



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
REGULAR MEETING AGENDA**

113 W. Moore Street

June 2, 2023

9:00 AM

Agenda

Please turn off all cell phones

Meetings are open to the public. Face masks and social distancing may be used at the discretion of each individual. The Board of Aldermen reserve the right to make changes to this policy, as needed to help prevent the spread of the Coronavirus.

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

A. Call to Order

B. Invocation

C. Pledge of Allegiance

D. Approval of Agenda

E. Agenda

1. Presentation: Unique Spaces to Save Conservation Group (UP2S, Clark Harris, Virtual Presentation)
2. Right of Way Enforcement (T. Henley)
3. Update on Dredging of City Dock Area (H. Hemphill and B. Jarvis)
4. Selection of Dredging Contractor and Moving Forward with Permit Application (H. Hemphill and B. Jarvis)
5. Southport Symposium Preparation/Discussion (C. Ketchum, B. Therrien)
6. Review of the June 8, 2023 Board of Aldermen Agenda

F. Mayor's Comments

G. Board Comments

H. Adjourn



Unique Places To Save is an entrepreneurial non-profit organization that protects high-quality aquatic resources. We do that by bringing unique solutions to protecting unique places.

Beyond merely being a land trust we have experience in:

Wetland restoration projects

Hybrid conservation/development

High-value land acquisition

The multi-faceted aspects of dam removals

Conservation Easement Program

Unique Places To Save is proud to serve as the long-term steward for 66 conservation easements totaling over 5,500 acres across North Carolina, Tennessee, South Carolina, Texas, Nevada, Kentucky, and Ohio. ([Project Map](#)) We partner with landowners to ensure that these sites provide a permanent benefit to local water supplies as well as native wildlife and plants.

JOIN US IN SAVING UNIQUE PLACES!

Clark Harris, Executive Director
clark@up2s.org
252-299-2557

Michael Sisco, Conservation Director
msisco@up2s.org
505-603-3636

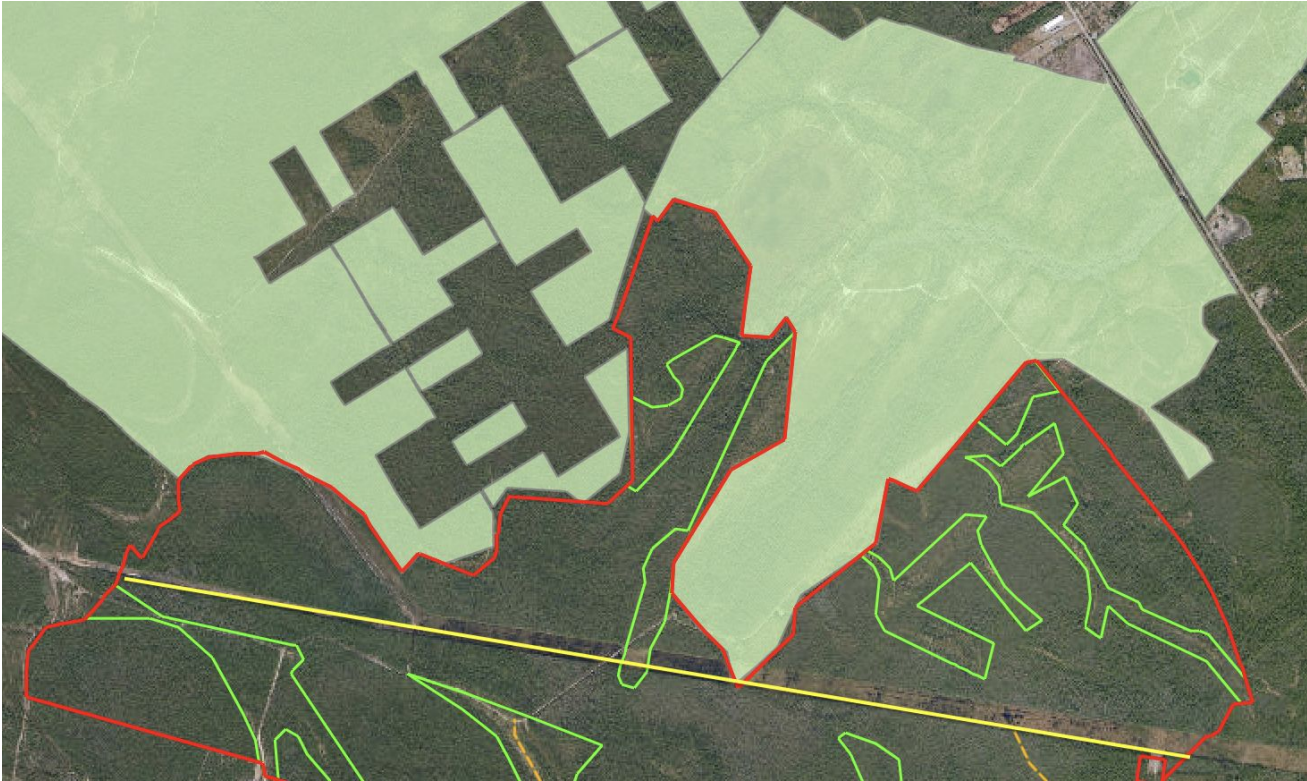
www.uniqueplacestosave.org

BOILING SPRING WILDERNESS CONSERVATION PROJECT



Unique Places
To Save

OVERVIEW



- ~ 950 acres (In red boundary north of yellow line)
- Bordering existing conserved land (light green)
- Funding target: NC Land and Water Fund Acquisition Program



