge and emphasized the importance of finding ways to better capture and distribute revenue generated by that activity, particularly through improvements to sales tax allocation. He stressed that the financial burden of supporting a much larger effective population should not fall solely on City residents. At the same time, he emphasized the importance of supporting

local businesses and maintaining economic vitality, encouraging the Board to focus on solutions and opportunities rather than dwelling on constraints.

Alderman Carroll stated that success should ultimately be measured by the satisfaction and quality of life of Southport's residents. He distinguished between residents and those living outside City limits who utilize City services without directly contributing to the tax base. He acknowledged the challenges created by this dynamic but emphasized the importance of maintaining a reasonable and stable approach to taxation. He noted that success could be reflected in fewer complaints and a general sense of satisfaction among residents, noting that most engagement tends to come in the form of concerns or issues rather than positive feedback.

Mr. Adams noted that public engagement often occurs when individuals are dissatisfied, reinforcing the idea that a lack of complaints can sometimes serve as an informal indicator of effective governance.

Alderman Spencer reflected on his background in political science, noting the contrast between theoretical governance and real-world application. He stated that excellence in government should involve interpreting the wants, needs, and desires of constituents and translating those into effective policies. However, he emphasized that Southport faces a unique challenge due to significant population turnover, with many residents having lived in the City for only a short period of time. He explained that this dynamic creates difficulty in establishing consistent direction, as elected officials must balance input from newer residents with the historical perspective of long-term families. He described this as an ongoing struggle to reconcile varying expectations while maintaining a clear path forward.

Alderman Davis followed by emphasizing the importance of fully understanding the current reality before attempting to shape the future. She noted that poverty exists within Southport, even if it is not always visible, and highlighted the challenges faced by residents on fixed incomes. She explained that increases in property taxes or fees can have significant impacts on those individuals, forcing difficult financial decisions. She stressed the importance of compassion in governance, stating that policies should not inadvertently force residents to make sacrifices simply to remain in the community. She expressed her vision for Southport as a place where all residents can afford to continue living.

Alderman Mosteller responded by acknowledging that while this vision is desirable, the City's ability to address such issues is often limited by state-level constraints. She emphasized that legislative limitations restrict the City's flexibility in responding to financial and policy challenges. She referenced the Comprehensive Plan as an existing guiding document for the City's direction and expressed confidence in its framework. She further noted the importance of regional collaboration, stating that working collectively with neighboring jurisdictions could strengthen the City's voice and improve its ability to advocate

for needed changes at the state level.

Mr. Adams concluded this portion of the discussion and transitioned the meeting into the SWOT analysis exercise.

BREAK

#### **4. Group SWOT Analysis**

Mr. Adams noted that while the Board had engaged in productive dialogue, it was important to begin moving toward defining goals, policies, and actionable steps. He explained that some overlap with earlier discussion was expected but emphasized the need to organize those ideas more intentionally.

He provided a brief overview of the SWOT framework, explaining that it is used to evaluate factors that affect an organization's performance. He clarified that strengths and weaknesses are internal factors, while opportunities and threats are external. He provided examples, noting that a strong fund balance would be considered a strength, while staff turnover could be a weakness. External factors such as economic growth could present opportunities, while legislative limitations on municipal authority could be considered threats.

Mr. Adams explained that the Board would now begin identifying these elements collectively, building on prior discussion and individual questionnaire responses, and that this exercise would serve as a foundation for the City's strategic plan. He initiated the discussion by asking the Board to identify current strengths of the City.

Initial strengths identified included the leadership of the City Manager and staff, the historic and cultural character of the City, and the institutional knowledge of the Board, particularly among long-serving members with deep ties to the community. Mr. Adams also pointed to the City's physical setting, noting the natural beauty visible from City Hall as a defining strength.

Alderman Davis emphasized public safety and community comfort as key strengths, stating that residents and visitors feel safe walking throughout the City, including at night. She described Southport as a place where people know one another, creating a strong sense of community that is increasingly rare in other areas.

Alderman Kelley expanded on this idea, describing a continuity of community across generations. She noted that both past and present experiences reflect a level of trust and familiarity that allows children and families to move freely throughout the City, reinforcing a strong sense of safety and connection. She acknowledged that maintaining this environment will become more challenging as growth continues.

Alderman Davis further described the City's village-like atmosphere, noting small but meaningful indicators such as residents leaving lights on and the familiarity among neighbors. She characterized these qualities as representative of the type of community many people seek but cannot find elsewhere.

Alderman Gross identified consensus among Board members on key issues as a strength, citing agreement on topics such as sales tax distribution, the need for a fair fire tax fee structure, and other financial policies. He noted that this shared understanding allows the Board to present a unified position when advocating for change.

Alderman Mosteller highlighted the City's financial progress, particularly efforts to strengthen the fund balance and develop capital improvement planning tools, as important organizational strengths that support long-term planning and service delivery.

Mr. Adams emphasized the importance of aligning planning efforts, including the Comprehensive Plan, strategic planning, and budgeting, noting that resource allocation should reflect identified priorities.

Additional strengths discussed included the City's parks and recreational facilities, access to green space, and overall quality of public amenities.

Mayor Hatem summarized the City's strengths by describing Southport as comparable to a "Mayberry," emphasizing its small-town character, long-standing community ties, and blend of established residents and newer generations. He noted that while the City is not without challenges, its strong sense of identity and community provides a solid foundation for addressing those issues.

Alderman Davis suggested that the City's identity as a village-like community could be further embraced, noting that its character and atmosphere are central to its appeal.

Alderman Kelley added that Southport's small businesses are also a key strength, contributing both to the local economy and the overall character of the City.

Mr. Adams then began transitioning the discussion toward identifying organizational weaknesses.

Alderman Spencer responded that one of the City's weaknesses is the lack of an economic model that supports generational sustainability within the community. He explained that Southport does not currently offer enough stable, higher-paying employment opportunities to allow younger generations to remain in the City, build careers, and afford housing locally. He contrasted that concern with earlier generations who had access to more sustainable employment and stated that

many young people who grow up in Southport now leave for college or work and do not return. Mr. Adams clarified that Alderman Spencer was referring to the difficulty of creating conditions that would allow people raised in Southport to remain there as adults, and Alderman Spencer confirmed that concern.

Alderman Gross added that a significant weakness is the gap between the City's needs and its available revenues. He noted that Southport has many unmet needs, particularly in infrastructure and service delivery, but does not have sufficient funding sources to address them all. He referenced recurring concerns discussed earlier in the retreat, including sales tax distribution, food and beverage tax authority, and the sustainability of the fire fee structure, and stated that the City's financial obligations exceed its current revenue capacity.

Alderman Carroll stated that he continues to struggle with what Southport's economic strength should be and questioned what kinds of jobs the City should seek to support or attract. In response, Alderman Spencer pointed to the City's broader geographic advantages, including proximity to a major port, transportation infrastructure, and nearby industrial assets, arguing that Southport could position itself to attract small-scale technical or entrepreneurial industries. He expressed concern that the City has historically marketed itself primarily as a seaside destination rather than as a place where employers and families can establish long-term roots. He further argued that the local service-oriented and retirement-based economy does not contribute enough to municipal sustainability, noting that some sectors generate private income without producing corresponding tax revenue that directly supports City government.

Alderman Carroll continued that discussion by stating that tourism had often been viewed as a clean industry, but that his understanding of its effects had changed over time. He said that visitors and outside users place demands on Southport's infrastructure and public resources, and that this impact is not limited to traditional tourists. He specifically referenced outside users from surrounding areas as contributing heavily to those demands.

Alderman Kelley distinguished between overnight visitors who stay in Southport and spend money in local businesses, and "day trippers" who come into the City for the day but do not contribute in the same way. Speaking from her experience as a hotel owner, she explained that overnight guests support restaurants, tours, and other local businesses, and also contribute through occupancy taxes. She stated that those visitors should not be viewed the same as day users from outside the City who place demands on services without comparable financial contribution. She stressed that true tourism and day-use traffic should not be treated as identical issues.

Mr. Adams then shifted the discussion to opportunities, explaining that these are external factors that may positively affect the City. Alderman Kelley identified Southport's relationships with county and state legislators as an opportunity.

Alderman Mosteller added that the City could benefit from stronger liaison relationships with the county, particularly in the areas of economic development and planning, stating that a more intentional connection could help Southport address some of the larger regional issues affecting it.

Alderman Mosteller stated that she would like to see the City have a liaison to the County, specifically with the planning, as an opportunity to discuss some of the prior conversations.

Mr. Adams then asked Alderman Spencer to elaborate on his earlier comments regarding job creation and geographic opportunity. Alderman Spencer stated that Southport's location near transportation corridors, industrial properties, the port, and other regional assets presents opportunities for more diverse economic development. He suggested that small-scale business operations, technical industries, or other employer-based ventures could be viable if Southport more deliberately marketed itself for that purpose. He emphasized again that the City's current model is too heavily tied to service-based and retirement-driven activity, which he argued does not create the long-term economic base needed for municipal sustainability.

Alderman Spencer also returned to the issue of monetizing the use of City resources by non-residents, expressing frustration that Southport has not taken stronger action to capture more revenue from visitors and outside users. He referenced examples from other communities where parking and access are more tightly controlled and suggested Southport has been reluctant to do the same.

Alderman Kelley responded that one major opportunity would be obtaining authority to pursue a prepared food and beverage tax. She explained that such a tax could help shift some of the financial burden away from the City's residents and onto the broader population using local businesses and amenities. She also pointed to possible reforms in the fire fee structure as another opportunity to reduce pressure on property taxpayers. Alderman Davis cautioned, however, that the City cannot even put such a tax before voters without approval from the State, and noted that those efforts have thus far been unsuccessful.

Alderman Carroll stated that economic development remains a difficult balancing issue because the same small businesses the City wants to support are often hesitant about added fees or policy changes such as a prepared food tax or paid parking. He said the City must carefully weigh how to encourage business growth without creating disincentives for the very businesses it hopes to attract and retain.

Alderman Kelley responded that some business owners may be more open to those proposals once they better understand how the revenue would be used and how the structure would apply fairly. She explained that education has been a major part of the issue and noted that, as with occupancy taxes, the process could

become more understandable once properly explained. Alderman Mosteller agreed, stating that even a small prepared food tax could generate meaningful revenue without significantly affecting customer behavior, and she suggested better education for local businesses could help build support. Alderman Spencer countered that such taxes would still be paid by residents as well, and therefore would not fall solely on visitors. Alderman Kelley responded that dining out is a discretionary expense and therefore differs from property taxes or utility costs, which residents must pay regardless.

As the discussion moved into threats, Mr. Adams noted that many of them had already surfaced in earlier conversation and remarked that opportunities and threats can sometimes be two sides of the same issue, depending on perspective. He identified one major threat as the City's limited ability to control its own future due to state and federal constraints on municipal authority. The Board generally agreed that this issue had repeatedly arisen throughout the retreat.

Board members also identified growth pressure, development impacts, and increasing demands from outside users as major threats. Alderman Mosteller acknowledged those as real concerns. Mayor Hatem agreed and stated that overdevelopment, stormwater issues, traffic, and the obligation to provide services to a much larger effective population all present significant threats. He also emphasized that funding remains a constant concern, regardless of whether revenue is pursued through taxes, fees, or other mechanisms.

Mr. Adams raised the issue of infrastructure control, particularly as it relates to sewer capacity, and asked whether the City's lack of direct control in that area should be considered a threat. Alderman Kelley noted that the County's possible need for a moratorium due to sewer capacity interpretations could directly affect Southport. Mayor Hatem responded that while regionalization had been the right decision and created opportunities, outside regulatory requirements regarding permitted versus available capacity now present challenges that need legislative correction. Alderman Davis added that such a moratorium could delay expected growth and the associated property tax revenue from developments such as Indigo Phase II and other annexed properties, thereby affecting future budget planning.

Alderman Gross shared information he had recently gathered regarding Indigo Phase 11, explaining that infrastructure is not expected to be complete until 2027 and that significant property tax revenue from that project may not materialize until 2028 or later. He cautioned that the City would need to be conservative in its future revenue projections, especially given the uncertainty surrounding development timelines and outside regulatory constraints.

Alderman Mosteller also raised social media as a threat, stating that it often has a negative impact on staff and can at times be debilitating to the City's work. Alderman Gross agreed with that concern, referencing his own recent experience

with contentious public discourse during the election cycle.

Mr. Adams then paused the discussion and stated that the group had been working steadily for approximately an hour and a half. He called for a short break before resuming the remaining exercises later in the session.

## **5. Identification of Focus Areas**

Mr. Adams returned the group's attention to the strategic planning framework and explained that the retreat had been building toward identifying the City's focus areas. He revisited the hierarchy of the strategic planning process, explaining that it consists of three levels: focus areas, strategic goals, and objectives. He stated that focus areas are short phrases that broadly capture shared themes, strategic goals identify specific initiatives the City hopes to achieve, and objectives are the concrete action steps taken to accomplish those goals. By way of example, he explained that a focus area could be public access to recreational opportunities, a strategic goal under that theme could be acquiring land for new or expanded parks, and an objective could be applying for a PARTF grant. He emphasized that, at this stage, the Board's task was to remain at the highest level and identify the broad focus areas that should structure the strategic plan.

Mr. Adams then asked the Board to consider the themes that had consistently emerged throughout the day's discussions, including the questionnaire responses, the group dialogue, and the SWOT analysis. He identified fiscal sustainability and revenue diversification as one of the clearest recurring themes and asked whether the Board agreed that it should be treated as a focus area. The Board generally appeared to agree.

BREAK

## **6. Achieving Success**

Mr. Adams then directed members to write down what success would look like under that focus area and asked them to think about what the City Manager should be doing over the coming month to move the City toward fiscal sustainability and diversified revenue sources.

City Manager Saldo responded by noting that the discussion reflected a wide range of views about revenue strategy. He stated that the Board could continue on its recent path of tax increases in order to address major projects, or it could reduce expenditures by cutting programs and departments, or it could seek some combination of both. He explained that the central question for the upcoming budget cycle is how the Board wants to strike that balance. He framed the issue as a matter of tax policy and expenditure policy working together, asking what level of taxation the Board is willing to support and how that decision should shape service levels, capital projects, and operational spending. He noted that the

City currently has meaningful control over only one revenue source and that, while staff can continue to advocate for broader taxing authority and other reforms, the Board must decide how it wishes to proceed with the tools currently available. He stressed that the question is not merely a granular budget exercise, but a broader policy determination about where the Board wants to position the City over the next year in terms of both fiscal stability and service delivery.

Mayor Hatem commented that the City Manager's remarks were a strong summary of the issue and said he appreciated the way the question had been framed. He referenced prior years when Southport had pursued what was described publicly as a "lean and mean" budget approach and had gone several years without raising taxes, but noted that the City later found itself behind. He stated that while it is important to meet present needs, it is equally important to look ahead and plan for the future. He cautioned against taking an overly rigid approach focused solely on avoiding tax increases or reducing taxes, stating that such an approach may not be appropriate for a growing city with significant needs. He emphasized that Southport has a strong and growing tax base, pointing to the increasing value of local property, and said that future planning requires revenue. He concluded that the City should be thoughtful and judicious in its approach, but should not avoid necessary revenue decisions if the goal is to maintain excellence and prepare for future demands.

City Manager Saldo continued the discussion by emphasizing the scale of the City's long-term financial challenges, particularly related to infrastructure. He noted that while the City is currently in a strong operational position and did not need to raise taxes in the prior budget cycle, significant needs remain ahead. He referenced the estimated \$60 million in stormwater infrastructure needs and explained that the City has limited options to address those costs, primarily relying on its existing tax authority, potential bonding, and pursuit of grants. He stated that even if the City were to utilize its entire fund balance, it would not be sufficient to address a substantial portion of those needs. He stressed that any future bonding efforts would require dedicated revenue streams to support repayment and that the City must take a comprehensive, long-term approach to balancing operational needs with infrastructure investment. He added that future budget cycles will likely require increased focus on infrastructure funding, whether through use of fund balance, operational adjustments, or identifying new revenue sources.

Alderman Carroll stated that the City must begin planning further into the future rather than approaching each budget cycle as a standalone discussion. He emphasized that long-term planning is essential to ensuring the City's sustainability and compared it to planning for personal responsibilities such as education and family needs. He noted that one of the most difficult aspects of governance is engaging in honest conversations with constituents about priorities, particularly when different groups place value on different services. He explained that while some residents may advocate for cutting certain programs, those same

programs may be essential to others. He highlighted Parks and Recreation as an example, noting that while some programs may generate revenue or break even, others require support, and that opportunities such as sponsorships could help offset costs. He emphasized the importance of balancing service delivery with fiscal responsibility and stated that eliminating services entirely to reduce taxes would not be a practical or effective solution.

Alderman Mosteller suggested that the City pursue the Government Finance Officers Association Distinguished Budget Presentation Award as a way to strengthen long-term financial planning and transparency. She explained that achieving this recognition would require development of a multi-year financial plan, which would provide greater clarity for both the Board and the public. She noted that several municipalities in the region have already implemented similar practices and stated that it would help establish a more structured and forward-looking budgeting process.

City Manager Saldo responded that the City has already begun laying the groundwork for that effort through the implementation of new financial software. He explained that the system includes tools designed to support the development of a GFOA-compliant budget document and would allow the City to incorporate detailed financial data and long-term projections. He added that the system would also improve transparency by providing real-time access to revenue and expenditure data through an online dashboard, allowing both the Board and the public to monitor financial performance more closely. He stated that this approach would strengthen internal processes while also improving public understanding of the City's financial position.

Mr. Nickel noted that Alderman Mosteller's comments aligned with the structure being developed for the strategic plan, with fiscal sustainability as the focus area, long-term financial planning as a strategic goal, and achieving the GFOA designation as a potential objective. He encouraged additional Board members to share their perspectives on the importance of long-term financial planning in order to better understand the level of consensus on that issue.

Alderman Kelley stated that long-term planning should extend beyond financial considerations and be applied broadly across City operations, including parks, facilities, and overall infrastructure. She emphasized that the City must look beyond single-year budgeting and consider future obligations, including upcoming capital expenditures and debt service. She noted that certain existing debts will be coming off the books in the near future, while other major projects may require new borrowing, and cautioned that without proper planning, these financial pressures could converge at once. She stressed that infrastructure needs, particularly sidewalks and road conditions, require immediate attention and, if not addressed, could lead to liability issues for the City.

Alderman Gross suggested exploring internal efficiencies and cost-saving

measures, including implementing an employee suggestion program with incentives tied to measurable savings. He also raised concerns about potential duplication of services, specifically referencing senior programming offered both by the County and the City, and suggested ensuring coordination rather than redundancy. He identified opportunities to generate additional revenue through Parks and Recreation, including sponsorships and advertising within City facilities, and questioned whether existing opportunities have been fully utilized. He also highlighted the City's overtime expenditures, noting that approximately \$348,000 had been spent in the prior year, and recommended evaluating staffing models, scheduling practices, and cross-training opportunities to potentially reduce those costs. He emphasized that addressing the City's financial challenges would require multiple strategies rather than a single solution.

Alderman Davis remarked that while the Board frequently generates ideas, it often fails to follow through with implementation. She described a pattern in which discussions lead to initial momentum but ultimately stall without action. She cited the example of signage and sponsorship opportunities within the City Gym, noting that prior discussions had not resulted in concrete outcomes. She emphasized that the Board must take responsibility for ensuring that ideas are carried through to completion and that staff are supported in implementing those initiatives. Alderman Gross added that even relatively small revenue opportunities, such as facility advertising, could contribute meaningfully when combined with other efforts, and reiterated that a comprehensive, multi-faceted approach would be necessary.

Mayor Hatem noted that some of the topics being discussed, including the City Gym signage, had recently been addressed in the City newsletter. He used this as an example of the broader issue of communication and awareness, observing that even within the Board there may be gaps in shared information. Alderman Davis acknowledged that while she was aware of the topic, her concern was more focused on the lack of follow-through at the Board level. Alderman Spencer added that Board members should not have to rely solely on newsletters to stay informed and expressed concern about communication processes.

Mr. Adams then returned the discussion to the development of focus areas for the strategic plan. He confirmed that there appeared to be general consensus around fiscal sustainability and revenue diversification as a primary focus area. He then proposed an additional focus area centered on community character and quality of life, noting that these themes had been consistently referenced throughout the day's discussions.

Alderman Spencer cautioned that while identifying focus areas is important, the policies adopted by the Board must align with those goals. He expressed concern that certain regulations, particularly related to development and the historic district, may unintentionally limit growth and economic potential, thereby undermining stated objectives.

Alderman Mosteller responded by referencing the Comprehensive Plan, noting that the City's priorities, as identified through public input, include protecting environmental resources, managing growth, and preserving historic and cultural assets. She emphasized that these elements are not only reflective of community values but also serve as economic drivers. She stated that these priorities should guide the Board's decision-making and be reflected in the strategic plan.

Mr. Adams acknowledged the connection between the Comprehensive Plan and the strategic planning process, noting that overlap between the two is expected and appropriate, as both are rooted in community input and long-term vision.

Mr. Nickel clarified that the order in which focus areas were being discussed did not indicate priority, and that the Board would have an opportunity to refine and organize them later.

Mr. Adams continued the discussion by asking whether there was consensus around community character and quality of life as a focus area, including elements such as historic preservation, environmental considerations, and the City's small-town character. He then suggested that environmental stewardship and natural resource protection could be considered either as part of that focus area or as a separate one, given its significance to the City's identity and quality of life.

Alderman Kelley stated that environmental stewardship is deeply tied to daily life in Southport and described the waterfront as a place of personal and community significance. She noted that ongoing waterfront stabilization efforts may alter the appearance of the shoreline somewhat, but emphasized that the purpose of the project is to protect the City's natural assets. She also referenced storm impacts, including locations where roads had washed out during past storms, and explained that in at least one area the City was able to work with the Department of Transportation to replace culverts with a bridge, which better supports water flow. She stated that similar improvements could help address broader stormwater issues throughout the City. She also emphasized the importance of the tree canopy, noting that Southport has adopted tree protections that are not available at the county level, and stated that these protections help preserve both the character and environmental health of the City. She further discussed dredging as both an opportunity and a threat, distinguishing between beneficial maintenance dredging and larger dredging proposals that could negatively affect Southport and neighboring waterfront communities. She added that hurricane preparedness is also an important part of environmental stewardship and said that the City's fund balance must remain strong enough to respond to those types of emergencies.

Alderman Gross stated that he strongly supported including the environment and natural resources as a focus area. He referred to several parts of the City as its

"crown jewels," including the Yacht Basin, the waterfront along Bay Street, and Franklin Square Park, and stated that protecting and maintaining those places is essential for residents and visitors alike.

Mr. Adams stated that infrastructure had been referenced repeatedly throughout the day and observed that it touches nearly every other area of discussion. He suggested that infrastructure may be better woven throughout the various focus areas rather than treated only as a stand-alone category, though he invited the Board to respond if they believed it should also remain distinct.

Alderman Kelley responded that she believed infrastructure needed to be both integrated across the focus areas and treated as a major issue in its own right. She identified sidewalks, stormwater, and streets as key infrastructure concerns, noting that the City has already begun addressing some sidewalk repairs but still faces substantial needs. She stated that stormwater remains a significant issue throughout the City and pointed out that some parts of the system were never fully connected or built out. She also described the condition of many roads as poor and said that while staff have done a good job with temporary repairs, the City is not equipped to handle large-scale paving on its own. She later added the electric grid as another critical infrastructure issue, referencing ongoing undergrounding efforts and the need for long-term redundancy and planning. She emphasized that the City must take a strategic, phased approach so that each investment fits into a broader plan rather than being handled piecemeal.

Alderman Spencer stated that infrastructure issues are interconnected and warned that addressing one problem without accounting for another can create unintended consequences. He explained that road construction can function like a dam if drainage is not properly considered, causing water to back up into neighborhoods. He said this is part of the City's dilemma, as newer areas have more advanced stormwater systems while older parts of Southport do not, and catching older neighborhoods up to current standards is both difficult and expensive.

Alderman Carroll expressed concern that the City is already operating at what some view as a high tax rate and still is not fully addressing these infrastructure needs. He questioned how the City can realistically fund major capital needs under those circumstances.

Mr. Adams acknowledged the difficulty of that question and responded that the best answer is long-term planning and consistency from the Board in identifying and investing in priorities. He noted that many of the current costs stem from years of development decisions that did not adequately account for issues such as stormwater, and said the City is now dealing with those consequences. He added that improvements in revenue diversification could eventually support infrastructure investment, but emphasized that it will require sustained planning and alignment over time.

Mr. Adams then asked whether sustainability or managed growth should stand as its own focus area or be integrated into other areas. He clarified that, in this context, he meant sustainability both in terms of generational sustainability and in terms of whether current development patterns are creating future liabilities. He also raised public safety as another theme that had surfaced repeatedly during the retreat.

Alderman Spencer responded that changing traffic patterns and increased activity in town have affected public safety concerns, particularly because the City now sees so many people coming and going that it is harder to distinguish between local residents and outsiders. He stated that police activity has increased in recent years and suggested that the demands of policing a destination community are different from those of a town serving only its local population.

Alderman Carroll added that public safety should include both police and fire services. He stated that the City has been reactive in addressing traffic patterns, and that some interventions have simply shifted heavy traffic into other neighborhoods, particularly areas such as Fodale Avenue, Park Avenue, and Stuart Avenue. He also reiterated his strong support for fire and EMS services, stating that the City must identify reliable ways to fund them. He questioned what the cost would be to the City if it did not operate within a fire district structure and observed that, given Southport's continuing growth, the City would likely still need to maintain substantial resources regardless. He emphasized that the challenge is not unique to Southport and suggested that the City should continue working with county officials and using its regional relationships to pursue a better long-term funding solution.

Alderman Kelley explained that the fire fee at the district level is already capped and cannot be increased without authorization from the State. Mr. Adams acknowledged that this issue has surfaced across the county and is a concern for multiple municipalities. Alderman Mosteller added that other municipalities in Brunswick County also subsidize their fire operations, citing examples from Shallotte and Oak Island, and indicating that Southport is not alone in facing this type of financial pressure.

Mayor Hatem discussed the importance of funding essential public safety services, emphasizing that fire, EMS, and medical services are fundamental responsibilities of local government. He noted that Southport is uniquely positioned with a hospital, originally established in 1930, and highlighted the long-standing hospital tax, which has provided a stable funding source for decades at a rate of four cents per \$100 valuation.

Mayor Hatem explained that this tax was established through legislative approval followed by a public referendum in the 1970s, when residents chose to tax

themselves to preserve the hospital. He described the hospital tax as a successful model of community-supported funding and suggested that a similar approach could be considered for fire services in the future.

He further emphasized the importance of long-term planning, noting that previous boards made forward-looking decisions, such as constructing the current fire station, which continues to meet the City's needs today. He stated that the Board must take a similar approach, considering not only current needs but also planning for the next 5, 10, and 25 years to ensure continued service excellence.

Alderman Davis asked for clarification regarding the hospital tax, specifically whether it was classified as a tax or a fee and what approvals were required to implement it.

Mayor Hatem confirmed that the hospital tax is a tax that required authorization from the State Legislature, followed by voter approval through a referendum. He explained that the current authorization, approved in 2000, is set for a 30-year period and will require renewal in 2030.

Alderman Kelley asked whether the hospital tax applies only to Southport residents.

Mayor Hatem clarified that the tax applies to a defined district within Smithville Township, not exclusively the City, and noted that expanding the service area would require additional legislative action and another public vote. He explained that previous efforts to expand the district were not pursued due to concerns about voter approval at the time.

## **7. Next Steps**

Danny Adams brought the discussion back to the strategic planning framework, noting the group had identified four primary focus areas: fiscal sustainability and revenue diversification, community character and quality of life, infrastructure, and public safety. He suggested that environmental stewardship, which had been discussed throughout the day and reflected in the Comprehensive Plan, could be incorporated under community character and quality of life.

He asked whether additional themes had not yet been captured and raised community engagement and transparency as potential focus areas, noting these had been identified in participant questionnaires.

Alderman Mosteller suggested framing this concept more broadly as "strengthening governance, partnerships, and accountability," aligning with language in the Comprehensive Plan.

Alderman Davis supported the concept and emphasized the importance of strengthening partnerships with neighboring municipalities, noting that shared challenges could be addressed more effectively through collaboration and would strengthen advocacy efforts at the county and state levels.

Alderman Kelley highlighted existing regional coordination efforts, including mayoral meetings, interactions with county commissioners, and participation in regional organizations. She noted that collaboration across jurisdictions is critical, as growth and infrastructure impacts extend beyond municipal boundaries.

Alderman Mosteller added that regional manager meetings also contribute to strengthening intergovernmental partnerships.

Danny Adams then summarized the discussion and asked for consensus on five focus areas:

- Fiscal Sustainability and Revenue Diversification
- Community Character and Quality of Life
- Infrastructure
- Public Safety
- Governance, Partnerships, and Accountability

General agreement was indicated by the Board.

Mr. Nickel invited feedback on wording and structure to ensure clarity moving forward.

Mr. Adams outlined the next steps in the strategic planning process, stating that he and his team would compile a summary report of the day's discussions and develop a simplified strategic plan document intended to be accessible to both the Board and the public.

He emphasized that the strategic planning process is ongoing and requires continued evaluation, discussion, and adaptation. He encouraged the Board to remain engaged in long-term thinking and to commit to implementing the ideas discussed.

He also highlighted the role of staff, noting that while the Board sets policy direction, staff are responsible for implementation, and collaboration between the two is essential for success.

Mr. Nickel noted that the facilitators had been documenting the discussion in real time and would incorporate those notes into the final materials.

The facilitators thanked the Board and staff for their participation and constructive dialogue.

## **8. Legislative Goals**

As the discussion turned to legislative priorities, City Manager Saldo stated that, in addition to the strategic focus areas, it would be important for the Board to identify and summarize its legislative goals so staff could continue advocating for them at the county, state, and federal levels. He said that while many of those priorities may be familiar, it would be helpful to clearly articulate them as part of the City's broader planning efforts.

Alderman Davis began by stating that one of her primary legislative goals was to continue pursuing authority for a referendum on a prepared meals and beverage tax. She also said the City should continue working with the Legislature on zoning-related matters, particularly changes to down-zoning laws, which she believed could significantly affect Southport. She added that de-annexation should also be addressed, stating that she was frustrated by repeated threats of de-annexation whenever difficult issues arise and that any such process should be thoughtful rather than reactionary.

Mayor Hatem suggested going around the table so each Board member could state legislative priorities.

Alderman Kelley stated that she also supported pursuing authority for a prepared meals tax, but emphasized that this is not only a legislative issue and should also involve continued education and conversation with local business owners so they better understand the proposal and its effects. She also identified the regional dredging issue as a major priority, stating that the Legislature should understand that the City is not opposed to larger vessels in principle, but is deeply concerned about the impacts deeper dredging could have on Southport and other river communities. She further stated that funding assistance for the old courthouse should be pursued as the City moves through planning and renovation of that historic building.

Alderman Mosteller stated that she would like the City to seek more flexibility from the Legislature in helping residents who are struggling financially. She noted that current state law allows certain elderly residents below a very low income threshold to receive relief on property taxes, but said the eligibility level is so limited that it leaves many people just above that threshold without assistance. She stated that the City does not currently have meaningful tools to respond to those situations and that greater local flexibility would be helpful. She added that many of the other legislative priorities had already been mentioned and said she would continue to think about additional items.

Alderman Gross stated that he supported pursuing the prepared food and

beverage tax, reforming the sales tax distribution formula, and establishing a fair and sustainable fire tax structure that does not require city residents to subsidize service outside the city limits. He said many of these are longstanding issues, but emphasized that the Board appears to have clear consensus on them. He also stated that the City should continue building relationships with county commissioners and key legislators, including Senator Rabon and Representative Miller, and should seek state support for renovation of the old courthouse, which he said could become a fitting long-term home for the Police Department.

Alderman Spencer agreed that the courthouse is a major issue that will require outside assistance, both for renovation and long-term maintenance, particularly because of its history as a county asset. He also stated that road and drainage issues should remain legislative priorities, pointing to the Moore Street bridge as an example of how transportation improvements can also help resolve drainage problems. He said the City should continue working with the State on road design, drainage, and traffic routing, including better ways to move vehicles into and out of Southport so traffic does not continue to funnel through the same limited corridors. At the same time, he cautioned against relying too heavily on the Legislature to solve all of the City's problems, stating that the Board should also remain focused on taking action where it has local control, even when those decisions are difficult.

## **9. Board Comments and Any Additional Items Not Already Addressed**

During board comments and discussion of additional items, City Manager Saldo invited the Board to raise any remaining issues, whether strategic, operational, or procedural, that had not yet been addressed during the retreat. He stated that this was an appropriate opportunity to provide direction to staff and discuss any outstanding concerns.

Alderman Kelley raised the issue of the Planning Board vacancy and asked for clarification regarding the Board's prior discussion about whether to proceed with filling the seat now or wait until the larger pool of appointments expected in June. She stated that she had understood from the last Board of Aldermen meeting that the City would wait and wanted to know whether that remained the consensus, particularly since the vacancy had already been advertised.

Alderman Davis responded that she had made a motion at the prior meeting to repost the vacancy in order to encourage additional applications. She noted, however, that she did not believe the current retreat had been advertised as a meeting at which a final decision on the appointment would be made. City Manager Saldo clarified that any duly advertised meeting could include discussion and direction on such matters, and stated that staff needed clearer guidance because he had heard differing opinions from Board members about whether to proceed now or wait until June.

Alderman Davis stated that there were now additional applications on file and that four Planning Board meetings would occur before the unfilled term would expire in June. She expressed the view that the Board should move forward now in filling the vacancy and then address the other upcoming Planning Board terms in June. She also suggested that the Board consider a policy under which applicants who are not selected could keep their applications active without having to restart the process.

Alderman Carroll stated that he was comfortable filling the seat now and agreed that there was no reason to wait. He added, however, that anyone who had previously interviewed and still wished to be considered should be re-interviewed, stating that more recent interviews can sometimes carry an unfair advantage simply because they are fresher in the minds of Board members.

Alderman Mosteller stated that she did not believe the Board should arbitrarily shorten anyone's appointed term in order to fit a revised schedule. She noted that members had been appointed to full terms and said she believed the City should simply fill vacant positions according to the ordinance and, if needed, use future appointments to make any adjustments to staggering.

Alderman Davis emphasized that the ordinance already provides the framework for handling vacancies and term expirations, and stated that the Board should follow it as written. She noted that a person appointed to fill a vacancy serves only for the remainder of that term and said the current ordinance is clearer than the older system, which had led to confusion about expiration dates.

City Clerk Deviney explained that staff had reviewed past minutes and confirmed that Fred Fiss had been appointed to a full three-year term in 2023, meaning that his term expires in June 2026. City Manager Saldo stated that, based on the minutes and prior appointments, both Fred Fiss' seat and the former member Kevin Locklin's seat would expire in June, in addition to the alternate seat. Alderman Davis stated that, in her view, nothing had changed and that the Board simply needed to apply the ordinance consistently.

Alderman Kelley sought clarification that the interviews now being conducted for the Kevin Locklin vacancy would be for a term lasting only until the end of June and that the person appointed would need to reapply if they wished to serve beyond that point. It was confirmed that this was correct.

The discussion then shifted to broader procedural concerns. Alderman Mosteller stated that she had difficulty hearing portions of the prior Board meeting while participating remotely and said she would not attend remotely again if she could avoid it. She also expressed concern about the practice of removing items from the agenda at the beginning of a meeting, stating that while it may be allowed procedurally, it creates confusion, consumes time, and can feel like an ambush to Board members who have prepared for the published agenda. She stated that in

her view, it would be better to allow an item to remain on the agenda and then table it when it comes up, rather than have extended discussion during agenda approval.

Alderman Davis asked for clarification on how that would work procedurally and whether an item could still be tabled once the agenda had been approved. City Manager Saldo responded that the Board could handle it either way. He explained that an item can be removed during agenda approval or left on the agenda and tabled when reached, and that retaining it on the agenda does not obligate the Board to vote on the substance of the item. He stated that if the Board believes it would be a better flow to wait and address the issue at the time the item comes up, it may do so.

Alderman Carroll stated that the discussion highlighted a larger issue regarding Board communication and relationships. He acknowledged that Board members should not be reaching the meeting itself without having already had some discussion about concerns with agenda items. He explained that when he reviews his agenda packet, he typically raises questions or concerns with the City Manager, the Mayor, or the staff member responsible for the item ahead of the meeting, and he suggested that board liaisons should similarly raise concerns about applicant pools or board vacancies before interviews are conducted. He stated that, as a matter of strategic improvement, the Board needs to become better at communicating with one another and functioning more effectively as a governing body.

Mayor Hatem responded to the earlier discussion by stating that, with respect to the agenda, the item in question had been placed on the agenda in good faith and through the normal process. He said the City Manager and Mayor work carefully on agenda preparation and do not place items on the agenda unless they meet the adopted procedural requirements. He referenced the City's adopted rules and procedures, explaining that agenda items are to be supported by available background information and submitted within the established timeframe. He stated that, from his perspective, the appointment item met those requirements and was ready for consideration, and he reiterated that removing it at the beginning of the meeting had disrupted the flow of the meeting and consumed a significant amount of time. He emphasized that if a Board member has concerns about an agenda item, those concerns should be raised in advance rather than for the first time at the table.

Alderman Davis responded that the majority of the Board had supported removing the item from the agenda. Mayor Hatem replied that his concern was not with the outcome but with the way the issue had been handled procedurally. He stated that staff should proceed with whatever was needed to make sure the positions are filled when ready, and that the item should not return to the agenda until those involved believe it is ready for action.

Alderman Carroll stated that while the same ultimate outcome may have been reached, the issue could have been handled in a way that produced a better result. He said that when matters are raised for the first time at the table, Board members who have prepared for the agenda are put in a difficult position. He stated that had the discussion occurred before the meeting, it likely would have felt more like a team discussion and would not have created unnecessary tension. He said the way the matter arose set a negative tone for the meeting.

Alderman Davis responded that the tone changed, in her view, because assumptions were made about her motives and because she felt she had been criticized for what she described as a procedural motion intended only to allow for more applications. She stated that she had clearly explained her reasoning and that, if she believes in the future that an item should not be on the agenda, she may make the same kind of motion again during agenda approval. She stated that she believes there is a problem with approving an agenda that the Board already knows it does not intend to follow, and said the situation had unfortunately become more contentious than intended.

Alderman Carroll stated that, from his perspective, the process depends on staff, board liaisons, and interview panels to move appointments forward in an orderly way. He said that what the action had looked like to some at the table and in the public was an attempt to continue "shopping" for applications, and he stated that one of the underlying problems is the lack of a clear standard for how many applications should be considered enough to proceed.

Alderman Kelley stated that she believed she could help clarify part of the issue. She said that when there had only been three applications for two positions, she had shared concerns about the small applicant pool but did not realize there was another procedural option available if the Board believed more applicants were needed. She stated that she now understands there is another process and that, because of that experience, she paused the current interview process until there was greater clarity and agreement from the Board. She said she appreciated the clarification and was ready to move forward with interviews so the matter could be resolved.

Alderman Carroll stated that the Board may want to consider changing the ordinance to remove guesswork from the process by establishing whether there should be a minimum number of applications before moving forward with appointments. He suggested that if there are enough applications to fill the open positions, the process should move ahead, and if not, the vacancy should be republished.

Alderman Davis stated that she would not want the Board locked into appointing someone simply because the number of applicants matched the number of vacancies. She suggested that an ad hoc committee of Board members should be created to examine the appointment process and recommend changes to the

ordinance addressing issues such as application periods, applicant pools, and whether previously submitted applications remain active. She stated that the Board has already made progress in standardizing term dates and vacancy procedures, but has not yet fully addressed the appointment application process itself.

Alderman Spencer added that, in his view, the Board's responsibility is to make appointments itself and not allow boards or committees to effectively select their own successors. He expressed concern that under some structures the committee chair and vice chair may be able to outweigh the Board liaison, which he said weakens the Board's authority.

Mayor Hatem stated that there are already staff, board members, and processes in place to handle appointments, and reiterated that the main question had been why the item was removed after having gone through the normal process. He said that if the Board wishes to consider changing the ordinance, it can do so, but that when a vacancy is advertised and only one person applies, that person may ultimately be the one appointed if no one else comes forward.

Alderman Carroll acknowledged that there are occasions when applicants present themselves differently on paper than they do through the interview process, and he said there are times when it becomes clear that a particular candidate should not be appointed. He stated, however, that from his perspective, the difficulty in this situation was not disagreement over qualifications but the lack of advance discussion. He apologized for the way he reacted and said that having more notice of concerns ahead of the meeting would make it easier for the Board to function as a team.

Alderman Davis cautioned that making phone calls around the table to test opinions before a meeting can itself raise transparency concerns, because the Board's decisions should be made openly in public rather than privately among members. She reiterated that she had clearly stated her reason for making the motion and expressed disappointment that it continued to be described as though her reasoning remained unclear.

Mayor Hatem responded that no one was accusing her of being dishonest. He said the concern was that the item had already gone through the usual preparatory process with staff and liaisons and appeared ready for consideration when the agenda packet was distributed. He said that when a motion is then made at the table to remove the item, it raises the question of how it reached the agenda in the first place if someone believed it was not ready.

Alderman Davis asked whether that meant a Board member should instead contact the City Manager and ask for an item to be taken off before the meeting, stating that she does not believe the Board should give up its authority over the agenda to staff. Alderman Carroll replied that if one person can request an item

be placed on the agenda, another member should also be able to express concerns before the meeting. He again emphasized his belief that the Board needs a clearer standard for the number of applications required before proceeding with appointments.

Alderman Gross then used the discussion as an opportunity to promote a separate item he had already requested for a future agenda. He stated that Southport's current ethics policy should be strengthened and expanded into a fuller ethics and code of behavior policy applying to the Board of Aldermen as well as appointed board and committee members. He said he had forwarded Brunswick County's more detailed policy to the City Manager as an example and stated that he believes a stronger policy could improve the conduct and tone of meetings.

Alderman Carroll added that, as part of that discussion, the Board may also need to review its conflict of interest policy and how those situations are handled going forward. Mayor Hatem stated that staff and the City Manager should work on the issue and prepare information for the Board and the public to review, though he noted it may not be ready for the next March meeting because of timing.

City Manager Saldo continued the discussion by noting that staff typically generates the majority of agenda items under the current rules, while Board members may also request items be placed on the agenda within the required timeframe. He stated that if the Board wished to revisit how items are added or removed before a meeting, staff could review that process and consider whether adjustments to the policy would be helpful. He suggested that if there is concern about one Board member being able to request an item be added, the Board might also want to consider whether there should be a corresponding process for raising objections before the meeting. He added that any such change would need to be considered alongside the timeline for assembling and distributing agenda packets. He also stated that if the Board wished to reconsider the structure of committee appointment interviews, one option could be a nominating committee model involving Board members before recommendations come to the full Board.

City Manager Saldo stated that outside of the agenda and appointment discussion, he wanted to know if there were any other remaining concerns. Alderman Carroll asked what year the Board had adopted the new policy establishing July term start dates and June appointment timing. Alderman Davis responded that she could provide the minutes from that meeting and noted that previous Assistant City Manager Dutton had originally presented the ordinance revisions.

As the retreat concluded, Alderman Mosteller thanked the Cape Fear Council of Governments facilitators for their work. Mayor Hatem also thanked the facilitators, City Manager Saldo, and City staff for helping organize the retreat and guide the

discussion. He stated that he believed the conversation had been productive and appreciated hearing a wide range of viewpoints. He expressed hope that the Board could hold a similar retreat again the following year. Alderman Spencer remarked that the Board would be interested to see the facilitators' results and report. Mayor Hatem stated that he looked forward to receiving that report and continuing the process.

A motion to adjourn was made by Alderman Spencer and seconded by Alderman Kelley. The motion carried unanimously.

The meeting adjourned at 1:44 PM.

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Dr. Joseph P. Hatem, Mayor

(ATTEST)

\_\_\_\_\_  
Tori Deivney, City Clerk

DRAFT



**CITY OF SOUTHPORT  
BOARD OF ALDERMEN – REGULAR MEETING  
COMMUNITY BUILDING  
223 E BAY ST, SOUTHPORT NC 28461**

March 12, 2026 | 6:00 PM

**Present Members:**

Joseph Hatem, M.D., Paul Gross, Rebecca Kelley, Lowe Davis, Robert Carroll, Karen Mosteller

**Absent Members:**

Marc Spencer

**Staff Present:**

City Manager Noah Saldo, Deputy Clerk Tori Deviney, Public Information Officer ChyAnn Ketchum, Police Chief Todd Coring, Major Matthew Burgess, Fire Chief Charles Drew, Battalion Chief Ralph Treadway, Parks and Recreation Director Heather Hemphill, Community Relations Director Allayna Taylor, Planning Services Director Maureen Meehan

**Others Present:**

City Attorney Brady Herman

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**A. Call to Order**

Mayor Hatem called the meeting to order at 6:05 PM

**B. Invocation**

Alderman Reverend Lowe Davis delivered the invocation.

**C. Pledge of Allegiance**

Mayor Hatem led everyone in the Pledge of Allegiance.

**D. Public Comment (3 Minute Time Limit)**

**Rich Alt - 6165 Cottage Creek Rd**

Mr. Alt expressed his support for the new ethics policy and thanked staff.

**Larry Ashley - 632 Wild Rose Way**

Mr. Ashley spoke regarding Planning Board appointments. He stated that the vacancy had been advertised for a total of 45 days, noting that applications were first due on February 13 and again on February 27. He expressed appreciation for the effort to find the right candidate but emphasized the importance of filling the

seat, which has been vacant for approximately five months, to allow the Planning Board to function more effectively.

He noted that interviews were recently conducted and that the interview committee recommended appointing the current alternate member, Ed Ekert, to the vacant full member position. Mr. Ashley described Mr. Ekert as a productive, dedicated, and engaged member of the Planning Board who has applied for the position multiple times.

Mr. Ashley also highlighted Mr. Ekert's contributions, including his involvement in developing the Planning Board handbook alongside Maria Horton and Doug Luehe, describing it as a valuable resource for new members.

He stated that Mr. Ekert is aware the term will expire in June and that he will need to reapply if appointed. Mr. Ashley emphasized Mr. Ekert's continued interest in serving and requested that the Board of Aldermen support the committee's recommendation and appoint him to the vacancy.

Mr. Ashley concluded by noting the high level of engagement among Planning Board members and expressed appreciation for the support provided by staff, including Planning staff and the Clerk's office.

#### **Holly Segala - 2435 Lake Ridge Dr**

Ms. Segala addressed the board and stated that although she had signed up under a different topic, she wished to address multiple issues.

Ms. Segala expressed concern regarding the noise ordinance, noting that early morning dumpster pickups at 6:00 a.m. are disruptive and suggested the Board consider moving the allowable time to 6:30 or 7:00 a.m.

She referenced a prior meeting where a resident spoke about flooding concerns and stated that while the City can do some mitigation, regulations governing construction practices are largely controlled at the state and county levels. She commented on clear-cutting and development practices, stating that developers are operating within existing laws.

Ms. Segala discussed recent legislative actions, including a bill introduced by Representative Charles Miller, which resulted in the removal of the City's extraterritorial jurisdiction (ETJ). She stated that this change reduced the City's control over surrounding areas and resulted in a loss of potential revenue. She also referenced additional ETJ removals affecting specific properties.

She expressed concern about environmental impacts, including flooding, wetlands loss, and deforestation, and stated that these issues are tied to current development practices. Ms. Segala encouraged consideration of policy changes,

including reinstating impact fees for developers, and emphasized the role of elected officials in shaping these outcomes.

**Bonnie Bray - 515 Quartermaster Dr**

Ms. Bray addressed the Board and stated that she was reacting to the City's recent press release regarding the suspension of Parks and Recreation employees and expressed concern about the lack of information provided to the public.

Ms. Bray noted that in the absence of official information, speculation had increased within the community. She stated that she understood the Board may not have been informed in advance and that the situation may have been developing for some time. She expressed concern about the impact on families, particularly those affected by sudden changes to after-school care programs.

Ms. Bray expressed frustration regarding how the matter was handled and voiced concern about the potential long-term impact on the reputations of the employees involved. She referenced a prior personnel matter in 2023 and noted the effect it had on the community.

She also questioned the continuity of Parks and Recreation operations and referenced the inclusion of a departmental report on the agenda despite the current situation. She expressed concern about reliance on volunteers to fill gaps in programming and emphasized that these services are important to the community.

Ms. Bray stated that residents expect transparency and communication from City leadership and expressed that the community wants to be informed and involved. She concluded by urging the Board to handle the situation differently moving forward and to keep the public better informed.

**E. 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.**

Mayor Hatem read the ethics statement and asked if any members had a conflict of interest or the appearance of a conflict of interest regarding any items on the agenda. Hearing none, he moved forward with the meeting.

**F. Approval of Agenda**

Mayor Hatem introduced Item F, approval of the agenda. A motion was made by Alderman Mosteller and seconded by Alderman Kelley. There was no discussion.

Motion carried unanimously.

## **G. Approval of the Consent Agenda**

Mayor Hatem introduced Item G, approval of the consent agenda. He noted that the consent agenda included a request from the Garrison Long Veterans Memorial Reef, a nonprofit organization based in Carolina Beach, to hold a formal ceremony on May 16, 2026, at the Garrison Lawn at Fort Johnston to honor fallen U.S. Armed Forces veterans.

Alderman Kelley stated that the event was held in Southport for the first time the previous year after a barge previously used for the reef placement was no longer available. He noted that McPherson Marine assisted, which allowed the organization to bring the event to Southport.

Mayor Hatem stated that, per City regulations, use of the Garrison Lawn for events not sponsored by the City requires Board approval. He described the Veterans Memorial Reef as a unique aquatic memorial in which cremated remains of veterans are incorporated into concrete memorial structures and placed on the ocean floor to create artificial reefs. He described it as a worthwhile event.

Mayor Hatem further stated that the consent agenda included a resolution opposing the expansion of the Chemours Fayetteville Works facility. He summarized that the resolution cites concerns regarding PFAS contamination, impacts to the Cape Fear River watershed, and associated risks to public health, drinking water, tourism, fisheries, and economic vitality. The resolution formally opposes the expansion and urges the North Carolina Department of Environmental Quality and the U.S. Environmental Protection Agency to deny any related permits or approvals.

A motion to approve the consent agenda was made by Alderman Gross and seconded by Alderman Mosteller. There was no further discussion. The motion carried unanimously.

1. Approval of Minutes:
  1. June 12, 2025 Board of Aldermen Regular Meeting Minutes
  2. June 23, 2025 Board of Aldermen Special Meeting Minutes
  3. July 7, 2025 Board of Aldermen Regular Meeting Minutes
  4. February 12, 2026 Board of Aldermen Regular Meeting Minutes
  
2. Veterans Memorial Reef Request — Garrison Lawn
  
3. Opposition of the Expansion of Chemours' Fayetteville Works Facility

## H. Special Recognition

### 1. Women's History Month Proclamation

Mayor Hatem introduced Item H, Special Recognition – Women’s History Month Proclamation. He invited the female members of the Board of Aldermen to join him at the front while he read the proclamation.

Mayor Hatem read a proclamation recognizing March 2026 as Women’s History Month in the City of Southport. The proclamation honored the contributions of women throughout the nation’s history and specifically recognized the impact of women in shaping the Southport community. It highlighted notable individuals, including Dot Gilbert, the first woman to serve as Mayor of Southport and the first female mayor in North Carolina; Eileen Stidham Lee, the first woman to pastor a church in Southport; Hazel Watts, known for her leadership in senior care initiatives and development of Ocean Trail; Patty Fry Treadway, the first female firefighter of the Southport Fire Department; Gloria Stanley, the first female officer of the Southport Police Department; and Joy Gregory, the first female deputy of the Brunswick County Sheriff’s Office.

The proclamation further recognized the contributions of countless women whose service has strengthened the civic, economic, and cultural foundation of the City. Mayor Hatem encouraged residents to celebrate and recognize the role of women in shaping the community.

## I. Agenda

### 1. 2026 Brunswick County Schools Bond Presentation *Board of Education Chairman Steve Gainey, Superintendent Dale Cole*

Mayor Hatem introduced the next agenda item, the 2026 Brunswick County Schools Bond Referendum presentation, and recognized Board of Education Chairman Steve Gainey.

Mr. Gainey thanked the Mayor and Board for the opportunity to present and shared his personal connection to Southport, noting that he grew up in the area and has longstanding ties to the community. He stated that the purpose of his remarks was to provide an overview of the progress within Brunswick County Schools and to explain why the Board of Education is seeking support for the bond referendum.

Mr. Gainey highlighted improvements within the school system, including significant growth in Career and Technical Education (CTE) programs, noting an increase in job credentials earned by students and a substantial rise in internship opportunities. He also emphasized continued progress in academic performance, including increased participation in Advanced Placement (AP) courses and improved rates of students earning college credit.

He further noted that student engagement has improved, citing a reduction in truancy rates by approximately 50 percent over the past three years. Mr. Gainey stated that these improvements reflect the district's commitment to both career-focused and academic pathways. He concluded by expressing that, given the district's progress and ongoing needs, the Board of Education is requesting support for the proposed bond referendum. Mr. Gainey then introduced Superintendent Dale Cole.

Mr. Dale Cole, Superintendent of Brunswick County Schools, addressed the Board and also shared his personal connection to Southport. He stated that the purpose of his presentation was to provide an overview of the bond referendum and its necessity.

Mr. Cole highlighted recent district achievements, including an increase in graduation rates, improved attendance, and continued growth in both Career and Technical Education programs and college credit opportunities through partnerships with Brunswick Community College.

He explained that the primary need for the bond referendum is to address student population growth and capacity limitations within the school system. He stated that Brunswick County Schools has experienced steady enrollment increases of approximately three to four percent annually, resulting in the need for additional classroom space.

Mr. Cole noted that the proposed \$349.6 million bond would primarily fund the construction of a new elementary school and a new high school, which account for the majority of the cost. He stated that the new elementary school is anticipated to be located in the northern part of the county, between the Belville and Town Creek areas, and that the new high school is projected to be located off Mako Road in the northern region of the county. He explained that the district has relied on modular classrooms to address growth but described them as a temporary and costly solution. He also discussed infrastructure limitations such as cafeteria capacity, traffic flow, and parking constraints at existing schools.

He provided an overview of projected enrollment growth across the county and explained how the proposed new schools would help address capacity issues over the next decade. Additional proposed improvements include

upgrades to athletic facilities, safety and communication systems, and site access improvements at certain schools.

Mr. Cole also explained that the bond would be distributed over multiple years to lessen the immediate financial impact and provided general information regarding potential tax implications. He encouraged the Board and the public to review additional materials available on the Brunswick County Schools website and stated that he is available to answer questions.

Mayor Hatem thanked the presenters and stated that the Board supports the school system, noting particular pride in Southport Elementary. He indicated that the Board may consider sending a letter of support at a later time.

Alderman Kelley inquired about Southport Elementary School, noting that it was not specifically referenced in the presentation. She stated that, as a representative of Southport, she wanted clarification regarding any proposed improvements affecting that school and its students.

Mr. Cole responded that the bond proposal does not include major projects for Southport Elementary, aside from replacement of the intercom system. He explained that the bond is focused on addressing capacity needs in areas of highest growth and stated that, at this time, Southport Elementary has available capacity.

Alderman Kelley acknowledged the response and reiterated the importance of representing Southport students, including those attending South Brunswick Middle and High Schools. She noted her familiarity with the schools and facilities and requested confirmation regarding planned improvements at South Brunswick Middle School.

Mr. Cole confirmed that the bond includes improvements such as bleacher replacements and upgrades to athletic facilities, including a softball concession stand and related amenities for South Brunswick. He also noted the importance of updating intercom systems across schools.

Alderman Kelley expressed appreciation for the clarification. Mr. Cole asked if there were any additional questions, and hearing none, concluded the presentation.

2. **PUBLIC HEARING:** ZTA-25-05 Vape / Tobacco Shop - Unified Development Ordinance Text Amendment  
*Planning Services Director Maureen Meehan*

Mayor Hatem introduced the next agenda item, a public hearing regarding a

proposed text amendment to the Unified Development Ordinance (UDO) concerning vape and tobacco shops. He stated that the process requires a public hearing and the adoption of a statement of consistency prior to Board action. He noted that the issue relates to both public health and aesthetic considerations, including appropriate location standards. Mayor Hatem then called on Planning Director Maureen Meehan and declared the public hearing open.

Planning Director Meehan presented the proposed text amendment, which would add vape and tobacco shops as a defined land use within the Highway Commercial (HC) zoning district. She explained that the use would be permitted by Special Use Permit and subject to specific standards outlined in the UDO.

Director Meehan provided a proposed definition for vape and tobacco shops, clarifying that the use applies to establishments primarily engaged in the retail sale of tobacco, marijuana-related products, CBD, kratom, and associated paraphernalia, and does not include businesses where such sales are incidental or where on-site consumption is permitted.

She outlined the proposed standards, including that such establishments must be located at least 500 feet from schools, daycare facilities, youth facilities, community centers, city parks, hospitals, and places of worship; at least 500 feet from residentially zoned properties; and at least 1,000 feet from another vape or tobacco shop. She noted that these provisions would not apply to legally existing businesses prior to the adoption of the amendment.

Director Meehan stated that the amendment does not constitute down-zoning, as it introduces a new use rather than removing or restricting existing zoning rights. She also explained that the proposed distance standards were developed in consideration of the limited areas zoned Highway Commercial, many of which are adjacent to residential properties.

She further noted that the Planning Board reviewed the proposed amendment at multiple meetings and, at its January 15 meeting, found the amendment to be consistent with the 2050 Comprehensive Plan and recommended approval. Director Meehan concluded her presentation.

Mayor Hatem called for public comment on the proposed UDO text amendment regarding vape and tobacco shops..

**Betsy Vetter - 6094 Turtlewood Dr**

Ms. Betsy Vetter addressed the Board and spoke in support of the amendment. She stated that tobacco and nicotine products are a leading preventable cause of chronic disease and expressed concern about

accessibility to youth. She noted that such products are often marketed toward children and supported the proposed restrictions as a way to promote public health and protect the community.

Mr. Dale Cole, Superintendent of Brunswick County Schools, also spoke in support of the amendment. He emphasized the importance of limiting student access to vape and tobacco products and noted both health concerns and operational impacts within schools.

Mayor Hatem asked if there were additional speakers, and hearing none, closed public comment and opened Board discussion.

Alderman Gross raised a concern regarding the inclusion of the term “drug paraphernalia” in the proposed text and questioned its consistency with existing laws. Director Meehan clarified that the intent was to reference tobacco-related paraphernalia. Alderman Gross suggested removing the term “drug” from the language, and Director Meehan indicated that such a revision could be made at the Board’s direction.

Chief Coring provided additional clarification regarding enforcement considerations. He noted that paraphernalia may be lawful or unlawful depending on its intended use, and that similar devices may be used for legal tobacco products.

Alderman Davis questioned whether the Board was required to take action that evening and expressed concern about allowing such uses within the City, citing potential negative impacts.

Alderman Mosteller and Alderman Kelley discussed the importance of defining the use within the UDO to regulate its location, noting that without a defined use, vape and tobacco shops could be permitted under general retail and potentially located in areas such as the central business district. They emphasized that the proposed amendment would allow the City to place reasonable restrictions on where these businesses may operate. Director Meehan and City Attorney Herman explained that, without a defined use, such establishments could be permitted more broadly under general retail classifications.

Alderman Mosteller stated that while the Board does not support youth access to such products, the amendment represents a way to mitigate impacts through zoning while remaining compliant with state law.

Mayor Hatem reiterated that the amendment is not intended to promote such businesses but to restrict their placement to appropriate areas, such as Highway Commercial zoning districts, and away from schools, churches, and the central business district.

Alderman Kelley noted that similar regulatory approaches have been implemented in other municipalities. She stated that she had strongly supported bringing the amendment forward and expressed appreciation to the Planning Board and Planning Department for their work. She noted her personal experience having previously operated a business near a vape shop and emphasized the importance of shaping the character of Southport through appropriate regulation. She stated that, while recognizing that such businesses exist, the proposed amendment would allow the City to guide where they are located and indicated support for moving forward with the amendment, including the suggested revision by Alderman Gross.

Alderman Gross stated that he would support the amendment provided the term "drug paraphernalia" was removed and replaced with more appropriate language related to tobacco or smoking.

Alderman Carroll referenced prior Board practice of not voting on public hearing items the same evening and sought clarification on whether that approach would apply in this instance.

Mayor Hatem questioned whether such a policy was formally established. Alderman Davis stated that the practice had been followed in recent years and could be provided in writing.

Alderman Kelley noted that the public comments received were in favor of the amendment.

Mayor Hatem stated that the amendment was not a complex or controversial issue and emphasized the importance of protecting public health and ensuring appropriate placement of such businesses. He noted the time-sensitive nature of the matter and expressed support for proceeding with action that evening to prevent unregulated establishment of such uses.

Alderman Davis stated that if the Board was entering into discussion, a motion should be placed on the floor.

Alderman Carroll clarified that he was not opposed to the amendment but wanted to acknowledge prior Board practices regarding public hearings.

A motion was made by Alderman Mosteller and seconded by Alderman Kelley to close the public hearing. The motion carried unanimously.

Alderman Mosteller then made a motion to add a new land use, Vape and Tobacco Shop with standards to Table 3.1, Section 3.8, and Article 8 of the Unified Development Ordinance, with the amendment to take out the word "drug" and keep "Tobacco" paraphernalia. The motion included adoption of

the required consistency statement. The motion was seconded by Alderman Kelley.

The motion carried unanimously.

3. **PUBLIC HEARING:** ZTA-26-01 Updates per changes to G.S. 106D - Unified Development Ordinance Text Amendment  
*Planning Services Director Maureen Meehan*

Mayor Hatem introduced the next agenda item, a public hearing regarding proposed text amendments to the Unified Development Ordinance (UDO) to comply with changes to North Carolina General Statute 160D. He called on Planning Director Maureen Meehan and declared the public hearing open.

Planning Director Meehan presented the proposed amendments, stating that the updates are required to align the City's UDO with recent changes enacted by the North Carolina General Assembly. She outlined several key updates, including provisions related to split jurisdiction determinations, limitations on down-zoning, clarification of vested rights and permit choice, removal of waiting periods for resubmittal of applications, and updates to infrastructure and roadway standards to align with state requirements.

Director Meehan noted that the Planning Board reviewed the proposed amendments at its February 19 meeting, found them consistent with the Comprehensive Plan, and recommended approval. She further stated that the amendments are required to comply with state law.

Mayor Hatem commented on the statutory changes and their impact on municipal authority. He then called for public comment. Hearing none, he requested a motion to close the public hearing.

A motion to close the public hearing was made by Alderman Mosteller and seconded by Alderman Kelley. The motion carried unanimously.

Alderman Mosteller then made a motion to adopt the proposed UDO text amendments to incorporate changes to NCGS 160D and adopt the associated consistency statement. The motion was seconded by Alderman Kelley.

Alderman Mosteller requested clarification regarding the application of down-zoning provisions, and Director Meehan confirmed that the statutory language applies to commercial properties.

Alderman Mosteller also inquired about the duration of permit choice and vested rights. Director Meehan explained that the timeframe varies depending on the type of approval and project, and City Attorney Herman provided additional clarification, noting that permit choice may expire if an application is inactive or not pursued for a specified period. Additional discussion followed regarding special use permits and applicable timelines.

Upon a vote, the motion carried unanimously.

4. Final Plat – Jonas Creek Phase 3  
*Planning Services Director Maureen Meehan*

Mayor Hatem introduced the next agenda item, consideration of the final plat for Jonas Creek Phase 3, and recognized Planning Director Meehan.

Director Meehan stated that the request is for approval of the final plat for Lots 24 through 57 of the Jonas Creek Phase 3 subdivision, a Planned Unit Development. She explained that final plat approval is an administrative process, and that all required infrastructure has been installed and inspected. She noted that staff recommends approval with the condition that the developer request acceptance of infrastructure for public dedication upon reaching 80% build-out or when a specified number of lots, 27, have been conveyed and infrastructure is complete and approved.

A motion to approve the final plat of Jonas Creek phase three subdivision based on conformance with the previously approved preliminary plat and with the available applicable standards of the City of Southport's unified development ordinance, with the following conditions: the applicant will request acceptance, and the city will accept the required infrastructure to be dedicated to the public, At the time 80% or 27 of the lots have been conveyed to individual ownership and the infrastructure is inspected and approved by public works was made by Alderman Mosteller and seconded by Alderman Gross. There was no further discussion.

The motion carried unanimously.

5. Southeastern North Carolina Regional Hazard Mitigation Plan – Local Adoption  
*Planning Services Director Maureen Meehan*

Mayor Hatem introduced Item Five, the Southeastern North Carolina Regional Hazard Mitigation Plan. He stated that state and federal regulations require local governments to adopt a hazard mitigation plan in order to

remain eligible for disaster-related assistance. He then recognized Planning Director Maureen Meehan.

Director Meehan presented the 2026 Southeastern North Carolina Regional Hazard Mitigation Plan, stating that the plan is updated on a five-year cycle as required by state and federal agencies. She explained that the plan identifies current risks, tracks progress, and promotes public awareness and mitigation efforts. She noted that adoption of the plan is necessary to maintain eligibility for state and federal grant funding, as well as to meet requirements for the National Flood Insurance Program (NFIP) Community Rating System.

Director Meehan stated that the plan was developed in coordination with North Carolina Emergency Management, FEMA, and Brunswick County, with work beginning in May 2025. She noted that the plan must be locally adopted prior to its expiration on April 16 to ensure continued compliance and funding eligibility. Staff recommended adoption of the plan by resolution.

