



**Wrightsville Beach Board of Alderman  
REGULAR MEETING**

**5:30 PM THURSDAY, JULY 10, 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 session minutes of the 6-12-25 Board of Aldermen Meeting.
- b. Approval of a recurring special event as recommended by the Parks & Recreation Advisory Committee.
- c. Acknowledgment of previously-approved events for August.
- d. Acceptance of grant funds received from the ABC Board and approval of Budget Ordinance (2025) 666-B appropriating the funds for purchase and unfitting of a vehicle for the Police Department.
- e. Authorization for the Town Manager to execute an agreement with North Carolina Fire Chief Consulting to assist with the Bridge Replacement Projects and approval of Budget Ordinance (2025) 667 funding the contract.

**6. Presentations--None.**

## **7. Public Hearing**

- a. Conduct a public hearing and consider adoption of Ordinance (2025) 1867 amending the Land Use Ordinance to modify the Special Use process, introduce Conditional Zoning and revisit the Table of Permitted Uses.
- b. Conduct a public hearing and consider approval of Resolution (2025) 2356 on an Application to Name Town Assets from James Cobb, renaming Island Drive Park to Durwood Sykes Sunset Park, in accordance with the recommendation of the Planning Board and Parks & Recreation Advisory Committee.

## **8. Regular Agenda**

- a. Consider appointments/reappointments to the Marketing Advisory Committee.
- b. Consider accepting a vehicle from Pivot Parking for use in the Parking Enforcement Program.

## **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**

*JUNE 12, 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 John McIntyre, Lead Pastor, Wrightsville Beach Baptist Church. The following were present:

**Board of Aldermen**

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

**Staff**

Haynes Brigman, Town Manager  
Lance G. Heater, Town Clerk  
Grady Richardson, Town Attorney  
Tony Wilson, Director of Parks & Planning  
Matt Holland, Fire Chief  
Brian Murray, Finance Director  
Jason Bishop, Chief of Police  
Bill Fay, Public Works Director  
Bailey Hartsell, Communications Mngr.

Upon motion by Mills, seconded by Partin and unanimous vote, the Board amended the agenda to add item 8b, consideration of NCDOT’s proposed “grade separated quadrant interchange” project scheduled for the Military Cutoff/Eastwood intersection.

**PUBLIC COMMENTS**

Bill Baggett, 917 Water St., speaking on behalf of himself and neighboring residents, requested that “parking revenue neutral studies” be done to reduce traffic in order to improve safety for island residents.

Dave Jacobs, 16 Oceanic Street, speaking on behalf of himself and neighboring residents, detailed problems associated with behavior and traffic issues relating to patrons of nearby establishments who have over-consumed alcohol.

Neal Braggi, 4 W. Henderson St., thanked the Board for improved and increased communications efforts by the Town.

**CONSENT AGENDA**

Prior to consideration of the Consent Agenda, Brigman asked that the special event permit application by the Saras Festival Dance Performance be removed from items considered for approval. DeGroot requested the removal of item f, consideration of approval of Budget Ordinance (2025) 665-B funding the purchase of a vehicle for parking enforcement.

Upon motion by Partin, seconded by DeGroot and carried unanimously, the Board agreed to remove those items from the Consent Agenda.

Upon motion by Partin, seconded by DeGroot and carried unanimously, the Board approved the remainder of the Consent Agenda. It consisted of 1) approval of the open session minutes of the 5-8-25 regular meeting; 2) approval of recurring special events, as recommended by the Parks & Recreation Advisory Committee; 3) acknowledgment of previously-approved special events for July; 4) approval of Comprehensive Financial Policies for the Town; 5) adoption of Resolution (2025) 2355 adopting the Hurricane Operations Plan; and 6) authorize the Town Manager to execute a 3-year

lease agreement with the Wrightsville Beach Museum for the Myers Cottage, located at 303 W. Salisbury St.

Upon motion by Dull, seconded by Mills and carried unanimously, the Board moved item f on the proposed consent agenda to be considered as item 8c.

