



**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 pgs 4-8
2. Board of Aldermen Special Budget Meeting Minutes May 1, 2023 pgs 9-11
3. Board of Aldermen Agenda Review and Workshop Minutes May 5, 2023 pgs 12-13
4. Regular Board of Aldermen Meeting Minutes May 11, 2023 pgs 14-26
5. Restrictive Covenants for Taylor Field (D. Dutton and H. Hemphill) pgs 27-30
6. Easement Agreement for Storm Debris pgs 31-37
7. Letter of Support for Unique Places to Save Land Acquisition (to read at the meeting)pg 38
8. Reappointment of Jim Powell to the Bald Head Island Transportation Authority Board pgs 39-40

G. Special Recognition

1. Proclamation for Tourette's Syndrome Awareness Day pg 41

2. Proclamation for Juneteenth 2023 pg 42

H. Agenda

1. Code Enforcement Update (Chris Curry, Alliance Code Enforcement) pgs 43-45
2. Resolution to Adopt the Remote Participation Policy (B. Therrien) pgs 46-51
3. Oakton:Preliminary Plat Continued (T. Henley) pgs 52-69
4. American Flood Coalition (B. Therrien and T. Zilinek) pgs 70-89
5. Adoption of a Fund Balance Policy (P. Gross and B. Therrien) pgs 90-99
6. Adoption of Write Off Policy for Uncollectible Accounts (P. Gross and B. Therrien) pgs 100-103
7. Ordinance Rescinding the Waiver of the Credit Card Processing Fee (B. Therrien) pgs 104-105
8. Dredging Area (H. Hemphill) pgs 106-109
9. Approval of Contract for Dredging Project and Submit Dredging Permit Application (H. Hemphill) pgs 110-111
10. Request to Schedule the Public Hearing: Conditional Zoning Text Amendment (T. Henley) pgs 112-140
11. Petition for Contiguous Annexation (T. Henley) pgs 141-157
 - 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) pgs 158-165
13. Yacht Basin Speed Limit (Alderman Davis) pg 166
14. Code of Ordinance Amendment and By-law Adoption: Cemetery Committee (Mayor Pro-tem Mosteller, Alderman Davis, Alderman Lombardi) pgs 167-173

I. Committee Reports

1. Planning Board pgs 174-186
2. ABC Board pg 187
3. Beautification Committee pgs 188-191
4. Historic Preservation Commission pgs 192-210
5. Board of Adjustment pgs 211-216

J. Manager's Report

K. Mayor's Comments

L. Staff Reports

1. Animal Protective Services pgs 217-219
2. Finance pgs 220-291
3. Development Services pgs 292-293
4. Community Relations and Communication pgs 294-298
5. Public Services pgs 299-320
6. Fire /Rescue Department pg 320
7. Police Department pg 321
8. Parks and Recreation pgs 322-323

M. Board Comments

Closed Session: N.C.G.S. 143-318.11 (a)(5). To establish, or to instruct the public body's

N. 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

**BOARD OF ALDERMEN
INDIAN TRAIL MEETING HALL
113 W. MOORE STREET**

**SPECIAL BUDGET WORKSHOP
APRIL 24, 2023**

PRESENT: Mayor Joseph P. Hatem, Mayor Pro-tem Karen Mosteller, Aldermen John Allen, Robert Carroll, Lowe Davis, Tom Lombardi, and Rich Alt

STAFF PRESENT:

Bonnie Therrien, City Manager
ChyAnn Ketchum, Communications/PIO
Tom Zilinek, City Engineer
Brandon Stevens, Deputy Finance Officer
Paul Gross, Interim Finance Director
Travis Henley, Development Services Director

Dorothy Dutton, Assistant City Manager/City Clerk
Tom Stanley, Public Services Director
Charles Drew, Fire Chief
Ralph Treadway, Battalion Chief
Paul Homick, EMS Captain
Sydney

OTHERS PRESENT:

Tish Hatem

A) Call to Order

Mayor Hatem called the special workshop to order at 9:02 a.m. He thanked the City staff for all their hard work in preparing the budget and keeping up with any changes requested.

B) Invocation

Alderman Lowe Davis provided the invocation.

C) Pledge of Allegiance

Mayor Hatem led everyone in the Pledge of Allegiance.

D) Mayor Pro-tem Mosteller made a motion to approve the agenda with the changes requested. Alderman Lombardi seconded the motion. All ayes. Motion carried. The Human Resources and Parks and Recreation presentations will be rescheduled. Also, Mr. Tom Stanley asked to mention a few things to the Board that he forgot during his presentation.

E) Agenda

1. Tom Stanley explained the need to move towards using a cellular SCADA system (System Control and Data Acquisition). The system is imperative for managing power failures within the utility system. The cellular system is more private. He explained that \$138,000 was included in the budget, but it will likely be less than that. Alderman Alt asked if he had asked around to other municipalities to see what was being used. Mr. Stanley and Mr. Zilinek said they would reach out to make sure they get the most updated versions of the SCADA service.

Mr. Stanley also said that upon inspection of the back deck of the Community Building, he has determined that it desperately needs to be replaced. Alderman Davis asked if there was a pervious surface that could be installed instead of putting the decking boards back. The deck was built in 2007. Alderman Davis said that techniques and treatments have changed a lot over the last twenty years. Tom Stanley reminded the Board that it was their decision. The trex boards are excellent because they don't rot and can be easier pressure washed. Alderman Allen thanked Tom Stanley for informing them of the condition. Alderman Carroll asked about removing the deck and just allowing it to grass over. But Mr. Stanley explained that it is currently a mud hole, and would take a while before it could grow grass

over it. And also, the ground would be less desirable for outdoor weddings.

2. Fire Chief Charles Drew presented the budget for the Fire and EMS Departments next. He thanked the Board for their support. He explained that the fire fees are based on square mileage and not valuation of property. The Southport Fire District is 28 square miles. It includes a municipal district, large rural district, and Caswell Beach. There are 16,258 people in the fire district and up to 45,000 during the summer months. Currently, the Fire Department has 85 volunteers, 14 full-time employees, and 4 stations. Their fire district rating is currently a low-three. They are currently in the middle of the Seconds Matter campaign in which the staff identifies homes and businesses that do not have an address number. Providing numbers will help first responders respond more quickly in an emergency. This year, they have provided 396 smoke alarms and 227 replacement batteries.

The department responded to 883 fire calls in 2022 and made 810 transports to a medical facility. Chief Drew explained that the budget is based solely on revenues. In the past, overtime has been an issue because there has to be a certain amount of coverage at the station. Battalion Chief Treadway will become exempt, so that will save money in overtime. Chief Drew is proposing an increase in part time shift pay and requesting one new position to serve as the IOS officer/second Fire Marshal. He is also asking for more turnout gear and personal breathing masks for each staff member. Alderman Allen asked if there is a limit to how high the fire fees can be, and Chief Drew explained that the fire district was maxed out.

The EMS budget was underfunded last year, but it was the last year that it was divided out of the Fire Department. The largest amount of revenue comes from transports. A basic call starts at \$350. If the level of required service increases, so does the fee. Chief Drew, and EMS Captain Hornick said they are hoping to hire two paramedics, so the department could make higher level responses. Having a paramedic on shift allows the department to bill at higher rates and keeps the department from missing out on some calls that need a great skill level of response. Alderman Carroll asked who handles the billing for the EMS responses, and Chief Drew explained that the City contracts with a company that handles the billing. There are usually three attempts to collect the fee, but it gets written off after that. The department has missed 153 calls so far this year because they required a paramedic response. The paramedic responses are billed at \$825 plus \$11 per mile.

Mayor Hatem explained that there is now a need for daily watering of the planter boxes and flowers in the downtown area. He added that all we would need is a watering pump and a small truck. Alderman Davis stated that the Forestry Committee waters the trees. Other volunteer organizations have spent time and money to buy the planter boxes and flowers, so the City should maintain them. Mayor Hatem stated the department would be under the Public Services umbrella.

3. Tavis Henley, the Development Services Director, presented the department's budget to the Board next. First on this request list was for two more Code Enforcement Officers, but only if the City is moving towards pro-active enforcement and enforcing the rights-of-way. He then said the department could use a Downtown/Historic Preservation Planner because there is a lot of administrative work for the HPC. One of the biggest requests in the Capital Improvement Plan was for a new Comprehensive Plan. The existing Comp plan was updated in 2020, but it was not a complete update. The Comp plan will be a guide for every land use decision and land use. Public input is key. What do the people want to see? Also, the overtime budget was increased a little because the Planner is an hourly position. The Forestry Committee is being moved to the Public Services department.

Instead of hiring two Code Enforcement Officers, the City staff is considering contracting with a Code Enforcement Company to work 24 hours in the City. It is cheaper than hiring an employee, although we are still going to post the position. Mayor Hatem added that the number of positions being requested is a sign of how much the City is growing. Mr. Henley said they were requesting \$8000 for the Part time Inspector. Mr. Wayne Strickland is still on staff to assist Mr. Barefoot for electrical inspections. Mr. Henley hopes the City can hire another building inspector with standard certificates in all trades, or high levels. Permitting and Inspections revenue must go back into that department. The revenue can

also contribute to the Department Director's salary, and some of the Assistant Manager's.

4. Brandon Stevens, the Deputy Finance Officer, reviewed the revenue sources that are included in the budget. He went through the ad valorem tax, sales tax, ABC revenue, donations made for the Neighbor 4 Neighbors program, interest rates, civil penalties, Animal Protective Services pet license, and Community Garden rentals. The golf cart registration program earned \$6000 so far, this fiscal year. The Community Building brought in \$175,000 in revenue, and occupancy tax was approximately \$225,000.

5. City Manager Therrien clarified that the cost to digitize the records should be in a different line item. Mayor Pro-tem Mosteller suggested that City Attorney Herman prioritize the short-term vacation rental ordinance to make sure the City is able to capture everything without the registration program. Alderman Davis asked about the filming fees, which were not planned to change. There is \$362,000 in the Powell Bill Fund, and \$7.7 million in the electric fund. \$800,000 was collected by System Development Fees. Mr. Stephens reviewed the other project ordinances included in the budget. Ms. Therrien explained the Board budget was reduced about \$20,000, but the Administration budget increased \$20,000 to pay. There was nothing major planned for the Finance Department, but the \$15,000 is still in the budget for renovating the front lobby area.

Alderman Allen requested a summary of all the budget requests and how it would affect the budget.

6. City Manager Therrien explained that the Board needs to authorize the Interim Finance Director and Deputy Finance Director to sign checks and handle the City's financial information. ***Alderman Allen made a motion to authorize Paul Gross and Brandon Stevens to serve as the Finance Officers for the City of Southport. Alderman Carroll seconded the motion. All ayes. Motion carried.***

F) Mayor's Comments

Mayor Hatem stated that it had been an excellent workshop.

G) Board Comments

Alderman Alt said he supported a tax neutral budget. He will look and consider all the requests, but he doesn't think they will all be possible.

H) Alderman Allen made a motion to adjourn, which was seconded by Alderman Carroll. All ayes. Mayor Hatem adjourned the meeting at 11:51 a.m.

Mr. Stanley said that the City was in the process of accepting bids for cemetery maintenance.

Mr. Stanley mentioned that the Parks and Recreation Department was requesting to move two Public Services staff members to Parks and Recreation to manage the parks. In his opinion, it will take more than two workers to maintain everything in that department. He asked when the line would be drawn. If he loses two employees, is Public Services going to be reprimanded for not getting all their work done. Alderman Alt asked if an assessment had been done of how long it will take to manage the parks. Alderman Allen suggested to wait and have the discussion when Heather Hemphill, the Parks and Recreation Director, can discuss. The Parks and Recreation Master Plan that was adopted, recommends a staff of 4-5 people to manage the parks, but Ms. Hemphill thought that two would be a good start.

Mr. Stanley said that if it rains, all the staff does is mow grass. Alderman Lombardi recommended that Parks and Recreation hires their own employee, instead of taking one from the Public Services department. Tom Stanley said he will accommodate whatever the Board decides. The Forestry Committee line got moved to the Buildings and Ground budget.

Tom Stanley directed the Board to the Garage Department. He said there are no requests for anything major, just a mobile compressor that costs about \$4800. The difference in salaries from last year to now

is because he decided not to hire another person.

Next, was the review of the Street Department. Mr. Stanley, with the guidance of Tom Zilinek, is requesting more departmental supplies, as there is a potential for hot asphalt instead of cold patching. The department is requesting two more employees to help with proactive maintenance. A “patching” crew can work on areas as large as 10 x 20, and there are plenty of areas that could use those types of repairs. One capital item being requested is a new dump truck, a single axle to replace the 1995 model. Alderman Lombardi asked if there has been any thought about filling some of the cracks. Tom Zilinek said that he would explore that subject.

Tom Stanley mentioned that there are Powell Bill funds that can be used for road repairs. Alderman Allen asked whether the Powell Bill funds could be used to purchase the dump truck. Staff will research and let the Board know.

Ellie Pittenger, the Electrical Superintendent, spoke to the Board next about the budget for the Electrical department. There is still a need for a second point of delivery for service. He is still waiting for grant updates for the electrical car charging stations. And the electrical underground work is still moving forward. Last year, staff ordered supplies early, so that work could progress without any hold-ups. Alderman Carroll asked if the \$1.6 million was still enough to budget for the conversion to underground, and Mr. Pittenger said that it was. Approximately 75% of the electrical service in Southport is underground. Mr. Pittenger said that he plans to retire sometime in the middle of the year in 2024. He would like to budget to hire someone in January 2024, so that he can train them before he retires.

Mr. Pittenger also mentioned that the existing substation cannot be expanded because of the footprint. There is not enough room to add the new transformers while the existing transformers are there. But you cannot disconnect the existing transformers until the new ones are installed and connected. The second point of delivery will involve land acquisition. It would be much better to build a substation close to existing infrastructure and just move the transmission lines out from there. There was a brief discussion about possible locations.

Tom Stanley reviewed the proposed budget for the Water and Sewer Department. He said that the City will be increasing the water reserve by 50,000 gallons. There is a high demand for water meters, but he would like to order more so there is a surplus. Meters would likely need to be replaced every ten years. The meters the City needs are on backorder. One of the pump stations needs a new generator, and it needs to be raised above the ground. Natural gas lines are going down Atlantic Avenue. That will allow the City to transfer some of the lift stations to gas, and the generators can kick on during load management times. Mayor Hatem thanked Tom Stanley and Public Services for everything they do for the City of Southport. Mr. Pittenger addressed the Board again to inform them the wholesale energy rates were increasing 3.9% on April 2024. Mayor Hatem recessed for lunch at 12:20 p.m. The Board hosted a luncheon in gratitude for Melanie Trexler. Ms. Trexler worked for the City for eight years and was leaving the area and moving to the Chapel Hill area.

Mayor Hatem called the meeting back to order at 12:54 p.m. He said that this was Ms. Trexler’s last meeting, and he read a proclamation for her.

5. Randy Jones, the Community Relations and Communication Director reviewed their proposed budget. He said that this year had been one of transitions. Allayna Dail has taken over as the administrator for the 4th of July Festival. ChyAnn Ketchum just reached her ten month of employment with the City. Mr. Jones said he couldn’t do it with out them. He added that the department couldn’t function without the volunteers. Alderman Lombardi said that the Beautification Committee wouldn’t be able to accomplish as much without Randy.

Mr. Jones explained that recently, a part time position was created to help with the responsibilities of filming all the meetings. Eventually, later this upcoming fiscal year, he would like to move it to full time. All the revenue from the Community Building goes back to the Capital Fund.

Mayor Hatem thanked Mr. Jones and his staff for all they do.

6. Kate Marshall, Animal Protective Services Director reviewed the proposed APS budget with the Board. She would like to increase the part-time staff to cover two weekends. She predicts that the “kitten season” will start soon. Ms. Marshall got her alligator handing certificate last year.

7. Ms. Therrien said the Board needed to schedule at least two other meetings and host the public hearing on the proposed budget. There is another budget meeting on April 24th, and the Board scheduled a meeting for Monday, May 1, 2023 at the Community Building.

F) Mayor Hatem thanked City Staff, Department heads, and the Board for such an incredible meeting.

G) There were no comments from the Board.

H) Adjourn

Alderman Lombardi made a motion to adjourn the meeting, which was seconded by Alderman Allen. All ayes. Motion carried. Mayor Hatem adjourned the meeting at 1:22 p.m.

Joseph P. Hatem, M.D., M.P.H.
Mayor, City of Southport

Dorothy Dutton
Assistant City Manager/City Clerk

**BOARD OF ALDERMEN
INDIAN TRAIL MEETING HALL
113 W. MOORE STREET**

**SPECIAL BUDGET WORKSHOP
MAY 1, 2023**

PRESENT: Mayor Joseph P. Hatem, Mayor Pro-tem Karen Mosteller, Aldermen John Allen, Robert Carroll, Lowe Davis, Tom Lombardi, and Rich Alt

STAFF PRESENT:

Bonnie Therrien, City Manager	Dorothy Dutton, Assistant City Manager/City Clerk
ChyAnn Ketchum, Communications/PIO	Brandon Stevens, Deputy Finance Officer
Paul Gross, Interim Finance Director	Patti Fortuna, Human Resources Director
Heather Hemphill, Parks and Recreation Director	Randy Jones, Community Relations Director

OTHERS PRESENT:

Tish Hatem
Pat Kirkman

A) Call to Order

Mayor Hatem called the special workshop to order at 9:04 a.m. He mentioned all the events that took place the weekend before including Arbor Day, Naturefest and a car show.

B) Invocation

Alderman Lowe Davis provided the invocation.

C) Pledge of Allegiance

Mayor Hatem led everyone in the Pledge of Allegiance.

D) Alderman Lombardi made a motion to approve the agenda. Alderman Carroll seconded the motion. All ayes. Motion carried. Mayor Hatem said the Board was planning to prioritize goals, consider the personnel that is needed, and think of ways to be more environmentally conscious. He added that the Board strives to preserve Southport's character.

E) Agenda

1. Human Resources Director, Patti Fortuna, said she wanted to go over some of the information that was requested and let the Board know what she had accomplished during her first six months with the City.

She explained that she compared the City's benefits plan with other municipalities including Oak Island, Sunset Beach, Shallotte, and Brunswick County. Shallotte gives more vacation (96 hours). Oak Island pays 90% of health insurance coverage for employees, and 40% for dependents. Shallotte offers longevity pay, too. Mayor Pro-tem Mosteller stated that she had been considering whether we need longevity pay anymore, since we are including merit raises. City Manager Therrien said that a government should never remove benefits. Instead, they could consider a moratorium starting July 1st, so that no new employees would receive it. Eventually, it would stop. Alderman Allen and Alderman Alt both agreed that the City should do something to help provide some assistance for dependent insurance coverage. Alderman Allen said there are only a couple of people who would take advantage of the dependent coverage assistance, so the City wouldn't be contributing a whole lot. Alderman Carroll said that the Board is so far removed from staff; that staff wants more money. People who make \$40,000 a year are worried about making their payments on time. Alderman Davis said that she

understands that, but a benefits survey would be helpful. Mayor Pro-tem Mosteller asked to know the overall impact on the cost of the benefit; would the cost increase if more people have claims? City Manager Therrien said that the more claims, and the higher amount of claims, the rates would increase the next year. She also reiterated that City staff unanimously said they preferred more money. Alderman Carroll said that out of (74) employees, only three are not on individual coverage. There is no point of including coverage if only three employees will use it.

Ms. Fortuna moved on to say that she had also made a salary comparison, particularly with the public sector averages. The payroll study and classification is about 4-6 months from being completed once the project begins.

The Human Resources Director said that over the last six months, she has updated employee files, started engagement surveys, exit interviews, performance evaluations, job competencies, training on writing and delivering performance reviews, performance coaching, employee recognition, and NeoGov implementation is at 50%. Also, the career page is built out on governmentjobs.com, and she has completed a public employment law course.

Alderman Lombardi stated that he prefers a more competitive salary and leaving insurance assistance out. Alderman Alt reiterated that a competitive salary is important, but kids need insurance coverage. He said that young folks are all about money, but health insurance is still very important.

2. Heather Hemphill thanked the Board and staff for their kindness, sympathy, and grace they extended to her with the loss of her mother.

She said that a lot of her requests are more capital oriented. She reviewed her operating expenses including vehicle leasing, fuel costs and departmental supplies. She said that she would like to have two employees in the parks and recreation department to focus on park maintenance and upkeep. The positions would include tasks like pruning the azaleas, irrigation installation, mowing the grass, etc. The Parks and Recreation Master Plan recommends staff devoted to these tasks. Alderman Lombardi said that he supported this, as long as two new employees can be hired for the Parks and Recreation department, and the positions are not taken from the public services department. Alderman Alt asked how many man hours were used currently to maintain the parks. Alderman Davis said she thinks that they are overreaching when it comes to reorganizing departments. Some of the parks do need a lot of work, but it is not because staff is slacking off. Can the City afford to hire two new people? Alderman Lombardi also asked the Board to consider the equipment that would be needed for the Parks. City Manager Therrien said that it is a mixed bag. She recommends moving one person and leaving coordination to Heather and Tom Stanley. Ms. Hemphill added that she would like to move the position in-house, based on the recommendation of the master plan. City Manager Therrien also recommends hiring a parks and recreation assistant.

Next, Ms. Hemphill added that the cross-bracing at the City pier took another hit during Hurricane Ian. There is already \$25,000 allocated for the repairs/replacement, but the estimated cost to repair it is \$87,000. We are not sure if we will get any funding from FEMA. Ms. Hemphill said that FEMA has allocated \$215,000 towards Kingsley Pier repairs. The Board approved the recommendation of hiring McPherson Marine. The Kayak launch project is being funded by the efforts of the Morningstar Marina, the City, and a CAMA grant. The shoreline stabilization project is ongoing, and Ms. Therrien found out that the City can use the funding on private or publicly owned property. The Yacht Basin dredging project is at the early stages, and there is no estimates yet. The City is trying to work with the marina to dredge in January or February. It is more beneficial to work together.

Mayor Hatem announced there would be a short break. The meeting resumed at 10:41 a.m.

3. The City Manager asked the Board to review the list that was in their packets. She reminded the Board that those were items that the Board needed to make a decision about. Alderman Allen asked if they could have that information in a more streamlined document. There was some discussion about adding the items back into the budget and how much the tax rate would increase for each item. Some items are already included in the Capital Improvement Plan. Ms. Therrien explained that all personnel

requests would affect the budget. Alderman Alt asked about digitizing the records. The Board discussed the ABC revenue, and ad valorem taxes that are collected. Alderman Carroll said there were two non-negotiables; the two paramedic positions. Alderman Allen asked the City Manager to prioritize the positions. Ms. Therrien stated the building inspector, permitting technician, and fire inspector are easy because they are funded by the departments already. Ms. Therrien asked about the 5% COLA that she included, and the merit raise. She added that the pay study is equally important. Mayor Hatem summarized that the City Manager will bring that list back to them and help them make some decisions. They discussed dates for a future workshop. They decided on Wednesday, May 10th at 1:00 p.m. in the Community Building.

F) Mayor's Comments

Mayor Hatem thanked staff for their work on the budget.

G) Board Comments

There were no Board comments.

H) Mayor Pro-tem Mosteller made a motion to adjourn the meeting, which was seconded by Alderman Lombardi. All ayes. Motion carried. The meeting was adjourned at 11:08 a.m.

Joseph P. Hatem, M.D., M.P.H.
Mayor, City of Southport

Dorothy Dutton
Assistant City Manager/City Clerk

**BOARD OF ALDERMEN
INDIAN TRAIL MEETING HALL
MAY 5, 2023**

AGENDA REVIEW MEETING MINUTES

PRESENT: Mayor Hatem, Mayor Pro-tem Mosteller, Aldermen Allen, Alt, Carroll, Davis, and Lombardi

STAFF PRESENT:

Bonnie Therrien, City Manager
Tom Stanley, Public Services Director
Randy Jones, Community Relations Director
Sydney Heil, Community Building Administrator

Dorothy Dutton, Assistant City Manager/City Clerk
Mo Meehan, City Planner
ChyAnn Ketchum, Communications/PIO

OTHERS PRESENT:

Chris Curry, Alliance Code Enforcement
Tish Hatem

A) Call to Order

Mayor Hatem called the meeting to order at 9:03 a.m.

B) Invocation

Alderman Lowe Davis provided the invocation.

C) Pledge of Allegiance

Mayor Hatem led everyone in reciting the Pledge of Allegiance.

D) Approval of Agenda

Alderman Allen made a motion to approve the agenda, to include the removal of the Right of Way conversation. The motion was seconded by Alderman Lombardi. All ayes. Motion carried.

E) Agenda

1. The City Manager stated that the City has contracted with an outside company (Alliance Code Enforcement) to act as Code Enforcement for the City. She introduced Chris Curry. Mr. Curry worked for the Guilford County Sheriff's Office for fourteen years. He also gave a quick overview of the company, and his personal background. He said that he was in the City for one afternoon, and already had four pages of violations. He said they try to have a personal touch to their work. They knock on doors and speak with people instead of just mailing notices. Several Board members encouraged staff to schedule a public meeting to discuss Code Enforcement and rights-of-way. Mr. Curry said that ACE forms relationships with people and strive for abatement over issuing finds.

2. Assistant City Manager, Dorrie Dutton, reviewed the amendments to Chapters 2 and 13 of the Code of Ordinances that streamlines the process for Committees, Boards, and Commission appointments. Mayor Pro-tem Mosteller asked that the same language regarding liaisons be included in each section. Ms. Dutton said she would go through each section to make sure all the language was included.

3. The Board reviewed the agenda packet for the May 11, 2023 Board meeting. The Board went through the consent items, the budget review, the bid acceptance, audit firm selection and the off-duty management company. Mo Meehan, the City Planner explained the subdivisions and plats that were scheduled for the meeting. There was some discussion about the Oakton Subdivision,

which includes 42 lots. Several Board members are not in favor of the subdivision because of the additional access point, and potential tree removals. Next, Ms. Meehan reviewed the Price's Creek subdivision, and Osprey Landing, Phases 1 and 2.

Ms. Therrien explained that the City Attorney will be leading the discussion on the Social Media Policy. Mayor Hatem said that the Board should speak as an individual instead of representing the full Board. There was hesitation to discuss the policy without the City Attorney being present. Also on the agenda was the System Development Fee and Utility Rate Study, and a closed session to discuss two similar items. Alderman Lombardi said he was glad that we were moving ahead with Code Enforcement. The Noise Ordinance was being postponed for now.

Alderman Carroll said that he feels frustrated because there seems to be redundancy, the Board is missing things when they are not all at the big table.

F.) Mayor Hatem said the Board is having more meetings now because of the budget. It is helpful and we will make them more efficient. He said that he was pleased to have Alliance Code Enforcement with us because we can move forward proactively.

G.) Alderman Carroll suggested that the Board do a better job of explaining their opinions at the Board meetings because the public doesn't know what is discussed at the agenda review meetings.

H.) *Alderman Allen made a motion to adjourn the meeting, which was seconded by Alderman Davis. All ayes. Motion carried.* The Mayor adjourned the meeting at 10:41 a.m.

Joseph P. Hatem, M.D., M.P.H.
Mayor, City of Southport

Dorothy Dutton
Assistant City Manager/City Clerk



**Board of Aldermen
Regular Meeting Minutes
Community Building 223 E. Bay Street
May 11, 2023
6:00 P.M.**

Present: Mayor Joseph P. Hatem, Mayor Pro Tem Karen Mosteller, Alderman Thomas Lombardi, Rich Alt, Lowe Davis, Robert Carroll, and John Allen.

Staff Present: Bonnie Therrien, City Manager
Tanya Shannon, Deputy Clerk
Todd Coring, Police Chief
Charles Drew, Fire Chief
Heather Hemphill, Parks & Rec. Director
Tom Stanley, Public Services Director
Kate Marshall, Animal Protective Services
Randy Jones, Community Relations Director
ChyAnn Ketchum, Community Relations/PIO
Sydney Heil, Community Building Administrator
Paul Gross, Interim Finance Director
Mo Meehan, City Planner
Travis Henley, Development Services Director
Tom Zilinek, City Engineer

A) Mayor Joseph P. Hatem called the meeting to order at 6:00 P.M. and welcomed everyone.

B) Reverend Gene Thomlinson gave the Invocation.

C) The Pledge of Allegiance was led by Mayor Hatem.

D) Public Comment :

1. Marjorie Jones, 136 Stuart Ave., said that she is not against the Oakton Subdivision, but she would like them to be good neighbors. She requested that the unnecessary access be eliminated from Stuart Ave. She is concerned that the removal of trees and the natural habitat would create flooding. She said that she has a petition with 100 signatures against the access point.
2. Karen Rife; 5980 Dutchman Creek Rd. thanked the Board for all their hard work and appreciated the information on the proposed Land Use Legislation Bill and placing a call to action and being proactive with protesting against the Bills.
3. Adam Steadman; 5968 Dutchman Creek sent an email that was read by the Deputy Clerk. He said that he understands that the Board is working very hard on the Budget to ensure revenue neutrality. He said the tax payers deserve a break. He asked that any revenue expenditure moving forward should focus on improving the road infrastructure.
4. Gavin Lindenmuth, 603 Long Leaf Dr. had concerns about the Oakton retention pond and asked if this was part of the hammocks or separate. He said after heavy rains and storms Fodale Ave. goes under water. He asked if that water was going to pitch back to the retention pond or allowed to flood Fodale where there is poor drainage. He said these questions need to be addressed because he will be forced to take legal action if the stormwater plan is not adequately constructed.

5. Larry Ashely, 637 Wild Rose Way had concerns about the proposed Social Media Policy. He said he believes in a transparent government but does not believe that should mean that the government should be reaching into his computer. He said that he is on the Beautification Committee and will take his pictures and post them on Facebook as part of the Beautification Committee, and he was told that now he would have to put a disclaimer saying that he is not speaking on behalf of Beautification. He feels that adding this disclaimer is over-reaching. That as a Committee Member the information on his personal social media post should not be shadowed.

The Ethics Statement was read by Mayor Hatem.

“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 recused himself from item 11 on the agenda: System Development Fee/Utilities Rate Study Engineer Selection. He stated that he has a family member that works for the firm Withers Ravenel, who currently has 400 employees at the firm. He stated this family member is/was not involved in any business related to the City of Southport.

E) Approval of the Agenda

A Motion was made by Mayor Pro Tem Mosteller to remove item (N) Closed Session, due to this session being completed on May 10th at the Special Budget Workshop Meeting and was second by Alderman Lombardi. ***Unanimous Vote; Motion Carried.***

A Motion was made by Alderman Alt to move agenda (9) Social Media Policy to item (1) and was seconded by Robert Carroll. ***Unanimous vote; Motion Carried.***

Alderman Carroll made a motion to approve the Agenda as amended and was seconded by Alderman Davis. ***Unanimous vote; motion carried.***

F) Approval of the Consent Agenda:

1. Minutes of the Agenda Review Workshop April 11, 2023
2. Minutes of the Regular Board of Alderman Meeting April 13, 2023
3. Minutes of the Board of Aldermen Budget Workshop April 21, 2023
4. Resolution Requesting Brunswick County Approval of ETJ Planning Board Member

A Motion was made by Alderman Carroll to approve the Consent Agenda and seconded by Alderman Davis. ***Unanimous vote; Motion Carried.***

G) Special Recognition:

Mayor Hatem presented the following Proclamations.

1. Proclamation Recognizing National Nurses Week
2. Proclamation Recognizing National Police Week
3. Proclamation for Military Appreciation Month
4. Proclamation for National Hurricane Preparedness Week

H) Agenda

1. Social Media Policy

The City Attorney Mr. Brady Herman stated that Staff approached him along with the City Manager to help them put together the social media policy. He said this is a policy decision by the Board and they are free to adjust what is presented, and to delete anything they want or choose not to adopt. He said the intent is not to infringe on the First Amendment right to free speech. He said it does set forth some requirements not only for the Board but also the other appointed boards and committees of the City and as well as to establish a way for the different boards to go about and create a social media account through the City. He explained a couple of the highlights on the important items. He said a lot of what's in the proposed policy regardless of social media are standards that you all must adhere to anyway for example privileged confidential information record retention and some other requirements that otherwise in the City Board of Ethics policy. He said one of the key things here is this policy can fit in one of 2 scenarios where it doesn't apply is if you or another board have a personal social media account and you don't discuss any sort of city business this policy does not apply in that scenario. The other scenario is if you have a personal social media account and use it some for personal and discuss city business then this would go and apply. He said if you want to have a social media account and add your platform as a public official use this board as an example then you can get that registered through the City. Attorney Brady said what that does is it's goes to help with record retention. If you discuss City business, no matter what sort of platform it comes from that is a public record. He said one of the things that is key to this policy is putting the disclaimer on your social media account when you're speaking about city business that it's coming from your personal opinion it's not coming from the board as a whole unless the board approved it.

Alderman Davis made a Motion to deny the proposed Social Media Policy. Alderman Alt seconded the Motion. Mayor Hatem asked if there was any discussion from the Board before a vote was taken.

Alderman Davis said that there is the law and the spirit of the law. She thinks this proposed social media policy is unnecessary and infringes on free speech. She believes that it is overreaching and redundant.

Alderman Alt said he does understand why the federal government can put minimal restrictions on using social media. He said in the past year they have opined several things like record retention and detention of comments. His objection was that the city's policy had several illegal sentences such as the city would allow one to have a social account, the city was forbidding the use of social media for re-elections or backing other candidates. Additionally elected officials had opined in public actions they thought were improper which are clearly protected speech.

ChyAnn Ketchup/ PIO said this policy is not telling you what you can and cannot post but how to post it safely. Attorney Herman said this policy can be redrafted and the language revised. He said

for example in the authorized right that could just say elected appointed officials have the right to operate a personal social media account.

Mayor Pro Tem Mosteller noted that an updated social media policy is needed. She recommended having ChyAnn and Attorney Herman revisit the language, address the concerns, and bring it back to the Board in a Workshop to work out the details. Alderman Alt said that he would like to continue the discussion so that Attorney Herman can address these concerns and continue with the specifics on how the language should be revised and regarding the accounts and how they are retained. Attorney Brady said that it he would have to review the Administration process of retention, but the City Business accounts would have to be retained. Alderman Alt said that the language needs to be more defined.

It was the consensus of the Board to review the policy in a workshop to address concerns. Alderman Davis amended the original motion to not approve the Social Media policy but to table the Social Media Policy for further work and discussion at a workshop, seconded by Mayor Pro Tem Mosteller. ***Unanimous Vote; Motion Carried.***

2. Budget Summary Presentation by City Manager Bonnie Therrien

City Manager Therrien gave a presentation on her proposed 2023-2034 Budget. She said that with the Department Staff they have been putting a budget together so the Mayor and the Board can devise a strategic plan to reduce that tax rate so that it does not incur a huge expense with the increased values. She said she wanted to make sure we continued with the increase of capital items as well as the fund balance and using that to pay for those onetime expenses of capital. She said she wants to make sure that our fixed costs are adequate and not just putting enough money so that you would have to go back to the fund balance or contingency. She said to keep in mind all future mandates from the federal and state government, and we have one that we have to complete fairly quickly which is federal mandate to inspect all of our lead pipes and we have to come up with a complete report on which ones have led in them which don't I'm sure we're going to have to replace those that do and that's going to be very costly. Also, is proposed 11 new positions that were provided in the agenda packet that are listed in priority order. She provided highlights of the proposed Budget on PowerPoint.

3. Recommendation of contractor for 22-25 Phase 2: for dangerous trees and hanging limbs removal and contract.

4. Recommendation of Contractor for 2023-2025 Phase II; Vegetative Debris Removal/Disposal and C & D Debris Removal

Public Services Director Tom Stanley said there were three contractor recommendations for vegetative debris removal related to storms and hurricanes. He explained that bids went out with the help of Johnson Environmental Services Rep. Barry Johnson. The contract for 2020- 2025 hurricane season would be for dangerous trees and hanging limbs removal. There were five bidders, and the lowest bid was State Tree Services for the primary contractor and secondary contractor if State Tree services could not come would be DRC Emergency Services.

Alderman Davis said there was a lot of complaints a couple years ago after the last hurricane about debris pickup are either of these bidders the same ones that the City used before. Mr. Stanley that it was State Tree Services, and he said the complaints that are received are generally from people who bring out debris late or have put the debris in non-pick up areas where the equipment cannot get to the debris. He said the contractors make it it's publicized on when the pick-up is and how and where to place it.

A Motion was made by Alderman Lombardi to approve State Trees Service as the Contractor for the 2023-2025 Phase II: Dangerous Trees and Hanging Limbs, seconded by Alderman Alt.

Unanimous Vote; Motion Carried.

A Motion was made Mayor Pro Tem to approve State Tree Service as the Contractor for 2023-2025 Phase II; Vegetative Debris Removal/Disposal and C & D Debris Removal second by Alderman Carroll. **Unanimous Vote; Motion Carried.**

5. Selection of Audit Firm:

City Manager Therrien said the contract with our current auditor terms were requested for qualifications and were received. Three different firms that wanted to work with us on the audit they're all very good and they did an interview with the finance director, the deputy finance director and herself. She would highly recommend to the board Sharpe Patel CPA this would be a new firm that will come in and do the audit for the City. In fact, they need to start fairly quickly but she thinks the most important thing of this firm is they're willing to come in and do a training session with the board to help understand the audit process.

Alderman Allen made a Motion to hire the auditing firm Sharpe Patel to perform the City audits for three years and seconded by Alderman Lombardi. **Unanimous vote; Motion Carried.**

6. Off Duty Management-Police, Fire, EMS Departments:

City Manager Therrien said when she was talking with the Fire Chief and the Police Chief it came to her attention that with private duty currently the way that we have been working is the vendor would pay the employee directly the day of the service so there were no taxes taken out and that it has to be done in a different manner. She said they did some research through the finance department on how are we going to handle it and they found a company that provides this type of management. She said it's a great idea to start vesting off duty management not only do they pay but they also pay up for extra duties. What they will do is they will get the call from the private vendor they will arrange for whoever can do that for police or fire they will make sure there's a contract in place to get that done and then they will do the payment to the employee with benefits and everything and take care of the whole thing and it's what an asset to have them so I would like to recommend not just the hiring of off duty management to handle all of this but also agree to the rates that we're recommending, which would be \$40.00 an hour for police and fire \$45.00 on the holiday per hour and then \$21.50 per vehicle if they are needed. Alderman Alt had some concerns about the two different cost factors one for 501C threes

and one for everybody else. He said he didn't want to get into the merits of all the other great causes that we have given money to. He said the reason we are here is because the churches in this town have all asked for this to happen. He thinks it will dovetail into other things but that was the reason why we're here because of multiple discussions with the Police Department on this for a long time so he thinks there should be a reduced price for the 501C threes that are asking to have this done and match what was it originally proffered. Alderman Davis disagreed about that and said she would be the last one to say something bad about the churches, but the work the officers are going to be doing the is the same work, so she does not think it's fair to them to require them to take less money for working for a church or some other nonprofit. Alderman Alt said he is not saying the money that we give away is bad. He said that we have occupied tens of millions of dollars' worth of buildings for 501C threes for a dollar a year. He said there are many worthy causes, and the church has asked to have this ability. He said that it was drawn up one way and now it has been decided to change.

A Motion was made by Mayor Pro Tem Mosteller to approve the Off-Duty Management Services for Fire, EMS, and the Police Departments second by Alderman Carroll. Aye: Alderman Mosteller, Carroll, Lombardi, Davis, and Allen. Nay: Alderman Alt. ***Motion Carried 5-1.***

7. Oakton Preliminary Plat

City Attorney Brady Herman stated as a benefit to the public and The Board he would go over the standards for preliminary plat decisions. This decision from this Board is administrative decision which means this board needs to decide based upon the objective standards and criteria in the UDO whether the preliminary plat meets the standards. He said if the preliminary plat meets the standards of the ordinance, it should be approved. He said if it doesn't meet the standards than it can be denied. But he said if that's the case there would need to be a statement for which sections of the ordinance did that plat not meet those standards. City Planner Meehan gave an overview of the project. She said Greg Wayne for Stanley Martin homes is seeking approval for a major subdivision preliminary plat known as Oakton. The approval would authorize construction of the required improvements to the site, so this is an approximately 20 acre site between Stuart and Fodale Avenues and adjacent to the Hammocks subdivision. It is zoned R-10 which requires a minimum 10,000 square foot lot with a 75 foot width setbacks and height will be confirmed with the permit stage. There will be almost 3 acres of open space with walking trails around the stormwater pond and that exceeds the 2% open space for a standard subdivision. It is a 42 lot single family subdivision and per Section 4 of the UDO requires interconnectivity to the streets and this one does connect with Sand Dollar Lane with the Hammocks. There are 2 entrances on Fodale Avenue and a one way entrance off of Stuart avenue and they have a 60 foot right away that would be dedicated to the City. The planning board has composed a committee and the committee meetings that were concerns from the neighbors of the entrance from Stuart as a two way and so it was requested that the entrance become a trail or a bike or walking paths only or a consideration of a one way only. After considerations the applicant was willing to do a one way off of Stuart avenue with the signage added so that people would know that it is a one way street. There were some questions about the landscape plan and the tree mitigation in this application. It is using what is called permit choice it's an option in the UDO and it's also in 160 D of the planning enabling statutes that allows an applicant when they apply to

rules change, they are able to choose which rules they want to use for their application. The application was originally brought in in July of 21, they are only allowed they're to mitigate the regulated trees or specimen in the setbacks only or specimen trees anywhere on site. Then in September 2022 there was a change to the tree ordinance that would allow an infrastructure drainage and utility provision which would allow that the subdivision to remove the trees without mitigation except for Live Oak trees. This will be taken care of after homes are built because they can't plant the trees where they are needed. There was a lot of questions over the drainage and storm water retention. They do have a stormwater pond system and all of the water will be designed and engineered to drain into that pond. They are designing it to meet the 100th year 24 hour event and the final design will be reviewed and approved by the city engineers and the public services department prior to any work starting on site. The planning board at their March 16th meeting made a unanimous recommendation to the board of Alderman for approval of this major subdivision preliminary plat. It meets the requirements of the UDO and is eligible to be approved. The applicant was there to answer any questions. Mr. Worth Mills with Long Leaf Law partners on behalf of Stanley Martin Homes, the subdivision applicant, came to the podium. He said that he appreciates the explanation from the town Attorney and the Planning Department. He said State law requires that subdivision plat decisions are based on the clear explicit standards that are set forward in Southport's UDO. He said the City's Planning Department has done a great job with the process. He said that they exceed the minimum standards of the UDO. Mr. Mills said that they appreciate the opportunity, and Stanley Martin Homes looks forward to being a part of this community.

Mayor Pro Tem Mosteller commented that at the entrance on Stuart Ave. there's a lot of trees in different areas, for example where the kiosk is located, she thinks some trees could remain. She stated in that spot there are over a dozen trees around the property edges of that kiosk. It appears that some of these trees could be preserved. Attorney Mills, representative for the applicant, said he would have to refer to staff who know this much better than he does to whether the tree and landscaping plan is compliant with the UDO. Mayor Pro Tem Mosteller said at the entrance all the trees all along that property line could be retained by just moving the water line. She said It looks like the developers are taking those trees out because of the placement of the water line. She said everywhere else on this subdivision the water lines are right against where the sidewalk is. She said that water line could be moved over and then those trees could be retained. Mr. Mills said he would have to defer to the Staff who are much more experienced on this matter than he is, and they have deemed that this plan is consistent and compliant with the City's UDO. Alderman Carroll asked if there is a legal requirement for the entrance on Stuart Ave? Attorney Mills said he would defer to the Staff. Ms. Meehan said there is not a legal requirement to have the entrance off Stuart. Alderman Carroll asked if the entrance on Stuart Ave. is going to advance. Mr. Mills said yes, and that he referred to Fire Chief Drew and when he spoke to the benefits of having that access on Stuart Ave. at the May 5th workshop. Alderman Carroll said that Stuart Ave. is a heavily trafficked street. He thinks this access is unneeded and his recommendation is that this Board do the right thing for Southport and deny it. Alderman Carroll asked that the developer eliminate the access off Stuart Ave. and encourage them to make that a pedestrian corridor keeping with the idea of connectivity which also allows the City to save a significant number of trees and to also minimize the overall impact on the trees. Alderman Davis asked if Chief Drew could speak to whether he actually thinks that this is a

necessary access. Chief Drew said it'd be nice to have a 4th exit and entrance there on Stuart for emergency purposes but is it necessary I am I'm thinking in terms of point of origin for emergency vehicles is going to be the fire station and so the trucks would be going past those accesses to Fodale accesses into the subdivision and going all the way up another block and turning and then coming back in, so this is this does not seem to me to be an absolutely essential emergency exit. Alderman Carroll said it can be assumed that if they were responding to the Oakton Subdivision. Chief Drew said there are going to be times that we're not going to be at the fire station and have emergency calls. He said if this entrance is here off the Stuart avenue and somebody in this house right here calls it is going to be quicker for us to get to this house if we're in this vicinity because of this entrance rather than have to respond all the way to Fodale Ave. and come all the way through the subdivision. He said he thinks it's going to help with interconnectivity and that's what he said at the March 5th board workshop. He said I think seconds matter. He said I can't really speak to what's going to happen in the future, but I can say we're probably more than likely going to respond from the fire station from Fodale avenue. Alderman Davis asked Chief if he would be satisfied if this were just an emergency access with an emergency gate activated by your codes and not available to the general public. Chief Drew said he would not have a problem with that. Alderman Carroll asked would you be satisfied if that entrance didn't exist? Alderman Allen reiterated that considering that there's still an entrance into the neighboring subdivision which will be interconnected off of Stuart. He said it's not like you're losing any access from Stewart you're still going to have three other access points. Chief Drew said he doesn't really know what the purpose was to put the entrance there, but you know when we went through the technical review committee and all of that it was there, and it if it flows it makes sense. Alderman Davis asked if the access off of Stuart is essential for public safety given that we have three other access. Chief Drew stated, "I'm going to say with my original statement: seconds matter" and it does assist and help people to get or help the emergency crews to get to that side of the subdivision quicker. Alderman Alt asked if there is the authority to connect this development into the Hammocks that are private roads. Would there be any liability or any issues when connecting it and putting more cars on it. Attorney Herman said after discussing this with Staff they said that could be done.

Alderman Davis asked the City Engineer Tom Zilinek about the storm water drainage. She asked him if he was satisfied from an engineering standpoint that this subdivision has been planned efficiently and the drainage has been taken care of adequately so that there will be no cause for flooding for the Hammocks further down? City Engineer Zilinek said what has been reviewed and submitted for the fully engineered plan the applicant has proposed. There is a retention basin that will handle the storms as required under the UDO and the DEQ regulations; He said he could not guarantee that any retention basin will work in any storm because they're designed for 100 year storms you can get a 500 year storm you can get 1000 year storm you could get repeated 10 year storms that add up and it can't handle it. He said he could not guarantee any drainage system would work all the time and never flood. Alderman Carroll asked Mr. Zilinek if he has experience as it relates to the Hammocks and their engineered stormwater plan. The City Engineer said that he has been on board the Hammocks plan for 3 months now. Alderman Carroll asked if he reviewed the plan. Mr. Zilinek said he did not review that plan. He said he did know that subdivision went in it was pretty devastating to everything around it and they had to find things work as well to work. Alderman Alt where the overflow is for the retention pond going, is

it going to Stuart Ave? The City Engineer said I believe the overflow would go to Stuart in that case because it the lowest point. Alderman Davis asked if the developer would be responsible for any drainage problems. Director Henley said to his understanding would be that if it's if it's directly you're related to impacts related to the project as determined through the engineering review which would happen after the plat received approval tonight yes it would be all the responsibility of the applicant to make those improvements. Alderman Carroll asked the developers representative in light of what has been discussed here tonight and the desire of what I believe to be a majority of the board as well as the desire of the community to eliminate the one way turn in from Stuart Ave. would the developer consider doing that? Attorney Mills said respectfully that he feels the job has been accomplished through the technical review committee and the work that the City Staff has put in to review this plan and to make sure that it meets all of your criteria. He said if there is a problem with meeting the requirements to please let them know. He said are committed to working with your city staff to remedy that. But otherwise, he does not have anything else to offer. Alderman Carroll made a Motion to deny the Preliminary Site Plan known as Oakton and seconded by Alderman Davis. Alderman Allen said he would like to hear from the City Attorney about the advisability of that. City Attorney Herman stated if the project is denied everything that staff has said in terms of in their opinion working through the project as well as the planning board and the review technical review committee he would defer to their judgment when they say that this plat meets the ordinance and it's an administrative decision. Alderman Allen asked if it opens up possible legal action. Attorney Herman said that it is a possibility. Alderman Davis asked if she could move to table this to have their staff work further over to try to achieve the resolution of these concerns? Attorney Herman said you can, but he didn't know if that's something that the applicant would want to do. Mr. Worth Mills said that as representative for Stanley Martin Homes he does not have a problem with rediscussing.

Alderman Davis Motioned to amend her Motion to table the Oakton Preliminary Plat for further discussion and seconded by Alderman Carroll. ***Unanimous vote, Motion Carried.***

9. Prices Creek Townhomes Preliminary Plat Phase II

City Planner Meehan explained that Cameron Smith is the applicant/owner and is requesting approval of Phase 2 of the Prices Creek major subdivision preliminary plat. It is a planned unit zoned planned unit development and it was approved in 2004 for 3 phases the first phase is where the cottages or the single family home portion of the development and then there were 2 other multifamily phases, and this is the second phase with the multifamily located some off of Rob Gandy Boulevard and also E. Leonard St. It has connectivity with Green Meadow Way onto East Leonard. It is 48 units or townhomes. It is a little over 17 acres with almost 4 acres of open space which exceeds the 20% required and they have 40 foot right away that would have 24 inch or 4,024' dedicated public streets. There will be space for sidewalks, and this was specifically permitted by the Fire Marshall and the Fire Chief which is allowed by the UDO. They have met their landscape and mitigations and there are no buffer requirements. They are putting a lot of their mitigation along the top near Rob Gandy because it is the property across the street is light industrial. This is a low density stormwater project so they will not have a stormwater retention pond it is designed to be less than 24% impervious surfaces and is permitted through the North Carolina Department of Environmental quality. The city engineers will work with DEQ

for the final plans prior to installation for compliance with the city standards on the system. They will be using a system of vegetated swales and curb outlets that will disperse the flow so it's going to help protect the stream hydrology remove pollutants and then prevent erosion through infiltration. The planning board at the regular scheduled meeting on April 20th recommended unanimous approval for recommendation to the board of Alderman for the major subdivision plat. It meets the requirements of the UDO and is eligible for to be approved by as a major subdivision for a preliminary plat. Mr. Cameron Smith was in attendance to answer any questions. Alderman Alt asked if he knew how far away the water table is from the bottom of the swale. Mr. Cameron Smith said overall it is very sandy and has a good elevation and not as far as the stormwater swales. He did know where the groundwater would be. He said Phase I has stormwater ponds.

A Motion was made Alderman Carroll to approve Prices Creek Townhomes Major Subdivision Preliminary Plat Phase II and was seconded by Mayor Pro Tem Mosteller. ***Unanimous vote; Motion Carried.***

8. Osprey Landing Phase 1 and 2 Final Plat:

Director Henley presented the Major Subdivision Final Plat for phases 1 and 2 of Osprey Landing located to the north of Robert Ruark and West of Howe Street. Osprey Landing was approved as a Planned Unit Development with a Development Agreement in May of 2020. The preliminary plat for the entire 196 unit subdivision was approved by the Aldermen in June of 2021. The roadways within the entirety of the project are private. The water and sewer is to be handled by Brunswick County the electric system is the only system that would be help handled by the city of Southport and the electric infrastructure they've installed is in accordance with all applicable with the City of Southport standards. Phase one includes the main entrance off of Robert Ruark and includes the amenity site located to the left. The amenity site received major site plan approval from the planning board in June 2022. There are 45 single family lots located along 3 private roadways that includes the amenity site. Based on the preliminary plat they did show a few areas for tree retention and a few areas for tree planting based on the multiple site visits. Mr. Henley said he has done his own review and walking the site with the applicant they've actually both been able to retain more trees than they had proposed and have planted more than they said they were going to plant. There are a number of conditions of approval that staff are recommending be included. Director Henley said these are all pretty standard conditions that would look familiar based on the other final plats that have been brought before this board. These are all to be done prior to plat recordation including DEQ approval of the water and sewer systems and Brunswick County utilities signing the plat prior to the City signing the plat. He said that is standard for any project that involves Brunswick County utilities. He said the purpose of putting these conditions on with approval should come in any day now. He said with the plat recordation the applicant will provide a performance guarantee with associated financial instrument and engineer cost estimate with 25% contingency for the construction of sidewalks in accordance with the preliminary plat. Mr. Henley said you can put the sidewalks under a performance guarantee in order not to have them installed and then torn up through the construction process and then 3 prior to plat recordation the applicant will provide certification from NC dot that all required improvements dictated by the approved traffic impact study for

the project have been installed or otherwise satisfied. Another one of their requirements was a financial commitment to the City for a long term signal upgrades at the Robert Ruark 87 to 11 intersection and with all the construction happening right there they were not going to make the applicant make any signal changes that are just going to get removed in a few months. He said has already happened and they are just waiting on certification of the turn lane from Robert Ruark into the neighborhood which should per the applicant come soon. With those conditions staff respectfully recommends approval. Alderman Alt clarified that City will not be responsible for any of the streets. He stated there is no intention of the City ever taking them over. He said the engineer will certify that they are designed and constructed to the standards that they committed to. Director Henley all the roads are platted as private and there is permanent recordation of that.

Alderman Allen made a Motion to approve the final plat for phases one and two based on conformance with the previously approved preliminary plat and with the applicable standards of the City of Southport UDO and the Osprey Landing Planned Unit Land associated development agreement with the stated conditions, second by Alderman Lombardi. ***Unanimous vote; Motion carried.***

9. Ordinance Amendments for Boards/ Committees/ Commissions: Chapter 2 and 13

Communications Director Randy Jones explained that, and he Assistant City Manager/ City Clerk Dorothy Dutton have reviewed the Code of Ordinance that pertains to the board commissions and committees. He said a policy and procedure revision was needed to help these committees with their term limits procedures and how to do the applicants interview process. He said it is a way that the City can uniform the process to make it easier for the Boards and the Citizens. Mayor Pro Tem Mosteller noted a couple of minor grammatical revisions and Director Jones stated that those could be easily corrected.

Alderman Carroll made a Motion to approve the proposed ordinance amendments to chapter 2 and chapter 13 of the code of ordinances to make all the boards committees and commissions follow the same procedures for appointments term length and term expirations and seconded by Alderman Alt. ***Unanimous vote; Motion Carried.***

10. System Development Fee /Utility Rate Study Engineer Selection:

City Manager Therrien stated that the General Statute mandates that a system development fee study be completed every 5 years, and this is the year that it needs to be completed. The utility rate study really helps to make sure our rates will be responsible and ensure that we're not charging too little or too much. She said the rate committee recommended that this study be done. She said bids were sent out and there was one response from Withers Ravenel, and she recommended using this firm.

Alderman Carroll made a Motion to approve Withers Ravenel to conduct the City of Southport system development fee study and utility rate study and authorize the city manager to sign the contract second by Mayor Pro Tem Mosteller. ***Unanimous vote; Motion Carried.***

I. Committee Reports:

Alderman Allen: no comments

Alderman Carroll said that the Historic Preservation Commission met last week, and they are making good process on the guidelines and setting up the district boundaries. and I hope that in the next few months we'll be seeing something for us to approve this in the way of guidelines He said the Commission is now meeting twice a month and working hard to get that moving. He said the 4th of July Committee had a fantastic "Shrimp-A-Ro0" and they adopted artwork last month that looks fantastic so making good progress there. He said he thinks this will be the greatest 4th of July festival we've ever had.

Alderman Alt no comment

Alderman Davis referred to Mayor Pro Tem for Forestry Committee report.

Alderman Lombard said the Beautification Committee has been busy again they stained all the benches and swings at the waterfront and cleaned and restored some of the signs. He said as they do other things in and around the City too such as now, they are building tables and chairs for Taylor Field.

Mayor Pro Tem Mosteller said that the Forestry committee the big news is they're reinstating for the Tree Champion Award and so be on the lookout for that they're going to do applications on their website and they're going to promote a whole program around that and they'll become an annual event so that was the big news from forestry and then I just want to from planning board next Thursday at 6:00 o'clock here is the regular Planning Board Meeting.

Mayor Hatem said that ABC Board met on May 10th and had a great meeting.

J. Managers' Report:

City Manager Therrien said that Chief Drew and Communications PIO Administrator Cheyenne have been working on starting a survey that the public will get for each of the departments. It will be handed out to them or a QR code can be used to let the City know how we are doing. Cheyenne is working individually with each department so that questions are unique to each department. She asked that if you see one of these surveys to please pick them up so we can improve things and address concerns. She said the new monthly CIP report is in the agenda packet. She said that includes the project list that will give me an idea of where we are with each of our major capital projects. She announced that the Hurricane Symposium is May 22nd at 5:00 PM.

K. Mayors Comment

Mayor Hatem also encourages everyone to come to the Hurricane Expo on May 22nd at the Community Building. He wanted to remind everyone of Memorial Day May 29th and that

Alderman Davis will tell us about one of these ceremonies, but there will also be a flag lowering ceremony Monday May 29th at 7:30 PM at the Waterfront Park. He congratulated all the graduates for their accomplishments. He wished everyone a Happy Mother's Day.

Board Comments

Alderman Allen said that on May 23rd the Brunswick partnership for housing is having a fundraising event at American fish with the Salty Dogs playing music. There will be food and it's from 6 to 8 pm. He would like to encourage everybody to support that wonderful organization and what they're doing in our community.

Alderman Carroll: none

Alderman Alt thanked City Manager Therrien for following up with him on the Habitat for Humanity and moving forward with that conversation.

Alderman Davis said that there will a Memorial Day Service presented by the John Smith cemetery foundation and the Bellamy-Joyner Post 213 are sponsoring and holding the 2023 Memorial Day parade it starts Monday May 29th. The fire department will showcase the color guard and the antique fire truck.

Alderman Lombardi: none

Mayor Pro Tem Mosteller recognized Animal Protective Services Officer Kate Marshall for getting a grant from Petco Love and Bissell Pet foundation for the vaccinations and chips event that took place at the River Road Animal Hospital. She said many people participated. She thanked Dr. Travis for helping sponsor the event and the Community for participating.

Mayor Hatem thanked everyone for an excellent meeting. He thanked all the Nurses and the Military and Police Forces for all their hard work. He thanked City Staff for working diligently on putting meetings together and providing resources and information for the best interest of the City, and the Citizens for their continuing interest in the City of Southport.

A Motion was made to adjourn by Mayor Pro Tem Mosteller and seconded by Alderman Allen.

Unanimous vote; Motion Carried.

Adjourn:

Joseph P. Hatem, M.D., M.P.H., Mayor

Tanya Shannon, Deputy Clerk



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 5/23/2023 DEPARTMENT: Parks and Recreation

PRESENTED BY: Dorrie Dutton and Heather Hemphill

ITEM SPONSORED BY: Parks and Recreation

ITEM/TOPIC: Taylor Field Restrictive Covenants

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

JUSTIFICATION: A PART-F grant requires that certain restrictions are assigned to a property before they will close out a project. When the property was donated to the City, we didn't have a Part F grant,, so we didnt originally have the restrictions in the deed.

IMPACT IF NOT APPROVED: The PART-F project will stay open and we won't be reimbursed for the project/work done at Taylor Field.

DEPARTMENT HEAD COMMENTS: I contacted former City Attorney Mike Isenberg to ask about the history of this donation and he feels this is the best path to make sure we are in compliance with the PART-F regulations.

CITY MANAGER COMMENTS: We must comply with the Part F Grant in order to receive our funding. I would agree to move forward with this.

ATTACHMENTS: The restrictive covenants that will be recorded, and the existing deed

REQUESTED ACTION: Approve the restrictive covenants

PROPOSED MOTION: Once the consent agenda is approved, the restrictive covenants are approved and can be signed and recorded.

**NOTICE OF NORTH CAROLINA PARKS AND RECREATION TRUST FUND
AUTHORITY GRANT REQUIREMENTS AND RESTRICTIONS ON PROPERTY**

STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK

Parcel Identifier No. **238HG01303**
Brief Description for Index: PARTF Restrictions on Property

Prepared by:	<u>Brady N. Herman, The Brough Law Firm, PLLC</u> (Prepared without benefit of title examination)	<u>Index in the Grantor Index Under:</u> (1) City of Southport (2) State of North Carolina
Return to:	<u>Attention PARTF Administrator</u> <u>NC Department of Natural and Cultural Resources</u> <u>1615 Mail Service Center</u> <u>Raleigh, NC 27699-1615</u>	<u>Index in the Grantee Index Under:</u> (1) City of Southport (2) State of North Carolina

THIS NOTICE OF NORTH CAROLINA PARKS AND RECREATION TRUST FUND AUTHORITY GRANT REQUIREMENTS AND RESTRICTIONS ON PROPERTY (hereinafter the “Notice”) is made this ____ day of _____, 2023, by the City of Southport, a North Carolina municipal corporation, together with its successors and assigns.

RECITALS:

WHEREAS, the property that is subject to this Notice is that certain real property lying and being in Southport, Smithville Township, Brunswick County, North Carolina, containing 4.73 acres more or less, and which is more particularly described in those deeds recorded in Deed Book 3988, Page 99, and Deed Book 4012, Page 825, in the Brunswick County Registry (hereinafter the “Property”); and

WHEREAS, the City of Southport, a North Carolina municipal corporation, is the sole owner in fee simple of the Property and has a principal address of 1029 N. Howe Street Southport, NC 28461 (hereinafter “Grant Recipient”).

NOW THEREFORE, TAKE NOTICE THAT GRANT RECIPIENT DECLARES THE FOLLOWING:

Grant Recipient declares that the contents of this Notice are true and accurate and further declares as follows:

1. This property was donated as part of a grant from the N.C. Parks and Recreation Trust Fund, and pursuant to 07 NCAC 13K .0109 and a contractual requirement with the Fund, this property shall in perpetuity: (i) be used for, and only for, local park and recreation purposes for the use and benefit of the general public; and (ii) not be converted to uses that are other than public recreation (whether by sale, transfer, or in any other manner) without first obtaining approval from the N.C. Department of Natural and Cultural Resources or its successor agency in accordance with the applicable rules.

2. The requirements and restrictions on the Property shall be permanent and perpetual and shall run with the land and shall be binding upon Grant Recipient and all parties having any right, title, or interest in the Property, and their heirs, successors, and assigns, and shall be binding upon all those claiming by, through, or under each such party, in perpetuity.

3. The State shall have the right to enforce the requirements and restrictions on the Property through any and all means and authorities available under law or equity. Any forbearance by the State to exercise its rights of enforcement shall not be deemed or construed to be a waiver by the State of such right in general or with respect to any specific violation of the requirements or restrictions applicable to the Property. Grant Recipient grants the State, and its agents, employees, and representatives the right of entry and access to the Property for the purposes of inspecting the Property and exercising its enforcement rights.

4. Grant Recipient hereby covenants and agrees, for itself, its successors and assigns, that, in the event it wishes to transfer the Property or any interest therein, it shall notify the State in writing of the names and addresses of any party to whom the Property is intended to be transferred at least sixty (60) days prior to the time said transfer is to be consummated. Any transferee of the Property or any interest therein shall take title subject to the requirements and restrictions referenced herein or applicable to the Property. Grant Recipient, for itself, its successors and assigns, further covenants and agrees to make specific reference to this Notice by its full name and recording information in a separate paragraph of all subsequent leases, deeds, or other legal instruments by which the Property or any interest therein is conveyed.

[SIGNATURES AND NOTARIZATION ARE ON THE NEXT PAGE]

IN WITNESS WHEREOF, Grant Recipient, by authority duly given, has hereunto caused these presents to be executed by its officers and its seal affixed, to be effective upon signature and recordation.

GRANT RECIPIENT:

CITY OF SOUTHPORT,
a duly constituted North Carolina
Municipal Corporation

By: _____
Joseph P. Hatem, M.D., M.P.H.
Mayor, City of Southport

ATTEST:

SEAL:

By: _____
Dorothy Dutton
Assistant City Manager/City Clerk

STATE OF NORTH CAROLINA
COUNTY OF _____

I, the undersigned Notary Public of the aforesaid county, North Carolina, do hereby certify that Dorothy Dutton personally appeared before me this day and acknowledged that she is the City Clerk of the City of Southport, a local government of the State of North Carolina, and that by authority duly given and as the act of the local government, the foregoing instrument was signed in its name by its Mayor, Joseph P. Hatem, sealed with its seal, and attested by herself as its City Clerk.

Witness my hand and notarial seal this the ____ day of _____, 20__.

Notary Public: _____

Printed Name: _____

My commission expires: _____

STAMP/SEAL



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: May 31, 2023 **DEPARTMENT:** Administration and Public Services

PRESENTED BY: City Manager, Bonnie Therrien

ITEM SPONSORED BY: Public Services and Administration

ITEM/TOPIC: Easement for Storm Debris

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

JUSTIFICATION: BHI Ltd had granted the City an easement through their property so we could use a piece of their property for storm debris storage. The easement expires at the end of June 2023.

IMPACT IF NOT APPROVED: We will be forced to find another place to store any storm debris, in the event of a storm. We have property at Sunny Point that will be used, but it is not permitted through the state yet.

DEPARTMENT HEAD COMMENTS: Public Services Director, Tom Stanley suggests that the City keep the easement active until the other location is fully permitted.

CITY MANAGER COMMENTS: We are in need of this property to bring debris until another site is permitted, so I would recommend we continue with this easement for another year.

ATTACHMENTS: Easement Agreement and maps

REQUESTED ACTION: Approve the easement agreement so it can be signed and recorded.

PROPOSED MOTION: Once you approve the Consent Agenda, you are approving the easement agreement. The Mayor will sign the deed and it will be recorded at the Register of Deeds.

Prepared By: Brady N. Herman, The Brough Law Firm, PLLC
(without benefit of title examination)

Return To:
City of Southport
1029 N. Howe St.
Southport, North Carolina 28461

NORTH CAROLINA
BRUNSWICK COUNTY

**TEMPORARY ACCESS EASEMENT AGREEMENT
FOR STORM DEBRIS MANAGEMENT**

THIS TEMPORARY ACCESS EASEMENT AGREEMENT FOR STORM DEBRIS MANAGEMENT (the “Agreement”) is made and entered into this the ____ day of June, 2023, by and between **BALD HEAD ISLAND LIMITED, LLC**, a Texas limited liability company (“Limited”), with a mailing address of P.O. Box 3069, Bald Head Island, NC 28461, and the **CITY OF SOUTHPORT**, a North Carolina municipality (“City”), with a mailing address of 1029 N. Howe Street, Southport, NC 28461.