Mayor Hatem asked if there were any questions, and hearing none, called for a motion.

A motion was made by Alderman Mosteller and seconded by Alderman Davis to adopt the Southeastern North Carolina Regional Hazard Mitigation Plan and associated resolution. There was no further discussion. The motion carried unanimously.

6. Consideration of Revisions to Noise Ordinance  
*Planning Services Director Maureen Meehan*

Mayor Hatem introduced Item Six, consideration of revisions to the noise ordinance, and noted that the item had been presented at the previous meeting. He called on Planning Director Maureen Meehan for an overview.

Director Meehan summarized the previously adopted amendment, which limits the operation of heavy equipment when located within 500 feet of residentially zoned property. She stated that heavy equipment is defined as earthmoving, construction, or industrial equipment weighing more than 6,000 pounds and not designed for highway use. She explained that the original proposal limited such activity to Monday through Friday between 7:00 a.m. and 6:00 p.m., and that the item was brought back for further discussion.

Alderman Mosteller stated that she requested the item be reconsidered and expressed support for limiting heavy equipment operation to Monday through Friday within 500 feet of residential properties. She emphasized that the

intent is to reduce noise and vibration impacts on nearby residents while allowing such activity outside of that radius.

A motion was made by Alderman Mosteller and seconded by Alderman Carroll to amend the ordinance to limit heavy equipment operation to Monday through Friday.

Alderman Kelley expressed concern that prohibiting such work on Saturdays could delay construction timelines for property owners, noting that contractors may have limited availability and that restricting Saturdays could create additional burdens.

Alderman Davis stated that the Board must balance construction needs with the rights of residents to quiet enjoyment of their homes, and expressed support for limiting heavy equipment use on weekends.

Alderman Gross noted that the 500-foot limitation provides a reasonable buffer and initially expressed concern about restricting work opportunities on Saturdays, but later indicated support for the amendment after considering impacts to nearby residential areas.

Alderman Carroll acknowledged both perspectives and noted that increased development activity may result in additional concerns from residents in the future.

Mayor Hatem reiterated that the amendment applies only to heavy equipment and is intended to reduce significant noise and vibration impacts near residential areas.

Following discussion, the motion was put to a vote.

Aye — Alderman Gross  
Aye — Alderman Davis  
Aye — Alderman Carroll  
Aye — Alderman Mosteller  
Nay — Alderman Kelley

The motion carried, with one opposing vote.

7. Board of Aldermen Ethics Policy Discussion  
*City Manager Noah Saldo*

Mayor Hatem introduced Item Seven, the Board of Aldermen Ethics Policy, and provided an overview of ethics as the moral principles and standards guiding behavior and distinguishing between right and wrong. He noted that

such values are shaped by influences including family, teachers, and community leaders. He further stated that, based on discussions at a recent mayor's meeting, other municipalities have their ethics policies reviewed annually by their city attorney, with updates brought forward as needed.

Mayor Hatem noted that the current policy was adopted in 2010 and that the proposed update includes additional language related to civility. He then called on City Manager Noah Saldo and City Attorney Herman for further input.

City Manager Saldo explained that, at the request of the Board, he reviewed the 2010 policy and compared it with policies from other municipalities, including Brunswick County. He stated that the proposed revisions expand upon the existing policy while maintaining its overall intent, and incorporate civility language from the North Carolina League of Municipalities. He noted that the updated policy strengthens the Board's code of conduct and modernizes the document.

City Attorney Herman stated that he had reviewed the proposed policy and found it to be consistent with the existing policy, particularly with respect to procedural provisions for addressing potential violations.

Alderman Gross expressed support for the updated policy, stating that one of the reasons he was excited to serve on the Board was the commitment to civility and professionalism. He noted that the policy had not been updated since 2010 and stated his support for adoption. He also suggested that, in the future, the City consider expanding similar standards to staff and appointed boards and committees.

Alderman Mosteller stated that the proposed policy largely reflects the 2010 version, with three primary additions: language referencing First Amendment protections and robust debate, a civility pledge, and a revised threshold for censure. She expressed concern with lowering the censure threshold to a simple majority and stated her preference to retain a two-thirds requirement. She also noted interest in potentially addressing social media conduct in the future and emphasized the importance of elected officials maintaining ethical standards at all times.

Alderman Davis suggested that the Board proceed with adoption and consider additional amendments at a later time. She also inquired about the applicability of similar standards to City staff.

City Attorney Herman explained that staff conduct is generally governed through the personnel policy, and City Manager Saldo confirmed that updates to the personnel policy are currently underway and would include review of related standards.

Alderman Mosteller made a motion to adopt the updated ethics policy with an amendment to maintain the censure majority being two-thirds. The motion was seconded by Alderman Carroll.

Mayor Hatem stated that the proposed policy reflects the same values as the 2010 version while strengthening civility provisions and maintaining the two-thirds censure threshold.

Upon a vote, the motion carried unanimously.

#### 8. Planning Board Appointments

Mayor Hatem introduced Item Eight regarding Planning Board appointments and called on Alderman Kelley to present the recommendation.

Alderman Kelley stated that the Board had one vacant full-term seat, which had remained unfilled for approximately five months. She noted that two rounds of interviews had been conducted and that the interview committee unanimously recommended appointing Ed Eckert, who had been serving as the alternate member, to the full position for the remainder of the term.

A motion was made by Alderman Kelley and seconded by Alderman Mosteller to appoint Ed Eckert to the Planning Board.

The motion carried unanimously.

Alderman Mosteller then requested that staff advertise the now-vacant alternate position and consider the current applicant pool for that role without requiring additional interviews, noting that some candidates had already participated in multiple interview rounds.

Alderman Davis expressed concern that the process could become confusing to the public, given the timing of multiple appointments and upcoming vacancies.

Alderman Mosteller clarified that only one additional vacancy would need to be addressed, as the alternate position extends to 2027 and the recently filled seat expires in June.

Alderman Carroll suggested that staff develop a more clearly defined process to avoid confusion during future appointment cycles.

Alderman Davis noted that while the ordinance provides a structured framework, it does not address all scenarios, such as seat changes or short-

term appointments, and suggested staff review potential improvements, including application timelines.

Alderman Gross sought clarification regarding upcoming term expirations, and City Clerk Deviney confirmed that one seat would be expiring.

Mayor Hatem concluded the discussion by stating that the Planning Board Chair would continue to work with staff regarding board needs and future appointments.

## **J. Committee Reports**

Mayor Hatem introduced Item J, Committee Reports, and recognized Alderman Gross.

Alderman Gross reported that the ABC Board met on March 3. He noted that, at his recommendation, the Board has transitioned from monthly snapshot financial reporting to year-to-date reporting to provide more comprehensive and meaningful data. He reported that fiscal year-to-date sales for 2025 (July through February) totaled \$4,026,675, while fiscal year-to-date sales for 2026 over the same period totaled \$4,194,650, reflecting an increase of \$167,974, or 4.17%. He noted that sales are performing well.

Alderman Kelley reported that preparations for the Fourth of July Festival are underway in anticipation of the America 250 celebration. She announced that the Shrimparoo event will be held on April 12 at American Fish Company, with tickets currently available for purchase. She noted that the event will include food, door prizes, and a 50/50 raffle.

Alderman Davis reported that the Historic Preservation Commission did not meet this month. She stated that the Commission continues to work on refining the design standards, including evaluating provisions that may be redundant with existing UDO and right-of-way regulations.

Alderman Carroll reported that the Forestry Committee has scheduled the 2026 Arbor Day celebration for April 25 at Franklin Square Park. He noted that the agenda is being finalized and encouraged the public to attend.

Alderman Mosteller reported that the Beautification Committee held its March 7 workday with 26 volunteers participating. She noted that cleanup and maintenance activities were completed at multiple locations, including the Jaycee Building, Northwood Cemetery entrance, Fire Department planter boxes, Nash Street circular garden, Moore Street roundabout, Taylor Field, and the Waterfront Park corner garden. She also reported that, in coordination with the Southport Historical Society, volunteers installed 90 commemorative bricks at Fort Johnston.

She announced that the next beautification workday will be held on April 4 at 9:00 a.m., meeting at the jail annex at the corner of Rhett and Nash Streets, and that the next Beautification Committee meeting will be held on March 16 at 5:00 p.m. at City Hall. She noted that the public is welcome to attend.

Alderman Mosteller also provided an update on the Planning Board, stating that the Board is developing a dashboard report to improve transparency and communication regarding development projects. She noted ongoing efforts to coordinate with Brunswick County on digital data collection and to enhance the clarity and detail of UDO text amendment materials. She added that the Planning Board is preparing for upcoming UDO-related work following certification of the Comprehensive Plan and will be voting on updated rules of procedure at its next meeting, which will then be forwarded to the Board of Aldermen. She noted that Planning Board meetings are held on the third Thursday of each month at 6:00 p.m. and are open to the public.

#### **K. Manager's Report**

City Manager Saldo reported that, as the City enters the budget season, a City Manager Budget and Services Survey has been launched. He stated that the survey is available on the City's website and social media platforms and encouraged residents to participate in order to provide input for the upcoming budget process.

He reported that the Indian Trail Meeting Hall project has been completed ahead of schedule and under budget and is now open for public use.

City Manager Saldo provided an update on the weather tower project, stating that the site layout survey on the Garrison Lawn has been completed. He noted that installation of the concrete footings is anticipated within the next one to two weeks, weather permitting, with the tower installation expected approximately two weeks thereafter. He stated that the tower will be installed in two sections and assembled on site, with anticipated completion by early April.

He also announced that Chief Coring has been selected to attend the FBI National Command Course at FBI Headquarters, noting that only one chief per state is selected annually and that the program will be fully funded by the FBI.

City Manager Saldo further reported that the Fire Department has achieved an ISO rating improvement to a Class 2 rating. He noted that additional information on this achievement will be shared during the upcoming Citizens Fire Academy, which begins on April 2 and will run for five consecutive Thursdays. He encouraged residents to participate in the program.

#### **L. Mayor's Comments**

Mayor Hatem recognized March as Women's History Month and noted that banners honoring Southport women have been displayed along Howe Street. He highlighted the inclusion of Josephine Hickman, the First Lady's grandmother, and expressed appreciation to the Southport Historical Society and its President, Mary Ellen Poole, for their efforts. He also noted that this year marks the 50th anniversary of the initiative.

Mayor Hatem briefly mentioned the ongoing ACC Tournament and the upcoming NCAA Tournament, noting the excitement of March Madness for basketball fans.

He reported that he attended the North Carolina League of Municipalities Town and State Dinner, as well as the annual Cape Fear Council of Governments meeting. He noted that the City was also represented at these events by the City Manager and Aldermen Mosteller, Spencer, Kelley, and Gross. He stated that these events provided valuable opportunities to engage with other elected officials and state representatives.

Mayor Hatem also reported that he attended the monthly Mayor's Meeting with neighboring municipalities, noting that it continues to be a productive forum for sharing information and ideas.

He concluded by wishing everyone a happy St. Patrick's Day and extended well wishes to the community.

#### **M. Staff Reports**

Staff reports were included in the agenda packet.

1. Development Services
2. Police
3. Parks & Recreation
4. Permitting & Inspections
5. Community Relations
6. Finance
7. Fire

## N. Board Comments

Alderman Gross thanked his fellow Board members for their collaboration regarding the acceptance of a \$10,000 grant from the Moore Charitable Foundation and Orton Plantation. He noted that the Board had engaged in a thorough discussion regarding the grant's terms and intended use and ultimately reached a unanimous agreement. He stated that the funds are anticipated to be used for soil nourishment and plant purchases and expressed appreciation for the Board's ability to work through the matter constructively.

Alderman Kelley shared that her daughter recently celebrated her 13th birthday. She noted that her family celebrated locally at Moore Street Oyster Bar and expressed appreciation for the experience.

Alderman Davis addressed comments made during public comment regarding the Parks and Recreation Department. She stated her support for the City Manager's actions, noting that the situation involves an ongoing investigation and that the City Manager acted appropriately within the constraints of that process. She acknowledged the impact on families affected by the suspension of the before- and after-school program and emphasized that the circumstances were not created by the City Manager but required an appropriate response.

Alderman Carroll acknowledged the public concern surrounding the matter and noted that media coverage had expanded beyond the local level. He expressed concern that the information released may have led to public speculation and sought clarification regarding the scope of the issue.

City Manager Saldo stated that, due to the ongoing investigation, he could not provide additional details beyond what has already been publicly released.

City Attorney Herman advised that further discussion should not occur in open session at this time but could be addressed with the Board at the appropriate time.

Alderman Mosteller stated that she wanted staff to know that they care about them all.

## O. Closed Session

### 1. **§ 143-318.11.(a)(3)(6) Closed sessions.**

*(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely*

*because an attorney employed or retained by the public body is a participant.  
(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.*

Mayor Hatem noted the closed session pursuant to North Carolina General Statute §143-318.11(a)(3) and (a)(6) for attorney-client and personnel matters.

A motion was made by Alderman Carroll and seconded by Alderman Kelley to enter into closed session.

The motion carried unanimously.

The Board entered closed session at 8:16 PM

A motion to come out of closed session was made by Alderman Kelley and seconded by Alderman Carroll. The motion carried unanimously.

The Board came out of closed session at 8:54 PM

## **P. Adjourn**

A motion to adjourn was made by Alderman Kelley and seconded by Alderman Carroll. The motion passed unanimously.

The meeting adjourned at 8:54 PM.



**CITY OF SOUTHPORT  
BOARD OF ALDERMEN – REGULAR MEETING  
COMMUNITY BUILDING  
223 E BAY ST, SOUTHPORT NC 28461  
JULY 10, 2025 | 6:00 pm**

**Present Members:**

Mayor Rich Alt, Rebecca Kelley, Karen Mosteller, Robert Carroll, Lowe Davis, Marc Spencer, Frank Lai

**Staff Present:**

City Manager Noah Saldo, Deputy Clerk Tori Deviney, Public Information Officer ChyAnn Ketchum, Police Chief Todd Coring, Fire Chief Charles Drew, Battalion Chief Ralph Treadway, Parks and Recreation Director Heather Hemphill

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**A. Call to Order**

Mayor Alt called the meeting to order at 6:00 p.m.

**B. Invocation**

Chief Coring Provided the Invocation

**C. Pledge of Allegiance**

Mayor Alt let everyone in the Pledge of Allegiance

**D. Public Comment**

**Hugh Fosbury – 120 W Moore St**

Mr. Hugh Fosbury, who resides at 120 West Moore Street, addressed the Board on behalf of the Southport Fourth of July Festival Committee and its board members. He explained that he was speaking in place of Lucinda Arnold, the committee president, who was unable to attend the meeting.

Mr. Fosbury began by thanking the City of Southport for its support of the festival. He emphasized that the event would not be possible without the City’s involvement and coordination. He specifically recognized Allayna Dale and the City staff who manage the

operational aspects of the festival, noting that he has seen firsthand the extensive behind-the-scenes work required and describing their efforts as remarkable.

He also expressed appreciation to Police Chief Coring, Fire Chief Drew, and Public Works Director Tom Stanley, highlighting their departments' contributions to the success of the event. Mr. Fosbury remarked on the Public Works Department's efforts in restoring the city after the fireworks display, noting that although the area appeared heavily impacted late at night following the festivities, the cleanup was completed so efficiently that by the following morning it appeared as though the festival had never taken place.

Mr. Fosbury also thanked the numerous sponsors and volunteers who support the festival each year. He stated that more than 50 volunteers assist with the event and noted that the committee is always seeking additional volunteers for future festivals.

Providing a brief overview of the week's events, Mr. Fosbury stated that the festival was overall successful despite some weather challenges. Rain during the first evening required the committee to end the Embers band performance early, and there was additional rain during the naturalization ceremony the following day. However, he noted that large crowds attended the events and that the festival proceeded largely as planned despite the heat.

He commended the security presence throughout the festival, stating that law enforcement coverage on land and water was extensive and effective.

Mr. Fosbury highlighted several major events that occurred during the festival. The Opening Ceremony was held on Friday evening, June 27. The following morning featured the Freedom Run, which returned for its second year and attracted more than 400 participants across both a 5K race and a 1K event.

Later that day, the 40th Annual Firemen's Competition, organized by the Fire Department, was held and was well received. The festival also hosted a Tunnel to Towers exhibit, which Mr. Fosbury described as a meaningful display that, while costly to bring in, was well worth the investment.

Sunday's events included the Gospel Fest, organized by Madison, whom Mr. Fosbury complimented as an exceptional singer. That evening concluded with the World's Largest Ice Cream Sundae, which he said was a very popular event among attendees.

He also highlighted the Naturalization Ceremony, during which 55 candidates from 28 countries became United States citizens.

Mr. Fosbury noted that the Kids Zone at Taylor Field was expanded this year and included additional attractions such as a petting zoo, the Clips of Confidence horses, water slides, and other children's activities, all of which appeared to be well attended.

Festival merchandise also performed well. Mr. Fosbury noted that many festival shirts designed by local artist Ricky Evans had been sold and that additional shirts remain available. He added that several local businesses assisted with selling the shirts this year, which helped increase distribution.

He further reported that traffic management following the fireworks display appeared to improve this year. Special parking areas were designated, including parking for vendors and general parking near the elementary school, along with trolley service to transport attendees.

Mr. Fosbury stated that while the committee believes the festival was very successful overall, there are always areas for improvement. He noted that festival maps and information have been distributed through Southport Coast Magazine prior to the event to help visitors navigate the festival, though questions about restroom locations and availability continue to arise each year.

He also stated that the committee works to minimize disruptions to local businesses and attempts to reduce the use of loud generators whenever possible, though they are sometimes necessary.

Mr. Fosbury concluded by thanking the City again for its continued partnership and support. He noted that planning has already begun for next year's festival, which will coincide with the 250th anniversary of the signing of the Declaration of Independence, and stated that the committee is preparing for an even larger celebration.

#### **Sue Hodgin – 608 Cottage Point Way**

Ms. Hodgin addressed the Board and identified herself as the current Chair of the Southport Planning Board. She clarified at the outset that she was not speaking on behalf of the Planning Board, but rather as an individual member of that board and as a citizen of Southport.

Ms. Hodgin stated that she had learned in her life that sometimes accomplishments come from remaining silent, but she said that this evening would not be one of those occasions. She then addressed the Board's action earlier that week regarding her application for reappointment to the Planning Board. Ms. Hodgin explained that she had served on the Planning Board for several years, most recently as chair, and stated that her application for reappointment had been discussed and ultimately rejected without a reason being provided.

Ms. Hodgin stated that during the discussion one member of the interview panel acknowledged, after prompting from Alderman Carroll, that she had not said Ms. Hodgin was not qualified. She asserted that no rational reason had been offered for the decision. Ms. Hodgin further stated that, based on comments made during the meeting, she believed the outcome had been predetermined and characterized the decision as political retaliation that did not "pass the sniff test."

She also noted that, to her knowledge, no other current member of a City board, committee, or commission who had applied for reappointment during the same appointment cycle had been rejected. Ms. Hodgin added that she was not aware of any instance in Southport's history in

which a sitting Planning Board member or its chair had been removed from service in this manner.

Ms. Hodgkin stated that she believed the action had been intended as a punitive measure against her personally, but she also expressed the view that the broader appointment process had been unfair to the community as a whole. She further alleged that an alderman had used a personal Facebook page to invite individuals interested in serving on a City board or commission to contact him directly rather than directing them to the City's official application process. While stating that she hoped this information was not accurate, Ms. Hodgkin remarked that the situation created the appearance of potential favoritism or cronyism.

Ms. Hodgkin further stated that two of the three individuals appointed to the Planning Board during the recent appointment process had not submitted their applications until a second round of solicitations. Referencing comments made by Alderman Kelley that those individuals had "stepped up," Ms. Hodgkin questioned why their applications had not been submitted during the initial deadline period. She stated that submitting applications during the original timeframe would have demonstrated an understanding of deadlines, compliance with the posting, and a clear interest in serving the community.

Ms. Hodgkin then addressed what she believed may have contributed to opposition to her reappointment. She questioned whether the issue involved removal of liaison comments from the Planning Board agenda beginning in June. She explained that, to her knowledge, no other Southport board or commission routinely included a standing agenda item for liaison comments, and she said the Planning Board's previous inclusion of that item had been intended as a cooperative courtesy.

Ms. Hodgkin stated that after the May meeting, two Planning Board members suggested discontinuing that agenda item because no productive comments had been offered for several months. She said she conferred with Planning Director Meehan, who agreed with removing it, and Ms. Hodgkin then sent Alderman Lai a friendly text on June 16 advising him of the change before the June 19 meeting. Ms. Hodgkin read the text aloud and stated that the message did not appear problematic to her and that she had not heard any objection from Alderman Lai afterward.

Ms. Hodgkin next referenced another prior incident involving an alderman liaison who, according to Ms. Hodgkin, had not spoken during the public comment period at a Planning Board meeting and later wanted to interrupt the meeting. Ms. Hodgkin stated that the Board had simply followed its agenda and established protocol, and she said she had not heard any later complaint from that liaison either.

Ms. Hodgkin also revisited an earlier Planning Board appointment matter involving an applicant she said had been strongly favored by Alderman Kelley. According to Ms. Hodgkin, that individual was later found to have included false information on his application by claiming service on another municipality's planning board when no such service had occurred. She stated

that this information had been confirmed in writing by City Manager Noah Saldo at her request to the full interview panel.

Ms. Hodgkin said the interview panel, which included herself and the liaisons, ultimately reached consensus on three recommended applicants and did not include that individual. She then recounted that, on January 9, shortly before the Board of Aldermen meeting at which those recommendations were to be considered, Alderman Lai called Ms. Hodgkin and told her that the Mayor had said one of the recommended applicants would not be named and that the votes were already there to block that appointment.

Ms. Hodgkin further alleged that a prior Planning Board appointment decision was influenced by the discontinuation of a longstanding corporate donation to the City. She stated that the corporation had reevaluated its contributions during its budget process and elected to discontinue funding to the City, and that an applicant under consideration for appointment was an employee of that corporation.

Ms. Hodgkin stated that, based on information she described as credible information coming from multiple sources both within and outside City Hall, the Mayor used the cessation of that corporate donation as a basis to retaliate against that applicant, asserting that the applicant had not acted in accordance with what she described as expectations from City leadership.

Ms. Hodgkin further stated that the matter had been referred to during the January 9 meeting as a “personnel issue,” by the Mayor, but she disagreed with that characterization, noting that Planning Board members are volunteers and not City employees. She stated that the issue was personal in nature rather than a personnel matter.

Ms. Hodgkin stated that the applicant’s appointment was ultimately voted down and that the seat remained vacant until the current appointment cycle. Turning to comments made during the Board’s recent appointment discussions, Ms. Hodgkin objected to remarks suggesting that citizens who had spoken in support of her were improperly lobbying the Board.

Ms. Hodgkin also referenced a statement by Alderman Davis indicating that she had not previously observed such activity involving calls related to Board matters. In response, Ms. Hodgkin asserted that calls between the Mayor and Board members occurs regularly and stated her belief that voting outcomes are often determined in advance.

She further stated that, during discussion of her reappointment, the Mayor indicated that he would not be voting on the matter, which she interpreted as evidence that the outcome had already been decided. Ms. Hodgkin characterized the decision as predetermined.

Ms. Hodgkin remarked by expressing appreciation to members of the Planning Board, a former board member, and a citizen who spoke during public comment in support of her leadership and administrative effectiveness.

She argued that public advocacy is common in Southport, noting that citizens have frequently appeared before both the Planning Board and the Board of Aldermen to urge action on issues such as Indigo expansion, conditional zoning matters, gates, signage, parking, rights-of-way, and support for the Police Department's use of the old courthouse. She stated that if the individuals who spoke in support of her were being characterized as engaging in lobbying, then similar participation by the public on past issues should be viewed in the same manner, and that such civic involvement has historically been accepted.

Ms. Hodgkin further stated that, during the prior meeting, Alderman Spencer had strongly criticized those commenters as well as fellow aldermen, and she expressed concern that such conduct had been allowed to continue. She questioned what it reflects about City leadership when members of the public are, in her view, reprimanded for expressing opinions on matters important to them.

She added that, in her opinion, if a Planning Board member were to lose decorum, act unprofessionally, or raised direct or accusatory remarks toward a member of the public, such as pointing or yelling, that individual would likely be removed from their position, and she stated that such action would be appropriate.

Ms. Hodgkin next addressed a statement made during public comment earlier in the week regarding the Planning Board's request to meet with the development attorney involved in the Waterway project. She stated that a prior speaker had attributed denial of that request to the Mayor, but she said that was not entirely accurate. Instead, Ms. Hodgkin stated that Planning Director Meehan and City Manager Saldo had advised that it was not the best use of City resources for the attorney to meet with the Planning Board. She referenced an April 23 email exchange between herself and staff, and she read portions of that correspondence into the record.

According to Ms. Hodgkin, she had emailed asking whether the development attorney, Mr. Terrell, could attend the Planning Board's May 2 workshop, either in person or virtually. She stated that Ms. Meehan responded that, after discussion with Mr. Saldo, staff had concluded that such a meeting was not currently the best use of resources because the development agreement was not technically part of the recommendation before the Board on the conditional zoning application.

Ms. Hodgkin said she replied that the development agreement, rezoning application, and CZ text amendment were intertwined and that limiting the Planning Board's questions in that way was another "gut punch" to the Board. She stated that she wanted the public to understand that the Planning Board had in fact requested access to legal counsel and that the email record contradicted statements made at the prior meeting that no such request had been denied. She asked for clarity as to whether the decision had come from the Mayor, City Manager Saldo, Director Meehan.

Ms. Hodgkin questioned whether the Planning Board's efforts to ask questions regarding the development agreement had been perceived as overstepping into matters reserved for the Board

of Aldermen. She stated that the Planning Board's intent had not been to interfere or disrupt, but rather to fulfill its responsibility by inquiring about items within the development agreement that could affect the associated conditional zoning application and text amendment. She noted that these items had been presented to the Planning Board as interconnected.

Ms. Hodgkin further stated that the Planning Board was carrying out its role in reviewing and asking questions, and she referenced prior acknowledgment by the City's development attorney, Mr. Terrell, of the Board's contributions, including raising the need for annexation scheduling language within the agreement.

She then asked whether direction had been given to City staff to deny the Planning Board access to Mr. Terrell or his office for consultation on these matters by the Mayor.

Ms. Hodgkin also responded to a statement made during discussion of her nomination that she had sent "terse" emails to Ms. Meehan. She said she was unaware of the specific emails being referenced and expressed sadness that any concerns had apparently been discussed with aldermen rather than brought directly to her. She stated that she has long supported Ms. Meehan and believes it is appropriate for Planning Board members to question staff about ordinance items, interpretations, processes, and comparisons to other municipalities. She said she did not believe such conduct made her "terse."

Ms. Hodgkin rejected comments that she "controlled the table" and did not let others speak at Planning Board meetings. Ms. Hodgkin stated that she chairs a board of intelligent and capable men and has learned a great deal from them. She suggested that criticism of her meeting management likely referred to an instance in which she did not allow Alderman Kelley to interrupt a meeting outside the proper public comment period. Ms. Hodgkin stated that she runs meetings according to the agenda and Robert's Rules of Order and argued that doing so should not be construed negatively.

Ms. Hodgkin addressed what she described as a characterization of her as "divisive." She stated that the term carries strong negative connotations, often suggesting intentional discord or disregard for unity, and she expressed that she was offended by being described in that manner. She referenced a prior statement by Alderman Davis who said, "I am offended" and stated that, while others had expressed concern about implications of collaboration among Board members, she likewise found the label applied to her to be inappropriate and she too was offended.

Ms. Hodgkin stated that her response was not intended to escalate conflict, but rather to provide context and defend the value of open dialogue. She emphasized that disagreement, when rooted in sincerity and respect, can contribute to positive outcomes rather than division. She questioned whether all disagreement should be considered divisive, suggesting there is a distinction between productive conflict and destructive discord.

She further stated that many historical advancements were initially viewed as divisive but ultimately resulted in progress, and she cautioned against equating unity with agreement. Ms.

Hodgin emphasized the importance of diverse perspectives, stating that open and reasoned debate strengthens decision-making by refining ideas and challenging assumptions.

Ms. Hodgin asserted that her intent in raising questions and concerns has been grounded in honesty, transparency, and a desire for shared understanding, not in creating division. She stated that true divisiveness involves intent to harm or create conflict for personal reasons, which she rejected as a motivation.

She further expressed concern that labeling individuals as divisive can be used to deflect from addressing substantive issues. Ms. Hodgin emphasized the importance of allowing space for differing viewpoints and cautioned that suppressing disagreement in favor of superficial unity can lead to larger conflicts over time.

During this portion of her remarks, the Mayor interrupted and asked whether Ms. Hodgins could indicate how much longer she intended to speak, stating that other attendees had come for another important topic and that she had been speaking for approximately forty minutes. Ms. Hodgin responded that her own topic was important as well and stated that she was nearly finished.

She then resumed by asserting that labeling someone as divisive can be used to avoid engaging with the substance of that person's concerns. She stated that she speaks up not because she enjoys conflict, but because she believes in honesty, transparency, free speech, and doing what is right. She added that if individuals interpreted her comments as personal attacks, that was their misunderstanding, and she said that if she intended to single out one specific person, she would do so directly.

Ms. Hodgin stated that Southport has become increasingly divided in recent years and that this division, in her opinion, has been intentionally done. She warned that election season would likely intensify that division. She said the City had become a subject of criticism in Raleigh, in regional meetings, and in other municipalities. Referring to the Board's recent action concerning her reappointment, she encouraged citizens to observe carefully how candidates align themselves in the coming election.

She closed by reaffirming her commitment to respectful, open, and transparent conversations for the good of Southport, urging others to reject forced consensus and instead engage in difficult but meaningful exchanges of ideas that could lead to better outcomes for the community. She also referenced a recent editorial in the *State Port Pilot*, stating that it accurately reflected the background to what she described as a political effort against her, and she thanked the paper for what she called truthful and unafraid journalism.

### **Debbie Barnes –**

Ms. Debbie Barnes addressed the Board and began by expressing appreciation for the recent Fourth of July Festival. She thanked Mr. Fosbury and the festival team for their efforts in

organizing the event. She also recognized Public Works Director Tom Stanley, Fire Chief Drew, and Police Chief Coring, along with their respective teams, for both the preparatory work and the daily operations required to support the festival.

Ms. Barnes commented on the positive feedback she received from others regarding the event, noting that many people remarked on the beauty and cleanliness of the City. She emphasized that maintaining those conditions requires significant effort and stated that those contributions should not be overlooked. She expressed her appreciation to all individuals involved in making the event successful.

Ms. Barnes then presented a suggestion related to public safety. She noted that, in her opinion, the Board has demonstrated a strong focus on safety in recent years, referencing measures such as four-way stops, one-way street designations, additional signage, and traffic-calming features installed on various streets.

She stated that while she supports pedestrian crosswalks, she has observed visibility challenges at certain locations. Specifically, she noted that when pulling out from West Street onto Howe Street, it can be difficult at times to see pedestrians approaching crosswalks or to safely make turning movements. Ms. Barnes clarified that she was not suggesting the removal of parking spaces but proposed that the Board consider modifying the use of those spaces near crosswalks, potentially designating them for smaller vehicles such as golf carts, bicycles, or similar uses, to improve visibility and enhance safety.

#### **Sandy Spencer – 410 West Brunswick Street**

Ms. Spencer addressed the Board and noted that she resides in a home her parents purchased in 1949. She stated that she would be speaking later regarding the Historic District but first wished to address concerns related to lighting and traffic safety.

Ms. Spencer stated that a streetlight previously located on the water side of Brunswick Street in front of her residence had recently been removed and had not been replaced. She noted that while there are other streetlights located further up the street near the intersection of Brunswick and Short Street and at the opposite end near Yacht Basin Drive, the area directly in front of her home is now very dark at night. She stated that it had been her understanding that streetlights are typically spaced at regular intervals within the City, and she requested that the Board consider addressing the lack of lighting in that area.

Ms. Spencer also expressed agreement with earlier comments made by Ms. Barnes regarding visibility and safety concerns at the intersection of West Street and Howe Street. She stated that due to pedestrians, planters, and parked vehicles near nearby businesses, visibility is significantly limited when attempting to enter or cross the intersection. Ms. Spencer stated that she has experienced multiple near-collisions at that location and expressed concern for public safety.

Ms. Spencer suggested that the Board consider implementing additional safety measures at the intersection, including the possibility of a traffic signal.

A motion to close public comment was made by Alderman Kelley and seconded by Alderman Spencer. The motion passed unanimously.

#### **E. Approval of Agenda**

A motion to approve the agenda was made by Alderman Kelley and seconded by Alderman Spencer. The motion passed unanimously.

#### **F. Approval of the Consent Agenda**

1. Minutes of the March 13, 19, and April 7, 2025 Aldermen Meetings
2. EMS Franchise Agreement

A motion to approve the consent agenda was made by Alderman Spencer and seconded by Alderman Mosteller. The motion passed unanimously.

#### **G. Agenda**

1. Public Hearing – Local Historic District Overlay

A motion to go into the public hearing was made by Alderman Kelley and seconded by Alderman Spencer. The motion passed unanimously. The public hearing was then opened.

Planning Director Meehan addressed the Board and stated that the item before them was a public hearing for Case ZMA 25-02, a zoning map amendment to establish the Southport Local Historic District Overlay. She explained that, prior to any zoning map amendment, a duly advertised public hearing is required. She noted that Historic Preservation Commission Chair Charles Drew would provide a presentation on the history of the Commission, as well as an overview of the proposed district and design standards. She further stated that Historic Preservation Planner Penny Tysinger was also present to provide information regarding the designation process, and that staff would be available to answer questions following the presentation.

Chief Charles Drew, Chair of the Historic Preservation Commission, addressed the Board and provided an overview of the Commission's work. He stated that the Commission was established following adoption of an ordinance by an ad hoc committee of the Board of Aldermen in September 2022, with members appointed on October 13, 2022. He noted that, over the past three years, the Commission has met regularly, often more than once per month, to develop rules of procedure, goals, and design standards.

Chair Drew stated that the concept of a local historic district had been discussed at numerous Board of Aldermen and Planning Board meetings. He noted that the Commission held two well-attended public forums, which were advertised through utility bill inserts, social media, the City's website, and local newspapers. He stated that public feedback received during those forums was documented and incorporated into the design standards presented to the Board.

Chair Drew explained that several properties within the City of Southport are listed on the National Register of Historic Places, but noted that such designation does not provide regulatory protection. He stated that Southport's historic district boundary was established within the National Register program in 1980; however, that designation does not grant the City any regulatory standing.

As an example, Chair Drew referenced the Walker-Pike House, built circa 1800, which he described as one of the oldest known residential structures in Southport. He stated that, despite being located within the National Register district, the structure currently has no protection from demolition, provided that any redevelopment complies with the existing Unified Development Ordinance (UDO) and zoning regulations.

Chair Drew explained that the proposed local historic district overlay would not prohibit demolition but would introduce a delay period of up to 365 days. He stated that this delay would allow the Historic Preservation Commission time to work with property owners to emphasize the historical significance of the structure and explore alternatives. He further noted that, if demolition ultimately proceeded, any new construction would be required to comply with the adopted historic design standards in rebuilding a new structure.

Chair Drew stated that the Historic Preservation Commission members appointed by the Board are individuals committed to the City of Southport and its preservation. He explained that the Commission has actively sought and incorporated public input throughout the process, noting that citizens participated through emails, attendance at meetings, and public input sessions that were publicly advertised and streamed. He stated that all feedback received, both supportive and critical, was documented, reviewed, and incorporated into the development of the design standards.

Chair Drew emphasized that the Commission views Southport as belonging to its residents and that public input and community support have been essential to the process. He acknowledged that similar efforts to establish a local historic district had been attempted in the past but were unsuccessful, and stated that the current Commission has dedicated significant time to educating the public and encouraging understanding of why it does not need to fail this time.

He stated that the Commission's guiding principles can be summarized as "preserve, promote, and prevent," explaining that the intent is to preserve Southport's heritage by protection, promote conservation, education, and cultural enrichment, and prevent demolition, destruction and the removal of historical character and significance.

Chair Drew further emphasized that the Commission does not intend to impose unnecessary restrictions on property owners. He stated that there are no requirements related to paint colors and that flexibility has been incorporated regarding building materials. He noted that the guidelines were developed with consideration and compromise, with the goal of creating standards that work collaboratively with the citizens of Southport.

Chair Drew stated that the Commission incorporated consideration and compromise into the development of the proposed guidelines. He explained that the historic district boundary line is largely consistent with the 1980 National Register district, with only minor adjustments made based on recommendations from the State Historic Preservation Office.

He noted that modifications to the boundary included adjustments along Kingsley Drive, inclusion of the south side of Brown Street after Brown Street was divided, and revisions within the Yacht Basin area. He explained that portions of the Yacht Basin were removed due to the presence of a significant number of non-contributing structures, stating that the area has already experienced substantial change over time. Chair Drew noted that some historically significant uses, such as working fish houses, are no longer present, though certain properties, including Potter's Seafood, remain within the proposed district. He stated that these boundary adjustments were made to better reflect existing conditions while still preserving remaining historic resources.

Chair Drew further explained that the original 1980 boundary extended across the waterfront to include areas such as Battery Island; however, the revised boundary was limited to the City's jurisdiction, ending at the high-water mark, in accordance with guidance from the State Historic Preservation Office.

He stated that the Commission has worked diligently for nearly three years to reach this stage and described the design guidelines as a "living breathing document" that may be revised over time as needed. He explained that the Commission reviewed and compared historic preservation standards from numerous municipalities across North Carolina, evaluating both more restrictive and more flexible approaches, and ultimately developed guidelines tailored specifically to Southport.

Chair Drew emphasized the unique character of Southport, noting its historical significance, coastal setting, and cultural identity. He referenced features such as the City's waterfront, historic landscapes, and long-standing community landmarks, stating that these elements contribute to Southport's distinct identity.

Chair Drew stated while some have suggested it may be too late to preserve the City's historic character, he believes there is still an opportunity to protect what remains.

Chair Drew stated that Southport's historic coastal character and charm are key reasons people choose to live in the community and emphasized the importance of preserving those qualities. He noted that the Historic Preservation Commission consists of seven members and two alternates and invited the commissioners present to stand in recognition of their service. He also acknowledged a former commissioner who had previously served and recognized additional individuals for their input and support of preserving Southport's historic character.

Chair Drew expressed appreciation for the time and effort contributed by the Commission members, noting that they have volunteered many hours to develop the proposed overlay and

guidelines. He reiterated that the Commission's intent is not to impose unnecessary regulation, but rather to preserve, promote, and prevent the loss of Southport's historic character.

He acknowledged that the proposed design standards and district boundaries are not perfect and may require future amendments and revisions. However, he emphasized that the Commission believes the overlay is an important step toward protecting the City's remaining historic resources.

Chair Drew clarified that properties within the proposed district would continue to be subject to the existing Unified Development Ordinance (UDO) and other applicable regulations, with the overlay serving as an additional layer of protection specific to historic preservation.

He stated that the Historic Preservation Commission has completed the tasks assigned by the Board of Aldermen, including development of design standards and procedures, and noted that both the public and the Planning Board have participated in and reviewed the process. Chair Drew urged the Board to approve the proposed overlay district and stated that the future of Southport's historic character depends on the decision before them.

Historic Preservation Commission (HPC) Planner Penny Tysinger addressed the Board and thanked them for the opportunity to speak. She stated that Chair Drew had provided a comprehensive overview and indicated that she would briefly summarize the process and remain available for questions.

Historic Preservation Planner Tysinger explained that the effort to establish the Historic Preservation Commission began in 2022 and has involved a multi-year process extending through 2025. She stated that during this time, various groups worked to develop the design standards, local designation report, and the proposed overlay zoning map. She noted that a consultant was engaged to assist with the process, but emphasized that the Commission provided substantial input to ensure the standards were tailored specifically to Southport.

She further explained that the State Historic Preservation Office (SHPO) reviewed the materials and provided feedback, including recommendations to adjust the district boundary to remain within the City limits. Historic Preservation Planner Tysinger described the documents as "living documents," noting that they may be revised over time and that the materials presented represent what the Commission believes is the best approach for Southport at this time. She stated that feedback would be taken and changed as needed.

Historic Preservation Planner Tysinger stated that the Historic Preservation Commission made final recommendations at its June 4 meeting regarding three primary components: the design standards, the local designation report, and the overlay zoning map. She noted that the Planning Board subsequently reviewed and unanimously recommended approval of these items at its June 19 meeting, bringing the matter before the Board of Aldermen for consideration.

Historic Preservation Planner Tysinger clarified that the focus of the current public hearing is the zoning overlay map. Historic Preservation Planner Tysinger emphasized that the overlay would not replace existing zoning regulations, stating that all current zoning and building code requirements would continue to apply. She explained that the overlay would function as an additional layer intended to preserve the historic character of the area, primarily addressing the exterior appearance of properties as visible to the public, and would not regulate interior features unless requested by the property owner.

Historic Preservation Planner Tysinger also noted that preservation of the historic area has been identified as a priority in the City's comprehensive planning efforts, including both the current plan and the upcoming plan under development. She acknowledged the work of previous and current Boards in advancing the process and stated that, given the length and effort involved, staff hopes the Board will move forward with adoption.

She concluded by stating that staff is available to answer any questions following the public hearing and thanked the Board for its consideration.

The mayor opened the floor for public comment.

#### **Debbie Barnes – 425 West West Street**

Ms. Barnes addressed the Board and stated that her property would be located within the proposed overlay district. She noted that her home is not historic but expressed appreciation for living in Southport and being part of the community. Ms. Barnes commended the Historic Preservation Commission, stating that the document prepared was thorough and well done, and encouraged others to review it.

Ms. Barnes stated that she supports the concept of historic preservation but had several questions and concerns regarding implementation and potential impacts on property owners within the overlay district. She first asked whether existing properties would be "grandfathered" if they are not currently in compliance with the proposed standards, and whether property owners would be required to make changes to existing features.

She provided several examples of concerns related to the design standards that should be corrected. Ms. Barnes noted that her home is described in the documentation as having painted wooden shake siding, whereas it actually has vinyl siding designed to resemble that appearance. She stated that references in the document indicating vinyl siding is not appropriate raised concerns for her, particularly regarding future maintenance or replacement and the potential financial burden of required changes.

Ms. Barnes also referenced features of her home such as a screened porch with adjustable window panels, stating that the language in the document could be interpreted as discouraging or prohibiting such features. She further noted that her home includes metal hurricane shutters,

which differ from references in the document to wood shutters, and questioned whether those would be considered noncompliant.

Additionally, Ms. Barnes raised questions about decorative elements, such as custom cut designs incorporated into shutters, and whether such features would be permitted under the proposed standards. She also referenced a situation involving a temporary heating and cooling unit, noting that there should be flexibility in the guidelines to allow for temporary or emergency installations without requiring a lengthy approval process.

Ms. Barnes emphasized the importance of maintaining balance so that the overlay does not create financial hardship for property owners. She expressed support for the overall effort but stated that she would like to see additional clarity and flexibility in the standards.

She also stressed the importance of ensuring that residents within the overlay district continue to have a voice in how the standards are applied and modified over time, particularly as future boards or commissions may change.

Ms. Barnes acknowledged that she had not been aware of the full extent of the process earlier and stated that, had she known, she would have participated sooner. She concluded by reiterating her general support for historic preservation while emphasizing the need for practical considerations and clear processes moving forward.

Mayor Alt asked Chair Drew whether he would like to respond to the questions and concerns raised during public comment so that the information could be addressed on the record for those present and for those viewing the meeting later.

Chair Drew stated that it was a good opportunity for education and proceeded to respond to the concerns raised. He clarified that existing conditions would not be required to be brought into compliance retroactively. He stated that property owners would be permitted to maintain and replace existing materials, such as vinyl siding or windows, with similar materials, noting that the intent is to move forward rather than require changes to existing structures.

Chair Drew also acknowledged a discrepancy noted by Ms. Barnes regarding the description of her property and stated that a correction would be made.

Alderman Kelley asked whether an overarching statement could be included in the document to clearly indicate that existing features could be replaced with like materials.

Planning Director Meehan confirmed that such language is already included in the document and reiterated that property owners would not be required to retroactively alter existing conditions. She stated that this issue had been raised multiple times during the development process and was specifically addressed by the Commission.

Chair Drew further clarified that the Commission’s review would focus primarily on the “streetscape,” meaning the exterior features of a property visible from the public right-of-way, rather than side or rear yard elements.

He also addressed concerns regarding decorative features and temporary installations, indicating that such elements would not be subject to undue restriction and that temporary items, such as window units, would be addressed within the guidelines.

Following the discussion, Ms. Barnes indicated that her questions had been answered.

Mayor Alt thanked Chair Drew for his responses. A question was raised regarding whether certain properties could be exempt from the standards and included in the document.

HPC Planner Penny Tysinger responded by clarifying that the Historic Preservation Commission operates as a quasi-judicial board, meaning its decisions are made through a formal hearing process rather than through general or informal determinations. She explained that the Commission cannot make blanket statements about whether specific standards will or will not apply to individual properties outside of that process.

Historic Preservation Planner Tysinger stated that property-specific decisions must be made through a formal hearing, during which the applicant presents evidence and testimony, and the Commission evaluates the request based on the adopted standards. She emphasized that this process ensures fairness and consistency. She further noted that discussions outside of a formal hearing, including making commitments about outcomes, are not permitted, as ex parte communication is prohibited.

Mayor Alt then inquired whether the document would be searchable to assist users in locating specific information.

Chair Drew responded that the document would be available in a searchable format, allowing users to easily locate specific topics.

Historic Preservation Planner Tysinger added that all relevant documents, including the designation report, design standards, and overlay map, are currently available on the City’s website. She noted that staff is available to discuss the materials with residents and that hard copies can also be provided upon request.

Mayor Alt then asked whether the term “appropriateness” is defined within the standards.

Chair Drew responded that it is addressed through the requirement for a Certificate of Appropriateness, which must be obtained for applicable work within the overlay district. He explained that each application would be reviewed on a case-by-case basis during a formal hearing, with the adopted guidelines serving as a framework for the Commission’s decision-making.

Chair Drew further noted that while Commission membership may change over time, the appointment of members remains under the authority of the Board of Aldermen, providing a level of oversight through the City's governing body.

Alderman Mosteller stated that there is an appeals process associated with decisions of the Historic Preservation Commission, noting that the Board of Adjustment serves as the appellate body, similar to its role for Planning Board decisions.

Alderman Davis asked for clarification regarding what triggers review by the Historic Preservation Commission, specifically whether an application would first be denied by staff before being brought forward.

Planning Director Meehan explained that proposed work within the overlay district is categorized as either requiring a minor or major Certificate of Appropriateness, depending on the scope of the project, as outlined in the adopted standards. She stated that routine maintenance activities, such as painting, minor repairs, or small landscaping changes, would not require review. She further explained that minor items, such as fence removal, would be handled administratively by staff, while more substantial changes, such as removal of mature trees or alterations to walkways, would require a major certificate and be reviewed by the Historic Preservation Commission.

During this discussion, a member of the audience asked whether a tree permit would require review by the Commission. Ms. Meehan confirmed that tree removals would require review, as they currently already do, and noted that the permit itself is free, though it does add an additional step to the process.

Alderman Davis then asked about replacement of siding materials, including aluminum and asbestos.

Ms. Meehan responded that the standards specifically address materials such as vinyl and aluminum siding, stating that while such materials are generally not permitted for new installations, existing materials may be maintained and replaced with like materials. She clarified that aluminum siding is specifically addressed in the standards.

Chair Drew added that asbestos materials cannot be reinstalled once removed, noting that such matters are governed by applicable regulations.

Alderman Kelley asked for clarification regarding common scenarios, including repainting shutters and replacing existing wood shutters with metal alternatives. Chair Drew stated that repainting existing shutters would not require review; however, replacing wood shutters with a different material, such as metal, would likely require application for a Certificate of Appropriateness.

Historic Preservation Planner Tysinger further clarified that the Historic Preservation overlay does not replace existing regulatory requirements. She stated that property owners must still

comply with all applicable zoning, building codes, and permitting requirements. She noted that certain materials, such as asbestos, are regulated under building codes, and that the Historic Preservation Commission would work in coordination with the Building Inspections Department on such matters.

### **Jim Todd – 209 Short Street**

Mr. Todd addressed the Board and stated that he and his wife had moved to Southport approximately four years ago. He noted that they were drawn to the community in part because of its historic character and expressed overall support for the proposed historic preservation efforts.

Mr. Todd stated that he had recently reviewed the proposed standards, acknowledging that his review was limited compared to the multi-year process undertaken by the Commission. He commented that, based on his review, the major provisions appeared well-developed and aligned with the goal of preserving Southport's character.

He further noted that he and his wife own another property on West Street and recently renovated the front porch, intentionally designing it to reflect the traditional character of "old Southport was." He stated that this effort reflects his support for the goals of historic preservation and maintaining the community's aesthetic.

Mr. Todd stated, however, that he had some questions and concerns regarding the number and scope of items classified as "minor" Certificates of Appropriateness, noting that there were numerous items listed and that this raised concerns about the potential for overregulation. He stated that while insufficient regulation could be problematic, excessive regulation could also create challenges.

He specifically referenced provisions related to areas not visible from the street, such as side and rear yards, and questioned how those standards would be applied. Mr. Todd asked whether property owners would be required to obtain approval to remove items such as damaged or diseased trees in those areas, particularly following storm events.

He further inquired about the process for resolving disagreements between property owners and the Commission or staff, such as situations in which a homeowner believes a tree or feature should be removed, but the reviewing authority does not agree.

Mr. Todd concluded by reiterating his general support for the effort while expressing a desire for clarity regarding the scope of minor approvals and the process for handling potential disputes between property owners and the reviewing authority.

Historic Preservation Planner Penny Tysinger responded that each situation must be evaluated individually, noting that different circumstances may require different approaches. She clarified that in emergency situations, such as storm-related damage, normal permitting requirements may be waived, as emergencies are handled through a separate process.

Ms. Tysinger explained that tree removal requirements already exist and would continue to apply within the overlay district. She stated that if a property owner disagrees with a staff determination, there is an established appeals process through the Board of Adjustment.

She further noted that, in cases of disagreement, the City may consult with professional arborists and the Forestry Committee to provide additional expertise. She referenced that experienced individuals are often brought in to evaluate tree preservation or removal requests and stated that, in most cases, a resolution is reached through this collaborative approach.

### **Rich Bandera – 409 N Burrington Ave**

Mr. Bandera expressed disagreement with the exclusion of the Yacht Basin area from the overlay district. He stated that, based on his experience in other coastal communities, areas with evolving or adaptively reused structures can still contribute to historic character. He noted that while some original uses, such as fish houses and ice houses, no longer exist, the overall form and historical significance of the area remain important. He referenced past development changes within the Yacht Basin and expressed the opinion that the area should be included in the overlay to help preserve what remains.

Mr. Bandera also raised concerns about certain provisions within the design standards, stating that some requirements appear excessive. He specifically referenced provisions related to minor Certificates of Appropriateness, noting that certain activities, such as planting in non-visible rear yard areas, would require approval, which he felt may be overly restrictive.

He further commented on the timeframe outlined for issuance of Certificates of Appropriateness, noting that the document allows up to 180 days for a decision, which he stated could be burdensome for property owners.

Additionally, Mr. Bandera referenced mapping and language within the designation report, specifically regarding an area identified as a potential historic overlay amendment extending toward Leonard Street. He stated that he had previously sought clarification on the meaning and implications of this designation and requested that the language be more clearly defined, particularly regarding whether it would allow for future expansion of the overlay district.

Mr. Bandera concluded by stating that he believes the Commission has done a strong job overall and characterized his comments as relatively minor concerns for clarification and refinement.

Chair Drew responded to Mr. Bandera's concern regarding the referenced boundary line, stating that the historic overlay district cannot be expanded without approval from both the State Historic Preservation Office and the Board of Aldermen.

Director Meehan clarified that the line referenced was part of a prior study area associated with a National Register boundary evaluation conducted around 2010. She explained that the study area was never formally adopted and does not represent an active or proposed expansion of the overlay district. It was only a true study.

Mayor Alt expressed concern that inclusion of such a line within documents could lead to future misinterpretation. He emphasized the importance of ensuring that any materials presented for adoption are clear and not subject to unintended interpretation.

Ms. Meehan confirmed that the proposed overlay district currently under consideration does not include that study boundary.

Alderman Kelley asked whether the map could be updated to remove any potentially confusing references. Ms. Meehan confirmed that updated maps would be used in the final documents and that the outdated study boundary could be removed from materials presented for adoption.

Alderman Lai suggested that the City clearly indicate that the study boundary is not relevant to the proposed overlay in order to avoid confusion. Ms. Meehan reiterated that the study boundary is not part of the overlay district.

Historic Preservation Planner Tysinger noted that the study boundary has historical context and may be retained for reference purposes in other materials, but acknowledged the concern about including it in documents subject to Board approval.

Mayor Alt reiterated that any maps included in the adopted materials should be clear and not open to interpretation regarding future expansion.

Mayor Alt then raised a question regarding whether the standards restrict planting in private yards.

Ms. Tysinger stated that she was not aware of any provision prohibiting such activity. However, Alderman Davis referenced specific language in the document indicating that planting or removal of trees in rear or non-visible side yards would require a minor Certificate of Appropriateness.

Mayor Alt expressed concern about the level of regulation implied by such provisions and emphasized the importance of ensuring the standards are reasonable and appropriate before adoption.

Chief Drew acknowledged that the document is not perfect and reiterated that it is intended to be a “living document.” He stated that provisions identified as problematic could be revised or removed.

Mayor Alt emphasized that the purpose of the public hearing is to identify and address such issues prior to adoption.

Chief Drew then addressed Mr. Bandera’s concern regarding the 180-day timeframe for Certificates of Appropriateness, clarifying that the timeframe applies to the entire review process, from application submission to final decision, and does not represent the expected turnaround time for staff review alone.

City Attorney Herman confirmed that the 180-day timeframe is established by state statute and represents the maximum allowable period for a decision to be rendered.

**Jim Brown – 114 S Howe St**

Mr. Brown stated that his property, known as the Thompson-Williamson House (circa 1873), is located within the historic district and listed on the National Register. He noted that he has owned the property since 1983 and has lived in Southport for approximately 50 years.

Mr. Brown further stated that he previously served on the Board of Aldermen for 24 years and recalled that a similar historic preservation effort had been considered approximately 20 years ago but was not adopted at that time.

He expressed his opinion that the timing is now appropriate and stated that he believes it is important to preserve the character of Southport's historic district.

**Jean Johnson – 232 E Moore St**

Ms. Jeannie Johnson addressed the Board and stated that she and her husband moved to Southport with the intention of honoring and preserving the historic charm that attracted them to the community.

Ms. Johnson expressed support for the overall principles of the proposed historic preservation effort and noted that she appreciated the opportunity to review the materials and learn more about the City's history. She acknowledged that she had not been aware of the full extent of the process earlier and, similar to other speakers, expressed a desire for improved clarity and communication moving forward.

She emphasized the importance of clearly defining which properties are included within the overlay district and how the standards will be applied and governed over time. Ms. Johnson also echoed prior comments regarding the Yacht Basin, stating that although it has changed over time, it still retains elements of historic character and may warrant consideration for inclusion.

Ms. Johnson commented on the number of items classified as minor Certificates of Appropriateness, noting that while the process and structure appear well-developed, the volume of items could benefit from further review. She stressed the importance of establishing a clear and accessible process for notifying residents of changes, updates, or interpretations of the standards, and ensuring that property owners have an opportunity to provide input.

She further discussed the need for ongoing communication and public engagement, noting that not all residents may be aware of meetings or notices despite outreach efforts.

Ms. Johnson also highlighted the importance of partnership between the City and property owners, particularly with respect to infrastructure and aesthetics. She referenced items in the standards related to utilities, such as placing lines underground and screening utility boxes, and

suggested that achieving these goals would require coordinated efforts between the City and residents.

She provided examples of existing conditions, including utility fixtures and street conditions, and stated that improvements in these areas would support the broader goals of historic preservation. Ms. Johnson emphasized that while residents may be willing to take on certain responsibilities, the City should also play a role in maintaining and enhancing the overall appearance and functionality of the historic district.

Ms. Johnson concluded by reiterating her support for the initiative and encouraged the Board to consider both resident impact and City partnership as the process moves forward.

### **Tal West – 6159 River Sound Cir**

Mr. Tal West addressed the Board and stated that he is a member of the Historic Preservation Commission and has lived in Southport since 2019. He shared that he previously lived in Charlotte and observed that, in his opinion, that city did not adequately preserve its historic character.

Mr. West stated that Southport's historic charm and character are key reasons people are drawn to the community, noting that it is frequently recognized for its quaint appearance, historic buildings, and presence in films. He emphasized the importance of preserving these qualities for future generations.

He stated that, in his view, the City has been fortunate that large-scale development has not significantly altered the historic district in the past, noting that without protections, areas could have been redeveloped in ways inconsistent with the community's character.

Mr. West referenced past development proposals in the Yacht Basin area and expressed concern that, without preservation measures, such proposals could have resulted in development inconsistent with Southport's historic identity. He stated that historic preservation efforts are intended to prevent similar outcomes in the future.

He also noted that historic preservation programs are common in other communities, referencing examples in both North Carolina and neighboring states. He stated that many comparable historic coastal towns have established preservation districts and that Southport should do the same.

Mr. West acknowledged that some concerns have been raised regarding the proposed standards but emphasized that the document can be amended over time. He stated that adoption of the overlay would allow the City to begin the process of protecting its historic resources while continuing to refine the standards as needed.

He concluded by expressing appreciation for the opportunity to serve on the Commission and for the opportunity to speak.

### **Josh Cline McGee -**

Mr. McGee, an architect and member of the Historic Preservation Commission, addressed the Board and stated that he and his wife moved to Southport approximately six and a half years ago due to their appreciation for the City's historic homes and downtown character.

He referenced his experience in Charlotte, noting that historic buildings were demolished over time, including structures he believed would be preserved, and stated that those experiences influenced his support for historic preservation efforts.

Mr. McGee emphasized that the Commission worked over a three-year period to develop guidelines intended to balance preservation with practicality, stating that the goal was not to create overly restrictive standards. He noted that the focus of the guidelines is largely on maintaining the visual character of properties as seen from the street, while allowing for flexibility in materials that achieve a similar appearance.

Mr. McGee shared his professional background in architecture and development, noting his experience working with builders and developers. He stated that, in his experience, development is often driven by maximizing return on investment, which can lead to the loss of historic structures if protections are not in place.

He also stated that growth and development in Southport are inevitable, referencing infrastructure expansion and increased traffic as indicators of future growth. He emphasized the importance of guiding that growth to ensure quality development.

Mr. McGee noted that historic districts can contribute to maintaining and enhancing property values and attracting quality investment. He stated that establishing an overlay district would help preserve a defined area of historic character while allowing other areas to develop.

He concluded by expressing concern that, without adoption of the overlay, Southport could lose its historic character over time, and encouraged the Board to move forward with the proposal.

#### **Sandy Spencer – 410 W Brunswick St**

Ms. Sandy Spencer addressed the Board and stated that her home, which has been in her family since 1949 and dates back to approximately 1879, is currently listed on the historic registry. She expressed her desire to maintain its historic designation.

Ms. Spencer stated that she supports the concept of historic preservation and believes it is appropriate for the City to have the ability to implement such measures. However, she expressed concern that portions of the proposed document are overly specific and potentially too restrictive.

She referenced existing tree regulations and noted that two trees on her property require removal due to safety concerns, including recent storm damage. She expressed concern about requirements related to tree replacement, particularly given proximity constraints near her home.

Ms. Spencer concluded by reiterating her support for historic preservation while expressing concern that the current standards may be too detailed or restrictive in certain areas.

### **Jesse Pierce – 320 College St**

Mr. Jesse Pierce addressed the Board and stated that he is a lifelong resident of Southport and has also served the community in both law enforcement and the fire department. He noted that his property has been in his family for multiple generations and expressed a strong personal commitment to preserving its history.

Mr. Pierce expressed opposition to the proposed historic preservation overlay, stating that he believes property owners should retain the ability to make decisions regarding their own property without additional regulatory requirements. He stated that he does not believe permits or approvals should be required for actions such as tree removal, particularly when safety concerns are involved.

He questioned whether regulatory approaches are the most appropriate method for preserving historic character and suggested that alternative mechanisms, such as private deed restrictions, could be used by property owners who wish to ensure long-term preservation.

Mr. Pierce also expressed concern about the potential for future misuse or overreach of the regulations, noting that while current leadership may act in good faith, future decision-makers may interpret or apply the standards differently.

Additionally, Mr. Pierce raised broader concerns regarding consistency in regulation, particularly in relation to development activity. He referenced situations in which larger-scale tree removal associated with development projects has occurred, while individual property owners may face restrictions, and stated that this creates an imbalance.

He further expressed concerns regarding infrastructure and development impacts within the community, including stormwater and growth-related issues, and suggested that these matters should also be considered in the context of policy decisions.

Mr. Pierce concluded by stating that, while he appreciates the effort and intent behind the proposal, he does not support its adoption and believes that preservation efforts should rely more on individual responsibility and community pride rather than regulation.

### **Amy Patterson – 102 W Nash St**

Ms. Amy Patterson addressed the Board and expressed appreciation for the effort that has gone into developing the proposed historic preservation standards. She stated that she has prior experience living in a historic district and noted the importance of balancing preservation with practical considerations, including the cost of restoration and the availability of appropriate materials.

Ms. Patterson stated that she supports the use of alternative materials where appropriate and shared her experience renovating her own home with the intent of preserving its historic character. She noted that the process of restoration can be time-intensive and costly, particularly

given the limited availability of specialized contractors, and emphasized the importance of considering project timelines within the approval process.

She raised concerns regarding areas adjacent to the proposed district, including the Yacht Basin, Bay Street, and Kingsley Drive, and expressed the opinion that these areas should be considered in preservation efforts to prevent further incompatible development. She referenced recent and ongoing development activity and expressed concern about the potential impact of new construction that may not align with the historic character of the area.

Ms. Patterson also encouraged the Board to review and align the proposed standards with existing tree permitting requirements to ensure consistency. She further noted that building code requirements may impact the ability to replicate original historic features and suggested that this be considered within the guidelines.

Additionally, Ms. Patterson raised questions regarding current development activity at a nearby property and expressed concern about whether appropriate permits and oversight are in place, as well as how such projects would be addressed under the proposed guidelines.

Ms. Patterson concluded by reiterating her support for preservation efforts while emphasizing the need for clarity, coordination with existing regulations, and consideration of ongoing and future development.

#### **Sherol Lappala – 316 W Brunswick St**

Ms. Sherol Lappala addressed the Board and stated that she resides within the proposed overlay district and also owns a rental property on Lord Street. She shared her background in city and regional planning and a course in historic preservation, noting that she has restored multiple homes within the historic district and has been involved in real estate in the area for approximately 20 years.

Ms. Lappala expressed appreciation for the work of the Historic Preservation Commission and stated that she supported the proposed design standards for useful guidance for property owners undertaking renovations, additions, or new construction.

However, Ms. Lappala stated that she does not support requiring property owners to go through a formal approval process for certain routine improvements. She expressed concern that requirements such as obtaining a Certificate of Appropriateness for items including roof replacement, windows, doors, walkways, or significant landscaping changes would be burdensome and could result in delays.

She also raised concerns regarding the potential cost and administrative burden associated with the process, including the possibility of needing professional assistance to navigate approvals. Additionally, she noted that not all members of the Historic Preservation Commission reside within the district and therefore may not be directly subject to the regulations.

Ms. Lappala questioned whether the level of regulation proposed is necessary, stating that many residents already take pride in maintaining and preserving their properties. She suggested that the design standards could be used as guidance rather than as enforceable requirements.

She further raised concerns regarding the potential staffing and administrative resources required to implement the program and suggested that the City may have other priorities to address.

Ms. Lappala concluded by reiterating her support for historic preservation in principle while expressing concern that the proposed regulatory process may be overly burdensome.

### **Bonnie Bray – 515 Quartermaster Dr**

Ms. Bonnie Bray, a member of the Historic Preservation Commission, addressed the Board and stated that she resides outside of the proposed historic district. She noted that she and her husband were drawn to Southport because of its historic character and emphasized that the district's influence extends beyond its boundaries, impacting the broader community.

Ms. Bray stated that the historic district contributes to the City's identity, economic strength, and overall sense of place, and emphasized that preserving it benefits both residents within and outside of the district. She described Southport as a unique community and stressed the importance of protecting its historic character for future generations.

She acknowledged concerns raised regarding the proposed standards but emphasized that the document is intended to be applied on a case-by-case basis. She noted that Certificates of Appropriateness would be reviewed through a quasi-judicial process, providing property owners with an opportunity for a fair and transparent review.

Ms. Bray further stated that while the guidelines serve as direction, the process allows for consideration of individual circumstances. She expressed that preservation efforts should not rely solely on voluntary actions and emphasized the need for a formal mechanism to protect historic resources.

She encouraged the Board to move forward with the proposed overlay district, noting that prior efforts to establish such measures had not been successful. She stated that the current proposal reflects significant effort and local input and is tailored specifically to Southport.

Ms. Bray concluded by urging the Board to take action to preserve the City's historic character, emphasizing that without a regulatory framework, significant historic resources could be lost.

City Clerk Deviney stated that two emails had been received and would be read into the record.

### **Russell Family – 416 E Bay St**

The Russells expressed concerns regarding the treatment of their property in relation to the proposed historic district overlay. The correspondence stated that while the existing structure on the property is newly constructed, the land itself holds historical significance, including its

association with the former Caroon Crab Factory and prior ownership by individuals noted in Southport's history.