## **PRESENTATIONS**

### **CFPUA**

The Board heard a presentation from Matt Tribett, Asst. Operations Director, of the Cape Fear Public Utility Authority (CFPUA) on the progress toward the merger of the Town's water and sewer utilities with the CFPUA. Tribett expressed appreciation to Town staff for their assistance throughout the consolidation process. Tribett stated that the key drivers of the merger were to have a sustainable water supply and to improve system resilience. In recapping the consolidation agreement, Tribett stated that 1) CFPUA would assume full responsibility for the water and wastewater systems; 2) Town customers would pay the same rates as CFPUA customers; 3) the Town's monetary contributions are capped; and 4) there would be a transition period. Tribett reviewed the transition process, including customer and personnel transition, the activities of the Utility Advisory Committee, regulatory coordination, property transfers and system integration.

Tribett provided a financial overview of the merger, noting that the Town had made a partial transfer of its reserves and that the State appropriation had been requested. Tribett updated the Board on the CFPUA rate adjustments, noting that all CFPUA customers would see an increase in usage rates beginning in July, with the Town implementing reciprocal increases. The cost drivers of the increase were aging infrastructure and overall cost inflation. Tribett outlined efforts made to reduce impacts on rates.

Upcoming actions included 1) completion of the transition period assessment; 2) customer outreach; and 3) completion of system integration projects.

Members of the Board expressed appreciation to Tribett and the CFPUA for their efforts to make the transition as smooth as possible.

### **Marketing Advisory Committee**

The Board heard a presentation from Megan Buchbinder, VP of Marketing for Wilmington Convention and Beaches, who presented the FY25-26 marketing budget, as recommended by the Marketing Advisory Committee. Also present was Ryan Smith, Committee Chair. Buchbinder outlined the proposed \$1,046,512 budget and marketing plan and responded to questions from the Board. Upon motion by DeGroot, seconded by Partin and carried unanimously, the Board approved the FY25-26 Marketing budget.

## **PUBLIC HEARING**

Brigman presented a review of the proposed FY25-26 Budget as presented at the 5/8/25 Board of Aldermen meeting. Prior to the presentation, Brigman expressed appreciation to the Board and staff for their work. Brigman noted that nothing had changed since his presentation at the 5/8/25 meeting. Topics briefly covered were fund accounting, quality of life concerns, the revenue neutral nature of the budget, the property tax rate decrease, the loss of sales tax revenues and revenues from the enterprise fund, capital funding, compensation & benefit improvements, new personnel requests, and changes to the fee schedule.

The Mayor declared the public hearing open at 6:15pm. Neal Braggi, 4 W. Henderson St., praised the budget process and stated that its execution was crucial. Braggi encouraged the establishment of departmental monthly dashboards to document the progress of budgeted items. There being no

other persons present who wished to speak, upon motion by Mills, seconded by Dull and carried unanimously, the Mayor declared the public hearing closed at 6:20pm. Members of the Board expressed appreciation to Brigman and the staff for the proposed budget and the budget process. Upon motion by Miller, seconded by Partin, and carried unanimously, the Board adopted Ordinance (2025) 664-B which consisted of the budget document in its entirety.

**CONSIDER APPROVAL OF AN ENTRY OF LICENSE AGREEMENT WITH ATLANTIC MARINE**

Brigman presented a revocable license agreement covering the riparian buffer that extends beyond the end of Keel St., which would allow the licensee, Atlantic Marine, to utilize the buffer for mooring purposes. Richardson stated that the agreement did not constitute an easement, was revocable, and only covered boats being moored to the west of Atlantic Marine’s dock. Richardson recommended approval of the agreement. Mills expressed appreciation to the applicant for approaching the Town in the right manner prior to construction. Upon motion by Partin, seconded by DeGroot and carried unanimously, the Board approved the agreement, subject to the Attorney adding language regarding insurance limits contained in the draft.