WITNESSETH:

WHEREAS, the City owns certain land in the Stevens Park area of the City, near the intersection of the public rights-of-way known as West 9th Street and Maple Street, which land is identified and described as PARCEL ID No. 2370000413 on **EXHIBIT A** attached hereto and incorporated herein (the “City Property”); and

WHEREAS, Limited also owns certain land in the Stevens Park area near the aforesaid intersection, which land abuts the City Property and lies, in part, between the City Property and the Maple Street public right-of-way, also shown on the attached **EXHIBIT A** (the “Limited Property”); and

WHEREAS, the parties hereby acknowledge that the City, its employees, agents, and authorized contractors will, from time to time, be performing clean-up and recovery work across the City as necessitated by the impact of storms and hurricanes, using heavy equipment and storing debris, pending appropriate disposal, on the City Property, a convenient and available site for the temporary storage of natural vegetative debris during storm clean-up efforts; and

WHEREAS, City needs to cross the Limited Property with vehicles and heavy equipment to deliver and remove vegetative storm debris to and from the City Property, and Limited is willing to provide easement(s) to City for this purpose; and

WHEREAS, on June 10, 2021, Limited and the City previously entered into a Temporary Access Easement Agreement for a one (1) year term which has since expired; and

WHEREAS, both Limited and the City desire to enter into this Agreement to renew the June 10, 2021 Temporary Access Easement Agreement upon the same terms, conditions and requirements as more fully set forth herein;

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, to accommodate the needs of the City, and to facilitate clean-up and recovery efforts following storms and hurricanes, Limited hereby grants to City, its authorized agents and contractors, subject to the terms and conditions set forth herein, two (2) temporary, non-exclusive, non-assignable, revocable access easements (each, an “Easement”; collectively, “Easements”), each Easement approximately thirty (30’) feet in width, for pedestrian and vehicular ingress (at ENTRY A) and egress (at EXIT H), over, upon and across the Limited Property, to and from Maple Street to the City Property, at the locations identified as “**ENTRY A**” and “**EXIT B**” on the attached **EXHIBIT A**, for the purpose of delivering and removing natural, non-hazardous vegetative debris, only, collected in the City of Southport during storm clean-up and recovery operations.

TO HAVE AND TO HOLD the aforesaid rights and easements to the City, subject to the following requirements and conditions, to wit:

1. Before allowing heavy vehicles or equipment to use the Easements, the City shall, at City's sole expense, inspect and rebuild, reinforce, or otherwise improve, as necessary and in accordance with best practices, those portions of the Limited Property upon which the Easements are located. The City may remove any existing trees, bushes, fencing, and fence posts as needed to achieve full use of the Easement area as described herein. Access to the City Property from Maple Street for purposes of this Agreement shall be via the Easement identified on the attached **EXHIBIT A** as “**ENTRY A**,” only, and access from the City Property to Maple Street for purposes of this Agreement shall be via the Easement identified on the attached **EXHIBIT A** as “**EXIT B**,” only.
2. The City shall keep the Easements in reasonably good condition for the duration of this Agreement and shall, at the expiration or termination hereof, remove any and all debris, materials, vehicles, equipment, and other items from the Easements, and restore the land constituting the Easements to the condition existing prior to City's use thereof, EXCEPT that any improvements to the Easement areas shall remain as improvements to the Limited Property, inuring to Limited's benefit.
3. The Easements shall not be used for the transport, storage, or disposal of any garbage, trash, appliances, or hazardous or toxic material or substance, including (but not limited to) fuel or other petroleum products. City shall indemnify and hold Limited free and harmless from liability for any

contamination of the Easement areas, and for any violation of this provision by City, its employees, agents, or contractors. City shall be solely responsible for all clean-up costs and remediation of the Easement areas from any contamination that occurs during City's use of the Easements and the Limited Property, whether such contamination is intentional, accidental, inadvertent, or due to the violation of this Agreement. This paragraph 3 shall survive the expiration or termination of this Agreement.

4. The City shall maintain in effect during the term of this Agreement, at a minimum, property damage, personal injury, and general liability insurance coverage of not less than one million (\$1,000,000.00) dollars for each occurrence, including a waiver of subrogation in favor of Limited. The City shall furnish Limited with insurance certificates evidencing that the above coverage is in effect, and shall cause any notices of cancellation to be provided to Limited by the insuring company.

Limited assumes no liability to City, its employees, agents, and authorized contractors, or to third persons, in connection with City's use of the Easements or the Limited Property, and City agrees to indemnify and hold Limited, its affiliates and their representatives, free and harmless from all claims, demands, obligations, liabilities, expenses (including attorney fees), and causes of action brought against Limited or its affiliates arising out of City's use of the Easements or the Limited Property. This section of paragraph 4 shall survive the expiration or termination of this Agreement.

5. The Easements herein granted to City are non-exclusive, non-assignable, and revocable. Limited may use or grant others the right to use the Limited Property, including the Easement areas, for any purpose whatsoever, PROVIDED that such use does not unreasonably interfere with the rights herein granted to City. Limited may, at Limited's option and in its sole discretion, revoke City's rights hereunder, effective upon a ninety (90) day written notice to the City, for violation by the City, its employees, agents or contractors, of any terms of this Agreement, or if Limited is required to do so by law or regulation; however, Limited agrees that it will not arbitrarily or unreasonably revoke City's rights hereunder, as long as all terms and conditions of this Agreement are met. The rights granted herein are personal to the City and may not be assigned or transferred. Any attempt by the City to assign or transfer these rights, Easements, or any interest therein shall be null and void. Limited may sell or transfer the Limited Property, including the Easement areas, without providing notice to or obtaining consent from the City.

6. This Agreement and the rights and Easements herein granted to City shall remain in effect for a period of twelve (12) months from and after the effective date of this Agreement and shall thereupon expire without further action on the part of Limited. PROVIDED, HOWEVER, that the City shall have the option to renew this Agreement one time, for an additional twelve (12) month period immediately following the expiration hereof, by providing written notice of exercise of said option to Limited no later than sixty (60) days prior to the expiration hereof.

IN WITNESS WHEREOF, the parties have executed this Temporary Access Easement Agreement for Storm Debris Management by their authorized representatives as of the date first written above.

Bald Head Island Limited, LLC:

The City of Southport, North Carolina:

By: _____
Charles A. Paul, III
CEO and Manager

By: _____
Joseph P. Hatem, MD, MPH
City Mayor

Attest: _____
Tanya Shannon, Deputy City Clerk

[SEAL]

NORTH CAROLINA
_____ COUNTY

I, _____, a Notary Public for the said county and state, do hereby certify that Tanya Shannon, personally appeared before me this day and acknowledged that she is the Deputy Clerk to the City of Southport Board of Alderman, and that by authority duly given and as the act of the municipal body politic, the foregoing instrument signed in its name by its Mayor, Joseph P. Hatem, sealed with its municipal seal and attested by herself as Deputy Clerk.

WITNESS my hand and official seal, this the ____ day of _____, 2023.

Notary Public

My Commission expires: _____ [SEAL]

NORTH CAROLINA
_____ COUNTY

I, _____, a Notary Public for the said county and state, do hereby certify that Charles A. Paul, III, as CEO and Manager of Bald Head Island Limited, LLC, personally appeared before me this day and acknowledged the due and voluntary execution of the foregoing instrument for the purposes stated therein and in the capacity indicated.

WITNESS my hand and official seal, this the ____ day of _____, 2023.

Notary Public

My Commission expires: _____ [SEAL]

EXHIBIT A

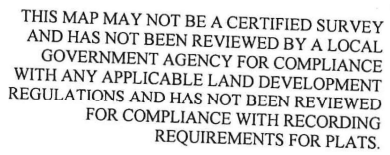
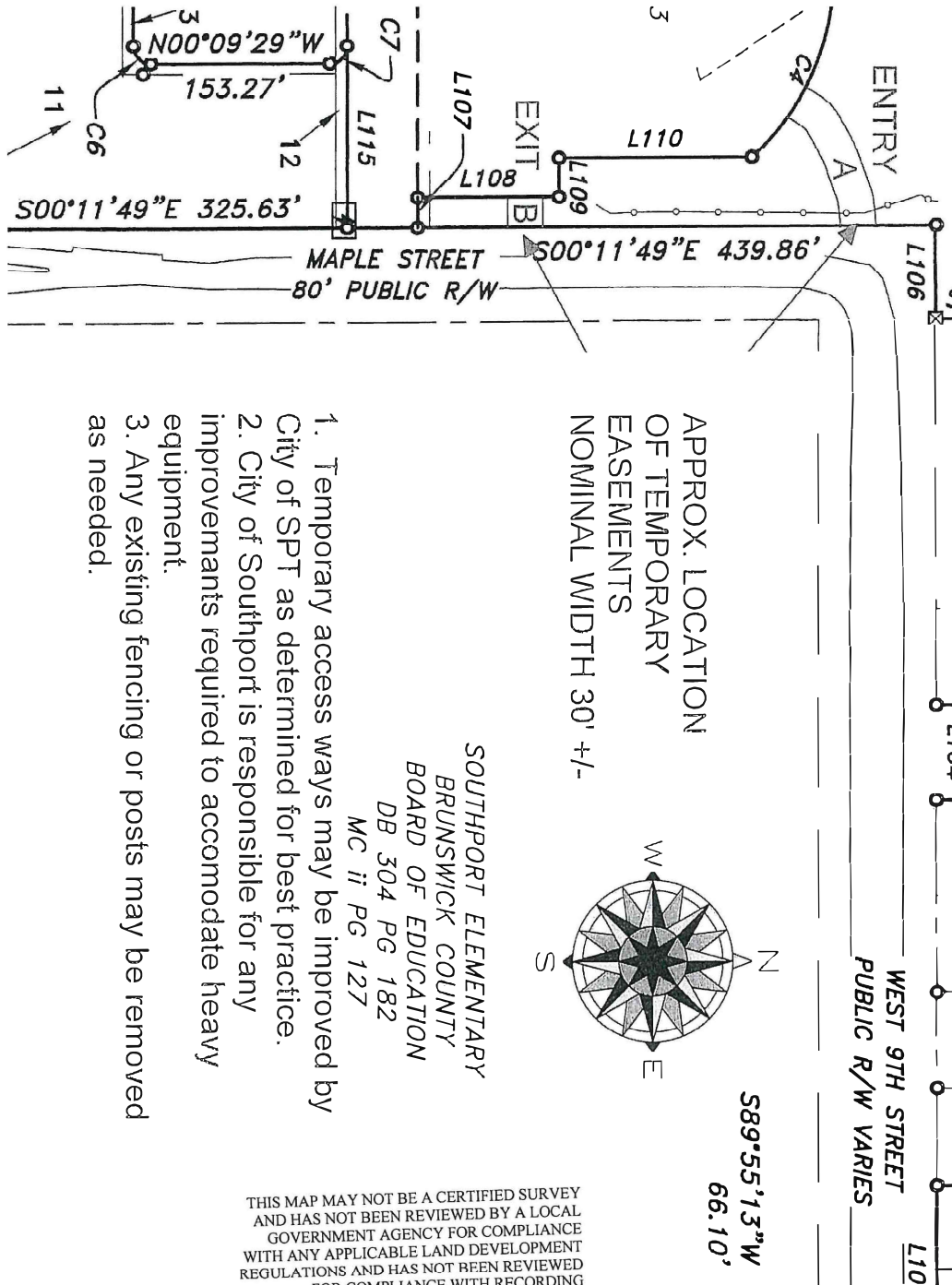
APPROX. LOCATION
OF TEMPORARY
EASEMENTS

EXHIBIT A



1. Temporary access ways may be improved by City of SPT as determined for best practice.
2. City of Southport is responsible for any improvements required to accommodate heavy equipment.
3. Any existing fencing or posts may be removed as needed.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 6/2/2023 DEPARTMENT: Administration

PRESENTED BY: Consent Agenda

ITEM SPONSORED BY: _____

ITEM/TOPIC: Reappointment of representative to the Bald Head Island Transportation Authority Board.

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

JUSTIFICATION: Mr. Powell has requested the Board consider reappointing him to the BHITA Board. His current term expires at the end of June 2023.

IMPACT IF NOT APPROVED: Either Southport won't have a representative, or someone else would have to be appointed.

DEPARTMENT HEAD COMMENTS: n/a

CITY MANAGER COMMENTS: n/a

ATTACHMENTS: Email from the BHITA Interim Clerk, Michele Windham, requesting reappointment on behalf of Mr. Powell, and the letter from Mr. Powell.

REQUESTED ACTION: Reappoint Mr. Powell to the BHITA Board for a new term of three years.

PROPOSED MOTION: I make a motion to reappoint Mr. Jim Powell as the City of Southport's representative on the Bald Head Island Transportation Authority for a new three-year term.

June 2, 2023

MAYOR HATEM & BOARD OF ALDERMEN
1029 N. HOWE ST.
SOUTHPORT, NC 28461

DEAR SIRS & MADAMS,

WITH THE 2017 NORTH CAROLINA LEGISLATIVE CREATION OF THE BALD HEAD ISLAND TRANSPORTATION AUTHORITY (BHITA), THE SOUTHPORT BOARD OF ALDERMEN APPOINTED ME TO SERVE ON THE BHITA BOARD OF TRUSTEES, IN PART, DUE TO MY LONG AFFILIATION WITH THE ORIGINAL BALD HEAD ISLAND DEVELOPER, GEORGE P. MITCHELL FAMILY, AND BALD HEAD ISLAND LIMITED.

I WISH TO CONTINUE SERVING AS THE SOUTHPORT REPRESENTATIVE TO THE AUTHORITY AND RESPECTFULLY ASK YOUR CONSIDERATION FOR MY REAPPOINTMENT TO THE BHITA BOARD OF TRUSTEES FOR A THREE (3) YEAR TERM.

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, PLEASE CALL ME AT 1-910-713-1905.

THANK YOU.

SINCERELY,
JIM POWELL



CITY OF SOUTHPORT BOARD OF ALDERMEN PROCLAMATION FOR TOURETTE'S AWARENESS DAY

WHEREAS, Tourette Syndrome is an inherited neurological disorder that is characterized by involuntary physical and vocal tics that occur many times a day; and

WHEREAS, Tourette Syndrome is often accompanied by other mental health disorders such as attention deficit and obsessive compulsive disorder, learning disabilities, and anxiety; and

WHEREAS, Tourette Syndrome and tic disorders affect 1 in 60 children. More than 23,000 school age children in the State of North Carolina alone are dealing with Tourette Syndrome and although some of these cases are aided by medication, there is no standard treatment or known cure for the disorder; and

WHEREAS, there is an important need for more professional help with interest and expertise to identify, counsel, and treat people with Tourette Syndrome, a disorder that is often misdiagnosed and misunderstood; and

WHEREAS, positive actions to assist children and families living with Tourette Syndrome would result from a broadening of public and professional knowledge and acceptance of Tourette Syndrome; and

WHEREAS, the Tourette Association of America is actively providing services to families, educating medical professionals and teachers, and supporting research to better understand the signs and treatments of TS;

NOW THEREFORE BE IT RESOLVED that June 4, 2023 will be recognized as "Tourette Syndrome Awareness Day" in the City of Southport, as a special day to promote understanding, compassion, and acceptance for all of our fellow citizens who deserve and need our support to break the stigma that surrounds Tourette Syndrome.

Joseph P. Hatem, M.D., M.P.H.
Mayor, City of Southport

Dorothy Dutton
Assistant City Manager/City Clerk



CITY OF SOUTHPORT PROCLAMATION TO CELEBRATE THE ANNIVERSARY OF JUNETEENTH

WHEREAS, President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, the first step in abolishing slavery in the United States of America; and

WHEREAS, word about the signing of the Emancipation Proclamation was delayed some two and one – half years, to June 19, 1865, in reaching authorities and African Americans in the South and Southwestern United States; and

WHEREAS, the news reached Texas when Union General Gordon Granger arrived in Galveston Bay with Union troops. It was on June 19, 1865 that he announced: “The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free.”

WHEREAS, June 19th has a special meaning to African Americans, and is called “JUNETEENTH” combining the words June and Nineteenth, and has been celebrated by the African American community for over 150 years; and

WHEREAS, Juneteenth commemorates African American freedom and celebrates the successes gained through education and greater opportunity; and

WHEREAS, on a larger scale, celebration of Juneteenth reminds each of us of the precious promises of freedom, equality, and opportunity which are at the core of the American Dream; and

NOW, THEREFORE, I, Joseph P. Hatem, Mayor of the City of Southport, North Carolina do hereby declare June 17, 2023 as JUNETEENTH in the City of Southport, North Carolina, and urge all citizens to become more aware of the significance of this celebration in African American History and in the heritage of our nation and city.

Proclaimed this 8th day of June, 2023.

Joseph P. Hatem, M.D., M.P.H.
Mayor, City of Southport

Dorothy Dutton
Assistant City Manager/City Clerk



PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Southport

Updated
June 01, 2023

VIOLATION	STATUS
OL	OPEN
OL/JV	OPEN
MH/OL/JP	OPEN
OL	OPEN
JV	ABATED
MH/OL/JP	ABATED
JV/JP/OL	ABATED
JP	OPEN
JV/JP	ABATED
OL/JP	ABATED
OL	ABATED
OL	ABATED
OL	ABATED
OL	ABATED
OL	ABATED
OL	ABATED
OL	ABATED
JP/OL	ABATED
JP	OPEN
OL/JP/MH	OPEN
JV	ABATED
OL	ABATED
JP/OL/MH	OPEN
JV/JP	OPEN
JP	ABATED
OL/JP/MH	OPEN
JP/OL	ABATED
OL	ABATED
OL	ABATED
OL	ABATED
JP	OPEN
OL	ABATED
OL	OPEN
JP/OL	ABATED
OL	OPEN
OL	OPEN
OL	OPEN



PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Southport

Updated
June 01, 2023

JP/OL	OPEN
OL	ABATED
OL	OPEN

HIGHLIGHTS

- 40 New Cases were opened.
- 40 Notice of Violations were issued.
- 23 Cases were abated.
- 07 Cases no progress at present.
- 10 Abatement in progress.
- 07 Notice of Hearings will be sent out.
- 31 Signs picked up.
- Inspections, follow ups and in person meetings or attempted in person meetings were made with all violators.
- N Lord St- back half of home had collapsed owners demolished back half of home and fully remolded within 2 two weeks of receiving my notice.
- E Owens St- The family is looking to have this home demolished possibly.
- Met with multiple citizens & business owners garnering a great relationship.
- All the Southport staff has been amazing to work with.
- I would like to thank each of you for the opportunity to serve this community and "Protecting Quality of Life"



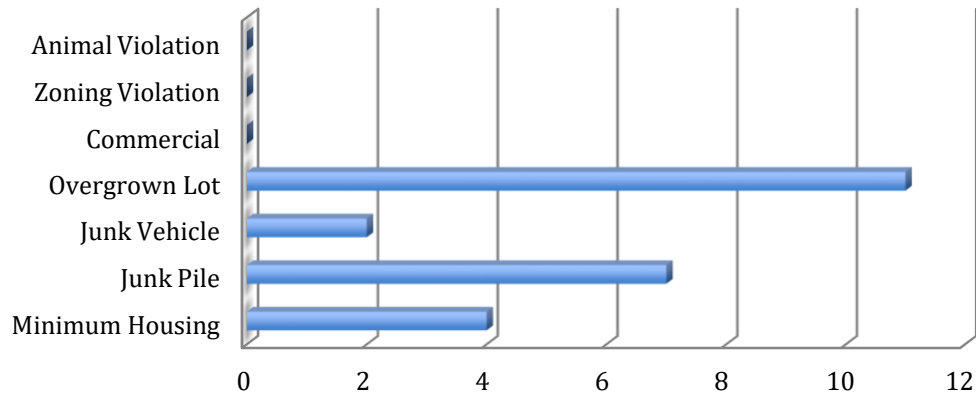
PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Southport

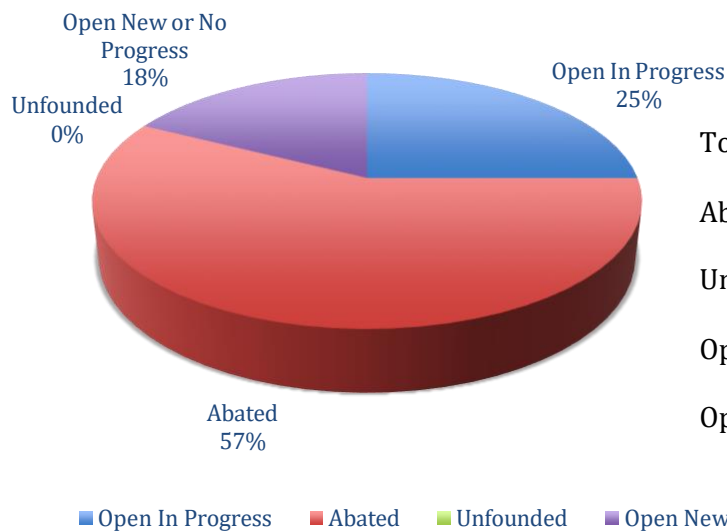
Updated
June 01, 2023

Violations by the Numbers



	Minimum Housing	Junk Pile	Junk Vehicle	Overgrown Lot	Commercial	Zoning Violation	Animal Violation
Violations by the Numbers	4	7	2	11	0	0	0

Case Status To Date



Total Cases - 40

Abated - 23

Unfounded - 0

Open In Progress - 10

Open New/No Progress - 7



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: May 23, 2023 DEPARTMENT: Board of Aldermen

PRESENTED BY: City Manager and City Attorney

ITEM SPONSORED BY: Board of Aldermen

ITEM/TOPIC: Policy for Board Members to Be a Part of Board Meetings When Unavailable

COST: Not applicable BUDGET LINE ITEM: Not applicable

JUSTIFICATION: Some Board members have requested a policy be put in place to allow for Board members to take part and vote in meetings when they are away from Southport or cannot leave the house.

IMPACT IF NOT APPROVED: Board members must be present to vote and take part in meetings.

DEPARTMENT HEAD COMMENTS: Not applicable

CITY MANAGER COMMENTS: I have attached a draft Board policy which the City Attorney has approved to allow for Board member voting if necessary while not physically in the meeting.

ATTACHMENTS: Draft policy and Resolution

REQUESTED ACTION: Discussion and vote on the Remote Access Board Meeting Policy

PROPOSED MOTION: Motion to approve the Remote Access Board Meeting Policy which should become a part of the Board of Aldermen Policies.

A RESOLUTION TO ADOPT THE REMOTE PARTICIPATION POLICY FOR OFFICIAL MEETINGS OF THE CITY OF SOUTHPORT BOARD OF ALDERMEN

WHEREAS, on July 31, 2010, the City of Southport Board of Aldermen (the “Board”) adopted Rules of Procedure to govern its official meetings; and

WHEREAS, Rule 2(d) of the Board’s Rules of Procedure sets forth the procedure and requirements for the Board to conduct remote public meetings in accordance with G.S. 166A-19.24 and Article 33C of Chapter 143 of the General Statutes, which remote public meeting statutes apply only during a declared State of Emergency.

WHEREAS, Article 33C, Chapter 143, of the North Carolina General Statutes (*see* G.S. § 143-318.13) contemplates that members of public bodies may participate in official meetings by use of conference telephone or other electronic means; and

WHEREAS, the Board’s Rules of Procedure does not address whether a member of the Board can participate remotely in official meetings when a State of Emergency is not in effect; and

WHEREAS, to promote full participation of members of the Board while ensuring access and transparency for the public as required by the Open Meetings Law, G.S. § 143-318.9 *et seq.*, the Board desires to adopt a policy and rules of procedure to allow remote participation by members of the Board at its official when appropriate; and

WHEREAS, the Remote Participation Policy shall be in addition to the Board’s previously adopted Rules of Procedure and shall not be deemed to replace or otherwise alter any provisions of those Rules, including Rule 2(d).

NOW THEREFORE, the City of Southport Board of Aldermen hereby resolves the following:

Section 1. The “Remote Participation Policy for Official Meetings of the City of Southport Board of Aldermen” which is attached hereto as Attachment A, is hereby adopted and shall be effective as of this date.

Section 2. All provisions of any City ordinance or resolution in conflict with this Resolution are repealed.

Section 3. This Resolution shall become effective upon adoption.

The foregoing Resolution, having been submitted to a vote, received the following vote, and was duly adopted this ____ day of _____, 2023.

Ayes: _____

Noes: _____

Absent or Excused: _____

Joseph P. Hatem, M.D., M.P.H.
Mayor, City of Southport

Attest:

Dorothy Dutton
Assistant City Manager/City Clerk



ATTACHMENT A

REMOTE PARTICIPATION POLICY FOR OFFICIAL MEETINGS OF THE CITY OF SOUTHPORT BOARD OF ALDERMEN

Board members of the Southport Board of Aldermen (the “Board”) may remotely participate in official meetings of the Board, including regular, special, and emergency meetings (hereinafter, “meeting”) subject to the following rules of procedures:

A. Conditions and Requirements for Remote Participation

1. A board member may attend a meeting and participate in Board deliberations and decisions by remote participation if the board member is prevented from physically attending the meeting due to:

- a. Personal illness, disability, order of quarantine or isolation, government issued “stay-at-home” mandate, or recommendation of medical provider or public health officials to limit public interaction;
- b. Out-of-town travel;
- c. Unexpected lack of child-care;
- d. Family member illness or other family emergency;
- e. Weather conditions;
- f. Military service;
- g. Employment obligations;
- h. Scheduling conflict; or
- i. State or local declaration of a state of emergency that makes in-person attendance at a meeting a violation of an order or reduce social contact or to stay at home for reasons of public health.

2. Remote participation shall be allowed only when a quorum of the Board is physically present at the meeting and the board member(s) participating remotely are not necessary to establish a valid quorum.

3. Remote participation shall not be allowed during quasi-judicial public hearings.

4. Acceptable means of remote participation include telephone, internet, or stream enabled audio or video conferencing, or any other technology that enables the remote participation and all persons present at the meeting location to be clearly audible to one another. Text messaging, instant messaging, email, and web chat without audio are not acceptable means of remote participation.

5. No board member may participate remotely more than four (4) times during a calendar year for a reason other than order of quarantine or isolation, “stay-at-home” mandate, or recommendation to limit public interaction, as described in subsection (1), above; however,

in other justifiable circumstances, the Board may, by two-thirds vote, agree to waive this limitation.

6. A board member participating remotely will be considered present at the meeting and will be entitled to participate in open session deliberations at the meeting if, and while:

- a. The board member is able to hear other members of the Board and any individuals addressing the Board, including members of the public who are recognized by the Board during public comment;
- b. All persons present at the meeting location can hear the board member who is participating remotely; and
- c. If video technology is used, it is preferred that the remote participant is visible to all persons present at the meeting location.

7. A board member who is entitled to participate in open session deliberations may also participate in a closed session of the meeting so long as no other person is able to hear, see, or otherwise participate in the closed session from the board member's remote location.

8. A board member considered present through remote participation will be permitted to vote on any action item at the meeting except:

- a. Any item for which the member was not participating remotely during the entire discussion and deliberation of the matter preceding the vote; and
- b. Any item that was being discussed when an interruption to the electronic communication occurred if the Board's discussion was not suspended during the interruption. A brief loss of simultaneous communication, such as a few seconds, will not disqualify the member from voting on the matter under discussion.

B. Procedure for Remote Participation

1. A board member who desires to participate in a meeting remotely shall notify the City Clerk at least twenty-four (24) hours in advance of the meeting so that necessary arrangements can be made. If the board member has not already received the agenda packet and all documents to be considered at the meeting, the City Clerk shall arrange for delivery of the materials in a manner that is practicable under the circumstances.

2. At the beginning of the meeting, the Mayor shall announce the remote board member participant and the means of remote participation at the beginning of the meeting.

3. A board member participating remotely shall notify the Mayor if leaving the meeting before it is adjourned or rejoining the meeting after a period of absence.

4. All votes taken shall be a voice vote and the remote board member participant shall provide a voice vote which can be heard by the public and recorded by the City Clerk.

5. The City Clerk shall reflect in the minutes of the meeting that (i) the meeting was conducted by use of simultaneous electronic communication, (ii) which board member(s) were in attendance by simultaneous communication, and (iii) when such board member(s) joined or left the meeting. Any interruption to or discontinuation of the board member's participation will also be noted in the minutes.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 6/8/2023

DEPARTMENT: Development Services

PRESENTED BY: Travis Henley, Development Services Director

ITEM SPONSORED BY: Planning Staff

ITEM/TOPIC: Review and Approval of the Major Subdivision Preliminary Plat known as Oakton

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: The City of Southport Planning Board was presented with the Major Subdivision Preliminary Plat known as Oakton at their January 19, 2023 meeting. A review committee was formed and met with the applicant to discuss Planning Board and public comments. Revisions to the site plan were made to alleviate concerns of the neighborhood, specifically making the Stuart Avenue entrance one-way and confirming stormwater retention rates. The review committee unanimously voted to send the subdivision to the full board with a recommendation of approval. At their March 16, 2023 meeting the full Planning Board voted to send the Board of Aldermen a recommendation of approval for the major subdivision preliminary plat known as Oakton.

IMPACT IF NOT APPROVED: This project is an administrative development decision. General statutes state that decisions are based on the determination of facts and the application of objective standards. If the plat is disapproved, the reasons shall be set forth in writing and refer specifically to those parts of the UDO or other land development ordinances with which the plat does not comply.

DEPARTMENT HEAD COMMENTS: The attached preliminary plat has been reviewed by staff and the technical review committee for compliance with the unified development ordinance (UDO). Staff found the subdivision as proposed meets the standards of the UDO and forwarded it to the Planning Board for a recommendation.

CITY MANAGER COMMENTS: I am in agreement with the Planning Staff on this item.

ATTACHMENTS: Major Subdivision Preliminary Plat, including grading, tree removal and landscape plans.

REQUESTED ACTION: Review and consider approval of the Major Subdivision Preliminary Plat known as Oakton

PROPOSED MOTION: Motion to approve the Major Subdivision Preliminary Plat known as Oakton.

STAFF REPORT FOR OAKTON MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION

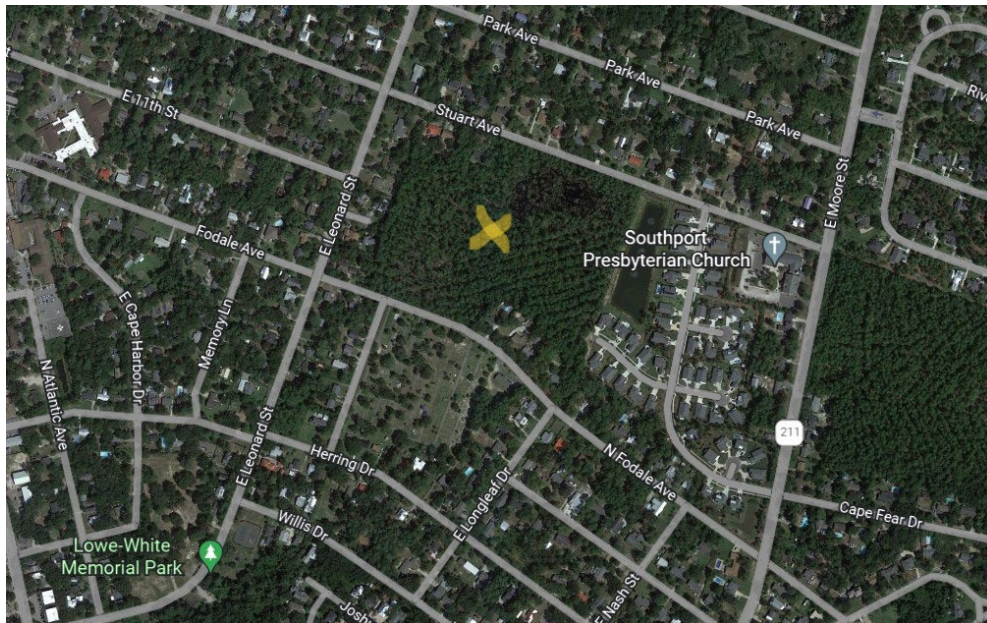
APPLICATION SUMMARY	
Presentation Date	June 8, 2023 Board of Aldermen
Applicant	Greg Wayne, Hanover Design Group
Property Owner	Stanley Martin Homes
Parcel ID:	238AC002
Project Acreage	20.51 acres
Parcel Acreage	20.51 acres
Zoning District	R-10

PRELIMINARY PLAT OVERVIEW

Greg Wayne, on behalf of Stanley Martin Homes, is seeking approval of Oakton Subdivision Preliminary Plat consisting of 42 single family home lots.

LOCATION

The subject property is located between Fodale Avenue and Stuart Avenue and is adjacent to the Hammocks subdivision. The property is located within the incorporated city limits and can be further identified by parcel number 238C002.



REVIEW PROCESS

A major subdivision preliminary plat review provides analysis and coordination of a proposed subdivision with the local UDO, transportation facilities, and utility availability. Per Section 2.8.E of the City of Southport Unified Development Ordinance, the Board of Aldermen shall approve, conditionally approve, or disapprove the preliminary plat. If the plat is disapproved, the reasons shall be set forth in writing and refer specifically to those parts of the ordinance or other land development ordinances with which the plat does not comply.

A Preliminary Plat approval conveys the authority to begin construction of infrastructure associated with the proposed subdivision, including such items as roadways, water and sewer utilities, sidewalks, etc. It does not convey any authority to construct dwellings or any other buildings. Upon completion of the installation of infrastructure, the applicant shall submit a Final Plat application. The review of the Final Plat includes site inspections by various City staff to determine if infrastructure has been installed in accordance with the Preliminary Plat. Upon a positive determination from those inspections, the Final Plat shall be considered by the Board of Aldermen. Upon approval by the Board of Aldermen, the Final Plat shall be recorded with the Brunswick County Register of Deeds, and such will convey the authority to begin to obtain building permits for structures.

The approval of the Final Plat is not an acceptance of infrastructure by the City of Southport. That process, for infrastructure such as roadways and water and sewer lines, occurs as a separate process to also be approved by the Board of Aldermen upon a determination that said infrastructure remains in accordance with any applicable standards put forth by the City.

PRELIMINARY PLAT PROPOSAL

This project was first introduced as a sketch plan at the July 15, 2021 Planning Board Meeting. The applicant submitted a preliminary plat application that was presented at the November 17, 2022 planning board meeting and gained a recommendation of approval at their March 16, 2023 meeting.

Dimensional Requirements

The subject property is zoned R-10. Per Section 3.9 there is a minimum lot size of 10,000 square feet and minimum lot width of 75'. Setbacks and building height shall be reviewed further at the time building permits are reviewed.

Section 4.7.D lists the Required Improvements for Subdivisions. The following discussions will outline how the applicant has met the eight (8) requirements, including other provisions necessary for approval found in the UDO.

Transportation and Streets

Access to the site includes 1, one-way entrance from Stuart Avenue, 2, two-way entrances from Fodale Avenue and connection with the Hammocks Subdivision via Sand

Dollar Lane. These entrances meet the street connectivity requirements. All streets will be dedicated public rights of way and constructed to meet Section 4.8

Lighting

Per section 4.9, the applicant is required to install street lighting with underground distribution along all proposed streets. Such street lighting is compliant and has been labeled on the site plan.

Street Name Signs, and Cluster Mailboxes

Street signs, both traffic-control and name signs will be installed by the applicant and conform to all sign regulations as outlined in Section 4.10. The newly designed entrance to the subdivision on Stuart Avenue will include one-way signs and a no right turn sign will be installed on Sand Dollar Way facing Oakton Drive.

The required cluster mailbox kiosk has been identified on the site plan on Lot CA-2 on Rosin Drive.

Pedestrian Facilities

Per Section 4.11 sidewalks are required on at least 1 side of the street for all major subdivisions. The applicant has provided 5' sidewalks on both sides of each street and exceeds this requirement.

Water Supply and Sewage Disposal Systems

Section 4.12 – The property is located within the incorporated city limits. The city will provide both water and sewer to this subdivision.

Erosion and Sedimentation, Drainage Control Facilities, and Stormwater

A stormwater retention pond, which will collect all onsite stormwater is proposed and meets the requirements of Section 4.13. The city's engineer has reviewed and confirmed the storm calculations for capacity limits. Any permits from NC Department of Environmental Quality shall be obtained prior to commencing construction.

Recreation and Open Space

The applicant has provided 2.97 acres of open space, excluding wetlands. This exceeds the 2% open space/lot requirement of .84 acres, found in Section 4.14.C. Further, a walking trail has been proposed around the 2.58-acre stormwater retention pond.

Landscaping and Buffers

Section 3.17.B applies to new construction non-residential, multi-family uses, or changes in uses that would result in the addition of 10 or more parking spots. Therefore, no landscape or buffer yards are required for this proposal.

Tree Protection and Landscape Preservation

The applicant has provided a tree removal plan (Section 3.18.F) along with a landscape plan (sheets L1.0 and L0.1) showing required mitigation onsite (Section 3.18.H). The tree removal plan outlines both the infrastructure, drainage, and utilities impact zone and lot

grading and drainage zone. Within the infrastructure, drainage, and utilities zone only live oaks 8" and greater are required to be mitigated. There will be 3 live oak trees over 8" removed from this construction zone requiring 58" of mitigation. The lot grading mitigation requires the same number of inches removed to be replaced on site. Removal with mitigation of 2,912" are required and shown on sheet L0.1.

Mitigation will include native species found on Tables 3.5 and 3.6 of the UDO. The landscape plan will be updated to remove the Allee Elm street trees and add another species to meet Section 3.18.H.1.g.

Signage

Approval of a preliminary plat does not include sign permit approval. All future signs associated with the project shall require separate review and approval by Planning Staff based on conformance with Section 3.19 of the City of Southport Unified Development Ordinance.

PLANNING BOARD REVIEW

A review committee, whose members included Vice-Chair Will Hewitt, Chris Jones, and Dick Sloan, was formed to review the proposed subdivision preliminary plat.

The committee met with the applicant at a duly advertised meeting on January 11, 2023. After a review of the subdivision requirements and design features, discussion focused on 2 main topics, access to the subdivision, especially from Stuart Avenue and stormwater capacity/flooding issues in the neighborhood. It was requested that the entrance to Stuart be considered as either a walking/multi-use trail entrance or one way entrance into the subdivision, alignment of Oakton Drive and Mitchell Street on Fodale Avenue, and for 100-year storm event discharge control design calculations be checked to show capacity of the proposed stormwater retention pond.

The applicant agreed to adjust the site plan and provide stormwater calculations for a 100yr/24 hr storm event. A new site plan with a one-way entrance from Stuart Avenue and alignment to Mitchell Street was submitted as well as the requested pond capacity calculations.

The city's engineer, Bob Jarvis, reviewed the 100-year stormwater calculations and determined that it appears that the pond functions without topping. It is noted that detailed utility plans may be submitted after site plan or preliminary plat approval and must be approved by the City's Public Works Department prior to construction of improvements or the issuance of building permits or approval of final plat.

A final duly advertised committee meeting was held on March 7, 2023 to review the new submittal for the Oakton preliminary plat. A representative for the applicant met with the committee and staff to review the site plan and stormwater calculations. After discussions of the one-way entrance and capacity of the proposed stormwater pond, it was the recommendation of the committee to forward the preliminary plat to the full Planning Board for approval.

The Planning Board at their regularly scheduled monthly meeting on March 16, 2023 made a recommendation to the Board of Alderman for approval of the Major Subdivision Preliminary known as Oakton Subdivision with the condition that the non-native Allee Elm understory street trees listed on the landscape plans be updated to a species found on Table 2.6 of the UDO.

Attachments:

Preliminary Plat Application
Preliminary Plat Submittal dated 2-14-23
Stormwater Calculations

Subdivision Application

City of Southport, North Carolina



1029 N. Howe St, Southport NC 28461

www.southportnc.org

Planning & Inspections

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

FEE: \$ 5,200.00

Subdivision Type: R-10 (CONVENTIONAL) Permit #: _____

Applicant's Name: GREG A. WAYNE

Mailing Address: 1123 FLORAL PARKWAY City: WILMINGTON

State: N.C. Zip Code: 28403

Phone: 910-343-8002 Email: GWAYNE@HDSILM.COM

Location of the property to be subdivided: STURART AVENUE

Parcel Number: 238AC002

Overall Acreage: 20.53 Number of lots: 42

Surveyor: GREG A. WAYNE, PLS License #: L-2876

Mailing Address: 1123 FLORAL PARKWAY City: WILMINGTON

State: N.C. Zip Code: 28403

Phone: 910-343-8002 Email: GWAYNE@HDSILM.COM

Subdivision Fees as of July 1, 2018

Minor Subdivision: 1-2 lots	\$300.00
Minor Subdivision: 3-7 lots	\$300.00 + \$50/lot
Creation of Lots (Heirs)	\$100.00
Subdivision Exception	\$200.00
Major Subdivision	\$1,000 + \$100/lot
Master Plan Approval (PUD)	\$1,000 + \$100/acre
PUD Special Use/Land Use Plan	\$2,000.00
PUD Modification (Minor)	\$500.00
PUD Modification (Major)	\$1,000.00

Signature (Owner or Authorized Applicant)

T:\ApplicationForms\SubdivisionApplicationJuly2018.docx

Date

OWNER: STANLEY MARTIN HOMES
13310 SOUTH RIDGE DRIVE, SUITE A
CHARLOTTE, N.C. 28273

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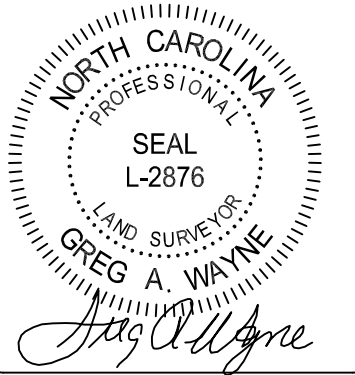
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LAND SURVEYORS, ENGINEERS & LAND PLANNERS



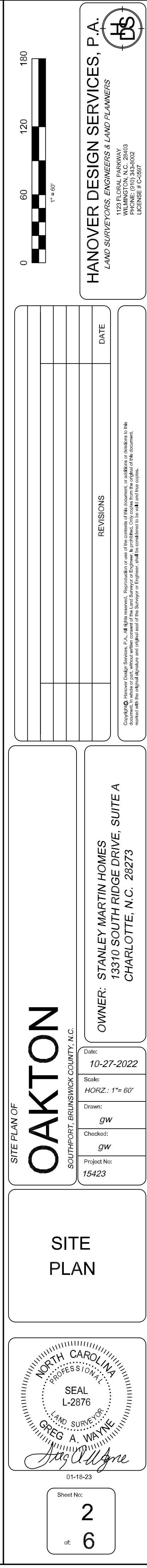
OAKTON

OWNER: STANLEY MARTIN HOMES
13310 SOUTH RIDGE DRIVE, SUITE A
CHARLOTTE, N.C. 28273

Date:	10-27-2022
Scale:	HORZ.: 1"= 60'
Drawn:	gw
Checked:	gw
Project No:	15423

COVER
SHEET

Sheet No: 1
of: 6



STUART AVENUE
60' PUBLIC R/W

EAST LEONARD STREET
60' PUBLIC R/W

SOFTWIND WAY
60' PUBLIC R/W

N. FODALE AVENUE
60' PUBLIC R/W

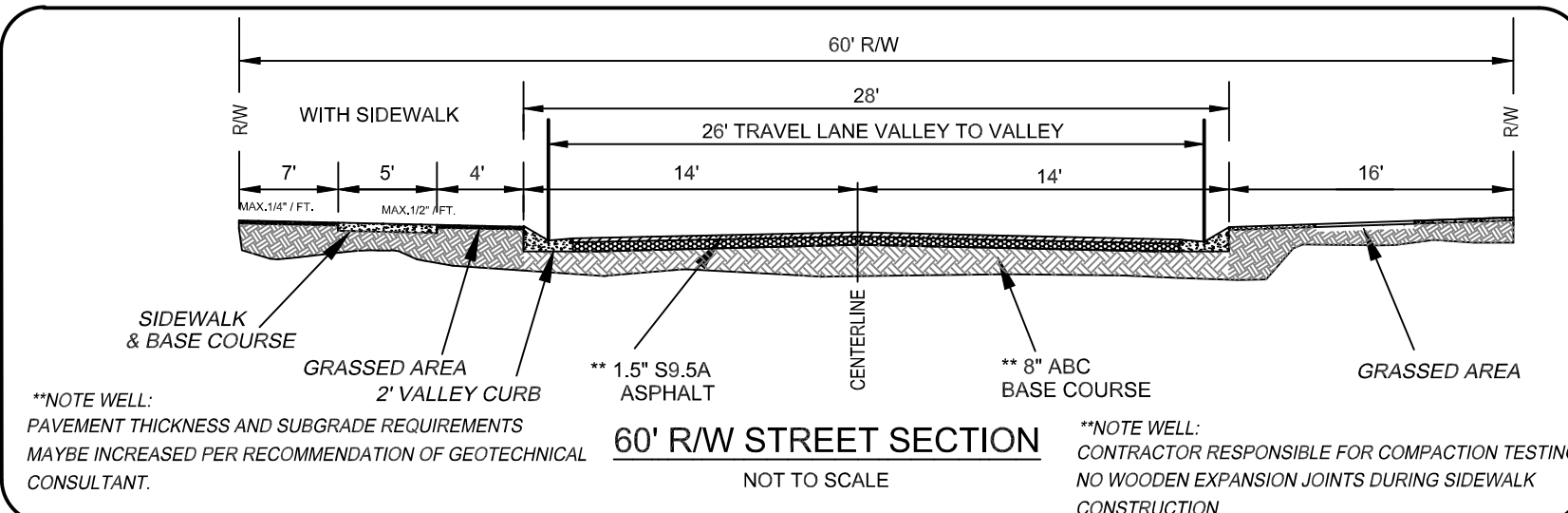
MITCHELL ST.
50' PUBLIC R/W

LEGEND

- I.S. IRON SET
E.I.P. EXIST. IRON PIPE
E.C.M. EXIST. CONCRETE MONUMENT
C.C.M. CONCRETE CONTROL MONUMENT
E.A. EXIST. AXLE
I.L.M. IRON LINE MARKER
D.E. DRAINAGE EASEMENT
R/W RIGHT-OF-WAY
E.I. EXIST. IRON
S.T. SITE TRIANGLE
CA COMMON AREA

NOTES:

- SURVEYED IN DECEMBER OF 2020.
- FOR REFERENCE SEE D.B. 3857 PAGE 64.
- ALL DISTANCES ARE HORIZONTAL.
- ALL BEARINGS ARE RELATIVE TO NAD 83 (2011).
- AREA COMPUTED BY COORDINATE METHOD.
- THIS PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA.
- TOTAL AREA: 20.52 ACRES
- NO U.S. ARMY CORPS JURISDICTIONAL WETLANDS EXIST ON SITE



LEGEND

- (L.P.) = LIGHT POLE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPERTY LINE
- BUILDING SETBACK
- CENTERLINE
- EASEMENT
- COMPUTED PROPERTY LINE
- PROPOSED STORM DRAIN
- PROPOSED WATER SERVICE
- PROPOSED GAS SERVICE
- PROPOSED 6" SANITARY SEWER SERVICE
- PROPOSED SIDEWALK

NOTES

- DEVELOPER TO INSTALL ALL STREET SIGNS AT EACH STREET INTERSECTION AND ARE SUBJECT TO APPROVAL BY THE UDO ADMINISTRATOR
- DEVELOPER TO INSTALL CLUSTER BOX UNITS (CBU) IN ACCORDANCE WITH POSTAL OPERATIONS MANUAL
- FIRE HYDRANTS SHOWN ARE PRELIMINARY AND FINAL LOCATION TO BE APPROVED BY SOUTHPORT FIRE MARSHAL
- STREET LIGHTS TO BE INSTALLED BY DEVELOPER VIA UNDERGROUND DISTRIBUTION ALONG ALL STREETS. DESIGN AND INSTALLATION SHALL MEET OR EXCEED SOUTHPORT STREET LIGHT POLICY

Certification of Approval of the Preliminary/Final Plat by the Southport Board of Aldermen
The Southport Board of Aldermen hereby approves or approves conditionally the (preliminary or final plat) of _____ Subdivision.
If approved conditionally, the specific conditions shall be listed.

Mayor, City of Southport

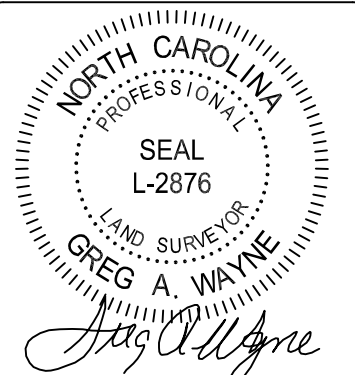
Date

REVISIONS	DATE

OWNER: STANLEY MARTIN HOMES
13310 SOUTH RIDGE DRIVE, SUITE A
CHARLOTTE, N.C. 28273

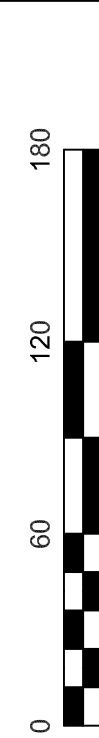
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Checked: gw
Project No: 15423

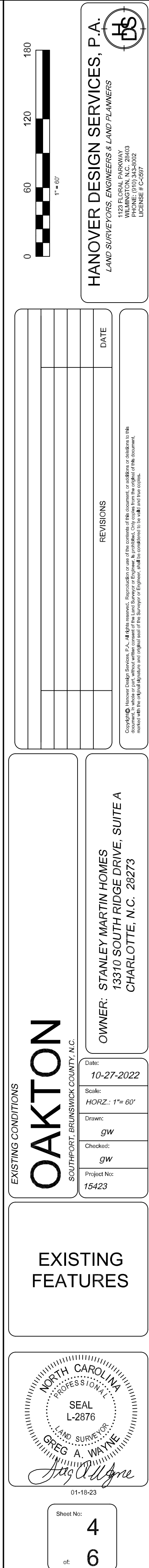
SITE PLAN

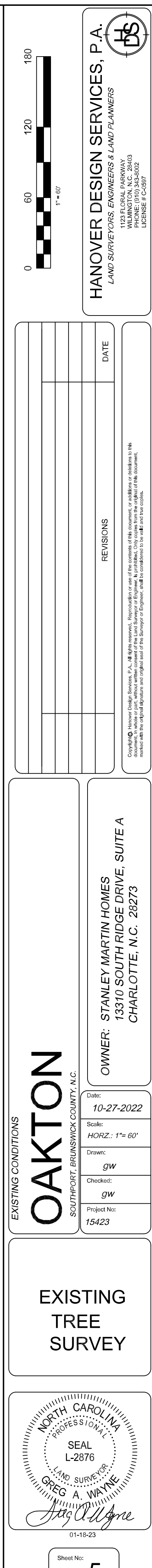


Sheet No: 3
of 6

HANOVER DESIGN SERVICES, P.A.
LAND SURVEYORS, ENGINEERS & LAND PLANNERS
WILMINGTON, N.C. 28403
LICENSE # 00002







EXISTING TREE

DRIPLINE

PROTECTIVE BARRIER

3' MIN. STAKE
HEIGHT ABOVE
GRADE

NOT TO SCALE

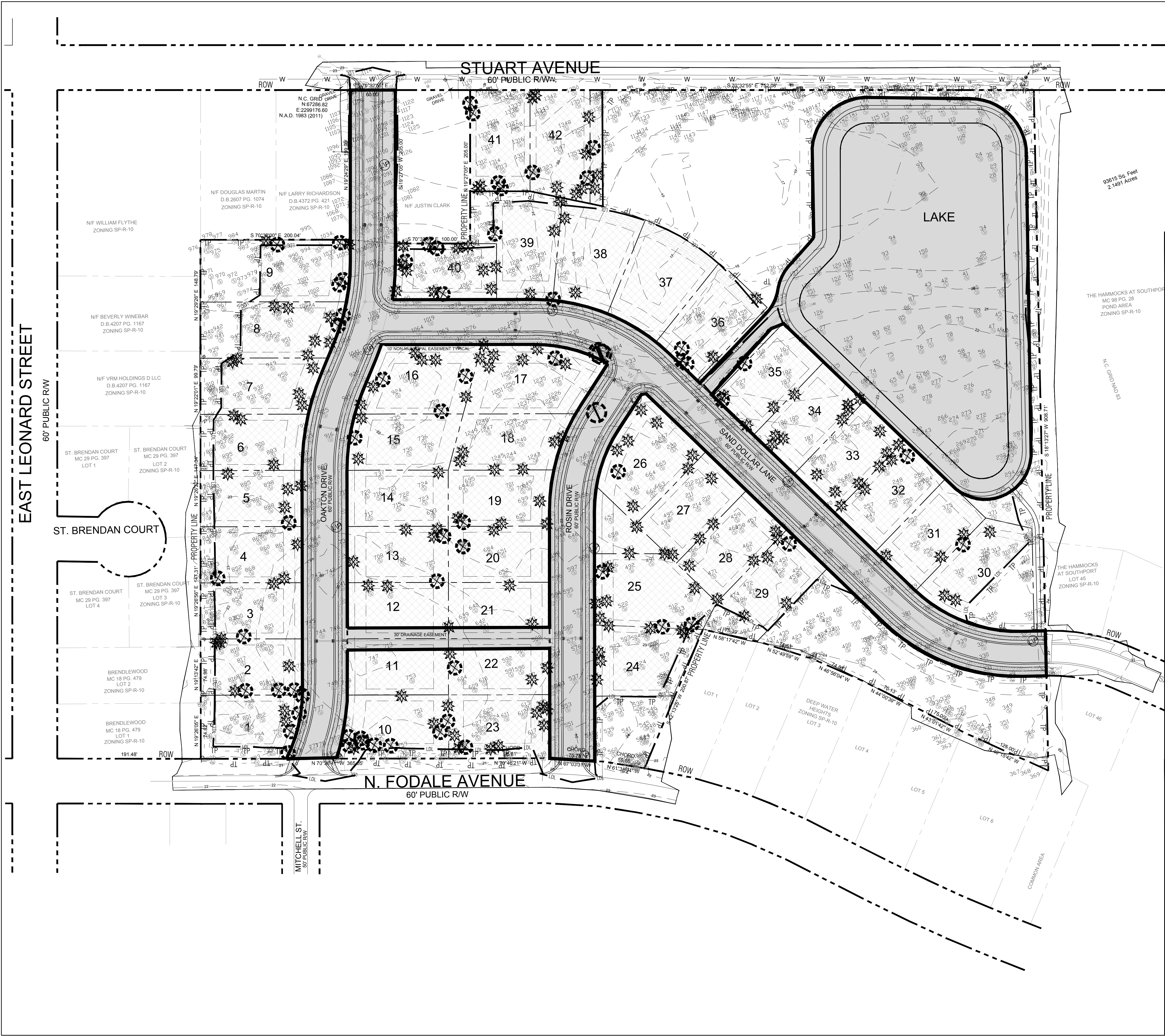
TREES TO BE SAVED WILL BE CLEARLY MARKED PRIOR TO CONSTRUCTION AND A PROTECTIVE BARRIER IS TO BE INSTALLED AT THE DRIPLINE.

DRIPLINE - THE AREA OF SOIL DIRECTLY BENEATH THE TREE EXTENDING OUT TO THE TIPS OF THE OUTERMOST BRANCHES.

METHOD OF TREE PROTECTION DURING CONSTRUCTION

1. DO NOT COMPACT SOIL BENEATH TREES. NO VEHICLE SHALL BE ALLOWED TO PARK UNDER TREES. NO HEAVY MATERIALS SHALL BE STORED BENEATH TREES. RESULTS OF COMPACTION CAUSE WATER AND AIR NOT TO REACH THE ROOTS AND THE TREE WILL DIE. THESE "FEETING ROOTS" OCCUR WELL AWAY FROM THE BASE OF THE TREE TO THE EDGE OF THE OVERHEAD BRANCH CANOPY. DAMAGE THE BARK WITH LANKMOWS, CONSTRUCTION EQUIPMENT, OR ANYTHING ELSE IS PROHIBITED. PROTECTIVE BARRIER SHOULD PREVENT DAMAGE FROM OCCURRING DURING CONSTRUCTION.
2. NO CUTTING OF LARGE STRUCTURAL ROOTS LOCATED NEAR THE BASE OF THE TRUNK. THESE ARE ESSENTIAL IN SUPPORTING THE TREE AND HOLDING IT UPRIGHT IN HIGH WINDS. REMOVAL OF THESE ROOTS ALONG ONE SIDE IS OFTEN DONE BECAUSE OF A WALK, PAVING OR BUILDING WHICH IS BEING CONSTRUCTED.
3. AVOID CUT AND FILL WITHIN DIAMETER OF TREE CROWN DURING EXCAVATION.

[illegible]MAJOR SUBDIVISION PRELIMINARY PLAT



VICINITY MAP

LANDSCAPE REQUIREMENTS

TREE REMOVAL ZONE FOR INFRASTRUCTURE, DRAINAGE, AND UTILITIES IMPACT

MITIGATION REQUIREMENTS FOR REMOVED REGULATED LIVE OAK TREES 8" OR GREATER WITHIN INFRASTRUCTURE AND DRAINAGE AREAS.

QUANTITY	SIZE	COMMON NAME
1	14"	LIVE OAK
1	14/14"	LIVE OAK
1	16"	LIVE OAK
3	58"	LIVE OAK

TOTAL CALIBER INCHES REQUIRED FOR MITIGATION = 58" CAL. INCHES

TREE REMOVAL ZONE FOR LOT GRADING AND DRAINAGE

MITIGATION REQUIREMENTS FOR REMOVED REGULATED OAKS / HARDWOODS 8" OR GREATER AND 12" OR GREATER CONIFERS TREES, LOCATED OUTSIDE OF BUILDING ENVELOPE.

QUANTITY	SIZE	COMMON NAME
1	10"	HARDWOOD
1	15"	HARDWOOD
34	12"	PINE
31	13"	PINE
33	14"	PINE
29	15"	PINE
15	16"	PINE
12	17"	PINE
3	18"	PINE
1	19"	PINE
3	20"	PINE
1	16.5"	PINE
1	24"	PINE
20	8"	OAK
9	9"	OAK
7	10"	OAK
9	11"	OAK
2	13"	OAK
1	14"	OAK
1	9/8"	OAK
1	10/12"	OAK
1	25"	LIVE OAK
215	2,853.5"	LIVE OAK

TOTAL CALIBER INCHES REQUIRED FOR MITIGATION = 2,853.5" CAL. INCHES

OVERALL TOTAL CALIBER INCHES REQUIRED FOR MITIGATION = 2,912" CAL. INCHES

SYMBOL LEGEND

	PROPERTY LINE
	RIGHT OF WAY
	LIMITS OF DISTURBANCE
	WETLAND BOUNDARY LINE
	INTERIOR PROPERTIES
	SETBACKS
	ADJACENT PROPERTIES
	TREE PROTECTION
	EXISTING LIVE OAK TO BE REMOVED WITHIN R.O.W.
	EXISTING HARDWOOD 8" OR GREATER TO BE REMOVED
	EXISTING CONIFER 12" OR GREATER TO BE REMOVED

NORTH

SCALE: 1" = 60'

MIHALY LAND DESIGN
PLANNING + LANDSCAPE ARCHITECTURE
330 MILITARY CUTOFF RD., Suite A3
Wilmington, NC 28405 910.392.4355

Revisions
2023-02-14: REVISED PER CITY OF SOUTHPORT COMMENTS

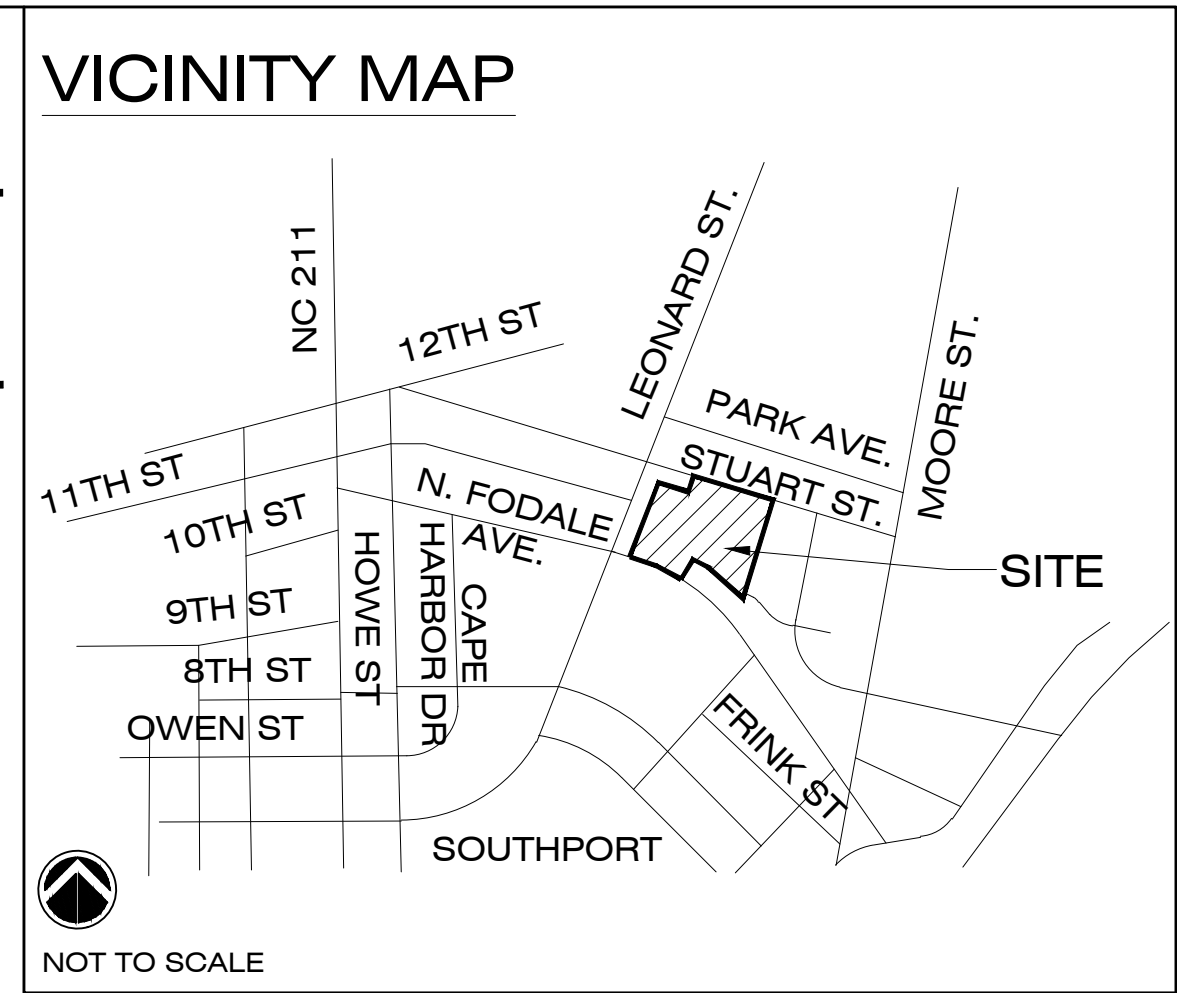
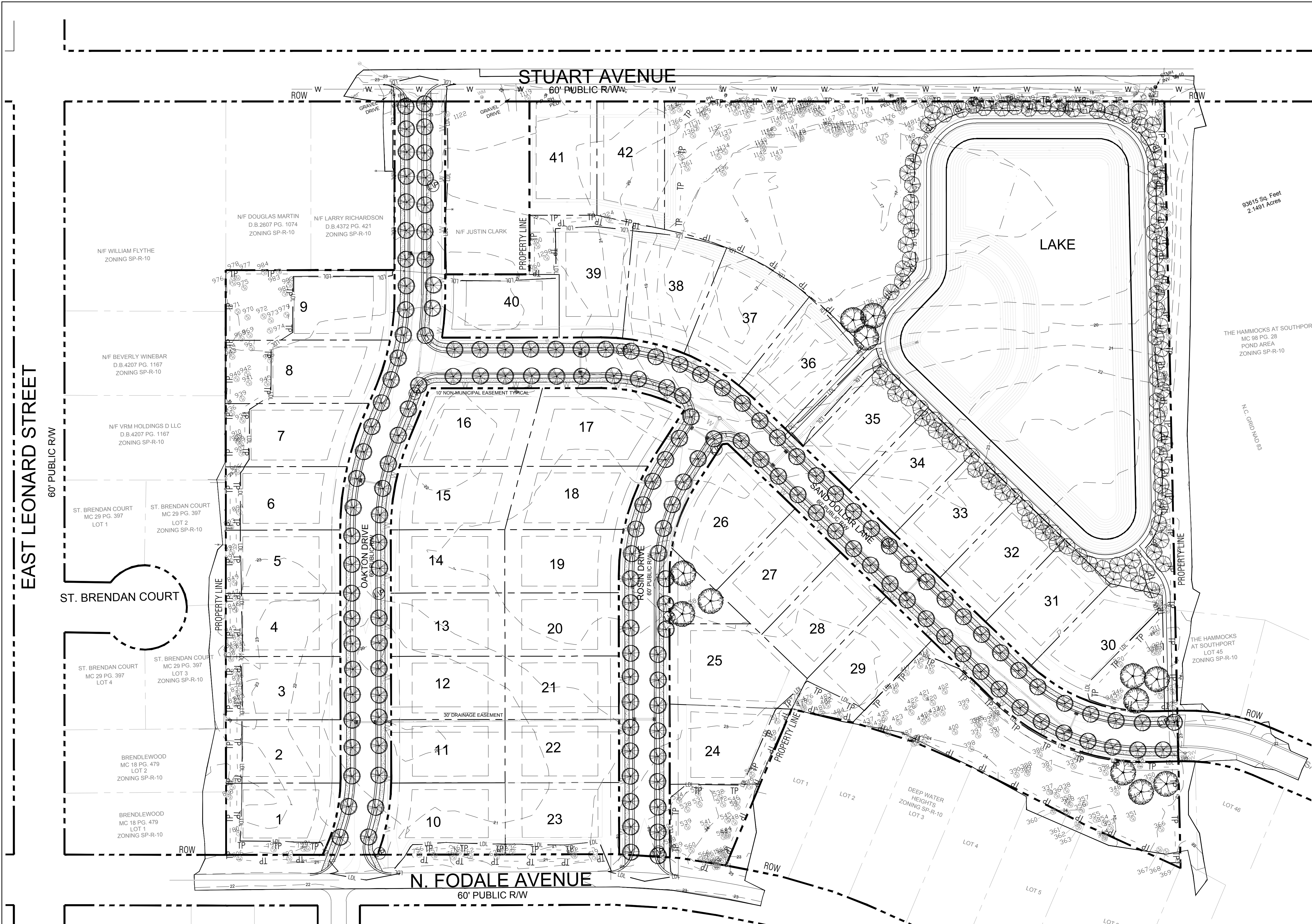
CLIENT

STANLEY MARTIN HOMES
13310 SOUTH RIDGE DRIVE, SUITE A
CHARLOTTE, NC

PROJECT

OAKTON
SOUTHPORT
BRUNSWICK COUNTY, NC

Date: 2022-07-14
Phase:
Job Number: 101-890
Designed by: MLD
Drawn by: RJB
Checked by: JWM
Sheet Title: TREE REMOVAL PLAN
Sheet Number:
L1.0
of 2 sheets



MIHALY
LAND DESIGN
PLANNING + LANDSCAPE ARCHITECTURE
330 MILITARY CUTOFF RD., Suite A3
Wilmington, NC 28405 910.392.4355

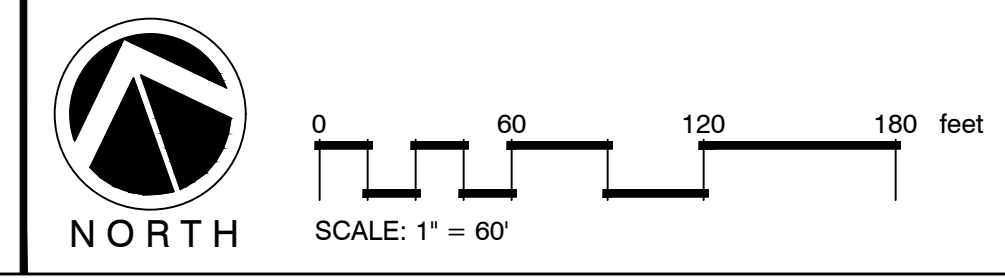
Revisions
2023-02-14: REVISED PER CITY
OF SOUTHPORT COMMENTS

CLIENT
STANLEY MARTIN HOMES
13310 SOUTH RIDGE DRIVE, SUITE A
CHARLOTTE, NC

PROJECT
OAKTON
SOUTHPORT
BRUNSWICK COUNTY, NC

Date: 2022-07-14
Phase:
Job Number: 101-890
Designed by: MLD
Drawn by: RJB
Checked by: JWM
Sheet Title:
TREE MITIGATION PLAN
Sheet Number:
L0.1
of 2 sheets

LANDSCAPE REQUIREMENTS			MITIGATION PLANT SCHEDULE		SYMBOL LEGEND	
TREE MITIGATION REQUIREMENTS				MITIGATION TREES @ 4" CAL. TAXODIUM DISTICHUM - BALD CYPRESS QUERCUS LAURIFOLIA - LAUREL OAK PINUS TAEDA - LOBLOLLY PINE	100 (400" CAL. INCHES)	PROPERTY LINE
TOTAL CALIBER INCHES REQUIRED FOR MITIGATION = 2,912" CAL. INCHES				MITIGATION LIVE OAK TREES @ 5" CAL. QUERCUS VIRGINIANA - LIVE OAK	12 (60" CAL. INCHES)	10' UTILITY EASEMENT
REQUIRED	TREE PLANTED & CALIBER SIZE	TOTAL CALIBER INCHES		MITIGATION STREET TREE @ 5" CAL. ULMUS P. 'EMER II' - ALLEE ELM QUERCUS NUTTALLI - NUTTALL OAK	159 (795" CAL. INCHES)	RIGHT OF WAY
MITIGATION FOR LIVE OAK TREES: 58" CAL. INCHES	(12) 5" CAL. LIVE OAK TREES	60" CAL. INCHES				WETLAND BOUNDARY LINE
MITIGATION FOR REGULATED OAKS/ HARDWOODS 8" OR GREATER AND CONIFERS 12" OR GREATER: 2,853.5" CAL. INCHES	(420) 4" CAL. LOBLOLLY PINES (10) LOBLOLLY PINES PLANTED PER LOT	1,680" CAL. INCHES				INTERIOR PROPERTIES
	(159) 5" CAL. STREET TREES (ALLEE ELM AND NUTTALL OAK MIX)	795" CAL. INCHES				ADJACENT PROPERTIES
	(100) 4" CAL. MITIGATION TREES (LAUREL OAK, BALD CYPRESS, AND LOBLOLLY PINE MIX)	400" CAL. INCHES				TREE PROTECTION
TOTAL CALIBER INCHES PLANTED TO MEET MITIGATION = 2,935" CAL. INCHES						



POND			
DRAINAGE AREAS			
IMPERVIOUS AREAS:			
TYPE	AREA (SF)	AREA (AC)	
PARKING/ROADS	73,772	1.694	
BUILDING 42 LOTS @ 6000	252,000	5.785	
SIDEWALK	24,647	0.566	
OTHER		0.000	
FUTURE	96,500	2.215	
EXISTING IMPERVIOUS	-	0.000	
TOTAL IMPERVIOUS (PROPOSED AND FUTURE):	446,919	10.260	
DRAINAGE AREA	893,874	20.521	
GREEN AREA	446,955	10.261	
PERCENT BUA	50.0%		
SA/DA FROM TABLE @ 5' DEPTH	2.35%		
WSEL	16.5		
SA REQUIRED 85% TSS REMOVAL	21,006	0.482	
SURFACE AREA PROVIDED	74,297	1.706	
MAIN POOL VOLUME PROVIDED	376,516		
MAIN POOL AVERAGE DEPTH	5.1		
VOLUME REQUIRED (SIMPLE METHOD):			
$V = 3630 * R(D) * R(V) * A$			
R(V)	0.499981877		
R(D)	1.5	IN	
A	20.521	AC	
STATE STORAGE ELEVATION	16.5		
VOLUME REQUIRED:	55,865	CF	
STATE STORAGE VOLUME PROVIDED :	99,465	CF	AT 17.50
DRAWDOWN			
TEMPORARY POOL ELEVATION (FT)	17.50	PERMANENT POOL EL.	16.50
ORIFICE DIAMETER (IN)	4		
COEFFICIENT	0.6		
AREA OF ORIFICE (SF)	0.087266463		
GRAVITY (FEET PER SECOND^2)	32.2		
HEAD (FT)	0.333333333		
DISCHARGE (CFS)	0.242594488		
TIME (DAYS)	2.67		
SEDIMENTATION BASIN CONSIDERATIONS			
DISTURBED AREA (ACRES)	15.20		
STORAGE REQUIRED (CF)	27,360	1800 CF * Disturbed AC	
STORAGE PROVIDED (CF)	99,465		
Q(10) (CFS)	40.56		
SURFACE AREA REQUIRED (SF)	17,644	435 SF x Q10	
SURFACE AREA PROVIDED (SF)	74,297		
V(10-YEAR) (FPS)	7.43		

POND RUNOFF SUMMARY (CFS)			
EVENT	PRE-DEVELOPED (CFS)	POST-DEVELOPED (CFS)	POST DEVELOPED ROUTED (CFS)
1-YEAR	0.46	18.53	0.32
2-YEAR	1.48	28.12	0.77
10-YEAR	9.03	62.26	6.79
25-YEAR	17.14	88.28	12.89
100-YEAR	36.02	139.5	20.94

Events for Pond 1P:

Event	Inflow (cfs)	Outflow (cfs)	Primary (cfs)	Secondary (cfs)	Elevation (feet)	Storage (acre-feet)
1-Year	18.53	0.32	0.32	0.00	17.26	1.717
2-Year	28.12	0.77	0.77	0.00	17.59	2.498
5-Year	45.81	3.37	3.37	0.00	17.87	3.154
10-Year	62.26	6.79	6.79	0.00	18.13	3.763
25-Year	88.28	12.89	12.89	0.00	18.64	5.015
50-Year	112.35	16.02	16.02	0.00	19.21	6.423
100-Year	139.50	20.94	20.94	0.00	19.85	8.051



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 6/1/2023 DEPARTMENT: Public Services

PRESENTED BY: Tom Zilinek, City Engineer

ITEM SPONSORED BY: Public Services Department

ITEM/TOPIC: Membership in American Flood Coalition

COST: No Cost to us BUDGET LINE ITEM: Not Applicable

JUSTIFICATION: Joining will provide support to address flooding and provide access to best practices and support to develop response to flooding issues and keeping the public informed.

