

Town of North Topsail Beach

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Aldermen:
Richard Grant
Tom Leonard
Susan Meyer
Richard Peters



David J. Gilbride
Town Manager

Laura Oxley, JD, MPA
Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Agenda Thursday, August 6, 2020 6:30 P.M.

- I. Call to Order (Mayor McDermon)
- II. Invocation (Alderman Grant)
- III. Pledge of Allegiance (Mayor McDermon)
- IV. Approval of Agenda
- V. **Manager's Report**
- VI. Open Forum*

Staff will collect questions ahead of the Meeting and present to the Board of Aldermen.

VII. Public Presentations and Hearings

A. US Army Corps of Engineers – Updates/Discussion

(Mr. Mickey Sugg & Mr. Greg Currey
of the USACE)

B. Discuss Financial Services Contract

(Douglas Carter, President and Managing
Director of DEC Associates)

C. **Coastal Engineer Update**

(Mr. Fran Way of ATM Consulting)

*All open forums are subject to a 3-minute limit

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- D. [Proposed Amendment](#)- to allow for garage apartment/guest house
(Planning Director Hill)

VIII. Consent Agenda

- A. Approval of Minutes ([June 24, 2020](#); [July 2, 2020](#); [July 21, 2020](#); [July 30, 2020](#))
- B. Department Head Reports
1. [Finance Department](#)
 2. [Fire Department](#)
 3. [Inspections Department](#)
 4. [Planning Department](#)
 5. [Police Department](#)
- C. Committee Reports
1. [Planning Board & PPI Committee](#)
 2. [Board of Adjustment](#)
 3. TISPC ([link to minutes](#))
 4. ONWASA ([link to minutes](#))
- D. [Tax Refund](#)

IX. Continuing Business

- A. Emergency Operations Plan (Town Manager Gilbride)
- B. Capital Improvements Update (Mayor Pro Tem Benson and Alderman Grant)

X. New Business

- A. [TISPC: Appoint Citizen Representative](#) (Mayor Pro Tem Benson)
- B. [Planning Board and Board of Adjustment Appointments](#)
(Planning Director Hill)

XI. Attorney's Report

XII. Mayor's Report

XIII. Aldermen's Report

XIV. XV. Closed Session to:

- consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged

XV. Adjournment



Manager's Report – August 6, 2020 Board Meeting

Capital Improvement/Fire Station

In order to evaluate various capital projects, including the Fire Station, we have approached DEC Associates, a municipal finance consulting firm, to evaluate the town's financial position and ability to finance projects. DEC has worked with the town before, specifically on inlet dredge projects and the Phase 5 renourishment USDA loan. The principal, Doug Carter, has asked to address the Board of Aldermen at the 8/6/20 meeting to define the scope of work and address board expectations.

Revetment

Arendell Engineers completed survey work on the revetment and a meeting of the committee was convened to review his design. Immediately prior to the meeting the engineer, Mr. Forman, provided the outline of a new approach to the revetment, rendering his earlier operation plan obsolete. No committee decisions could be made, and Mr. Forman is preparing a new operational plan which will be presented to the committee when received.

Town Park Repairs

Park repairs have been completed, and the park was opened to the public on Friday, July 24th. No ceremony was held for the opening since social distancing would have been difficult to maintain at a traditional ribbon cutting.

USACOE Federal Project

The long awaited Project Partnership Agreement (PPA) was received by both North Topsail Beach and Surf City, and a number of questions arose which were compiled at a joint meeting of the towns, and will be forwarded to the USACOE following attorney review.

While the Corps has a "deadline" of August 4th for signature of the agreement by both parties, the number of unresolved issues make complying with that deadline unlikely. It remains difficult to get a handle on just what this project will cost, and what is required of the towns.

Town Hall

Preparation of complete plans continues, and drawings were reviewed by staff and engineers at the site on the 24th. The architect/engineers are finishing up the design, and we will be providing them locations for electric outlets and data ports. The project is estimated to be ready to go out for bid in Mid-August. The Town Clerk and Finance Officer continue to work with FEMA, the Golden Leaf foundation, and the Insurance carrier to determine what, if any, additional reimbursement can be obtained.

Florence Project

The Florence project is out for bid, but due to hurricane lasiah the bid opening deadline was extended an additional week. Bid opening is scheduled for August 6th.

Parking

Surveys of the two Jeffries parking lots were provided to CAMA for review, along with a description of our intentions to expand these lots. Town streets have been viewed via Google Earth (GIS Maps did not have sufficient clarity) and a surprisingly small number of suitable parking spots on side streets appears available. It is likely that the recommendation will be to prohibit any side street parking in town, and move to paid parking only in the lots and a few select locations. We believe expansion of the lots can be done in-house at minimal cost.

Annexation

I have made no progress with this but will continue to effort it.

TISPC

The annual visit to Capitol Hill was held virtually this year, with Alderman Leonard taking the lead in explaining the history of our CBRA problem and proposing solutions for our legislators in Washington. We were encouraged by the position taken by Congressman Murphy on the need for jettys and groins, and hope to work with him to change North Carolina's reluctance to use these structures.

Solid Waste

While our solid waste fees to residents have gone up, the quality of service from our contractor has been decreasing. We've had a dramatic uptick in complaints, especially regarding recycling, with entire streets being overlooked, debris falling from the cans and trucks, late pickups, etc ... We are communicating with their management in an effort to improve their level of service.

Condemnations

We continue to pursue the two initial properties. One, which involves a bank foreclosure, is in negotiation for sale and improvement. The second – we have been unsuccessful in serving notice on the property owner. We will continue to work on that.

Federal Flood Maps

Disputes continue over the flood map panel for the extreme south end of town, a panel which includes both NTB and Surf City. The “appeal” period, a time when the public could appeal their flood designation, is long past. That has not been an issue. The decision to include this particular panel with Pender County/Surf City was unknown to us at the time of the appeal process, and was a decision made at the state level. We were unaware of this decision until June, when the approved map panels were accepted. Nevertheless, homeowners are threatening litigation, and the matter has been turned over to Mr. Edes.

Legal

I have requested the Town Attorney provide a monthly invoice for the services he provides on our behalf.

Hurricane Isaiih

As I write this the hurricane is about three days away. Preparations are underway by all town departments, and I will no doubt be providing a separate report prior to or at the Board of Aldermen meeting. All have been provided with copies of our Emergency Operations Plan, and we are keeping our fingers crossed that this turns out to be largely a non-event.

Laura Oxley

From: Way, Francis <FWay@appliedtm.com>
Sent: Monday, August 3, 2020 12:07 PM
To: Laura Oxley
Subject: RE: North Topsail Beach - Board Monthly Meeting

Laura,
I am available by phone for Thursday's meeting.

Some summary notes from ongoing NTB projects

1. The DCM permit modification has been submitted for next winter's truck haul continues to be processed by the Department of Coastal Management (DCM). There has been some back and forth between DCM and ATM about the project.
2. Florence Truck Haul bid package is out and the bid deadline has been extended from August 4 to August 11 because of Isaías. Town and ATM staff held the pre-bid meeting on July 22 and there was a good turnout. Several bids are anticipated based on contractor questions.
3. ATM is continuing to coordinate with USACE staff regarding use of offshore borrow area "A" which was permitted for the Topsail Beach Corps project (Topsail Beach did not choose to go forward with this option and went for their own using navigable channel beach compatible sand). This borrow area "A" sand would be used for the Florence Category G project.

Hopefully Mickey will still be able to make this Thursday's meeting so he can provide more of an update on the NRI shoreline stabilization project (AKA terminal groin – but this is only an alternative at this time). Good luck to you to on Isaías as well.

Thanks
Fran

From: Laura Oxley <LOxley@ntbnc.org>
Sent: Sunday, August 2, 2020 2:38 PM
To: Way, Francis <FWay@appliedtm.com>
Subject: North Topsail Beach - Board Monthly Meeting

Caution: This email originated from outside the organization. Always use caution when opening attachments or clicking links when receiving unexpected emails.

Hello Fran,

I hope you are well. The Board's monthly meeting is later this week. They had suggested a written report going forward along with your participation at the meeting. Whenever you can provide a report, I'm happy to distribute.

Are you available this Thursday evening?

Thanks and good luck with Isaías!

Laura Oxley, JD, MPA
Town Clerk & HR Manager

Town of North Topsail Beach, NC
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Town of North Topsail Beach
Board of Aldermen

Agenda
Item: **Public Hearing**
Date: **August 6 2020**

Issue: Proposed Amendments to the Unified Development Ordinance: § 4.02 Permitted And Special Uses Use Table (Table 4-1), § 4.03 Use Standards: Accessory Dwelling Unit (Garage apartment/guest house).

Department: Planning

Prepared by: Deborah J. Hill MPA AICP CFM CZO

Presentation: Yes

BACKGROUND

- On May 23, 2011, the application for “residential construction” on Lot 6 Ashe Island (Bostic) was denied (attached). The owner submitted a Change of Use May 27, 2011. To the best of my recollection, the owner, Bostic, met with the Town Manager and myself, resulting in the Zoning permit dated 6/9/11 (attached).
- The Unified Development Ordinance was adopted and became effective November 2, 2011.
- A zoning permit for 9 Hunter Heath was approved for a garage (use requested was for a garage addition, but in fact the garage is detached). Mr. Michael Affify was notified via email 2/5/2016 (attached) that the garage could not be used for human habitation.
- In June, Michael Afify of A'N'A Builders submitted a building application for a 2,968 gross sq ft “garage and office **attached** to existing home” and a zoning and flood application for an “addition of garage and office w/kitchenette”.

Attached vs. Addition

- The UDO defines **ADDITION (TO AN EXISTING BUILDING)**. An extension or increase in the floor area or height of a building or structure.
- The Residential Building Code defines addition as: “[RB] ADDITION. An extension or increase in floor area or height of a building or structure. For energy purposes, an extension or increase in the conditioned space floor area or height of a building or structure.”

The proposed garage apartment or *accessory dwelling unit* is prohibited by § 4.02 (Table 4-1). Permitted and special uses for each of the zoning districts and cross-references to use-specific standards applicable to some uses are identified in Table 4-1. Uses which are prohibited within a district are indicated by a blank space or are not listed. Italicized terms are defined in Article 11.

<i>Table 4-1 Use Table</i>											
<i>Use</i>	<i>MHR</i>	<i>R5</i>	<i>R8</i>	<i>R10</i>	<i>R15</i>	<i>R20</i>	<i>RA</i>	<i>COND</i>	<i>B1</i>	<i>B2</i>	<i>Use Specific Standard</i>
Garage, attached or detached	P	P	P	P	P	P	P				
Garage apartment/guest house											

It is my determination that two buildings attached by a roof and without a common wall are not an addition. UDO §11.02 defines GARAGE APARTMENT as: A structure above a private garage in which provision is made for one dwelling unit. See also ACCESSORY DWELLING UNIT.

The UDO defines ACCESSORY DWELLING UNIT as: A residential dwelling unit, located on the same lot as a single-family dwelling unit, either within the same building as the single-family dwelling unit or in a detached building. Secondary dwelling units shall be developed in accordance with the standards set forth in this ordinance and only in those zoning districts where the use is listed as a special use.

UDO § 7.05 (B) (8) *Accessory structures* states,

- (a) **Accessory structures shall not be used for human habitation** (including working, sleeping, living, cooking or restroom areas);
- (b) Accessory structures shall not be temperature-controlled;
- (c) Accessory structures shall be designed to have low flood damage potential;
- (d) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of flood waters;
- (e) Accessory structures shall be firmly anchored in accordance with the provisions of § 7.05(A)(1);
- (f) All service facilities such as electrical shall be installed in accordance with the provisions of § 7.05(A)(4); and
- (g) Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below regulatory flood protection elevation in conformance with the provisions of § 7.05(B)(4)(d).
- (h) An accessory structure with a footprint less than 150 square feet or that is a minimal investment of \$3,000 or less and satisfies the criteria outlined above is not required to meet the elevation or floodproofing standards of § 7.05(B)(2). Elevation or floodproofing certifications are required for all other accessory structures in accordance with § 7.04(B)(3).

I reached out NC Department of Public Safety, the State Coordinator for NFIP with regards to the Flood Regulations § 7.05 (B) (8), and they contacted FEMA Region IV. Per our FEMA Region IV contact the building as designed and attached should not be considered as an accessory structure for NFIP purposes. An excerpt from the email is as follows:

“Based on the building designs, this shouldn’t be reviewed as an accessory structure as defined in the attached policy. Attached is a copy of FEMA Ag and Accessory structures policy. On page 3 I’ve highlighted sections of reference.

2.c. The following may have uses that are incidental or accessory to the principal structure on a parcel but are generally **not considered to be accessory structures by the NFIP**:

i. Structures in which any portion is used for human habitation, whether as a permanent residence or as temporary or seasonal living quarters, such as a detached garage or carriage house that includes an apartment or guest quarters, or a detached guest house on the same parcel as a principal residence;

Please also take a look at the attached policy for accessory structures and agricultural buildings (page 3). However, we do think that in this case your zoning ordinance is the driving force for denial.

Based upon the interpretation of the Coastal Flood Model Ordinance by FEMA Region IV, the Planning Director requested the Planning Board to consider a recommendation to amend the UDO to allow for ACCESSORY DWELLING UNIT (garage apartment/guesthouse).

PLAN CONSISTENCY STATEMENT REQUIREMENT North Carolina planning statutes require that planning boards and the governing board review and consider any adopted plan when a zoning amendment is proposed. the statement still must describe plan consistency and explain why the proposed action is reasonable and in the public interest. the statement must take one of three forms:

1. A statement approving the proposed zoning amendment and describing its consistency with the plan;
2. A statement rejecting the proposed zoning amendment and describing its inconsistency with the plan; or
3. A statement approving the proposed amendment and declaring that this also amends the plan, along with an explanation of the change in conditions to meet the development needs of the community that were taken into account in the zoning amendment.

The statement is also to include an explanation of why the governing board deems the action reasonable and in the public interest. The statement does not need to be a long, complicated, legalistic document. The statement does not have to be supported by evidence in the record, as would be the case for a quasi-judicial decision. But it must be real, it must be approved by the board, and it must have a brief description of why the action is or is not consistent with the plan.

RECOMMENDATION At their regular meeting on July 9, 2020, the Planning Board unanimously recommends that § 4.02 Permitted And Special Uses Use Table (Table 4-1) be amended to permit Garage apartment/guest house In MHR, R5, R8, R10, R15, R20, RA Zoning districts and that § 4.03 USE SPECIFIC STANDARDS i. ACCESSORY DWELLING UNIT (garage apartment/guesthouse) shall meet all requirements of principal residential single family structure.

ATTACHMENT

1. Draft Ordinance

**AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
OF THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA BY
UPDATING TABLE 4.1 AND 4.03 TO ALLOW FOR ACCESSORY DWELLING UNITS TO
INCLUDE GARAGE APARTMENTS AND GUESTHOUSES**

Ordinance 20-__

WHEREAS, N.C. General Statutes Chapter 160-D created new standards for Local Planning and Development Regulation that apply throughout North Carolina; and

WHEREAS, the Planning Board has reviewed the proposed standards and recommended approval of this ordinance; and

WHEREAS, the Board of Aldermen has found this ordinance to be consistent with the Town's adopted CAMA Land Use Plan; and

WHEREAS, the Board of Aldermen has determined that is in public interest to update standards for accessory dwelling units to include garage apartments and guesthouses in the Unified Development Ordinance consistent with Title 44 Code of Federal Regulations § 60.3 and in compliance with the N.C. General Statutes.

NOW THEREFORE BE IT ORDAINED by the Board of Aldermen for the Town of North Topsail Beach, North Carolina that the Unified Development Ordinance shall be amended as follows:

PART I. That Subsection of the Unified Development Ordinance be amended with the addition of the following:

<i>Table 4-1 Use Table</i>											
<i>Use</i>	<i>MHR</i>	<i>R5</i>	<i>R8</i>	<i>R10</i>	<i>R15</i>	<i>R20</i>	<i>RA</i>	<i>COND</i>	<i>B1</i>	<i>B2</i>	<i>Use Specific Standard</i>
Garage, attached or detached	P	P	P	P	P	P	P				
Garage apartment/guest house											

And

4.03 USE SPECIFIC STANDARDS i. ACCESSORY DWELLING UNIT (garage apartment/guesthouse) shall meet all requirements of principal residential single family structure.

PART II. This ordinance shall be effective upon its adoption.

Town of North Topsail Beach

Joann M. McDermon, Mayor
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Aldermen:
Richard Grant
Tom Leonard
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Richard Peters



David J. Gilbride
Interim Town Manager

Laura Oxley, JD, MPA
Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Wednesday, June 24, 2020

Present: Mayor McDermon; Mayor Pro Tem Benson; Aldermen Grant, Leonard, Meyer, and Peters; Interim Town Manager Gilbride; Planning Director Hill; Finance Officer Elliott; Town Clerk Oxley; Town Attorney Edes (by phone)

I. Call to Order

Mayor McDermon called the meeting to order.

II. Approval of Agenda

Mayor Pro Tem Benson made a motion to approve the agenda. Alderman Leonard seconded. The Motion passed unanimously, 5-0.