**CONSIDER ACTION REGARDING PROPOSED NCDOT MILITARY CUTOFF/EASTWOOD PROJECT**

Prior to discussion of this item by the Board, Miller recused himself from the discussion, exiting the dais and taking a seat in the audience due to a conflict of interest regarding ownership of property located in the right of way for the project. Mills stated that, due to misinformation being circulated, he felt it would be advisable for the Board to request that DOT conduct a meeting for the citizens to provide information regarding the project and its impact on the Town. Upon motion by Dull, seconded by DeGroot and carried 4-0 (Miller having recused himself), the Board approved asking DOT to conduct such a meeting.

**CONSIDER APPROVAL OF BUDGET ORDINANCE (2025) 665-B FUNDING THE PURCHASE OF A VEHICLE FOR PARKING ENFORCEMENT**

Miller rejoined participation in the meeting at this point and took his seat at the dais. Brigman stated that Pivot Parking was requesting the Town purchase a 2021 Kia Soul for deployment of license plate reader cameras and software. Pivot Parking has acquired the vehicle and was requesting that the Town purchase the vehicle from them to become a Town-owned asset. Brigman stated that the Town currently owns all vehicles and equipment utilized by Pivot Parking, so this will allow the Town to maintain ownership of all parking assets. The existing license plate reader cameras, software, and equipment will be removed from the current electric vehicle and placed in the Kia Soul for more efficient utilization of the equipment. Brigman stated that the existing electric vehicle will remain in the fleet for parking ambassadors to utilize. Brigman stated that a budget amendment was being requested for \$18,000 to cover the costs of the vehicle purchase.

In response to a question from Mills, Brigman stated that the cost of the vehicle was \$14,000 plus taxes for a total cost of \$15,300. The request for reimbursement from Pivot was \$17,705 due to the costs of installing decals, lights and other items needed to place the vehicle in service. In response to a question from Mills, Brigman stated that, after researching the market price for a vehicle of that make, model and mileage, the price paid by Pivot was below market value.

In response to a question from DeGroot, Brigman stated that the Town had purchased an electric vehicle in 2024, at the request of Pivot, to serve the purpose which is proposed for the Kia Soul. However, once the cameras, hardware and software were installed in the electric vehicle, it was found that the electric vehicle battery had insufficient power to operate it for the purpose for which it was intended. Brigman stated that Pivot would bear the costs of transferring the equipment from the electric vehicle to the Kia Soul.

Also in response to a question from DeGroote, Brigman stated that it was not customary for a vendor to purchase a vehicle without prior approval and that Pivot had apologized for taking this action. DeGroote stated that he had requested a bill of sale for the vehicle, however he had not received it. DeGroote expressed his vehement disapproval of the process which had been followed by Pivot and questioned whether the proposed vehicle was appropriate for use in parking enforcement due to its potential for blocking traffic. DeGroote made a motion to not approve the request. After discussion regarding the possibility of researching the issue of whether this was the best solution for placing the equipment in use, Dull seconded the motion and it was carried unanimously. Brigman stated he would conduct further research and report back to the Board at the July meeting.

#### OTHER ITEMS AND REPORTS

- A. **Town Clerk Heater:** nothing to report.
- B. **Town Attorney Richardson:** nothing to report.
- C. **Town Manager Brigman:** nothing to report.
- D. **Alderman DeGroote:** nothing to report.
- E. **Mayor Pro Tem Miller:** recognize members of Scout Troop 213 who were present in the audience and stated that he would be issuing a response to an email circulated by Sue Bulluck regarding the Eastwood/Military Cutoff project.
- F. **Alderman Partin:** recognized Hartsell and the first edition of the Town Newsletter, “The Loop” and also recognized the item in the Wrightsville Beach Magazine regarding the Police and Fire Departments.
- G. **Alderman Dull:** supported Partin’s comments.
- H. **Mayor Mills:** commended the staff and Board for the budget process and thanked CFPUA for sharing information at the meeting.

There being no further business, the meeting was adjourned at 7:15pm.

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

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### MEMORANDUM

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**To:** Mayor Mills and Board of Aldermen

**From:** Katie Ryan, Recreation Program Supervisor *Katie*

**Subject:** Special Event Permit Application – Sarus Festival

**Date:** July 3, 2025

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Attached for the Board's consideration is the special event permit application from Karola Luttringhaus for the activity listed below. This event last occurred on Wrightsville Beach in 2007 and 2008. The Sarus Festival has reorganized and will be hosting an event in the Wilmington area. They would like to include a visit to the beach where several individuals will participate in artistic dancing activities. This application has been reviewed by the Parks and Recreation Advisory Committee with no concerns.