The Russell family asserted that the property has been inconsistently treated in past City actions, including the denial of a variance request to build within a historic footprint and prior interactions with City staff. The letter also referenced concerns regarding potential future use of adjacent rights-of-way areas for public parking and questioned the rationale for excluding the property from the proposed historic district boundaries.

The correspondence requested that the Board reconsider decisions related to the property's exclusion from the historic district and emphasized the importance of consistent application of preservation standards.

### **Shelley Ploe Facchina –**

Ms. Facchina expressed support for the proposed local historic district overlay. The correspondence referenced the Planning Board's recommendation for approval of the district, following its consideration at the June 19, 2025 meeting, and voiced agreement with that recommendation.

Mayor Alt announced that all individuals who had signed up to speak had been heard and requested a motion to close the public hearing.

A motion was made by Alderman Carroll and seconded by Alderman Kelley. The motion passed unanimously.

Mayor Alt then called for a brief recess. 8:40 pm – 8:50 pm

## **H. Committee Reports**

Mayor Alt reconvened the meeting and proceeded to the next agenda item, Committee Reports.

Alderman Lai reported that the ABC Board had recently met, noting that sales were slightly down but remained strong overall, with expectations for improvement in the coming month.

No additional committee reports were presented.

## **I. Manager's Report**

City Manager Saldo provided the Manager's Report, noting the ribbon cutting and that the Moore Street Bridge at Price's Creek had officially reopened following prior damage and reconstruction. He also announced that pre-orders for the City's specialty license plate would begin the following day, with a requirement of 500 pre-registrations before submission to the General Assembly.

## **J. Mayor's Comments**

Mayor Alt provided comments to the Board indicating that he intends to bring forward several items in August for consideration. He stated that he would request the Board consider a Unified Development Ordinance (UDO) amendment requiring that all text amendment recommendations be reviewed by the City Attorney during the Planning Board phase. He explained that this legal review would ensure compliance with applicable North Carolina statutes and relevant court rulings prior to submission to the Board of Aldermen. He further noted that the legal opinion should be provided in writing and included in both the Planning Board and Board of Aldermen meeting minutes to ensure clarity in the record.

Mayor Alt also stated that attention must be given to statutory “shot clock” deadlines governing Planning Board reviews. He emphasized that the legal review process must be structured to ensure deadlines are met in order to avoid automatic approvals or potential legal challenges. He indicated that he would request the Board direct the City Manager to develop proposed UDO language addressing these requirements. He referenced a recent situation in which a Planning Board action resulted in significant delays following a Board of Adjustment decision, noting concerns about potential liability and the need to avoid prolonged deliberations. He emphasized the importance of training and improved coordination among boards to prevent similar issues in the future.

On a separate matter, Mayor Alt discussed recent coordination with the Rural Planning Organization (RPO), noting that he and the Mayor Pro Tem have engaged with staff to advocate for inclusion of smaller, locally significant infrastructure projects. He referenced ongoing concerns related to a deteriorating culvert under Moore Street at Bonnets Creek, which has experienced repeated failures during storm events. He noted that while the RPO typically focuses on larger regional projects, local projects with significant public impact should also be considered. Mayor Alt further stated that recent collaboration with the North Carolina Department of Transportation, the Cape Fear RPO, and City staff has been productive, and he expressed cautious optimism that additional progress may be made in the coming weeks.

#### **K. Staff Reports**

Staff reports were included in the agenda packet.

#### **L. Board Comments**

Alderman Lai commended staff and the Historic Preservation commission for their work on the historic district effort and thanked residents for their participation in the public hearing.

Alderman Spencer expressed appreciation for public attendance and input, emphasizing the importance of community engagement. He also raised concerns regarding property maintenance requirements and permitting processes, and noted broader concerns about regulation and storm resilience.

Alderman Kelley commented on the reopening of the Moore Street Bridge and ongoing coordination with transportation partners on additional projects.

Alderman Mosteller thanked staff and the Historic Preservation Commission for their work and acknowledged the upcoming resignation of the City's Animal Protective Services Officer, expressing appreciation for her service and requesting further discussion regarding the program's structure. She also requested that a previously discussed item regarding bed and breakfast events be brought back for further Board consideration by Planning staff.

Alderman Davis and Alderman Carroll had no comments.

Mayor Alt provided clarification regarding statutory authority over development agreements, noting that such authority rests with the governing body and not the Planning Board, and emphasized the importance of maintaining clear communication and collaboration between boards.

#### **M. Closed Session NCGS 143-318.11**

A motion was made to go in to closed session by Alderman Kelley and seconded by Alderman Lai. Motion carried unanimously

The Board entered closed session at 9:09 pm.

A motion was made to come out of closed session by Alderman Kelley and seconded by Alderman Spencer. Motion carried unanimously.

The Board came out of closed session at 9:45 pm.

#### **N. Adjourn**

Chief Coring addressed the Board regarding comments made earlier concerning the Animal Protective Services (APS) program. He stated that he was taken by surprise by the discussion and wanted to clarify the current status of the program and its operations within the Police Department.

Chief Coring explained that the APS program was incorporated into the Police Department following discussions with the City Manager at the time, and that he has remained committed to maintaining the program's standards and mission. He noted that APS remains an important and valued function of the department and emphasized that both he and his staff are dedicated to its continued success.

He further stated that he had recently received notice of the APS Officer's resignation and had not yet had a direct conversation with her regarding that decision. Despite this, he emphasized that there have been no known operational issues or concerns within the program and that coordination between APS and the Police Department has been positive.

Chief Coring stated that the department has already identified an internal candidate to begin training and shadowing to ensure continuity of service. He emphasized that the program will continue without interruption and that the level of service to the community will be maintained.

He concluded by expressing his desire to reassure both the Board and the public that the APS program remains stable, that no negative circumstances led to the resignation to his knowledge, and that the department remains fully committed to carrying the program forward.

A motion was made by Alderman Carroll and seconded by Alderman Kelley to adjourn.

The meeting was adjourned at 9:50 pm.

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Dr. Joseph P Hatem, Mayor

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Tori Deviney, City Clerk

DRAFT



**CITY OF SOUTHPORT  
BOARD OF ALDERMEN – REGULAR MEETING  
COMMUNITY BUILDING  
223 E BAY ST, SOUTHPORT NC 28461**

July 22, 2025 | 9:00 AM

**Present Members:**

Mayor Rich Alt, Rebecca Kelley, Marc Spencer, Frank Lai, Lowe Davis, Robert Carroll, Karen Mosteller

**Absent Members:**

**Staff Present:**

City Manager Noah Saldo, Deputy Clerk Tori Deviney, Public Information Officer ChyAnn Ketchum, Police Chief Todd Coring, City Engineer Tom Zilinek

**Others Present:**

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**A. Call to Order**

Mayor Alt called the meeting to order at 9:00 a.m.

**B. Pledge of Allegiance**

Mayor Alt led everyone in the Pledge of Allegiance.

**C. Agenda**

**D. Old City Hall/Courthouse Architecture Firm RFQ Review and Building Tour**

1. HDR

Bill Kincannon thanked the Board and stated that the team would be mindful of the time. He introduced the HDR team. Bill Kincannon identified himself with HDR's Wilmington office as the regional program lead.

Betsy Petrusic introduced herself as the project manager and point of contact for the project. She shared that earlier in her career she had been introduced to historic preservation and adaptive reuse projects, which made her

passionate about bringing history back to life and telling the story of a place. She referenced a recent historic courthouse project she had worked on and then turned the presentation over to Larry Lamacha.

Larry Hlavacek introduced himself as HDR's Director of Public Safety Facilities and stated that he has more than 30 years of public safety facility design experience. He added that he also has a personal connection to law enforcement because several family members are police officers.

Neal Andrew then introduced himself with Andrew Consulting Engineers in Wilmington and stated that he was born and raised in Wilmington and has provided structural engineering services across the Outer Banks and Cape Fear region for 30 years.

Bob Bittel introduced himself as the principal in charge with HDR and said that projects involving adapted, preserved, and reused buildings had been integral to his childhood and helped shape his interest in architecture. He said he had a deep appreciation for projects of this nature and commended the City for making this commitment to its community. He explained that the presentation included examples of projects their team had completed in the area and then turned the discussion back to Bill Kincannon to speak about the firm's Wilmington and coastal presence.

Mr. Kincannon stated that the Wilmington office currently has 15 staff members, including engineers and planners, and said the office includes personnel from the coastal area, from elsewhere in North Carolina, and from other parts of the country. He described HDR's range of work in eastern and southeastern North Carolina, including involvement with the Southport ferry dock area, emergency bridge design on Southport's Moore Street after storm damage, post-Florence washout work on U.S. 421, the Holden Beach pier replacement design, work with the Port of Wilmington, and work with NCDOT. He also stated that HDR wrote the grant for the Cape Fear Memorial Bridge replacement that secured \$242 million. He emphasized that the firm is committed to coastal communities in eastern and southeastern North Carolina.

Mr. Andrew then briefly discussed his preservation-related work, including the limited structural review report for the City Hall building completed in July of the prior year. He stated that his firm has annual service contracts with the City of Wilmington, the State Ports, and New Hanover County, and that they have completed numerous reviews of existing buildings, including courthouse structures and other historic buildings in the region, with the goal of salvaging those buildings in a challenging high-wind coastal environment.

Mr. Bittel stated that the team had recently worked together on the North Front Street project for the City of Wilmington and said that project was similar to Southport's project in size, scale, vintage materials, exterior finish,

and structural system. He said the team had recently received a preservation award for that project. He explained that the team strives to balance historic character with modern accommodations. He then outlined HDR's five-point approach to the project, which he described as local commitment, appreciation of existing character, collaborative spirit, thoughtful and safe design, and technical expertise. He said this approach would guide the team in developing a vision and scope of services that would best benefit the City of Southport.

Ms. Petrusic stated that the design process presents an opportunity to bring the story of Southport to life and carry its history and legacy forward. She said the project offers a chance to honor the past while designing the future home of the City of Southport Police Department.

Mr. Hlavacek said that as the City begins to think about its vision and how to accomplish it, HDR can bring forward its experience in law enforcement design and apply national best practices while still creating a customized local solution based on Southport's operational model. He said adaptable and flexible workspaces are important in police environments because operations can change over time. He added that officer health and wellness are important considerations, as is creating a professional workplace that can assist with recruitment and retention. He further stated that the historic nature of the building can be used not only to connect with the community but also to honor the history and service of the organization over time.

Ms. Petrusic stated that HDR is familiar with this type of project and has experience designing building renovations in a coastal environment. She said the team is people-first and has done this type of work before.

Mr. Hlavacek added that HDR has a deep understanding of the building codes applicable to the area as well as the building code requirements specific to police facilities. He stated that the team also has knowledge of law enforcement standards and best practices that can be applied to maximize operational efficiency. He said HDR analyzes every project for risk and would carefully incorporate safety and security measures in a manner that works operationally for a complex building with multiple user groups. He emphasized that HDR likes to involve all stakeholders in a collaborative design process and has built stakeholder interface opportunities into every phase so that everyone has ownership in the project.

Ms. Petrusic then discussed the proposed schedule and stated that the framework is intended to be solid while still allowing flexibility as the process moves forward and changes arise. She stated that the team anticipates nine months of documentation leading to permit ahead of bidding and then turned the presentation to Bob Bittel.

Mr. Bittel stated that the schedule is a tool used to protect the project, the budget, and ultimately the quality of the final deliverable. He said HDR has learned through recent market volatility that flexibility must be built into the process and that one successful strategy is to have the documents fully permitted before bidding. He stated that HDR has a trusted cost estimator on the team whose market knowledge can be used throughout the process to monitor conditions and identify opportunities to condense the schedule or adjust strategy.

Ms. Petrusic added that the team's goal is to be proactive rather than reactive and to position itself early to achieve the needed outcomes. She described that approach as a method of risk mitigation. She stated that one important part of that approach is early and regular discussion and coordination with SHPO, the City of Southport, and the Historic Preservation Commission because decisions involving historic elements are integral to the design process and the final outcome.

Mr. Bittel concluded the formal presentation by restating the team's five points of approach as local commitment, appreciation of existing character, collaborative spirit, thoughtful and safe design, and technical expertise. Mayor Alt thanked the team and opened the floor for questions from the Board, beginning with Alderman Lai.

Alderman Lai asked about the timeline for the project, including how long it would take and the steps involved. Ms. Petrusic responded that the current projection is 22 months to substantial completion, with a goal of reaching a permit set after nine months. She added that as the project progresses toward permit and bidding, there may be flexibility to compress the schedule and begin earlier than initially anticipated.

Mr. Bittel added that it is helpful to understand the City's needs and priorities in order to know what timeline to work toward. He reiterated that the schedule is a tool and that there are often opportunities to consolidate work, speed up the process, or take advantage of market conditions. He estimated that the overall duration could be in the range of 21 to 25 or 26 months depending on how conditions develop.

Alderman Lai commented that permitting would likely be one of the most difficult parts of the process because problems often arise during permitting. Ms. Petrusic agreed and stated that HDR had accounted for various review cycles with boards and would continue to work through those as the project advances.

Alderman Kelley asked whether HDR planned to meet with the Police Department in addition to coordinating with HPC, the City, and SHPO. Ms. Petrusic confirmed that the Police Department is included among the

stakeholders. Alderman Kelley stated that she simply wanted to make sure the department was not overlooked.

Alderman Davis asked whether the team had been inside the building and then apologized for its current condition, noting that it has been in that state since approximately 2016 or 2017. She stated that the City is in the process of reviewing, and he hopes passing, Historic Preservation Commission regulations regarding materials, appearance changes, and many factors within the historic district. She described the old courthouse as the crown jewel of the historic district and stated that permitting will have to occur within those parameters. She asked whether the team had reviewed those standards, and Ms. Petrusic confirmed that the historic district design standards had been reviewed.

Alderman Davis went on to state that there are many interior architectural features the City would like to preserve, including the ceilings and floors, and that those preservation goals would weigh against dropped ceilings, visible ductwork, and similar alterations. She remarked that some of the project images shown by HDR appeared more modern and stressed that the second floor of the Southport courthouse is one of only a small number of remaining antebellum courthouses in North Carolina. She said he understands the public's desire for the building to continue to look that way in perpetuity, while also recognizing the challenge of making it usable as a Board meeting place. She asked that during the site visit the team speak clearly about what they see and how they believe those goals can be achieved, stating that this would play a major role in her decision.

Alderman Carroll asked what engagement HDR had previously had with the City in relation to this RFQ, including interviews and meetings. Mr. Kincannon responded that the firm had not participated in interviews and had simply responded to the RFQ and asked some clarification questions in preparation. Alderman Carroll clarified that there had been no meetings and no interviews, and Mr. Kincannon confirmed that was correct.

Alderman Mosteller stated that although the building will be a police station, it will also function as a government center with meeting space and other public uses. She said she hoped the courtroom could remain intact in scale and character and agreed with Alderman Davis that preserving any remaining raw architectural artifact would be very important. She asked whether there were any project-specific challenges the team was already considering, while acknowledging that the question might be premature since several team members had not yet been inside the building.

At Ms. Petrusic's invitation, Mr. Bittel responded that the team had reviewed the RFQ, including the conditions assessment, and had walked around the exterior the prior evening after arriving in town. He stated that the building appears to be in better condition than some of the firm's earlier projects. He

also said he appreciated that some historic details still remain. He contrasted that with the Wilmington project, where so much had already been lost that the team had to reimagine what once existed. He said that in that project, the team reused flooring to create the front desk and to highlight the building's historic character in a different way. He stated that while there are certainly matters of concern, they are nothing the team has not encountered before, and he expressed confidence that HDR is prepared for the work.

Alderman Mosteller stated that she had many more specific questions that would likely arise as the discussion continued and noted that the RFQ itself addressed detailed needs such as public restrooms, ADA requirements, public restrooms upstairs, and other matters. She then asked whether the team had any questions for the Board.

Mr. Bittel responded that the walkthrough would be a good opportunity to take in the building with the Board, hear the Board's ideas, and begin more detailed conversations. He stated that, other than Mr. Andrew, much of the team's understanding so far was based on photographs and the contents of the RFQ. Based on some quick code-based calculations, he said the team sees a need to address accessibility throughout the facility but does not currently believe those changes would have to be dramatic because the existing layout appears to have good widths and arrangements that may be preserved while still making the building accessible. He said the building appears to be passing the initial test from what they can gather, but that the team is interested in seeing how those assumptions hold up in person.

Mayor Alt then asked about a reference in HDR's materials to raised floors for routing wiring. Mr. Bittel explained that raised floors were simply one possible idea and not necessarily something the team would need to do. Mayor Alt responded that the building contains 1844 hardwood flooring beneath a later floor layer that was removed during remediation and that the flooring is beautiful and could be buffed, waxed, and stained. He also described a stamped tin ceiling on the first floor, where the Police Department would predominantly be located, and said there is also a hardwood ceiling above that area. He said the challenge would be preserving the room with the brick wall, the 1844 floor, and the stamped ceiling while still installing modern wiring and additional outlets. He stated that the City would like that room to be capable of functioning as a backup Emergency Operations Center if necessary, which would require outlets and likely some phone lines. He said the challenge, as he sees it, is figuring out how to install that infrastructure without sacrificing the historic floor and ceiling.

Mr. Bittel responded that those are exactly the kinds of issues the team needs to keep in mind. He said the goal would be not to damage the historic character-defining elements, but instead to preserve them, show them off, or restore them if they are currently covered. He explained that one possible approach learned from prior projects is using the crawl space to address

certain needs. He said that if work in that area is necessary for remediation or other reasons, it may provide an opportunity to upgrade electrical systems, make the building more secure and weather-tight, and then reinstall the flooring after the limited work is complete. He stated that it is ultimately a matter of balance and again noted that Southport is fortunate to still have so many historic elements remaining.

Mayor Alt stated that the prior remediation appears to have been done relatively well because the building had sat vacant for seven or eight years and had asbestos and mold issues. He said many of the more modern interior walls had been removed during that process, which is why the piping is visible, and stated that the team would see those conditions during the site visit.

Alderman Carroll returned to the subject of the RFQ process and stated that for a project of this scale, he would normally expect a firm to be interviewed, present its response, and answer questions before a recommendation was made. Mr. Bittel responded that this has typically been HDR's experience, although the exact format can vary from a 10-minute presentation to a longer interview. Alderman Carroll stated that his concern was that a recommendation for another firm had already been presented at a previous meeting and that it came as a shock to him that HDR had not been interviewed before now. Mr. Bittel replied that the team was happy to be there now and appreciated the opportunity.

Alderman Davis reiterated the significance of the building, stating that the second floor should feel like a time machine taking a person back to before the Civil War. She said there are people in Southport whose grandparents or great-grandparents were judges or court clerks there, and he emphasized the strong local sensitivity tied to that history. He stated that he could not overemphasize how important that is to the town and said that it would weigh heavily in his decision-making.

Mr. Kincannon responded that he agreed with that observation. He stated that he is not an architect, but an engineer who retired from the Department of Transportation three and a half years ago and also retired from the U.S. Navy. He said that throughout his career he learned that the best thing a person can do is listen. He stated that the team hears the Board's concerns clearly and that its goal is to listen to the Board, the stakeholders, the Police Department, and everyone involved in order to understand those needs and bring them to fruition.

Mayor Alt then asked for clarification on whether the team had said the building was in better condition than most similar buildings they had seen. Alderman Lai echoed that question. Mr. Bittel replied yes. Mr. Kincannon responded that when he first saw the Wilmington building shown in the presentation, it had only part of the floor, two side walls, a back wall, no front

wall, and a roof that was largely gone. He said that in comparison, the Southport building is in better shape.

After no further questions were raised, Mr. Kincannon asked whether there were any additional questions. Mayor Alt then asked whether the group was ready to proceed to the site visit and called a recess so that everyone could go over to City Hall.

Recess at 9:30 AM.

Mayor Alt reconvened the meeting at 10:13 AM following the site visit and asked whether the HDR team had any comments before the Board asked any final questions.

Mr. Bittel stated that it was helpful to collect thoughts after seeing the building in person and said the walkthrough had been very beneficial. He stated that the visit reaffirmed his view that the building is in better and safer condition than many similar projects his team has encountered. He said he observed a great deal of original detailing and many signs of strong historic construction, including the thickness and density of the lumber, coloration indicative of the original construction, and old windows showing movement that suggested they were original. He stated that most of the detailing appeared to be in very good condition and that while some paint would need to be removed and finishes restored, much of that work appeared cosmetic. He also said the team had already begun discussing how to best sort and plan for the materials that remain in the building. He noted that some tin ceiling pieces would require custom replacement, but said replacements could likely be used in less visible areas while original pieces could be preserved for more prominent locations to maintain consistency. He added that even details such as the original door hinges were still present and said the building retained many signs of high-quality construction that are not commonly found in projects of this age.

Ms. Petrusic stated that one of the things that stood out to her was hearing how each Board member had a personal connection to the building, whether through paying water bills there or seeing the building in various stages over time. She said the team was excited by the opportunity to tell the story of the building and the story of Southport without dictating what that story should be. She said that standing inside the building, the history and significance of the place could be felt.

Mr. Hlavacek stated that from a law enforcement planning perspective, the existing building in its current state offers many advantages. He said the high floor-to-floor heights and ceiling heights provide room to accommodate new infrastructure, and that the newer wings on each side of the building could be used to route trunk lines while helping preserve the integrity of the large

community room. He stated that when designing law enforcement facilities, he looks for opportunities to maximize the use of spaces like the community room, which may only be used a portion of the time for one purpose but could serve many functions with proper planning. He said the location of that room near the center of the building would allow security access to be controlled effectively so that it could be opened to the public at certain times or restricted for staff use when needed. He also stated that there may be opportunities to reduce construction costs, including through the possible use of one double-sided elevator instead of two separate elevators, with one side serving police operations and the other serving the public. He said he saw opportunities for strong interaction with the chief's administrative areas on the first floor and noted that, based on what he had heard, there did not appear to be a need to fortify the building to a high ballistic or blast standard. He emphasized that law enforcement design standards should not simply be applied wholesale, but instead tailored to the actual risk and operational needs of the community. He added that privacy could potentially be improved with relatively limited measures, such as translucent film on office windows, and explained that his team always considers CPTED principles, or Crime Prevention Through Environmental Design, including how views, movement, and security are controlled from both outside and inside the building. He stated that the building's layout appeared to lend itself to fairly easy restriction and control.

Mayor Alt then opened the floor for questions, beginning with Alderman Carroll. Alderman Carroll stated that one of his priorities is preserving the integrity of the entrance and ensuring that it leads to a common upstairs space that can be used by the public. He asked whether HDR believed the structure could successfully serve both police operations and public use.

Mr. Hlavacek responded that he believed it could. He stated that there appeared to be a natural progression through the building from the entrance, with the grand staircase off to the side, and suggested that an elevator could possibly be added in one of the newer additions, where doing so would be structurally easier than in the historic core. He explained that this could help create a public zone within the building, with access control separating that zone from secure staff areas. He said that public access could extend to the upper level and that the room itself could be controlled depending on its use. He explained that when the police need to use the room for training or as an Emergency Operations Center, access could be restricted, and when the City wants to open the space for public use, the access controls could be adjusted accordingly. He emphasized that flexible rooms like that are valuable because they can support a variety of uses and increase operational efficiency.

Alderman Carroll stated that he liked that concept and commented that one requirement would be that the current tables not be used in that space. Mr. Hlavacek responded that furniture selection in a police facility is a very

different conversation from furniture selection in a typical office building. He stated that police facilities operate continuously and that standard office furniture does not hold up under those conditions. He explained that chairs and other furnishings need to be selected with law enforcement equipment and 24-hour use in mind.

Alderman Davis then commented on the windows, stating that preserving them is one of her priorities. She compared the issue to churches that preserve elaborate stained glass windows through protective coverings or other means. She said the courthouse windows are old and in some cases show signs of rot, but she wanted efforts made to preserve them if possible. She also shared information about Legacy Architectural Salvage in Wilmington, describing it as a resource where materials from demolished historic homes are stored and made available, including flooring, tin ceiling tiles, and other historic materials.

Mr. Bittel agreed and stated that his team has used similar salvage networks in the past to source period-accurate materials, including brick, for historic restoration work. He noted that these resources can be both historically appropriate and cost-effective, and said the team would prioritize matching existing materials with those from the same era whenever possible rather than using modern substitutes that only appear similar.

Alderman Davis then asked whether the Board and staff would receive initial sketch proposals during the design process to confirm that the project is progressing in the right direction and to allow coordination with the Police Chief regarding functional needs. Ms. Petrusic responded that HDR's process includes review periods following both schematic design and design development phases, each lasting approximately two weeks, and that the team would be meeting regularly with the City and Police Department throughout the design process to refine details.

Alderman Carroll stated that while preservation is important, he also believes it is necessary to consider long-term durability and maintenance. He referenced modern materials, such as fiberglass windows designed to replicate historic proportions, and expressed that the City should not become overly focused on restoring original materials if modern alternatives could provide longer life and reduced maintenance while maintaining the same appearance.

Mr. Bittel responded that those are appropriate considerations and said the team would evaluate all options during the early phases of the project. He explained that HDR would conduct a detailed assessment of the windows and other materials to determine whether repair, replacement, or a hybrid approach would be most appropriate. He referenced examples from other projects, including churches where historic windows were preserved by adding protective glazing, which can improve environmental control while

maintaining historic character. He stated that a similar hybrid approach may be appropriate depending on the condition of the courthouse windows and emphasized that local craftsmen and resources would be valuable in that process.

Alderman Kelley asked the team whether anything observed during the site visit differed from their expectations based on the RFQ materials. Mr. Bittel responded that the building was in significantly better condition than expected, noting that assessment reports often emphasize deficiencies without fully capturing positive aspects. He stated that the building contains more strengths than weaknesses and that the interior scale felt larger than anticipated, which provides additional design opportunities. He added that there appear to be viable ways to install new systems while maintaining the building's architectural integrity.

Mr. Kincannon added that the building is in much better condition than when he had previously visited approximately a year earlier, when there had been water intrusion through the roof.

Alderman Kelley stated that she was encouraged by the team's understanding of police facility needs and emphasized the importance of creating a functional space that also preserves the building's historic character and supports the City long-term.

Mr. Hlavacek stated that police departments are long-standing institutions with significant history and that integrating that history into a historic building presents an opportunity to strengthen community connection. He suggested incorporating display areas and architectural elements that highlight both the building's history and the Police Department's legacy, noting that modern design trends emphasize community integration rather than separation.

Alderman Kelley agreed and stated that inclusion is an important value for the Southport community.

Alderman Spencer stated that she appreciated the walkthrough and the discussion, emphasizing her focus on safety, security, and creating a space that is both welcoming and resilient. She noted that during past hurricanes, the City lacked safe shelter options and expressed a desire for the building to serve as a secure location during emergencies.

Alderman Lai commented that it was clear the team was actively evaluating solutions during the walkthrough and stated that the Board appreciated the focus on cost-saving opportunities.

Alderman Spencer added that the facility should serve multiple boards and committees, including the Board of Aldermen, Planning Board, and Board of

Adjustment, and emphasized the need to balance police functions with public use.

Alderman Davis noted that the current meeting spaces are sometimes displaced by other uses, such as weddings, which creates scheduling challenges.

Mayor Alt commended the team for their discussion of flexible design and security, stating that he appreciated their experience in balancing access and protection. He noted that the Police Chief has identified historical materials and artifacts that could be incorporated into displays within the building, including previously unknown departmental history.

Mr. Bittel stated that he appreciated the opportunity to participate in the discussion and found the experience valuable. Mr. Kincannon thanked the Board for their time and reiterated the importance of the project to the City, stating that the team would continue to listen to stakeholders throughout the process.

Mayor Alt then asked for clarification regarding the timeline for obtaining approvals and permits for a historic project, confirming his understanding that the process would take approximately nine months. Betsy Petrusic confirmed that the nine-month timeframe relates to the development of drawings and that coordination with stakeholders would occur concurrently throughout that process.

Mayor Alt stated that the City is working to improve its contracting processes, noting that past contracts have lacked clear timelines, milestones, and accountability measures. He explained that the City is seeking to address those issues moving forward and that the discussion is not directed at HDR specifically, but reflects broader challenges experienced by the City and other local governments.

Alderman Carroll then suggested that the City have the building professionally photographed in its current condition to document its historic state. Mayor Alt asked whether he was making a motion, and Alderman Carroll made a motion to instruct staff to hire a photographer to professionally photograph the structure. Mayor Alt seconded the motion.

During discussion, Alderman Davis asked for clarification, comparing the concept to real estate-style interior photography. Alderman Carroll confirmed that the intent was to document the building's current condition for future reference. Alderman Spencer stated that such documentation could serve as a record of the building's transformation. Alderman Kelley added that detailed photography, including lighting and close-up documentation of

materials and conditions, would be valuable before restoration work alters those features.

City Engineer Zilinek recommended incorporating the photography into the scope of work for the selected architectural firm rather than issuing a separate contract. Alderman Carroll amended his motion to reflect that recommendation.

Mayor Alt confirmed the amended motion and called for a vote. The motion passed unanimously. He thanked the HDR team for their presentation and stated that the Board would take a short recess before continuing.

## 2. Moseley

Mayor Alt reconvened the meeting and invited the next firm, Moseley Architects, to begin their presentation, noting that the Board would have questions following the presentation.

Josh Bennett introduced himself as the civic sector leader for Moseley Architects and stated that the firm has worked with the City of Southport over the past few years on planning efforts related to Town Hall and the police station. He expressed appreciation for the opportunity to present again. He introduced Lisa Bricker of Golden Leaf Studios, explaining that she specializes in historic preservation and has worked on hundreds of similar projects, and would serve as a key consultant on the project.

Mr. Bennett outlined the project team structure, explaining that Moseley Architects would hold the contract with the City, with WithersRavenel providing civil consulting services and Golden Leaf Studios providing historic preservation expertise. He noted that the team would also utilize a consultant for three-dimensional building scanning with TrueScan, explaining that this technology allows for accurate documentation of the building's current condition and helps identify areas that may not be readily visible during a standard inspection. He emphasized that Moseley operates as an interdisciplinary firm with architects, engineers, and interior designers in-house, which allows for a more integrated and responsive design process, particularly for complex facilities such as police stations.

Mr. Bennett discussed the importance of technical expertise in designing public safety facilities, noting that specialized knowledge is required for systems such as evidence ventilation, locker rooms, and the separation of public and secure areas. He added that structural engineering is also critical, particularly given the building's classification and the need to integrate

structural improvements without compromising the historic fabric of the building.

He then reviewed several law enforcement projects completed by Moseley Architects, including police stations and training facilities across North Carolina and Virginia. He explained that experience with Basic Law Enforcement Training (BLET) facilities provides insight into how officers are trained and how they operate in the field, which informs the design of functional police facilities.

Mr. Bennett also discussed Moseley's experience with historic preservation, highlighting the firm's headquarters in Richmond, Virginia, which is listed on the National Register of Historic Places and was renovated as a LEED Platinum building. He described how the building was adapted for modern use while maintaining its historic character, including the use of specialized restoration techniques and the installation of new structural systems that remain independent of the original masonry structure. He emphasized the importance of designing improvements that are reversible and compliant with historic preservation standards.

He noted that incorporating accessibility features, such as elevators, into historic buildings is a key consideration and requires careful planning to meet both code requirements and preservation standards.

Mr. Bennett then discussed design considerations specific to police facilities, stating that these buildings experience significantly more wear than typical office buildings due to their continuous operation. He highlighted the importance of durable materials, thoughtful corridor design, and security features such as controlled access points and bullet-resistant construction in public areas. He explained that community meeting spaces should be flexible and may require upgrades for audio-visual systems and support spaces such as kitchenettes.

He further described operational needs within a police facility, including areas for report writing, equipment charging, and officer collaboration. He emphasized the importance of properly designed interview rooms, noting that integrated recording systems are essential. He also discussed the critical nature of evidence storage, explaining that proper design aligned with departmental procedures is necessary to maintain chain of custody and reduce the risk of errors.

Mr. Bennett stated that Moseley Architects utilizes a robust quality control process, including three-dimensional modeling and scanning, to identify and resolve coordination issues early. He emphasized the importance of clear communication and documentation throughout the project, including

providing visual representations and material samples to ensure alignment with the City's expectations.

He also addressed cost and schedule management, stating that the firm evaluates total project costs, including furniture, fixtures, equipment, and signage, and works with the City to maintain budget control throughout the process. He added that detailed scheduling and regular updates would allow the Board to track progress and maintain oversight.

Alderman Lai asked whether the team had previously visited the building or if the upcoming walkthrough would be their first visit. Mr. Bennett responded that he had previously been inside the building and that some of the photographs included in the presentation were from that visit.

Alderman Lai asked, since the Moseley team had already been inside the building, what their assessment was of its current condition. Mr. Bennett responded that when the firm first began working with the City several years ago, he had been unable to enter the building due to its condition at the time. He stated that the building is now in far better condition than it was three to four years ago and described it as being in serviceable condition. He added that, based on the team's observations, the building is in sufficient condition to be rehabilitated for the proposed use.

Alderman Davis stated that the presentation had focused heavily on police use of the building and emphasized that the structure is intended to serve dual purposes, both as a police facility and as a public civic space. She stressed that both uses are equally important and reiterated the Board's strong desire to preserve the building's interior architectural features, particularly the upstairs courtroom. She noted that the courthouse is one of the oldest still in use in North Carolina and is a critical part of Southport's historic district, and stated that both the exterior and interior must be preserved. She expressed concern that the presentation had not addressed the upstairs space in sufficient detail.

Lisa Bricker responded that maintaining the courtroom as a civic space is a highly appropriate and positive approach for a historic rehabilitation project. She stated that continued public use of the building aligns with preservation principles and supports the building's historic function. She added that, based on photographs, there may be significant historic finishes concealed beneath later modifications such as dropped ceilings or flooring, and that uncovering and preserving those elements would be important. She emphasized that preservation involves not only materials, but also maintaining the integrity and function of spaces, and stated that using the courtroom as a public meeting space would itself be an important form of preservation.

Mayor Alt then raised several questions regarding the scope of services outlined in Moseley's earlier submission. He referenced a list of exclusions in the proposal and expressed concern about items such as security design services, furniture design, and site-related work. He questioned how security would be addressed if it was listed as excluded. Josh Bennett acknowledged that the reference to security design services was an error carried over from another document and clarified that Moseley does provide security design services when required. Alderman Carroll questioned how such an omission could have occurred, and Mr. Bennett explained that it was the result of reusing a previous document where security services were not applicable. He confirmed that Moseley does provide those services and that a security systems designer would be included as part of the project team.

Mayor Alt asked additional clarifying questions regarding other listed exclusions, including utilities and site lighting. Mr. Bennett explained that references to utilities pertained to external utility services rather than interior systems, and that site lighting referred to larger site elements such as parking lot lighting, not building-related improvements. He clarified that the project scope would include relevant building-related exterior work, such as stucco repair and accessibility improvements, while broader site redevelopment would not be included unless specifically required.

Mayor Alt then asked if there were any further questions from the Board. Hearing none, he stated that the group would recess to allow those who wished to participate in a walkthrough of the building.

Before recessing, Lisa Bricker provided a brief historical timeline of the building, stating that it was constructed in 1854. She explained that a fire occurred in 1922, which resulted in the remodeling of the courtroom and many of the interior finishes, as well as the addition of the front porch and fanlight. She noted that another fire took place in 1957, which appeared to have been more contained based on available records. She further stated that in 1968, wings were added to either side of the building, and stucco was applied to the exterior, reportedly as a waterproofing measure to protect the brick per the newspaper.

Ms. Bricker explained that, in her experience, stucco-coated brick buildings can develop issues over time if the stucco is painted with materials that do not allow moisture to escape. She cautioned that this can lead to trapped moisture within the walls and indicated that this would be an important consideration when evaluating the building, particularly with regard to potential moisture infiltration within the interior wall systems.

Mayor Alt responded that the City had undertaken remediation work on the building, including installing climate control measures to manage humidity and temperature. He stated that the City believes the original flooring remains in place and is in good condition, and noted that portions of the

ceiling may also contain historic materials. He indicated that the Board would be interested in the team's professional assessment of these features during the walkthrough.

Mayor Alt then called for a recess of approximately 30 to 40 minutes to allow for the building tour.

### **Recess**

Mayor Alt called the meeting back into order following the site visit and invited the team to provide their observations.

Ms. Bricker shared her impressions of the building, stating that it retains a significant amount of historic character. She explained that many of the interior elements likely date to the 1920s, particularly noting that the wood flooring appears to be narrow, machine-cut boards, which would not be consistent with construction from the 1850s, when wider planks would have been typical. However, she emphasized that the flooring is still historic and falls within the building's period of significance, making it important to preserve. She further noted that the windows appear to be original to the 1850s, potentially along with some of the trim, particularly on the upper level. She distinguished the later wing additions from the 1960s as non-original elements, explaining that those areas would allow for more flexibility in design, whereas the original portions of the building would require a higher level of preservation sensitivity. She stated that the team would develop historic integrity diagrams to guide decision-making, identifying which areas require strict preservation and which areas can accommodate more adaptation.

Mr. Bennett added that the walkthrough reinforced the need to carefully balance the building's dual functions as a secure police facility and a public civic space. He explained that these uses have different operational requirements, particularly regarding security and accessibility, and that the design process would involve working closely with the Board to determine how best to integrate those needs while preserving the building's historic character.

Alderman Lai asked about the anticipated project timeline from start to finish and potential obstacles. Mr. Bennett responded that the design phase would likely take between six and nine months for design, followed by a procurement period of approximately two to three months. He estimated construction would take between twelve and fourteen months, resulting in a total project timeline of roughly two years or longer, noting that this would be an aggressive but achievable schedule.

Alderman Spencer commented that the project would involve a balance between preservation and functionality, emphasizing that safety, security, and long-term durability are his primary concerns. He reiterated the importance of ensuring the building can serve as a safe gathering space during emergencies, including functioning as a secondary Emergency Operations Center.

Mr. Bennett acknowledged Alderman Spencer's concerns and agreed that multi-use functionality is an important goal. He explained that spaces such as the courtroom or meeting room could serve multiple purposes, including public meetings, police training, and emergency operations, but cautioned that the design should avoid compromising the primary function of the space. He emphasized that the goal is to enhance the intended use of each area while allowing for flexibility, without creating conflicts between operational needs or diminishing the effectiveness of the space for its primary purpose.

Alderman Kelley asked whether anything observed during the walkthrough differed from what had been expected based on photographs and prior documentation, directing the question primarily to Ms. Bricker.

Ms. Bricker responded that there were no major surprises. She noted that she had anticipated the presence of the wood ceiling based on earlier images, but seeing the extent of it in person was encouraging, particularly because it remains largely intact and has not been significantly cut or damaged. She stated that the condition of the materials observed was consistent with other historic projects she has encountered and that, in her opinion, the issues present are repairable. She indicated that solutions exist for preserving key elements such as the windows, including restoring them and potentially incorporating protective measures such as interior ballistic glazing in a manner consistent with preservation standards. She also noted that the removal of plaster in certain areas could simplify the installation of electrical and audio-visual systems, and suggested that outlets and wiring could be concealed within moldings to minimize visual impact.

Alderman Davis asked whether there were any interior architectural features that Ms. Bricker believed could not be saved. Ms. Bricker stated that she did not observe anything that appeared beyond saving, though she noted that the windows would require closer inspection due to evidence of deterioration, particularly at the sills. She emphasized that while repairs may be extensive, restoration remains feasible and that there are specialized companies capable of undertaking that work.

Mr. Bennett added that many of the architectural profiles used in the building are still commonly available, which would allow for accurate repairs or replacements where necessary. Ms. Bricker also inquired whether original materials such as beadboard removed during prior remediation efforts were

still available, noting that salvaged materials can be useful in restoration efforts.

Alderman Kelley responded that most materials removed during remediation were in poor condition and likely not retained.

Alderman Davis then raised a follow-up question regarding the windows, asking whether restoration combined with protective measures, such as adding an additional pane of glass, could be a viable alternative to full replacement, particularly given the high cost of new windows.

Ms. Bricker responded that restoring the existing windows with added protection is a viable approach and one she has implemented on past projects. She explained that because operability would likely not be required for security reasons, costs could be reduced by focusing on restoration rather than full functionality. She stated that her preference would be to retain the existing windows if at all possible.

Mr. Bennett added that Moseley Architects had faced a similar situation with their own historic office building in Richmond. He explained that the firm was required to preserve specific glass types and frame profiles, and ultimately found that rehabilitating the existing windows was both practical and successful. He noted that those restored windows have performed well for over a decade.

Alderman Davis then asked whether the team was familiar with the City's Historic Preservation Commission standards, noting that the Commission had spent several years developing guidelines governing materials and design within the historic district.

Ms. Bricker responded that while she had not yet reviewed Southport's specific standards, she has extensive experience working within historic districts across the Southeast, including in highly regulated areas such as Charleston and Richmond. She stated that, based on her experience, the project would likely align well with preservation requirements, particularly since much of the work would focus on the interior. She emphasized that the goal would be to maintain the building's historic character while introducing modern updates in a way that is distinguishable but still compatible with the original structure.

Mr. Bennett added that certain non-historic elements, such as exposed ductwork, could be removed as part of restoring the building's character.

Mayor Alt asked a follow-up question regarding the upstairs windows, noting that he and others have observed what appear to be very old characteristics, including possible waviness in the glass, and asked for the team's thoughts.

Ms. Bricker responded that the windows are configured as eight-over-eight and noted the presence of shutters, which she found notable. She also observed that gutters and downspouts had been added at some point in the past but are no longer present on the building.

Mayor Alt then offered an additional observation for the team's awareness, noting that the stair railing on the second floor does not meet current code requirements for height. He stated that while the railing may be historic, it will likely need to be modified or supplemented in some way to comply with modern safety standards.

Hearing no further questions from the Board, Mayor Alt thanked the team for their time and participation.

***The Board took a five-minute recess.***

Mayor Alt reconvened the meeting and stated that the Board had reached the point of discussing next steps regarding selection of an architectural firm. He outlined several options, including asking staff to further explain their recommendation, postponing the decision to a future meeting, or proceeding with a motion for selection. He clarified that one firm, Creech, was no longer under consideration, leaving the Board to choose between the remaining options.

Alderman Mosteller stated that, based on the interviews conducted that day, she was inclined to move forward with HDR. She noted that the firm demonstrated strong qualifications, relevant experience, and a local presence, having completed projects within the community. She also highlighted the benefit of having historic preservation expertise on their team.

Alderman Carroll agreed with that assessment, stating that HDR delivered a polished presentation and appeared to listen carefully to the Board's priorities. He expressed confidence that the firm would work effectively with the Police Chief to design a functional facility while also respecting the importance of the public and historic aspects of the building. He stated that he would be comfortable making a decision that day in favor of HDR.

Alderman Davis echoed those sentiments but indicated she would also like to hear input from staff, specifically the City Manager and City Engineer who had been involved in the process.

City Manager Saldo responded that he agreed, and HDR provided a strong presentation and demonstrated their capabilities effectively. He noted that Moseley also offers valuable experience and familiarity with the City, but stated that HDR's presentation helped highlight their strengths and what they

could bring to the project. He added that either firm would be capable of completing the project successfully.

Mr. Zilinek explained that when the RFQ was issued, staff used a formal grading system with assigned point values for various criteria. He stated that staff, including himself, Chief Coring, Planning Director Meehan, Public Services Director Stanley, and City Manager Saldo, individually evaluated the proposals. Based on that scoring, Moseley ranked approximately 20 points higher than the next firm. He noted that this ranking reflected the completeness of their submission, their process, and their overall approach. He also emphasized that Moseley's proposed timeline was a significant factor, as their schedule to reach the bidding phase was approximately six months faster than other firms, which staff viewed as important.

Alderman Carroll responded that, based on the presentations given that day, both firms appeared to be more aligned in their timelines than what had been indicated in the RFQ responses.

Mr. Zilinek clarified that HDR's original RFQ submission indicated approximately twelve months to reach bidding and a total project duration of roughly twenty-six to thirty months.

Alderman Davis asked Mr. Zilinek whether, after hearing both presentations and participating in the site visit, he still believed Moseley to be the better choice. Mr. Zilinek stated that he did, citing Moseley's prior work with the City and their involvement in earlier planning efforts, which provided them with a foundation of background knowledge on the project.

Alderman Carroll expressed concern that Moseley's presentation included limited examples of historic restoration comparable to the courthouse, noting that the example provided was a warehouse rather than a civic building of similar character.

Alderman Davis added that she did not feel Moseley fully understood or aligned with the Board's priorities regarding preservation of the building's historic interior. She noted that their presentation focused heavily on police facilities and did not adequately reflect the Board's emphasis on maintaining the historic character of the space.

Mr. Zilinek reiterated that his role was to provide professional input and that staff would work with whichever firm the Board ultimately selected. He emphasized that both firms are qualified and capable of completing the project successfully.

Alderman Davis then asked whether he saw any potential risks or drawbacks in selecting HDR. Mr. Zilinek responded that the primary concern from a staff perspective was the longer projected timeline compared to Moseley. He

again noted that both firms are professional and capable, and that staff is comfortable working with Moseley due to the existing relationship, but affirmed that they would work effectively with whichever firm is chosen.

Alderman Kelley stated that she found HDR's presentation to be very polished and noted the timeline they provided, which she understood to be approximately 22 months to completion, including about nine months for permitting and 21 to 26 months for entire project. She acknowledged that Ms. Bricker, who was brought in by Moseley, was highly knowledgeable and had clearly done extensive research on the building. However, she expressed that Ms. Bricker appeared to be more of an external consultant rather than a fully integrated member of Moseley's team, which influenced her inclination toward HDR.

Alderman Spencer stated that he was not yet ready to state her preference but shared his observations. He noted that Ms. Bricker provided valuable insight into the building's historical evolution, including changes over time and analysis of materials. He emphasized that understanding the building's history is critical when undertaking restoration work and stated that Moseley's presentation was stronger in that regard. He also observed that HDR's presentation benefited from having a larger team present, which allowed for a broader discussion across disciplines, contributing to a more comprehensive presentation.

Alderman Lai commented on the importance of presentation style, referring to "mood and manner," and stated that HDR demonstrated a higher level of enthusiasm and professionalism in their delivery. He noted that HDR's team members interacted seamlessly during the presentation, which contributed to a strong impression. He contrasted this with Moseley's presentation, stating that it lacked the same level of energy and polish. He also referenced a detail in Moseley's materials that appeared to be an oversight, suggesting that greater attention to detail would have been expected in a presentation of that importance. Overall, he indicated that his initial impression favored HDR based on presentation quality and engagement.

Mayor Alt clarified that some of the concerns raised about Moseley's materials were tied to a document that may not have been the final or complete version, noting that the firm had acknowledged an error in including certain information. He stated that he did not intend to weigh that mistake too heavily in the decision-making process and indicated that he remained neutral, preferring to allow the Board to determine the next step. He asked whether the Board wished to proceed with a motion that day or defer the decision to a future meeting.

Mr. Zilinek provided clarification on the process, explaining that any motion at that time would authorize staff to begin negotiations with a firm regarding scope and pricing, rather than constituting a formal award of a contract.

Alderman Kelley made a motion directing staff to open negotiations with HDR for the restoration and reuse of the historic courthouse for use as a police station and public chambers. A second was made by Alderman Mosteller, and Mayor Alt called for discussion. Hearing none, he called for a vote.

The motion passed unanimously.

City Manager Saldo stated that staff would proceed with negotiations and return to the Board with a proposed contract and budget amendment for consideration. He expressed that staff was ready to move forward with the project.

3. Creech  
*Creech did not attend the meeting.*

**E. Adjourn**

Mayor Alt then asked for a motion to adjourn. A motion was made by Alderman Kelley and seconded by Alderman Spencer, and with no further discussion, the motion passed unanimously.

The meeting was adjourned.

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Dr. Joseph P. Hatem, Mayor

(ATTEST)

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Tori Deviney, City Clerk



**CITY OF SOUTHPORT  
BOARD OF ALDERMEN – REGULAR MEETING  
COMMUNITY BUILDING**

**223 E BAY ST, SOUTHPORT NC 28461**

August 14, 2025 | 6:00 PM

**Present Members:**

**Absent Members:**

**Staff Present:**

City Manager Noah Saldo, Deputy Clerk Tori Deviney, Public Information Officer ChyAnn Ketchum, Police Chief Todd Coring, Major Matthew Burgess, Fire Chief Charles Drew, Battalion Chief Ralph Treadway, Parks and Recreation Director Heather Hemphill, Community Relations Director Allayna Taylor, Planning Services Director Maureen Meehan

**Others Present:**

City Attorney Brady Herman

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**A. Call to Order**

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

**B. Invocation**

The invocation was delivered by Reverend Mitzy Johnson of Trinity Methodist Church in Southport, North Carolina.

**C. Pledge of Allegiance**

Mayor Alt led everyone in the Pledge of Allegiance.

**D. Mayor's Comments**

Mayor Alt opened the meeting by noting a change to the meeting format, explaining that comments from the Board would be taken first, followed by public comment. He addressed the removal of the Historic Preservation Commission discussion from the agenda, acknowledging that several attendees were present to speak on that topic. He encouraged those individuals to still share their comments during public comment.

Mayor Alt explained that the Board intends to schedule a work session within the next two weeks that would include members of the Historic Preservation Commission, citizens, and the Board of Aldermen. The purpose of the work session would be to review concerns raised over the previous 72 hours, discuss the various issues in detail, and work toward compromise while staying focused on the overall goals of the City. He emphasized the expectation of civil discourse throughout the process and noted that additional agenda items would allow for further discussion as the meeting progressed. He then invited comments from the Board.

#### **E. Board Comments**

Alderman Mosteller stated that it was important for the public to be aware that the North Carolina House had passed Senate Bill 214, which includes provisions for the de-annexation of certain properties in Southport. She explained that the bill had been sent back to the Senate for final consideration later in the month. She noted that the bill includes properties located on North Howe Street, referencing the locations of Southport Motor Cars and Southport Dog as general landmarks, though the properties are owned by separate LLCs.

Alderman Mosteller shared that the original bill had been introduced by Representative Miller and that she had personally traveled to Raleigh twice to speak against the proposed de-annexations during House committee hearings. She stated that during those hearings, Representative Miller spoke in support of the de-annexations and referenced the City's resolution opposing them. According to Alderman Mosteller, one of the arguments presented was that since water and sewer services are now provided by the county rather than the City, there is no benefit for the properties to remain within the City limits.

She added that the parcel where the car lot is located is approximately 1.85 acres and, under county zoning, could accommodate a structure up to 55 feet in height. She expressed concern that, with the loss of the City's extraterritorial jurisdiction, the corridor along Howe Street between 12th and 14th Streets is vulnerable, as much of that area was never annexed. While acknowledging that some change is inevitable, she emphasized that these de-annexations, combined with county zoning, could significantly and permanently alter the character of the City's entry corridor.

Alderman Davis added that, for clarity, the City has not been permitted to conduct involuntary annexations since a change in state law around 2013. She explained that while the City cannot force annexation, the legislature is now considering allowing property owners to request de-annexation, which she believes could set a precedent if approved. She expressed concern about the City's ability to prevent similar actions in the future. Alderman Davis also briefly welcomed a returning attendee, noting their absence and expressing appreciation for their presence.

Alderman Kelley raised a potential conflict of interest related to a later agenda item involving a bed and breakfast event zoning text amendment and public hearing. She explained that she owns a motel in Southport and has the ability to host events at her property, which is located in the commercial business district. She stated that she wanted to disclose this information in case it presented a conflict.

Mayor Alt asked the City Attorney for guidance. City Attorney Herman responded that he was not aware of any decision-making taking place that evening on the matter, but advised that if Alderman Kelley felt there was a conflict, she could choose to recuse herself. Mayor Alt clarified that the concern was more about the appearance of a conflict of interest and noted that no vote would be taken on the item that evening. Alderman Kelley confirmed that she simply wanted to make the Board aware.

Alderman Lai echoed the concerns raised by Aldermen Mosteller and Davis regarding the pending de-annexation legislation. He emphasized the importance of preserving the City's unique character and stated that the potential impacts of the bill could be significant and detrimental. She expressed concern about the possible outcomes if the legislation moves forward.

#### **F. Public Comment**

City Clerk Deviney opened the public comment portion by stating that comments related to the historic district would be heard first. She called the first speaker, Woody Wilson.

##### **Woody Wilson - 502 W Brunswick St**

Mr. Wilson introduced himself as a resident of 502 West Brunswick Street, noting that his home, built in 1891, qualifies under the Historic Preservation Commission guidelines. He explained that due to recent travel, he had not initially been familiar with the proposed 197-page document from July but had since reviewed it twice and still had concerns about its contents. He stated that while he supports the intent of preserving the historic district and preventing large-scale redevelopment—such as a developer purchasing multiple properties to construct a large, incompatible structure—he has concerns about the level of detail and requirements included in the document.

Mr. Wilson expressed particular concern about the Certificate of Appropriateness (COA) process, describing it as time-consuming and burdensome for homeowners. He emphasized that he does not want the responsibility of navigating what he described as a complex regulatory process simply to maintain or improve his home. He suggested that the City consider whether existing

ordinances could be modified or clarified to achieve the same goal of protecting the historic district without imposing additional layers of regulation.

He provided examples of improvements he has made to his home, including installing hurricane-rated windows, updating electrical and plumbing systems, and completing additions, all while maintaining the historical character of the property. He noted that some elements of the proposed standards, such as those related to landscaping and exterior features, could limit reasonable property improvements. He also referenced the condition of the neighborhood in the past, stating that many historic homes had previously been in disrepair but were restored by property owners, contributing to the character that the City now seeks to protect.

Mr. Wilson stated that he believes property owners have generally acted in good faith to preserve and improve their homes and that the proposed requirements may be overly restrictive. He encouraged the Board to focus on preventing inappropriate large-scale development while avoiding unnecessary burdens on homeowners. He concluded by stating that he is not opposed to preservation efforts but believes there may be a more balanced approach. He thanked the Board for the opportunity to speak.

Mayor Alt noted that the document many attendees may have been referencing from the prior meeting was not the most current version. He explained that revisions had been made following the Board of Aldermen meeting, with several items incorporated based on those discussions. He added that two additional Historic Preservation Commission meetings had taken place, during which further changes and suggestions were discussed.

Mayor Alt stated that, prior to the upcoming work session, the City intends to provide an updated version of the document along with a summary outlining specific changes. He explained that the summary would identify page numbers and clearly show what had been revised, as well as include a separate document listing suggested changes that were not incorporated, which would serve as discussion points. He acknowledged that the previously distributed document may no longer be fully accurate and apologized for taking time from the next speaker.

**Gibby Wilson - W Brunswick St**

Ms. Wilson then addressed the Board, stating that she has lived in Southport for approximately one-third of a century and that her husband's family has been in the area for over 100 years. She reflected on the changes she has observed since first visiting Southport in 1966, noting that homeowners have generally taken pride in maintaining their homes and properties. She stated that while there are a few exceptions, they only serve to highlight the overall care and good taste demonstrated by the majority of residents.

Ms. Wilson commented that Southport has become an attractive destination, in part due to the efforts of homeowners and the well-maintained character of the

downtown area, including its shops and restaurants. She stated that current concerns appear to be related to a limited number of potential redevelopment or construction projects. She suggested that issues such as building height and parking requirements could be effectively addressed through existing City regulations and building codes, rather than through expanded historic district controls.

She expressed concern that the proposed regulations could impose burdens similar to a homeowners association on residents, including additional restrictions, fees for minor property changes, and potential increases in taxes and insurance costs. Ms. Wilson emphasized that property owners, as taxpayers and voters, should not be subject to unnecessary regulation when they have already demonstrated responsible stewardship of their properties. She also stated that she did not believe the matter should be advanced quickly and suggested that, if pursued, it should be treated as a ballot issue to be decided by those directly affected. She concluded by thanking the Board for the opportunity to speak.

**Buddy Barnes - 425 West West St**

Mr. Barnes addressed the Board, stating that he resides at 425 West West Street and that his home is considered a nonconforming structure within the proposed historic district. He shared that, based on his understanding and research, historic districts across the country often result in increased property values, sometimes ranging from approximately four to twenty-five percent. While he acknowledged that such increases may be beneficial for those intending to sell their homes, he stated that he does not have plans to sell and instead intends to remain in his home long-term.

Mr. Barnes expressed concern that the establishment of a historic district could lead to higher property taxes as values increase. He noted that, as the owner of a nonconforming property that is not considered historic, he would not be eligible for certain tax abatements or incentives that may be available to owners of qualifying historic structures. He stated that this could place him at a disadvantage, as he may experience increased tax burdens without access to the same benefits.

Mr. Barnes thanked the Board for the opportunity to speak and for listening to his concerns.

**Debbie Barnes - 425 West West St**

Ms. Barnes addressed the Board, stating that she resides at 425 West West Street and that her home is not considered historic, though it is included within the proposed historic district overlay. She reiterated her support for preserving the historic character of Southport, noting that many residents share that goal. However, she emphasized that her concern is not with preservation itself, but with how the proposed regulations may affect existing homeowners, particularly with

respect to minor property features and day-to-day maintenance.

Ms. Barnes stated that, in her professional experience, when significant policy changes are introduced, it is important to include provisions that ensure fairness and provide reassurance to those impacted. She suggested incorporating what she described as a “grandfather clause,” explaining that while the term may not appear explicitly in the document, the concept could be implemented through language allowing existing features and materials to be maintained or replaced without requiring additional approvals. She expressed concern that such provisions were not consistently applied throughout the draft document.

She provided an example involving hurricane shutters installed on her home, noting that they are largely concealed from view but may not align with the proposed standards. She questioned how such features would be treated if repairs or replacements were needed in the future, expressing concern that homeowners could be required to obtain a Certificate of Appropriateness or potentially be required to make costly changes. While she stated that she has confidence in the current Board and Commission, she voiced concern about how future boards might interpret and enforce the regulations.

Ms. Barnes also raised concerns about the composition of the Historic Preservation Commission. She noted that the board consists of voting members and alternates but stated that there is no requirement ensuring representation from residents within the affected district. She suggested that a majority of the Commission should be comprised of individuals who live within the district, comparing the situation to a homeowners association where rules are typically set by those directly impacted. She encouraged the Board to consider adjustments to how members are selected to ensure appropriate representation.

Returning to her earlier point, Ms. Barnes suggested that consideration be given to exempting certain properties, particularly noncontributing structures, from the district or its requirements. She noted that homeowners did not originally purchase their properties with the expectation of being subject to regulations similar to a homeowners association. She also referenced the City’s prior approach to short-term rentals, where existing uses were allowed to continue under a form of grandfathering, suggesting that a similar approach could be considered in this case.

Ms. Barnes acknowledged recent adjustments to the proposed timeline, including a reduction from 180 days to 90 days, and expressed appreciation for that change. She also referenced additional concerns, including provisions related to emergency air conditioning units, fencing, and landscaping requirements, stating that while progress had been made, further revisions were needed.

She concluded by encouraging continued discussion through work sessions and workshops, emphasizing the importance of public education and community

involvement. She suggested that, ultimately, the matter could be presented to affected residents for a vote. Ms. Barnes added that, based on her conversations with other residents, many remain unfamiliar with the details of the proposal, indicating a need for further outreach. She thanked the Board for the opportunity to speak.

#### **Pat Kirkman - Park Ave**

Ms. Kirkman addressed the Board, noting that due to the changes in the evening's agenda, she would not speak on the originally anticipated topic and instead chose to offer historical context. She stated that she has lived in Southport for 29 years and is well known in the community for her interest in local history and advocacy related to the cemetery and the historic courthouse building. She shared that speaking publicly had recently become more difficult for her following a stroke but expressed her determination to continue participating in meetings.

Ms. Kirkman provided background on the term "salubrious," which she noted has been a topic of recent discussion within the community. She explained that the word refers to something that is healthful and beneficial and has long been associated with Southport. She stated that the term dates back to 1769, when it was referenced by Joshua Potts, an early figure in the establishment of the town. She further noted that the phrase "home of salubrious breezes" was later adopted as part of the town's identity during its time as Smithville.

Ms. Kirkman referenced the discussion at the previous Board meeting regarding whether the phrase should appear on City signage, noting that she had watched the meeting remotely and reacted strongly to the suggestion of removing it. She expressed her view that the phrase has historical significance and should remain associated with the City. While acknowledging that the Board had voted not to include the phrase on certain signage, she encouraged the Board to preserve the term as part of Southport's identity moving forward.

Ms. Kirkman concluded her remarks by urging that the phrase "salubrious breezes" not be removed entirely from the City's character or historical narrative.

#### **Charles Drew - 112 Park Ave**

Mr. Drew addressed the Board, stating that he resides at 112 Park Avenue and serves as Chairman of the Historic Preservation Commission. He spoke at length about the changes he has observed in Southport over time and the importance of preserving the City's historic character.

Mr. Drew referenced a past community campaign centered on the message "Don't change Southport, let Southport change you," noting that many residents had supported that sentiment. He reflected on various changes that have occurred during his lifetime, including the loss or alteration of historically significant sites and community landmarks. He cited examples such as the removal of the original

Dozier hospital, changes to Whittler's Bench, alterations to traffic patterns on Short Street, and the transformation of long-standing local businesses and properties, including the former McCoy-Green Funeral Home.

He challenged the notion that formal historic preservation regulations are unnecessary, stating that not all individuals will consistently act in a manner that preserves the City's character. He asserted that if residents are committed to "doing the right thing," then the adoption of guidelines should not be viewed as problematic. Mr. Drew emphasized that the purpose of the Historic Preservation Commission's work is to protect the City's character, promote its history, and prevent significant or incompatible changes.

Mr. Drew also described conditions in Southport from earlier decades, noting that the community has undergone substantial transformation. He recalled various uses and activities that once existed throughout residential areas, emphasizing that many properties have since been altered or redeveloped. He expressed concern that continued delay in adopting preservation measures could lead to further irreversible changes.

He highlighted the potential risk to historically significant properties, including the former Brunswick County Courthouse, suggesting that without protections in place, such structures could be vulnerable to redevelopment. He referenced past community efforts to preserve important features, such as large trees and public spaces, noting that earlier generations demonstrated a strong commitment to maintaining the City's character.

Mr. Drew provided an overview of the Historic Preservation Commission's work over the past three years, stating that the Commission has held 56 public meetings, conducted multiple public forums, issued mass mailings to residents, and engaged with the Planning Board, Board of Aldermen, and the State Historic Preservation Office. He noted that the Commission also retained a consultant and undertook extensive revisions to develop the proposed guidelines. He stated that public input had been incorporated throughout the process and that the Commission had fulfilled the task assigned to it by the Board.

Mr. Drew stated that the future character of Southport rests with the Board of Aldermen. He cautioned that continued delay in adopting the proposed historic preservation measures increases the likelihood of development that could permanently alter the City. He urged the Board to support the Historic Preservation Commission's efforts to preserve Southport's character and history.

#### **Kurt Sheets - 314 E Bay St**

Mr. Sheets addressed the Board, stating that he resides at 314 East Bay Street. He began by noting that while he had prepared written remarks, he felt it was important to first acknowledge the emotional nature of the issue. He stated that there are strong feelings on both sides of the discussion and that many of the

concerns being raised are valid. However, he emphasized that the matter should be viewed as a factual issue, particularly in relation to property rights.

Mr. Sheets stated that his primary concern is the protection of personal property rights, noting that the proposed regulations could impose restrictions similar to a homeowners association in an area that has not historically been subject to such oversight. He expressed support for preserving Southport's character but clarified that his concern lies with how the proposed process may impact homeowners.

He explained that under the proposed guidelines, property owners may be required to obtain formal approval before making improvements, even when those improvements are safe, code-compliant, and consistent with the character of the neighborhood. He stated that this process could introduce delays, additional costs, and uncertainty, which could make it more difficult for homeowners to maintain their properties. He further suggested that such challenges could unintentionally lead to property deterioration, which would be contrary to the goals of preservation.

Mr. Sheets emphasized that preservation efforts are most effective when they work in partnership with property owners rather than creating obstacles. He stated that he believes it is possible to protect historically significant elements of the community without regulating minor or routine changes. He also expressed concern about fairness, stating that property owners should not be subject to subjective interpretations or personal opinions regarding their property decisions.

He further stated that if homeowners are expected to maintain certain standards for the benefit of the public, the process should be efficient, cost-free, and respectful of their time. He clarified that he is not advocating for the removal of historic protections but rather for a balanced approach that allows residents to maintain, improve, and modernize their homes without unnecessary barriers.

Mr. Sheets stated that he believes there is organized opposition to the proposed policy and expressed that those opposed are prepared to continue voicing their concerns. He thanked the Board for the opportunity to speak.

**Bonnie Bray -**

Ms. Bray addressed the Board and spoke in support of the Historic Preservation Commission's work, offering clarification on several concerns raised by previous speakers. She stated that certain urgent repairs or immediate maintenance needs would not be impacted by the proposed guidelines.

Ms. Bray addressed concerns regarding potential application fees, stating that the Historic Preservation Commission had not discussed fees during its three-year process until the topic was raised at a public hearing. She explained that the Commission ultimately recommended to the Board of Aldermen that the application process, including both minor and major Certificates of

Appropriateness (COAs), be free of charge. She noted that while some municipalities charge nominal fees, those amounts do not typically cover administrative costs, and the Commission's recommendation was to eliminate fees entirely.

She also clarified that the proposed guidelines apply only to exterior changes visible from the street. Ms. Bray stated that the Commission specifically recommended that no regulations apply to side or rear areas of properties that are not visible from the public right-of-way. She emphasized that the intent of the guidelines is not to regulate private backyard spaces or areas out of public view.