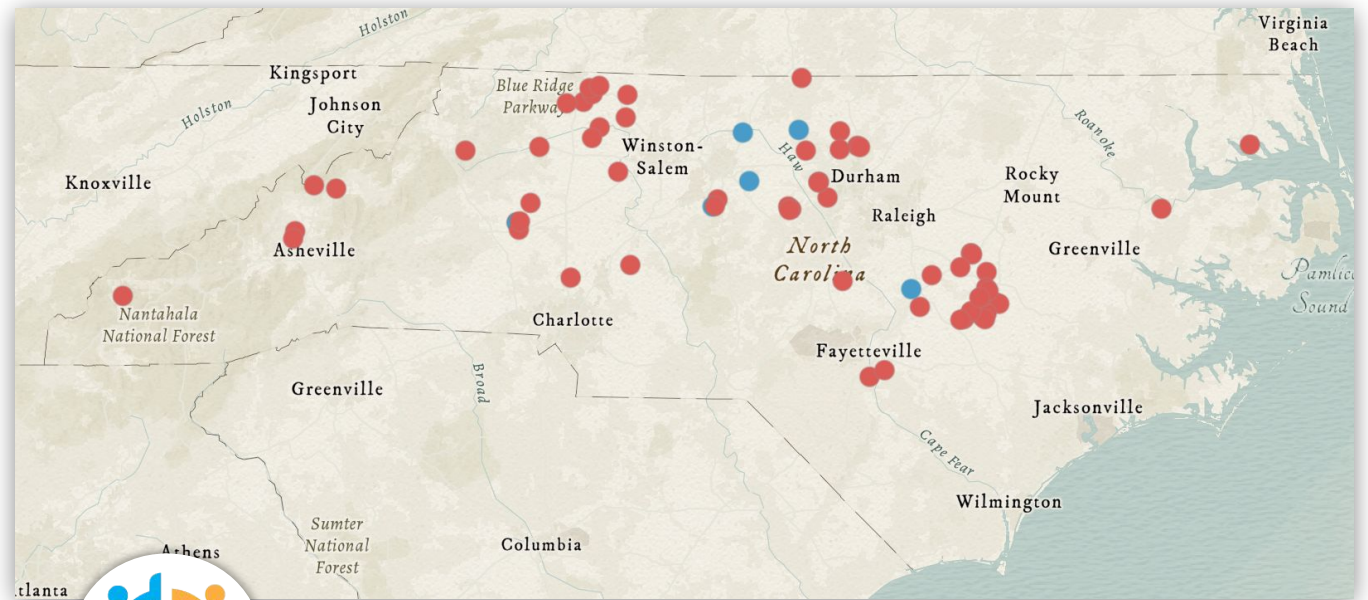
STORY OF THE LAND

CF Smith is a real estate developer that owned nearly 2,000 acres of land on Highway 211. In 2018 they donated roughly 400 acres to Unique Places to Save. They are currently developing the southern portion of their holdings into a residential development. However they are open to selling their remaining northern holdings instead of developing them if they can get a competitive price of \$3.2mm.



UNIQUE PLACES TO SAVE

- North Carolina-based land conservation non-profit organization
- Mission of protecting high quality aquatic resources
- Experience with state and federal grant funding agencies
- Currently working on Eagles Island near downtown Wilmington to restore Alligator Creek.



PROJECTED TIMELINE

Sept '23

January
'24

Dec '24

Close on Property
Purchase

- Conservation Easement
- Seek long term owner

Grant Funding
NC Land and Water Fund

BENEFITS OF CONSERVATION

- Water quality
 - Headwaters of Orton Creek, tributary of Cape Fear River
 - Wellhead Protection Area
 - Castle Hayne Aquifer
- Valuable Habitat
 - Venus Fly Trap
 - Red-cockaded Woodpecker
- Landscape scale conservation (+8,000 Acres of contiguous conserved land)



NEEDS

- Letter of Support
- Connections to funding sources





BOARD OF ALDERMEN

MEMORANDUM

To: Mayor Joseph P. Hatem, Members of the Board of Aldermen
From: Development Services Staff
Date: June 2, 2023
Re: Right-of-Way Encroachments – Recommendations & Request for Direction

Background and Impetus for Study

Over time, City Staff have encountered numerous issues with regard to what is and is not allowed to be placed within City rights-of-way. It has become readily apparent that different rules have applied to different citizens over time and that there is no uniform standard for how existing Ordinances have been enforced, if they were enforced at all. This experience led Staff to begin the process of addressing this issue with input once and for all, in an effort to ensure that we have clear direction with regard to permitting and enforcement and that the public has clear and concise guidelines as to what they are and are not allowed to do within City rights-of-way.