**Sarus Festival Dance Performance on the Beach**

Sunday, August 10, 2025, 8:00 am – 11:00 pm

Beach access 2

Approximately 25 people

**REQUESTED ACTION:** Approve special event permit application 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

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

**FOR OFFICE USE ONLY**

New  Recurring  
Previously in 2007  
PRAC Recommendation 2008

Approve  
 Approve w/ Conditions  
 Do Not Approve

Participants / Fee Per Day:

<input checked="" type="checkbox"/>	1-25	\$130
<input type="checkbox"/>	26-100	\$180
<input type="checkbox"/>	101-199	\$250
<input type="checkbox"/>	200-400	\$400
<input type="checkbox"/>	401-600	\$500
<input type="checkbox"/>	601-1,000	\$600
<input type="checkbox"/>	1,001-2,000	\$700
<input type="checkbox"/>	2,001-3,000	\$800
<input type="checkbox"/>	3,001-4,000	\$900
<input type="checkbox"/>	4,001+	\$1,500

SEP Security Deposit:  
Participants / Fee

<input type="checkbox"/>	0-199	\$0
<input type="checkbox"/>	200-400	\$200
<input type="checkbox"/>	401-600	\$500
<input type="checkbox"/>	601-1,000	\$1,000
<input type="checkbox"/>	1,001-2,000	\$1,500
<input type="checkbox"/>	2,001+	\$2,000

Non-profit organization?  
Yes  No

Tax Exempt ID:  
Renewing

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

Number of Hours 4

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: Intimate site-specific dance performances on the beach along the shoreline

2. Event Day and Date: SUNDAY August 10, 2025

Timeframe needed: Set up 8 am/pm to Tear down 12 11 am/pm

Event start time: 8 am/pm Event end time: 11 am/pm

3. Estimated number of participants (including spectators): 25

4. Location: Beach strand at access 2

5. Individual making request: Karola Luttringhaus/Sarus Festival (7th)  
Complete Mailing Address: 710 S. Lumina Ave #204, Wrightville Beach, NC 28480  
Phone Number: 910 477 3026 E-mail: sarusfestival@gmail.com

6. Individual who will be on site and in charge of activity: Karola Luttringhaus  
Complete Mailing address: same  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

7. Sponsoring organization/corporation (if applicable): Sarus Festival/Alban Elved Dance Company  
Contact: Karola Luttringhaus Arts Council of Wilmington  
Complete Mailing Address: same  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

8. Briefly describe provisions for the following:  
Toilet facilities: not needed  
Trash disposal: We will provide bottled water which we will recycle, and we will clean up whatever we find in the area (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)  
Parking: parking at L-shaped lot and along the street, we will encourage people to car pool and we will help get artists there so that they do not need to park in the lot

Electrical power and/or water needs: \_\_\_\_\_

9. Will food be served? No If yes, has permit from Health Dept. been obtained? \_\_\_\_\_  
Please explain: \_\_\_\_\_

**FOR OFFICE USE ONLY**

SEP Fee: \$130 PD Contract: COF

Facility Use Fee: \_\_\_\_\_ OR Contract: ✓ Civic Rec

Security Deposit: \_\_\_\_\_ COI: (Ref #130 cancelled SEP)

Parking Fees: \_\_\_\_\_

Traffic Cones: \_\_\_\_\_ TOTAL PAID: \$260 (Two Permits Apps)

TOTAL DUE: \$130 Check #: 98

**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

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? No PA system, only voices  
from people singing and accoustic instruments, guitars, violins, and hand drums. The festival is meditative and quiet.