III. Hearing Continued: CASE SUP-19-01; SUP-19-02; SUP-19-03; SUP-19-04

Alderman Leonard made a motion to open the hearing. Alderman Grant seconded. The Motion passed unanimously, 5-0. A court reporter was present to record the hearing. The transcript of the hearing is hereby incorporated. The Board's Minutes are not meant to contradict the reporter's transcripts, which are a more detailed account and should be referenced for more specific needs. The Board's Minutes are meant to serve as a general account.

Planning Director Hill provided an overview of the applications to the Board and attendees. The Town Attorney asked a series of questions of the elected body relating to potential conflict of interests or fixed opinions that would not allow for a vote solely on competent evidenced received during the course of the hearing. The Aldermen did not indicate any conflict of interests in the matter.

The Town Clerk administered an oath to Planning Director Hill and all parties who identified themselves as presenting testimony. Each took the oath and swore to present truthful information.

Town Attorney Edes presented an email from Ms. Beth Faleris, Attorney for Rogers Bay, dated June 23rd as Exhibit 1. Mr. Edes stated his interest in the email is not Ms. Faleris's opinion, but the objective statements made. The staff report was marked as Exhibit 2. Ms. Jeana Beaudry-Johnson stated her objection to the email. Mr. Edes acknowledged the hearsay in the email, but asked Ms. Beaudry-Johnson about the objective statements in the email. She agreed that her objection was to the opinions in the email. The Town Attorney suggested that the objection be overruled. Ms. Beaudry-Johnson did not have objections to the staff report.

The NCDOT driveway plan by Charles Riggs titled 19-08-24 DWPRE 5 was marked as Exhibit 3. The applicants were given time to review the document and no objections were asserted.

Alderman Grant asked if staff or attorney can confirm that litigation only involves the first lot. Planning Director Hill reported that it is possible that lot two is also involved in the litigation. Alderman Grant then asked about restrictions that can be placed on final approval. Mr. Edes explained that it is possible to place some restrictions on the final Board approval.

Mayor McDermon asked if the request significantly increases Rogers Bay's parking. If this is a parking business separate from the HOA, will the Town receive additional tax revenue? Town staff will follow-up. Second, is the width of the easement enough for emergency vehicles? Chief Soward has not signed-off on the plans. Mayor McDermon asked Town Attorney Edes if final approval could be contingent upon the Chief's approval. Mr. Edes answered that it could be a condition of approval.

Alderman Leonard asked for more specific details about the proposed 88 private parking and 22 public spaces. What type of vehicles will be parked? Will the spots be designated for boats or guests or business parking or paid parking?

Planning Director Hill answered, based on the application, that the parking will be paid. It will be available as overflow parking for tenants to park boats or additional passenger vehicles. It is not intended to be parking of large commercial vehicles or an expansion of the campground. It is only overflow parking.

Alderman Peters asked if staff has any concerns. Planning Director Hill stated concern for public safety- especially emergency vehicles. She also stated concern for the lack of NCDOT permitting. Lastly, she stated concern for the pending litigation.

Ms. Debbie Wade, who represents lot 3, came forward. She stated that she has submitted an application for her lot. Ms. Hill confirmed that the application is included in the staff report. Ms. Wade did not have additional evidence. Staff did not have questions.

Alderman Peters asked for the ramifications if the Board does not approve.

Ms. Wade reported that her lot is not currently used for parking.

Mayor Pro Tem Benson asked if the applicant had any plans for landscaping or other proposals to shield the lots from HWY 210.

Ms. Wade reported that the lot did not.

Next, Ms. Beaudry-Johnson, who represents lots 1 and 2 addressed the Board. When asked about outward facing landscaping, Ms. Beaudry-Johnson responded that she does plan to build fencing near HWY 210 to make the area more aesthetically conforming.

Mr. Frank Rochelle of 2333 Gray Town Road, Jacksonville addressed the Board of Aldermen. He explained that parking has been allowed for many years. He only recently learned that the use was a violation. Mr. Rochelle did not intend for this to be a large commercial venture. He is only charging \$230 per summer. He was also agreeable to making modifications so that the area is conforming.

Mayor McDermon asked how the area will be marked.

Mr. Rochelle answered that Mr. Riggs considered that and labeled it on their plans.

Alderman Grant asked Mr. Rochelle if he will abide by the number of spaces approved by the Board or less.

Mr. Rochelle answered in the affirmative.

Mr. Ed Crammer spoke on behalf of the Rogers Bay Homeowners Association; he read a prepared statement from the HOA. He stated that he respectfully requests that the discussion for lots 1 and 2 be postponed. He believes that the plans should be contingent upon a NCDOT permit, which has not been approved. He also stated a concern for safety. Mr. Crammer reiterated his request on behalf of the HOA to postpone the discussion for lots 1 & 2 until final determination of the easement is made and the NC DOT permit is issued. Mr. Edes asked the applicants to review the letter and state any objections.

Ms. Beaudry-Johnson objected to the letter; she specifically objects to a statement concerning Mr. Riggs's plan.

Ms. Wade did not object to the letter.

Mr. Edes recommended that the letter, presented by Mr. Crammer, be signed by Mr. Crammer and marked as Exhibit 4.

Alderman Grant asked if the HOA's objections are exclusively with lots 1 & 2.

Mr. Crammer answered in the affirmative.

Alderman Grant asked if the HOA has money set aside to construct the road. Is the HOA prepared to build as soon as the permit is received?

Mr. Crammer answered in the affirmative, adding that the HOA is prepared to build immediately upon approval.

Alderman Meyer asked if the HOA already approved the road in a formal vote? How often are board elections? Could the decision be overturned?

Mr. Crammer answered that there is a potential for turnover on the Board.

Ms. Wade did not have any questions for Mr. Crammer.

Ms. Beaudry-Johnson asked Mr. Crammer about the timeline of the HOA's decision to approve the road.

Mr. Crammer responded that he does not know.

Ms. Beaudry-Johnson asked if the HOA had filed for the driveway permit or obtained an estimate from a contractor.

Mr. Crammer responded in the negative for each inquiry.

Mr. Rochelle raised a concern that the road is too expensive, and the HOA cannot complete the project, citing that the easement could have been secured two years ago.

Mr. Crammer responded that the HOA established an improvement fund that has approximately \$100,000 set aside for the project.

Alderman Grant asked if the staff is requesting that the road be built first.

Ms. Hill responded that she would be satisfied with an approved NCDOT permit.

Mr. Dearborn provided testimony about the space required for the road. He does not believe the easement issues are relevant to their applications.

Ms. Hill provided a summary of staff's concerns for lots 1 & 2. The DOT permit has not been approved. Staff has a concern for safety, especially ingress and

egress during a hurricane evacuation. There is also an ongoing legal dispute between lots 1 & 2.

Ms. Wade renewed her request for consideration on lot 3. If permitted to move forward, she will adhere to the Planning Board's recommendations, such as beautification efforts.

Ms. Beaudry-Johnson stated to the Board that the easement from HWY 210 is not in contention, and the NCDOT has given approval for that process. She welcomes the Fire Chief's review. The HOA could have applied for the NCDOT driveway permit in 2018.

Mayor McDermon asked Chief Soward if he approved the plans. Chief Soward was sworn-in and answered that he had not personally reviewed any plans. He could not speak to what prior Fire Chiefs or Deputy Chiefs approved.

Mr. Crammer stated that he does not believe lot 2 is an issue. He still has concerns for lot 1.

Alderman Grant asked Mr. Dearborn if the BOA approved the request except for the spaces in litigation, would he be agreeable to that.

Mr. Dearborn answered in the affirmative.

With no more questions or information to present, Mr. Edes announced that the evidentiary portion of hearing concluded. Mr. Edes provided this summary:

- Ms. Hill was cross examined by the applicants.
- When questions for Chief Soward arose, the Chief was sworn-in and provided information as requested.
- Ms. Wade, Ms. Beaudry-Johnson, Mr. Crammer, Mr. Rochelle and Mr. Dearborn were all given the opportunity to provide summaries, present information and cross-examine staff.
- The Board received four exhibits into evidence
 1. Email from Attorney Beth Faleris, excluding her personal opinions
 2. Staff report with no objections
 3. Driveway plan
 4. Statement from HOA as presented by Mr. Crammer, with objections

Mr. Edes explained the owners of lots 1 & 2 that the Board would soon enter deliberations. He asked if these applicants, Ms. Beaudry-Johnson or Mr. Dearborn, wanted to hold their applications open until litigation resolved or if they would like a decision from the Board today.

Both parties answered that they request a decision from the Board.

Mr. Edes gave instruction to the Board of Aldermen. Decisions must be based on evidence presented and specific standards. Is there competent evidence that use or development will maintain and promote safety and general welfare? Does the request comply with Town ordinances? And lastly, do the proposed uses embody the CAMA Land Use Plan? Staff believes the criteria is met for lots 3, 4 and 5.

Alderman Leonard made a motion to close the evidentiary portion of the hearing. Mayor Pro Tem Benson seconded. The Motion passed unanimously, 5-0.

Alderman Grant made a motion to adopt and approve the plan as submitted as it relates to lots 3, 4 and 5. Mayor Pro Tem Benson seconded and called for discussion.

Alderman Leonard would like for the Board to consider approval with the condition that it is subject to installation of appropriate landscaping and fencing along Highway 210. Attorney Edes suggested that if the Board wants to impose objective restrictions, it should state them.

Ms. Hill stated that the Town has a buffering standard and fence ordinance. She recommended that the Board consider language in the motion that directs fencing pursuant to the Town's commercial standards and all other applicable buffering standards.

Mayor Pro Tem Benson amended the Motion to state that landscaping and fencing will be consistent with that which is existing in the campground area of Rogers Bay.

Alderman Leonard stated that he is not trying to make the process difficult; he is trying to properly proceed. He would prefer that the condition of the Motion be structured to state "pursuant to commercial standards set forth in the Town UDO." From there, Ms. Hill can work with the applicants to achieve the objective.

Alderman Grant made a motion to amend the original motion to adopt and approve the plan as submitted as it relates to lots 3, 4 and 5 pursuant to commercial standards set forth in the Town UDO. Alderman Leonard seconded. The Motion passed unanimously, 5-0.

Alderman Grant made a motion to approve the lot 1 application with restrictions:

1. Signed NC DOT driveway application
2. Because of pending litigation, the order be restricted so that parking occurs on areas not subject to litigation
3. The Fire Chief's approval on the ingress and egress of the plan
4. Lot owners adhere to the commercial standards set forth in the Town UDO.

Alderman Leonard seconded. The Motion passed unanimously, 5-0.

Alderman Leonard made a motion to approve the lot 2 application with the condition that the plan conforms to the commercial standards set forth in the Town UDO. Alderman Grant seconded. The Motion passed unanimously, 5-0.

IV. FY 2020-2021 Budget Message and Ordinance

A. Presentation of Final Draft

Interim Town Manager Gilbride presented the final draft of the Fiscal Year 2020-2021 budget.

Mayor McDermon asked about the properties for police, fire and/or public safety buildings.

Alderman Grant stated that the facilities may be possible. He believes the sinking fund can be used as collateral if the Town needs financing options.

Alderman Leonard stated that if the Town borrowed through a USDA program, it may be possible to roll loans together. He recommended that staff reach out to Ms. Kim Miller of the USDA.

After some discussion, the Mayor asked the Town Manager to take the lead on scheduling a meeting with financial advisors.

Alderman Peters asked about the occupancy revenue projections. He stated concern that the revenue will be lower due to the pandemic.

B. Motion to Open the Hearing

Alderman Leonard made a motion to open the hearing. Alderman Peters seconded. The Motion passed unanimously, 5-0.

C. Invite Public to Provide Comments to the BOA

The Mayor asked the Clerk if anyone had signed up to address the Board. The Clerk responded in the negative. The Mayor asked the public in attendance if anyone wanted to address the Board on budgetary concerns. No one indicated an interest.

D. Motion to Close the Hearing

Alderman Peters made a motion to close the hearing. Alderman Grant seconded. The Motion passed unanimously, 5-0.

V. FY 2020-2021 Budget

A. Board Approval or Direction to Staff

Mayor Pro Tem Benson suggested to the Board that they should set priorities and follow them when preparing for annual budgets. For example, he has concerns that the Town sometimes balances the budget at the expense of the beach fund.

Alderman Leonard stated that he understands the importance of beach nourishment, but the Board cannot overlook the other issues it faces, such as public safety and employee retention. It is not the ideal situation but short of raising taxes, options are limited.

Mayor Pro Tem Benson suggested that there are only two options. The first option is to raise taxes, which he does not support. The second option is to reduce expenditures. He suggested a 3% cut in line items, except for salaries and benefits, across each department.

Alderman Grant reminded the Board that there are certain line items that cannot be reduced- such as contracted services or insurance. He understands Mayor Pro Tem Benson's point, but he also believes that factors such as the pandemic and named storms cannot be overlooked.

Alderman Leonard made a motion to approve the budget as presented by the Town Manager and Finance Officer. Alderman Grant seconded.

Mayor Pro Tem Benson called for discussion. He stated that he realizes it is too late to do implement his suggestion this year. He is pointing out concerns for the Board to consider going forward.

Mayor McDermon called for the vote on the seconded motion. It passed unanimously, 5-0.

VI. FY 2019-2020 Budget Amendment

Finance Officer Elliott presented the amendment. Alderman Grant made a motion to approve the amendment as presented. Alderman Leonard seconded. The Motion passed unanimously, 5-0.

VII. Paid Parking

A. Planning Board recommendations

Planning Director Hill presented her report and the Planning Board's recommendation to the Board of Aldermen.

The Town Manager added that administration is working to obtain the needed signage. He also provided the Board with more information on the County's participation; they will not provide a letter of support for the Town's paid parking lots.

Mayor McDermon restated the purpose of Town-wide paid parking. If the County will not provide assistance, the Town must explore its revenue options.

Alderman Meyer stated that the Town is currently providing the service for free.

Mayor McDermon supports the idea but wants to proceed methodically to avoid unintended consequences.

Alderman Leonard stated his frustration that the Town is expected to maintain a park for local visitors free of charge. If Onslow County would have assisted, perhaps by returning the Town's occupancy tax, when the Town reached out to explain the issues, the Town would not be looking at paid parking as a solution. Alderman Leonard noted that Pender County returns its occupancy to the municipalities.

B. Steps Moving Forward

Moving forward, the Board decided that Alderman Leonard should be included in meetings with staff and vendors.

VIII. Revised Version of Shoreline Protection Manager Job Description

Interim Town Manager Gilbride presented final edits. The description was sent to the Town Attorney for review.

Alderman Leonard made a motion to go into closed session for the stated purpose. Mayor Pro Tem Benson seconded. The Motion passed unanimously, 5-0.

IX. Closed Session to:

- consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee

Alderman Grant made a motion to come out of closed session. Mayor Pro Tem Benson seconded. The Motion passed unanimously, 5-0.

Mayor McDermon announced that the Board resumed open session.

Alderman Leonard made a motion to retain Mr. Gilbride as Town Manager, offer fulltime employment and direct the Town Attorney to complete the contract. Mayor Pro Tem Benson seconded. The Motion passed unanimously, 5-0.

X. Adjournment

Alderman Leonard made a motion to adjourn. Alderman Grant seconded. The Motion passed unanimously, 5-0.

Joann McDermon
Mayor

ATTEST:

Laura Oxley, JD, MPA
Town Clerk

Approved: 08/ /2020

Town of North Topsail Beach

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Aldermen:
Richard Grant
Tom Leonard
Susan Meyer
Richard Peters



David J. Gilbride
Town Manager

Laura Oxley, JD, MPA
Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Regular Meeting Minutes Thursday, July 2, 2020

Attendees: Mayor McDermon; Mayor Pro Tem Benson; Aldermen Grant, Leonard, Meyer and Peters; Town Manager Gilbride; Town Clerk Oxley; Town Attorney Edes

I. Call to Order

Mayor McDermon called the meeting to order.

II. Invocation

Alderman Peters delivered an invocation.

III. Pledge of Allegiance

Mayor McDermon led the attendees in the Pledge.

IV. Approval of Agenda

Mayor Pro Tem Benson made a motion to amend the agenda to add a closed session item. The Mayor Pro Tem stated that the purpose of the closed session was twofold: to discuss a personnel matter and to discuss a potential real estate transaction. Alderman Leonard seconded. The Motion passed unanimously, 5-0.

V. Manager's Report

Mr. Gilbride provided his report. It is attached.

Alderman Grant stated that the Board should consider all financial obligations

*There are attachments

*All open forums are subject to a 3-minute limit

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North Topsail Beach, NC 28460

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before making any decisions about a singular obligation. He expressed concern that the Town will be locked into one project and unable to pursue any other projects. Alderman Grant also encouraged the Board and staff to explore all avenues of funding.

Alderman Peters asked staff to explore the Golden Leaf Foundation and any other opportunities for the fire department renovations.

Mayor Pro Tem Benson asked the Public Works Director if wooden stakes and ribbons could be placed around the boundary of the town park to prevent motorists from parking in the newly sodded area.

Alderman Leonard asked Town Manager Gilbride if he had any feedback on Surf City's commitment to the "Federal Project."

Manager Gilbride has only received positive, "all-in" feedback from Surf City.

Alderman Leonard stated concern for the extent of the commitment and whether this project could prevent future projects.

Mayor Pro Tem Benson took some time to run the numbers. Based on his projections, the re-nourishment commitment from the "Federal Project" will drastically redistribute taxes to Phase 5.

Alderman Grant recommended the Town's finances go through a thorough solvency test with consultants.