City of Southport Staff respectfully submit the following as a recommendation for addressing encroachments within City rights-of-way. This recommendation has been drafted in an attempt to balance the traditional approach the City has taken with regard to rights-of-way and the needs of emergency services and infrastructure maintenance and installation as the City continues to modernize and grow.

Recommended Ordinance Amendments

Currently, City regulations prohibit anything to be placed within the right-of-way that extends above the horizontal plane of the ground, as referenced both within the Code of Ordinances and within the Unified Development Ordinance. Following feedback from the Board of Aldermen, Staff have drafted language that clarifies what is intended by “horizontal plane of the ground” and provided other mechanisms to ensure that City ROWs remain clear and safe for vehicular and pedestrian movement.

At the Board of Aldermen’s March 3, 2023 workshop, Staff presented the following Ordinance recommendations, which are reproduced here for context:

- The further refinement of the existing language within the Code of Ordinances and UDO to include the following:
 - It shall be unlawful for any person to place or cause to be placed on any public street, road, alley, sidewalk, or other public right-of-way within the city any wall, fence, gate, brick, stone, wood, rock, vegetation, or other structure, material, or substance above the horizontal plane of the existing ground.
 - For the purposes of this section, pervious pavement or gravel may be installed within a right-of-way for the purposes of driveways or parking in accordance with an approved Right-of-Way Encroachment Agreement (see below).
 - Existing trees shall be permitted to remain as of the date of adoption of this ordinance, vegetation other than grass shall not be permitted.
 - An explicit mention that parking is permissible within rights-of-way in a manner that does not violate other relevant sections of the ordinance.
 - Parking shall be allowable whether on pervious pavement as mentioned earlier or on grass/existing ROW conditions.
- Specific Unified Development Ordinance amendments:
 - Clarification with regard to non-conforming R-10 lots: These lots shall remain exempt from single-family parking requirements, but any parking within a right-of-way is in no way considered reserved for the home immediately adjacent to that section of right-of-way. Any signs or other attempts to reserve right-of-way parking shall be removed.
 - Required tree mitigation shall be required to be placed on the property requiring mitigation – such mitigation trees shall not be placed within a City right-of-way.
 - Improve all ordinance sections pertaining to outdoor seating.

Through the course of the discussion on March 3rd, the Board of Aldermen asked for potential options regarding regulations for surfacing standards within the right-of-way for parking installed by private property owners, as had been proposed by Staff. As a reminder, driveways are already permitted to enter a right-of-way to connect to the pavement. Furthermore, regardless of City allowances for surfacing of parking within rights-of-way, no right-of-way parking shall be reserved for the property owner and the City will not enforce any regulations to that effect. Additionally, the City would continue to maintain the right to conduct any necessary working within its rights-of-way, including the removal of any installed surfacing, and shall not be responsible for replacing said surfacing. Staff are presenting the following options to capture the breadth of available alternatives, with commentary on the impacts of each, and is seeking the Board's recommendation on which option to move forward with in the context of the overall right-of-way project.

Option 1: No Changes, Strict Interpretation

Under this option, the current ordinance language would remain in place and would be strictly interpreted to signify that no surfacing of any kind, other than for the purposes of establishing a driveway connection, may be made by private property owners within a

right-of-way for any reason. This option would be the most effective at keeping the City rights-of-way free of obstructions, permitting the easiest means of access generally to City infrastructure, as there would be less hardened surfaces that need to be removed. Unless improved by the City, the right-of-way areas would remain as they are today, in most cases leaving grass or some other natural surface as the only surface present next to the pavement.

Option 2: Gravel Only

In this option, the City would permit gravel as the only surfacing method available within a right-of-way other than leaving the parking area within the right-of-way as it exists. The City could impose a requirement here that all gravel must be of such type that it remains pervious, though maintaining the gravel in a pervious nature would likely prove challenging. There are examples of gravel-surfaced parking areas along city rights-of-way in a few areas, notably along N. Lord Street immediately north of E. Moore Street, along Bay Street, and others around the Central Business District. Gravel does have the benefit of generally being easier to move and replace, when compared to hardened surfaces, if City infrastructure projects necessitated such action.

Gravel does present some challenges, primarily around long-term maintenance and upkeep. Gravel requires edging in order to stay in place, as evidenced by the aforementioned gravel parking in some areas of the City, and even with edging, gravel can still easily end up being spread around outside of the edging, including onto the pavement and onto sidewalks. The expectation is that the property owner that installed the gravel would also maintain it, but the likelihood of maintenance issues is likely higher with this option than with any other. While only allowing gravel would generally fit in with the existing aesthetic of many parts of the City, it does have a number of drawbacks that would also less the aesthetic qualities of it, particularly if maintenance is lacking.