Ms. Bray further noted that the proposed review timeline had been reduced from 180 days to 90 days following feedback and confirmation that such a timeframe was legally feasible. She explained that minor COAs would be handled administratively by staff, allowing for a more streamlined process in which property owners could meet with staff, review options, and proceed with their projects without significant delay. For major changes, she stated that these would typically already require building permits, and the historic review would be an additional step focused on compatibility with surrounding properties.

She emphasized that the purpose of the guidelines is to provide a framework to help property owners make decisions that are consistent with the character of their neighborhoods, rather than to impose burdensome restrictions. She described the document as offering a broad range of options and guidance, aimed at promoting compatibility rather than limiting individual property rights.

Ms. Bray acknowledged that the document may not be perfect and stated that the upcoming work session would provide an opportunity to review and refine the guidelines. She emphasized that the document is intended to be adaptable and could be amended in the future as needed, similar to other City ordinances and text amendments.

In closing, Ms. Bray encouraged the Board and the public to allow the process to continue and to consider the guidelines in the spirit in which they were developed. She acknowledged concerns regarding property rights but emphasized that all residents share a common interest in shaping the future of Southport. She urged the Board to give the proposal further consideration and thanked them for the opportunity to speak.

### **Sherol Lappola - 316 W Brunswick St**

Ms. Lappola addressed the Board, stating that she resides at 316 West Brunswick Street and also owns a rental property on Lord Street. She shared that she has renovated multiple homes within the historic district, including her first project located at the corner of Caswell and Moore Streets. She described that property as originally being covered in brick, which had been added in the mid-20th century, and explained that through research and investigation, she discovered that the underlying structure was an older one-story clapboard cottage with

historical significance, including elements constructed from ship timbers. She stated that she undertook restoration efforts to return the home as closely as possible to its original appearance.

Ms. Lappola emphasized that these restoration efforts were completed without the need for formal approval processes and were driven by her own interest in preserving the home's historical character. She noted that she has since completed additional renovations, including a property on Brunswick Street where she added a second-story porch, which she believes improved both the appearance and value of the home. She expressed concern that under the proposed historic preservation guidelines, such modifications may not be permitted, particularly if they alter the front façade.

She stated that restrictions on property improvements could limit homeowners' ability to enhance their properties and referenced concerns related to property rights. While acknowledging that the proposed guidelines contain useful information, she expressed the view that they should remain advisory in nature rather than regulatory if adopted.

Ms. Lappola noted that Southport already has mechanisms in place to support historic preservation, including its designation as a National Register Historic District and the Historic Society's plaque program, which encourages research and recognition of historic properties. She suggested that the proposed guidelines could be incorporated into these existing efforts as optional guidance for property owners, rather than as enforceable requirements.

She further suggested that, if desired, property owners could voluntarily agree to additional preservation standards, potentially through deed restrictions or recognition programs. She expressed concern that many individuals who support the proposed district do not reside within its boundaries, while those who would be directly impacted are more likely to oppose it.

Drawing on her experience as a real estate broker, Ms. Lappola described a recent situation in which prospective buyers expressed hesitation about purchasing a property due to concerns about potential restrictions on future improvements under the proposed guidelines. She stated that such concerns could impact property values and marketability.

Ms. Lappola concluded by stating that she does not believe current homeowners are contributing to the issues the guidelines seek to address, noting that many have taken care to maintain and improve their properties. She suggested that, at a minimum, the proposal should be put to a vote of those residing within the affected district. She encouraged the Board to consider adopting the document as guidance rather than regulation so that the work completed by the Historic

Preservation Commission could still be utilized without imposing mandatory restrictions. She thanked the Board for the opportunity to speak.

City Clerk Deviney stated that an email had been received and proceeded to read it into the record.

The email was submitted by Ms. Katherine G. Huffham of 40 Forest Oaks Drive.

Ms. Huffham stated that she currently serves as an alternate member of the Historic Preservation Commission and noted that, although she does not reside within the historic district, she has a personal connection to it through a family-owned home located at 414 West West Street, which has been in her family since its construction in 1913.

Ms. Huffham expressed that her interest in historic preservation is rooted in her family's long-standing history in Southport, tracing back to the town's founding in 1792. She referenced ancestors who were involved in the early establishment of the community and stated that she feels a responsibility to help preserve its historic character.

In her email, Ms. Huffham stated that she believes the adoption of Historic Preservation Commission guidelines is necessary to safeguard Southport's historical and cultural heritage for both current residents and future generations. She expressed concern that, without such guidelines, developers could acquire properties within the district and replace historic structures with new construction that is not consistent with the existing character of the area.

She acknowledged that the guidelines should not be overly restrictive but stated that the Historic Preservation Commission has made efforts to incorporate public input and revise the document accordingly. Ms. Huffham noted that, while it may not be possible to satisfy all concerns, she believes some level of regulation is necessary to prevent further loss of historic homes and buildings.

Ms. Huffham also expressed concern about the potential future sale of her family's property, stating that without protections in place, it could be redeveloped in a way that alters the character of the neighborhood. She concluded by urging the Board to take action to preserve the historic district and thanked them for their consideration.

Mayor Alt asked whether there were any additional speakers on the topic and, hearing none, addressed those in attendance. He stated that the City intends to hold a work session on the proposed historic preservation guidelines and encouraged continued public participation. He explained that the work session would include members of the Historic Preservation Commission, the Board of Aldermen, and interested citizens, with the goal of discussing the remaining issues and identifying areas of compromise.

Mayor Alt stated that, prior to the work session, the City would provide updated materials on its website, including a revised version of the document and a summary outlining the changes that have already been incorporated by the Historic Preservation Commission. He encouraged individuals to submit any additional thoughts or suggestions in advance, particularly those that may require legal review, so that they could be evaluated prior to the meeting. He noted that submission details would be posted on the City's website.

He further clarified that the decision to postpone the vote on the item and remove it from the agenda had been made collaboratively with the full Board of Aldermen. He stated that all members had been informed and had the opportunity to provide input, and that the Board was in agreement that additional time and discussion were needed before moving forward.

Mayor Alt then asked the Clerk to proceed with the next item. City Clerk Deviney began to call the next speaker; however, Mayor Alt called for a brief recess, suggesting a three-minute break to allow attendees the opportunity to step out if desired.

Following a brief recess, Mayor Alt called the meeting back to order and asked those in attendance to take their seats. He then recognized the next speaker.

**Angelo Collins - 1107 N Caswell Ave**

Mr. Collins addressed the Board, stating that he resides at 1107 North Caswell Avenue. He stated that he was present to raise concerns regarding a drainage issue affecting his property. He referenced a significant rain event on September 16, 2024, noting that flooding had occurred throughout the area. He explained that when he initially moved to his property, surrounding development had not yet been completed. Since that time, additional homes and townhomes have been constructed nearby.

He stated that, following the flooding event, neighboring properties installed berms behind their fences, which he believes have altered the natural flow of stormwater. As a result, he indicated that water is now being redirected toward his property and that of his neighbor, causing repeated flooding, particularly in his garage. He further noted that a drainage ditch associated with nearby townhomes discharges water toward the rear of his property without an adequate outlet.

Mr. Collins described efforts he has made to address the issue, including contacting the homeowners association, which he stated declined responsibility, and reaching out to the developer, who he indicated did not follow up. He stated that he has attempted to resolve the matter through these channels without success.

He expressed concern that the situation has resulted in ongoing property damage, including the loss of appliances due to repeated flooding, and noted that

continued insurance claims are not a sustainable solution. He emphasized that his property is not located within a designated flood zone and stated that the current conditions are not consistent with the original drainage patterns.

Mr. Collins suggested that the installation of a stormwater drainage system in the affected area could provide a solution by properly directing water away from residential properties. He expressed concern about the potential for worsening conditions during the upcoming hurricane season and requested assistance from the City in identifying and implementing a resolution. He stated that he believes accountability is needed to address the issue and prevent further damage.

Mr. Collins concluded by inviting members of the Board to visit the site to observe the conditions firsthand, stating that he would be willing to meet with them and provide additional information. He thanked the Board for their time and consideration.

### **James Poppe - 6174 Cottage Creek Rd**

Mr. Poppe addressed the Board, stating that he resides at 6174 Cottage Creek Road and currently serves on the ABC Board. He explained that he was speaking at the request of the Mayor and the Board's liaison to the ABC Board to provide an update on recent activities.

Mr. Poppe described recent efforts by the ABC store to expand its offerings, including the purchase of exclusive bourbon barrels selected by the store's General Manager during a trip to Kentucky. He explained that these barrels are produced specifically for the Southport store and are labeled accordingly, noting that these products have generated strong customer interest.

He also provided an overview of the store's approach to distributing limited and highly sought-after bourbon products. Mr. Poppe explained that the store initially utilized a "bourbon raffle" system, in which customers were notified in advance and gathered in large numbers for the opportunity to purchase limited bottles. He noted that attendance at these events grew significantly, with one event drawing approximately 250 individuals, creating logistical challenges.

In response, he stated that the store transitioned to a "bourbon drop" system, where announcements are made with shorter notice and products are made available on a first-come, first-served basis, with limits placed on purchases. He noted that this approach has continued to attract strong participation, with over 100 individuals attending a recent event following a same-day notification. He added that the shortened notice helps prioritize local participation and discourages out-of-area buyers from traveling specifically for these releases.

Mr. Poppe also reported that he attended the North Carolina ABC Association's annual convention in Greensboro, along with the store's General Manager. He noted that the event provided an opportunity to engage with representatives from

across the state and highlighted the experience and reputation of the local store's leadership within the broader ABC system.

He further stated that, following the convention, he was elected unopposed to serve on the Board of Directors for the North Carolina ABC Association. He indicated that he is still becoming familiar with the responsibilities of the position but expressed appreciation for the opportunity.

Mr. Poppe concluded by thanking the Board and specifically acknowledged the Board's liaison for their continued support and participation in ABC Board meetings. He stated that his experience serving on the ABC Board has been positive and thanked the Board for the opportunity to provide an update.

### **Sue Hodgin - 608 Cottage Point Way**

Ms. Hodgin addressed the Board, stating that she resides at 608 Cottage Point Way. She noted that her comments would focus on a topic different from most of those discussed earlier in the meeting. She referenced prior discussions by the Board regarding infiltration and inflow (I&I) in connection with the City's water and sewer merger with Brunswick County, as well as broader stormwater concerns, and stated that she intended to address what she described as issues of "inappropriateness and ignorance" in recent Board discussions.

Ms. Hodgin referenced the Board's August 4 meeting, stating that the sole agenda item had been the organizational placement of Animal Protective Services (APS) within City government. She stated that, during that discussion, initial guidance was given to focus on the position and organizational structure rather than individuals. However, she expressed concern that the discussion shifted into commentary about a former employee, which she characterized as inappropriate. She stated that, in her view, the conversation should have been redirected to avoid discussion of personnel matters and to maintain focus on policy and structure.

Ms. Hodgin also referenced comments made during that discussion regarding the cost of animal services and the City's role in providing care for animals. She expressed concern that the discussion did not fully reflect the needs of all residents, including those who may face financial or other challenges in caring for pets. She emphasized the importance of maintaining a compassionate approach to animal services within the community.

She further commented on the use of a parliamentary motion during the August 4 meeting that limited additional discussion on the topic. She stated that the motion curtailed further debate and expressed concern about its impact on transparency and public discussion.

Ms. Hodgin addressed a separate point related to grant funding for animal services, stating that she believed the change in organizational structure may

have affected eligibility for certain grants. Drawing on her experience with grant applications, she explained that funding decisions often consider the size and resources of the applicant, and that smaller, stand-alone entities may have different opportunities than those within larger departments.

She also referenced a prior discussion regarding the use of the term “salubrious breezes” in connection with City signage. Ms. Hodgkin provided historical context for the phrase, noting its longstanding association with Southport dating back to the late 1700s and its connection to early historical figures such as Joshua Potts. She expressed support for maintaining the phrase as part of the City’s identity and encouraged continued recognition of its historical significance.

Ms. Hodgkin encouraged thoughtful consideration of both procedural conduct and historical context in future discussions. She thanked the Board for their time and consideration.

#### **Derek Parker - 201 W 11th St**

Mr. Parker addressed the Board, stating that he resides at 201 West 11th Street and serves as Vice President of the Southport Unity Committee. He stated that he had been informed that the Board may consider requiring non-City events to pay a fee of \$500 for street closures.

Mr. Parker explained that his organization regularly hosts activities involving children and that street closures are necessary to ensure safety, as participants are often moving between areas. He expressed concern about the potential impact of such a fee on community-based events and questioned how the proposed requirement would benefit the City.

Mayor Alt responded that, during public comment, the Board does not engage in back-and-forth discussion. He advised Mr. Parker that his questions could be addressed following the meeting in a one-on-one setting.

Mr. Parker acknowledged the response and thanked the Board.

Mayor Alt asked if there were any remaining individuals who had signed up for public comment and had not yet spoken. Hearing none, he closed the public comment period and moved to the next item of business.

#### **G. Approval of Agenda**

Mayor Alt then introduced the approval of the agenda and called for a motion.

Alderman Mosteller requested that Item Four - Zoning Text Amendment ZTA-24-05 - under I, be moved to Item One on the agenda. Mayor Alt asked for a second to the motion, which was made by Alderman Kelley. Hearing no further discussion, Mayor Alt called for a vote. The motion carried unanimously.

## H. Approval of the Consent Agenda

Mayor Alt then called for a motion to approve the consent agenda. A motion was made by Alderman Mosteller and seconded by Alderman Kelley. With no discussion, Mayor Alt called for a vote, and the consent agenda was approved unanimously.

1. FY26 Budget Amendment #1
2. Minutes of the May 8, 2025 Alderman Meeting

## I. Agenda

1. Zoning Text Amendment – Special Events ZTA-24-05

Mayor Alt then introduced the next item of business, which, following the approved change, was the Zoning Text Amendment for Special Events (ZTA 24-05).

At that time, Alderman Kelley inquired whether she should step away from the table due to a potential conflict of interest. Mayor Alt responded that he did not believe it was necessary, noting that no vote would be taken on the item.

Planning Services Director Meehan presented the Zoning Text Amendment for Special Events (ZTA 24-05). She reminded the Board that a public hearing and staff presentation had been held on May 8 regarding the proposed amendment, which was initially prompted by a request from a bed and breakfast seeking approval to host weddings with up to 150 guests.

Director Meehan explained that staff worked with a Planning Board committee to develop a proposal that would allow special events as an accessory use for nonresidential establishments. She noted that such events would represent a more intensive use than typical day-to-day operations.

She further stated that, following the public hearing and discussion, staff expressed concerns about introducing special events as a new use within the ordinance. As a result, the item was previously tabled. Director Meehan noted that the item was brought back for consideration at the July 10 regular meeting at the request of Alderman Mosteller.

Director Meehan then outlined several options for the Board's consideration. She stated that the Board could deny the proposed amendment as written and direct staff to prepare a revised amendment tailored specifically to bed

and breakfast establishments. Alternatively, the Board could propose language to refine the amendment to apply only to such uses. She also noted that the Board could refer the amendment back to the Planning Board with direction to staff for further review, or deny the amendment and leave the current ordinance unchanged.

Director Meehan concluded by stating that she would defer to the Board for discussion and direction on how to proceed.

Alderman Mosteller thanked Planning Director Meehan for her presentation and explained her reasoning for bringing the item back for discussion. She stated that she was not in favor of the proposed specialized events language as presented, noting that it would create a new accessory use standard within the Unified Development Ordinance (UDO). She expressed that a separate policy discussion later in the meeting regarding events would be a more appropriate venue for broader event-related considerations, rather than incorporating such provisions into the UDO.

Alderman Mosteller explained that the issue originated from a Board of Adjustment case involving a bed and breakfast that had requested approval to host events of up to 150 participants, as well as smaller gatherings. She noted that the Board of Adjustment ultimately denied the request, citing the lack of clear ordinance guidance. Based on that outcome, she stated that she believes the ordinance should include language specifically addressing such situations.

She presented an alternative approach that would narrowly address special events for bed and breakfast establishments. The proposed language would allow small-scale events, such as weddings or dinners, limited to registered overnight guests. She also proposed adding a definition of "special event" within the UDO to clarify that such activities are secondary to the primary use of a property.

Alderman Mosteller initially moved to call a public hearing for the new text amendment language at the next regular meeting. However, following input from City Attorney Herman, who advised that the Planning Board had not yet reviewed the revised language, she withdrew that motion.

Alderman Mosteller then made a motion to refer the proposed text amendment language to the Planning Board for review and recommendation. A second was made by Alderman Lai. Mayor Alt called for discussion, and hearing none, called for a vote. The motion carried unanimously.

2. Public Hearing-Event Ordinance and Process Improvement- Community Relations Director Allayna Taylor

Community Relations Director Allayna Taylor presented the proposed Special Events Ordinance, noting that it had previously been introduced at the August 4 meeting. She explained that the purpose of the ordinance is to provide structure, transparency, and consistency in the management of events within the City, particularly those that impact traffic, public spaces, or require City services. She stated that the need for a more formalized process has been expressed by downtown businesses, nonprofit organizations, and various City departments.

Director Taylor explained that, under the proposed ordinance, the Community Relations Department would serve as the central point of contact for event organizers. She stated that her department would coordinate with Police, Fire, Public Works, Parks and Recreation, and other departments as necessary to review each event for safety, logistics, and resource needs.

She clarified that the ordinance would introduce one new fee, a \$100 application fee, which would be waived for City co-sponsored events. She further noted that other costs associated with events, such as police staffing, barricades, sanitation, or similar services, are not new and are already included in the City's adopted fee schedule, varying depending on the size and scope of the event. She also stated that safety requirements related to items such as tents, cooking, or fire inspections are established by the Fire Department and are not part of the ordinance itself.

Director Taylor emphasized that the intent of the ordinance is not to restrict events but to provide clarity for organizers and improve coordination within the City.

Mayor Alt asked if there were any questions for Director Taylor. He then noted that the item required a public hearing. Alderman Spencer made a motion to open the public hearing, which was seconded by Alderman Lai. Hearing no discussion, Mayor Alt called for a vote, and the motion carried unanimously. Mayor Alt then opened the public hearing and asked if anyone wished to speak on the item.

#### *Public Comment*

#### **Kathy Dudley - 105 N Caswell Ave**

Ms. Dudley addressed the Board, stating that she resides at 105 North Caswell Avenue and serves as the administrator for the Friends of the North Carolina Maritime Museum. She noted that she was speaking on behalf of the organization's Board of Directors.

Ms. Dudley stated that the organization has hosted a variety of events over the years at City facilities and properties, including lectures, fundraising

events, and concerts. She expressed general support for efforts to make the event permitting process clearer and more consistent but noted that the details of the ordinance and its implementation would be important.

She raised concerns regarding the proposed fee structure, stating that it was not entirely clear from the draft ordinance which fees were new and what specific conditions would trigger them. She provided an example of a recent fundraising concert event hosted by the organization, during which tents were used. She explained that, based on her interpretation of the ordinance, the associated fees could have significantly reduced the funds raised from that event. She acknowledged that clarification had been provided during the meeting but emphasized the importance of clearly outlining how fees would be applied.

Ms. Dudley also requested consideration for nonprofit organizations, suggesting that reduced fees or waivers be considered for Southport-based nonprofits. She stated that many such organizations operate with limited budgets while providing valuable services to the community and that reducing financial burdens could help support continued programming and community engagement.

She concluded by expressing appreciation for the City's ongoing support and stated that the organization would be willing to provide additional information if needed.

#### **Derek Parker - 201 W 11th St**

Mr. Parker reiterated that he represents a nonprofit organization and expressed concern that the proposed fees could have a significant financial impact on their events. He stated that while their events are meaningful to their organization, they are relatively small in scale and do not generate substantial revenue. He noted that the imposition of additional fees could limit their ability to host future events and continue their work within the community. Mr. Parker concluded by thanking the Board for the opportunity to speak.

Alderman Spencer made a motion to close the public hearing, which was seconded by Alderman Kelley. Mayor Alt called for discussion, and hearing none, called for a vote. The motion carried unanimously, and the public hearing was closed.

Mayor Alt then opened the floor for Board discussion.

Alderman Spencer suggested that the City consider establishing a list of recognized local nonprofit organizations and potentially creating a waiver or reduced fee structure for those groups.

Alderman Mosteller expressed appreciation for the work completed by staff on the proposed ordinance and reiterated her support for establishing an event permitting process. She raised concerns regarding terminology within the document, suggesting that references to “special events” be simplified to “events” for consistency. She also questioned how the existing fee schedule would be applied, particularly in cases involving City co-sponsored events and nonprofit organizations, noting the need for clarity and fairness in how fees are assessed.

Alderman Davis asked questions regarding how the ordinance would apply to events held in City parks, including whether certain events would trigger additional fees beyond standard park rental rates. In response, Director Taylor explained that the ordinance is intended to apply primarily to larger events requiring coordination among multiple departments and that each event would be evaluated individually based on its scope, attendance, and resource needs. She clarified that the \$100 application fee is the only new fee associated with the ordinance and may be waived for City co-sponsored events, while other costs are based on the existing fee schedule.

Alderman Kelley sought clarification regarding fees related to tents and temporary structures. Fire Chief Drew explained that, under the fire code, tents smaller than 400 square feet generally do not require inspection or fees unless they are attached to structures or involve cooking operations, in which case safety inspections and associated fees may apply.

Alderman Kelley also inquired about provisions related to demonstrations protected under the First Amendment. Director Taylor explained that such events would not be subject to fees or restrictions under the ordinance, though the City may review them for safety considerations if a permit is voluntarily submitted.

Mayor Alt raised concerns regarding the interaction between the proposed ordinance and the existing fee schedule, noting that certain provisions could be interpreted in a way that creates unintended financial burdens, particularly for smaller organizations. He emphasized the need to ensure that the ordinance aligns with constitutional considerations, including First Amendment protections, and requested that staff review and clarify the fee schedule to eliminate potential conflicts or ambiguities.

Mayor Alt further noted that the City’s fee schedule may require broader review and refinement to ensure consistency and clarity. He requested that staff incorporate these considerations into a future update.

City Manager Saldo acknowledged the Board’s concerns and stated that staff would review the ordinance language in coordination with the City Attorney, particularly regarding First Amendment considerations. He also

indicated that staff would evaluate the fee schedule and return with recommendations, potentially as part of a supplemental update.

Alderman Mosteller reiterated the importance of ensuring fairness for local nonprofit organizations and encouraged staff to consider how fees could be structured to support community-based events.

Mayor Alt confirmed that staff had sufficient direction to proceed with revisions and thanked Director Taylor for her work on the ordinance.

3. Final Plat – Waters at Southport (formerly Oakton) Lots 1 - 40-(Planning Services Director Maureen Meehan

Mayor Alt then introduced the next agenda item regarding the final plat for the Waters of Southport. He noted for the record that a quorum remained present, though Alderman Mosteller had departed the meeting at 8:25 pm.

Planning Director Meehan presented the request for final plat approval for the Waters at Southport subdivision, submitted by Stanley Martin Homes. She explained that this is a major subdivision under R-10 zoning, located between Leonard and Moore Streets, with access points from Stewart Avenue, Fodale Avenue, and Sand Dollar Lane through the Hammocks subdivision.

Director Meehan stated that all required infrastructure and improvements, including streets, sidewalks, street lighting, traffic control devices, water, sewer, stormwater systems, cluster mailboxes, and open space amenities, have been installed and inspected by the appropriate agencies. She noted that street lighting had recently been completed as part of the submittal. She further explained that final plat approval includes consideration of the acceptance of public improvements. Staff recommended allowing an extension of that acceptance until 80% of the lots are conveyed to private ownership or certificates of occupancy are issued, citing potential for construction-related damage to infrastructure.

Director Meehan also noted that the developer requested an extension for required tree mitigation due to extreme heat and drought conditions at the time of application. Staff recommended that mitigation for common areas be completed by December 31, 2025, with remaining per-lot mitigation to be completed within one year or prior to issuance of certificates of occupancy.

Mayor Alt asked for clarification regarding the 80% threshold, confirming that it relates to acceptance of infrastructure rather than annexation. Director Meehan confirmed that it pertains to the City's acceptance of streets and related improvements.

Alderman Davis raised concerns regarding the previous clear-cutting of the property and its impact on drainage, referencing prior flooding conditions. She also questioned whether installed lighting met City standards, to which Director Meehan confirmed compliance. Alderman Davis further noted concerns about construction traffic using Sand Dollar Lane despite prior stipulations.

Mayor Alt commented on the City's improved process, noting that infrastructure had been inspected prior to final plat approval, and expressed appreciation for staff efforts in ensuring compliance. He also addressed the timing of tree planting, acknowledging that planting during cooler seasons improves survivability and seeking clarification on mitigation timelines.

Director Meehan confirmed that mitigation timelines were structured to account for planting conditions and stated that enforcement mechanisms, including withholding certificates of occupancy, could be used to ensure compliance.

Mayor Alt asked staff to confirm that the stormwater system would adequately address prior flooding concerns. Staff indicated confidence in the system as designed and installed.

Alderman Kelley then made a motion to approve the final plat for lots one through 40 of the Waters at Southport subdivision, based on conformance with the previously approved preliminary plat and applicable UDO standards, with the following conditions: that the applicant request acceptance of infrastructure once 80% of the lots are conveyed or have certificates of occupancy, and that required mitigation be completed according to the timelines outlined by staff. A second was made by Alderman Spencer.

Mayor Alt called for discussion, and hearing none, called for a vote. The motion passed by a vote of three to one.

Aye - Alderman Kelley  
Aye - Alderman Spencer  
Aye - Alderman Lai  
Nay - Alderman Davis

4. Public Hearing – Article 6: Stormwater Regulation Ordinance-(Maureen Meehan, Planning Services Director and Tom Zilinek, City Engineer

Mayor Alt introduced the public hearing on the proposed Stormwater Regulations Ordinance and called for a motion to open the public hearing. A motion was made by Alderman Kelley and seconded by Alderman Spencer.

Hearing no discussion, Mayor Alt called for a vote, and the motion carried unanimously. The public hearing was opened.

Mr. Zilinek presented the proposed Stormwater Ordinance. He explained that the purpose of the ordinance is to protect public health, safety, and welfare by controlling adverse effects of stormwater associated with new development in the City. He clarified that “new development” includes not only large-scale developments, but also individual lots, home additions, expanded driveways, and other increases in impervious surface.

Mr. Zilinek stated that the ordinance is intended to address both the quantity and quality of stormwater runoff through flood control, groundwater recharge, pollutant reduction, and best management practices. He explained that the ordinance creates separate standards for minor and major development, establishes stormwater plan requirements, provides technical and safety standards, outlines permitting procedures, and includes maintenance, inspection, monitoring, and enforcement provisions.

He explained that minor development would primarily apply to infill housing, additions, and smaller projects that collectively contribute to increased runoff. Under the proposed ordinance, minor development would be triggered by an increase of 800 square feet or more of impervious surface or disturbance of more than 2,000 square feet. He stated that the requirement would be to infiltrate two inches of rainfall per square foot of new impervious area, using methods such as rain gardens, rain barrels, or dry wells. He also noted that waivers may be available in cases of exceptional hardship.

Mr. Zilinek explained that major development would apply to larger projects and would require reductions in peak stormwater flow, as well as water quality measures, including removal of total suspended solids. He also stated that major stormwater facilities would require annual maintenance permits and quarterly maintenance logs, while individual homeowners with rain gardens or dry wells would not be subject to those maintenance permit requirements.

He further stated that future related measures could include land disturbance regulations, tree and woodland preservation, erosion and sedimentation protections, impervious coverage limits, lot coverage limits, and floor area ratio limits.

Alderman Davis asked whether the ordinance would apply to existing properties, such as when a homeowner adds an accessory structure, expands a home, or increases driveway area. Mr. Zilinek clarified that the ordinance would apply to all properties, but only to new or additional impervious surface or land disturbance. He stated that existing conditions would not be regulated retroactively.

Alderman Davis asked whether the proposed threshold was sufficient. Mr. Zilinek stated that the ordinance is a starting point and noted that the City currently has no regulation preventing a property from becoming fully impervious. He further explained that if an existing home is demolished and replaced with a larger home, the property owner would only be responsible for mitigating the additional impervious area.

Alderman Spencer requested clarification on what mitigation would mean for a homeowner. Mr. Zilinek explained that, for every square foot of new impervious surface, the property owner would need to manage two inches of rainwater on site through methods such as rain gardens or dry wells.

Alderman Kelley asked about how runoff reduction standards would be calculated. Mr. Zilinek clarified that the more detailed runoff reduction standards apply to major development and would typically be calculated by a professional engineer. He stated that minor development would follow the simpler two-inch mitigation standard and that staff would provide guidance to homeowners through the application process.

Alderman Kelley stated that she believes rain gardens can be attractive and that the ordinance is a positive step toward addressing stormwater concerns. She also stated that reviewing impervious coverage limits would be a reasonable next step.

Mayor Alt stated that the ordinance would create a new process for property owners and builders and suggested that the City consider how to notify builders of the new requirements. He also asked staff to be prepared to provide estimated costs for typical mitigation measures. Mr. Zilinek stated that, based on prior review, a rain garden for a typical residential project may cost approximately \$2,500, while a dry well may cost approximately \$5,000, depending on the project.

Mayor Alt also asked about water quality review. Mr. Zilinek clarified that water quality standards apply to major development, not minor residential projects, and that professional engineers are familiar with those calculations.

Alderman Spencer asked whether larger rainwater containment systems could be used. Mr. Zilinek confirmed that larger rainwater harvesting systems could be used as part of stormwater mitigation.

#### *Public Comment*

#### **Rich Bandera - 409 N Burrington Ave**

Mr. Bandera of 409 North Burrington Avenue spoke during the public hearing. He stated that he had reviewed the proposed regulations and found them dense and difficult to understand. He expressed concern that the proposed thresholds could unintentionally require a typical single-family

home to meet major development standards if the impervious surface exceeded 2,500 square feet. He explained that a standard home, garage, and driveway could exceed that threshold and potentially require a civil engineer to design and seal the stormwater plan.

Mr. Bandera asked for clarification on whether a residential project exceeding 2,500 square feet of impervious surface would trigger a major permit.

Mr. Zilinek acknowledged that, as written, it could, but stated that this was not the intent of the ordinance. Mayor Alt asked that staff revise the language to better reflect the intended application and avoid unintended impacts on individual residential projects. Mr. Zilinek stated that staff would work on revisions before the ordinance returns for further consideration.

Mr. Rich Bandera continued his remarks, stating that while he is not opposed to the proposed stormwater ordinance, he believes it is necessary and beneficial. He suggested that the City consider alternative approaches used by other municipalities, such as tying allowable impervious coverage to a percentage of lot size rather than fixed square footage thresholds. He explained that this type of approach may provide greater flexibility and proportionality depending on the size of the property.

Mr. Bandera emphasized that his comments were not intended as criticism but rather as an effort to better understand the ordinance and its potential impacts. He thanked the Board for the opportunity to speak.

#### **Charles Littlewood - 745 Skipjack Cir**

Mr. Littlewood addressed the Board, stating that he resides at 745 Skipjack Circle. He asked for clarification regarding oversight of stormwater permits, specifically whether compliance for development projects is monitored by the City or the State.

Mr. Zilinek responded that oversight depends on the type of permit issued. He explained that if a project is subject to a state-issued stormwater permit, compliance is overseen by the State rather than the City.

Mayor Alt sought clarification in relation to the previously discussed Waters at Southport project, noting that the Board had been informed that stormwater for that development had been approved. Mr. Zilinek confirmed that the project had received both City and State stormwater approvals.

Mayor Alt summarized that, in general, both the State and the City may have roles in stormwater permitting and oversight. Mr. Zilinek confirmed this and added that, under the proposed ordinance, the City's stormwater regulations would, in many cases, be more restrictive than the State's requirements.

Mayor Alt noted that such stricter local standards are permitted under State law.

Mr. Charles Littlewood continued his remarks, expressing concern about a nearby development and questioning how State stormwater permitting requirements align with the City's oversight. He stated that he had reviewed the State's permitting system and was unable to locate a permit for the project in question. He indicated that he had previously raised the concern with staff but had not yet received a response.

Mayor Alt asked whether Mr. Littlewood had brought the issue to the attention of the City Manager or staff. Mr. Littlewood confirmed that he had spoken with Mr. Zilinek. Mayor Alt stated that staff would follow up with him regarding the matter.

Following public comment, Alderman Kelley stated that she would like the Board to consider, as a future step, implementing a system based on a percentage of impervious versus pervious coverage, noting that impacts vary significantly depending on lot size. She stated that an 800-square-foot addition on a large lot is substantially different from the same addition on a smaller lot within the historic district.

Mr. Zilinek acknowledged the concern but noted that most lots within the City are relatively small, and that the current proposal focuses on square footage thresholds due to the absence of existing lot coverage standards in the ordinance.

Mayor Alt noted that larger properties could still be affected under the current thresholds and suggested that the Board may need to revisit that aspect in the future.

Alderman Davis expressed confusion regarding how a baseline for impervious coverage would be established. Mr. Zilinek explained that, because the City currently has no lot coverage standards, there is no existing baseline from which to apply percentage-based limits. He stated that the proposed square footage thresholds were intended to provide a starting point without creating conflicts with existing regulations.

Planning Director Meehan added that establishing percentage-based limits without a defined baseline could create unintended consequences and noted that recent State legislation may limit the City's ability to impose restrictions that could be interpreted as down-zoning. She stated that the proposed ordinance was designed to avoid making properties nonconforming while still addressing stormwater concerns.

Alderman Spencer asked whether the ordinance would prevent large homes from occupying the majority of a lot. Mr. Zilinek stated that, because there

are no current lot coverage limits in the ordinance, it would not restrict overall building footprint in that manner.

Mayor Alt noted that such limitations could raise legal concerns under current State law and reiterated that the proposed ordinance represents a practical approach within existing constraints.

Alderman Kelley clarified that the current proposal focuses on additional impervious surface rather than total coverage, given the lack of existing baseline standards. Mr. Zilinek confirmed that this was the intent, explaining that square footage thresholds were used to avoid establishing percentage limits without a regulatory foundation.

After discussion concluded, Mayor Alt called for a motion to close the public hearing. A motion was made by Alderman Kelley and seconded by Alderman Lai. Hearing no further discussion, Mayor Alt called for a vote. The motion carried unanimously, and the public hearing was closed.

## **J. Committee Reports**

Mayor Alt noted that one committee report had already been presented earlier in the meeting and asked if any members of the Board wished to highlight additional reports included in the agenda package.

Alderman Kelley spoke to highlight an item related to the North Carolina Fourth of July Festival. She shared that the festival organization is currently conducting a fundraiser to support a trip to Washington, D.C., which is intended to help offset the overall costs of hosting the annual festival. Alderman Kelley noted that additional details about the fundraiser can be found on the festival's official Facebook page and website.

1. ABC Board

## **K. Manager's Report**

City Manager Saldo provided an update on the City's comprehensive land use plan. He reported that staff has received feedback from the State Division of Coastal Management and that the Planning Board will review the updated plan at an upcoming meeting. Following their review and recommendation, the plan will be forwarded to the Board of Aldermen for consideration. He stated that the

anticipated timeline includes Board review in September, a public hearing in October, and potential final adoption in November.

Mr. Saldo also reported on the recent Electricities annual conference, which was attended by Alderman Kelley, Alderman Spencer, Energy Manager Larry Ditton, and himself. He shared that the City of Southport received the Public Power Award of Excellence in recognition of its commitment to public power and service to the community. He specifically acknowledged Energy Manager Ditton for his leadership in advancing the City's electric system.

Finally, Mr. Saldo noted that staff is monitoring Hurricane Erin, which is currently offshore. He stated that staff remains prepared to respond should conditions change and impact the area.

#### **L. Mayor's Comments**

Mayor Alt stated he had none.

#### **M. Staff Reports**

Staff reports were included in the agenda packet.

1. Code Enforcement
2. Permits&Inspections

#### **N. Board Comments**

Alderman Davis returned briefly to the earlier discussion regarding the phrase "salubrious breezes," sharing a historical anecdote that when Joshua Potts visited Southport while ill, he credited the town's breezes with restoring his health upon returning to Wilmington.

Alderman Davis also announced that the Parks and Recreation Department will host its annual Children's Crab Derby on Labor Day, Monday, September 1, at the City dock in the Yacht Basin. She noted that the event will include age groups with prizes awarded for the largest crab and the most crabs caught, emphasizing that the event is intended for children, with enjoyment being the reward for adults in attendance.

Alderman Davis then asked the City Manager to address comments raised during public comment regarding the possibility of placing the historic preservation matter on a referendum ballot. City Manager Saldo explained that, under current North Carolina law, municipalities do not have the authority to place general policy questions on a referendum ballot. He stated that such authority would require a

special act of the state legislature, which is typically not granted for general policy matters, as elected boards are responsible for making those decisions.

Alderman Kelley provided additional remarks regarding her attendance at the Electric Cities conference. She described presentations on the future of energy infrastructure, including the potential expansion of nuclear power and the increasing demand created by large-scale data centers. She noted that private companies are beginning to invest directly in power generation and infrastructure to support these demands, reducing the financial burden on existing customers. She stated that these discussions offered useful insight into infrastructure planning and potential approaches for managing growth in Southport.

Alderman Spencer echoed the value of the conference and emphasized the importance of the City's electric system as a key enterprise asset. He expressed condolences to the family of Mr. Bobby Willis, a longtime Southport resident, noting his contributions to the community. Alderman Spencer then offered remarks on property rights and historic preservation, stating his view that growth and change are inevitable and that the City should be cautious about overregulation. He emphasized that Southport has evolved over time and that future development should not be dictated by past generations.

Alderman Lai provided an update on the ABC Board, noting another strong month of sales and recognizing Mr. James "Jim" Poppe for his service and recent appointment to the State ABC Board. He commended Mr. Poppe's experience and contributions.

Mayor Alt added remarks regarding the scale of data centers discussed at the conference, describing their size and infrastructure demands. Alderman Kelley added that similar developments are being planned elsewhere in North Carolina and reiterated the value of networking with other municipalities at the conference.

#### **O. Closed Session NCGS 143-318.11**

Mayor Alt stated that the Board would enter closed session. A motion was made by Alderman Spencer and seconded by Alderman Kelley to go into closed session pursuant to North Carolina General Statute 143-318.11 for the purpose of considering qualifications and establishing negotiating positions. The motion carried unanimously.

The Board entered Closed Session at 9:30 pm.

A motion to come out of Closed Session was made by Alderman Kelley and seconded by Alderman Lai. The motion passed unanimously.

The Board came out of Closed Session at 9:55 pm.

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

**P. Adjourn**

A motion to adjourn was made by Alderman Kelley and seconded by Alderman Spencer. The motion passed unanimously.

The meeting was adjourned at 9:55 pm.

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Dr. Joseph P Hatem, Mayor

*Attest:*

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Tori Deviney, City Clerk



**CITY OF SOUTHPORT  
BOARD OF ALDERMEN – REGULAR MEETING  
COMMUNITY BUILDING  
223 E BAY ST, SOUTHPORT NC 28461**

August 4, 2025 | 9:00 AM

**Present Members:**

Mayor Rich Alt, Rebecca Kelley, Marc Spencer, Frank Lai, Lowe Davis, Robert Carroll, Karen Mosteller

**Absent Members:**

**Staff Present:**

City Manager Noah Saldo, Public Information Officer ChyAnn Ketchum, Community Relations Director Allayna Taylor, Police Chief Todd Coring

**Others Present:**

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**A. Call to Order**

Mayor Alt called the meeting to order at 9:00 AM.

**B. Invocation**

**C. Pledge of Allegiance**

Mayor Alt led everyone in the Pledge of Allegiance.

**D. Public Comment**

Jason Robbins -

Mr. Robbins, speaking as broker in charge of Coldwell Banker Seacoast Advantage Office, addressed item 2 on the agenda regarding event ordinance and process improvement. He described Howe street closures during events create challenges for his business, including delivery disruptions, GPS misdirection, and accessibility issues for clients with limited mobility. Robbins emphasized that while events are planned months in advance with known logistics, businesses often don't learn about street blockages until they're already happening. He requested better proactive communication and suggested workshopping solutions with businesses on affected streets including South Howe

Street, South Davis Street, East Bay Street, East Nash Street, and East Moore Street.

City Manager Noah Saldo read two emailed comments.

Andrew Miller questioned the transparency of the recent license plate design competition, specifically why the winning submission appeared to be an example design and requested information about who created it.

Roscoe Ingalls, a property owner in the historic section, strongly opposed regulations being proposed by the historic committee.

#### **E. Approval of Agenda**

A motion was made by Alderman -- and seconded by Alderman -- to approve the agenda. The motion carried unanimously.

#### **F. Special Recognition**

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

John Moseley from the NC Maritime Museum presented a report on the 250th Anniversary of the Burning of Fort Johnston event held on July 19th. He reported remarkable success with 220 people attending indoor presentations and 387 people waiting for the infantry and artillery demonstration. The total estimated attendance exceeded 1,500 people over the weekend. Moseley thanked the city for support and outlined future plans continuing through 2033, including potential collaborations with Bald Head Island on the British invasion of 1776. He also expressed interest in hosting World War II USO reenactments, noting he has records of the actual USO that operated at Fort Johnston during the war.

#### **G. Agenda**

1. Animal Protective Services (APS)- Alderman Mosteller

Alderman Mosteller began by clarifying this was a discussion about reinstating the Animal Protective Services department as a separate department, not about personnel. She emphasized her appreciation for the police department while arguing that maintaining quality APS services requires recruiting a subject matter expert with specific skills including ordinance implementation, TNR program management, grant writing, community education, and relationship building with state organizations and local veterinarians.

Alderman Mosteller detailed the unique responsibilities of the APS position, arguing these duties differ significantly from sworn police officer work and shouldn't be placed within the police department's chain of command. She highlighted the community's 2018 shift from animal control to animal welfare approach and the success of the standalone department from 2018-2023.

Alderman Mosteller praised Dr. Travis of River Road Animal Hospital for her volunteer contributions, including supporting the TNR program, providing emergency medical care, and hosting the city's temporary holding facility. She argued these professional relationships require a department head-level APS professional with authority to represent the department.

Mosteller moved to reinstate the Animal Protective Services department as a standalone department reporting directly to the city manager with the APS officer serving as the department head, effective immediately. Alderman Rebecca Kelley seconded.

Alderman Lowe Davis questioned whether this constituted a personnel issue that should be handled by the city manager rather than the board. City Manager Saldo clarified that while it could go either way, state statute allows the board to create, abolish, or change the structure of city departments, making the motion proper as long as it doesn't veer into personnel matters.

Police Chief Todd Coring expressed surprise at the discussion, noting he hadn't been aware of concerns despite previous budget discussions. He described how APS was integrated into the police department under the previous city manager, emphasizing that nothing about APS operations had changed. Coring detailed the benefits of the current structure, including improved communications through the CAD system, radio coordination, and officer support for calls.

Chief Coring noted that current APS officer Kate Marshall had resigned and that interim coverage was in place with Officer Ward shadowing Marshall to learn procedures. He reported having 14 applications for the position and emphasized their commitment to maintaining professional standards.

Alderman Davis inquired about continued police support if APS became separate, with Chief Coring explaining the enhanced communication benefits of the current structure while noting they would continue providing assistance as needed.

Mayor Alt questioned the safety benefits of the current structure, with Chief Coring explaining how CAD integration allows real-time location tracking and immediate response capability.

Mayor Pro Tem Mosteller argued that safety had always been maintained

through cooperative relationships and that other city departments operate safely without police integration. She emphasized the need for a subject matter expert as department head to continue building the program established over five years as a standalone department.

Kate Marshall, the current APS officer, was invited to speak about her experience. She explained that animal welfare nationally is moving away from policing toward separate departments, citing Elizabeth City's recent transition. Ms. Marshall described restrictions she experienced working under police chain of command in her previous position in Ohio, where animal treatment decisions were influenced by supervisory preferences rather than animal welfare expertise.

Ms. Marshall emphasized the critical nature of life-and-death decisions regarding sick or injured animals, noting these require immediate determination based on animal sheltering experience and budget considerations. She explained that while Chief Coring had allowed her to operate autonomously, this was not typical chain of command structure and created uncertainty for future officers who might lack the confidence to make independent decisions.

Alderman Kelley questioned why a separate department was necessary if the current autonomous arrangement was working, with Ms. Marshall explaining this was only possible because of the current leadership's approach, which might not continue under different supervision.

Ms. Marshall also noted the loss of grant opportunities since joining the police department, explaining that organizations like Petco Love no longer provide grants due to the larger budget pool associated with police department classification.

Discussion continued regarding the pros and cons of both structures, with various board members expressing concerns about consistency, professional relationships, and operational effectiveness.

Alderman Kelley made a motion to call the vote. Alderman Spencer seconded the motion.

Upon a roll call vote, the motion resulted in a tie:

Aye - Alderman Lai  
Aye - Alderman Spencer  
Aye - Alderman Kelley  
Nay - Alderman Lowe  
Nay - Alderman Carroll  
Nay - Alderman Mosteller

Due to the tie, the Mayor cast the deciding vote in favor of the motion. The motion carried, 4–3, with the Mayor breaking the tie.

Mayor Alt then asked Alderman Mosteller to reinstate her motion.

Alderman Mosteller made the motion to reinstate the Animal Protective Services department as a standalone department reporting directly to the city manager with the APS officer serving as the department head. The second was made by Alderman Kelley.

The motion was put to a vote.

Aye - Alderman Mosteller  
Aye - Alderman Carroll  
Nay - Alderman Lai  
Nay - Alderman Spencer  
Nay - Alderman Kelley  
Nay - Alderman Davis

The motion failed 4-2.

## 2. Event Ordinance and Process Improvement

Community Relations Director Allayna Dail Taylor presented a proposed event ordinance to establish a formal process and permit for events impacting normal flow in Southport. The initiative was driven by feedback from downtown business roundtables, nonprofit partners, and city departments indicating the current process lacks clarity and communication.

The ordinance would designate the Community Relations department as the central contact point, coordinating with city staff and organizers to review events based on safety, logistics, and city resources. The process includes a \$100 application fee, waived for city-sponsored events, with other costs following existing fee schedules based on event size and scope.

Director Taylor addressed Jason Robbins' public comment concerns by explaining the ordinance would require lettering businesses and residents within the event footprint plus one block radius, providing better advance notice than currently exists. She clarified this wouldn't guarantee city approval but would establish structured review processes.

The ordinance requires events with 500+ expected attendees to obtain permits, including vendors in the count. Director Taylor and City Manager Saldo discussed the threshold, wanting to avoid including smaller community building events or weddings while capturing large-scale events requiring

street closures.

Alderman Mosteller asked detailed questions about insurance requirements, fire safety plans, notification processes, and approval timelines. Director Taylor explained that insurance certificates would be required at step 2 of the process, with options for annual policies or single-event coverage through platforms like Eventiny at \$54-100 for million-dollar policies.

Fire safety plan requirements would vary by event size and be determined by the fire marshal, ranging from basic first-aid kits to on-site EMS depending on the event's scope and fire department assessment.

Alderman Davis reminded the board of the policy requiring public hearings for new ordinances, suggesting delay for proper public notice despite the ability to proceed immediately.

Mayor Alt suggested adding weather-related closure authority to ensure city officials can shut down events during dangerous conditions, noting previous experiences where event organizers resisted closure despite safety concerns.

Alderman Mosteller requested fee consolidation sheets to clarify costs for different types of events, noting current confusion about barricade, fire, and other fees.

Discussion covered notification methods, with Director Taylor explaining the current lettering requirement would be event organizer responsibility with verification checklists. Board members discussed expanding to text and email notifications for businesses and residents who opt in, while maintaining compliance with government communication requirements.

Alderman Lowe Davis moved to schedule a public hearing and discussion and decision on the event ordinance for August 14th. Alderman \_\_\_\_\_ seconded. The motion passed unanimously.

### 3. City Welcome Sign Replacement

Director Taylor reported the North Carolina Department of Transportation (NCDOT) notified the City that several "Welcome to Southport" signs are in poor condition and require replacement. She explained that replacement signs are available as a complete package, including fabrication, printing, and installation, at a cost of \$2,500 per sign. There are four signs total, with two identified by NCDOT as needing immediate replacement or removal due

to their condition.

Director Taylor noted that the City could choose to replace all four signs at once to ensure consistency and uniform lifespan moving forward. The proposed updated design would include “Welcome to Southport,” the City’s tagline “Home of the Salubrious Breezes,” and a reference to the North Carolina Fourth of July Festival.

Alderman Davis asked whether all of the signs are dilapidated. Director Taylor confirmed that all are in rough condition, and that NCDOT has indicated that two must either be replaced or will be removed due to their condition.

Alderman Spencer asked whether the deterioration includes the rider signs, such as those honoring Quinton McCracken and referencing the Fourth of July Festival. Director Taylor confirmed that it does and explained that a proposed updated sign could read: “Welcome to Southport, Home of the Salubrious Breezes, Location of the North Carolina Fourth of July Festival since 1795.”

Alderman Kelley stated that she did not support including the phrase “Salubrious Breezes,” expressing concern about its interpretation. Alderman Davis reacted with surprise to the comment. Director Taylor responded that the final design would be based on the preference of the Board.

Mayor Alt then directed the discussion toward funding, asking whether funds were available if the Board chose to proceed with replacement at an estimated total cost of \$10,000.

City Manager Saldo confirmed that sufficient capital funds are available for the project, stating that the City could cover the estimated \$10,000 cost for replacing all four signs.

Mayor Alt stated he would entertain a motion from the Board regarding how to proceed.

Alderman Kelley expressed her preference to replace the signs using the existing design and language, specifically excluding the phrase “Salubrious Breezes.”

City Manager Saldo clarified that the current signage includes references such as “Home of Quinton McCracken,” “Fourth of July Festival,” and “Bird Sanctuary,” and noted that the Board could approve replacing the signs with the same elements currently displayed, with or without modifications such as the tagline.

Alderman Kelley asked for confirmation that “Salubrious Breezes” is not currently included on any of the signs. Director Taylor confirmed that it is not presently displayed but explained that it is the City’s tagline and had been suggested as part of an effort to create uniform signage moving forward.

Mayor Alt noted that any motion would need to be clearly defined.

Alderman Mosteller asked whether the updated design would replace the state flag with the City seal. Director Taylor confirmed that the City seal would be incorporated into the new signage as part of the update. Alderman Mosteller also inquired about the wording related to the Fourth of July Festival, noting that the proposed phrasing “Location of the North Carolina Fourth of July Festival since 1795” would be longer than what is currently displayed. Director Taylor acknowledged that it is more extensive but stated that the wording has been approved.

Alderman Spencer asked whether the festival designation would remain on rider signs. Director Taylor explained that while the current configuration uses rider signs, the proposed design would incorporate the information directly onto the main sign panel as a single, unified piece.

Alderman Carroll noted that one of the existing signs already includes a festival reference on the main sign, though not with the expanded wording. Mayor Alt confirmed that the updated signs would be slightly larger to accommodate the revised design.

Alderman Kelley pointed out that one of the signs includes a rider recognizing Quinton McCracken and stated that honoring local individuals in this manner should be preserved. Director Taylor responded that the City could choose to retain existing rider signs or replace only the main “Welcome to” portion, noting that removal of riders is also an option depending on the Board’s direction.

Alderman Kelley also questioned whether the City still holds a “Bird Sanctuary” designation. Alderman Mosteller confirmed that the designation remains in effect under the City’s animal welfare ordinance.

Alderman Davis suggested that the signage could alternatively include a designation such as “Tree City USA.”

Director Taylor reiterated that all four signs are in deteriorated condition, with two in such poor condition that North Carolina Department of Transportation (NCDOT) has indicated they must either be replaced or removed. She noted that if the Board chose to replace only two signs at this time, one of the remaining signs, such as the one on Caswell Avenue, could remain in place temporarily. She suggested that replacing two signs now would allow the City

to establish a consistent design for future replacements while managing costs.

Alderman Kelley stated that this approach aligned with her motion, but emphasized the need to determine the exact wording and design of the signs. She clarified that her motion included removing the phrase “Salubrious Breezes” and replacing only the two most deteriorated signs, with consideration given to replacing the remaining two signs at a later date unless there is a cost advantage to replacing all four at once.

Director Taylor confirmed that she had been quoted a flat rate of \$2,500 per sign, with no identified cost savings for replacing all four simultaneously.

Alderman Lai commented that while he is familiar with Quanton McCracken and supports honoring him, many visitors may not recognize the name.

Alderman Mosteller asked which specific signs are in the worst condition. Director Taylor stated she did not have the full correspondence in front of her.

City Manager Saldo indicated that the most deteriorated signs are likely located on NC 211 and East Leonard Street.

Alderman Kelley agreed with that assessment and asked when NCDOT planned to remove the signs. Director Taylor explained that NCDOT has been waiting on direction from the City, noting that the project originated during a previous administration, was tabled for a period of time, and has recently been brought back forward for consideration.

Alderman Kelley asked whether the existing signs could be auctioned or otherwise repurposed to help offset replacement costs of the other signs. City Manager Saldo stated that once removed, the signs would be considered surplus property and could potentially be retained and disposed of in a manner such as auctioning.

Alderman Kelley then formally stated her motion: to replace the two signs identified as most deteriorated, to exclude the phrase “Salubrious Breezes,” and to proceed with the language “Home of the North Carolina Fourth of July Festival” and inclusion of the City seal.

Mayor Alt asked if there was a second to the motion which was provided by Alderman Lai.

The motion passed unanimously.

## **H. Manager's Report**

City Manager Saldo provided several updates to the Board.

He reported on the City's specialty license plate initiative, noting that 110 pre-applications have been received toward the required 500. He stated that applications have been submitted from both within North Carolina and out of state. He encouraged interested individuals to obtain an application at City Hall, through the City's website, or by contacting the Public Information Officer.

City Manager Saldo also provided an update on stormwater maintenance efforts. He stated that Public Works crews will be working throughout the week in the areas of Fodale Avenue, Cape Harbor Drive, and Memory Lane to clean stormwater ditches and improve system flow in those areas.

He congratulated staff, including Ms. Taylor and other departments, on the success of the recent food truck rodeo event, noting strong attendance from both residents and visitors.

City Manager Saldo further informed the Board that an updated list of active capital projects had been provided at their seats. He explained that the list outlines the status of major projects, including next steps and timelines. He added that the City plans to publish this information on the City website and update it monthly to keep both the Board and the public informed.

City Manager Saldo concluded his report.

## **I. Mayor's Comments**

Mayor Alt provided an update regarding discussions related to the potential development of a YMCA facility in the City. He explained that the concept originated following discussions surrounding the Waterway (formerly Indigo) project, when Alderman Carroll suggested exploring the possibility of a YMCA. This led to a series of meetings involving representatives from the YMCA, Bald Head Island Limited, Brunswick County, and the organization that operates senior centers in the area.

Mayor Alt reported that Bald Head Island Limited has agreed to fund a feasibility study to evaluate whether a YMCA facility could be developed within the City. He stated that the funding has already been provided to the City, and that the Board will take formal action at an upcoming meeting to amend the budget and transfer the funds to the YMCA to initiate the study. He noted that the results of the feasibility study will be presented to the City for review and further discussion.

Mayor Alt also highlighted the Manager's Roundtable initiative, noting that it provides an opportunity for local businesses to meet regularly with City staff. He stated that these meetings are anticipated to occur monthly and described the effort as a positive step toward improving communication and engagement with the business community.

Mayor Alt then discussed broader communication challenges between the City and the public. He referenced recent public feedback related to the Waterway project, noting that despite proper notification and adherence to required processes, some members of the public appeared to have misunderstandings about the project, including concerns about access points. He emphasized that the public hearing process functioned as intended, with citizens providing input, staff and boards reviewing feedback, and recommendations being developed for further consideration.

He further noted that similar communication challenges exist regarding the City's stormwater efforts. Mayor Alt stated that the City has undertaken numerous stormwater improvements, including drainage repairs, ditch clearing, infrastructure upgrades, mapping, engineering studies, and grant-funded projects. He acknowledged, however, that these efforts are not always widely recognized or understood by the public.

Mayor Alt expressed concern that despite the City's ongoing work, there remains a perception that little is being done. He emphasized the importance of improving communication to better inform residents about City initiatives and accomplishments. He also encouraged collaboration with local media outlets, including *The State Port Pilot*, to help share information about City projects and positive outcomes with the community.

Mayor Alt concluded his comments by reiterating the need for more effective communication to ensure that residents are aware of the work being done on their behalf.

## **J. Board Comments**

Alderman Carroll expressed support for building on the City Manager's efforts to engage with local businesses and proposed the creation of an ad hoc committee to review how neighboring communities structure business advisory committees. He explained that the goal would be to establish a mechanism for businesses to provide regular feedback to the Board. Alderman Carroll stated that he would be willing to serve on such a committee and suggested that other Board members who own businesses in the City may also be appropriate participants.

Mayor Alt responded that the formation of committees is typically within the purview of the Mayor. While indicating he was not opposed to the concept, he asked whether the Board could delay action until the May 14 meeting to allow

time to determine whether an existing model or framework could be utilized. He referenced examples from neighboring municipalities, noting that the Town of Oak Island has an established business advisory board.

Alderman Carroll stated that he had already begun gathering information from Oak Island and had discussed the concept with the City Manager. He noted that staff may be able to compile relevant materials and present options without the need for a separate advisory committee to conduct that research.

Mayor Alt reiterated that while he wasn't opposed, he asked that Alderman Carroll request to postpone formal action until the May 14 meeting to allow staff to assemble the information for Board review.

Alderman Carroll agreed to delay the request and stated that he would provide the information he has collected to the City Manager so that it can be included on the upcoming agenda.

Alderman Davis clarified comments made earlier regarding communication with local media, noting that the City cannot direct coverage by *The State Port Pilot*. He stated that he understood the Mayor's comments to be a request or hope rather than a directive.

Alderman Davis suggested that, as an alternative method of improving public communication, the City could explore publishing a regular update in the newspaper. He proposed that the City Manager consider either purchasing space for a recurring report or determining whether the newspaper might be willing to provide space for such updates. He remarked that this could be an effective way to reach residents, as compared to more direct outreach methods.

Mayor Alt responded that he would defer that consideration to the City Manager to determine feasibility. He also reiterated that his earlier comments were not intended to direct the newspaper, but rather to express a desire for increased public awareness of City efforts.

Alderman Spencer expressed support for efforts to strengthen engagement with local businesses and stated that he would be willing to participate in any initiative or committee formed for that purpose. He noted a perceived disconnect between the City's focus on events that attract visitors and the needs of local businesses. Alderman Spencer referenced feedback from a recent Manager's Roundtable meeting, stating that some business owners indicated they do not experience increased success during large events. He emphasized the importance of reevaluating how the City interacts with and supports local businesses.

Alderman Kelley agreed with Alderman Davis regarding the need for improved communication with the public and supported the idea of utilizing *The State Port Pilot* as a mechanism to share the City Manager's weekly updates. She stated that providing regular information to the public could help demonstrate the work

being done by the City. Alderman Kelley also expressed appreciation to Director Taylor and staff for their efforts.

**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  
(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

Mayor Alt stated that the Board would consider entering into Closed Session pursuant to North Carolina General Statute 143-318.11 for the purpose of discussing personnel (human resource) matters.

Mayor Alt then entertained a motion to enter Closed Session which was provided by Alderman -- and seconded by Alderman --.

The motion passed unanimously.

The Board entered closed session at 11:08 am.

A motion was made by Alderman Kelley and seconded by Alderman Lai to come out of closed session.

The Board came out of closed session at 12:38 pm

**L. Adjourn**

A motion to adjourn was made by Alderman Spencer and seconded by Alderman Kelley.

The motion passed unanimously.

The meeting adjourned at 12:38 pm.



# BOARD OF ALDERMEN

## AGENDA ITEM SUMMARY

**DATE:** 05/14/2026

**DEPARTMENT:** Development Services

**PRESENTED BY:** Maureen Meehan, Director of Planning Services

**ITEM SPONSORED BY:** Planning Staff for Applicants Glenn and Amy Patterson

**ITEM/TOPIC:** Public Hearing: ZTA-26-03 – Swimming Pools as Accessory Uses in the Business District (BD) and Highway Commercial (HC) Zoning Districts

**COST:** N/A

**BUDGET LINE ITEM:** N/A

**JUSTIFICATION:** Section 2.10 of the UDO outlines the procedure that allows any party to apply for a text change to the UDO or a zoning district change to the city's zoning map.

Planning Staff respectfully submits the attached text amendment to Section 3.5, Table 3.1, Table of Uses of the UDO for applicants Glenn and Amy Paterson. The request is to allow swimming pools as an accessory use in the Business District (BD) zoning district.

Staff presented the proposed amendment at the April 16, 2026, Planning Board meeting. The Planning Board recommends approval of the addition of pools in both the BD and HC zoning districts as outlined in the attached staff report.

**IMPACT IF NOT APPROVED:** This request is a legislative decision as defined by the North Carolina General Statutes. The Board of Aldermen is under no obligation to approve the Zoning Text Amendment as presented. In accordance with North Carolina General Statutes, a motion to approve or deny a Zoning Text Amendment, the Board shall adopt a corresponding consistency statement explaining the chosen decision's consistency with the adopted Land Use Plan of the City.

**DEPARTMENT HEAD COMMENTS:** Prior to consideration of a zoning or map amendment the Board of Aldermen must hold a duly advertised public hearing. Staff review of the proposed text amendment including the addition of HC find that the addition of swimming pools as an incidental accessory use appears to be consistent with the 2050 Comprehensive Plan and all applicable ordinances.

**ATTACHMENTS:** Staff Report, Consistency Statements, Text Amendment Application

**REQUESTED ACTION:** Hold Public Hearing and Adopt/Deny zoning proposed text amendments to Section 3.5, Table 3.1 Table of Uses of the UDO.

**PROPOSED MOTION:**

A motion to open a public hearing.

A motion to approve the zoning text amendment to Section 3.5, Table 3.1 Table of Uses of the UDO and adopt the attached consistency statement.

A motion to deny the zoning text amendment to Section 3.5, Table 3.1 Table of Uses of the UDO and the attached consistency statement.

## STAFF REPORT ZTA-26-03 REQUEST TO AMEND TABLE 3.5 TABLE OF USES

APPLICATION SUMMARY	
<b>Presentation Date</b>	May 14, 2026 Board of Aldermen
<b>Applicant</b>	Glenn & Amy Paterson
<b>Relevant Ordinance Sections</b>	Section 3.5, Table 3.1 – Table of Permitted Uses

### ZONING TEXT AMENDMENT PROPOSAL

Glenn and Amy Paterson, applicants, respectfully submit a Zoning Text Amendment to the City of Southport’s Unified Development Ordinance (UDO). Specifically, the request is to amend Table 3.1, Table of Permitted and Special Uses, to allow swimming pools as an accessory use in the BD – Business District zoning district. The proposed change is found within this report. This text amendment is only for the addition of a land use and does not modify the use standards that must be met for all pools.

### REVIEW PROCESS

A Zoning Text Amendment proposal is considered a legislative process. As laid out by North Carolina General Statutes, a legislative process is a policy-level decision with broad discretion by the decision-making authority, in Southport’s case, the Board of Aldermen. In a decision to approve or deny a legislative proposal, the Board of Aldermen shall include a statement referencing the decision’s consistency with the adopted land use plan for the City of Southport. Per the City of Southport Unified Development Ordinance, the Planning and Zoning Board shall also provide a recommendation on any proposed Zoning Text Amendment to the Board of Aldermen. The Board of Aldermen shall hold a public hearing before voting on any Zoning Text Amendment.

Section 2.10 of the UDO outlines the procedure that allows any party to apply for a text change to the UDO or a zoning district change for the city’s zoning map. The Planning Board shall provide an advisory recommendation within 90 days after the introduction of such petition at a regularly scheduled meeting and shall transmit its recommendation and report, including the reasons for its determinations, to the Board of Aldermen. However, per 160D-604, if no written report is received within 30 days, the governing board may act on the amendment without the planning board report.

## BACKGROUND

Swimming pools as accessory land uses can be installed in the Residential (R-10 and R-20), Multi Family (MF), Planned Unit Development (PUD), Office and Institutional (O-I), and Central Business District (CBD) zoning districts.

UDO Table 3.1 lists land uses as permitted (P), permitted with standards (PS), special use (S), or special use with standards (SS) in each district where a use is allowed. Where there is a blank cell, the use is not allowed. Below outlines the existing zoning districts that permit swimming pools as accessory uses if certain standards are met. As you can see, they are not allowed in the BD, HC, or OS zoning districts.

Table 3.1

Accessory Uses											
Uses	ICS	R-10	R-20	MF	PUD	O-I	CBD	BD	HC	OS	SECTION #
Swimming Pools		PS	PS	PS	PS	PS	PS				3.6.Q

Where swimming pools are allowed, the following standards must be met:

### 3.6.Q SWIMMING POOLS

Where permitted, swimming pools shall be setback five (5) feet from the existing property line and enclosed by protective fencing meeting the requirements of the NC Residential Building Code.

## PROPOSED AMENDMENT

The proposed text amendment is the applicants' request. The request is to amend UDO Table 3.1 to allow Swimming Pools as an accessory use within the Business District (BD) zoning district.

During the discussion of the application and request, the Planning Board also recommended allowing swimming pools as an accessory use in the Highway Commercial (HC) zoning district for land uses that commonly incorporate swimming pools, such as hotels.

Underlined text indicates new language.

Table 3.1

Accessory Uses											
Uses	ICS	R-10	R-20	MF	PUD	O-I	CBD	BD	HC	OS	SECTION #
Swimming Pools		PS	PS	PS	PS	PS	PS	<u>PS</u>	<u>PS</u>		3.6. Q

## APPLICANT'S JUSTIFICATION

Since this is a text amendment request initiated by a citizen, their justification for the change is included for consideration of the text amendment.