Mayor McDermon announced to attendees that the Board reached out to representatives, specifically Senator Brown and Congressman Rouzer, for financial assistance and will continue to do so.

Mr. Gilbride spoke to the Board about an upcoming TISPC-coordinated video conference with a congressional delegation. Chairman Smith asked that the Town appoint three representatives for the call. By consensus, the Board appointed Mayor McDermon, Alderman Leonard and Town Manager Gilbride.

Planning Director Hill provided guidance to the Board on a recent update to the flood maps. NFIP is updating the maps and is working through several protests and objections, most of which concern changes in Pender County. Instead of delaying all counties while these issues are resolved, Onslow County's maps, except for a few contested lots, have been approved. Ms. Hill emphasized that the maps are not a Town decision. She encouraged property owners to contact their insurance agents with questions.

Alderman Leonard spoke to the recently submitted application for the Defense Community Infrastructure Pilot Program. He congratulated the Town Manager

and staff for their efforts. He also thanked Mr. Joe Ramirez, Director of Government and External Relations for Camp Lejeune for his support.

VI. Open Forum*

Staff will collect questions ahead of the Meeting and present to the Board of Aldermen.

Mrs. Rebecca Dickson of 113 Barton Bay Court provided a comment, and the Town Clerk read it for the Board.

VII. Public Presentations and Hearings

A. Update: Ongoing Beach Projects

Mr. Fran Way of ATM provided the coastal engineer update. It is attached.

Mayor McDermon asked about the terminal groin. It seems that there have been a lot of delays. She asked the engineer how to advance this project quicker.

Mr. Way expressed to the Board that in his experience, the Corps is more responsive to elected officials than consultants. He encouraged the Board of Aldermen to contact Mr. Mickey Sugg directly. Mayor McDermon asked Town Manager Gilbride to set up a meeting with the Corps to discuss the project.

Mayor Pro Tem Benson thanked Mr. Way for his work on a template for the dunes. He then asked if the Florence Category g work will increase the size of the dune.

Mr. Way stated that the Town will have some flexibility. FEMA cares more about the sand being placed than whether it is a berm or dune. The Town could construct a berm, a dune or a combination.

Mayor Pro Tem Benson asked about the proposed sea oats for the Hurricane Matthew project.

Mr. Way replied that if there is existing vegetation on a dune, his recommendation would be to expand the dune seaward. To be more comparable to the dune that the Corps proposes, Mr. Way recommends building a dune that is about the size of the Hurricane Matthew project and add additional material in front of the seaward side.

VIII. Consent Agenda

- A. ~~Approval of Minutes (May 21, 2020; June 2, 2020 & June 9, 2020 (Retreat); June 4, 2020)~~
- B. Department Head Reports
 - 1. ~~Finance Department~~
 - 2. ~~Fire Department~~
 - 3. ~~Inspections Department~~
 - 4. ~~Planning Department~~
 - 5. ~~Police Department~~
- C. Committee Reports
 - 1. ~~Planning Board & PPI Committee~~
 - 2. ~~Board of Adjustment~~
 - 3. TISPC ([link to minutes](#))
 - 4. ONWASA ([link to minutes](#))
- D. Budget Amendment

Alderman Leonard stated that the minutes, as they appear in the packet, have odd typos in them. There was likely an error when they were converted to pdf for the Board packet. He asked that the minutes be pulled from the Consent Agenda and discussed under new business. Mayor Pro Tem Benson asked that the finance report be removed from Consent and discussed under new business.

Alderman Leonard made a motion to approve the Consent Agenda as amended. Alderman Meyer seconded. The Motion passed unanimously, 5-0.

IX. Continuing Business

A. Capital Improvements Update

Town Manager Gilbride stated that this information was covered in his manager report. The Board did not have any additional questions.

X. New Business

A. Federal Flood Maps Update

Town Manager Gilbride and Planning Director Hill presented this information during the Manager's report. The Board did not have additional questions.

B. TISPC: Appoint Citizen Representative

Mayor Pro Tem Benson asked that staff place an announcement for anyone who would like to apply for the citizen spot on the Topsail Island

Shoreline Protection Commission. He asked that the advertisement direct interested applicants to look at the TISPC webpage (TISPC.org), giving specific attention to the goals, charter and accomplishments to make sure this is a true area of interest. Alderman Leonard suggested that the announcement mention that the time commitment increases when the meetings are held in Topsail Beach. Alderman Grant suggested that the Mayor Pro Tem give staff a deadline.

C. Proposed Dune Ordinance Changes

Alderman Leonard presented his proposed amendment to the Town's Sand Dune Enforcement ordinances to provide clarity and help enforcement. The Town Attorney also made suggested. Those edits were presented to the Board. Alderman Leonard made the Motion to adopt the changes as presented. Alderman Grant seconded. The Motion passed unanimously, 5-0.

D. Minutes

Alderman Leonard made a motion to approve, contingent upon the Town Clerk correcting the typos. Alderman Grant seconded. The Motion passed unanimously, 5-0.

E. Finance Reports

Mayor Pro Tem Benson brought page 37 of packet to the Board's attention. At first glance, it may seem that the Town had a shortfall in revenue, but it also spent less than projected. At the end of the fiscal year, the Town had a surplus. Because this money was not earmarked, he is concerned that this was a missed opportunity to increase the reserve for capital improvements.

Mayor McDermon stated that building the general fund has merits too, especially when regulatory agencies conduct solvency tests.

Alderman Grant agreed that a surplus is encouraging, especially in light of COVID and potential storms. He stated a concern that the Town's revenues may be lower in the coming fiscal year.

Mayor Pro Tem Benson asked staff to clarify how surpluses are distributed. The Mayor Pro Tem would like to use FEMA credits to plant sea oats. He asked that staff keep that idea in mind before closing out FEMA accounts.

Mr. Gilbride reported to the Board that in his discussions with Mr. Chris Gibson, obtaining oats from the nursey is difficult at this time as the demand is higher than the supply.

XI. Attorney's Report

The Town Attorney reported that the Town will need to modify its ordinances. New state law requires that in the event a municipality declares a state of emergency, the declaration and subsequent declarations must be posted on the Town's website and through the State Web EOC.

XII. Mayor's Report

Mayor McDermon expressed her appreciation to staff for driving the budget process. She stated that she is proud of town park and loves the updates she receives. She understands the frustrations from residents who want paid parking. Her intent is to review the paid parking plan to assess unintended consequences.

Additionally, many property owners and residents are asking about the Federal Project. The Mayor reported that there are many financial issues to resolve before moving forward. She would like for the Board and staff to consider releasing the numbers to the public when they are finalized. At this time, the Corps has not reported definitive numbers.

XIII. Aldermen's Report

Mayor Pro Tem Benson echoed the Mayor's thoughts. He asked residents and property owners to exercise patience during the upcoming holiday weekend as traffic increases. He also provided an update that TICPC is partnering with NC Coastal Federation. The two groups are collaborating to work on marine debris pick-up. Mayor Pro Tem Benson volunteered to work on the project and will provide more information as it becomes available.

Alderman Grant stated his appreciation for the discussion about spending. He emphasized the Board's need to first assess the Town's financial flexibility, considering revenue and expenditures, and then, make a determination about the priorities and costs of projects. Alderman Grant would also like for the Town to consider how it can educate the public. There is a misconception that the federal project is completely funded by the Federal Government. It is funded to an extent, but that does not mean the project is free for the Town. There is a substantial cost-sharing commitment. Also, based on the volume of parking citations, he reminded attendees that the Town is not necessarily losing money in the meantime. Lastly, referencing a previous idea from the Board to hold an event in the Fall for citizens, he would like to offer his assistance in helping organize the event.

Alderman Peters asked about the roundabout that he had previously proposed. If the roundabout is not feasible, he asked staff if there is an alternative plan. He encouraged staff to review and create a plan. Also, as previously mentioned, the upcoming fiscal budget accounts for an additional 1% in accommodation tax revenue that may not be approved by the State. He encourages staff to work with the vendor to implement paid parking to help, in part, with potential revenue shortfalls.

Alderman Meyer thanked everyone for watching the live stream and attending the meeting. She is excited to join the Board. She believes that the Town is able to move forward, even with the obstacles of a pandemic.

Alderman Leonard wished everyone a Happy Independence Day. He stated that the meeting with the parking vendor is next week, and he is excited to generate some movement on the proposal. Using the success of BA 3 as a guide, he believes that paid parking throughout the Town could reduce traffic issues. Traffic is likely to increase in the Town as developments in the surrounding communities continue to increase. Lastly, he suggested that the Board engage state representatives to increase the Town's flexibility in financing a terminal groin.

Alderman Leonard made a motion to enter closed session for the reasons stated on the Agenda. Mayor Pro Tem Benson seconded. The Motion passed unanimously, 5-0.

XIV. Closed Session to discuss personnel and possible real estate transaction

Mayor Pro Tem Benson made a motion to return to open session. Alderman Grant seconded. The Motion passed unanimously, 5-0

XV. Adjournment

The Mayor announced that the Board did not take action in closed session. Mayor Pro Tem Benson made a motion to adjourn. Alderman Grant seconded. The Motion passed unanimously, 5-0.

Joann McDermon
Mayor

ATTEST:

Laura Oxley, JD, MPA
Town Clerk

Approved: 08/ /2020



Manager's Report – July 2, 2020 Board Meeting

Capital Improvement/Fire Station

Police, Fire, and DPW representatives met with Alderman Benson, Alderman Grant and me to review some of the essential capital projects facing North Topsail Beach. The south end fire station is in poor condition and requires replacement. Police facilities are inadequate at Town Hall, and record and evidence storage is a major issue which will require an off-island location. Several alternative sites were considered, and we will continue to explore possibilities, including the sale of town owned surplus property. I have contacted DEC Associates out of Charlotte and am awaiting an estimate of the cost for them to review our financial position, financing alternatives, and planned capital requirements.

Revetment

Arendell Engineers completed survey work on the revetment, and I expect an outline of the operational plan for the project soon. I believe this should then go to the revetment committee for review.

Town Park Repairs

Repairs to the Town Park are nearly completed, though the July 4th target date will be missed due to the frequent rain events during the past month. All landscaping, irrigation, fencing, and concrete work is complete. There remains the resurfacing of the tennis and basketball courts, and the paving of one parking lot. This should all be completed during the week of July 6th, though the contractor recommends we delay opening for a bit to allow the landscaping and sod to "settle".

USACOE Federal Project

We continue a dialogue with Surf City and the USACOE to get further clarification on a number of issues. This week's conference call revealed:

- 1) Apparently, the terms of the financing are not negotiable. 30 years with the interest adjustable every 5 years.

- 2) The Corps can consider using a different template. According to Ms. Castens the Corps has the leeway to reduce the template by up to 20%, though doing so would cause approximately a nine-month delay.
- 3) Renourishment costs, like the project cost, are not clear, and they expect to be able to furnish a realistic projection at scheduled July 7th meeting.
- 4) If NTB were to withdraw from the project, it would have to go back to Congress for approval to do the Surf City project and approvals, etc ... would take at least a year. (I suspect there's some risk that it wouldn't be approved at all)

A meeting will be convened July 7, 2020 at 10:00 AM at the Surf City Welcome Center where the Corps will make a thorough presentation to an audience to include each mayor and two board members, town managers, State Water Resources Personnel, representatives (at least) of Congressman Rouzer, Senator Tillis, County Officials, and any other elected officials who can be convinced to attend. Remaining Board members will be able to view the session via Zoom or something similar.

Town Hall

Preparation of complete plans continues, with the project estimated to be ready to go out for bid in just under 60 days. Finance continues to pursue FEMA and the Insurance carrier to determine what, if any, additional reimbursement can be obtained.

Florence Project

Fran Way of ATM Engineering has submitted the Truck Haul Permit Modification request to the Division of Coastal Management. This project would extend dune restoration from Public Beach Access 13B to just south of the Topsail Reef Villas. This effort was necessitated when it was discovered that proposed offshore sand sources contained excessive quantities of rock and were unsuitable for placement on the beach. Sand for this project will now be sourced from sand mines recently used in NTB and Surf City projects.

USACE Dredging ICW/New River Inlet Crossing/Channel to Jacksonville

While we have been unable to secure any written confirmation of their intentions, US Army Corps of Engineers contends that this dredging project, which is supposed to result in approximately 250,000 cubic yards of sand on the north end, is still projected for the 2020-2021 environmental window. According to their representative the dredging company remains contractually obligated to complete the work.

Parking

Parking enforcement has continued at a brisk pace, with part time employees writing tickets on weekends. The issue of paid parking remains on the table, with the development of a specific plan expected in collaboration with the vendor.

Annexation

I forwarded the Town Attorney a copy of the 1995 document wherein the General Assembly specifically prohibited North Topsail Beach from extending its corporate limits across the Intracoastal Waterway, and requested his guidance on whether or how to proceed to get this restriction removed. Should we purchase property for police storage the ability to annex could be important.

TISPC

Monthly meeting saw discussion of ongoing projects at each of the three member towns. Lobbyist reports focused on Covid19, since both the state and federal legislatures are heavily focused there. Legislation to address NTB's CBRA designation is still pending, but the NC Association of Realtors and the National Association of Realtors has joined the lobbying effort to get the CBRA maps redrawn.

Solid Waste

A dramatic increase in Tipping Fees at the Onslow County landfill will result in an increase cost to residents for solid waste removal of approximately \$1.09 per month. This increase was implemented on July 1, 2020.

Condemnations

One issue that was highlighted with the receipt of Mr. Keugel's recent email was that of abandoned/condemned homes – homes which should be demolished. Apparently, we have a number of these in town which are both safety hazards and eyesores. The process of condemnation is lengthy and can be time consuming for our small staff. I have inquired of Mr. Edes as to whether or not we can issue a condemnation, and have the ensuing paperwork handled to conclusion by a paralegal in his office. Payment for the service, while made as we go along, would ultimately be recovered through the sale of the property. Just a thought, and we'll see if any proposal makes sense. Mr. Edes agreed to develop a proposal for their work on our behalf.

Federal Flood Maps

The Board of Aldermen approved a flood ordinance at the June meeting, with new flood maps effective June 19, 2020 for most of North Topsail Beach. The appeal process for objections to

flood classifications is long past. One “panel”, at the far south end of town, was carved out of NTB’s flood maps, and has been included with Pender County – and not expected to be finalized until late in 2021. Efforts are underway to segregate the Onslow NTB portion from the Surf City Pender portion for the benefit of our residents.

Legal

I have requested the Town Attorney provide a monthly invoice for the services he provides on our behalf.

Defense Grant

Fire Station #2 – Ms. Mackinson, who did the bulk of the research and writing for the submission, Ms. Oxley, and Ms. Elliott have worked together to produce a very complex grant application, and secure the Camp Lejeune endorsement of the project. I’m sure there are many such projects nationwide, but we’re confident we’ve put together a good project in a short time with limited information. This application was submitted electronically on Friday, 6/26.

Laura Oxley

To: Way, Francis
Subject: RE: Monthly Meeting

From: Way, Francis <FWay@appliedtm.com>
Sent: Monday, June 29, 2020 9:06 AM
To: Laura Oxley <LOxley@ntbnc.org>
Cc: Dave Gilbride <townmanager@ntbnc.org>
Subject: RE: Monthly Meeting

Laura,

I am available. For notes this week:

Some summary notes from ongoing NTB projects

1. The DCM permit modification has been submitted for next winter's truck haul continues to be processed by the Department of Coastal Management (DCM).
2. The USACE provided us with the beach template for their NTB/Surf City project. Per Alderman Benson's request, we are comparing it to the Florence Category G project.
3. Some additional FEMA support related to Dorian continues. Qualified Reach 1 losses=~15,000 cy. Reach 5 losses=~31,000 cy. "Natural Beach" losses for Reaches 2-4: ~7,600 cy. We are working with FEMA to finalize these losses. Estimated costs for this project (~53,000 cy total) ranges from 3 to 3.5 million.
4. Florence Truck Haul bid package is being worked on and is planned to be issued within the next week.
5. New River Inlet Shoreline Management/Protection (aka terminal groin project) is still in USACE control from a permitting/analysis perspective and continues to move slowly. Mickey Sugg (USACE) has emailed recently to talk about starting up this process. Unfortunately a large stake-holder group meeting is one of the next key steps in the USACE process and COVID19 still remains a key factor in setting up a large public meeting.
6. ATM is coordinating with USACE staff regarding use of offshore borrow area "A" which was permitted for the Topsail Beach Corps project (Topsail Beach did not choose to go forward with this option and went for their own using navigable channel beach compatible sand). This borrow area "A" sand would be used for the Florence Category G project.

Thanks
Fran

Town of North Topsail Beach

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Aldermen:
Richard Grant
Tom Leonard
Susan Meyer
Richard Peters



David J. Gilbride
Town Manager

Laura Oxley, JD, MPA
Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Tuesday, July 21, 2020 11:00 A.M.

Present: Mayor McDermon; Mayor Pro Tem Benson; Aldermen Grant, Leonard, Meyer and Peters; Town Manager Gilbride; Planning Director Hill; Town Clerk Oxley; Consultant Landin Holland (via teleconference)

I. Call to Order

Mayor McDermon called the Meeting to order.

II. Approval of Agenda

Alderman Peters made a motion to approve the Agenda. Alderman Leonard seconded. Mayor Pro Tem Benson made a motion to add paid parking to the Agenda. The Motion passed unanimously, 5-0.