Option 3: Hardened Surface Allowance

In this option, the City would permit the installation of up to two (2) parking spaces, meeting all dimensional requirements of the Unified Development Ordinance as outlined in Section 3. within a right-of-way to be surfaced by asphalt, concrete, bricks, grass pavers, or other similar material. The City would not require any certification that the material is designed to be pervious, though could encourage its use. Due to the parking standards within the Unified Development Ordinance, it is recommended that this allowance only be designed for nonconforming residential lots within the R-10 zoning district, as those lots are exempt from the provision of off-street parking on the property. All other conforming residential lots, as well as non-residential uses requiring off-street parking, shall not be granted this allowance.

Staff have chosen two (2) parking spaces due to a single-family dwelling's off-street parking requirement of two spaces. Staff would also recommend that additional on-street parking spaces may be allowed in the case of a duplex sited upon a nonconforming R-10 lot, provided that the duplex has received Special Use Permit approval from the Board of

Adjustment. Staff do not recommend the allowance of any additional hardened surfaces beyond the minimum requirement for these uses.

Allowing hardened surfaces will increase the degree of difficulty in performing maintenance operations on buried City infrastructure, particularly in an emergency. As the City shall not be responsible for replacing these surfaces, and due to variations in materials, this option could lead to an aesthetically unpleasing situation along our rights-of-way, with many different material types across different parking areas and potentially within singular parking areas. While the City could mandate very specific types of surfacing materials, this would further increase costs for property owners and potentially make compliance impractical or impossible depending upon the situation.

Option 4: Pervious Surface Allowance

The last option is very similar to Option 3 – the only difference being the requirement that surfacing be certified as pervious by an engineer. While this option does provide some benefit from a drainage perspective, it is also the most onerous upon property owners, and when taken in the context of the City's lack of responsibility to replace infrastructure, would likely have the unintended consequence of these pervious surfaces losing at least some of their benefit over time. This is effectively the option presented in March and is presented again here for the purposes of documentation that this is an option. That said, it is likely too complex to be realistically successful.

Staff Recommendation and Next Steps - Surfacing

Based upon the options laid out above and after further study, including the consultation of the City's engineer, Staff recommends either Option 1 as the preferred alternative due to its relative simplicity and the ability of it to provide the easiest method for Public Services personnel and City contractors to access the City's infrastructure, while also reducing potential future conflicts with property owners and the new hardened surfaces they would have installed. However, this would also be a rather large shift from what has previously been allowed in Southport, and even with grandfathering, if property owner-installed parking areas were removed, they would not be permitted to be replaced.

To this end, if the Board desires to allow for some form of surfacing of parking areas within the right-of-way, Staff recommends the paradigm outlined in Option 3, as both gravel and pervious paving options present too many maintenance-related liabilities to be effective. If this is the chosen direction of the Board, Staff recommends the selection of a limited number of surfacing types in order to provide some uniformity to allowed parking areas, and is seeking direction from the Board as to what types of surfaces would be most desirable within the City. With the Board's direction, the next steps for Staff are to draft and present the formal ordinance amendments for adoption.

Additional Item to Address - Grandfathering

In addition to surfacing, Staff request direction from the Board with regard to the grandfathering of existing right-of-way encroachments. Specially, Staff request the direction of the Board as to

whether or not existing right-of-way encroachments will be permitted to be grandfathered in, only to be removed when a City project necessitates its removal or when the encroachment presents a threat to safety.

Multiple options exist with regard to grandfathering schemes as well, if the Board is willing to consider granting such. Specifically, if grandfathering is allowed, this grandfathering could allow existing encroachments to continue to exist until such point as a City project necessitates its removal, at which point the encroachment could not be replaced. Another option would be to allow those encroachments to be replaced upon the completion of the City project that necessitated its removal.

In either case, if the Board is willing to grant grandfathered status to right-of-way encroachments, Staff propose utilizing the previously discussed grace period as a method of capturing existing encroachments by requesting property owners to provide their own documentation as to existing right-of-way encroachments they or previous property owners have installed to the City. City Staff will also document encroachments as well and will work collaboratively with citizens throughout this process, but by also involving the public in the effort, Staff feel that we can more effectively capture all encroachments and ensure that we are reaching all citizens. At the same time, capturing this information should aide in infrastructure project planning as well, as the City will have documentation of all potential conflicts that may need to be addressed through the project and can more effectively prepare to address those conflicts.

With the Board's direction on surfacing and grandfathering, the next steps for Staff are to draft and present the formal ordinance amendments for adoption. Such amendments will be presented in accordance with City policy, State Statute, and the Board's direction. Enforcement provisions, presented to the Board previously, are provided as an appendix to this memorandum, and shall be updated as necessary to comply with the Board's recommendations.

Appendix A - Enforcement of Encroachments

The following information was presented to the Board at its March 3, 2023 meeting and is presented again in the same form for the purpose of providing additional context.