IMPACT IF NOT APPROVED: Loss of an advocate in flood control and prevention

DEPARTMENT HEAD COMMENTS: Being a member will help us with Flood Control and prevention. It will also help with finding funding sources for future flood control projects

CITY MANAGER COMMENTS: Many of the communities in Brunswick County as well as New Hanover and Pender Counties have been members for years! This would be a worthwhile organization to join not only for the information that could assist us with funding, but grant opportunities. I would recommend

ATTACHMENTS: Resolution to join American Flood Coalition, American Flood Coalition Policy Booklet and Welcome Packet

REQUESTED ACTION: Become member of the American Flood Coalition

PROPOSED MOTION: Motion to approve Resolution for City to become a member of the American Flood Coalition



AMERICAN

FLOOD

COALITION

Welcome

**A NONPARTISAN COALITION
ADVOCATING FOR NATIONAL SOLUTIONS
TO SEA LEVEL RISE AND FLOODING**

Member benefits



Add your voice to a powerful coalition that advocates for federal policy and funding. We're a 501(c)3 nonprofit organization and nonpartisan coalition advocating for national solutions to flooding and sea level rise. We proactively address the growing threat of higher seas, stronger storms, and more frequent floods by advocating for smarter planning and investments that protect our nation's residents, economy, and military installations.



Leverage best-in-class communications tools to engage citizens on flooding challenges and solutions. We provide talking points and messaging tips that enable local leaders to more effectively communicate to their citizens and advocate for their community.



Share best practices in a national forum that supports local and state level responses to flooding and sea level rise. Access our network of leaders, our member portal and educational resources, our monthly newsletter, and other tools.



How to use the coalition's Member Portal

Logging into your account

Access your account and create a profile by following the steps below:

- ① You will receive an email from info@floodcoalition.org with instructions about accessing your account and creating a user profile.
- ② Follow the link in the email to reset your password.
- ③ Once you have reset your password, follow the prompts on the screen to create your user profile.
 - ▶ Fill out basic information like your title and location.
 - ▶ You will have the option to fill in your expertise by writing a short bio and uploading a headshot.
- ④ If you check “I am willing to be contacted by other coalition members,” other portal users will see your email address and phone number (if added). If you choose not to check this, your contact information will remain private.



If you have any issues accessing your account or resources, check that you are using the latest version of your internet browser.

Navigating the portal

Once you have created your profile, we encourage you to explore the portal, as described below:

- ① Use the **Dashboard** as your main view of the portal. Here you will find a snapshot of the latest announcements and resources.
- ② See a list of other portal users on the **Member Directory**. You can filter by member type, location, and expertise.
- ③ Find the latest announcements and events on the **Announcements** page. Click on specific announcements and events for more detail.
- ④ Access our library of educational resources on the **Resources** page.
- ⑤ Edit your profile at any time by clicking **My Profile**.
- ⑥ Find background materials about the coalition on the **Coalition Essentials** page. These include the coalition one-pager, our policy booklet, and more.

Once again, welcome to the portal! If you have any questions about this or do not receive an email with your login information, please reach out to info@floodcoalition.org.

Our objectives

We believe in the power of local voices, and will work with you to raise the profile of local flooding issues at a national level. Together, we look forward to advancing solutions that can support flood-affected communities, focused around these four objectives:



Economy

Invest in infrastructure and natural solutions that boost the economy and protect property values



Communities

Use proactive planning to keep communities safe and save taxpayer dollars



Rebuilding

Build back stronger to protect communities from future flooding



Military

Ensure our military installations are ready to deploy 365 days a year



Economy

Invest in infrastructure and natural solutions that boost the economy and protect property values

Our national economy relies on our highways, ports, and other essential infrastructure, much of which is at risk from riverine, coastal, and flash flooding and sea level rise. The American Flood Coalition supports dedicated funding and incentives for resilience that will help prevent flood damage, ensure property values and coastal tourism remain strong, and spur innovation and job creation.

The construction of new infrastructure will create local employment opportunities that cannot be outsourced, bringing more jobs to the community. As our communities adapt to flooding and sea level rise, we'll also be able to build new businesses and innovation that we can export to others around the globe.

Policies

- ▶ Support communities investing in adaptation through dedicated federal funding and incentives, such as adaptation trust funds, revolving loan funds, and tax breaks
- ▶ Increase innovation grants for research into flood mitigation technology
- ▶ Facilitate the exchange of best practices among flood-affected communities
- ▶ Broaden available financing methods for flood infrastructure projects in ways that engage the private sector, such as public-private partnerships and low-interest debt financing



**Investing
\$100M
in water
infrastructure
creates an
estimated
1500+ jobs
in the local
community²**

² Value of Water Campaign. The Economic Benefits of Investing in Water Infrastructure. 2017.

Communities

Use smart planning to keep communities safe and save taxpayer dollars



**\$1 spent on
pre-disaster
mitigation
saves \$4-7
in disaster relief³**

Investing in resilience can save taxpayer dollars and untold heartache for affected communities, but to plan smart our communities need accurate information and policies that empower them to act. As a first step, the Federal Emergency Management Agency (FEMA) should upgrade its flood maps, 15% of which reflect information from the 1970s and 1980s, and none of which include future sea level rise.

Once communities understand their risk, they need federal funding for smart investments. We need to dramatically increase FEMA's pre-disaster mitigation funding, which currently makes up less than 1% of its budget. Communities should also be empowered with the flexibility to invest in living shorelines and other natural infrastructure solutions by making the planning and permitting process more efficient.

Policies

- ▶ Increase pre-disaster mitigation funding across agencies
- ▶ Adopt federal minimum flood standards across all major federal programs
- ▶ Update FEMA flood maps to reflect current data and include sea level rise projections
- ▶ Support efficient planning and permitting for living shorelines, including working with the Army Corps to expand the new living shoreline permit category

³ National Institute of Building Sciences, Natural Hazard Mitigation Saves: 2017 Interim Report. December 2017.

Rebuilding

Build back stronger to protect communities from future flooding

When disaster strikes and the national government spends billions to rebuild, we need to build back stronger so our communities can withstand future flooding instead of drawing on taxpayer dollars to rebuild again and again. By creating federal standards for rebuilding that take a clear-eyed view of future risk, we can keep our citizens safe and prevent wasteful spending.

We need to improve Department of Housing and Urban Development (HUD), FEMA, and Small Business Administration (SBA) programs so that they allow and incentivize rebuilding to higher standards.

Policies

- ▶ Create federal resilience standards for rebuilding after hurricanes and flood events
- ▶ Issue guidance from HUD on how the Community Development Block Grant program can be used to encourage adaptive rebuilding
- ▶ Have FEMA allow for and incentivize the adaptation of damaged facilities with Public Assistance funding
- ▶ Allow the SBA Disaster Loan Program to incentivize resilient construction

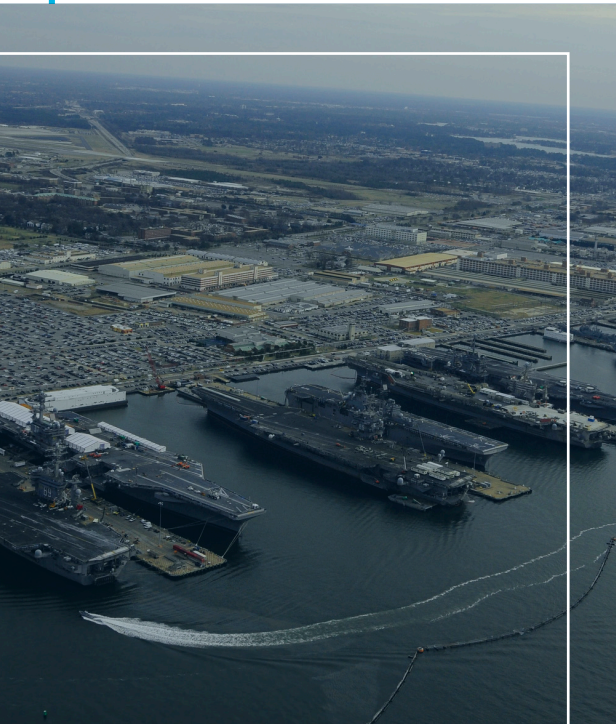


89% of registered voters support a requirement for all federally funded infrastructure to better withstand flooding⁴

⁴ The Pew Charitable Trusts. Poll. January 2018.

Military

Ensure our military installations are ready to deploy 365 days a year



**The DoD
found that
931 military
installations
have experienced
flooding⁶**

When military facilities are flooded, it puts our national security at risk. At Norfolk Naval Base, the main access road floods about 10 times per year, affecting the over 90% of servicemen who live off base⁵. Some installations are already taking action to protect against flooding, but we need coordinated national action.

The Department of Defense (DoD) must prioritize adaptation plans to ensure our military is prepared for the future, and we must give base commanders the flexibility to invest in critical infrastructure on and off the base.

Policies

- ▶ Give the DoD the authority to assess the impact of flooding on our military installations
- ▶ Allow base commanders the flexibility to use mission funds to address flooding off-base by expanding programs such as Defense Access Roads
- ▶ Promote alternative funding mechanisms for our military through public-private partnerships

⁵ Virginian-Pilot, Naval Station Norfolk's first 100 years: World's largest navy base anchored to community, June 2017.

⁶ Department of Defense Climate-Related Risk to DoD Infrastructure Initial Vulnerability Assessment Survey (SLVAS) Report. January 2018.

Your outreach team

Do you have questions, input or ideas about resources or activities that would benefit you and other members of the coalition as you seek to take action on the issues of flooding and sea level rise? Our Outreach Team is always interested in hearing from you. Please do not hesitate to be in touch!

Contact us



Anne Baker

Senior Outreach Director
Anne@floodcoalition.org



Brian Paro

State Programs Director
Brian@floodcoalition.org



Liz Cassin

Senior Outreach Associate
Liz@floodcoalition.org



Rolando Hernandez

Program Analyst
Rolando@floodcoalition.org

Connect with us:  outreach@floodcoalition.org  @floodcoalition  @AmericanFloodCoalition





AMERICAN

FLOOD

COALITION

OUR POLICIES

**A NONPARTISAN COALITION
ADVOCATING FOR NATIONAL SOLUTIONS
TO FLOODING AND SEA LEVEL RISE**

FloodCoalition.org

Who we are

The American Flood Coalition is a nonpartisan group of political, military, business, and local leaders that have come together to unlock national solutions to flooding and sea level rise. We proactively address the growing cost of coastal, riverine, and flash flooding by advocating for smarter planning and investment before these disasters strike.



Our mission

Protecting communities that are vulnerable to flooding and sea level rise is a national issue that must be met with national solutions—it is vitally important to our country’s citizen well-being, economic strength, and security.

In the last 10 years, all 50 states have had presidential disaster declarations from flooding¹

Our 4 solutions pillars



Economy

Invest in infrastructure and natural solutions that boost the economy and protect property values



Communities

Use smart planning to keep communities safe and save taxpayer dollars



Rebuilding

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¹ FEMA, FEMA Disaster Declarations Summary - Open Government Dataset, 2018.

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- ▶ Allow base commanders the flexibility to use mission funds to address flooding off-base by expanding programs such as Defense Access Roads
- ▶ Promote alternative funding mechanisms for our military through public-private partnerships

Our progress: We successfully advocated for the Defense Access Roads program amendment, which now allows bases to **address flooding impacts to roads leading into bases**, to be included in the Fiscal Year 2019 National Defense Authorization Act (NDAA) that was signed into law August 2018.

⁵ Virginian-Pilot, Naval Station Norfolk's first 100 years: World's largest navy base anchored to community, June 2017.

⁶ Department of Defense Climate-Related Risk to DoD Infrastructure Initial Vulnerability Assessment Survey (SLVAS) Report. January 2018.

Member benefits



A strong platform to advocate, as part of a nonpartisan group, for national solutions to flooding that invest in and protect our communities

A forum for best practices and support in developing local and state-level responses to flooding and sea level rise



Opportunities and tools to communicate with residents on challenges and solutions related to flooding

— Learn more at —
FloodCoalition.org



**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF SOUTHPORT
PROVIDING FOR THE CITY OF SOUTHPORT TO BECOME A MEMBER OF THE
AMERICAN FLOOD COALITION**

WHEREAS, proactively investing to prevent flooding is a wiser use of resources than spending on flooding recovery, as exemplified by FEMA research showing that \$1 of spent on disaster prevention saves up to \$7 in recovery costs, and

WHEREAS, national coordination and support are necessary for communities to fully address the challenge of flooding and sea level rise, and the American Flood Coalition provides a platform advocating for national solutions to flooding and sea level rise that invest in and protect our coastal communities, and

WHEREAS, the American Flood Coalition is a no-cost forum for best practices and source of support in developing local and state-level responses to flooding and sea level rise that will enhance City of Southport's resilience effort, and

WHEREAS, flooding and sea level rise are important issues that our residents deserve to understand, and the American Flood Coalition provides opportunities and tools to communicate with residents on flooding challenges and solutions, and

WHEREAS, joining the American Flood Coalition will aid the City of Southport's efforts to protect against flooding without requiring any financial support or dues from the City of Southport Board of Alderman, and

WHEREAS, the City of Southport Board of Alderman finds that joining the American Flood Coalition will promote the welfare of the City of Southport residents and ensure the prosperity of the City of Southport economy by accelerating solutions to sea level rise and flooding, and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF CITY OF SOUTHPORT:

The City of Southport recognizes the need to advance national solutions to sea level rise and flooding and will work as a member of the American Flood Coalition to safeguard the welfare of the City of Southport residents.

Dorothy Dutton
Assistant City Manager/City Clerk

Joseph P. Hatem, M.D., M.P.H.
Mayor, City of Southport

Holden Beach joins American Flood Coalition

Become sixth Brunswick County town to join

BY DYLAN PHILLIPS
BRUNSWICK BEACON EDITOR

The Town of Holden Beach is now a member of the American Flood Coalition, following unanimous approval during the town Board of Commissioners March 14 meeting of a resolution to join the national coalition.

The American Flood Coalition is a 501(c)(3) nonprofit and nonpartisan coalition advocating for national solutions to flooding and sea level rise. Municipalities are eligible to join the coalition at no cost.

"We focus on policies that strengthen our economy, invest in our cities and towns, and safeguard our national security and advance solutions that support flood-affected communities," the coalition's website states.

Tony McEwen, Carolinas Director at the American Flood Coalition, was at the board meeting earlier this month to present to the board the benefits of joining the organization.

McEwen explained the American Flood Coalition's mission to the board.

"We are a well-resourced national nonprofit that advocates on behalf of flood resilient policy and develops flood resilience policy to be considered at both the state and federal level..." he said. "Our mission: protecting communities that are vulnerable to flooding and

sea level rise. It's a national issue that must be met with national solutions. It's vitally important to our wellbeing, our economic strength and national security."

He continued by touching on the direct benefits the town will receive as part of the coalition.

"Our vested interest in having Holden Beach be a part of this is to, number one, understand what your concerns are, your views, and make sure those are being incorporated into state and federal acts," McEwen said. "But, also, Holden Beach is an important community in our eyes, and the more communities like Holden Beach that are part of our coalition, the more effective we can be on behalf of our greater coalition."

McEwen also noted that being a member of the coalition will give the town additional access to funding and grants for all sorts of flood mitigation projects, including "innovative pilot projects."

The resolution cites numerous reasons the town could benefit from being a part of the American Flood Coalition, including access to national coordination and support to address flooding and sea level rise, access to best practices and support to help develop local and state-level response to flooding issues as well as increased communication

tools to keep the public informed.

"[The] Holden Beach Board of Commissioners finds that joining the American Flood Coalition will promote the welfare of the Town of Holden Beach's residents and ensure the prosperity of the Town of Holden Beach's economy by accelerating solutions to sea level rise and flooding," the resolution reads.

Town Manager David Hewett voiced his support for the town joining the coalition, and noted, in particular, the benefits associated with funding for innovative pilot projects.

Commissioner Brian Murdock made the motion to adopt the resolution; that motion was seconded by Mayor Pro Tem Rick Smith. The motion passed unanimously.

Holden Beach joins Brunswick County, the Town of Belville, the City of Boiling Spring Lakes, the Town of Carolina Shores and the Town of Shallotte as local members of the coalition.

More information on the American Flood Coalition can be found at <https://floodcoalition.org/>.

Dylan Phillips is the editor of the Brunswick Beacon. Feel free to reach out with comments, questions and tips at dphillips@brunswickbeacon.com.

PEOPLES
GENERAL HOME





BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: May 26, 2023

DEPARTMENT: Finance and Administration

PRESENTED BY: Paul Gross, Interim Finance Director

ITEM SPONSORED BY: Finance and Administration

ITEM/TOPIC: Fund Balance Policy

COST: None

BUDGET LINE ITEM: Not Applicable

JUSTIFICATION: The City of Southport does not have a Fund Balance policy which is strongly recommended by the NC. Local Government Commission (LGC) and Governmental Accounting Standards Board (GASB). Maintaining a reasonable fund balance is essential to the preservation of the financial integrity of the City and is fiscally advantageous for both the City and the taxpayer. The City must maintain an appropriate level of fund balance to mitigate financial risk that can arise from unforeseen revenue fluctuations, unanticipated expenditures, natural disasters, and similar circumstances.

IMPACT IF NOT APPROVED: The City's ability to have reasonable financial flexibility to meet future obligations is at risk.

DEPARTMENT HEAD AND CITY MANAGER COMMENTS: This is one of several policies being developed that is highly recommended by the Governmental Accounting Standards Board (GASB) and NC Local Government Commission (LGC) if we were ever going to try for the Budget Achievement Awards from GASB or bond ratings. You have in this agenda packet two of the first of many policies that we will be bringing to you to develop financial policies for our municipality and the staff. Both our City Manager and I highly recommend the adoption of these policies.

ATTACHMENTS: Proposed Policy

REQUESTED ACTION: Discussion and Approval of the Proposed Uncollectible Accounts Policy

PROPOSED MOTION: Motion to approve of the Fund Balance Policy

CITY OF SOUTHPORT	
FINANCE POLICIES TABLE OF CONTENTS	LATEST REVISION DATE: 5-23-23
ASSIGNED TO: FINANCE DEPARTMENT	APPROVED:

Policies, Procedures and Guidelines	Recent Date of Issue
1. Mission & Objectives	To Be Added
2. Internal Controls	To Be Added
3. Conflict of Interests	7-1-2018
4. Gifts and Donation Policy	To Be Added
5. Employee Travel & Reimbursement	To Be Added
6. Chart of Accounts	To Be Added
7. Budget Development	To Be Added
8. Budget Execution	To Be Added
9. Budget Transfers	To Be Added
10. Fund Balance Policy	6-8-23?
11. Investment Policy	To Be Added
12. Debt Management	To Be Added
13. Capital Fund Policy	To Be Added
14. Enterprise Fund Policy	To Be Added
15. Capital Asset Policy	To Be Added
16. Procurement Procedures	7-1-2018
17. Credit Card Policy	4-13-2013
18. Accounts Payable & Check Requests	To Be Added
19. Accounts Receivable	To Be Added
20. Write-Off of Uncollectible Aging Accounts	To Be Added
21. Grant Management	To Be Added
22. Powell Bill Funding	To Be Added
23. Audits and Financial Reporting	To Be Added

Appendices:

Listing of Authorized Personnel

Listing of Authorized Financial Institutions

Relevant State Statutes

Glossary of Terms

CITY OF SOUTHPORT	
FUND BALANCE POLICY	LATEST REVISION DATE: 5-20-23
ASSIGNED TO: FINANCE DEPARTMENT	APPROVED:

I. Purpose

The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City and is fiscally advantageous for both the City and taxpayer. This policy establishes objectives and provides guidance concerning the desired level of fund balance maintained by the City to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, natural disasters, and similar circumstances.

II. Objectives

- To establish minimum fund balance levels for the General Fund that define what resources are available to provide sufficient financial flexibility to meet future obligations, take advantage of opportunities, and avoid interest expense through use of excess reserves in lieu of debt,
- To enhance the financial position of the City to maintain the highest credit and bond ratings,
- To plan for contingencies in unforeseen revenue volatility and expenditures such as weather-related disasters,
- To generate investment income that diversifies revenue streams and decrease reliance on taxes, and
- To ensure adequate cash flow.

III. Definitions

In accordance with governmental accounting standards, the City's total General Fund balance is comprised of five components:

1. Nonspendable Fund Balance represents resources that are physically or legally in a nonspendable form or legally or contractually required to be maintained intact,
2. Restricted Fund Balance represents resources when constraints placed on their use are either externally imposed by creditors, grantors, contributors or laws or

regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.

3. Committed Fund Balance represents resources previously committed by the Board for a particular purpose such as a project partially funded by grants,
4. Assigned Fund Balance represents resources assigned less formally for a particular purpose such as insurance reserves or subsequent year spending and are neither restricted nor committed.
5. Unassigned Fund Balance represents all remaining resources not reported in any other classification.

Accessible Fund Balance is defined as the total of Assigned Fund Balance and Unassigned Fund Balance for the purposes of this policy. To be conservative, Committed Fund Balance is not included in Accessible Fund Balance.

Accessible Fund Balance is not the same as Available Fund Balance as defined in North Carolina General Statute 159-8(a).

General Fund Expenditures are calculated for ratios as:

- Total Expenditures, which include debt service,
- excluding Other Financing Sources and Uses

IV. Fund Balance Levels

- The City will maintain a minimum Accessible Fund Balance of at least 35%, (approximately four months) of budgeted General Fund Expenditures.
- Total Fund Balance shall be at least 40% (which is approximately five months) of budgeted General Fund Expenditures.

V. Use of Excess Fund Balance

Accessible Fund Balance above the City's minimum should be considered as a funding source for capital needs funded with pay-as-you-go capital considered through the annual budget process. Appropriations outside the annual budget will generally be limited to:

- Expenditures to support or facilitate projects that generate new revenues or cost savings in excess of the investments within established time frames.
- Interim partial year funding for new programs that are needed before the next fiscal year that cannot be addressed with budgeted resources.
- Costs related to unanticipated workload in the current fiscal year that cannot be addressed with budgeted resources.

- Prudent supplemental funding for existing capital projects that require additional resources before the next fiscal year to fund unanticipated costs, avoid excessive delays, or improve service levels.

VI. Use of Fund Balance Below Policy Limits in Dire Circumstances

Accessible Fund Balance can only be used in excess of the regular policy established in Section IV at the discretion of the full City Board in dire financial circumstances in order to: 1) provide resources to offset unforeseen revenue shortfalls in combination with expenditure reductions or 2) to fund emergency expenditures in a disaster. When adopting an appropriation of Accessible Fund Balance that reduces reserves to a level below the City's policy, the City Board also shall adopt a plan of specific actions to be taken to restore the Accessible Fund Balance to a level set forth in this policy in the following fiscal year, if feasible, but within three fiscal years at most.

§ 159-8. Annual balanced budget ordinance.

(a) Each local government and public authority shall operate under an annual balanced budget ordinance adopted and administered in accordance with this Article. A budget ordinance is balanced when the sum of estimated net revenues and appropriated fund balances is equal to appropriations. Appropriated fund balance in any fund shall not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts, as those figures stand at the close of the fiscal year next preceding the budget year. It is the intent of this Article that, except for moneys expended pursuant to a project ordinance or accounted for in an intragovernmental service fund or a trust and custodial fund excluded from the budget ordinance under G.S. 159-13(a), all moneys received and expended by a local government or public authority should be included in the budget ordinance. Therefore, notwithstanding any other provision of law, no local government or public authority may expend any moneys, regardless of their source (including moneys derived from bond proceeds, federal, state, or private grants or loans, or special assessments), except in accordance with a budget ordinance or project ordinance adopted under this Article or through an intragovernmental service fund or trust and custodial fund properly excluded from the budget ordinance.

(b) The budget ordinance of a unit of local government shall cover a fiscal year beginning July 1 and ending June 30. The budget ordinance of a public authority shall cover a fiscal year beginning July 1 and ending June 30, except that the Local Government Commission, if it determines that a different fiscal year would facilitate the authority's financial operations, may enter an order permitting an authority to operate under a fiscal year other than from July 1 to June 30. If the Commission does permit an authority to operate under an altered fiscal year, the Commission's order shall also modify the budget calendar set forth in G.S. 159-10 through 159-13 so as to provide a new budget calendar for the altered fiscal year that will clearly enable the authority to comply with the intent of this Part. (1971, c. 780, s. 1; 1973, c. 474, s. 5; 1975, c. 514, s. 3; 1979, c. 402, s. 1; 1981, c. 685, s. 2; 2021-60, s. 3.1.)



Town of Bluffton, South Carolina

Establishing a New Fund Balance and Capital Asset Reserve Policy

GFOA Best Practices

- Fund Balance Guidelines for General Fund
- Strategies for Establishing Capital Asset Renewal and Replacement Reserve Policies



About Bluffton, South Carolina

Established in 1825 as a popular summer location for wealthy Savannah merchants and plantation owners, the Town of Bluffton is the heart of South Carolina's Lowcountry, located just 12 miles from Hilton Head Island. In 2021, Bluffton had a population of 27,716 people.

Located in the heart of South Carolina's Lowcountry, the Town of Bluffton has experienced significant population growth, up from 1,000 to nearly 28,000 people in just 25 years—making Bluffton the fastest-growing municipality in the state. The rapid population increase not only resulted in growth to the Town's resources, but also the many demands for it. As a result, officials conducted financial risk assessment and long-term planning studies to create new fund balance and capital asset reserve policies—which needed to account for unique risks and needs. Here is how officials assessed risk and built policies to help the Town of Bluffton navigate continued growth and a more secure future.

BUILDING A POLICY ON STRONG FOUNDATIONS

Bluffton's population has increased by more than 1,000 percent since 2000, and the growth trend is far from over: Driven by planned development and an influx of out-of-state retirees, population growth is anticipated to reach 65,000 in the next 10 to 15 years. So far, the upsurge has resulted in a significant accumulation of cash, a trend that is also expected to continue.

A new policy would need to account for continued growth while also factoring in the town's unique risk profile. Its coastal location means that Bluffton is at higher risk for experiencing a hurricane, with damage and rebuilding costs that can reach \$50 million and more.

Despite these realities, the town was able to be proactive. “We could assess our situation and develop a policy while cash positions were healthy,” said Chris Forster, assistant town manager. “Not all government entities have that luxury. Often, they must implement a fund balance policy from a tough financial position.”

Until late 2021, Forster was director of finance, and he led the financial assessment and fund balance policy initiative. The Town of Bluffton operates under a council-manager form of government, with a mayor and four council members. The administrative staff, including Forster’s team, works with this leadership. Forster explained: “Council began to question whether we were accumulating too much in reserves, and what we should do with existing reserves—reduce taxes or invest in capital projects. Without taking a comprehensive look, we couldn’t answer one way or another with confidence.”

The Town of Bluffton’s strategic plan includes financial resilience as a strategic focus area. As Forster noted, the first guiding principle is “to demonstrate fiscal responsibility through established financial policies, budgeting, and financial standards that meet the excellence requirements and financial reporting established by GFOA.” As this area had not been thoroughly evaluated in several years—during which the population continued to grow, and hurricanes continued to affect coastal communities—the mayor and council tasked Forster and his team with researching best practices, assessing risk and fund balance priorities, and conducting a peer review before providing recommendations.

ASSESSING UNIQUE NEEDS

To better understand risk and to estimate the cost consequences, Forster embarked on a peer review of comparable coastal towns, including communities like the cities of Charleston, Myrtle Beach, Savannah, and Hilton Head. One aim of the review was to understand

the approaches these cities took to fund balance policy. Hilton Head was the closest comparable community, so Forster consulted with its finance director and learned that Hilton Head had taken a hard hit from Hurricane Matthew in 2016, which had resulted in \$54 million in damage and rebuilding costs.

GFOA guidance on risk assessment stipulates that each community should assess its unique needs. An optimal fund balance for a community in a hurricane-prone area like Bluffton would be larger than that of a community that didn’t face this risk. “When we did the risk assessment profile,” Forster explained, “we determined that the unassigned fund balance portion should really be between 26 and 35 percent. We looked at the higher end of that range given our location.”

Forster sought a basis for quantifying costs and determining a designated portion of the reserves to set aside for emergency recovery. He turned to a study on the financial impacts of hurricane damage produced by University of Florida researchers, the “Quantitative Method for Estimating Probable Public Costs of Hurricanes.” The study identified the per-capita costs of recovering from hurricanes, with scenarios for Category

1 to 5 storms based on historical data. Because the study dated from 1999, Forster incorporated inflation adjustment to bring the financial costs in line with the present day, arriving at an estimate of \$1,400 per capita in recovery costs for a Category 4 hurricane. Forster then combined the research and inflation-adjusted projections with actuals from Hilton Head’s recovery from Hurricane Matthew, which ultimately cost \$1,450 per capita.

CREATING THE POLICIES

Ultimately, Forster and the finance department combined this research, the peer review, and GFOA’s risk assessment tool as a foundation for performing a long-term financial projection, projecting growth, analyzing the capital improvement plan and future assets, and assessing current depreciable assets.

The optimal fund balance for coastal towns like Bluffton is larger due to a higher risk of damage caused by hurricanes. In 2016, Hurricane Matthew caused tens of thousands of dollars of damage to the South Carolina coast, including the City of Charleston (pictured below).





Built in 1857, The Church of the Cross is one of Bluffton's most notable landmarks.

This information was presented to the council at a workshop session early on in the budget process. Feedback was collected and incorporated into recommendations on new fund balance and capital asset reserve policies presented as part of the council's budget sessions.

The recommendations were to:

- Increase the emergency reserve fund to 15 percent of all budgeted funds expenditures.
- Revise the equipment reserve fund into a capital asset reserve fund that sets aside the equivalent of 50 percent of depreciation expense from the most recently audited financial statements, up to a cap of the most recent five years of depreciation expense.
- Increase the undesignated reserve to 35 percent of general fund expenditures.

The emergency reserve fund is for scenarios including natural disasters, economic disasters, or acts of war. The unassigned fund balance acts as backup to the emergency reserve fund and can only be used for one-time or non-recurring costs. The capital asset reserve is intended for major renewals or replacements of capital assets. Forster explains: "As our community grows, so does our capital asset portfolio. Looking at the significance of the assets that will be coming online, we saw a need to set aside more reserves to maintain those assets into the future."

The reserve policy was adopted as part of the 2021 budget. The outcome has been a better understanding of reserve funds, their purpose, and their importance, as well as improved financial resiliency and resources to address future capital maintenance and renewal needs. Council members

and the public better understand reserve levels and policies, as changes were communicated through channels including budget briefs, workshops, presentations, and the regular community newsletter.

Forster noted that fund balances will be assessed as part of the annual audit, with a more comprehensive analysis to be conducted every three years.

GFOA BEST PRACTICES

The Town of Bluffton followed GFOA's best practice, *Fund Balance Guidelines for General Fund*, which recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund, based on generally accepted accounting principles and the budgetary purpose of maintaining adequate levels of fund balance to mitigate current and future risks and to ensure stable tax rates. The municipality also followed GFOA's best practice, *Strategies for Establishing Capital Asset Renewal and Replacement Reserve Policies*, which guides governments in establishing a capital asset reserve that provides additional flexibility in a strong capital asset management program.

The combination of best practice guidance, risk assessment, and scholarly research gave Bluffton a comprehensive basis for examining fund reserves and creating a strong policy. In reflecting on what made the policy process unique, Forster said, "I'm not aware of any community that has used a disaster cost study like this one, to drive their fund balance policy." He emphasized how important it was for Bluffton to heed the recommendation that each community needs to factor in its own particular needs and risks—advice that other communities can benefit from, as well.



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: May 25, 2023

DEPARTMENT: Finance and Administration

PRESENTED BY: Paul Gross, Interim Finance Director

ITEM SPONSORED BY: Finance and Administration

ITEM/TOPIC: Write-off of Uncollectible Accounts

COST: None

BUDGET LINE ITEM: Not Applicable

JUSTIFICATION: The City of Southport does not have any policy relevant to the large number of uncollected accounts we have for utilities, taxes, and other revenues and so they remain on the City financial statements for years. Some go back 10-15 years. If this policy was passed, even though these accounts would go on a suspense list, we would still try to collect them but they would be taken off our balance sheet which is the way good financial policies recommend municipalities handle their non collectibles.

IMPACT IF NOT APPROVED: These accounts remain on the City's Financial Statements thus allowing uncollectible debts to remain on our financial statements.

DEPARTMENT HEAD AND CITY MANAGER COMMENTS: As I have mentioned to you in past meetings, the City of Southport lacks so many financial policies that the Governmental Accounting Standards Board (GASB) highly recommends and that we must have in place if we were ever going to try for the Budget Achievement Awards from GASB or bond ratings. You have in this agenda packet two of the first of many policies that we will be bringing to you to develop financial policies for our municipality and the staff. Both our Interim Financial Director, Paul Gross, and I highly recommend the adoption of these policies.

ATTACHMENTS: Proposed Policy

REQUESTED ACTION: Discussion and Approval of the Proposed Uncollectible Accounts Policy

PROPOSED MOTION: Motion to approve of the Write-Off of Uncollectible Accounts Policy



CITY OF SOUTHPORT	
Write-Off Uncollectible Accounts	LATEST REVISION DATE: 5-25-23
ASSIGNED TO: FINANCE DEPARTMENT	APPROVED:

I. Purpose

Although the City has established and implemented procedures to collect delinquent accounts, there are occasions and circumstances when balances due cannot be collected. This policy's purpose is to establish uniform methods for collecting aged accounts as well as guidelines for determining when delinquent accounts receivable should be considered an uncollectible debt and establish proper authorization for removal or write-off of the receivable from the City's balance sheet.

II. Objectives

- To fairly state the value of accounts receivable on the City's financial statements for audit purposes.
- To apply this policy in a uniform manner to all delinquent accounts owed to any department of the City of Southport including but not limited to utility charges, fees, fines, assessments, claims, damages, taxes, penalties, interest, and other charges as authorized by law.
- To remove or write-off delinquent accounts when balances due cannot be collected.

III. Procedures

1. The Finance Department, with assistance from other departments, will make every effort to collect delinquent accounts receivable amounts owed to the City. It is only after all reasonable avenues to collect the debt have been utilized and exhausted will the bad debt be considered uncollectible and qualify for write-off.
2. All or some of the following actions, when practical or available as a remedy by law, will be taken to collect outstanding account balances including:
 - Disconnection
 - Transfer of old balances to new accounts (utilities)
 - Apply deposits to outstanding balances (utilities)
 - Demand letters
 - NC Debt Set Off Program

- Third party collection agency
- Garnishment
- Small Claims Court
- Judgements
- Liens
- Foreclosure
- Close business (privilege license)

3. The Finance Director or his/her designee will identify, usually on an annual basis, delinquent accounts meeting one or more of the following criteria and produce a listing of accounts including the name, account number, invoice date, and reason for the write-off.

Criteria for determining uncollectible accounts for write-off:

- Statute of Limitations: The statute of limitations for collection of the debt has expired.
- Bankruptcy: The account has been discharged through bankruptcy court.
- Deceased: The debtor is deceased with no estate.
- Court Judgement Refused: The debt cannot be substantiated in Court.
- Unjustifiable Cost: The amount of the uncollectible account is less than \$50 or the cost of collection exceeds the recoverable amount.
- Untraceable: The customer has provided false information, left the area, or cannot otherwise be located or identified.
- Time Frame: Inactive accounts with no activity for 5 years or older at fiscal year-end may be written off annually to avoid overstatement of receivables.

4. The Finance Director or his/her designee shall prepare a summary write-off report and submit it to the City Manager no less than once per year. The City Manager shall review, edit, and approve the report as needed. The City Manager shall make a final recommendation to the Board of Alderman to accept the report identifying which accounts will be written off by the Finance staff. The Board of Alderman should approve the write-off of uncollectible aging accounts receivable on an annual basis.
5. Write-offs are to be reported to the City Board of Alderman in summary form and shall include the date of the write-off, the category or type of write-off (i.e., sewer assessment, electric utility, water utility, etc.), the amount of the write-off and the criteria for the write-off.

6. This policy in no way should affect the City's ability to collect or accept payments once an account has been written off. The State's Debt Set-Off Program specifically has no maximum time frame for removing delinquent accounts. Payments received in accounts which have previously been written off will be recorded as revenue in a bad debt recovered account.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 5/26/2023 **DEPARTMENT:** Finance

PRESENTED BY: Paul Gross, Interim Finance Director and Teresa Jones, Utility Services Director

ITEM SPONSORED BY: Finance

ITEM/TOPIC: Reinstating/Rescinding the credit card payment waiver.

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

JUSTIFICATION: The pandemic has lessened, so people are coming to pay their utility bills in person.

The City has been absorbing the fees, as the City is charged the fee, thus losing money.

IMPACT IF NOT APPROVED: The City will continue paying the processing fees.

DEPARTMENT HEAD COMMENTS: n/a

CITY MANAGER COMMENTS:When the pandemic hit, the Board realized people would not be able
their utility bills in person, so the Board waived the credit card processing fee and the City absorbed
the 2.5% fee. Now that the pandemic is severely lessened, the fee should be reinstated.

ATTACHMENTS: Ordinance to rescind the waiver.

REQUESTED ACTION: Adopt the Ordinance rescinding the waiver for the credit card processing
fees.

PROPOSED MOTION: I move to adopt the Ordinance, rescinding the waiver and adding the 2.5%
processing fee back to the fee schedule, effective July 1, 2023.



AN ORDINANCE AMENDING CHAPTER 19 OF THE CODE OF ORDINANCES RESCINDING THE CREDIT CARD PROCESSING FEE WAIVER

WHEREAS, the Board of Aldermen, in response to the Coronavirus (Covid-19) Pandemic, waived the credit card processing fee so customers could pay their bills over the phone at no additional cost; and

WHEREAS, the President of the United States of America declared a state of emergency on March 10, 2022; and

WHEREAS, electricity, water and sanitary sewer are essential to the public health of all citizens; and

WHEREAS, the City has been paying all of the fees since March 2020, regardless of the cost; and

WHEREAS, three years have passed and the need to wear masks, and quarantine at home is dwindling; and

WHEREAS, City staff has requested the processing fee waiver be rescinded and the processing fee be added back to the Fee Schedule.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen that:

1. All provisions in Chapter 19 of the Code of Ordinances related to the cut-off of utilities for nonpayment shall be reinstated.
2. The fee for paying the City with a credit card shall be 2.5% of the total bill charged.
3. The processing fee for credit/debit card payment will be effective starting July 1, 2023.

Joseph P. Hatem, M.D., M.P.H.
Mayor, City of Southport

Dorothy Dutton
Assistant City Manager/City Clerk



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

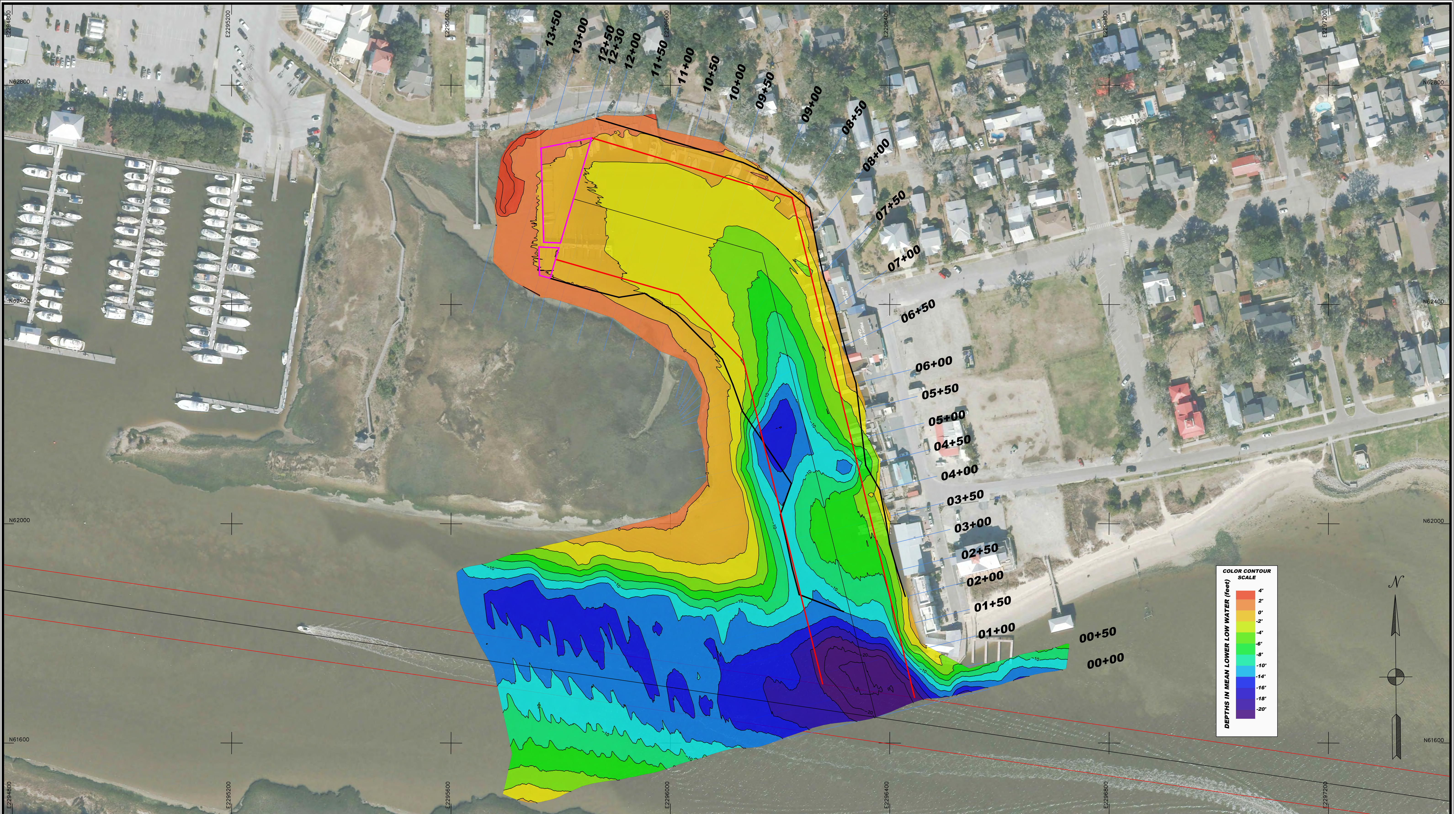
Survey Layout

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

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

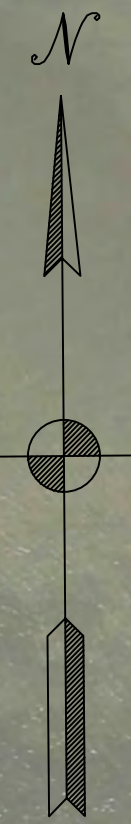
Contours

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 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
Bathymetry

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: 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: June 8, 2023 **DEPARTMENT:** Development Services

PRESENTED BY: Travis Henley, Development Services Director

ITEM SPONSORED BY: Planning Staff

ITEM/TOPIC: Scheduling a Public Hearing for the Conditional Zoning Text Amendment

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

JUSTIFICATION: Instead of holding the Public Hearing, City Staff is requesting that the Board schedule the Public Hearing for the Regular Board meeting on July 13, 2023.

IMPACT IF NOT APPROVED: No public hearing will be scheduled and the text amendment will not be voted on for adoption or denial.

DEPARTMENT HEAD COMMENTS: Staff has worked with the members of the Planning Board at length on the draft language. It is ready to move forward, but the original Public Hearing Notice was not published within the State requirements. Please consider setting the hearing date for July.

CITY MANAGER COMMENTS: Due to an error on our part, the June Hearing was not published in a timely manner so if you vote to schedule it for July, we will have plenty of time to follow State Statutes.

ATTACHMENTS: Staff report, Draft UDO Section 2.11, Appendix A, Planning and Zoning Board's Adopted Consistency Statement.

REQUESTED ACTION: Set the Public Hearing for the July 13, 2023 Board meeting so that staff can re-send the notice for publication.

PROPOSED MOTION: I make a motion to set the Public Hearing for the Conditional Zoning Text Amendment for the Board meeting on July 13, 2023.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 6/8/2023

DEPARTMENT: Development Services

PRESENTED BY: Travis Henley, Development Services Director

ITEM SPONSORED BY: Planning Staff

ITEM/TOPIC: Public Hearing and Consideration of a Zoning Text Amendment to the City of Southport Unified Development Ordinance, specifically Article 2.11 'Conditional Rezoning' and Appendix A.

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: The City of Southport Planning Board initially reviewed a Zoning Text Amendment at their January 19, 2023 meeting and has been working with Staff on revisions and feedback on draft text since that meeting, including every regularly scheduled meeting between January and May and two special meetings, one in March and one in May. The proposed Zoning Text Amendment is further described in the Staff Report attached to this summary, and the specific changes are found as an attachment as well. At their May 18th, 2023 meeting, the City of Southport Planning Board voted 5-2 to recommend approval of the Zoning Text Amendment as presented to the Board of Aldermen, including the adoption of the attached consistency statement.

IMPACT IF NOT APPROVED: This application, as is the case for all Zoning Map and Text Amendments, is a legislative decision as defined by North Carolina General Statutes. The Board of Aldermen is under no obligation to approve the Zoning Text Amendment. However, in accordance with North Carolina General Statutes, in 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 and any other information regarding the proposal's reasonableness.

DEPARTMENT HEAD COMMENTS: Planning Staff is the applicant for the proposed Zoning Text Amendment, and as such are recommending approval of the Zoning Text Amendment request as presented. Staff have worked with the members of the Planning and Zoning Board at length on the draft language, which has undergone multiple rounds of revisions, and the Cape Fear Council of Governments has been consulted throughout the process as well.

CITY MANAGER COMMENTS: The Planning staff and Board have had many hearings and discussions about this text amendment. Many other municipalities have recently adopted this as an amendment to their zoning regulations with positive results. I recommend approval.

ATTACHMENTS: Staff Report, Draft UDO Section 2.11, Draft UDO Appendix A, Planning and Zoning Board's Adopted Consistency Statement

REQUESTED ACTION: To hold a public hearing and consider the Zoning Text Amendment as outlined in the attached documents.

PROPOSED MOTION: Motion to approve the Zoning Text Amendment and [insert language from sample consistency statement and/or other consistency statement as seen fit by the Board of Aldermen]

STAFF REPORT – ZTA 23-01

ZONING TEXT AMENDMENT APPLICATION

CONDITIONAL ZONING & APPENDIX A

APPLICATION SUMMARY	
Presentation Date	June 8, 2023 City of Southport Board of Aldermen
Applicant	City of Southport Planning Staff
Relevant Ordinance Sections	Section 2.11 ‘Conditional Rezoning’ & Appendix A

ZONING TEXT AMENDMENT PROPOSAL
City of Southport Planning Staff, applicant, respectfully submits a Zoning Text Amendment to the City of Southport Unified Development Ordinance for the purposes of discussion. Specifically, the request is to amend Section 2.11 ‘Conditional Rezoning’ to modify the types of projects allowable under a Conditional Rezoning, process improvements in general and in relation to the aforementioned modifications, a reconstruction of Appendix A, and other amendments for the purposes of clarification. All proposed changes, including additions and deletions, can be found as an attachment to this report and may also be viewed in the City of Southport Development Services Department offices.

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 decisions 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 prior to voting on any Zoning Text Amendment.

For the purposes of this Zoning Text Amendment, the Planning and Zoning Board considered the item at their regularly scheduled meetings in January, February, March, April, and May 2023, with additional special meetings in March and May. Furthermore, in accordance with the provisions

of Section 2.10 of the City of Southport Unified Development Ordinance which provides the Planning and Zoning Board the power to call a public hearing in their review of a Zoning Map or Text Amendment, a duly advertised public hearing was held on this Zoning Text Amendment at the Planning Board's March 16, 2023 meeting.

AMENDMENT DESCRIPTION

City of Southport Planning Staff is submitting this Zoning Text Amendment to provide for modifications to the City's already adopted Conditional Rezoning process. Key features of the request include:

1. An expansion of the allowable proposals that made be submitted via Conditional Rezoning, including an expansion in the uses allowable within the project, the zoning districts from which a Conditional Rezoning can originate, and an allowance of a purely custom conditional zoning district, as opposed to a conditional zoning district tied to one of the City's existing zoning districts;
2. General process improvements and process improvements proposed in light of the amendments referenced above and for the purposes of ensuring process consistency across any submittal of this type and further increasing the role the public plays in the process;
3. A reconstruction of Appendix A, in light of the amendments referenced above and also based on experience in reviewing recent projects; and
4. Other amendments for the purposes of clarification.

The following sections of this report break down the proposed changes line-by-line, with additional context provided where appropriate and necessary.

2.11.A Purpose

Planning Staff propose no changes to Section 2.11.A, which discusses the purpose of a Conditional Rezoning and Conditional Zoning District. However, it is important to note that a Conditional Rezoning is primarily designed for projects that have a high certainty of being constructed should approval be granted, as well as noting that a Conditional Rezoning process follows the same review and approval procedures as a traditional or General Use Rezoning.

2.11.B Application and Conditional Zoning Review Procedure

Planning Staff propose numerous amendments within Section 2.11.B. The first proposed amendment is a clarification that a Master Development Plan is required to be submitted in conjunction with a Conditional Rezoning proposal, as opposed to in conjunction with a Zoning Map Amendment request. A Conditional Rezoning is a Zoning Map Amendment request itself, thus requiring a separate Zoning Map Amendment in conjunction is redundant and therefore not necessary. Further, the language is proposed to be amended to require the submission of a narrative providing an overview of the project including any proposed uses, dimensional

standards, self-imposed development standards or conditions, and so on. Importantly, this section also references the flexibility afforded to conditional rezonings in terms of increasing or reducing development standards, and explicitly requires that any deviations be specifically addressed in the submitted narrative.

The next section of proposed language removes the language that requires a coupling of a Conditional Rezoning proposal to an existing traditional zoning district. This proposal is made in order to increase the amount of flexibility allowable within the process, a process already established under the Planned Unit Development (PUD) guidelines. This language does not prohibit the coupling of a Conditional Rezoning proposal to an existing zoning district, it only removes it as a requirement. This is reinforced by proposed language in Section 2.11.B.3, which states that dimensional requirements of the zoning district currently designated on a subject property have no bearing on the dimensional standards an applicant for a conditional rezoning could propose but may be considered by the various reviewing entities if the specifics of the case require it.

A Conditional Rezoning proposal can and often are very similar to projects that under the current Ordinance would be submitted via the Planned Unit Development (PUD) process. Proposed language in Section 2.11.B.2 includes a requirement that all conditional rezonings outside areas currently zoned BD or CBD that include residential uses shall designate no less than 20% of the tract as protected open space in accordance with Section 4.14.C.1.b. Among the possibilities afforded by the conditional rezoning process is the ability for projects to exceed that 20% requirement by some margin, further aided by the additional flexibility elsewhere.

Per feedback received from the Planning Board, the attached language has been updated to include rising open space thresholds as proposed residential units within a conditional rezoning increase. Specifically, for every 250 units included within a Conditional Rezoning, the required open space designation increases by 5%. This continues to rise for every 250 units up to 750, at which point any project larger than 750 residential units shall be required to designate at least 35% of the site as open space meeting the definition Section 4.14.C.1.b as a minimum requirement for a Conditional Zoning District.

NOTE: The above-referenced section was modified via the Planning and Zoning Board's motion to recommend approval. Previous language included the continued increase in minimum required open space by 5% per additional 250 units up to 50%. As noted previously, these standards are minimums and additional open space preservation is encouraged by the City's CAMA Land Use Plan.

Additionally, based on feedback received from the Planning Board, additional language has been added to tie the maximum height that may be designated in any conditional rezoning request to the maximum height of the current zoning designation for the property. For example, if an applicant requested a conditional rezoning from the BD zoning district, the maximum height of

30' would apply to the requested conditional rezoning regardless of the other specifics of the conditional rezoning request.

Staff also propose additional clarifications as to the form and function of potential conditional rezoning applications, including:

- 1) An explicit statement that density and proposed uses within a conditional rezoning proposal shall be reviewed for consistency with any and all adopted plans;
- 2) An explicit statement that a conditional rezoning proposal shall speak to any use standards applicable within the Ordinance and that those use standards may be used in the evaluation of a proposal that includes such use; and
- 3) A requirement that any conditional rezoning application originating from a residential district contain at least five contiguous acres, on one or multiple parcels. Non-contiguous acreage may be added to a request if the initial five-acre requirement is otherwise met. This section was subsequently updated to add clarification with regard to property owner consent to a conditional rezoning request, as well as a reservation to review non-contiguous acreage for its relationship to the overall project. Note that both the property owner consent requirement and ability to review in this context already exist, they are solely listed in the draft text for clarity.

Throughout the remainder of Section 2.11.B, there are various procedural changes that clarify the discretion available to the Unified Development Ordinance Administrator (Planning Staff), as well as requiring a meeting of the Technical Review Committee to review a Conditional Rezoning proposal prior to the proposal being presented to the Planning Board and/or Board of Aldermen. The most significant change within the remainder of this section is the inclusion of a required public hearing at the Planning Board level, in addition to the public hearing at the Aldermen level. Current ordinance language gives the Planning Board the discretion to call a public hearing or not – the proposed amendment would make the public hearing automatic, and also includes the full range of public notice requirements applicable to rezoning public hearings.

Commentary: The amendments referenced above are solely designed to broaden the types and features of proposals that can be submitted by applicants. It is in no way designed to increase the number of projects that are submitted or approved, nor does it guarantee projects that come forward in this manner an approval. Conditional Rezonings are the most intense form of development review that exists under North Carolina General Statutes, provide the greatest opportunity for discretion to be utilized by the City of Southport, and provide the most effective and impactful methods for members of the public to participate in the development process. Regardless of whether the proposed Zoning Text Amendment is approved or not, Conditional Rezonings will receive the same level of review by City Staff under the same review criteria.

2.11.C Public Input Meeting

Following feedback received from the Planning Board, the proposed language maintains the requirement that the public input meeting shall be held, and the report from such meeting filed

with the UDO Administrator, prior to the case being scheduled for a public hearing. This will require that the report shall be filed at such time to ensure that public notice for the Planning Board's public hearing can be provided. Failure to provide that report in the appropriate timeline shall result in the application being withheld from the Planning Board's agenda.

Furthermore, the proposed draft language requires the public notice sent by the applicant advising of the public input meeting to also be provided to the City Clerk and UDO Administrator.

2.11.D Conditions to Approval of Petition

The requested amendments in Section 2.11.D are primarily aimed toward providing clarity in existing processes. In Section 2.11.D.1, it makes clear that the UDO Administrator may make recommendations on potential conditions in addition to the Planning Board. Further amendments include rewriting the timeline for an applicant to respond to conditions and clarification that such response shall occur in writing, regardless of the nature of the response, so that such response can be included within the agenda packet for consideration by the Board of Aldermen. Finally, included at the conclusion of this section is an additional statement clarifying that modifications to conditions of approval shall require the entire conditional rezoning process to begin again.

2.11.E Effect of Approval

Within this section, amendments are also aimed toward increasing clarity. The most significant change is in reference to how Conditional Zoning districts are designated on the City's official zoning map, providing a naming scheme for custom Conditional Zoning districts that do not have a corresponding traditional zoning district. For the purposes of added clarity, additional language is also included that reinforces the fact that a Conditional Rezoning approval is not an approval to begin construction, and that any relevant site plan review process (Major Site Plan, Preliminary Plat, etc.) must also occur prior to any construction beginning on the site.

2.11.F Review of Approval of a Conditional Zoning District

Conditional Zoning, and the districts that result from this process, are designed primarily for projects that have a high degree of certainty of being constructed should they receive approval, as laid out within the purpose statement of Section 2.11. To this end, the existing Unified Development Ordinance provides a mechanism by which the Planning Board shall review conditional zoning approvals and make recommendations as to potential avenues to rezone properties out of the conditional zoning district they possess if conditions and/or timelines aren't being met. The only requested change to this section is to provide clarity that the UDO Administrator shall provide this information to the Planning Board at least once every 12 months (generally as part of an annual report) as well as upon request by the Planning Board.

Appendix A

Currently, Appendix A exists as a table, with rows representing various requirements for information to be displayed on site plan documents, and columns representing various case types and the applicability of each piece of information to each case type. Given the amendments

discussed above, Appendix A already requires an update just in the context of conditional rezonings. However, due to Staff experience and feedback from the Planning Board and applicants broadly, Staff propose eliminating the table and giving each case type its own section of Appendix A, which will aid in ensuring that it is abundantly clear which requirements apply to which case types and aid in the creation of checklists.

Included within the draft Ordinance language is a reconstructed Appendix A, which references six case types: Master Development Plans/PUDs, Conditional Rezonings, Minor Site Plans, Major Site Plans, Subdivision Preliminary Plats, and Subdivision Final Plats. Proposed amendments to the specific language within Appendix A include the allowance of approximation for some information within a Conditional Rezoning (more closely mirroring existing PUD requirements) and an explicit requirement on traffic generation figures being included in a site plan and references to the City's Traffic Impact Study requirement as laid out in Section 3.13.

NOTE: Section C of Appendix A, referencing Conditional Rezonings, was modified through the Planning and Zoning Board's motion to recommend approval to remove the requirement that a tree survey include the location, species, and size of all regulated trees as defined by the Ordinance (Appendix A, Section C.5.b). As noted within Appendix A, the UDO Administrator, Planning and Zoning Board, and Board of Aldermen reserve the right to request any additional information they deem pertinent. Additionally, further processes after the approval of a Conditional Rezoning will require the identification of all regulated trees.

EVALUATION AND CONTEXT

Unified Development Ordinance Compliance

Zoning Text Amendments, like General Use Zoning Map Amendments (Rezonings), follow the process laid out in Section 2.10 of the City of Southport Unified Development Ordinance. Pursuant to this section, the Planning Board shall advise and comment on whether the proposed text or zoning map amendment is consistent with the comprehensive plan or any other official adopted plans that are applicable. The Board of Aldermen shall, in their final decision-making capacity, base their decision upon the same.

2014 CAMA Core Land Use Plan Compliance

It is important to note that when the 2014 CAMA Core Land Use Plan was adopted, Conditional Zoning had only very recently been made available as a tool for local governments to use within North Carolina General Statutes as a mechanism for rezoning and development review. As such, explicit references to conditional zoning are not present within the document and the plan references the General Use Rezoning process as the only rezoning process available.

On Page 128 of the 2014 CAMA Core Land Use Plan, the following can be found:

Completing the LUP [Land Use Plan], illustrating the City's vision for the future, does not ensure that its objectives will be met. The City must continuously work at accomplishing

plan implementation and maintaining an effective planning program. One important concept is 'smart development.'