III. Paid Parking

Manager Gilbride provided an update. Town Administration has identified locations for paid parking. The Town Manager and Planning Director Hill will be mapping out the spaces. The vendor does have a "lead time" to set up the parking units; it may be difficult to have the process in place by Labor Day.

Mayor McDermon believes implementing sooner rather than later could help with traffic and parking issues. The traffic on and off the Island is still congested.

Alderman Leonard attended the meeting with the vendor. The Town needs to identify side streets and locations for parking spots. Visitors are already parking on the side streets; the Town just does not receive any revenue. The goal is to properly rollout the plan the first time, not go back and re-do when homeowners experience issues.

Alderman Grant asked for expense clarification. In his prior experience, other municipalities set up a person with a table who could collect money. This may not be ideal, but it is an effective cost savings approach. The vendor's plan has a lot of upfront costs. The Town could implement something simple at first and work towards a bigger plan. There is pressure from the public to provide an answer.

Alderman Leonard suggested a methodical rollout. His concern is that side streets will bear the consequences. Another factor is emergency vehicles.

Alderman Meyer stated that there is a lot of push back from surrounding areas. The County's lot, which would be free, is currently unavailable. She does have concern about taking an option away from a family that may not be able to afford the additional expense.

Mayor McDermon announced that the Board seems to be on the same page with moving forward and exploring this revenue option.

Alderman Peters made a motion to immediately expand parking areas for paid parking. The Motion failed for lack of second.

Alderman Leonard wanted to provide one final thought. The vendor will place a spot anywhere, because they receive money. The Board should focus on how to rollout this plan without losing the Town's character.

IV. Draft CAMA Land Use Plan

Planning Director Hill & Mr. Landin Holland of Holland Consulting Planners presented. Mr. Holland explained that the Town cannot yet approve. Today is only a discussion.

Mayor McDermon thanked Mr. Holland, Ms. Hill and the Planning Board for their work.

Alderman Leonard made some recommendations. He suggested a sentence about post WWII Ocean City. Regarding the section concerning the Labor Force, he suggested information about Camp Lejeune. Overall, the product is good. He acknowledged the hard work, including citizen comments.

Alderman Grant thought the Plan was very informative. He liked the way it was written. He agreed with Alderman Leonard's additions. He believes that Ms. Hill and Mr. Holland did an excellent job. He hopes to incorporate the principals of this plan as he makes decisions in the future as an Alderman.

Ms. Hill reminded the attendees that the CAMA Land Use Plan is a guide that many planners did not follow until new legislation was passed that required

decisions have justification, meaning comment that references the municipality's land use plan.

Mayor Pro Tem Benson echoed the Board's accolades. Ms. Hill and Mr. Holland did a great job putting the Plan together. The timing of the Census is unfortunate. He had a few concerns with the Plan. It should recognize the importance of land use policies and coastal resiliency. Essentially, when the infrastructure or plan is in place with consideration for resiliency measures such as fortified roofs or restoring dunes, the community is more prepared to recover. Mayor Pro Tem Benson recommended adding the language in the introduction.

Mayor Pro Tem Benson's second concern is the conservation of coastal wetlands. He would like a strong policy statement about conservation of coastal wetlands. Mayor Pro Tem also recommended that a Conservation D policy statement be added to prevent rezoning by future Boards.

Alderman Grant would like the Town Attorney's advice before making decisions that place any restrictions on privately owned property. He also has reservations about tying the hands of future Boards.

Alderman Meyer had concerns that some of the Mayor Pro Tem's comments were too restrictive.

Mayor Pro Tem Benson asked the consultants to create another GIS layer to clarify low-density residential.

Mayor McDermon expressed a concern about taking the document too far. She believed there is merit in keeping the document broad.

Mayor Pro Tem Benson also wanted Conservation D areas marked on the map. His goal is to protect the coastal wetlands.

Planning Director Hill explained that "wetlands" is not synonymous with "conservation." She appreciates the Mayor Pro Tem's concerns, but the Division of Coastal Management and the Army Corps of Engineers are the permitting authorities, which is an extensive permitting process.

Mayor Pro Tem Benson believes that the multi-use imagery on page 65 is out of date. He also suggested that the map's key may need modification.

Mr. Holland will try to find a better replacement.

Alderman Peters asked how the Town can become a higher priority for DOT.

Planning Director Hill suggested participating in the JUMPO.

The Mayor Pro Tem stated that the Inlet Hazard Area process has been delayed because of COVID-19, but he believes changes will occur and an update may be needed in the future.

He asked that page 77 have an addition to include coastal resiliency as a bullet point.

Alderman Meyer asked Mayor Pro Tem if he has a definition of “coastal resiliency” to add to the Plan. She believes some of these ideas already covered by zoning and building code.

Mayor Pro Tem Benson raised some concerns for potential contradictions. For example, at one point, the Plan states that it does not support marinas or boat ramps, but later, it supports access to estuary areas. He recommended deleting the “boat ramp” section.

Planning Director Hill responded that the statements do not necessarily conflict.

Other Board members discussed the potential conflict. Planning Director Hill responded that she understands the confusion and will work to clarify.

Mayor Pro Tem referenced page 85 and asked if it was meant to imply the Town is no longer allowing condominiums.

Planning Director Hill stated that it is possible to have a condo development, but the building height and setbacks requirements would be tough to overcome.

Mayor Pro Tem Benson proposed that the Planning Director and Planning Consultant review his edits, make suggestions and present to the Board.

Mayor McDermon asked for objections to the Mayor Pro Tem’s proposal. No one objected.

Mayor McDermon asked if it would be appropriate to send the suggestions back to the Planning Board. Planning Director Hill stated that she had not yet reviewed the suggestions. She will circle back to the Board of Aldermen with her recommendations on how to proceed.

V. Adjournment

Alderman Leonard made a motion to adjourn. Alderman Meyer seconded. The Motion passed unanimously, 5-0.

Town of North Topsail Beach
Special Board of Aldermen Meeting

Joann McDermion
Mayor

ATTEST:

Laura Oxley, JD, MPA
Town Clerk

Approved: 08/ /2020

Town of North Topsail Beach

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Aldermen:
Richard Grant
Tom Leonard
Susan Meyer
Richard Peters



David J. Gilbride
Town Manager

Laura Oxley, JD, MPA
Town Clerk

Nature's Tranquil Beauty

Board of Aldermen Special Meeting Minutes Thursday, July 30, 2020 11:00 A.M.

Attendees: Mayor McDermon; Mayor Pro Tem Benson; Aldermen Grant, Leonard, Meyer and Peters; Town Manager Gilbride; Town Clerk Oxley

I. Call to Order

Mayor McDermon called the Meeting to order.

II. Approval of Agenda

Alderman Leonard made a motion to approve the Agenda. Alderman Peters seconded. The Motion passed unanimously, 5-0.

III. Discuss Federal Project

Mayor McDermon briefed the Board on the meeting with Surf City. The Corps proposal is missing important documents. Representatives from Surf City and North Topsail Beach agreed that a decision cannot be rendered until this information is presented. Also, the Mayor restated North Topsail Beach's concerns with the project's finances during the joint meeting.

Mayor Pro Tem Benson stated that the PPA greatly favors the federal government over the towns. During past conversations, the Corps has stated it will request funds after a named storm to assist with recovery. This term of the agreement is not included in the PPA.

Alderman Leonard asked about other towns that have federal projects and restoration efforts. Does the Board have information about the success or failures of those projects?

Mayor McDermon responded that Surf City's Manager seemed familiar with other Corps projects in New Hanover County. And in that scenario, the local municipalities paid for the recovery efforts.

Town Manager Gilbride stated his concerns. In particular, he is concerned about joint and several liability. If Surf City cannot uphold their financial obligations, North Topsail Beach could be held liable for outstanding balances owed and vice versa.

Alderman Grant stated his concern that the PPA is not transparent and weighted in favor of the federal government.

Mayor Pro Tem Benson stated that both towns have already paid several hundred dollars to the project. He does not understand why the towns are being charged for the Corps contributions when the towns have already contributed.

Alderman Leonard stated that at end of the day, the Board has a responsibility to the people of North Topsail Beach. If the proposed project is not beneficial, the Board cannot support it.

Alderman Grant agreed by saying the Town should not throw good money at bad.

IV. DEC Associates, Inc. Contract

Town Manager Gilbride is in discussion with the consultants, who requested to be under contract before giving advice.

The Town is currently obligated to a USDA loan. Some believe there was an ancillary agreement made between the Town and the LGC that the loan would be paid off sooner than the 30 year term. To date, the Town has not made any early payments.

Alderman Leonard provided some insight on the matter. In 2012, the realignment project had to go before the LGC, and the Town successfully received permission to move forward with financing. In 2014, the Town received the USDA loan. He does not recall the LGC stating the loan must be paid off sooner.

Town Manager Gilbride stated that staff cannot find any documentation of an agreement with the LGC.

Finance Officer Elliott reported that the Town is at the five-year mark of the loan, and there is over \$4 million in the sinking fund. Ms. Elliott consulted the USDA, and the Town is not allowed to use the reserve until its final payment. As for the reserve fund, \$90,000 each year is placed in this separate fund. In 2025, it will

have accumulated into a full payment. The fund's purpose is to be a safety in the event the Town cannot make a payment.

Alderman Grant went back to the Federal Project conditions. Under one premise, the Town would have to pay \$15 million in 6 years. If the Town moves forward, it cannot take on much more debt. He is looking for the financial advisor to explain what information is needed to make the decision. Then, the consultants should start a more in-depth analysis.

Mayor Pro Tem Benson reminded the Board that his intention in reaching out to financial consultants was for capital projects, such as the fire station. For the new discussion of the Federal Project, he recommended the Board start by reviewing the last deliverable received from a financial consultant.

Alderman Leonard stated to the Board that there is more than one reason to hire a consultant. The Board just discussed two- the Federal Project and capital projects.

Alderman Grant requested that the financial firm describe what deliverables the Town can anticipate; the current proposal is too ambiguous.

Town Manager Gilbride stated that he did ask the consultants about the terminal groin, police station and fire stations. He can add fire trucks to that list.

Alderman Grant made a motion to grant the Town Manager authority to approve the financial agreement, contingent upon the Town Attorney's approval, a more detailed understand of the deliverables and the inclusion of capital projects, not to exceed \$50,000. Alderman Meyer seconded. The Motion passed unanimously, 5-0.

V. Adjournment

Alderman Leonard made a motion to adjourn. Mayor Pro Tem Besnon seconded. The Motion passed unanimously, 5-0.

Joann McDermion
Mayor

Town of North Topsail Beach
Special Board of Aldermen Meeting

ATTEST:

Laura Oxley, JD, MPA
Town Clerk

Approved: 08/ /2020

BOARD OF ALDERMEN MEMORANDUM

TO: MAYOR MCDERMON AND ALDERMEN

FROM: Caitlin Elliott, Finance Officer

SUBJECT: Monthly Financial Report

DATE: July 29, 2020

The following events occurred during the month of July 2020 in the Finance Department:

- The final inspection for FEMA Project #431 (Hurricane Matthew Beach Renourishment) has been completed and submitted to FEMA's regional offices for them to review. Once approved, which I am told could take some time, we will receive our final reimbursement (a little over \$1,000,000). I spoke with the State who said if we chose to add sea oats to this project, it would delay the funding being disbursed as the project would not be closed. After discussions with the Town Manager, he advised to go ahead and close this project as we also have the Beach Renourishment project for Hurricane Florence happening later this fall which will include sea oats.
- Reimbursement has been requested from FEMA for the Town Park Project #970 in the full obligated amount of \$199,320.43. The Town Clerk has worked very hard in updating our request to the Golden Leaf Foundation for additional funding for the Park project.
- This month's packet contains a current Budget to Actual Report as well as a graph for the period.
- Hoping sometime early in August we will have our first meeting with our auditor, Wade Greene, for our annual audit process.
- Collected \$212,454.35 in July for Occupancy Taxes from the month of June. The report is also attached for July's collections.
- Approximately \$651,051 in accounts payables was processed during the month of July. A copy of the check registers is enclosed for review.
- We received approximately \$29,579 in Ad Valorem Taxes for the period of June 28th – July 29th.
- Received approximately \$3,689 in Motor Vehicle Taxes for the period of June 2020.
- In July we received \$144,646.88 for Sales and Use Tax, for sales that occurred in May. For comparison, last year that figure was \$156,134.68. So we are slightly above our 10% decreased projection so far!

If anyone has any questions, concerns, or needs additional information, please do not hesitate to ask!

Respectfully submitted,

Caitlin Elliott

Caitlin Elliott
Finance Officer

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2021

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
10-301-00 AD VALOREM TAX - Current Year	2,993,703	0.00	0.00	7,439.27	(2,986,263.73)	0%	
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	8,560.51	(41,439.49)	17%	
10-301-02 AD VALOREM TAX - MOTV	55,000	0.00	0.00	3,689.27	(51,310.73)	7%	
10-301-05 BEACH RENRSH/DUNE STAB	0	0.00	0.00	0.00	0.00		
10-317-00 AD VALOREM TAX Penalties	3,500	0.00	0.00	40.96	(3,459.04)	1%	
10-317-01 COUNTY TOURISM GRANT	50,000	0.00	0.00	0.00	(50,000.00)		
10-325-00 PRIVILEGE LICENSES	100	0.00	0.00	0.00	(100.00)		
10-328-00 CABLE FRANCHISE	0	0.00	0.00	0.00	0.00		
10-329-00 INTEREST	75,000	0.00	0.00	949.91	(74,050.09)	1%	
10-330-00 LOAN PROCEEDS	0	0.00	0.00	0.00	0.00		
10-330-01 P&L INSURANCE PROCEEDS	79,713	0.00	0.00	20,415.45	(59,297.33)	26%	
10-335-00 MISCELLANEOUS	8,000	0.00	0.00	219.90	(7,780.10)	3%	
10-335-01 MEETING ROOM	0	0.00	0.00	0.00	0.00		
10-335-02 Shotgun Reimbursement	0	0.00	0.00	0.00	0.00		
10-335-03 STATE REIMBURSEMENTS	0	0.00	0.00	0.00	0.00		
10-335-05 DEBT SETOFF	0	0.00	0.00	0.00	0.00		
10-335-06 RACE INCOME	0	0.00	0.00	0.00	0.00		
10-336-03 SEA OATS COST SHARE PROGRAM	20,000	0.00	0.00	0.00	(20,000.00)		
10-336-06 DONATIONS-BEAUTIFICATION	0	0.00	0.00	0.00	0.00		
10-336-07 Town Apperal Purchases	0	0.00	0.00	10.00	10.00		
10-336-08 NTB HOLIDAY DONATIONS	0	0.00	0.00	0.00	0.00		
10-337-00 UTILITIES FRANCHISE TAX	298,000	0.00	0.00	0.00	(298,000.00)		
10-341-00 BEER & WINE TAX	3,500	0.00	0.00	0.00	(3,500.00)		
10-343-00 POWELL BILL ALLOCATIONS	26,300	0.00	0.00	0.00	(26,300.00)		
10-345-00 LOCAL OPTION SALES TAX	1,170,000	0.00	0.00	0.00	(1,170,000.00)		
10-347-02 SOLID WASTE DISP TAX	500	0.00	0.00	0.00	(500.00)		
10-349-00 MOSQUITO CONTROL GRANT	0	0.00	0.00	0.00	0.00		

Budget vs Actual

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Period Ending 6/30/2021

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-350-00 RECREATION -RENTAL FEES	1,000	0.00	0.00	0.00	(1,000.00)		
10-350-01 Paid Parking Revenue	40,000	0.00	0.00	65,979.63	25,979.63	165%	
10-351-01 OFFICER CITATIONS & COURT	20,000	0.00	0.00	6,745.00	(13,255.00)	34%	
10-351-02 POLICE ESHARE ACCOUNT	1,250	0.00	0.00	0.00	(1,250.00)		
10-351-03 BODY ARMOR REIMBURSEMENT	2,000	0.00	0.00	0.00	(2,000.00)		
10-352-01 FIRE FINES & VIOLATIONS	2,000	0.00	0.00	0.00	(2,000.00)		
10-352-02 PARKING/CODE ENFORCEMENT FINES	6,000	0.00	0.00	550.00	(5,450.00)	9%	
10-352-03 PLANNING DEPT. FEES	1,000	0.00	0.00	0.00	(1,000.00)		
10-355-00 BUILDING PERMITS	70,000	0.00	0.00	2,872.00	(67,128.00)	4%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	1,890.00	(13,110.00)	13%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	840.00	(17,160.00)	5%	
10-355-03 PLUMBING PERMITS	8,000	0.00	0.00	210.00	(7,790.00)	3%	
10-355-04 INSULATION PERMITS	1,000	0.00	0.00	0.00	(1,000.00)		
10-355-05 HOMEOWNERS RECOVERY FEE	200	0.00	0.00	(25.00)	(225.00)	-13%	
10-355-06 TECHNOLOGY FEE	6,500	0.00	0.00	508.09	(5,991.91)	8%	
10-355-07 REINSPECTION FEE/FINES	2,500	0.00	0.00	100.00	(2,400.00)	4%	
10-355-08 OCCUPANCY TAX ADM	0	0.00	0.00	0.00	0.00		
10-357-08 ZONING PERMITS	16,000	0.00	0.00	1,100.00	(14,900.00)	7%	
10-359-00 REFUSE COLLECTION FEES	482,706	0.00	0.00	37,846.18	(444,859.82)	8%	
10-359-01 REFUSE COLLECT PRIOR YEAR	300	0.00	0.00	0.00	(300.00)		
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	625.00	(9,375.00)	6%	
10-359-51 ADD'L CART SWF	1,000	0.00	0.00	0.00	(1,000.00)		
10-359-52 ADD'L CART RECYCLING	1,000	0.00	0.00	880.00	(120.00)	88%	
10-367-01 SALES TAX REFUNDS	25,000	0.00	0.00	0.00	(25,000.00)		
10-367-02 REIMB. PW FROM BF	0	0.00	0.00	0.00	0.00		
10-368-00 OTHER STATE REVENUES	0	0.00	0.00	100.49	100.49		
10-368-01 GRASS MOWING REIMB	7,950	0.00	0.00	0.00	(7,950.00)		
10-368-02 GRANT FUNDS	179,000	0.00	0.00	11,250.00	(167,750.00)	6%	