Allowable encroachments within City rights-of-way shall be reviewed and approved via a City-issued Right-of-Way Encroachment Permit. Any such Ordinance amendments within the Unified Development Ordinance shall include ordinance language outlining the permit process. Such permit shall be reviewed and approved by the following entities:

- UDO Administrator or Designee (could include City Planner, Permit Technician, and/or Code Enforcement Officer)
- Public Services Director or Designee
- Fire Marshal

Included within the permit process shall be a required acknowledgement to be made by the applicant that, should the City need to perform work within a right-of-way that impacts those encroachments, that the City will remove any encroachments necessary to perform the work and will not be liable for the replacement of those encroachments. Replacing those encroachments shall require the review and approval of a new encroachment permit should such a scenario come to exist. Additionally, such review authority shall also include the ability of Staff to utilize defined discretion in approving permit requests, such as when infrastructure projects are programmed for the subject area within a future city-adopted Capital Improvement Program, that would give Staff the legal authority to deny permit applications for projects which would immediately impact programmed and funded City projects.

In the case of existing right-of-way encroachments, Staff recommends the establishment of a grace period not to exceed six (6) months in order for citizens of the City to remove encroachments from the City's rights-of-way that violate the updated Ordinance language. The grace period shall include an aggressive public relations campaign to ensure citizens know of the new language, and Staff will begin the process of identifying Ordinance violations and attempting to work with citizens to begin the process of rectifying those issues either via removal or via permitting, if existing encroachments become allowable under updated language. The public relations campaign will be a joint effort between Development Services and Community Relations and can include, but is not limited to:

- Presentations to boards and community groups;
- Continuous social media engagement;
- Inclusion of fliers in other city mailers;
- Certified mailers to homes with identified violations in the grace period;
- Door-to-door engagement; and
- Anything else recommended by the Board, Community Relations, etc.

Beyond the grace period, City Staff, including Development, Emergency, and Public Services personnel, will work collaboratively on an active process to remove encroachments that cannot be permitted under the new ordinances. Enforcement of right-of-way encroachments shall be conducted via proactive enforcement methods in which Staff shall work to identify new violations and take action appropriately, with complaints from citizens also being fielded and investigated as needed in accordance with previously adopted policies and procedures. The goal with enforcement action remains voluntary compliance on the part of the offending party.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 5/26/23 DEPARTMENT: Parks and Recreation and Engineer

PRESENTED BY: Heather Hemphill Parks and Recreation Director & Bob Jarvis, Engineer

ITEM SPONSORED BY: Parks and Recreation

ITEM/TOPIC: Yacht Basin Dredging Limits

COST: unknown BUDGET LINE ITEM: _____

JUSTIFICATION: This determines the dredging limits outside of the USACE authorized channel and therefore the volume of dredge material in cubic yards the BOA would like included in this project.

IMPACT IF NOT APPROVED: Dredge limits need to be approved in order for the project to move forward
If the City does not approve the proposed City boxes, there will be no dredging around the city dock

DEPARTMENT HEAD COMMENTS: Inclusion of the City boxes allows for dredging at the city dock.
This will allow the city to establish a few slips for transient boaters and for city, state, or federal
emergency boats to dock. Currently boats can only access a small area of the dock at high tide.

CITY MANAGER COMMENTS: This project has been discussed for many years. We are almost
there to apply for a grant, but we need direction from the Board as to the area to dredge. The USACE
authorized channel has approximately 50,400CY and the City dredge area around the City Dock has
approximately 5,400CY for a total of 55,800CY.

ATTACHMENTS: See attached maps provided by our consultant TI Coastal Services

REQUESTED ACTION: The Board of Alderman need to determine the limits of dredging to either
include or exclude the proposed city area along with the USACE Channel.

PROPOSED MOTION: Motion to authorize TI Coastal services to include the area of the City Dock
with the USACE Channel area to determine the total area to be dredged.



Proposed Town Dredge Boxes
Box Cut (vertical slope)
12' MLLW Depth
4,700 CY (big box)
700 CY (small box)

USACE Authorized Channel
3H:1V Side Slopes
12' MLLW Depth
50,400 CY

Approximate top of side slope

TI

Coastal

TI Coastal Services, Inc.
387-B N. Green Meadows Drive
Wilmington, NC 28405
910.821.1358

Vertical Datum
Conversion

NAVD88

2.80'