The Plan goes on to speak at length on six principles of "smart development" or "smart growth," some of which speak directly to the same possibilities that can come from conditional rezoning projects:

Principle 1 - Efficient Use of Land Resources: Smart development supports the preservation of land and natural resources. These benefits result from compact building forms, in-fill development, and moderation in street and parking standards. Compact building patterns preserve land for city and neighborhood parks as well as local woods and wetlands. Furthermore, compact development shortens trips, lessening dependence on the automobile, and therefore reducing levels of energy consumption and air pollution. Finally, a compact development pattern supports more cost-effective infrastructure than does low-density fringe development.

Principle 2 - Full Use of Urban Services: The same frugality of land development supports efficient use of public and private infrastructure. Smart development means creating neighborhoods where more people will use existing services like water lines and sewers, roads, emergency services, and schools. Inefficient land use, whether within or outside urban areas, places a financial strain on communities trying to provide for the construction and maintenance of infrastructure needs.

Building compactly does not mean that all areas must be densely developed. Rather, the goal is an average density for the area, at a level that makes full use of urban services. Averaging allows for areas to have a mix of low-, medium-, and high-density development. Mixing densities to encourage efficient use of services also means requiring a high level of building and siting compatibility, encouraging neighborhoods to have both character and privacy.

Careful street sizing and the accommodation of some parking on streets reduces impervious surfaces and efficiently uses urban services by saving on land acquisition, construction, and maintenance costs. In short, streets should be sized for their use: lower density areas that have little through traffic are best served by slower, narrower streets, while transportation corridors that move district-wide traffic need wider travel ways.

Principle 3 - Mix of Uses: Locating stores, offices, residences, schools, and recreation spaces within walking distance of each other in compact neighborhoods with pedestrian-oriented streets promotes:

- independence of movement, especially for the young and the elderly who can conveniently walk, cycle, or ride transit;
- safety in commercial areas, through around-the-clock presence of people;

- reduction in auto use, especially for shorter trips;
- support for those who work at home, through nearby services and parks; and
- a variety of housing choices, so that the young and old, singles and families, and those of varying economic ability may find places to live.

Mixed-use examples include a corner store in a residential area, an apartment near or over a shop, and a lunch counter in an industrial zone. Most codes prohibit the co-location of any residential and commercial buildings. This prohibition is based on the functional and architectural incompatibility of the buildings. Using design standards, in tandem with mixed-use zoning, overcomes incompatibility. Additionally, limitations on commercial functions, such as hours of operation and delivery truck access, may be necessary. More fundamentally, to gain the full benefits of a mix of uses, buildings must be conveniently connected by streets and paths. Otherwise, people will still be inclined or required to use cars, even for the shortest trips.

Principle 6 - Implementation: Southport's ability to adopt smart development principles will depend on the ability and willingness of developers to apply the principles. Frustrating, costly, and time-consuming delays due, in part, to inflexible standards, regulations, and processes will discourage innovative approaches to development and design. Providing for flexibility and certainty in the application of standards, and administrative approval of "minor" variances, can help promote creative development that complies with the principles. Effective use of Planned Unit Developments (PUD's) can also relieve some of the regulatory barriers for developers and lighten the administrative load for planners (See pages 128-130 of the 2014 CAMA Core Land Use Plan).

NOTE: Principles 4 and 5 (Transportation Options and Detailed, Human-Scale Design) are also certainly relevant in the context of Conditional Rezoning but are not necessarily appropriate to every project, as is more often the case with the other four. All six principles should be considered in the context of reviewing every Conditional Rezoning proposal in addition to the goals, objectives, and policies contained within the rest of the Plan.

If the proposed zoning text amendment is ultimately approved, there is no guarantee that every conditional rezoning application will be able to speak to all or any of the above principles. However, given the inflexibility of traditional zoning districts currently used in Southport, it is quite difficult for projects within Southport today to be consistent with these principles as well. Conditional Zoning is one tool that can allow for progressive land use techniques to be incorporated into a proposed development while maintaining the ability to review those techniques in a site-specific manner, ensuring that those aspects remain compatible with the surrounding community and that any impacts created by the project are appropriately mitigated.

As Conditional Rezoning requests come forward, they are evaluated for their consistency with the future land use map and the goals, objectives, and policies within the CAMA Core Land Use

Plan. A non-exhaustive list of policies that may be relevant in the review of a hypothetical conditional rezoning from a use perspective include the following:

Policy 2.1: Southport discourages the rezoning of existing residentially-developed or zoned areas to a non-residential classification. Such rezoning and amendments in classifications to the future land use map should be carefully balanced with a demonstrated need for such proposed development.

Policy 2.3: Southport supports quality development reflecting the spectrum of housing needs, from low-end (affordable) residences to high-end (luxury) residences.

Policy 2.5: The City supports providing adequate conservation/open space buffers between areas designated for residential development as indicated on the future land use map and any adjacent non-residential land use.

Policy 2.7: Southport does not support “strip” residential development along highways and certain roads carrying heavy traffic and encourage service roads or an internal street pattern to eliminate direct driveway connections to highways and roads.

Policy 2.9: Southport supports utilizing Office/Institutional/Multi-family development as a buffer between light industrial and commercial development and adjacent residential land uses.

Policy 2.10: Southport supports Office/Institutional/Multi-family land uses that are developed along transportation thoroughfares to provide transition between commercial nodes and to preserve vehicle carrying capacity.

Policy 2.11: Southport supports development that blends a mix of uses at a reasonable scale offering convenient retail facilities to nearby residents in an effort to reduce traffic flow on main thoroughfares.

Policy 2.15: Southport supports industrial development which will be located adjacent to and/or with direct access to major thoroughfares.

Based on the above information, Staff finds the Zoning Text Amendment request outlined in this report to be consistent generally with the 2014 Southport CAMA Core Land Use Plan due to the types of development made possible by Conditional Zoning being consistent with many stated objectives within the Plan, the specific inclusion of the public at large within the development process, as well as the requirement that any proposal undergoing the Conditional Rezoning process be evaluated for its consistency with this plan and all other adopted plans, coupled with the statutorily-required consistency statements that must accompany all rezoning requests. Further, Conditional Zoning allows the Board greater flexibility in promoting economic efficiency,

optimizing resources, and preserving wetlands, wildlife habitat, and other environmentally sensitive areas.

STAFF'S RECOMMENDATION

City Planning Staff respectfully submit the proposed Zoning Text Amendment to the Board of Aldermen for their consideration, as outlined in this report and as evidenced in the two attachments that follow this report. The proposal is found to be consistent with the 2014 CAMA Core Land Use Plan, specifically with regard to desired outcomes for development as well as the inclusion of the public within the development process, as well as remaining consistent with the Unified Development Ordinance. Because of those consistencies, Planning Staff respectfully recommend approval of the request as presented. Staff also recommend consideration of the adopted of the provided consistency statement located on the following page.

PLANNING BOARD'S RECOMMENDATION

At their May 18th, 2023 meeting, the City of Southport Planning and Zoning Board voted 5-2 on a motion to recommend approval of the Zoning Text Amendment as outlined in this report. Importantly, and as noted previously in the Staff Report, the Planning and Zoning Board's motion to recommend approval included two modifications regarding minimum open space provision within Conditional Rezoning proposals and the inclusion of regulated trees within required application materials in a Conditional Rezoning application. Furthermore, the Planning and Zoning Board's motion to recommend approval included the adoption of the attached consistency statement. A sample consistency statement is also provided for consideration by the Board of Aldermen.

**City of Southport Board of Aldermen
Statement of Plan Consistency
(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-22-01

Statement of Consistency and Recommendation:

The City of Southport Board of Aldermen finds that the proposed Zoning Text Amendment is consistent with the 2014 CAMA Core Land Use Plan adopted November 13, 2014 and subsequently amended by the Board of Aldermen. Specifically, the proposed Zoning Text Amendment is consistent with the Plan due to its allowance for development patterns that are explicitly identified as desirable by the Plan but are not currently possible under the Unified Development Ordinance, the inclusion of the public within the development process, and the explicit requirement that all Conditional Rezoning be evaluated for their conformance to the 2014 CAMA Core Land Use Plan and any other adopted plans relevant to the proposal. Further, Conditional Zoning allows the Board greater flexibility in promoting economic efficiency, optimizing resources, and preserving wetlands, wildlife habitat, and other environmentally sensitive areas.

Mayor Joseph P. Hatem
City of Southport, NC

Dorothy Dutton, City Clerk
City of Southport, NC

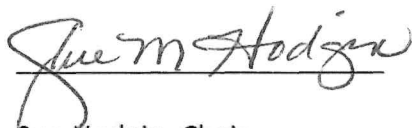
**City of Southport Planning & Zoning Board
Statement of Plan Consistency
(As per NC General Statute 160D-604)**

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.

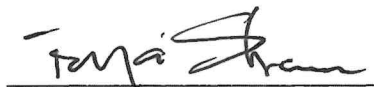
Amendment: ZTA-22-01

Statement of Consistency and Recommendation:

The City of Southport Planning & Zoning Board finds that the proposed Zoning Text Amendment is consistent with the 2014 CAMA Core Land Use Plan adopted November 13, 2014 and subsequently amended by the Board of Aldermen. Specifically, the proposed Zoning Text Amendment is consistent with the Plan due to its allowance for development patterns that are explicitly identified as desirable by the Plan but are not currently possible under the Unified Development Ordinance, the inclusion of the public within the development process, and the explicit requirement that all Conditional Rezoning be evaluated for their conformance to the 2014 CAMA Core Land Use Plan and any other adopted plans relevant to the proposal. Further, Conditional Zoning allows the Board greater flexibility in promoting economic efficiency, optimizing resources, and preserving wetlands, wildlife habitat, and other environmentally sensitive areas.



Sue Hodgins, Chair
Planning & Zoning Board
City of Southport, NC



Tanya Shannon, Clerk
Planning & Zoning Board
City of Southport, NC

2.11 CONDITIONAL REZONING

A. PURPOSE

1. A conditional zoning district is intended for a development that has a high level of certainty of being constructed and the most commonly expected application will contain a specified use or uses, permitted by right or special use, on small- and large-scale projects.
2. All uses listed as part of any application must be in the same format and description as listed in the table of uses.
3. Except as provided herein, all applications to establish a conditional zoning district must follow the regulations prescribed in this section in addition to the standard zoning map amendment (rezoning) process as described in this ordinance.

B. APPLICATION AND CONDITIONAL ZONING REVIEW PROCEDURE

1. The application for a conditional rezoning shall be accompanied by a master development plan. The procedure for such shall be followed as outlined in Sections 2.9 and 2.10. The approved master development plan shall provide the framework for development in the conditional zoning district. All applications must include a master development plan, a narrative that includes but is not limited to supporting information and text which specifies the use or uses intended for the property and provides an overview of the project, dimensional standards, and any development standards to be approved concurrently with the rezoning application. Development standards include but are not limited to such things as parking, landscaping, design guidelines, and buffers. Such development standards may exceed or reduce the requirements of the Unified Development Ordinance and shall be explicitly discussed in the submitted narrative.
 - a) A conditional rezoning shall not permit deviations from generally applicable standards, including: Traffic Impact Study thresholds, stormwater requirements, open space, HOA requirements, and water/wastewater requirements; except that any of these requirements may be increased or strengthened.
2. Conditional Rezoning proposals originating from all districts other than CBD and BD which include residential uses shall designate no less than 20% of the total rezoning acreage as open space in accordance with Section 4.14.C.1.b.
 - a) *For every 250 units proposed, an additional 5% of the total rezoning acreage shall be designated as open space in accordance with Section 4.14.C.1.b, up to a maximum requirement of 35% open space provision when more than 750 residential units are proposed.*
3. No conditional zoning proposals shall be considered within the Open Space zoning district.
4. *Dimensional standards within the proposed Conditional Zoning District shall be designated by the applicant.*
 - a) *Maximum height shall be no greater than the maximum height for the current zoning district for the subject property.*

- b) Other dimensional standards within the currently designated zoning district for the subject property shall not influence proposed dimensional standards but may be considered in the review of applications on a case-by-case basis.*
- 5. Density and proposed uses within a conditional zoning district shall be reviewed for conformance with any and all relevant adopted plans.
- 6. When a Conditional Rezoning proposal includes uses with specific standards, the application shall denote whether those standards are included in the proposal. The generally applicable use standards may be considered in the review of a Conditional Rezoning proposal that includes that use.
- 7. *Conditional Rezoning requests originating from a residential zoning district and from the PUD zoning district shall not be considered unless containing at least five (5) acres.*
 - a) Such minimum acreage must be contiguous and may be contained within one or multiple parcels so long as all property owners consent to the rezoning request.*
 - b) Other non-contiguous parcels may be added to a Conditional Rezoning application so long as the minimum contiguous acreage requirement is otherwise met. Non-contiguous areas included in the request will be reviewed for their relationship to the primary rezoning area.*
- 8. An application for conditional zoning approval shall be accompanied by 12 hard copies and one (1) digital copy of a conditional zoning master development plan. Additional copies may be requested by the UDO Administrator at their discretion.
- 9. The master development plan shall be prepared by and sealed by a licensed land surveyor, landscape architect, or engineer registered to practice in the state of North Carolina and shall include all of the required information as provided in Appendix A: Submission Requirements and any other information deemed necessary by the UDO Administrator, Planning Board, or Board of Aldermen.
- 10. The UDO Administrator or his/her designee will review the conditional zoning master development plan and shall require a Technical Review Procedure. The Technical Review Committee may include, but not necessarily be limited to, the following individuals/departments: UDO Administrator, building inspector, city manager, Fire department, Police Department, NC Division of Coastal Management, NC Department of Environmental Quality, North Carolina Department of Transportation, Brunswick County Utilities, or Brunswick County Environmental Health.
- 11. The UDO Administrator shall, in writing, provide a recommendation to the Planning Board within 90 days following receipt of the complete application for a conditional zoning district proposal and associated master development plan. The UDO Administrator shall have discretion to withhold a proposal from Planning Board consideration if additional information on the proposal is deemed necessary and is not provided prior to advertising deadlines for the public hearing.

12. In accordance with Section 2.10.A.3, the Planning Board shall hold a public hearing prior to providing a recommendation, and may recommend to approve, conditionally approve, or deny the Conditional Rezoning.
13. Following receipt of recommendation from the Planning Board, the Board of Aldermen shall approve, conditionally approve, or deny the conditional rezoning.
14. When evaluating an application for the creation of a conditional zoning district, the Planning Board and 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, adjoining properties.
 - c) The report of results from the public input meeting.
15. The Board of Aldermen may not vote to rezone property to a conditional zoning district during the time period beginning on the date of a municipal general election and concluding on the date immediately following the date on which the Board of Aldermen holds its organizational meeting following a municipal general election unless no person spoke against the rezoning at the public hearing.

C. PUBLIC INPUT MEETING

1. Prior to scheduling a public hearing on the rezoning application, the applicant must conduct one (1) public input meeting and file a report of the results with the UDO Administrator. If the report is not filed at a time sufficient for the project to receive proper notice in accordance with public hearing requirements, the case shall be placed on the next available agenda.
2. The report for the public hearing will include a summary of the public input meeting.
3. The applicant shall mail a notice for the public input meeting to the owners of all properties located within 500 feet of the perimeter of the project bounds not less than 10 days prior to the scheduled meeting.
 - a) This notice shall also be provided digitally to the City Clerk and UDO Administrator not less than 10 days prior to the scheduled meeting.
4. The notice shall include the time, date, and location of the meeting as well as a description of the proposal.
5. The applicant's report of the meeting shall include:
 - a) A copy of the letter announcing the meeting
 - b) A list of adjoining property owners contacted
 - c) An attendance roster
 - d) A summary of the issues discussed
 - e) The results of the meeting including changes to the project's proposal, if any.

D. CONDITIONS TO APPROVAL OF PETITION

1. In approving a petition for the reclassification of property to a conditional zoning district, the UDO Administrator and Planning Board may recommend, and the Board of Aldermen may request that the applicant add reasonable and appropriate conditions to the approval of the petition.
2. Any such conditions should relate to the relationship of the proposed use to the impact on city services, surrounding property, proposed support facilities such as parking areas and driveways, pedestrian and vehicular circulation systems, screening and buffer areas, the timing of development, street and right-of-way improvements, water and sewer improvements, stormwater drainage, the provision of open space, and other matters that the participants in the public input meeting, staff, Planning Board, and Board of Aldermen find appropriate or the petitioner may propose. Such conditions to approval of the petition may include right-of-way dedication, easements for streets, water, sewer, or other public utilities necessary to serve the proposed development.
3. The petitioner shall consider and respond to any such conditions after the Planning Board meeting and no less than ten (10) days prior to the scheduled Board of Alderman meeting on which the proposal will appear. If the applicant does not agree with the Planning Board or staff's recommendations of additional conditions, the Board of Aldermen shall have the authority to consider any or all of the conditions forwarded from the review process.
4. If for any reason any condition for approval is found to be illegal or invalid or if the applicant should fail to accept any condition following approval, the approval of the site plan for the district shall be null and void and of no effect and proceedings shall be instituted to rezone the property to its previous zoning classification. All conditions must be consented to in writing by the petitioner prior to the hearing held by the Board of Aldermen to consider the request. Such written consent shall be included in the published agenda packet.
5. The modification of any condition of approval shall require the submittal of a new conditional rezoning application and shall include every step conducted in the original approval of the request.

E. EFFECT OF APPROVAL

1. If a petition for conditional zoning is approved, the development and use of the property shall be governed by the predetermined ordinance requirements applicable to the conditional zoning district, the approved master development plan for the district, and any additional approved rules, regulations, and conditions, all of which shall constitute the zoning regulations for the approved district and are binding on the property as an amendment to these regulations and to the zoning maps.

2. Following the approval of the petition for a conditional zoning district, the subject property shall be identified on the zoning maps by the appropriate district designation. A parallel conditional zoning shall be identified by the same designation as the underlying general district followed by the letters "CZ" and the number of its instance (for example "CBD-CZ1"). In the case of a conditional zoning district without a reference to an existing zoning district, the district shall be identified by the letters "CZ" and the number of its instance (for example, "CZ-3."
3. The master development plan does not substitute for an approved minor site plan, site plan, or subdivision plat as required by this ordinance. Such cases shall follow the Ordinance defined process for the relevant case type, including any presentation for approval to the Planning Board and/or Board of Aldermen in accordance with the applicable sections of this Ordinance. Such case types may be submitted as part of the Conditional Rezoning application and may be reviewed concurrently at the discretion of the applicant.
4. No permit shall be issued for any development activity within a conditional zoning district except in accordance with the approved petition and applicable site plan, subdivision plat, and or permit for the district.
5. Any violation of the approved regulations and conditions for the district shall be treated the same as any other violation of this ordinance and shall be subject to the same remedies and penalties as any such violation.

F. REVIEW OF APPROVAL OF A CONDITIONAL ZONING DISTRICT

1. It is intended that property shall be reclassified to a conditional zoning district only in the event of firm plans to develop the property. Therefore, no sooner than three (3) years after the date of approval of the petition, the Planning Board may examine the progress made toward developing the property in accordance with the approved petition and any conditions attached to the approval. The UDO Administrator shall provide this information to the Planning Board at least once every 12 months and upon request by the Planning Board.
2. If the Planning Board determines that progress has not been made in accordance with the approved petition and conditions, the Planning Board shall forward to the Board of Aldermen a report which may recommend that the property be rezoned to its previous zoning classification or to another district.

Appendix A: Submission Requirements

A. Submission Requirements

Applications submitted to the City of Southport for the following approval types shall include all information listed below.

B. Master Development Plan

1. General Project Information

- a) Proposed or approved name of development, project, subdivision, and/or phase.
- b) Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).
- c) Property owner name(s), including mailing address(es) and telephone number(s).
- d) Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable).
- e) Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.
- f) Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.
- g) Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.
- h) Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries.

2. Land Use

- a) Approximate location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.

3. Traffic, Parking, Movement

- a) Approximate location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.
- b) Location of roads appearing on officially adopted plans.
- c) Approximate location of roads, streets, and circulation patterns; including any proposed or required bicycle or pedestrian facilities.
- d) Approximate total square footage of existing and proposed impervious surfaces.
- e) Trip generation calculations in accordance with the most recent version of the ITE Trip Generation Manual.
 - i. If trip generation calculations are found to exceed Traffic Impact Study threshold, a Traffic Impact Study shall also be submitted following the process outlined in Section 3.13.

4. Environmental Standards

- a) FEMA-designated flood hazard areas, including flood zone designations and map panels.
- b) Location and description of CAMA Areas of Environmental Concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.
- c) Location and description of environmental features such as wooded areas, marshes,

swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.

5. Landscaping & Tree Preservation

- a) Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected plants, trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.

6. Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.

C. Conditional Rezoning

1. General Project Information

- a) Proposed or approved name of development, project, subdivision, and/or phase.
- b) Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).
- c) Property owner name(s), including mailing address(es) and telephone number(s).
- d) Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable).
- e) Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.
- f) Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.
- g) Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.
- h) Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries.

2. Land Use

- a) **Approximate** location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.
- b) **Approximate** location and dimensions of existing and proposed buildings or structures on the site and all adjacent tracts, including existing buildings or structures to be removed. Total number of stories of all multi-story buildings and height of all buildings must be indicated.
- c) **Proposed dimensional standards.**
- d) **Proposed development standards.**
- e) **Proposed use standards.**
- f) **Preliminary signage plan.**

3. Traffic, Parking, Movement

- a) **Approximate** location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.
- b) Location of roads appearing on officially adopted plans.
- c) **Approximate** Location of roads, streets, and circulation patterns; including any proposed or required bicycle or pedestrian facilities.
- d) **Approximate** total square footage of existing and proposed impervious surfaces.

- e) Trip generation calculations in accordance with the most recent version of the ITE Trip Generation Manual.
 - i. If trip generation calculations are found to exceed Traffic Impact Study threshold, a Traffic Impact Study shall also be submitted following the process outlined in Section 3.13.
- ~~f) Location and dimensions of parking and loading spaces and drive aisles, including handicapped parking.~~
- ~~g) Location and dimensions of existing and proposed sidewalks and accessible accessways.~~
- ~~h) Location and dimensions of all trash containers and required screening.~~
- 4. Environmental Standards
 - a) FEMA-designated flood hazard areas, including flood zone designations and map panels.
 - b) Location and description of CAMA Areas of Environmental Concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.
 - c) Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.
 - d) **Approximate** location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.
 - e) **Approximate** location and size of stormwater basins or other comparable stormwater management mechanisms.
- 5. Landscaping & Tree Preservation
 - a) Locations, dimensions, and size of required buffers, street yards, foundation planting, parking facility planting areas.
 - b) Location, species, and size of all ~~regulated and~~ specimen trees as defined by this ordinance.
 - c) Location and size of all groves of trees to be protected, including the approximate number and species of protected trees.
 - d) Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.
 - e) Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected plants, trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.
- 6. Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.

D. Minor Site Plan

- 1. General Project Information
 - a) Proposed or approved name of development, project, subdivision, and/or phase.
 - b) Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).
 - c) Property owner name(s), including mailing address(es) and telephone number(s).
 - d) Name, registration number, and seal of a professional Land Surveyor, Engineer,

Landscape Architect, and/or Architect. (If Applicable).

- e) Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.
- f) Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.
- g) Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles, radii, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.
 - i. Only required when prepared by a licensed professional.

2. Land Use

- a) Location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.
- b) Location and dimensions of existing and proposed buildings or structures on the site and all adjacent tracts, including existing buildings or structures to be removed. Total number of stories of all multi-story buildings and height of all building must be indicated.
- c) Location and labeling of minimum building setback lines.
- d) Total number and type of dwelling units, by development phase.
- e) Signage.
- f) Outdoor Lighting Plan.

3. Traffic, Parking, Movement

- a) Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.
- b) Location of roads appearing on officially adopted plans.
- c) Location of roads, streets, and circulation patterns; including any proposed or required bicycle or pedestrian facilities.
- d) Total square footage of existing and proposed impervious surfaces.
- e) Location and dimensions of parking and loading spaces and drive aisles, including handicapped parking.
- f) Location and dimensions of existing and proposed sidewalks and accessible accessways.
- g) Location and dimensions of all trash containers and required screening.
- h) Trip generation calculations in accordance with the most recent version of the ITE Trip Generation Manual.
 - i. If trip generation calculations are found to exceed Traffic Impact Study threshold, a Traffic Impact Study shall also be submitted following the process outlined in Section 3.13.

4. Environmental Standards

- a) FEMA-designated flood hazard areas, including flood zone designations and map panels.
- b) Location and description of CAMA Areas of Environmental Concern, including 404

wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.

- c) Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.
 - d) Existing and proposed topography.
 - e) Location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.
 - f) Location and size of stormwater basins or other comparable stormwater management mechanisms.
5. Landscaping & Tree Preservation
- a) Locations, dimensions, and size of required buffers, street yards, foundation planting, parking facility planting areas.
 - b) Location, species, and size of all regulated and specimen trees as defined by this ordinance.
 - c) Location and size of all groves of trees to be protected, including the approximate number and species of protected trees.
 - d) Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.
 - e) Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected plants, trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.
6. Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.

E. Major Site Plan & Special Use Permit

1. General Project Information
- a) Proposed or approved name of development, project, subdivision, and/or phase.
 - b) Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).
 - c) Property owner name(s), including mailing address(es) and telephone number(s).
 - d) Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable).
 - e) Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.
 - f) Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.
 - g) Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.
 - h) Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries.
 - i) Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles, radii, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions

shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.

2. Land Use

- a) Location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.
- b) Location and dimensions of existing and proposed buildings or structures on the site and all adjacent tracts, including existing buildings or structures to be removed. Total number of stories of all multi-story buildings and height of all building must be indicated.
- c) Location and labeling of minimum building setback lines.
- d) Total number and type of dwelling units, by development phase.
- e) Signage.
- f) Outdoor Lighting Plan.
- g) Location and dimensions of all trash containers and required screening.

3. Traffic, Parking, Movement

- a) Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.
- b) Location of roads appearing on officially adopted plans.
- c) Location of roads, streets, and circulation patterns; including any proposed or required bicycle or pedestrian facilities.
- d) Total square footage of existing and proposed impervious surfaces.
- e) Names, cross sections, approximate grades, and pavement widths of proposed road rights-of-way, including design engineering data for all corners and curves.
- f) Location and dimensions of parking and loading spaces and drive aisles, including handicapped parking.
- g) Location and dimensions of existing and proposed sidewalks and accessible accessways.
- h) Trip generation calculations in accordance with the most recent version of the ITE Trip Generation Manual.
 - i. If trip generation calculations are found to exceed Traffic Impact Study threshold, a Traffic Impact Study shall also be submitted following the process outlined in Section 3.13.

4. Environmental Standards

- a) FEMA-designated flood hazard areas, including flood zone designations and map panels.
- b) Location and description of CAMA Areas of Environmental Concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.
- c) Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.
- d) Existing and proposed topography.
- e) Location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.
- f) Location and size of stormwater basins or other comparable stormwater

management mechanisms.

- g) Detailed utility plans, including water, sewer, and stormwater, and showing connections to existing systems or plans for individual water supply systems and sewage disposal systems. Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, gate valves, utility and maintenance easements, and daily estimated sewer flow figures. Type of construction materials and brand of appurtenances may require approval from the City of Southport, Brunswick County Utilities, and/or NCDOT. Plans shall include profiles based on mean sea level datum for gravity sanitary and storm sewers.

- i. NOTE: Detailed plans may be submitted after site plan or preliminary plat are approved and must be approved by the City's Public Services Department prior to construction of improvements or the issuance of building permits or approval of a final plat.

5. Landscaping & Tree Preservation

- a) Locations, dimensions, and size of required buffers, street yards, foundation planting, parking facility planting areas.
- b) Location, species, and size of all regulated and specimen trees as defined by this ordinance.
- c) Location and size of all groves of trees to be protected, including the approximate number and species of protected trees.
- d) Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.
- e) Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected plants, trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.

- 6. Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.

F. Preliminary Plat

1. General Project Information

- a) Proposed or approved name of development, project, subdivision, and/or phase.
- b) Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).
- c) Property owner name(s), including mailing address(es) and telephone number(s).
- d) Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable).
- e) Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.
- f) Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.
- g) Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.
- h) Lots numbered consecutively throughout the subdivision.
- i) Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles,

radii, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.

j) Accurate locations and descriptions of all monuments, markers, and control points.

2. Traffic, Parking, Movement

a) Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.

b) Location of roads appearing on officially adopted plans.

c) Location of roads, streets, and circulation patterns; including any proposed or required bicycle or pedestrian facilities.

d) Total square footage of existing and proposed impervious surfaces.

e) Names, cross sections, approximate grades, and pavement widths of proposed road rights-of-way, including design engineering data for all corners and curves.

f) Type of street dedication, either public or private.

g) Location and dimensions of existing and proposed sidewalks and accessible accessways.

h) Trip generation calculations in accordance with the most recent version of the ITE Trip Generation Manual.

i. If trip generation calculations are found to exceed Traffic Impact Study threshold, a Traffic Impact Study shall also be submitted following the process outlined in Section 3.13.

3. Other Land Use

a) Location and dimensions of all trash containers and required screening.

b) Location and labeling of minimum building setback lines.

c) Signage.

d) Outdoor Lighting Plan.

4. Environmental Standards

a) FEMA-designated flood hazard areas, including flood zone designations and map panels.

b) Location and description of CAMA Areas of Environmental Concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.

c) Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.

d) Existing and proposed topography.

e) Location, dimensions, and description of all areas to be dedicated to the public or to a property owners association.

f) Location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.

g) Location and size of stormwater basins or other comparable stormwater management mechanisms.

h) Detailed utility plans, including water, sewer, and stormwater, and showing connections to existing systems or plans for individual water supply systems and sewage disposal systems. Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, gate valves, utility and maintenance

easements, and daily estimated sewer flow figures. Type of construction materials and brand of appurtenances may require approval from the City of Southport, Brunswick County Utilities, and/or NCDOT. Plans shall include profiles based on mean sea level datum for gravity sanitary and storm sewers.

- i. NOTE: Detailed plans may be submitted after site plan or preliminary plat are approved and must be approved by the City's Public Services Department prior to construction of improvements or the issuance of building permits or approval of a final plat.

5. Landscaping & Tree Preservation

- a) Locations, dimensions, and size of required buffers, street yards, foundation planting, parking facility planting areas.
- b) Location, species, and size of all regulated and specimen trees as defined by this ordinance.
- c) Location and size of all groves of trees to be protected, including the approximate number and species of protected trees.
- d) Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.
- e) Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected plants, trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.

6. Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.

7. Required Certifications:

- a) Certificate of Survey and Accuracy
- b) Certification of Board of Aldermen Approval
- c) Certificate of Purpose of Plat

G. Final Plat

1. General Project Information

- a) Proposed or approved name of development, project, subdivision, and/or phase.
- b) Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).
- c) Property owner name(s), including mailing address(es) and telephone number(s).
- d) Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable).
- e) Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.
- f) Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.
- g) Exact existing and proposed or pending property boundary lines by bearings and distances and the location of intersecting boundary lines of adjacent lands.
- h) Lots numbered consecutively throughout the subdivision.
- i) Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles, radii, central angles, and tangent distances for the center line of curved streets and

curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.

- j) Accurate locations and descriptions of all monuments, markers, and control points.
 - k) Location and labeling of minimum building setback lines.
2. Traffic, Parking, Movement
- a) Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.
 - b) Location of roads appearing on officially adopted plans.
 - c) Type of street dedication, either public or private.
3. Environmental Standards
- a) FEMA-designated flood hazard areas, including flood zone designations and map panels.
 - b) Location and description of CAMA Areas of Environmental Concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.
 - c) Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.
 - d) Location, dimensions, and description of all areas to be dedicated to the public or to a property owners association.
4. Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.
5. Required Certifications:
- a) Certificate of Ownership and Dedication
 - b) Certificate of Survey and Accuracy
 - c) Certification of Board of Aldermen Approval
 - d) Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements
 - e) Certification of Septic and Water Supplies
 - f) Certificate of Disclosure; 404 Wetlands
 - g) Certificate of Disclosure; City of Southport Floodplain Management Regulations
 - h) Acknowledgment of Compliance (Private Developments)
 - i) Certificate of Purpose of Plat
 - j) Certificate of Approval for Recording



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 6/8/2023

DEPARTMENT: Development Services

PRESENTED BY: Travis Henley, Development Services Director

ITEM SPONSORED BY: Development Services Department

ITEM/TOPIC: Voluntary Contiguous Annexation Request – 6240 and 6245 Lookout Point Drive

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: In accordance with North Carolina General Statutes, Gayla Armstrong has petitioned for a voluntary annexation into the City of Southport of two parcels located at the end of Lookout Point Drive. These parcels are currently located within the City's Extraterritorial Jurisdiction and recently received final plat approval from the Board of Aldermen at their April 13, 2023 meeting and the plat has been recorded at Map Book 145, Page 24 of the Brunswick County Register of Deeds. In accordance with standard annexation procedure and North Carolina General Statutes, a public hearing shall be required to be set and held prior to any vote to accept or deny an annexation petition.

IMPACT IF NOT APPROVED: The alley remains in the City's possession.

DEPARTMENT HEAD COMMENTS: The subject properties are contiguous to the City's existing corporate limits and are eligible to be annexed. Staff recommend the acceptance of the City Clerk's sufficiency statement and the setting of a public hearing at the Board's July meeting.

CITY MANAGER COMMENTS: This is a Board decision but I would recommend you set the Public Hearing.

ATTACHMENTS: Staff packet with sufficiency statement, annexation petition application, proof of ownership, recorded subdivision map, sealed metes and bounds report.

REQUESTED ACTION: To review and consider acceptance of the petition and sufficiency statement and the setting of a public hearing on the annexation at the Board's July meeting.

PROPOSED MOTION: Motion to accept the voluntary annexation petition, the City Clerk's Sufficiency Statement on the petition, and to set a public hearing on the matter at the Board's July 13, 2023 regularly scheduled meeting.



BOARD OF ALDERMEN

MEMORANDUM

To: Mayor Joseph P. Hatem, Members of the Board of Aldermen
From: Travis Henley, Development Services Director
Date: June 8, 2023
Re: Armstrong Annexation Request, 6240 and 6245 Lookout Point Drive

REQUEST

Gayla Armstrong, property owner, has petitioned the City of Southport for voluntary contiguous annexation of two parcels on Lookout Point Drive. The subject properties include Lot 1 (0.793 acres) and Lot 2 (1.515 acres). The property recently received final plat approval from the Board of Aldermen to create the two lots in question, with the division being recorded with the Brunswick County Register of Deeds at Map Book 145, Page 24. Parcel ID numbers for the two new lots are still forthcoming as of this writing, and the properties are located at the physical addresses of 6240 and 6245 Lookout Point Drive.

BACKGROUND:

Upon receipt of the petition for voluntary annexation, the City Clerk investigated the sufficiency of the request. This review included:

1. The description is adequate to locate the property on the ground.
2. A search of the tax records and the grantor index of the Register of Deeds supports that the property has not been conveyed to another property owner.
3. Each identified owner has signed the petition and provided their address.
4. The property is currently contiguous to existing city limits.

Staff has determined that this request includes property reflected on the adopted Resolution of Consideration and that annexation of this property supports the town's long-term objectives. The property is currently located within the City's Extraterritorial Jurisdiction and in the Fire Department's jurisdiction. Annexation is a requirement for the provision of City sewer and water service.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen:

1. Accept the voluntary annexation petition.
2. Direct the City Clerk to Certify the Sufficiency of the Petition.
3. Accept the City Clerk's Sufficiency Statement.
4. Set the voluntary annexation public hearing for the Board of Aldermen's regularly scheduled July meeting.

Certificate of Sufficiency

To the Board of Aldermen of the City of Southport, North Carolina:

I, Dorothy Dutton, City Clerk, do hereby certify that I investigated the petition attached hereto and have found as a fact in accordance with N.C.G.S. 160A-31:

1. The description is adequate to locate the property on the ground.
2. A search of the tax records and the grantor index of the Register of Deeds supports that the property has not been conveyed to another property owner.
3. Each identified owner has signed the petition and provided their address.
4. The property is currently contiguous to existing city limits.

In witness whereof, I have hereunto set my hand and affixed the Seal of the City of Southport, this 25th day of May, 2023.

Dorothy Dutton
Assistant City Manager/City Clerk

**CITY OF SOUTHPORT BOARD OF ALDERMEN
RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF
ANNEXATION PURSUANT TO N.C.G.S. 160A-31**

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, certification by the City Clerk as to the sufficiency of the petition has been made;

WHEREAS, the Board of Aldermen has by resolution accepted the City Clerk's Certificate of Sufficiency investigating the sufficiency of the petition; and

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

Section 1. A public hearing on the question of the annexation of the area described herein will be held at the City of Southport Community Building at 6:00 p.m. on July 13, 2023.

Section 2. The area proposed for annexation is described as follows:

Lot 1: Being all that certain tract or parcel of land lying and being in Smithville Township, Brunswick County and being bound on the North by (now or formerly) The Landing at Southport Community as recorded in Brunswick County registry in deed book 1419, at page 973 and bound to the Northeast by (now or formerly) Deng Yongli as recorded in Brunswick County registry in deed book 4539, at page 915, and being more particularly described as follows:

Beginning at an existing iron on the North Western corner of the Deng Yongli Tract, said iron also being North 35°33'11" West 300.08' from an existing nail set near the center line of Lookout Point Drive; thence leaving said iron and running South 30°13'59" East 258.42' to an existing iron along the Lookout Point Drive Right-of-way, passing an iron at 251.39'; thence curving with said Right-of-way with a chord bearing of South 29°44'12" West, a chord distance of 104.69', and a radius of 50' to an existing iron; thence leaving said Right-of-Way and running South 59°45'14" West, 50', to an existing iron; thence running North 30°13'59" West 301.77' to an existing iron; thence running North 59°46'11" East 124.94' to an existing iron, said iron being the point of beginning and containing 0.793 acres.

Lot 2: Being all that certain tract or parcel of land lying and being in Smithville Township, Brunswick County and being bound on the East (now or formerly) Paris Metro, LLC as recorded in Brunswick County registry in deed book 3561, at page 933 and bound to the South by the Cape Fear River and being more particularly described as follows:

Beginning at an existing iron on the North Western corner of the Paris Metro, LLC Tract, said iron also being on the Southern Right-of-Way to Look Out Point Dr.; thence leaving the Lookout Point Drive Right-of-Way and running South 30°13'59" East 502.40' to the Mean High Water line of the Cape Fear River, passing an iron at 423.54'; Thence running along the Mean High Water line of the Cape Fear River, South 52°47'59" West 125.87' to a computed point; thence leaving the Mean High Water line of the Cape Fear River and running North 30°13'59" East 560.97' to an existing iron; Thence running North 59°45'14" East 50.00' to an existing iron falling along the Right-of-Way of Lookout Point Drive; thence curving with said Right-of-Way with a chord bearing of North 89°47'03" East, a chord distance of 104.67', and a radius of 50' to an existing iron, said iron being the point of beginning and containing 1.515 acres.

Section 3. Notice of the public hearing shall be published in *The State Port Pilot*, a newspaper having general circulation in the City of Southport, at least (10) days prior to the public hearing date.

Adopted this the 8th day of June 2023.

Joseph P. Hatem, M.D., M.P.H.
Mayor, City of Southport

Dorothy Dutton, City Clerk

Notice of Public Hearing on Request for Annexation

The public will take notice that the Board of Aldermen of the City of Southport has called a Public Hearing at 6:00 p.m. on July 13th, 2023, at the City of Southport Community Building located at 223 E. Bay Street to discuss the possible annexation of the following described property requested by petition filed pursuant to N.C.G.S. 160A-31:

Lot 1: Being all that certain tract or parcel of land lying and being in Smithville Township, Brunswick County and being bound on the North by (now or formerly) The Landing at Southport Community as recorded in Brunswick County registry in deed book 1419, at page 973 and bound to the Northeast by (now or formerly) Deng Yongli as recorded in Brunswick County registry in deed book 4539, at page 915, and being more particularly described as follows:

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Lot 2: Being all that certain tract or parcel of land lying and being in Smithville Township, Brunswick County and being bound on the East (now or formerly) Paris Metro, LLC as recorded in Brunswick County registry in deed book 3561, at page 933 and bound to the South by the Cape Fear River and being more particularly described as follows:

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The properties are further described as 6240 and 6245 Lookout Point Drive (parcel ID numbers pending).

Publish Dates: Wednesday, June 28, 2023 and Wednesday, July 5, 2023.



ANNEXATION APPLICATION

City of Southport, NC

1029 N Howe Street, Southport, NC 28461 • Phone: (910) 457-7900 • Fax: (910) 457-7948

All applications for annexation into the City of Southport must be complete and accompanied by the application fee of \$150.00, payable in cash or by check made to the City of Southport. Annexation may also require a change in the zoning of the property. Please consult with the Planning & Zoning staff to determine whether rezoning is required. Any annexation petition that includes a rezoning will require a recommendation from the Planning Board on the rezoning before a hearing will be set by the Board of Aldermen for the Annexation. All applications must be complete and all fees must be paid in full before a petition will be forwarded to the Planning Board or Board of Aldermen. Applicants are responsible for attending all meetings where this petition will be considered.

Project Name (if applicable):

SECTION 1: APPLICANT INFORMATION

Applicant Name:

GAYLA ARMSTRONG

Mailing Address:

PO BOX 620050, WOODSIDE, CA 94062

Phone: 415-608-9000

Fax: -

Email: GAYLA.ARMSTRONG@

SECTION 2: PROPERTY OWNER INFORMATION (if different from above)

GMAIL.COM

Owner Name(s):

GGH PROPERTIES, LLC.

Mailing Address:

PO BOX 620050, WOODSIDE, CA 94062

Phone: 415-608-9000

Fax:

Email: GAYLA.ARMSTRONG@

SECTION 3: PROPERTY INFORMATION

GMAIL.COM

Street Address and/or

END OF LOOKOUT POINT DRIVE

Description of Location:

DB 4667, PG 535

Parcel Tax ID #(s):

PID 23800004

Total Site Acres or
Square Feet:

2.45 ACRES

Current Zoning District(s):

SP-R-10

Proposed Zoning Change(s):

SP-R-10

NOTE: If any change in zoning accompanies this annexation petition, a separate rezoning application is required.

SECTION 4: VESTED RIGHTS

Do you declare vested rights? ☒ YES ☐ NO

A vested right is the right to undertake and complete an approved site specific development plan or an approved phased development plan. A site specific development plan may include any of the following plans or approvals: A planned unit development plan, a subdivision plat, a minor or major site plan, a special use permit, a conditional or any other land-use approval designation as may be utilized by the City.

When land is annexed into the City of Southport and that land has an existing vested right from a site specific development plan approved by Brunswick County or another municipality, the property owner has the right develop the property according to the site specific development plan if (1) vested rights are declared at the time of annexation, (2) proof of such right is provided, and (3) the City determines based on the information provided that such right exists.

If you declare vested rights, please describe those rights in writing (use additional sheets as necessary):

SUBDIVISION PLAT.

If you declare vested rights, you must submit evidence of such right with this application. Evidence must be in sufficient detail to determine whether such right exists and the extent of such right. Necessary information may include an approved building permit, development permit, special use permit, site plan, preliminary plat, or PUD Site Plan.

SECTION 5: MUNICIPAL CONTIGUITY

An area is deemed contiguous if it either abuts directly on the primary Town boundary or is separated from the Town boundary by a street or street right-of-way, a creek or river, or the right-of-way of a railroad or other public service corporation, lands owned by the municipality or some other political subdivision, or lands owned by the State of North Carolina. An area is not deemed contiguous if it abuts the boundary of a non-contiguous municipal area.

Is the territory petitioned for annexation contiguous to the primary boundary of the City of Southport?:

☒ Contiguous ☐ Non-Contiguous

SECTION 6: SUPPLEMENTAL INFORMATION REQUIRED

Each annexation application use must include:

- A complete contiguous or non-contiguous annexation petition, signed by all owners of property included in the annexation territory.
- An application fee of \$150.00 with the application.
- One (1) 18" X 24" Mylar annexation map bearing the seal of a licensed surveyor.
- Two (2) paper copies of the sealed annexation map.
- One digital copy of the annexation map.
- One (1) paper copy of a legal metes and bounds description of the property bearing the seal of a licensed surveyor.
- One (1) electronic text document of the legal metes and bounds description
- One (1) paper copy of evidence of ownership (i.e. deed).
- Evidence of vested rights, if claimed.
- A notarized letter of authorization, if acting as the agent for the property owner(s).

SECTION 7: APPLICANT/OWNER SIGNATURE

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

Signature: _____

Date: 5/23/23

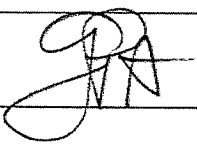
Petition Requesting Voluntary Contiguous Annexation

TO THE BOARD OF ALDERMEN OF THE CITY OF SOUTHPORT, NORTH CAROLINA:

1. We the undersigned owner(s) of real property respectfully request that the area described in paragraph 2 below be annexed to the CITY OF SOUTHPORT.
2. The area to be annexed is contiguous to the City of Southport and the boundaries of such territory are described in the attached metes and bounds description (Exhibit "A") and annexation map (Exhibit "B"), attached hereto and incorporated herein by reference.

Vested rights, with respect to such property, have not been established, under N.C.G.S. 160A385.1, except as described in Exhibit "C", attached hereto and incorporated herein by reference.

Respectfully,

Printed Name	Mailing Address	Parcel ID #s)	Vested Rights?	Signature	Date
GAYLA ARMSTRONG	PO BOX 62050 WOODSIDE CA 94062	238-00004	☒ Yes ☐ No		5/23/23
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		

Brenda M. Clemmons Register of Deeds
07-23-2021 09:02:11.000 Brunswick County, NC
NC REVENUE STAMP: \$1540.00 (#769184)

Return to MTG Type Box
Total 26 Rev 1540 Int. 0.00
Ck \$ 1540 Ck # 1941 Cash \$ 0.00
Refund 0.00 Cash \$ 0.00 Finance 0.00

- ☐ Portions of document are illegible due to condition of original.
☐ Document contains seals verified by original instrument that cannot be reproduced or copied.

NORTH CAROLINA GENERAL WARRANTY DEED
No Opinion Rendered by Preparer as to Title

This instrument prepared by Geddings & Kleva, PLLC, licensed North Carolina attorneys. Delinquent taxes, if any, to be paid by the closing attorney to the Brunswick County Tax Collector upon disbursement of closing proceeds.

Excise Tax: **\$1,540.00**

Parcel ID: 23800004

Brief Description For The Index: 2.25AC

THIS DEED made by and between,

GRANTOR

**Norma H. Ward, Unmarried
Thomas J. Harrelson, Married, and,
Martha H. Stein, Married**
Post Office Box 4370
Emerald Isle, NC 28594

GRANTEE

**Gordon R. Armstrong and Gayla P. Armstrong, Co-Trustees
of the Gordon R. and Gayla P. Armstrong Revocable Family Trust**
Post Office Box 620050
Woodside, CA 94062

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple all that certain lot or parcel of land situated in Brunswick County, North Carolina and more particularly described in EXHIBIT A, attached hereto and made a part hereof.

Geddings & Kleva, PLLC
8721 East Oak Island Drive, Oak Island, North Carolina 28465

Return to
Murchison, Taylor & Gibson, PLLC



TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee that the Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the following exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:

- 1- Ad valorem taxes for the current year;
- 2- Restrictions, easements and rights-of-way of record.

The property being conveyed is / **is not** **X** **the seller's primary residence.**

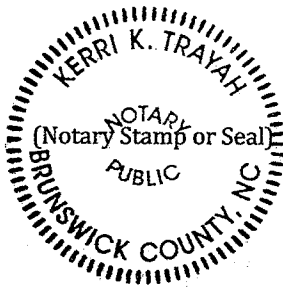
IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal.

Norma H Ward (SEAL)
Norma H. Ward

STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK

I, the undersigned Notary Public of the County and State aforesaid, certify that **Norma H. Ward** personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 15 day of July, 2021.

Kerri K. Trayah
Notary Public
My commission expires: 3-10-2025



Geddings & Kleva, PLLC
8721 East Oak Island Drive, Oak Island, North Carolina 28465



Thomas J. Harrelson
Thomas J. Harrelson

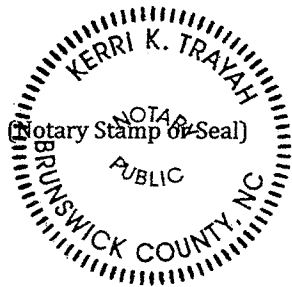
(SEAL)

Julie Ann Harrelson
Julie Harrelson

(SEAL)

STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK

I, the undersigned Notary Public of the County and State aforesaid, certify that **Thomas J. Harrelson and Julie Harrelson** personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 15 day of July 2021.



Kerri K. Trayah
Notary Public
My commission expires: 3-10-2025

Geddings & Kleva, PLLC
8721 East Oak Island Drive, Oak Island, North Carolina 28465



B4667 P0538 07-23-2021 09:02:11.000
Brenda M. Clemmons PROP
of Deeds page 4 of 5



Martha H. Stein
Martha H. Stein

(SEAL)



Stephen Stein
Stephen Stein

(SEAL)

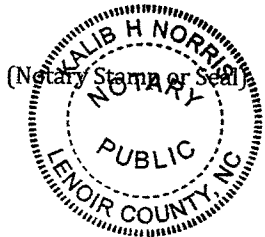
STATE OF NORTH CAROLINA
COUNTY OF New Hanover

I, the undersigned Notary Public of the County and State aforesaid, certify that **Martha H. Stein and Stephen Stein** personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 15 day of July, 2021.

Kalib H. Norris

Notary Public

My commission expires: January 23, 2024



Geddings & Kleva, PLLC
8721 East Oak Island Drive, Oak Island, North Carolina 28465



EXHIBIT A

BEGINNING at an old iron pipe, a common corner of Pfizer, Inc. and James H. Harper tracts; said beginning point being located the following courses and distances from the point where the centerline of Stewart Avenue in the City of Southport, North Carolina, intersects the centerline of State Road #1528: South 65° 00'30" west 426.47 feet, north 65° 13'30" west 853.33 feet, and north 65° 22'30" west 1,096.67 feet; from said beginning point then runs north 65° 00'30" east 125 feet to a concrete monument; thence runs south 24° 59'30" east 768.05 feet to the high water mark of the Cape Fear River; thence with the high water mark of the Cape Fear River south 50° 40' west 128.96 feet to a concrete monument, a common corner of the Pfizer, Inc. and James M. Harper tracts; thence with the James M. Harper line north 24° 59'30" west 800 feet to the place and point of BEGINNING, the same containing 2.25 acres, as surveyed by Jerry Lewis Engineers, Incorporated, said survey being dated May 30, 1975.

Grantor Norma H. Ward acquired sole title through right of survivorship upon the death of her spouse, Wade T. Ward, who died on May 29, 2021 in Pitt County, North Carolina.

For back reference see Deed recorded in Book 1317, Page 0918 of the Brunswick County Registry.

Geddings & Kleva, PLLC
8721 East Oak Island Drive, Oak Island, North Carolina 28465



LEGAL DESCRIPTION
6245 Lookout Point Dr.
Brunswick County, Southport, NC 28461

LOT 1 as recorded in MB 145, PG 24

Being all that certain tract or parcel of land lying and being in Smithville Township, Brunswick County and being bound on the North by (now or formerly) The Landing at Southport Community as recorded in Brunswick County registry in deed book 1419, at page 973 and bound to the Northeast by (now or formerly) Deng Yongli as recorded in Brunswick County registry in deed book 4539, at page 915, and being more particularly described as follows:

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LOT 2 as recorded in MB 145, PG 24

Being all that certain tract or parcel of land lying and being in Smithville Township, Brunswick County and being bound on the East (now or formerly) Paris Metro, LLC as recorded in Brunswick County registry in deed book 3561, at page 933 and bound to the South by the Cape Fear River and being more particularly described as follows:

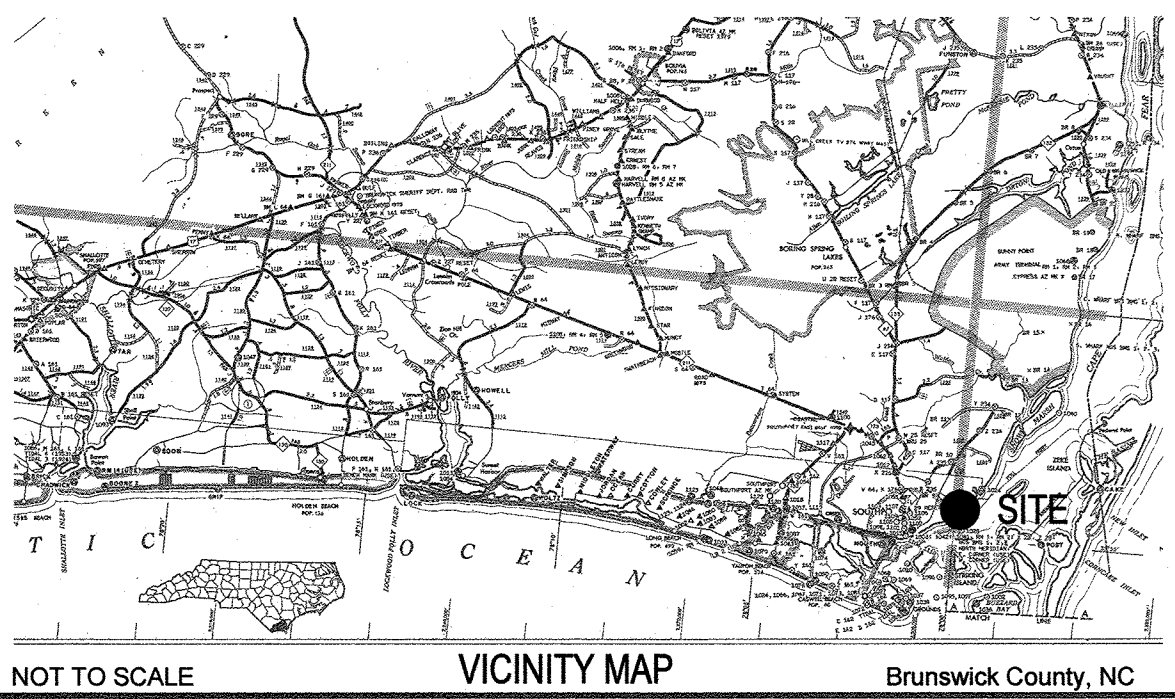
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Kenneth Knott
Survey Department Manager
ESP Associates, Inc.

ESP Associates, Inc.
211 Racine Drive, Suite 101 • Wilmington, NC 28403
910.313.6648 • 910.313.6823
www.espassociates.com



4-24-23 JH
PAGE 24
MAP CABINET 145



NOT TO SCALE VICINITY MAP Brunswick County, NC

NORTH CAROLINA
BRUNSWICK COUNTY

Filed for registration on the _____ day of _____, 20____
at (A.M./P.M.) and recorded in Plat Cabinet _____, Slide _____.

Register of Deeds

CERTIFICATE OF BOARD OF ALDERMAN APPROVAL:

The Southport Board of Aldermen hereby approves the final plat of _____ Subdivision.

Joey P. Hall MD, Mayor, City of Southport, Date 4/20/23

CERTIFICATE OF APPROVAL FOR RECORDING:

City of Southport does hereby certify that this map was approved for recording in the Office of the Register of Deeds for Brunswick County.

[Signature] Date 4/20/23

CERTIFICATE OF DISCLOSURE, 404 WETLANDS

Wetlands Caution: Prospective buyers are cautioned that portions of the lots shown on this plat are restricted in use by wetlands and water jurisdiction pursuant to the US Army Corps of Engineers Section 404 regulations, individual lot reviews to ensure compliance with their Federal laws and regulations, are encouraged. Verification of location and restrictions should be made prior to individual lot development.

[Signature] Date 4/20/23

Owner _____ Date _____

CERTIFICATE OF OWNERSHIP AND DEDICATION

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the City of Southport and that I hereby adopt this plat of subdivision with my free consent, establish minimum building set back lines, and dedicate all streets, alleys, walks, parks, open spaces, utilities, and other sites and easements to public or private use as noted.

[Signature] Date 4/20/23

Owner _____ Date _____

CERTIFICATE OF APPROVAL FOR RECORDING:

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the City of Southport, North Carolina, and that this plat has been approved by an authorized representative of the Southport for recording in the Office of the Register of Deeds of Brunswick County.

[Signature] Date 4/20/23

UDO Administrator

CERTIFICATE OF DISCLOSURE, CITY OF SOUTHPORT FLOODPLAIN MANAGEMENT REGULATIONS:

I (we) hereby certify that prior to entering any agreement or any conveyance with a prospective buyer, I (we) shall prepare and sign, and the buyer of the subject real estate shall receive and sign a statement which full and accurately discloses the the subject real estate, or a portion of the subject real estate, is located within a flood hazard area and that the buyer must satisfy the requirements of City of Southport floodplain management regulation prior to the issuance of building permits.

[Signature] Date 4/20/23

Owner _____ Date _____

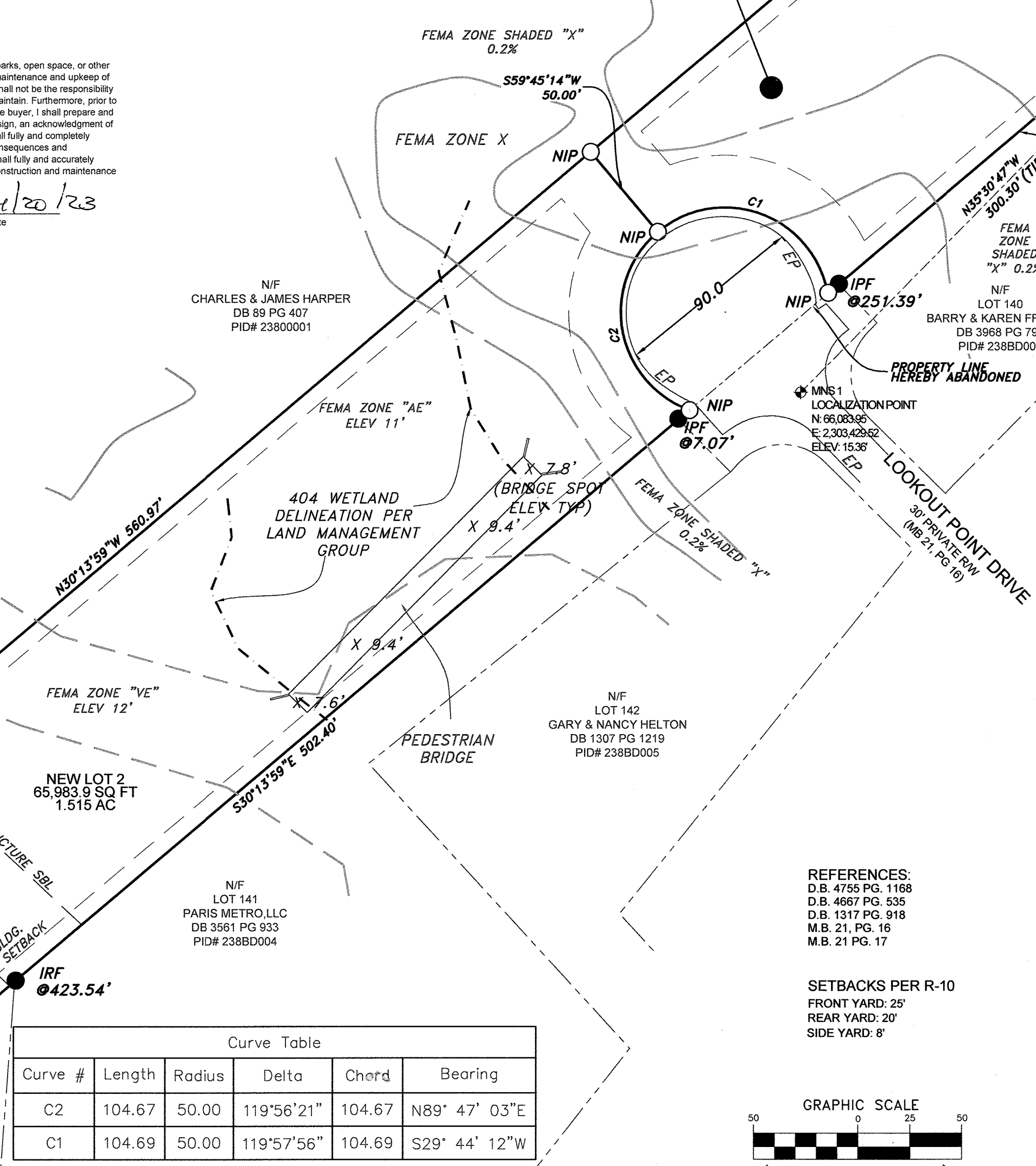
NORTH CAROLINA
BRUNSWICK COUNTY

I, KENNETH W. KNOTT, CERTIFY THAT THIS SUBDIVISION SURVEY WAS DRAWN UNDER MY DIRECT SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY DIRECT SUPERVISION AND REFERENCED IN THE BRUNSWICK COUNTY REGISTRY IN DEED BOOK 4755 PAGE 1168 ; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS BROKEN LINES AND REFERENCED FROM RECORD INFORMATION AS SHOWN HEREIN; THAT THE UNADJUSTED CONVENTIONAL RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND. THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S.47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 19TH DAY OF APRIL, A.D., 2023.

Kenneth W. Knott
KENNETH W. KNOTT, PLS L-5353

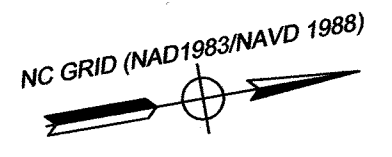
THIS SURVEY WAS PERFORMED TO MEET FEDERAL GEOGRAPHIC DATA COMMITTEE STANDARDS AS APPLICABLE; THAT THE ORIGINAL GPS DATA WAS OBTAINED ON MAY 20, 2021; THAT THE FIELD LOCATION WAS COMPLETED ON MAY 21, 2021; THE PRIMARY STATE PLANE AZIMUTH COORDINATES SHOWN HEREON ARE NORTH CAROLINA STATE PLANE VALUES (FIPS 3200) BASED ON THE NAD 1983 (NSRS 2011) NAVD 1988 (GEOID 12B) ADJUSTMENT AS POSITIONED BY THE NC GS VRS NETWORK FROM OBSERVATIONS MADE BY THIS OFFICE USING TRIMBLE GNSS R-8 MODEL 4 SURVEY GRADE DUAL FREQUENCY RECEIVERS AND OBSERVED USING MULTIPLE SESSIONS A MINIMUM OF 240 EPOCHS; ALL OTHER COORDINATES ARE LOCALIZED GROUND COORDINATES DERIVED FROM CONVENTIONAL METHODS BY THIS OFFICE; THIS SURVEY WAS COMPILED TO MEET THE ASPRS STANDARDS FOR CLASS 1 MAP ACCURACY AT 1" = 600' (1" = 60'). ALL REPORTED VALUES ARE U.S. SURVEY FEET.

GPS STATEMENT



Curve Table					
Curve #	Length	Radius	Delta	Chord	Bearing
C2	104.67	50.00	119°56'21"	104.67	N89° 47' 03"E
C1	104.69	50.00	119°57'56"	104.69	S29° 44' 12"W

B0145 P0024 04-24-2023
Brunswick County, NC Register of Deeds
Brenda M. Clemmons PLAT
page 1 of 1



N/F
THE LANDING AT SOUTHPORT COMMUNITY
DB 1419 PG 973
PID# 238BD00101

404 WETLAND
DELINEATION PER
LAND MANAGEMENT
GROUP

FEMA ZONE "AE"
ELEV 9'

GORDON R & GAYLAP P ARMSTRONG
DB 4667 PG 535
PID# 23800004
106,837.78 SQ. FT. (2.45 ACRES)

NEW LOT 1
34,543.9 SQ FT
0.793 AC

N 66.328.09
E 2.303.255.04

FEMA ZONE "AE"
ELEV 9'

N/F
LOT 138
DENG YONGLI
DB 4539 PG 915
PID# 238BD001

FEMA ZONE SHADED "X" 0.2%

NIP

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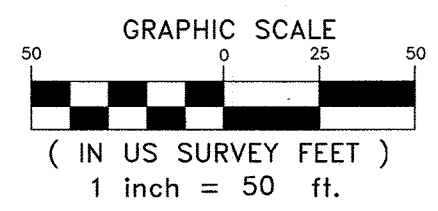
IPF

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REFERENCES:
D.B. 4755 PG. 1168
D.B. 4667 PG. 535
D.B. 1317 PG. 918
M.B. 21, PG. 16
M.B. 21 PG. 17

SETBACKS PER R-10
FRONT YARD: 25'
REAR YARD: 20'
SIDE YARD: 8'



- NOTES:
- The depicted survey was obtained from an actual field survey made by this office and plotted June, 2021 and updated to include newly paved cul-de-sac April, 2023.
 - The purpose of this survey is to subdivide the subject tract creating 2 new parcels.
 - All known encroachments are noted on survey.
 - This property lies within multiple FEMA Zone's FEMA Map No. 3720300600K, Effective Date: August 8, 2018.
 - All distances are horizontal ground measurements unless otherwise noted.
 - All areas computed by coordinate computation method.
 - Survey basis of bearing per NC VRS network using Trimble GNSS Model



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 6/8/2023

DEPARTMENT: Development Services

PRESENTED BY: Todd Coring; Police Chief; Dorothy Dutton, Assistant City Manager; and Travis Henley, Development Services Director

ITEM SPONSORED BY: Development Services Department, Police Department, City Manager's Office

ITEM/TOPIC: Noise Ordinance Amendments

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: Staff is presenting proposed amendments to the City's Noise Ordinance, found in Chapter 9, Article 2, Division 3 of the Southport Code of Ordinances. These amendments are intended to help increase the effectiveness of the City's efforts to regulate noise and protect the quality of life currently enjoyed within the City, while at the same time providing clarity for staff and the public for what noises are and are not allowed within the City.

IMPACT IF NOT APPROVED: The existing Ordinance remains in effect.

DEPARTMENT HEAD COMMENTS: The draft language attached to this item is seen as an improvement over the current Ordinance as it provides more clarity regarding what sorts of noises are and are not violations, reduces ambiguity in the terms referenced within, and provides clear direction on identifying and citing violators of the Ordinance. Following feedback from the April 11, 2023 workshop, modifications have been made to the draft language, which can be found in red in the attachment.

CITY MANAGER COMMENTS: I believe all additions and deletions the Board requested is in the Ordinance amendments. One thing we do need to discuss is City vehicles being able to work before the 7 am timetable, as right now, I told Tom Stanley to stop having the sweeper go out before 7 am which has caused problems with excess debris on the roads that cannot be swept up due to parked vehicles.

ATTACHMENTS: Memo outlining proposed noise ordinance, draft noise ordinance, and the current noise ordinance.

REQUESTED ACTION: Review and approve the updated Noise Ordinance located in Chapter 9, Article 2, Division 3 of the Southport Code of Ordinances.

PROPOSED MOTION: Motion to approve the updates to Chapter 9, Article 2, Division 3 of the Southport Code of Ordinances as presented in this report.



