



**Wrightsville Beach Board of Alderman
REGULAR MEETING**

5:30 PM THURSDAY, MARCH 13, 2025

Wrightsville Beach Town Hall Council Chambers
321 Causeway Drive, Wrightsville Beach, NC

AGENDA (ALL ITEMS ARE FOR DISCUSSION AND POSSIBLE ACTION)

1. Call to Order

2. Pledge of Allegiance

3. Invocation

4. Public Comments

Notes on Comment Period: Each speaker is asked to limit comments to 3-5 minutes. Citizens should sign up at Town Hall by 5:00 p.m. the day of the meeting. The Board is interested in hearing your concerns, but speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town officials or staff and may be scheduled for a future agenda.

5. Consent Agenda

Notes on Consent Agenda: All items on the Consent Agenda are considered routine, to be enacted by one motion without discussion. If a member of the Governing Body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

- a. Approval of the open and closed session minutes of the 2/20/25 regular meeting.
- b. Approval of recurring special events as recommended by the Parks & Recreation Advisory Committee.
- c. Acknowledgement of previously-approved special events for April.
- d. Approval of an Agreement for Town Attorney services.
- e. Adoption of Resolution (2025) 2352 approving the FY24-25 Auditing Contract with Martin Starnes & Associates, CPA.
- f. Adoption of Budget Ordinance (2025) 651-B funding unanticipated expenses incurred in the Park and Municipal parking lot construction projects.

- g. Approval of Lease Renewal Agreements between the Town and 3 tenants and authorization for the Finance Officer to execute the agreements on behalf of the Town.
- h. Approval of Budget Ordinance (2025) 653-B for landscaping expenses associated with the municipal and park parking lot projects.
- i. Approval of Budget Ordinance (2025) 654-B closing certain project funds that are no longer needed.
- j. Approval of proposal for demolition and paving of Bob Sawyer drive and adoption of Budget Ordinance (2025) 652-B funding the project.
- k. Approval of Rules of Order for the Planning Board.

6. Presentations--None.

7. Public Hearing

- a. Conduct a public hearing on and consider approval of a Special Use Permit request from Wrightsville United Methodist Church to allow for the addition of a columbarium and memorial garden at 4 Live Oak Drive.

8. Regular Agenda

- a. Consider adoption of Resolution (2025) 2345 approving a policy for the use of electronic message boards, as recommended by the Parks & Recreation Advisory Committee.

9. Other Items and Reports

10. Closed Session--None.

CITIZENS WITH DISABILITIES REQUIRING SPECIAL NEEDS TO ACCESS THE SERVICES OR PUBLIC MEETINGS OF WRIGHTSVILLE BEACH GOVERNMENT SHOULD CONTACT THE TOWN MANAGER'S OFFICE FIVE DAYS PRIOR TO THE MEETING BY CALLING (910) 256-7900.

BOARD OF ALDERMEN MINUTES

FEBRUARY 20, 2025, 5:30PM

TOWN HALL COUNCIL CHAMBERS, 321 CAUSEWAY DRIVE, WRIGHTSVILLE BEACH

The meeting was called to order at 5:30pm by Mayor Mills. After the Pledge of Allegiance, the invocation was provided by Tony Wilson. The following were present:

Board of Aldermen

F. Darryl Mills, Mayor
Hank Miller, Mayor Pro-tem
Jeff DeGroote, Alderman
Ken Dull, Alderman (via Zoom)
Vivian (Zeke) Partin, Alderman

Staff

Haynes Brigman, Town Manager
Lance G. Heater, Town Clerk
Jerry Mannen, Acting Town Attorney
Bill Fay, Director of Public Works
Matt Holland, Acting Fire Chief
Brian Murray, Finance Director
Jason Bishop, Acting Chief of Police
Katie Ryan, Recreation Programs Supervisor
Tony Wilson, Director of Parks & Planning

PUBLIC COMMENTS

Sue Bulluck, representing the Chamber of Commerce, 1) expressed appreciation to the Board for allowing a representative of the Chamber to serve on the Bridge Replacement Committee; 2) stated that the Chamber would be requesting the Board of Aldermen to adopt a resolution requesting that NCDOT delay the Military Cutoff/Eastwood Road overpass project until the completion of the replacement of the Wrightsville Beach Bridge projects; and 3) noted that the Chamber's request for funding from the TDA was being amended to include the replacement of the Chamber's HVAC unit.

Upon motion by Miller, seconded by DeGroote and carried unanimously, the Board consented to the remote participation in the meeting by Dull.

CONSENT AGENDA

Prior to consideration of the Consent Agenda, Partin expressed appreciation to staff for filling in during the recent vacancy in the Town Hall front office as a result of an employee's medical leave and Miller stated that he had received two calls from members of the ABC Board complimenting Police Sergeant Gaither regarding his work in enforcing ABC laws. Miller expressed appreciation to the Chamber for taking the initiative to upgrade the HVAC system using TDA funding. Upon motion by Partin, seconded by DeGroote and carried unanimously, the Board approved the Consent Agenda. It consisted of the following: 1) approval of the open session minutes of the 01-07-25 special called meeting and the open and closed session minutes of the 01-09-25 regular meeting; 2) acknowledgement of previously-approved special events for March; 3) acknowledgment of departmental quarterly reports for the months of October, November and December 2024; 4) approval of support to request TDA funds be used for the Chamber of Commerce Visitors' Center; 5) approval of a letter of support for the creation of a permanent, long-term and sustainable abandoned and derelict vessel program in North Carolina, as proposed by the North Carolina Coastal Federation, North Carolina Wildlife Resources Commission, and North Carolina Division of Coastal Management; 6) adoption of Budget Ordinance (2025) 646-B funding the purchase of an Idemia fingerprint machine for the Police Department; 7) adoption of Resolution (2025) 2350 supporting the update of the 2016 Beach and Inlet Management Plan (BIMP); 8) adoption of Budget Ordinance (2025) 649-B funding expenses related to new Communications Manager position; 9) set a public

hearing for the March 13, 2025 Board of Aldermen meeting on a Special Use Permit request from Wrightsville United Methodist Church to allow for the addition of a columbarium and memorial garden.

CONSIDER ADOPTION OF RESOLUTION (2025) 2348 EXEMPTING THE TOWN FROM THE REQUIREMENTS OF NCGS 143-64.31 (MINI-BROOKS ACT) FOR ENGINEERING AND CONSULTATIVE SERVICES RELATED TO THE BRIDGE REPLACEMENT PROJECTS; AUTHORIZING THE TOWN MANAGER TO EXECUTE AN AGREEMENT FOR ON-CALL ENGINEERING AND CONSULTATIVE SERVICES WITH TRANSYSTEMS; AND ADOPTION OF BUDGET ORDINANCE (2025) 647-B FUNDING THE CONTRACT

Brigman reported that the actions were related to the Town's desire to contract with Transystems in order to allow for Chad Kimes, former Division Engineer with NCDOT, to help guide the Town and Bridge Replacement Committee through the bridge replacement projects. Upon motion by Mills, seconded by DeGroote and carried unanimously, the Board approved the three requests.

CONSIDER ADOPTION OF RESOLUTION (2025) 2349 AND BUDGET ORDINANCE (2025) 645-B ACCEPTING GRANT FUNDING AND TRANSFER FOR CFPUA UTILITY CONSOLIDATION

Murray stated that approval of the items would allow for receipt of State funding that supported the utility consolidation and transfer of those funds to the CFPUA, as provided by the merger agreement. Upon motion by DeGroote, seconded by Miller and carried unanimously, the Board approved both items.

CONSIDER ADOPTION OF BUDGET ORDINANCE (2025) 648-B FUNDING PAY RATE INCREASES FOR OCEAN RESCUE LIFEGUARDS

Brigman explained that request was to consider changes to the overall pay structure for the Ocean Rescue lifeguards and to allow for this pay structure to remain in place for the entire season. Brigman noted that 1) training standards had changed, resulting in additional hours needed for training purposes; and 2) the salaries of competing local governments for lifeguards had increased and the Town needed to upgrade the salary levels in order to allow for successful recruiting and retention. Brigman noted the proposed changes would increase the entry level pay from \$17.80/hr. to \$19.50/hr. along with other changes which would increase the average hourly rate for all positions from \$19.78/hr. to \$21.55/hr. Brigman noted that expenses related to the lifeguards were reimbursed by TDA funding. Upon motion by Miller, seconded by Mills and carried unanimously, the pay rate changes and budget ordinance were approved.

CONSIDER ADOPTION OF BUDGET ORDINANCE (2025) 650-B AND AN AWARD OF BID TO TIMELESS CONSTRUCTION FOR THE CAUSEWAY DRIVE SIDEWALK EXTENSION PROJECT

Wilson stated that at the April 2, 2024 Board of Aldermen meeting the Board approved a proposal from Cape Fear Engineering to design a sidewalk along the southern side of Causeway Drive from Live Oak Drive to Island Drive. Wilson said that the Town had solicited bids to complete the sidewalk project and had received only one bid from Timeless Properties, Inc. in the amount of \$270,956. Additional attempts were made with other contractors soliciting bids for this project, but none were received. Upon motion by Partin, seconded by Miller and by unanimous vote, the Board adopted the budget ordinance and awarded the bid.

OTHER ITEMS AND REPORTS

A. Acting Town Attorney Mannen: nothing to report.

- B. Town Clerk Heater:** reminded the Board of an upcoming Budget Workshop scheduled for March 10, 2025 at 9:00am.
- C. Alderman DeGroote:** nothing to report.
- D. Alderman Partin:** reported that she would be attending the March 11 meeting of the New Hanover TDA Board at which the Marketing budget would be considered.
- E. Alderman Dull:** noted that the Town and CFPUA were moving along toward the scheduled merger, to be effective in September.
- F. Mayor Pro Tem Miller:** noted that the Causeway Drive repaving project was scheduled to begin on 2/25 and expressed appreciation to the Police Department for the new speed indicator signs.
- G. Town Manager Brigman:** noted that the Causeway Drive paving contractor would also be repaving Lumina Ave. between Causeway Drive and Salisbury St. and that the parking lot at the tennis courts had been completed.
- H. Mayor Mills:** nothing to report.

Brigman also asked for the Board's guidance on three matters. The first item was a request to allow dogs on the beach during the peak season. Brigman stated that he would like to form a working group of staff and stakeholders to discuss the issue and return to the Board with recommendations for changes to the Town's ordinances, if any. Dull stated that he would like to see the recommendations be presented to the Planning Board prior to being submitted to the Board of Aldermen. It was the consensus of the Board for Brigman to proceed as recommended.

The second item was a request to support the expansion of the NC Wildlife Resources Commission boat ramp to support transient docking. Brigman recommended that the interested parties engage with the WRC first to determine what the WRC would support before coming back to the Board with a request to support any expansion. It was the consensus of the Board for Brigman to proceed as recommended. Mills noted that he had spoken with Sen. Michael Lee regarding this request and concurred that there needed to be much more details gathered prior to the Board giving this request consideration.

The third item was a request to create a special event permit that would allow alcohol to be served at certain events on Town property. Brigman recommended that staff explore the issue and come back to the Board with options for it to consider which would allow for such use. It was the consensus of the Board for Brigman to go forward as outlined.

CLOSED SESSION TO CONSIDER THE QUALIFICATIONS, COMPETENCE, PERFORMANCE, CHARACTER, FITNESS, CONDITIONS OF APPOINTMENT, OR CONDITIONS OF INITIAL EMPLOYMENT OF AN INDIVIDUAL PUBLIC OFFICER AS AUTHORIZED BY NCGS 143-318.11(A)(6)

At 6:25pm Miller made a motion to enter into closed session for the purpose of considering a personnel matter as authorized by NCGS 143-318.11(A)(6). The motion was seconded by Mills and carried unanimously.

Upon motion by Miller, seconded by Partin and carried unanimously, the Board returned to open session at 6:44pm, with no action being taken as a result of the closed session.

There being no further business, the meeting was adjourned at 6:45pm.

Respectfully submitted,

Lance G. Heater, Town Clerk

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

(910) 256-7925 • ParksAndRecreation@towb.org • www.towb.org

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor *Katie*

Subject: Special Event Permit Applications

Date: March 7, 2025

Attached for the Board's consideration are the following special event permit applications for recurring events that require Board approval. These applications have been reviewed by staff and the Parks and Recreation Advisory Committee with no concerns.

EASTER SUNRISE SERVICES – Sunday, April 20, 2025:

- 1) **Church of the Servant**
Beach access 4 (L-shaped lot)
Approximately 95 people
- 2) **Grace Baptist Church**
Beach access 8 (Holiday Inn)
Approximately 200 people
- 3) **Little Chapel on the Boardwalk & WB community churches**
Beach access 16-17 (JM Pier)
Approximately 1,200 people
- 4) **First Presbyterian Church**
Beach access 34 (north of Crystal Pier)
Approximately 150 people

RECURRING SPECIAL EVENTS:

- 5) **ESA SNC Surf Contests**
Saturday, July 26, 2025 (July 27 rain date)
8:00 a.m. – 5:00 p.m., set up at 6:30 a.m.
Saturday, August 16, 2025 (August 17 rain date)
8:00 a.m. – 5:00 p.m., set up at 6:30 a.m.
Beach access 37 – 38 (south side of Crystal Pier)
Approximately 100 people

RECURRING SPECIAL EVENTS (CONT'D):

6) Wahine Surf Contest

Saturday and Sunday August 9 & 10, 2025
8:00 a.m. – 5:00 p.m., set up at 6:30 a.m.
Beach accesses 37 – 39
Approximately 200 people

7) Liam Strong Charity Beach Run

Saturday, September 14, 2025
9:00 a.m. race start, set up to tear down at 6:00 a.m. – 11:00 a.m.
Beach access 16
Approximately 400 people

8) YMCA Pier to Pier Swim

Saturday, October 5, 2025
9:00 a.m. race start, set up to tear down at 6:00 a.m. – 12:00 p.m.
JM Pier to Crystal Pier
Approximately 350 people

9) Wilmington Road Runners Annual Seaside Shuffle 5k

Saturday, October 18, 2025, 8:00 a.m. (Set up to tear down 6:00 – 10:30 a.m.)
WB Park and the Loop, N. Channel
Approximately 400 people

10) Ocean + Earth Surf Shops Shootout

Saturday, November 8, 2025, 8:00 a.m. – 5:00 p.m. (Set up at 6:00 a.m.)
Beach access 8 (Holiday Inn)
Approximately 100 people

REQUESTED ACTION: Approve special event permit applications as presented..

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Exp. Activities
Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

☐ New ☒ Recurring

PRAC Recommendation:

☒ Approve
☐ Approve w/ Conditions
☐ Do Not Approve

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:

Participants / Fee

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between 8 am & 10 pm? *Prior to 8am*

Number of Hours 3

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☐ No ☒ Not Required

Portable toilets needed?

Yes ☐ No ☒ Not Required

Trash Disposal Service?

Yes ☐ No ☒ Not Required

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: Church of the Servant Easter Sunrise Service
(recurring event)

2. Event Day and Date: Sunday, April 20, 2025

Timeframe needed: Set up 4:30 ☒ am ☐ pm to Tear down 7:30 ☒ am ☐ pm

Event start time: 5:45 ☒ am ☐ pm Event end time: 7:00 ☒ am ☐ pm

3. Estimated number of participants (including spectators): 95

4. Location: Beach at Access #4

5. Individual making request: Sally Peel, Parish Administrator

Complete Mailing Address: 4925 Oriole Dr., Wilmington, NC 28403

Phone Number: 910-395-0616 E-mail: admin@cosepiscopal.com

6. Individual who will be on site and in charge of activity: Don Hickey

Complete Mailing address: 1218 S. Beresford Ct., Wilmington NC 28409

Phone Number: 910-443-0399 E-mail: dhickey3@ec.rr.com

7. Sponsoring organization/corporation (if applicable): Church of the Servant

Contact: Sally Peel

Complete Mailing Address: 4925 Oriole Dr., Wilmington, NC 28403

Phone Number: 910-395-0616 E-mail: admin@cosepiscopal.com

8. Briefly describe provisions for the following:

Toilet facilities: @ Beach Access #4

Trash disposal: N/A

(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: @ Beach Access #4

Electrical power and/or water needs: None

9. Will food be served? No If yes, has permit from Health Dept. been obtained? _____

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: _____	PD Contract: _____	<i>✓ in Civic Rec</i>
Facility Use Fee: _____	OR Contract: _____	
Security Deposit: _____	COI: _____	
Parking Fees: _____		
Traffic Cones: _____	TOTAL PAID: _____	
TOTAL DUE: _____	Check #: _____	

FOR OFFICE USE ONLY

Site plan included?

Yes No Not Required

Permit(s) needed for vehicle on the beach?

Yes No

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes No

*Full road closure

required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested?

Yes No Not Required

PD Comments: _____

Fire Department support requested?

Yes No Not Required

FD Comments: _____

Ocean Rescue support requested?

Yes No Not Required

OR Comments: _____

EMS support required?

Yes No

Certificate of Insurance obtained?

Yes No Not Required10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Yes

Sound system for readers and music, bagpiper

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Devices face south with minimal noise level, approx. 1 hour service11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? 2 tablesIf so, what company is providing the equipment: Church of the Servant

Describe equipment in detail and provide a sketched plan: _____

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: No13. Is police assistance necessary? No *Are you requesting the closing of any streets? No

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.Signature: Sally Peel Date: 02/04/2025

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

☐ New ☒ Recurring

PRAC Recommendation:

☐ Approve
☐ Approve w/ Conditions
☐ Do Not Approve

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

**SEP Security Deposit:
Participants / Fee**

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between Prior to
8 am & 10 pm? 8 am

Number of Hours 2.5

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☐ No ☒ Not Required

Portable toilets needed?

Yes ☐ No ☒ Not Required

Trash Disposal Service?

Yes ☐ No ☒ Not Required

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: Easter Sunrise Service

2. Event Day and Date: Sunday, April 20, 2025

Timeframe needed: Set up 5:45 ☒ am ☐ pm to Tear down 7:30 ☒ am ☐ pm

Event start time: 6:00 ☒ am ☐ pm Event end time: 7:15 ☒ am ☐ pm

3. Estimated number of participants (including spectators): 200

4. Location: Wrightsville Beach Access #8

5. Individual making request: Margaret McKoy

Complete Mailing Address: Grace Bapt. Church, 1401 N. College Rd., Wilmington NC 28405

Phone Number: 910-799-6442 E-mail: mmckoy@gracenc.org

6. Individual who will be on site and in charge of activity: Brian Jones

Complete Mailing address: Grace Bapt. Church, 1401 N. College Rd., Wilmington NC 28405

Phone Number: 910-799-6442 E-mail: bjones@gracenc.org

7. Sponsoring organization/corporation (if applicable): Grace Baptist Church

Contact: Margaret McKoy

Complete Mailing Address: Grace Bapt. Church, 1401 N. College Rd., Wilmington NC 28405

Phone Number: 910-799-6442 E-mail: mmckoy@gracenc.org

8. Briefly describe provisions for the following:

Toilet facilities: none needed

Trash disposal: none needed

(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: in spaces near Access #8

Electrical power and/or water needs: none needed

9. Will food be served? no If yes, has permit from Health Dept. been obtained? N/A

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: _____	PD Contract: _____	<u>Facility hold in Civic Rec ✓</u>
Facility Use Fee: _____	OR Contract: _____	
Security Deposit: _____	COI: _____	
Parking Fees: _____		
Traffic Cones: _____	TOTAL PAID: _____	
TOTAL DUE: _____	Check #: _____	

FOR OFFICE USE ONLY

Site plan included?

Yes No Not Required

Permit(s) needed for vehicle on the beach?

Yes No

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes No*Full road closure required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested?

Yes No Not Required

PD Comments:

Fire Department support requested?

Yes No Not Required

FD Comments:

None

Ocean Rescue support requested?

Yes No Not Required

OR Comments:

EMS support required?

Yes No

Certificate of Insurance obtained?

Yes No Not Required10. Will there be any music, PA system, or loud activities (if any, briefly describe)? PA System

will be directed toward ocean, away from hotels

If yes, provide information specifying location and direction of noise-emulating devices along with proposed noise level, frequency, and duration: _____

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? no

If so, what company is providing the equipment: _____

Describe equipment in detail and provide a sketched plan: _____

attendees will bring their own chairs

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: no13. Is police assistance necessary? no *Are you requesting the closing of any streets? _____

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.Signature: Margaret N. Key Date: 01/13/25

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

New ☐ Recurring ☒

PRAC Recommendation:

Approve ☐
Approve w/ Conditions ☐
Do Not Approve ☐

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between Prior to
8 am & 10 pm? 8am

Number of Hours 3

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☐ No ☒ Not Required

Portable toilets needed?

Yes ☐ No ☒ Not Required

Trash Disposal Service?

Yes ☐ No ☒ Not Required

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: Easter Sunrise Worship Service

2. Event Day and Date: Sunday, April 20, 2025

Timeframe needed: Set up 4:30 ☒ am ☐ pm to Tear down 7:30 ☒ am ☐ pm

Event start time: 6:00 ☒ am ☐ pm Event end time: 7:00 ☒ am ☐ pm

3. Estimated number of participants (including spectators): 1200

4. Location: Beach Access 19, E. Oxford St.

5. Individual making request: The Rev. Caroline A. Jenkins, Little Chapel on the Bdwlk

Complete Mailing Address: 2 W. Fayetteville St. WB, NC 28480

Phone Number: 910-256-2819 E-mail: pastor@littlechapel.org

6. Individual who will be on site and in charge of activity: Caroline Jenkins, John McIntyre, etc.

Complete Mailing address: Same as above

Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): Beach Protestant Churches

Contact: same as above (Little Chapel on the Bdwlk, Beach Baptist, Beach Methodist, St. Andrews Episcopal)

Complete Mailing Address: _____

Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities: n/a (unless Johnny Mercer's would be open?)