MLLW

Southport Yacht Basin
City of Southport
Brunswick County, NC

Before Dredge (BD) Survey

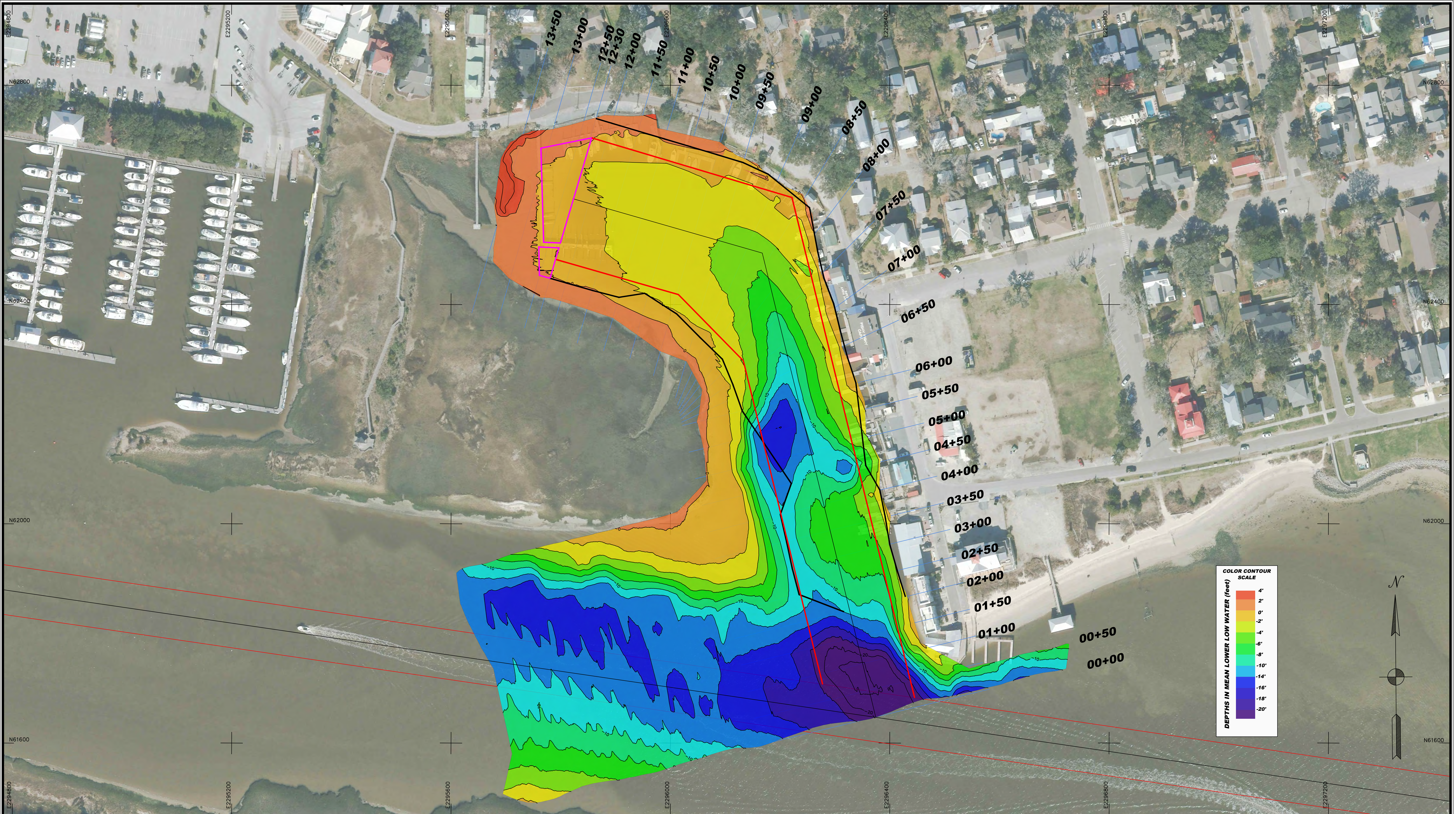
Survey Layout

Graphic Scale

0' 50' 100' 100'

Scale: 1" = 100'

Notes: 1. Horizontal Datum: NC State Plane - Zone 3200, NAD83 (2011), Survey Feet 2. Vertical Datum: Mean Lower Low Water (MLLW), Survey Feet 3. Data collected by TI Coastal on March 8th, 2023 to March 20th, 2023 and represent conditions at that time. 4. Soundings are expressed in feet and tenths. 5. 2020 Aerial of downloaded from NC OneMap GeoSpatial Portal. (www.nconemap.gov) 6. MLLW conversion established using NOAA VDatum from the Online Vertical Datum Transformation web page (https://vdatum.noaa.gov).	
DWG NAME: 230321 Southport Yacht Basin BD Survey.dwg	
DWG DATE: March 21st, 2023	SURVEY DATE: March 8th, 2023
SCALE: 1" = 100'	SHEET: 2 OF 6



TI

oastal

TI Coastal Services, Inc.
387-B N. Green Meadows Drive
Wilmington, NC 28405
910.821.1358

Vertical Datum
Conversion

NAVDS8
2.80'
MLLW

Southport Yacht Basin
City of Southport
Brunswick County, NC
Before Dredge (BD) Survey
Contours

Graphic Scale
0' 40' 80'
Scale: 1" = 80'

Notes: 1. Horizontal Datum: NC State Plane - Zone 3200, NAD83 (2011), Survey Feet 2. Vertical Datum: Mean Lower Low Water (MLLW), Survey Feet 3. Data collected by TI Coastal on March 8th, 2023 to March 20th, 2023 and represent conditions at that time. 4. Soundings are expressed in feet and tenths. 5. 2020 Aerial of downloaded from NC OneMap GeoSpatial Portal. (www.nconemap.gov) 6. MLLW conversion established using NOAA VDatum from the Online Vertical Datum Transformation web page (https://vdatum.noaa.gov).	
DWG NAME: 230321 Southport Yacht Basin BD Survey.dwg	
DWG DATE: March 21st, 2023	SURVEY DATE: March 8th, 2023
SCALE: 1" = 80'	SHEET: 3 OF 6