If yes, provide information specifying location and direction of noise-emanaing devices along with proposed noise level, frequency, and duration: N/A

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

If so, what company is providing the equipment: self, handmade and purchased

Describe equipment in detail and provide a sketched plan: a 10' x 10' canopy tent that is set up closer to the beach entrance a festival banner flag near the tent, a couple of 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: 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: \_\_\_\_\_ Date: April 15th, 2025

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

\_\_\_\_\_  
Special Events Coordinator, Town of Wrightsville Beach, North Carolina

To provide prior to event



## APPROVED SPECIAL EVENTS August 2025

*Distribution List:*

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

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  
 Bailey Hartsell, Communications

**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
Fri-Sun 8/1-8/3	8:00 am - 10:00 pm	50	Trailer Parking for CYC Regatta	Smith	WB Park Overflow Parking	
Fri 8/1	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sun 8/3	8:00 am - 9:00 am	100	Worship Service	Little Chapel on the Boardwalk	Beach strand at access 4	
Mon 8/4	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
Thurs 8/7	6:30 pm - 8:00 pm	500	WECT Concert in the Park Rain Date	WBPR	WB Park Event Stage	
Fri 8/8	10:00 am - 7:00 pm	60	Wedding	Cecil	Island Drive Park	
Fri 8/8	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 8/9	6:30 am - 5:00 pm	199	Wahine Surf Event	Pickett	Beach strand at accesses 37-39	1
Sun 8/10	6:30 am - 5:00 pm	199	Wahine Surf Event	Pickett	Beach strand at accesses 37-39	1
Sun 8/10	8:00 am - 9:00 am	100	Worship Service	Little Chapel on Boardwalk	Beach strand at access 4	
Mon 8/11	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
Fri 8/15	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 8/16	6:30 am - 5:00 pm	100	ESA SNC Surf Contest	Hufham	Beach strand at accesses 37-38	
Sat 8/16	10:00 am - 3:00 pm	30	Family Reunion	Hymes	WB Park Picnic Shelter #1	
Sun 8/17	6:30 am - 5:00 pm	100	ESA SNC Surf Contest (Rain Date)	Hufham	Beach strand at accesses 37-38	
Sun 8/17	8:00 am - 9:00 am	100	Worship Service	Little Chapel on the Boardwalk	Beach strand at access 4	

## APPROVED SPECIAL EVENTS August 2025

Mon 8/18	6:30 am - 4:30 pm	600	Surfer's Healing Surf Event	Bascome	Beach strand at accesses 27-29	
Mon 8/18	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
Fri 8/22	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sun 8/24	8:00 am - 9:00 am	100	Worship Service	Little Chapel on the Boardwalk	Beach strand at access 4	
Mon 8/25	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
Fri 8/29	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sun 8/31	8:00 am - 9:00 am	100	Worship Service	Little Chapel on the Boardwalk	Beach strand at access 4	

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



# Wrightsville Beach Police Department

## *Office of the Chief of Police*

3 Bob Sawyer Drive – P. O. Box 452  
Wrightsville Beach, North Carolina 28480

To: Haynes Brigman, Town Manager  
From: Jason Bishop, Chief of Police  
Date: June 25, 2025  
Re: ABC Grant Award

As in the past few years, the police department has applied for and received an ABC Grant Award. This year's award is in the amount of \$45,000.00. It is the intention of the police department to purchase and upfit a "plain" vehicle for our ABC officer to conduct covert ABC, speed, and DWI enforcement. There is an advantage with using an unmarked vehicle in conducting traffic enforcement as well as conducting surveillance on alcohol establishments. The vehicle will be able to blend in easily with other cars and won't be recognized as a police vehicle. Funds that exceed the cost of the vehicle and upfitting will be put towards paying officers overtime to conduct these enforcement efforts.

We look forward to continuing our partnership with the New Hanover County ABC Board and sincerely appreciate their support for local law enforcement.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
ORDINANCE NO. (2025) 666-B  
FISCAL YEAR 2025/2026

**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>
10-8100-5550	Vehicles	45,000	
10-3861	ABC Grant - Cops		45,000

Section II. Copies of this Budget Ordinance No. (2025) 666-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 10<sup>th</sup> day of July, 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:** Matt Holland, Fire Chief  
**Subject:** Emergency Response Consultant  
**Date:** June 26, 2025

I respectfully request the Board's approval to engage the services of **North Carolina Fire Chief Consulting** in support of the upcoming **bridge replacement project**. Given the significant impact this project may have on emergency response operations to and from Wrightsville Beach, it is imperative that we take proactive measures to ensure the continued safety and well-being of our residents and visitors.