Trash disposal: n/a

(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: street and parking lot of Little Chapel on the Boardwalk

Electrical power and/or water needs: maybe - think we used a generator last year

9. Will food be served? No If yes, has permit from Health Dept. been obtained? _____

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: _____	PD Contract: _____	<u>Restrooms open @ 5am</u>
Facility Use Fee: _____	OR Contract: _____	
Security Deposit: _____	COL: _____	
Parking Fees: _____		
Traffic Cones: _____	TOTAL PAID: _____	
TOTAL DUE: _____	Check #: _____	

FOR OFFICE USE ONLY

Site plan included?

Yes No Not Required

Permit(s) needed for vehicle on the beach?

Yes No

Number needed: 1

Vehicle permit issued to:

Cardine Jinks

Vendors requested? If yes, attach a list of the vendors.

Yes No

*Full road closure

required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested?

Yes No Not Required

PD Comments:

Fire Department support requested?

Yes No Not Required

FD Comments:

Ocean Rescue support requested?

Yes No Not Required

OR Comments:

EMS support required?

Yes No Not Required

Certificate of Insurance obtained?

Yes No Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? YES, sound system

to lead hymns and microphones for speakers

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Access 19 directed toward dunes and worshippers, 45 min

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? stage

If so, what company is providing the equipment: WB Baptist Church

Describe equipment in detail and provide a sketched plan: Stage and sound system

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: No

13. Is police assistance necessary? No *Are you requesting the closing of any streets? No

If so, please specify:

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: [Signature]

Date: 2/18/25

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

Page 13 of 128

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

☐ New ☒ Recurring

PRAC Recommendation:

☐ Approve
☐ Approve w/ Conditions
☐ Do Not Approve

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

**SEP Security Deposit:
Participants / Fee**

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between 8 am and 10 pm to 8 am

Number of Hours 2

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☐ No ☒ Not Required

Portable toilets needed?

Yes ☐ No ☒ Not Required

Trash Disposal Service?

Yes ☐ No ☒ Not Required

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: Easter Church Service

2. Event Day and Date: Sunday, April 20, 2025

Timeframe needed: Set up 6 ☒ am ☐ pm to Tear down 8 ☒ am ☐ pm

Event start time: 6:30 ☒ am ☐ pm Event end time: 7:15 ☒ am ☐ pm

3. Estimated number of participants (including spectators): 150

4. Location: Public Access 34

5. Individual making request: Amy Osborne for First Presbyterian Church

Complete Mailing Address: 125 S. 3rd. St. Wilmington, NC 28401

Phone Number: 910-762-6688 E-mail: amy@firstonthird.org

6. Individual who will be on site and in charge of activity: church officer to be determined

Complete Mailing address: 125 S. 3rd. St. Wilmington, NC 28401

Phone Number: 910-762-6688 E-mail: amy@firstonthird.org

7. Sponsoring organization/corporation (if applicable): First Presbyterian Church

Contact: Amy Osborne

Complete Mailing Address: 125 S. 3rd. St. Wilmington, NC 28401

Phone Number: 910-762-6688 E-mail: amy@firstonthird.org

8. Briefly describe provisions for the following:

Toilet facilities: none

Trash disposal: none needed

(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: street

Electrical power and/or water needs: none

9. Will food be served? no If yes, has permit from Health Dept. been obtained? _____

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: <u>/</u>	PD Contract: <u>Facility hold civic rec</u> ☒
Facility Use Fee: <u>/</u>	OR Contract: <u>/</u>
Security Deposit: <u>/</u>	COL: <u>/</u>
Parking Fees: <u>/</u>	TOTAL PAID: <u>/</u>
Traffic Cones: <u>/</u>	Check #: <u>/</u>
TOTAL DUE: <u>/</u>	

FOR OFFICE USE ONLY

Site plan included?

Yes No Not Required

Permit(s) needed for vehicle on the beach?

Yes No

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes No

*Full road closure

required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested?

Yes No Not Required

PD Comments:

Fire Department support requested?

Yes No Not Required

FD Comments:

Ocean Rescue support requested?

Yes No Not Required

OR Comments:

EMS support required?

Yes No

Certificate of Insurance obtained?

Yes No Not Required10. Will there be any music, PA system, or loud activities (if any, briefly describe)? small portable speakerIf yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: speaking, singing towards the group11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? no

If so, what company is providing the equipment: _____

Describe equipment in detail and provide a sketched plan: _____

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: no13. Is police assistance necessary? no *Are you requesting the closing of any streets? no

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: [Signature] Date: 1/21/2025

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

☒ New ☐ Recurring

PRAC Recommendation:

☐ Approve
☐ Approve w/ Conditions
☐ Do Not Approve

Participants / Fee Per Day:

☒	1-25	\$130
☐	26-100	\$180
☐	101-199	\$250
☐	200-400	\$400
☐	401-600	\$500
☐	601-1,000	\$600
☐	1,001-2,000	\$700
☐	2,001-3,000	\$800
☐	3,001-4,000	\$900
☐	4,001+	\$1,500

SEP Security Deposit:

Participants / Fee

☐	0-199	\$0
☐	200-400	\$200
☐	401-600	\$500
☐	601-1,000	\$1,000
☐	1,001-2,000	\$1,500
☒	2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between 8 am & 10 pm? Setup prior

Number of Hours 12

Rain date necessary?

Yes ☒ No ☐

Park Facility Reserved?

Yes ☐ No ☒ Not Required

Portable toilets needed?

Yes ☐ No ☒ Not Required

Trash Disposal Service?

Yes ☐ No ☒ Not Required

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: ESASNC Surf contest

2. Event Day and Date: July 26, 2025 Rain date July 27

Timeframe needed: Set up 16:30am ☒ am ☐ pm to Tear down 6:00 ☐ am ☒ pm

Event start time: 8:00 am ☒ am ☐ pm Event end time: 5:00 pm ☐ am ☒ pm

3. Estimated number of participants (including spectators): 100

4. Location: 1- Access 37-38 2- Access 28-29

5. Individual making request: Mike Hufham

Complete Mailing Address: 212 Gregory Rd Wilm. NC 28405

Phone Number: 910-409-4266 E-mail: Michael/Hufham@hotmail.com

6. Individual who will be on site and in charge of activity: Mike Hufham

Complete Mailing address: 212 Gregory Rd Wilm. NC 28405

Phone Number: 910-409-4266 E-mail: Michael/Hufham@hotmail.com

7. Sponsoring organization/corporation (if applicable): ESA Non-profit

Contact: Mike Hufham

Complete Mailing Address: 212 Gregory rd. Wilm. NC 28405

Phone Number: 910-409-4266 E-mail: michael/hufham@hotmail.com

8. Briefly describe provisions for the following:

Toilet facilities: Public

Trash disposal: We will have bags and dispose
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: Paid Parking / Public lots

Electrical power and/or water needs: Generator

9. Will food be served? yes If yes, has permit from Health Dept. been obtained?

Please explain: we will order pizza for contestants

FOR OFFICE USE ONLY

SEP Fee: \$180 PD Contract: COI

Facility Use Fee: book + Quick OR Contract: book + Quick

Security Deposit: COL

Parking Fees: 7/26 & 8/16 Events

Traffic Cones: TOTAL PAID: \$360

TOTAL DUE: \$180 Check #: 1563

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required

Permit(s) needed for vehicle on the beach?

No ☒

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes ☐ No ☒

*Full road closure

required? Yes ☐ No ☒If yes, do you have NCDOT approval? Yes ☐ No ☒

Police support requested?

Yes ☐ No ☒ Not Required

PD Comments: _____

Fire Department support requested?

Yes ☐ No ☒ Not Required

FD Comments: _____

Ocean Rescue support requested?

Yes ☐ No ☒ Not Required

OR Comments: _____

EMS support required?

Yes ☐ No ☒

Certificate of Insurance obtained?

Yes ☒ No ☐ Not Required10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Yes a PA will be used for music and contest updatesIf yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Speakers will be facing the water for surfers to hear updates11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? YesIf so, what company is providing the equipment: ESA will provideDescribe equipment in detail and provide a sketched plan: 2 ESA Tents for judges and announcer set side by side and speakers out front facing water. Generator and speaker's stand

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: No13. Is police assistance necessary? No *Are you requesting the closing of any streets? No

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

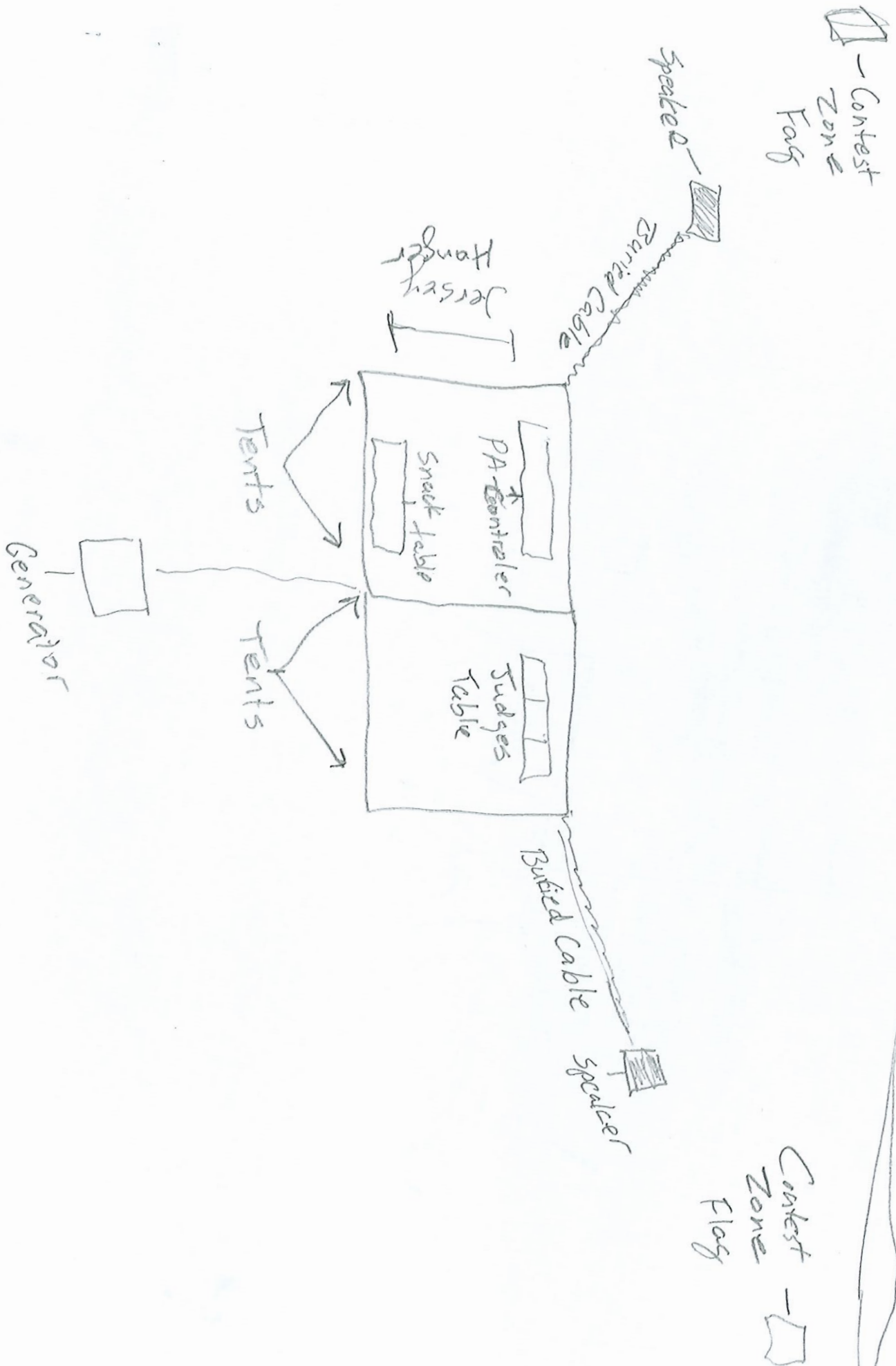
See attached memo for additional stipulations.

Signature: Mike Hawthorn Date: 2-25-25

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

OCEAN



TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

☒ New ☐ Recurring

PRAC Recommendation:

☐ Approve
☐ Approve w/ Conditions
☐ Do Not Approve

Participants / Fee Per Day:

☒	1-25	\$130
☒	26-100	\$180
☐	101-199	\$250
☐	200-400	\$400
☐	401-600	\$500
☐	601-1,000	\$600
☐	1,001-2,000	\$700
☐	2,001-3,000	\$800
☐	3,001-4,000	\$900
☐	4,001+	\$1,500

SEP Security Deposit:

Participants / Fee

☐	0-199	\$0
☐	200-400	\$200
☐	401-600	\$500
☐	601-1,000	\$1,000
☐	1,001-2,000	\$1,500
☐	2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between 8 am & 10 pm? Setup prior

Number of Hours 12

Rain date necessary?

Yes ☒ No ☐

Park Facility Reserved?

Yes ☐ No ☒ Not Required

Portable toilets needed?

Yes ☐ No ☒ Not Required

Trash Disposal Service?

Yes ☐ No ☒ Not Required

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: ESASNC Surf contest
2. Event Day and Date: August 16, 2025 Aug 17 Rain date
Timeframe needed: Set up 6:30am ☒ am ☐ pm to Tear down 6:00 ☐ am ☒ pm
Event start time: 8:00am ☒ am ☐ pm Event end time: 5:00pm ☐ am ☒ pm
3. Estimated number of participants (including spectators): 100
4. Location: 1- Access 37-38 2- Access 28-29
5. Individual making request: Mike Hufham
Complete Mailing Address: 212 Gregory Rd Wilm. NC 28405
Phone Number: 910-409-4266 E-mail: MichaelHufham@hotmail.com
6. Individual who will be on site and in charge of activity: Mike Hufham
Complete Mailing address: 212 Gregory Rd Wilm. NC 28405
Phone Number: 910-409-4266 E-mail: MichaelHufham@hotmail.com
7. Sponsoring organization/corporation (if applicable): ESA Non-profit
Contact: Mike Hufham
Complete Mailing Address: 212 Gregory rd Wilm. NC 28405
Phone Number: 910-409-4266 E-mail: Michaelhufham@hotmail.com
8. Briefly describe provisions for the following:
Toilet facilities: Public
Trash disposal: We will have bags and dispose
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
Parking: Paid Parking / Public lots
- Electrical power and/or water needs: Generator
9. Will food be served? yes If yes, has permit from Health Dept. been obtained? yes
Please explain: we will order Pizza for contestants

FOR OFFICE USE ONLY

SEP Fee: <u>\$180</u>	PD Contract: <u>COI</u>
Facility Use Fee: <u> </u>	OR Contract: <u>book 2 Civic Rec</u>
Security Deposit: <u> </u>	COI: <u> </u>
Parking Fees: <u> </u>	
Traffic Cones: <u> </u>	TOTAL PAID: <u>\$360</u>
TOTAL DUE: <u>\$180</u>	Check #: <u>1563</u>

7/26 # 8/16 Events

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required

Permit(s) needed for vehicle on the beach?

Yes ☐ No ☒

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes ☐ No ☒*Full road closure required? Yes ☐ No ☒If yes, do you have NCDOT approval? Yes ☐ No ☒

Police support requested?

Yes ☐ No ☒ Not Required

PD Comments: _____

Fire Department support requested?

Yes ☐ No ☒ Not Required

FD Comments: _____

Ocean Rescue support requested?

Yes ☐ No ☒ Not Required

OR Comments: _____

EMS support required?

Yes ☐ No ☒

Certificate of Insurance obtained?

Yes ☒ No ☐ Not Required10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Yes a PA will be used for music and contest updates

If yes, provide information specifying location and direction of noise-emanating devices along with proposed

noise level, frequency, and duration: Speakers will be facing the water for surfers to hear updates11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? YesIf so, what company is providing the equipment: ESA will provideDescribe equipment in detail and provide a sketched plan: 2 ESA Tents for judges and announcer set side by side and speakers out front facing water. Generator and speaker's...

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: No13. Is police assistance necessary? No *Are you requesting the closing of any streets? No

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee. See attached memo for additional stipulations.

Signature: Mike Hartman Date: 2-25-25

This application is hereby approved, this the _____ day of _____, 20_____.

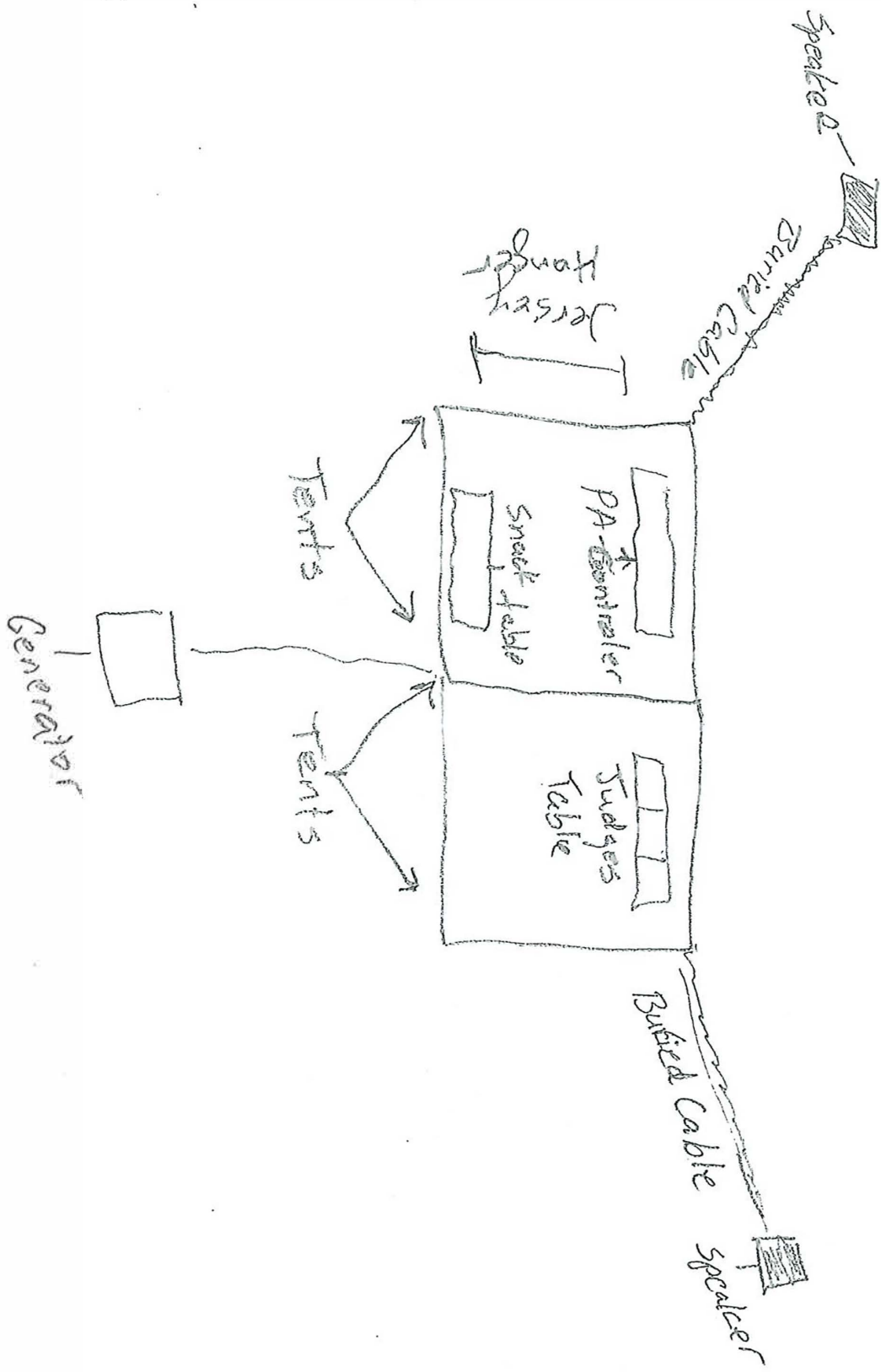
Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

OCEAN

Contest Zone Flag

Contest Zone Flag



TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

New ☒ Recurring ☐

PRAC Recommendation:

Approve ☐
Approve w/ Conditions ☐
Do Not Approve ☐

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
☒ 101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between Set up
8 am & 10 pm? Prior to
8am

Number of Hours 11

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☐ No ☒ Not Required

Portable toilets needed?

Yes ☐ No ☒ Not Required

Trash Disposal Service?

Yes ☐ No ☒ Not Required

Organization to
remove

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: Surfing Contest for Females
Wahine Classic

2. Event Day and Date: August 9 2025

Timeframe needed: Set up 6:30 ☒ am ☐ pm to Tear down 5 ☐ am ☒ pm

Event start time: 8 ☒ am ☐ pm Event end time: 5 ☐ am ☒ pm

3. Estimated number of participants (including spectators): 101-199

4. Location: South End Accesses 37-39

5. Individual making request: Jo Pickett

Complete Mailing Address: 4921 Pine St, Wilmington NC 28403

Phone Number: 910-465-9638 E-mail: jopickettcrystalsoothsurf@gmail.com

6. Individual who will be on site and in charge of activity: Jo Pickett

Complete Mailing address: 4921 Pine St, Wilmington NC 28403

Phone Number: 910-465-9638 E-mail: jopickettcrystalsoothsurf@gmail.com

7. Sponsoring organization/corporation (if applicable):

Contact: Surf Dreams Foundation

Complete Mailing Address:

Phone Number: E-mail:

8. Briefly describe provisions for the following:

Toilet facilities: N/A

Trash disposal: Event crew removes trash
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: 1

Electrical power and/or water needs: N/A

9. Will food be served? NO If yes, has permit from Health Dept. been obtained?

Please explain:

FOR OFFICE USE ONLY

SEP Fee: \$250 PD Contract: COI

Facility Use Fee: OR Contract:

Security Deposit: COL:

Parking Fees:

Traffic Cones:

TOTAL DUE: \$250

TOTAL PAID: \$250

Check #: cc Civipec

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required ☐

Permit(s) needed for vehicle on the beach?

Yes ☒ No ☐

Number needed: 1

Vehicle permit issued to:

Jo Pickett

Vendors requested? If yes, attach a list of the vendors.