Budget vs Actual

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Period Ending 6/30/2021

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	550.00	(19,450.00)	3%	
10-383-01 HURRICANE REIMBURSEMENT	0	0.00	0.00	0.00	0.00		
10-383-02 SPECIAL ASSESSMENT	0	0.00	0.00	0.00	0.00		
10-383-03 SPEC ASSESSMENT-EXT	0	0.00	0.00	0.00	0.00		
10-384-00 REIMBURSEMENT FROM F30	0	0.00	0.00	0.00	0.00		
10-399-00 APPROP. FUND BALANCE	0	0.00	0.00	0.00	0.00		
10-399-01 T/I CAPITAL RESERVE FUND	0	0.00	0.00	0.00	0.00		
10-399-02 T/I OTHER FUNDS	0	0.00	0.00	0.00	0.00		
Revenues Totals:	5,770,722	0.00	0.00	173,346.66	(5,597,375.12)	3%	
Expenses							
10-410-02 SALARIES	36,000	0.00	0.00	3,000.00	33,000.00	8%	
10-410-04 PROFESSIONAL SERVICES	45,000	1,800.00	0.00	2,041.40	41,158.60	9%	
10-410-05 FICA TAX EXPENSE	4,410	0.00	0.00	229.50	4,180.50	5%	
10-410-14 TRAVEL-TRAINING	2,000	0.00	0.00	0.00	2,000.00		
10-410-31 Gas, Oil, & Tires	0	0.00	0.00	0.00	0.00		
10-410-33 DEPARTMENTAL SUPPLIES	250	0.00	0.00	0.00	250.00		
10-410-42 CHARTER CODES SERVICE	5,000	0.00	0.00	0.00	5,000.00		
10-410-43 AUDITOR	15,000	0.00	0.00	0.00	15,000.00		
10-410-45 TAX COLLECTION FEES	38,000	0.00	0.00	0.00	38,000.00		
10-410-50 DONATIONS OTHER AGENCIES	18,000	0.00	0.00	5,175.00	12,825.00	29%	
10-410-51 NTB HOLIDAY DONATIONS	0	0.00	0.00	0.00	0.00		
10-410-53 DUES & SUBSCRIPTIONS	2,500	0.00	0.00	380.03	2,119.97	15%	
10-410-54 DONATION FOR CFCC ROAD	0	0.00	0.00	0.00	0.00		
10-410-57 MISCELLANEOUS	2,500	0.00	0.00	0.00	2,500.00		
10-410-58 TAX REFUNDS	1,500	0.00	0.00	0.00	1,500.00		
10-410-61 LITIGATION	0	0.00	0.00	0.00	0.00		
10-410-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
10-410-95 BOARD EXPENSE ACCOUNT	3,600	0.00	0.00	0.00	3,600.00		
GOVERNING BODY Totals:	173,760	1,800.00	0.00	10,825.93	161,134.07	7%	

Budget vs Actual

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10-420-02 SALARIES	320,000	0.00	0.00	24,417.00	295,583.00	8%
10-420-03 SALARY ADJUSTMENTS	0	0.00	0.00	0.00	0.00	
10-420-05 FICA	24,480	0.00	0.00	1,768.53	22,711.47	7%
10-420-06 GROUP INSURANCE	38,750	0.00	0.00	220.14	38,529.86	1%
10-420-07 ORBIT RETIREMENT (10.3%)	32,960	0.00	0.00	2,452.25	30,507.75	7%
10-420-08 401K (3%)	9,600	0.00	0.00	660.66	8,939.34	7%
10-420-09 TOWN INSURANCE HRA	20,000	0.00	0.00	1,255.36	18,744.64	6%
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	0.00	6,000.00	
10-420-11 POSTAGE	2,000	0.00	0.00	0.00	2,000.00	
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	1,000.00	
10-420-13 TUITION REIMBURSEMENT	2,500	0.00	0.00	0.00	2,500.00	
10-420-15 BANK CHARGES	1,500	0.00	0.00	200.22	1,299.78	13%
10-420-16 M & R EQUIPMENT	1,500	0.00	0.00	0.00	1,500.00	
10-420-17 M & R VEHICLE	1,000	0.00	0.00	0.00	1,000.00	
10-420-18 CONSUMABLES	4,000	0.00	0.00	0.00	4,000.00	
10-420-26 ADVERTISING	2,000	0.00	0.00	0.00	2,000.00	
10-420-31 GAS, OIL & TIRES	1,000	0.00	0.00	100.41	899.59	10%
10-420-32 OFFICE SUPPLIES	1,500	0.00	0.00	0.00	1,500.00	
10-420-33 DEPART SUPPLIES/MATERIALS	5,000	0.00	0.00	0.00	5,000.00	
10-420-34 TOWN APPAREL EXPENSE	500	0.00	0.00	0.00	500.00	
10-420-45 CONTRACTED SERVICES	45,000	0.00	0.00	3,221.75	41,778.25	7%
10-420-53 DUES & SUBSCRIPTIONS	4,500	0.00	0.00	14.00	4,486.00	0%
10-420-57 MISCELLANEOUS	500	0.00	0.00	0.00	500.00	
10-420-58 PERFORMANCE PAY BONUSES	10,000	0.00	0.00	0.00	10,000.00	
10-420-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	
10-420-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00	
10-420-76 LEASE PAYMENTS	27,500	0.00	0.00	0.00	27,500.00	
10-420-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00	
10-420-93 EMPLOY SECURITY COMM	0	0.00	0.00	0.00	0.00	
ADMINISTRATION Totals:	562,790	0.00	0.00	34,310.32	528,479.68	6%
10-430-57 ELECTION EXPENSES	0	0.00	0.00	0.00	0.00	

Budget vs Actual

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ELECTIONS Totals:	0	0.00	0.00	0.00	0.00	
10-490-02 SALARIES	84,000	0.00	0.00	6,226.72	77,773.28	7%
10-490-03 PART TIME SALARIES	13,000	0.00	0.00	1,335.72	11,664.28	10%
10-490-05 FICA	7,421	0.00	0.00	578.52	6,841.98	8%
10-490-06 GROUP INSURANCE	8,000	0.00	0.00	45.43	7,954.57	1%
10-490-07 ORBIT RETIREMENT (10.3%)	8,652	0.00	0.00	641.98	8,010.02	7%
10-490-08 401K (3%)	2,520	0.00	0.00	186.80	2,333.20	7%
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	0.00	3,000.00	
10-490-11 POSTAGE	0	0.00	0.00	0.00	0.00	
10-490-16 EQUIPMENT MAINT / REPAIR	500	0.00	0.00	0.00	500.00	
10-490-17 M & R VEHICLES	1,500	0.00	0.00	0.00	1,500.00	
10-490-26 ADVERTISEMENT	0	0.00	0.00	0.00	0.00	
10-490-31 GAS, OIL, & TIRES	1,000	0.00	0.00	18.74	981.26	2%
10-490-33 DEPARTMENTAL SUPPLIES	1,000	0.00	0.00	0.00	1,000.00	
10-490-45 CONTRACTED SERVICES	4,500	0.00	0.00	4,800.00	(300.00)	107%
10-490-53 DUES & SUBSCRIPTIONS	1,000	0.00	0.00	0.00	1,000.00	
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00	
10-490-58 CRS-ACTIVITY-FLOOD	1,400	0.00	0.00	0.00	1,400.00	
10-490-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	
10-490-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00	
10-490-76 TAXES AND TITLES	0	0.00	0.00	0.00	0.00	
10-490-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00	
PLANNING/ZONING/CAMA Totals:	137,743	0.00	0.00	13,833.91	123,908.59	10%
10-491-02 SALARIES	123,500	0.00	0.00	9,174.40	114,325.60	7%
10-491-05 FICA	9,448	0.00	0.00	696.92	8,750.83	7%
10-491-06 GROUP INSURANCE	15,750	0.00	0.00	87.38	15,662.62	1%
10-491-07 ORBIT RETIREMENT (10.3%)	12,721	0.00	0.00	945.87	11,774.63	7%
10-491-08 401K (3%)	3,705	0.00	0.00	275.22	3,429.78	7%
10-491-10 EMPLOYEE TRAINING	4,400	0.00	0.00	0.00	4,400.00	
10-491-16 M & R EQUIPMENT	0	0.00	0.00	0.00	0.00	
10-491-17 M & R VEHICLES	500	0.00	0.00	0.00	500.00	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-491-31 GAS, OIL, & TIRES	1,800	0.00	0.00	124.64	1,675.36	7%	
10-491-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	0.00	1,500.00		
10-491-45 CONTRACTED SERVICES	9,000	0.00	0.00	4,800.00	4,200.00	53%	
10-491-53 DUES & SUBSCRIPTIONS	1,500	0.00	0.00	0.00	1,500.00		
10-491-57 MISCELLANEOUS	1,300	0.00	0.00	0.00	1,300.00		
10-491-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-491-75 DEBT SERVICE	10,651	0.00	0.00	0.00	10,651.00		
10-491-76 LEASE PAYMENTS	0	0.00	0.00	0.00	0.00		
10-491-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
INSPECTIONS Totals:	195,774	0.00	0.00	16,104.43	179,669.82	8%	
10-500-11 PHONES	34,000	0.00	0.00	2,014.22	31,985.78	6%	
10-500-13 UTILITIES	40,000	0.00	0.00	1,912.78	38,087.22	5%	
10-500-15 M & R BUILDINGS/GROUNDS	47,000	0.00	0.00	2,833.61	44,166.39	6%	
10-500-17 LANDSCAPE M & R	3,000	0.00	0.00	431.55	2,568.45	14%	
10-500-31 GAS, TIRES, OIL	0	0.00	0.00	0.00	0.00		
10-500-33 SUPPLIES FOR BUILDINGS	3,000	0.00	0.00	0.00	3,000.00		
10-500-43 TOWN HALL CLEANING	5,000	0.00	0.00	0.00	5,000.00		
10-500-45 PEST CONTROL	2,500	0.00	0.00	0.00	2,500.00		
10-500-46 SECURITY MONITORING	400	0.00	0.00	0.00	400.00		
10-500-54 FLOOD INSURANCE	0	0.00	0.00	0.00	0.00		
10-500-57 TOWN SIGN	1,000	0.00	0.00	0.00	1,000.00		
10-500-58 CALL BACK/WEB EOC	1,500	0.00	0.00	0.00	1,500.00		
10-500-74 CAPITAL OUTLAY	610,000	0.00	0.00	0.00	610,000.00		
10-500-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
PUBLIC BLDGS Totals:	747,400	0.00	0.00	7,192.16	740,207.84	1%	
10-501-09 WORKERS COMPENSATION	47,500	0.00	0.00	47,946.93	(446.93)	101%	
10-501-13 INSURANCE AND BONDS	108,200	0.00	0.00	60,406.00	47,794.00	56%	
10-501-17 VFIS INSURANCE	22,000	0.00	0.00	0.00	22,000.00		
10-501-54 FLOOD INSURANCE	3,500	0.00	0.00	0.00	3,500.00		

Budget vs Actual

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INSURANCE Totals:	181,200	0.00	0.00	108,352.93	72,847.07	60%
10-509-02 PSA Salary	15,905	0.00	0.00	1,223.34	14,681.66	8%
10-509-05 FICA TAXES	1,220	0.00	0.00	93.58	1,126.42	8%
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	1,316.92	15,808.08	8%
10-510-01 PSA Officer Salary	0	0.00	0.00	0.00	0.00	
10-510-02 SALARIES	764,800	0.00	0.00	51,434.36	713,365.64	7%
10-510-03 PART-TIME SALARIES	4,237	0.00	0.00	0.00	4,237.00	
10-510-04 PROFESSIONAL SERVICES	4,160	0.00	0.00	0.00	4,160.00	
10-510-05 FICA	58,831	0.00	0.00	3,920.76	54,910.57	7%
10-510-06 GROUP INSURANCE	93,500	0.00	0.00	656.79	92,843.21	1%
10-510-07 ORBIT RETIREMENT (10.9%)	83,825	0.00	0.00	5,579.76	78,245.27	7%
10-510-08 401K (5%)	38,452	0.00	0.00	2,481.60	35,970.25	6%
10-510-09 INTERN Beach Salary	3,240	0.00	0.00	0.00	3,240.00	
10-510-10 EMPLOYEE TRAINING	10,000	0.00	0.00	0.00	10,000.00	
10-510-12 TUITION ASSISTANCE	0	0.00	0.00	0.00	0.00	
10-510-16 MAINT. & REPAIRS-EQUIP.	4,600	0.00	0.00	72.00	4,528.00	2%
10-510-17 MAINT. & REPAIRS-VEHICLES	10,000	0.00	0.00	0.00	10,000.00	
10-510-31 GAS,OIL, & TIRES	50,000	0.00	0.00	3,126.28	46,873.72	6%
10-510-32 OFFICE SUPPLIES	3,000	0.00	0.00	0.00	3,000.00	
10-510-33 DEPARTMENTAL SUPPLIES	8,000	0.00	0.00	249.00	7,751.00	3%
10-510-36 UNIFORMS	12,000	0.00	0.00	95.97	11,904.03	1%
10-510-37 BALLISTIC VEST REPLACE	4,570	0.00	0.00	0.00	4,570.00	
10-510-53 DUES & SUBSCRIPTIONS	9,300	0.00	0.00	240.00	9,060.00	3%
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	0.00	3,000.00	
10-510-73 NON-CAPITAL OUTLAY	15,000	0.00	0.00	0.00	15,000.00	
10-510-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	
10-510-75 DEBT SERVICE	35,712	0.00	0.00	0.00	35,712.00	
10-510-76 TAXES AND TITLES	0	0.00	0.00	21.50	(21.50)	
10-510-77 LEASED/RENTED EQUIPMENT	0	0.00	0.00	0.00	0.00	
10-510-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-510-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
POLICE Totals:	1,216,227	0.00	0.00	67,878.02	1,148,349.19	6%	
10-545-02 SALARIES	201,000	0.00	0.00	12,786.04	188,213.96	6%	
10-545-03 PART TIME SALARIES	0	0.00	0.00	774.24	(774.24)		
10-545-05 FICA	15,377	0.00	0.00	1,033.34	14,343.16	7%	
10-545-06 GROUP INSURANCE	38,750	0.00	0.00	181.72	38,568.28	0%	
10-545-07 ORBIT RETIREMENT (10.3%)	20,703	0.00	0.00	1,318.24	19,384.76	6%	
10-545-08 401K (3%)	6,030	0.00	0.00	383.58	5,646.42	6%	
10-545-14 EMPLOYEE TRAINING	1,000	0.00	0.00	0.00	1,000.00		
10-545-16 MAINT/REPAIR EQUIPT	17,000	3,481.55	0.00	213.25	13,305.20	22%	
10-545-17 MAINT REPAIR - VEHICLES	15,000	0.00	0.00	0.00	15,000.00		
10-545-31 GAS, OIL, & TIRES	14,000	0.00	0.00	460.91	13,539.09	3%	
10-545-32 OFFICE SUPPLIES	150	0.00	0.00	0.00	150.00		
10-545-33 DEPARTMENTAL SUPPLIES	10,000	0.00	0.00	0.00	10,000.00		
10-545-34 CHEMICAL-MOSQ CONTROL	5,800	0.00	0.00	0.00	5,800.00		
10-545-36 UNIFORMS	3,000	0.00	0.00	0.00	3,000.00		
10-545-53 DUES & SUBSCRIPTIONS	100	0.00	0.00	0.00	100.00		
10-545-57 MISCELLANEOUS	100	0.00	0.00	0.00	100.00		
10-545-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-545-75 DEBT SERVICE	11,053	0.00	0.00	0.00	11,053.00		
10-545-76 TAXES AND TITLES	0	0.00	0.00	0.00	0.00		
10-545-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
PUBLIC WORKS Totals:	359,063	3,481.55	0.00	17,151.32	338,429.63	6%	
10-560-13 UTILITES-STREET LIGHTS	30,000	0.00	0.00	2,426.41	27,573.59	8%	
10-560-15 M&R PUBLIC PARKING	20,000	0.00	0.00	0.00	20,000.00		
10-560-16 M & R EQUIPMENT	10,000	0.00	0.00	0.00	10,000.00		
10-560-33 DEPARTMENTAL SUPPLIES	6,000	0.00	0.00	42.90	5,957.10	1%	
10-560-43 RIVER ROAD WALK	4,000	0.00	0.00	0.00	4,000.00		
10-560-73 STREET REPAIR CONST IMPRO	40,000	(4,200.00)	0.00	4,200.00	40,000.00		