TI

Coastal

TI Coastal Services, Inc.
387-B N. Green Meadows Drive
Wilmington, NC 28405
910.821.1358

Vertical Datum
Conversion

NAVDS8
2.80'
MLLW

Southport Yacht Basin
City of Southport
Brunswick County, NC

Before Dredge (BD) Survey

Bathymetry

Graphic Scale

0' 40' 80' 80'

Scale: 1" = 80'

Notes: 1. Horizontal Datum: NC State Plane - Zone 3200, NAD83 (2011), Survey Feet 2. Vertical Datum: Mean Lower Low Water (MLLW), Survey Feet 3. Data collected by TI Coastal on March 8th, 2023 to March 20th, 2023 and represent conditions at that time. 4. Soundings are expressed in feet and tenths. 5. 2020 Aerial of downloaded from NC OneMap GeoSpatial Portal. (www.nconemap.gov) 6. MLLW conversion established using NOAA VDatum from the Online Vertical Datum Transformation web page (https://vdatum.noaa.gov).	
DWG NAME: 230321 Southport Yacht Basin BD Survey.dwg	
DWG DATE: March 21st, 2023	SURVEY DATE: March 8th, 2023
SCALE: 1" = 80'	SHEET: 4 OF 6



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 5/26/2023 DEPARTMENT: Parks and Recreation & Capital Projects

PRESENTED BY: Heather Hemphill, Parks and Recreation Director & Bob Jarvis Capital Projects

ITEM SPONSORED BY: Parks and Recreation & Capital Projects

ITEM/TOPIC: Contract with TI Coastal Services for assistance in obtaining a CAMA and USACE permit to dredge the basin, coordinate with the Audubon Society for a disposal area, and set up a meeting with regulatory stakeholders before formal submission

COST: \$7000 BUDGET LINE ITEM: 10-00-4110-4400

JUSTIFICATION: TI coastal services completed their original task of surveying the volumes of dredge material. We now need a contract with them to continue with the permitting process, coordination for spoil material, meet with the regulatory stakeholders to go over plan, generate meeting files and presentation, and prepare/submit the full permit application.

IMPACT IF NOT APPROVED: The yacht basin dredge project will completely stop if we do not continue with the permitting process. The yacht basin area will continue to fill in and not be accessible at low tide

DEPARTMENT HEAD COMMENTS: It is recommended to enter into this contract with TI coastal services to allow them to coordinate with CAMA and USACE and prepare/submit the full dredge permit package.

CITY MANAGER COMMENTS: It is important that we move forward with this project so that we may be able to conduct a dredging operation with the Southport Marina in January or February of 2024, thus saving the taxpayers money by sharing resources.

ATTACHMENTS: Amended contract

REQUESTED ACTION: Accept the proposed contract with TI Coastal Services for the coordination, preparation, and submittal of full dredge permit package.

PROPOSED MOTION: Motion to authorize the contract with TI Coastal Services to continue the work for preparation of a full permit application for dredging the yacht basin at a cost not to exceed \$7000.

TI Coastal Services, Inc
387-B North Green Meadows Drive
Wilmington, NC 28405
910.821.1358



May 23, 2023

Mr. Bob Jarvis
City of Southport Engineer
VIA E-MAIL: bjarvis@cityofsouthport.com

RE: Proposal Permitting Assistance – Southport Yacht Basin, City of Southport, NC

Dear Mr. Jarvis-

Thank you for the opportunity to continue working on the Yacht Basin dredging project. TI Coastal was happy to provide survey services in the spring of 2023 to document the current depths of the basin and determine potential volume of sediment to be removed from the proposed dredge footprint. We understand this task involves assistance in obtaining a CAMA and USACE permit to dredge the basin and dispose of the material in the most economically friendly way. While we do not anticipate any major obstacles, the permitting process can be fickle and unforeseen issues can and will arise. As such, the cost of this task order shall be an hourly rate of **\$140 per hour**, with an anticipated total time of **40 hours**. Only the hours worked will be charged to Southport on a monthly basis. The City of Southport would also be responsible for associated application fees, estimated to be \$475 for a CAMA Major permit application. Should vibracoring, sediment analysis, or additional surveys be required as part of the application process, these tasks would be billed at a separate rate to be agreed upon prior to initiating that work.

The anticipated work order for the project will be to continue coordination with Audubon Society to further develop a beneficial use disposal area on Battery Island for the dredged material. This will allow us to then set up a coordination meeting with the regulatory stakeholders to go over our dredge and disposal plan prior to formally submitting the permit application. The one-stop coordination meeting is intended to work out any potential issues that would arise from the project before the actual application is submitted in order to reduce the overall review time. TI Coastal will help formulate a comprehensive project plan, generate the coordination meeting files and presentation, and finally prepare/submit the full permit application. Once submitted, TI Coastal will continue to provide assistance to Southport by supplying any additional requested information and answering questions until permits are obtained.

Thank you again for the opportunity to continue working with the City of Southport on this project. Please let me know if you have any questions or need further information regarding the process or pricing above.