Yes ☐ No ☒

*Full road closure required? Yes ☐ No ☒

If yes, do you have NCDOT approval? Yes ☐ No ☒

Police support requested? Yes ☐ No ☒ Not Required ☐

PD Comments:

Fire Department support requested? Yes ☐ No ☒ Not Required ☐

FD Comments:

None

Ocean Rescue support requested? Yes ☐ No ☒ Not Required ☐

OR Comments:

EMS support required?

Yes ☐ No ☒

Certificate of Insurance obtained? Yes ☐ No ☒ Not Required ☐

10. Will there be any music, PA system, or loud activities (if any, briefly describe)?

yes, PA

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Admin tent

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity?

If so, what company is providing the equipment: Event and vendor / sponsor

Describe equipment in detail and provide a sketched plan: tents

No scaffolding

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: yes, Tshirt and swimwear sales

Vendors Jolyn, Etlanik

13. Is police assistance necessary? no *Are you requesting the closing of any streets? no

If so, please specify:

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

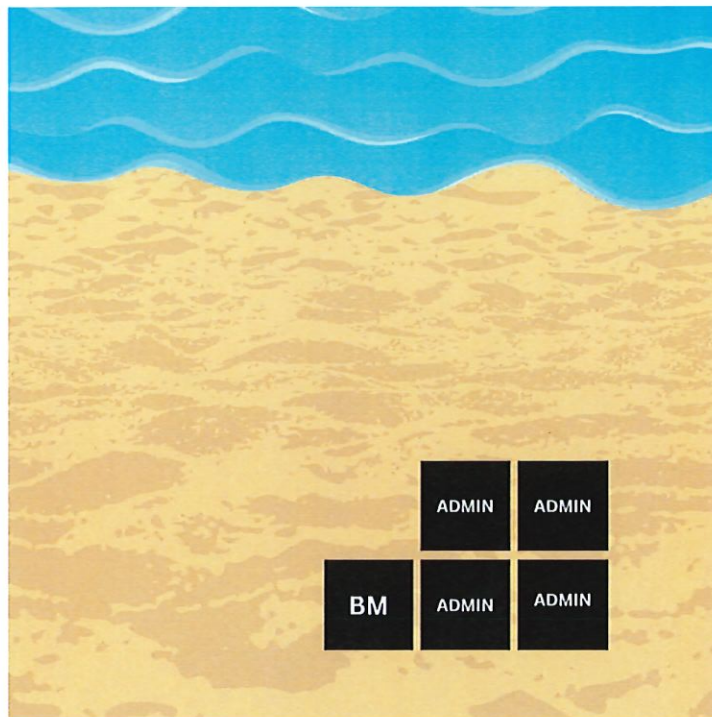
See attached memo for additional stipulations.

Signature: Jo Pickett Date: 01/09/2025

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

To provide COI prior to event



TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

New ☐ Recurring ☒

PRAC Recommendation:

Approve ☐
Approve w/ Conditions ☐
Do Not Approve ☐

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between ^{Set Up} 8 am & 10 pm? ^{to} 11 am

Number of Hours 11

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☐ No ☒ Not Required

Portable toilets needed?

Yes ☐ No ☒ Not Required

Trash Disposal Service?

Yes ☐ No ☒ Not Required

Organizer to remove trash

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: Surfing Contest for Females
Wahine Classic

2. Event Day and Date: August 10 2025

Timeframe needed: Set up 6:30 ☒ am ☐ pm to Tear down 5 ☐ am ☒ pm

Event start time: 8 ☒ am ☐ pm Event end time: 5 ☐ am ☒ pm

3. Estimated number of participants (including spectators): 101-199

4. Location: South End Accesses 37-39

5. Individual making request: Jo Pickett

Complete Mailing Address: 4921 Pine St., Wilmington NC 28403

Phone Number: 910-465-9638 E-mail: jopickettcrystalouthsurf@gmail.com

6. Individual who will be on site and in charge of activity: Jo Pickett

Complete Mailing address: 4921 Pine St., Wilmington NC 28403

Phone Number: 910-465-9638 E-mail: jopickettcrystalouthsurf@gmail.com

7. Sponsoring organization/corporation (if applicable):

Contact: Surf Dreams Foundation

Complete Mailing Address:

Phone Number: E-mail:

8. Briefly describe provisions for the following:

Toilet facilities: N/A

Trash disposal: Event crew removes trash
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: !

Electrical power and/or water needs: N/A

9. Will food be served? NO If yes, has permit from Health Dept. been obtained?

Please explain:

FOR OFFICE USE ONLY

SEP Fee: <u>\$250</u>	PD Contract: _____
Facility Use Fee: _____	OR Contract: _____
Security Deposit: _____	COI: _____
Parking Fees: _____	
Traffic Cones: _____	TOTAL PAID: <u>\$250</u> <u>cc Civic Rec</u>
TOTAL DUE: <u>\$250</u>	Check #: _____

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required

Permit(s) needed for vehicle on the beach?

Yes ☒ No ☐Number needed: 1

Vehicle permit issued to:

To Pickett

Vendors requested? If yes, attach a list of the vendors.

Yes ☒ No ☐ sponsors*Full road closure required? Yes ☐ No ☒If yes, do you have NCDOT approval? Yes ☐ No ☒Police support requested? Yes ☐ No ☒ Not Required

PD Comments:

Fire Department support requested? Yes ☐ No ☒ Not Required

FD Comments:

NoneOcean Rescue support requested? Yes ☐ No ☒ Not Required

OR Comments:

EMS support required?

Yes ☒ No ☐

Certificate of Insurance obtained?

Yes ☐ No ☐ Not Required ☐

10. Will there be any music, PA system, or loud activities (if any, briefly describe)?

yes, PAIf yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Admin tent

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity?

If so, what company is providing the equipment: Event and vendor / sponsorDescribe equipment in detail and provide a sketched plan: tentsNo scaffolding

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: yes, Tshirt and swimwear salesVendors Jolyn, Etlan tik13. Is police assistance necessary? no *Are you requesting the closing of any streets? no

If so, please specify:

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

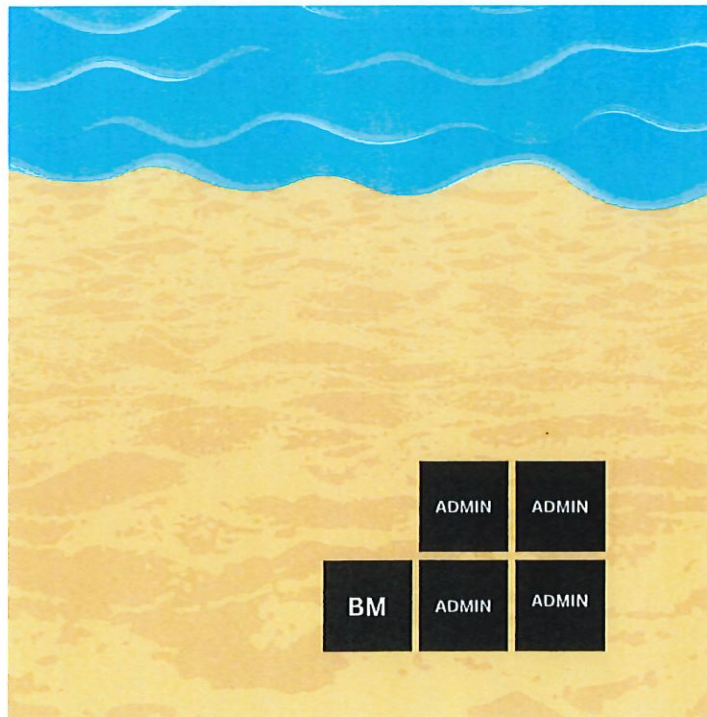
See attached memo for additional stipulations.

Signature: [Signature] Date: 01/09/2025

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

To provide COI prior to event



TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

New ☐ Recurring ☒

PRAC Recommendation:

Approve ☐
Approve w/ Conditions ☐
Do Not Approve ☐

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between 8 am & 10 pm? Set up to 10 pm

Number of Hours 5

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☐ No ☒ Not Required

Portable toilets needed?

Yes ☐ No ☒ Not Required

Trash Disposal Service?

Yes ☐ No ☒ Not Required

Organization to remove

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: Liam Strong Charity Beach Run
BenKiting UNC Children's Hospital . 5K and 1 mile

2. Event Day and Date: 9/14/25

Timeframe needed: Set up 6 ☒ am ☐ pm to Tear down 11 ☒ am ☐ pm

Event start time: 9 ☒ am ☐ pm Event end time: 10 ☒ am ☐ pm

3. Estimated number of participants (including spectators): 400

4. Location: Johnnie Mercer's Pier - Beach Strand

5. Individual making request: Kimberly Batten

Complete Mailing Address: 411 Summer East Road, Wilmington, NC 28405

Phone Number: 910-297-2999 E-mail: KMBE256@AOL.com

6. Individual who will be on site and in charge of activity: Same as Above

Complete Mailing address:

Phone Number:

E-mail:

7. Sponsoring organization/corporation (if applicable): N/A

Contact:

Complete Mailing Address:

Phone Number:

E-mail:

8. Briefly describe provisions for the following:

Toilet facilities: Public Restrooms at pier

Trash disposal: Pier - will remove trash
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: Public Parking

Electrical power and/or water needs: No

9. Will food be served? No If yes, has permit from Health Dept. been obtained?

Please explain:

FOR OFFICE USE ONLY

SEP Fee: <u>\$400</u>	PD Contract: <u>✓ in CivicRec</u>
Facility Use Fee: _____	OR Contract: _____
Security Deposit: _____	COL: _____
Parking Fees: _____	
Traffic Cones: _____	TOTAL PAID: <u>\$400</u>
TOTAL DUE: _____	Check #: <u>3544</u>

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required

Permit(s) needed for vehicle on the beach?

Yes ☒ No ☐Number needed: 1

Vehicle permit issued to:

Kim Batten

Vendors requested? If yes, attach a list of the vendors.

Yes ☒ No ☐ Sponsors*Full road closure required? Yes ☐ No ☒If yes, do you have NCDOT approval? Yes ☐ No ☐Police support requested? Yes ☐ No ☒ Not Required

PD Comments:

Fire Department support requested? Yes ☐ No ☒ Not Required

FD Comments:

NoneOcean Rescue support requested? Yes ☐ No ☒ Not Required

OR Comments:

EMS support required? Yes ☒ No ☐Certificate of Insurance obtained? Yes ☐ No ☐ Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Yes, Full Sound will be using a microphone (PA system) and speaker for timing and race purposes

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: On the beach strand facing away from the houses. Music will be played before the start of the race and announcements will be made during the race.

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes

If so, what company is providing the equipment: Full Sound Events

Describe equipment in detail and provide a sketched plan:

Start / Finish Banner with scaffolding

2 water stations on the race route

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: Race shirts and hats will be sold at check in

13. Is police assistance necessary? No *Are you requesting the closing of any streets? No

If so, please specify:

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

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I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: [Signature] Date: 1/8/25

This application is hereby approved, this the _____ day of _____, 20_____.

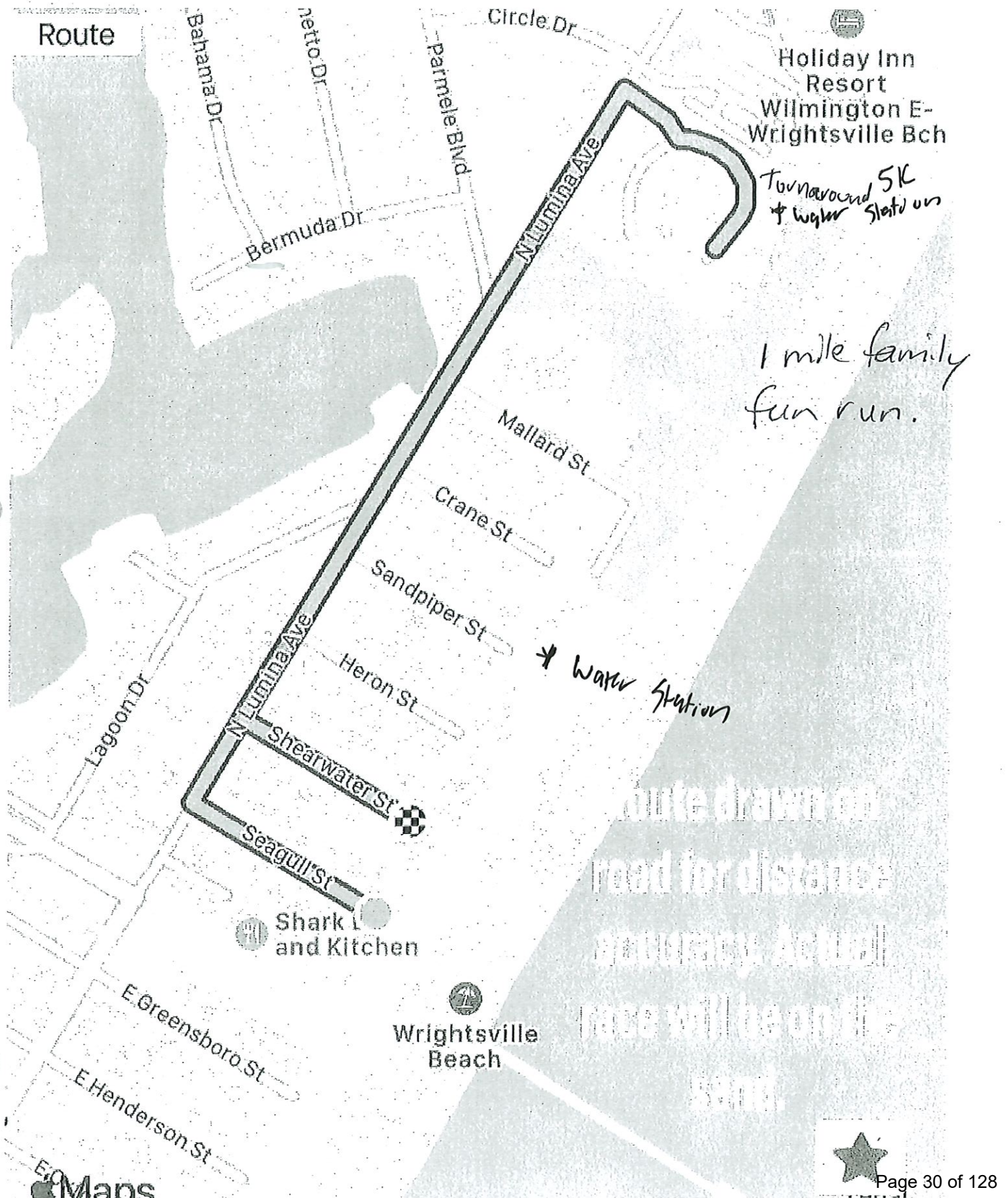
Special Events Coordinator, Town of Wrightsville Beach, North Carolina

Seagull Street-North Lumina Avenue

Today



1.00 mi 7 ft



TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

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Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

New ☐ Recurring ☒

PRAC Recommendation:

Approve ☐
Approve w/ Conditions ☐
Do Not Approve ☐

Participants / Fee Per Day:

1-25	\$130
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☒ 200-400	\$400
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601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
☒ 200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between 8 am & 10 pm? prior to 8 am

Number of Hours 6

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☒ No ☐ Not Required ☐

Portable toilets needed?

Yes ☒ No ☐ Not Required ☐

Trash Disposal Service?

Yes ☐ No ☒ Not Required ☐

Organizer to remove Organizer to remove

Health Dept permit?

Yes ☐ No ☒ Not Required ☐

1. Description of event: YMCA's Pier-2-Pier Swim is a 1.7 mile open water swim race between Johnny Mercer and Crystal Piers

2. Event Day and Date: Sunday, October 5th, 2025

Timeframe needed: Set up 6:00am ☒ am ☐ pm to Tear down 12:00 ☐ am ☒ pm

Event start time: 9:00am ☒ am ☐ pm Event end time: 11:00am ☒ am ☐ pm

3. Estimated number of participants (including spectators): 350

4. Location: Wrightsville Beach between Johnny Mercer and Crystal Piers

5. Individual making request: Ashley Barnes

Complete Mailing Address: YMCA of SENC, PO Box 3467 Wilmington, NC 28406

Phone Number: 910-251-9622 ext. 285 E-mail: ashley.barnes@ymcasenc.org

6. Individual who will be on site and in charge of activity: Trent Hayden

Complete Mailing address: YMCA of SENC, PO Box 3467 Wilmington, NC 28406

Phone Number: 910-386-1569 E-mail: haydent@uncw.edu

7. Sponsoring organization/corporation (if applicable): YMCA of Southeastern North Carolina

Contact: Ashley Barnes

Complete Mailing Address: YMCA of SENC, PO Box 3467 Wilmington, NC 28406

Phone Number: 910-251-9622 ext. 285 E-mail: ashley.barnes@ymcasenc.org

8. Briefly describe provisions for the following:

Toilet facilities: Rent-A-Johns will be located at race start and finish

Trash disposal: We will bring our own trash receptacles and take trash with us during clean up (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: Parking at Wrightsville Beach Town Hall with YMCA bus/shuttles to pier

FM field parking

Electrical power and/or water needs: we will provide

9. Will food be served? yes If yes, has permit from Health Dept. been obtained? no

Please explain: only pre-packaged food will be provided to athletes

FOR OFFICE USE ONLY

SEP Fee: <u>\$400</u>	PD Contract: ☒	<u>COI</u>
Facility Use Fee: <u>175</u>	OR Contract: ☒	<u>Meeting</u>
Security Deposit: <u>200</u>	COI: ☐	<u>Safety Plan with contact</u>
Parking Fees: <u> </u>		<u>Fees</u>
Traffic Cones: <u> </u>	TOTAL PAID: <u> </u>	<u>Facility Hold Credit</u> ☒
TOTAL DUE: <u>\$775</u>	Check #: <u> </u>	

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required ☐

Permit(s) needed for vehicle on the beach?

Yes ☐ No ☒

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes ☐ No ☒*Full road closure required? Yes ☐ No ☒If yes, do you have NCDOT approval? Yes ☐ No ☒Police support requested? Yes ☐ No ☒ Not Required ☐

PD Comments:

No concerns with SEP 2/3

Fire Department support requested?

Yes ☐ No ☒ Not Required ☐

FD Comments:

Ocean Rescue support requested?

Yes ☒ No ☐ Not Required ☐

OR Comments:

No concerns with SEP 2/3

EMS support required?

Yes ☒ No ☐

Certificate of Insurance obtained?

Yes ☐ No ☐ Not Required ☐

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Yes

Located at race start and finish for announcements

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: noise will be directed towards the ocean for start & finish

Music only from 8:30am - 9:30 am and 10:30am- 11:30am

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? yes

If so, what company is providing the equipment: we are providing our own tents

Describe equipment in detail and provide a sketched plan: 10x10 tents & an arch will be utilized

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: t-shirts will be available for sale on the beach

13. Is police assistance necessary? no *Are you requesting the closing of any streets? no

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: Ashley Barnes

Digitally signed by Ashley Barnes
Date: 2025.01.27 12:07:32 -05'00'

Date: _____

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

Page 32 of 128

COI to be provided prior to event.

YMCA's Pier to Pier Swim

Event and Beach Logistics Management and Water Safety Plan

Event Date: October 5, 2025

The YMCA's annual Pier to Pier Swim will be held on Sunday, October 5, 2025. The YMCA has an agreement with Trent Hayden, Race Director, for Race Logistics and Water Safety services as detailed below.

Section A: Event Logistics

1. Event Description:

The YMCA's Pier 2 Pier Race, in memory of Ryan Young, is an open water ocean swimming event held at beautiful Wrightsville Beach, NC. The swim is approximately 2 miles point-to-point between Johnny Mercer Pier and Crystal Pier with prevailing current.

2. Event Distance:

Race course is approximately 2 miles between Johnny Mercer and Crystal Piers (1.71 miles along the beach plus the swim to and from the "dry" finish and start lines) with prevailing current.

3. Event Course:



4. Swimmer Count Control:

Setup Events is responsible for a water-entry count of all participants at race start. Each finishing swimmer is counted upon crossing the finish line and pre- and post race counts are balanced prior to completion of the event or water safety team leaving the water as a means of accounting for all participants.



Town of Wrightsville Beach

321 Causeway Drive, PO Box 626, Wrightsville Beach, NC 28480 (910) 256 - 7900

REQUEST FOR OFF-DUTY PUBLIC SAFETY EMPLOYMENT

Off-Duty Employment is strictly voluntary; thus, all requests may not be filled.

Services Requested: ☐ Fire Department ☒ Ocean Rescue ☐ Police Department ☐ Park Ranger

Purpose of Request

Event Name/Purpose of Contract: YMCA's Pier-2-Pier Swim

Description of Activity: 1.7 Mile open water ocean swim event between Johnny Mercer and Crystal Piers

Date of Event: 10/05/2025 Start Time: 9:00 ☒ AM ☐ PM End Time: 11:00 ☒ AM ☐ PM

Contact Information

Name of contact person present at event: Trent Hayden Cell# 910-386-1569

Name of Applicant: Ashley Barnes Cell# 919-302-6139

Applicant's Relation to Activity: YMCA's Representative for Pier-2-Pier Swim

Billing Information

Business Name: YMCA of Southeastern North Carolina Telephone: 910-251-9622 ext.285

Billing Address: PO Box 3467 Wilmington, NC

Street Address: Nir Family YMCA 2710 Market St. Wilmington NC 28403

Contract Rates (Four-Hour Minimum)

Contact Information	Description	Qty Req	Rate	FOR OFFICE USE ONLY
(910) 256-7920 Chief Josh Haraway	Firefighters		@ \$50.00/hour	\$
(910) 256-7920 Dave Baker	Lifeguards	12-15	@ \$50.00/hour	\$
	Personal Watercraft	1	@ \$50.00/hour	\$
	Ocean Rescue ATV	1	@ \$50.00/hour	\$
(910) 256-7945 Captain Bishop	Police Officers		@ \$50.00/hour	\$
	Police Vehicle		@ \$50.00/hour	\$
(910) 256-7937 Tony Wilson	Park Ranger		@ \$50.00/hour	\$
	Park Ranger Vehicle		@ \$50.00/hour	\$
Total Contract Amount				\$

Please provide a summary of expected duties. Additional notes may be continued on the back of this form.
Lifeguards with ocean rescue training will be in the water equipped with a SUP board and are required to attend
race day safety briefing to review safety plan and expectations.