BOARD OF ALDERMEN

MEMORANDUM

To: Mayor Joseph P. Hatem, Members of the Board of Aldermen
From: Development Services, Police, and City Manager's Office Staff
Date: June 8, 2023
Re: Noise Ordinance Amendments

Overview

Members of the Police Department, City Manager's Office, and Development Services Department have collaborated to provide a proposed update to the City's Noise Ordinance, found in Chapter 9, Article 2, Division 3 of the Southport Code of Ordinances. These amendments are intended to provide more clarity to the purpose and intent of the City's noise regulations, provide definitions to certain terms to remove elements of subjectiveness, and provide more certainty to the process for violations of the City's noise regulations. The draft Ordinance was the result of a collaborative effort across multiple City departments and has also been reviewed by the City Attorney.

Proposed Amendments

As shown in the attached draft language, Section 9-91 is proposed to be amended to establish a statement of policy and provide overarching definitions for use within the Noise Ordinance. Specifically, the draft ordinance defines the following terms:

- Reasonable
- Reasonable Person
- Disturbing
- Unreasonably Loud Noise

Within the current ordinance, Section 9-92 contains a number of specific noises expressly prohibited but is rather subjective in the manner in which it prohibits a number of different types of noise. The proposed Section 9-92 instead takes a more broad approach, referencing the conditions established in draft Section 9-91, to make it unlawful to "make, allow, continue, or assist in making" undesired noises as laid out in that section. Additionally, the draft Section 9-92

establishes factors to be considered in determining whether a noise constitutes a violation, including but not limited to:

- Proximity to sleeping facilities
- Land Use, Nature, and Zoning of the area
- Time of day or night
- Duration
- Whether the sound is recurrent, intermittent, or constant.

These proposed changes help Police Officers, Code Enforcement Officers, and any other member of Staff enforcing the noise ordinance to make a reasonable decision as to whether the noise is a violation or not, helps ensure that different scenarios are treated fairly, while also reserving the ability to consider unique contexts as well.

Within draft Section 9-93, certain noises are expressly prohibited, including the catch-all that “any other unreasonably loud noise as determined by a reasonable person with ordinary sensibilities” is also prohibited. Furthermore, in a similar manner to the regulation of amplified sound in the current Section 9-93, the draft Ordinance includes a section covering noises that are prohibited at certain times of the day, which includes music, parties, vehicles, and construction activities. The specific times at which these regulations apply are consistent with the current noise ordinance regulations. Finally, any noise clearly audible at a distance of 500 feet from the property line of the property or location originating the sound is prohibited as well. Note that this section was updated following Board feedback from their April 11, 2023 workshop.

In draft Section 9-94, specific noises are generally exempted from the regulations of the noise ordinance “unless they produce a risk of serious or unnecessary bodily harm.” Those noises include:

- City Work
- Community Events
- Sporting Events
- Ordinary Use of Power Tools (when compliant with other draft sections)
- Emergency Work and Equipment
- Safety Signals

Finally, within Draft Section 9-95, responsible parties for violations of the noise ordinance are established. It is also clarified that anyone found as a responsible party may be issued a civil citation in accordance with the fee schedule outlined in Section 9-95.B, specifically that the first violation shall receive a civil citation of \$50, the second is \$100, and each subsequent violation shall be assessed a \$200 fine. Included within this language is the ability for the city to also consider any other appropriate equitable remedies in the enforcement of the Noise Ordinance, and the establishment that the Police Department, Code Enforcement Officer, and any other entity designated by the City Manager may enforce the provisions of the Noise Ordinance.

Additionally, Section 9-95.E has been added to provide an appeal mechanism for noise ordinance violations. This appeal process requires an individual found to have violated the Noise Ordinance to submit a written appeal of the violation or penalty within thirty (30) days following receipt of the violation or penalty to the City Clerk. Appeals are made to the Chief of Police and City Manager jointly, who shall hold a public hearing to hear from the appellant and from the officer or employee that issued the violation or penalty, and shall have the power to affirm, modify, or void the violation or penalty, and shall provide their decision within ten (10) days following the hearing on the appeal.

Staff Recommendation

Staff is proposing the draft Noise Ordinance amendments in order to increase the effectiveness of the City's efforts to regulate noise and protect the quality of life that residents and visitors to Southport have come to enjoy. Staff offers the attached noise ordinance update for the Board's consideration and respectfully recommends approval of the ordinance change as presented.

CHAPTER 9.

Division 3. Noise

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.

Reasonable-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-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.

Disturbing-perceived by a person of ordinary sensibilities as interrupting the normal peace and calm of an area.

Unreasonably Loud Noise- 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.

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.

(B.) Factors for determining the unreasonableness of a noise includes, but 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.

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.-7:00 a.m. on Sunday-Thursday nights, and 11:00 p.m.-7:00 a.m. on Friday-Saturday nights. 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.

(C.) Any noise or sound that is clearly audible at a distance of 500 feet from the property line of the property or location originating the sound.

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.

(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 Sec. 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.

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 Sec. 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 this ordinance and has been issued a civil citation, is subject to the following penalty schedule:

1 st Noise Violation	\$ 50.00
2 nd Noise Violation	\$ 100.00
3 rd and each subsequent 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.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: May 23, 2023 **DEPARTMENT:** Administration

PRESENTED BY: Alderman Lowe Davis and Bonnie Therrien, City Manager

ITEM SPONSORED BY: Alderman Lowe Davis

ITEM/TOPIC: Reduce Yacht Basin Speed to 10mph

COST: Minimal **BUDGET LINE ITEM:** Public Services

JUSTIFICATION: At the April Board meeting, Alderman Davis requested that we look into reducing the speed limit in the Yacht Basin area to 10mph

IMPACT IF NOT APPROVED: It will remain 23mph

DEPARTMENT HEAD COMMENTS: Not applicable

CITY MANAGER COMMENTS: I had the City's Risk Manager, Darium Chisholm, go look at the entire Yacht Basin area to recommend safety measures we should take in the area. He recommends

painting the road with defined lines to reflect the one way direction of the road; a dotted line placed on the curve of Yacht Basin Dr. to show that a left turn is still allowed for residents/patrons; and a 10mph speed limit.

ATTACHMENTS: None

REQUESTED ACTION: Discussion and if needed, a decision to reduce the speed on Yacht Basin to 10mph.

PROPOSED MOTION: Motion to approve the speed limit on Yacht Basin Drive to 10mph from 25mph effective Monday, June 26, 2023.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 5/25/2023 DEPARTMENT: Administration

PRESENTED BY: Mayor Pro-tem Mosteller, Alderman Davis and Alderman Lombardi

ITEM SPONSORED BY: Community Relations

ITEM/TOPIC: Cemetery Committee creation

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

JUSTIFICATION: To formally establish a Cemetery Committee which will focus on the preservation and maintenance of the City's cemeteries.

IMPACT IF NOT APPROVED: Continued community concern regarding the maintenance of the cemeteries.

DEPARTMENT HEAD COMMENTS: The formation of this committee help address policies and procedures for the City's cemeteries.

CITY MANAGER COMMENTS: n/a

ATTACHMENTS: Draft by-laws and amendment to Chapter 2 in the Code of Ordinances.

REQUESTED ACTION: Approval by the Board to adopt the amendment and the by-laws in order to move forward with advertising for available volunteer positions.

PROPOSED MOTION: I make a motion to approve the Cemetery By-laws and the amendment of Chapter 2 in the Code of Ordinances, adding Cemetery Committee.

Southport Cemetery Committee (draft)

ARTICLE 1 – Name

The name of this committee shall be the Southport Cemetery Committee.

ARTICLE 2 – Mission

The purpose of the Southport Cemetery Committee is to establish goals and objectives for the upkeep in perpetuity of Northwood Cemetery and Old Smithville Burying Ground.

ARTICLE 3 – Goals and Objectives:

- Research, preserve, and maintain the historic character.
- Review and recommend action regarding policies, maintenance, and preservation projects.
- Review and recommend operational guidelines.
- Community engagement.

ARTICLE 4 – Members

Section 1. The membership of the Committee will be limited to nine (9) persons.

- The Southport Historical Society – One (1) representative member.
- The Southport Beautification Committee - One (1) representative member
- The John N Smith Cemetery Restoration and Preservation, INC. – One (1) representative member.
- Three (3) appointed members with family members interred in Northwood Cemetery or Old Smithville Burying Ground.
- Three (3) appointed at large members.

Section 2. All members shall be residents within the city limits or Extra Territorial Jurisdiction (ETJ) of Southport.

Section 3. There shall be an Alderman assigned to the Committee to act as liaison between the Committee and the Board of Aldermen and shall be entitled to all privileges except those of making a motion, voting, or holding office.

Section 4. Members shall serve a three-year term beginning in July, with terms to be staggered so that about two thirds of the Committee remain intact each year.

Section 5. Acceptance of an appointment to this Committee signifies an obligation of the appointee. It is the duty of each member to attend every meeting unless prevented by sickness or grave emergency: If a member misses three regular meetings without an

excuse (which to the Committee seems adequate) the Committee shall request the resignation of said member.

Section 6. Any member desiring to resign from the Committee shall submit his/her resignation in writing to the Secretary.

Section 7. Applications will be submitted to the City Clerk by May 31 of each year when full-term vacancies are scheduled; or by the end of a 30-day application period, when mid-term vacancies occur. Prospective applicants will be interviewed by the Chair and the Board of Aldermen Liaison, who will recommend the best candidate(s) to the Board of Aldermen by the next regularly scheduled legislative session. The Board of Aldermen will appoint the committee member(s) from the pool of all prospective applicants.

ARTICLE 5 – Officers

Section 1. The officers of the Committee shall be Chair, Vice-Chair, Secretary and Treasurer. These officers shall perform the duties prescribed by these by-laws.

Section 2. These officers shall be nominated and elected by the Committee during the first meeting of a new term, normally July. When a mid-term vacancy of an officer occurs, the Committee will nominate and elect a replacement within 60 days.

Section 3. Duties:

1. The Chair shall issue an agenda prior to each meeting, shall preside at all meetings, sign all official papers, call special meetings as necessary, approve all expense reimbursements in advance of individual outlay, and perform all such duties usually bestowed upon a chairman.
2. The Vice-Chair shall serve in the absence of the Chair.
3. The Secretary shall maintain and publish complete minutes of each meeting, be responsible for all Committee correspondence, and keep and maintain a membership attendance record.
4. The Treasurer shall maintain and publish a financial report at each meeting, which keeps track of expenses incurred and budgeted funds remaining to spend and be responsible for submitting check requests to the City Finance Director for individual reimbursement of approved expenses incurred.

ARTICLE 6 – Meetings

Section 1. The regular meeting of the committee shall be held on the (day)/(week) of each month.

Section 2. Special meetings shall be called by the Chair and the purpose of the meeting shall be stated in the call and given at least forty-eight (48) hours prior to the meeting date.

Section 3. One more than half of all appointed members of the Committee shall constitute a quorum. At the discretion of the Chair, a meeting may proceed with less than a quorum, in order to conduct routine matters.

Section 4. The order of business at the meetings shall be as follows:

1. Determination of a quorum
2. Call to order by the Chair
3. Approval of minutes of the previous meeting
4. Report of standing or special committees
5. Old business
6. New business
7. Adjournment

ARTICLE 7 – Committees

Standing or special committees shall be appointed by the Chair when deemed necessary to carry on the work of the Committee.

ARTICLE 8 – Amendment

These By-Laws may be amended at any regular meeting of the committee by a simple majority vote, provided the amendment has been submitted in writing at a previous regular meeting.

AN ORDINANCE AMENDING CHAPTER 2. OF THE CITY OF SOUTHPORT CODE OF ORDINANCES AS IT PERTAINS TO BOARD, COMMITTEES AND COMMISSIONS

BE IT ORDAINED, by the Board of Aldermen of the City of Southport that Chapter 2, Article IV, of the Code of Ordinances entitled “Board, Committees and Commissions” is hereby amended to add the following:

CHAPTER 2. ADMINISTRATION

ARTICLE IV. BOARDS, COMMITTEES AND COMMISSIONS

Secs. 2-218. through 2-220. Reserved

DIVISION 6. CEMETERY COMMITTEE

Sec. 2-221. Creation and Purpose.

The name of this committee shall be the Southport Cemetery Committee. The purpose of the Southport Cemetery Committee is to establish goals and objectives for the upkeep in perpetuity of Northwood Cemetery and Old Smithville Burying Ground. The Committee will research and recommend best practices for preserving and maintaining the City cemeteries.

Sec. 2-222. Membership and Term

Membership of the Cemetery Committee will be limited to nine (9) full members appointed by the Board of Aldermen. All members shall be residents of the City limits, or extra-territorial jurisdiction. Membership of the Committee shall include:

- (1) representative from the Southport Historical Society
- (1) representative from the Beautification Committee
- (1) representative from the John N. Smith Cemetery Restoration and Preservation, Inc.
- (3) appointed members with family members interred in Northwood Cemetery or Old Smithville Burying Ground
- (3) appointed at-large members

The Mayor shall appoint an Alderman(s) to the Committee to act as a liaison(s) between the Cemetery Committee and the Board of Aldermen. The liaison(s) will be entitled to all privileges except making a motion, voting, and holding office. There will also be a City staff liaison assigned by the City Manager to support the Committee.

Open positions on the Committee will be advertised by the City in the Spring. Prospective applicants and incumbent members seeking reappointment shall submit an application to the City Clerk by **April 30th**. All new applicants will be interviewed by the Chair, Vice Chair, and Board of Aldermen liaison(s), who will recommend the best candidate(s) to the Board of Aldermen at the next Regular June meeting. The Board of Aldermen will appoint the member(s) from the pool of all prospective applicants. In the event that the Chair or Vice Chair is being interviewed for another term, the Mayor shall serve on the interview committee. If the Mayor is unavailable, the Mayor Pro-tem shall serve on the interview committee. The Committee will strive to have the same interview committee for every interview.

Any member desiring to resign from the Cemetery Committee shall submit his/her resignation in writing to the Secretary. Applications will then be accepted by the City Clerk for a period of thirty (30) days following the resignation, to serve on the Committee for the remainder of the term. After the thirty (30) days, the Chair, Vice Chair, and Board Liaison(s) will conduct interviews and make a recommendation to the Board of Aldermen at the next Regular Board of Aldermen meeting.

All appointed members shall serve a term of three (3) years that expires on June 30th in the third year, and terms are staggered to maintain continuity in the Committee. Cemetery Committee members shall serve without compensation. Refer to Table A below for term expiration dates.

Table A. Scheduled Staggered Term Expirations

	JUNE	2024	2025	2026
(1) Historical Society Member			1	
(1) Beautification Committee Member		1		
(1) John N. Smith Cemetery Restoration and Preservation, Inc. Member				1
(3)Appointed Members with Family Interred		1	1	1
(3) Appointed At-large Members		1	1	1

(terms 3-years to expire in June of the third year)

Sec. 2-223. Officers and Duties

The Officers of the Committee shall be Chair, Vice-Chair, Secretary and Treasurer. Officers will be nominated by the Committee during the first meeting of a new term (July), or within sixty (60) days after a mid-term vacancy of an officer.

The duties for each position are as follows:

1. The Chair shall issue an agenda prior to each meeting, shall preside over all meetings, sign all official papers, call special meetings as necessary, approve all expense reimbursements in advance of individual outlay, and perform all such duties usually bestowed upon a Chairman.
2. The Vice-Chair shall serve in the absence of the Chair.
3. The Secretary shall maintain and publish complete minutes of each meeting, be responsible for all Committee correspondence, and keep and maintain a membership attendance record.
4. The Treasurer shall maintain and publish a financial report at each meeting, which keeps track of expenses incurred and budgeted funds remaining to spend and be responsible for submitting check requests to the City Finance Director for individual reimbursement of approved expenses incurred.

Sec. 2-224. Meetings and Authority

The Committee shall adopt a Regular meeting schedule that shall be made available to the public. Special meetings shall be called by the Chair. The purpose of the special meeting shall be stated in the notice and given at least forty-eight (48) hours in advance of the meeting date.

Acceptance of an appointment to this Committee signifies an obligation of the appointee. It is the duty of each member to attend every meeting unless prevented by sickness or grave emergency. If a

member misses three regular meetings without a reasonable explanation, the Committee shall request the resignation of said member.

More than half of all appointed members of the Committee shall constitute a quorum. At the discretion of the Chair, a meeting may proceed with less than a quorum in order to conduct routine matters.

After determining a quorum is present, the meetings shall include the following:

1. Call to Order by the Chair
2. Approval of minutes of previous meeting
3. Report of standing or special committees
4. Old business
5. New business
6. Adjournment

Sec. 2-225 Committees

Standing or special committees shall be appointed by the Chair when deemed necessary to carry out the work of the Committee.

Sec. 2-226 Amendment

The Cemetery Committee may amend their By-laws at any regular meeting of the Committee by a simple majority vote, provided the amendment has been submitted in writing at a previous regular meeting.

NOW, THEREFORE, BE IT ORDAINED by the City of Southport Board of Aldermen that the proposed Code of Ordinances amendment of Chapter 2, Article IV: Boards, Committees and Commissions, is hereby adopted and shall become effective immediately. All provisions of any City ordinance or resolution in conflict with this Ordinance are hereby repealed.

The foregoing Ordinance, having been submitted to a vote, received the following vote, and was duly adopted this the ____ day of June 2023.

Ayes: _____

Noes: _____

Absent or Excused: _____

Joseph P. Hatem, M.D., M. P. H.
Mayor, City of Southport

Dorothy Dutton, Asst City Manager/Clerk



City of Southport
Planning and Zoning Board Minutes
Special Meeting
Indian Trail Meeting Hall
113 W. Moore Street
May 3, 2023
6:00 P.M.

Members Present: Sue Hodgins, Will Hewett, Dick Sloan, Fred Fiss, Scott Jones, Roy Pender
Chris Jones (via Zoom).

Absent: Kevin Locklin and Donnie Joyner

Staff Present: Travis Henley, Development Services Director
Mo Meehan, City Planner
Tanya Shannon, Deputy Clerk

**Board of Aldermen
Liaisons:** Karen Mosteller and John Allen

- A. Chair Sue Hodgins called the meeting to order at 6:00 p.m.
- B. Mr. Scott Jones gave the Invocation.
- C. Chair Hodgins led the Pledge of Allegiance
- D. A Motion was made by Vice-Chair Hewett to approve the Agenda and seconded by Mr. Sloan.
Unanimous vote; Motion Carried.

Chair Hodgins noted that the Agenda was published in advance for the Public to view and she wanted to remind everyone that there will be no Public Comment at this Special Meeting. It is specifically for informational purposes.

E. Old Business:

1. **Conditional Zoning Text Amendment.**

Director Henley gave an overview of the process up to date.

- January: Presentation of Idea
- February: Presentation of 1st draft language, solicitation of feedback from Planning Board and public.
- March: 3/8: Generalized presentation on updates/questions
3/16: Public Hearing, vote to recommend approval, denial, or table
- April: Presentation and follow-up from Public Hearing
- May 3: Special Meeting

Director Henley explained that when the Planning Board reaches a recommendation, the case is presented to the Aldermen and they will consider, including a Public Hearing. The Aldermen may vote to approve, deny, table, or remand back to Planning Board.

Director Henley explained some points of clarification. He said that Conditional Zoning (CZ) is not the same thing as Conditional Use Zoning. Conditional Use Zoning was a hybrid between Rezoning and a Special Use Permit, and it is no longer legal in N.C. He said any Conditional Use Permit issued by the City became a Special Use Permit when the applicable General Statute changed in 2021. He said the language is written for projects likely to be constructed if approved. It is not intended to be for speculation, and changes require the entire process to start over. He said the process involves heavy review and input from the public. The request can always be denied if not compatible.

Director Henley said that according to the Cape Fear Council of Government, local municipalities that already have and use Conditional Zoning include Sunset Beach, St. James, Calabash, Topsail Beach, Carolina Beach, Surf City, Burgaw, St. Helena, Shallotte, and Southport.

Director Henley said that a zoning decision that allows for a different zoning district than what is around it is not automatically spot zoning. He said a zoning decision cannot be spot zoning if it is consistent with the Land Use Plan. He said there is flexibility with Conditional Zoning. The UDO, he stated, is a living breathing document and that nothing about any of it is permanent. Development standards can be increased or decreased. For example, if an applicant is required to build a fence buffer, fence height can be increased or decreased. Also, parking for a certain use can be increased or decreased.

Mr. Scott Jones had concerns about the developer that wants to increase the density by changing the zoning. Mr. Henley said that if an applicant wanted to change the zoning from R-20 to R-10, they could just request a current rezoning. Mr. Jones questioned if the Conditional Zoning would allow applicants to use a back door to the UDO to get in more units. Mr. Henley said that an applicant could ask to propose a higher density, but they will not get approved. Mr. Jones said he understands that right now the current Boards would not approve, but potentially four years from now the Boards could change, and then maybe they would approve. Director Henley said that the Planning Board will always be involved with the decisions and the Aldermen will be able to make the official changes or amendments to the UDO. Even if the language was included, the Aldermen would always have the right to make the changes unless it is in violation of the General Statutes.

Mr. Fiss said his understanding of the Conditional Zoning process versus the standard rezoning or PUD process is that with CZ it is just a simple yes or no. Mr. Henley said that every development project has negotiation at some level. He said that with most by-right projects, the developers hold the leverage because if the project meets all the standards and requirements, then it can be approved by-right. He said that with the process of Conditional Zoning there will be some negotiations, but the leverage remains with the City. The City can make a policy-level decision that can go against an applicant. The City can decide to deny a project under the CZ process with the determination that it is not in the best interest of the City or work with the developer to help design a project that would work with the character of the City with a lot of input from the Public. Chair Hodgins noted that the developer would have to agree to have an application considered via Conditional Zoning, and would also have to agree to the proposals and stipulations that the City offers to make a better plan favorable to the City.

Mr. Pender asked if it is required for an applicant to apply for Conditional Zoning. Director Henley said that only the property owner could request an application for Conditional Zoning. Mr. Pender said that developers will come in and look for the quickest and cheapest way to develop, and he asks how many will actually go through the Conditional Zoning process and navigate through all the language versus the traditional rezoning process or the PUD process. He said it might be so consuming for the developers that they will be discouraged from applying for this process. Mr.

Pender said he was amazed at the number of surrounding communities that use Conditional Zoning and questioned if these municipalities could be contacted to ascertain how many applications they have had via this process and how many times the CZ applications have been approved. He said he was wondering if they could say whether it is worth it and if this current draft is similar to CZ text of the other municipalities. He feels that some of the language that is proposed in the draft could be a legal concern. Director Henley said that Staff could look into feedback from other municipalities, adding that the Cape Fear Council of Government has helped the other communities and with theirs and this proposed CZ text. Each municipality's Ordinance can be written differently. Mr. Henley said that Southport's the City Attorney has reviewed some of the drafts and would continue to oversee to guarantee that the language is legally sufficient. Mr. Henley said if the City does not agree with the conditions for Conditional Zoning, then the traditional process will be implemented. Director Henley said he would contact Mr. Wes MacLeod to help gather information from the other municipalities.

Mr. Fiss asked if other communities typically have both Residential and Business Conditional Zoning provisions. Mr. Henley said that he has not confirmed but was told that Southport is the only municipality that has Conditional Zoning only in the Business District. Mr. Fiss noted that the only Conditional Rezoning request that had come before the Board was for a Dollar General on Howe St. across from the Royal Coach automotive shop. He explained that the owner wanted to be rezoned to Highway Commercial, but that was not approved so they decided to apply for Conditional Rezoning. Mr. Fiss said that they were asking for unreasonable exceptions and ultimately were denied by the Board because it was not a good fit for the City. Vice-Chair Hewett concurred that a big part of that process was having input from the public, and agreed that the Conditional Rezoning process feedback from the public is a valuable asset.

Chair Hodgin commented that when the first submission came in for the Indigo Phase 2 project, the City was very concerned about the large development. She said the developers were trying very hard to sell the plan, and the Board did an extensive technical review of all aspects of it. She said if Conditional Rezoning had been an option at that time and the owners agreed to that type application, the City would have had leverage of negotiation to accommodate a plan more favorable for the City and that the developers would have been held to the terms that the City was requesting. She said there would be more opportunities for the public to provide input, feedback for other options. Chair Hodgin said that she believes that CZ would be a tremendous advantage to the City.

Mr. Chris Jones asked for clarification on a Development Agreement. Director Henley said that Development Agreements are very complicated. He explained that a Development Agreement, if used correctly, is a way to codify the developer's funds that they have contributed to the land use for the scope of the project. Mr. Henley says that sometimes the agreement works and sometimes it does not. He said if the Conditional Rezoning application is passed, most likely there will not be a Development Agreement.

Director Henley went over some of the language modifications to the proposed amendment. He said the previous language mirrored the existing PUD process, which requires 20% open space designation. The proposed language is that as units are increased, required open space is increased as well. The dimensional standards allow for flexibility to allow for unique projects that do not fit into traditional zoning districts but remain consistent with the Land Use Plan.

The drafted language does not stop an applicant from using the dimensional standards applicable to the zoning district. He said the authority to consider dimensional standards of original zoning district/neighborhood zoning is given to the Planning Board and Board of Aldermen, but those

standards do not influence what an applicant can request. Director Henley said that the only dimensional standards currently found in the Land Use Plan pertain to maximum height. He said he would be happy to draft language to include lot size, front, rear, and side setbacks along with the maximum height requirements. But he cautioned that adding more guardrails could, as Mr. Pender had discussed, discourage applicants from applying. Mr. Henley said the goal is to have a better outcome for the City.

Vice-Chair Hewett noted that Conditional Rezoning would be beneficial in situations where an SFR is next door to a large house built on a 5-acre lot, and they have proposed the structure up to the maximum height requirement. Conditional Zoning would help to reduce the setbacks so that the taller house does not overwhelm the smaller house. He said it would be beneficial to create standards that would protect the buffer barrier and allow for more green space. Mr. Fiss said this would be part of the negotiation process, but he said adding a clause for a 30' height would be beneficial.

Chair Hodgkin stated that the height restrictions are addressed in the UDO under the Development Standards, so she recommended including a reference-citation to the height requirements rather than repeating them in the CZ language.

Director Henley said the height requirements are based on the zoning district. Mr. Fiss asked a hypothetical of a business located between BD and R-10 that wants to increase the height by adding a roof-type bar. Would this be possible? Director Henley said they could ask for it, but there would be no guarantee for approval. Mr. Henley noted that firstly, they must have a minimum of 5 acres for a Conditional Zoning request.

Mr. Pender asked how language can be added to prevent single-family ranch-style homes from being overwhelmed by larger two-to-three-level homes next to those ranch homes. Mr. Chris Jones agreed that there should be standards for the adjacent use plan. He said that it is hard to come up with standards for this type of use but believes that minimum standards should be set. He suggested starting with the bare minimum dimensional standards depending on the lot size, such as for the setbacks. Director Henley explained that the good neighbor policy is not explicitly named in this language. But one of the review criteria is the potential impacts on the community. He said every case is going to be different. He agreed with the discussion but stated that a lot of this language should be put into the UDO versus the Conditional Zoning text. Mr. Chris Jones reiterated that every residential property has a set setback, and to exclude it from the Conditional Zoning language would be irresponsible. He feels that there should be consistency across the board. Mr. Henley said that the developers can always propose changes but still must go through the Public Input, the Planning Board and ultimately, the Board of Aldermen for approval. If the City does not think that an application is a good fit for the City, it will be denied. Mr. Fiss stated that the dimensional standard on height should be included in the language for the Conditional Zoning to make it clear to the developers that this is the requirement. He said the setbacks could be looked at as a case-by-case review to see if negotiation is favorable to the City.

Chair Hodgkin stated that there will be more discussion on the Dimensional Standards and that perhaps the information from other municipalities on their standards could be helpful here.

Director Henley went over the Use Standards. He said the UDO includes a number of standards that apply to specific uses: some are always applicable; some are only applicable in certain zoning districts. The options for if those use standards should apply to conditional rezonings are **1)** automatically apply to any conditional district, **2)** automatically apply if proposing a conditional version of a traditional district, up to the applicant to propose if applicable in the custom district,

and up to staff/board to review, **3)** included at the wish of the applicant always, reviewed as a case-by-case. It was the consensus of the Board to always review on a case-by-case basis with option three.

Mr. Henley said that the UDO currently has no Conditional Zonings for the residential districts and no minimum acreage requirement to submit otherwise. The draft language, if starting from a residential zoning district such as R-10, R-20, MF, MH, and PUD, must have at least 5 contiguous acres to start; another non-contiguous acreage can be added. He said that in general use of rezonings there is no mention of contiguity. Mr. Pender questioned the non-contiguous acreage and asked if that spot zoning. Mr. Henley said it depends if the Land Use Plan supported it and for what use the applicant was asking.

The current procedure for all rezonings and text amendments is a public hearing with the Aldermen, or optional at the Planning Board level. The Staff proposes that the Planning Board be required to hold a public hearing for CZ applications, ensuring signposting, proper notice published in the newspaper, and nearby property mailers. There was consensus that the Planning Board also have public hearings to receive public feedback.

Mr. Henley reiterated that a Conditional Zoning approval is not an approval to begin construction. He said an applicant could submit a major site plan or preliminary plat with a CZ request. This would allow an applicant to obtain the construction approval at the same time the zoning application is reviewed and approved. He added that it would be unreasonable to expect every applicant to do this. Director Henley asked if there were any questions or concerns after the review of the six discussion points.

Mr. Fiss gave a hypothetical situation: if the residential historic district was vacant and a developer came in and bought the property somewhere between 300-400 acres, application of CZ would allow a case-by-case evaluation and decide if this would be a good fit for the rest of the City. He explained that during the process the Planning Board and the Aldermen may have agreed on a certain density, a certain layout, open green space, and an architectural review, but could a developer come in and say *this* is what I want to do, and *this* is what it might look like?. Mr. Henley said that under the current UDO, it could not be done. He said that it was not possible for someone to pick up 100 lots and move it to a different part of town the way our zoning currently exists. He said that all of the historic downtown core is zoned R-10 and there is nothing R-10 about it in regard to the lot size and setbacks. Director Henley said that zoning was not thought of until development progressed over a long period of time. He said that not every CZ effort is going to be able to replicate downtown Southport, but CZ *would* help get closer to it.

Mr. Henley said that the Staff presents the application to the Planning Board first, and then the applicant will present the plans to the public. Mr. Pender asked about the timing for the Technical Review. Mr. Henley said that when an application is accepted, it would take Staff around a month to go through the application to make sure nothing is missed. Then next it would go to the Technical Review Committee that includes Staff such as the Building Inspector, Fire Marshal, Utilities and other entities such as the EPA, DOT, and other State agencies. Mr. Henley said that as it reads currently the Staff has 'discretion' to utilize the Technical Review Committee. He said that he'd recommend changing that language to 'shall' so that the Technical Review Committee reviews every application received.

Vice-Chair Hewett recommended having a public rebuttal after the public hearing so that people can address their concerns and questions. Chair Hodgin said that she was unsure about including

that in the language since there are already many opportunities for the public to provide feedback.

Mr. Henley said that the language will state that the Planning Board will have 120 days to make a recommendation. He said that the Planning Board does not have to close a Public Hearing, it can continue it to the next meeting.

Chair Hodgkin thanked Director Henley for a good discussion, and she is looking forward to more information that will be provided at the next meeting. Director Henley said that he is looking forward to a decision in May.

F. Announcements: None

A Motion was made by Vice-Chair Hewett to adjourn and was seconded by Mr. Fiss.
Unanimous Vote; Motion carried.

Adjournment 8:17 P.M.

Chair, Sue Hodgkin

Deputy Clerk, Tanya Shannon



City of Southport
Planning and Zoning Minutes
Community Building 223 E. Bay Street
May 18, 2023
6:00 P.M.

- Members Present:** Sue Hodgins, Will Hewett, Dick Sloan, Fred Fiss, Chris Jones, Donnie Joyner, Roy Pender, Kevin Locklin, and Scott Jones (via phone)
- Members Absent:** None
- Staff Present:** Travis Henley, Development Services Director
Tanya Shannon, Deputy Clerk
ChyAnn Ketchum, Community Relations/PIO
Sydney Heil, Community Building Administrator
- Board of Aldermen Liaisons:** Karen Mosteller and John Allen
- Others:** Wes MacLeod, Senior Planner, Cape Fear Council of Government
- A. Chair Sue Hodgins called the meeting to order at 6:02 p.m.
- B. Mr. Donnie Joyner gave the Invocation.
- C. Chair Hodgins led the Pledge of Allegiance.
- D. Motion to approve the April 20, 2023, Meeting Minutes By Vice-Chair Hewett, and second by Mr. Sloan. **Unanimous vote; Motion carried.**
- E. Motion to approve the Meeting Agenda By Vice-Chair Hewett and seconded by Mr. Donnie Joyner. **Unanimous vote; Motion Carried.**
- F. Public Comment: A Motion was made by Mr. Joyner to open Public Comment and was seconded by Vice-Chair Hewett. **Unanimous vote; Motion Carried.**
1. Mr. Rich Bandera, 409 N. Burrington Ave; is not in favor of the expansion of Conditional Zoning in Residential areas. He stated that the City's proposed new budget includes updating the Comprehensive Land Use Plan. He said that although the budget has not been approved yet, the need for an updated plan is needed. He recommended that the Board table a decision for Conditional Zoning until the City has updated the plan that will improve the planning and zoning decisions through an updated Comprehensive Plan.

There were no further questions or comments. A Motion was made by Vice-Chair Hewett to close Public Comment and was seconded by Mr. Sloan. **Unanimous vote; Motion carried.**

G. Old Business:

1. Illuminated Sign Text Amendment

Development Services Director Travis Henley gave an overview of the application. He explained that Haven, 307, LLC is requesting a zoning text amendment to the UDO to amend Section 3.19.H "Illumination" to modify the allowable types of illuminated signs. The applicant has requested this amendment to receive final approval for a sign permit that includes a backlit sign that is not permitted. The City and the applicant have signed a letter of agreement that allows the illumination of the sign until the UDO amendment can be processed. Mr. Henley said the amendment to this section would allow the backlit internally with glass or plastic faces bearing the advertisement and diffuse direct rays of the light source to prevent any direct line of sight with the light with the light source. Backlit and halo sign can be described as text and shapes cut into overlaid surface that shines light from the reverse of the overlay. The illumination creates a glow around the overlaid surfaces. Director Henley said the applicant has requested the following considerations to this Zoning Text Amendment to provide modifications to the City's adopted sign regulations. The request includes one of 2 options:

1. Adding an OR where currently there is an AND in Section 3.19.H.1.c
2. Add an additional section to the ordinance that specifically allows backlit and halo lighting that meets all requirements of the UDO.

The City Planning Staff submitted the proposed Zoning Text Amendment to the Planning Board for their consideration of which option to send to the Board of Aldermen with a recommendation. Staff stated that the proposal appears to be consistent with the CAMA Core Land Use Plan.

Ms. Bev Hammond came to the podium and stated she and Mr. David Truglio are the owners of Haven. They had gotten a permit previously and then discovered that it was not in accordance with the UDO due to the language that states "bearing the advertisement and diffusing the direct rays of the light source..." versus the word "or" that is being proposed to amend in the text amendment option (1). She explained they had been very thoughtful with their manufactured sign and had worked hard to incorporate it into the character of the City. She asked that the Board consider this amendment to encourage creativity and bring other modern soft lighting to Southport. Ms. Hammond said that it would be helpful to review the UDO for other language that may need to be revised and updated, as with option (2) adding a new section to allow for this type of soft lighting for signs. She thanked the Board for their consideration.

Chair Hodgkin asked if there were any questions or concerns from the Board on this item. There being none the Chair requested to table the proposed Text Amendment for further assessment on both lighting and signage in the Business District, so that Staff can make full determination on how to proceed with any amendments that need to be revised or updated. A Motion was made by Mr. Fiss to table the proposed Illuminated Text Amendment for further review and seconded by Vice-Chair Hewett.

Unanimous vote; Motion carried.

2. Conditional Zoning Text Amendment

Director Henley went over the updated revisions to the proposed Amendment. He explained the required open space, per direction from the Board. Previous Language: Mirrored existing PUD process, requires 20% open space designation. Proposed Language: As units are increased, required open space is increased as well – every 250 units, the amount of required open space increases by 5%, up to a maximum of 50% for any project with more than 1,500 units.

Director Henley said there was a lot of discussion on what type of language to include for Conditional Zoning (CZ) regarding height requirements; he stated that the simplest way is to state that the maximum height is based on the maximum height of the current zoning district designated for the property.

Mr. Pender agreed that the Comprehensive Plan does need to be reviewed and updated. He thanked Staff for the work that they have put into the information provided. He does agree with Conditional Zoning in Residential Districts, however he thinks that there needs to be more review and that the Technical Review Committee needs more teeth brought into the process before it comes to the Board. He stated that everyone agrees that the character of the City needs to be protected, but also to encourage developers to use Conditional Rezoning. His concerns are that with the open space requirements, developers will be discouraged from wanting to use this process. He said that developers will not be willing to consider the CZ option as they review and realize, for larger projects, that 50% of the property will be required to be designated open space, not including wetlands that are unbuildable. He continued that once developers examine all the requirements and input from the Technical Review Committee, the public and the other relative entities, the developers may to have redesign their plans so much that they would rather apply for traditional rezoning processes. He said that tree protection is very important to the City and with the minimum 5-acre site having the same requirements as a 50-acre site – requiring identification of trees and landscape protection -- he believes that developers will not be encouraged to use this process. He believes that the intent of Conditional Zoning is a good tool for the City but thinks there should be more consideration and review of the specificities to encourage developers to use this method as an option.

Director Henley said that Mr. Pender's concerns are valid concerns as the draft is currently written. He stated that he had advocated for keeping flexibility in terms of the dimensional standards for this draft. In term of the open space, he said that was drafted from feedback from the Board. He agreed that some of the standards could make employment of CZ difficult for developers, to be point of being cost- and effort- prohibitive, especially for bigger tracts. He said in terms of the minimum open space protection, he does agree there needs to be some flexibility. He said there may be the possibility of a 40-unit subdivision that could reasonably preserve 50% of the site as open space, then another situation could be a 1500-unit development that could only reasonably preserve 20% of open space. He said that would be impossible to know until the project is submitted but instead of a by-right project, the City would effectively hold all the cards and be in control of the review process in a CZ application. He said even if the project is in conformance with the Land Use Plan and meets all the standards but is deemed not in the best interest of the City, it could ultimately be denied.

In terms of the landscape and tree preservation, he said that those areas haven't been discussed that much through the Appendix A process, saying that the standards come directly from the current ordinance. Conditional Zoning would require the location of all size and specimen of regulated trees as defined in the Ordinance. He agreed that tree citing on a 5-acre site versus a 50-acre site would not be as easy to do in the early stage of the process, but also confirmed that CZ approval does not immediately act as approval to begin construction. The preliminary site plan would have to come before the tree survey is submitted and referred for the Board's review. He recommended asking the developer to give a generalized idea before the tree survey is required to be submitted, to ensure protection of the trees and that the developer's proposal is in harmony with the standards the City desires from developers regarding its tree preservation standards.

Director Henley introduced Mr. Wes MacLeod, Senior Planner from the Caper Fear Council of Government. Mr. MacLeod said that the decision to incorporate residential areas into the existing CZ Ordinance is ultimately made by the Board of Aldermen. He said that although Conditional Zoning is available to use in other districts currently it would be another tool that the City could utilize, just in a different way. He said that tweaking some of the submittal requirements is something that the Board could consider. He said that with the open space requirements as non-buildable in the current draft would most likely be a non-starter for most developers, as might changing the guidelines for regulated tree removal. Mr. MacLeod thanked the Board for inviting him to comment and said that he is always available if there are any questions or concerns that the Board may want him to address.

Chair Hodgins asked Director Henley if he had heard back from the other nearby municipalities that have used the Conditional Zoning process to see what correlations can be compared to the process that is being proposed for Southport. Director Henley went over a list of some of the other cities/towns primarily in southeastern North Carolina and said that some areas have used the method often but some of have only had a few applications. He said some of the adjacent islands such as Sunset Beach and Oak Island do not allow the use of Conditional Zoning in the Residential district on the island areas, only on the mainland. He also said that some had not had applications because of the restrictive guidelines. Chair Hodgins asked if any of those restrictions were the same as what is being proposed in this amendment. Director Henley stated that he was not aware of the specific guidelines that were stated in each process of the different ordinances, but they were similar in restrictions and dimensional requirements.

Mr. Joyner commented that some people are concerned about expanding Conditional Zoning into the Residential district because of the increase in density, the expansion of population in concentrated areas. He asked if this could create overdevelopment, in turn causing additional drains on resources and services. Mr. Henley said that currently, a developer could still apply for traditional rezoning in Residential districts, but this amendment would allow for a different approach to the process. Mr. Joyner asked what would happen if the amendment was approved and after 10 years the process was deemed unworkable and requested to be reversed. Mr. Henley said that would be possible: that all amendments could be requested to be changed but would ultimately be decided by the presiding Board of Aldermen.

Vice-Chair Hewett commented that the Town of Edenton is comparable to the City of Southport, and he said research has shown that CZ has worked well for them especially with historic preservation and the inclusion of feedback from the public to help work collaboratively with developers.

Chair Hodgins stated that she would like to see developers encouraged to use the CZ process, but having too many restrictions may discourage them from applying by this method. Mr. Fiss said that he thinks it would be good to relax some of the open space minimum requirements. He said the bar could always be increased during the review process. He agreed that if the requirements were too high, nobody would want to use it. He does think that the tree survey should be presented up front.

Mr. Fiss asked if the recommendations for changes to the draft would have to be redrafted before a vote could be taken. Director Henley said that given Appendix A is part of the text amendment, if a motion was made for a recommendation for approval there would need to be a condition that this section of the amendment be revised prior to the presentation to the Aldermen. Chair Hodgins asked for clarification that the revision would be part of the tree preservation section in Appendix A. Mr. Henley said that it would be following what is listed in other municipalities with some approximations as to what would be allowed. He said that he appreciated Mr. MacLeod's recommendation to keep specimen trees and that those trees would have to be sought out; however, the restraints on regulated trees may discourage the use of CZ, especially if the project was going to get denied.

Mr. Joyner was not in favor of loosening the tree preservation guidelines, stating he can already see nearby locations in the county removing almost all trees. Mr. Henley said that this does not change the tree ordinance, it is just enforced differently with Conditional Zoning. Vice-Chair Hewett said that no text amendment, no amount of negotiation can full-stop the removal of trees for development. And he agreed that there could be some relaxations regarding the minimum open space requirements.

Mr. Fiss asked if Surf City and Carolina Beach used this type of zoning in Residential districts, and Mr. Henley confirmed that.

Chair Hodgins asked if it was the consensus of the Board to revise the limits on the restrictions put on the open space requirements to encourage employment of CZ and if so, to what percentage. Mr. Chris Jones commented that rather than the ceiling being 50%, what if the ceiling was 35% so that a developer would not condense a project in order to meet the 50% open space requirement. During this discussion the Board came to consensus to keep the maximum height requirements as already stated in the UDO, with citations made to those requirements made as necessary.

Mr. Chris Jones questioned if the decision was made to revise the open space requirements to a minimum of 35%. Mr. Pender asked why are we trying to penalize large developments. He gave the example of a developer having 25 acres to develop with 20% open space requirement or come in with a collected 100 acres and have a required open space of 35%. He said that if a goal is to encourage developers to use and maximize this process, there should

not be penalization for pulling properties together that will give the City a better opportunity to negotiate with a large piece of property. He questioned if these calculations really are working for other cities/towns that utilize CZ. Mr. Chris Jones stated that his hopes are to encourage developers to design more open space.

Mr. MacLeod returned to the podium saying that open space requirements vary around the region, but 10-20% is primarily the standard. From the site-design standpoint, he said, it is easier for the jurisdictions to have a standard specifying a certain amount of required open space based upon the number of units. He added that in his experience a 35% restriction is high, especially when factoring in wetlands and other unbuildable areas.

Mr. Pender asked if there was a way to tie in the open space requirement to the tree preservation. He said it may not be the quantity of open space but the quality of the open space. Chair Hodgkin said she saw one of the beauties of CZ to be that Staff would be responsible for recognizing tracts with an abundance of specimen trees, discussing options with the developers and requiring those areas to be kept as open space.

Chair Hodgkin noted it's been often stated during the Board's CZ discussions that this proposed text amendment is a process ordinance -- not a guarantee of anything that a developer wants. She said that it would be a way to get more input from the public, and to work with the developer to achieve a better outcome for the City. She said the City now has an educated, knowledgeable and experienced Development and Planning Department and that in partnership with the Board, the Technical Review Committee, and the public she feels confident that this process would always be in the City's best interests and goals to protect and preserve.

She asked the Board if there were any other questions or concerns. She asked for a consensus of the Board keep the provision for the minimum of required open space at 35%, the height limits as stated in the current UDO, and the amendment to Appendix A for tree preservation and removing the term 'regulated tree' and keeping 'specimen trees' as is. Consensus was obtained without further discussion.

A Motion was made by Vice-Chair Hewett to recommend approval of the Conditional Zoning Text Amendment to the Board of Aldermen with the condition that the language is revised to reduce the minimum open space requirement from 50% to 35% and that Appendix A Tree Preservation language be revised to remove the term 'regulated tree'; the Motion was seconded by Mr. Fiss. Aye: Sue Hodgkin, Will Hewett, Dick Sloan, Fred Fiss, and Donnie Joyner. Nay: Roy Pender. ***Motion carried, 5-1.***

The Statement of Consistency that recommended approval to the Board of Aldermen was read by Vice-Chair Hewett.

H. New Business: None

I. **Other Business:**

1. **Tree Ordinance Discussion**

Director Henley explained that with Staff's experience, review and issuance of tree permits they are noticing some contradictions within the Ordinance language that are causing issues in enforcement. He said that there have not been any consequences for this issue yet, but they would like to be proactive before any significant problems arise. Staff will begin working on a draft of an updated Section 3.18. Director Henley said he would like feedback on any portion of the Tree Ordinance that needs more review. When a draft is complete, it will be placed on a future Planning Board agenda for discussion and consideration.

Before the conclusion of the Meeting, Mr. Chris Jones asked if his vote could be included in the Conditional Zoning Text Amendment. (Mr. Scott Jones who was present by phone during a portion of the meeting, had gotten disconnected with international communication capabilities.) The Chair ascertained that Mr. Scott Jones had indeed been disconnected midway through the meeting. Being that Mr. Scott Jones had left the meeting, Mr. Chris Jones was brought into a voting capacity by Motion made by Vice-Chair Hewett and seconded by Mr. Pender. Unanimous vote; Motion Carried.

A Motion was made by Vice-Chair Hewett to Amend the Motion to include Mr. Chris Jones as a voting member and to recommend approval of the Conditional Zoning Text Amendment to the Board of Aldermen with the condition that the language is revised to reduce the minimum open space requirement from 50% to 35% and that Appendix A Tree Preservation language is revised to remove the term 'regulated tree'; seconded by Mr. Fiss. Aye: Sue Hodgkin, Will Hewett, Dick Sloan, Fred Fiss, and Donnie Joyner. Nay: Roy Pender and Chris Jones. ***Motion carried, 5-2.***

(The Statement of Consistency that recommended approval to the Board of Aldermen stood as previously read by Vice-Chair Hewett.)

J. **Announcements:** None

A Motion was made to return Mr. Chris Jones back to a non-voting Alternate capacity by Vice-Chair Hewett and seconded by Mr. Fiss. ***Unanimous vote; Motion carried.***

With no further comments, questions, or concerns Chair Hodgkin requested a Motion to Adjourn, offered by Vice-Chair Hewett and seconded by Mr. Joyner. ***Unanimous vote; Motion carried.***

Adjournment: 7:56 p.m.

Chair, Sue Hodgkin

Deputy Clerk, Tanya Shannon

May 2023 SALES DATA COMPARISON AND SAVINGS

SALES TYPE	2022 Sales	2023 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 322,107.10	\$ 399,112.85	\$ 77,005.75	23.91
MXB SALES	\$ 173,382.29	\$ 195,938.15	\$ 22,555.86	13.01
TOTAL	\$ 495,489.39	\$ 595,051.00	\$ 99,561.61	20.09
Customers	8336	9372	1036	12.43
Bottles Sold	24,998	29,377	4,379	17.52
			0	
SPA SAVINGS		\$ 8,359.73		
Credit Cards	\$ 365,534.40			
TOTAL SALES INC. TAX	\$ 427,059.60			
	2019 Sales	2023 Sales	Difference	
Retail 2019	\$ 266,985.10	\$ 399,112.85	132,127.75	49.49
MXB 2019	\$ 117,287.38	\$ 195,938.15	78,650.77	67.06
	\$ 384,272.48	\$ 595,051.00	210,778.52	54.85
SALES TYPE	2020 SALES	2023 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 354,760.10	\$ 399,112.85	\$ 44,352.75	12.50
MXB SALES	\$ 18,858.81	\$ 195,938.15	\$ 177,079.34	938.97
TOTAL	\$ 373,618.91	\$ 595,051.00	\$ 221,432.09	59.27
SALES TYPE	2021 Sales	2023 SALES	DIFFERENCE	% CHANGE
RETAIL	\$ 305,675.20	\$ 399,112.85	\$ 93,437.65	30.57
MXB SALES	\$ 168,139.66	\$ 195,938.15	\$ 27,798.49	16.53
TOTAL	\$ 473,814.86	\$ 595,051.00	\$ 121,236.14	25.59

City of Southport Beautification Committee Minutes

Date: April 17, 2023 Minutes taken by: Karen Pasquale

Location: Indian Trail Meeting Hall

Quorum determined: Meeting called to order by Lynne Geiman at: 5:00pm

In Attendance: Margaret Fontaine, Ken and Lynne Geiman, Robert Thatcher, Joe Fikentscher, Randy Jones, Scott Bushman, Karen Pasquale, Sharon Lightbourne, Larry Ashley, Tom Lombardi

Absent: None

Approval of March 20, 2023 Minutes: Minutes amended, approved and seconded.

1. Committee Reports

a. Native Plant Pollinator Garden (NPPG): Larry

- Nothing to report.

b. Communication Report: Larry

- Nothing to report.

c. Youth Outreach: Sharon Lightbourne

- Nothing new to report.

d. Planting/Garden/Steward Program: Lynne

- The plant committee (4 board members) will meet to review status of our current perennials at our assigned sites.
- Larry took out the creeping rosemary plants located at Mary's garden site.

e. Financial Report: Lynne

- Current balance is \$2348.16.

2. Old Business

a. Update: Wreaths and Flags: Joe

- All of the poles in town have been picked for either Christmas wreaths and banners.
- Joe has given the list with location assignments to Randy.
- The banners will be hung from January to May by the Blue Star Moms, May to October banners from Up Your Arts and November to December with be the Xmas wreaths.
- Karen will send out an ad to the St James community in September requesting donated Xmas trees for the holidays. Criteria for the trees is that they have pre-lite lights in working order and no taller than 6 feet.

b. Update: T- Shirts: Scott

- Scott ordered the t-shirts.
- He may not be able to get the v-neck light blue t-shirts for women.
- The invoice was given to Randy for the order.

c. Update: Sign Painting on City Signs: Ken

- Ken, Rob, Scott and Karen will meet Friday, April 21st, at 8:30am to paint a few city signs.
- A sign at the back of the John Smith cemetery, still needs to be painted.
- A concrete ground sign by the Waterfront area also needs to be re-painted.

d. Update: Marsh Walk Sign Repair: Lynne

- Larry and Ken did a great job with this repair. The sign looks wonderful.

e. Update: History Marker Auction: Lynne

- The History Marker Auction is set to be held on 5/31/23, located on the Garrison Lawn. The time is to be announced but per Randy will be around 4pm.
- The online auction will go from 5/31 to 6/21.
- On the Southport Facebook page and the Historical Society site, Mary Ellen will have a video talk about each marker.

f. April Workday recap – 4/21/23: Lynne

- 22 people attended.
- Due to the wind, staining the tables, benches and swings was postponed.
- Approximately 4 signs around Smithville were painted as well as the jail sign.
- The sign outside the fence at John Smith Cemetery was painted.
- Weeding was done around the Peace Pole post as well as the Community building and Ferry roundabout.
- At Caviness Park, the volunteers placed mulch and the trench was dug.

3. New Business

a. May workday: Lynne

- We will stain the benches, tables and swings.

b. Historical Society – Brick laying: Tom

- Tom asked for help on 4/25/23 to lay commemorative bricks by the visitor center. There are approximately 70 bricks.

c. Arbor Day 4/28 & Nature Fest 4/29: Lynne

- April 28th is Arbor Day run by the Forestry Dept and will be held at Taylor Field.
- April 29th is Nature Fest Day and will also be held at Taylor Field. The festival will be held from 8:30am to 12:30pm.
- SBC will have a table with handouts and seedlings.
- The aquarium will be there with a small animal display.
- Kate Singley will have tours at the Native Plant and Pollinator Garden (NPPG).

d. Beautification Membership: Lynne

- For SBC board members, a 3 year term, as opposed to 2 year term, will be adopted by the City of Southport at the next meeting in May.
- There will be 2 spots open and a public notice will be posted for those who would like to apply for the board positions.
- Joe and Larry are planning to re-apply for their current membership positions.

e. Taylor Field Picnic Tables and Benches: Randy and Ken

- Heather spoke with Randy to ask SBC if we would participate in building 6 picnic tables and 6 benches for Taylor Field.
- The city would supply the wood and is only asking for donated labor.
- This work could be done possibly in June, as a SBC pop-up workday.

4. Any Other Business

a. None

4. Adjourned: 5:46pm

Next meeting: May 15, 2023



**Historic Preservation Commission Meeting Minutes
Indian Trail Meeting Hall
May 3, 2023
4:00 p.m.**

Members Present: Charles Drew, Rick Pukenas, Joanne Wesson, Tal West
Josh Cline McGee, Alexis-Gore Graves, and Bonnie Bray.

Members Absent: Jim McKee and Bonner Herring

Staff Present: Travis Henley, Director of Development Services
Maureen Meehan, City Planner
Tanya Shannon, Deputy Clerk

**Board of Aldermen
Liaison:** Robert Carroll

- A. Chairman Charles Drew called the meeting to order at 4:00 p.m.
- B. Ms. Graves gave the Invocation.
- C. Chairman Drew led the Pledge of Allegiance.
- D. In the absence of Mr. Herring and Mr. McKee, a Motion was made to vote Ms. Bray and Mr. West in as voting members by Mr. Pukenas and seconded by Mr. McGee. ***Unanimous vote; Motion carried.***
- E. Mr. Pukenas Motioned to approve the Agenda and was seconded by Mr. McGee.
Unanimous vote; Motion carried.
- F. A Motion was made to approve the April 5, 2023, Minutes by Mr. Pukenas and was seconded by Mr. McGee. ***Unanimous vote; Motion carried.***

G. Public Comment: None

H. Old Business:

1. Inventory Discussion

There was much discussion on the inventory taken at the location that each member was assigned to. Each member discussed the condition of the structures and if there were any moderate changes or updates. It was the consensus of the Board that the majority of the homes were in good condition.

However, some structures have deteriorated over time and will most likely be unsalvageable. Ms. Bray said that around 85% of the houses in her inventory were in good condition. She said she was very impressed with the upkeep of the older homes and the pride people take in maintaining the property. Ms. Graves's noted that there is a cottage-style house at 314 Rhett Street, and the roof is caving in, but she believes it could be salvageable if the family heirs would contribute. Otherwise, she felt that the houses were in good condition. Mr. West said that he found a property in his inventory that was strange and that it had a tool shed on the front of the lot. He also stated that a few houses in his inventory appeared to be under construction or unlivable. For example, 320 College Street is in significant decline. Chair Drew said that this house has several heirs to the property, and getting the heirs to agree on how to proceed with the house becomes difficult.

Mr. McGee noted that most houses seemed to be in good condition. He said there were a variety of styles, such as the Victorian or Cottage look. Mr. McGee mentioned the old church at 230 N. Caswell and W. West that has been renovated into a residential home. He hopes the owners will keep the structure close to its original construction. Chair Drew said that the bell on the church would be removed and that it is essential to establish guidelines as soon as possible to prevent the loss of other historical values. Ms. Bray asked how such things as this could be prevented. Director Henley explained that the State would have to become involved, and he is still determining if anything can be done to defer this situation; he said he would look into it. He said that the Board would not have the discretion for a change of use to prevent a church from becoming a residence. Chair Drew asked if Churches are allowed in any District. Mr. Henley said that he believed so.

Mr. Pukenas stated that 85% of the houses in his inventory are structurally sound. The styles have specific differences, but they fit in with the general character. He was surprised at the number of additions to homes, but they blended into the structure and transitioned smoothly.

Ms. Wesson said that 90% of the houses in her inventory are in good condition. She said there was a house on Rhett across from the cemetery about 15-20 years old that would not qualify for the historical distinction.

Alderman Carroll said that within his two blocks of inventory, one of the blocks was primarily commercial and very similar to what they were when first constructed. He said that on another block, 5 out of 13 structures are no more than 15 years old. He said that a variety of Victorian, Bungalow, and Cottage style homes make Southport unique. Overall, he said that the structures are in good condition and fit in well with the character of Southport.

City Planner Meehan observed 50% commercial and 50% residential structures in the Staff's inventory. She said that the majority appears to be the same as at least from the 80s, and even with some upgrades, all seem to be contributing. The inventory included some of Howe St, Moore St., and Davis Street.

Director Henley said it is important to note that he is not about the specifications of the structures but how they conform together. He said he hears the term "The Southport Look," but that is characterized by the uniqueness of the City and the ability to blend. The initial setup of the design guidelines is the most essential part of the process.

Ms. Bray commented that the space between the houses is another unique part of Southport. She said the uniformity of the properties is aligned uniquely with the trees and landscape. And it all brings

in the City's Historical nature. Ms. Bray said that her inventory included parts of Moore St, Caswell Ave., W. West St., and the Yacht Basin. Alderman Carroll noted that the areas he was designated to take inventory were different. He said that some of the lots were close together, and others were spaced apart. He explained that there were some original 33' lots, and then there were flag lots with another house in the front yard that was moved and put there. But also, on N. Atlantic Avenue, some homes are very close.

Director Henley explained how Wilmington addresses its Historic District with a different residential zoning than the rest of the City. It has its own unique zoning district that only applies in the downtown corridor. Ms. Bray asked if that happened initially or if it evolved. Mr. Henley said that this has been growing over time and recommended that Southport consider this as well. Mr. Henley noted that all the residential areas in downtown Southport are zoned R-10, and there is nothing about R-10 about any of that. He says that is why the UDO is written to provide carve-outs and exceptions for non-conforming R-10 lots. He said creating a Zoning District would help redesign the district and make the lots conforming. "Let the built-in environment dictate the zoning versus letting the zoning dictate the built-in environment." Mr. Henley said that first would have to come to the design standards, and from those design standards, will come potentially looking at different setbacks. He noted the Commission could make that recommendation and then bring a proposed text amendment to the Planning Board and Board of Aldermen for approval.

Mr. McGee agreed with reforming the setbacks and bringing everything closer to the sidewalk for uniformity. He noted another thing to consider is that the new house at the corner of Caswell and Nash St is very large and tall. He said that back in the day, the houses were not that tall and did not tower over the neighbors. He recommended including language in the design standards that would prevent the establishment of larger and taller homes from overshadowing the adjacent property. Ms. Meehan confirmed that in modifying the Historic District and creating the design standards and guidelines, the setback requirements could be changed for future development or modifications.

I. New Business:

1. Discussion of Guidelines

Director Henley said this was discussed at the last meeting, along with the Secretary of the Interior's Standards for Rehabilitation Presentation by Jeff Adolphsen, Senior Restoration Specialist, NC State Historic Preservation Office. Director Henley reviewed the ten basic principles created to help preserve the distinctive character of a historic building and its site while allowing for reasonable change to meet user needs.

The Standards apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features, the building's site and environment, and attached, adjacent, or related new construction.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. Removing historic materials or altering features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacing a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and materials where possible. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. If appropriate, the surface cleaning of structures shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historical integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken so that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired.

In looking for feedback from the Commission, Director Henley recommended reviewing other cities/towns comparable to Southport and starting with implementing some of those standards. He explained that considering the inventory of each section and the Historic District as a whole, the Commission will need to have many discussions on how to effectively proceed with applying those standards. He said an alternative would be to budget for a consultant to do a long study and review that may not work for Southport.

There was discussion on similar areas that have a Historical Commission. Chair Drew said he would like to review Beaufort and New Bern to see their standards. Mr. McGee suggested looking at other Coastal Historical areas similar to Southport or possibly Edenton.

Kristi Brantley from the State Historic Preservation Office had previously recommended reviewing Asheville's standards because it is simple and easy to follow. She said it should not be complicated for people to understand and apply for. Director Henley said the goal is to encourage people to comply rather than enforce.

Alderman Carroll asked for the timeline before being presented to the Board of Aldermen. He said he is concerned about the rapid changes and the need to establish standards and guidelines before valuable history is lost. Director Henley said it would take several special meetings and hours to review the language and establish a process that works for Southport. He said it is possible to have it come before the Aldermen by the end of the Summer. Chair Drew suggested possibly having two monthly meetings to speed up the process. Mr. McGee asked if the initiation of updating the Historic District could be done now. Mr. Henley said that it could. Ms. Bray said she did not think designating new districts now would be a good idea. She said many people fear that they are going to be told what color to paint their house, etc. She recommended having the standards in place before changing the zoning.

The Commission discussed options to engage the Public more. There was a suggestion to have Public Hearings to inform the Public of the Historic Preservation Commission and the plans for protection and preservation. Alderman Carroll suggested a live broadcast Symposium that people can attend or watch online. Ms. Graves noted that the Meetings are always open to the Public. She said that often, people have no interest until there is something contentious. She recommends perhaps advertising the meetings more. Mr. Pukenas asked if the Commission could get on the Board of Aldermen's Agenda for the next meeting. Chair Drew said that Commission Liaison Alderman Carroll always updates everyone at the Meetings. Alderman Carroll said he has always received positive Board and Public feedback.

Chair Drew asked what is the next step after the design standards are completed. Director Henley said the Planning Board would review it, and they will have the discretion to have a Public Hearing and then move to the Board of Aldermen. He also said that it is possible to have an open joint meeting with the Aldermen and the Planning Board to present everything to both Boards simultaneously. Mr. Henley said that he would be working on revising the downtown R-10 district into a Historic District.

Mr. West said that at some point, signage will need to be posted around the Historical Districts so that people can identify the areas.

City Planner Meehan will send out links to Design Standards from other Municipalities that were requested and similar to the characteristics of Southport.

J. Other Business:

Chair Drew asked if it was the consensus of the Board to schedule another meeting before the end of the month. The Board agreed that another meeting would be necessary. It was confirmed that on May 23, there will be a Special Meeting beginning at 1 p.m. The regular meeting will be on June 7.

K. Announcements:

Director Henley announced that some proposed Legislative Land Use Bills are trying to regulate certain Planning and Zoning Requirements in NC. These bills could have major implications for the City. He said he would keep everyone updated and call or email him with any questions.

There was no further business. A Motion was made to return Ms. Bray and Mr. West to their alternate positions by Mr. Pukenas and seconded by Ms. Wesson. ***Unanimous vote; Motion carried.***

A Motion was made by Mr. Pukenas to adjourn the meeting, which Mr. McGee seconded.
Unanimous vote; Motion carried.

The meeting was adjourned at 5:28 p.m.

Tanya Shannon, Deputy Clerk

Charles Drew, Chairman

DRAFT



**Historic Preservation Commission Special Meeting Minutes
Indian Trail Meeting Hall
May 23, 2023
1:00 p.m.**

Members Present: Charles Drew, Rick Pukenas, Joanne Wesson, Tal West
Josh Cline McGee, Alexis-Gore Graves, Bonnie Bray, and Bonner Herring

Members Absent: None

Staff Present: Travis Henley, Director of Development Services
Maureen Meehan, City Planner
Tanya Shannon, Deputy Clerk

Board of Aldermen Robert Carroll
Liaison:

- A. Chairman Charles Drew called the meeting to order at 1:08 p.m.
- B. Chairman Charles Drew gave the Invocation.
- C. Chairman Drew led the Pledge of Allegiance.
- D. A Motion was made to vote Ms. Bray and Mr. West in as voting members by Mr. McGee and seconded by Mr. Herring. ***Unanimous vote; Motion carried.***
- E. Ms. Bray Motioned to approve the Agenda and was seconded by Mr. West. ***Unanimous vote; Motion carried.***
- F. A Motion was made to approve May 3, 2023, Minutes by Mr. West and was seconded by Ms. Bray. ***Unanimous vote; Motion carried.***
- G. **Public Comment:** Pat Kirkman was curious to know who the reporters in attendance were. They stated that they were from WWAY News.

H. Old Business:

1. **Design Guidelines, Discussion, and Drafting**

City Planner Meehan gave an overview of how to establish design guidelines and draft language. Highlights of the following outlined draft for design standards are:

Protecting specific vistas

- Entrances on Howe and Moore Streets, including the view of the water from Howe Street
- Franklin Square Park and E. West Street
- Tree Lined Streets with wide ROWs
- Bay Street between Atlantic and the Yacht Basin
- Brunswick Street Corridor

By Place type

- Historic District Residential (HDR)
- CBD/Howe Street
- Yacht Basin

Sections within each Setting

- General Changes – Existing Structures
 - Roofs
 - Exterior Walls
 - Wood Trim and Ornament and Substitute wood siding policy
 - Brick and Masonry
 - Windows and Doors
 - Porches and Entrances
 - Foundations
 - Paint
 - Accessibility and Life Safety
- Demolition
- Relocation
- New Construction
- Setting within each Place type
 - Landscaping
 - Off-Street Park

Development Services Director Henley stated that Beaufort, NC is very similar to the City of Southport in location, size, and character. He recommended reviewing Beaufort's design standards and relating them to the Historic Southport Districts. He said other locations could also be compared, but he thought this would be a good place to start. It was the consensus of the Commission to review the design standards of Beaufort. Mr. McGee asked when Beaufort's design guidelines were created. Mr. Henley said that was in 1994. Ms. Meehan said that the historic district for Beaufort was established in 1974, and the Southport Historic District was established in 1980.

The review began in Chapter Six of Beaufort's Guidelines for Rehabilitation of Individual Landmarks and Buildings in the Historic District. It explains that changes to a building's exterior or its setting reviewed by the Beaufort HPC can take the form of one of four common treatment options for historic buildings: Preservation, Rehabilitation, Restoration, or Reconstruction.