North Carolina Fire Chief Consulting brings extensive experience and expertise in emergency response planning and public safety operations. Their scope of work for this project will include:

- **Evaluating emergency call and response data** to identify trends, inefficiencies, and opportunities for improvement. Their analysis will generate actionable recommendations to enhance response times, optimize resource allocation, and improve overall service delivery.
- **Assisting in the development of a comprehensive Emergency Response Plan (ERP)** tailored to all phases of the bridge replacement. This plan will ensure uninterrupted emergency vehicle access—both for Wrightsville Beach and mutual aid partners—throughout all stages of construction.
- **Advising on risk mitigation strategies** related to natural disasters, accidents, and public safety incidents, helping to minimize impact and maintain operational readiness.
- **Evaluating current emergency response technologies** and recommending improvements or new solutions to bolster the town's overall emergency response capabilities.

The involvement of North Carolina Fire Chief Consulting will be instrumental in maintaining effective emergency services during this critical infrastructure project. Their guidance will help us protect lives and property without disruption, regardless of construction activity.

I appreciate your consideration of this request and am available to answer any questions or provide additional information as needed.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
ORDINANCE NO. (2025) 667-B  
FISCAL YEAR 2025/2026

**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>
10-4340-1900	Contracted Services	25,000	
10-3991	Fund Balance Appropriated		25,000

Section II. Copies of this Budget Ordinance No. (2025) 667-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 10<sup>th</sup> day of July, 2025.

\_\_\_\_\_  
DARRYL MILLS  
Mayor

ATTEST:

\_\_\_\_\_  
LANCE HEATER  
Town Clerk

Seal



**July 1, 2025**

**Memorandum**

**To:** Mayor Mills and Board of Aldermen  
**From:** Robert O’Quinn, Planner  
**Re:** Public Hearing: Text Amendment to Incorporate Conditional Zoning.  
**Cc:** Tony Wilson-Planning Director, Haynes Brigman-Town Manager

**Background**

Under NCGS Chapter 160D, advisory boards such as the Planning Board may not participate in quasi-judicial decisions in a way that influences the outcome. While the Planning Board currently reviews and comments on Special Use Permit (SUP) applications, the Board of Aldermen cannot legally consider those comments, rendering the process largely symbolic.

In light of this, the Board of Aldermen directed staff to explore alternatives to the existing SUP process. After reviewing multiple options, staff determined that Conditional Zoning offers the most appropriate replacement. It maintains public input and Planning Board involvement in a legislative context, aligning more closely with the Town’s traditional practices while ensuring compliance with state statute.

The proposed text amendment removes Planning Board review from the SUP process and introduces a Conditional Zoning framework based on Oak Island’s model, selected for its clarity, simplicity, and compatibility with Wrightsville Beach’s development patterns. Existing SUPs will remain valid and may still be amended, but without Planning Board involvement.

**Discussion**

Conditional Zoning offers a transparent and flexible development review process while ensuring full compliance with state law. The new process involves:

- A rezoning application and staff/TRC review
- An applicant-led public input meeting with mailed notices (500-foot radius)
- Formal review by the Planning Board at a public hearing
- Final decision by the Board of Aldermen, including any conditions imposed

During its prior discussion of the proposed framework, the Planning Board raised several important considerations:

- **Project Accountability:**  
 Concern was raised that a three-year review period before action could allow projects to



stagnate. The Board recommended including earlier accountability triggers at one and two years if no progress is made.

- **Public Standing:**

The Board questioned who should be permitted to speak during conditional zoning cases—specifically whether non-residents or property owners outside Wrightsville Beach should have standing. Legal clarification is pending from the Town Attorney.

- **Public Meeting Transparency:**

Members supported encouraging applicants to hold public input meetings in accessible, recordable public spaces. However, they agreed the responsibility for summarizing and reporting these meetings should remain with the applicant, not staff.