The applicant understands that all employees may be called back to active duty in the event of an emergency.
A prorated invoice will be generated if such an instance should arise.

CANCELLATION NOTICE: A 24-hour cancellation notice is required. If you need to cancel the request, call the contact number listed above. If the applicant fails to comply with the 24-hour cancellation notice, payment is due in full. The applicant hereby agrees to the terms listed above and payment of services incurred under this agreement.

Ashley Barnes

Digitally signed by Ashley Barnes
Date: 2025.01.27 12:11:27 -05'00'

01/27/2025

Signature of Applicant

Date

FOR TOWB STAFF USE ONLY:

Approved by Fire Chief

Date

Approved by Planning & Parks Director

Date

Approved by Police Chief

Date

Approved by Town Manager

Date

Invoice mailed (initial, date)

Payment received (initial, date)

PERMIT REQUIRED? ☐ FILMING ☐ SPECIAL EVENT ☐ NONE REQUIRED

Section A: Event Logistics (continued)

- 5. Placement and Retrieval of Directional Swim Buoys on Race Course:** There will be two buoys placed on the race course (as described below) before the 9:00 AM race start time. Designee must: 1) pickup and transport buoys pre race day, in coordination with Race Director and Setup Events Event Director 2) obtain and transport cinder block or anchors, along with adequate rope or chain, to secure buoys 3) either manually place buoys, utilize a boat, or employ other reasonable means for buoy placement.

The race direction will be determined by the Race Director on race morning depending on the direction of the current. On race morning, place four buoys as follows:

- a. One start/finish buoy immediately north of Crystal pier, offshore approximately even with the end of the pier. Located near the surfing warning sign on the beach and outside breakers.
- b. One start/finish buoy immediately south of Mercer's pier, offshore approximately even with the end of the pier. Approximately located near the surfing warning sign on the beach and outside breakers.
- c. Retrieve all buoys, lines and cinder blocks post-race. Return buoys to Setup Events. Coordinate this hand-off with the Setup Events Timing Contact.

6. Communications:

The race safety personnel (boats, EMT, race director, timing) will utilize marine radios for primary communication. Cell phones will be used as backups. A list of names and cell phone numbers will be provided to all personnel.

7. Key Personnel

YMCA Representative: Ashley Barnes

Cell: 910-302-6139

Email: Ashley.Barnes@ymcasenc.org

Safety Officer / Race Director: Trent Hayden

Cell: 910-386-1569

Email: Trent.Hayden@ymcasenc.org

Setup Events Timing Contact: Bill Scott

Cell: 910-465-7077

Email: Bill@setupevents.com

8. Emergency Hospital

Nearest Emergency Hospital: Novant Health

Phone: 910-667-7000

Address: 2131 S. 17th St, Wilmington, NC 28401

Distance from Race Site: 9.5 miles

Section B: Overview of Safety Plan

Race Director will be responsible for recruiting the following personnel to ensure the safety of race participants before and during the event:

1. 15 Certified Lifeguards (based on race size): will provide services prior and during the event.

- 10-15 Lifeguards w/ ocean rescue training will be in the water equipped with either a surfboard or stand-up paddleboard w/ leash that is appropriate for in-water rescue.
- 3-5 Lifeguards will be on the beach, and clearly marked. All beach lifeguards will have buoys for rescue.
- Both lifeguard groups will be positioned as follows:
 - One leading race
 - One trailing last swimmer
 - Remaining spread out along route

2. 3 Boats: equipped with marine radios will be on site. Vessel make/model, operator name, and contact numbers will be provided in this safety plan when they have been determined. Boats will be positioned as follows:

- One lead race
- One trailing last swimmer
- One monitoring out along route

3. 1 Jet Ski: with whistle and marine radio. Vessel make/model, operator name, and contact number will be provided in this safety plan when they have been determined.

4. US Coast Guard Boat: will be on site

5. New Hanover County EMS: will be on site equipped with AEDs and a marine radio

6. Pre-Race Safety Briefings:

- a. A Pre-Race safety briefing will be conducted with Wrightsville Beach representatives to ensure that this Safety Plan meets guidelines and is ready to be implemented on race day.
- b. A race day safety briefing will be conducted with all lifeguards, staff and other involved personnel to ensure this safety plan is clear and all conditions are in place for a successful event.

Section B: Overview of Safety Plan (continued)

7. Decision Matrix for Lifeguards/Safety Boats for Distressed Swimmer:

- A. Determine if swimmer simply needs rest and able to continue race.
- B. If swimmer cannot continue race but wants to exit event, ensure swimmer reaches beach safely.
- C. Beach lifeguards check out swimmer and communicate Race Director that swimmer has exited race early with race number and name. Refer to EMS if necessary.
- D. If swimmer cannot safely exit water on their own, determine what best assistance is required, lifeguard or boat rescue -communicate with Race Director. Boat extraction at Coast Guard Docks, jet ski extraction at beach near as possible to EMS.
- E. If swimmer in major distress communicate to jet-ski/boat for evac/assistance using whistles/flags or get swimmer to beach and EMS - communicate with Race Director swimmer/name number and brief on situation.

8. Wrightsville Beach Ocean Rescue ("WBOR")

Dave Baker, Director of WBOR and WBOR staff will provide services prior and during the event as outlined in the separate services contract between the Town of Wrightsville Beach and the YMCA. WBOR has jurisdiction over the beach. The Race Director (Trent Hayden) and YMCA Representative (Crystal Burnett) will establish clear lines of communication with Dave Baker prior to the race start.

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY	
☐ New ☒ Recurring	
PRAC Recommendation: ☐ Approve ☐ Approve w/ Conditions ☐ Do Not Approve	
Participants / Fee Per Day:	
☐ 1-25	\$130
☐ 26-100	\$180
☐ 101-199	\$250
☒ 200-400	\$400
☐ 401-600	\$500
☐ 601-1,000	\$600
☐ 1,001-2,000	\$700
☐ 2,001-3,000	\$800
☐ 3,001-4,000	\$900
☐ 4,001+	\$1,500
SEP Security Deposit:	
Participants / Fee	
☒ 0-199	\$0
☐ 200-400	\$200
☐ 401-600	\$500
☐ 601-1,000	\$1,000
☐ 1,001-2,000	\$1,500
☐ 2,001+	\$2,000
Non-profit organization? Yes ☒ No ☐	
Tax Exempt ID: <u>SEVP</u>	
Time between <u>8 am</u> and <u>10 pm</u> ? <u>8 am</u>	
Number of Hours <u>10</u>	
Rain date necessary? Yes ☐ No ☒	
Park Facility Reserved? ☒ Yes ☐ No ☐ Not Required	
Portable toilets needed? ☒ Yes ☐ No ☐ Not Required	
Trash Disposal Service? Yes ☒ No ☐ Not Required	
Organizer to <u>Remove</u>	
Health Dept permit? Yes ☐ No ☒ Not Required	
1. Description of event: <u>Wilmington Road Runners Annual Scholarship 5K Event</u> <u>"The 43rd Annual WRRC Seaside Shuffle 5K at Wrightsville Beach"</u>	
2. Event Day and Date: <u>Saturday, October 18th, 2025</u>	
Timeframe needed: Set up <u>0600</u> ☒ am ☐ pm to Tear down <u>1030</u> ☒ am ☐ pm	
Event start time: <u>0800</u> ☒ am ☐ pm Event end time: <u>1000</u> ☒ am ☐ pm	
3. Estimated number of participants (including spectators): <u>400</u>	
4. Location: <u>Wrightsville Beach Park, Municipal Lane, field in front of and to the side of town office</u>	
5. Individual making request: <u>Laurie Etherington</u>	
Complete Mailing Address: <u>728 Bracken Fern Drive, Wilmington, NC 28405</u>	
Phone Number: <u>910-309-9141</u> E-mail: <u>LEtherington15@gmail.com</u>	
6. Individual who will be on site and in charge of activity: <u>Laurie Etherington</u>	
Complete Mailing address: <u>728 Bracken Fern Drive, Wilmington, NC 28405</u>	
Phone Number: <u>910-309-9141</u> E-mail: <u>LEtherington15@gmail.com</u>	
7. Sponsoring organization/corporation (if applicable): <u>Wilmington Road Runners Club (WRRC)</u>	
Contact: <u>Blaine Farrell</u>	
Complete Mailing Address: <u>728 Bracken Fern Drive, Wilmington, NC 28405</u>	
Phone Number: <u>704-517-6948</u> E-mail: <u>Blainefarrell28@yahoo.com</u>	
8. Briefly describe provisions for the following:	
Toilet facilities: <u>Port-a-john just east of town hall on lawn near fence</u>	
Trash disposal: <u>WRRC will provide temporary trash bins and remove at end of event.</u> <i>(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)</i>	
Parking: <u>Wrightsville Beach Park parking lot</u>	
Electrical power and/or water needs: <u>Power will be needed for timing of event.</u>	
9. Will food be served? <u>Yes</u> If yes, has permit from Health Dept. been obtained? <u>No</u>	
Please explain: <u>No food will be prepared onsite. It will be 'grab-n-go' from caterer.</u>	
FOR OFFICE USE ONLY	
SEP Fee: <u>\$400</u> PD Contract: <u>VCOT</u>	
Facility Use Fee: <u>175</u> OR Contract: <u>Meeting</u>	
Security Deposit: <u>200</u> COL: <u>Fees</u>	
Parking Fees: <u>NC DOT permit</u>	
Traffic Cones: <u>PD Contract w/ signature</u>	
TOTAL DUE: <u>\$775</u> Check #: <u>Facility hold civic Rec</u> ☒	

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required

Permit(s) needed for vehicle on the beach?

Yes ☐ No ☒

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes ☐ No ☐*Full road closure required? Yes ☒ No ☐Salisbury St.If yes, do you have NCDOT approval? Yes ☐ No ☐To provide

Police support requested?

Yes ☒ No ☐ Not Required

PD Comments:

2/3
No concerns

Fire Department support requested?

Yes ☐ No ☐ Not Required ☒

FD Comments:

2/3
No concerns

Ocean Rescue support requested?

Yes ☐ No ☐ Not Required ☒

OR Comments: _____

EMS support required?

Yes ☐ No ☒

Certificate of Insurance obtained?

Yes ☐ No ☐ Not Required ☐

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Yes, music starting at ~0730, then announcements to organize, start and present awards through ~1000.

If yes, provide information specifying location and direction of noise-emulating devices along with proposed noise level, frequency, and duration: Municipal lane in front of town hall. Pre-start music starting at ~0730; Announcements to organize and start race 0745 - 0810, post race awards & music ~0830 - 1000. ~100 dB

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes

If so, what company is providing the equipment: Full Send Racing, WRRRC, & caterer

Describe equipment in detail and provide a sketched plan: Site plan attached. Full Send will have pop-ups & start corral. Several WRRRC pop-ups for athletes' village & caterer truck/tables/pop-up

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: No

13. Is police assistance necessary? Yes *Are you requesting the closing of any streets? Yes

If so, please specify: TOWB PD needed for traffic control & monitoring. Plan is to close W Salisbury Lane from ~0755 through 0820, Parking lane coned off on SB Lumina, North lane WB Causeway, see map

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee. **See attached memo for additional stipulations.**

Signature: [Signature] Date: 1/30/2025

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

To provide prior to event



2025 Seaside Shuffle



**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

☐ New ☒ Recurring

PRAC Recommendation:

☐ Approve
☐ Approve w/ Conditions
☐ Do Not Approve

Participants / Fee Per Day:

☒	1-25	\$130
☐	26-100	\$180
☐	101-199	\$250
☐	200-400	\$400
☐	401-600	\$500
☐	601-1,000	\$600
☐	1,001-2,000	\$700
☐	2,001-3,000	\$800
☐	3,001-4,000	\$900
☐	4,001+	\$1,500

**SEP Security Deposit:
Participants / Fee**

☐	0-199	\$0
☐	200-400	\$200
☐	401-600	\$500
☐	601-1,000	\$1,000
☐	1,001-2,000	\$1,500
☐	2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between Set Up
8 am & 10 pm Prior to 8 am

Number of Hours 11
11-9-25

Rain date necessary?

Yes ☒ No ☐

Park Facility Reserved?

Yes ☐ No ☒ Not Required

Portable toilets needed?

Yes ☐ No ☒ Not Required

Trash Disposal Service?

Yes ☐ No ☒ Not Required

Organizer will handle

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: 4th Annual OCEAN+EARTH Surf Shops Shootout

2. Event Day and Date: Saturday, November 8th, 2025 (Rain Date 11.9.25)

Timeframe needed: Set up 6 ☒ am ☐ pm to Tear down 5 ☐ am ☒ pm

Event start time: 8 ☒ am ☐ pm Event end time: 5 ☐ am ☒ pm

3. Estimated number of participants (including spectators): 100

4. Location: LUMINA Holiday Inn Resort, 1706 N. Lumina Ave, WB, NC 28480

5. Individual making request: Jay Carrillo

Complete Mailing Address: 1715 Canal Drive, Suite A10, Carolina Beach, NC 28428

Phone Number: (M) 757-915-3600 E-mail: media@OceanEventsUSA.com

6. Individual who will be on site and in charge of activity: Jay Carrillo

Complete Mailing address: (SAME)

Phone Number: (SAME) E-mail: (SAME)

7. Sponsoring organization/corporation (if applicable): OCEAN EVENTS USA, LLC (For Profit)

Contact: John M. (Jay) Carrillo

Complete Mailing Address: 1715 Canal Drive, Suite A10, Carolina Beach, NC 28428

Phone Number: (M) 757-915-3600 E-mail: media@OceanEventsUSA.com

8. Briefly describe provisions for the following:

Toilet facilities: LUMINA Holiday Inn Resort

Trash disposal: Large Trash and Recycling BAGS tied to Sponsor Tents on the Beach.

(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: LUMINA Holiday Inn Resort, and Public Access #8.

Electrical power and/or water needs: Electric power provided on LUMINA Holiday Inn Resort DECK.

9. Will food be served? NO If yes, has permit from Health Dept. been obtained? _____

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: <u>\$180</u>	PD Contract: <u>✓ Facility hold in Civic Rec</u>
Facility Use Fee: _____	OR Contract: <u>COI</u>
Security Deposit: _____	COI: _____
Parking Fees: _____	
Traffic Cones: _____	TOTAL PAID: <u>\$180 cc Civic Rec</u>
TOTAL DUE: <u>\$180</u>	Check #: _____

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required

Permit(s) needed for vehicle on the beach?

Yes ☐ No ☒

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

Yes ☐ No ☒

*Full road closure

required? Yes ☐ No ☒If yes, do you have NCDOT approval? Yes ☐ No ☒

Police support requested?

Yes ☐ No ☒ Not Required

PD Comments: _____

Fire Department support requested?

Yes ☐ No ☒ Not Required

FD Comments: _____

Ocean Rescue support requested?

Yes ☐ No ☒ Not Required

OR Comments: _____

EMS support required?

Yes ☐ No ☒

Certificate of Insurance obtained?

Yes ☐ No ☒ Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Our PA System may play music between HEATS.

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Our PA System will be directed to the Ocean.

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? YES.

If so, what company is providing the equipment: SPONSOR 10'X10' Tents, Banner on LUMINA Deck, and

Describe equipment in detail and provide a sketched plan: FLAGS marking our "Surf Zone", and "Designated Tag Area". Judges and VIP Tents on LUMINA Deck.

13 Tents total (see 2025 SITE PLAN).

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: 4th Annual T-Shirt. Live Fearlessly Foundation will be our 501c3 again.

13. Is police assistance necessary? NO *Are you requesting the closing of any streets? NO

If so, please specify: _____

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: [Signature] Date: 2.13.25

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

*To provide COI prior to event

Surf Shops Shootout

1706 N. LUMINA Ave.
(Hotel FREE Parking)
or,
BEACH ACCESS #8

11.
8.
25

sanuk



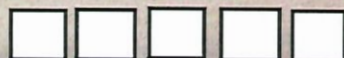
JUDGES & VIP AREA

X X X X X X X X



BEACH ACCESS #8

EMERGENCY ROUTE



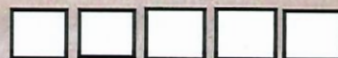
TEAMS TENTS



TEAMS-STAGING-AREA

TAMA TEA

(BEACH MARSHAL)



TEAMS TENTS



Live Fearlessly

15% of all Sponsorships
goes to LFF (501c3).

OCEAN
EVENTS USA



SurfShopsShootout.com

APPROVED SPECIAL EVENTS

April 2025

Distribution List:

Matt Holland, WBFD
Sam Proffitt, WBFD
Robert Pugh, WBFD
Jason Bishop, WBPB
James Lowe, WBPB
Brian Neague, WBPB
Daniel Gaither, WBPB
Jordan Smith, WBPB

Bill Fay, Public Works
Evan Morigerato, Public Works
Chris Bannerman, Public Works
Stephen Avante, Public Works
Danny Floyd, Public Works
Tony Wilson, Planning & Parks
Katie Ryan, Parks & Rec
Shannon Slocum, Park Ranger
Scott Sprenger, Park Ranger

Haynes Brigman, Town Manager
WB Marketing Advisory Committee
Wrightsville Beach Museum
Josh Yates, Pivot Parking
Board of Aldermen
SVM Janitorial Solutions
Hannah Almeter, Wilmington CVB
Parks & Rec Advisory Committee

FOR PARKING PURPOSES: Highlighted Events are reservations/events in WB Park.

Bold print indicates event pending BOA approval. Indicates event requiring a road closure.

DATE	TIME	NUMBER OF PARTICIPANTS	ACTIVITY	NAME	LOCATION	Vehicle on Beach Permit
Tue 4/1	4:30 pm - 7:30 pm	50	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer and Softball Fields	
Wed 4/2	7:00 pm - 9:00 pm	30	Turtle Watch Meeting	Fahey	Fran Russ Recreation Center	
Fri 4/4	11:30 am - 1:00 pm	80	TOWB Employee Luncheon	Harbor Island Garden Club	Fran Russ Recreation Center	
Fri-Sun 4/4-4/6	10:00 am - 4:00 pm	200	Azalea Festival Garden Tour Parking	Robison	Overflow Parking Field	
Sun 4/6	9:30 am - 6:00 pm	~50 per game	WBP&R Adult Flag Football	WB Parks & Recreation	WB Park	
Tue 4/8	4:30 pm - 7:30 pm	50	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer and Softball Fields	
Fri 4/11	10:00 am - 1:00 pm	50	Easter Egg Hunt	WBES 2nd Grade	WB Park Picnic Shelters 1 & 2 and Event Stage	
Sat 4/12	8:00 am - 10:30 am	400	Easter Egg Hunt	WBP&R	WB Park	
Sat 4/12	10:30 am - 1:30 pm	30	Child's Birthday Party	Childs	WB Park Picnic Shelter #1	
Sun 4/13	9:30 am - 6:00 pm	~50 per game	WBP&R Adult Flag Football	WB Parks & Recreation	WB Park	
Tue 4/15	4:30 pm - 7:30 pm	50	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer and Softball Fields	
Sun 4/20	4:30 am - 7:30 am	95	Easter Sunrise Service	Church of the Servant	Beach strand at access 4 (L- shaped lot)	
Sun 4/20	5:00 am - 8:00 am	275	Easter Sunrise Service	Grace Baptist	Beach strand at access 8 (Holiday Inn Resort)	
Sun 4/20	4:30 am - 7:30 am	1200	Easter Sunrise Service	Little Chapel on Boardwalk	Beach strand at accesses 16-17 (JM Pier south side)	
Sun 4/20	6:00 am - 8:00 am	250	Easter Sunrise Service	First Presbyterian	Beach strand at access 34 (north of Crystal Pier)	

APPROVED SPECIAL EVENTS

April 2025

Sun 4/20	8:00 am - 2:00 pm	300	WB Baptist Easter Service	Walker	WB Park Event Stage	
Mon 4/21	11:30 am - 3:00 pm	50	Art in the Garden Luncheon	Spainhour	Fran Russ Recreation Center	
Tue 4/22	4:30 pm - 7:30 pm	50	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer and Softball Fields	
Fri 4/25	11:00 am - 2:00 pm	120	Beach Sweep	Devone	Beach Strand	
Sat 4/26	8:00 am - 6:00 pm	50	Art in the Garden	Spainhour	Harbor Way Gardens	
Sat 4/26	8:00 am - 6:00 pm	50	Art in the Garden Rain Location	Spainhour	Fran Russ Recreation Center	
Sun 4/27	9:30 am - 6:00 pm	~50 per game	WBP&R Adult Flag Football	WB Parks & Recreation	WB Park	
Tue 4/29	4:30 pm - 7:30 pm	50	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer and Softball Fields	

* indicates vehicle on beach permit issued to L&L Tent Rentals,
Beach Side Occasions, ETC. Party Rentals or Sweet Water Bamboo



Town of Wrightsville Beach
North Carolina
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
Ph: 910-256-7900

TOWN MANAGER MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Haynes Brigman, Town Manager

Subject: **Approval of Agreement for Town Attorney Services**

Date: March 6, 2025

Background:

The Board of Alderman have completed a competitive Request for Qualifications process for legal services, and have selected the Law Offices of G. Grady Richardson, Jr., P.C. to represent the Board of Alderman and Town.

Recommendation:

Approve the contract as presented. Contract services to begin immediately.

LAW OFFICES OF G. GRADY RICHARDSON, JR., P.C.