City Planner Meehan said the guidelines discuss the residential elements of buildings and how to get started by identifying the character. Some of the different elements of residential homes include the type of roof, walls, and materials. Mr. Herring asked what the standard lot size in Beaufort is. Ms. Meehan said they are comparable in size; however, the lots are not as long as Southport's. Mr. Herring noted that much of Southport's historic character comes from the porch designs. He said the features and the materials are unique in each one. He said that is a big focus point when reviewing historic residential homes.

The Board reviewed several roof styles to identify them with historical characteristics. Mr. Herring questioned the Mansard-style roof and how rare that is to see. Mr. McGee explained that the Mansard-style roof is like a "pizza hut" style and was used more in commercial structures. Mr. Herring identified the gable roof style at the corner of Moore and Atlantic Ave. Chair Drew noted it was Mr. Bill Crowe's old house. Ms. Meehan said the Commission would begin by cataloging the different roof styles and providing pictures in Southport as updated. The Commission discussed the different types of shingles identified in the Residential Historic District. Ms. Graves said she has seen tin roofs. Mr. McGee has noticed asphalt shingles and other metals have been seen as well.

Director Henley read the statement in Beaufort's design standards for roofs. Materials Most of Beaufort's residences, as well as many stores, churches, and public buildings, were covered with riven or sawn cedar shingles until the late 19th century and often as late as the 1920s or 1930s. Roof materials, as with forms, became more varied during the late 19th and early 20th centuries as tin, tile, asbestos shingle, and slate came into favor due to their permanence and fire-proof qualities. Standing seam metal roofs became the accepted roofing material in Beaufort after the Civil War. Many historic roofing materials have unique visual characteristics of texture, color, and pattern that cannot be replicated in modern replacement materials. They, therefore, should be repaired or carefully replaced with closely matching new materials. Most roofs in the historic district are now covered with asphalt or newer fiberglass asphalt shingles that have replaced the original wood or metal. Asphalt shingles of dark charcoal, dark brown, or dark "weathered wood" color (dark gray-brown) are usually appropriate as replacement roof coverings for buildings in the historic district. Light-colored asphalt shingles in a variegated color pattern and roll-type roofing are inappropriate. Applicants seeking a COA will normally be required to submit samples showing the proposed roofing material and color. In considering an application for a COA, the Beaufort HPC must review the impact of the proposed work on the historic rooflines and related features such as overhanging eaves, ornamental cornices, dormers, gables, and chimneys. Mr. Herring noted that when building his house, he wanted to use asphalt shingles but was not allowed to. He said it was because of the relation to the adjacent house and the fire code. Chairman Drew said the Commission would run into homes that were built very close together with the asphalt shingles, but at this time, if you lived near the Fire Department, it was allowed to build to the lot lines.

Director Henley went over the Beaufort roof guidelines and explained that the guidelines do not state that it has to be designed this way; it is an incorrigible guideline.

6.1.1 Preserve original and significant later roof forms, shapes, and major roof architectural elements such as dormers, gables, chimneys, and eave overhangs. It is not appropriate to make alterations to the front or other primary portions of the roof of a contributing structure if that roof slope can be seen from public view.

Mr. McGee gave an example of this and said that if you have a roof with a steep pitch and a person wants to build a porch, they will put in a flat roof because it is easier. He thinks this would be inappropriate because the low flat roof is in character with the neighboring houses.

6.1.2 Preserve, maintain, and repair historic roofing details and materials such as slate, standing seam metal, and tile. Replace in-kind only if necessary due to deterioration or damage. Replace only the damaged or deteriorated portion using materials identical to the original, if possible.

Mr. Pukenas noted that replacing the tin and trying to rematch would be almost impossible.

6.1.3 New roofing materials should be compatible with either the existing or original roofing material. Match the historical material in color, shape, size, and texture as closely as possible. Asphalt or fiberglass-asphalt shingles are acceptable substitutes for standing-seam tin, wood shingles, or metal shingles. Any distinctive patterns of shingles or slates shall be retained and/ or replicated exactly. Galvanized standing seam with a large "agricultural" ridge, usually for ventilation, is unacceptable in the historic district. Instead, use standing seam metal with a crimped edge.

Mr. Herring asked what is "agricultural" ridge. Director Henley said he would think it might be a barn-style roof where the ridge line goes up for ventilation. Mr. McGee stated the crimps style is more of a low profile.

6.1.4 Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings that add to the overall architectural character of a structure. All original and significant later features should be preserved and restored rather than removed. The design of any new roof features should be based on documentary evidence and are compatible with both the building and surrounding buildings.

6.1.5 Contemporary or non-historic roof features may be installed on areas of the roof not seen from the public view or on other non-character-defining secondary roofs. Skylights, roof-mounted vents, dormers, chimneys, antennas, and solar collectors are included. These are not permitted when their installation or later removal would damage or destroy a significant roof feature. New dormers may be permitted on side or rear elevations if their design is compatible with the building and the roofline.

Director Henley said that this would be at the discretion of the Commission when reviewing these standards. Ms. Bray asked whether that means that Beaufort can not put a dormer on the front elevation. Mr. Henley said that it appeared that it was what it was saying. Mr. Henley said that if a structure was built in the late 1800s and there was proof that there was a dormer originally, the owner would try to return to the original character. If it was revised in 1910, which alternative would be chosen?

6.1.6 Install new gutters without damaging or obscuring architectural features. Replacing concealed, built-in gutter systems with modern exposed gutters is inappropriate. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Wood gutters may be appropriate for certain period restoration projects. Replacement of gutters is usually reviewed as a Minor Works item.

Director Henley said Southport design guidelines would need to be done before the owner returns and says this is minor work. He said, ultimately, it would be the decision of how the restorations are being reviewed and who is reviewing them.

6.1.7 Ridge vents, where needed, shall be of the low-profile type and shall not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, should be installed not to be visible from the public view where possible. If they must be visible, they should be installed to respect the architectural details and character of the subject building.

6.1.8 It is inappropriate to create a false sense of historical development by changing roofs, such as adding conjectural features lacking insufficient historical, pictorial, or physical documentation.

6.1.9 Avoid altering the existing roof pitch or introducing a new roof pitch.

6.1.10 Avoid using a substitute material to replace a deteriorated historical element that does not convey the visual appearance of the surviving parts of the roof, or that is physically or chemically incompatible.

6.1.11 Avoid constructing additional stories resulting in an altered appearance.

Director Henley asked the Commission if there was anything in Beaufort's guideline standards for roofs that were not mentioned that they would like to discuss. Mr. West asked to go to 6.1.7, stating, "Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible" he feels this statement should be removed. Director Henley said that would be one of the items where someone would say, "I have to put it here because there is no other option. He said that this Commission is the umpire if that is a valid reason. Ms. Bray recommended giving as much leeway as possible and reviewing case-by-case. Ms. Wesson agreed and said there needs to be some discretion so that homeowners are encouraged to use these standards and guidelines. She said it would be a case-by-case review by the Commission to determine how to proceed. Director Henley said that when the cases are brought to the Commission, it does not have to be a yes or a no. He said alternatives could be suggested as well. Ms. Wesson said it would be like a compromise. Mr. Herring said the standards should be more "protective than restrictive."

Chairman Drew noted that Beaufort's roof standards stated in 6.1.3, "New roofing materials should be compatible with either the existing or original roofing material. Match the historical material as closely as possible in color, shape, size, and texture." He questioned if the Commission was good with that language for Southport. He asked if Southport was going to keep that restriction or remove that. Ms. Graves said it does state "closely as possible." Chairman Drew said with metal, there are many colors. He is concerned that this could inhibit the historic character of the City. Mr. Herring said there were not many options back then and wasn't sure if changing the language regarding roof color would be necessary. There was a lot of discussion on the color of the roofs. Most thought it would be best to stay in the character of the City and keep it closest to the color of the scheme, that it is. Some members preferred the tin roof with the white trusses. Planner Meehan said that the Beaufort guidelines do not restrict the color of the roof, but it states to keep the existing color matched as closely as possible.

Chair Drew asked if there was any more discussion on roof design standards. Director Henley said that he would go over the points of concern and work on drafting language that would somewhat resemble Beaufort's standards.

The next review was on wood siding trim and ornaments. As stated in Beaufort's guidelines is to "seek to maintain the district's character by requiring the preservation of the existing historic wood siding and trim elements and ensuring that true wood siding and trim (not particle board, Masonite, or pressed wood products) are used on all restorations and rehabilitations unless there is an overwhelming reason to do otherwise. The HPC recommends taking precautions to ensure the longevity of any new replacement materials: select wood with natural rot-resisting qualities for replacements, such as cypress, slow-growth pine, juniper, or redwood. Treat all replacement wood with proven chemical preservatives such as Borates or Woodlife to provide additional protection. Prime and caulk all saw cuts and end-grain joints to prevent moisture from entering the wood."

Mr. Herring noted that the language does not include hardy wood siding. Mr. Henley said that the review is currently focused on existing standards, not the reconstructions of Beaufort's standards.

Wood Siding, Trim, and Ornament Guidelines

6.2.1. Preserve and maintain existing original wood siding, trim, ornamentation, and other wood decorative elements.

6.2.2. Preserve and repair existing wood elements wherever possible. Use preservation techniques that encourage repair (such as epoxies, splicing, and patching where applicable) rather than wholesale replacement.

6.2.3. Replace historic wood elements only where the original is too deteriorated to repair. If replacement is necessary, use new replacement wood that matches the original as closely as possible in all properties: shape, profile, texture, and details. The deteriorated or damaged condition should be documented. Replacement of these features in kind and according to the guidelines does not normally require a COA.

6.2.4. If a portion of a historic wall is deteriorated beyond repair, replace only the damaged portion. In other words, a damaged portion of a wall does not provide an excuse for wholesale replacement

Director Henley said that this would not require a Certificate of Appropriateness. He explained that this requires vigilance to be aware of any changes occurring in the Historic Residential District. He said there would need to be documentation of the changes, such as photos of the before, current, or post. He said researching Google Photos could help review the house's appearance before the reconstruction. Knowing that he owns a historic home, Mr. Herring asked Mr. Pukenas how he would like to see the language for wood siding, trim, and ornament guidelines proceed. Mr. Pukenas stated that he tries to keep the guidelines in these standards as close to the original house as possible and does not disagree with this language as long as it is in the house's character.

6.2.5. Prepare surfaces for painting using the gentlest means possible. Low-pressure power washing should be used only after a test panel of washing has been performed by the contractor and reviewed by the owner for excessive damage. Sandblasting and high-pressure water blasting are not appropriate treatments.

6.2.6. Avoid stripping paint with the object of staining it or leaving it unfinished for a supposedly "natural" appearance when such an appearance cannot be historically documented.

6.2.7. Avoid replacing clapboard siding with shingle siding (or vice versa) or replacing clapboard siding with siding of a different width or profile, particularly if the later siding has gained historical significance in its own right.

Mr. Henley said that eluded to don't go to constructing different roof patterns that defer greatly from the original.

6.2.8. It is not appropriate to compromise the architectural integrity of a building by introducing or removing siding, trim, or other decorative features or by concealing or removing decorative details such as cornices, corner boards, or brackets.

6.2.9. The use of imitation or pressed wood, vinyl, or aluminum siding is not permitted.

Mr. McGee said that he believes that standard could apply to more options. He said technology has progressed since this standard was written. He said that many composite materials are available that would up better than pressed wood. He said with composite materials, you can get it stable to match the color and the textures. He said these materials last longer and are more environmentally friendly. Mr. Herring said that he did not have a problem with that as long as it did not affect the look of the house. Mr. Bray questioned how to word why vinyl and aluminum are permitted but not wood.

Mr. Henley pointed to this next standard for Beaufort as similar to the language that would explain. Mr. McGee recommended adding language that would offer some options as an alternative that will keep with the house's character. Mr. Henley said the most important thing is making it simple and easy for people to understand and use.

6.2.10. The HPC may allow the replacement of the existing substitute siding with new substitute siding (such as cement fiber siding) if the proposed replacement will be more in keeping with the structure's original appearance. Substitute siding with the simulated wood grain will not be permitted.

6.2.11. The use of fiber cement siding may be approved for new structures, non-historic structures, and additions to historic structures not visible from public streets or waterways.

6.2.12. Avoid removing or replacing such features as cornices, brackets, pilasters, door and window moldings, pediments, medallions, dentil and modillion molding, corner boards, and other character-defining architectural trim, particularly from the principal façade.

6.2.13. Do not use trim salvaged from another building or buildings or stock trim to avoid creating a false historical appearance. Likewise, avoid moving or rearranging existing trim to another part of a building without historical evidence to back this up. Do not use stock trim when the original trim can be replicated.

6.2.14. Blown insulation should be placed in a house not to disturb the siding.

Substitute Wood Siding Policy

Mr. Henley said this is the overview of Beaufort's elements. Southport will be revised to accommodate the elements of our environment

"The elements of the coastal environment have always been harsh on wood siding, and as a result, a number of substitute materials have been developed. Some of these new materials may be appropriate for use on houses in the historic district depending on the position of the new siding in relation to the street. Any substitute material siding must have surface texture, surface reflectivity, and wood finish. Using vinyl, aluminum, and pressed wood as cosmetic cladding is inappropriate. The use of fiber cement siding may be approved for new structures, non-historic structures, and additions to historic structures not visible from public streets or waterways. When fiber cement is used, it must have the smooth side out and have the same size exposure as the siding in the rest of the building. Fiber cement siding may be used in areas prone to excessive rotting. In the case of structures that are presently covered with vinyl, aluminum, and pressed wood cosmetic cladding, the HPC may allow for a change to another substitute siding (such as fiber cement siding) if the proposed new siding is more in keeping with the original appearance of the structure or the character of the district. 1. The appearance, surface textures, details, and other key visual characteristics of most substitute sidings

are inappropriate in the historic district. 2. Vinyl, Aluminum, and Pressed wood shall not be used to cover or replace wood siding or brick structures that contribute to the character of the Historic District or on new structures."

Brickwork and Masonry

Director Henley asked how many brick homes are in the historic residential area. Members said that there were a few. Mr. Henley said that brick would come up much more in the Central Business District. He explained that this section would need a lot of consideration, especially with the brick bonds. Mr. Herring asked if bricks could be fixed when they start to powder or decay. Mr. McGee said that it's salt effervescence that gets into the brick and leeches in. Mr. McGee said that it would have to be reviewed case-by-case. Chair Drew said it could be restored because it was done at Fort Johnson. Mr. McGee said this must be checked regularly to prevent major degradation.

Director Henley read the Statement from Beaufort's Guideline Standards.

Typically, the brick chimneys on Beaufort's earliest homes were built outside each gable end and are one of the houses' most distinctive features. Chimneys on later homes were built inside the name of the house at the gable ends or closer to the center of the house. Gothic Revival and Queen Anne-style chimneys usually had stacks with decorative brick corbelling.

Repairs to historic brickwork and stone must be made with great care using materials compatible with the original elements. The district has many fine 18th and 19th-century exterior chimneys that deserve careful maintenance and restoration. The process of repointing deteriorated mortar joints is especially critical for these elements and should be performed only by a skilled artisan. The old or loose mortar should be removed or raked out by hand, so the historic bricks are not damaged. The new mortar should match the original in color and compressive strength, so a bedding of hard cement does not damage the soft historic bricks. When repointing, the mortar must be applied with great care so as not to smear mortar on the face of the bricks.

Brickwork and Masonry Guidelines

6.3.1. Retain and preserve historic brick and masonry elements, including walls, chimneys, foundations, and retaining walls. Preserve masonry elements that are character-defining features of the building or property.

6.3.2. repair and restore historic masonry elements rather than replace them. Remove vegetation and vines from masonry to prevent structural or moisture damage.

6.3.3. Clean historic masonry only with low-pressure water washing and mild detergents formulated for the specific application. Use chemical cleaners formulated for historic masonry only if water and detergent cleaners are not effective

6.3.4. Sandblasting, high-pressure water blasting, and other abrasive cleaning methods that may damage historic masonry are inappropriate in the historic district.

6.3.5. Water-repellant sealers are generally inappropriate because they may trap moisture, causing deterioration or discoloration.

6.3.6. For repointing, use only mortars compatible with historic mortars in color, strength, and joint finish or surface tooling. Maintain the historic joint width, joint profile, and bond patterns when making repairs. Modern mortars may cause damage to older, softer brick.

6.3.7. Use only hand tools to remove deteriorated mortar joints under the direction of a skilled mason. Do not use power tools or saws to remove mortar joints.

6.3.8. When replacing damaged brick or stone, use replacements that match the original units as closely as possible.

6.3.9. Avoid painting masonry surfaces that were not painted historically. When painting masonry that has been previously painted, use acrylic latex paints for the best durability.

It was the consensus of the Board to keep this language in the draft.

Windows and Doors Characteristics

Windows and doors, with their great variety of shapes and sizes, are among the principal architectural features of a building's exterior wall surfaces. Their design and placement help establish the rhythm, proportion, and scale of the building's elevations. Windows are also one of the most readily identifiable features of a particular architectural style or period. For example, lancet arch windows define the Gothic Revival style, while double-hung sash with diamond-pane lights is a Queen Anne style hallmark.

Windows also reflect changes in technology. Most historic windows in Beaufort are wood and are comprised of double-hung sash, with either one or both of the window's sashes open by sliding up or down. Usually, the earlier the window, the smaller and more numerous the panes of glass in the sash. Georgian-period windows can have up to twelve lights on each sash and be typically made of heart pine with pegged mortise-and-tenon corner joints and distinctive wavy or irregular hand-blown glass panes. By the late 19th century, technological advances in glass produced windows with two and, eventually, only a single pane of glass in each sash. Leaded and stained glass windows also became popular at that time. Mid- and late-20th-century residential design called for a much larger glass-to-wall ratio than previously common and used such features as sliding glass doors and a large picture or plate glass windows.

Doors, too, help define a building's style and construction period. Before the Civil War, most doors in Beaufort were pegged together and consisted of four or six raised panels separated by stiles and rails. The Greek Revival style introduced transoms and sidelights around the principal entrance door. Later in the 19th century, doors acquired applied ornamentation, leaded or etched glass lights, wood varnishes, and other treatments. The historical features that accent windows and doors, such as brackets and hoods, pilasters, moldings, blinds, awnings, panels, sidelights, fanlights, transoms, and hardware, are all significant in their own right and contribute to the overall appearance of the building.

Because windows and doors play an important role in the overall appearance of both old and new buildings, they deserve special attention in all restoration and rehabilitation projects, as well as in additions and new construction. Historical research, including photographic research, is an essential component of any rehabilitation plan involving renovating or replacing windows and doors. One common mistake is to redo windows so they are all the same size and shape; examining historic photographs illustrates this approach's inappropriateness.

Storm Windows and Doors

Old windows are often labeled as energy inefficient. Careful caulking and weather-stripping can be used to make windows more energy efficient. To supplement these measures, storm windows can be used to improve the energy efficiency of historic windows and can be mounted on the exterior or interior. The latter is preferred and does not require HPC approval. Exterior storm windows may detract from the appearance of windows with leaded glass or faceted frames.

Mr. Henley noted that it does not state that a COA can not be issued for having exterior storm windows or doors. Mr. McGee said that the Board would need to devise a way to approach this standard.

The consensus was that more review would be needed for the standards and guidelines for windows and doors.

Screens, Shutters (Blinds), and Awnings

6.4.1. Retain and preserve historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, trim, and moldings. Documented restoration is allowable.

6.4.2. Repair historic windows and doors where possible, rather than replacing entire window or door units. Use techniques such as wood epoxies and wood patches to repair and strengthen deteriorated wood elements. Replace only those elements that cannot be repaired. Reproduction glass is desirable but not required.

6.4.3. Use replacement windows and doors that match the historical elements as closely as possible. Wood windows should be replaced with wood windows. If replacement windows or doors are required, consider first replacing only the deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions, materials, and detailing as closely as possible.

6.4.5. replacement of historic windows and doors for the sole purpose of improved thermal performance is not appropriate. Wood or appropriately painted metal storm windows and doors should be used.

6.4.6. Tinted glass is inappropriate in the historic district in any area visible from public view. Energy-saving or "low-E" glass may be used only if it is not tinted.

6.4.7. New windows must match the original overall size and opening area and have three-dimensional muntins with true divided lights (TDL) or three-dimensional grilles on both the interior and exterior sides (SDL). Snap-in grilles or grilles between the glass are not appropriate for windows visible from public view.

6.4.8. Use storm doors to improve energy efficiency where needed. New storm doors should be compatible with the original exterior doors and with the style and period of the structure. Wood storm doors of the full view or large single-pane type are most appropriate because they do not obscure the original doors. Louvered wood doors are also appropriate. Storm doors should be the full-view type and have a paint finish in a color that is compatible with the colors of the structure. The standard "colonial" type storm door with scalloped trim and the cross-buck bottom half is prohibited. Wood screen doors should be appropriate for the period and style of the structure.

6.4.9. Preserve and repair original or historic shutters. It is appropriate to add louvered shutters to a historic structure if there is evidence that it once had blinds. All shutters shall be installed to fit the window frame opening if closed and shall be of correct proportions for each window. Blinds shall be provided with operable hardware with hinges, pintles, and holdbacks in the appropriate positions. Shutters may be operable or fixed. Shutters made of synthetic or substitute materials that duplicate wood's look, appearance, and patina may be allowed. They should not be nailed or screwed onto the building surface.

6.4.10. New window and door openings shall not alter the historic character of the building or cause damage to historic materials or other significant architectural features. They must be detailed and sized to be compatible with the existing structure.

6.4.11. Avoid the placement of metal awnings over windows and doors. Fabric awnings may be used if the house originally or historically had them. Install awnings so that they do not conceal architectural features or damage historic building fabric. Choose colors and patterns that harmonize with the building and do not compete with it.

Mr. McGee noted that Beaufort was addressing many issues in the Community. He said it was not a bad place to start with direction on standards and guidelines for Southport's Residential Historic District, but Southport does not have all these problems.

Porches and Entrances

Characteristics

Porches are the defining feature of Beaufort's historic architecture. According to the Beaufort National Register Nomination, "there is scarcely a house to be found without a porch" in the town. Of all North Carolina's coastal port towns, "only in Beaufort is nearly every streetscape a porch scape." With porches playing an important role in the town's architecture, they must be regarded as a town treasure to be maintained and preserved. In their many forms and variations, porches define much of the architectural character of the residential streets.

The Board liked the language but just the City from Beaufort to Southport. Director Henley mentioned this statement. Note: North Carolina's building code requires a 36" handrail when the porch height is 32" above ground level. However, existing handrails in the Beaufort historic district are typically less than 36" high. New construction requires the current 36" height.

Porches and Entrances Guidelines

6.5.1. Retain and preserve historic porches, entrances, and doorways, including related features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character-defining elements.

6.5.2. Repair, rather than replace, historic porch and entrance elements, wherever feasible. Use repair techniques that preserve historical material, including patching, epoxy repair, reinforcing, or splicing new wood in place of deteriorated sections. Replacement elements should match the original in size, shape, pattern, color, and texture.

6.5.3. Use appropriate materials in the repair and restoration of historic porches. Naturally, rot-resistant or treated wood will be most durable for exposed elements such as railings, steps, flooring,

and floor framing. The use of pressure-treated wood is appropriate when painted within six months. The use of substitute material that duplicates the look and patina, and architectural detail is allowed.

6.5.4. The enclosure or other alteration of original or historic front porches is inappropriate in the historic district. The enclosure of porches at the rear or other areas not seen from the public view is appropriate if the enclosure is designed and constructed to preserve the historic character and features of the porch.

6.5.5. Covering a porch with non-historic material such as vinyl or metal siding or "winterizing" a screened porch by permanently attaching plastic sheeting is prohibited.

6.5.6. Using indoor-outdoor carpeting to weatherproof a porch floor is not permitted.

6.5.7. Use architectural details and ornamentation that are compatible with the style, period and detailing of the porch and structure. Such features as new metal columns, wrought iron posts, over-scaled columns with elaborate capitals, and metal or plastic balustrades are not allowed. Creating a false historical appearance, such as adding Victorian ornament to a plain early 20th-century porch, is inappropriate.

6.5.8. Removing a porch that is not repairable and not replacing it or replacing it with a new porch that does not convey the same visual appearance on contributing historical properties is not permitted.

6.5.9. Reconstruct missing porches or porch details based on accurately documenting such features. Such documentation may include evidence found on the subject building, historical photographs, or compatible details found on another porch in the district of the same period and general style. The owner shall provide the Commission with such documentation in the application for a Certificate of Appropriateness.

6.5.10. It is not appropriate to add new porches, entrances, or balconies to primary elevations or other building areas seen from the public view if none existed historically.

Mr. Henley said that Beaufort's standards and guidelines for the historic residential district are the most detailed in the outlined of the complete characteristics. He asked for feedback from the Board on what direction they would like to take on drafting the language before the next meeting. He recommended continuing to review the guidelines for Beaufort. He hopes to be able to review the new construction guidelines in residential at the next meeting.

Chair Drew commented that before each section in the Beaufort guidelines, they briefly summarize the town's history. He asked if this would be something that Southport's standards could include. Director Henley said that would be an aspiration and would probably not be as much detail. Chair Drew said he thinks that it is important to help educate the public on how and why the City is working on protecting and preserving history.

Mr. McGee thought that perhaps after the language is drafted, a consultant could review the process and the language and give advice or recommendations on things that could be revised. Chair Drew asked if the Staff would draft the language as the Board addressed the questions and concerns.

Director Henley said that Staff is working on the draft, which will be presented to the Commission when it becomes available.

Ms. Graves asked if a house was purchased in 1980 do they have to keep a certain percentage of the homes before it is repaired? Director Henley said that Staff is working on that. He said the goal is to prevent people from tearing down the houses. Ms. Graves, the guidelines must be in place soon before the structures are too damaged or costly to repair. Mr. Henley agreed and said that this needs to be addressed quickly, and the City must deem it a valuable asset. The goal is to hinder and not hamper.

Mr. Pukenas recommended having the City Attorney review the language to ensure it is appropriate and legal. Mr. Henley said that absolutely the attorney would be involved in the process.

I. **New Business:**

J. **Other Business:**

Chair Drew questioned if the Historic Downtown Planner was approved in the proposed City Budget. Mr. Henley said that the Board is currently still working on the budget and is reviewing this position.

K. **Announcements:**

Chair Drew reminded everyone that the regular Historic Preservation Commission will be on June 7.

There was no further business. A Motion was made to return Ms. Bray and Mr. West to their alternate positions by Mr. Pukenas and seconded by Me. Herring. ***Unanimous vote; Motion carried.***

Mr. Pukenas made a Motion to adjourn the meeting and seconded by Ms. Wesson.
Unanimous vote; Motion carried.

Meeting was adjourned at 3:25 p.m.

Tanya Shannon, Deputy Clerk

Charles Drew, Chairman



**Board of Adjustment Minutes
Indian Trail Meeting Hall,
113 W. Moore St.
April 25, 2023, 4:30 P.M.**

Present: Pete Haislip, Jason Robbins, Amy Aycok, Josh Cline McGee, Loten Masker, and Kate Seigler

Absent: Harley Lemons

Board Liaison: Alderman Tom Lombardi

Staff Present: Tanya Shannon, Deputy Clerk
Travis Henley, Director of Development Services
Maureen Meehan, City Planner

Others Present: Richard Tilyard and Amy Templeton (property owners 606 N. Lord St) and John Christian Draughn (Northstar Custom Works Inc.)

A. Call to order by Chairman Pete Haislip at 4:30 p.m.

*Mr. McGee motioned to move Loten Masker into the meeting as a full-voting member in the absence of Mr. Lemons. Mr. Robbins seconded the motion. **Unanimous vote; Motion carried.***

B. Chairman Haislip led the Pledge of Allegiance.

C. Mr. Haislip explained the quasi-judicial procedure, what type of evidence is being considered, and what it means to have standing.

D. Chairman Haislip opened the Public Hearing at 4:42 p.m. and swore in City Planner Mo Meehan and Development Services Director Travis Henley.

Business:

1. **Special Use Permit Application (SUP-23-01 Northstar Custom Works Inc.)**

City Planner Meehan explained the Special Use Permit Proposal. She said Northstar Custom Works, Inc., the applicant for John Christian Draughn, the owner, is requesting approval to convert a portion of an existing detached garage into an accessory dwelling unit. The property is located at 301 Yaupon Dr. This is a .33-acre lot within the City's Extraterritorial Jurisdiction and zoned R-20. It should be noted that this is a nonconforming lot size for the R-20 zoning district. The proposed accessory dwelling unit will be located within an existing detached garage on the property. The structure will not be expanded up or out. The total square footage of the garage is approximately 740 SF, and the proposed dwelling unit will be 417 SF, leaving approximately 323 SF for garage storage. The unit will include two bedrooms, a full bathroom, a kitchen, and a living area. Parking is provided on the existing driveway.

There are no other accessory dwellings on site, it will remain in the same ownership as the principal home, and the square footage is less than 800 SF. The applicant is requesting approval for a special use permit to convert a portion of an existing garage to an accessory dwelling unit. Staff finds that the application is complete and the applicant has met all the

standards for a residential accessory dwelling unit.

Mr. Robbins asked how many parking spaces would be required for the accessory and primary dwellings. Ms. Meehan said 2 for each is required, and they have met those requirements. Mr. Masker asked if it matters if half the driveway is on the public right of way and that half the driveway is on the property. Ms. Meehan said the driveway includes the parking area, and a driveway is allowed in the right of way.

Mr. Haislip swore in the applicant, Mr. Christian Draughn. He thanked the Board for their consideration. He said the accessory dwelling would be for his father, who is excited to move to Southport. Ms. Siegler asked if a septic system was used or on the city sewer. Mr. Draughn said the primary and the accessory structures are on city water and sewer. Mr. McGee asked what year the house was built. Mr. Draughn said 1984. Ms. Siegler asked if the garage was built at the same time. Mr. Draughn said three years after. Ms. Siegler asked if all the surrounding property owners had been notified. Ms. Meehan said that they were notified. Mr. Robbins asked if there was any feedback. Ms. Meehan said some people contacted her out of curiosity but with no concerns.

There were no further questions or comments. Chair Haislip closed the Public Hearing at 4:45 p.m. The Board of Adjustment shall approve, modify, or deny the application for a special use permit. In approving a special use permit, the Board of Adjustment, with due regard to the nature and state of all adjacent structures and uses in the district, shall make findings that the following motions will be fulfilled.

1. *Ms. Siegler made a Motion that the use will not materially endanger the public health, safety, or general welfare if located where proposed and developed according to the plans as submitted and approved. Ms. Aycock seconded the motion. **Unanimous vote; Motion carried.***
 2. *A Motion was made by Mr. McGee that the use meets all required conditions and specifications. Ms. Siegler seconded the motion. **Unanimous vote; Motion carried.***
 3. *A Motion was made by Mr. Robbins that the use will not affect the use or any physical attribute of adjoining or abutting property or that the use is a public necessity. Mr. McGee seconded the motion. **Unanimous vote; Motion carried.***
 4. *Ms. Siegler made a Motion that the location and character of the use if developed according to the plan as submitted and approved, will be in harmony with the area where it is to be located and in general conformity with the City of Southport Comprehensive Plan. Mr. Masker seconded the motion. **Unanimous vote; Motion carried.***
 5. *A Motion was made by Mr. McGee that based on the finding of fact and the evidence presented, The Board of Adjustment recommends approval of the Special Use Application with the condition that it will comply with the UDO and will not be used as a short-term rental. Ms. Siegler seconded the motion. **Unanimous vote; Motion carried.***
2. **Variance Request (V-23-01 Richard Tilyard)**

Chairman Haislip stated that all evidence and testimony heard are substantive and competent in nature. He said each is decided on a case-by-case basis. The decision must be based on the specific site and the owner or other locations they may own. He explained that The Board of Adjustment is to look at the circumstances of the property, not the circumstance of the property owner. Chairman Haislip read the Variance Procedure and the four standards that must be met when deciding a Variance request.

Planner Meehan gave an overview of the application. She explained that Richard Tilyard, applicant and owner, requests a variance for relief from the Southport Unified Development Ordinance standards. The applicant is requesting a reduction of the minimum side yard setback. The property is located at 606 N. Lord St. She explained that Multi-Family (MF) zoning districts require a minimum lot size of 13,750 SF minimum lot width of 100 linear feet. Minimum setbacks are Front – 25', Sides – 8', and Rear – 20'. The subject property is a nonconforming lot of record with an area of 11,516.24 square feet and a 44' lot width on N Lord Street. This variance request is for consideration of reducing the minimum side yard setback from 8' to 7' on the south-facing side yard setback. The request for this reduction is due to an existing structure on the site.

Ms. Meehan gave the case history. The applicant applied for a building permit on July 22, 2022, for a single-family home. Zoning and Development Approval was granted on November 5, 2021. The approved site plan attached shows a 7' by 1' cantilever on the side of the house, with an 8' side setback for that portion of the house. The rest of the south-facing house has a 9' side setback. All other setbacks were met on the site plan. During the home's construction, the homeowners decided that the subject cantilevered portion of the dining room would be more functional with another foot of space. The applicant emailed the building inspector on March 21, 2022, asking if they could expand the 'bump out' another foot toward the setback and another foot toward the front door. Emails between the applicant and building inspector document that the approval was strictly structural and did not include approval for encroachment into the side yard setback. The applicant did not get dimensional approval from the Planner. The change from an 8' setback to a 7' setback was not found until Planning Approval for the final as-built survey was requested on January 19, 2023. The options for resolution of this encroachment, as presented to the applicant by Staff upon discovery of the setback violation, were to 1) rebuild the cantilevered section to meet the site plan and side yard setbacks or 2) apply for a variance and see if there was evidence to grant the reduction of the south facing side yard setback.

Mr. Robbins asked if there was still integrity in the structure. Ms. Meehan said that the structure still has integrity and was built with the required specifications. Mr. Robbins asked if the only options were to approve the variance or tear it down. Ms. Meehan that was that was correct. Or they could amend the code, but that could take months and could be denied. Mr. Robbins clarified that the applicants owned the adjacent property and asked why they could not move the lot line. Director Henley said then that would make that a more nonconforming lot and would be in compliance with the UDO. Mr. Robbins stated that he understands that the request is for a variance, but he feels that the spirit of the mission is to find the simplest way to address the issue versus the complications of a variance.

Chairman Haislip asked if it would be the prevue of the Board to look at other options for compliance instead of complicity in looking at just the facts given for approval/denial of a variance. Director Henley said that if the Board would like to explore other options, that would be a right. He said the request could be tabled to review alternatives to a variance. Mr. Henley said that dealing with nonconforming lots is a challenge because, in addition to lot size, width is also a dimensional standard. Mr. McGee said from Mr. Henley's point of view that the adjacent lot is also non-conforming, and the majority of the lots downtown are nonconforming.

Mr. Masker asked if there was a Certificate of Occupancy currently. Ms. Meehan said that there is a temporary CO. Mr. Masker recommended hearing from the applicant. Chairman Haislip swore in Mr. Richard Tilyard. He said that an email was sent to the City before the building when he knew there was a change in the plan. He said he was surprised to be here because he thought it was okay to proceed. Mr. Tilyard said that he found out later that he was talking to the Building Inspector instead of Zoning Staff. In the email, he mentioned the distance between the house and the property line. Mr. Haislip asked if the Inspector gave any

approval in the email. Mr. Tilyard said no. Mr. Haislip said that he had reviewed the email and had not seen any documentation for the approval. Mr. Tilyard read the email that was sent with a request to change the plan. Mr. Haislip asked how he came to the conclusion that the setback reduction was approved. Mr. Tilyard said that he assumed the Inspector was okay with the change through the conversation. Mr. Haislip said the emails were strictly conversations about the structure. Mr. Haislip asked if he was aware of the setback requirements. Mr. Tilyard said that he was aware there was some limit to it. Mr. Haislip asked if the contractor submitted the plans. Mr. Tilyard said that the contractor submitted the plans. Mr. McGee asked who the contractor was, and Mr. Tilyard said it was Doug Keech with William Douglas Homes. Mr. McGee asked if it was possible that the 29-inch back standard was just a structural discussion. Chair Haislip confirmed with the applicant that there was no approval in the email for the change in the setbacks. Mr. Masker asked Mr. Tilyard if the conversation was about the bump out, MR. Tilyard said that he believed it was. Ms. Siegler asked if it was the Board's position to determine reasonable reliance on the communication in the emails. Chairman Haislip asked to hear from the Building Inspector.

Building Inspector Kiley Barefoot was sworn in by Chairman Haislip. Mr. Barefoot stated that the context of the emails was completely structurally related and also in conversation with the contractor. Mr. Robbins asked if, in the email, there was ever any discussion on the setbacks. Mr. Barefoot said no. Mr. Masker, if he had communicated with the contractors or the builders about changing the setback. Mr. Barefoot said that he did not and that he would be directed to the Planning and Zoning Department. Ms. Siegler asked if anyone in the Planning Department had discussed the setback changes before applying for the variance. Director Henley said that the Planning and Zoning Department was never contacted. Ms. Siegler asked Mr. Tilyard, who instructed him to contact the Building Inspector. Mr. Tilyard responded that he had been asking the Building Inspector various questions regarding structural dimensions and standards.

Mr. McGee noted that the former City Planner, Thomas Lloyd approved the original site plan. But when it was decided to change the plan, the new Planning and Zoning staff were unaware of the proposed changes. The Building Inspector does not have the authority to approve changes to the plan. He would direct those changes to the Planning and Zoning Department. Mr. Haislip asked if there was any record of Mr. Lloyd approving the change. Ms. Meehan said there was not. There were no further questions for the Building Inspector.

Mr. McGee asked if the surveyor had posted iron pins at the lot or any markings to delineate the lot lines. Mr. Tilyard said that only a silt fence was put down after the survey. Mr. Tilyard said there was a survey for the plans that showed 8' to the main wall of the house, so he assumed that there were already 7' with the planned bump out. Mr. Haislip asked if the builder was in contact with the Building Inspector. Tilyard said that the builder contacted the Building Inspector for permits and inspections. Mr. Tilyard said that he would contact the Inspector with the proposed change, and then if the change is approved, he would reply to the builder. Director Henley noted that when the zoning was discussed and approved four months later, the conversation was between the Planner at the time Mr. Lloyd and the builder Mr. Keech.

Mr. McGee asked if the property was zoned in MF. Ms. Meehan stated that it was. He questioned if it was allowed to reduce the rear and side yard setbacks in MF. Ms. Meehan said no, but the UDO has an exception for nonconforming lots that will allow the reduction of setbacks with the same fractions of the difference of the lot size required in R-10 zoned lots. Mr. McGee asked Ms. Meehan to observe the listed zoning on the original survey. Ms. Meehan said it shows R1. Mr. McGee said that at the top of the page, it states setbacks for R10. He asked Ms. Meehan to state what it reads below that. And she said that it states setbacks for nonconforming lots. Mr. McGee stated that the survey was incorrect and had the wrong zoning. He said that if looking at this survey, it stated that the setback could be reduced if on a nonconforming lot. Director Henley noted that if the property were zoned R10, it would

not be nonconforming. However, it is incorrectly zoned and should be zoned MF. Mr. McGee said that if the homeowner is looking at this survey, they would assume they would be able to reduce the setback according to what the survey reads. Mr. Robbins concurred that the process began with an incorrect survey that received a permit for construction. Director Henley noted that the previous planning review should have caught them. Chairman Haislip asked if this information would accurately review what Mr. McGee was saying. Director Henley said that if proportionality is not the traditional way of planning, it is done, but Southport is very unique. Applying the percentage reduction to MF and all that Mr. McGee said would be a true statement. Mr. Haislip asked if this could be applied to this situation. Mr. Henley said it could not and would not be in accordance with the current UDO. The Board could decide if a variance is warranted.

Mr. McGee said that this would raise a reasonable doubt issue. Ms. Siegler concurred that it would be reasonable reliance and raise questions about the finding of facts. Mr. Robbins asked what the surrounding zoning was. Ms. Meehan said it is surrounded by primary MF, and the other side is BD. Mr. Robbins questioned if the property could be rezoned to R10 to achieve the setback reduction. Mr. Henley said that if rezoned to R10, it would become a conforming lot, so the setback reduction would not be on the table because it is not smaller than 10,000 SF. The setback reduction is specifically related to size.

Ms. Amy Templeton, applicant, and co-owner, had a question and was sworn in by Chairman Haislip. She wanted to clarify if the property was changed to R10 and how that would become a conforming lot. Mr. Henley explained the way the UDO reads gives specific setback reductions on nonconforming lots in R10.

Mr. McGee noted that the applicant owns 606 and 604 N. Lord St., and why could they not just combine both lots and move the lot line? Mr. Henley said if there was a way to ensure that non-conformities were not increased on either lot, then that could be done. He said it is like throwing a lot of spaghetti at the wall and seeing if it will stick.

Mr. Haislip asked Staff if there was a way to table the request, gather more information, and review other options. Mr. Robbins stated that a variance is a very tough standard to meet, and he said that if there were a way to reach that line by moving an inch here and an inch there, each lot would have the same amount essentially but just in a different shape. He said this would be the simplest solution without asking the question and not getting the same desire. Ms. Meehan said that surveyors were contacted and could not come up with a solution that could satisfy the situation. However, Mr. Henley said that to be fair to the applicant, Staff could review other possibilities and present them back to the Board.

Mr. Robbins said that in line with reasonable reliance, there is a point to be made with the professional surveyor who was directly involved with a significant error on the survey that could have prevented the applicant from resubmitting.

It was the consensus of the Board to table the variance request until more information could be reviewed. Mr. Robbins asked the applicant if they would be willing to table the variance request so that other options could be determined.

Mr. Robbins made a Motion to Table the Variance Request until the applicant and City Staff can get more information to address whether there is a survey-based solution that does not require a variance. Ms. Siegler seconded the motion.

Unanimous vote; Motion carried.

E. Approval of Minutes

Mr. Robbins motioned to approve the Board of Adjustment minutes from March 28, 2023 and was seconded by Ms. Aycock. ***Unanimous Vote; Motion Carried.***

F. Update of Board of Adjustment Ordinance Amendment

Director Henley reminded the Board to review the Memo the City Clerk Dorothy Dutton had sent regarding the proposed amendment. He said it has not been adopted yet and the Board of Aldermen will discuss it more at their next workshop. He said to contact him if there are any questions and that the Board of Adjustment will not act on this matter.

There was no further business, so a Motion was made to return Mr. Masker back to his City Alternate position by Ms. Aycock and second by Mr. Robbins.

Unanimous vote; Motion carried.

G. Motion to Adjourn by Ms. Siegler and seconded by Mr. Robbins.

Unanimous vote; Motion carried.

Adjournment 6:23 p.m.

Tanya Shannon, Deputy Clerk

Pete Haislip, Vice-Chairman

Animal Protective Services Department

Kate Marshall

910-477-1486

kmarshall@cityofsouthport.com

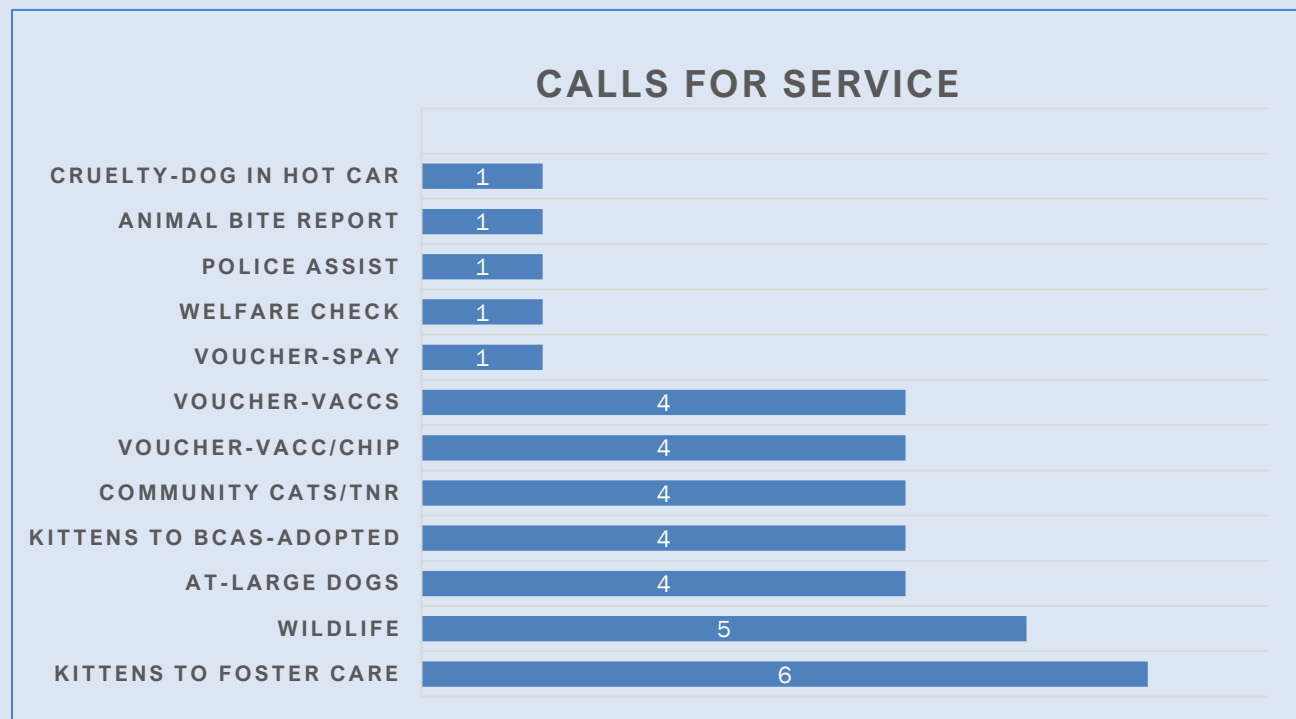


MAY 2023 MONTHLY REPORT

ANIMAL PROTECTIVE SERVICES

DOCUPET PET LICENSES: 16	YEAR TO DATE: 81 (+30 OVER 2022)
ANIMAL BITES: 0	YEAR TO DATE: 2

VIOLATIONS/CALLS FOR SERVICE



LEGISLATION - PENDING

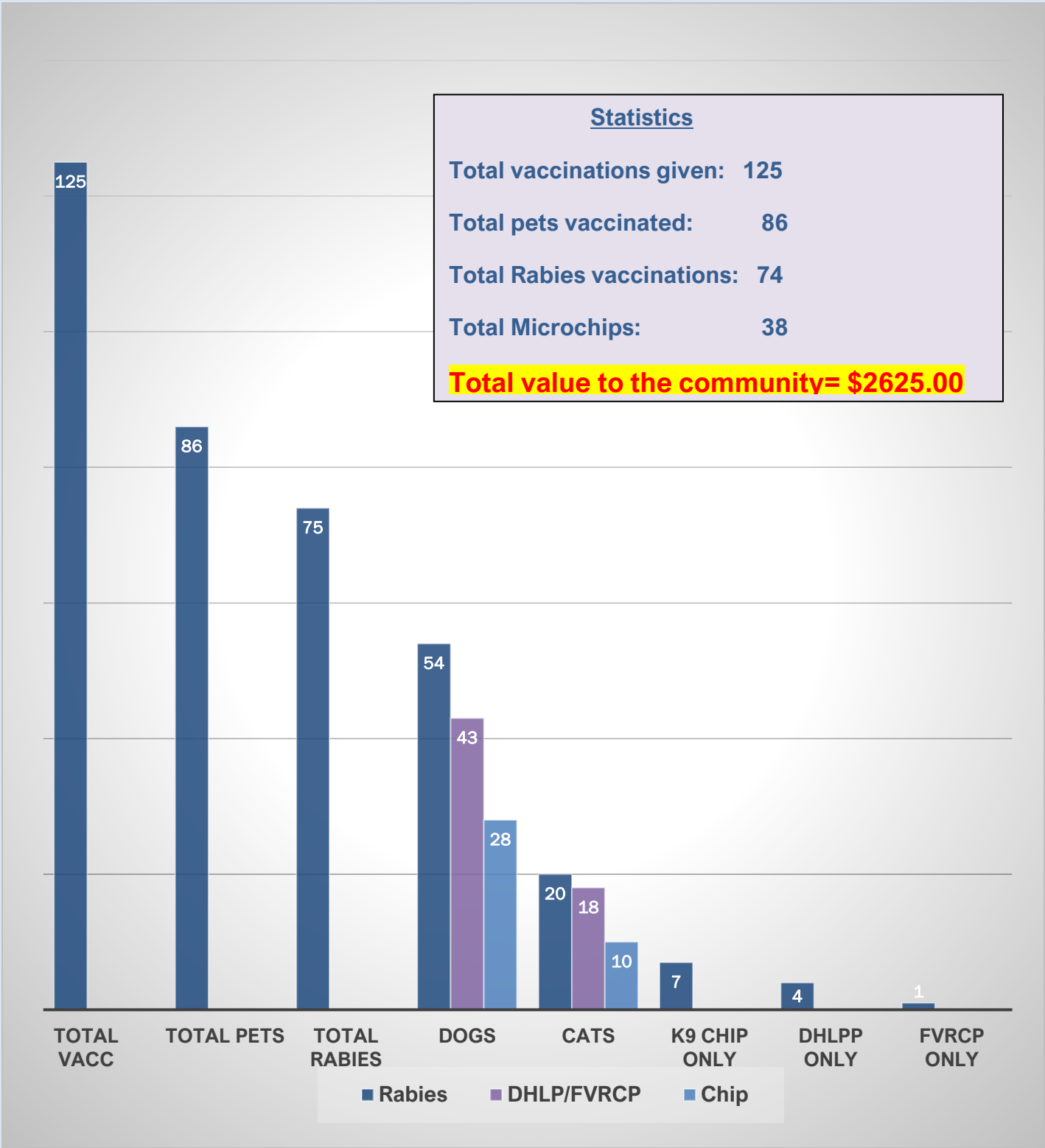
NC HOUSE BILL 600: Passed House May 4th. Bills propose allowing healthy cats impounded at an animal shelter without discernible indicia of ownership to be sterilized, ear-tipped, vaccinated and returned to the location where trapped with no 72-hour minimum holding requirement

EVENTS



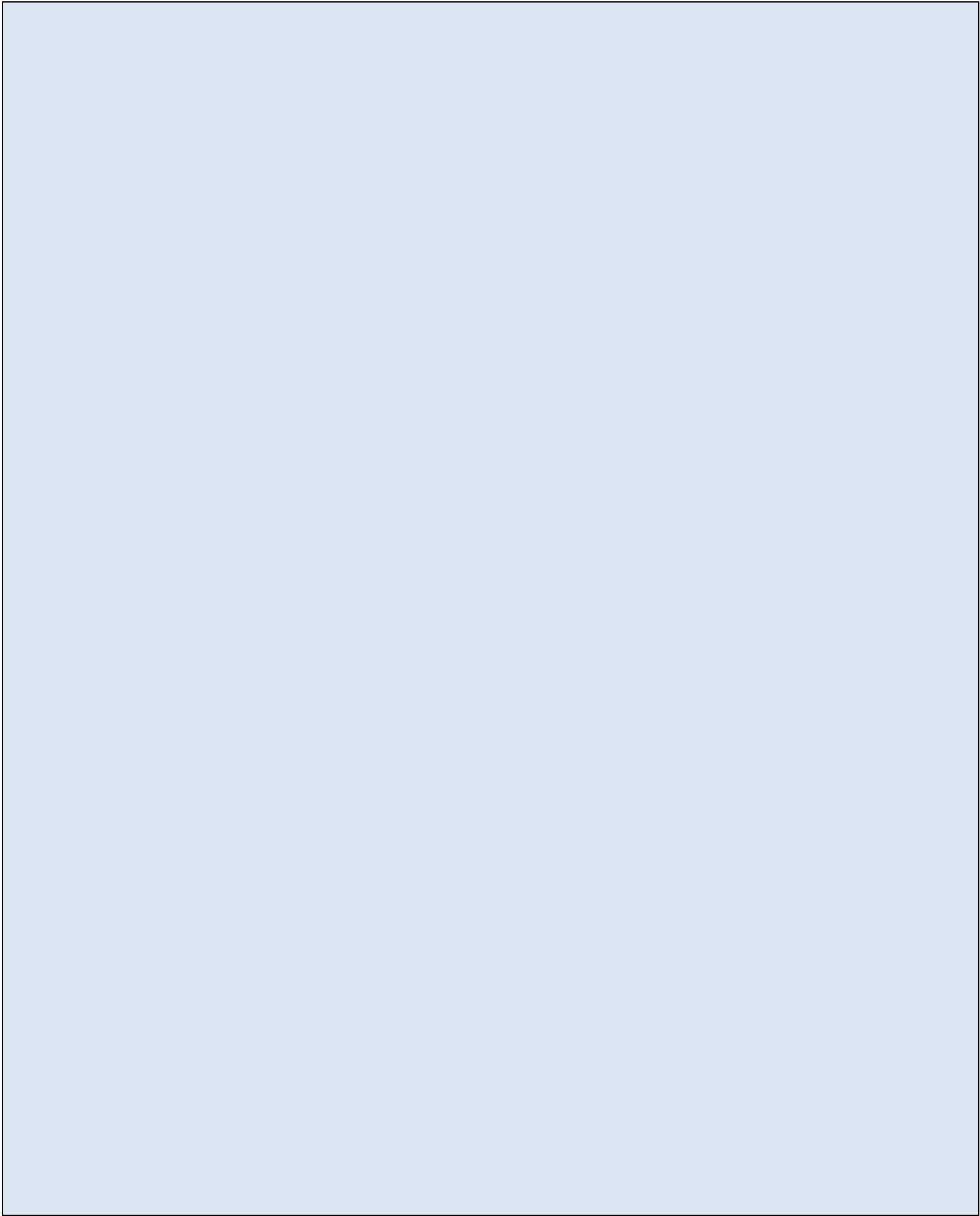
Hurricane Symposium-Disaster Preparedness for Pets
May 22nd
Information available on the APS website

APS ANNUAL RABIES VACCINATION & MICROCHIP CLINIC – May 6



Special Thank You to Dr. Ali Travis and the staff at River Road Animal Hospital for providing the location and services.

Brunswick County APS for coordinating the annual Spring event.



General Ledger

Expenditures vs Budget with

Encumbrances by Depart



User: bstevens
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 Period 11 - 11
 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
10	General Fund							
00	General Government							
10-00-4110-0000	Full-Time Employees	27,000.00	2,249.77	24,591.58	2,408.42	0.00	2,408.42	8.92
10-00-4110-0900	F.I.C.A.	2,066.00	124.79	1,372.69	693.31	0.00	693.31	33.56
10-00-4110-1100	HealthLifeDental Insurance	735.00	70.32	233.52	501.48	0.00	501.48	68.23
10-00-4110-1400	Workers Compensation Insurance	675.00	0.00	232.42	442.58	0.00	442.58	65.57
10-00-4110-1800	Professional Fees	35,000.00	6,384.97	43,285.64	-8,285.64	0.00	-8,285.64	-23.67
10-00-4110-2600	Departmental Supplies	13,465.00	1,126.73	15,355.58	-1,890.58	243.05	-2,133.63	-15.85
10-00-4110-3100	Travel & Training	6,800.00	0.00	3,428.84	3,371.16	0.00	3,371.16	49.58
10-00-4110-3200	Communications	1,000.00	0.00	95.58	904.42	71.93	832.49	83.25
10-00-4110-3900	Other Services	525.00	0.00	200.00	325.00	0.00	325.00	61.90
10-00-4110-4400	Contract Services	99,000.00	14,718.99	65,229.92	33,770.08	19,366.28	14,403.80	14.55
10-00-4110-4500	Insurance & Bonding	3,525.00	0.00	3,445.43	79.57	0.00	79.57	2.26
10-00-4110-5500	Capital Outlay - Equipment	0.00	0.00	22,950.00	-22,950.00	0.00	-22,950.00	0.00
10-00-4110-5600	Capital Outlay - Weather tower	19,740.00	0.00	0.00	19,740.00	0.00	19,740.00	100.00
10-00-4110-6000	Donations	22,600.00	0.00	0.00	22,600.00	0.00	22,600.00	100.00
10-00-4110-6800	Election Expense	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-00-4110-9700	Contingency	792.00	0.00	0.00	792.00	0.00	792.00	100.00
00	General Government	237,923.00	24,675.57	180,421.20	57,501.80	19,681.26	37,820.54	15.90

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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 Period 11 - 11
 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
01	Administration							
10-01-4120-0000	Full-Time Employees	117,897.00	9,544.46	104,435.74	13,461.26	0.00	13,461.26	11.42
10-01-4120-0001	Employee Overtime	2,999.00	169.58	521.69	2,477.31	0.00	2,477.31	82.60
10-01-4120-0700	401K Retirement Supplement	6,045.00	481.08	4,969.92	1,075.08	0.00	1,075.08	17.78
10-01-4120-0900	F.I.C.A.	9,249.00	740.26	7,996.44	1,252.56	0.00	1,252.56	13.54
10-01-4120-1000	LGERS Retirement	10,534.00	1,170.00	12,017.60	-1,483.60	0.00	-1,483.60	-14.08
10-01-4120-1100	HealthLifeDental Insurance	18,178.00	1,341.55	13,615.06	4,562.94	0.00	4,562.94	25.10
10-01-4120-1400	Workers Compensation Insurance	3,272.00	0.00	1,126.65	2,145.35	0.00	2,145.35	65.57
10-01-4120-2100	Uniforms & Protective Gear	3,150.00	0.00	0.00	3,150.00	0.00	3,150.00	100.00
10-01-4120-2500	Vehicle Supplies	15,000.00	0.00	250.51	14,749.49	429.49	14,320.00	95.47
10-01-4120-2600	Departmental Supplies	22,350.00	974.83	19,008.31	3,341.69	939.59	2,402.10	10.75
10-01-4120-3100	Travel & Training	5,480.00	759.96	4,865.34	614.66	843.55	-228.89	-4.18
10-01-4120-3200	Communications	5,500.00	144.67	3,673.86	1,826.14	1,077.22	748.92	13.62
10-01-4120-3300	Utilities	9,450.00	300.29	5,342.62	4,107.38	1,224.18	2,883.20	30.51
10-01-4120-3400	Emergency Preparedness	17,543.00	0.00	769.75	16,773.25	0.00	16,773.25	95.61
10-01-4120-3900	Other Services	3,150.00	0.00	1,228.80	1,921.20	0.00	1,921.20	60.99
10-01-4120-4400	Contract Services	26,250.00	2,200.00	29,509.32	-3,259.32	288.19	-3,547.51	-13.51
10-01-4120-4500	Insurance & Bonding	6,300.00	0.00	5,570.30	729.70	0.00	729.70	11.58
10-01-4120-5400	Capital Outlay - Vehicles	8,000.00	576.67	6,374.22	1,625.78	0.00	1,625.78	20.32
10-01-4120-7100	Debt Service	116,169.00	0.00	116,168.81	0.19	0.00	0.19	0.00
01	Administration	406,516.00	18,403.35	337,444.94	69,071.06	4,802.22	64,268.84	15.81

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



User: bstevens
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 Period 11 - 11
 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
02	Finance							
10-02-4140-0000	Full-Time Employees	139,171.00	11,596.91	129,730.85	9,440.15	0.00	9,440.15	6.78
10-02-4140-0001	Employee Overtime	3,496.00	178.21	3,382.87	113.13	0.00	113.13	3.24
10-02-4140-0200	Part Time Employees	28,600.00	5,024.14	32,448.82	-3,848.82	0.00	-3,848.82	-13.46
10-02-4140-0700	401K Retirement Supplement	8,608.00	583.60	8,115.08	492.92	0.00	492.92	5.73
10-02-4140-0900	F.I.C.A.	15,359.00	1,188.45	14,272.47	1,086.53	0.00	1,086.53	7.07
10-02-4140-1000	LGERS Retirement	20,935.00	1,419.30	19,918.34	1,016.66	0.00	1,016.66	4.86
10-02-4140-1100	HealthLifeDental Insurance	30,000.00	2,060.05	23,671.75	6,328.25	0.00	6,328.25	21.09
10-02-4140-1400	Workers Compensation Insurance	5,019.00	0.00	1,728.20	3,290.80	0.00	3,290.80	65.57
10-02-4140-2600	Departmental Supplies	28,900.00	2,402.02	20,617.15	8,282.85	2,903.78	5,379.07	18.61
10-02-4140-3100	Travel & Training	12,000.00	0.00	7,534.69	4,465.31	0.00	4,465.31	37.21
10-02-4140-3200	Communications	7,140.00	468.32	4,990.38	2,149.62	1,366.77	782.85	10.96
10-02-4140-3300	Utilities	3,150.00	300.30	2,967.11	182.89	0.00	182.89	5.81
10-02-4140-3901	Community Garden Expenses	4,200.00	75.74	148.92	4,051.08	124.26	3,926.82	93.50
10-02-4140-4400	Contract Services	36,785.00	3,375.75	42,979.83	-6,194.83	1,235.62	-7,430.45	-20.20
10-02-4140-4410	Property Tax Fees	33,100.00	78.36	32,315.12	784.88	0.00	784.88	2.37
10-02-4140-4411	Motor Vehicle Fees	9,300.00	0.00	7,426.91	1,873.09	0.00	1,873.09	20.14
10-02-4140-4500	Insurance & Bonding	2,100.00	0.00	1,859.84	240.16	0.00	240.16	11.44
10-02-4140-5100	Capital Outlay - Equipment	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
10-02-4140-5900	Capital Outlay - Facilities	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
02	Finance	417,863.00	28,751.15	354,108.33	63,754.67	5,630.43	58,124.24	13.91

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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 Period 11 - 11
 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
03	Buildings & Grounds							
10-03-4190-0000	Full-Time Employees	468,826.00	41,255.92	411,335.77	57,490.23	0.00	57,490.23	12.26
10-03-4190-0001	Employee Overtime	13,110.00	37.85	1,789.56	11,320.44	0.00	11,320.44	86.35
10-03-4190-0200	Part-Time Employees	59,230.00	0.00	0.00	59,230.00	0.00	59,230.00	100.00
10-03-4190-0700	401K Retirement Supplement	24,097.00	2,089.40	20,301.68	3,795.32	0.00	3,795.32	15.75
10-03-4190-0900	F.I.C.A.	41,399.00	3,059.73	31,010.96	10,388.04	0.00	10,388.04	25.09
10-03-4190-1000	LGERS Retirement	58,604.00	5,024.10	49,094.49	9,509.51	0.00	9,509.51	16.23
10-03-4190-1100	HealthLifeDental Insurance	144,812.00	10,647.22	116,454.53	28,357.47	0.00	28,357.47	19.58
10-03-4190-1400	Workers Compensation Insurance	24,897.00	0.00	8,572.81	16,324.19	0.00	16,324.19	65.57
10-03-4190-2100	Uniforms & Protective Gear	26,000.00	659.70	7,771.40	18,228.60	7,626.17	10,602.43	40.78
10-03-4190-2500	Vehicle Supplies	23,000.00	0.00	12,779.97	10,220.03	3,452.45	6,767.58	29.42
10-03-4190-2600	Departmental Supplies	24,400.00	1,938.59	18,316.73	6,083.27	1,575.78	4,507.49	18.47
10-03-4190-3100	Travel & Training	2,396.00	0.00	444.60	1,951.40	0.00	1,951.40	81.44
10-03-4190-3200	Communications	5,100.00	0.00	2,391.14	2,708.86	526.74	2,182.12	42.79
10-03-4190-3300	Utilities	17,923.00	118.46	11,470.66	6,452.34	4,062.41	2,389.93	13.33
10-03-4190-3500	RM Equipment	4,050.00	369.54	3,178.03	871.97	825.00	46.97	1.16
10-03-4190-3501	RM Vehicles	3,550.00	0.00	2,363.97	1,186.03	0.00	1,186.03	33.41
10-03-4190-3502	RM Facilities	168,020.00	3,051.67	134,156.29	33,863.71	6,424.38	27,439.33	16.33
10-03-4190-3503	RM Cemetery	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-03-4190-3900	Other Services	20,732.00	0.00	17,677.62	3,054.38	0.00	3,054.38	14.73
10-03-4190-4400	Contract Services	19,237.00	1,705.00	12,580.23	6,656.77	0.00	6,656.77	34.60
10-03-4190-4500	Insurance & Bonding	35,290.00	0.00	35,289.47	0.53	0.00	0.53	0.00
10-03-4190-5000	Capital Purchases Under \$5000	9,200.00	0.00	8,475.79	724.21	0.00	724.21	7.87
10-03-4190-5100	Capital Outlay - Equipment	3,472.00	0.00	0.00	3,472.00	2,599.99	872.01	25.12
10-03-4190-5400	Capital Outlay - Vehicles	22,835.00	1,726.58	19,018.29	3,816.71	0.00	3,816.71	16.71
03	Buildings & Grounds	1,225,180.00	71,683.76	924,473.99	300,706.01	27,092.92	273,613.09	22.33

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04	Garage							
10-04-4250-0000	Full-Time Employees	168,294.00	9,127.23	109,854.64	58,439.36	0.00	58,439.36	34.72
10-04-4250-0001	Employee Overtime	2,735.00	0.00	545.04	2,189.96	0.00	2,189.96	80.07
10-04-4250-0700	401K Retirement Supplement	8,551.00	456.36	5,465.84	3,085.16	0.00	3,085.16	36.08
10-04-4250-0900	F.I.C.A.	13,084.00	693.39	8,388.90	4,695.10	0.00	4,695.10	35.88
10-04-4250-1000	LGERS Retirement	20,797.00	1,109.88	13,198.84	7,598.16	0.00	7,598.16	36.53
10-04-4250-1100	HealthLifeDental Insurance	48,418.00	2,554.72	33,974.64	14,443.36	0.00	14,443.36	29.83
10-04-4250-1400	Workers Compensation Insurance	8,415.00	0.00	2,897.55	5,517.45	0.00	5,517.45	65.57
10-04-4250-2100	Uniforms & Protective Gear	9,000.00	375.29	3,266.90	5,733.10	1,374.41	4,358.69	48.43
10-04-4250-2500	Vehicle Supplies	6,292.00	821.32	3,991.94	2,300.06	1,198.19	1,101.87	17.51
10-04-4250-2600	Departmental Supplies	7,099.00	2,754.91	7,728.30	-629.30	0.00	-629.30	-8.86
10-04-4250-2602	Other Equipment	2,500.00	406.98	2,006.97	493.03	0.00	493.03	19.72
10-04-4250-3100	Travel & Training	1,500.00	356.39	644.32	855.68	0.00	855.68	57.05
10-04-4250-3200	Communications	2,365.00	0.00	1,172.51	1,192.49	376.75	815.74	34.49
10-04-4250-3300	Utilities	8,505.00	372.89	7,210.95	1,294.05	674.08	619.97	7.29
10-04-4250-3500	RM Equipment	855.00	53.00	53.00	802.00	0.00	802.00	93.80
10-04-4250-3501	RM Vehicles	1,575.00	581.28	724.83	850.17	0.00	850.17	53.98
10-04-4250-4400	Contract Services	4,200.00	0.00	1,552.85	2,647.15	1,216.81	1,430.34	34.06
10-04-4250-4500	Insurance & Bonding	1,440.00	0.00	1,272.16	167.84	0.00	167.84	11.66
10-04-4250-5100	Capital Outlay - Equipment	7,500.00	540.55	4,340.54	3,159.46	0.00	3,159.46	42.13
10-04-4250-5400	Capital Outlay - Vehicles	13,622.00	992.72	10,934.81	2,687.19	0.00	2,687.19	19.73
04	Garage	336,747.00	21,196.91	219,225.53	117,521.47	4,840.24	112,681.23	33.46