- **Development Agreement Language:**

The draft ordinance states that development agreements “may be incorporated” into approvals. The Board suggested that in applicable cases, “shall be incorporated” would be more appropriate for enforceability and transparency.

- **Local Adaptation:**

While Oak Island provided a strong foundation, the Planning Board emphasized that the final ordinance should be adapted to fit Wrightsville Beach’s unique needs and development context.

- **Department Head Review:** No department head had any concerns concerning Conditional Zoning.

- **Town Attorney Review:** Suggested adding a footnote or standalone provision clarifying that the new Table of Permitted Uses does not apply to special use permits issued prior to its adoption, and that those cases should refer to the appropriate existing standards or documentation.

## Request

Staff requests that the Board of Aldermen hold a Public Hearing and consider adopting the proposed Conditional Zoning ordinance as presented.

## Attachments:

1. Conditional Zoning Ordinance
2. Special Use Permits Amended (Exhibit A)
3. Conditional Zoning (Exhibit B)
4. Amended Table of Uses (Exhibit C)
5. Planning Board Statement of Consistency
6. Public Notice

## ORDINANCE NO. (2025) 1867

Board of Aldermen  
Town of Wrightsville Beach, North  
Carolina Date: July 10, 2025

### AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA AMENDING CHAPTER 155 OF THE CODE OF ORDINANCES TO REMOVE PLANNING BOARD REVIEW FROM THE SPECIAL USE PERMIT PROCESS AND TO ADOPT CONDITIONAL ZONING PROCEDURES

#### **WHEREAS**

1. N.C.G.S. § 160D-301(b)(6) bars advisory boards from participating in quasi-judicial decisions in a manner that influences the outcome; and
2. The Town's current Special-Use-Permit (SUP) procedure allows Planning Board comment that cannot be considered by the Board of Aldermen, rendering that step ineffective; and
3. The Board of Aldermen directed staff to devise an alternative that preserves public input and Planning Board involvement while ensuring compliance with Chapter 160D; and
4. Staff's review determined that Conditional Zoning, a legislative process authorized by N.C.G.S. § 160D-703, best meets those goals; and
5. The Planning Board reviewed the draft text on May 6, 2025, found it consistent with the 2018 CAMA Land-Use Plan and reasonable and in the public interest, and recommended approval; and
6. The Board of Aldermen conducted a legislative public hearing on July 10, 2025 after proper publication pursuant to N.C.G.S. § 160D-601(a);

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina:

#### **Section 1. Special-Use-Permit Procedure Amended**

**Section 155.4.5 is amended by deleting Planning Board review from the SUP process. Sub-sections (B), (C) and (D) of §155.4.5.3 are repealed, and §155.4.5.3 s added in the form attached hereto as Exhibit A.**

#### **Section 2. Conditional-Zoning Procedure Adopted**

**A new §155.4.8, entitled "Conditional Zoning Procedure," is added in the form attached hereto as Exhibit B.**

#### **Key features include:**

owner-initiated petitions only;

applicant-led public-input meeting with 500-ft mailed notice;

Planning Board recommendation followed by legislative decision of the Board of Aldermen;

binding master-development plan and written, applicant-consented conditions;

progress checks at 12, 24 and 36 months with potential rezoning back to the prior district if no substantial progress is made.

**Section 3. Table of Permitted Uses Revised**

The Table of Permitted Uses is replaced with Exhibit C. S” designations removed from uses no longer processed by SUP are replaced with “CZ” where conditional zoning is required.

**Footnote (as directed by Town Attorney):**

“This revised Table does not apply to Special-Use Permits issued before adoption of this ordinance. Those permits remain governed by §155.4.5.”

**Section 4. Sevability**

If any provision of this ordinance or its application is held invalid, the remainder shall not be affected and shall continue in full force.

**Section 5. Conflicting Ordinances Repealed**

All ordinances or parts thereof in conflict with this ordinance are repealed to the extent of such conflict.