ATTORNEYS AND COUNSELORS AT LAW
1908 EASTWOOD DRIVE, SUITE 224
LUMINA STATION
WILMINGTON, NORTH CAROLINA 28403

G. GRADY RICHARDSON, JR., Partner
JENNIFER L. CARPENTER, Partner*
SUSAN GROVES RENTON, Of Counsel**
RUSS C. BRYAN, Attorney on Contract†

TELEPHONE: (910) 509.7166
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E-MAIL: grady@ggrlawoffice.com
susan@ggrlawoffice.com
jennifer@ggrlawoffice.com
russ.bryan@ggrlawoffice.com

*Licensed in NC & HI
**Licensed in NC & VA
†Licensed in NC & DC

26 February 2025

VIA EMAIL ATTACHMENT ONLY

TOWN OF WRIGHTSVILLE BEACH

c/o: Mr. Haynes Brigman, Town Manager
321 Causeway Drive
P.O. Box 626
Wrightsville Beach, North Carolina 28480

Re: *Contract to Serve as Town Attorney*
For Town of Wrightsville Beach
Firm File No.: 0700-1

Dear Haynes and Town of Wrightsville Beach:

This letter confirms that as a result of the Request for Proposal for Town Attorney Services ("RFP") by the Town of Wrightsville Beach ("Town") and the Town's review and consideration of responses by my firm and other firms to the Town's RFP, the Town's Board of Aldermen ("Board") have selected me (and my firm) to serve as its Town Attorney. The scope of my legal representation of the Town as its Town Attorney is as more particularly described and set forth in the Town's RFP, a true and complete copy of which is attached hereto as Exhibit A and is fully incorporated herein by reference (hereinafter, "Subject Matter").

My representation of the Town for the Subject Matter necessarily includes any and all other requested counseling and legal representation of the Town's interests in furtherance of, related to, and/or arising out of the Subject Matter. My and my firm's service to the Town as its Town Attorney is at the pleasure of the Board.

The Town's signature, where indicated on the enclosed copy of this letter, will confirm the terms of our agreement and our engagement to provide legal services for the Town. Those terms are as follows:

A. Description and Scope of Legal Services to be Performed: My firm and I will provide the following legal services to the Town - legal counsel and general representation in connection with the above-referenced matters embraced and/or arising out of the aforementioned and attached Subject Matter.

B. Retainer: I will not require any retainer of the Town to serve as its Town Attorney.

C. Fees for Services: My firm's fees for the legal services performed by its attorneys, law clerks and/or paralegal assistants are determined initially by the number of hours spent by each person in providing the services, multiplied by each person's current hourly billing rate. The hourly rate for my firm's attorneys will remain capped at the sum of \$325 per hour and those attorneys presently include, in addition to myself, Susan Groves Renton, Esquire (Of Counsel), Jennifer L. Carpenter, Esquire (Partner), and Russ C. Bryan, Esquire (On Contract). Should I decide to retain and employ any additional paralegal and/or law clerk to assist me in this matter, his or her hourly rate could range from between \$100.00-200.00.

D. Reimbursement of Expenses: All out-of-pocket expenses that the firm incurs in the course of performing the legal services are to be reimbursed by the Town. These expenses include, but are not limited to, costs such as court filing and witness fees, court reporter and deposition transcript expenses, photocopying, attorney travel expenses, which may include transportation, accommodations, and meals, copying expenses, computer-assisted research charges, courier fees, and printing costs. The firm's policy is to forward to clients for direct payment any expense charges that exceed \$150.00.

E. Billing Frequency: The firm will send the Town a statement monthly, or more or less frequently in the firm's discretion, for expenses and professional services rendered. Unless the Town instructs otherwise, statements will be sent to its Town Manager, as addressed in this letter. Statements are due and payable upon receipt. If a statement is more than thirty (30) days past due, a finance charge of 1.5% per month will be charged.

F. Town's Rights to Terminate and Obligations to Firm: I understand that serving as the Town's Attorney is at the pleasure of the Town's Board. In the event that the Town elects to terminate our services, the Town agrees to pay for all professional services rendered through the date of termination. If the Town elects to terminate my service as the Town Attorney, my firm and I will fully cooperate in

transferring files and the responsibility for the Town's representation to the Town or the Town's new counsel.

G. Cooperation with Counsel: The Town agrees to cooperate with the firm so that we can perform the legal services efficiently. In particular, the Town agrees to provide us with any relevant records or documents which we may request, to be available upon reasonable notice for consultation, depositions, and court appearances as may be necessary, to keep us advised of any changes of address or extended absences so that we may communicate readily with the Town, and otherwise to assist us as we may request. Persistent or repeated failure to cooperate with us will be grounds for the firm to withdraw from further representation of the Town. No settlement of any case will occur without the Town's express consent.

H. Designation of Firm to Represent Client: By execution of this agreement, the Town specifically designates this firm to represent the Town's interest in the Subject Matter and to file suit on the Town's behalf if necessary and agreed upon by all parties.

I. Members of Firm to Assist: By execution of this Agreement, the Town specifically permits the undersigned attorney and any other member of the Firm to represent the Town in this matter.

J. No Guarantee of Results: We will continuously evaluate all matters in which the Firm represents the Town and provide our best professional judgment regarding the likelihood of success, settlement recommendations, strategy and tactical decisions. However, the Town understands that we can in no way guarantee the outcome of any matters that may arise in our professional services rendered in connection with the Subject Matter.

K. Electronic Data and Discovery Obligations: From time to time, the Town's Subject Matter may involve litigation. As such, the Town is required to retain documentation that may be relevant to such matters, including electronically stored information ("ESI") such as emails, text messages, voicemail messages, photos, videos, social media posts and/or any other communications or documents relevant to the matter and sought in discovery. Please continue to maintain and preserve all potentially relevant information and take steps to prevent the automatic or periodic deletion or spoliation of any evidence or files on your computers, tablets, phones, email accounts, flash drives, backup locations, and/or in any other media.

If the Town has any questions about the terms of our agreement as set forth in this letter, please do not hesitate to contact me. Assuming the Town finds this agreement satisfactory, please have the Town sign, date, and return the agreement. I am thankful and honored for this opportunity to represent the Town and its best interests as its Town Attorney.

With best regards, I remain

Very truly yours,

G. Grady Richardson, Jr.

AUTHORIZED AND ACCEPTED BY:

TOWN OF WRIGHTSVILLE BEACH,
A Municipal Body and Politic

F. DARRYL MILLS, Mayor

Date: _____



Town of Wrightsville Beach
North Carolina
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
Ph: 910-256-7900

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Resolution No. (2025) 2352

Date: March 13, 2025

Background:

The Town of Wrightsville Beach is required to have its financial statements audited annually in accordance with North Carolina General Statutes. The Town has been presented with the opportunity to contract once again with Martin Starnes & Associates, CPAs, P.A., which has consistently provided reliable auditing services and demonstrated competence in performing audits in compliance with all applicable laws and standards.

The contract includes a fee of \$35,250 for performing the audit and financial statement preparation. Should the Town require a single audit, which is mandated if \$750,000 or more in federal or state grant funding is expended within a single year; an additional fee of \$4,250 will apply. The total cost will not exceed \$39,500.

Recommendation:

Staff recommends approving Resolution (2025) 2352 to engage Martin Starnes & Associates, CPAs, P.A. for the provision of auditing services for the 2024/25 fiscal year. The Town Manager is authorized to execute the contract on behalf of the Town, and the Finance Officer will ensure compliance with all applicable auditing requirements.

Requested Action:

Consider approving Resolution (2025) 2352.

RESOLUTION NO. (2025) 2352

Board of Aldermen

Town of Wrightsville Beach, North Carolina

Date: March 13, 2025



**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF
WRIGHTSVILLE BEACH, NORTH CAROLINA APPROVING THE CONTRACT FOR
THE PROVISION OF AUDITING SERVICES WITH MARTIN STARNES &
ASSOCIATES, CPAs, P.A.**

WHEREAS, the Town of Wrightsville Beach (hereafter referred to as the "Town") is required to have its financial statements audited annually in accordance with North Carolina General Statutes; and

WHEREAS, Martin Starnes & Associates, CPAs, P.A. has provided auditing services to the Town of Wrightsville Beach and has demonstrated competence and experience in performing such audits in compliance with all applicable laws and standards; and

WHEREAS, the Board of Aldermen finds it to be in the best interest of the Town to enter into a contract with Martin Starnes & Associates, CPAs, P.A. for the provision of auditing services for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE
TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA:**

1. That the Town of Wrightsville Beach does hereby approve the contract for auditing services between the Town and Martin Starnes & Associates, CPAs, P.A. for the period beginning July 1, 2025, and ending June 30, 2026.
2. That the Mayor is authorized to execute the contract on behalf of the Town of Wrightsville Beach.
3. That the Finance Officer is directed to take all necessary steps to ensure compliance with the terms of the contract and applicable auditing requirements.
4. That this resolution shall be effective immediately upon its adoption.

This Resolution adopted this day of March 13, 2025.

ATTEST:

F. Darryl Mills, Mayor

Lance G. Heater, Town Clerk

(SEAL)

The	Governing Board
of	Board of Aldermen
	Primary Government Unit
	Town of Wrightsville Beach, NC
and	Discretely Presented Component Unit (DPCU) (if applicable)
	N/A

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

and	Auditor Name
	Martin Starnes & Associates, CPAs, P.A.
	Auditor Address
	730 13th Avenue Drive SE, Hickory, NC 28602

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Date Audit Will Be Submitted to LGC
	06/30/25	12/31/25

Must be within six months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$750,000 for a federal single audit and \$500,000 for a State Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

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

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

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

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within six months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

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

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

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

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

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

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

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

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

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

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

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

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

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

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

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

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

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

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

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

Name:

Title and Unit / Company:

Email Address:

Brian Murray

Finance Officer, Town of Wrightsville Beach

bmurray@towb.org

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

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

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

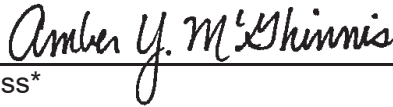
4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC,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

Primary Government Unit	Town of Wrightsville Beach, NC
Audit Fee (financial and compliance if applicable)	\$ 34,300 (\$30,050 audit + \$4,250 single audit for up to 2 programs)
Fee per Major Program (if not included above)	\$ 4,250 per major program in excess of 2
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ 5,200
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 39,500 (includes up to 2 major programs)

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

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative (typed or printed)* Amber Y. McGhinnis	Signature* 
Date* 02/27/25	Email Address* amcghinnis@msa.cpa

GOVERNMENTAL UNIT

Governmental Unit* Town of Wrightsville Beach, NC	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* Darryl Mills, Mayor	Signature*
Date	Email Address* dmills@towb.org

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

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

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

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

Sum Obligated by This Transaction:	\$ 39,500 (includes up to 2 major programs)
Primary Governmental Unit Finance Officer* (typed or printed) Brian Murray, Finance Officer	Signature*
Date of Pre-Audit Certificate*	Email Address* bmurray@towb.org

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

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

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

DPCU – PRE-AUDIT CERTIFICATE

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

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

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)* N/A	Signature*
Date of Pre-Audit Certificate*	Email Address*

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

PRINT

Report on the Firm's System of Quality Control

To the Shareholders of Martin Starnes & Associates, CPAs, P.A. and the
Peer Review Committee, Coastal Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. (the firm) in effect for the year ended December 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. in effect for the year ended December 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates, CPAs, P.A. has received a peer review rating of *pass*.

Dean Dorton Allen Ford, PLLC

Dean Dorton Allen Ford, PLLC

May 10, 2024

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

(910) 256-7925 • ParksAndRecreation@towb.org • www.towb.org

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor *Katie*

Subject: Budget Ordinance (2025) 651-B

Date: March 7, 2025

Attached for the Board's consideration is budget ordinance (2025) 651-B for unanticipated expenses in the amount of \$10,000 incurred in the construction of the Park and Municipal parking lots.

REQUESTED ACTION: Approve Budget Ordinance (2025) 651-B as presented.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2025) 651-B
FISCAL YEAR 2024/2025

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2025. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
10-6120-9649	Transfer to Fund 52	10,000	
10-3991	Appropriated Fund Balance		10,000

Section II. To amend the Pickleball & Tennis Config Fund (Fund 52) for unanticipated/unbudgeted expenses during FY 2025. The Town's Pickleball & Tennis Config Fund (Fund 52) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
52-6120-1903	Town Hall Parking Lot	5,000	
52-6120-1902	Park Parking Lot	5,000	
52-3985	Transfer From Fund 10		10,000

Section III. Copies of this Budget Ordinance No. (2025) 651-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 13th day of March 2025.

DARRYL MILLS
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal



Town of Wrightsville Beach
North Carolina
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
Ph: 910-256-7900

MEMORANDUM

To: Mayor Mills and Board of Aldermen
From: Brian Murray, Finance Officer
Subject: **Approval of Lease Renewal Agreements**
Date: March 13, 2025

Background

The Town of Wrightsville Beach has **three lease agreements set to expire on June 30, 2025**. Per the terms of the lease agreements, the tenants have provided the required **120 days' notice** of their intent to renew for an additional one-year term from **July 1, 2025 – June 30, 2026**.

The following tenants are requesting renewal:

1. **NC Holiday Flotilla**
2. **Harbor Island Garden Club**
3. **Sprout Yoga and Art for Kids**

Lease Terms

- All existing lease terms remain unchanged, including rent.
- The tenant will continue to be responsible for reimbursing the Town for the actual cost of property insurance. Once the Town receives the policy for the upcoming year, the final insurance cost will be provided to the tenant.
- The Lease Renewal Agreements have been prepared and are included for Board approval.

Recommendation

Staff recommends that the Board approve the Lease Renewal Agreements between the Town of Wrightsville Beach and the tenants listed above and authorize Brian Murray, Finance Officer, to execute the agreements on behalf of the Town.

Attachments:

- Lease Renewal Agreement – NC Holiday Flotilla
- Lease Renewal Agreement – Harbor Island Garden Club
- Lease Renewal Agreement – Sprout Yoga and Art for Kids

LEASE RENEWAL AGREEMENT

This **Lease Renewal Agreement** ("Agreement") is made and entered into this ____ day of _____, 2025, by and between:

- **Landlord: Town of Wrightsville Beach**, by its **Finance Officer, Brian Murray**, with an address at **321 Causeway Drive, Wrightsville Beach, NC 28480** ("Landlord"), and
- **Tenant: North Carolina Holiday Flotilla at Wrightsville Beach, Inc.**, with an address at **10A Sea Water Lane, Wrightsville Beach, NC 2840** ("Tenant").

WHEREAS, Landlord and Tenant entered into a Lease Agreement dated **October 1, 2024** (the "Original Lease") for the premises located at **10A Sea Water Lane, Wrightsville Beach, NC 2840**; and

WHEREAS, the Original Lease provides for up to three (3) one-year renewal terms, subject to approval by the **Landlord's Board of Aldermen**; and

WHEREAS, Tenant has exercised their option to renew the Lease, and the **Landlord's Board of Aldermen has approved such renewal**.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Lease Renewal Term

The Lease is hereby **renewed for one (1) additional year**, commencing on **July 1, 2025**, and ending on **June 30, 2026** (the "Renewal Term"), under the same terms and conditions as set forth in the Original Lease, except as modified herein.

2. Rent & Additional Rent

- Tenant shall pay a base rent of **\$300.00 per month**, payable in accordance with the terms of the Original Lease.

3. Insurance Cost

- Tenant shall be responsible for **reimbursing the Landlord for the actual cost of property insurance** related to the leased premises.
- The estimated insurance cost for the renewal term is **\$110.92**, based on the prior year's premium.
- Tenant will be informed of the **final insurance amount** prior to their first lease payment under the new lease term.

4. Board of Aldermen Approval

This Lease Renewal Agreement is **contingent upon the approval of the Landlord's Board of Aldermen**, as required under the Original Lease. The renewal has been duly approved at the Board meeting held on **March 13, 2025**.

5. No Other Modifications

Except as expressly modified by this Agreement, **all terms and conditions of the Original Lease shall remain in full force and effect.**

6. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the **State of North Carolina.**

7. Signatures

IN WITNESS WHEREOF, the parties hereto have executed this Lease Renewal Agreement as of the date first written above.

LANDLORD:

Town of Wrightsville Beach

By: **Brian Murray**

Title: **Finance Officer**

Town of Wrightsville Beach

321 Causeway Drive

Wrightsville Beach, NC 28480

Date: _____

TENANT:

North Carolina Holiday Flotilla at Wrightsville Beach, Inc.

By: _____

Title: _____

Date: _____

LEASE RENEWAL AGREEMENT

This **Lease Renewal Agreement** ("Agreement") is made and entered into this ____ day of _____, 2025, by and between:

- **Landlord: Town of Wrightsville Beach**, by its **Finance Officer, Brian Murray**, with an address at **321 Causeway Drive, Wrightsville Beach, NC 28480** ("Landlord"), and
- **Tenant: Harbor Island Garden Club**, with an address at **307 West Salisbury Street, Wrightsville Beach, NC 28480** ("Tenant").

WHEREAS, Landlord and Tenant entered into a Lease Agreement dated **August 16, 2024** (the "Original Lease") for the premises located at **307 West Salisbury Street, Wrightsville Beach, NC 28480**; and

WHEREAS, the Original Lease provides for up to three (3) one-year renewal terms, subject to approval by the **Landlord's Board of Aldermen**; and

WHEREAS, Tenant has exercised their option to renew the Lease, and the **Landlord's Board of Aldermen** has approved such renewal.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Lease Renewal Term

The Lease is hereby **renewed for one (1) additional year**, commencing on **July 1, 2025**, and ending on **June 30, 2026** (the "Renewal Term"), under the same terms and conditions as set forth in the Original Lease, except as modified herein.

2. Rent & Additional Rent

- Tenant shall pay a base rent of **\$50.00 per month**, payable in accordance with the terms of the Original Lease.
- Tenant shall pay an additional **\$50 per month** as **additional rent** to cover the cost of **basic landscaping services provided by the Landlord**, as outlined in the Original Lease Agreement.

3. Insurance Cost

- Tenant shall be responsible for **reimbursing the Landlord for the actual cost of property insurance** related to the leased premises.
- The estimated insurance cost for the renewal term is **\$130.42**, based on the prior year's premium.
- Tenant will be informed of the **final insurance amount** prior to their first lease payment under the new lease term.

4. Board of Aldermen Approval

This Lease Renewal Agreement is **contingent upon the approval of the Landlord's Board of Aldermen**, as required under the Original Lease. The renewal has been duly approved at the Board meeting held on **March 13, 2025**.

5. No Other Modifications

Except as expressly modified by this Agreement, **all terms and conditions of the Original Lease shall remain in full force and effect**.

6. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the **State of North Carolina**.

7. Signatures

IN WITNESS WHEREOF, the parties hereto have executed this Lease Renewal Agreement as of the date first written above.

LANDLORD:

Town of Wrightsville Beach

By: **Brian Murray**

Title: **Finance Officer**

Town of Wrightsville Beach

321 Causeway Drive

Wrightsville Beach, NC 28480

Date: _____

TENANT:

Harbor Island Garden Club

By: _____

Title: _____

Date: _____

LEASE RENEWAL AGREEMENT

This **Lease Renewal Agreement** ("Agreement") is made and entered into this ____ day of _____, 2025, by and between:

- **Landlord: Town of Wrightsville Beach**, by its **Finance Officer, Brian Murray**, with an address at **321 Causeway Drive, Wrightsville Beach, NC 28480** ("Landlord"), and
- **Tenant: Sprout – Yoga & Art for Kids, LLC** with an address at **5 Live Oak Drive, Wrightsville Beach, NC 28480** ("Tenant").

WHEREAS, Landlord and Tenant entered into a Lease Agreement dated **September 1, 2024** (the "Original Lease") for the premises located at **5 Live Oak Drive, Wrightsville Beach, NC 28480**; and

WHEREAS, the Original Lease provides for up to three (3) one-year renewal terms, subject to approval by the **Landlord's Board of Aldermen**; and

WHEREAS, Tenant has exercised their option to renew the Lease, and the **Landlord's Board of Aldermen has approved such renewal**.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Lease Renewal Term

The Lease is hereby **renewed for one (1) additional year**, commencing on **July 1, 2025**, and ending on **June 30, 2026** (the "Renewal Term"), under the same terms and conditions as set forth in the Original Lease, except as modified herein.

2. Rent & Additional Rent

- Tenant shall pay a base rent of **\$750.00 per month**, payable in accordance with the terms of the Original Lease.

4. Board of Aldermen Approval

This Lease Renewal Agreement is **contingent upon the approval of the Landlord's Board of Aldermen**, as required under the Original Lease. The renewal has been duly approved at the Board meeting held on **March 13, 2025**.

5. No Other Modifications

Except as expressly modified by this Agreement, **all terms and conditions of the Original Lease shall remain in full force and effect**.

6. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the **State of North Carolina**.

7. Signatures

IN WITNESS WHEREOF, the parties hereto have executed this Lease Renewal Agreement as of the date first written above.

LANDLORD:

Town of Wrightsville Beach

By: **Brian Murray**

Title: **Finance Officer**

Town of Wrightsville Beach

321 Causeway Drive

Wrightsville Beach, NC 28480

Date: _____

TENANT:

Sprout – Yoga and Art for Kids, LLC

By: _____

Title: _____

Date: _____



Town of Wrightsville Beach
North Carolina
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
Ph: 910-256-7900

TOWN MANAGER MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Haynes Brigman, Town Manager

Subject: **Approval of Budget Ordinance (2025) 653-B for landscaping**

Date: March 6, 2025

Background:

The two separate projects currently underway at the Town Hall and Wrightsville Beach Park areas (pickleball courts and parking lot improvements) did not account for landscaping expenses outside of general grading and seeding once the projects were complete.

The Town has sourced a landscape contractor to install sod, mulch, grassy plants, shrubs, and trees in the areas of the project that include the Wrightsville Beach Park parking lot area, tennis courts, and Town Hall parking lot. The cost for installation of these items is expected to be \$75,000.

Recommendation:

Approve the attached Budget Amendment and authorize the Town Manager to contract with Seacoast Landscaping in an amount not to exceed \$75,000.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2025) 653-B
FISCAL YEAR 2024/2025

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2025, the Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
10-6130-5000	Capital Outlay	75,000	
10-3984	Transfer from GF CIP		75,000

Section II. To amend the General Fund Capital Reserve (Fund 63) for unanticipated/unbudgeted expenses during FY 2025. The Town's General Fund Capital Reserve (Fund 63) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
63-9800-9649	Transfer to Fund 10	75,000	
63-3991	Appropriated Fund Balance		75,000

Section III. Copies of this Budget Ordinance No. (2025) 653-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 13th day of March 2025.