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05	Streets							
10-05-4511-0000	Full-Time Employees	150,445.00	8,731.48	104,018.99	46,426.01	0.00	46,426.01	30.86
10-05-4511-0001	Employee Overtime	5,104.00	426.79	4,329.41	774.59	0.00	774.59	15.18
10-05-4511-0200	Part-Time Employees	6,000.00	6,517.50	14,070.00	-8,070.00	0.00	-8,070.00	-134.50
10-05-4511-0700	401K Retirement Supplement	7,777.00	457.92	6,184.53	1,592.47	0.00	1,592.47	20.48
10-05-4511-0900	F.I.C.A.	11,900.00	1,179.68	10,395.25	1,504.75	0.00	1,504.75	12.64
10-05-4511-1000	LGERS Retirement	18,666.00	1,113.65	14,941.95	3,724.05	0.00	3,724.05	19.95
10-05-4511-1100	HealthLifeDental Insurance	28,000.00	2,663.05	28,696.53	-696.53	0.00	-696.53	-2.49
10-05-4511-1400	Workers Compensation Insurance	7,777.00	0.00	2,677.86	5,099.14	0.00	5,099.14	65.57
10-05-4511-2100	Uniforms & Protective Gear	4,719.00	0.00	744.74	3,974.26	0.00	3,974.26	84.22
10-05-4511-2500	Vehicle Supplies	8,277.00	0.00	7,116.93	1,160.07	0.00	1,160.07	14.02
10-05-4511-2600	Departmental Supplies	34,250.00	5,138.11	27,550.05	6,699.95	855.43	5,844.52	17.06
10-05-4511-3200	Communications	1,181.00	0.00	655.73	525.27	163.35	361.92	30.65
10-05-4511-3300	Utilities	135,000.00	0.00	89,223.00	45,777.00	35,755.67	10,021.33	7.42
10-05-4511-3500	RM Equipment	3,255.00	529.74	3,232.73	22.27	0.00	22.27	0.68
10-05-4511-3501	RM Vehicles	2,625.00	0.00	1,746.18	878.82	0.00	878.82	33.48
10-05-4511-4400	Contract Services	16,030.00	0.00	12,705.64	3,324.36	1,335.00	1,989.36	12.41
10-05-4511-4500	Insurance & Bonding	17,195.00	0.00	15,689.75	1,505.25	0.00	1,505.25	8.75
10-05-4511-5000	Capital Purchases Under \$5000	8,258.00	0.00	0.00	8,258.00	0.00	8,258.00	100.00
10-05-4511-5400	Capital Outlay - Vehicles	6,000.00	481.51	5,303.83	696.17	0.00	696.17	11.60
10-05-4511-5500	Capital Outlay - Equipment	275,700.00	0.00	275,700.00	0.00	0.00	0.00	0.00
10-05-4511-5800	Capital Outlay- Capital Improv	72,341.00	480.00	6,856.00	65,485.00	6,832.00	58,653.00	81.08
05	Streets	820,500.00	27,719.43	631,839.10	188,660.90	44,941.45	143,719.45	17.52

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06	Animal Protective Services							
10-06-4600-0000	Full Time Employees	57,965.00	4,288.96	52,150.09	5,814.91	0.00	5,814.91	10.03
10-06-4600-0200	Part-time Employees	1,500.00	60.00	1,105.71	394.29	0.00	394.29	26.29
10-06-4600-0700	401k Retirement Supplement	2,898.00	214.44	2,580.39	317.61	0.00	317.61	10.96
10-06-4600-0900	F.I.C.A	4,526.00	319.15	3,915.09	610.91	0.00	610.91	13.50
10-06-4600-1000	LGERS Retirement	6,956.00	521.54	6,231.57	724.43	0.00	724.43	10.41
10-06-4600-1100	HeathLifeDental Insurance	12,000.00	873.27	10,188.16	1,811.84	0.00	1,811.84	15.10
10-06-4600-1400	Workers Compensation Insurance	499.00	0.00	498.94	0.06	0.00	0.06	0.01
10-06-4600-2100	Uniforms & Protective Gear	541.00	0.00	462.88	78.12	32.12	46.00	8.50
10-06-4600-2500	Vehicle Supplies	1,584.00	0.00	631.22	952.78	396.72	556.06	35.10
10-06-4600-2600	Departmental Supplies	7,775.00	61.73	4,173.04	3,601.96	2,999.92	602.04	7.74
10-06-4600-2602	Animal Care	10,500.00	0.00	6,723.74	3,776.26	2,276.26	1,500.00	14.29
10-06-4600-3100	Travel & Training	4,200.00	0.00	3,715.85	484.15	0.00	484.15	11.53
10-06-4600-3200	Communications	1,356.00	0.00	797.82	558.18	259.08	299.10	22.06
10-06-4600-4400	Contract Services	466.00	0.00	515.16	-49.16	0.00	-49.16	-10.55
10-06-4600-5400	Capital Outlay - Vehicles	6,825.00	498.14	5,487.01	1,337.99	0.00	1,337.99	19.60
06	Animal Protective Services	119,591.00	6,837.23	99,176.67	20,414.33	5,964.10	14,450.23	12.08

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10	Police							
10-10-4310-0000	Full-Time Employees	855,075.00	61,732.42	719,269.91	135,805.09	0.00	135,805.09	15.88
10-10-4310-0001	Employee Overtime	60,359.00	1,329.44	48,545.90	11,813.10	0.00	11,813.10	19.57
10-10-4310-0200	Part time Salaries	77,680.00	10,039.72	48,143.61	29,536.39	3,995.00	25,541.39	32.88
10-10-4310-0400	Separation Allowance-Leo	12,819.00	986.08	11,832.96	986.04	0.00	986.04	7.69
10-10-4310-0700	401K Retirement Supplement	50,296.00	3,149.27	37,851.23	12,444.77	0.00	12,444.77	24.74
10-10-4310-0900	F.I.C.A.	86,553.00	5,179.69	62,607.34	23,945.66	0.00	23,945.66	27.67
10-10-4310-1000	LGERS Retirement	131,172.00	8,186.64	98,137.47	33,034.53	0.00	33,034.53	25.18
10-10-4310-1100	HealthLifeDental Insurance	217,920.00	13,211.35	143,131.03	74,788.97	0.00	74,788.97	34.32
10-10-4310-1300	Unemployment Reserve	3,150.00	0.00	0.00	3,150.00	0.00	3,150.00	100.00
10-10-4310-1400	Workers Compensation Insurance	70,528.00	0.00	24,416.01	46,111.99	0.00	46,111.99	65.38
10-10-4310-1800	Professional Services	551.00	0.00	366.10	184.90	0.00	184.90	33.56
10-10-4310-2100	Uniforms & Protective Gear	25,000.00	0.00	11,994.40	13,005.60	8,051.68	4,953.92	19.82
10-10-4310-2500	Vehicle Supplies	7,000.00	256.73	5,066.99	1,933.01	0.00	1,933.01	27.61
10-10-4310-2600	Departmental Supplies	79,472.25	3,818.81	71,068.62	8,403.63	2,608.95	5,794.68	7.29
10-10-4310-3100	Travel & Training	15,750.00	778.41	10,885.61	4,864.39	0.00	4,864.39	30.89
10-10-4310-3101	Community Resource Program	21,000.00	0.00	18,400.00	2,600.00	0.00	2,600.00	12.38
10-10-4310-3200	Communications	22,850.00	576.58	19,189.25	3,660.75	3,898.73	-237.98	-1.04
10-10-4310-3300	Utilities	2,625.00	300.30	2,966.85	-341.85	0.00	-341.85	-13.02
10-10-4310-3500	RM Equipment	3,308.00	0.00	231.78	3,076.22	1,200.00	1,876.22	56.72
10-10-4310-3501	RM Vehicles	85,000.00	373.90	51,309.14	33,690.86	33,551.51	139.35	0.16
10-10-4310-4400	Contract Services	61,394.00	1,015.00	47,424.31	13,969.69	841.27	13,128.42	21.38
10-10-4310-4500	Insurance & Bonding	34,239.00	0.00	34,238.48	0.52	0.00	0.52	0.00
10-10-4310-5100	Capital Outlay - Equipment	28,000.00	0.00	0.00	28,000.00	27,943.65	56.35	0.20
10-10-4310-5400	Capital Outlay - Vehicles	154,171.00	15,858.47	109,146.98	45,024.02	900.54	44,123.48	28.62
10	Police	2,105,912.25	126,792.81	1,576,223.97	529,688.28	82,991.33	446,696.95	21.21

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11	Fire							
10-11-4340-0000	Full-Time Employees	664,475.00	53,917.28	624,766.28	39,708.72	0.00	39,708.72	5.98
10-11-4340-0001	Employee Overtime	96,486.00	13,992.11	97,416.52	-930.52	0.00	-930.52	-0.96
10-11-4340-0100	Volunteer Fire Fees	91,250.00	6,654.17	94,952.46	-3,702.46	0.00	-3,702.46	-4.06
10-11-4340-0200	Employee Volunteer Stipend	87,100.00	0.00	87,100.00	0.00	0.00	0.00	0.00
10-11-4340-0700	401K Retirement Supplement	36,148.00	3,395.50	35,757.21	390.79	0.00	390.79	1.08
10-11-4340-0900	F.I.C.A.	72,307.00	5,669.29	67,776.31	4,530.69	0.00	4,530.69	6.27
10-11-4340-1000	Fire Fighter Pension Plan Cont	87,912.00	8,257.79	86,526.79	1,385.21	0.00	1,385.21	1.58
10-11-4340-1002	Payments To Retirees	25,000.00	2,015.00	22,165.00	2,835.00	0.00	2,835.00	11.34
10-11-4340-1100	HealthLifeDental Insurance	102,000.00	7,710.19	82,071.96	19,928.04	0.00	19,928.04	19.54
10-11-4340-1400	Workers Compensation Insurance	49,557.00	0.00	17,564.36	31,992.64	0.00	31,992.64	64.56
10-11-4340-1800	Professional Fees	5,015.00	0.00	2,929.96	2,085.04	0.00	2,085.04	41.58
10-11-4340-2100	Uniforms & Protective Gear	20,000.00	6,950.92	19,623.71	376.29	2,904.20	-2,527.91	-12.64
10-11-4340-2500	Vehicle Supplies	55,000.00	83.94	40,550.96	14,449.04	9,747.46	4,701.58	8.55
10-11-4340-2600	Departmental Supplies	15,000.00	304.89	10,735.48	4,264.52	481.03	3,783.49	25.22
10-11-4340-2604	Fire Prevention	15,000.00	230.95	14,106.21	893.79	1,077.75	-183.96	-1.23
10-11-4340-3100	Travel & Training	20,000.00	-105.00	11,588.73	8,411.27	3,479.03	4,932.24	24.66
10-11-4340-3200	Communications	15,000.00	578.66	9,218.34	5,781.66	4,441.21	1,340.45	8.94
10-11-4340-3300	Utilities	45,000.00	1,935.73	31,710.20	13,289.80	3,260.30	10,029.50	22.29
10-11-4340-3500	RM Equipment	10,942.00	216.84	11,158.50	-216.50	14.97	-231.47	-2.12
10-11-4340-3501	RM Vehicles	26,500.00	2,143.62	17,797.06	8,702.94	15,814.76	-7,111.82	-26.84
10-11-4340-3502	RM Facilities	13,000.00	0.00	11,902.35	1,097.65	901.81	195.84	1.51
10-11-4340-3503	Substation Lease	15,000.00	0.00	12,500.00	2,500.00	2,500.00	0.00	0.00
10-11-4340-4400	Contract Services	30,000.00	51.99	11,723.67	18,276.33	852.63	17,423.70	58.08
10-11-4340-4500	Insurance & Bonding	42,886.00	0.00	42,885.61	0.39	0.00	0.39	0.00
10-11-4340-5100	Capital Outlay - Equipment	12,000.00	0.00	8,644.06	3,355.94	0.00	3,355.94	27.97
10-11-4340-5400	Capital Outlay - Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-11-4340-6000	Contract Services	0.00	0.00	3,796.12	-3,796.12	0.00	-3,796.12	0.00
10-11-4340-7100	Debt Service	383,488.00	0.00	383,487.20	0.80	0.00	0.80	0.00
11	Fire	2,036,066.00	114,003.87	1,860,455.05	175,610.95	45,475.15	130,135.80	6.39

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12	Rescue							
10-12-4370-0000	Full-Time Employees	55,000.00	4,642.80	48,557.16	6,442.84	0.00	6,442.84	11.71
10-12-4370-0001	Employee Overtime	17,000.00	1,946.36	13,615.61	3,384.39	0.00	3,384.39	19.91
10-12-4370-0200	Volunteer Rescue Fees	170,628.00	16,333.34	173,563.72	-2,935.72	0.00	-2,935.72	-1.72
10-12-4370-0700	401K Retirement Supplement	3,000.00	329.46	3,081.60	-81.60	0.00	-81.60	-2.72
10-12-4370-0900	F.I.C.A.	24,098.00	1,742.18	17,940.77	6,157.23	0.00	6,157.23	25.55
10-12-4370-1000	RetirementState Shared	6,600.00	801.24	7,494.35	-894.35	0.00	-894.35	-13.55
10-12-4370-1100	HealthLifeDental Insurance	12,000.00	867.82	5,014.32	6,985.68	0.00	6,985.68	58.21
10-12-4370-1400	Workers Compensation Insurance	4,800.00	0.00	1,652.79	3,147.21	0.00	3,147.21	65.57
10-12-4370-1801	BillCollection Expense	0.00	0.00	160.00	-160.00	0.00	-160.00	0.00
10-12-4370-2100	Uniforms & Protective Gear	11,256.00	0.00	5,598.30	5,657.70	5,657.00	0.70	0.01
10-12-4370-2500	Vehicle Supplies	8,528.00	0.00	10,298.23	-1,770.23	0.00	-1,770.23	-20.76
10-12-4370-2600	Departmental Supplies	25,000.00	17.99	8,393.08	16,606.92	1,032.11	15,574.81	62.30
10-12-4370-2601	Medical Supplies	19,000.00	35.76	16,140.07	2,859.93	434.45	2,425.48	12.77
10-12-4370-3100	Travel & Training	5,000.00	433.62	5,837.00	-837.00	0.00	-837.00	-16.74
10-12-4370-3200	Communications	6,431.00	0.00	5,888.53	542.47	813.66	-271.19	-4.22
10-12-4370-3300	Utilities	5,777.00	0.00	5,777.38	-0.38	0.00	-0.38	-0.01
10-12-4370-3500	RM Equipment	8,072.00	0.00	8,072.05	-0.05	0.00	-0.05	0.00
10-12-4370-3501	RM Vehicles	5,000.00	2,909.00	6,195.24	-1,195.24	560.00	-1,755.24	-35.10
10-12-4370-3502	RM Facilities	5,000.00	0.00	4,383.63	616.37	0.00	616.37	12.33
10-12-4370-3900	Other Services	0.00	1,594.94	1,594.94	-1,594.94	0.00	-1,594.94	0.00
10-12-4370-4400	Contract Services	36,194.00	1,676.59	39,907.25	-3,713.25	256.64	-3,969.89	-10.97
10-12-4370-4500	Insurance & Bonding	40,114.00	0.00	40,114.00	0.00	0.00	0.00	0.00
10-12-4370-5100	Capital Outlay - Equipment	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
10-12-4370-7100	Debt Service	53,000.00	26,363.00	52,726.00	274.00	0.00	274.00	0.52
12	Rescue	531,498.00	59,694.10	482,006.02	49,491.98	8,753.86	40,738.12	7.66

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 Period 11 - 11
 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
40	Development Services							
10-40-4350-0000	Full-Time Employees	286,528.00	21,198.90	249,662.38	36,865.62	0.00	36,865.62	12.87
10-40-4350-0001	Employee Overtime	5,943.00	649.89	4,438.72	1,504.28	0.00	1,504.28	25.31
10-40-4350-0200	Part-Time Employees	12,596.00	459.50	7,631.72	4,964.28	0.00	4,964.28	39.41
10-40-4350-0700	401K Retirement Supplement	14,624.00	1,067.72	12,545.06	2,078.94	0.00	2,078.94	14.22
10-40-4350-0900	F.I.C.A.	22,374.00	1,671.83	18,972.01	3,401.99	0.00	3,401.99	15.21
10-40-4350-1000	LGERS Retirement	35,564.00	2,654.04	30,378.45	5,185.55	0.00	5,185.55	14.58
10-40-4350-1100	HealthLifeDental Insurance	52,000.00	3,989.62	42,846.28	9,153.72	0.00	9,153.72	17.60
10-40-4350-1400	Workers Compensation Insurance	9,773.00	0.00	3,365.15	6,407.85	0.00	6,407.85	65.57
10-40-4350-2500	Vehicle Supplies	2,330.00	54.00	1,656.68	673.32	727.31	-53.99	-2.32
10-40-4350-2600	Departmental Supplies	24,000.00	203.99	15,035.71	8,964.29	340.70	8,623.59	35.93
10-40-4350-2601	Forestry Projects	5,250.00	0.00	5,000.00	250.00	0.00	250.00	4.76
10-40-4350-3100	Travel & Training	15,750.00	0.00	8,204.14	7,545.86	1,558.45	5,987.41	38.02
10-40-4350-3200	Communications	4,801.00	241.10	5,549.92	-748.92	303.33	-1,052.25	-21.92
10-40-4350-3300	Utilities	2,730.00	300.30	3,275.66	-545.66	63.18	-608.84	-22.30
10-40-4350-3500	RM Equipment	105.00	66.22	192.20	-87.20	0.00	-87.20	-83.05
10-40-4350-3501	RM Vehicles	0.00	0.00	20.00	-20.00	515.16	-535.16	0.00
10-40-4350-3900	Other Services	5,330.00	930.00	7,820.00	-2,490.00	0.00	-2,490.00	-46.72
10-40-4350-4400	Contract Services	74,065.00	2,937.50	50,035.98	24,029.02	378.19	23,650.83	31.93
10-40-4350-4500	Insurance & Bonding	8,964.00	0.00	7,923.80	1,040.20	0.00	1,040.20	11.60
10-40-4350-5400	Capital Outlay - Vehicles	14,595.00	1,163.16	12,714.06	1,880.94	0.00	1,880.94	12.89
40	Development Services	597,322.00	37,587.77	487,267.92	110,054.08	3,886.32	106,167.76	17.77

General Ledger

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80	Parks & Recreation							
10-80-6120-0000	Full-Time Employees	157,277.00	12,888.64	143,775.42	13,501.58	0.00	13,501.58	8.58
10-80-6120-0001	Employee Overtime	9,067.00	107.45	8,475.40	591.60	0.00	591.60	6.52
10-80-6120-0200	Part Time Salaries	126,000.00	6,848.55	97,669.83	28,330.17	0.00	28,330.17	22.48
10-80-6120-0700	401K Retirement Supplement	6,900.00	649.80	7,519.89	-619.89	0.00	-619.89	-8.98
10-80-6120-0900	F.I.C.A.	20,196.00	1,467.12	18,527.83	1,668.17	0.00	1,668.17	8.26
10-80-6120-1000	LGERS Retirement	16,780.00	1,580.32	18,174.05	-1,394.05	0.00	-1,394.05	-8.31
10-80-6120-1100	HealthLifeDental Insurance	36,000.00	2,475.55	31,562.70	4,437.30	0.00	4,437.30	12.33
10-80-6120-1400	Workers Compensation Insurance	9,344.00	0.00	3,217.43	6,126.57	0.00	6,126.57	65.57
10-80-6120-2100	Uniforms & Protective Gear	2,000.00	0.00	373.45	1,626.55	0.00	1,626.55	81.33
10-80-6120-2500	Vehicle Supplies	10,850.00	0.00	5,089.64	5,760.36	5,687.94	72.42	0.67
10-80-6120-2600	Departmental Supplies	52,000.00	2,144.15	42,124.15	9,875.85	6,053.52	3,822.33	7.35
10-80-6120-3100	Travel & Training	3,500.00	0.00	410.00	3,090.00	1,280.00	1,810.00	51.71
10-80-6120-3200	Communications	5,250.00	437.22	3,997.83	1,252.17	355.88	896.29	17.07
10-80-6120-3300	Utilities	46,200.00	384.51	33,724.49	12,475.51	5,019.10	7,456.41	16.14
10-80-6120-3500	RM Equipment	1,337.00	0.00	1,336.50	0.50	0.00	0.50	0.04
10-80-6120-3501	RM Vehicles	3,150.00	0.00	572.14	2,577.86	0.00	2,577.86	81.84
10-80-6120-3502	RM Facilities	30,000.00	3,200.34	19,777.03	10,222.97	5,495.01	4,727.96	15.76
10-80-6120-4400	Contract Services	29,000.00	75.00	23,294.62	5,705.38	166.19	5,539.19	19.10
10-80-6120-4500	Insurance & Bonding	0.00	0.00	4.61	-4.61	0.00	-4.61	0.00
10-80-6120-5000	Capital Purchases Under \$5000	14,500.00	0.00	14,500.00	0.00	0.00	0.00	0.00
10-80-6120-5100	Capital Outlay - Equipment	7,844.00	3,702.06	3,702.06	4,141.94	0.00	4,141.94	52.80
10-80-6120-5400	Capital Outlay - Vehicles	15,321.00	552.90	6,290.19	9,030.81	0.00	9,030.81	58.94
10-80-6120-5600	Capital ProjectLowe White Prk	221,000.00	0.00	0.00	221,000.00	0.00	221,000.00	100.00
10-80-6120-5800	Capital Outlay -Capital Improv	38,000.00	0.00	0.00	38,000.00	0.00	38,000.00	100.00
10-80-6120-9600	Transfer to Capital Project	194,420.00	0.00	0.00	194,420.00	0.00	194,420.00	100.00
80	Parks & Recreation	1,055,936.00	36,513.61	484,119.26	571,816.74	24,057.64	547,759.10	51.87

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81	Community Building							
10-81-6150-0200	Part-Time Employees	40,000.00	5,513.13	28,679.68	11,320.32	0.00	11,320.32	28.30
10-81-6150-0900	F.I.C.A.	3,060.00	421.74	2,193.98	866.02	0.00	866.02	28.30
10-81-6150-1100	HealthLifeDental Insurance	35.00	5.45	75.25	-40.25	0.00	-40.25	-115.00
10-81-6150-1400	Workers Compensation Insurance	1,600.00	0.00	550.93	1,049.07	0.00	1,049.07	65.57
10-81-6150-2600	Departmental Supplies	3,000.00	0.00	1,888.55	1,111.45	0.00	1,111.45	37.05
10-81-6150-2700	Marketing	3,000.00	167.15	1,945.61	1,054.39	439.39	615.00	20.50
10-81-6150-3200	Communications	1,500.00	96.44	1,138.27	361.73	262.71	99.02	6.60
10-81-6150-3300	Utilities	15,000.00	0.00	8,240.23	6,759.77	3,595.80	3,163.97	21.09
10-81-6150-3502	RM Facilities	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
10-81-6150-4400	Contract Services	444.00	900.00	-4,305.64	4,749.64	0.00	4,749.64	1,069.74
10-81-6150-5000	Capital Purchases Under \$5000	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
10-81-6150-5800	Capital Outlay -Capital Improv	49,521.00	0.00	49,521.00	0.00	0.00	0.00	0.00
81	Community Building	122,160.00	7,103.91	89,927.86	32,232.14	4,297.90	27,934.24	22.87

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82	Community Relations							
10-82-6170-0000	Full-Time Employees	179,510.00	13,747.43	165,000.68	14,509.32	0.00	14,509.32	8.08
10-82-6170-0001	Employee Overtime	2,825.00	0.00	35.73	2,789.27	0.00	2,789.27	98.74
10-82-6170-0200	Part time wages	521.00	0.00	521.51	-0.51	0.00	-0.51	-0.10
10-82-6170-0700	401K Retirement Supplement	9,143.00	687.37	8,170.57	972.43	0.00	972.43	10.64
10-82-6170-0900	F.I.C.A.	13,988.00	1,037.17	12,506.43	1,481.57	0.00	1,481.57	10.59
10-82-6170-1000	LGERS Retirement	21,496.00	1,671.68	19,733.98	1,762.02	0.00	1,762.02	8.20
10-82-6170-1100	HealthLifeDental Insurance	36,000.00	2,614.36	28,045.49	7,954.51	0.00	7,954.51	22.10
10-82-6170-1400	Workers Compensation Insurance	5,356.00	0.00	1,844.24	3,511.76	0.00	3,511.76	65.57
10-82-6170-2600	Departmental Supplies	17,500.00	1,287.54	8,688.87	8,811.13	2,115.87	6,695.26	38.26
10-82-6170-2601	Beautification Committee	3,000.00	0.00	651.84	2,348.16	400.08	1,948.08	64.94
10-82-6170-2710	Tourism Community Events	15,356.00	400.00	4,444.42	10,911.58	0.00	10,911.58	71.06
10-82-6170-2711	Special Marketing Opps	8,000.00	0.00	6,447.57	1,552.43	0.00	1,552.43	19.41
10-82-6170-2712	Grant Matching Funds	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
10-82-6170-3100	Travel & Training	5,000.00	0.00	1,800.43	3,199.57	0.00	3,199.57	63.99
10-82-6170-3200	Communications	28,000.00	434.02	19,806.53	8,193.47	3,934.97	4,258.50	15.21
10-82-6170-3300	Utilities	11,000.00	0.00	9,538.44	1,461.56	2,225.65	-764.09	-6.95
10-82-6170-4400	Contract Services	5,500.00	191.34	3,749.96	1,750.04	158.88	1,591.16	28.93
10-82-6170-4500	Insurance & Bonding	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
10-82-6170-5500	Capital Outlay - Equipment	6,500.00	0.00	2,688.87	3,811.13	0.00	3,811.13	58.63
82	Community Relations	383,695.00	22,070.91	293,675.56	90,019.44	8,835.45	81,183.99	21.16

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
96	Solid Waste							
10-96-4170-4400	Contract Services	310,569.00	25,747.76	258,374.95	52,194.05	21,345.01	30,849.04	9.93
96	Solid Waste	310,569.00	25,747.76	258,374.95	52,194.05	21,345.01	30,849.04	9.93

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		10,707,478.25	628,782.14	8,278,740.35	2,428,737.90	312,595.28	2,116,142.62	19.7632
10	General Fund	10,707,478.25	628,782.14	8,278,740.35	2,428,737.90	312,595.28	2,116,142.62	19.76

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
20	Powell Bill Fund							
20	Powell Bill							
20-20-4510-5500	Capital Outlay - Equipment	178,812.00	0.00	97,430.00	81,382.00	0.00	81,382.00	45.51
20	Powell Bill	178,812.00	0.00	97,430.00	81,382.00	0.00	81,382.00	45.51

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		178,812.00	0.00	97,430.00	81,382.00	0.00	81,382.00	45.5126
20	Powell Bill Fund	178,812.00	0.00	97,430.00	81,382.00	0.00	81,382.00	45.51

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
21	Firemen's Fund							
11	Fire							
21-11-4340-3000	Southport Firemen'S Expenses	62,415.00	7,000.00	55,656.20	6,758.80	0.00	6,758.80	10.83
11	Fire	62,415.00	7,000.00	55,656.20	6,758.80	0.00	6,758.80	10.83

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		62,415.00	7,000.00	55,656.20	6,758.80	0.00	6,758.80	10.8288
21	Firemen's Fund	62,415.00	7,000.00	55,656.20	6,758.80	0.00	6,758.80	10.83

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
23	Capital Project Fund							
23	DEPT							
23-23-7300-5800	Capital Outlay -Capital Improv	1,200,000.00	0.00	0.00	1,200,000.00	10,707.79	1,189,292.21	99.11
23	DEPT	1,200,000.00	0.00	0.00	1,200,000.00	10,707.79	1,189,292.21	99.11

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Expense Total		1,200,000.00	0.00	0.00	1,200,000.00	10,707.79	1,189,292.21	99.1077
23	Capital Project Fund	1,200,000.00	0.00	0.00	1,200,000.00	10,707.79	1,189,292.21	99.11

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30	Electric Fund							
93	Electric							
30-93-7210-0000	Full-Time Employees	373,110.00	29,407.03	328,776.14	44,333.86	0.00	44,333.86	11.88
30-93-7210-0001	Employee Overtime	4,392.00	347.79	3,662.33	729.67	0.00	729.67	16.61
30-93-7210-0200	Part-Time Employees	0.00	5,024.14	5,024.14	-5,024.14	0.00	-5,024.14	0.00
30-93-7210-0700	401K Retirement Supplement	18,875.00	1,365.52	13,378.97	5,496.03	0.00	5,496.03	29.12
30-93-7210-0900	F.I.C.A.	28,879.00	2,508.98	23,778.09	5,100.91	0.00	5,100.91	17.66
30-93-7210-1000	LGERS Retirement	45,904.00	3,320.82	32,582.43	13,321.57	0.00	13,321.57	29.02
30-93-7210-1100	HealthLifeDental Insurance	56,880.00	5,220.58	61,104.93	-4,224.93	0.00	-4,224.93	-7.43
30-93-7210-1400	Workers Compensation Insurance	5,602.00	0.00	1,928.94	3,673.06	0.00	3,673.06	65.57
30-93-7210-1800	Professional Fees	32,235.00	0.00	12,696.00	19,539.00	0.00	19,539.00	60.61
30-93-7210-2100	Uniforms & Protective Gear	2,223.00	0.00	404.97	1,818.03	368.45	1,449.58	65.21
30-93-7210-2500	Vehicle Supplies	1,050.00	0.00	519.14	530.86	95.01	435.85	41.51
30-93-7210-2600	Departmental Supplies	13,230.00	231.51	10,326.59	2,903.41	2,206.83	696.58	5.27
30-93-7210-2700	Power Purchase	5,251,434.00	316,342.19	4,449,448.88	801,985.12	801,984.37	0.75	0.00
30-93-7210-2701	Utility Sales Tax	446,619.00	0.00	414,105.66	32,513.34	36,892.87	-4,379.53	-0.98
30-93-7210-3100	Travel & Training	15,750.00	0.00	3,388.71	12,361.29	0.00	12,361.29	78.48
30-93-7210-3200	Communications	25,612.00	192.88	3,054.65	22,557.35	1,502.22	21,055.13	82.21
30-93-7210-3300	Utilities	1,760.00	0.00	1,032.06	727.94	377.78	350.16	19.90
30-93-7210-3500	RM Equipment	3,150.00	0.00	0.00	3,150.00	0.00	3,150.00	100.00
30-93-7210-3501	RM Vehicles	593.00	0.00	76.57	516.43	0.00	516.43	87.09
30-93-7210-3502	Install Load Mgt Switches	85,821.00	0.00	28,008.16	57,812.84	33,734.88	24,077.96	28.06
30-93-7210-4400	Contract Services	71,228.00	6,713.69	56,570.63	14,657.37	28,990.66	-14,333.29	-20.12
30-93-7210-4500	Insurance & Bonding	8,400.00	0.00	7,425.54	974.46	0.00	974.46	11.60
30-93-7210-4800	Billing Contract	208,950.00	0.00	196,555.40	12,394.60	0.00	12,394.60	5.93
30-93-7210-4900	Operations & Maintenance BEMC	574,400.00	44,836.79	493,204.69	81,195.31	81,195.31	0.00	0.00
30-93-7210-5400	Capital Outlay - Vehicles	7,350.00	558.67	6,153.75	1,196.25	0.00	1,196.25	16.28
30-93-7210-5500	Capital Outlay - Equipment	98,000.00	0.00	13,991.27	84,008.73	76,008.73	8,000.00	8.16
30-93-7210-5800	Capital Outlay -Capital Improv	73,299.00	3,800.35	14,994.16	58,304.84	45,005.84	13,299.00	18.14
30-93-7210-5900	Capital Outlay - System	2,790,765.00	256,219.80	773,659.19	2,017,105.81	1,549,610.46	467,495.35	16.75
93	Electric	10,245,511.00	676,090.74	6,955,851.99	3,289,659.01	2,657,973.41	631,685.60	6.17

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Expense Total		10,245,511.00	676,090.74	6,955,851.99	3,289,659.01	2,657,973.41	631,685.60	6.1655
30	Electric Fund	10,245,511.00	676,090.74	6,955,851.99	3,289,659.01	2,657,973.41	631,685.60	6.17

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31	Water & Sewer Fund							
91	WaterSewer							
31-91-7130-0000	Full-Time Employees	756,737.00	51,549.61	572,532.39	184,204.61	0.00	184,204.61	24.34
31-91-7130-0001	Employee Overtime	20,561.00	1,658.62	12,956.57	7,604.43	0.00	7,604.43	36.98
31-91-7130-0200	Part-Time Employees	25,000.00	14,801.92	28,436.92	-3,436.92	0.00	-3,436.92	-13.75
31-91-7130-0700	401K Retirement Supplement	40,115.00	2,538.15	25,278.38	14,836.62	0.00	14,836.62	36.99
31-91-7130-0900	F.I.C.A.	61,376.00	4,993.61	43,266.83	18,109.17	0.00	18,109.17	29.51
31-91-7130-1000	LGERS Retirement	97,559.00	6,172.72	61,299.84	36,259.16	0.00	36,259.16	37.17
31-91-7130-1100	HealthLifeDental Insurance	140,321.00	12,012.11	109,042.38	31,278.62	0.00	31,278.62	22.29
31-91-7130-1400	Workers Compensation Insurance	24,067.00	0.00	8,287.70	15,779.30	0.00	15,779.30	65.56
31-91-7130-1800	Professional Fees	58,036.00	0.00	12,696.00	45,340.00	0.00	45,340.00	78.12
31-91-7130-2100	Uniforms & Protective Gear	13,500.00	488.88	8,145.74	5,354.26	2,715.11	2,639.15	19.55
31-91-7130-2500	Vehicle Supplies	25,000.00	0.00	27,150.34	-2,150.34	0.00	-2,150.34	-8.60
31-91-7130-2600	Departmental Supplies	49,726.00	7,562.67	34,645.53	15,080.47	5,968.22	9,112.25	18.32
31-91-7130-2606	Sewer SuppliesColl System	198,868.75	37,494.38	105,963.57	92,905.18	41,597.19	51,307.99	25.80
31-91-7130-2700	Water Purchase	1,073,982.00	62,589.00	679,147.50	394,834.50	71,852.50	322,982.00	30.07
31-91-7130-3100	Travel & Training	14,438.00	0.00	8,029.28	6,408.72	0.00	6,408.72	44.39
31-91-7130-3200	Communications	20,893.00	227.38	11,711.27	9,181.73	1,858.78	7,322.95	35.05
31-91-7130-3300	Utilities	54,238.00	1,601.84	43,393.52	10,844.48	9,501.56	1,342.92	2.48
31-91-7130-3500	RM Equipment	16,994.00	893.55	14,996.67	1,997.33	1,827.16	170.17	1.00
31-91-7130-3501	RM Vehicles	21,000.00	3,512.40	9,531.46	11,468.54	1,194.08	10,274.46	48.93
31-91-7130-3506	Sewer System R&MColl System	676,389.00	12,706.23	215,704.20	460,684.80	37,268.96	423,415.84	62.60
31-91-7130-3900	Other Services	6,294.00	0.00	2,011.75	4,282.25	0.00	4,282.25	68.04
31-91-7130-3910	Neighbors 4 Neighbors	13,650.00	1,106.00	10,354.00	3,296.00	146.00	3,150.00	23.08
31-91-7130-4400	Contract Services	1,600,887.00	95,365.27	1,156,073.99	444,813.01	424,628.56	20,184.45	1.26
31-91-7130-4500	Insurance & Bonding	46,413.00	0.00	41,003.27	5,409.73	0.00	5,409.73	11.66
31-91-7130-5100	Capital Outlay - Equipment	565,000.00	0.00	108,816.37	456,183.63	78,050.00	378,133.63	66.93
31-91-7130-5400	Capital Outlay - Vehicles	67,043.00	3,018.23	35,232.33	31,810.67	0.00	31,810.67	47.45
31-91-7130-5500	Capital Outlay - Equipment	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.00
31-91-7130-5800	Capital Outlay -Capital Improv	26,000.00	0.00	21,312.90	4,687.10	0.00	4,687.10	18.03
31-91-7130-5900	Capital Outlay - System	266,500.00	0.00	133,770.36	132,729.64	51,693.00	81,036.64	30.41
31-91-7130-7100	Bond Retirement	765,308.50	0.00	231,044.91	534,263.59	0.00	534,263.59	69.81
31-91-7130-9700	Contingency	452,044.00	29,091.62	36,591.62	415,452.38	0.00	415,452.38	91.91
31-91-9990-0000	Depreciation	315,000.00	0.00	0.00	315,000.00	0.00	315,000.00	100.00
91	WaterSewer	7,612,940.25	349,384.19	3,808,427.59	3,804,512.66	728,301.12	3,076,211.54	40.41

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		7,612,940.25	349,384.19	3,808,427.59	3,804,512.66	728,301.12	3,076,211.54	40.4077
31	Water & Sewer Fund	7,612,940.25	349,384.19	3,808,427.59	3,804,512.66	728,301.12	3,076,211.54	40.41

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
32	System Development Fee Fund							
92	DEPT							
32-92-7135-9600	Sewer Development Fee Transfer	693,468.00	0.00	0.00	693,468.00	0.00	693,468.00	100.00
32-92-7135-9700	Water Development Fee Transfer	87,515.00	0.00	0.00	87,515.00	0.00	87,515.00	100.00
92	DEPT	780,983.00	0.00	0.00	780,983.00	0.00	780,983.00	100.00

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		780,983.00	0.00	0.00	780,983.00	0.00	780,983.00	100
32	System Development Fee Fund	780,983.00	0.00	0.00	780,983.00	0.00	780,983.00	100.00

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
42	Part F Grant. Capital Projects							
42	DEPT							
42-42-8111-5800	Capital Outlay -Capital Improv	615,644.00	0.00	277,735.40	337,908.60	27,029.25	310,879.35	50.50
42	DEPT	615,644.00	0.00	277,735.40	337,908.60	27,029.25	310,879.35	50.50

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		615,644.00	0.00	277,735.40	337,908.60	27,029.25	310,879.35	50.4966
42	Part F Grant. Capital Projects	615,644.00	0.00	277,735.40	337,908.60	27,029.25	310,879.35	50.50

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
50	ARP Funding							
50	ARPA Funding							
50-50-8111-4400	Contract Services	1,263,954.06	0.00	0.00	1,263,954.06	0.00	1,263,954.06	100.00
50	ARPA Funding	1,263,954.06	0.00	0.00	1,263,954.06	0.00	1,263,954.06	100.00

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		1,263,954.06	0.00	0.00	1,263,954.06	0.00	1,263,954.06	100
50	ARP Funding	1,263,954.06	0.00	0.00	1,263,954.06	0.00	1,263,954.06	100.00

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
51	2.8 m NCDEQ Project							
51	DEPT							
51-51-8111-4400	Contract Services	0.00	17,928.40	56,679.50	-56,679.50	0.00	-56,679.50	0.00
51	DEPT	0.00	17,928.40	56,679.50	-56,679.50	0.00	-56,679.50	0.00

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		0.00	17,928.40	56,679.50	-56,679.50	0.00	-56,679.50	0
51	2.8 m NCDEQ Project	0.00	17,928.40	56,679.50	-56,679.50	0.00	-56,679.50	0.00

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
60	Waterfront Stabilization Fund							
60	DEPT							
60-60-8111-5800	Capital Outlay -Capital Improv	5,000,000.00	0.00	0.00	5,000,000.00	0.00	5,000,000.00	100.00
60	DEPT	5,000,000.00	0.00	0.00	5,000,000.00	0.00	5,000,000.00	100.00

General Ledger

Expenditures vs Budget with

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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		5,000,000.00	0.00	0.00	5,000,000.00	0.00	5,000,000.00	100
60	Waterfront Stabilization Fund	5,000,000.00	0.00	0.00	5,000,000.00	0.00	5,000,000.00	100.00

General Ledger

Expenditures vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	Yr to Date	Variance	Encumbered POs	Available	% Available
Expense Total		37,667,737.56	1,679,185.47	19,530,521.03	18,137,216.53	3,736,606.85	14,400,609.68	38.2306

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining Uncollected	%Remaining
10	General Fund							
10-00-3100-1100	Ad Valorem Taxes	4,148,498.00	9,756.40	4,278,321.25	-129,823.25	0.00	-129,823.25	-3.13
10-00-3100-1200	Motor Vehicles Tax Collections	193,800.00	0.00	199,872.04	-6,072.04	0.00	-6,072.04	-3.13
10-00-3100-1700	InterestPenalties -Taxes	11,305.00	554.94	8,516.45	2,788.55	0.00	2,788.55	24.67
10-00-3100-1710	Motor Vehicle Interest	669.00	0.00	1,296.85	-627.85	0.00	-627.85	-93.85
10-00-3102-0000	Ad Valorem Tax Prior Years	35,000.00	137.21	24,523.01	10,476.99	0.00	10,476.99	29.93
10-00-3230-0000	Local Option Sales Tax	1,365,000.00	119,991.11	1,642,526.22	-277,526.22	0.00	-277,526.22	-20.33
10-00-3260-0000	Privilege Licenses	1,050.00	0.00	1,390.00	-340.00	0.00	-340.00	-32.38
10-00-3260-0800	ItinerantPeddler Permit	11,880.00	0.00	200.00	11,680.00	0.00	11,680.00	98.32
10-00-3322-0000	Beer & Wine Tax	18,900.00	0.00	0.00	18,900.00	0.00	18,900.00	100.00
10-00-3324-0000	Utility Franchise Tax	300,000.00	0.00	292,172.36	7,827.64	0.00	7,827.64	2.61
10-00-3420-0200	FEMA Reimbursement	221,000.00	0.00	38,049.71	182,950.29	0.00	182,950.29	82.78
10-00-3474-0000	Cemetery Lot Sales & Fees	0.00	50.00	550.00	-550.00	0.00	-550.00	0.00
10-00-3810-0000	Interest Earned	12,000.00	0.00	91,531.30	-79,531.30	0.00	-79,531.30	-662.76
10-00-3833-0005	Donations	4,000.00	5,000.00	20,100.00	-16,100.00	0.00	-16,100.00	-402.50
10-00-3833-0100	Forestry Committee Donations	700.00	0.00	750.00	-50.00	0.00	-50.00	-7.14
10-00-3835-0000	Sale Of Fixed Assets	0.00	0.00	25,760.00	-25,760.00	0.00	-25,760.00	0.00
10-00-3836-0000	Community Garden	1,500.00	0.00	1,410.00	90.00	0.00	90.00	6.00
10-00-3837-0000	Southport ABC Distribution	420,000.00	0.00	519,610.87	-99,610.87	0.00	-99,610.87	-23.72
10-00-3839-0100	Miscellaneous Revenues	10,500.00	1,281.95	9,037.27	1,462.73	0.00	1,462.73	13.93
10-00-3839-0200	Insurance Recovery	0.00	0.00	130.81	-130.81	0.00	-130.81	0.00
10-00-3930-0910	Inactive Accounts	0.00	0.00	1.06	-1.06	0.00	-1.06	0.00
10-00-3991-0000	Appropriated Fund Balance	155,251.25	0.00	0.00	155,251.25	0.00	155,251.25	100.00
00	General Government	6,911,053.25	136,771.61	7,155,749.20	-244,695.95	0.00	-244,695.95	-3.54

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-06-3210-0000	Civil Penalties	105.00	0.00	220.00	-115.00	0.00	-115.00	-109.52
10-06-3220-0000	Pet license & tags	1,000.00	149.63	735.44	264.56	0.00	264.56	26.46
10-06-3833-0005	Donations Animal Care	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
06	Animal Protective Services	2,105.00	149.63	955.44	1,149.56	0.00	1,149.56	54.61

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-10-3437-0600	Misc. ReceiptsPolice Dept.	0.00	2,003.00	7,819.09	-7,819.09	0.00	-7,819.09	0.00
10-10-3437-0601	Police Shop with a Cop	10,000.00	0.00	16,622.22	-6,622.22	0.00	-6,622.22	-66.22
10-10-3437-0602	Golf Cart Fees	5,250.00	300.00	6,820.00	-1,570.00	0.00	-1,570.00	-29.90
10-10-3838-0000	ABC Revenue for Law Enf.	25,000.00	0.00	26,542.24	-1,542.24	0.00	-1,542.24	-6.17
10	Police	40,250.00	2,303.00	57,803.55	-17,553.55	0.00	-17,553.55	-43.61

General Ledger

Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-11-3434-0100	Fire District Fees	1,875,184.00	0.00	1,412,237.08	462,946.92	0.00	462,946.92	24.69
10-11-3434-0200	Duke Energy For Fire Dept	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
10-11-3434-0300	Misc. Grants For Fire Dept	150,000.00	0.00	0.00	150,000.00	0.00	150,000.00	100.00
10-11-3434-0400	Fire Response Fees	20,000.00	0.00	4,709.85	15,290.15	0.00	15,290.15	76.45
10-11-3434-0500	Fire - Miscellaneous Revenue	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
10-11-3434-0700	Fire Inspections & Permit Fees	10,000.00	550.00	7,860.00	2,140.00	0.00	2,140.00	21.40
10-11-3437-0400	Rescue Dept Misc Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-11-3437-0500	Rescue Squad Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-11-3810-0000	Interest Income Fire Dept	0.00	0.00	7.00	-7.00	0.00	-7.00	0.00
11	Fire	2,170,184.00	550.00	1,424,813.93	745,370.07	0.00	745,370.07	34.35

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Revenues vs Budget with

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-12-3437-0400	Rescue DeptMisc. Receipts	0.00	0.00	2,242.16	-2,242.16	0.00	-2,242.16	0.00
10-12-3437-0500	Rescue Squad Fees	180,000.00	0.00	198,277.94	-18,277.94	0.00	-18,277.94	-10.15
12	Rescue	180,000.00	0.00	200,520.10	-20,520.10	0.00	-20,520.10	-11.40

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-40-3220-0000	Civil Penalties	525.00	0.00	0.00	525.00	0.00	525.00	100.00
10-40-3343-0000	Inspection Permits	700,000.00	43,018.00	726,529.70	-26,529.70	0.00	-26,529.70	-3.79
10-40-3343-0100	Home Owners Recovery Fund	1,000.00	60.00	103.00	897.00	0.00	897.00	89.70
10-40-3343-0300	Re-Inspection Fees	500.00	0.00	0.00	500.00	0.00	500.00	100.00
10-40-3343-0400	Planning & Zoning Fees	20,000.00	3,655.00	21,169.00	-1,169.00	0.00	-1,169.00	-5.85
40	Development Services	722,025.00	46,733.00	747,801.70	-25,776.70	0.00	-25,776.70	-3.57

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-50-3474-0000	Cemetery Lot Sales & Fees	0.00	0.00	1,200.00	-1,200.00	0.00	-1,200.00	0.00
50	ARPA Funding	0.00	0.00	1,200.00	-1,200.00	0.00	-1,200.00	0.00

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10-80-3410-0100	Boat Dock Fema Golden Leaf	0.00	0.00	30,353.40	-30,353.40	0.00	-30,353.40	0.00
10-80-3437-0700	Rent Recreation Facilities	7,500.00	3,175.00	10,966.00	-3,466.00	0.00	-3,466.00	-46.21
10-80-3612-0000	Recreation Programs Receipts	25,000.00	1,110.00	28,470.00	-3,470.00	0.00	-3,470.00	-13.88
10-80-3612-0200	Parks & Recreation Donations	1,680.00	0.00	10,369.37	-8,689.37	0.00	-8,689.37	-517.22
80	Parks & Recreation	34,180.00	4,285.00	80,158.77	-45,978.77	0.00	-45,978.77	-134.52

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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-81-3834-0000	Community Bldg Rental	125,000.00	16,475.00	182,404.26	-57,404.26	0.00	-57,404.26	-45.92
81	Community Building	125,000.00	16,475.00	182,404.26	-57,404.26	0.00	-57,404.26	-45.92

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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 Printed: 5/24/2023 8:43:15 AM
 Period 11 - 11
 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-82-3270-0000	Local Occupancy Tax	190,000.00	14,784.67	193,867.22	-3,867.22	0.00	-3,867.22	-2.04
10-82-3617-0000	Tourism Special Events	11,105.00	0.00	11,105.00	0.00	0.00	0.00	0.00
10-82-3834-0300	Tourism - Misc Revenue	11,751.00	675.00	13,276.00	-1,525.00	0.00	-1,525.00	-12.98
82	Community Relations	212,856.00	15,459.67	218,248.22	-5,392.22	0.00	-5,392.22	-2.53

General Ledger Revenues vs Budget with Encumbrances by Depart



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Period 11 - 11
Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
10-96-3325-0000	Solid Waste Disposal Tax	2,100.00	808.21	3,267.47	-1,167.47	0.00	-1,167.47	-55.59
10-96-3500-0000	Refuse Revenue	286,650.00	-10.61	242,086.30	44,563.70	0.00	44,563.70	15.55
96	Solid Waste	288,750.00	797.60	245,353.77	43,396.23	0.00	43,396.23	15.03

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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 Period 11 - 11
 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		10,686,403.25	223,524.51	10,315,008.94	371,394.31	0.00	371,394.31	3.4754
10	General Fund	10,686,403.25	223,524.51	10,315,008.94	371,394.31	0.00	371,394.31	3.48

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
20	Powell Bill Fund							
20-20-3316-0000	NC Powell Bill Funds	136,000.00	0.00	139,129.44	-3,129.44	0.00	-3,129.44	-2.30
20-20-3839-0000	Miscellaneous Revenues	0.00	0.00	4,930.08	-4,930.08	0.00	-4,930.08	0.00
20-20-3991-0000	Appropriated Fund Balance	42,812.00	0.00	0.00	42,812.00	0.00	42,812.00	100.00
20	Powell Bill	178,812.00	0.00	144,059.52	34,752.48	0.00	34,752.48	19.44

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		178,812.00	0.00	144,059.52	34,752.48	0.00	34,752.48	19.4352
20	Powell Bill Fund	178,812.00	0.00	144,059.52	34,752.48	0.00	34,752.48	19.44

General Ledger Revenues vs Budget with Encumbrances by Depart



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Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
21	Firemen's Fund							
21-11-3290-0000	Interest Earned	74.00	0.00	304.32	-230.32	0.00	-230.32	-311.24
21-11-3434-8400	Southport Firemen'S Revenues	83,415.00	0.00	67,793.26	15,621.74	0.00	15,621.74	18.73
11	Fire	83,489.00	0.00	68,097.58	15,391.42	0.00	15,391.42	18.44

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		83,489.00	0.00	68,097.58	15,391.42	0.00	15,391.42	18.4353
21	Firemen's Fund	83,489.00	0.00	68,097.58	15,391.42	0.00	15,391.42	18.44

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
23	Capital Project Fund							
23-23-3970-0000	Transfer in General Fund	1,200,000.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	100.00
23	DEPT	1,200,000.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	100.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		1,200,000.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	100
23	Capital Project Fund	1,200,000.00	0.00	0.00	1,200,000.00	0.00	1,200,000.00	100.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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 Period 11 - 11
 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
30	Electric Fund							
30-93-3710-0000	Sale Of Electricity	7,368,100.00	96,525.12	6,209,287.25	1,158,812.75	0.00	1,158,812.75	15.73
30-93-3720-0100	Utility Sales Tax	515,767.35	6,593.37	432,768.64	82,998.71	0.00	82,998.71	16.09
30-93-3720-0300	Service Charges	3,150.00	0.00	595.00	2,555.00	0.00	2,555.00	81.11
30-93-3720-0326	Electric late Charges	10,500.00	0.00	9,494.55	1,005.45	0.00	1,005.45	9.58
30-93-3720-0327	Electric Meter Tampering	7,350.00	0.00	8,280.00	-930.00	0.00	-930.00	-12.65
30-93-3720-0330	Electric Agreements	210.00	0.00	870.00	-660.00	0.00	-660.00	-314.29
30-93-3720-0331	Electric ReconnectDisconnect	5,250.00	0.00	3,940.00	1,310.00	0.00	1,310.00	24.95
30-93-3831-0000	Interest Earned	315.00	0.00	124.77	190.23	0.00	190.23	60.39
30-93-3839-0000	Miscellaneous Revenues	5,250.00	0.00	76,683.30	-71,433.30	0.00	-71,433.30	-1,360.63
30-93-3991-0000	Appropriated Fund Balance	2,329,618.75	0.00	0.00	2,329,618.75	0.00	2,329,618.75	100.00
93	Electric	10,245,511.10	103,118.49	6,742,043.51	3,503,467.59	0.00	3,503,467.59	34.20

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		10,245,511.10	103,118.49	6,742,043.51	3,503,467.59	0.00	3,503,467.59	34.1951
30	Electric Fund	10,245,511.10	103,118.49	6,742,043.51	3,503,467.59	0.00	3,503,467.59	34.20

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
31	Water & Sewer Fund							
31-91-3420-0200	FEMA Reimbursement WS	0.00	0.00	146,327.13	-146,327.13	0.00	-146,327.13	0.00
31-91-3720-0000	Water Sales	2,055,672.00	0.00	2,051,366.99	4,305.01	0.00	4,305.01	0.21
31-91-3720-0100	WaterSewer Tap Fees	75,885.00	7,800.00	136,535.00	-60,650.00	0.00	-60,650.00	-79.92
31-91-3720-0200	Sewer Impact Fees	0.00	105,648.00	570,820.00	-570,820.00	0.00	-570,820.00	0.00
31-91-3720-0300	Water Impact Fees	0.00	10,880.00	87,569.00	-87,569.00	0.00	-87,569.00	0.00
31-91-3720-0400	Service Charges	26,095.00	3,729.47	50,879.16	-24,784.16	0.00	-24,784.16	-94.98
31-91-3740-0000	Sewer Sales	3,850,000.00	-259.68	3,196,837.03	653,162.97	0.00	653,162.97	16.97
31-91-3780-0000	Transfer From System Dev Cap	780,984.00	0.00	0.00	780,984.00	0.00	780,984.00	100.00
31-91-3833-0005	Donations UB	0.00	0.00	-130.00	130.00	0.00	130.00	0.00
31-91-3839-0000	Miscellaneous Revenues	22,925.00	118.78	17,069.53	5,855.47	0.00	5,855.47	25.54
31-91-3920-0000	Proceeds From Financing	631,977.00	0.00	0.00	631,977.00	0.00	631,977.00	100.00
31-91-3991-0000	Appropriated Fund Balance	169,402.75	0.00	0.00	169,402.75	0.00	169,402.75	100.00
91	WaterSewer	7,612,940.75	127,916.57	6,257,273.84	1,355,666.91	0.00	1,355,666.91	17.81

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		7,612,940.75	127,916.57	6,257,273.84	1,355,666.91	0.00	1,355,666.91	17.8074
31	Water & Sewer Fund	7,612,940.75	127,916.57	6,257,273.84	1,355,666.91	0.00	1,355,666.91	17.81

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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 Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
32	System Development Fee Fund							
32-92-3720-0200	Sewer Development Fees	693,468.00	0.00	0.00	693,468.00	0.00	693,468.00	100.00
32-92-3720-0300	Water Development Fees	87,515.00	0.00	0.00	87,515.00	0.00	87,515.00	100.00
92	DEPT	780,983.00	0.00	0.00	780,983.00	0.00	780,983.00	100.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		780,983.00	0.00	0.00	780,983.00	0.00	780,983.00	100
32	System Development Fee Fund	780,983.00	0.00	0.00	780,983.00	0.00	780,983.00	100.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
42	Part F Grant. Capital Projects							
42-42-3910-0100	Part F Grant	421,224.00	0.00	0.00	421,224.00	0.00	421,224.00	100.00
42-42-3970-0000	Transfer in from other funds	194,420.00	0.00	0.00	194,420.00	0.00	194,420.00	100.00
42	DEPT	615,644.00	0.00	0.00	615,644.00	0.00	615,644.00	100.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		615,644.00	0.00	0.00	615,644.00	0.00	615,644.00	100
42	Part F Grant. Capital Projects	615,644.00	0.00	0.00	615,644.00	0.00	615,644.00	100.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
50	ARP Funding							
50-50-3910-0100	Grant Revenue	1,263,954.06	0.00	631,977.03	631,977.03	0.00	631,977.03	50.00
50	ARPA Funding	1,263,954.06	0.00	631,977.03	631,977.03	0.00	631,977.03	50.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		1,263,954.06	0.00	631,977.03	631,977.03	0.00	631,977.03	50
50	ARP Funding	1,263,954.06	0.00	631,977.03	631,977.03	0.00	631,977.03	50.00

General Ledger Revenues vs Budget with Encumbrances by Depart



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Fiscal Year 2023

Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
60	Waterfront Stabilization Fund							
60-60-3910-0100	Grant Revenue	5,000,000.00	0.00	5,000,000.00	0.00	0.00	0.00	0.00
60	DEPT	5,000,000.00	0.00	5,000,000.00	0.00	0.00	0.00	0.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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Department	Description	Annual Budget	Period Amt	YR to Date	Variance	Encumbered	Remaining / Uncollected	%Remaining
Revenue Total		5,000,000.00	0.00	5,000,000.00	0.00	0.00	0.00	0
60	Waterfront Stabilization Fund	5,000,000.00	0.00	5,000,000.00	0.00	0.00	0.00	0.00

General Ledger

Revenues vs Budget with

Encumbrances by Depart



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 Fiscal Year 2023

<u>Department</u>	<u>Description</u>	<u>Annual Budget</u>	<u>Period Amt</u>	<u>YR to Date</u>	<u>Variance</u>	<u>Encumbered</u>	<u>Remaining / Uncollected</u>	<u>%Remaining</u>
Revenue Total		37,667,737.16	454,559.57	29,158,460.42	8,509,276.74	0.00	8,509,276.74	22.5904

General Ledger

BUDGET STATUS REPORT

OVERTIME



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 Period 11 - 11
 Fiscal Year 2023

Account Number	Description	Budget Amount	Period Amt	YTD Amount	Variance	Encumbered Amount	Available	% Available
01	Administration	-	-	-	-	-	-	-
10-01-4120-0001	Employee Overtime	2,999.00	169.58	521.69	2,477.31	0.00	2,477.31	82.60
02	Finance	-	-	-	-	-	-	-
10-02-4140-0001	Employee Overtime	3,496.00	178.21	3,382.87	113.13	0.00	113.13	3.24
03	Buildings & Grounds	-	-	-	-	-	-	-
10-03-4190-0001	Employee Overtime	13,110.00	37.85	1,789.56	11,320.44	0.00	11,320.44	86.35
04	Garage	-	-	-	-	-	-	-
10-04-4250-0001	Employee Overtime	2,735.00	0.00	545.04	2,189.96	0.00	2,189.96	80.07
05	Streets	-	-	-	-	-	-	-
10-05-4511-0001	Employee Overtime	5,104.00	426.79	4,329.41	774.59	0.00	774.59	15.18
10	Police	-	-	-	-	-	-	-
10-10-4310-0001	Employee Overtime	60,359.00	1,329.44	48,545.90	11,813.10	0.00	11,813.10	19.57
11	Fire	-	-	-	-	-	-	-
10-11-4340-0001	Employee Overtime	96,486.00	13,992.11	97,416.52	-930.52	0.00	-930.52	-0.96
12	Rescue	-	-	-	-	-	-	-
10-12-4370-0001	Employee Overtime	17,000.00	1,946.36	13,615.61	3,384.39	0.00	3,384.39	19.91
40	Development Services	-	-	-	-	-	-	-
10-40-4350-0001	Employee Overtime	5,943.00	649.89	4,438.72	1,504.28	0.00	1,504.28	25.31
80	Parks & Recreation	-	-	-	-	-	-	-
10-80-6120-0001	Employee Overtime	9,067.00	107.45	8,475.40	591.60	0.00	591.60	6.52
82	Community Relations	-	-	-	-	-	-	-
10-82-6170-0001	Employee Overtime	2,825.00	0.00	35.73	2,789.27	0.00	2,789.27	98.74
91	WaterSewer	-	-	-	-	-	-	-
31-91-7130-0001	Employee Overtime	20,561.00	1,658.62	12,956.57	7,604.43	0.00	7,604.43	36.98
93	Electric	-	-	-	-	-	-	-
30-93-7210-0001	Employee Overtime	4,392.00	347.79	3,662.33	729.67	0.00	729.67	16.61
Expense Total		244,077.00	20,844.09	199,715.35	44,361.65	0.00	44,361.65	18.1753

**COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
05 May2023 YTDMonthEnd Run Date: Jun 1 2023 3:45AM**

CI21ADVL TAX - SOUTHPORT MOTOR VEHICLE TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2010	\$39,986.22		\$0.00	\$39,986.22	\$359.75	\$801.93	\$38,824.54	\$0.00	100.00
2011	\$56,588.70		\$0.00	\$56,588.70	\$1,100.98	\$1,089.50	\$54,398.22	\$0.00	100.00
2012	\$66,577.93		\$135.31	\$66,713.24	\$1,307.35	\$1,104.48	\$64,301.41	\$0.00	100.00
2013	\$39,000.09		\$281.30	\$39,281.39	\$627.45	\$833.06	\$37,820.88	\$0.00	100.00
2014	\$0.00		\$199.02	\$199.02	\$0.00	\$51.44	\$147.58	\$0.00	100.00
2015	\$0.00		\$339.73	\$339.73	\$0.00	\$0.00	\$339.73	\$0.00	100.00
2016	\$0.00		\$115.42	\$115.42	\$0.00	\$0.00	\$115.42	\$0.00	100.00
2022	\$0.00		\$33.23	\$33.23	\$0.00	\$0.00	\$33.23	\$0.00	100.00
TOTAL	\$202,152.94		\$1,104.01	\$203,256.95	\$3,395.53	\$3,880.41	\$195,981.01	\$0.00	100.00
TOTAL INTEREST COLLECTED				\$7,214.97					

CI21ADVL TAX - SOUTHPORT PROPERTY TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2011	\$1,774,724.46	\$853.88	\$0.00	\$1,775,578.34	\$130,557.11	\$1,984.77	\$1,643,036.46	\$0.00	100.00
2012	\$1,688,037.74	\$1,118.81	\$5,634.34	\$1,694,790.89	\$11,714.66	\$203.89	\$1,681,202.95	\$1,669.39	99.90
2013	\$1,696,968.97	\$663.08	\$5,642.58	\$1,703,274.63	\$7,143.40	\$210.92	\$1,694,185.39	\$1,734.92	99.90
2014	\$1,741,170.53	\$974.86	\$15,048.68	\$1,757,194.07	\$4,226.49	\$190.76	\$1,751,138.09	\$1,638.73	99.91
2015	\$1,725,593.21	\$1,606.70	\$8,008.53	\$1,735,208.44	\$4,672.15	\$75.54	\$1,729,344.40	\$1,116.35	99.94
2016	\$1,820,832.09	\$2,730.04	\$18,965.09	\$1,842,527.22	\$1,005.08	\$84.78	\$1,839,865.46	\$1,571.90	99.91
2017	\$2,319,187.36	\$2,803.03	\$11,820.85	\$2,333,811.24	\$2,076.09	\$56.59	\$2,328,610.82	\$3,067.74	99.87
2018	\$2,360,474.90	\$1,746.79	\$1,906.02	\$2,364,127.71	\$2,584.47	\$49.04	\$2,360,410.88	\$1,083.32	99.95
2019	\$2,902,214.84	\$2,330.39	\$4,575.41	\$2,909,120.64	\$3,741.06	\$47.50	\$2,902,884.87	\$2,447.21	99.92
2020	\$3,013,421.42	\$5,692.80	\$22,461.51	\$3,041,575.73	\$4,995.16	\$47.85	\$3,033,656.09	\$2,876.63	99.91
2021	\$3,103,177.33	\$3,492.77	\$23,431.70	\$3,130,101.80	\$2,864.46	\$60.66	\$3,120,236.46	\$6,940.22	99.78
2022	\$4,265,852.43	\$6,274.90	\$49,272.76	\$4,321,400.09	\$2,555.18	\$44.48	\$4,284,516.08	\$34,284.35	99.21
2023	\$0.00	\$1,587.60	\$8,901.08	\$10,488.68	\$0.00	\$0.00	\$2,150.26	\$8,338.42	20.50
TOTAL	\$28,411,655.28	\$31,875.65	\$175,668.55	\$28,619,199.48	\$178,135.31	\$3,056.78	\$28,371,238.21	\$66,769.18	99.77
TOTAL INTEREST COLLECTED				\$150,940.65					
GRAND TOTAL	\$28,613,808.22	\$31,875.65	\$176,772.56	\$28,822,456.43	\$181,530.84	\$6,937.19	\$28,567,219.22	\$66,769.18	99.77
GRAND TOTAL INTEREST COLLECTED				\$158,155.62					

COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
05 May2023 YTDMonthEnd Run Date: Jun 1 2023 3:45AM

FR14FFEEFEE - SOUTHPORT FIRE PROPERTY TAX REPORT

TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2010	\$617,230.00		\$0.00	\$617,230.00	\$910.00	\$338.88	\$615,981.12	\$0.00	100.00
2011	\$624,470.00		\$0.00	\$624,470.00	\$720.00	\$130.85	\$623,619.15	\$0.00	100.00
2012	\$630,950.00		\$290.00	\$631,240.00	\$120.00	\$0.00	\$631,020.00	\$100.00	99.98
2013	\$639,550.00		\$0.00	\$639,550.00	\$210.00	\$0.00	\$639,230.00	\$110.00	99.98
2014	\$652,650.00		\$0.00	\$652,650.00	\$210.00	\$0.00	\$652,330.00	\$110.00	99.98
2015	\$674,560.00		\$0.00	\$674,560.00	\$160.00	\$0.00	\$674,280.00	\$120.00	99.98
2016	\$702,680.00		\$0.00	\$702,680.00	\$110.00	\$0.00	\$702,445.29	\$124.71	99.98
2017	\$897,246.88		\$290.00	\$897,536.88	\$137.50	\$0.00	\$897,224.38	\$175.00	99.98
2018	\$1,006,111.57		\$0.00	\$1,006,111.57	\$27.50	\$0.08	\$1,005,761.64	\$322.35	99.97
2019	\$1,027,492.82		\$0.00	\$1,027,492.82	\$192.50	\$0.00	\$1,026,813.38	\$486.94	99.95
2020	\$1,059,241.57		\$55.00	\$1,059,296.57	\$0.00	\$0.00	\$1,057,987.29	\$1,309.28	99.88
2021	\$1,082,561.57		\$0.00	\$1,082,561.57	\$123.75	\$0.00	\$1,078,470.33	\$3,967.49	99.63
2022	\$1,602,106.25		\$420.00	\$1,602,526.25	\$1,162.50	\$0.00	\$1,576,889.92	\$24,473.83	98.47
TOTAL	\$11,216,850.66		\$1,055.00	\$11,217,905.66	\$4,083.75	\$469.81	\$11,182,052.50	\$31,299.60	99.72
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$11,216,850.66		\$1,055.00	\$11,217,905.66	\$4,083.75	\$469.81	\$11,182,052.50	\$31,299.60	99.72
GRAND TOTAL INTEREST COLLECTED									

COLLECTIONS MONTHLY TOTALS REPORT
BRUNSWICK COUNTY
05 May2023 YTDMonthEnd Run Date: Jun 1 2023 3:45AM

CI21LIENFEE - CI21LIENFEE SOUTHPORT PROPERTY TAX REPORT									
TAX YEAR	ORIGINAL LEVY	+LATE LIST	+DISCOVERIES	=CURRENT LEVY	-RELEASES	-WRITE-OFFS	-PRINCIPLE	=BALANCE	% COLL
2020	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	\$0.00	100.00
TOTAL	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	\$0.00	100.00
TOTAL INTEREST COLLECTED									
GRAND TOTAL	\$0.00		\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	\$0.00	100.00
GRAND TOTAL INTEREST COLLECTED									



Development Services Highlights – May 2023

Planning Board: The Southport Planning Board met for their regularly scheduled meeting on May 18th, 2023. Items covered included:

- The Planning Board heard a further presentation on a proposed zoning text amendment to the sign section of the Ordinance, specifically relating to sign illumination. After hearing from the applicant, the Board tabled the request again for further review and to examine other portions of the sign ordinance that may need revision.
- Following a Special Meeting on May 3rd, The Planning Board held a discussion on the pending Conditional Zoning text amendment and amendments that had been made to the draft language following the special meeting. At the conclusion of the discussion, the Board voted 5-2 to recommend approval of the Zoning Text Amendment with two changes, relating to required open space and to required information to be presented in an application for a Conditional Rezoning relating to trees.
- A brief discussion was held on the tree retention section of the Unified Development Ordinance to garner initial feedback prior to Staff working on revisions to ensure clarity and to avoid contradictions.