Per the applicant:

*A reasonable basis for allowing a swimming pool in the business district is that the UDO explicitly permits swimming pools in the Central Business District (CBD), demonstrating that they are considered a compatible use within commercial zoning classifications. The ordinance emphasizes compliance with safety standards, setbacks, and the prevention of hazards or nuisances, rather than prohibiting the use outright. Given that the CBD is a more intensive commercial designation, this allowance reasonably supports extending the same permission to the broader business district, where similar commercial uses are intended. Accordingly, a swimming pool can be viewed as an appropriate accessory or supporting feature provided it meets the UDO's general development and safety requirements.*

## EVALUATION AND CONTEXT

### **Unified Development Ordinance Compliance**

This amendment adds swimming pools as accessory uses in the BD and HC zoning districts. The amendment does not change any other development standards required for non-residential uses. A swimming pool will be allowed when it is accessory to and not part of the primary commercial establishment.

The UDO allows accessory uses that are incidental to the primary use. A swimming pool as an incidental use does not draw customers or expand the primary nonresidential use. Pools associated with non-residential uses that provide lodging or projects that include residential units are appropriate. The addition of a pool to a non-residential use with no lodging/residential uses will be an extension of that non-residential use and no longer considered an accessory use. If the pool draws customers or is used to enhance the commercial aspect of the property, the use of the property changes to an outdoor commercial recreational facility.

### **Southport 2050 Comprehensive Plan Consistency**

The goals and objectives of the comprehensive plan support Southport's unique characteristics while managing growth and mitigating the impacts on the natural environment. This includes promoting context-sensitive uses that are compatible with the city's character. Although no specific policies directly address the proposed land use, it is sound planning practice to regularly update ordinances when gaps are identified. The 2050 Comprehensive Plan reinforces this approach by encouraging regular review and modernization of the Unified Development Ordinance. Action 1.7.1 specifically supports the update and modernization of the Table of Permitted Uses and associated definitions.

## PLANNING BOARD RECOMMENDATION

The amendment is consistent with the 2050 Comprehensive Plan, as well as remaining consistent with the Unified Development Ordinance. The City of Southport Planning Board recommends **APPROVAL** of the proposed zoning text amendment as presented in this report and adoption of the ordinance and consistency statement to the Board of Aldermen.

### **Attachments**

Consistency Statements

Zoning Text Amendment Application



**City of Southport Board of Aldermen  
Ordinance and 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 with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable.*

**AMENDMENT: ZTA-26-03 – Section 3.5, Table 3,1 Table of Uses – Swimming Pools as  
Accessory Uses in BD and HC Zoning Districts**

**STATEMENT OF PLAN CONSISTENCY:**

The City of Southport Board of Aldermen, after consideration of the Planning Board recommendation and all relevant portions of the adopted and CRC-certified Comprehensive Plan, hereby **ADOPT** the proposed zoning text amendment. The amendment is consistent with the City’s 2050 Comprehensive Plan, adopted October 9, 2025. Annual updates to local ordinances ensure that development is orderly and following statutory requirements.

NOW THEREFORE, be it ordained by the City of Southport Board of Aldermen, that the foregoing statement, having been submitted to a vote by a motion and seconded, received the following vote and was duly adopted this the \_\_\_ day of May, 2026.

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent or Excused: \_\_\_\_\_

\_\_\_\_\_  
Joseph P. Hatem, Mayor

Attest:

\_\_\_\_\_  
Tori Deviney, Deputy City Clerk



**City of Southport Board of Aldermen  
Ordinance and 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 with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable.*

**AMENDMENT: ZTA-26-03 – Section 3.5, Table 3,1 Table of Uses – Swimming Pools as  
Accessory Uses in BD and HC Zoning Districts**

**STATEMENT OF PLAN CONSISTENCY:**

The City of Southport Board of Aldermen, after consideration of the Planning Board recommendation and all relevant portions of the adopted and CRC-certified Comprehensive Plan, hereby **DENY** the proposed zoning text amendment. The amendment is consistent with the City’s 2050 Comprehensive Plan, adopted October 9, 2025, however it is not in the city’s interest to approve the text amendment.

NOW THEREFORE, be it ordained by the City of Southport Board of Aldermen, that the foregoing statement, having been submitted to a vote by a motion and seconded, received the following vote and was duly adopted this the \_\_\_ day of May, 2026.

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent or Excused: \_\_\_\_\_

\_\_\_\_\_  
Joseph P. Hatem, Mayor

Attest:

\_\_\_\_\_  
Tori Deviney, Deputy City Clerk



# Text Amendment

City of Southport, North Carolina

1029 N. Howe St, Southport NC 28461

[www.southportnc.org](http://www.southportnc.org)

Planning & Inspections

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

**For Staff Use Only**

PERMIT No. ZTA-26-03

FEE: \$ 300.00 Paid

Date Received: Mar 17, 2026

Applicant's Name: Glenn & Amy Paterson

Mailing Address: 102 W. Nash St

City: Southport

State: NC

Zip Code: 28461

Phone: 202-409-9282

Email: amy@glenmpaterson.com

Current Section Impacted by Proposed Text Amendment: Section 3.5, Table 3.1

Please describe the conditions that makes the proposed text amendment necessary for the promotion of public health, safety, and general welfare; or that identifies an obvious error in the UDO. Also explain why the proposal is or is not consistent with the Land Use Plan and other adopted plans (Attach separate sheet if necessary).

A reasonable basis for allowing a swimming pool in the business district is that the Unified Development Ordinance explicitly permits swimming pools in the central business district, demonstrating that they are considered a compatible use within commercial zoning classifications. The ordinance emphasizes compliance with safety standards, setbacks, and the prevention of hazards or nuisances, rather than prohibiting the use outright. Given that the central business district is a more intensive commercial designation, this allowance reasonably supports extending the same permission to the broader business district, where similar commercial uses are intended. Accordingly, a swimming pool can be viewed as an appropriate accessory or supporting feature provided it meets the ordinance's general development and safety requirements.

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

Signature (Applicant)

3/17/26

Date

APPROVED BY:

UDO Administrator

Mar 18, 2026

Date



**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:**            **ZTA-26-03**

**STATEMENT OF CONSISTENCY AND RECOMMENDATION:**

The City of Southport Planning Board hereby recommends **adoption** of the proposed Zoning Map Amendment to the Board of Aldermen and finds that it is **consistent** with the City’s 2050 CAMA Comprehensive Plan adopted October 9, 2025. More specifically, the proposed amendment is consistent with Policy 1.7.1 (the regular review and modernization of the Unified Development Ordinance, specifically the Table of Permitted Uses and associated definitions). The Planning Board recommends that the Board of Aldermen **APPROVE** the zoning text amendment.

The statement and motion was seconded and passed April 16<sup>th</sup>, 2026.

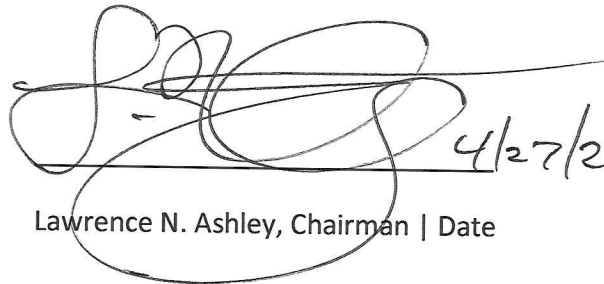
Ayes: 7

Noes: 0

Absent or Excused: 0

SAZA            4/27/2026

Scott Baillargeon, Deputy City Clerk | Date

 4/27/26

Lawrence N. Ashley, Chairman | Date



**BOARD OF ALDERMEN  
CONSENT AGENDA ITEM**

**DATE: 05/14/2026**

**DEPARTMENT: Planning Services**

**PRESENTED BY: Maureen Meehan, Planning Services Director**

**ITEM SPONSORED BY: Planning Services for the Applicant**

**ITEM/TOPIC: Hold a Public Hearing for ZMA-25-03 a Major Modification to the Southport Crossing Planned Unit Development (PUD) Master Development Plan.**

**COST: N/A**

**BUDGET LINE ITEM: N/A**

**JUSTIFICATION:** Allison Engelbretson, applicant, is requesting approval of a modification to the master development plan of an existing Planned Unit Development (PUD) zoning district. The project is the residential portion of the existing development known as Southport Crossings, located west of NC 133 and north of NC 211. This modification request includes changing the type and number of dwelling units, altering the amount of open space, and adding on-site amenities for the community. The proposed changes are in the attached report. The Planning Board recommends approval of the amendments to the Board of Aldermen. The Board of Aldermen must hold a duly advertised public hearing before deciding on the proposed amendment.

**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 and reasonableness must be adopted in conjunction with a motion to approve or deny the proposal.

**DEPARTMENT HEAD COMMENTS:** The proposal has been reviewed by staff for consistency; it appears to be consistent with the 2050 Comprehensive Plan and all applicable ordinances. The Planning Board after due consideration recommends approval of the master development plan modification.

**ATTACHMENTS:** Staff Report, Application with all Supporting Documentation, Consistency Statements

**REQUESTED ACTION:** Hold a public hearing for a major modification of the Southport Crossing PUD Master Development Plan.

**PROPOSED MOTION:** Motion to open a public hearing.

Motion to approve the Major Modification to the Southport Crossing PUD Master Development Plan and adopt the attached consistency statement.

Motion to deny the Major Modification to the Southport Crossing PUD Master Development Plan and attached consistency statement.

**STAFF REPORT FOR SOUTHPORT CROSSING  
PLANNED UNIT DEVELOPMENT  
MASTER DEVELOPMENT PLAN MAJOR MODIFICATION  
ZMA-25-03**

APPLICATION SUMMARY	
<b>Presentation Date</b>	May 14, 2026 Board of Aldermen
<b>Applicant</b>	Allison Engebretson, Edgehill REC, LLC
<b>Property Owner</b>	MDI Management, LLC
<b>Zoning District</b>	PUD

Allison Engebretson, applicant, on behalf of Edgehill, REC, LLC, is requesting approval of a modification to the master development plan for an existing Planned Unit Development (PUD) zoning district. This modification includes changing the type and number of dwelling units, changing the amount of open space, and the addition of onsite amenities for the community.

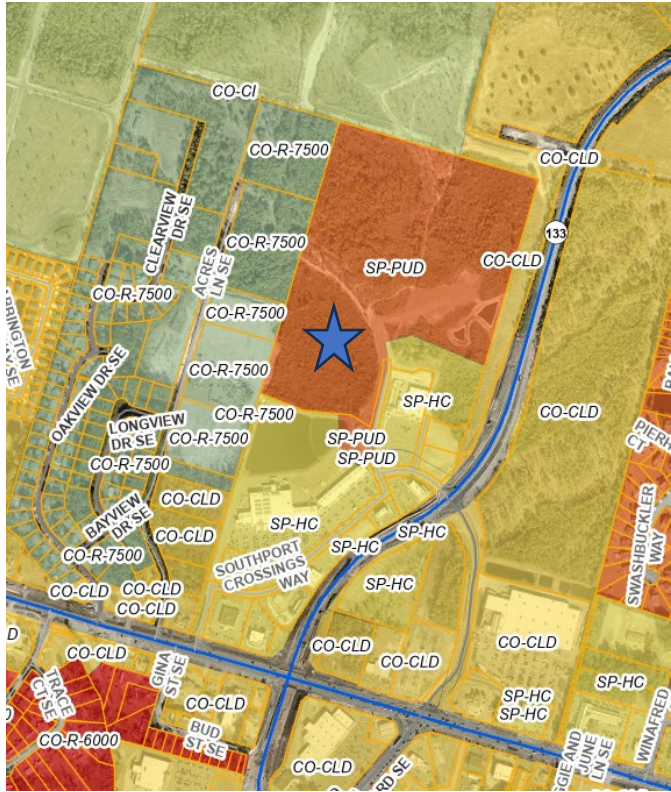
A planned unit development is defined as a development constructed on a tract of land at least 8 acres of net buildable area under single ownership or approved partnership in the city limits of Southport, planned and developed as in integral unit, and consisting of a combination of residential and nonresidential uses on land withing a PUD zoning district.

**LOCATION AND SITE DETAILS**

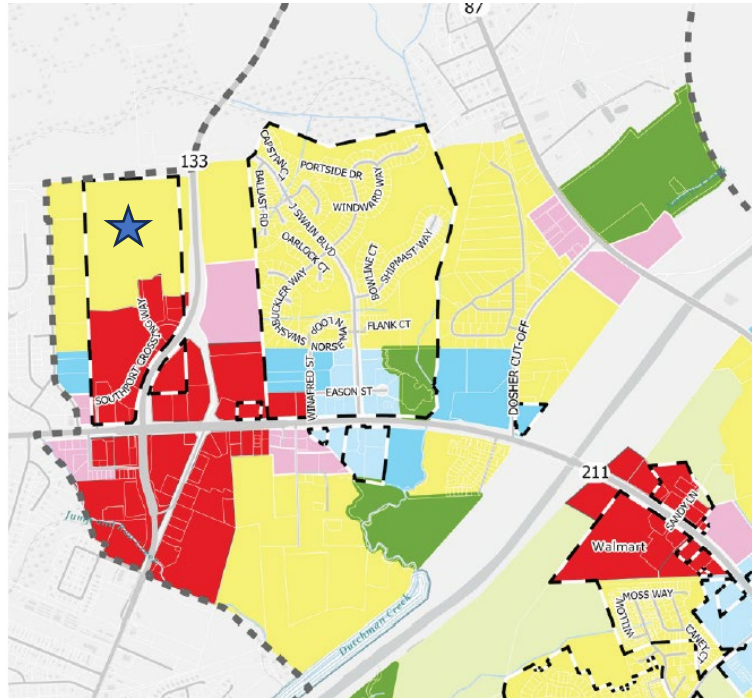


Subject property is situated west of NC 133 adjacent to the existing Southport Crossing commercial development, with access from NC 133 and NC 211. There is an existing 50' public right-of-way, Marino Run, to the west of Tractor Supply Company accessed by Southport Crossings Way that will be the main entrance to the residential portion of the project.

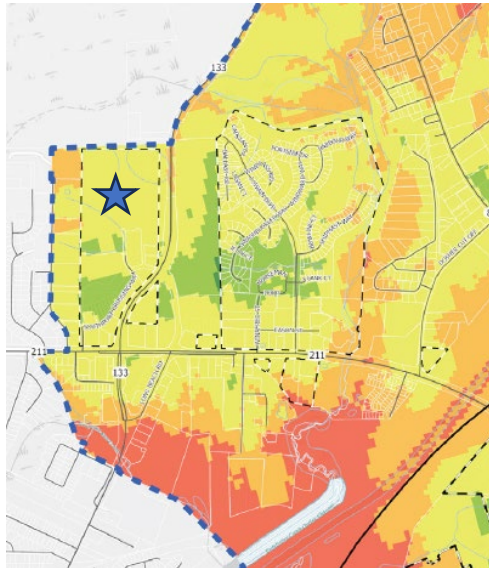
The subject property is 48.01 acres, according to the survey and Brunswick County tax records. There are 404 Wetlands, non-jurisdictional wetlands, and uplands throughout the property.



The property within the city jurisdictional limits is zoned Planned Unit Development (PUD) and adjacent to Highway Commercial (HC) parcels south as part of the existing commercial development of Southport Crossings. Adjacent properties within Brunswick County jurisdiction include CO-R-7500 - residential, CO-CI - commercial industrial, and CO-CLD - commercial low density.



The future land use map designation for the property is low to medium density residential. Most development in the low to medium density residential future land use designations is single family homes, with some multi-family allowances in planned developments. The density range for this designation is 3-4 units/acre.



The property is designated as medium to medium-high suitability on the Development Suitability Map. This map analyzes the suitability of development in relationship to existing conditions such as infrastructure (water, sewer, road systems, etc.) availability, adjacent development patterns, parcel size, and environmental factors (wetlands, floodplain, storm surge, habitat, etc.).



## **SUMMARY**

### Existing

- 32 Multi-Family, 28 Single-Family – 60 total units
- 1.13 dwelling units/acre
- 39.96 acres (75%) Open Space
  - 3.96 acres uplands
  - 36 acres wetlands
- No proposed community amenities

### Proposed

- 130 Multi-Family – 130 total units
- 2.7 dwelling units/acre
- 30.82 acres (64%) Open Space
  - 8.3 acres upland
  - 22.52 acres wetlands
- Proposed clubhouse and pool

## **BACKGROUND**

The 2008 Southport Crossing project originally was a development encompassing the existing commercial and proposed residential parcels as well as 2 large parcels across NC 133. The build-out plan included over 300,000 SF of non-residential land uses and 324 multi-family residential units. The project was amended in 2015 to remove the 2 parcels of land across NC133, which in turn reduced the amount of non-residential square footage to approximately 265,000 SF and the number of dwelling units to 46. A PUD master development plan was approved in 2016 after rezoning and annexation into the city limits. A master development site plan with all dimensional standards and applicable

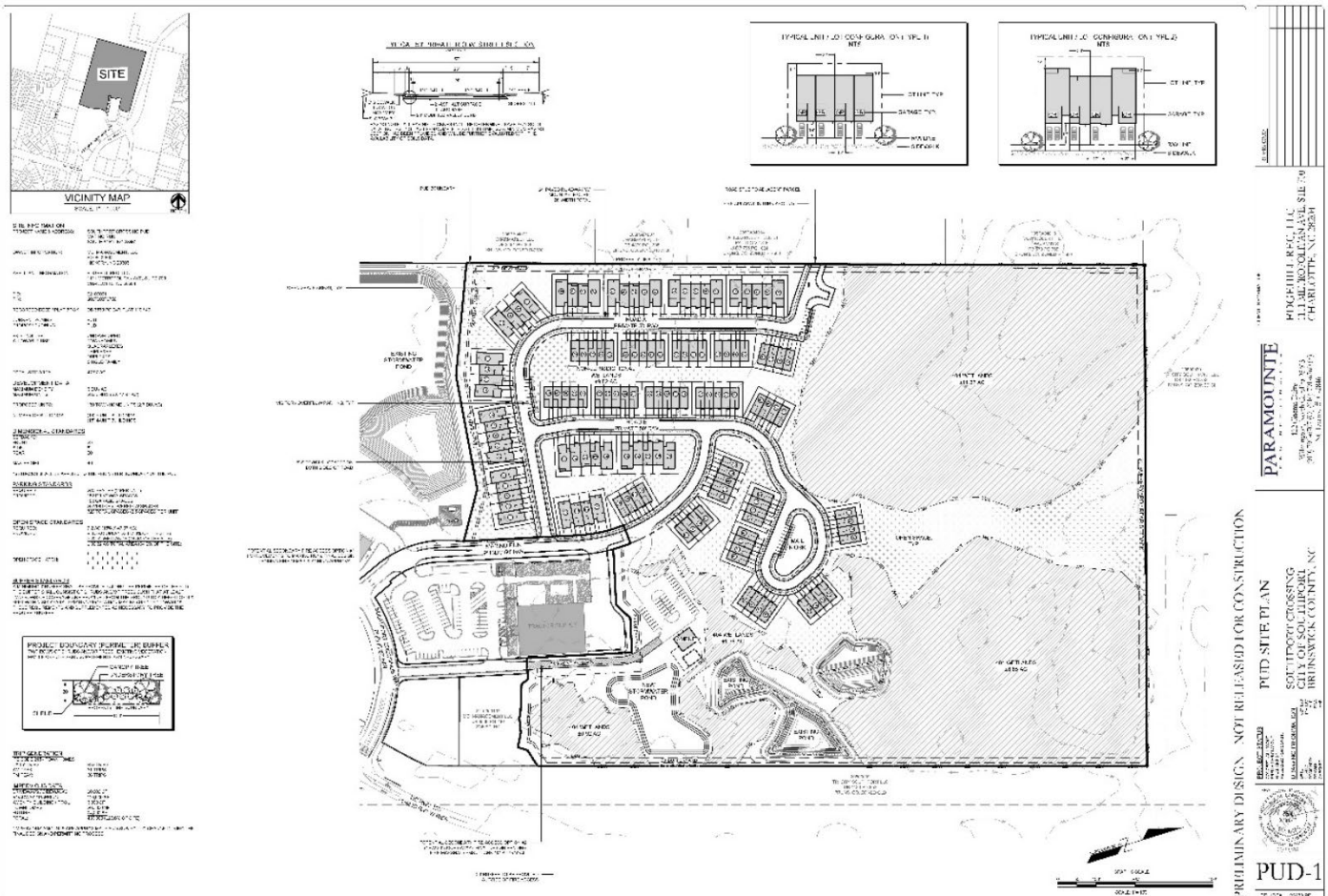
land use standards is required for a PUD rezoning and carries forward through the life of the project.

As the commercial portion of the project moved forward, a major modification to the master development plan was necessary. The master development plan was amended by the Board of Aldermen in 2019 to reconfigure a commercial lot and to adjust the proportions of residential unit types. The existing master development plan includes 32 residential attached units and 28 single-family lots, for a total of 60 dwelling units, equaling 1.13 du/acre. Further, the approved plan includes 39.96 acres of open space, 3.96 acres of upland, and 36 acres of wetlands, for approximately 75% open space. A PUD approved under the previous unified development ordinance requires 15% open space.

### PROPOSED AMENDMENT

A Master development plan is a detailed overview of the project and does not include the level of detail required for a major subdivision preliminary plat submission. Appendix A of the UDO outlines the required elements of a Master Development Plan. The following assessment of the proposal follows the outline of Appendix A.

Please note, that the approval of the PUD was under the 2004 UDO, therefore some of the existing UDO provisions are not applicable to the development or proposed changes.



## **Land Use**

The applicant is requesting a major modification to change the type of dwelling unit to multi-family units as attached townhomes and increase the number of units to 130, which increases the density of the proposal to 2.7 du/acre. This increase in dwelling units is in response to an Approved Jurisdictional Determination (AJD) by the Army Corps of Engineers which decreases the acreage of jurisdictional wetlands on the property. This creates more buildable land for housing and neighborhood amenities.

The new master development plan includes 30.82 acres of open space, 8.3 acres of upland and 22.52 acres of wetlands for approximately 64% open space. The open space requirement for this development is 15% per the previous UDO.

Impervious surface area is approximately 430,000 SF or 20.6% of the parcel of land. This includes the homes, driveways and sidewalks, roads and parking, and the amenity clubhouse with pool. This number is anticipated to change with approval and final design of the subdivision plat. A state stormwater permit will be necessary, and the stormwater system will be reviewed and signed off by the City Engineer.

Water and sewer are provided by Brunswick County Utilities. A request to join the technical review committee was unanswered. Sewer and water installation and approvals from Brunswick County will be required prior to any future development on-site.

## **Traffic/Parking/Movement**

The neighborhood will be accessed by existing public rights-of-way from Southport Crossings Way onto Marino Run. The proposed street system through the development will include 50' private rights-of-way. Fire Chief, Charles Drew reviewed the plan and the proposed 50' R/W with 26' wide roads are acceptable. Further, a fire apparatus turn around is identified and there are two options for secondary fire access as required by the Residential Code Fire for developments of 100 or more units. Both options have been reviewed and discussed with the City's Fire Marshal, Madison Drew. Either option is acceptable, although final approval will be made at the Major Subdivision Preliminary Plat phase of the project.

Sidewalks are proposed on both sides of the street for connection to the mail kiosk area and proposed on-site amenity center. Pedestrian facilities will be connected to any existing facilities adjacent to the commercial portion of Southport Crossing.

The proposed 130 townhomes are expected to generate 852 daily trips. Per the 2004 UDO, a traffic impact study is required for PUDs when the estimated traffic generated exceeds eight hundred (800) trips/day. There are exceptions when 1) a traffic impact study has previously been prepared for the development, and 2) there is no change in density that will increase travel, and 3) there is no change in access to the external street system, or 4) material is submitted to demonstrate that traffic created by the proposal when adding to existing traffic will not result in the need for transportation improvements.

Staff consulted with Ben Hughes, NCDOT Division 3 District Engineer at the time the application was submitted to discuss the scope of a traffic impact analysis/study. A meeting was held with the applicant, NCDOT representatives, and staff to discuss what analysis, if any was necessary. Mr. Hughes explained that the existing portion of the development includes improvements that were required for the original traffic analysis submitted in 2008 and the trip generation study prepared in 2015. Further, since the new trip generation calculations for the indicate that site traffic is significantly lower than the 2008 analysis and less than the 2015 trip generation study. Therefore, per the NCDOT Policy on Street and Driveway Access, a new study was not necessary.

It was agreed upon between staff and the applicant that a new traffic assessment be submitted, outlining the existing development and current trips and trips generated with the proposed increase in residential units. That assessment was sent to Mr. Hughes who in an email dated March 5, 2026, concurred with the findings and reiterated that no other traffic impact study or roadway improvements were required.

### **Environmental Standards**

The property is not located within a special flood hazard area and does not include any Coastal Area Management Act (CAMA) Areas of Environmental Concern or coastal wetlands.

There are 404 wetlands as delineated on the first page of the master development plan. A jurisdictional determination letter from Katharine Elks, Regulatory Specialist with the Army Corps of Engineers, Wilmington District identifies the limits of the waters of the United States that are illustrated on the master development plan. Other than the jurisdictional wetlands, there are no other environmental features of significance on-site.

### **Landscaping & Tree Preservation**

The existing UDO requirements for landscaping and tree preservation are vastly different than those in the 2004 UDO. The applicant has proposed a 20' vegetated perimeter buffer and there will be a parking lot landscaping plan and tree protection plan submitted at the time of preliminary plat for the subdivision.

### **Review Process**

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 development 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.

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 or in this instance, Article 14 of the 2004 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, for two (2) consecutive weeks, and posted on the property not less than 10 days and not more than 25 days before the hearing.

The Board of Aldermen may approve, conditionally approve, or deny the master development plan after the duly advertised public hearing. Following an affirmative decision by the Board of Aldermen all development shall follow the approved master development plan.

### **Land Use Plan Consistency**

The Southport 2050 Comprehensive Plan 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 or for this instance an amendment to the master development plan associated with a PUD.

The plan overall encourages development patterns that preserve walkable neighborhoods, increase resiliency to natural hazards, and encourage higher intensity development to areas on North Howe Street and NC 211.

**Policy 1.1** Encourage a development pattern that honors Southport's character and respects the natural environment.

Action 1.1.7 Support office uses, multi-family uses and house-scale attached residential as a transition between commercial area and lower density residential land uses.

***The modified master development plan proposes medium density multi-family uses adjacent to commercial development.***

**Policy 1.3** Encourage new development to employ site and building design techniques to reinforce a walkable traditional village scale and character.

***The modified master development plan provides a neighborhood adjacent to a mix of nonresidential uses. The incorporation of sidewalks and amenities encourages walking to neighborhood activities, restaurants, and shopping.***

**Policy 1.9** Support a variety of quality housing that meets local needs at appropriate scales.

***The modified master development plan provides a housing option that is not prevalent in the city limits and will provide opportunities for different demographics.***

### **PLANNING BOARD RECOMMENDATION**

The application was presented and reviewed at the March 19, 2026, Planning Board Meeting. The Planning Board, after discussion and deliberation, voted to recommend **APPROVAL** of the modification of the Southport Crossing Planned Unit Development Master Development Plan.

#### Attachments:

- 1) Proposed Master Development Plan
- 2) Application
- 3) Applicant's Summary of the proposed amendment and accompanying documents
- 4) Traffic Impact Assessment
- 5) Army Corps of Engineers Jurisdictional Determination Letter
- 6) Signed PB Consistency Statement



**City of Southport Board of Aldermen  
Ordinance and 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 with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable.*

**AMENDMENT: ZMA-25-03 Major Modification to the Southport Crossing Planned Unit Development (PUD) Master Development Plan**

**STATEMENT OF PLAN CONSISTENCY:**

The City of Southport Board of Aldermen, after consideration of the Planning Board recommendation and all relevant portions of the adopted and CRC-certified land use plan, hereby **ADOPT** the proposed map amendment to Modify the Planned Unit Development Master Development Plan. The amendment is consistent with the City’s 2050 Comprehensive Plan, adopted on October 9, 2025. Specifically, the proposal is consistent with Policy 1.1. Encourage a development pattern that honors Southport’s Character and respects the natural environments. The project will provide multi-family residential as a transition between a commercial area and lower density residential areas. Further, this map amendment is reasonable due to the physical conditions of the properties, the benefits to the landowners and community by keeping the proposal residential, while providing a housing option not prevalent within the city, and is in the public interest due to providing multi-family housing options.

NOW THEREFORE, be it ordained by the City of Southport Board of Aldermen, that the foregoing statement, having been submitted to a vote by a motion and seconded, received the following vote and was duly adopted this the \_\_\_ day of May 2026.

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent or Excused: \_\_\_\_\_

\_\_\_\_\_  
Joseph P. Hatem, Mayor

Attest:

\_\_\_\_\_  
Tori Deviney, City Clerk



**City of Southport Board of Aldermen  
Ordinance and 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 with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable.*

**AMENDMENT: ZMA-25-03 Major Modification to the Southport Crossing Planned Unit Development (PUD) Master Development Plan**

**STATEMENT OF PLAN CONSISTENCY:**

The City of Southport Board of Aldermen, after consideration of the Planning Board recommendation and all relevant portions of the adopted and CRC-certified land use plan, hereby **DENY** the proposed map amendment to Modify the Planned Unit Development Master Development Plan. While the amendment is consistent with the City’s 2050 Comprehensive Plan, adopted on October 9, 2025, it is found that the map amendment is not reasonable due to the physical conditions and impacts to surrounding areas.

NOW THEREFORE, be it ordained by the City of Southport Board of Aldermen, that the foregoing statement, having been submitted to a vote by a motion and seconded, received the following vote and was duly adopted this the \_\_\_ day of May 2026.

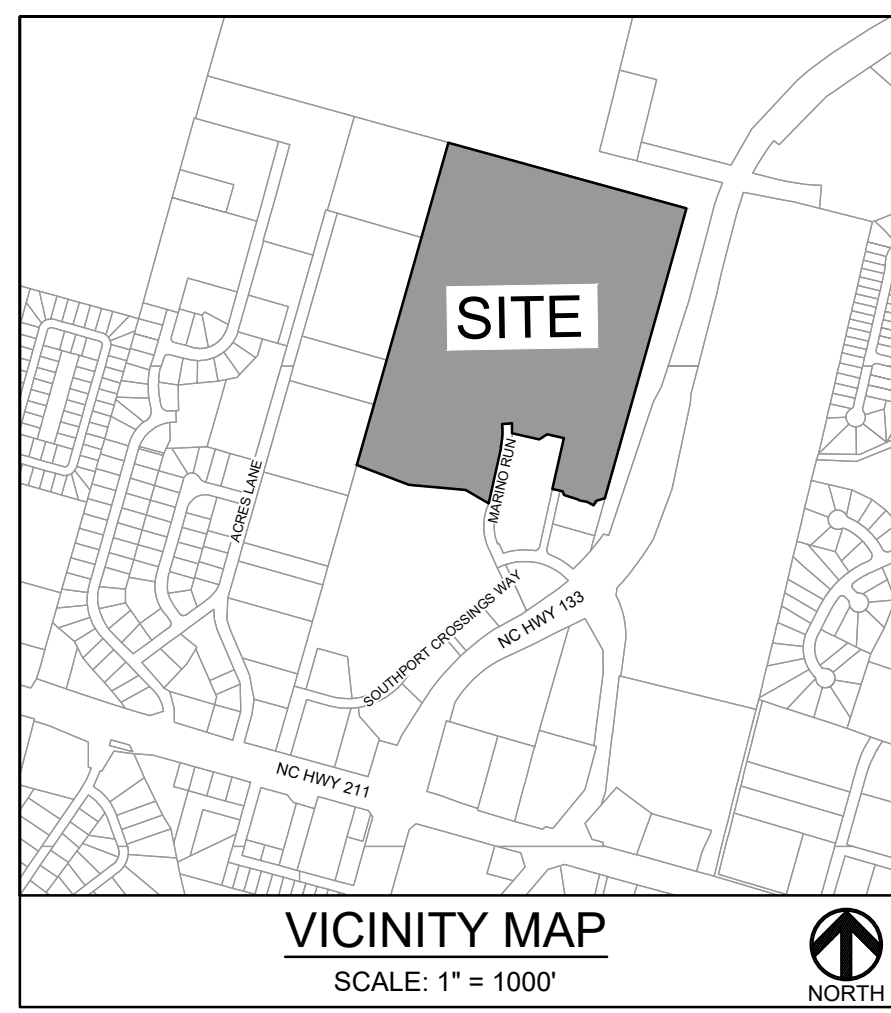
Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent or Excused: \_\_\_\_\_

\_\_\_\_\_  
Joseph P. Hatem, Mayor

Attest:

\_\_\_\_\_  
Tori Deviney, City Clerk

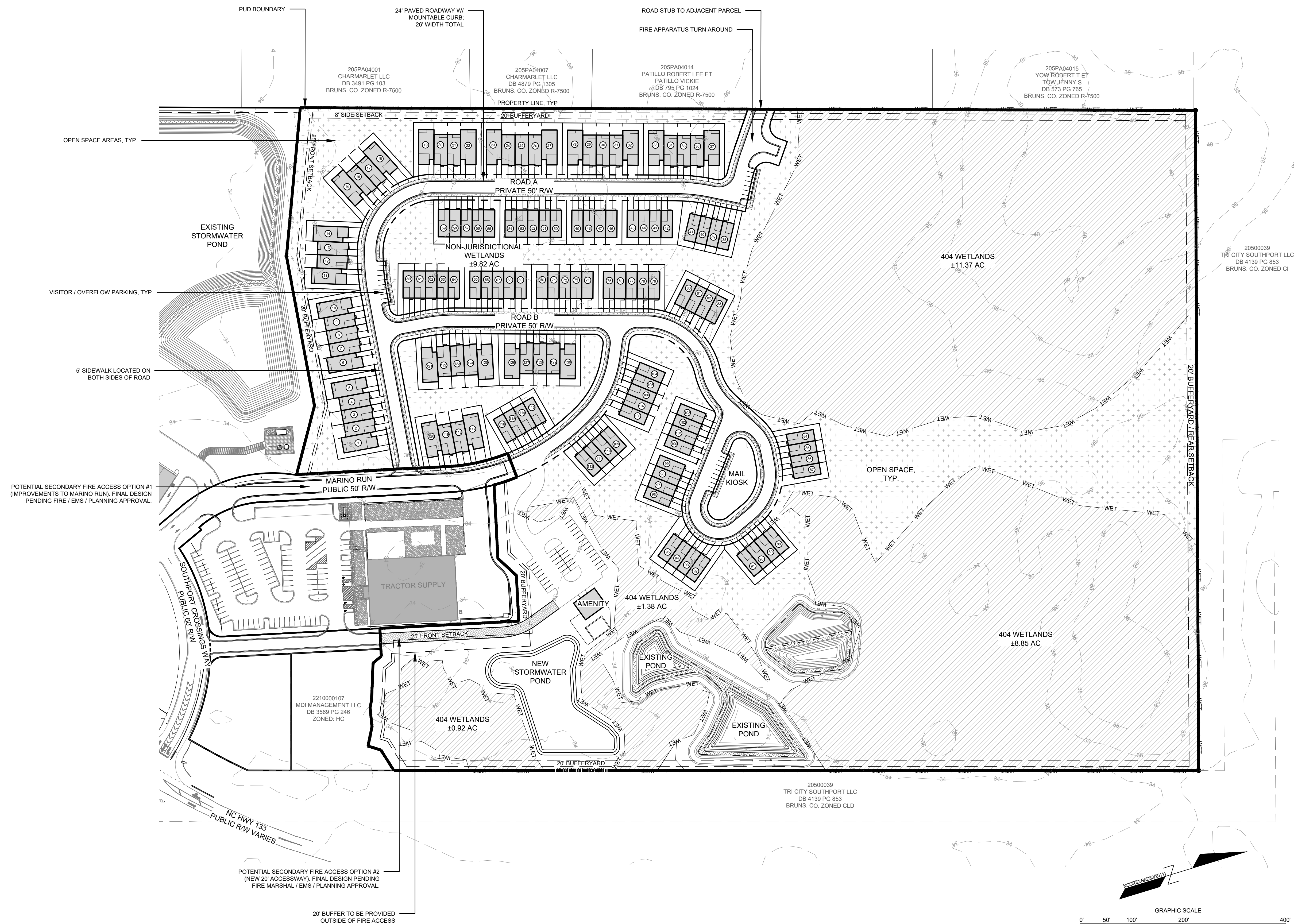
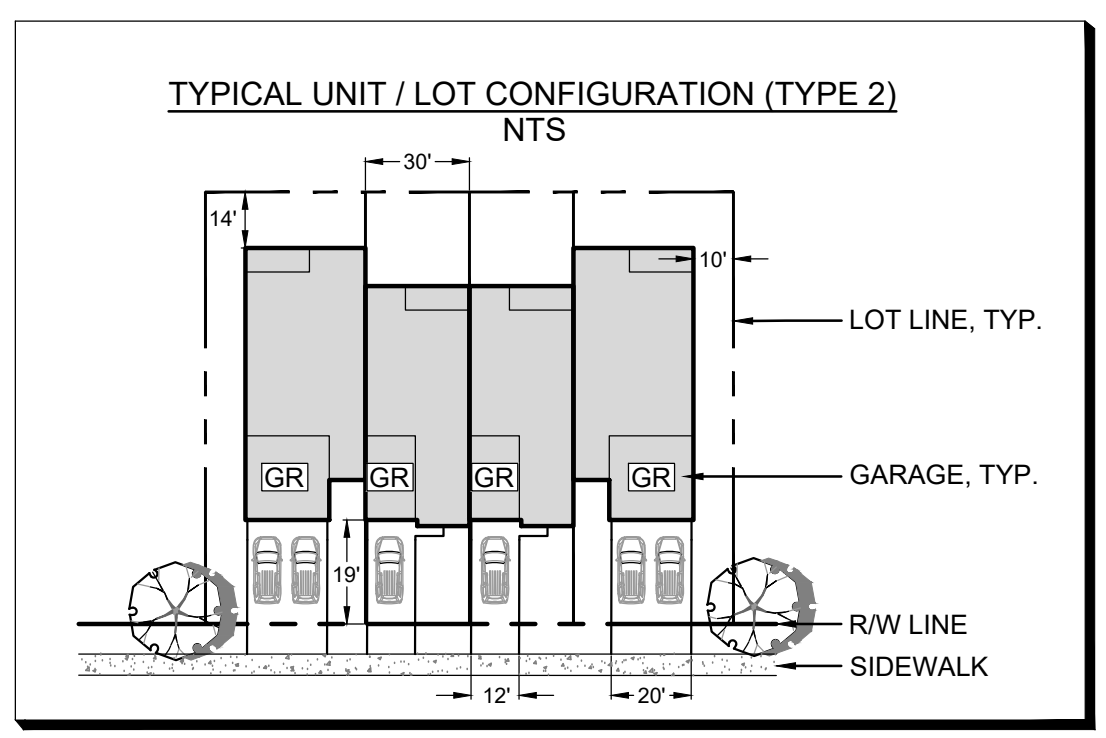
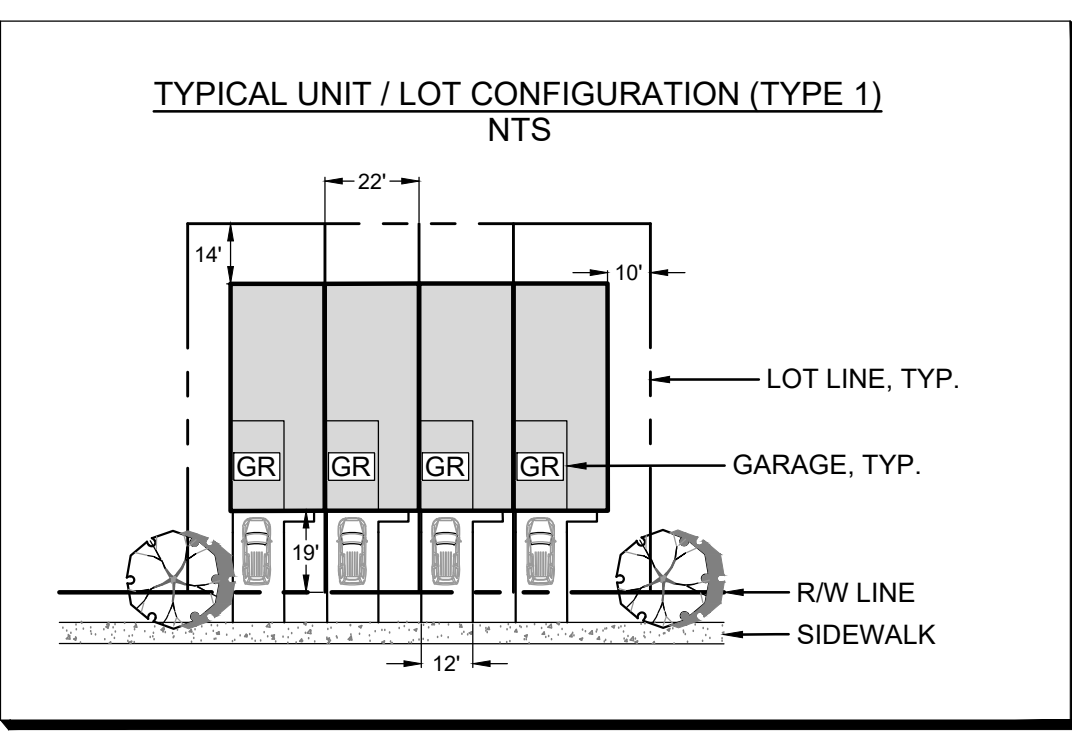
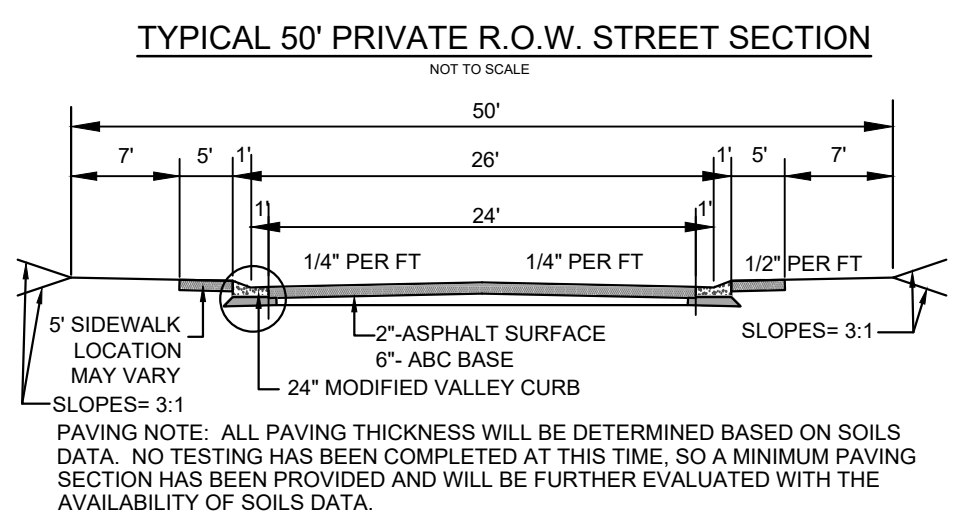




**SITE INFORMATION**  
 PROJECT NAME & ADDRESS: SOUTHPORT CROSSING PUD MARINO RUN SOUTHPORT, NC 28461  
 OWNER INFORMATION: MDI MANAGEMENT, LLC PO BOX 800 HICKORY, NC 28603  
 APPLICANT INFORMATION: EDGEHILL REC, LLC 1111 METROPOLITAN AVE, SUITE 700 CHARLOTTE, NC 28204  
 PID: 22100001  
 PIN: 208700876750  
 RECORDED DEED / PLAT BOOK: DB 3569 PG 246; PLAT 110 / 40  
 CURRENT ZONING: PUD  
 PROPOSED ZONING: PUD  
 EXISTING USE: UNDEVELOPED  
 ALLOWABLE USE: TOWNHOMES, QUADRAPLEXES, TRIPLEXES, DUPLEXES, SINGLE-FAMILY  
 TOTAL SITE AREA: 47.97 AC  
**DEVELOPMENT DATA**  
 MAXIMUM DENSITY: 6 DU / AC  
 MAXIMUM UNITS: 288 UNITS (6 X 47.97 AC)  
 PROPOSED UNITS: 130 TOWNHOME UNITS (2.7 DU / AC)  
 NUMBER OF BUILDINGS: (14) 5-UNIT BUILDINGS, (15) 4-UNIT BUILDINGS  
**DIMENSIONAL STANDARDS**  
 SETBACKS:  
 FRONT: 25'  
 SIDE: 8'  
 REAR: 20'  
 MAX HEIGHT: 40'  
 \*SETBACKS SHALL BE APPLIED TO THE PERIMETER BOUNDARY OF THE PUD.  
**PARKING STANDARDS**  
 REQUIRED: 260 SPACES (2 PER UNIT)  
 PROVIDED: 152 DRIVEWAY SPACES, 152 GARAGE SPACES, 25 VISITOR / OVERFLOW SPACES, 329 TOTAL SPACES (2.5 SPACES PER UNIT)  
**OPEN SPACE STANDARDS**  
 REQUIRED: 7.2 AC (15% X 47.97 AC)  
 PROVIDED: ± 8.3 AC UPLANDS (17.3% OF THE SITE), ± 22.92 AC WETLANDS (48.3% OF THE SITE), ± 30.82 AC TOTAL AREA (64.2% OF THE SITE)  
 OPEN SPACE HATCH:

**BUFFER STANDARDS**  
 A MINIMUM 20' BUFFER SHALL BE PROVIDED ALONG THE PERIMETER OF THE PUD. THE BUFFER SHALL CONSIST OF SHRUBS AND/OR TREES SUCH THAT AT LEAST TWO ROWS OF COVERAGE ARE PROVIDED FROM THE GROUND TO A HEIGHT OF SIX FEET WITHIN SIX YEARS. EXISTING VEGETATION MAY BE CREDITED TOWARDS THESE REQUIREMENTS AND SUPPLEMENTED AS NECESSARY TO PROVIDE THE REQUIRED BUFFER.  
**PROJECT BOUNDARY (PERIMETER) BUFFER**  
 TWO ROWS OF SHRUBS AND/OR TREES. EXISTING VEGETATION MAY BE CREDITED AND SUPPLEMENTED AS NECESSARY.

**TRIP GENERATION**  
 ITE CODE 215 - TOWNHOMES  
 DAILY TRIPS: 852 TRIPS  
 AM PEAK: 61 TRIPS  
 PM PEAK: 66 TRIPS  
**IMPERVIOUS DATA**  
 DRIVEWAYS / SIDEWALKS: 80,000 SF  
 ROADWAY / PARKING: 120,000 SF  
 AMENITY BUILDING / POOL: 6,000 SF  
 TOWNHOMES: 200,000 SF  
 FUTURE: 24,000 SF  
 TOTAL: 430,000 (±20.6% OF SITE)  
 \*IMPERVIOUS AMOUNTS ARE APPROXIMATE AND SUBJECT TO CHANGE DURING THE FINAL DESIGN AND PERMITTING PROCESS.



PRELIMINARY DESIGN - NOT RELEASED FOR CONSTRUCTION

**REVISIONS:**  
**CLIENT INFORMATION:**  
 EDGEHILL REC, LLC  
 1111 METROPOLITAN AVE, STE 700  
 CHARLOTTE, NC 28204  
**PARAMOUNT ENGINEERING, INC.**  
 122 Cinema Drive  
 Wilmington, North Carolina 28403  
 (910) 791-6707 (O) (910) 791-6700 (F)  
 NC License #: C-2846  
**PUD SITE PLAN**  
 SOUTHPORT CROSSING  
 CITY OF SOUTHPORT  
 BRUNSWICK COUNTY, NC  
**PROJECT STATUS:**  
 CONCEPTUAL LAYOUT:  
 FINAL DESIGN:  
 RELEASED FOR CONST:  
**DRAWING INFORMATION:**  
 DATE: 02/11/26  
 SCALE: 1" = 100' A/E  
 DESIGNED: [Signature]  
 CHECKED: [Signature]  
**SEAL:**  
 PEI JOB#: 25278.PE  
**PUD-1**  
 SCALE: 1" = 100'  
 GRAPHIC SCALE: 0 50 100 200 400



# Planned Unit Development Permit

City of Southport, North Carolina

1029 N. Howe St, Southport NC 28461  
[www.southportnc.org](http://www.southportnc.org)

Planning & Inspections  
Phone 910-457-7961 Fax 910-457-7957

**\*For Staff Use Only\***

*PUD Modification*

PERMIT No: ZMA-25-03 FEE: \$ 1,000

Date Received: 11/14/25

Applicant's Name: Edgehill REC, LLC

Mailing Address: 1111 Metropolitan Ave, Suite 700 City: Charlotte

State: NC Zip Code: 28204 Phone: 910-791-6707 (rep)

Email: aengebretson@paramounte-eng.com (rep)

Property Owner's Name: MDI Management, LLC

Address of Owner: PO Box 800 City: Hickory

State: NC Zip Code: 28603 Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Address: Marino Run City: Southport

Parcel Size (acres): +/- 47.97 AC Number of Dwellings: 120

Open Space Area: +/- 7.78 AC Right-of-way Area: +/- 3.60 AC

Surveyor: Josh Taylor, Paramounte Engineering, Inc. License #: L-5217

Mailing Address: 122 Cinema Drive City: Wilmington

State: NC Zip Code: 28403 Phone: 910-791-6707

Email: jtaylor@paramounte-eng.com

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)

11/12/25  
\_\_\_\_\_  
Date

**APPROVED BY:**  
  
\_\_\_\_\_  
UDO Administrator

12/1/25  
\_\_\_\_\_  
Date

**Southport Crossing – PUD Modification Narrative**

The applicant, Edgehill REC LLC, is seeking a to modify the existing Southport Crossing PUD to allow for the development of 130 townhomes. Since the previous approval for PUD, a new Approved Jurisdictional Determination (AJD) was issued by U.S. Army Corps of Engineers which found less jurisdiction wetlands located on the site than previously determined. As such, additional land is now available for housing.

The proposed development will consist of 130 townhomes and associated amenity areas. Each townhome will be subdivided on individual lots and contain a 1 or 2 car garage. Visitor/overflow parking is provided throughout the development. Pedestrian access is provided throughout the development with sidewalks proposed on both sides of the road.

Overall, about 64% of the site will be open space including approximately 22.5 acres of wetlands and 8.3 acres of uplands. A pool and clubhouse amenity is also proposed outside of the areas credited for open space.



The existing PUD was approved under the previous UDO which still applies to the proposed modification. However, the applicant is proposing a plan that goes beyond those previous requirements to better align with the current development regulations. In doing so, the applicant is proposing to provide a 20' vegetated buffer along the perimeter of the overall development in accordance with today's standards. Under the previous UDO, no buffers would be required.

The site directly abuts the Southport Crossing commercial shopping center which includes a Lowes Food grocery store, Tractor Supply, and various retail stores and restaurants. The proposed townhomes will add to the mixture of uses in the area and allow the future residents to have easy access to commercial services without having to drive on a major roadway.

Southport's 2050 Comprehensive Plan classifies the site as Low to Medium Density Residential on the Future Land Use Map. This classification promotes attached residential within planned developments at a density of 3 to 4 units per acre. Overall, the proposed 2.7 units per acre is consistent with this recommendation.



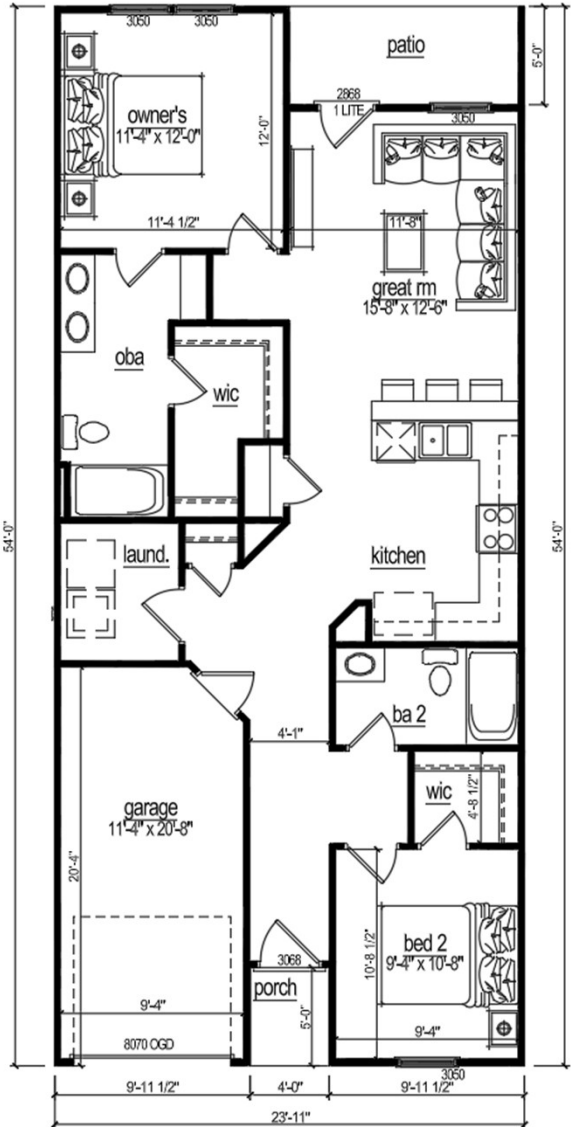
## LOW TO MEDIUM DENSITY RESIDENTIAL

- ◆ Low-to-medium density single-family residential development. Block lengths are typically less than 800' with smaller rights-of-way than the traditional and historic neighborhoods but wide enough to accommodate pedestrian activity.
- ◆ **Example Uses:** Primarily single-family detached homes and parks. Some attached may be part of planned developments.
- ◆ **Allowable Density:** 3 to 4 units per acre
- ◆ **Maximum Height:** 40 feet

# Single-Story Floorplan



Note: floorplans below are representative of the product type, but elevations will match that of surrounding neighborhoods and community to ensure Southport Crossing integrates into the existing inventory and coastal feel of the area



# Two-Story Floorplan

Note: floorplans below are representative of the product type, but elevations will match that of surrounding neighborhoods and community to ensure Southport Crossing integrates into the existing inventory and coastal feel of the area



# Representative Amenity Offerings



Proposed 3,000 SF amenity building, including:

- Pool
- Fitness Center
- Resident Lounge
- Leasing Office
- Men's & Women's Bathrooms
- Mail & package facility



February 3, 2026

**DRMP Job #:** 251420

Maureen Meehan  
Planning Services Director  
City of Southport  
E: [mmeehan@cityofsouthport.com](mailto:mmeehan@cityofsouthport.com)

**Reference: Southport Crossings Townhomes – Southport, NC  
Traffic Impact Assessment**

Dear Ms. Meehan:

This letter provides a traffic impact assessment for the Southport Crossing development. The residential area of the development, located at the northern portion of the overall development around the existing Tractor Supply store, is requesting site plan approval to construct 130 townhomes. This residential area is part of the overall Southport Crossing development that was approved in prior years.

This study compares the trip generation of the overall Southport Crossing development with the trip generation from the previous Traffic Impact Analysis (TIA) prepared for the development. The original TIA for the Southport Crossings development (aka Keesee Property) was submitted in October 2008. The 2008 TIA was reviewed and approved by the NCDOT. A copy of the NCDOT review letter is attached.

In 2015, a trip generation study was completed for the overall development to evaluate the current land uses for the development and compare the trip generation to the original 2008 TIA. The updated land uses in Southport Crossing were shown to generate fewer trips than the original 2008 TIA; therefore, a TIA update was not required. In this trip generation study, the residential area in Southport Crossings was assumed to include 324 apartment units.

**Overall Development Improvements**

As part of the previous development approvals, the improvements that were associated with the original 2008 TIA were required to be constructed. These improvements were identified and compared as a part of the 2015 Trip Generation study. In the 2015 Trip Comparison study, the area that is currently the Southport Crossings development was separated from two other properties that were part of the original TIA. Those properties have not been developed, so improvements associated with those properties were not constructed.

In addition to the improvements at the site drives there were improvements that were recommended at the intersection of NC 211 and NC 133, including additional turn lanes along the eastbound approach of NC 211 and southbound approach of NC 133, and extending turn lane storages along NC 211. Improvements associated with the original TIA were for the at-grade intersection that was current at the time of the TIA and did not consider the improvements to be completed as part of the

NCDOT STIP project. The STIP project has constructed a grade-separated crossing at this location. NCDOT coordinated with the Southport Crossing development when plans were completed for the STIP project. The Southport Crossing development entered into an agreement with the NCDOT to contribute financially for improvements in the area that would be the responsibility of the development but constructed as part of the STIP project.

A copy of the previous NCDOT approval letter and a list of the previously required improvements can be found in the attachments.

### **Overall Development Trip Generation**

The trip generation from the original 2008 TIA is attached. In the 2008 TIA, the daily trip generation was estimated to be over 20,000 daily trips. The 2008 TIA evaluated the weekday PM peak hour and the Saturday peak hour. In 2015, a trip generation study was completed with updated land uses for the overall development. In the 2015 study, the daily trip generation for the overall development was shown to be approximately 17,000 daily trips. The 2015 study updated the trip generation for the subject property and compared the trip generation to the original 2008 TIA by removing the Keesee and Swain properties since these two properties were not constructed. The full trip generation from the original TIA and 2015 study can be found in the attachments. The daily and peak hour trip generation for the overall development is summarized in Table 2.

Table 1 shows the current trip generation for the existing Southport Crossings as it is currently built and approved. A site plan referencing where the site currently is located and the current land uses can be found in the attachments. There are currently three vacant outparcels on the property, and these vacant outparcels were assumed to be development with a total of 15,000 s.f. of additional retail space (or 5,000 s.f. per outparcel). Average weekday daily, PM peak hour trips, and Saturday peak hour trips were calculated using methodology contained within the ITE Trip Generation Manual 12<sup>th</sup> Edition. The trip generation for the current site includes reductions for internal capture trips and pass-by trips. Internal capture trips were calculated using the NCHRP methodology. Pass-by trips were calculated using data from the ITE Trip Generation Manual.

Internal capture is the consideration for trips that would go between multiple land uses within the site, so trips never actually leave the overall site but can still be considered as a trip to that specific land uses. Pass-by trips are traffic already using the adjacent roadway, entering the site as an intermediate stop on their way to another destination. Pass-by rates for the Saturday peak hour trips were assumed to be the same as the weekday PM peak hour pass-by rates for the existing site.

**Table 1: Site Trip Generation for Current Development**

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday PM Peak Hour Trips (vph)		Saturday Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Medical-Dental Office Building (720)	3,128 s.f.	106	3	8	2	1
Tractor Supply* (810)	22,000 s.f.	310	15	16	34	36
Shopping Plaza (821)	56,516 s.f.	5,030	226	235	234	243
Automobile Parts Sale (843)	6,912 s.f.	378	16	18	32	31
Supermarket (850)	51,000 s.f.	4,708	224	224	254	253
High-Turnover Sit-Down Restaurant (932)	9,333 s.f.	968	52	34	53	51
Coffee/Donut Shop (937)	2,756 s.f.	1,656	54	53	100	105
Automated Car Wash (948)	2,684 s.f.	680	32	33	43	43
<b>Total Trips</b>		<b>13,836</b>	<b>622</b>	<b>621</b>	<b>752</b>	<b>763</b>
<i>Total Internal Capture**</i>			-69	-67	-100	-102
<b>Total External Trips</b>			<b>553</b>	<b>554</b>	<b>652</b>	<b>661</b>
<i>Pass-By Trips: Shopping Plaza (40% PM)</i>			-86	-86	-87	-87
<i>Pass-By Trips: Automobile Parts Store (43% PM)</i>			-7	-7	-12	-12
<i>Pass-By Trips: Supermarket (24% PM)</i>			-50	-50	-55	-55
<i>Pass-By Trips: High-Turnover (Sit-Down) Restaurant (43% PM)</i>			-12	-12	-15	-15
<i>Pass-By Trips: Coffee/Donut Shop (98% PM)</i>			-34	-34	-68	-68
<b>Total Primary Trips</b>			<b>364</b>	<b>365</b>	<b>415</b>	<b>424</b>

\*Daily Traffic was not provided in the ITE 12<sup>th</sup> Edition so daily traffic was assumed to be 10% of the PM peak hour traffic.

\*\*Utilizing methodology contained in the NCHRP Report 684.

\*\*\*Saturday Pass-by rates were assumed to be similar to the PM rates.

The current development as it is today, including the trip generation potential for the three vacant outparcels, is expected to generate 13,836 daily trips. Table 2, on the following page, shows a trip comparison between the 2008 original TIA, the 2015 trip generation update, and the current site as it is today (plus the proposed residential units and 3 outparcels).

**Table 2: Overall Development Trip Generation Comparison**

Document	Daily	PM Peak Hour Primary Trips (vph)	Saturday Peak Hour Total Trips (vph)
2008 TIA Total Trips	20,362	1,260	2,642
2015 Trip Generation Comparison Total Trips	17,140	941	1,917
Current Development	13,836	729	1,511*
Difference (Existing Site – 2015 Trip Gen)	-3,304	-212	-406
<b>% Change</b>	<b>-19%</b>	<b>-23%</b>	<b>-21%</b>

\*Saturday volumes were compared as total trips.

As shown in Table 2, the site as it currently sites today produces significantly less traffic from the assumptions in the original TIA report. When comparing the Saturday peak hour traffic, the original TIA and 2015 Trip generation comparison did not consider additional reductions from internal capture and pass-by trips.

With taking internal capture and pass-by traffic into consideration the Saturday peak hour total primary trips is 839 primary trips which results in a total reduction of 44% from the 2015 Trip Generation Comparison letter.

**Residential Area Trip Generation**

Table 3 shows trip generation for the residential portion from the original TIA report for the original Southport Crossings development. The original TIA trip generation included only weekday PM and Saturday peak hour trips, which are shown in Table 3. AM peak our trips were calculated using the ITE *Trip Generation Manual*, 12<sup>th</sup> Edition.

**Table 3: Original TIA Site Trip Generation for Residential Area**

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph) *		Weekday PM Peak Hour Trips (vph)		Saturday Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit	Enter	Exit
Apartments (220)	324 Units	2,087	30	96	127	69	76	76

\*AM peak hour trips calculated using ITE Trip Generation Manual, 12<sup>th</sup> Edition

The current development plan includes 130 townhomes for the residential area which would replace the assumption of 324 apartment units. Table 4 below shows the trip generation for the currently proposed townhome use based on the ITE *Trip Generation Manual*, 12<sup>th</sup> Edition.

**Table 4: Current Site Plan Trip Generation for Residential Area**

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)		Saturday Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit	Enter	Exit
Townhomes (215)	130 Units	852	15	46	38	28	29	32

The trip generation for the currently proposed townhomes indicates that fewer trips would be expected from this use than from the previously assumed apartment use. A summary of the comparison between uses is shown in Table 5.

**Table 5: Trip Generation Summary Comparison of Residential Area**

Metric	Daily	AM Peak Hour Trips (vph)	PM Peak Hour Trips (vph)	Saturday Peak Hour Trips (vph)
2008 TIA Total Trips	2,087	126	196	152
Current Plan Total Trips	852	61	66	61
Difference	-1,235	-65	-130	-91
<b>% Change</b>	<b>-59%</b>	<b>-52%</b>	<b>-66%</b>	<b>-60%</b>

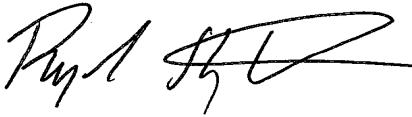
As shown in Table 5, the current proposed townhome land use will result in a significant decrease in trips from the assumptions in the original TIA report.

**Conclusions**

Transportation improvements required as part of the overall development as part of the original TIA (and higher trip generation) are completed. Trip generation for the current overall Southport Crossings development (plus proposed or future parcels) is lower than assumed in the original 2008 TIA report and 2015 trip generation study. In addition, the trip generation for the proposed residential portion of the development is lower than assumed in the previous studies. Since the trip generation is lower for the overall development and all required improvements are completed, no additional traffic study or roadway improvements should be required as part of the townhome development.

Please let us know if you have any questions or comments regarding this letter or if additional information is needed.

Sincerely,



Rynal Stephenson, PE.  
Chief Traffic Analysis Engineer  
**DRMP, INC.**  
NC Corporate License # F-1524



Attachments: Current Site Plan  
2008 TIA Information  
2015 Trip Generation Study Information  
NCDOT Review and Requirements





TRAFFIC IMPACT  
ANALYSIS  
FOR THE  
KEESEE PROPERTY  
COMMERCIAL  
DEVELOPMENT

LOCATED  
IN  
BRUNSWICK COUNTY, NORTH CAROLINA

Prepared For:  
Mr. Brian Keesee  
200 Country Club Drive, Suite D  
Oak Island, North Carolina 28465

Prepared By:  
Ramey Kemp & Associates, Inc.  
5808 Faringdon Place, Suite 100  
Raleigh, NC 27609

October 2008

RKA Project #08132



#### 4. TRIP GENERATION

The average weekday daily, weekday PM peak hour, and Saturday peak hour trips for the proposed development were calculated utilizing methodology contained within the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, 7<sup>th</sup> Edition. A detailed breakdown of the trip generation results can be found in Table 2.