Sincerely,

Jamie Pratt, Vice President
jcpratt@ticoastal.com



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: May 26, 2023 **DEPARTMENT:** Community Relations

PRESENTED BY: ChyAnn Ketchum, Communications/PIO

ITEM SPONSORED BY: Community Relations

ITEM/TOPIC: June Southport Symposium featuring the Mayor and Board of Aldermen

COST: n/a **BUDGET LINE ITEM:** n/a

JUSTIFICATION: This workshop item will allow an overview and/or Q and A session for the Board in preparation for their upcoming Southport Symposium on June 12, 2023.

IMPACT IF NOT APPROVED: If not approved, there will not be a full explanation of instruction or expectation for duties during the June Symposium.

DEPARTMENT HEAD COMMENTS: The Symposium is an opportunity for the Mayor and Board of Aldermen to connect with the Community. This workshop will allow for the Board to have a better understanding of their role in the June Symposium.

CITY MANAGER COMMENTS: We will review the intent of the June Symposium and introduce topics that each of you can pick from as a topic to speak about for 5-10 minutes each.

ATTACHMENTS: Potential topics

REQUESTED ACTION: Settle on discussion points for the June Symposium

PROPOSED MOTION: n/a

Below is a breakdown of my thoughts for the June Symposium featuring the Mayor & Board of Aldermen. Please review it and let me know your thoughts and/or share it with them for review, as well. What I am thinking is that the Board members could decide who wants to speak on which topics and within those topics, have a couple bullet points each to speak on.

Potential Topics

- Duties of the Mayor
- Duties of the Board
- Goals & Objectives of the Board
- Budgeting Process
- Boards, Committees, & Commissions
 - How to volunteer to be on one as a resident
- Community History
- Ordinances
 - How they are created and voted on
- Ways the Public can Participate in Government

We have the Mayor/Aldermen present first and then facilitate the Q&A session after with the attendees. We use the hand-held mics for Symposiums for a more casual feel and so that attendees do not have to go up to the podium to ask their questions, making it much more of a conversation environment.



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
REGULAR MEETING AGENDA**
223 E. BAY STREET
June 8, 2023
6:00 PM

Agenda

Please turn off all cell phones

Meetings are open to the public. Face masks and social distancing may be used at the discretion of each individual. The Board of Aldermen reserve the right to make changes to this policy, as needed to help prevent the spread of the Coronavirus.

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

ETHICS STATEMENT:

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

A. Call to Order

B. Invocation

C. Pledge of Allegiance

D. Public Comment

E. Approval of Agenda

F. Approval of the Consent Agenda

1. Board of Aldermen Special Budget Meeting Minutes April 24, 2023
2. Board of Aldermen Special Budget Meeting Minutes May 1, 2023
3. Board of Aldermen Agenda Review and Workshop Minutes May 5, 2023
4. Restrictive Covenants for Taylor Field (D. Dutton and H. Hemphill)
5. Budget Amendments #5: Vehicle and Equipment Leases
6. Easement Agreement for Storm Debris

G. Special Recognition

1. Proclamation for Tourette's Syndrome Awareness Day
2. Proclamation for Juneteenth 2023

H. Agenda

1. Code Enforcement Update (Chris Curry, Alliance Code Enforcement)
2. Resolution to Adopt the Remote Participation Policy (B. Therrien)
3. Oakton:Preliminary Plat Continued (T. Henley)
4. American Flood Coalition (B. Therrien and T. Zilinek)
5. Adoption of a Fund Balance Policy (P. Gross and B. Therrien)
6. Adoption of Write Off Policy for Uncollectible Accounts (P. Gross and B. Therrien)
7. Ordinance Rescinding the Waiver of the Credit Card Processing Fee (B. Therrien)
8. Dredging Area (H. Hemphill)
9. Approval of Contract for Dredging Project and Submit Dredging Permit Application (H. Hemphill)
10. Request to Schedule the Public Hearing: Conditional Zoning Text Amendment (T. Henley)
11. Petition for Contiguous Annexation (T. Henley)
 - a. Accept the Petition for Annexation
 - b. Instruct the City Clerk to Investigate the Sufficiency of the Petition
 - c. Accept the City Clerk's Certificate of Sufficiency
 - d. Adopt a Resolution Calling for Public Hearing on July 13, 2023
12. Noise Ordinance Amendment (T. Henley and Chief Coring)
13. Yacht Basin Speed Limit (Alderman Davis)
14. Code of Ordinance Amendment and By-law Adoption: Cemetery Committee (Mayor Pro-tem Mosteller, Alderman Davis, Alderman Lombardi)

I. Committee Reports

1. Planning Board
2. ABC Board
3. Beautification Committee
4. Historic Preservation Commission

J. Manager's Report

K. Mayor's Comments

L. Staff Reports

1. Animal Protective Services
2. Finance
3. Development Services
4. Community Relations and Communication
5. Public Services
6. Fire /Rescue Department
7. Police Department
8. Parks and Recreation

M. Board Comments

- N. Closed Session: N.C.G.S. 143-318.11 (a)(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...**

O. Adjourn