DARRYL MILLS
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal



Town of Wrightsville Beach
North Carolina
321 Causeway Drive
Wrightsville Beach, NC 28480
910-256-7900

To: Mayor Mills and Board of Aldermen
From: Brian Murray, Finance Officer
Subject: Budget Ordinance (2025) 654-B; closure of inactive capital project funds
Date: March 13, 2025

Background: The Town has three capital project funds that are either complete or no longer active and need to be closed.

- **Fund 46** was established nearly 10 years ago for two small parking expansion projects. These projects were completed several years ago, and the fund is no longer needed.
- **Fund 41** was created around the same time to account for multiple IT projects occurring simultaneously. As all projects have been completed, this fund should also be closed.
- **Fund 57** was established a few years ago to carry over the budget for three public safety capital purchases that were still in progress at fiscal year-end. These purchases have since been completed and added to the Town's assets, making the fund unnecessary.

The process for closing these capital project funds involves amending the budgeted revenues and expenditures to reflect actual amounts. If any remaining fund balance exists, it will be transferred back to the General Fund. This best practice ensures that funds do not remain idle within inactive project accounts and prevents completed or inactive projects from continuing to appear in the Town's annual financial statements.

Requested Action: Approve Budget Ordinance (2025) 654-B.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
CAPITAL PROJECT ORDINANCE (2025) 654-B
FISCAL YEAR 2024/25

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance and the following capital project funds closed for the fiscal year ending June 30, 2025:

Section I. To amend the IT Capital Project Fund (Fund 41) to inactivate and close said Town Fund and consolidate in the Town's General Fund (Fund 10), the fund accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
41-4210-5240	Video Surveillance Infrastructure	3,111.89	
41-9800-9600	Transfer to Fund 10	8,163.78	
41-3831	Interest Earned		109.86
41-3991	Appropriated Fund Balance		11,165.81

Section II. To amend the Parking Improvements Capital Project Fund (Fund 46) to inactivate and close said Town Fund and consolidate in the Town's General Fund (Fund 10), the fund accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
51-3831	Interest Earned		36.12
46-3991	Appropriated Fund Balance		2,429.34
46-9800-9600	Transfer to Fund 10	2,465.46	

Section III. To amend the Public Safety Capital Project Fund (Fund 57) to inactivate and close said Town Fund and consolidate in the Town's General Fund (Fund 10), the fund accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
57-9800-9600	Transfer to Fund 10	17,979.58	
57-3831	Interest Earned		256.77
57-3991	Appropriated Fund Balance		17,722.81

Section IV. Copies of this Budget Ordinance No. (2025) 654-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 13th day of March 2025.

DARRYL MILLS
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

(910) 256-7925 • ParksAndRecreation@towb.org • www.towb.org

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor *Katie*

Subject: Paving Bob Sawyer Drive

Date: March 7, 2025

Evergreen Land Services is the contractor paving the parking lots. They have submitted a quote for \$60,905 to pave Bob Sawyer Drive (attached). The paving includes two crosswalks, a flexible pedestrian crossing sign and removal of the two speed humps. Evergreen can schedule the paving as early as the week of March 17.

Should the Board approve the Evergreen proposal for Bob Sawyer Drive, Budget Ordinance (2025) 652-B is also attached for consideration.

REQUESTED ACTION:

- 1) Approve Evergreen's proposal to pave Bob Sawyer Drive.
- 2) Approve Budget Ordinance (2025) 652-B allocating Powel Bill funds for paving Bob Sawyer Drive.



evergreennc.us

Wrightsville Beach Town Park Improvements
Cape Fear Engineering
Demo & Repave Bob Sawyer

Line Item	DESCRIPTION	TYPE	UNIT	UNIT PRICE	Total
1	Mobilization	LS	1	\$ 3,000.00	\$ 3,000.00
2	Milling 1.5"	LS	1	\$ 14,500.00	\$ 14,500.00
4	Paving 1.5" 9.5B	LS	1	\$ 42,180.00	\$ 42,180.00
5	6' Cross Walk white paint	LS	2	\$ 425.00	\$ 850.00
8	Stop Bar 24'	LS	1	\$ 75.00	\$ 75.00
9	Double Yellow Centerline Stripe	LS	1	\$ 300.00	\$ 300.00
				Grand-Total	\$ 60,905.00

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2025) 652-B
FISCAL YEAR 2024/2025

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025:

Section I. To amend the Street Maintenance Fund (Fund 53) for unanticipated/unbudgeted expenses during FY 2025. The Town's Street Maintenance Fund (Fund 53) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
53-4510-5002	Bob Sawyer Paving	70,000	
53-3865	Powell Bill Allocation		70,000

Section II. Copies of this Budget Ordinance No. (2025) 652-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 13th day of March 2025.

DARRYL MILLS
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal



March 4, 2025

Memorandum

To: Mayor Mills and Board of Aldermen
From: Robert O'Quinn, Planner
Re: § 32.12 Organization; Meetings; Records.
Cc: Tony Wilson, Acting Town Manager

Summary

The Wrightsville Beach Planning Board has reviewed and approved an updated version of its Rules of Order for 2025. These rules outline the meeting procedures, voting processes, and responsibilities of the Planning Board, ensuring alignment with Robert's Rules of Order and local government best practices.

The updates provide clearer guidelines for remote participation, agenda structure, and decision-making, while maintaining the Board's ability to effectively conduct business in a transparent and orderly manner.

Request:

The **Planning Board requests the Board of Aldermen's approval** of the **2025 Rules of Order** to formally adopt these updated procedures. The key revisions include:

1. **Meeting Procedures**
2. **Remote Participation**
3. **Meeting Materials & Transparency**
4. **Voting & Decision-Making Procedures**
5. **Agenda Structure**
 - Meetings will follow a **standardized agenda**, including:
6. **Planning Board Responsibilities**
7. **Staff Support & Amendments to the Rule of Order**

Planning Board Vote & Recommendation

The Wrightsville Beach Planning Board voted to approve the Rules of Order and recommends that the Board of Aldermen adopt these rules as the official procedures governing the Planning Board's operations.



TOWN OF WRIGHTSVILLE BEACH
PLANNING & INSPECTIONS ▪ 321 CAUSEWAY DRIVE ▪ P.O. BOX 626
WRIGHTSVILLE BEACH, N.C. 28480 ▪ 910-256-7937



Requested Action: The Board of Aldermen is asked to review and approve the updated 2025 Rules of Order for the Wrightsville Beach Planning Board.

Attachments:

1. Planning Board Rules of Order
2. Rules of Procedure Ordinance



§ 32.12 ORGANIZATION; MEETINGS; RECORDS.

(A) There shall be a Chairman and Vice Chairman elected annually by the Board members at the regular meeting in February. **The Board shall adopt Rules of Procedure which shall be effective following approval by the Board of Aldermen.** The Board shall keep minutes of meetings, records of the members' attendance and resolutions, discussions, findings and recommendations, all of which minutes and such records shall be furnished to the Board of Aldermen. The records shall be considered public records. The Board shall hold at least one meeting each month and all meetings shall be open to the public and subject to the provisions of G.S. Chapter 143, Article 33C regarding open meetings.

(B) The Board of Aldermen shall have the authority to remove any member who misses three consecutive regular meetings or more than four total meetings during his or her membership on the Planning Board. It shall be the responsibility of the Chairman of the Planning Board to advise the Board of Aldermen of any member who misses three consecutive regular meetings or more than a total of four meetings. In the event the Board of Aldermen removes a member because of his or her failure to comply with the attendance requirements set forth herein, the Board of Aldermen shall notify the Chairman of the Planning Board, in writing, that the member has been removed. Each member shall notify the Chairman or the Planning staff at least 48 hours before a regular meeting when an absence is anticipated.

('72 Code, § 2-14) (Ord., passed 3-20-69; Am. Ord., passed 6-27-74; Am. Ord. 1170, passed 3-12-92; Am. Ord. 1252, passed 5-25-95)

Wrightsville Beach Planning Board Rules of Order

(Adapted in accordance with Robert's Rules of Order)

Article I: Meetings

- 1. Regular Meetings:** The Planning Board shall hold regular meetings on the first Tuesday of each month at 5:30 PM, unless otherwise specified by the Board.
- 2. Quorum:** A quorum shall consist of four members present of the 7 appointed members. No official business shall be conducted without a quorum.
- 3. Cancellation of Meetings:** The Chair may cancel a regularly scheduled meeting if there are no agenda items. A cancellation notice must be sent to all members at least 48 hours before the scheduled meeting time.
- 4. Remote Participation:** Members may participate in meetings remotely, subject to the following conditions:
 - (a)** Members participating remotely shall be considered present for the purpose of establishing a quorum.
 - (b)** Remote participation is allowed for any member who is unable to attend in person due to illness or travel.
 - (c)** Members participating remotely shall have the capability to hear and be heard by others during the meeting.
 - (d)** To participate remotely, a motion must be made by a present member, and a majority vote is required to allow for the remote member's participation.
 - (e)** If a member is participating remotely, all matters being voted on require a roll call vote.
 - (f)** Remote participants may vote on all matters.
- 1. Planning Department:** The Planning Board requests that:
 - (a)** Meeting Packets for New, Old and Other Business be available in printed copy to all Board Members the Thursday before or five days prior to the scheduled meeting.
 - (b)** Large scale drawings be available for review at Town hall Planning Department offices Thursday before or five days prior to the scheduled meeting.
 - (c)** Meeting Minutes shall be action minutes, including a summary of motions, votes, and key discussion points. Dissenting viewpoints shall be briefly noted to provide context for the Board of Aldermen. Full meeting recordings will be maintained and made available for detailed review.

Article II: Decision-Making

1. **Voting:** Decisions shall be made by a majority vote of the members present and voting, except where a different majority is required by law or these rules.

- (a) The document adheres to Robert's Rules of Order for voting procedures. When a member wishes to propose an agenda item or motion during a meeting, they must make a formal motion, which requires a second from another member to proceed. Following this, the Chair opens the floor for discussion. Once discussion is concluded, a vote is taken.
- (b) Members cast their votes either by voice, raising hands, or other agreed-upon methods. The majority vote determines the outcome of the motion, except where a different majority is required by law, or the rules outlined in this document.
- (c) In the event of a close vote or if requested by any member, a roll call vote shall be conducted. Each member's vote is individually recorded and added to the final count. Abstentions, if any, are noted but not counted in determining the majority.
- (d) These voting procedures ensure a fair and transparent decision-making process, aligning with the principles of Robert's Rules of Order.

2. Agenda Item Procedures:

- (a) **Chair Introduces Agenda Item:** The Chair introduces the agenda item, providing an overview and context for the discussion.
- (b) **Staff Presentation:** The staff presents relevant information regarding the agenda item. This may involve summarizing a staff memo, presenting data, and providing any necessary background or context. Members of the Planning Board may engage in a discussion regarding the agenda item. They may ask questions, seek clarifications, express opinions, or raise concerns.
- (c) **Applicant Presentation:** If applicable, the applicant or relevant party presents their case or perspective regarding the agenda item. This may include additional information, arguments, or responses to questions.
- (d) **Public Participation/Comment:** The Board shall provide opportunities for public participation during designated agenda periods. Members of the public will be allowed to speak before the Planning Board. Before any formal vote or decision, a designated time is typically set aside for public comment. During this period, members of the public may share their views, ask questions, or provide input on the agenda item. The Chair moderates this portion to ensure a fair and orderly process.
- (e) **Board Deliberation:** Following public comment, the Planning Board engages in further deliberation. Members may discuss the item, share thoughts, and

consider public input. Changes and conditions to the agenda item can be proposed.

(f) Close of Deliberation, Call for Motion and Vote: At the conclusion of deliberations the asks for a motion, which may be discussed and amended prior to voting.

(g) Decision Announcement: The Chair announces the outcome of the vote and any specific actions or resolutions resulting from the decision.

3. **Abstentions:** Members may abstain from voting if they have a conflict of interest or for any other justifiable reason. Abstentions shall not be counted in determining the majority.
4. **Roll Call:** Upon request of any member, a roll call vote shall be taken, and each member's vote shall be recorded.

Article III: Powers and Duties

1. **Agenda Order:** The agenda for each meeting shall follow the order below:
 - (a)** Call to Order
 - (b)** Pledge of Allegiance
 - (c)** Approval of Minutes
 - (d)** New Business
 - (e)** Old Business
 - (f)** Other Business from the Chairperson and Board Members
 - (g)** Other Business from Staff
 - (h)** Adjournment
2. **Studies:** To make careful studies of present conditions and the probable future development of the town and its environs. Such studies may include but are not limited to land use surveys; population studies; economic base studies; schools, parks, and recreation studies; traffic studies; and urban renewal studies. § 32.13(A).
3. **Comprehensive Plan:** To formulate and maintain a comprehensive plan of the town and its environs for the purpose of achieving a coordinated, adjusted, and harmonious development of the municipality which would promote, in accordance with present and future needs, the safety, morals, order, convenience, prosperity, and general welfare of its citizens; efficiency and economy in the process of development; convenience of traffic; safety from fire and other dangers; adequate light and air; healthful and convenient distribution of population; provision of adequate open spaces; good civic design and arrangement; wise and efficient expenditures of public funds; adequate provision for public utilities; and other matters pertaining to public requirements. The comprehensive plan shall consist of a number of parts, which may include but not be limited to the following: a land use plan, a major thoroughfare plan, a utilities plan, a

plan for economic development, a recreation plan, a school plan, and a community facilities plan. § 32.13(B).

4. **Zoning Ordinances and Subdivision Regulations:** To suggest revisions from time to time to the existing zoning ordinances and to make other recommendations as the Planning Board deems appropriate from time to time to the Board of Aldermen regarding zoning ordinances. To suggest revisions from time to time to the existing subdivision regulations and to make other recommendations as the Planning Board deems appropriate from time to time to the Board of Aldermen regarding subdivision ordinances. § 32.13(C) and (D).
5. **Powers of Review:** To review and make recommendations to the Board of Aldermen upon the extent, location, and design of all public structures and facilities; on the acquisition and disposal of public properties; on the opening, abandonment, widening, extension, narrowing, or other change to streets and other public ways; and on the construction, extension, expansion, or abandonment of utilities, whether publicly or privately owned. However, in the absence of a recommendation from the Planning Board after the expiration of 30 days from the date on which the question has been submitted in writing to the Board, the Board of Aldermen may if it deems wise, take final action. § 32.13(E).
6. **Annual Report:** To submit, in April of each year, to the Board of Aldermen, a report of its activities, for the preceding year. § 32.13(F).
7. **Committees:** When requested by the Board of Aldermen, In exercising the powers and duties set forth herein, the Planning Board is authorized to appoint committees made up in whole or in part of citizens of the town who are not members of the Planning Board. Provided, however, that the creation of the committees and the appointments thereto shall be subject to the prior approval of the Board of Aldermen. § 32.13(G).

Article IV: Staff Support

1. **Town Manager's Responsibility:** The Town Manager shall be responsible for appointing staff personnel to support the activities of the Planning Board. § 32.13(H).
2. **Designation:** The Town Manager shall designate those staff members so appointed in writing and shall provide a copy of the designation to the Planning Board Chairman. The Planning Board shall not utilize the services of any staff personnel other than those so designated without the prior approval of the Town Manager. § 32.13(H).

Article V: Amendments

1. **Amendment Procedure:** These rules may be amended by a two-thirds vote of the members present and voting, provided notice of the proposed amendment is given at the previous regular meeting.



March 4, 2025

Memorandum

To: Mayor Mills and Members of the Board of Aldermen
From: Robert O'Quinn, Planner
Re: Review a Special Use Permit Application for a Columbarium and Memorial Garden
Cc: Tony Wilson-Planning Director, Haynes Brigman-Town Manager

Background

Wrightsville United Methodist Church, located at 4 Live Oak Drive, has submitted a Special Use Permit (SUP) application to establish a memorial garden and columbarium on church property. The project is intended to provide a dedicated space for the interment of cremated remains, serving church members and their families. The proposed location for the columbarium is currently an underutilized side yard, and the project aims to enhance the church grounds while offering a peaceful space for reflection and remembrance.

The proposed project aligns with local zoning regulations and complies with environmental and aesthetic considerations, ensuring minimal disturbance to the surrounding properties. Letters of support from neighboring property owners and community members indicate that the project is well received and seen as an enhancement to the neighborhood.

Summary of Request

The applicant requests a Special Use Permit to allow for the construction and operation of a columbarium as an accessory use to the church. The key elements of the proposal include:

- Installation of a columbarium and memorial garden within an existing 10' x 70' side yard.
- Use of environmentally sustainable materials and landscaping to integrate the garden into the existing site.
- Minimal impact on neighboring properties, with efforts to ensure privacy and aesthetic compatibility.
- No anticipated increase in traffic, noise, or infrastructure demands as a result of the project.

The Board of Aldermen is asked to review the application to determine whether it meets the zoning requirements and standards for a Special Use Permit under Section 155.4.5 of the Town's Zoning Ordinance and, if so, to grant the Special Use Permit.

Technical Review

The Special Use Permit application was reviewed by the relevant town departments, and the following feedback was provided:

- **Fire Department:** No concerns were raised regarding fire safety or emergency access.
- **Public Works:** No issues were identified with existing infrastructure, drainage, or maintenance.
- **Police Department:** The Police Chief recommended installing a lock on the back gate near the Landing to enhance security and prevent unauthorized access.

Public Notice



Legal advertisements were published in the Wilmington Star News on March 3 and 10, 2025

Recommendation

Staff recommends that the Board of Aldermen review the application, consider public input, and grant the issuance of the Special Use Permit.

Attachments:

1. SUP Application Application
2. Public Notice

SPECIAL USE PERMIT APPLICATION (SUP 05-01)

Town of Wrightsville Beach, North Carolina

Purpose of Special Use *There are certain land uses which, because of their unique characteristics, cannot be properly classified in any particular district without consideration in each case of the impact of those uses upon neighboring land uses and the public need for the particular use in the particular location*(§155.4.5). The project you are proposing requires a Special Use Permit. The permit is issued only after the application is reviewed by town staff, the Planning Board and the Board of Aldermen and the public by public notice and public hearing.

Applicants must fill out this application entirely and also gather information and material referenced in this application. **The non-refundable fee for this application is \$400.00.** The following guidelines are provided to aid the applicant in preparing a proper application as referenced in Section 155.4.5 as amended, of the Town's Zoning Ordinance.

1. The applicant must prepare and submit **10 hard copies and one electronic copy** of this application and accompanying materials to the Planning and Inspections Director (Town Hall, P. O. Box 626, 321 Causeway Drive, Wrightsville Beach, NC 28480) thirty (30) days prior to the next regular Planning Board meeting. The Planning Board meets the FIRST TUESDAY of each month except November when they meet the second Tuesday.
2. Failure to submit the complete packet of materials will result in return of the application. The application must meet minimum Town Requirements for all local ordinances (zoning, flood, building, etc.). Amended submittals may be held until the next Planning Board meeting if returned less than ten (10) days prior to the current Planning Board meeting.
3. Upon receipt of a valid and complete application, the Planning and Inspections Director will submit the application to department heads for review and also include the application in the next available Planning Board packet.
4. A representative of the proposed project must be present during the Planning Board meeting.
5. No Special use shall be recommended to the Aldermen by the Planning Board unless the Board shall find in the affirmative of the Zoning Ordinance standards §155.4.5.4(E) (See page 5 of this application.)
6. After review and recommendation by the Planning Board, the Board of Aldermen shall hold a public hearing on the Special Use Permit. The Board of Aldermen at the advertised public hearing will consider recommendations from the Planning Board and staff. The Board of Aldermen will also hear objections to or approval of the Special Use Permit application from members of the public. The Board of Aldermen will then grant or deny the permit.

APPLICANT INFORMATION

Property Owner Wrightsville United Methodist Church, Inc.

Owner Mailing Address:

P.O. Box 748

Wrightsville Beach, NC 28403

Telephone Number (W) 910-256-4471 (H) (FAX)

Representative/Agent for Owner

(ATTACH AUTHORITY FOR APPOINTMENT OF AGENT)

Melissa Wagenseller

Agent Address

230 Hooker Road

Wilmington, NC 28403

Telephone Number (W) (H) 910-242-1942 (FAX)

PROJECT INFORMATION

Address:

4 Live Oak Drive

Wrightsville Beach, NC 28480

Legal Address: Parcel No. RO6307-002-014-000 / Book 5551 Page 2746

(Book and Page as recorded at the New Hanover County Registrar of Deeds Office)

PROPOSED PROJECT

Describe project and use:

Install church memorial garden and columbarium for the interment of cremated remains of eligible persons

Proposed Construction Date Anticipated Spring, 2025

Estimated Completion Date Anticipated Fall, 2025

State Primary Street Frontage (name) Live Oak Drive

ZONING INFORMATION

Zoning District of Site G1 Does this project require rezoning? No

Proposed Use Memorial Garden

DIMENSIONAL INFORMATION

Lot Dimensions Approximately 10' X 70' Total Lot Square Footage 700

State Setbacks of ALL Structures:

There are no required setbacks for the structure

Dimensions of Principal and Accessory Buildings

Principal - 140' X 70' (Church)

Accessory - 6' X 2'3" X 70' (Columbarium)

Elevation of ALL Structures The brick columbarium will be 6'

Total Square Footage of Principal Structure 9,800

Total Square Footage of Accessory Structures 227.5

PARKING AND TRAFFIC MANAGEMENT

Parking Spaces On Site (TOTAL) 82 (Handicapped) 8 (Standard) 74

Parking Space Dimension and Isle Separation 8.5' X 18' Dimension 14' Isle Separation

Describe Provisions for Ingress and Egress of Site:

No changes to the current ingress and egress proposed by this special use

SIGNAGE

Describe (fully) all proposed signs for this project (dimensions, heights, construction materials and location must be provided):

There are no signs proposed for this project

INFORMATION FOR DEPARTMENTAL REVIEW

FIRE PROTECTION

Fire Protection - Construction Classification

See Attachment A

Describe (fully) Fire Protection Provisions Provided in the Project:

Provisions will be provided in accordance with requirements by the Fire Marshal

Fire Flow Requirements

Egress at both ends of garden

POLICE REQUIREMENTS

Describe Any Special or Unusual Police Protection Requirements:

None

STORMWATER

Describe any connections to Town drainage systems No changes are proposed by this SUP application

WATER REQUIREMENTS

Maximum Estimated Water Demand GPD

No changes are proposed by this SUP application

Calculations N/A

Water Main Size Available at Site

No Changes are proposed by this SUP application

SEWER REQUIREMENTS

Maximum Estimated Sewage Disposal GPD

No Changes are proposed by this SUP application

Calculations N/A

SOLID WASTE REQUIREMENTS

Maximum Solid Waste Disposal (cubic yards) Per Day No Change

; Calculations N/A

Size and Location of Dumpster Pad

N/A

LANDSCAPING

Describe (fully) All Existing and Proposed Landscaping and Buffering:

Area is currently an unutilized area of the church grounds. We will be adding mulch, Perennial Flowers (Emerald Goddess Liriope Flower and vine) and evergreen shrubs (Shishi Camellia, Pringles Podocarpus). The mulch and flowers will run along the length of the existing building as well as the Columbarium. There will be a brick path in between the existing church building and the proposed brick columbarium (ADA compliant).