**TABLE 2**  
**Trip Generation Summary**

ITE LAND USE (Code)	SIZE	AVERAGE DAILY TRAFFIC (vpd)	PM PEAK HOUR (vph)		SAT PEAK HOUR (vph)	
			Entering	Exiting	Entering	Exiting
Shopping Center (820)	74,850 s.f.	5,626	248	269	373	344
<i>Less Pass-By Trips</i>			-88	-88	-	-
Pharmacy/Drugstore (881)	15,100 s.f.	1,331	64	66	59	59
<i>Less Pass-By Trips</i>			-32	-32	-	-
Pharmacy/Drugstore (881)	13,300 s.f.	1,173	56	58	52	52
<i>Less Pass-By Trips</i>			-28	-28	-	-
Supermarket (850)	50,000 s.f.	4,739	275	264	296	285
<i>Less Pass-By Trips</i>			-97	-97	-	-
Home Imp. Superstore (862)	129,000 s.f.	3,848	216	177	369	327
<i>Less Pass-By Trips</i>			-94	-94	-	-
Drive-in Bank (912)	3 Lanes	1,234	77	77	104	96
<i>Less Pass-By Trips</i>			-36	-36	-	-
Fast-Food Restaurant (934)	3,455 s.f.	1,714	62	57	104	100
<i>Less Pass-By Trips</i>			-26	-26	-	-
Automated Car Wash (948)	1,620 s.f.	--	11	11	11	11
Bowling Alley (437)	20,900 s.f.	697	26	48	0	0
<b>Total Site Trips</b>		<b>20,362</b>	<b>1,035</b>	<b>1,027</b>	<b>1,368</b>	<b>1,274</b>
<i>Less Total Pass-By Trips</i>		--	<i>-401</i>	<i>-401</i>	--	--
<b>Total Primary New Trips</b>		<b>20,362</b>	<b>634</b>	<b>626</b>	<b>1,368</b>	<b>1,274</b>

March 11, 2016

Benjamin Hughes, P.E.  
NCDOT District Office  
300 Division Drive  
Wilmington, NC 28401  
(O) 910-251-2655  
E: [bthughes@ncdot.gov](mailto:bthughes@ncdot.gov)

Subject: **Trip Generation Letter**  
Southport Crossings – Southport, North Carolina

Dear Mr. Hughes:

Southport Crossings is a retail development located in the northwest quadrant of the intersection of Long Beach Road (NC 133) and NC 211. Southport Crossings was previously part of a larger property owned by Mr. Keesee. The entire Keesee Property originally had a Traffic Impact Analysis (TIA) completed in 2008 to determine recommendations for roadway improvements. Since the original submittal in 2008, the site plan for the largest parcel of the overall Keesee Property has been updated with different land uses than previously studied. The updated site plan is attached along with a drawing illustrating the area of the overall Keesee property that will be developed as Southport Crossings (labeled large parcel).

The purpose of this letter is to provide a site trip generation comparison between the original area and the updated site for the largest parcel of the Keesee Property that is proposed as Southport Crossings. The comparison is being completed to request that an updated TIA report not be required for this site plan.

The updated site plan for Southport Crossings will consist of the following land uses:

- 46 single-family homes
- 50,000 sq. ft. of supermarket
- 63,910 sq. ft. of retail
- 3,000 sq. ft. of a drive-in bank
- 6,000 sq. ft. of fast-food restaurant
- 14,000 sq. ft. of pharmacy
- A gas station with 10 fueling positions

**Updated Site Trip Generation**

The trip generation calculations provided in this letter were determined using equations and methodology outlined in the *ITE Trip Generation Manual*, 9<sup>th</sup> Edition. Table 1 summarizes the trip generation potential for the updated site plan for Southport Crossings. It is expected that the site will generate a total of 12,567 site trips during a typical weekday. Of those daily trips, 1,917 site trips (981 entering and 936 exiting) are expected to occur during the Saturday peak hour and 941 site trips (475 entering and 466 exiting) are expected to occur during the weekday PM peak hour.

**Table 1  
Trip Generation – Updated Site Plan**

Land Use (ITE Code)	Size	Weekday 24 Hour Volumes	Saturday Peak Hour Trips		Weekday PM Peak Hour Trips	
			Enter	Exit	Enter	Exit
Single-Family Homes (210)	46 dwellings	440	23	20	29	17
Shopping Center (820)	63,910 sq. ft.	5,100	340	314	213	231
Supermarket (850)	50,000 sq. ft.	5,100	272	261	242	232
Pharmacy / Drugstore (881)	14,000 sq. ft.	1,350	56	59	69	70
Drive-In Bank (912)	3,000 sq. ft.	450	40	39	36	37
Fast-Food Restaurant (934)	6,000 sq. ft.	3,000	181	173	102	94
Gasoline / Service Station (944)	10 fueling positions	1,700	69*	70*	69	70
<b>Total Site Trips</b>		<b>17,140</b>	<b>981</b>	<b>936</b>	<b>760</b>	<b>751</b>
Pass-By Trips [Shopping Center: 17% Daily, 34% PM]		867	--	--	75	75
Pass-By Trips [Supermarket: 18% Daily, 36% PM]		918	--	--	85	85
Pass-By Trips [Pharmacy: 24% Daily, 49% PM]		324	--	--	34	34
Pass-By Trips [Drive-In Bank: 32% Daily, 35% PM]		144	--	--	13	13
Pass-By Trips [Fast-Food Restaurant: 49% Daily, 50% PM]		1,470	--	--	49	49
Pass-By Trips [Gasoline/Service Station: 50% Daily, 42% PM]		850	--	--	29	29
<b>Total Primary Site Trips</b>		<b>12,567</b>	<b>981</b>	<b>936</b>	<b>475</b>	<b>466</b>

\* Saturday peak hour trips were calculated using the Weekday PM peak hour trip calculations because there was no data for a Saturday peak hour in the ITE Manual.

**Trip Generation Comparison**

With the submittal of the original Traffic Impact Study, in 2008, a trip generation was completed for the large parcel site plan that was current at the time. The large parcel for the 2008 study consisted of the following land uses:

- 45,250 sq. ft. of retail
- 15,100 sq. ft. of pharmacy
- 50,000 sq. ft. of supermarket
- 129,000 sq. ft. of home improvement superstore
- A drive-in bank with 3 lanes
- 3,455 sq. ft. of fast-food restaurant
- 1,620 sq. ft. of automated car wash
- 20,900 sq. ft. of a bowling alley

The original trip generation calculations can be found attached to this letter. A site plan referencing where the large parcel is located and a table further breaking down the trip generation comparison are also attached. The purpose of this letter is to showcase that the updated site generates fewer trips than what were originally calculated for the large parcel of the Keesee Property. Table 2, below, provides a summary of the comparison between two primary trip generations.

**Table 2  
Primary Trip Generation Comparison**

Scenario	Weekday 24 Hour Volumes	Saturday Peak Hour Trips		Weekday PM Peak Hour Trips	
		Enter	Exit	Enter	Exit
Original TIA Calculations	16,964	1,168	1,086	543	525
Updated Site Plan Calculations	12,567	981	936	475	466
<b>Site Trip Difference</b>	<b>-4,397</b>	<b>-187</b>	<b>-150</b>	<b>-68</b>	<b>-59</b>

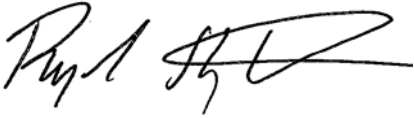
As illustrated above, if the proposed site is developed, there would be an anticipated decrease in traffic in comparison to what was originally calculated. In a typical 24-hour weekday, there will be a decrease of 4,397 expected site trips. Of those trips, it is anticipated there will be a decrease of 337 (187 entering and 150 exiting) during the Saturday peak hour and a decrease of 127 (68 entering and 59 exiting) during the PM peak hour.

**Conclusion**

Considering the findings from this trip generation letter, it is determined that the updated site plan for Southport Crossings (the large parcel of the Keesee Property) will generate fewer trips than what was originally calculated with the original TIA submittal in 2008. Due to the decrease in anticipated site traffic, no additional roadway improvements are recommended beyond previous requirements.

If you should have any questions, please feel free to contact me at (919) 872-5115.

Sincerely,

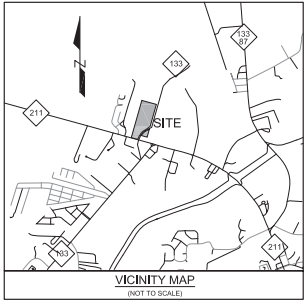


Rynal Stephenson, P.E.  
Regional Manager

**RAMEY KEMP & ASSOCIATES, INC.**

NC Corporate License # C-0910

Attachments: Southport Crossings Updated Site Plan  
Original TIA Trip Generation  
Keesee Property Overall Site Location  
Trip Generation Comparison



**SITE DATA**  
 PROJECT NAME: HWY 211 & NC 133 COMMERCIAL DEVELOPMENT  
 SITE ADDRESS: SOUTHPORT-SUPPLY ROAD (NC HWY 211)  
 NHC PIN: 208712674140  
 PROPERTY OWNER: MDI MANAGEMENT, LLC  
 SOURCE DEED: DEED BOOK 3260 PAGE 246  
 OVERALL SITE AREA: 3,623,179 SF (83.18 ACRES)  
 PROJECT AREA: 1,201,435 SF (27.58 ACRES)  
 ZONING: HC (HIGHWAY COMMERCIAL)  
 PROPOSED USE: RETAIL

DIMENSION REQUIREMENTS		
	REQUIRED	PROVIDED
FRONT SETBACK	25'	
SIDE SETBACK	6'	
REAR SETBACK	25'	
MAXIMUM HEIGHT	40'	

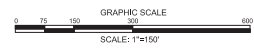
BUILDING INFORMATION	
PROPOSED 1-STORY GROCERY STORE	50,900 SF (INCL. CANOPIES)
PROPOSED RETAIL A	3,200 SF
PROPOSED RETAIL B	20,600 SF
PROPOSED RETAIL C	27,040 SF
PROPOSED RETAIL D	10,000 SF
PROPOSED RETAIL E	3,070 SF
TOTAL BUILDINGS	114,810 SF

IMPERVIOUS CALCULATIONS	
PROPOSED BUILDINGS	114,810 SF
PROPOSED PAVEMENT	417,043 SF
PROPOSED SIDEWALK	31,300 SF
PROPOSED TOTAL	563,200 SF

FUTURE IMPERVIOUS	206,275 SF (75% OF OUTPARCELS)
TOTAL (PROPOSED + FUTURE)	769,475 SF

**PARKING INFORMATION**  
 PARKING: 1 SPACE PER 300 SF REQUIRED  
 GROCERY STORE: 50,900 SF = 170 SPACES REQUIRED  
 RETAIL: 63,910 SF = 213 SPACES REQUIRED  
 TOTAL: 383 TOTAL SPACES REQUIRED  
 PROVIDED: 601 SPACES (1 SPACE PER 191 SF)  
 HANDICAPPED REQUIRED: 12 SPACES  
 HANDICAPPED PROVIDED: 26 SPACES

**FLOOD NOTE:**  
 THIS TRACT LIES WITHIN DESIGNATED FLOOD ZONE X, ACCORDING TO FEMA FIRM COMMUNITY-PANEL NUMBER 372020870J, BEARING AN EFFECTIVE DATE OF JUNE 2, 2006. ZONE "X" INCLUDES AREAS DETERMINED TO BE OUTSIDE THE 0.2% (500-YEAR) ANNUAL CHANCE FLOODPLAIN.



PRELIMINARY DESIGN - NOT RELEASED FOR CONSTRUCTION

PROJECT STATUS	OVERALL SITE PLAN	REVISIONS	
CONCEPTUAL LAYOUT PRELIMINARY DESIGN FINAL DESIGN CONSTRUCTION	CITY OF SOUTHPORT BRUNSWICK COUNTY, NC	DATE: _____ BY: _____ CHECKED BY: _____ APPROVED BY: _____	WAKEFIELD ASSOCIATES 188 WINDCHIME COURT SUITE 201, RALEIGH, NC 27615
SEAL	C-2.0		 5911 Oleander Drive, Suite 201 Wilmington, North Carolina 28403 (910) 791-6707 (O) (910) 791-6706 (F) NC License #: C-2846
			CLIENT INFORMATION: WAKEFIELD ASSOCIATES 188 WINDCHIME COURT SUITE 201, RALEIGH, NC 27615

## Original TIA Trip Generation

### LARGE PARCEL – TRIP GENERATION FROM ORIGINAL TIA

ITE LAND USE (Code)	SIZE	AVERAGE DAILY TRAFFIC (vpd)	PM PEAK HOUR (vph)		SAT PEAK HOUR (vph)	
			Entering	Exiting	Entering	Exiting
Shopping Center (820)	45,250 s.f.	3,401	150	163	225	208
<i>Less Pass- By Trips</i>			-53	-53	-	-
Pharmacy/Drugstore (881)	15,100 s.f.	1,331	64	66	59	59
<i>Less Pass- By Trips</i>			-32	-32	-	-
Supermarket (850)	50,000 s.f.	4,739	275	264	296	285
<i>Less Pass- By Trips</i>			-97	-97	-	-
Home Imp. Superstore (862)	129,000 s.f.	3,848	216	177	369	327
<i>Less Pass- By Trips</i>			-94	-94	-	-
Drive-in Bank (912)	3 Lanes	1,234	77	77	104	96
<i>Less Pass- By Trips</i>			-36	-36	-	-
Fast-Food Restaurant (934)	3,455 s.f.	1,714	62	57	104	100
<i>Less Pass- By Trips</i>			-26	-26	-	-
Automated Car Wash (948)	1,620 s.f.	--	11	11	11	11
Bowling Alley (437)	20,900 s.f.	697	26	48	0	0
Total Site Trips		16,964	881	863	1,168	1,086
<i>Less Total Pass-By Trips</i>		--	-338	-338	--	--
<b>Total Primary New Trips</b>		<b>16,964</b>	<b>543</b>	<b>525</b>	<b>1,168</b>	<b>1,086</b>

### KEESEEE PROPERTY – TRIP GENERATION FROM ORIGINAL TIA

ITE LAND USE (Code)	SIZE	AVERAGE DAILY TRAFFIC (vpd)	PM PEAK HOUR (vph)		SAT PEAK HOUR (vph)	
			Entering	Exiting	Entering	Exiting
Shopping Center (820)	29,600 s.f.	2,225	98	106	148	136
<i>Less Pass- By Trips</i>			-35	-35	-	-
<b>Total Primary New Trips</b>		<b>2,225</b>	<b>63</b>	<b>71</b>	<b>148</b>	<b>136</b>

### SWAIN PROPERTY – TRIP GENERATION FROM ORIGINAL TIA

ITE LAND USE (Code)	SIZE	AVERAGE DAILY TRAFFIC (vpd)	PM PEAK HOUR (vph)		SAT PEAK HOUR (vph)	
			Entering	Exiting	Entering	Exiting
Pharmacy/Drugstore (881)	13,300 s.f.	1,173	56	58	52	52
<i>Less Pass- By Trips</i>			-28	-28	-	-
<b>Total Primary New Trips</b>		<b>1,173</b>	<b>28</b>	<b>28</b>	<b>52</b>	<b>52</b>

DATE	8/26/08
DRAWN	
CHECKED	
IN CHARGE	
PROJECT NO.	061103

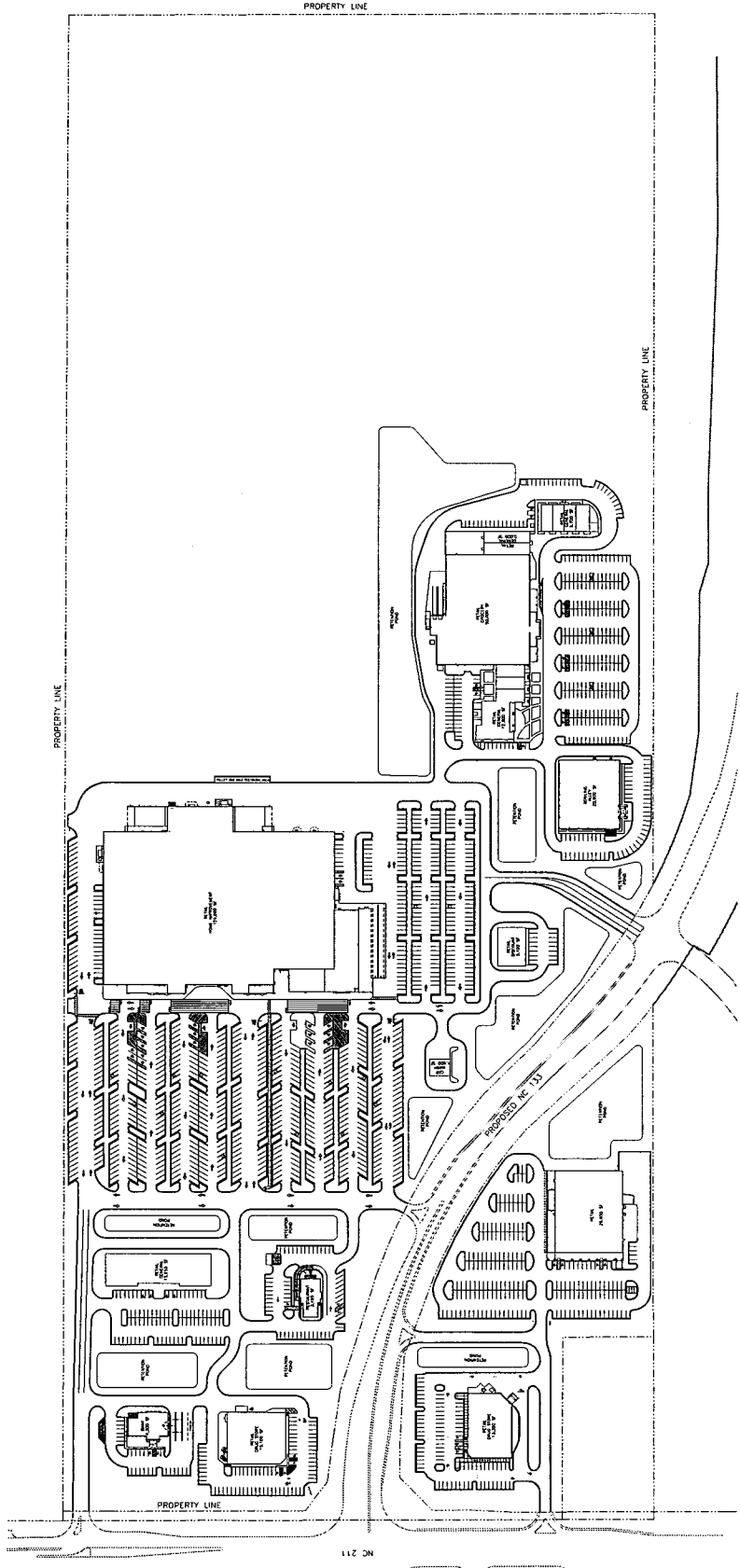


**NORRIS, KUSKE & TUNSTALL**  
 CONSULTING ENGINEERS, INC.  
 902 MARKET STREET  
 WILMINGTON, NC 28401  
 PHONE (910) 343-9533  
 FAX (910) 343-9504  
 office@nktd.com

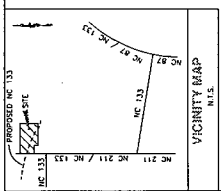
**OWNER:**  
 W. & BRAD KEESEE  
 500 COUNTRY CLUB DRIVE, UNIT D  
 OAK ISLAND, NC 28453

**PRELIMINARY MASTER PLAN**  
 KEESEE PROPERTY  
 SOUTHPORT  
 BRUNSWICK COUNTY, N. C.

SYMBOL	DATE	DESCRIPTION	BY
REVISIONS			
© 2008 NORRIS, KUSKE & TUNSTALL			



NOTE: SITE PLAN USE MODIFICATION  
 BY RKA ON OCTOBER 15, 2008



#### 4. TRIP GENERATION

The average weekday daily, weekday PM peak hour, and Saturday peak hour trips for the proposed development were calculated utilizing methodology contained within the Institute of Transportation Engineers (ITE) *Trip Generation* Manual, 7<sup>th</sup> Edition. A detailed breakdown of the trip generation results can be found in Table 2.

**TABLE 2**  
**Trip Generation Summary**

ITE LAND USE (Code)	SIZE	AVERAGE DAILY TRAFFIC (vpd)	PM PEAK HOUR (vph)		SAT PEAK HOUR (vph)	
			Entering	Exiting	Entering	Exiting
Shopping Center (820)	74,850 s.f.	5,626	248	269	373	344
<i>Less Pass- By Trips</i>			-88	-88	-	-
Pharmacy/Drugstore (881)	15,100 s.f.	1,331	64	66	59	59
<i>Less Pass- By Trips</i>			-32	-32	-	-
Pharmacy/Drugstore (881)	13,300 s.f.	1,173	56	58	52	52
<i>Less Pass- By Trips</i>			-28	-28	-	-
Supermarket (850)	50,000 s.f.	4,739	275	264	296	285
<i>Less Pass- By Trips</i>			-97	-97	-	-
Home Imp. Superstore (862)	129,000 s.f.	3,848	216	177	369	327
<i>Less Pass- By Trips</i>			-94	-94	-	-
Drive-in Bank (912)	3 Lanes	1,234	77	77	104	96
<i>Less Pass- By Trips</i>			-36	-36	-	-
Fast-Food Restaurant (934)	3,455 s.f.	1,714	62	57	104	100
<i>Less Pass- By Trips</i>			-26	-26	-	-
Automated Car Wash (948)	1,620 s.f.	--	11	11	11	11
Bowling Alley (437)	20,900 s.f.	697	26	48	0	0
<b>Total Site Trips</b>		<b>20,362</b>	<b>1,035</b>	<b>1,027</b>	<b>1,368</b>	<b>1,274</b>
<i>Less Total Pass-By Trips</i>		--	-401	-401	--	--
<b>Total Primary New Trips</b>		<b>20,362</b>	<b>634</b>	<b>626</b>	<b>1,368</b>	<b>1,274</b>

**LEGEND:**

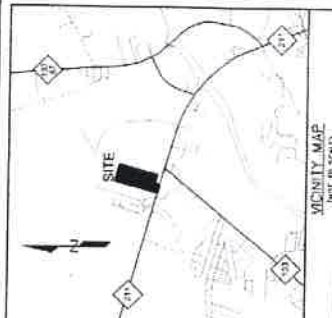
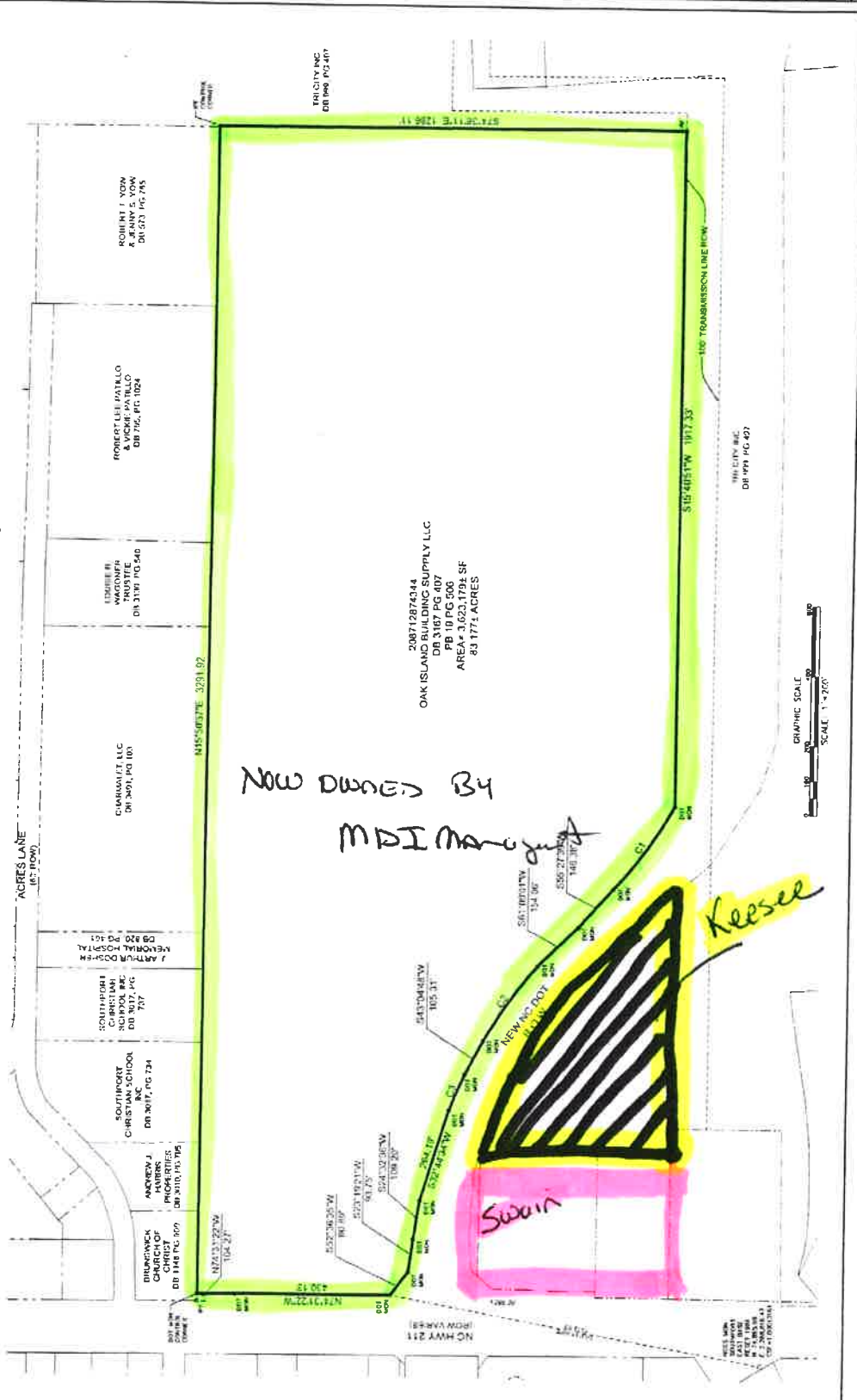
- 1/4" IRON PIPE FOUND
- 1/4" IRON ROD FOUND
- 1/4" IRON ROD FOUND
- 1/4" IRON ROD FOUND

**NOTES:**

1. AREA CALCULATED BY COORDINATES.
2. SURVEY COMPLETED WITHOUT BENEFIT OF AN ADJUDICATED CASE. ANY DISCREPANCIES MAY OR MAY NOT AFFECT THE SUBJECT PARCEL.
3. THIS TRACT DOES NOT LIE WITHIN A DESIGNATED FLOOD ZONE ACCORDING TO FEMA FIRM COMMUNITY-PANEL NUMBER 370208700A, BEARING AN EFFECTIVE DATE OF JUNE 7, 2006.

LINE	LENGTH	BEARING
1	18.78	S17°27'15"W

CURVE TABLE		
CHORD	CHORD BEARING	DISTANCE
291.00	S07°13'57"W	291.00
250.42	S07°13'57"W	250.42
178.10	S07°13'57"W	178.10
105.31	S07°13'57"W	105.31



**GENERAL OF ACCURACY AND MAPPING**

1. THE SURVEYOR CERTIFIES THAT THIS PLAN WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY PERSONAL SUPERVISION AND THAT THE REFERENCES NOTED ON THIS DRAWING THAT THE BOUNDARIES NOT SHOWN OR REFERRED TO AS DRAWN FROM INFORMATION NOTED, THAT THE RATIO OF PRECISION IS 1:10,000 AND THAT THE SURVEY MEETS THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 58.0000, THIS DATE) A.D.

**THEORY QUINSCALES, PLS LICENSE NO. L-4953**

1. THEORY QUINSCALES, CERTIFY THAT THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

**THEORY QUINSCALES, PLS LICENSE NO. L-4953**

1. THEORY QUINSCALES, CERTIFY THAT THE MAP OR PLAN TO WHICH THIS COMMUNICATION IS ATTACHED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE \_\_\_\_\_ REVIEW OFFICER \_\_\_\_\_

**CERTIFICATE OF BRUNSWICK COUNTY BENCH OFFICER**

1. I, \_\_\_\_\_, REVIEW OFFICER OF BRUNSWICK COUNTY, CERTIFY THAT THE MAP OR PLAN TO WHICH THIS COMMUNICATION IS ATTACHED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

WAKEFIELD ASSOCIATES, INC  
188 WIND CHIME COURT, SUITE 201  
RALEIGH, NC 27615

PARAMOUNT  
1000 W. HARRIS STREET  
WAKEFIELD, NC 27615

PROPERTY SURVEY  
PART OF TRACT 1  
MAP BOOK 19, PAGE 506  
NC HIGHWAY 211  
SMITHVILLE TOWNSHIP  
BRUNSWICK COUNTY, NC

PRELIMINARY  
DRAWING  
DO NOT USE FOR  
CONSTRUCTION,  
RECORDATION,  
CONVEYANCES,  
OR SALES.

1 OF 1  
SCALE: 1"=200'

Current ownership

**PRIMARY TRIP GENERATION COMPARISON SUMMARY**

Development	AVERAGE DAILY TRAFFIC (vpd)	PM PEAK HOUR (vph)		SAT PEAK HOUR (vph)	
		Entering	Exiting	Entering	Exiting
<b>Original TIA</b>					
Large Parcel	16,964	543	525	1,168	1,086
Keese Property	2,225	63	71	148	136
Swain Property	1,173	28	28	52	52
<b>Original TIA Total</b>	<b>20,362</b>	<b>634</b>	<b>624</b>	<b>1,368</b>	<b>1,274</b>
<b>Updated Plan</b>					
Large Parcel	12,567	475	466	981	936
Keese Property	2,225	63	71	148	136
Swain Property	1,173	28	28	52	52
<b>Updated Plan Total</b>	<b>15,965</b>	<b>566</b>	<b>565</b>	<b>1,181</b>	<b>1,124</b>
<b>TRIPS DIFFERENCE</b>	<b>-4,397</b>	<b>-68</b>	<b>-59</b>	<b>-187</b>	<b>-150</b>



PAT McCrory  
Governor

NICHOLAS J. TENNYSON  
Secretary

November 24, 2015

Rynal G. Stephenson, PE  
Regional Manager  
Ramey Kemp & Associates, Inc.  
5808 Faringdon Place, Suite 100  
Raleigh, NC 27609

Subject: Approval of the update for Southport Retail Project

To: Rynal Stephenson, PE

The Southport Retail Project is part of the TIA for Keesee Property Commercial Development (dated October 2008). Congestion Management provided their review comments to the TIA in a letter dated December 19, 2008. The larger parcel of the original TIA, located in the NW quadrant of NC 211 and the realigned NC 133, is the subject of this update. The property is now owned by MDI Management. The two smaller parcels located in the NE quadrant of the study intersection, are the Keesee and Swain properties. Their land uses are not included in the Southport Retail Project.

The NCDOT Division 3, District 3, Congestion Management, and Roadway Design staffs have reviewed the Southport Retail Project. Based on the collective review, the updated plan is accepted and approved based on the recommendations as outlined in Congestion Management's review of the original TIA, dated December 19, 2008. A copy of the letter with recommendations is included with the transmittal of this response.

Please note that Site Drive #1 on NC 211 will be restricted to right-in/right-out only. The internal protected storage lengths remain as recommended for all site drives. For Site Drive #5 at NC 133, the three egress lanes should include a minimum of 250 feet storage for the exclusive left-turn lane and exclusive right-turn lane. The improvements at NC 211 and Site Drive #2, and at NC 133 and Site Drive #3, do not serve the Southport Retail Project and are not considered part of this approval.

The applicant will be required to obtain an NCDOT driveway permit for access to the state road network. All applicable NCDOT driveway access technical standards and policies will apply.

If changes are made to the proposed site driveways, land use and/or intensity, the study parameters will need to be modified and a revised Traffic Impact Analysis will be required for review.



Sincerely,



Benjamin T. Hughes, PE  
District Engineer  
Division 3, District 3

BTH/klb

EC: James H. Dunlop, PE, Congestion Management Regional Engineer  
Katie E. Hite, PE, PTOE, Division Traffic Engineer  
Gary R. Lovering, PE, Project Engineer – Eastern Region, Roadway Design Unit  
Steven D. Kendall, PE, Transportation Engineering Supervisor, Roadway Design Unit



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

December 19, 2008

In reply, refer to  
File No. SC-2008-050

MEMORANDUM

**TO:** Dan R. Cumbo, P.E., Division Traffic Engineer  
Division 3

**FROM:** Regina E. Page, P.E., Eastern Region Project Design Engineer  
Congestion Management Section

**SUBJECT:** Proposed Keesee Property Commercial Development on NC 133 (TIP R-3324)  
and NC 211 in Brunswick County



Per your request, the Congestion Management Section of the Transportation Mobility and Safety Division has completed a review of the subject site. The comments and recommendations contained in this review are based on data for background conditions presented in the sealed TIA and are subject to the approval of the local District Engineer's Office and appropriate local authorities.

Date of Complete Information for Project Received by This Office	11/25/2008	Date of Second Preliminary Review Letter	11/25/2008
Date of Preliminary Master Plan Prepared by Norris, Kuske & Tunstall Consulting Engineers, Inc.	04/21/2008	Date of Sealed TIA Prepared by Ramey Kemp and Associates, Inc.	10/17/2008

**Proposed Development**

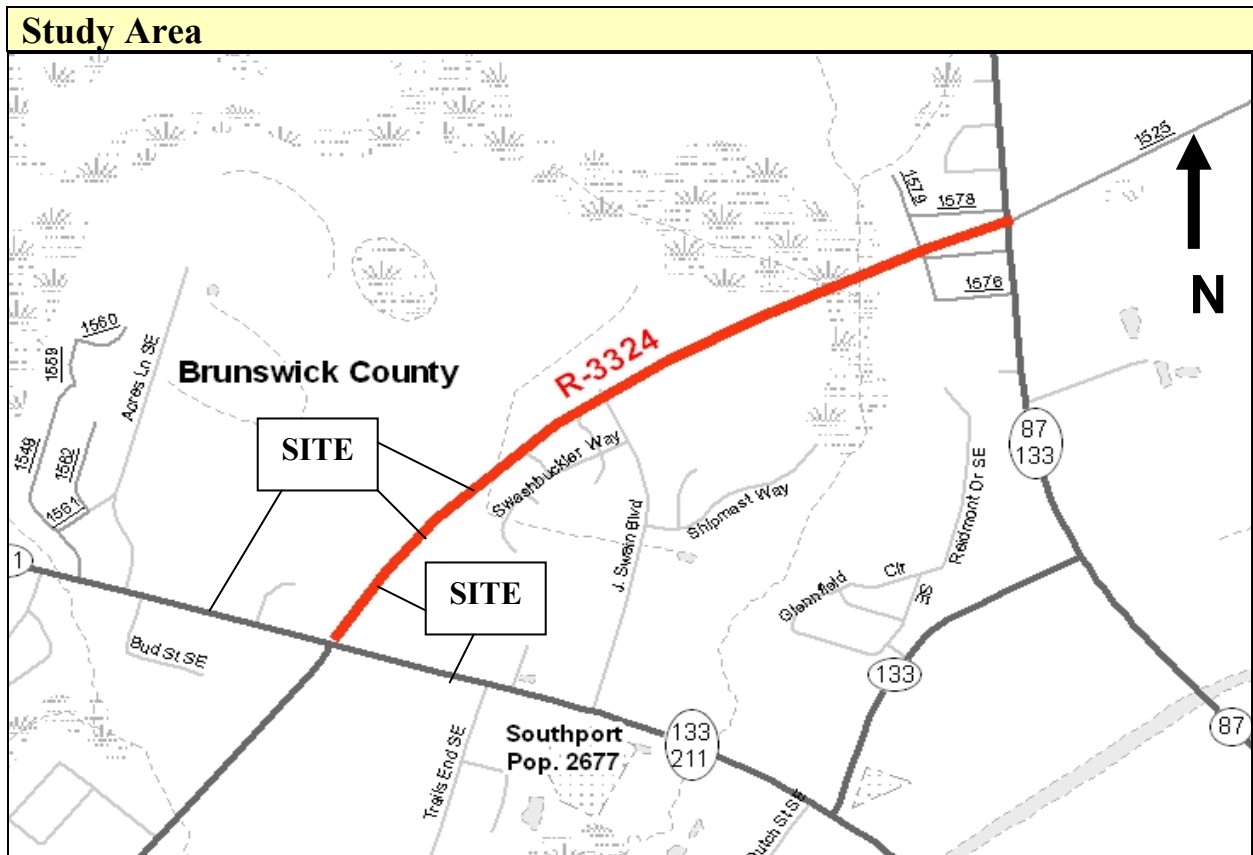
According to the TIA, the proposed Keesee Property Commercial Development is to be located on NC 133 north of NC 211. The TIA states the development is to be constructed by 2015 and is to consist of the following:

Land Use	Size
Shopping Center	74,850 square feet
Pharmacy/Drug Store	28,400 square feet
Supermarket	50,000 square feet
Home Improvement Superstore	129,000 square feet
Drive-in Bank	3 drive-through lanes

Fast-Food Restaurant	3,455 square feet
Automated Car Wash	1,620 square feet
Bowling Alley	20,900 square feet

<b>Trip Generation – Unadjusted Volumes During a Typical Weekday / Saturday</b> Based on appropriate methodology outlined in the <i>ITE Trip Generation Manual, 7<sup>th</sup> Edition</i>			
	<b>IN</b>	<b>OUT</b>	<b>TOTAL</b>
<b>PM Peak Hour</b>	1,035	1,027	2,062
<b>Saturday Peak Hour</b>	1,368	1,274	2,642
<b>Daily Weekday Trips</b>			<b>20,362</b>

<b>Requested Access Points</b>		
<b>Driveway</b>	<b>Public Roadway</b>	<b>Access Type</b>
1	NC 211	Left-over
2	NC 211	Right-in / Right-out
3	NC 133	Right-in / Right-out
4	NC 133	Right-in / Right-out
5	NC 133	Full Movement



<b>TIP Projects in Study Area</b>			
<b>Project</b>	<b>Description</b>	<b>Let Date</b>	<b>Completion</b>
R-3324	New Route, NC 211 to NC 87 at SR 1525 (Bethel Road). Two lane connector on new location.	07/21/2009	2011

**Recommendations – Based on Full Build Out in TIP Design Year (2030)**

**NC 211 and NC 133 (TIP R-3324) Intersection (Signalized)**

Due to the anticipated impacts that the additional traffic volumes associated with this development may have on the adjacent traffic facilities and with various other geometric improvements that may occur, this intersection may require signal modifications to accommodate this additional traffic volume.

Based upon our review, multiple movements are anticipated to operate at a poor level of service in the peak hour in the design year (2030). The following recommendations should accommodate the site-generated traffic, but do not include all improvements necessary to allow the intersection to attain acceptable levels of service with acceptable queuing.

Eastbound NC 211

- We recommend providing dual left-turn lanes with 400 feet (minimum) of full storage and appropriate transitional taper. To accommodate the dual left-turn lanes, dual receiving lanes will be required on NC 133 northbound departure. The additional receiving lane should terminate as an exclusive left-turn lane at the NC 133 and Site Driveway #5 intersection.
- We concur with the TIA recommendation that the TIP provide dual right-turn lanes with 300 feet (minimum) of full storage and appropriate deceleration taper.

Southbound NC 133

- We recommend providing an exclusive left-turn lane with 350 feet (minimum) of full storage and appropriate transitional taper.

**NC 211 and Site Drive #1 (Right-in/Right-out)**

Eastbound NC 211

- The TIA recommends a leftover with 200 feet of full storage at this intersection. Based on the analysis, a leftover is expected to operate at an acceptable level of service in the 2030 design year.
- Based on the analysis, if the leftover is denied, the intersection of NC 211 and NC 133 is expected to experience minor increases in delay and queuing.
- Due to the major thoroughfare classification of NC 211, we recommend this access be restricted to right-in / right-out access only at this intersection.

Westbound NC 211

- We concur with the TIA recommendation to provide an exclusive right-turn lane with 150 feet (minimum) of full storage and appropriate deceleration taper.

- We recommend that the dual receiving lanes resulting from the dual northbound left-turn lanes at the intersection of NC 133 and NC 211 extend 600' minimum past this intersection before merging traffic into a single lane.

#### Southbound Site Drive #1

- We concur with the TIA recommendation to provide a two lane cross-section consisting of one ingress lanes and one egress lane. The egress lane should provide for an exclusive right-turn lane only.
- The egress lane should provide a minimum of 150 feet of internal protected storage before parking and crossing maneuvers should be allowed. A concrete island should be provided to encourage exiting right-turn movements only.

#### **NC 211 and Site Drive #2 (Right-in/Right-out)**

We concur with the TIA recommendation that this driveway be restricted to right-in/right-out movements only. The following recommendations are based on this intersection operating as a right-in/right-out.

#### Westbound NC 211

- We concur with the TIA recommendation to provide an exclusive right-turn lane with 150 feet (minimum) of full storage and appropriate deceleration taper.

#### Southbound Site Drive #2

- We concur with the TIA recommendation to provide a two lane cross-section consisting of one ingress lanes and one egress lane. The egress lane should provide for an exclusive right-turn lane only.
- The egress lane should provide a minimum of 300 feet of internal protected storage before parking and crossing maneuvers should be allowed. A concrete island should be provided to encourage exiting right-turn movements only.

#### **NC 133 and Site Drive #3 (Right-in/Right-out)**

We concur with the TIA recommendation that this driveway be restricted to right-in/right-out movements only. The following recommendations are based on this intersection operating as a right-in/right-out.

#### Westbound Site Drive #3

- We concur with the TIA recommendation to provide a two lane cross-section consisting of one ingress lanes and one egress lane. The egress lane should provide for an exclusive right-turn lane only.
- The egress lane should provide a minimum of 100 feet of internal protected storage before parking and crossing maneuvers should be allowed. A concrete island should be provided to encourage exiting right-turn movements only.

#### Northbound NC 133

- We concur with the TIA recommendation to provide an exclusive right-turn lane with 150 feet (minimum) of full storage and appropriate deceleration taper.

#### **NC 133 and Site Drive #4 (Right-in/Right-out)**

We concur with the TIA recommendation that this driveway be restricted to right-in/right-out movements only. The following recommendations are based on this intersection operating as a right-in/right-out.

##### Eastbound Site Drive #4

- We concur with the TIA recommendation to provide a two lane cross-section consisting of one ingress lanes and one egress lane. The egress lane should provide for an exclusive right-turn lane only.
- The egress lane should provide a minimum of 200 feet of internal protected storage before parking and crossing maneuvers should be allowed. A concrete island should be provided to encourage exiting right-turn movements only.

##### Southbound NC 133

- We concur with the TIA recommendation to provide an exclusive right-turn lane with 150 feet (minimum) of full storage and appropriate deceleration taper.

#### **NC 133 and Site Drive #5 / TriCity Property Driveway (Signalized)**

Due to the anticipated impacts that the additional site-generated traffic may have on this intersection, we recommend, with approval from the Regional Traffic Engineer and the Division Traffic Engineer, that this intersection be signalized. The following recommendations are based on a traffic signal in place.

Based upon our review, multiple movements are anticipated to operate at a poor level of service in the peak hour in the design year (2030). The following recommendations should accommodate the site-generated traffic, but do not include all improvements necessary to allow the intersection to attain acceptable levels of service with acceptable queuing.

##### Eastbound Site Driveway # 5

- We concur with the TIA recommendation to provide a five lane cross-section consisting of two ingress lanes and three egress lanes. The egress lanes should consist of an exclusive left-turn lane, an exclusive through lane, and an exclusive right-turn lane. We recommend providing 300 feet (minimum) of internal protected storage before crossing maneuvers and parking should be allowed.

##### Northbound NC 133

- We concur with the TIA recommendation to provide dual exclusive left-turn lanes with 400 feet (minimum) of full storage and appropriate transitional taper.

##### Southbound NC 133

- We concur with the TIA recommendation to provide an exclusive right-turn lane with 150 feet (minimum) of full storage and appropriate deceleration taper.

## General Reference and Recommendations

Policy on Street and Driveway Access to North Carolina Highways, July 2003

<http://www.ncdot.org/doh/preconstruct/altern/value/manuals/pos.pdf>

North Carolina Median Crossover Guidelines

<http://www.ncdot.org/doh/preconstruct/traffic/congestion/CM/docs/MCGuidelines.pdf>

NCDOT TIA Analysis Guidelines

<http://www.ncdot.org/doh/preconstruct/traffic/congestion/CM/docs/TIA.pdf>

NCDOT Trip Generation Rate/Equation Recommendations

<http://www.ncdot.org/doh/preconstruct/traffic/congestion/CM/docs/rate.xls>

NCDOT Congestion Management Driveway Permit Review General Comments

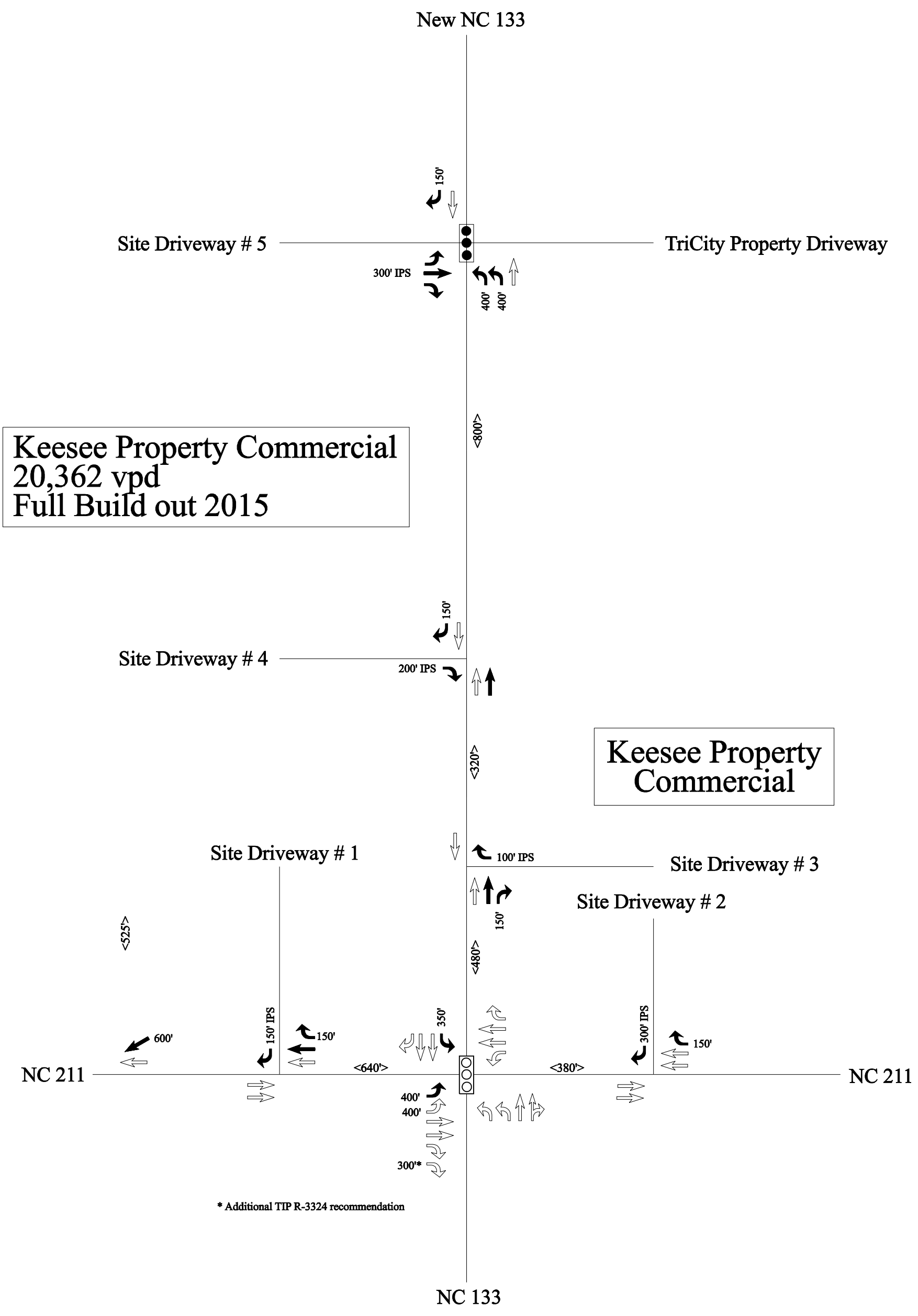
<http://www.ncdot.org/doh/preconstruct/traffic/congestion/CM/docs/GenComments.pdf>

Once the driveway permit has been approved and issued, a copy of the final driveway permit requirements should be forwarded to this office. If we can provide further assistance, please contact me or BenJetta L. Johnson, P.E. at (919) 773-2800.

REP

Attachment

cc: H. A. Pope, P.E.  
A. Law  
J. K. Lacy, P.E., C.P.M.  
T. M. Hopkins, P.E. (Attention: A. D. Wyatt, P.E. and P. H. Daughtry, P.E.)  
M. P. Butler, P.E.  
G. A. Fuller, P.E. (Attention: P. L. Alexander, P.E.)  
J. S. Goodnight, P.E.  
J. S. Bourne, P.E.  
J. H. Dunlop, P.E.  
B. L. Johnson, P.E.  
D. Y. Ishak



**Keesee Property Commercial Development (SC-2008-050)**  
**Recommended Laneage and Storage (TIP Design Year 2030)**  
**Legend**

- |  |  |  |                                |
|--|--|--|--------------------------------|
|  | Existing / TIP R-3324 Proposed Lane        |  | IPS Internal Protected Storage |
|  | Recommended Laneage                        |  | TIP R-3324 Proposed Signal     |
|  | Approximate Distance Between Intersections |  | Proposed Signal                |
|  | Storage Lengths                            |  |                                |

\* Drawing Not To Scale \*



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS, WILMINGTON DISTRICT  
WILMINGTON REGULATORY OFFICE  
69 DARLINGTON AVENUE  
WILMINGTON NORTH CAROLINA 28403

September 30, 2025

Regulatory Program/Division

Sent Via Email: [nhakim@edgehillrec.com](mailto:nhakim@edgehillrec.com) & [rrowe@wakefieldassociates.net](mailto:rrowe@wakefieldassociates.net)

Nick Hakim  
Edgehill Real Estate Capital  
1111 Metropolitan Avenue #700  
Charlotte, NC 28204

And

John Orgain  
MDI Management LLC  
120 4<sup>th</sup> Street SW  
Hickory, NC 28602

Dear Mr. Hakim & Mr. Orgain:

This letter is in response to your request to the Wilmington District, Wilmington Field Office for an approved jurisdictional determination. The project/review area is located on the west side of Long Beach Road SE near the Southport Commons shopping area at the intersection with Southport Supply Road SE (Hwy 211), at Latitude 33.956930 and Longitude -78.048030; in Southport, Brunswick County, North Carolina. The review area for this determination is limited to an approximately 48.01 acre area (comprised of 1 parcel (parcel number: 208700876750), which is illustrated on the enclosed site maps. This request has been assigned the file number SAW-2022-01540 or SAW-2024-01303 (Southport Crossing / Long Beach Road / Southport NC / Brunswick County). These file numbers represent two separate jurisdictional determination requests for the same property. Both requestors are included in this verification letter. Either file number can be referenced in correspondence concerning this project.

Based on our review of the information you furnished, a site inspection conducted on September 25, 2025, and other information available to our office, we have determined the above-referenced area contains 22.524 acres of waters of the United States under U.S. Army Corps of Engineers (Corps) regulatory jurisdiction. These waters are identified in the enclosed site maps, Figure 7: Wetlands and Waters Delineation Map dated September 29, 2025, and include wetlands. This determination was made in accordance with the Corps regulatory authority pursuant to Section 404 of the Clean Water Act, and based upon criteria contained in the 1987 Corps of Engineers Wetland Delineation Manual and the Atlantic and Gulf Coastal Plain regional supplement. This determination is valid for a period of **five years** from the date of the letter, unless new

information warrants revision of the determination before the expiration date or a District Engineer has identified, after public notice and comment, that specific geographic areas with rapidly changing environmental conditions merit re-verification on a more frequent basis.

This letter contains an approved jurisdictional determination for your subject site. If you object to this determination, you may request an administrative appeal under Corps regulations at 33 CFR Part 331. Enclosed you will find a Notification of Appeal Process (NAP) fact sheet and request for appeal (RFA) form. If you request to appeal this determination you must submit a completed RFA form to the Division Appeals Officer at the address listed on the RFA form. In order for an RFA to be accepted by the Corps, the Corps must determine that it is complete, that it meets the criteria for appeal under 33 CFR part 331.5, and that it has been received by the Division Office within 60 days of the date of the NAP. Should you decide to submit an RFA form, it must be received by the Corps by November 29, 2025. **It is not necessary to submit an RFA form to the Division Office if you do not object to the determination in this correspondence.**

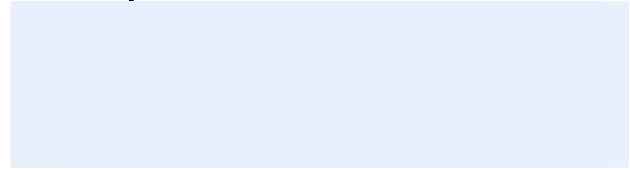
Section 404 of the Clean Water Act requires a Department of the Army (DA) permit be obtained prior to the discharge of dredged or fill material into waters of the United States, including wetlands. Section 10 of the Rivers and Harbors Act of 1899 requires a DA permit be obtained for any work in, on, over or under navigable waters of the United States.

This determination has been conducted to identify the limits of Corps' Clean Water Act jurisdiction for the review area identified in this request. The determination may not be valid for the wetland conservation provisions of the Food Security Act of 1985. If you or your tenant are USDA Program participants, or anticipate participation in USDA programs, you should request a certified wetland determination from the local office of the Natural Resources Conservation Service, prior to starting work.

You are cautioned that work performed below the mean high water line or ordinary high water line in waters of the United States; and/or, the discharge of dredged or fill material into any areas identified on the enclosed information as within Federal jurisdiction, without a Department of the Army permit could subject you to enforcement action. Receipt of a permit from a state or local municipality does not obviate the requirement for obtaining a Department of the Army permit.

If you have any questions concerning this correspondence, please contact Katharine Elks, project manager of the Wilmington Field Office at 910-251-4567, by mail at the above address, or by email at [katharine.b.elks@usace.army.mil](mailto:katharine.b.elks@usace.army.mil). Please take a moment to complete our customer satisfaction survey located at <https://regulatory.ops.usace.army.mil/customer-service-survey/>.

Sincerely,



Katharine Elks  
Regulatory Specialist, Wilmington Field  
Office

Enclosures

cc: John Perry, Timmons Group (via [john.perry@timmons.com](mailto:john.perry@timmons.com))

Noah Dean, Southern Environmental Group, inc. (via [ndeans@segi.us](mailto:ndeans@segi.us))

**TIMMONS GROUP**

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703 Corporation Park Ave, Suite 300, Richmond, VA 23225  
 TEL 804.200.6500 FAX 804.566.1648 www.timmons.com

COMPOSITE OFFICE

DATE: 09/29/2025  
 PREPARED BY: L. YOWELL  
 CHECKED BY: J. PERRY  
 SCALE: 1" = 200'

BRUNSWICK COUNTY, NORTH CAROLINA  
 FIGURE 7: WETLANDS AND WATERS DELINEATION MAP

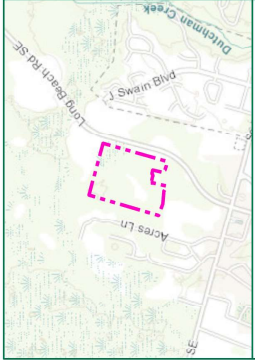
445 NUMBER  
 73345  
 SHEET NO.  
 1 OF 2

Site Development | Residential | Infrastructure | Technology | Environmental

REVISION DESCRIPTION

DATE

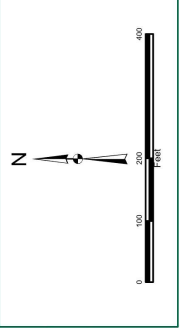
THIS DRAWING PREPARED AT THE

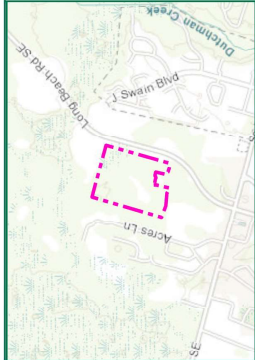


**Delineation table on page 2.**

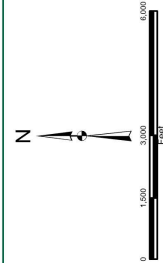
- Legend**
- Project Study Limits - 48.01 acres
  - Ditch Identifier
  - Wetland Identifier
  - Flag
  - Field Data Station
  - Non-Jurisdictional Potential Non-Wetland Waters - Ditch
  - Non-Jurisdictional Palustrine Scrub-Shrub (PSS) Wetland
  - Potential Palustrine Emergent (PEM) Wetland
  - Potential Palustrine Forested (PFO) Wetland
  - Potential Palustrine Scrub-Shrub (PSS) Wetland
  - Non-Jurisdictional Non-Wetland Waters
  - Pond

1. Values of the U.S. within the project study limits have been located using submeter, Bluetooth, GPS antennas by Timmons Group.
2. Values of the U.S. have not been confirmed by the U.S. Army Corps of Engineers until stamped.
3. Project limits are approximate.





1. Values of the U.S. within the project study limits have been located using submeter, Bluetooth GPS antennas by Timmons Group.
2. Values of the U.S. have not been confirmed by the U.S. Army Corps of Engineers until stamped.
3. Project limits are approximate.



Resource Identification	Confirmation				Resource Description Notes*	State Jurisdictional (401) & Federally Jurisdictional (404)
	PFO (acres)	PSS (acres)	PEM (acres)	POW (acres)		
A		11.369			NT/V	401 & 404
B		8.849			NT/V	401 & 404
C		9.816			NT/V	Non-Jurisdictional
D		1.384	0.027		NT/V	401 & 404
E				0.323	NT/NV	Non-Jurisdictional
F				0.169	NT/NV	Non-Jurisdictional
G	0.922				NT/V	401 & 404
<b>Total</b>	<b>0.92</b>	<b>31.42</b>	<b>0.03</b>	<b>0.49</b>		
<b>Total Potentially Jurisdictional Wetland Area =</b>				<b>22.55 ac</b>		
<b>Total Potentially Jurisdictional Stream Length =</b>				<b>0 lf</b>		
<b>Total Non-Jurisdictional Wetland Area =</b>				<b>9.82 ac</b>		

\* T=Tidal; NT=Non-tidal; V=Vegetated; NV=Non-Vegetated; PFO=Palustrine Forested Wetland; PSS=Palustrine Open Water; R3= Upper Perennial Streams; R4=Intermittent Wetland; PEM=Palustrine Emergent Wetland; POW= Palustrine Open Water; R3= Upper Perennial Streams; R4=Intermittent Streams; R6 = Ephemeral Streams

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CORPORATE OFFICE  
TEL: 804.206.6500 FAX: 804.650.1648 www.timmons.com

Site Development | Residential | Infrastructure | Technology | Environmental

**SOUTHPORT CROSSING**  
BRUNSWICK COUNTY, NORTH CAROLINA

FIGURE 7: WETLANDS AND WATERS DELINEATION MAP

DATE: 09/29/2025  
DRAWN BY: L. YOWELL  
DESIGNED BY: L. YOWELL  
CHECKED BY: J. PERRY  
SCALE: 1" = 3,000'

THIS DRAWING PREPARED AT THE  
CORPORATE OFFICE

7053 Celebration Park Ave, Suite 300, Richmond, VA 23258  
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**U.S. Army Corps of Engineers (USACE)  
NOTIFICATION OF ADMINISTRATIVE APPEAL OPTIONS AND PROCESS  
AND REQUEST FOR APPEAL**

For use of this form, see Section 404 of the Clean Water Act, Section 10 of the Rivers and Harbors Act of 1899, and Section 103 of the Marine Protection, Research, and Sanctuaries Act; the proponent agency is CECW-COR.

*Form Approved –  
OMB No. 0710-0003  
Expires 2027-10-31*

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**Authority** The authorities for requesting this information are Sections 9, 10, 13, and 14, Rivers and Harbors Act of March 3, 1899; Section 404, Clean Water Act; and Section 103 Marine Protection Research and Sanctuaries Act of 1972.

**Principal Purpose** This information serves as notification to affected parties regarding the USACE administrative appeal options and process, as well as to facilitate requests for appeal of USACE decisions with which they disagree.

**Routine Uses** Routine uses will include: (a) To serve as notification to affected parties of the Corps administrative appeal options and process and to facilitate requests for appeal of Corps decisions with which they disagree. (b) Records may be referred to the Department of Justice for possible criminal prosecution. (c) Records may be referred to other Federal, State, and local agencies for evaluation and enforcement purposes.

**Disclosure** Disclosure of this information is voluntary on your part. However, failure of individual to provide requested information could result in inability to determine all pertinent information regarding a Department of the Army permit matter.

**The Agency Disclosure Notice (ADN)**

The Public reporting burden for this collection of information, 0710-0003, is estimated to average 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PURPOSE:** This form is used to facilitate the initiation of the administrative appeals process. The appeals process allows an affected party to pursue an administrative appeal of certain Corps of Engineers decisions with which they disagree.

Upon release, this form will also be available on the Corps website <https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/>

Applicant: Nick Hakim		File Number: SAW-2022-01540	Date: 9/30/2025
Documents Attached ( <i>select all that apply</i> ):			Form Reference Section:
<input type="checkbox"/>	INITIAL PROFFERED PERMIT (Standard Permit or Letter of permission)	A	
<input type="checkbox"/>	PROFFERED PERMIT (Standard Permit or Letter of permission)	B	
<input type="checkbox"/>	PERMIT DENIAL WITHOUT PREJUDICE	C	
<input type="checkbox"/>	PERMIT DENIAL WITH PREJUDICE	D	
<input checked="" type="checkbox"/>	APPROVED JURISDICTIONAL DETERMINATION	E	
<input type="checkbox"/>	PRELIMINARY JURISDICTIONAL DETERMINATION	F	

**SECTION I**

The following identifies your rights and options regarding an administrative appeal of the above decision. Additional information may be found at <https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/appeals/> or Corps regulations at 33 CFR Part 331.

A: INITIAL PROFFERED PERMIT: You may accept or object to the permit

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **OBJECT:** If you object to the permit (Standard or LOP) because of certain terms and conditions therein, you may request that the permit be modified accordingly. You must complete Section II of this form and return the form to the district engineer. Upon receipt of your letter, the district engineer will evaluate your objections and may: (a) modify the permit to address all of your concerns, (b) modify the permit to address some of your objections, or (c) not modify the permit having determined that the permit should be issued as previously written. After evaluating your objections, the district engineer will send you a proffered permit for your reconsideration, as indicated in Section B below.

**B: PROFFERED PERMIT:** You may accept or appeal the permit

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **APPEAL:** If you choose to decline the proffered permit (Standard or LOP) because of certain terms and conditions therein, you may appeal the declined permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

**C. PERMIT DENIAL WITHOUT PREJUDICE:** Not appealable

You received a permit denial without prejudice because a required Federal, state, and/or local authorization and/or certification has been denied for activities which also require a Department of the Army permit before final action has been taken on the Army permit application. The permit denial without prejudice is not appealable. There is no prejudice to the right of the applicant to reinstate processing of the Army permit application if subsequent approval is received from the appropriate Federal, state, and/or local agency on a previously denied authorization and/or certification.

**D: PERMIT DENIAL WITH PREJUDICE:** You may appeal the permit denial

You may appeal the denial of a permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

**E: APPROVED JURISDICTIONAL DETERMINATION:** You may accept or appeal the approved JD or provide new information for reconsideration

- **ACCEPT:** You do not need to notify the Corps to accept an approved JD. Failure to notify the Corps within 60 days of the date of this notice means that you accept the approved JD in its entirety and waive all rights to appeal the approved JD.
- **APPEAL:** If you disagree with the approved JD, you may appeal the approved JD under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.
- **RECONSIDERATION:** You may request that the district engineer reconsider the approved JD by submitting new information or data to the district engineer within 60 days of the date of this notice. The district will determine whether the information submitted qualifies as new information or data that justifies reconsideration of the approved JD. A reconsideration request does not initiate the appeal process. You may submit a request for appeal to the division engineer to preserve your appeal rights while the district is determining whether the submitted information qualifies for a reconsideration.

**F: PRELIMINARY JURISDICTIONAL DETERMINATION:** Not appealable

You do not need to respond to the Corps regarding the preliminary JD. The Preliminary JD is not appealable. If you wish, you may request an approved JD (which may be appealed), by contacting the Corps district for further instruction. Also, you may provide new information for further consideration by the Corps to reevaluate the JD.

**POINT OF CONTACT FOR QUESTIONS OR INFORMATION:**

If you have questions regarding this decision you may contact:	If you have questions regarding the appeal process, or to submit your request for appeal, you may contact:
Name: Katharine Elks	Name: Krista Sabin, Regulatory Appeals Review Officer
Street Address, City, State: 69 Darlington Avenue Wilmington, NC 28403	Street Address, City, State: 60 Forsyth Street SW Room 9M 15 Atlanta, Georgia 30303-8801
Phone: 910-251-4567	Phone: 904-314-9631
Email: <a href="mailto:katharine.b.elks@usace.army.mil">katharine.b.elks@usace.army.mil</a>	Email: <a href="mailto:CESAD-Regulatory@usace.army.mil">CESAD-Regulatory@usace.army.mil</a>

**SECTION II – REQUEST FOR APPEAL or OBJECTIONS TO AN INITIAL PROFFERED PERMIT**

REASONS FOR APPEAL OR OBJECTIONS: (Describe your reasons for appealing the decision or your objections to an initial proffered permit in clear concise statements. Use additional pages as necessary. You may attach additional information to this form to clarify where your reasons or objections are addressed in the administrative record.)