The next meeting of the Planning Board is scheduled for June 15th, 2023.

Zoning Board of Adjustment: The Board of Adjustment cancelled its regularly scheduled May meeting due to a lack of cases. The next meeting of the Board will be June 27th, 2023, and the agenda for this meeting will be quite lengthy.

Historic Preservation Commission: The Historic Preservation Commission called a Special Meeting on Tuesday, May 23rd, at 1pm, at which time Staff and the Commission began drafting the City's design standards. The Board will have their regular meeting on Wednesday, June 7th, and the drafting effort will continue there and into the coming weeks and months, including more special meetings.

Oakton Major Subdivision: Having received an approval recommendation from the Planning Board, the Preliminary Plat was tabled by the Board of Aldermen at their May 11th, 2023 meeting. The case will be back on the June agenda.

101 E Moore (Bullfrog Corner) Major Site Plan: Staff has yet to receive updated site plan drawings for this project following our last sending of comments to the applicant. Once the site plan is in conformance with the standards of the Unified Development Ordinance, another review committee meeting will be scheduled.

The Shoppes at Dutchman Village Major Site Plan: The project was approved by the Planning Board at their April 20th, 2023 meeting.

Prices Creek Townhomes: A preliminary plat for 48 townhomes to the north of the existing Cottages at Prices Creek project, with access via Firefly Lane and via Rob Gandy Blvd. This project is located within the existing PUD approval for the site, which is also inclusive of the Cottages at Prices Creek and additional land reserved for future development further west on Rob Gandy Blvd. The item was recommended for approval by the Planning Board at their April 20th, 2023, and the Board of Aldermen subsequently voted to approve the project at their May 11th, 2023 meeting.

Technical Review Committee: A technical review committee meeting was not held in May due to lack of cases, but many members of the committee have been collaborating on various projects over the past month.

Code Enforcement: Following Staff changes, the City has hired Alliance Code Enforcement to manage the City's code enforcement efforts through at least the end of the calendar year. Staff have and will continue to work existing code cases and will work with Alliance to get them up to speed as quickly as possible, and all Staff remain available to assist anyone with code enforcement-related questions. All pending cases are otherwise current as well, and in the Board's next packet and onwards, monthly reports specific to Code Enforcement will be provided. Code Enforcement staff will be providing a presentation on the June 8th Board of Aldermen meeting agenda.

Other Notes: Staff continue to assist citizens with questions regarding signs, zoning, annexations, minor subdivisions, CAMA Minor Permits, tree permits, special flood hazard areas, and any other items that come to the Department.

DEPARTMENT OF COMMUNITY RELATIONS
June Report 2023

May 2023:

Randy Jones,
Director of Community Relations

Number of Visitors **1,958**

Visitors' Center Donations (FYTD)	\$ 4,526.00
Film Permit Revenue (FYTD)	\$ 11,100.00
Special Events Revenue (FYTD)	\$ 11,100.00
Community Building (FYTD)	\$ 192,071.76
Occupancy Tax (FYTD)	\$ 199,207.04
Fiscal Year Total	\$ 418,004.80

Tourism

- The "This is our Town" cleanup was held on May 6th, the committee stained all the benches and swings at Waterfront Park and worked on the round-about. The next cleanup will be June 3rd.
- The NC 4th of July Festival Red White & Blue Shrimparoo was May 7th at American Fish Co and was a great success for the festival. If you couldn't attend but want to support, Festival glasses are available in the Fort Johnston Visitor's center for purchase. All proceeds benefit the festival.
- The Southport-Oak Island Chamber of Commerce Ice Cream Social was on May 9th. There was a great turn-out and multiple speakers, all centered around "What Tourism Does for Me!" If you missed the event, one of the speakers was filmed in advance, and Allayna put together the video. To view it, please click here:
https://www.canva.com/design/DAFiFbFzKdo/XplQzvVGPO4Fzwn6oTRJfA/view?utm_content=DAFiFbFzKdo&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink
- The 2023 UYA Southport Plein Art Festival was May 18-20, and they are already making plans for next year!
- The City Cemetery Ad Hoc Committee met May 24th to establish a mission statement and begin the process of forming the committee.
- The UYA, DSI, and City of Southport Pole Banner Project is in full swing. Public Works will start hanging the banners on May 31st.
- The Downtown Southport, Inc monthly meeting will be on June 9th at 9 am at the Indian Trail Meeting Hall.
- The NC Fourth of July Festival will hold several full committee meetings in June, on June 5th, June 12th, and June 20th all at the Indian Trail Meeting Hall.
- There will be a public Winterfest Flotilla Meeting at the Indian Tree Meeting Hall at 2 pm on June 14th.
- The DSI 2023 Southport Summer Markets continue Wednesdays this month:
<https://cityofsouthport.com/series/2023-southport-summer-market/>
- The Southport Flag Lowering Ceremony, hosted by the Sisters of Southport and the Southport Police Dept began May 29th and will continue nightly at 7:30 pm until Labor Day.
<https://cityofsouthport.com/series/southport-flag-lowering-ceremony-hosted-by-the-sisters-of-southport-and-the-southport-police-dept/>

- SHS: 2nd Tuesday Talks Highway History with Pat Kirkman is June 13 at 10:00 am at Harper Library: <https://cityofsouthport.com/event/shs-2nd-tuesday-talks-highway-history-with-pat-kirkman/>
- The 2023 North Carolina Fourth of July Festival begins June 30th to see the full list of events, please visit <https://theeventguide.com/ncjuly4-all/>
- Pipe burst occurred in the Visitors' Center on May 26th causing the Visitors' Center to be closed the remainder of the month. It is scheduled to reopen on June 2nd.

Communications

- Projects
 - The Customer Service Surveys were started and completed throughout May. Each department's survey can be found on their webpage under the 'Contact Us' tab:
 - [Animal Protective Services](#)
 - [Community Relations](#)
 - [Development Services](#)
 - [Finance & Utilities](#)
 - [Fire](#)
 - [Human Resources](#)
 - [Parks & Recreation](#)
 - [Police](#)
 - [Public Services](#)
- Website
 - [2023 NOAA Atlantic Hurricane Outlook Info & Resources](#)
 - Updated Staff Headshots
 - [Parks & Recreation](#)
 - [Police](#)
 - [\(NEW\) Southport Symposium webpage](#)
 - [Updated Beautification Committee Bylaws](#)
 - [2023 Hurricane Expo Recording](#)
 - [Updated Proposed Budget Packet](#), can be found on:
 - [Home Page under 'Popular Searches'](#)
 - [Finance & Utilities Webpage under 'Taxes, Budget, & Audit' Tab](#)
 - [Meeting Live Stream Link added to Planning Board Agenda/Minutes webpage](#)
 - Emergency Information Webpages Updated (*these updates were layout/design updates, no context updates occurred unless otherwise noted*)
 - [SouthportCONNECTED!](#)
 - [Local & State Resources](#)
 - [Hurricane Weather Resources](#)
 - [Ready.gov Resources](#)
 - [FEMA Resources](#)
 - [\(NEW\) EPA Resources](#)
 - [Named Hurricane Information](#)
 - Updated Neighbors 4 Neighbors
 - [Finance Webpage](#)
 - [Information Webpage](#)
 - [Updated Capital Projects List](#)
 - Human Resources Website Updates

- [Announcements](#)
 - [Employee Resources](#)
- Finance & Utilities Webpage: Addition of Online Service Forms
 - [Establish New Service](#)
 - [Change of Service/Disconnect](#)
- [Updated Land Use Legislation Presentation](#)
- Filming
 - May 1: Board of Aldermen Budget Deliberation Meeting (ChyAnn & Sydney)
 - May 5: Board of Aldermen Agenda Meeting (ChyAnn & Sydney)
 - May 10: Board of Aldermen Budget Workshop (ChyAnn & Sydney)
 - May 11: Board of Aldermen Regular Meeting (ChyAnn & Sydney)
 - May 15: Hurricane Expo Promo Filming (ChyAnn)
 - May 18: Planning & Zoning Board Regular Meeting (ChyAnn & Sydney)
 - May 22: Board of Aldermen Budget Workshop (ChyAnn & Sydney)
 - May 22: Hurricane Expo (ChyAnn & Sydney)
- Miscellaneous
 - Community Relations hosted the Virtual Government Social Media Conference May 2-4 at Indian Trail Meeting Hall for local Communications and Media partners
 - ChyAnn attended the UNC School of Government LELA webinar on Social Media for Elected Officials on May 12th
 - ChyAnn attended the TheEventsCalendar webinar May 17th
 - ChyAnn attended the More than a Fling: How to Build Long-Lasting Relationships with Residents webinar hosted by Granicus on May 17th
 - ChyAnn attended the Best Practices and ADA Considerations for Municipal Websites hosted by Granicus on May 18th
 - ChyAnn presented on SouthportCONNECTED! at the Hurricane Expo on May 22nd
 - ChyAnn attended the Grants for Modernizing IT for Cities & Local Governments: Smart, Secure, & Connected Cities webinar on May 24th
 - ChyAnn attended the 2023 NOAA Atlantic Hurricane Season Outlook Press Conference on May 25th
 - ChyAnn met with ArchiveSocial on May 30th for a touch base and to review upcoming features that will be rolled out to assist with our archiving efforts
 - ChyAnn attended the bi-monthly virtual PIO Gathering on May 31st with Brunswick County PIO partners
 - ChyAnn attended the CodeRED Webinar: Adapting for Resilience: Understanding Developing Trends in Physical Threats and the Ripple Effect of Risks on May 31st
- Important Notices
 - [Register Your Golf Cart](#)
 - [Fort Johnston Visitors' Center Museum Closed for Maintenance](#)
 - [Job Posting: PT Community Building Facilitator & Videographer, closes June 23](#)
 - [Board of Aldermen Budget Public Hearing, June 6](#)
 - [Job Posting: PT Summer Camp Counselor, closes June 12](#)
 - Ad Hoc Cemetery Committee Meeting, May 24
 - Board of Aldermen Budget Workshop, May 22
 - [ABC Board Budget Meeting, June 14](#)
 - Cancelled Board of Adjustments Regular Meeting, May 23
 - Cancelled Board of Aldermen Budget Workshop, May 16
 - Hurricane Expo Invitation, May 22
 - [Job Posting: Public Services Technician, closes June 9](#)

- [Register Your Beehives](#)
- [Job Posting: Code Enforcement Officer, closes June 3](#)
- Board of Aldermen Special Budget Meeting, May 10
- Temporary Taylor Field Closure, May 3-4
- Special Called Planning Board Meeting, May 3
- NC DOT Public Notice, CTP
- Rescheduled ABC Board Meeting, May 10

Community Building

- The Community Building was scheduled for eighteen events in May, including:
 - Nine weddings
 - Three rehearsals
 - One city event
 - Four city meetings
 - One non-profit event
- Sydney and ChyAnn met with Landmark Service to solve some tech issues related to filming.
- Sydney and Valerie, one of our facilitators, hosted thirteen walkthroughs this month with six moving forward with contracts for the building!
- Sydney has taken over filming city meetings at the Community Building and Indian Trail Meeting Hall.
- Sydney met with Karen Taylor from WWAY to learn more information about the 2023 Wilmington Wedding Expo in November and about packages for renting a booth to promote the Community Building.

06. ➞ JUNE ➞ 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	01 Wedding	02 Wedding	03 Wedding
04	05	06 BOA Budget Public Hearing	07	08 BOA Meeting	09 Rehearsal (Deck Only)	10 Wedding
11	12 Southport Symposium	13 Doshier Quarterly	14	15 Planning Board Meeting	16 Rehearsal	17 Wedding
18 Wedding	19	20 Maritime Museum	21 BOA Budget Meeting	22 BCS Luncheon	23	24 Wedding
25	26	27	28 Doshier Leadership	29	30	01

UPCOMING CITY MEETINGS

Board of Aldermen Agenda Meeting
June 2 @ 9:00 am - 12:00 pm - OTMH

Board of Aldermen Budget Public Hearing
June 6 @ 6:00 pm - 9:00 pm - SCB

Historic Preservation Commission
June 7 @ 4:00 pm - 5:30 pm - ITMH

Board of Aldermen Regular Meeting
June 8 @ 6:00 pm - SCB

Forestry Committee Meeting
June 13 @ 5:00 pm - 6:00 pm - ITMH

Park and Recreation Advisory Board Meeting
June 13 @ 6:30 pm - ITMH

ABC Board Budget Meeting
June 14 @ 6:00 pm - ITMH

Planning & Zoning Board Meeting
June 15 @ 6:00 pm - SCB

Beautification Committee Meeting
June 19 @ 5:00 pm - SCB

Zoning Board of Adjustments
June 27 @ 4:30 pm - 6:30 pm ITMH



Randy Jones
Director of Community Relations
Southport, N.C. 28461
Work: 910-457-7927
Cell: 910-477-1484

Email: rjones@cityofsouthport.com

UPCOMING EVENTS

Southport Flag Lowering Ceremony, hosted by
the Sisters of Southport and the Southport
Police Dept

Nightly @ 7:30 pm, Southport Waterfront

2023 Southport Summer Market
Wednesdays, 10 am - Franklin Sq Park

"Ships of the Cape Fear River" Exhibit at
Intracoastal Realty
June 2, 5-7 pm

"This is Our Town" Cleanup
June 3, 9 am - Old Jail Annex

Dosher to Community Cookout and Ground-
Breaking Ceremony
June 10 @ 11:30 am - 1:30 pm

Southport Symposium featuring
Mayor & Board of Aldermen
June 12 @ 2:00 pm - SCB

SHS: 2nd Tuesday Talks Highway History with
Pat Kirkman
June 13 @ 10:00 am
Harper Library

Sea Notes Choral Society Presents the 2023
Patriotic Concert,
This is a Great Country
June 24 & 25 @ 3:00 pm
Odell Williamson Auditorium

The 2023 North Carolina
Fourth of July Festival
June 30 - July 4

Utility Billing

Service Requests Report by Service Date

000001-05-2023	5/1/2023	Check Water Meter - per plumber there is a leak at the irrigation meter & states its city side
000002-05-2023	5/1/2023	Check Water Meter customer keeps experiencing leaks at the meter. wants you to call her once you're at her location. Wants to show you something. SHERRY BROCK 540-937-0886
000003-05-2023	5/1/2023	Check Water Meter - cust states its a city issue side leak
000004-05-2023	5/1/2023	Inspect RPZ/Install IRR Meter
000008-05-2023	5/1/2023	Miscellaneous CUSTOMER NEEDS WATER LINES LOCATED
000009-05-2023	5/1/2023	Install Irrigation Tap
000093-04-2023	5/1/2023	Leak Detected - PLEASE CHECK METER FOR ISSUE ON CITY SIDE. IF NO ISSUE PLEASE LEAVE DOOR HANGER
000111-04-2023	5/1/2023	RE: LEAK. FLOW IS STEADY FLOW OF 20-30G A HOUR. HAVE CALLED CUST SEVERAL TIMES REGARDING. Extension granted to May 10, 2023
000113-04-2023	5/1/2023	Extension granted until 5/6/2023
000162-04-2023	5/1/2023	Install Water Sewer Tap
000163-04-2023	5/1/2023	Install Water Meter
000010-05-2023	5/2/2023	Install Water Meter and new meter box, per justin the last box was destroyed
000011-05-2023	5/2/2023	Check Water Meter - RDM COMMUNICATION ERROR. SHOULD THIS GO TO JERAMEY THOMAS?
000013-05-2023	5/2/2023	Check Water Meter - PLEASE ADVISE THAT THERE IS NO METER AT THIS PROPERTY. IF THERE IS, PLEASE MAKE SURE IT IS OFF (LOCKED) & PROVIDE READ IF IT WAS ON.
000014-05-2023	5/2/2023	Turn meter off plumber is doing work at the home and needs the water shut off.
000015-05-2023	5/2/2023	Miscellaneous THE MAIN WATER VALVE LOCATE AT THE METER WILL NOT TURN OFF
000016-05-2023	5/2/2023	Install Water Meter
000017-05-2023	5/2/2023	Turn meter off - cust req water to be turned off to repair faucet

000018-05-2023	5/3/2023	Remove Meter - CUST REQ TO REMOVE IRRIGATION METER & DISCONTINUE SERVICES. PLEASE PROVIDE FINAL READ & I WILL DECOMMISSION
000019-05-2023	5/3/2023	Check Water Meter - please take a picture of each irrigation meter for read to provide cust is questioning history that minet cant provide.
000020-05-2023	5/3/2023	Inspect RPZ/Install IRR Meter
000021-05-2023	5/3/2023	Miscellaneous plumber states that the sewer connection at this location is broken on the city side.
000022-05-2023	5/3/2023	Miscellaneous water meter needs to be raised, it sits below grade per the builders.
000023-04-2023	5/3/2023	Extension - ADDITIONAL FEE ADDED FOR METER BOX DAMAGE
000026-05-2023	5/3/2023	Install Water Sewer Tap
000112-04-2023	5/3/2023	Install Irrigation Tap
000027-05-2023	5/4/2023	Meter Change Out
000158-04-2023	5/4/2023	Miscellaneous CUSTOMER STATES THAT HE PURCHASED A HOME AT 216 W WEST AND THE BACK OF THE HOME LOCATED NEAR THE ROAD (CITY PROPERTY APPARENTLY) HAS BEEN LEFT UNMAINTAINED. HE WOULD LIKE TO HAVE THAT AREA CLEANED UP. BRIAN LARRABEE: 954-295-7475
000024-05-2023	5/5/2023	Install Irrigation Tap
000027-04-2023	5/5/2023	granted in the amount of 149.14 until 5/6/2023
000030-05-2023	5/5/2023	Check Water Meter customer believes there to be a leak
000031-05-2023	5/5/2023	Turn meter off CUSTOMER IS SELLING THE HOUSE AND MOVING, WANTS WATER TURNED OFF. WILL BE RECONNECTED WHEN NEW OWNERS TAKE OVER.
000032-05-2023	5/5/2023	TURN ON EXISTING - new customer turn on meter
000035-05-2023	5/5/2023	Reconnect
000095-04-2023	5/5/2023	Extension GRANTED UNTIL 5/10/2023 IN THE AMOUNT OF 113.54
000096-04-2023	5/5/2023	EXTENSION 151.17 GRNATED UNTIL 5/10/2023

000025-05-2023	5/8/2023	Inspect RPZ/Install IRR Meter
000034-05-2023	5/8/2023	Remove Water Meter - CUST REQ IRRIGATION METER TO BE REMOVED & DISCONTINUE SERVICES
000036-05-2023	5/8/2023	Leak Detected - PLEASE CHECK METER VERIFY NOT CITY ISSUE & LEAVE DOOR HANGER. PER MINET RUNNING ABOUT 300g A HOUR BUT NO DATA FOR SUNDAY
000037-05-2023	5/8/2023	TURN ON EXISTING - bill lathrop (superintendent) 607-483-4501 states the meter isn't connected?
000039-05-2023	5/8/2023	Reconnect paid
000040-05-2023	5/8/2023	Toilet flapper in bathroom by HR is not closing properly and gets hung up
000041-05-2023	5/8/2023	Turn meter off
000065-05-2023	5/8/2023	Meter Change Out - per bcpu new meter
000068-05-2023	5/8/2023	Meter Change Out
000001-04-2023	5/10/2023	Extension 318.85 granted until may 6
000009-04-2023	5/10/2023	Install Water Meter
000012-05-2023	5/10/2023	Extension - FOR BACK BILL OF I01
000017-04-2023	5/10/2023	Miscellaneous pledge 243.87
000044-05-2023	5/10/2023	Miscellaneous locate meter box
000046-05-2023	5/10/2023	Remove Water Meter home is vacant
000047-05-2023	5/10/2023	Install Water Meter, METER BOX NEEDS TO BE RAISED; PLEASE PROVIDE AMOUNT TO CHARGE.
000048-05-2023	5/10/2023	Leak Detected - EMERGENCY REPAIR @ 4:51AM 5.10.2023 POLICE CALLED RE: LEAK COMING FROM STREET.
000052-04-2023	5/10/2023	122.91 GRANTED UNTIL 5/6/2023
000086-04-2023	5/10/2023	Extension granted in the amount of 113.54 until 5/10/2023
000087-04-2023	5/10/2023	Extension - 73.93 due 5/10/2023

000102-04-2023	5/10/2023	Extension 329.52 GRANTED UNTIL 5/10/2023
000109-04-2023	5/10/2023	Extension 222.69 DUE BY 5/10/2023
000116-04-2023	5/10/2023	Extension granted until 5/6/2023 191.96
000053-05-2023	5/11/2023	Inspect RPZ/Install IRR Meter
000054-05-2023	5/11/2023	Inspect RPZ/Install IRR Meter
000057-05-2023	5/11/2023	Leak Detected AT IRRIGATION METER ON CITY SIDE
000058-05-2023	5/11/2023	Miscellaneous CUSTOMER SAYS THAT THE SEWER TAP/LID IS CRACKED AND HAS FELL THROUGH
000071-05-2023	5/11/2023	Meter Change Out - emergency log to check water pressure 5.11.2023
000042-05-2023	5/12/2023	Install Water Meter
000052-05-2023	5/12/2023	Inspect RPZ/Install IRR Meter
000062-05-2023	5/12/2023	Inspect RPZ/Install IRR Meter
000063-05-2023	5/12/2023	Miscellaneous TURN IRRIGATION ON
000107-05-2023	5/12/2023	Meter Change Out - FOUND DURING BILLING
000022-04-2023	5/15/2023	Extension - ADDITIONAL FEE ADDED FOR METER & BACK BILL OF I01
000045-05-2023	5/15/2023	Install Water - per JT meter box needs to be raised. also provide amount to charge
000054-04-2023	5/15/2023	Miscellaneous received pledge
000064-05-2023	5/15/2023	Check Water Meter - cust is concerned with water filling irrigation tap. 919-9718739
000072-05-2023	5/15/2023	Leak Detected please leave door hanger notifying customer of leak on irrigation 100+g a hour since 5.11.2023
000083-04-2023	5/15/2023	Miscellaneous RECEIVED A PLEDGE 600.00
000084-04-2023	5/15/2023	177.12 RECEIVED PLEDGE

000101-04-2023	5/15/2023	Extension GRANTED IN THE AMOUNT OF 113.54 UNTIL 5/10/2023
000110-04-2023	5/15/2023	Extension - 130.13 due 5/10/2023
000038-05-2023	5/16/2023	Install Water Meter
000070-05-2023	5/16/2023	Miscellaneous - CUST CALLED IN ABOUT SINK HOLE AT THE INTERSECTION SULLIVANS RIDGE & PRICE CREEK AT STOP SIGN & FIRE HYDRANT
000073-05-2023	5/16/2023	Check Water Meter - ERROR 53 CODE per Jeramey Thomas
000075-05-2023	5/16/2023	Miscellaneous CUSTOMER STATES THAT A TOOL WAS LEFT AND THE COVER TO THE METER WAS LEFT OFF AFTER A JOB WAS COMPLETED YESTERDAY
000076-05-2023	5/17/2023	Check Water Meter - THE PLUMBER STATES THE METER SPINS THEN STOPS THEN SPINS BACKWARDS.
000077-05-2023	5/17/2023	Inspect RPZ/Install IRR Meter
000079-05-2023	5/17/2023	Miscellaneous received pledge 102.93
000137-05-2023	5/17/2023	Install Irrigation Tap
000083-05-2023	5/18/2023	Inspect RPZ/Install IRR Meter = PER CUST PLUMBER HAS FIXED RPZ
000078-05-2023	5/22/2023	raise box, install water meter
000087-05-2023	5/22/2023	Miscellaneous
000090-05-2023	5/22/2023	Meter Reading Needed - manual read needed for billing Meter has battery health alert
000091-05-2023	5/22/2023	Meter Reading Needed - manual meter read needed for billing meter has device read failure alert
000093-05-2023	5/22/2023	Turn meter off - CUST REQ METER TO BE TURNED OFF
000094-05-2023	5/22/2023	Miscellaneous CUSTOMER STATES THAT THE WATER IS NOT WORKING. PLEASE ASSIST.
000095-05-2023	5/22/2023	Turn meter off - TURN OFF MANUALLY. TURNED RDM OFF BUT DID NOT TRUN OFF. CUST CALLED COMPLAINING
000096-05-2023	5/22/2023	Meter Reading Needed - SEE ATTACHED. METER JUMPED FROM A READ OF 33890 TO 1133910. PLEASE PROVIDE MANUAL READ
000098-05-2023	5/22/2023	Check Water Meter - CUST STATES IRRIGATION METER IS SPINNING. PER SENTRYX NO USAGE SINCE 5/20/2023 1PM.

000108-05-2023	5/22/2023	Meter Change Out
000061-05-2023	5/23/2023	Miscellaneous AFTER HOURS CUSTOMER SAYS HIS WATER TURNED OFF OUT OF NO WHERE.
000084-05-2023	5/23/2023	Leak Detected - cust req meter to be checked states there is a leak at meter but he can not get ahold of mgmt company. he ask if the leak could be a city side issue
000092-05-2023	5/23/2023	Meter Reading Needed - METER HAS A NEGATIVE 9800G READ.
000097-05-2023	5/23/2023	Meter Reading Needed - BACKWARDS/NEGATIVE READING. APRIL READ:267770 & MAY READ IS 208930 PLEASE PROVIDE MANUAL READ.
000099-05-2023	5/23/2023	Meter Reading Needed - MANAUL READ NEEDED - SEE ATTACHED SOMETHING WRONG WITH NODE & OR REGISTER
000100-05-2023	5/23/2023	Check Water Meter - STATES THAT SHE HAS TALKED TO TOM STANLEY ABOUT THE BUILDERS TURNING HER WATER OFF. SHE IS CONCERNED NOW B/C HER WATER IS DIRTY & VERY LOW PRESSURE
000102-05-2023	5/23/2023	Leak Detected Customer says irrigation box is full of water. Please verify no leak is present. *Informed customer that it could be because of the previous rain.
000109-05-2023	5/23/2023	Meter Change Out
000082-05-2023	5/24/2023	Inspect RPZ/Install IRR Meter
000104-05-2023	5/24/2023	Check Water Meter - BILLING FOR NO USAGE FOR 2 MONTHS
000106-05-2023	5/24/2023	Check Water Meter - PROVIDE MANUAL READ. READ FOR APRIL:12520 READ FOR MAY: 375560 THATS 363,040g OF USAGE
000111-05-2023	5/24/2023	Leak Detected - check meter & leave door hanger. irrigation is constantly running 20g a hour. # on file does not work.
000114-05-2023	5/24/2023	Check Water Meter - please locate meter for cust. she is going to have plumber come out & install a house shut off valve. could you please paint the area blue or flag where meter box is.
000120-05-2023	5/24/2023	Check Water Meter - CUST CALLED COMPLAINING ABOUT WATER PRESSURE
000142-05-2023	5/24/2023	Reconnect - PAID
000006-05-2023	5/25/2023	Miscellaneous PLEASE LOCATE WATER SHUT OFF AT THE RD
000113-05-2023	5/25/2023	Remove Water Meter - CUST REQUEST IRRIGATION METER TO BE REMOVED & TO DISCONTINUE SERVICE
000118-05-2023	5/25/2023	Miscellaneous CHECK WATER METER, WATER INSIDE
000119-05-2023	5/25/2023	Miscellaneous - SINK HOLE LOCATED AT DRIVEWAY AT MAN HOLE COVER

000123-05-2023	5/25/2023	Miscellaneous CUSTOMER STATES THAT THERE IS STANDING WATER IN THE SEWER LINE LEADING TO THE SIDE WALK. WATER IS COLLECTING IN A PUDDLE. PLEASE CHECK SEWER LINES. CUSTOMER WOULD LIKE
000124-05-2023	5/25/2023	Miscellaneous received a pledge for full amount
000125-05-2023	5/25/2023	Miscellaneous CUSTOMER STATES THAT HIS WATER PRESSURE IS LOW PLEASE ASSIST
000126-05-2023	5/25/2023	MISC PLEDGE 106.41
000008-04-2023	5/26/2023	Install Water Sewer Tap
000105-05-2023	5/26/2023	Check Water Meter - BILLING FOR 0 USAGE FOR 2 MONTHS
000130-05-2023	5/26/2023	Install Water Meter and connect
000134-05-2023	5/26/2023	Turn meter off - cust req IRRIGATION meter to be turned off until he can get plmbr to fix the excessive usage.
000135-05-2023	5/26/2023	Sewer Line Blocked
000136-05-2023	5/26/2023	Leak Detected plumber detected a leak on the citys side at the meter
000139-05-2023	5/26/2023	Check Water Meter - CUST STATES THAT THEY HAVE NO WATER BUT HAD WATER YESTERDAY
000140-05-2023	5/26/2023	Check Water Meter - CUST STATES NO WATER AFTER INSTALL
000131-05-2023	5/30/2023	Turn meter off - plumber to be at location at 9am to repair leak.
000141-05-2023	5/30/2023	Reconnect - PAID
000143-05-2023	5/30/2023	Reconnect RDM ON 8:50
000144-05-2023	5/30/2023	Reconnect; Turned off in error. Customer has until end of day 5/30/23 to pay since she had a return item on 5/18/23.
000145-05-2023	5/30/2023	Reconnect PAID
000146-05-2023	5/30/2023	Reconnect PAID
000152-05-2023	5/30/2023	Reconnect PAID
000153-05-2023	5/30/2023	Reconnect PAID

000154-05-2023	5/30/2023	Miscellaneous PLEASE PROVIDE MANUAL READ, METER NOT READING IN MINET
000155-05-2023	5/30/2023	Reconnect PAID
000250-03-2023	5/30/2023	Install Water Sewer Tap
000251-03-2023	5/30/2023	Install Water Meter
000060-05-2023	5/31/2023	Install Water Meter
000148-05-2023	5/31/2023	Install Water Sewer Tap
000149-05-2023	5/31/2023	Install Water Meter
000156-05-2023	5/31/2023	Miscellaneous; Please verify no water meter at this address. No active account since 2014
000158-05-2023	5/31/2023	Turn meter off - meter should be off due to being on disconnect list however water is flowing through meter per minet
000161-05-2023	5/31/2023	Miscellaneous - RESIDENT OR VISITOR FELL AT STAIRS & KNOCKED TEETH OUT.

No.	WOID	Request Date	Description	Assigned To	Actual Completion Date
1	19896	4/27/2023	LOCATE 5264 WINDWARD WAY, TREE STUMP REMOVAL	Tyrus Davis	3/30/2023
2	19907	4/28/2023	LOCATE W 8TH ST, REPLACE FIRE HYDRANT	Tyrus Davis	3/28/2023
3	20012	4/25/2023	REMOVE SOME STONE FROM WALK PATH ON RHETT/MOORE ST, SEE TOM	David Kelly	4/28/2023
4	20019	4/26/2023	LEAK AT CAPE HARBOR & 8TH ST	Mike Spicer	4/26/2023
5	20024	4/27/2023	PICK UP BRICKS FROM THE GARRISON	David Kelly	4/27/2023
6	20025	4/27/2023	REMOVE PALM TREE SOUTH CASWELL/W MOORE ST, CORNER BLOCKING STOP SIGN.	David Kelly	5/16/2023
7	20029	4/27/2023	LOCATE 1033 DOWNRIGGER TRAIL, INSTALL UNDGCABLE.	Tyrus Davis	4/24/2023
8	20031	4/25/2023	LOCATE 5994 GRAY SQUIRREL PATH, DESTROYED MARKS	Tyrus Davis	4/26/2023
9	20034	4/25/2023	LOCATE 618 MACKENZIE, INSTALLING POOL	Tyrus Davis	4/27/2023
10	20038	5/1/2023	PICK UP 10 CONES ON MAY 19TH - WILL BE BROUGHT MONDAY THE 22ND. UP YOUR ARTS	Mike Spicer	5/10/2023
11	20039	5/1/2023	4-way STOP SIGN AT W. MOORE & LORD. SEE TOM	Mike Spicer	5/8/2023
12	20040	5/1/2023	PRESSURE WASH ROTARY CLUB SIGN DOWNTOWN.	Harlan Pyles	5/4/2023
13	20041	5/2/2023	TAYLOR FIELD: LOWER THE MAINTENANCE GATE FENCE AT THE SMALL DOG PARK	David Kelly	5/3/2023
14	20043	4/28/2023	LOCATE 202 W WEST ST, BURY PHONE DROP	Tyrus Davis	4/28/2023
15	20044	4/28/2023	LOCATE N HOWE/SANDY LANE, WATER LINE TIE IN	Tyrus Davis	4/28/2023
16	20045	4/28/2023	LOCATE J SWAIN BLVD, WATER LINE TIRE IN	Tyrus Davis	4/28/2023
17	20046	5/2/2023	ALLAYNA WOULD LIKE A THERMASTAT FOR INDIAN TRAIL, ONE THAT YOU SET THE TEMP AND IT KICKS TO HOT OR COOL AUTOMATICALLY		5/3/2023
18	20048	4/26/2023	LOCATE 11 CANTERBURY CT SE, INSTALL DRIVEWAY	Tyrus Davis	5/1/2023

19	20049 4/26/2023	LOCATE 1116 SPINCAST RD/DOWNRIGGER TRAIL, INSTALL UNDG CABLE.	Tyrus Davis	5/1/2023
20	20050 4/26/2023	LOCATE 209 PARK AVE EXT, NEW CONSTRUCTION	Tyrus Davis	5/1/2023
21	20051 4/26/2023	LOCATE 5982 GRAY SQUIRREL PATH/E MOORE ST, DESTROYED MARKS	Tyrus Davis	5/1/2023
22	20052 4/28/2023	LOCATE 215 E LEONARD ST/N ATLANTIC AVE, LANDSCAPING	Tyrus Davis	5/1/2023
23	20053 4/26/2023	LOCATE 5984 GRAY SQUIRREL PATH, NEW GAS SERVICE	Tyrus Davis	5/1/2023
24	20054 4/26/2023	LOCATE 5994 GRAY SQUIRREL PATH, NEW GAS SERVICE	Tyrus Davis	5/1/2023
25	20055 4/26/2023	LOCATE 319 N LORD/ BROWN ST, INSTALL FENCE POSTS	Tyrus Davis	5/1/2023
26	20056 4/25/2023	LOCATE S CASWELL AVE, INSTALL UNDG CABLE	Tyrus Davis	5/1/2023
27	20057 4/25/2023	LOCATE HWY211/LONG BEACH RD SE	Tyrus Davis	5/1/2023
28	20058 5/1/2023	LOCATE N HOWE ST/WOODSIDE DR, WATERLINE REPAIR	Tyrus Davis	5/2/2023
29	20059 5/1/2023	LOCATE SOUTPORT SUPPLY/WINAFRED ST, WATER LINE	Tyrus Davis	5/2/2023
30	20060 5/1/2023	LOCATE N HOWE ST/RIVER RD SE, MANHOLE CORE	Tyrus Davis	5/2/2023
31	20061 5/2/2023	LOCATE N HOWE/RIVER RD, INSTALLING TRAFFIC SIGNAL	Tyrus Davis	5/2/2023
32	20062 4/27/2023	LOCATE 235 E LEONARD ST/WILLIS DR, NEW GAS SERVICE	Tyrus Davis	5/2/2023
33	20063 4/27/2023	LOCATE 456 LORD CHARLES DR, INSTALLING BIRD FEEDER	Tyrus Davis	5/2/2023
34	20064 5/1/2023	LOCATE N HOWE/SANDY LANE, WATER/SEWER INSTALL	Tyrus Davis	5/2/2023
35	20065 5/1/2023	LOCATE SOUTHPORT SUPPLY/J SWAIN BLVD, INSTALL SEWER LINE.	Tyrus Davis	5/2/2023
36	20066 4/27/2023	LOCATE 311 N LORD ST, LANDSCAPING	Tyrus Davis	5/2/2023
37	20067 5/3/2023	PLEASE CHECK THE REFRIGERATOR AT THE SENIOR BLDG.	Jeremy Kennedy	5/3/2023

38	20068 5/4/2023	SOMEONE PULLED THE DOOR HANDLE OFF, WEDDING TOMORROW AT 11:00.	Harlan Pyles	5/5/2023
39	20069 5/8/2023	FIX HANDICAP TOILET AT THE GARRISON	Harlan Pyles	5/8/2023
40	20070 5/8/2023	PICK UP 2 BAGS AT OLD JAIL ANNEX FROM BEAUTIFICATION	David Kelly	5/8/2023
41	20071 5/8/2023	CLEAN UP DEBRIS AT INTERSECTIONS OF W. WEST & CASWELL AVE. TRAVELING SOUTH CROSSING WEST. SIGHT IS OBSTRUCTED. ALSO LORD	David Kelly	5/10/2023
42	20072 4/28/2023	LOCATE ALONG RIVER DRIVE / INSTALLING ELECTRICAL CONDUIT	Tyrus Davis	5/3/2023
43	20073 4/28/2023	LOCATE 1013 N CASWELL AVE, INSTALL UNDGCABLE.	Tyrus Davis	5/3/2023
44	20074 4/28/2023	LOCATE 306-310 E BROWN ST, INSTALLING ELECTRICAL CONDUIT	Tyrus Davis	5/3/2023
45	20075 4/28/2023	LOCATE 102 S FODALE, INSTALLING ELECTRICAL CONDUIT	Tyrus Davis	5/3/2023
46	20076 4/28/2023	LOCATE ROBERT RUARK DR, STATE UTILITY WATER LINE TIE IN	Tyrus Davis	5/3/2023
47	20077 5/1/2023	LOCATE 314 WILLIS DRIVE, INSTALLING ELECTRIC	Tyrus Davis	5/4/2023
48	20078 5/1/2023	LOCATE 314 WILLIS DR, INSTALLING ELECTRIC LINE	Tyrus Davis	5/4/2023
49	20079 5/9/2023	LOCATE BRUNSWICK ST/YACHT BASIN, INSTALLING SEWER LINE	Tyrus Davis	5/3/2023
50	20080 5/1/2023	LOCATE 406 W WEST ST, BURY PHONE DROP	Tyrus Davis	5/4/2023
51	20081 5/1/2023	LOCATE 6181 COMPASS CT, INSTALLING ELECTRIC LINE	Tyrus Davis	5/4/2023
52	20082 5/1/2023	LOCATE 11 CCANTERBURY CT SE, BURY PHONE DROP	Tyrus Davis	5/4/2023
53	20083 5/2/2023	LOCATE 1105 SPINCAST RD, INSTALLING ELECTRIC LINE	Tyrus Davis	5/5/2023
54	20084 5/2/2023	LOCATE 351 TREVALLY CT, INSTALL UNDGCABLE.	Tyrus Davis	5/5/2023
55	20085 5/4/2023	LOCATE ROBERT RUARK DR SE, STUMP REMOVAL	Tyrus Davis	5/8/2023
56	20086 5/3/2023	LOCATE 311 RIVER DR/CAPE FEAR DR, INSTALLING GAS LINE	Tyrus Davis	5/8/2023

57	20087 5/2/2023	LOCATE 258 E 11TH ST, INSTALLING ELECTRIC LINE	Tyrus Davis	5/8/2023
58	20088 5/3/2023	LOCATE 306 E BROWN ST/ N ATLANTIC AVE. NEW CONSTRUCTION	Tyrus Davis	5/8/2023
59	20089 5/3/2023	LOCATE 515-815 W ST GEORGE, GRADING AND UTILITIES	Tyrus Davis	5/8/2023
60	20090 5/10/2023	TAYLOR FIELD: CHECK THE DOG GATES, SEEMS LOOSE AND UNEVEN DO TO THE NEW ASPHALT.	Jeremy Kennedy	5/11/2023
61	20091 5/10/2023	LOOSE GRAVEL ALONG THE SIDEWALK BY THE CITY PIER ON BAY ST. MAY BE A FALL HAZARD. PLEASE CHECK IT OUT.	David Kelly	5/11/2023
62	20092 4/25/2023	LOCATE ROBERT RUARK DR SE/FORREST OAKS, SURVEY/DESIGN	Tyrus Davis	5/9/2023
63	20093 5/4/2023	LOCATE N HOWE ST, CABLE	Tyrus Davis	5/9/2023
64	20094 5/8/2023	LOCATE 233-235 E. LEONARD, DESTROYED MARKS	Tyrus Davis	5/9/2023
65	20095 5/4/2023	LOCATE ATLANTIC AVE/E 13TH, SITE WORK		5/9/2023
66	20096 5/4/2023	LOCATE QUARTER MASTER/COTTAGE POINT WAY, UTILITIES	Tyrus Davis	5/9/2023
67	20097 5/4/2023	LOCATE HIGHLAND PARK AVE, SITE WORK	Tyrus Davis	5/9/2023
68	20098 5/3/2023	LOCATE 713 BURRINGTON AVE, GRADING	Tyrus Davis	5/9/2023
69	20099 5/2/2023	LOCATE 15 CANTERBURY CT SE, UNDG CABLE.	Tyrus Davis	5/9/2023
70	20100 5/3/2023	LOCATE 61678 RIVER SOUND CIR, GRADING	Tyrus Davis	5/9/2023
71	20101 5/2/2023	LOCATE 509 W WEST ST, INSTALLING GAS LINE	Tyrus Davis	5/9/2023
72	20102 5/10/2023	LOCATE 606 W WEST, NEW CONSTRUCTION	Tyrus Davis	5/10/2023
73	20103 5/12/2023	LOCATE 231 SAND DOLLAR LANE	Tyrus Davis	5/10/2023
74	20105 5/8/2023	LOCATE 1224 N CASWELL AVE, WATER/SEWER	Tyrus Davis	5/10/2023
75	20106 5/8/2023	LOCATE 1220 & 1228 N CASWELL AVE/W 14TH ST, WATER/SEWER	Tyrus Davis	5/10/2023

76	20107 5/5/2023	LOCATE 6205 PEBBLE SHORE LANE/NAVIGATOR WAY, NEW GAS SERVICE	Tyrus Davis	5/10/2023
77	20108 5/5/2023	LOCATE 218 STUART AVE/DALE AVE, LANDSCAPING	Tyrus Davis	5/10/2023
78	20109 5/4/2023	LOCATE ROBERT RUARK DR SE, STUMP REMOVAL	Tyrus Davis	5/10/2023
79	20110 5/9/2023	LOCATE S CASWELL AVE/BAY ST, INSTALL UNDGC CABLE	Tyrus Davis	5/11/2023
80	20111 5/9/2023	LOCATE 233 E LEONARD ST/WILLIS DR, NEW GAS SERVICE	Tyrus Davis	5/11/2023
81	20112 5/9/2023	LOCATE 618 MACKENZIE CIR, FENCING	Tyrus Davis	5/11/2023
82	20113 5/12/2023	GARRISON PUBLIC LADIES RESTROOM IS OUT OF ORDER	Harlan Pyles	5/12/2023
83	20114 5/9/2023	LOCATE 618 MACKENZIE CIR, FENCING	Tyrus Davis	5/11/2023
84	20115 5/12/2023	LOCATE 512 BRUNSWICK, INSTALLING POOL		
85	20116 5/12/2023	LOCATE 1041 DOWNRIGGER TRAIL/W 11TH ST, LAWN IRRIGATION	Tyrus Davis	5/11/2023
86	20117 5/15/2023	PLEASE DOUBLE CHECK THAT THE POWER IS ON AT TAYLOR FIELD, THERE IS A FESTIVAL THURSDAY-SATURDAY. Power is on to bathrooms and plugs.	Jeremy Kennedy	5/16/2023
87	20118 5/15/2023	HALLWAY DOOR NEEDS ATTENTION, APPEARS TO BE PULLING AWAY FROM THE FRAME. Added 3 screws to 2 sets of hinges	Jeremy Kennedy	5/16/2023
88	20119 5/9/2023	LOCATE S CASWELL AVE/W MOORE ST, TREE REMOVAL	Tyrus Davis	5/12/2023
89	20120 5/9/2023	LOCATE 420 CADES TRAIL/ROBERT RUARK DR, INSTALLING IRRIGATION SYSTEM	Tyrus Davis	5/12/2023
90	20122 5/16/2023	REPLACED BROKEN BOARDS ON BACK FENCE BY BASKETBALL COURT	Jeremy Kennedy	5/15/2023
91	20123 5/10/2023	LOCATE 11 CANTERBURY CT SE, FENCE INSTALLATION	Tyrus Davis	5/12/2023
92	20124 5/10/2023	LOCATE 916 N CASWELL AVE, WATER/SEWER	Tyrus Davis	5/12/2023
93	20125 5/10/2023	LOCATE 1216 N CASWELL AVE, WATER/SEWER	Tyrus Davis	5/12/2023

94	20126 5/11/2023	LOCATE 310 E 8TH ST/HERRING DR, NEW GAS SERVICE	Tyrus Davis	5/11/2023
95	20127 5/11/2023	LOCATE 702 N ATLANTIC AVE/E OWENS, NEW GAS SERVICE	Tyrus Davis	5/15/2023
96	20128 5/10/2023	LOCATE 1675 N HOWE ST, SOIL TEST BORINGS	Tyrus Davis	5/15/2023
97	20129 5/10/2023	LOCATE LOOKOUT POINT DR/PEBBLE SHORE LANE, NEW CONSTRUCTION	Tyrus Davis	5/15/2023
98	20130 5/10/2023	LOCATE 1137 SPINCAST RD, INSTALLING FENCE	Tyrus Davis	5/15/2023
99	20131 5/16/2023	HEATHER WOULD LIKE INTERIOR RESTROOM LIGHTS SWITCHED TO MOTION SENSOR	Harlan Pyles	5/17/2023
100	20132 5/16/2023	HEATHER WOULD LIKE HINGES PLACED ON BATHROOM DOORS SO THEY CLOSE.	Harlan Pyles	5/17/2023
101	20133 5/16/2023	BOLT ENDCAPS OR COVERS ON THE NEW PICNIC TABLES AT TAYLOR FIELD.	Jeremy Kennedy	5/17/2023
102	20134 5/16/2023	LOCATE 1157 N CASWELL/W 12TH, CUT FIBER	Tyrus Davis	5/15/2023
103	20136 5/17/2023	TRIM SHRUBS / DEBRIS IN RIGHT OF WAY AT 511 N LORD.	David Kelly	5/17/2023
104	20137 5/17/2023	COOKIE WOULD LIKE THE A/C IN THE MIDDLE AND BACK ROOMS CHECKED. NOT WORKING WELL.	Harlan Pyles	5/17/2023
105	20138 5/17/2023	COOKIE HAS 3 BOXES THAT NEED TO GO TO THE STORAGE IN THE GARAGE	David Kelly	5/17/2023
106	20139 5/17/2023	PLEASE CUT PALM TREE BRANCHES AT CITY HALL. SEE ATTACHED EMAIL.	David Kelly	5/18/2023
107	20140 5/17/2023	PLEASE ADDRESS THE ANTS IN THE FSP. COMPLAINTS THIS MORNING FROM PEOPLE AT THE MARKET.	David Kelly	5/17/2023
108	20142 5/17/2023	LOCATE 105, 107, 115 & 129 CAPE FEAR DR, INSTALLING ELECTRIC LINE	Tyrus Davis	5/16/2023
109	20143 5/11/2023	LOCATE 301 RIVER DR/CAPE FEAR, INSTALLING ELECTRIC LINE	Tyrus Davis	5/16/2023
110	20144 5/11/2023	LOCATE 1002 E MOORE, INSTALLING ELECTRIC LINE	Tyrus Davis	5/16/2023
111	20145 5/11/2023	LOCATE 6181 COMPASS CT, NEW GAS SERVICE	Tyrus Davis	5/16/2023
112	20146 5/11/2023	LOCATE 128 PARK AVE/E LEONARD, ADDITION	Tyrus Davis	5/16/2023

113	20147 5/11/2023	LOCATE 1530 PILOT CIR SE/CAPTAIN ATKINS DR, BURY PHONE DROP	Tyrus Davis	5/16/2023
114	20148 5/16/2023	LOCATE 5359 GLENNFIELD CIR SE, INSTALLING ELECTRIC LINE	Tyrus Davis	5/17/2023
115	20149 5/17/2023	PLEASE MOVE THE BLEACHERS AT TAYLOR FIELD TO JOHN SMITH CEMETERY BY MAY 26TH FOR MEMORIAL DAY EVENT.	Mike Spicer	5/18/2023
116	20150 5/18/2023	CUTTING BOARD AT CITY PIER NEEDS SOME REPAIR. replaced with 3/4 treated plywood and recessed screws	Jeremy Kennedy	5/18/2023
117	20151 5/18/2023	MOW IN FRONT OF SKEETER'S HOUSE ON PARK AVE	David Kelly	5/26/2023
118	20152 5/17/2023	REPLACE MISSING BROKEN FENCE PICKETS ON TAYLOR FIELD SIDE OF SMITHVILLE CEMETERY	Jeremy Kennedy	5/17/2023
119	20154 5/12/2023	LOCATE 616 ARABELLA LANE, INSTALL FENCE	Tyrus Davis	5/17/2023
120	20156 5/13/2023	LOCATE 107 N ATLANTIC AVE, LANDSCAPING	Tyrus Davis	5/17/2023
121	20157 5/15/2023	LOCATE 314 WILLIS DR, INSTALLING ELECTRIC LINE	Tyrus Davis	5/17/2023
122	20158 5/12/2023	LOCATE 1500 - 1531 N HOWE ST, CABLE	Tyrus Davis	5/17/2023
123	20159 5/17/2023	LOCATE RIVEDR RD/N HOWE ST, INSTALL SILT FENCE	Tyrus Davis	5/18/2023
124	20160 5/16/2023	LOCATE 113 W MOORE ST/S LORD ST, PLANTING BUSHES	Tyrus Davis	5/18/2023
125	20161 5/16/2023	LOCATE 916 N CASWELL AVE, INSTALLING WATER/SEWER TAP	Tyrus Davis	5/18/2023
126	20162 5/12/2023	LOCATE 209 PARK AVE EXT, INSTALLING ELECTRIC LINE	Tyrus Davis	5/18/2023
127	20163 5/17/2023	LOCATE 1137 SPINCAST RD, INSTALLING FENCE	Tyrus Davis	5/18/2023
128	20164 5/17/2023	LOCATE 1137 SPINCAST RD/DOWNRIGGER, INSTALLING FENCE	Tyrus Davis	5/18/2023
129	20175 5/18/2023	LOCATE POWERHOUSE DR/E MOORE ST, DEMOLITION	Tyrus Davis	5/22/2023
130	20177 5/16/2023	LOCATE 406 HERRING DR/E LEONARD ST	Tyrus Davis	5/22/2023

131	20178 5/16/2023	LOCATE 406 HERRING DR/E LEONARD ST, INSTALL UNDG CABLE	Tyrus Davis	5/22/2023
132	20179 5/17/2023	LOCATE 1011 SOFTWIND WAY, INSTALLING FENCE	Tyrus Davis	5/22/2023
133	20180 5/17/2023	LOCATE RIVER RD SE/N HOWE ST, INSTALL SILT FENCE	Tyrus Davis	5/22/2023
134	20181 5/16/2023	LOCATE 103 PARK AVE/E MOORE ST, INSTALLING WATER/SEWER TAP	Tyrus Davis	5/22/2023
135	20183 5/18/2023	LOCATE 120 W WEST, STUMP GRINDING	Tyrus Davis	5/23/2023
136	20184 5/18/2023	LOCATE 216 W WEST ST, STUMP GRINDING	Tyrus Davis	5/23/2023
137	20185 5/18/2023	LOCATE 618 MACKENZIE CIR/E ST GEORGE, BURFY PHONE DROP	Tyrus Davis	5/23/2023
138	20186 5/18/2023	LOCATE 1033 DOWNRIGGER TRAIL/W 11TH ST, INSTALL UNDG CABLE.	Tyrus Davis	5/23/2023
139	20187 5/18/2023	LOCATE 231 SAND DOLLAR LANE, BURY PHONE DROP	Tyrus Davis	5/23/2023
140	20037 5/1/2023	GIRLS BATHROOM DOOR AT 209 N ATLANTIC. SCREWS HAVE COME OUT OF THE CYLINDER THAT SHUTS THE DOOR.	Jeremy Kennedy	
141	20042 5/2/2023	TAYLOR FIELD: CUT BACK BEHIND THE DOG FENCE.	David Kelly	
142	20047 5/2/2023	MOVE TREE FROM BEHIND COMMUNITY GARDEN TO TAYLOR FIELD. CALL SCOTT 910-F269-3260	David Kelly	
143	20104 5/12/2023	IS IT POSSIBLE TO FIX THE ROAD WHERE CUTS WERE MADE THAT HAVE SUNK AND ARE HOLDING WATER? BURRINGTON & LEONARD AREA.	Mike Spicer	
144	20121 5/15/2023	PLANT BOXWOODS AND 4 HYDRANGEAS AT KEZIAH PARK. REMOVE POSTS AND ROPE WHEN COMPLETE. SEE HEATHER.	David Kelly	
145	20135 5/16/2023	CHANGE THE LIGHTS IN THE CITY GYM	Harlan Pyles	
146	20141 5/17/2023	PLEASE TAKE THE BLEACHERS TO THE KICKBALL FIELD BESIDE CAVINESS BY JULY 7TH	Mike Spicer	



NCEMPA
1427 MEADOW WOOD BLVD.
RALEIGH, NC 27604

Power Billing Statement

North Carolina Eastern Municipal Power Agency

MEMBER	BILL DATE	DUE DATE	FOR SERVICE	TOTAL DUE
SOUTHPORT	05/10/23	05/20/23	04/01/23 - 04/30/23	\$316,342.19

Wholesale Power Service Schedule FR-8

DESCRIPTION	RATE	QTY	AMOUNT
Demand Charges:			
All Demand	\$21.17/kW	7,629	161,505.93
Energy Charges:			
Monthly Energy Charge	\$.02673/kWh	4,075,155	108,928.89

Additional Charges

DESCRIPTION	RATE	QTY	AMOUNT
Rider 1 FRPPA True-Up Charge/(Credit)			0.00
Rider 2 Delivery Surcharge	\$0.06/kW	7,629	457.74
Rider 3B Leased Facilities Surcharge	\$0.88/kW	9,081	7,991.28
Rider 6A NCEMPA Generation Credit			(1,824.77)
Rider 6B NCEMPA Generation Credit			(3,377.47)
Rider 7A Power Agency Service (PAS) Charge			9,493.20
Rider 7B Renewable Energy Portfolios Standards (REPS) Charge			1,807.79
Rider 8 Debt Defeasance Support Charge			31,359.60
Other Charges/(Credits)			0.00

Power Bill payment made by ACH Debit

TOTAL AMOUNT DUE

\$316,342.19

If you have any questions concerning this bill, call Gail Duke at 919-760-6212



Power Billing Statement
North Carolina Eastern Municipal Power Agency

MEMBER	BILL DATE	FOR SERVICE	MEMBER NCP	MEMBER CP
SOUTHPORT	05/10/23	04/01/23 - 04/30/23	04/07 @ 1700 / 9,081 kW	7,629 kW

DEP System Peak = 04/06/23 @ 1700 8,385 Megawatts

DEMAND DATA

(A)	(B)	(C)	(D)	(E)	(F=D-E)
DELIVERY POINT	NCP Date & Time	NCP kW	CP kW	SEPA kW	BILLED DEMAND
SOUTHPORT DP	04/07/23 @ 1700	9,081	7,629	0	7,629
TOTAL			7,629	0	7,629

ENERGY DATA

	(G)	(H)	(I=G-H)		
DELIVERY POINT	METERED kWh	SEPA kWh	BILLED kWh	METERED KVAR	EXCESS KVAR
SOUTHPORT DP	4,075,155	0	4,075,155	1,335,715	0
TOTAL	4,075,155	0	4,075,155	1,335,715	0



MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	05/10/23	04/01/23 - 04/30/23

Billing Summary

	CALENDAR YEAR (JAN23 - APR23)	FISCAL YEAR (JUL22 - APR23)
Total Bill	\$1,519,822.78	\$4,028,174.88
Metered Energy (Includes SEPA kWh)	17,178,171	49,665,424
SEPA Energy	0	0



MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	05/10/23	04/01/23 - 04/30/23

Summary of Billing Determinants at Metering Point

DEP ID	METERING POINT	NCP DATE TIME	NCP kW	CP kW	METERED kWh	MAX. LAGGING kVAR	EXCESS kVAR	MAX. LEADING kVAR
240	SOUTHPORT MP	04/07 @ 1700	9,081	7,629	4,075,155	3,456	0	0
TOTAL				7,629	4,075,155			



Power Billing Statement

North Carolina Eastern Municipal Power Agency

MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	05/10/23	04/01/23 - 04/30/23

Summary of Distributed Generation Credits

	Rider 6A	Rider 6B
Total CP kW	15,550	21,581
Total Transmission kW	15,550	21,581
Total Energy (kWh)	222,626	298,220
Member % of Revenue	0.7826%	0.8961%
CP Demand (kW)	122	193
Transmission (kW)	122	193
Energy (kWh)	1,742	2,672
CP Demand Credit(\$)	(2,296.66)	(3,633.23)
Transmission Demand Credit(\$)	(240.70)	(380.79)
Energy Credit(\$)	(45.83)	(70.30)
Distributed Generation Credit(\$)	(2,583.19)	(4,084.32)
Power Agency Expense(\$)	758.42	706.85
TOTAL MONTH CREDIT(\$)	(1,824.77)	(3,377.47)



MEMBER	BILL DATE	FOR SERVICE
SOUTHPORT	05/10/23	04/01/23 - 04/30/23

Rider 7A - Power Agency Services (PAS) Charge

The Power Agency Service Charge on the wholesale power billing statement is based on costs and services approved by the North Carolina Eastern Municipal Power Agency Board of Commissioners and by the Electricities Board of Directors and is undertaken and operated by the Power Agency for the benefit of the Members. These costs include: NERC and SERC compliance activities; APPA dues; legislative, financial, and legal support, including territorial issues and other member services; Power Agency operations, billing activities, and rate support, economic development, communications, training and Power Agency administrative and general expenses.

The Power Agency Services charge 2023 projection is reflected in the January 2023 billing data.

The Power Agency Services charge 2022 True-Up adjustment of \$ (181.65) is applied to the April 2023 through March 2024 billing data.

Power Agency Service Charge(\$)	\$9,493.20
Power Agency Service %	0.82 %

Rider 7B - Renewable Energy Portfolio Standards (REPS) Charge

The Renewable Energy Portfolio Standards (REPS) Charge 2023 projection is reflected in the January 2023 billing data.

The Renewable Energy Portfolio Standards (REPS) Charge 2022 True-Up adjustment of \$ (1,285.90) is applied to the April 2023 through March 2024 billing data.

Renewable Energy Portfolio Standards Charge(\$)	\$1,807.79
Renewable Energy Portfolio Standards %	0.82 %

Rider 8 - Debt Defeasance Support Charge

The Defeasance Debt Service Support Charge line on the wholesale power billing statement is the Member's share of monthly support costs, as defined in the Debt Service Support Contract. This monthly debt charge will be assigned to and recovered from the Member in accordance with the terms and conditions of the Full Requirements Power Sales Agreement and the Debt Service Support Contract. The planned repayment term of the defeasance bond is ten years.

Debt Service Support Charge(\$)	\$31,359.60
Debt Service Support %	0.74 %

MAY 2023 MONTHLY SUMMARY



Divisions of the Fire Department

Fire Division Calls for Service

Totals

Structural: 18 Vehicle: 2 MV Crash: 13
 Woods/Brush: 3 Gas Spill/Leak: 3 Trash: 3
 Water Rescue: 4 Electric: 3 Good Intent: 7
 Mutual Aid: 3 Medical/CPR: 23 Other: 0

82

EMS Division Calls for Service

EMS Calls: 218 E- Transports: 64 NE- Transports: 11

229

Fire Prevention & Inspections

Permits: 13 Inspections: 34 Batteries: 25
 Plan Reviews: 4 Smoke Alarm Installs: 19
 Car Seats: 18 CPR Classes: 4 Tours: 58

175

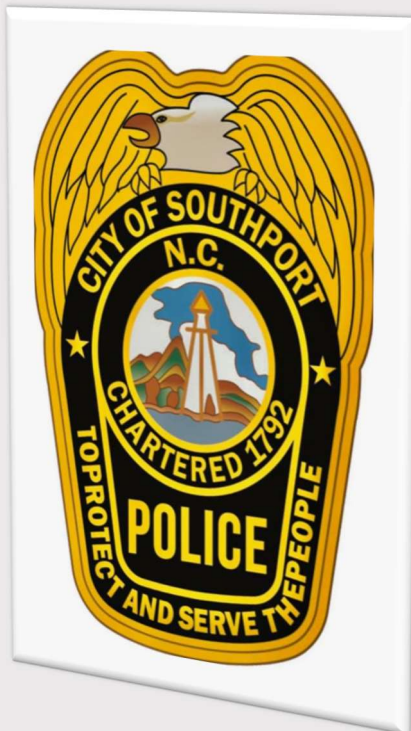
Total Number of Fire Department Actions: 486

UPCOMING PROJECTS, GOALS, & EVENTS

The Southport EMS Auxiliary has surpassed their goal of 25k in fundraising. Currently 35k has been raised. The month of June brings agility and skills testing for all of our members, we do this to ensure our members are fit for duty. Preparations are underway for the 38th annual Firefighter's FREEDOM competition, which will showcase several new things this year. The 9/11 Never Forget Memorial will be in Southport for the NC 4th of July Festival, July 1-4, with tours available from 10am to 4pm daily. The Citizen's Fire Academy will be complete on Thursday, June 8 with a dinner and awards celebration at Fire Headquarters. Another Citizen's Fire Academy will be held in the Fall of this year.



POLICE



Monthly Summary

MAY 2023

Chief Todd Coring
910-457-7913
tcoring@cityofsouthport.com
Facebook SouthportPoliceDepartmentNC

Southport Police Department

INCIDENT / OFFENSES

Total Calls for Service: 481

General Calls (some)

- Alarms – 19
- Meet Complainant – 50
- Suspicious Persons/Activity – 33
- Animal Control – 15
- Shoplifter – 0
- Disturbance & Domestic Calls – 24
- 911 Hang-Ups – 30
- Traffic Calls
- Traffic Stops – 43
- Motor Vehicle Accidents – 16
- Hit/Runs – 4
- Drunk Driver/C&R/ATL -20
- Assist EMS – 89
- Assist Fire – 14
- Special Events/Checks/Patrols – 62

ARREST / CITATION / CHARGES

- Arrest – 8
- Citations & Warnings – 37



SPD Emergency Task Unit, w/3 Officers, assisted in Leland on 5/19/23 from 10a-5pm with rain event. Assisted on several missions with reported flooded homes and areas where residents were stranded.

SPD hosted the South Brunswick High School Senior Parade
SPD hosted the Southport Elementary School 5th grade Graduates Parade

SPD hosting Nightly Flag Lowering Ceremony at 7:30pm

SPD participated with City Hurricane Symposium
4th of July Operations meetings with our partner agencies are going well. Assistance from BCSO, NCSHP, US Marshals Office, to name a few
SPD participated with Memorial Day Parade and Ceremony

Community, Professionalism, & Integrity

Southport Parks and Recreation Department May 2023 Monthly Report

On-Going Activities

Before/Afterschool

M-F 7:00am plus transportation to SES
Pick up from school and care till 5:15pm

Athletics

Open gym Thursday-Monday 5 – 9PM.

Senior Activities

Senior Preventative Exercise

No impact stretching held at the Senior Building every
MWF at 9AM

Senior Crafts

Craft classes held every Monday at 10AM at the Senior
Building

Saturday Morning

Seniors meet every Saturday morning for coffee and light
breakfast at the building for fellowship.

Senior Luncheon

Potluck lunch held the 2nd Wednesday of every month.

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Fitness Classes

Martial Arts

Held at the Jaycee Building Tuesdays at 4:30pm

Core & Body Sculpting

Held at the Jaycee Building Tuesday at 8:30am and
Wednesdays at 5:30PM

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Buildings and Facilities Utilized and Rented out by Parks and Recreation

Franklin Square Park
City Pier
Kinglsey Park
Central Office
Waterfront Park
Riverwalk Gazebo
Atlantic Street Park

Caviness Park
Ft. Johnston Tennis Courts
City Gym
Jaycee Building
Ft. Johnston Playground
City Dock

Historic Riverwalk
Lowe/White Park
Garrison Lawn
Keziah Park
Senior Building
Bay Street Overloo

- Before and After school was held Monday-Friday.
- Summer Camp registration was held this month.
- Regular rental of buildings and parks continued.
- Budget preparation and presentation.
- Worked with Bob Jarvis on Capital projects and timelines.
- Submitted for reimbursement for PARTF for Taylor Field.