Describe (fully) All Provisions to Minimize Effects to the Environment and Surrounding Property:

See Attachment B

OTHER ATTACHMENTS REQUIRED WITH APPLICATION

CONFORMANCE WITH SPECIAL USE PERMIT STANDARDS (§155.4.5.4 (E))

Please attach a statement in writing accompanied by adequate evidence if needed, that the proposed Specialuse will conform to each of the following standards as established in the ordinance:

- (a) That the establishment, maintenance, or operation of the Special use will not be detrimental tooor endanger the public health, safety, or general welfare.

See Attachment C

- (b) That the Special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor diminish or impair property values within the neighborhood.

See Attachment C

- (c) That the establishment of the Special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

See Attachment C

- (d) That the exterior architectural appeal and functional plan or any proposed structure will not be soat variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood.

See Attachment C

- (e) That adequate utilities, access roads, parking, drainage and necessary facilities have been or are being provided.

See Attachment C

- (f) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

See Attachment C

- (g) That the Special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

See Attachment C

- (h) Public access shall be provided in accordance with the recommendations of the Town's Land Use Plan and Access Plan and/or the present amount of public access and public parking as exists within the Town now. If any recommendations are found in conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.

See Attachment C

- (i) That the proposed use be consistent with the recommendations and policy statements as described in the adopted Land Use Plan.

See Attachment C

SITE PLAN INFORMATION

A site plan of the proposed project prepared by a professional engineer, registered land surveyor or architect drawn to a scale of not less than one inch equals thirty feet (1"=30'). The site plan shall be based on the latest tax map information. The site plan must contain the following information. ***WE SUGGEST YOU BRING A DRAFT SITE PLAN TO PLANNING AND INSPECTIONS FOR REVIEW PRIOR TO PRINTING THE FINAL COPIES FOR DISTRIBUTION!***

- 1) A key map of the site with reference to surrounding areas and existing street locations.
- 2) The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street as shown by the most recent tax records.

- 3) Lot line dimensions.
- 4) Location of all structures, streets, entrances and exits on the site and on contiguous property and property directly across the street.
- 5) Location of all existing and proposed structures, including their outside dimensions and elevations.
- 6) Building setback, side line, and rear yard distances.
- 7) All existing physical features including streams, water courses, dunes, existing trees greater than one (1) inch in diameter measured six (6) feet above ground level, and significant soil conditions.
- 8) Topography showing existing and proposed contours at two (2) foot intervals. All reference benchmarks shall be clearly designated.
- 9) Parking, loading, and unloading areas shall be indicated with dimensions, traffic patterns, access aisles and curb radii.
- 10) Improvements such as roads, curbs, bumpers, and sidewalks shall be indicated with cross sections, design details, and dimensions.
- 11) Location and design of existing and proposed storm water systems, sanitary waste disposal systems, water mains and appurtenances and methods of refuse disposal and storage.
- 12) Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants, trees and dimensions, approximate time of planting, and maintenance plans
- 13) Lighting details indicating type of standards, location, radius of light, and intensity in foot-candles.
- 14) Location, dimensions, and details of signs.
- 15) North arrow.
- 16) Public access shall be provided in accordance with the recommendations of the Town's Land Use Plan and Access Plan and public parking as exists within the Town now.
- 17) A rendering or drawing of the proposed building shall be provided showing all sides of the proposed structure.

NOTICE TO ADJOINING PROPERTY OWNERS

The Town of Wrightsville Beach will notify adjoining property owners of presentation of this application to the Planning Board and Board of Aldermen. Adjoining property is all property contiguous and across the street from the subject property. **Please submit with your application two sets of plain letter sized envelopes, stamped (not metered), unsealed and addressed to the adjacent property owners as shown on the New Hanover County tax listing and bearing the return address of the Town of Wrightsville Beach.** Attach a list of the adjoining property owners to this application.

Town of Wrightsville Beach

AUTHORITY FOR APPOINTMENT OF AGENT

The undersigned owner, Wrightsville United Methodist Church, Inc, does hereby appoint Melissa Wagenseller as his, her, or its exclusive agent for the purpose of petitioning the Town of Wrightsville Beach for approval of a Special Use Permit, as applicable to the property having the address of 4 Live Oak Drive, Wrightsville Beach, NC and described in the attached petition.

The owner does hereby covenant and agree with the Town of Wrightsville Beach that said agent has the authority to do the following acts for and on behalf of the owner:

- (1) To submit a proper petition and the required supplemental materials; and
- (2) To appear at public meetings to give representation and commitments on behalf of the owner; and
- (3) To accept conditions or recommendations made for the issuance of the Special Use Permit on the owner's property; and
- (4) To act on the owner's behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of any petition.

This agency agreement shall continue in effect until final disposition of the petition submitted in conjunction with this appointment.

Date: 1/12/2025

* Owner


Wrightsville United Methodist Church

Agent's Name, Address & Telephone:

Melissa Wagenseller
230 Hooker Rd
Wilmington, NC 28403
910-262-1942

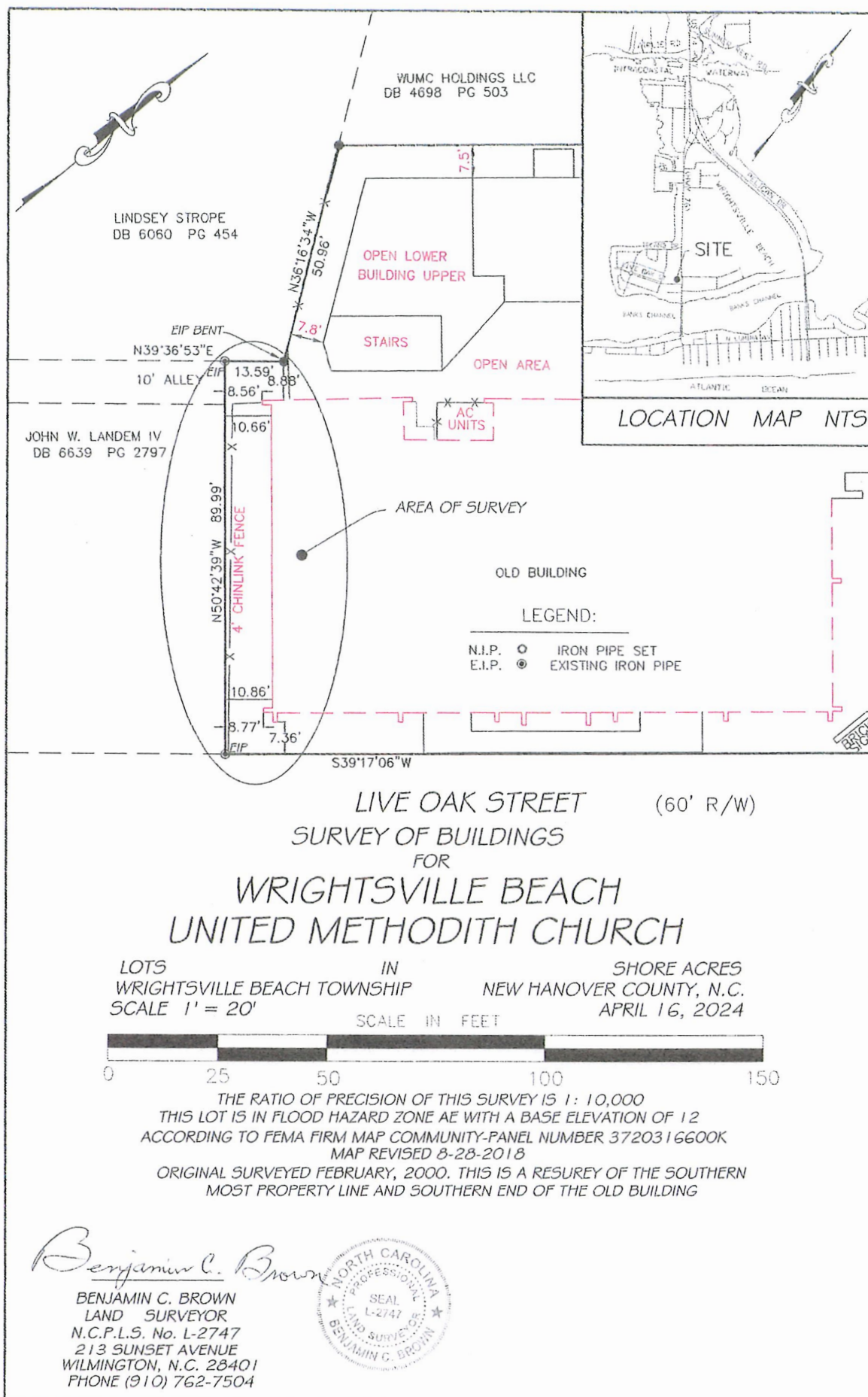
* If the owner is an individual, the owner (or all owners if there is more than one) must sign the authorization. If a corporation, print the name of the corporation and have signed by an authorized officer. If a partnership, print the name of the partnership and have signed by an authorized partner.

List of Adjoining Property Owners

1. Lindsey Strobe 21 Jasmine Place
2. John W. Landen IV 20 Live Oak Drive

Attachment A

(Site Plan, Construction Specifications, Digital Visualizations, Artist's Rendering of Finished Project)



LIVE OAK STREET (60' R/W)
SURVEY OF BUILDINGS
FOR
WRIGHTSVILLE BEACH
UNITED METHODIST CHURCH

LOTS IN SHORE ACRES
WRIGHTSVILLE BEACH TOWNSHIP NEW HANOVER COUNTY, N.C.
SCALE 1' = 20' SCALE IN FEET APRIL 16, 2024

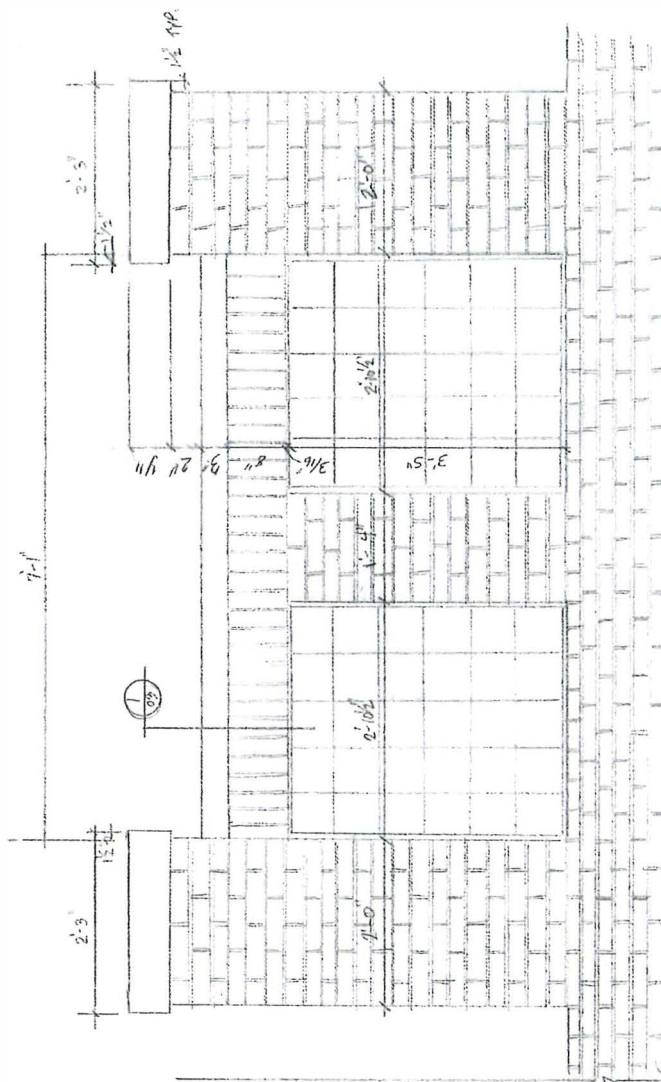


THE RATIO OF PRECISION OF THIS SURVEY IS 1: 10,000
THIS LOT IS IN FLOOD HAZARD ZONE AE WITH A BASE ELEVATION OF 12
ACCORDING TO FEMA FIRM MAP COMMUNITY-PANEL NUMBER 3720316600K
MAP REVISED 8-28-2018
ORIGINAL SURVEYED FEBRUARY, 2000. THIS IS A RESURVEY OF THE SOUTHERN
MOST PROPERTY LINE AND SOUTHERN END OF THE OLD BUILDING

Benjamin C. Brown

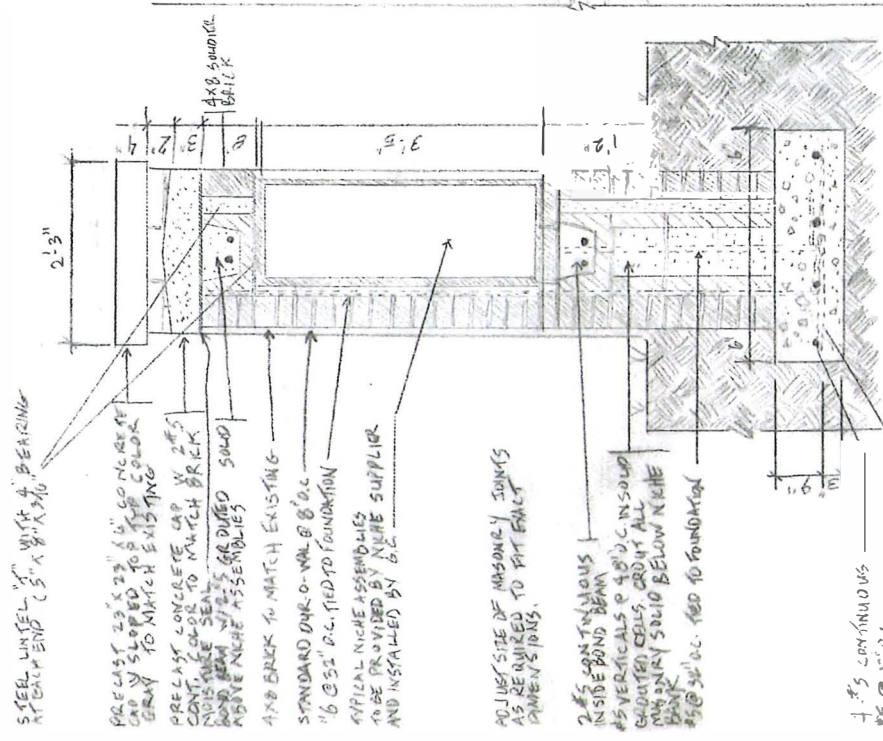
BENJAMIN C. BROWN
LAND SURVEYOR
N.C.P.L.S. No. L-2747
213 SUNSET AVENUE
WILMINGTON, N.C. 28401
PHONE (910) 762-7504





2. TYPICAL NICHE PANEL ELEVATION ON 60 NICHES

METHODIST MEM. GARDEN	DATE: 11/1/11	DESIGN: JEN
TYPICAL NICHE DETAIL/ELEVATION	DATE: 04/14/2011	
JOSEPH RYAN WHITE		



3. DETAIL ON NICHES

STEEL UNIFLEX "5" WITH 4" BEARING
AT EACH END 5" X 8" X 3/16"

PRECAST 20" X 20" X 6" 60 NICHES
GRAY SLOPED TO 6" 60 NICHES
GRAY TO MATCH EXISTING

PRECAST CONCRETE CAP W/ 2" X 5"
CONT. COLOR TO MATCH BRICK
MOISTURE SEAL
AND BRICK W/ 5" GROUTED SAND
ABOVE NICHE ASSEMBLIES

4" X 8" BRICK TO MATCH EXISTING

STANDARD ONE 0-VAL @ 8" O.C.

"6" @ 5" O.C. TIED TO FOUNDATION

TYPICAL NICHE ASSEMBLIES
TO BE PROVIDED BY NICHE SUPPLIER
AND INSTALLED BY GC

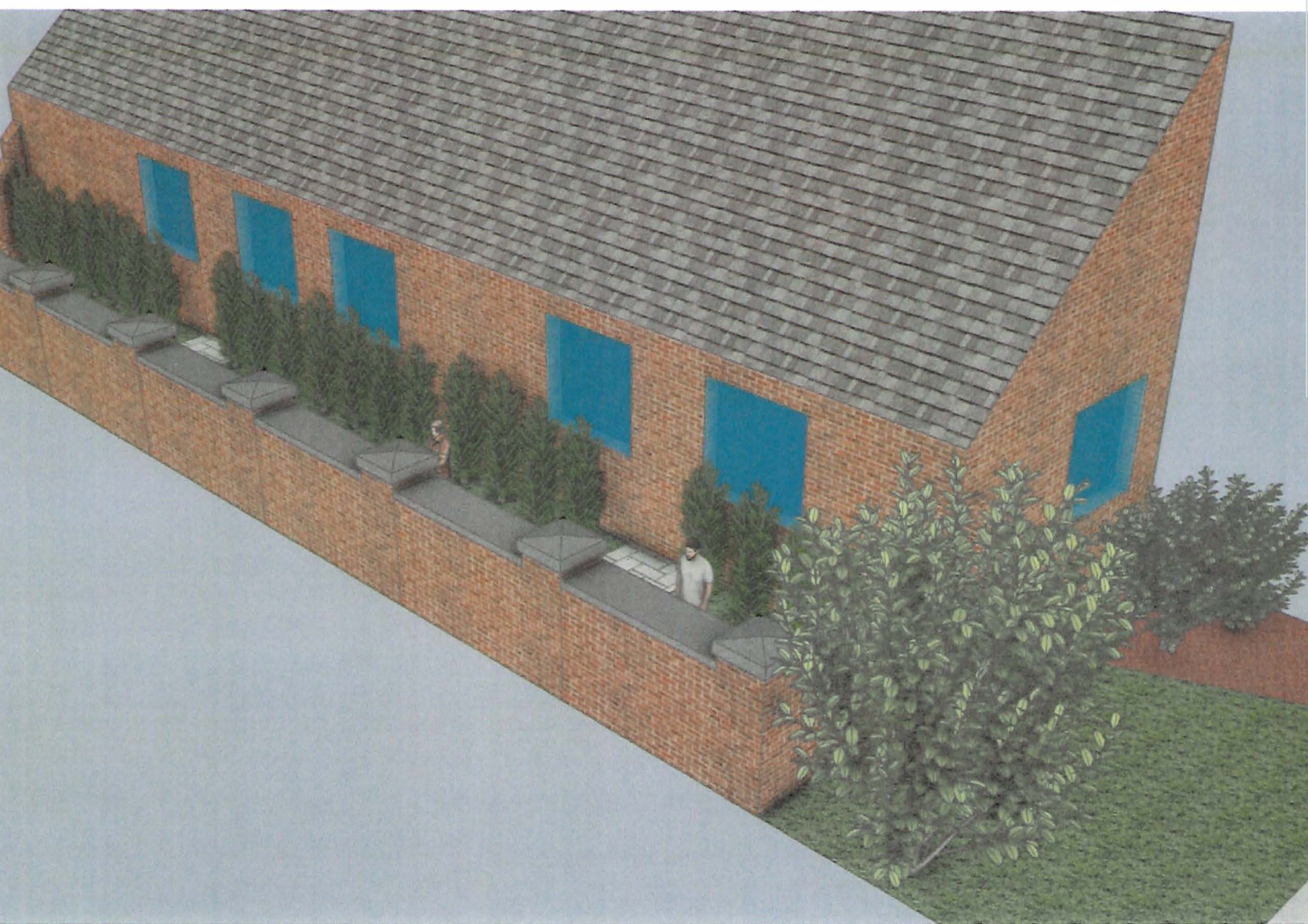
ADJUST SIZE OF MASONRY JOINTS
AS REQUIRED TO FIT EXACT
DIMENSIONS.

2" X 6" CONTINUOUS
INSIDE POND BEAM

#5 VERTICALS @ 48" O.C. IN SOLID
GROUTED CELLS. GROUT ALL
MASONRY SOLID BELOW NICHE
BEAM

#5 @ 36" O.C. TIED TO FOUNDATION

4" X 5" CONTINUOUS
#5 @ 12" O.C.









Attachment B

(Environmental Impact)

Attachment B

Describe (fully) All Provisions to Minimize Effects to the Environment and Surrounding Property:

Environmental Impact

- **Minimal Land Disturbance**

- The memorial garden will be designed to integrate with the existing landscape, minimizing land disturbance during construction. Only the areas necessary for the columbarium and pathways will be altered.
- Landscaping plans will include native and low-maintenance plants, reducing the need for fertilizers and irrigation.

- **Water Management**

- The design will incorporate proper drainage to prevent water pooling or runoff into neighboring areas, ensuring no impact on surrounding land or waterways.

- **Sustainable Materials**

- The columbarium will be constructed using durable, environmentally-friendly materials to ensure longevity and minimal maintenance requirements.

- **No Hazardous Waste**

- The memorial garden does not involve activities that produce waste or emissions harmful to the environment. Cremated remains are inert and non-polluting.