ADDITIONAL INFORMATION: The appeal is limited to a review of the administrative record, the Corps memorandum for the record of the appeal conference or meeting, and any supplemental information that the review officer has determined is needed to clarify the administrative record. Neither the appellant nor the Corps may add new information or analyses to the record. However, you may provide additional information to clarify the location of information that is already in the administrative record.

RIGHT OF ENTRY: Your signature below grants the right of entry to Corps of Engineers personnel, and any government consultants, to conduct investigations of the project site during the course of the appeal process. You will be provided a 15-day notice of any site investigation and will have the opportunity to participate in all site investigations.

Email address of appellant and/or agent

Telephone number

Signature of appellant or agent

Date



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS, WILMINGTON DISTRICT  
69 DARLING AVENUE  
WILMINGTON, NORTH CAROLINA 28403

SAW-RG-L

29 September 2025

MEMORANDUM FOR RECORD

SUBJECT: US Army Corps of Engineers (Corps) Approved Jurisdictional Determination in accordance with the “Revised Definition of ‘Waters of the United States’”; (88 FR 3004 (January 18, 2023) as amended by the “Revised Definition of ‘Waters of the United States’; Conforming” (8 September 2023) ,<sup>1</sup> [SAW-2022-01540 & SAW-2024-01303] [(MFR 1 of 1)]<sup>2</sup>

**BACKGROUND.** An Approved Jurisdictional Determination (AJD) is a Corps document stating the presence or absence of waters of the United States on a parcel or a written statement and map identifying the limits of waters of the United States on a parcel. AJDs are clearly designated appealable actions and will include a basis of JD with the document.<sup>3</sup> AJDs are case-specific and are typically made in response to a request. AJDs are valid for a period of five years unless new information warrants revision of the determination before the expiration date or a District Engineer has identified, after public notice and comment, that specific geographic areas with rapidly changing environmental conditions merit re-verification on a more frequent basis.<sup>4</sup>

On January 18, 2023, the Environmental Protection Agency (EPA) and the Department of the Army (“the agencies”) published the “Revised Definition of ‘Waters of the United States,’” 88 FR 3004 (January 18, 2023) (“2023 Rule”). On September 8, 2023, the agencies published the “Revised Definition of ‘Waters of the United States’; Conforming”, which amended the 2023 Rule to conform to the 2023 Supreme Court decision in *Sackett v. EPA*, 598 U.S., 143 S. Ct. 1322 (2023) (“*Sackett*”).

This Memorandum for Record (MFR) constitutes the basis of jurisdiction for a Corps AJD as defined in 33 CFR §331.2. For the purposes of this AJD, we have relied on Section 10 of the Rivers and Harbors Act of 1899 (RHA),<sup>5</sup> the 2023 Rule as amended,

---

<sup>1</sup> While the Revised Definition of “Waters of the United States”; Conforming had no effect on some categories of waters covered under the CWA, and no effect on any waters covered under RHA, all categories are included in this Memorandum for Record for efficiency.

<sup>2</sup> When documenting aquatic resources within the review area that are jurisdictional under the Clean Water Act (CWA), use an additional MFR and group the aquatic resources on each MFR based on the TNW, the territorial seas, or interstate water that they are connected to. Be sure to provide an identifier to indicate when there are multiple MFRs associated with a single AJD request (i.e., number them 1, 2, 3, etc.).

<sup>3</sup> 33 CFR 331.2.

<sup>4</sup> Regulatory Guidance Letter 05-02.

<sup>5</sup> USACE has authority under both Section 9 and Section 10 of the Rivers and Harbors Act of 1899 but for convenience, in this MFR, jurisdiction under RHA will be referred to as Section 10.

[SAW-RG-L]

SUBJECT: 2023 Rule, as amended, Approved Jurisdictional Determination in Light of *Sackett v. EPA*, 143 S. Ct. 1322 (2023), [SAW-2022-01540 & SAW-2024-01303]

as well as other applicable guidance, relevant case law, and longstanding practice in evaluating jurisdiction.

### 1. SUMMARY OF CONCLUSIONS.

- a. Provide a list of each individual feature within the review area and the jurisdictional status of each one (i.e., identify whether each feature is/is not a water of the United States and/or a navigable water of the United States).

i.

Name of Aquatic Resource	JD or Non-JD	Section 404/Section 10
A PSS	JD	Section 404
B PSS	JD	Section 404
C PSS	Non-JD	NA
D PSS	JD	Section 404
H PUB	Non-JD	NA
E POW	Non-JD	NA
F POW	Non-JD	NA
G PFO	JD	Section 404
D PEM	JD	Section 404

### 2. REFERENCES.

- a. "Revised Definition of 'Waters of the United States,'" 88 FR 3004 (January 18, 2023) ("2023 Rule")
- b. "Revised Definition of 'Waters of the United States'; Conforming" 88 FR 61964 (September 8, 2023))
- c. *Sackett v. EPA*, 598 U.S. 651, 143 S. Ct. 1322 (2023)

### 3. REVIEW AREA.

A. Project Are Size (in acres): 48.01

B. Center Coordinates of the Project Site (in decimal degrees)

Latitude: 33.9574595 Longitude: -78.0476051

C. Nearest City or Town: Southport

D. County: Brunswick

E. State: North Carolina

F. Other associated Jurisdictional Determinations (including outcomes):

Action ID	Type	Outcome
SAW-2008-01687	AJD	All waters were considered as jurisdictional under the AJD

[SAW-RG-L]

SUBJECT: 2023 Rule, as amended, Approved Jurisdictional Determination in Light of *Sackett v. EPA*, 143 S. Ct. 1322 (2023), [SAW-2022-01540 & SAW-2024-01303]

G. Any additional, relevant site-specific information: Duplicate JD request from the property owner under Action ID 2024-01303. This JD request is from a potential buyer (2022-01540). Site visit to verify boundaries on 9/25/25, much drier than normal.

4. NEAREST TRADITIONAL NAVIGABLE WATER (TNW), THE TERRITORIAL SEAS, OR INTERSTATE WATER TO WHICH THE AQUATIC RESOURCE IS CONNECTED.

A. Name of nearest downstream TNW, Territorial Sea or interstate water: Dutchman Creek, which is a TNW.

B. Determination based on: This determination was made based on a review of desktop data resources listed in Section 9 of this memorandum and a field visit conducted on 9/25/25, and a review of the SAW Section 10 list.

5. FLOWPATH FROM THE SUBJECT AQUATIC RESOURCES TO A TNW, THE TERRITORIAL SEAS, OR INTERSTATE WATER.

Wetland A, B, D, and G are connected to RPWs that are contiguous with Dutchman Creek. The wetlands meet the hydrophytic vegetation, wetland hydrology, and hydric soil criteria of the 1987 Corps of Engineers Wetland Delineation Manual and the Eastern Mountains and Piedmont Regional Supplement and are contiguous with the unnamed tributary.

Historic Flowpath:

Wetland C is a Carolina Bay feature that extends out of the project area. It is surrounded on the southeast sides by an upland rim and development (stormwater pond). The west side of the Carolina Bay is cut off by Acres Lane SE. It appears that this area may have drained via ditch near the northwest corner toward Dutchman Creek, but this connection appears to have been cut off by the road and residential development. Wetland C meets the hydrophytic vegetation, wetland hydrology, and hydric soil criteria of the 1987 Corps of Engineers Wetland Delineation Manual and the Eastern Mountains and Piedmont Regional Supplement.

Ponds E & F were dug as a stormwater feature. During the 9.25.25 site visit these ponds had outlet control boxed installed. Neither pond is contiguous with downstream wetland or RPW.

RPW H is not abutting or contiguous with a TNW or an RPW. Based on the previous JD (2008-01687) this ditch extended south into wetlands labeled G and the wetlands in the roadside ROW. During the site visit there was an Ordinary High Water Mark (OHWM) observed as indicated by the following physical characteristics:

[SAW-RG-L]

SUBJECT: 2023 Rule, as amended, Approved Jurisdictional Determination in Light of *Sackett v. EPA*, 143 S. Ct. 1322 (2023), [SAW-2022-01540 & SAW-2024-01303]

natural line impressed on the bank, absence of vegetation, scour, and bed and banks.

6. SECTION 10 JURISDICTIONAL WATERS<sup>6</sup>: Describe aquatic resources or other features within the review area determined to be jurisdictional in accordance with Section 10 of the Rivers and Harbors Act of 1899. Include the size of each aquatic resource or other feature within the review area and how it was determined to be jurisdictional in accordance with Section 10.<sup>7</sup> N/A
7. SECTION 404 JURISDICTIONAL WATERS: Describe the aquatic resources within the review area that were found to meet the definition of waters of the United States in accordance with the 2023 Rule as amended, consistent with the Supreme Court's decision in *Sackett*. List each aquatic resource separately, by name, consistent with the naming convention used in section 1, above. Include a rationale for each aquatic resource, supporting that the aquatic resource meets the relevant category of "waters of the United States" in the 2023 Rule as amended. The rationale should also include a written description of, or reference to a map in the administrative record that shows, the lateral limits of jurisdiction for each aquatic resource, including how that limit was determined, and incorporate relevant references used. Include the size of each aquatic resource in acres or linear feet and attach and reference related figures as needed.
  - a. Traditional Navigable Waters (TNWs) (a)(1)(i): N/A
  - b. The Territorial Seas (a)(1)(ii): N/A
  - c. Interstate Waters (a)(1)(iii): N/A
  - d. Impoundments (a)(2): N/A
  - e. Tributaries (a)(3): N/A
  - f. Adjacent Wetlands (a)(4):

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<sup>6</sup> 33 CFR 329.9(a) A waterbody which was navigable in its natural or improved state, or which was susceptible of reasonable improvement (as discussed in § 329.8(b) of this part) retains its character as "navigable in law" even though it is not presently used for commerce, or is presently incapable of such use because of changed conditions or the presence of obstructions.

<sup>7</sup> This MFR is not to be used to make a report of findings to support a determination that the water is a navigable water of the United States. The district must follow the procedures outlined in 33 CFR part 329.14 to make a determination that water is a navigable water of the United States subject to Section 10 of the RHA.

[SAW-RG-L]

SUBJECT: 2023 Rule, as amended, Approved Jurisdictional Determination in Light of *Sackett v. EPA*, 143 S. Ct. 1322 (2023), [SAW-2022-01540 & SAW-2024-01303]

Name of Aquatic Resource	Size (in acres)	Contiguous with or abutting? If so, list water	Describe continuous surface connection
A	11.369	Yes, RPW to Dutchman Creek	The wetland boundary is connecting and contiguous with an RPW of Dutchman Creek.
B	8.849	Yes, RPW to Dutchman Creek	
D	1.384	Yes, RPW to Dutchman Creek	
G	0.922	Yes, RPW to Dutchman Creek	

g. Additional Waters (a)(5): N/A

## 8. NON-JURISDICTIONAL AQUATIC RESOURCES AND FEATURES

- a. Describe aquatic resources and other features within the review area identified in the 2023 Rule as amended as not “waters of the United States” even where they otherwise meet the terms of paragraphs (a)(2) through (5). Include the type of excluded aquatic resource or feature, the size of the aquatic resource or feature within the review area and describe how it was determined to meet one of the exclusions listed in 33 CFR 328.3(b).<sup>8</sup> N/A
- b. Describe aquatic resources and features within the review area that were determined to be non-jurisdictional because they do not meet one or more categories of waters of the United States under the 2023 Rule as amended (e.g., tributaries that are non-relatively permanent waters; non-tidal wetlands that do not have a continuous surface connection to a jurisdictional water).

Aquatic Resource Name	Resource Type	Reason the AR is not jurisdictional
C	Wetland (9.816 ac)	C was not abutting or contiguous with a TNW or an RPW.
E	Pond (0.323 ac)	E was not abutting or contiguous with a TNW or an RPW.
F	Pond (0.169 ac)	F was not abutting or contiguous with a TNW or an RPW.

9. DATA SOURCES. List sources of data/information used in making determination. Include titles and dates of sources used and ensure that information referenced is available in the administrative record.
  - a. 1. Date of Office (desktop review): 9/29/25  
2. Date(s) of Field Review (if applicable): 9/25/25
  - b. Data sources used to support this determination (included in the administrative record).

<sup>8</sup> 88 FR 3004 (January 18, 2023)

[SAW-RG-L]

SUBJECT: 2023 Rule, as amended, Approved Jurisdictional Determination in Light of *Sackett v. EPA*, 143 S. Ct. 1322 (2023), [SAW-2022-01540 & SAW-2024-01303]

- Aquatic Resources delineation submitted by, or on behalf of, the requestor:  
Figure 7: Wetlands and Waters Delineation Map; dated 9/26/2025
- Aquatic Resources delineation prepared by the USACE: N/A
- Wetland field data sheets prepared by the Corps: N/A
- OHWM data sheets prepared by the USACE: N/A
- Previous JDs (AJD or PJD) addressing the same (or portions of the same)  
review area: SAW-2008-01687
- Photographs: Timmons, 6/26/2025
- Aerial Imagery: NC OneMap
- LIDAR: QL2, 2014
- USDA NRCS Soil Survey: Figure 5: NRCS Soil Survey Map
- USFWS NWI maps: N/A
- USGS topographic maps: USGS Quadrangle Southport NC
- USGS NHD data/maps: Title and Dates
- Section 10 resources used: Title and Dates
- NCDWR stream identification forms
- North Carolina Stream Assessment Method (NCSAM) forms
- North Carolina Wetland Assessment Method (NCWAM) forms
- Antecedent Precipitation Tool Analysis: 6/26/2025 & 7/17/2025
- Other sources of Information: List

10. OTHER SUPPORTING INFORMATION. This AJD, MFR, and map is verified for 2 separate requests for the same property, one request by the owner and one request by the developer. SAW-2022-01540 and SAW-2024-01303

11. NOTE: The structure and format of this MFR were developed in coordination with the EPA and Department of the Army. The MFR's structure and format may be subject to future modification or may be rescinded as needed to implement additional guidance from the agencies; however, the approved jurisdictional determination described herein is a final agency action.

AUTHORITY FOR APPOINTMENT OF PERSON  
TO ACT ON MY BEHALF

The undersigned owner, MDI Management, LLC, does hereby appoint Edgehill REC, LLC & Paramounte Engineering, Inc. to act on my behalf for the purpose of petitioning the City of Southport for: a) an amendment to the text regulations; b) a change to the zoning map; c) approval of a special use permit; d) approval of a planned unit development site plan; and/or, e) street closing, as applicable to the property described in the attached petition.

The owner does hereby covenant and agree with the City of Southport that said person has the authority to do the following acts for and on behalf of the owner:

- (1) To submit a proper petition and the required supplemental materials:
- (2) To appear at public meetings to give testimony and make commitments on behalf of the owner; and
- (3) In the case of a special use permit, to accept conditions or recommendations made for the issuance of the special use permit on the owner's property.
- (4) To act on the owner's behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of any petition.

This appointment agreement shall continue in effect until final disposition of the petition submitted in conjunction with this appointment.

Date: 11-14-2025

Appointee's Name, Address & Telephone:

Signature of Owner:

Edgehill REC, LLC  
1111 Metropolitan Ave, Suite 700  
Charlotte, NC 28204  
704-206-8300

\_\_\_\_\_

Paramounte Engineering, Inc.  
122 Cinema Drive  
Wilmington, NC 28403  
910-791-6707



**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-25-03 – Southport Crossing PUD Master Development  
Plan Major Modification**

**STATEMENT OF CONSISTENCY AND RECOMMENDATION:**

The City of Southport Planning Board hereby finds that the proposed amendment is consistent with the City’s 2050 Comprehensive Plan adopted on October 9, 2025, and Certified by the Coastal Resources Commission on January 7, 2026. Specifically, the proposal is consistent with Policy 1.1. Encourage a development pattern that honors Southport’s Character and respects the natural environments. The project will provide multi-family residential as a transition between a commercial area and lower density residential areas. The Planning Board recommends that the Board of Aldermen **APPROVE** the modification of the Southport Crossing PUD Master Development Plan.

The statement and motion was seconded and passed March 19, 2026.

Ayes: 7

Noes: 0

Absent or Excused: 0

Scott Baillargeon      3/19/2026

Scott Baillargeon, Deputy City Clerk | Date

Lawrence N. Ashley      3/19/26

Lawrence N. Ashley, Chairman | Date



## BOARD OF ALDERMEN AGENDA ITEM SUMMARY

**DATE:** 5/14/2026

**PRESENTED BY:** Fire Chief Charles Drew

**ITEM/TOPIC:** Chief Drew will present the department's annual report covering 2025. Below is a link to the report.

[https://www.canva.com/design/DAHGvixvjgg/q3c8pD2zxjcrG-ozRecng/view?utm\\_content=DAHGvixvjgg&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=viewer](https://www.canva.com/design/DAHGvixvjgg/q3c8pD2zxjcrG-ozRecng/view?utm_content=DAHGvixvjgg&utm_campaign=designshare&utm_medium=link&utm_source=viewer)



# BOARD OF ALDERMEN

## AGENDA ITEM SUMMARY

**DATE:** 5/14/2026

**DEPARTMENT:** Planning Services

**PRESENTED BY:** Alderman Davis and Maureen Meehan, Planning Services Director

**ITEM SPONSORED BY:** Alderman Davis

**ITEM/TOPIC:** Noise Ordinance Discussion

**JUSTIFICATION:** Alderman Davis has requested a discussion regarding the noise ordinance, specifically concerning commercial properties that host outdoor music adjacent to residential areas. The discussion will also include any non-commercial updates to the noise ordinance, as well as potential revisions related to specific decibel limits.

**IMPACT IF NOT APPROVED:** The Ordinance as adopted on March 12, 2026, remains in effect.

**DEPARTMENT HEAD COMMENTS:** This is a discussion item for the Board. Staff have provided sample language from other jurisdictions to initiate the conversation.

**ATTACHMENTS:** City of Southport Noise Ordinance, Excerpts of noise ordinances from local jurisdictions in the region.

**REQUESTED ACTION:** Discussion of the Noise Ordinance

**PROPOSED MOTION:** N/A



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**MEMORANDUM**

**To:** Mayor Joseph P. Hatem, Members of the Board of Aldermen

**From:** Alderman Davis and Planning Services Department

**Date:** May 14, 2026

**Re:** Noise Ordinance Discussion

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**Overview**

Staff have compiled the attached information to supplement a discussion requested by Alderman Davis regarding amplified music and outdoor entertainment near residentially zoned properties. Past discussions related to this topic have been initiated when a new business opens or the spring season begins with outdoor events being scheduled.

The following establishments have regular outdoor entertainment as weather permits.

Yacht Basin:

- American Fish Company
- Fishy Fishy
- The Mullet

BD – Howe Street

- Capeside Brewery
- Haven
- Tap and Cellar
- Tiki Tavern
- Watertower Wine

Section 9-93 of the City of Southport Code of Ordinances prohibits specific noises including musical instruments, amplification devices and noises intended to disturb. It also specifies noises that are not permitted at certain times of day such as parties, yelling, and construction activities. Further it states that any noise or sound that is clearly audible 500 feet from the property line of the property originating the sound is prohibited. The full noise ordinance is included for your review.

Definitions and specific ordinance language from local jurisdictions in the region are provided. Some have similar language to what the city enforces, and many are now supplementing the nuisance language with sound level meters/noise meters to determine the decibel level of noise that may conflict with their noise ordinance. In addition to excerpts from the ordinance, there is a link to each ordinance.

**Attachments**

City of Southport Noise Ordinance

Noise Ordinance Excerpts from Regional Local Governments

### *DIVISION 3. NOISE<sup>1</sup>*

#### **Sec. 9-91. Statement of policy; definitions.**

It is the goal of the City of Southport to maintain a peaceful community while recognizing that certain noises are generated by the economic and recreational activity of our lively community. The City of Southport hopes to encourage such activity but ensure that there are time periods which residents can rest and expect peaceful enjoyment of their residences, undisturbed by unacceptable levels or types of noise.

*Disturbing* means perceived by a person of ordinary sensibilities as interrupting the normal peace and calm of an area.

*Heavy equipment* means earthmoving, construction, or industrial equipment that is mobile, weighs 6,000 pounds or more and is a self-propelled vehicle that is not designed to be driven on a highway.

*Reasonable* [is a] reference to the normal expectations for sound during normal waking hours versus the normal expectations for sound during normal sleeping hours. A higher level of sound is acceptable during the day and a lower level of sound acceptable during the night. A higher level of noise should be expected and tolerated within a commercial district and a lower level of noise should be expected in a residential district within the city.

*Reasonable person* means one who is fair and sensible. Although enforcement of this chapter shall often be the result of a complaint received by the city, in each instance, the City of Southport police officer or code enforcement officer shall separately determine, whether the noise in questions is at a "reasonable" level pursuant to the provisions of division 3.

*Unreasonably loud noise* means noise which is loud, raucous, and disturbing which unreasonably obstructs, disturbs, injures, or endangers the comfort, health, peace, or safety of reasonable persons of ordinary sensibilities.

(Ord. of 7-26-23(1))

#### **Sec. 9-92. General prohibition.**

- (a) It shall be unlawful for any person, firm, or corporation to make, allow, continue, or assist in making any:
- (1) Unreasonably loud noise;
  - (2) Any noise which unreasonably disturbs, injures, or endangers the comfort, health, safety, or peace of reasonable person of ordinary sensibilities within the jurisdictional area of the city; or
  - (3) Any noise which is so harsh, prolonged, unnatural, or unusual in time or place as to cause unreasonable discomfort to any person to any person with ordinary sensibilities residing, working, or visiting in the area.

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<sup>1</sup>Ord. of 7-26-23(1), repealed the former Div. 3 , §§ 9-91—9-94, and enacted a new Div. 3 as set out herein. The former Div. 3 pertained to similar subject matter and derived from Ord. of 2-9-95; and Ord. of 6-13-02(1).

State law reference(s)—Authority to regulate noise, G.S. 160A-184.

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- (b) Factors for determining the unreasonableness of a noise include, but are not limited to, the following:
- (1) The proximity of the sound to sleeping facilities;
  - (2) The land use, nature, and zoning of the area from which the sound emanates from and the area where it is received;
  - (3) The time of day or night that the sound occurs;
  - (4) The duration of the sound; and
  - (5) Whether the sound is recurrent, intermittent, or constant.

(Ord. of 7-26-23(1))

### **Sec. 9-93. Noises specifically prohibited.**

- (a) The noises listed are specifically prohibited:
- (1) Noises intended to disturb;
  - (2) Horns, sirens, or signaling devices;
  - (3) Television sets, radios, musical instruments, amplification devices;
  - (4) Yelling, shouting, and the like;
  - (5) Frequent, constant, or continual noise from any animal;
  - (6) Vehicles and watercraft;
  - (7) Loading, unloading, or waste disposal;
  - (8) Alarms for vehicles or homes;
  - (9) Compression release engine braking (air brakes); and
  - (10) Any other unreasonably loud noise as determined by a reasonable person with ordinary sensibilities.
- (b) *Noises prohibited at certain times.* The following noises are declared to be in violation of chapter 9, article II, division 3 if generated between the hours of 9:00 p.m. to 7:00 a.m. on Sunday through Thursday nights, and 11:00 p.m. to 7:00 a.m. on Friday and Saturday nights, or as otherwise stated below. This is not an all-inclusive list.
- (1) Outdoor use of television sets, radios, or music amplification devices.
  - (2) Indoor use of musical instruments, amplification devices, and the like.
  - (3) Yelling, shouting and the like.
  - (4) Parties.
  - (5) Fireworks.
  - (6) Vehicles.
  - (7) Loading or unloading commercial vehicles.
  - (8) *Construction activity.* Demolition, alteration, repair of any residential or commercial building is only permitted between the hours of 7:00 a.m. and 6:00 p.m. Monday through Saturday. No construction activity may take place on the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

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- (9) *Refuse pickup.* Noise generated by municipal vehicles and trash pickup operators shall be prohibited prior to 6:00 a.m.
  - (10) *Heavy equipment operation.* The operation of heavy equipment used for grading, excavation, clearing, filling, or any combination thereof on any residentially zoned property or any property abutting a residentially zoned property is only permitted between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday. For the purpose of this subsection, properties are "abutting" even if separated by a street, railroad, or other transportation corridors. No land moving activities shall occur on the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day, except for emergency work necessary to protect life, health, or property, or as authorized by this ordinance.

- (c) Any noise or sound that is clearly audible at a distance of five hundred (500) feet from the property line of the property or location originating the sound.
- (d) During adverse weather or other emergency events, the city manager, after notifying the board of aldermen, may modify the start and ending times for outside private contractors to work.

(Ord. of 7-26-23(1))

### **Sec. 9-94. Noises generally exempt from this chapter.**

The following noises and activities are exempt from the provisions of this division unless they produce a risk of serious or unnecessary bodily harm:

- (a) *City work.* The sounds produced by city vehicles, employees and contractors engaged in critical or emergency duties, or the normal daily operations of the city, except as provided in section 9-93(b)(9).
- (b) *Community events.* The noise and sounds occurring from a non-recurring community event, government event, or institutional entity (church, school, hospital).
- (c) *Sporting events.* The noise and sounds generated from a sporting event held at a school, or city-owned property.
- (d) *Ordinary use of power tools.* The ordinary use of noise-causing tools such as a lawnmower, weed-trimmer, chainsaw, as long it complies with section 9-93(b)(8).
- (e) *Emergency work and equipment.* Noises occurring for the purpose of alleviating physical trauma or property damage. This includes the operation of generators and emergency service vehicles.
- (f) *Safety signals.* Noise of safety signals, warning devices, including lightning detectors, provided the signals are used for promoting public health and safety.

(Ord. of 7-26-23(1))

### **Sec. 9-95. Responsible parties; notice of violation.**

- (a) Any person who creates or assists in creating any violation of this chapter may be issued a civil citation and will be held liable for penalties as defined in section 9-95(b).
  - (1) This includes the person, or group of people, who creates the noise, but also any person that owns, manages, leases, occupies, or operates any location in which the noise is generated.

- 
- (b) Any person, group of people, business, or organization that is found in violation of the ordinance from which this division is derived and has been issued a civil citation, is subject to the following penalty schedule:

1 <sup>st</sup> Noise Violation	\$50.00
2 <sup>nd</sup> Noise Violation	\$100.00
3 <sup>rd</sup> Noise Violation	\$200.00

- (c) In addition to the penalties provided for above, the city may enforce the provisions of this division by any appropriate equitable remedies.
- (d) This Division may be enforced by the city's police department, code enforcement officer, and/or by any employees of the city as designated by the city manager.
- (e) Violations and penalties issued pursuant to the provisions of this section may be appealed to the chief of police and city manager by filing a written appeal with the city clerk within thirty (30) days of the date of the citation. The chief of police and city manager shall hear from the appellant and the employee or officer that issued the violation and/or penalty in a hearing. Based upon statements provided, the chief of police and city manager shall have the power to affirm, modify, or reverse the violation or penalty and shall provide their decision in writing to the appellant entity no later than ten (10) business days following the date of the hearing.

(Ord. of 7-26-23(1))

## **Regional Local Jurisdiction Noise Ordinance Excerpts Outdoor Music or Nonresidential Uses Abutting Residential Uses**

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The following text includes sections of noise ordinances specific to outside noise, amplified sound, and/or noise from nonresidential uses near residences. Jurisdictions with an asterisk\* use sound level meters.

### **Brunswick County, NC**

<https://www.brunswicksheriff.com/site/uploads/2019/05/2019-Revised-Noise-Ordinance.pdf>

The following acts, or the causing or permitting thereof, among others, are declared to be excessive noise and are in violation of this article:

(1) Radios, television sets, musical instruments and similar devices. Operating, playing or permitting the operation or playing of any radio, television, compact disc player, or other sound reproduction device, or any drum, musical instrument, or similar device between the hours of 11:00 p.m. and 7:00 a.m.:

a. In such a manner as to permit sound to be plainly audible across a residential real property line or through partitions common to two (2) dwelling units within a building; or

b. When the sound is plainly audible at a distance of fifty (50) feet or more from its source.

### **Leland, NC**

[https://library.municode.com/nc/leland/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH34NONU\\_ARTIINO](https://library.municode.com/nc/leland/codes/code_of_ordinances?nodeId=PTIICOOR_CH34NONU_ARTIINO)

*Business noises at night near residences.* The operation of any garage, filling station, auto repair business, taxi business, plant, store, factory or other place of business, other than between the hours of 30 minutes before sunrise to 30 minutes after sunset, based on the sunrise/sunset data from the U.S. Naval Observatory, in such manner as to create loud and disturbing noises of such frequency or volume as to disturb the quiet, comfort, peace or repose of any reasonable person in any temporary or permanent dwelling.

### **Oak Island, NC\***

[https://library.municode.com/nc/oak\\_island/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH14EN\\_ARTIINU\\_DIV2NO](https://library.municode.com/nc/oak_island/codes/code_of_ordinances?nodeId=PTIICOOR_CH14EN_ARTIINU_DIV2NO)

### **Definitions**

*Outdoor amplified sound* means any sound using sound amplifying equipment which is projected outside of the structure whether the source of sound is located inside or outside a structure and the sound is projected to the outside by way of speakers located on the inside or outside of the structure, or through open doors, windows, or other openings in the building.

*Sound* means any disturbance of the air or other medium that is detectable by the unaided human ear or which produces vibrations detectable by persons of normal sensitivity.

*Sound amplifying equipment* means any device for the amplification of a human voice, music, or any other sound of any kind. Sound amplifying equipment includes, but is not limited to, jukeboxes, stereos and radios.

*Sound level* means the weighted sound pressure level obtained by the use of a sound level meter and frequency weighting network, as specified by the American National Standards Institute (ANSI) standards for sound level meters.

*Sound level meter also decibel meter* means an instrument that includes a microphone, amplifier, RMS detector, integrator or time average, output meter and averaging network used to measure sound level. Such instrument shall be certified to meet or exceed the current standards of the American National Standards Institute.

### **Specific Language for Music/Entertainment**

- (2) The playing of any musical instruments, whether the playing is done with or without sound amplifying equipment, in violation of the standards found in subsection (13) outside the structure or property where the musical instruments are being played. The playing of prerecorded music from jukeboxes, stereos, radios, or other devices which results in outdoor amplified sound in violation of the standards found in subsection (13) outside the structure or property where the music is being played.
- (13) [Noise disturbance.] No person shall willfully engage in any activity on any premises or public area in the town, which activity produces or constitutes a noise disturbance on occupied neighboring premises or public area. The sound level shall be measured from the property line or as close as the town staff can determine to be the property line and shall be determined based on the use generating the noise. Without limiting the generality of the foregoing, a sound or noise shall be deemed a noise disturbance if, when measured as prescribed herein, it exceeds the levels set forth below:
- a. Residential uses: 65 dB(A) (daytime level) between the hours of 7:00 a.m. and 11:00 p.m., or 55 dB(A) (nighttime level) between the hours of 11:00 p.m. and 7:00 a.m.
  - b. Commercial/industrial uses: 75 dB(A) (daytime level) between the hours of 7:00 a.m. and 11:00 p.m., or 70 dB(A) (nighttime level) between the hours of 11:00 p.m. and 7:00 a.m.

### **Sunset Beach, NC\***

<https://sunsetbeachnc.gov/vertical/sites/%7BC59DF5BC-1B90-44CB-AD2A-9DAE0D811CD0%7D/uploads/Ordinances.pdf>

### **§ 94.03 PROHIBITED NOISE, GENERALLY.**

Maximum sound pressure levels.

(A) In addition to, and not in limitation of the specific prohibitions of § 94.02, no person shall operate or permit to be operated any noise source which generates a sound pressure level exceeding the limits set forth in the following tables when measured at or outside the property boundary of the noise source or at any point within any other property affected by the noise. When a noise

source can be identified and its noise measured in more than one district classification, the limits of the most restrictive classification shall apply.

(B) Sound level limits are deemed to be in violation where the limit set forth in tables below is exceeded during any three or more sampling intervals, the duration of which shall be no less than 30 seconds each. Where the sound under investigation ceases prior to 90 seconds from initiating the sound level testing, the requirement for a minimum of three sampling intervals is waived.

**Columbus County, NC\***

<https://www.columbusco.org/sites/default/files/uploads/ordinances/chapter-8.pdf>

**Section 6. Outdoor Amplification and Music at Commercial Establishments**

(A) Except in accordance to a permit issued pursuant to Section 5, it shall be unlawful for any commercial establishment, including, but not limited to, restaurants, bars or nightclubs, to operate or allow the operation of sound amplification equipment out of doors or directed out of doors or to allow live acoustic music out of doors or directed out of doors other than during the times listed below or so as to create sounds registering in excess of:

Table 1 - Sunday through Thursday

8:00 a.m. - 9:00 p.m.	9:00 p.m. - 2:00 a.m.
85 dB(A)	60dB(A)

Table 2 - Friday through Saturday

8:00 a.m. - 11:00 p.m.	11:00 p.m. - 2:00 a.m.
85 dB(A)	60 dB(A)

(B) The decibel limits prescribed in this section shall be measured at the property line of the commercial property from where the sound is being generated.

(C) The amplified sound may only be produced during the operational hours of the commercial establishment.

(D) An establishment that has been determined to be non-cooperative pursuant to Section 8(D) shall be subject to enhanced civil penalties and, after two violations of this section within one year of having been deemed non-cooperative, shall not operate or allow the operation of sound amplification or live acoustic music out of doors or directed out of doors for a period of 18 months after the second violation. The prohibition shall apply to the establishment and the property on which the establishment is located.

**Section 7. Sound Measurement Procedures**

(A) For the purpose of determining decibels (dB(A)) as referenced in this chapter, the noise shall be measured on the “A-weighting scale slow response” on a sound level meter of standard design and quality having characteristics established by the American National Standards Institute.

(B) When the Noise Control Officer determines that insufficient prima facie evidence exists for establishing a noise violation case, the investigating officer will use a soundlevel meter to measure

the sound level. Sound measurements shall be conducted at that time, day or night, when the suspect noise source is emitting sound.

(C) The following procedures shall be utilized in the sound measurement process.

- (1) The sound measurement equipment shall have been calibrated.
- (2) Prior to obtaining the sound sample, the sound level meter shall be set to the "A" weighted network at slow response.
- (3) The omni-directional microphone shall be set in an approximate 70-degree position, approximately four feet from the ground or floor, facing the noise source while recording the meter's instantaneous response (reading) observed at consecutive ten second intervals, taking ten to 15 sample readings.
- (4) No individual other than the operator of the sound meter shall be within ten feet of the sound level meter during the measurement process.

**New Hanover County, NC\***

[https://library.municode.com/nc/new\\_hanover\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH23EN\\_ARTIINO](https://library.municode.com/nc/new_hanover_county/codes/code_of_ordinances?nodeId=COOR_CH23EN_ARTIINO)

**Sec. 23-33. - Noises prohibited generally.**

- (a) *Nonresidentially zoned districts.* For nonresidentially zoned districts, it shall be unlawful for any person to cause or create any sound which, when combined with the ambient noise, exceeds 75 decibels re 0.0002 microbars on the "A" weighing scale. If the ambient noise level exceeds 75 decibels re 0.0002 microbars on the "A" weighing scale, a violation of this article shall occur only when such sound exceeds the ambient noise level by three decibels. Between the hours of 10:00 p.m. and 7:00 a.m. the above sound level shall be reduced to 70 decibels.
- (b) *Residentially zoned districts.* For residentially zoned districts, it shall be unlawful for any person to cause or create any sound which, when combined with the ambient noise, exceeds 65 decibels re 0.0002 microbars on the "A" weighing scale. If the ambient noise level exceeds 65 decibels re 0.0002 microbars on the "A" weighing scale, a violation of this article shall occur only when such sound exceeds the ambient noise level by three decibels. Between the hours of 10:00 p.m. and 7:00 a.m. the above sound level shall be reduced to 50 decibels.

**MAXIMUM SOUND PRESSURE LEVELS**  
Table 1—Outdoors

Receiving Property (Affected Person) Category	Residential Property or residential portion of a multi-use property		Non-residential facility Including non-residential Portion of multi-use facility
<i>Time</i>	7:00 a.m.—11:00 p.m.	11:00 p.m.—7:00 a.m.	24 hours
<i>Maximum A-Weighted Sound Level Standard</i>	60	50	65

Table 2—Indoors

Receiving Property (Affected Person) Category	Residential Property or residential portion of a multi-use property		Non-residential facility Including non-residential Portion of multi-use facility
<i>Time</i>	7:00 a.m.—11:00 p.m.	11:00 p.m.—7:00 a.m.	24 hours
<i>Maximum A-Weighted Sound Level Standard</i>	50	40	55

(C) Measurements in multi-family structures. In a structure used as a multi-family dwelling the investigating officer may take measurements to determine such sound levels from common areas within or outside the structure or from other dwelling units within the structure, when requested to do so by the owner or tenant in possession and control thereof. Such measurement shall be taken at a point at least four feet from the wall, ceiling or floor nearest the noise source, with doors to the receiving area closed and windows in the normal position for the season.

**City of Wilmington, NC\***

<https://www.wilmingtonnc.gov/files/assets/city/v/1/government/documents/noise-ordinance-final-cc.pdf>

- (a) “A” weighting scale. The sound pressure level in decibels as measured on a sound level meter using the A-frequency-weighted network and slow meter response setting. Sound levels are represented herein by the designation dB(A).

**Sec. 6-32. – Noise Violation Based on Sound Level Meters.**

(a) Enforcement of this Article does not require the use of a sound level meter to determine compliance. However, when a sound level meter is used to determine sound levels pursuant to this Article, the standards, instrumentation, personnel, measurement procedures, and reporting procedures shall be as specified in this section, and all terminology not defined in this section shall be in conformance with the ANSI.

(b) Sound level measurement shall be made with a sound level meter using the Aweighting scale, set on slow response.

(c) Sound level meters shall be serviced, calibrated, and operated as recommended by the manufacturer and in accordance with regulations prescribed by the police department. Persons using the sound level meter shall be trained in sound level measurement and the operation of sound level measuring equipment.

(d) Sound level measurements shall be made from within the boundary line of an adjoining or complaining property. Whether the sound level violates the prescribed limits in Sec. 6-33 below will be determined by whether the readings taken within the adjoining or complaining property are in excess of the levels allowed for the zoning area of the property that is the source of the sound.

(e) Except as specified in (g) below, the sound level measurement shall be averaged over a period of at least one (1) minute for purposes of determining the sound level. Sound levels may not exceed the prescribed level by more than three (3) decibels at any time during the measurement period.

(f) During sound level measurement, the microphone shall not be positioned so as to create any unnatural enhancement of the measured sound. A windscreen shall be used when appropriate.

(g) Traffic noise and noise from other sources not connected with the sound being measured shall not be considered in taking sound level measurements.

(h) In the case of noise that is impulsive or not continuous, the sound level measurement shall be taken over a period of time of at least one (1) minute. Any such sound or noise that exceeds the prescribed level more than two (2) times in a minute shall be deemed to exceed the prescribed sound levels.

(i) If an officer does not have possession of a department-owned and ANSI-approved sound level meter at the time of responding to a noise complaint, sound level measurements for the purpose of determining violations of this Article may not be taken using any other device, including but not limited to applications on cellular devices or any hand-held personal sound level meters obtained from any other source. The officer shall instead proceed under the other sections of this Article in order to determine whether a noise disturbance is occurring.

Sec. 6-33. – Sound Level Limits by Zoning Area

<b>MAXIMUM SOUND LEVEL READINGS</b>			
<b>(Downtown)</b>			
7:00 a.m. to Midnight	75 dB(A)	Midnight to 7:00 a.m.	65 dB(A)
<b>(Residential)</b>			
7:00 a.m. to Midnight	65 dB(A)	Midnight to 7:00 a.m.	55 dB(A)
<b>(Commercial/Industrial)</b>			
7:00 a.m. to Midnight	75 dB(A)	Midnight to 7:00 a.m.	70 dB(A)

**To:** Board of Aldermen, City of Southport  
**From:** Lawrence N. Ashley, Chair, Southport Planning Board  
**Via:** Noah Saldo, City Manager, City of Southport  
Tori Deviney, City Clerk, City of Southport  
**Re:** Planning Board Vacancy Appointments  
**Date:** April 24, 2026

As required by Southport City Ordinance, the following conducted interviews on Friday, April 24, 2026, for the Planning Board Alternate Seat (#8) vacated by Ed Ekert following his appointment to a full seat on the Planning Board effective March 12, 2026:

- Lawrence N. Ashley – Chair, Southport Planning Board
- Fred Fiss – Vice Chair, Southport Planning Board
- Karen Mosteller – Liaison, Southport Board of Aldermen
- Rebecca Kelley – Liaison, Southport Board of Aldermen

Taking into consideration the answers provided by candidates to the same questions and concluded based on the interview and answers to questions and relevant Planning and Zoning experience and knowledge, familiarity with Southport’s Unified Development Ordinance (UDO), Southport’s CAMA Certified Comprehensive Land Use Plan, and the roles of the Planning Board along with prior Planning Board experience, the subcommittee, by a 3 to 1 consent, recommend the following appointment be made by the Southport Board of Aldermen to the following Planning Board seat:

- Alternate Member, Seat #8 – Sue Hodgkin
  - Fill Planning Board Alternate Seat (#8) vacancy
  - Seat Expiration – June 2027

Thank you.



April 24, 2024  
@ 9:30 am

**APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES**

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Sue M Hodgkin

Appointment(s) for which you are applying:

- ABC Board       Beautification Committee       Board of Adjustment
- Cemetery Committee       Forestry Committee       Historical Preservation Committee
- Parks and Recreation Committee       Planning Board       Airport Commission

Do you have a preference? Alternate

Physical Address: 608 Cottage Point Way

Mailing Address: Same

Resident of Southport  Yes  No      For How Many Years? 13

State and County of Legal Residence: NC, Brunswick

Main Phone Number 910-477-1808      Secondary Number \_\_\_\_\_

Email Address: beachnsue@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education Garner Sr High, various State & Local Planning/Leadership courses - see Resume

Current/Present Employer NC State Board of Opticians

Past/Most Recent Employer \_\_\_\_\_

Current Civic/community Participation Numerous - see Resume

Reasons you are qualified for this appointment (optional) Addendum attached

Do you anticipate any conflicts of interest if appointed?  Yes       No

Signature *Sue M Hodgkin*      Date 4-13-2026

**Please Return to: Deputy City Clerk Tori Deviney  
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461**

ADDENDUM to Planning Board Application -- Sue M Hodgin

Reasons you are qualified for this appointment

My experience in administration of State Statute, Admin Rule and now, City Ordinance and the City's UDO give me an expanded perspective on administrative oversight and has had what I term a positive effect on how the Board views its role in City planning for long-term, strategic results. Having a history with interpretation of and being involved with communication of legislative action is also a plus for this Board.

## SUE M HODGIN

### OBJECTIVE

Provide well-rounded regulatory, administrative and management services; promotion of services for public or community entities

### SKILLS & ABILITIES

Extensive history of progressively responsible positions in State Government administrative offices

Analysis, development & management of administrative processes

Negotiation for & coordination of legislative activities

### EXPERIENCE

#### EXECUTIVE DIRECTOR, NC STATE BOARD OF OPTICIANS

September 2002 – June 2013 (full-time); February 2014 – Present (part-time)

Manage Board finances according to Office of State Budget/Management & State Controller's regulations. Identify cost-saving measures, including negotiation of management & personnel contracts

Administer applications and annual renewal process for 1100+ licensees & 600+ trainees & businesses, interpreting & maintaining compliance with NC General Statutes and administrative rules

Present Board compliance-, regulatory- and legislative-information- at state education and administrative seminars

Interact with licensees, consumers & other interested parties via telephone, email & personal visits; compose correspondence, & revise Board forms & notices

Coordinate committee and Board events – plan & manage logistics with outside vendors, compile agenda & compose meeting minutes

Update website – upload database/search info, compose & post news items & site subject information

Oversee database systems for reporting of licensee, trainee & business information

Review submissions, recommend Board's approval or rejection of continuing education opportunities

Provide regular updates to Board members, legal counsel, Governor's Office & various agencies/entities regarding all aspects of Board business

Serve as liaison between Board & NC General Assembly

Manage licensure exam via national entity – review applications, working with Applications Committee and relays eligibility status of applicants to exam admin entity

Conduct investigations relating to disciplinary matters before the Board, including working with the Disciplinary Committee & legal counsel; draft disciplinary decisions & correspondence

## MANAGEMENT SERVICES CONSULTANT, ALLEN PINNIX & NICHOLS

July 2013 – January 2014

Provided administrative guidance and services including financial processes, correspondence composition, statistical reporting & legislative monitoring to nine licensing boards represented by law firm

## OPERATIONS OFFICER, FIRST FLIGHT CENTENNIAL COMMISSION

August 2000 – September 2002

Financial management (QuickBooks) for celebration to commemorate 100-year anniversary of Wright Brothers' powered flight on NC's Outer Banks

Coordinated funding & manpower resources of Federal, State, County & municipal entities

Interacted with area businesses & governmental agencies for optimum business exposure during nationally & internationally-recognized event

Solicited & negotiated contributions from agencies & businesses

## HUMAN RESOURCES ASSISTANT, NC DEPT OF THE SECRETARY OF STATE

January 2000 – August 2000

Reviewed/verified information on submitted employment applications

Primary contact for employee benefit programs

Assisted HR Director in position description composition and Manager best-practice info

Conducted new-employee orientation sessions, composed employee packet materials

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## EDUCATION

NC SCHOOL OF GOVERNMENT SEMINARS ON PLANNING AND ZONING

CFO UPDATES BY STATE BUDGET & TREASURER'S OFFICES

OPTICIANS' ASSOCIATION OF AMERICA (OAA) 'STATE OF THE PROFESSION' SEMINARS, AND ANNUAL LEADERSHIP CONFERENCES

VARIOUS BUSINESS MANAGEMENT AND INTERNATIONAL BUSINESS COURSES

Attended/audited courses while residing in areas with prestigious universities and nationally-recognized schools of business

## GARNER SENIOR HIGH SCHOOL – JUNE 1974

Leadership positions in Student Council, school publications & dramatic activities

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### COMMUNICATION

2002 – Present

Create initial PowerPoint presentation, & continued revisions to *NC Opticianry Law* course, personally presented at continuing education seminars. Participates in full audience conversations, Q&As during presentations

Provide annual presentation to opticianry degree graduates at Durham Technical Community College, giving state-of-the-profession & instructions for graduates' next steps to licensure

Attend legislative committee meetings responding to questions regarding Board initiatives, interacting with legislators re: profession's needs and concerns

Networks with national opticianry board directors at semiannual meetings, for discussions of profession's path and regulatory advances/deterrents

2010 Co-presented education course at (national) Contact Lens Society of America annual education conference (costumed presentation – a 'chicken suit')

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### LEADERSHIP

2024 Completed *Leadership Brunswick Course*, and received the National Academy of Opticianry's National Recognition for leadership in the optical profession

2023 - Present Volunteer weekly at Southport's Ft Johnson Visitor Center, giving suggestions, directions and 'impromptu history lessons' to visitors. 2023 House Captain for Southport Historical Society's Christmas Homes Tour

2022 - 2025 Appointed to 3-yr term on Southport Planning Board, then elected its Chair in 2022, reelected to Chair's seat in January 2025 but denied reappointment in June 2025. Background research on applications for UDO applicability. Facilitate Board meetings, communicating with Members 'at the table' and with the public during application presentations and Public Comment. Provide comment to media outlets.

As PB Chair, coordinated subcommittee work to evaluate initial submission of Indigo Phase II development. Subcommittees' and Planning Board's efforts furnished research and rationale to ready the Board of Aldermen for denial of the development's plan.

Served on Southport 2050 Committee (City's Comprehensive Plan), prioritizing planning/improvement goals for the City in conjunction with City objectives and the UDO

Served on Southport Multimodal Project Acceleration Plan (PAP) Steering Committee, seeking public input for improvements to make the City more pedestrian-, biking-, and LSV- friendly

2019-Present Southport Civic Functions: Member of Southport Garden Club, assuming leadership roles in Club committees: charring Winterfest activities for Club in 2025 and 2024. Yard of the Month chair 2022 to present; and member of Garrison, and Planter Box committees; Club Vice-Chair 2025-2027. Other civic memberships have included Friends of the Maritime Museum, and Southport Woman's Club

2014-2018 Served as Vice-President, then President of the Cottage Point community HOA

2011 Nominated for Public Member on Commission on Opticianry Accreditation (COA) – body that oversees accreditation of nationwide schools of opticianry

2000 Recipient of *Governor's Award for Excellence*, for work on committee to establish State Employees' Appreciation Week & celebratory activities

1993 Officer in Beaufort Woman's Club, active in BWC coordination with Beaufort Historical Society for Homes and Gardens Tours, and Town celebrations

1986 Served on planning committee and inaugural Board of Directors for Graveyard of the Atlantic Museum in Hatteras

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## REFERENCES

NOEL ALLEN

Legal Counsel, NC State Board of Opticians  
919-349-5300

LAUREN HAWLEY, CPA

Independent CPA/Auditor for NC State Board of Opticians  
919-639-4825

WILLIAM R. "BILL" PITTMAN

NC Superior Court Judge  
Friend, Former Legal Counsel - NC State Board of Opticians  
919-271-7861

JENNIFER HAWKINS

Friend, Independent Business Owner  
919-612-9030

ROY PENDER

Friend, Former Southport Planning Board Member,  
and Former Board Member of Friends of OKI Lighthouse  
910-477-6057



April 29, 2026  
@ 10am

**APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES**

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Clark Freise

Appointment(s) for which you are applying:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ABC Board                      | <input type="checkbox"/> Cemetery Committee                 | <input checked="" type="checkbox"/> Parks and Recreation Committee |
| <input type="checkbox"/> Beautification Committee       | <input checked="" type="checkbox"/> Forestry Committee      | <input checked="" type="checkbox"/> Planning Board                 |
| <input checked="" type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Historical Preservation Commission | <input checked="" type="checkbox"/> Business Advisory Committee    |

Do you have a preference? \_\_\_\_\_

Physical Address: 758 Skipjack Circle Southport

Mailing Address: 758 Skipjack Circle Southport

Resident of Southport  Yes  No For How Many Years? House 10/25, property 6/22

State and County of Legal Residence: Brunswick County, NC

Main Phone Number 603-722-4526 Secondary Number \_\_\_\_\_

Email Address: clark.freise@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education BS - US Naval Academy, MS - MIT (Woods Hole Oceanographic Institution)

Current/Present Employer Retired

Past/Most Recent Employer NH Department of Environmental Services

Current Civic/community Participation Youth sailing instructor, Cape Fear Yacht Club

Reasons you are qualified for this appointment (optional) \_\_\_\_\_

Through my experience as a Naval Officer, business leader, and state public health and environmental leader I have shown a commitment to civic engagement and public service with significant financial knowledge.

Do you anticipate any conflicts of interest if appointed?  Yes  No

Signature Clark Freise Date 4/11/26

Please Return to: City Clerk Tori Deviney  
[tdeviney@cityofsouthport.gov](mailto:tdeviney@cityofsouthport.gov); 1029 N. Howe Street, Southport, NC 28461

## **Education:**

BS, Oceanography, US Naval Academy

MS, Physical Oceanography, MIT/Woods Hole Oceanographic Institution

Completed everything but thesis for PhD, Marine, Estuarine and Environmental Sciences, U of Maryland

Executive Education at Harvard (Kennedy School of Government), U Penn (Wharton School of Business), Oxford (Said School of Business), and Army War College

## **Business Experience** (summary):

**US Navy** - Naval Officer - terminal rank Lieutenant Commander

**Naval Research Laboratory** - Program Manager and Scientist (civilian)

Managed Airborne Multisensor Pod System (AMPS) program including negotiating science exchange agreement between USA and Kazakhstan.

**Advanced Power Technologies** - Director then Vice President

Directed High Frequency Active Auroral Research Program (HAARP) field experimental program, then ran government business development. Company purchased by BAE Systems

**BAE Systems** - Director, Vice President, and Chief Technology Officer

Ran multiple business groups. Largest and most complex group had over \$650M of annual sales and sold and serviced military avionics systems throughout the world. Most interesting role was integrating and operating the R&D elements of the company as VP and CTO.

**Kollsman, Inc.** - Vice President

Ran the US military optics and targeting business working with Elbit Systems out of Israel (parent company of Kollsman).

**NH Dept. Of Environmental Services** - Assistant Commissioner

Ran the operations of DES, a public health and environmental services department within the executive branch of the state of New Hampshire. Took the initial state lead on responding to widespread PFAS contamination within the state including the development of drinking water standards. Dealt directly with the Governors (one D, one R), other executive branch senior leadership, the legislative branch, the business community, local elected leadership, the EPA, and impacted communities and families before testing methods were proven or federal support was engaged.



**APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES**

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Barbara Kulin

Appointment(s) for which you are applying:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> ABC Board                | <input type="checkbox"/> Cemetery Committee                 | <input type="checkbox"/> Parks and Recreation Committee |
| <input type="checkbox"/> Beautification Committee | <input type="checkbox"/> Forestry Committee                 | <input checked="" type="checkbox"/> Planning Board      |
| <input type="checkbox"/> Board of Adjustment      | <input type="checkbox"/> Historical Preservation Commission | <input type="checkbox"/> Business Advisory Committee    |

Do you have a preference? Yes

Physical Address: 106 Highland Park

Mailing Address: 106 Highland Park, NC Southport

Resident of Southport  Yes  No For How Many Years? 6

State and County of Legal Residence: NC

Main Phone Number 703-283-2831 Secondary Number \_\_\_\_\_

Email Address: bbkulin@comcast.net

You may submit a resume along with your application detailing the following section if you choose.

Education \_\_\_\_\_

Current/Present Employer: Celco

Past/Most Recent Employer Celco - 26 years

Current Civic/community Participation \_\_\_\_\_

Reasons you are qualified for this appointment (optional) \_\_\_\_\_

Do you anticipate any conflicts of interest if appointed?  Yes  No

Signature Barbara Kulin Date 4/8/2026

Please Return to: City Clerk Tori Deviney  
[tdeviney@cityofsouthport.gov](mailto:tdeviney@cityofsouthport.gov); 1029 N. Howe Street, Southport, NC 28461

**Barbara Kalin**  
**106 Highland Park**  
**Southport, NC 28461**  
**Cell- 703-283-2834**  
**[bbkalin@comcast.net](mailto:bbkalin@comcast.net)**

**EMPLOYMENT  
HISTORY**

**Assistant, Carol Enters List Broker, Inc.** February 1998-Present  
(Remote)

*Fairfax, Virginia*

- Assist the Broker with various non-profit direct mail acquisitions
- Assist the List Management Team with the processing of orders and clearances for various non-profit list owner
- Proficient in many different aspects of the direct mail industry

**Membership Specialist, Bald Head Island Club** June 2020 – October 2024  
Bald Head Island, NC

- Assisted the Director of Membership with the processing of all Member's paperwork
- Assisted the Supervisor of Guest Member services with all accept guest services
- Maintained and updated the NorthStar database with all guest and Full membership records
- Engaged with Guest and Members at Club events
- Monitor and respond to emails and phone calls with Members and Guest Members
- Assisted with end-of-the-year reports, audits, and expensive accounting records

**List America, Inc.** April 1996–February 1998  
Georgetown, District Of Columbia

- Create Mail plans for all non-profit direct mail acquisitions
- Managed all non-profit direct mailing lists
- Proficient in many different aspects of the direct mail industry

**Comprehensive Financial Inc, Assistant** May 1994-April 1996  
*Annapolis, Maryland*

- Worked closely with Financial Advisors and CPAs within the Financial Industry
- Assisted with the preparation of tax returns and financial estate planning

**Receptionist, Wright, Wright, and Susman** March 1987-May 1994  
*Annapolis, Maryland*

- Greeted clients on a day-to-day basis
- Answered phones and assisted with clerical work

**Sales, Boca Fitness and Tennis Club**

February 1983-January 1987

*Boca Raton, Florida*

- Provided membership services related to membership sales
- Responsible for a variety of roles in the club industry such as sales, manager on duty, and front desk manager

**LICENSES HELD**

- Series 6
- Life Insurance/Health Insurance Maryland
- Notary Public
- Maryland Real Estate Agent
- North Carolina Real Estate Agent

**EDUCATION**

- University of Maryland University College, Annapolis, Maryland
- Palm Beach Junior College, Boca Raton, Florida
- H&R Block Certificate, Severna Park, Maryland
- Childcare Certificate, WEMCO, Rochester, New York
- John Hopkins Covid-19 Certificate



# BOARD OF ALDERMEN

## AGENDA ITEM SUMMARY

**DATE:** 5/14/2026

**PRESENTED BY:** City Manager Saldo

**ITEM/TOPIC:** Board and Committee Ordinance Update Discussion

**JUSTIFICATION:** Alderman Davis has requested the Board's feedback regarding potential updates to the City's various Board and Committee ordinances. Proposed changes include allowing year-round applications so individuals may apply at any time, with applications remaining active until a vacancy occurs, rather than requiring applicants to reapply for specific openings. Additional proposed updates include staggering board member terms to ensure all seats do not expire simultaneously, along with other technical and administrative revisions to improve the appointment process. Following the Boards feedback and direction, staff will prepare the updates in ordinance form to provide for full consideration and adoption.

The Current ordinances can be found at the following links:

[ARTICLE IV. - BOARDS, COMMITTEES AND COMMISSIONS | Code of Ordinances | Southport, NC | Municode Library](#)

[Chapter 13 - PLANNING | Code of Ordinances | Southport, NC | Municode Library](#)



**BOARD OF ALDERMEN**  
**AGENDA ITEM SUMMARY**

**DATE:** 5/14/2026

**PRESENTED BY:** City Manager Saldo

**ITEM/TOPIC:** Set A Date For A Special Aldermen Meeting For a Public Hearing and Consideration of the Historic Preservation District and Standards

**JUSTIFICATION:** At the May 6th Historic Preservation Commission meeting, the Commission voted to make a formal recommendation to the Board of Aldermen for consideration of the proposed historic district and design standards.

The Board should consider setting a date for a special meeting and public hearing to review and consider the Historic Preservation Commission’s recommendation. Below are the available dates and times in June when the Community Building is available for the special meeting.

- June 2: available 9am-2:30pm
- June 3: available 9am-11:30am, after 2pm
- June 4: available after 1pm
- June 8: available all day
- June 9: available before 2pm
- June 11: available before 5pm
- June 15: available all day
- June 17: available after 2pm
- June 22: available all day
- June 24: available all day

Department of Community Relations  
Monthly Report - April

April continued the strong momentum from March. The Fort Johnston Visitors' Center and Museum welcomed 2,858 visitors, a 55% increase from March and a 54% increase over April 2025, contributing to a 33.74% year-to-date increase. Volunteer support remained essential, particularly during Springfest, and we were pleased to welcome a new volunteer for the upcoming Mobile Visitors' Center Booth at the Southport Summer Markets.

The Southport Community Building hosted 19 events and saw continued success through Zola Marketplace, generating new leads and bookings. The facility was also nominated for Best Wedding Venue by WWAY, and recent improvements by the Public Works team have been well received. Springfest was a major highlight, featuring over 90 vendors and strong community participation.

Preparations for the Summer Markets, Concert Series, and the 2026 NC 4th of July Festival, Fall Markets, and Winterfest continue.

Submitted by Jessie Labell, Assistant Director of Community Relations

### **Fort Johnston Visitors Center and Museum**

Number of Visitors: 2858

- Volunteers: Six volunteers supported the April 18 Springfest event. Four volunteers at the Mobile Visitors Center Booth and two during vendor load-in/load-out. The event would not have been as successful without their support and dedication. We also welcomed a new volunteer, Melissa Howard, who will be helping us with the Mobile Visitors' Center Booth during the Southport Summer Markets.
- As the spring season began, visitation increased by 55% from March to April 2026. April 2026 visitation was also up 54% compared to April 2025. Overall, visitation rose 33.74% when comparing January–April 2026 to the same period in 2025.

### **Southport Community Building**

Number of Events: 19

- Our Zola Marketplace subscription has been great for lead connection and promotion this spring. We've booked multiple events from it and drawn in over 15 leads just in April.
- We were nominated for best wedding venue by WWAY! Voting is open until May 30. We are honored by the recognition.
- Big thank you to the Public Works team for power washing the railing and steps on the deck, along with the rocking chairs. Everything looks brand new now to match our new deck. Many of the event renters have commented on how good everything looks!

### **Special Events**

#### **Springfest**

- Was a huge success! Thank you to all of the vendors, sponsors, and organizations who came together to celebrate spring with us. We had 90+ vendors as well as children's entertainment activities hosted by the Brunswick Arts Council and Rotary Clubs.

Department of Community Relations  
Monthly Report - April

**Summer Markets**

- Are officially sold out, but we are taking a waitlist. The market starts May 6 and goes every Wednesday 9a-2p through August 26.

**Summer Concert Series**

- Bands have been chosen! Visit [exploresouthportnc.gov/southport\\_concert\\_series](http://exploresouthportnc.gov/southport_concert_series) to learn more, and we'll see you on May 28<sup>th</sup> for the first one.

**4<sup>th</sup> of July**

- The Shrimparoo Event was a huge success, the festival raised nearly \$12,000 and it was a completely sold-out event. Community Relations staff helped with the planning and execution of this event, including day of support.
- Social media posting has ramped up as we get closer to the festival. We are posting several times a week on the Facebook and new Instagram pages to highlight sponsors, display new press releases, and promote all the upcoming events. It has been especially helpful for spreading the word about the Scholarship Pageant, Patriot's Ball, Colonial Lunch, and Shrimparoo in April.
- Harper did an awesome job updating all the events to date on the NC 4<sup>th</sup> website. Since she left, we have taken that over and will continue to update the website as we lock in more details for each event.

**Beautification Committee**

- 22 Beautification volunteers came out on April's workday. The group divided into four teams and worked in Keziah Park, Waterfront Park, along Bay Street and on the Garrison Lawn. The staining in each section included picnic tables, benches, swings, chairs and garbage surrounds, making 35 structures getting an update during the work session. The balance of staining around town will be done during future pop up work sessions.  
The 20 historic markers around town were cleaned to rid them of the seasonal pollen buildup. The two corner gardens on Howe and Bay were worked on and finalized. The corner garden at Waterfront Park got a complete overhaul this year, with all new plants, soil and mulch.

**Cemetery Committee**

- The Cemetery Committee has been approved to host sporadic volunteer clean up events for the Old Smithville Burying Ground. The Committee is finishing up the draft for the proposed modifications to the Cemetery Ordinance and has submitted a proposed budget for maintenance and management of Northwood and Old Smithville Burying Ground.

**Filming**

- The Community Relations Department contracted with a regional film crew. Filming began on April 30 with plans to continue through May 5.

Department of Community Relations  
Monthly Report - April

**UNCW Intern – Harper Sedlock**

- Harper Sedlock ended her internship with the Department on Wednesday, April 22.
- Updated the NC 4th of July Festival social media posts in preparation for the event.
- Assisted with day of logistics and raffle sales for the NC 4<sup>th</sup> of July Festival Shrimparoo Fundraiser.