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-560-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-560-75 DEBT SERVICE	17,000	0.00	0.00	0.00	17,000.00		
10-560-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00		
10-560-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
STREETS Totals:	127,000	(4,200.00)	0.00	6,669.31	124,530.69	2%	
10-580-45 SANITATION CONTRACTS	390,206	0.00	0.00	0.00	390,206.00		
10-580-46 TIPPING FEES	68,500	0.00	0.00	0.00	68,500.00		
10-580-47 RECYCLING	24,000	0.00	0.00	0.00	24,000.00		
10-580-58 SOLID WASTE FEE REFUNDS	0	0.00	0.00	0.00	0.00		
10-580-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
SANITATION Totals:	482,706	0.00	0.00	0.00	482,706.00		
10-620-12 SNOWFLAKES	4,500	0.00	0.00	0.00	4,500.00		
10-620-13 PARK UTILITIES	0	0.00	0.00	0.00	0.00		
10-620-14 PARK WELL	500	0.00	0.00	0.00	500.00		
10-620-15 PARK MAINTENANCE	5,000	0.00	0.00	435.00	4,565.00	9%	
10-620-17 BIKE PATH M & R	2,500	0.00	0.00	0.00	2,500.00		
10-620-27 SPECIAL EVENTS	0	0.00	0.00	0.00	0.00		
10-620-33 PARK SUPPLIES	2,500	0.00	0.00	1,085.60	1,414.40	43%	
10-620-73 BIKE & PED GRANT	0	0.00	0.00	0.00	0.00		
10-620-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-620-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
RECREATION Totals:	15,000	0.00	0.00	1,520.60	13,479.40	10%	
10-690-02 SALARIES	750,000	0.00	0.00	50,081.77	699,918.23	7%	
10-690-03 VOL INCENTIVE PAY	5,000	0.00	0.00	0.00	5,000.00		
10-690-04 VOLUNTEER APPRECIATION	0	0.00	0.00	0.00	0.00		
10-690-05 FICA	57,375	0.00	0.00	3,769.99	53,605.01	7%	
10-690-06 GROUP INSURANCE	131,000	0.00	0.00	476.52	130,523.48	0%	
10-690-07 ORBIT RETIREMENT (10.3%)	77,250	0.00	0.00	5,163.41	72,086.59	7%	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-690-08 401K (3%)	22,500	0.00	0.00	1,502.48	20,997.52	7%	
10-690-10 EMPLOYEE TRAINING	6,000	0.00	0.00	0.00	6,000.00		
10-690-13 TUITION ASSITANCE EXPENSE	0	0.00	0.00	0.00	0.00		
10-690-16 M & R EQUIPTMENT	17,500	0.00	0.00	0.00	17,500.00		
10-690-17 M & R VEHICLES	16,000	0.00	0.00	0.00	16,000.00		
10-690-31 GAS, OIL, & TIRES	14,000	0.00	0.00	663.25	13,336.75	5%	
10-690-32 OFFICE SUPPLIES	2,500	0.00	0.00	278.09	2,221.91	11%	
10-690-33 DEPARTMENTAL SUPPLIES	66,500	0.00	0.00	0.00	66,500.00		
10-690-34 FIRE FIGHTER PHYSICALS	5,600	0.00	0.00	0.00	5,600.00		
10-690-36 UNIFORMS	8,000	0.00	0.00	886.00	7,114.00	11%	
10-690-53 DUES & SUBSCRIPTIONS	8,500	0.00	0.00	0.00	8,500.00		
10-690-56 FEDERAL FIRE GRANT	0	0.00	0.00	0.00	0.00		
10-690-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00		
10-690-73 COMUNICATIONS EQUIP	6,000	0.00	0.00	0.00	6,000.00		
10-690-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-690-75 DEBT SERVICE	42,800	0.00	0.00	0.00	42,800.00		
10-690-76 Taxes & Titles	0	0.00	0.00	0.00	0.00		
10-690-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00		
10-690-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
FIRE DEPARTMENT Totals:	1,236,775	0.00	0.00	62,821.51	1,173,953.49	5%	
10-695-00 DCM Grant-Land Use Plan	1,000	0.00	0.00	0.00	1,000.00		
10-695-91 PLANNING BOARD	1,000	0.00	0.00	0.00	1,000.00		
10-695-93 BEAUTIFICATION COMM	0	0.00	0.00	0.00	0.00		
10-695-94 X-MAS DONATION EXP.	0	0.00	0.00	0.00	0.00		
COMMITTES Totals:	2,000	0.00	0.00	0.00	2,000.00		
10-720-08 CONTRACTS, PLANS & SPECS	48,000	0.00	0.00	0.00	48,000.00		
10-720-10 BEACH LOBBIST CONTRACT	60,000	0.00	0.00	5,520.77	54,479.23	9%	
10-720-12 BEACH & ACCESS MAINTENANCE	50,000	0.00	0.00	2,417.00	47,583.00	5%	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-720-14 BEACH RELATED MEETINGS & CONFERENCES	20,000	0.00	0.00	1,100.00	18,900.00	6%	
10-720-15 DUNE & CROSSWALK REPAIRS/MAINTENANCE	8,000	0.00	0.00	0.00	8,000.00		
10-720-36 EASEMENT & LEGAL EXPENSES	1,000	0.00	0.00	0.00	1,000.00		
10-720-45 CONTRACTED SERVICES	10,000	0.00	0.00	0.00	10,000.00		
10-720-46 WEED MITIGATION	0	0.00	0.00	0.00	0.00		
10-720-53 ASBPA DUES and MEETINGS	2,500	0.00	0.00	0.00	2,500.00		
10-720-55 SAND PUSH (GENERAL)	0	0.00	0.00	0.00	0.00		
10-720-59 SEA OATS PROGRAM (50/50)	20,000	0.00	0.00	0.00	20,000.00		
10-720-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
BEACH REN. / DUNE STAB. Totals:	219,500	0.00	0.00	9,037.77	210,462.23	4%	
10-998-02 Transfer out-Beach Nouris	0	0.00	0.00	0.00	0.00		
10-998-04 T/O Capital Reserve Fund	0	0.00	0.00	0.00	0.00		
Totals:	0	0.00	0.00	0.00	0.00		
10-999-01 CONTINGENCY	96,659	0.00	0.00	0.00	96,659.32		
CONTINGENCY Totals:	96,659	0.00	0.00	0.00	96,659.32		
Expenses Totals:	5,770,722	1,081.55	0.00	357,015.13	5,412,625.10	6%	
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	(183,668.47)			

Budget vs Actual

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30 CAPITAL PROJECT-SHORELINE PRO							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
30-301-00 ACCOMMODATION TAX	1,200,000	0.00	0.00	212,454.35	(987,545.65)	18%	
30-301-01 Onslow County Contribution	0	0.00	0.00	0.00	0.00		
30-301-05 AD VALOREM TAX - Beach	997,901	0.00	0.00	5,333.25	(992,567.75)	1%	
30-329-00 INTEREST INCOME	14,000	0.00	0.00	358.18	(13,641.82)	3%	
30-335-00 MISCELLANEOUS / OTHER	0	0.00	0.00	0.00	0.00		
30-335-16 NC HURRICANE FLORENCE RECOVERY	0	0.00	0.00	0.00	0.00		
30-335-17 NC TRAILS GRANT	0	0.00	0.00	0.00	0.00		
30-335-18 Fee in Lieu of Open Space	0	0.00	0.00	0.00	0.00		
30-335-20 In-Kind Services	0	0.00	0.00	0.00	0.00		
30-335-30 Transfer In GF	0	0.00	0.00	0.00	0.00		
30-345-00 LOCAL OPTION SALES TAX	400,000	0.00	0.00	0.00	(400,000.00)		
30-348-03 PARTF Grant	0	0.00	0.00	0.00	0.00		
30-348-04 CAMA Park Grant	0	0.00	0.00	0.00	0.00		
30-348-05 County Tourism Grant	0	0.00	0.00	0.00	0.00		
30-348-06 DWR Grant 15	0	0.00	0.00	0.00	0.00		
30-348-07 DWR Grant 16	0	0.00	0.00	0.00	0.00		
30-348-08 FEMA - Beach Nourishment PJT	0	0.00	0.00	0.00	0.00		
30-348-09 FEMA REIMBURSEMENTS (POST HURRICANE)	0	0.00	0.00	0.00	0.00		
30-350-00 STATE FUNDING	0	0.00	0.00	0.00	0.00		
30-383-02 SPECIAL ASSESSMENT	25,000	0.00	0.00	10,233.97	(14,766.03)	41%	
30-398-00 SPECIAL OBLIGATION BONDS	0	0.00	0.00	0.00	0.00		
30-399-00 APPROP. FUND BALANCE	0	0.00	0.00	0.00	0.00		
30-399-01 Trans From Beach Fund	0	0.00	0.00	0.00	0.00		
Revenues Totals:	2,636,901	0.00	0.00	228,379.75	(2,408,521.25)	9%	
Expenses							
30-620-02 Salaries	0	0.00	0.00	0.00	0.00		

Budget vs Actual

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30 CAPITAL PROJECT-SHORELINE PRO						
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
30-620-04 Engineering-Design	0	0.00	0.00	0.00	0.00	
30-620-05 FICA	0	0.00	0.00	0.00	0.00	
30-620-07 Retirement	0	0.00	0.00	0.00	0.00	
30-620-16 Construction	0	0.00	0.00	0.00	0.00	
30-620-26 Advertising	0	0.00	0.00	0.00	0.00	
30-620-33 Administrative	0	0.00	0.00	0.00	0.00	
30-620-45 Surveying	0	0.00	0.00	0.00	0.00	
30-620-46 General Site Work	0	0.00	0.00	0.00	0.00	
30-620-47 Paving Old/New	0	0.00	0.00	0.00	0.00	
30-620-99 Contingency	0	0.00	0.00	0.00	0.00	
RECREATION Totals:	0	0.00	0.00	0.00	0.00	
30-720-03 HURRICANE EXPENDITURES	0	0.00	0.00	0.00	0.00	
30-720-04 FEMA PHASE 5 ENGINEERING COST	0	0.00	0.00	0.00	0.00	
30-720-05 HURRICANE FLORENCE EXPENSES	240,000	0.00	0.00	0.00	240,000.00	
30-720-06 FEMA - HURRICANE MATTHEW PROJE	0	0.00	0.00	0.00	0.00	
30-720-07 Harden Structure Permit/Design	330,000	0.00	0.00	0.00	330,000.00	
30-720-08 CONTRACTS, PLANS, SPECS	110,000	0.00	0.00	60,247.75	49,752.25	55%
30-720-15 Bank Charges	0	0.00	0.00	0.00	0.00	
30-720-16 HURRICANE MATTHEW SVC CONTRACT	0	0.00	0.00	0.00	0.00	
30-720-18 OTHER CONTRACTS & PLANS	57,500	0.00	0.00	0.00	57,500.00	
30-720-36 EASEMENTS/LEGAL	0	0.00	0.00	0.00	0.00	
30-720-50 TOWN PARK SOUTH	0	0.00	0.00	0.00	0.00	
30-720-51 TOWN GENERATOR	0	0.00	0.00	0.00	0.00	
30-720-54 CONSTRUCTION	0	0.00	0.00	0.00	0.00	
30-720-55 NEW RIVER DREDGE	0	0.00	0.00	0.00	0.00	

Budget vs Actual

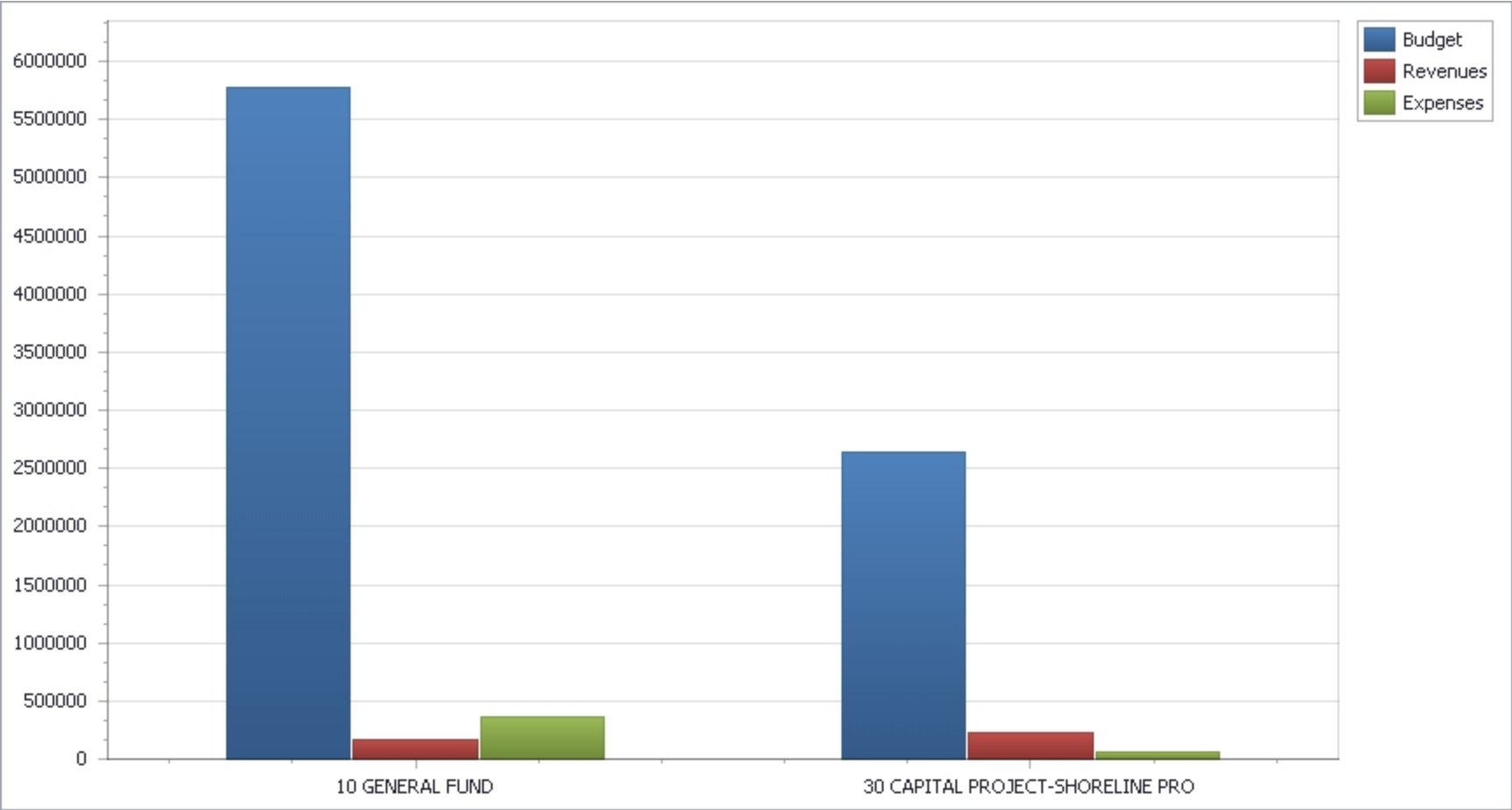
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30 CAPITAL PROJECT-SHORELINE PRO							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
30-720-56 OCEAN BAR DESIGN	0	0.00	0.00	0.00	0.00		
30-720-57 NORTH END EMERGENCY	0	0.00	0.00	0.00	0.00		
30-720-60 PHASE I DEBT SERVICE	0	0.00	0.00	0.00	0.00		
30-720-61 PHASE 2-5 DEBT SERVICE	0	0.00	0.00	0.00	0.00		
30-720-62 PHASE 5 DEBT SERVICE - USDA	900,115	0.00	0.00	0.00	900,115.00		
30-720-63 CONTR. TO FUND BAL	0	0.00	0.00	0.00	0.00		
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	200,000.00		
30-720-65 Due To USDA Sinking Fund	300,115	0.00	0.00	0.00	300,115.00		
30-720-66 Due To USDA Reserve Fund	90,000	0.00	0.00	0.00	90,000.00		
30-720-67 Reimburse General Fund	0	0.00	0.00	0.00	0.00		
30-720-68 Future Projects Fund	306,659	0.00	0.00	0.00	306,658.50		
30-720-70 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00		
BEACH REN. / DUNE STAB. Totals:	2,534,389	0.00	0.00	60,247.75	2,474,140.75	2%	
30-730-02 SALARIES	75,000	0.00	0.00	0.00	75,000.00		
30-730-05 FICA (7.65%)	5,738	0.00	0.00	0.00	5,737.50		
30-730-06 GROUP INSURANCE	8,000	0.00	0.00	0.00	8,000.00		
30-730-07 ORBIT RETIREMENT (10.3%)	7,725	0.00	0.00	0.00	7,725.00		
30-730-08 401K (3%)	2,250	0.00	0.00	0.00	2,250.00		
30-730-10 EMPLOYEE TRAINING	0	0.00	0.00	0.00	0.00		
30-730-16 EQUIPMENT MAINTENCE / REPAIR	0	0.00	0.00	0.00	0.00		
30-730-17 VEHICLE MAINTENCE / REPAIR	500	0.00	0.00	0.00	500.00		
30-730-31 GAS-OIL-TIRE EXPENSE	1,800	0.00	0.00	0.00	1,800.00		
30-730-33 DEPARTMENT SUPPLY EXPENSE	1,500	0.00	0.00	0.00	1,500.00		
Totals:	102,513	0.00	0.00	0.00	102,512.50		
Expenses Totals:	2,636,901	0.00	0.00	60,247.75	2,576,653.25	2%	
30 CAPITAL PROJECT-SHORELINE PRO	Revenues Over/(Under) Expenses:		0.00	168,132.00			