Effects on Surrounding Property

- **Aesthetic Enhancement**

- The memorial garden will be designed as a peaceful and visually appealing space, enhancing the overall aesthetic of the area.
- Carefully planned landscaping will create a natural buffer between the garden and surrounding properties, preserving privacy.

- **Low Traffic and Noise**

- The site will have minimal visitor traffic, with visitors typically arriving individually or in small groups. This ensures no significant increase in noise or congestion.
- The site's purpose as a memorial garden promotes quiet reflection, making it an inherently low-impact use.

- **Zoning and Compliance**

- The project complies with local zoning and land use regulations, ensuring it fits harmoniously with the surrounding area.

Attachment C

(Conformance with Special Use Permit Standards)

ATTACHMENT C

COMPLIANCE WITH SPECIAL USE PERMITS STANDARDS

- (a) That the establishment, maintenance, or operation of the Special use will not be detrimental to or endanger the public health, safety, or general welfare.**

The establishment of the garden, including the columbarium, is estimated to take approximately three months. The project will involve removing the chain-link fence currently situated between Wrightsville United Methodist Church and the neighboring property owned by John Landen (20 Live Oak Drive). His letter and affidavit are attached (Attachment D)

Ongoing maintenance of the garden will be incorporated into the church's existing bimonthly landscape maintenance schedule. The garden will serve as a space for either the inurnment of cremains within the columbarium or the burial of cremains. These events will be occasional and consist of small, intimate gatherings of the deceased's family, presided over by the pastor.

The memorial garden will provide a peaceful and serene environment where church members and community members can honor and remember their loved ones who have passed away.

- (b) That the Special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor diminish or impair property values within the neighborhood.**

The proposed memorial garden and columbarium will enhance the neighborhood without affecting the use or enjoyment of nearby properties. This addition will transform an untended 10' x 70' side yard into a serene and beautiful space for prayer, reflection, and remembrance. The garden, complemented by an elegant brick columbarium, will provide a meaningful and peaceful setting for the community. See affidavit of John Landen (Attachment D)

- (c) That the establishment of the Special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The proposed special use involves transforming the side yard into a memorial garden featuring a brick columbarium. This adaptation will not hinder the orderly development or improvement of surrounding properties for district-approved uses. Instead, it offers a creative and meaningful use of available space to serve the needs of the Wrightsville United Methodist Church congregation that will enhance the aesthetic of the church property.

- (d) That the exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood.**

The exterior design of the proposed columbarium will harmonize with the existing church's brick architecture. From the neighbors' perspective, this transformation will enhance the area by replacing unused space with a beautiful, thoughtfully designed garden.

- (e) **That adequate utilities, access roads, parking, drainage and necessary facilities have been or are be provided.**

The subject site is already equipped with adequate utilities, roads, and drainage, requiring no modifications to the existing infrastructure. Additionally, this proposed change in use does not necessitate any adjustments to utilities, access roads, parking, and drainage.

- (f) **That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.**

The installation of the garden will not affect ingress or egress to the site or add to traffic congestion on public streets.

- (g) **That the Special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.**

The special use requested in this application complies with Section 155.6.4 of the Town of Wrightsville Beach Ordinances for District G-1 and all other Town regulations.

- (h) **Public access shall be provided in accordance with the recommendations of the Town's Land Use Plan and Access Plan and/or the present amount of public access and public parking as exists within the Town now. If any recommendations are found in conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.**

The proposed use aligns with the Town's Land Use and Access Plan, ensuring that existing public access and parking remain unchanged. No modifications to public access and parking are proposed as part of this accessory use.

- (i) **That the proposed use be consistent with the recommendations and policy statements as described in the adopted Land Use Plan.**

The proposed use aligns with the recommendations and policy statements as described in the adopted Land Use Plan

Attachment D

(Landen Affidavit and Community Letters of Support)

**AFFIDAVIT OF JOHN W LANDEN, IV IN SUPPORT OF THE APPLICATION FOR
ISSUANCE OF A SPECIAL USE PERMIT BY WRIGHTSVILLE UNITED METHODIST
CHURCH TO CONSTRUCT A MEMORIAL GARDEN AND COLUMBARIUM AT ITS
PROPERTY AT 4 LIVE OAK DRIVE, WRIGHTSVILLE BEACH, NORTH CAROLINA**

John W. Landen, IV, being first duly sworn, deposes and says as follows:

1. I am over the age of 18 and am competent to give this affidavit. I have personal knowledge of the matters stated herein.

2. I currently live at 20 Live Oak Drive, Wrightsville Beach, North Carolina. My home is located immediately adjacent to the property of Wrightsville United Methodist Church at 4 Live Oak Drive, Wrightsville Beach, North Carolina.

3. Wrightsville United Methodist Church is applying for a special use permit to allow it to construct a memorial garden and columbarium on its property. The memorial garden and columbarium will be located on the side of the church building immediately adjacent to my property.

4. Prior to beginning the process, Wrightsville United Methodist Church presented its design plans for the memorial garden and columbarium to me for review and agreed to address any concerns that I may have about the project. The church sharing its plans with me in advance (as well as other neighborhood residents) is an example of the transparent, respectful and neighborly fashion in which it has approached the memorial garden and columbarium project. I have no doubt that the church will continue to operate in the same fashion once the memorial garden and columbarium are built, maintained and used.

5. I find the proposed design of the memorial garden and columbarium to be aesthetically pleasing, to be consistent with the architectural design of the church and to be in harmony with the character of the neighborhood.

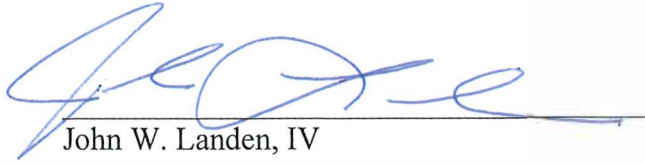
6. It is my opinion that, once constructed, the memorial garden and columbarium will be a peaceful and beautiful space that will be more visually attractive than the space is in its current unimproved state.

7. I am confident that the construction, maintenance and operation of the memorial garden and columbarium will not be detrimental to the public health, safety or general welfare. It is my belief that this project will enhance the tranquility of the neighborhood and will benefit residents, church members and visitors alike.

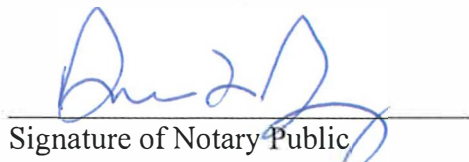
8. As the adjoining property owner, I am confident that the memorial garden will not adversely affect my enjoyment of my property or the enjoyment of other properties in the vicinity by their owners. I also have no doubt that memorial garden and columbarium will not decrease or impair the value of my property. In fact, the placement of a brick columbarium along my common property line with the church in place of the current chain link fence and the creation of the memorial garden is an improvement that will benefit my property and my enjoyment of it. I fully endorse the issuance of a special use permit authorizing the church to construct and use the memorial garden and columbarium as part of its church campus.

[AFFIANT SIGNATURE AND OATH APPEARS ON THE FOLLOWING PAGE]

Further Affiant says not.

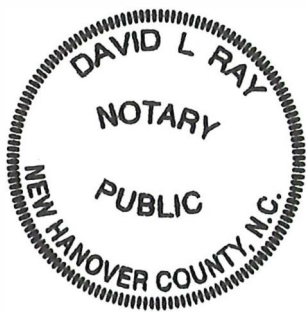

John W. Landen, IV

Sworn to and subscribed before me
this the 14th day of January 2025.


Signature of Notary Public
David L. Ray
Name of Notary Public

My commission expires: 09/13/2025

[SEAL]



John W. Landen IV
20 Live Oak Drive
Wrightsville Beach, NC 28480

October 8, 2024

Board of Aldermen
321 Causeway Drive
Wrightsville Beach, NC 28480

Dear Honorable Aldermen,

I am writing to express my full support for the establishment of a Memorial Garden with a Columbarium at Wrightsville United Methodist Church, which will border my property.

As a resident of this beautiful community, I believe that such a space would provide a meaningful place for reflection and remembrance for both the church congregation and the larger Wrightsville Beach community. Memorial gardens are places of peace and serenity, and I am confident that this project would only enhance the tranquility and charm of our neighborhood.

Additionally, I have had the opportunity to review the plans for the garden and columbarium, and I feel assured that the design and maintenance of this space will be respectful, well-kept, and aesthetically pleasing. I see this as a positive addition to our neighborhood that will benefit residents and visitors alike for years to come.

The church has been a longstanding and respectful neighbor, and I trust that this new development will continue to uphold that spirit. I kindly ask that you consider approving this project, as it has my strongest endorsement.

Thank you for your attention to this matter. Should you need any further information from me, I would be happy to discuss my support in greater detail.

Sincerely,



John W. Landen IV
910-616-5349
Jay.Landen@gmail.com



October 16, 2024

Mr. Robert L. O'Quinn
Town Planner
Town of Wrightsville Beach
321 Causeway Drive
Wrightsville Beach, NC 28480

Dear TOWB Planning Board Members and Board of Alderman:

Thank you for your time and for the work you do on behalf of the Wrightsville Beach community. As a resident of Wrightsville Beach, I appreciate living in such a safe, positive, well-preserved environment where neighbors are genuinely welcoming and the history runs deep.

On behalf of Little Chapel on the Boardwalk Presbyterian Church, I am writing to express our full support for Wrightsville United Methodist Church's proposal to establish a Columbarium and Memorial Garden on their church property. We believe that this addition would serve as a meaningful and necessary option for church members and their families, especially as more individuals are choosing cremation and seeking a sacred space for the interment of their ashes. When my father died twenty years ago, we scattered his ashes from a boat in Masonboro inlet (which I confess wasn't legal at the time), but looking back on that day, I wish we had had a more permanent option to place his remains on Wrightsville Beach then.

It has become increasingly common for people to desire their final resting place to be on church grounds, reflecting their lifelong connection to their faith community. When churches can offer a peaceful, reflective space for families to visit and honor those who have passed in a local and meaningful setting, it enhances the entire area and aura of a town's residents and visitors. At my family's previous churches, from Myers Park Presbyterian in Charlotte to First Presbyterian Church in Virginia Beach to Trinity Presbyterian Church in Atlanta, their Columbarium and Memorial Garden Spaces were sacred grounds that added to the depth, spirituality, and wholeness. These final resting places continue to welcome guests and strengthen their sense of peace, which benefits the neighboring communities.

At Little Chapel on the Boardwalk, we share this vision and appreciate the town's partnership with church communities as we strengthen the larger neighborhood. The ability to provide a Columbarium and Memorial Garden aligns with our mission of offering comprehensive spiritual care to our congregation throughout all of life, which begins with the first breath and ends at the last. We believe this is a valuable service that can bring comfort to many and would enhance the grounds of our local congregation and town for generations to come.

We appreciate your consideration of Wrightsville United Methodist Church's proposal and hope that you will support this important addition to their property.

Sincerely,

The Rev. Caroline A. Jinkins
Pastor
Little Chapel on the Boardwalk Presbyterian Church
Wrightsville Beach, NC

cc: Melissa Wagenseller, Wrightsville United Methodist Church and Mary Jo Kohunsky, Little Chapel Clerk of Session

2 W. Fayetteville Street ▪ Wrightsville Beach, NC 28480 ▪ (910) 256-2819
www.littlechapel.org



October 10, 2024

Board of Aldermen
Town of Wrightsville Beach
321 Causeway Drive

Dear Members of the Board of Aldermen,

I am writing on behalf of Wrightsville Beach Baptist Church to express our wholehearted support for the proposed memorial garden and columbarium at Wrightsville United Methodist Church. We believe this project will be a meaningful addition to our community, offering a sacred and serene space for reflection, remembrance, and healing.

The vision of the memorial garden and columbarium aligns with the values we cherish in our faith community. Such spaces provide not only a respectful place for the interment of ashes but also a comforting environment for individuals and families to remember loved ones and find peace. In a town as closely knit as Wrightsville Beach, where relationships and community bonds are cherished, a shared memorial space at one of our local churches would foster a sense of connection across generations.

Additionally, the thoughtful and environmentally respectful design of the proposed garden reflects the care and attention that Wrightsville United Methodist Church has for both its congregation and the wider Wrightsville Beach community. This project will enhance the spiritual and aesthetic environment of our town while preserving its natural beauty.

We believe that the memorial garden and columbarium will serve as a lasting and positive contribution to the town of Wrightsville Beach, and we respectfully urge the Board of Aldermen to approve this proposal. Wrightsville Beach Baptist Church stands in full support of our Methodist brothers and sisters as they pursue this meaningful endeavor.

Thank you for your service to our community and for your consideration of this important project.

Sincerely,

A handwritten signature in dark ink, appearing to read "Wilbur Chapman", is written over a horizontal line.

Wilbur Chapman

Trustee

Wrightsville Beach Baptist Church



October 10, 2024

Board of Aldermen
Town of Wrightsville Beach
321 Causeway Drive

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Thank you for your service to our community and for your consideration of this important project.

Sincerely,

A handwritten signature in black ink, appearing to read "John McIntyre", is written over a light blue horizontal line.

John McIntyre

Senior Pastor

Wrightsville Beach Baptist Church

Jeff W. Turpin

105 Island Drive, Wrightsville Beach, North Carolina 28480 • (910) 619-7941

Mr. Robert O'Quinn, Town Planner
Town of Wrightsville Beach
321 Causeway Dr.
Wrightsville Beach, NC 28480

Dear TOWB Planning Board Members and Board of Alderman:

I am writing to express my strong support for the proposed Wrightsville United Methodist Church Columbarium and Memorial Garden to be located on Church property. As a Wrightsville Beach resident and member of the church, I believe that the Memorial Garden would be a meaningful addition to our community.

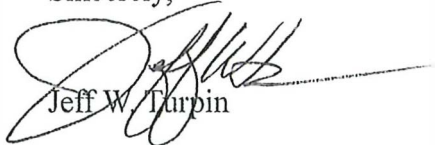
In recent years the practice of cremation has become increasingly common. The Memorial Garden would serve as a respectable and serene location for reflection and remembrance and provide a family connection to the church where many of life's significant moments were celebrated.

I imagine this garden as a tranquil refuge where the memories of those who have passed can be cherished and shared, thereby enriching the collective experience of our church family. The establishment of the Memorial Garden aligns with our community values, promoting reflection, peace, and the celebration of life.

I respectfully urge the approval of the new Wrightsville United Methodist Church Columbarium and Memorial Garden construction and operation.

Thank you for your attention to this matter and for your continued dedication to the wellbeing of Wrightsville Beach.

Sincerely,



Jeff W. Turpin

Ralph H. Griffin
322 Causeway Drive
Wrightsville Beach, NC 28480
October 9, 2024

Board of Aldermen
Town of Wrightsville Beach
321 Causeway Dr
Wrightsville Beach, NC 28480

Dear Members of the Board of Aldermen,

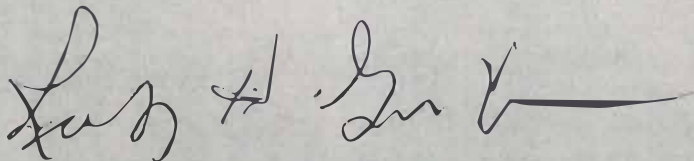
I hope this letter finds you well. As a long-time resident of Wrightsville Beach, I am writing to express my strong support for the Wrightsville United Methodist Church's proposed memorial garden and columbarium. I believe this project would be a meaningful addition to our community, honoring both the town's history and the people who have shaped it.

Wrightsville Beach has always been a place where tradition and community spirit thrive. The proposed memorial garden, with its quiet space for reflection, would align with the values that make our town special. It would offer residents and families a serene place to remember loved ones in a way that complements the natural beauty of our area.

In addition, I understand the church has taken careful steps to ensure that the project is respectful to both the environment and the neighboring properties. I trust their stewardship in maintaining this space with the same care they have shown over the years. Such a project would not only serve the church's congregation but also provide a place of peace and remembrance for all members of our community, regardless of faith background.

In closing, I ask the Board of Aldermen to support this initiative, which will enhance the spiritual and cultural fabric of Wrightsville Beach. Thank you for your time and consideration.

Sincerely,
Ralph H. Griffin (Sandy)
910-262-5901

A handwritten signature in black ink, appearing to read 'Randy H. Griffin', written over the printed name.

cc: Melissa Wagenseller, Wrightsville United Methodist Church

Lisa Weeks
408 N Channel Drive
Wrightsville Beach, NC 28480

Wrightsville Beach Board of Aldermen
Town Hall
321 Causeway Dr.
Wrightsville Beach, NC 28480

Dear Members of the Wrightsville Beach Board of Aldermen,

I hope this letter finds you well. I am writing today in support of the proposed columbarium and memorial garden at Wrightsville United Methodist Church. As a former Alderman of the Town of Wrightsville Beach, I have had the privilege of witnessing our community's growth and development over the years. The proposed project aligns with the values and character of our town, and I believe it will provide a meaningful addition to the spiritual and communal life of our residents.

The Wrightsville United Methodist Church has long been a cornerstone of our community, offering a place for worship, reflection, and connection. The addition of a columbarium and memorial garden will not only enhance the beauty of the church grounds but also offer families a peaceful place to honor and remember their loved ones. Many members of our community have deep roots here, and this project will provide a sacred space for remembrance that reflects our town's commitment to family and tradition.

I understand that there are always concerns when new projects are proposed, particularly when it comes to land use and the impact on the surrounding area. However, I am confident that the church's leadership has taken these factors into careful consideration. The proposed design is thoughtful, respectful, and in harmony with the natural beauty of Wrightsville Beach. It will be a quiet and serene addition that enhances the spiritual offerings of our community without imposing any negative effects on our town's environment or infrastructure.

Furthermore, columbariums and memorial gardens are increasingly common in communities like ours, as they offer an environmentally friendly and space-efficient alternative to traditional burial methods. As our town continues to grow, it is important that we plan for the future and provide options that meet the diverse needs of our residents.

In closing, I urge you to support this project. The columbarium and memorial garden will provide a lasting benefit to the people of Wrightsville Beach, offering a space for contemplation, remembrance, and peace for generations to come.

Sincerely,

Lisa Weeks

cc: Melissa Wagenseller, Wrightsville United Methodist Church

Board of Aldermen – Wrightsville Beach

The public shall take notice that In accordance with State Statute chapter 160D, the Wrightsville Beach Board of Aldermen will meet at 5:30 p.m. on March 13, 2025, or as soon thereafter in the Town Hall Council Chambers, 321 Causeway Drive, Wrightsville Beach, NC, to consider the following:

- Discuss, review, and hold a public hearing on a Special Use Permit application for a Columbarium and Memorial Garden at 4 Live Oak Drive.

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

(910) 256-7925 • ParksAndRecreation@towb.org • www.towb.org

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor *Katie*

Subject: Proposed Policy for Use of the Electronic Message Boards

Date: March 7, 2025

Attached for the Board's consideration is the draft Policy for Use of the Electronic Message Boards (EMB). The park office has received several requests from Special Event Permit holders and local non-profits to add a message to the digital signs regarding events or other private activities. The Parks and Recreation Advisory Committee discussed use of the EMBs including the possibility of charging a fee for use. However, the Committee voted unanimously in support of a policy that limits the messages to Town-related activities only as identified in the attached draft policy. The Parks and Recreation Advisory Committee recommends approval of this policy.

REQUESTED ACTION: Consider Policy for Use of the Electronic Message Boards and provide direction to staff.

	Subject:	Policy for Use of Electronic Message Boards
	Approved by:	Wrightsville Beach Board of Aldermen 3-13-2025
	Resolution Number:	(2025) 2345
	Prepared by:	Parks and Recreation Advisory Committee

POLICY FOR USE OF ELECTRONIC MESSAGE BOARDS

PURPOSE

The Town of Wrightsville Beach ("Town") is committed to providing its residents with accurate information regarding the community and local government through the inclusion of Electronic Message Boards (EMB) located on Causeway Drive and Salisbury Street on the grounds of the Municipal Complex. The message boards are designed to promote and enhance the Town's communication efforts effectively through digital signage. The EMBs shall be used for the dissemination of information to residents and visitors about Town-related or Town-sponsored events, activities, meetings, road closures, emergency information, and other public notices during the hours of 6:00 am to 10:00 pm daily. A Town-sponsored event is an event that is either organized, supported, or promoted by the Town by providing funds, resources, or staff to facilitate an event with the purpose of providing recreational opportunities for residents.

SCOPE

This policy applies to all digital communication utilizing Town-owned EMBs which provide an effective communication tool to disseminate Town-related information.

POLICY:

All EMBs convey information to the public and may include the following Town-related content:

- (a) News, events, safety, or emergency information promulgated by the Town.
- (b) Thank you messages to sponsors supporting Town-related or Town-sponsored events or in coordination with other Town-related efforts.
- (c) Message content is subject to constraints of priorities of the Town Manager or their designee, as well as electronic and mechanical limitations.

- (d) The Town is not liable for power outages or other acts of nature beyond its control which would affect the ability to convey information to be displayed on EMBs.
- (e) Messages shall not constitute political advertising or campaign communication.
- (f) Messages may not be an advertisement of a private business, service, or product.
This provision does not prohibit messages thanking sponsors of Town events, or entities coordinating efforts with the Town.

RESOLUTION NO. (2025) 2345

Board of Aldermen
Town of Wrightsville Beach
Date: March 13, 2025



A RESOLUTION OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ADOPTING A POLICY FOR THE USE OF ELECTRONIC
MESSAGE BOARDS

WHEREAS, the Town has established an electronic message board for providing public information; and

WHEREAS, the Parks & Recreation Advisory Committee has recommended the adoption of a policy for the use of electronic message boards; and

WHEREAS, the Committee met on March 6, 2025 to review the proposed Policy for the Use of Electronic Message Boards and voted unanimously to forward a favorable recommendation to the Board of Aldermen for approval of the document attached hereto as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the Policy for the Use of electronic Message boards, as set forth in Exhibit A, consisting of one (1) page and attached hereto and incorporated herein by reference, is hereby adopted for the Town of Wrightsville Beach.

This Resolution adopted this 13th day of March, 2025.

F. Darryl Mills, Mayor

ATTEST:

Lance G. Heater, Town Clerk

(SEAL)