**Attended this Month**

- Business Roundtable Meeting: 4/14/26
- NC 4<sup>th</sup> Bi-Weekly Meeting: 4/9/26, 4/23/26
- NC 4<sup>th</sup> of July Executive Meeting: 4/14/26
- NC 4<sup>th</sup> of July Board Meeting: 4/21/26
- NC 4<sup>th</sup> of July Shrimparoo Planning Meeting: 4/8/26
- NC 4<sup>th</sup> of July Shrimparoo Event: 4/12/26
- NC 4<sup>th</sup> of July Publicity Meeting: 4/27/26
- NC 4<sup>th</sup> of July Pageant Meeting: 4/9/26, 4/29/26
- NC 4<sup>th</sup> of July Arts & Crafts Market Meeting: 4/13/26, 4/21/26
- NC 4<sup>th</sup> of July Patriot Ball Meeting: 4/10/26, 4/20/26
- NC 4<sup>th</sup> of July Virtuosi Band Meeting: 4/2/26
- NC 4<sup>th</sup> of July Signage Meeting: 4/2/26
- NC 4<sup>th</sup> of July Dog Marshal Fundraiser Meeting: 4/8/26
- NC 4<sup>th</sup> of July Festival Fire Marshal Meeting: 4/21/26
- NC 4<sup>th</sup> of July Festival Parade Planning Meeting: 4/29/26
- NC 4<sup>th</sup> of July Signage Meeting: 4/2/26
- Nc 4<sup>th</sup> of July Colonial Dinner Meeting: 4/9/26
- Up Your Arts Monthly Board Meeting: 4/14/26
- SPT-OKI Chamber Tourism Meeting: 4/28/26
- Southport Historical Society Board Meeting: 4/8/26
- Winterfest Tea Meeting: 4/7/26
- SAGG Meeting: 4/7/26
- Beautification Committee Meeting: 4/20/26
- Winterfest Ice Rink Meeting: 4/21/26
- Cemetery Committee Meeting: 4/22/26
- Holiday Home Tour Meeting: 4/17/26
- Southport Women’s Club Meeting: 4/28/26
- America 250 NC County Committees Meeting: 4/7/26
- Wooden Boat Show Planning Meeting: 4/10/26
- John N. Smith Cemetery Meeting: 4/23/26

**City of Southport**  
**Board of Aldermen Monthly Revenue Report**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL		
	Revised Budget	YTD Actuals	Available	% Available
<b>Revenues</b>				
000 - GENERAL GOVERNMENT				
40001 - MOTOR VEHICLES TAX COLLECTIONS	\$255,308	\$253,680	\$1,628	1%
40002 - INTEREST/PENALTIES -TAXES	\$10,321	\$7,752	\$2,569	25%
40003 - MOTOR VEHICLE INTEREST	\$2,094	\$1,663	\$431	21%
40004 - AD VALOREM TAX PRIOR YEARS	\$33,119	\$33,472	(\$353)	(1%)
40000 - AD VALOREM TAXES - CY	\$4,939,010	\$4,546,485	\$392,525	8%
40502 - PRIVILEGE LICENSES	\$1,500	\$0	\$1,500	100%
40503 - ITINERANT/PEDDLER PERMIT	\$150	\$100	\$50	33%
43000 - LOCAL OPTION SALES TAX	\$2,131,403	\$1,237,047	\$894,356	42%
43001 - BEER & WINE TAX	\$23,934	\$0	\$23,934	100%
43002 - UTILITY FRANCHISE TAX	\$505,177	\$241,029	\$264,148	52%
43003 - SOUTHPORT ABC DISTRIBUTION	\$558,291	\$92,937	\$465,354	83%
43502 - FEMA REIMBURSEMENT	\$0	\$403,076	(\$403,076)	-
43506 - GRANT REVENUE	\$330,000	\$0	\$330,000	100%
44003 - CEMETERY LOT SALES & FEES	\$500	\$550	(\$50)	(10%)
45000 - INTEREST EARNED	\$600,000	\$452,789	\$147,211	25%
46000 - DONATIONS	\$26,000	\$24,500	\$1,500	6%
46010 - FORESTRY COMMITTEE DONATIONS	\$750	\$500	\$250	33%

**City of Southport**  
**Board of Aldermen Monthly Revenue Report (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL		
	Revised Budget	YTD Actuals	Available	% Available
46013 - INSURANCE RECOVERY	\$0	\$8,665	(\$8,665)	-
46015 - NCDOT SPECIALTY LICENSE PLATE	\$15,000	\$0	\$15,000	100%
46020 - MISCELLANEOUS REVENUES	\$2,000	\$10,771	(\$8,771)	(439%)
47001 - APPROPRIATED FUND BALANCE	\$900,000	\$0	\$900,000	100%
46012 - SALE OF FIXED ASSETS	\$0	\$31,785	(\$31,785)	-
47002 - TRANSFERS IN FROM OTHER FUNDS	\$419,000	\$238,379	\$180,621	43%
<b>000 - GENERAL GOVERNMENT TOTAL</b>	<b>\$10,753,557</b>	<b>\$7,585,180</b>	<b>\$3,168,377</b>	<b>29%</b>
<b>411 - BOARD</b>				
47002 - TRANSFERS IN FROM OTHER FUNDS	\$0	\$1,510	(\$1,510)	-
<b>411 - BOARD TOTAL</b>	<b>\$0</b>	<b>\$1,510</b>	<b>(\$1,510)</b>	<b>-</b>
<b>412 - ADMINISTRATION</b>				
47002 - TRANSFERS IN FROM OTHER FUNDS	\$153,502	\$101,386	\$52,116	34%
<b>412 - ADMINISTRATION TOTAL</b>	<b>\$153,502</b>	<b>\$101,386</b>	<b>\$52,116</b>	<b>34%</b>
<b>414 - FINANCE</b>				
47002 - TRANSFERS IN FROM OTHER FUNDS	\$113,704	\$79,995	\$33,709	30%
<b>414 - FINANCE TOTAL</b>	<b>\$113,704</b>	<b>\$79,995</b>	<b>\$33,709</b>	<b>30%</b>
<b>417 - SOLID WASTE</b>				
43503 - SOLID WASTE DISPOSAL TAX	\$3,750	\$2,801	\$949	25%
44004 - REFUSE REVENUE	\$375,000	\$287,399	\$87,601	23%

**City of Southport**  
**Board of Aldermen Monthly Revenue Report (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL		
	Revised Budget	YTD Actuals	Available	% Available
417 - SOLID WASTE TOTAL	<b>\$378,750</b>	<b>\$290,200</b>	<b>\$88,550</b>	<b>23%</b>
451 - STREETS				
40505 - MUNICIPAL VEHICLE FEE	\$85,500	\$66,775	\$18,725	22%
43500 - NC POWELL BILL FUNDS	\$179,000	\$177,091	\$1,909	1%
451 - STREETS TOTAL	<b>\$264,500</b>	<b>\$243,866</b>	<b>\$20,634</b>	<b>8%</b>
456 - PUBLIC WORKS				
47002 - TRANSFERS IN FROM OTHER FUNDS	\$98,636	\$70,391	\$28,245	29%
456 - PUBLIC WORKS TOTAL	<b>\$98,636</b>	<b>\$70,391</b>	<b>\$28,245</b>	<b>29%</b>
431 - POLICE				
40501 - PET LICENSE & TAGS	\$500	\$1,496	(\$996)	(199%)
40500 - CIVIL PENALTIES	\$0	\$200	(\$200)	-
42005 - GOLF CART FEES	\$22,500	\$36,401	(\$13,901)	(62%)
43505 - ABC REVENUE FOR LAW ENF.	\$25,000	\$7,414	\$17,586	70%
43506 - GRANT REVENUE	\$5,000	\$0	\$5,000	100%
46000 - DONATIONS	\$0	\$734	(\$734)	-
46003 - POLICE SHOP WITH A COP	\$10,000	\$20,676	(\$10,676)	(107%)
46004 - POLICE ODM VEHICLE REVENUE	\$12,000	\$0	\$12,000	100%
46020 - MISCELLANEOUS REVENUES	\$5,000	\$12,324	(\$7,324)	(146%)
431 - POLICE TOTAL	<b>\$80,000</b>	<b>\$79,245</b>	<b>\$755</b>	<b>1%</b>
434 - FIRE				
42004 - FIRE INSPECTIONS & PERMIT FEES	\$40,000	\$28,342	\$11,658	29%

**City of Southport**  
**Board of Aldermen Monthly Revenue Report (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL		
	Revised Budget	YTD Actuals	Available	% Available
43501 - FIRE DISTRICT FEES	\$2,127,353	\$1,531,695	\$595,658	28%
46002 - FIRE RESPONSE FEES	\$12,000	\$6,180	\$5,820	49%
46020 - MISCELLANEOUS REVENUES	\$50,000	\$9,229	\$40,771	82%
<b>434 - FIRE TOTAL</b>	<b>\$2,229,353</b>	<b>\$1,575,447</b>	<b>\$653,906</b>	<b>29%</b>
437 - RESCUE				
44000 - RESCUE SQUAD FEES	\$590,000	\$362,379	\$227,621	39%
46020 - MISCELLANEOUS REVENUES	\$20,000	\$145	\$19,855	99%
<b>437 - RESCUE TOTAL</b>	<b>\$610,000</b>	<b>\$362,524</b>	<b>\$247,476</b>	<b>41%</b>
435 - PLANNING AND PERMITTING				
40500 - CIVIL PENALTIES	\$5,000	\$0	\$5,000	100%
42003 - PLANNING & ZONING FEES	\$35,000	\$30,635	\$4,365	12%
<b>435 - PLANNING AND PERMITTING TOTAL</b>	<b>\$40,000</b>	<b>\$30,635</b>	<b>\$9,365</b>	<b>23%</b>
438 - INSPECTION PERMITS				
42000 - INSPECTION PERMITS	\$635,000	\$478,324	\$156,676	25%
42001 - PERMITTING PENALTIES	\$10,000	\$4,704	\$5,297	53%
42002 - REINSPECTION FEES	\$3,000	\$1,050	\$1,950	65%
46001 - HOME OWNERS RECOVERY FUND	\$80	\$40	\$40	50%
<b>438 - INSPECTION PERMITS TOTAL</b>	<b>\$648,080</b>	<b>\$484,118</b>	<b>\$163,963</b>	<b>25%</b>
612 - PARKS & RECREATION				

**City of Southport**  
**Board of Aldermen Monthly Revenue Report (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL		
	Revised Budget	YTD Actuals	Available	% Available
44002 - RENT RECREATION FACILITIES	\$12,000	\$5,124	\$6,876	57%
44005 - RECREATION PROGRAMS RECEIPTS	\$40,000	\$12,829	\$27,171	68%
46000 - DONATIONS	\$2,000	\$0	\$2,000	100%
<b>612 - PARKS &amp; RECREATION TOTAL</b>	<b>\$54,000</b>	<b>\$17,953</b>	<b>\$36,047</b>	<b>67%</b>
615 - COMMUNITY BUILDING				
44006 - COMMUNITY BLDG RENTAL	\$310,000	\$203,022	\$106,978	35%
46014 - CREDIT CARD FEES	\$3,000	\$376	\$2,624	87%
<b>615 - COMMUNITY BUILDING TOTAL</b>	<b>\$313,000</b>	<b>\$203,398</b>	<b>\$109,602</b>	<b>35%</b>
617 - COMMUNITY RELATIONS				
40504 - LOCAL OCCUPANCY TAX	\$210,000	\$148,662	\$61,338	29%
44009 - FILMING FEES	\$15,000	\$125	\$14,875	99%
44010 - FT. JOHNSTON GIFT SHOP	\$5,000	\$14,481	(\$9,481)	(190%)
46005 - SPECIAL EVENTS	\$39,350	\$66,310	(\$26,960)	(69%)
46020 - MISCELLANEOUS REVENUES	\$7,600	\$4,730	\$2,870	38%
<b>617 - COMMUNITY RELATIONS TOTAL</b>	<b>\$276,950</b>	<b>\$234,307</b>	<b>\$42,643</b>	<b>15%</b>
<b>REVENUES TOTAL</b>	<b>\$16,014,032</b>	<b>\$11,360,156</b>	<b>\$4,653,876</b>	<b>29%</b>

**City of Southport**  
**Board of Aldermen Monthly Expense Report**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
<b>Departments</b>						
000 - GENERAL GOVERNMENT						
90003 - TRANSFERS OUT TO OTHER FUNDS	\$900,000	\$900,000	\$0	\$900,000	\$0	0%
<b>000 - GENERAL GOVERNMENT TOTAL</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>\$0</b>	<b>\$900,000</b>	<b>\$0</b>	<b>0%</b>
411 - BOARD						
51000 - FULL-TIME SALARIES	\$84,000	\$70,000	\$0	\$70,000	\$14,000	17%
52001 - FICA	\$6,426	\$5,355	\$0	\$5,355	\$1,071	17%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$350	\$161	\$17	\$178	\$172	49%
52006 - WORKERS COMPENSATION INSURANCE	\$143	\$0	\$0	\$0	\$143	100%
53000 - TRAVEL & TRAINING	\$3,000	\$5,262	\$2,690	\$7,953	(\$4,953)	(165%)
53010 - PROFESSIONAL FEES	\$60,110	\$74,904	\$0	\$74,904	(\$14,794)	(25%)
53011 - CONTRACT SERVICES	\$140,000	\$95,366	\$121	\$95,487	\$44,513	32%
53012 - INSURANCE & BONDING	\$1,924	\$2,111	\$0	\$2,111	(\$187)	(10%)
53022 - DEPARTMENTAL SUPPLIES	\$6,000	\$4,816	\$0	\$4,816	\$1,184	20%
53040 - UTILITIES	\$0	\$0	\$26	\$26	(\$26)	-
53050 - OTHER SERVICES	\$200	\$100	\$1,020	\$1,120	(\$920)	(460%)
53053 - COMMUNICATIONS	\$2,625	\$1,853	\$0	\$1,853	\$772	29%
53062 - ELECTION EXPENSE	\$5,500	\$6,223	\$0	\$6,223	(\$723)	(13%)
53071 - DONATIONS EXPENSE	\$10,000	\$0	\$0	\$0	\$10,000	100%
60001 - CAPITAL OUTLAY - EQUIPMENT	\$0	\$50,558	\$24,343	\$74,900	(\$74,900)	-
<b>411 - BOARD TOTAL</b>	<b>\$320,278</b>	<b>\$316,710</b>	<b>\$28,216</b>	<b>\$344,926</b>	<b>(\$24,648)</b>	<b>(8%)</b>

**City of Southport**  
**Board of Aldermen Monthly Expense Report (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
412 - ADMINISTRATION						
51000 - FULL-TIME SALARIES	\$572,545	\$409,191	\$0	\$409,191	\$163,354	29%
51001 - EMPLOYEE OVERTIME	\$2,214	\$3,678	\$0	\$3,678	(\$1,464)	(66%)
51002 - PART-TIME SALARIES	\$0	\$2,813	\$0	\$2,813	(\$2,812)	-
52000 - 401K RETIREMENT SUPPLEMENT	\$24,145	\$17,754	\$0	\$17,754	\$6,391	26%
52001 - FICA	\$43,969	\$31,659	\$0	\$31,659	\$12,310	28%
52003 - LGERS RETIREMENT	\$69,539	\$51,513	\$0	\$51,513	\$18,026	26%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$127,697	\$108,839	\$28,410	\$137,249	(\$9,552)	(7%)
52006 - WORKERS COMPENSATION INSURANCE	\$977	\$0	\$0	\$0	\$977	100%
53000 - TRAVEL & TRAINING	\$20,000	\$23,669	\$2,368	\$26,037	(\$6,037)	(30%)
53001 - TUITION REIMBURSEMENT	\$5,000	\$1,000	\$0	\$1,000	\$4,000	80%
53011 - CONTRACT SERVICES	\$42,690	\$105,000	\$9,663	\$114,664	(\$71,974)	(169%)
53012 - INSURANCE & BONDING	\$5,552	\$6,941	\$0	\$6,941	(\$1,389)	(25%)
53020 - UNIFORMS & PROTECTIVE GEAR	\$2,500	\$0	\$0	\$0	\$2,500	100%
53021 - VEHICLE SUPPLIES	\$500	\$892	\$88	\$979	(\$479)	(96%)
53022 - DEPARTMENTAL SUPPLIES	\$22,000	\$23,300	\$8,034	\$31,335	(\$9,335)	(42%)
53040 - UTILITIES	\$6,300	\$4,362	\$0	\$4,362	\$1,938	31%
53050 - OTHER SERVICES	\$2,000	\$4,455	\$338	\$4,793	(\$2,793)	(140%)
53053 - COMMUNICATIONS	\$6,000	\$4,023	\$0	\$4,023	\$1,977	33%
53058 - EMERGENCY PREPAREDNESS	\$25,000	\$1,448	\$30	\$1,478	\$23,522	94%

**City of Southport**  
**Board of Aldermen Monthly Expense Report (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
53069 - NCDOT SPECIALTY PLATE FEE	\$5,000	\$0	\$0	\$0	\$5,000	100%
90000 - TRANSFERS BTWN DEPARTMENTS	\$0	(\$34,991)	\$0	(\$34,991)	\$34,991	-
60003 - CAPITAL OUTLAY - VEHICLES	\$3,075	\$0	\$0	\$0	\$3,075	100%
60005 - CAPITAL OUTLAY - IMPROVEMENTS	\$20,000	\$14,750	\$0	\$14,750	\$5,250	26%
70000 - DEBT - PRINCIPAL PAYMENTS	\$108,081	\$94,600	\$0	\$94,600	\$13,481	12%
70001 - DEBT - INTEREST AND OTHER	\$0	\$13,481	\$0	\$13,481	(\$13,480)	-
70002 - LEASE - PRINCIPAL PAYMENTS	\$0	\$3,935	\$0	\$3,935	(\$3,935)	-
<b>412 - ADMINISTRATION TOTAL</b>	<b>\$1,114,784</b>	<b>\$892,311</b>	<b>\$48,931</b>	<b>\$941,242</b>	<b>\$173,542</b>	<b>16%</b>
414 - FINANCE						
51000 - FULL-TIME SALARIES	\$390,524	\$306,599	\$0	\$306,599	\$83,925	21%
51001 - EMPLOYEE OVERTIME	\$750	\$1,135	\$0	\$1,135	(\$385)	(51%)
51002 - PART-TIME SALARIES	\$0	\$2,186	\$0	\$2,186	(\$2,186)	-
52000 - 401K RETIREMENT SUPPLEMENT	\$19,572	\$15,235	\$0	\$15,235	\$4,337	22%
52001 - FICA	\$29,947	\$22,929	\$0	\$22,929	\$7,018	23%
52003 - LGERS RETIREMENT	\$56,371	\$44,271	\$0	\$44,271	\$12,100	21%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$71,355	\$46,787	\$6,315	\$53,101	\$18,254	26%
52006 - WORKERS COMPENSATION INSURANCE	\$665	\$0	\$0	\$0	\$665	100%
53000 - TRAVEL & TRAINING	\$7,500	\$10,317	\$275	\$10,592	(\$3,092)	(41%)
53011 - CONTRACT SERVICES	\$291,000	\$351,749	\$59,943	\$411,692	(\$120,692)	(41%)

**City of Southport**  
**Board of Aldermen Monthly Expense Report (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
53012 - INSURANCE & BONDING	\$6,140	\$6,938	\$0	\$6,938	(\$798)	(13%)
53022 - DEPARTMENTAL SUPPLIES	\$10,770	\$8,441	\$3,046	\$11,487	(\$717)	(7%)
53040 - UTILITIES	\$4,000	\$2,376	\$0	\$2,376	\$1,624	41%
53050 - OTHER SERVICES	\$1,750	\$1,120	\$3,976	\$5,096	(\$3,346)	(191%)
53053 - COMMUNICATIONS	\$1,600	\$951	\$0	\$951	\$649	41%
53054 - PROPERTY TAX FEES	\$37,291	\$35,959	\$0	\$35,959	\$1,332	4%
53055 - MOTOR VEHICLE FEES	\$12,002	\$6,542	\$0	\$6,542	\$5,460	45%
<b>414 - FINANCE TOTAL</b>	<b>\$941,237</b>	<b>\$863,536</b>	<b>\$73,554</b>	<b>\$937,090</b>	<b>\$4,147</b>	<b>0%</b>
440 - IT						
53011 - CONTRACT SERVICES	\$100,000	\$111,525	\$0	\$111,525	(\$11,525)	(12%)
53053 - COMMUNICATIONS	\$55,400	\$47,161	\$8,148	\$55,309	\$91	0%
60001 - CAPITAL OUTLAY - EQUIPMENT	\$5,000	\$0	\$0	\$0	\$5,000	100%
<b>440 - IT TOTAL</b>	<b>\$160,400</b>	<b>\$158,686</b>	<b>\$8,148</b>	<b>\$166,835</b>	<b>(\$6,434)</b>	<b>(4%)</b>
417 - SOLID WASTE						
53011 - CONTRACT SERVICES	\$378,750	\$326,857	\$43,876	\$370,733	\$8,017	2%
<b>417 - SOLID WASTE TOTAL</b>	<b>\$378,750</b>	<b>\$326,857</b>	<b>\$43,876</b>	<b>\$370,733</b>	<b>\$8,017</b>	<b>2%</b>
419 - BUILDING & GROUNDS						
51000 - FULL-TIME SALARIES	\$564,476	\$434,853	\$0	\$434,853	\$129,623	23%
51001 - EMPLOYEE OVERTIME	\$4,000	\$2,740	\$0	\$2,740	\$1,260	32%
52000 - 401K RETIREMENT SUPPLEMENT	\$28,506	\$21,501	\$0	\$21,501	\$7,005	25%
52001 - FICA	\$43,610	\$30,851	\$0	\$30,851	\$12,759	29%
52003 - LGERS RETIREMENT	\$82,092	\$62,710	\$0	\$62,710	\$19,382	24%
52004 - HEALTH/LIFE/DENTAL	\$134,209	\$107,485	\$12,914	\$120,398	\$13,811	10%

**City of Southport**  
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	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
INSURANCE						
52006 - WORKERS COMPENSATION INSURANCE	\$16,031	\$0	\$0	\$0	\$16,031	100%
53000 - TRAVEL & TRAINING	\$3,000	\$1,901	\$0	\$1,901	\$1,099	37%
53011 - CONTRACT SERVICES	\$16,800	\$11,515	\$1,236	\$12,751	\$4,049	24%
53012 - INSURANCE & BONDING	\$39,398	\$47,355	\$0	\$47,355	(\$7,957)	(20%)
53020 - UNIFORMS & PROTECTIVE GEAR	\$7,500	\$4,982	\$692	\$5,674	\$1,827	24%
53021 - VEHICLE SUPPLIES	\$16,000	\$5,212	\$812	\$6,025	\$9,975	62%
53022 - DEPARTMENTAL SUPPLIES	\$18,500	\$9,760	\$2,967	\$12,727	\$5,773	31%
53030 - R/M EQUIPMENT	\$9,000	\$576	\$0	\$576	\$8,424	94%
53031 - R/M VEHICLES	\$5,000	\$1,903	\$207	\$2,110	\$2,890	58%
53032 - R/M FACILITIES	\$150,000	\$73,721	\$11,561	\$85,281	\$64,719	43%
53033 - R/M CEMETERY	\$73,000	\$43,753	\$29,247	\$73,000	\$0	0%
53040 - UTILITIES	\$14,400	\$13,863	\$45	\$13,908	\$492	3%
53050 - OTHER SERVICES	\$18,000	\$16,617	\$0	\$16,617	\$1,383	8%
53053 - COMMUNICATIONS	\$1,750	\$1,210	\$0	\$1,210	\$540	31%
53064 - FORESTRY PROJECTS	\$5,250	\$1,681	\$303	\$1,984	\$3,266	62%
60000 - CAPITAL PURCHASES UNDER \$5000	\$5,000	\$0	\$0	\$0	\$5,000	100%
60003 - CAPITAL OUTLAY - VEHICLES	\$22,000	\$0	\$0	\$0	\$22,000	100%
70002 - LEASE - PRINCIPAL PAYMENTS	\$0	\$14,605	\$0	\$14,605	(\$14,605)	-
<b>419 - BUILDING &amp; GROUNDS TOTAL</b>	<b>\$1,277,522</b>	<b>\$908,792</b>	<b>\$59,983</b>	<b>\$968,775</b>	<b>\$308,747</b>	<b>24%</b>
425 - GARAGE						
51000 - FULL-TIME SALARIES	\$149,270	\$118,213	\$0	\$118,213	\$31,057	21%

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	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
51001 - EMPLOYEE OVERTIME	\$600	\$299	\$0	\$299	\$301	50%
52000 - 401K RETIREMENT SUPPLEMENT	\$7,513	\$5,850	\$0	\$5,850	\$1,663	22%
52001 - FICA	\$11,496	\$9,005	\$0	\$9,005	\$2,491	22%
52003 - LGERS RETIREMENT	\$21,639	\$17,005	\$0	\$17,005	\$4,634	21%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$22,040	\$18,236	\$2,183	\$20,419	\$1,621	7%
52006 - WORKERS COMPENSATION INSURANCE	\$3,192	\$0	\$0	\$0	\$3,192	100%
53000 - TRAVEL & TRAINING	\$700	\$203	\$0	\$203	\$497	71%
53011 - CONTRACT SERVICES	\$4,200	\$2,868	\$351	\$3,218	\$982	23%
53012 - INSURANCE & BONDING	\$5,605	\$6,966	\$0	\$6,966	(\$1,361)	(24%)
53020 - UNIFORMS & PROTECTIVE GEAR	\$2,700	\$1,140	\$934	\$2,074	\$626	23%
53021 - VEHICLE SUPPLIES	\$4,110	\$1,481	\$83	\$1,564	\$2,546	62%
53022 - DEPARTMENTAL SUPPLIES	\$5,250	\$3,016	\$651	\$3,667	\$1,583	30%
53030 - R/M EQUIPMENT	\$3,400	\$896	\$335	\$1,231	\$2,169	64%
53031 - R/M VEHICLES	\$1,000	\$68	\$0	\$68	\$932	93%
53040 - UTILITIES	\$9,000	\$9,498	\$0	\$9,498	(\$498)	(6%)
53053 - COMMUNICATIONS	\$1,250	\$925	\$0	\$925	\$325	26%
60003 - CAPITAL OUTLAY - VEHICLES	\$6,000	\$0	\$0	\$0	\$6,000	100%
70002 - LEASE - PRINCIPAL PAYMENTS	\$0	\$4,827	\$0	\$4,827	(\$4,827)	-
<b>425 - GARAGE TOTAL</b>	<b>\$258,965</b>	<b>\$200,495</b>	<b>\$4,537</b>	<b>\$205,032</b>	<b>\$53,933</b>	<b>21%</b>
451 - STREETS						
51000 - FULL-TIME SALARIES	\$291,969	\$215,341	\$0	\$215,341	\$76,628	26%

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	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
51001 - EMPLOYEE OVERTIME	\$10,110	\$6,522	\$0	\$6,522	\$3,588	35%
51002 - PART-TIME SALARIES	\$95,000	\$86,572	\$0	\$86,572	\$8,428	9%
52000 - 401K RETIREMENT SUPPLEMENT	\$15,103	\$10,904	\$0	\$10,904	\$4,199	28%
52001 - FICA	\$31,288	\$23,247	\$0	\$23,247	\$8,041	26%
52003 - LGERS RETIREMENT	\$58,896	\$44,208	\$0	\$44,208	\$14,688	25%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$58,977	\$49,391	\$7,167	\$56,558	\$2,419	4%
52006 - WORKERS COMPENSATION INSURANCE	\$16,201	\$0	\$0	\$0	\$16,201	100%
53000 - TRAVEL & TRAINING	\$3,000	\$225	\$0	\$225	\$2,775	93%
53011 - CONTRACT SERVICES	\$23,425	\$12,613	\$1,814	\$14,426	\$8,999	38%
53012 - INSURANCE & BONDING	\$39,067	\$48,419	\$0	\$48,419	(\$9,352)	(24%)
53020 - UNIFORMS & PROTECTIVE GEAR	\$6,200	\$2,631	\$0	\$2,631	\$3,569	58%
53021 - VEHICLE SUPPLIES	\$25,000	\$21,531	\$3,130	\$24,661	\$339	1%
53022 - DEPARTMENTAL SUPPLIES	\$65,000	\$28,375	\$10,487	\$38,862	\$26,138	40%
53030 - R/M EQUIPMENT	\$20,000	\$11,976	\$145	\$12,121	\$7,879	39%
53031 - R/M VEHICLES	\$25,000	\$6,752	\$0	\$6,752	\$18,248	73%
53040 - UTILITIES	\$2,250	\$3,814	\$240	\$4,054	(\$1,804)	(80%)
53053 - COMMUNICATIONS	\$2,200	\$999	\$0	\$999	\$1,201	55%
60000 - CAPITAL PURCHASES UNDER \$5000	\$5,000	\$4,956	\$0	\$4,956	\$45	1%
60003 - CAPITAL OUTLAY - VEHICLES	\$30,000	\$1,760	\$0	\$1,760	\$28,240	94%
70002 - LEASE - PRINCIPAL PAYMENTS	\$0	\$24,951	\$0	\$24,951	(\$24,951)	-

**City of Southport**  
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	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
451 - STREETS TOTAL	<b>\$823,686</b>	<b>\$605,184</b>	<b>\$22,983</b>	<b>\$628,167</b>	<b>\$195,519</b>	<b>24%</b>
456 - PUBLIC WORKS						
51000 - FULL-TIME SALARIES	\$183,763	\$146,108	\$0	\$146,108	\$37,655	20%
51001 - EMPLOYEE OVERTIME	\$163	\$0	\$0	\$0	\$163	100%
52000 - 401K RETIREMENT SUPPLEMENT	\$9,196	\$7,230	\$0	\$7,230	\$1,966	21%
52001 - FICA	\$14,070	\$10,788	\$0	\$10,788	\$3,283	23%
52003 - LGERS RETIREMENT	\$26,485	\$20,979	\$0	\$20,979	\$5,506	21%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$25,917	\$21,793	\$83,737	\$105,530	(\$79,613)	(307%)
52006 - WORKERS COMPENSATION INSURANCE	\$313	\$0	\$0	\$0	\$313	100%
53012 - INSURANCE & BONDING	\$2,241	\$2,739	\$0	\$2,739	(\$498)	(22%)
53021 - VEHICLE SUPPLIES	\$2,400	\$0	\$0	\$0	\$2,400	100%
53031 - R/M VEHICLES	\$1,000	\$0	\$0	\$0	\$1,000	100%
53053 - COMMUNICATIONS	\$1,200	\$0	\$0	\$0	\$1,200	100%
456 - PUBLIC WORKS TOTAL	<b>\$266,748</b>	<b>\$209,636</b>	<b>\$83,737</b>	<b>\$293,373</b>	<b>(\$26,625)</b>	<b>(10%)</b>
431 - POLICE						
51000 - FULL-TIME SALARIES	\$1,233,766	\$942,042	\$0	\$942,042	\$291,724	24%
51001 - EMPLOYEE OVERTIME	\$87,000	\$73,744	\$0	\$73,744	\$13,256	15%
51002 - PART-TIME SALARIES	\$69,672	\$40,759	\$0	\$40,759	\$28,913	42%
51004 - SEPARATION ALLOWANCE-LEO	\$25,638	\$18,101	\$0	\$18,101	\$7,537	29%
52000 - 401K RETIREMENT SUPPLEMENT	\$66,133	\$48,500	\$0	\$48,500	\$17,633	27%
52001 - FICA	\$109,001	\$80,503	\$0	\$80,503	\$28,498	26%
52003 - LGERS RETIREMENT	\$212,116	\$164,089	\$0	\$164,089	\$48,027	23%

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	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$231,255	\$177,794	\$21,699	\$199,492	\$31,763	14%
52006 - WORKERS COMPENSATION INSURANCE	\$31,841	\$0	\$0	\$0	\$31,841	100%
53000 - TRAVEL & TRAINING	\$16,000	\$9,994	\$1,838	\$11,831	\$4,169	26%
53010 - PROFESSIONAL FEES	\$578	\$102	\$30	\$132	\$446	77%
53011 - CONTRACT SERVICES	\$120,000	\$88,974	\$21,417	\$110,391	\$9,609	8%
53012 - INSURANCE & BONDING	\$51,882	\$69,689	\$0	\$69,689	(\$17,807)	(34%)
53020 - UNIFORMS & PROTECTIVE GEAR	\$15,000	\$14,262	\$855	\$15,117	(\$117)	(1%)
53021 - VEHICLE SUPPLIES	\$57,000	\$37,562	\$6,673	\$44,236	\$12,764	22%
53022 - DEPARTMENTAL SUPPLIES	\$16,000	\$11,845	\$940	\$12,786	\$3,214	20%
53024 - ANIMAL CARE	\$6,500	\$4,692	\$0	\$4,692	\$1,808	28%
53030 - R/M EQUIPMENT	\$2,500	\$0	\$189	\$189	\$2,311	92%
53031 - R/M VEHICLES	\$8,000	\$7,252	\$14	\$7,266	\$734	9%
53040 - UTILITIES	\$6,500	\$5,739	\$0	\$5,739	\$761	12%
53053 - COMMUNICATIONS	\$22,000	\$17,597	\$1,078	\$18,676	\$3,324	15%
53056 - ABC TAX EXPENDITURES	\$5,000	\$1,079	\$1,606	\$2,685	\$2,315	46%
53061 - COMMUNITY RESOURCE PROGRAM	\$15,000	\$12,420	\$125	\$12,545	\$2,455	16%
60001 - CAPITAL OUTLAY - EQUIPMENT	\$0	\$54,123	\$1,164	\$55,286	(\$55,286)	-
60003 - CAPITAL OUTLAY - VEHICLES	\$164,613	\$85,702	\$0	\$85,702	\$78,911	48%
70002 - LEASE - PRINCIPAL PAYMENTS	\$0	\$122,258	\$0	\$122,258	(\$122,258)	-

**City of Southport**  
**Board of Aldermen Monthly Expense Report (Continued)**  
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	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
<b>431 - POLICE TOTAL</b>	<b>\$2,572,995</b>	<b>\$2,088,824</b>	<b>\$57,627</b>	<b>\$2,146,451</b>	<b>\$426,544</b>	<b>17%</b>
434 - FIRE						
51000 - FULL-TIME SALARIES	\$1,217,409	\$904,338	\$0	\$904,338	\$313,071	26%
51001 - EMPLOYEE OVERTIME	\$150,906	\$129,800	\$0	\$129,800	\$21,106	14%
51002 - PART-TIME SALARIES	\$35,000	\$74,362	\$0	\$74,362	(\$39,362)	(112%)
51003 - VOLUNTEER FEES	\$25,000	\$434	\$0	\$434	\$24,566	98%
51005 - PAYMENTS TO RETIREES	\$28,500	\$25,113	\$0	\$25,113	\$3,388	12%
52000 - 401K RETIREMENT SUPPLEMENT	\$66,371	\$51,401	\$0	\$51,401	\$14,970	23%
52001 - FICA	\$111,447	\$84,307	\$0	\$84,307	\$27,140	24%
52003 - LGERS RETIREMENT	\$192,536	\$149,516	\$0	\$149,516	\$43,020	22%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$174,130	\$125,785	\$14,673	\$140,458	\$33,673	19%
52006 - WORKERS COMPENSATION INSURANCE	\$48,996	\$500	\$0	\$500	\$48,496	99%
53000 - TRAVEL & TRAINING	\$20,000	\$8,812	\$7,156	\$15,969	\$4,031	20%
53010 - PROFESSIONAL FEES	\$5,000	\$4,800	\$200	\$5,000	\$0	0%
53011 - CONTRACT SERVICES	\$33,000	\$34,267	\$3,902	\$38,168	(\$5,168)	(16%)
53012 - INSURANCE & BONDING	\$96,667	\$146,752	\$0	\$146,752	(\$50,085)	(52%)
53020 - UNIFORMS & PROTECTIVE GEAR	\$15,000	\$19,987	\$385	\$20,372	(\$5,372)	(36%)
53021 - VEHICLE SUPPLIES	\$40,000	\$23,689	\$10,696	\$34,384	\$5,616	14%
53022 - DEPARTMENTAL SUPPLIES	\$25,000	\$25,118	\$0	\$25,118	(\$118)	0%
53030 - R/M EQUIPMENT	\$12,000	\$5,537	\$6	\$5,543	\$6,457	54%
53031 - R/M VEHICLES	\$45,000	\$53,388	\$3,813	\$57,200	(\$12,200)	(27%)

**City of Southport**  
**Board of Aldermen Monthly Expense Report (Continued)**  
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	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
53032 - R/M FACILITIES	\$18,000	\$18,352	\$2,000	\$20,352	(\$2,352)	(13%)
53034 - SUBSTATION LEASE	\$15,000	\$12,500	\$1,250	\$13,750	\$1,250	8%
53040 - UTILITIES	\$35,000	\$28,108	\$2,056	\$30,165	\$4,835	14%
53053 - COMMUNICATIONS	\$8,000	\$7,776	\$2,117	\$9,893	(\$1,893)	(24%)
53057 - FIRE PREVENTION	\$20,000	\$2,540	\$0	\$2,540	\$17,460	87%
60001 - CAPITAL OUTLAY - EQUIPMENT	\$100,000	\$111,595	\$6,660	\$118,255	(\$18,255)	(18%)
70000 - DEBT - PRINCIPAL PAYMENTS	\$675,064	\$586,833	\$0	\$586,833	\$88,231	13%
70001 - DEBT - INTEREST AND OTHER	\$0	\$87,531	\$0	\$87,531	(\$87,531)	-
<b>434 - FIRE TOTAL</b>	<b>\$3,213,026</b>	<b>\$2,723,139</b>	<b>\$54,914</b>	<b>\$2,778,053</b>	<b>\$434,973</b>	<b>14%</b>
437 - RESCUE						
51000 - FULL-TIME SALARIES	\$391,922	\$336,244	\$0	\$336,244	\$55,678	14%
51001 - EMPLOYEE OVERTIME	\$61,126	\$75,045	\$0	\$75,045	(\$13,919)	(23%)
51002 - PART-TIME SALARIES	\$0	\$5,338	\$0	\$5,338	(\$5,338)	-
51003 - VOLUNTEER FEES	\$115,000	\$78,363	\$0	\$78,363	\$36,637	32%
52000 - 401K RETIREMENT SUPPLEMENT	\$22,040	\$21,201	\$0	\$21,201	\$839	4%
52001 - FICA	\$43,455	\$34,924	\$0	\$34,924	\$8,531	20%
52003 - LGERS RETIREMENT	\$63,472	\$61,847	\$0	\$61,847	\$1,625	3%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$86,252	\$77,102	\$13,127	\$90,230	(\$3,978)	(5%)
52006 - WORKERS COMPENSATION INSURANCE	\$21,547	\$0	\$0	\$0	\$21,547	100%
53000 - TRAVEL & TRAINING	\$5,000	\$0	\$1,072	\$1,072	\$3,928	79%
53011 - CONTRACT SERVICES	\$45,000	\$41,951	\$665	\$42,617	\$2,383	5%

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	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
53012 - INSURANCE & BONDING	\$88,530	\$46,293	\$0	\$46,293	\$42,237	48%
53020 - UNIFORMS & PROTECTIVE GEAR	\$15,000	\$15,234	\$0	\$15,234	(\$234)	(2%)
53021 - VEHICLE SUPPLIES	\$25,000	\$15,301	\$1,993	\$17,294	\$7,706	31%
53022 - DEPARTMENTAL SUPPLIES	\$18,000	\$19,051	\$11	\$19,062	(\$1,062)	(6%)
53030 - R/M EQUIPMENT	\$12,000	\$2,090	\$0	\$2,090	\$9,910	83%
53031 - R/M VEHICLES	\$18,000	\$17,811	\$231	\$18,042	(\$42)	0%
53032 - R/M FACILITIES	\$7,000	\$3,481	\$2,006	\$5,487	\$1,513	22%
53025 - MEDICAL SUPPLIES	\$30,000	\$21,023	\$5,724	\$26,748	\$3,252	11%
53040 - UTILITIES	\$10,000	\$6,273	\$230	\$6,504	\$3,496	35%
53053 - COMMUNICATIONS	\$2,500	\$1,810	\$0	\$1,810	\$690	28%
60001 - CAPITAL OUTLAY - EQUIPMENT	\$50,000	\$0	\$0	\$0	\$50,000	100%
60003 - CAPITAL OUTLAY - VEHICLES	\$12,286	\$13	\$0	\$13	\$12,273	100%
70000 - DEBT - PRINCIPAL PAYMENTS	\$154,040	\$126,640	\$0	\$126,640	\$27,400	18%
70001 - DEBT - INTEREST AND OTHER	\$0	\$26,988	\$0	\$26,988	(\$26,988)	-
70002 - LEASE - PRINCIPAL PAYMENTS	\$0	\$10,241	\$0	\$10,241	(\$10,241)	-
<b>437 - RESCUE TOTAL</b>	<b>\$1,297,170</b>	<b>\$1,044,265</b>	<b>\$25,060</b>	<b>\$1,069,326</b>	<b>\$227,844</b>	<b>18%</b>
435 - PLANNING AND PERMITTING						
51000 - FULL-TIME SALARIES	\$253,218	\$198,791	\$0	\$198,791	\$54,427	21%
51001 - EMPLOYEE OVERTIME	\$679	\$1,444	\$0	\$1,444	(\$765)	(113%)
52000 - 401K RETIREMENT SUPPLEMENT	\$12,695	\$9,898	\$0	\$9,898	\$2,797	22%

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	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
52001 - FICA	\$19,424	\$14,805	\$0	\$14,805	\$4,619	24%
52003 - LGERS RETIREMENT	\$36,561	\$28,743	\$0	\$28,743	\$7,818	21%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$39,450	\$31,822	\$3,914	\$35,736	\$3,714	9%
52006 - WORKERS COMPENSATION INSURANCE	\$432	\$0	\$0	\$0	\$432	100%
53000 - TRAVEL & TRAINING	\$7,000	\$6,791	\$104	\$6,895	\$105	2%
53011 - CONTRACT SERVICES	\$100,000	\$76,077	\$129	\$76,206	\$23,794	24%
53012 - INSURANCE & BONDING	\$2,214	\$3,344	\$0	\$3,344	(\$1,130)	(51%)
53021 - VEHICLE SUPPLIES	\$1,500	\$1,215	\$119	\$1,334	\$166	11%
53022 - DEPARTMENTAL SUPPLIES	\$5,000	\$3,388	\$146	\$3,534	\$1,466	29%
53031 - R/M VEHICLES	\$1,000	\$184	\$0	\$184	\$816	82%
53040 - UTILITIES	\$4,000	\$2,555	\$1	\$2,556	\$1,444	36%
53050 - OTHER SERVICES	\$0	\$500	\$0	\$500	(\$500)	-
53053 - COMMUNICATIONS	\$6,000	\$1,308	\$0	\$1,308	\$4,692	78%
90000 - TRANSFERS BTWN DEPARTMENTS	\$0	(\$58,761)	\$0	(\$58,761)	\$58,761	-
60001 - CAPITAL OUTLAY - EQUIPMENT	\$15,000	\$467	\$0	\$467	\$14,533	97%
60003 - CAPITAL OUTLAY - VEHICLES	\$7,000	\$711	\$0	\$711	\$6,289	90%
70002 - LEASE - PRINCIPAL PAYMENTS	\$0	\$5,208	\$0	\$5,208	(\$5,208)	-
<b>435 - PLANNING AND PERMITTING TOTAL</b>	<b>\$511,173</b>	<b>\$328,489</b>	<b>\$4,413</b>	<b>\$332,902</b>	<b>\$178,271</b>	<b>35%</b>
438 - INSPECTION PERMITS						
51000 - FULL-TIME SALARIES	\$238,612	\$192,128	\$0	\$192,128	\$46,484	19%

**City of Southport**  
**Board of Aldermen Monthly Expense Report (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
51001 - EMPLOYEE OVERTIME	\$2,300	\$149	\$0	\$149	\$2,151	94%
51002 - PART-TIME SALARIES	\$0	\$1,165	\$0	\$1,165	(\$1,165)	-
52000 - 401K RETIREMENT SUPPLEMENT	\$12,158	\$9,478	\$0	\$9,478	\$2,680	22%
52001 - FICA	\$18,602	\$14,454	\$0	\$14,454	\$4,148	22%
52003 - LGERS RETIREMENT	\$35,016	\$27,533	\$0	\$27,533	\$7,483	21%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$36,937	\$30,114	\$3,690	\$33,804	\$3,133	8%
52006 - WORKERS COMPENSATION INSURANCE	\$410	\$0	\$0	\$0	\$410	100%
53000 - TRAVEL & TRAINING	\$7,000	\$5,009	\$345	\$5,354	\$1,646	24%
53011 - CONTRACT SERVICES	\$21,000	\$12,063	\$129	\$12,192	\$8,808	42%
53012 - INSURANCE & BONDING	\$2,844	\$3,796	\$0	\$3,796	(\$952)	(33%)
53021 - VEHICLE SUPPLIES	\$1,600	\$964	\$179	\$1,143	\$457	29%
53022 - DEPARTMENTAL SUPPLIES	\$5,000	\$3,539	\$351	\$3,890	\$1,110	22%
53031 - R/M VEHICLES	\$1,500	\$0	\$0	\$0	\$1,500	100%
53040 - UTILITIES	\$1,800	\$1,230	\$0	\$1,230	\$570	32%
53053 - COMMUNICATIONS	\$3,500	\$2,033	\$0	\$2,033	\$1,467	42%
90000 - TRANSFERS BTWN DEPARTMENTS	\$0	\$93,752	\$0	\$93,752	(\$93,752)	-
60003 - CAPITAL OUTLAY - VEHICLES	\$14,000	\$1,616	\$0	\$1,616	\$12,384	88%
70002 - LEASE - PRINCIPAL PAYMENTS	\$0	\$13,887	\$0	\$13,887	(\$13,887)	-
<b>438 - INSPECTION PERMITS TOTAL</b>	<b>\$402,279</b>	<b>\$412,912</b>	<b>\$4,694</b>	<b>\$417,606</b>	<b>(\$15,327)</b>	<b>(4%)</b>
612 - PARKS & RECREATION						

**City of Southport**  
**Board of Aldermen Monthly Expense Report (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
51000 - FULL-TIME SALARIES	\$382,064	\$294,366	\$0	\$294,366	\$87,698	23%
51001 - EMPLOYEE OVERTIME	\$12,784	\$7,237	\$0	\$7,237	\$5,547	43%
51002 - PART-TIME SALARIES	\$115,000	\$70,809	\$0	\$70,809	\$44,191	38%
52000 - 401K RETIREMENT SUPPLEMENT	\$19,742	\$14,853	\$0	\$14,853	\$4,889	25%
52001 - FICA	\$40,339	\$27,641	\$0	\$27,641	\$12,698	31%
52003 - LGERS RETIREMENT	\$56,859	\$43,170	\$0	\$43,170	\$13,689	24%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$66,120	\$53,224	\$4,876	\$58,100	\$8,020	12%
52006 - WORKERS COMPENSATION INSURANCE	\$14,225	\$0	\$0	\$0	\$14,225	100%
53000 - TRAVEL & TRAINING	\$5,500	\$4,816	\$0	\$4,816	\$684	12%
53011 - CONTRACT SERVICES	\$32,850	\$37,648	\$684	\$38,332	(\$5,482)	(17%)
53012 - INSURANCE & BONDING	\$22,889	\$27,501	\$0	\$27,501	(\$4,612)	(20%)
53020 - UNIFORMS & PROTECTIVE GEAR	\$5,000	\$2,540	\$282	\$2,821	\$2,179	44%
53021 - VEHICLE SUPPLIES	\$6,500	\$7,224	\$513	\$7,737	(\$1,237)	(19%)
53022 - DEPARTMENTAL SUPPLIES	\$50,000	\$57,242	\$2,932	\$60,174	(\$10,174)	(20%)
53030 - R/M EQUIPMENT	\$2,000	\$2,437	\$0	\$2,437	(\$437)	(22%)
53031 - R/M VEHICLES	\$12,150	\$11,353	\$0	\$11,353	\$797	7%
53032 - R/M FACILITIES	\$41,600	\$27,355	\$4,684	\$32,039	\$9,561	23%
53040 - UTILITIES	\$46,200	\$31,299	\$0	\$31,299	\$14,901	32%
53053 - COMMUNICATIONS	\$4,750	\$3,710	\$376	\$4,085	\$665	14%
60000 - CAPITAL PURCHASES UNDER \$5000	\$4,000	\$0	\$2,457	\$2,457	\$1,543	39%
60001 - CAPITAL OUTLAY - EQUIPMENT	\$52,000	\$29,749	\$18,725	\$48,473	\$3,527	7%

**City of Southport**  
**Board of Aldermen Monthly Expense Report (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
60003 - CAPITAL OUTLAY - VEHICLES	\$40,225	\$5,169	\$0	\$5,169	\$35,056	87%
60005 - CAPITAL OUTLAY - IMPROVEMENTS	\$0	\$32,220	\$0	\$32,220	(\$32,220)	-
70002 - LEASE - PRINCIPAL PAYMENTS	\$0	\$29,888	\$0	\$29,888	(\$29,888)	-
<b>612 - PARKS &amp; RECREATION TOTAL</b>	<b>\$1,032,797</b>	<b>\$821,450</b>	<b>\$35,528</b>	<b>\$856,978</b>	<b>\$175,819</b>	<b>17%</b>
615 - COMMUNITY BUILDING						
51000 - FULL-TIME SALARIES	\$108,572	\$85,820	\$0	\$85,820	\$22,752	21%
51001 - EMPLOYEE OVERTIME	\$0	\$479	\$0	\$479	(\$479)	-
51002 - PART-TIME SALARIES	\$22,300	\$9,703	\$0	\$9,703	\$12,597	56%
52000 - 401K RETIREMENT SUPPLEMENT	\$5,429	\$4,239	\$0	\$4,239	\$1,190	22%
52001 - FICA	\$10,011	\$7,344	\$0	\$7,344	\$2,667	27%
52003 - LGERS RETIREMENT	\$15,634	\$12,366	\$0	\$12,366	\$3,268	21%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$22,040	\$16,975	\$2,165	\$19,140	\$2,900	13%
52006 - WORKERS COMPENSATION INSURANCE	\$2,120	\$0	\$0	\$0	\$2,120	100%
53011 - CONTRACT SERVICES	\$5,500	\$6,056	\$0	\$6,056	(\$556)	(10%)
53012 - INSURANCE & BONDING	\$8,195	\$7,401	\$0	\$7,401	\$794	10%
53022 - DEPARTMENTAL SUPPLIES	\$4,000	\$2,821	\$0	\$2,821	\$1,179	29%
53032 - R/M FACILITIES	\$1,000	\$0	\$0	\$0	\$1,000	100%
53040 - UTILITIES	\$12,500	\$7,074	\$0	\$7,074	\$5,426	43%
53052 - MARKETING	\$4,000	\$3,270	\$8	\$3,278	\$722	18%
53053 - COMMUNICATIONS	\$1,400	\$777	\$0	\$777	\$623	45%

**City of Southport**  
**Board of Aldermen Monthly Expense Report (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
615 - COMMUNITY BUILDING TOTAL	<b>\$222,701</b>	<b>\$164,325</b>	<b>\$2,172</b>	<b>\$166,497</b>	<b>\$56,204</b>	<b>25%</b>
617 - COMMUNITY RELATIONS						
51000 - FULL-TIME SALARIES	\$149,557	\$118,627	\$0	\$118,627	\$30,930	21%
52000 - 401K RETIREMENT SUPPLEMENT	\$7,478	\$5,855	\$0	\$5,855	\$1,623	22%
52001 - FICA	\$11,442	\$9,037	\$0	\$9,037	\$2,405	21%
52003 - LGERS RETIREMENT	\$21,537	\$17,021	\$0	\$17,021	\$4,516	21%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$22,040	\$18,455	\$2,190	\$20,645	\$1,395	6%
52006 - WORKERS COMPENSATION INSURANCE	\$2,423	\$0	\$0	\$0	\$2,423	100%
53000 - TRAVEL & TRAINING	\$3,000	\$2,336	\$68	\$2,405	\$595	20%
53011 - CONTRACT SERVICES	\$5,000	\$2,243	\$601	\$2,844	\$2,156	43%
53012 - INSURANCE & BONDING	\$7,264	\$6,386	\$0	\$6,386	\$878	12%
53022 - DEPARTMENTAL SUPPLIES	\$11,500	\$7,947	\$49	\$7,996	\$3,504	30%
53040 - UTILITIES	\$12,500	\$5,479	\$0	\$5,479	\$7,021	56%
53053 - COMMUNICATIONS	\$15,780	\$13,790	\$0	\$13,790	\$1,990	13%
53059 - TOURISM COMMUNITY EVENTS	\$10,000	\$23,268	\$202	\$23,469	(\$13,469)	(135%)
53060 - SPECIAL MARKETING OPPS	\$15,000	\$12,175	\$0	\$12,175	\$2,825	19%
53063 - GIFT SHOP INVENTORY/EXPENSES	\$5,000	\$6,263	\$89	\$6,352	(\$1,352)	(27%)
53065 - BEAUTIFICATION COMMITTEE	\$5,000	\$2,667	\$0	\$2,667	\$2,333	47%
53068 - NC A250 PLANNING	\$5,000	\$1,802	\$0	\$1,802	\$3,198	64%

**City of Southport**  
**Board of Aldermen Monthly Expense Report (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
53070 - GRANT MATCHING FUNDS EXPENSE	\$10,000	\$0	\$0	\$0	\$10,000	100%
617 - COMMUNITY RELATIONS TOTAL	<b>\$319,521</b>	<b>\$253,351</b>	<b>\$3,198</b>	<b>\$256,550</b>	<b>\$62,971</b>	<b>20%</b>
DEPARTMENTS TOTAL	<b>\$16,014,032</b>	<b>\$13,218,963</b>	<b>\$561,573</b>	<b>\$13,780,536</b>	<b>\$2,233,496</b>	<b>14%</b>

**City of Southport**  
**Board of Aldermen Monthly Revenue Report - Electric Fund**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL		
	Revised Budget	YTD Actuals	Available	% Available
<b>Revenues</b>				
721 - ELECTRIC				
44500 - SALE OF ELECTRICITY	\$8,202,331	\$6,735,458	\$1,466,873	18%
44501 - UTILITY SALES TAX REVENUE	\$600,000	\$469,979	\$130,021	22%
44502 - ELECTRIC LATE CHARGES	\$11,390	\$11,902	(\$512)	(4%)
44503 - ELECTRIC METER TAMPERING	\$10,321	\$9,635	\$686	7%
44504 - ELECTRIC AGREEMENTS	\$1,071	\$745	\$326	30%
44505 - ELECTRIC RECONNECT/DISCONNECT	\$4,058	\$0	\$4,058	100%
44506 - SERVICE CHARGES	\$613	\$0	\$613	100%
45000 - INTEREST EARNED	\$210,683	\$142,704	\$67,979	32%
46020 - MISCELLANEOUS REVENUES	\$0	\$44,505	(\$44,505)	-
47001 - APPROPRIATED FUND BALANCE	\$607,236	\$0	\$607,236	100%
<b>721 - ELECTRIC TOTAL</b>	<b>\$9,647,703</b>	<b>\$7,414,927</b>	<b>\$2,232,776</b>	<b>23%</b>
<b>REVENUES TOTAL</b>	<b>\$9,647,703</b>	<b>\$7,414,927</b>	<b>\$2,232,776</b>	<b>23%</b>

**City of Southport**  
**Board of Aldermen Monthly Expense Report - Electric Fund**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
<b>Departments</b>						
000 - GENERAL GOVERNMENT						
90003 - TRANSFERS OUT TO OTHER FUNDS	\$365,842	\$280,823	\$0	\$280,823	\$85,019	23%
<b>000 - GENERAL GOVERNMENT TOTAL</b>	<b>\$365,842</b>	<b>\$280,823</b>	<b>\$0</b>	<b>\$280,823</b>	<b>\$85,019</b>	<b>23%</b>
721 - ELECTRIC						
51000 - FULL-TIME SALARIES	\$76,388	\$66,453	\$0	\$66,453	\$9,935	13%
51001 - EMPLOYEE OVERTIME	\$928	\$0	\$0	\$0	\$928	100%
52000 - 401K RETIREMENT SUPPLEMENT	\$3,866	\$3,245	\$0	\$3,245	\$621	16%
52001 - FICA	\$5,915	\$4,792	\$0	\$4,792	\$1,123	19%
52003 - LGERS RETIREMENT	\$11,134	\$9,424	\$0	\$9,424	\$1,710	15%
52004 - HEALTH/LIFE/DENTAL INSURANCE	\$17,410	\$13,363	\$4,878	\$18,240	(\$830)	(5%)
52006 - WORKERS COMPENSATION INSURANCE	\$1,253	\$0	\$0	\$0	\$1,253	100%
53000 - TRAVEL & TRAINING	\$5,000	\$1,330	\$0	\$1,330	\$3,670	73%
53010 - PROFESSIONAL FEES	\$11,500	\$0	\$0	\$0	\$11,500	100%
53011 - CONTRACT SERVICES	\$132,738	\$82,197	\$25,069	\$107,266	\$25,472	19%
53012 - INSURANCE & BONDING	\$7,749	\$7,181	\$0	\$7,181	\$568	7%
53020 - UNIFORMS & PROTECTIVE GEAR	\$1,100	\$469	\$0	\$469	\$631	57%
53021 - VEHICLE SUPPLIES	\$650	\$477	\$35	\$512	\$138	21%
53022 - DEPARTMENTAL SUPPLIES	\$2,000	\$1,458	\$500	\$1,958	\$42	2%
53031 - R/M VEHICLES	\$1,000	\$0	\$0	\$0	\$1,000	100%
53032 - R/M FACILITIES	\$31,533	\$2,057	\$3,943	\$6,000	\$25,533	81%

**City of Southport**  
**Board of Aldermen Monthly Expense Report - Electric Fund (Continued)**  
04/30/2026

	YTD REVISED BUDGET	ACTUAL	ENCUMBRANCES			
	Revised Budget	YTD Actuals	Encumbrances	YTD with Encumbrances	Remaining Available	% Available
53040 - UTILITIES	\$110,000	\$80,528	\$0	\$80,528	\$29,472	27%
53041 - UTILITIES PURCHASED FOR RESALE	\$6,133,029	\$4,764,669	\$1,368,361	\$6,133,029	\$0	0%
53043 - UTILITY SALES TAX EXPENSE	\$600,000	\$473,879	\$0	\$473,879	\$126,121	21%
53044 - OPERATIONS & MAINTENANCE BEMC	\$655,764	\$544,455	\$108,891	\$653,346	\$2,418	0%
53045 - BILLING CONTRACT	\$260,603	\$235,361	\$0	\$235,361	\$25,242	10%
53053 - COMMUNICATIONS	\$10,301	\$3,972	\$454	\$4,425	\$5,876	57%
53090 - CONTINGENCY EXPENSES	\$145,000	\$0	\$0	\$0	\$145,000	100%
60003 - CAPITAL OUTLAY - VEHICLES	\$7,000	\$1,069	\$0	\$1,069	\$5,931	85%
60005 - CAPITAL OUTLAY - IMPROVEMENTS	\$0	\$679	\$0	\$679	(\$679)	-
60007 - CAPITAL OUTLAY - SYSTEM	\$1,050,000	\$463,764	\$1,413,688	\$1,877,452	(\$827,452)	(79%)
70002 - LEASE - PRINCIPAL PAYMENTS	\$0	\$5,270	\$0	\$5,270	(\$5,270)	-
<b>721 - ELECTRIC TOTAL</b>	<b>\$9,281,861</b>	<b>\$6,766,089</b>	<b>\$2,925,818</b>	<b>\$9,691,907</b>	<b>(\$410,046)</b>	<b>(4%)</b>
<b>DEPARTMENTS TOTAL</b>	<b>\$9,647,703</b>	<b>\$7,046,912</b>	<b>\$2,925,818</b>	<b>\$9,972,730</b>	<b>(\$325,027)</b>	<b>(3%)</b>

# SOUTHPORT FIRE

## OFFICE OF THE FIRE CHIEF

### APRIL 2026 MONTHLY SUMMARY



**SOUTHPORT FIRE DEPARTMENT 2026**  
C. Dunham A. Thomson W. Whitely J. Crisco N. Cobble T. Thomson M. Jefferson J. Caudill Z. Robbins W. Durham

#### Divisions of the Fire Department

##### Fire Division Calls for Service

##### Totals

Structural: 22 Vehicle: 4 MV Crash: 16

Woods/Brush: 5 Gas Spill/Leak: 4 Trash: 4

Water Rescue: 2 Electric: 4 Good Intent: 20

Mutual Aid: 6 Medical/CPR: 28 Other: 0

115

##### EMS Division Calls for Service

EMS Calls: 125 E- Transports: 65 NE- Transports: 8

125

##### Fire Prevention & Inspections

Permits: 18 Inspections: 21 Batteries: 16

Plan Reviews: 4 Smoke Alarm Installs: 16

Car Seats: 8 CPR Classes: 1 Tours: 22

106

**Total Number of Fire Department Actions: 346**

#### UPCOMING PROJECTS, GOALS, & EVENTS

A resolution in support of increasing the fire fee cap was approved by the Brunswick County Board of Commissioners on May 4, 2026. The new fire fee legislation bill should be ratified at the NC State level by the end of May. This will help to alleviate the deficit that has bene in the fire department budget. The fire and police departments have planned a 1st responders National Day of Prayer ceremony at the Flag pole in Waterfront park for Thursday, May 7 at 3pm. A boot drive will be held on Saturday, May 23 from 10am—2pm. Plans are underway for the 41st Annual Firefighter’s FREEDOM competition, the world’s largest Ice Cream Sundae, and the 1st Responder Safety Display



**Fire Chief  
Charles A. Drew  
910-477-2365**

*Southport Fire  
Headquarters  
1011 N. Howe Street  
Southport, NC 28461  
910-457-7915  
WORKING SMOKE  
ALARMS SAVE LIVES*

SFD Core Values  
**Tradition  
Courage  
Dedication  
Loyalty**



**Serving our  
Community  
Since 1893**



**Departmental Photos from March 2026**

# SEASON Starts June 1st

# SOUTHPORT HURRICANE EXPO

**Be Prepared. Stay Safe. Protect Your Family.**

★ HOSTED BY SOUTHPORT FIRE DEPARTMENT ★

**MONDAY, JUNE 1, 2026**  
**5:30 PM**  
SOUTHPORT COMMUNITY BUILDING  
223 East Bay Street  
Southport, NC 28461

**HURRICANE WARNING ISSUED**

**SPECIAL GUESTS & PARTNERS:**

- WWAY 3 abc: WWAY News Anchor & Meteorologist
- NOAA: NOAA Weather Representative
- Dosher Memorial Hospital: Doshier Hospital
- American Red Cross

**WHAT YOU'LL EXPERIENCE:**

- SPECIAL HURRICANE PREPAREDNESS SLIDE SHOW**  
Learn how to respond to watches & warnings.
- CITY DEPARTMENTS ON-SITE**  
College fair-style setup with **FREE** tips & giveaways!

Understand storm tracking, evacuation awareness, and how to prepare

**KNOW THE PATH. KNOW THE PLAN.**

2026 Inspections Monthly Report

Month	New Construct	Building	Plumb	Mech	Electric	Gas	Accessory	Demo	Inspections	Permits Issued
January	7	164	74	67	80	44	2	1	448	165
February	7	140	74	44	74	15	2	0	369	127
March	5	193	102	48	90	27	5	0	497	153
April	12	203	70	76	93	29	2	0	525	185
May										
June										
July										
August										
September										
October										
November										
December										



## **Planning Services Update – May 2026**

**Planning Board:** Regular meetings of the Planning Board are every 3<sup>rd</sup> Thursday at 6 p.m. at the Southport Community Building. **The June Planning Board Meeting will take place at the Indian Trail Meeting Hall on Thursday, June 18, 2026, at 6 p.m.**

The Planning Board reviewed and recommended approval of three text amendments at their April meeting. The amendments include adding pools as accessory uses in the BD and HC zoning districts, food truck/mobile vendor updates for clarity, and small gathering allowances for bed and breakfast establishments. Staff continue to prepare text amendments from the list of requests compiled by the Board of Aldermen for Planning Board review. The May meeting will include two rezoning requests and a text amendment.

**Board of Adjustment:** Regular meetings of the Board of Adjustment are every 4<sup>th</sup> Tuesday at 4:30 p.m. at the Indian Trail Meeting Hall.

The Board of Adjustment approved one (1) special use permit for an accessory dwelling unit. The agenda for the May 26 2026, meeting will include two items: a special use permit for multi-family dwelling units in the O&I zoning district, and an appeal to staff's determination for a rights-of-way encroachment.

**Historic Preservation Commission:** Regular meetings of the Historic Preservation Commission are every 1<sup>st</sup> Wednesday at 4:00 p.m. at the Indian Trail Meeting Hall.

The May meeting of the HPC was held on May 6, 2026. Staff presented a final copy of the Local Historic District Design Standards. The draft submitted to the HPC can be found at the link below.

<https://www.cityofsouthport.gov/Documents/City%20Hall/Committees/Historic%20Preservation%20Commission/Design%20Standards/Clean%20Draft%20Design%20Standards%204-30-26.pdf?t=202604291608290>

**Forestry Committee:** Regular meetings of the Forestry Committee are every 2<sup>nd</sup> Tuesday at 5:00 p.m. at Indian Trail Meeting Hall.

Staff shared and discussed updates to Section 3.18, Tree Protection and Landscape Preservation. The final draft of the language will be reviewed by the City Attorney, and the amendment will be sent to the Planning Board for their recommendation to the Board of Aldermen.

**Other Staff Projects:**

- The NC Resilient Coastal Communities Program (RCCP) Phase 1 & 2 community action team meeting occurred on Thursday, May 7, valuable input from different sectors of the city was collected and will be used when presenting the vulnerability assessment to the public. A formal public input session will be scheduled in the late summer and will be advertised and announced regularly to ensure as much input as possible from the citizens of the city. Information can be found on the Planning Services website as it is available. This project is fully funded by a grant from the RCCP, through the General Assembly, and the National Fish & Wildlife Foundation.
- The Multimodal Acceleration Plan is in the final phase of completion. Staff are reviewing the draft plan. Upon completion, the plan will include project details for prioritized pedestrian and bicycle improvements, including cost estimates and funding opportunities. A multimodal grant from NCDOT funds the plan.
- Planning Staff continue to work on development of an online permit process through OpenGov for all planning applications. This will provide a structured workflow as projects move through the application process. In addition, staff are in the early stages of working with the Brunswick County Planning department to establish a GIS-based development dashboard. This dashboard will be available online once complete.

Staff continue to assist citizens with questions regarding signs, zoning, ROW permits, minor and major subdivisions, minor and major site plans, CAMA Minor Permits, tree permits, special flood hazard areas, text and map amendments, code enforcement cases, and any other items that come to the Department.



# POLICE



Monthly Summary  
Police Department  
Animal Protective Services

**APRIL 2026**

Chief Todd Coring  
910-457-7913

[tcoring@cityofsouthport.com](mailto:tcoring@cityofsouthport.com)

## Southport Police Department

### INCIDENT / OFFENSES

Total Calls for Service: 1447

#### General Calls (some)

- Alarms – 25
- Meet Complainant – 75
- Suspicious Persons/Activity – 60
- Shoplifter – 1
- Disturbance & Domestic Calls – 30
- 911 Hang-Ups – 6

#### Traffic Calls

- Traffic Stops – 114
- Motor Vehicle Accidents – 19
- Hit/Runs – 6
- Drunk Driver/C&R/ATL – 36

#### ARREST / CITATION / CHARGES

- Arrest – 10
- Citations & Warnings – 108

#### APS Division

- Service Calls – 50
- Bites – 1 Rabies – 0 Impound – 0
- Citation/Warnings – 8 Docupet – 29 of 623

#### PD Community Engagement

- Special Events/Checks/Patrols – 891
- Golf Cart Registrations – 779
- ABC Permits Issued – 1
- Special Event Permits – 9
- Community Events – 8



APS Call, Southport, BCSO, & NC Wildlife working the scene.  
This Facebook post rendered 195,802 views, 410 shares, & 623 likes.  
*Professionalism, Integrity & Service Above Self*