A/P Check Listing

Vendor Range - AARON'S GRADING & PAVING' - 'ZOOM VIDEO COMMUNICATION

Date From - 7/1/2020 Date To - 7/29/2020

NORTH TOPSAIL BEACH

07/29/2020 08:53 AM

Page: 1 of 3

Check Number	Bank	Vendor	Date	Amount
44787	1	BB&T	07/09/2020	\$573.32
44788	1	CARR RIGGS & INGRAM	07/09/2020	\$1,659.98
44789	1	CINTAS CORPORATION	07/09/2020	\$931.98
44790	1	COMPUTER WARRIORS, INC.	07/09/2020	\$1,605.00
44791	1	DODSON PEST CONTROL	07/09/2020	\$54.00
44792	1	ENC NEWSPAPER	07/09/2020	\$103.47
44793	1	GALLS LLC	07/09/2020	\$160.62
44794	1	GFL ENVIRONMENTAL	07/09/2020	\$31,672.03
44795	1	GLASS TINTING BY SPF	07/09/2020	\$117.43
44796	1	HOLLY RIDGE TIRE	07/09/2020	\$13.60
44797	1	KIMBERLY LYNN ALTMAN	07/09/2020	\$200.00
44798	1	LOWE'S HOME CENTERS	07/09/2020	\$750.60
44799	1	N.C. LEAGUE OF MUNICIPALITIES	07/09/2020	\$33.00
44800	1	ONslow COUNTY SOLID WASTE DEPT	07/09/2020	\$8,979.25
44801	1	SONOCO PRODUCTS CO.	07/09/2020	\$3,143.54
44802	1	STEWART COOPER NEWELL	VOIDED 07/09/2020	\$179,380.43
44803	1	UNITED RENTALS	07/09/2020	\$1,245.47
44804	1	VERIZON WIRELESS	07/09/2020	\$774.40
44805	1	COMPUTER WARRIORS, INC.	07/09/2020	\$3,447.27
44806	1	CROSSLEY MCINTOSH COLLIER	07/09/2020	\$2,041.40
44807	1	EASTERN CAROLINA COUNCIL	07/09/2020	\$276.00
44808	1	GULFSTREAM	07/09/2020	\$45.90
44809	1	KATHY PARKER	07/09/2020	\$2,500.00
44810	1	N.C. LICENSING BOARD - GEN. CONTR	07/09/2020	\$45.00
44811	1	NC BEACH INLET & WATERWAY ASSO	07/09/2020	\$1,100.00
44812	1	NC INTERLOCAL RISK MGMT AGENCY	07/09/2020	\$47,946.93
44813	1	QUALITY EQUIPMENT LLC	07/09/2020	\$461.75
44814	1	SCHOOL OF GOVT FOUNDATION INC	07/09/2020	\$104.03
44815	1	THE GREATER TOPSAIL AREA	07/09/2020	\$5,000.00
44816	1	THREAD FX	07/09/2020	\$214.00

A/P Check Listing

Vendor Range - AARON'S GRADING & PAVING' - 'ZOOM VIDEO COMMUNICATION

Date From - 7/1/2020 Date To - 7/29/2020

NORTH TOPSAIL BEACH

07/29/2020 08:53 AM

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Check Number	Bank	Vendor	Date	Amount
44817	1	TOWN OF SURF CITY	07/09/2020	\$4,020.77
44818	1	BB&T	07/09/2020	\$2,095.89
44819	1	BERRY BUILDING GROUP, INC.	07/09/2020	\$179,380.43
44820	1	NCIUA	07/14/2020	\$14,123.00
44821	1	AMERICAN UNIFORM	07/16/2020	\$391.31
44822	1	FIRST CITIZENS BANK CC	07/16/2020	\$863.76
44823	1	HOLLY RIDGE TIRE	07/16/2020	\$27.20
44824	1	ONslow WATER & SEWER AUTHORITY	07/16/2020	\$198.14
44825	1	VFIS OF NORTH CAROLINA	07/16/2020	\$16,703.00
44826	1	AARON'S GRADING & PAVING	07/16/2020	\$4,200.00
44827	1	CAROLINA CONTAINERS &	07/16/2020	\$101.89
44828	1	GABRIEL GRIFFIN	07/16/2020	\$75.00
44829	1	GIS BENEFITS	07/16/2020	\$2,421.25
44830	1	GOLD SHIELD TECHNOLOGIES	07/16/2020	\$240.00
44831	1	HAROLD W. WELLS & SON INC.	07/16/2020	\$46,283.00
44832	1	JONES ONSLOW ELECTRIC COMPANY	07/16/2020	\$4,339.19
44833	1	MALLORY SAFETY & SUPPLY LLC	07/16/2020	\$596.00
44834	1	MOBILE COMMUNICATIONS AMERICA	07/16/2020	\$77.04
44835	1	N.C. DIV. OF MOTOR VEHICLES	07/16/2020	\$21.50
44836	1	SIGN WORKS	07/16/2020	\$465.45
44837	1	SUTPHEN CORPORATION	07/16/2020	\$297.56
44838	1	T-N-T ENTERPRISES	07/16/2020	\$2,433.80
44839	1	TOWN OF SURF CITY	07/16/2020	\$1,500.00
44840	1	UNITED LABORATORIES	07/16/2020	\$1,085.60
44841	1	AMERICAN UNIFORM	07/23/2020	\$494.00
44842	1	ONslow COUNTY TAX COLLECTOR	07/23/2020	\$377.64
44843	1	APPLIED TECHNOLOGY AND	07/23/2020	\$23,247.75
44844	1	CHARTER COMMUNICATIONS	07/23/2020	\$779.87
44845	1	MALLORY SAFETY & SUPPLY LLC	07/23/2020	\$90.00
44846	1	ONLINE SOLUTIONS, LLC	07/23/2020	\$9,600.00

A/P Check Listing

Vendor Range - AARON'S GRADING & PAVING' - 'ZOOM VIDEO COMMUNICATION
Date From - 7/1/2020 Date To - 7/29/2020

NORTH TOPSAIL BEACH
07/29/2020 08:53 AM

Page: 3 of 3

Check Number	Bank	Vendor	Date	Amount
44847	1	ON SLOW COUNTY TAX COLLECTOR	07/23/2020	\$175.00
44848	1	QUALITY EQUIPMENT LLC	07/23/2020	\$228.16
44849	1	SIMPLE COMMUNICATION	07/23/2020	\$32.11
44850	1	SOUTHERN SOFTWARE INC.	07/23/2020	\$265.81
44851	1	STATE CHEMICAL SOLUTIONS	07/23/2020	\$255.31
44852	1	TI COASTAL SERVICES, INC.	07/23/2020	\$37,000.00
44853	1	VERIZON WIRELESS	07/23/2020	\$1,984.22
67	Checks Totaling -			\$651,051.05

Totals By Fund

	Checks	Voids	Total
10	\$590,803.30	\$179,380.43	\$411,422.87
30	\$60,247.75		\$60,247.75
Totals:	\$651,051.05	\$179,380.43	\$471,670.62

GL Account History Summary

NORTH TOPSAIL BEACH

7/29/2020 8:58 AM

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Account Range: 30-301-00 ACCOMMODATION TAX - 30-301-00 ACCOMMODATION TAX

Date Range: 7/1/2020 - 7/29/2020

GL Account - 30-301-00 ACCOMMODATION TAX					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 20/21		Beg Balance	\$0.00	\$978,888.32	
07/01/2020	OCC TAX	GL GJ	\$0.00	\$253.50	07/02/2020
07/07/2020	OCC TAX	GL GJ	\$0.00	\$1,626.41	07/08/2020
07/08/2020	OCC TAX	GL GJ	\$0.00	\$23,742.20	07/09/2020
07/09/2020	OCC TAX	GL GJ	\$0.00	\$9,212.59	07/09/2020
07/10/2020	OCC TAX	GL GJ	\$0.00	\$17,750.83	07/10/2020
07/13/2020	OCC TAX	GL GJ	\$0.00	\$875.31	07/14/2020
07/13/2020	OCC TAX	GL GJ	\$0.00	\$6,034.24	07/13/2020
07/15/2020	OCC TAX	GL GJ	\$0.00	\$93,507.44	07/16/2020
07/16/2020	OCC TAX	GL GJ	\$0.00	\$929.75	07/17/2020
07/17/2020	OCC TAX	GL GJ	\$0.00	\$12,434.34	07/20/2020
07/20/2020	OCC TAX	GL GJ	\$0.00	\$44,898.34	07/21/2020
07/20/2020	OCC TAX	GL GJ	\$0.00	\$757.94	07/21/2020
07/20/2020	OCC TAX	GL GJ	\$0.00	\$45.69	07/20/2020
07/27/2020	OCC TAX	GL GJ	\$0.00	\$385.77	07/27/2020
Transaction Totals			\$0.00	\$212,454.35	
**		End Balance	\$0.00	\$212,454.35	**

Town of North Topsail Beach Fire Department

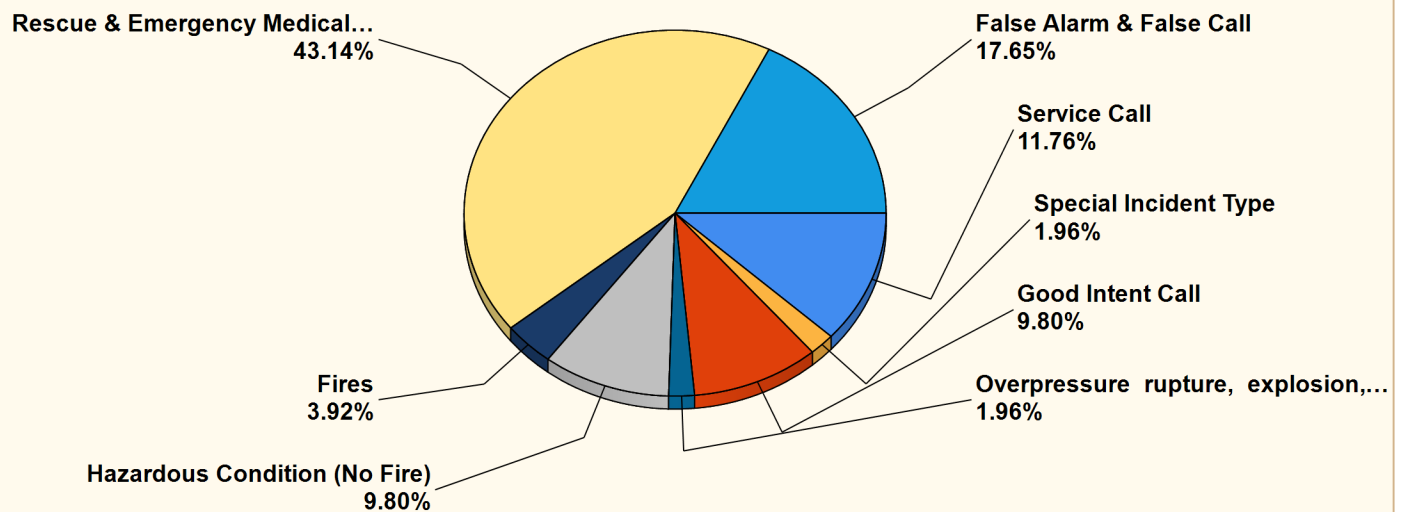
North Topsail Beach, NC

This report was generated on 7/21/2020 9:58:07 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/15/2020 | End Date: 07/21/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	3.92%
Overpressure rupture, explosion, overheating - no fire	1	1.96%
Rescue & Emergency Medical Service	22	43.14%
Hazardous Condition (No Fire)	5	9.80%
Service Call	6	11.76%
Good Intent Call	5	9.80%
False Alarm & False Call	9	17.65%
Special Incident Type	1	1.96%
TOTAL	51	99.99%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
112 - Fires in structure other than in a building	1	1.96%
118 - Trash or rubbish fire, contained	1	1.96%
200 - Overpressure rupture, explosion, overheat other	1	1.96%
311 - Medical assist, assist EMS crew	6	11.76%
321 - EMS call, excluding vehicle accident with injury	6	11.76%
322 - Motor vehicle accident with injuries	1	1.96%
342 - Search for person in water	2	3.92%
360 - Water & ice-related rescue, other	2	3.92%
361 - Swimming/recreational water areas rescue	1	1.96%
364 - Surf rescue	4	7.84%
410 - Combustible/flammable gas/liquid condition, other	1	1.96%
413 - Oil or other combustible liquid spill	1	1.96%
444 - Power line down	1	1.96%
445 - Arcing, shorted electrical equipment	2	3.92%
500 - Service Call, other	2	3.92%
522 - Water or steam leak	1	1.96%
550 - Public service assistance, other	1	1.96%
551 - Assist police or other governmental agency	1	1.96%
553 - Public service	1	1.96%
611 - Dispatched & cancelled en route	5	9.80%
715 - Local alarm system, malicious false alarm	1	1.96%
730 - System malfunction, other	1	1.96%
735 - Alarm system sounded due to malfunction	2	3.92%
741 - Sprinkler activation, no fire - unintentional	1	1.96%
743 - Smoke detector activation, no fire - unintentional	2	3.92%
745 - Alarm system activation, no fire - unintentional	2	3.92%
911 - Citizen complaint	1	1.96%
TOTAL INCIDENTS:	51	99.96%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Town of North Topsail Beach

Inspections

910-328-1349

2008 Loggerhead Court
North Topsail Beach, NC 28460

Daily BUILDING REPORT by PERMIT

Page # 1

From: Month 06 Day 24 Year 20

Thru: Month 07 Day 28 Year 20

Permit	Date	Job Address/Owner	Contractor	Cty	- Trade Permit# Issued -		
	Issued				Plumb	Mech	Elect
200308	6292020	OSPREE DRIVE 13 CHAPMAN, GREY & BARTUS, SHANE SUN CITY POOLS, INC.	HOLLY RIDGE	01			200308
		Lrk / Pin : 775B-108 /		Contr #:	1259		
		Sub Div / Tax Loc: CRYSTAL SHORES		Lot #:	8		
	Cost	Check #	Building Final:	C.O. Issued:	Land Use:	Value Est:	
	230.00	NC Homeowners Recovery Fund:		.00	Tech Fee:	77,500.00	
200330	6302020	NEW RIVER INLET ROAD 1945 KROLL, ELAINE UNDER CONTRACTW/ADAMS CO KENNEDY CONSTRUCTION COMPANY, INC.	GREENSBORO	01	200330	200330	200330
		Lrk / Pin : 779D-23 /		Contr #:	1554		
		Sub Div / Tax Loc: BAYVIEW		Lot #:	23		
	Cost	Check #	Building Final:	C.O. Issued:	Land Use:	Value Est:	
	1042.71	NC Homeowners Recovery Fund: 1	10.00		Tech Fee:	170,000.00	
200275	7012020	23RD AVENUE 4715 DAIL GREGORY & RACHEL CUSTOM BUILT HOMES OF THE CAROLINAS LLC	HOLLY RIDGE	01	200275	200275	200275
		Lrk / Pin : 809-56 /		Contr #:	1402		
		Sub Div / Tax Loc: OLD SETTLERS BEACH		Lot #:	7		
	Cost	Check # 1135	Building Final:	C.O. Issued:	Land Use:	Value Est:	
	1618.38	NC Homeowners Recovery Fund: 1	10.00		Tech Fee:	316,900.00	
200360	7012020	ISLAND DRIVE (80G PELICAN ST) 4021 ROGERS BAY CAMP CO-OWN C/O KENNETH PARKE MONTIE GEORGE PINION	BENSON	01			
		Lrk / Pin : 769-4.1 /		Contr #:	1507		
		Sub Div / Tax Loc: ROGERS BAY @ HUNTER HEATH TRUST		Lot #:	80G		
	Cost	Check #	Building Final:	C.O. Issued:	Land Use:	Value Est:	
	75.00	NC Homeowners Recovery Fund:		.00	Tech Fee:	2,000.00	
200361	7012020	ISLAND DRIVE (12 ATLANTIC ST ORANGE) 4021 ROGERS BAY CAMP CO-OWN C/O HOWARD FENDER MONTIE GEORGE PINION	CANDLER	01			
		Lrk / Pin : /		Contr #:	1507		
		Sub Div / Tax Loc: ROGERS BAY HUNTER HEATH TRUST		Lot #:	120		
	Cost	Check #	Building Final:	C.O. Issued:	Land Use:	Value Est:	
	75.00	NC Homeowners Recovery Fund:		.00	Tech Fee:	6,400.00	
200306	7152020	RIVER ROAD 3900 IFG CONSULTING LLC C/O LINDA GERDES IFG CONSULTING LLC C/O LINDA GERDES	PINEHURST	01			
		Lrk / Pin : 778D-1.1 /		Contr #:			
		Sub Div / Tax Loc: NORTH TOPSAIL SHORES EXT		Lot #:	1B		
	Cost	Check # 2175	Building Final:	C.O. Issued:	Land Use:	Value Est:	
	.00	NC Homeowners Recovery Fund:		.00	Tech Fee:	20,000.00	

Town of North Topsail Beach

Inspections

910-328-1349

2008 Loggerhead Court
North Topsail Beach, NC 28460

Daily BUILDING REPORT by PERMIT

Page # 2

From: Month 06 Day 24 Year 20

Thru: Month 07 Day 28 Year 20

Permit	Date	Job Address/Owner	Contractor	Cty	- Trade Permit# Issued -		
	Issued				Plumb	Mech	Elect
200381	7152020	NEW RIVER INLET ROAD 465 STATE OF NC PROPERTY CONTROL SEC BERRY BUILDING GROUP	RALEIGH	01			
		Lrk / Pin : 775-2.2	/				
		Sub Div / Tax Loc: BEACH ACCESS 4		Lot # :			
Cost	Check #	Building Final: P	C.O. Issued:	Land Use: 208	Value Est:	605,956.00	
.00	NC Homeowners Recovery Fund:		.00	Tech Fee:	.00		
200385	7152020	NEW RIVER INLET ROAD #24 892 LAWRENCE WADE STEEL ANCHOR CONSTRUCTION LLC	GAFFNEY	01			
		Lrk / Pin : 774F-61	/				
		Sub Div / Tax Loc: S1 TOPSAIL VILLAS		Lot # : 24			
Cost	Check # 1780	Building Final:	C.O. Issued:	Land Use: 104	Value Est:	23,450.00	
75.00	NC Homeowners Recovery Fund:		.00	Tech Fee:	.00		
200387	7152020	3RD AVENUE 8610 FIOS LLC C/O JAMES FOGEL ELITE CONTRACTING NC INC.	RALEIGH	01			
		Lrk / Pin : 811-21	/				
		Sub Div / Tax Loc: SEAHAVEN BEACH		Lot # : 109			
Cost	Check #	Building Final:	C.O. Issued:	Land Use: 104	Value Est:	40,000.00	
75.00	NC Homeowners Recovery Fund:		.00	Tech Fee:	.00		
200391	7202020	ISLAND DRIVE 4306 FILLIPPO THOMAS & JOANNE HIGH TIDES CONSTRUCTION & DESIGN SERVICE	MALVERN	01			
		Lrk / Pin : 768A-140	/				
		Sub Div / Tax Loc: OCEAN RIDGE VILLAGE		Lot # : 2			
Cost	Check #	Building Final:	C.O. Issued:	Land Use: 104	Value Est:	40,000.00	
75.00	NC Homeowners Recovery Fund:		.00	Tech Fee:	.00		
200403	7232020	NEW RIVER INLET ROAD #216B 790 RICE MARK & MYRA DA WURM CONSTRUCTION	CHAMBERSBURG	01			
		Lrk / Pin : 775A-216.B	/				
		Sub Div / Tax Loc: VILLA CAPRIANI		Lot # : 216B			
Cost	Check #	Building Final:	C.O. Issued:	Land Use: 104	Value Est:	300.00	
75.00	NC Homeowners Recovery Fund:		.00	Tech Fee:	.00		
200405	7242020	OYSTER LANE 220 BENSON DAVID BENSON DAVID	N TOPSAIL BEACH	01			
		Lrk / Pin : 778C-126	/				
		Sub Div / Tax Loc: NORTH TOPSAIL SHORES		Lot # : 13B			
Cost	Check #	Building Final:	C.O. Issued:	Land Use: 104	Value Est:	.00	
75.00	NC Homeowners Recovery Fund:		.00	Tech Fee:	.00		

Town of North Topsail Beach

Inspections

910-328-1349

2008 Loggerhead Court
North Topsail Beach, NC 28460

Daily BUILDING REPORT by PERMIT

Page # 3

From: Month 06 Day 24 Year 20

Thru: Month 07 Day 28 Year 20

Permit	Date Issued	Job Address/Owner	Contractor	Cty	- Trade Permit# Issued -
					Plumb Mech Elect

PERMITS ISSUED : 12
TOTAL EST. VALUE: 1,302,506.00
TOTAL COST of PERMITS : 3,416.09 *

NC HOMEOWNERS RECOVERY FUND :	20.00	NCRF COUNT :	2
TECH FEES TOTAL :	.00	TECH COUNT :	
NET PERMIT FEES TOTAL :	.00		

VOIDED PERMIT FEES TOTAL : .00

Town of North Topsail Beach

Daily

Page # 1

PLANNING PERMITS

From: Month 06 Day 24 Year 20

Thru: Month 08 Day 04 Year 20

Permit #: **200348** Issued Date: 06262020 Date Approved: 0/00/00
Parcel #: **775C-56**
Physical Address: 40 OSPREY DRIVE
NORTH TOPSAIL BEACH 27858
Use Requested : FENCE
Zoning District : R-20 Lot Size: .00 Acr. Permit Fee : 50.00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200353** Issued Date: 06292020 Date Approved: 0/00/00
Parcel #: **769-4.1**
Physical Address: 4021 ISLAND DRIVE 98G PELICAN ST
NORTH TOPSAIL BEACH 28659
Use Requested : LAND DISTURBANCE
Zoning District : B-1 Lot Size: .00 Acr. Permit Fee : 50.00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200362** Issued Date: 07012020 Date Approved: 0/00/00
Parcel #: **778C-1**
Physical Address: 2174-2210 NEW RIVER INLET ROAD
NORTH TOPSAIL BEACH 28460
Use Requested : FENCE
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : 50.00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200365** *Void Issued Date: 07022020 Date Approved: 0/00/00
Parcel #: **775B-108**
Physical Address: 13 OSPREY DRIVE
NORTH TOPSAIL BEACH 28460
Use Requested : DRIVEWAY
Zoning District : R-20 Lot Size: .00 Acr. Permit Fee : 50.00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200367** Issued Date: 07072020 Date Approved: 0/00/00
Parcel #: **811-74**
Physical Address: 3505 ISLAND DRIVE
NORTH TOPSAIL BEACH 28460
Use Requested : FENCE
Zoning District : MHR Lot Size: .00 Acr. Permit Fee : 50.00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Town of North Topsail Beach

Daily

Page # 2

PLANNING PERMITS

From: Month 06 Day 24 Year 20
Thru: Month 08 Day 04 Year 20

Permit #: **200372** Issued Date: 07082020 Date Approved: 7/10/20
Parcel #: **778C-104**
Physical Address: 210 COASTAL DRIVE
NORTH TOPSAIL BEACH 27540
Use Requested : CROSSWALK/DECK/PIER
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : 125.00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200381** Issued Date: 07132020 Date Approved: 7/15/20
Parcel #: **775-2.2**
Physical Address: 465 NEW RIVER INLET ROAD
NORTH TOPSAIL BEACH 27602
Use Requested : COMMERCIAL ALTERATION WITHOUT ADDITION
Zoning District : R-20 Lot Size: .00 Acr. Permit Fee : .00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200386** Issued Date: 07152020 Date Approved: 0/00/00
Parcel #: **807-52**
Physical Address: 525 OCEAN DRIVE
NORTH TOPSAIL BEACH 27523
Use Requested : POOL
Zoning District : CU R-5 Lot Size: .00 Acr. Permit Fee : 125.00
Flood Map#: 3704665600J Date of Map: 11/03/05 Flood Zone: VE13
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200389** Issued Date: 07152020 Date Approved: 0/00/00
Parcel #: **799-14.12**
Physical Address: 2000 NEW RIVER INLET ROAD
NORTH TOPSAIL BEACH 28443
Use Requested :
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : 500.00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200406** Issued Date: 07272020 Date Approved: 7/27/20
Parcel #: **778C-119**
Physical Address: 209 PORT DRIVE
NORTH TOPSAIL BEACH 27214
Use Requested : CROSSWALK/DECK/PIER
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : 125.00
Flood Map#: 3720429800K Date of Map: 6/19/20 Flood Zone: AE12
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Town of North Topsail Beach

Daily

Page # 3

PLANNING PERMITS

From: Month 06 Day 24 Year 20

Thru: Month 08 Day 04 Year 20

Permit #: **200409** Issued Date: 07272020 Date Approved: 0/00/00
Parcel #: **807-27**
Physical Address: 504 OCEAN DRIVE
NORTH TOPSAIL BEACH 28460
Use Requested : FENCE
Zoning District : CU R-5 Lot Size: .00 Acr. Permit Fee : 50.00
Flood Map#: 3704664356J Date of Map: 0/00/00 Flood Zone: AE & VE
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200410** Issued Date: 07282020 Date Approved: 0/00/00
Parcel #: **9803-16.1**
Physical Address: 219 SEA SHORE DR
NORTH TOPSAIL BEACH 28460
Use Requested : LAND DISTURBANCE
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : 50.00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200413** Issued Date: 07282020 Date Approved: 0/00/00
Parcel #: **812-111**
Physical Address: 6405 14TH AVENUE
NORTH TOPSAIL BEACH 28159
Use Requested : ADDITIONS
Zoning District : MHR Lot Size: .00 Acr. Permit Fee : 125.00
Flood Map#: 3720425600J Date of Map: 11/03/05 Flood Zone: VE13
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200415** Issued Date: 07282020 Date Approved: 0/00/00
Parcel #: **778C-167.1**
Physical Address: 208-1 GYSGT D W BOATMAN DR
NORTH TOPSAIL BEACH 28460
Use Requested : CROSSWALK/DECK/PIER
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : 125.00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200418** Issued Date: 07292020 Date Approved: 0/00/00
Parcel #: **775C-56**
Physical Address: 40 OSPREY DRIVE
NORTH TOPSAIL BEACH 27858
Use Requested : CROSSWALK/DECK/PIER
Zoning District : R-20 Lot Size: .00 Acr. Permit Fee : 125.00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Town of North Topsail Beach

Daily

Page # 4

PLANNING PERMITS

From: Month 06 Day 24 Year 20

Thru: Month 08 Day 04 Year 20

Permit #: **200424** Issued Date: 07302020 Date Approved: 0/00/00
Parcel #: **812-142**
Physical Address: 7313 10TH AVENUE
NORTH TOPSAIL BEACH 28411
Use Requested : LAND DISTURBANCE
Zoning District : MHR Lot Size: .00 Acr. Permit Fee : 50.00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200427** Issued Date: 07302020 Date Approved: 0/00/00
Parcel #: **809-19**
Physical Address: 106 TOPSAIL ROAD
NORTH TOPSAIL BEACH 28546
Use Requested : SINGLE FAMILY DWELLING
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : 125.00
Flood Map#: 3720425600K Date of Map: 6/19/20 Flood Zone: AE12
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

Permit #: **200432** Issued Date: 08032020 Date Approved: 0/00/00
Parcel #: **779B-36**
Physical Address: 512 TRADE WINDS DRIVE
NORTH TOPSAIL BEACH 27526
Use Requested : CROSSWALK/DECK/PIER
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : 125.00
Flood Map#: Date of Map: 0/00/00 Flood Zone:
* Zoning Compliance Zoning Variance Rezoning and Development Denial
Rezoning Compliance Conditional Use Floodplain Exempt

PERMITS ISSUED : 17



Town of North Topsail Beach
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	08/06/2020

Issue: Planning Board & Program for Public Information (PPI) Committee Report
Hanna McCloud, Chair

Department: Planning

Prepared by: Deborah J. Hill MPA AICP CFM CZO

Presentation: No

The Planning Board held their regular meeting on July 9, 2020.

NEW BUSINESS:

- A. Application for Minor Subdivision: (Sketch) CASE SD-20-01 John L. Pierce & Associates, P.A. on behalf of Dabbs Brothers, LLC
Ms. Hill outlined the sketch review of the minor subdivision application (Staff Report attached) noting all lots are compatible with Future Land Use Map 13B and meet the minimum dimensional requirements for R-5 zoning district, and the plat meets sketch plan requirements for a proposed subdivision pursuant to §2.06.05(A). Ms. Hill requested a jurisdictional determination on the wetlands from the USACE.
Mr. Dorazio made a motion to approve the preliminary sketch. Mrs. Stigall seconded the motion, motion passed unanimously, 5-0.
- B. Discussion and Consideration of Guest Houses/Garage Apartments
Planning Director Hill reviewed the current ordinance and corresponding use table which do not allow for the accessory structures with living spaces. She explained that FEMA does not view detached garages with living spaces or guest apartments as Accessory Buildings, therefore opening the possibility for North Topsail Beach to reconsider how the ordinance defines garage apartments and mother-in-law suites. Ms. Hill noted the state acknowledges that the current North Topsail Beach position of denying these types of accessory structures is strictly a zoning denial since it is not consistent with the zoning ordinance.
Mrs. Dickson arrived at 5:22 pm.
Ms. Hill continued by offering several paths forward on this issue. An applicant could appeal the Planning Director's denial determination of their application and request a variance hearing. A developer could proactively petition the Board of Aldermen and Planning Board for a UDO text amendment. Lastly, the Planning Board could proactively consider a UDO text amendment, and make a recommendation to the Board of Aldermen for their next regular meeting in August.
Mr. Dorazio made a motion to amend North Topsail Beach Unified Development Ordinance §4.02 Table 4-1 Use Table to allow Garage Apartment/Guest House for zones MHR, R5, R8, R10, R15, R20, and RA; Mrs. Green seconded the motion, the motion passed unanimously, 6-0.

DISCUSSION:

- Planning Director Hill reviewed the following items, with Board discussion:
- A. The codification of 160D was not approved in the FY20-21 budget.
- B. The CRS review continues and is increasingly challenging with new rules.

- C. Proposed bike path progress with the Board of Aldermen.
- D. The Board of Aldermen accepted the Planning Board's parking recommendation almost verbatim.
- E. The Ocean City Community reviewed the Planning Board's statement of unity, and replied that they wished to reply with their own statement, possibly seeking an additional historic neighborhood overlay. There has been no action by the Board of Aldermen.

Mrs. Stigall commended the North Topsail Beach Police Department on their responsiveness to complaints of people walking on the dunes.



Town of North Topsail Beach
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	08/06/2020

Issue: Board of Adjustment Committee Report
Hanna McCloud, Chair

Department: Planning

Prepared by: Deborah J. Hill MPA AICP CFM CZO

Presentation: No

No meeting was held on July 16, 2020, as no variances nor appeals were received and due to COVID19 concerns.

Laura Oxley

From: Laura Oxley
Sent: Monday, July 27, 2020 11:04 AM
Cc: David Gilbride
Subject: RE: TISPC Citizen Vacancy
Attachments: 07-2020 TISPC applications.pdf

Good Morning Board,

I previously submitted the Planning Board & Board of Adjustment candidates for your review/consideration ahead of the next regular Board meeting (August 6th). The window for submitting an application for the TISPC citizen seat has now closed. Filling this vacancy will also be on your agenda next week. For your consideration, attached are the application materials for:

1. Brenda Morse
2. Chuck Cranford
3. Constance Pletl
4. Rick Richardson
5. Joseph Vohwinkel
6. Norman Lewis
7. Carol Prince-Breissinger
8. George Canady
9. Kyle Glassman
10. Chastity Menner
11. Dane Peterson

I hope this helps.

Best,

Laura

Laura Oxley

Subject: FW: Upcoming Planning Board / Board of Adjustment Vacancies
Attachments: Brown.pdf; Canady.pdf; Fontana.pdf; Glassman.pdf; Kozlowski.pdf; Menner.pdf; Peterson, Dane.pdf; Peterson, Joseph.pdf; Prince-Breissinger.pdf; Richardson.pdf; Cranford.pdf

The Applicants are:

- Lisa Brown
- George Canady
- Alfred Fontana
- Kyle Glassman
- Lisa Lee Kozlowski
- Chastity Menner
- Dane Peterson
- Joseph Peterson
- Carol Prince-Breissinger
- Rick Richardson
- Chuck Cranford

From: Laura Oxley
Sent: Wednesday, July 15, 2020 12:23 PM
Cc: David Gilbride <townmanager@ntbnc.org>; D Hill <dhill@ntbnc.org>
Subject: Upcoming Planning Board / Board of Adjustment Vacancies

Good Morning Board,

At next month's meeting, staff would like to present applicants for the Planning Board/Board of Adjustment for your consideration/decision. We thought it would be helpful for you to have information ahead of the meeting to help you prepare.

Attached are the applications I have to date. If more come in, I will certainly get those to you.

While you are certainly not bound to staff recommendations, Ms. Hill provided one for your consideration:

Recommendations are as follows:

- Lisa Brown (Planning Board)
- Alfred Fontana (Planning Board)
- Lisa Lee Kozlowski (Board of Adjustment)
- Joseph Peterson (Board of Adjustment) – we'll need to talk to him as he only indicated PB, but he would be an asset for ZBA, for sure.

This is a great opportunity to have so many citizens interested and to bring new perspectives and experience to both Boards.

Deb Hill

I will also send out the applications for the citizen representative for TISPC. Planning Board/Board of Adjustment has more interest, so we are hoping to give you a head start on these vacancies.

Best,

Laura Oxley, JD, MPA
Town Clerk & HR Manager
Town of North Topsail Beach, NC
910-328-1349 / Fax 910-328-4508

Online: www.ntbnc.org

Facebook: www.facebook.com/ntbnc

Twitter: www.twitter.com/ntbnc

Pursuant to the Freedom of Information-Privacy Acts and NCGS Chapter 32, Public Records, this electronic mail message and any attachments hereto, as well as any e-mail message(s) that may be sent in response to it are considered public record and as such are subject to request and review by anyone at any time and may be disclosed to third parties.

NTB is an equal opportunity employer and provider.