**Section 6. Effective Date**

This ordinance is adopted in the interest of public health, safety and general welfare and shall be effective upon adoption.

**Adopted this the \_\_\_\_ day of \_\_\_\_\_ 2025.**

\_\_\_\_\_  
**F. Darryl Mills, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Lance Heater, Town Clerk (SEAL)**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Town Attorney**

### Section 155.4.5 Special Use Permits.

155.4.5.1 *Purpose and Applicability.* This Ordinance provides for a number of uses to be located by right in each general zoning district subject to the use meeting certain area, height, yard, and off-street parking and loading requirements. Beginning after the adoption of Conditional Zoning, no new Special-Use Permit (SUP) applications will be accepted except when a single business within a multi-tenant center cannot practicably pursue Conditional Zoning without rezoning the entire parcel or a subdivided portion of it. In that case, the business may apply for a special-use permit limited to its premises under the procedures of this section. In addition to these uses, this Ordinance allows some uses to be allowed in these districts as a special use subject to issuance of a special use permit by the Board of Aldermen. The purpose of special use permits is to ensure that uses would be compatible with surrounding development and in keeping with the purposes of the general zoning district in which the uses are located and would meet other criteria as set forth in this section. A lawfully issued special-use permit granted before the adoption of Conditional Zoning remains valid, and the permit holder may seek Board of Aldermen approval to amend, expand, or revoke that permit under the same standards and evidentiary hearing process that governed the original approval. All special use permits require some form of a site plan as outlined in Section [155.5.3](#).

#### 155.4.5.2 *Application Process/Completeness.*

(A) The deadline for which a special use permit application shall be filed with the UDO Administrator is the first business day of the month in the month prior to the meeting at which the application will be heard. Permit application forms shall be provided by the UDO Administrator.

In the course of evaluating the proposed special use, the Board of Aldermen may request additional information from the applicant. A request for any additional information may stay any further consideration of the application by the Board of Aldermen.

(B) No application shall be deemed complete unless it contains or is accompanied by a site plan drawn to scale which complies with the requirements contained in Section [155.5.3](#) and a fee, in accordance with a fee schedule approved by the Board of Aldermen for the submittal of special use permit applications.

(C) One hard copy and one digital copy of an application, and all attachments and maps, for a special use permit shall, be submitted to the UDO Administrator.

#### 155.4.5.3 *Technical Review Procedure/~~Planning Board Review and Comment.~~*

(A) All applications for a special use permit, including required site plans, shall follow the technical review procedure ([Article 155.3](#), Part II) before being submitted to the ~~Planning Board~~Board of Aldermen for ~~review and comment~~consideration. The UDO Administrator shall forward any comments received during the technical review process to the ~~Planning Board of Aldermen~~ Board of Aldermen.

~~—(B) The Planning Board may, in its review, suggest reasonable conditions to the location, nature, and extent of the proposed use and its relationship to surrounding properties, parking areas, driveways, pedestrian and vehicular circulation systems, screening and landscaping, timing of development, and any other conditions the Board may find appropriate. The conditions may include dedication of any rights of way or easements for streets, water, sewer, or other public~~

~~utilities necessary to serve the proposed development.~~

~~–(C) The Planning Board shall forward its recommendation to the Board of Aldermen within 30 days of reviewing the application. If a recommendation is not made within 30 days, the application shall be forwarded to the Board of Aldermen without a recommendation from the Planning Board.~~

~~–(D) Review of the special use application by the Planning Board shall not be a quasi-judicial procedure. The Planning Board meeting shall serve only as a preliminary review for the applicant. Per N.C.G.S. § 160D-301(b)(6), the Board of Alderman shall not consider any recommendation from the Planning Board during the evidentiary hearing.~~

*155.4.5.4 Board of Aldermen Action.*

(A) Special use permits are quasi-judicial decisions approved by a simple majority vote of the Board of Aldermen. Quasi-judicial decisions must be conducted in accordance with subsections [155.4.4.5](#) through [155.4.4.12](#). For the purposes of this section, vacant positions on the Board and members who are disqualified from voting on a quasi-judicial matter shall not be considered "members of the Board" for calculation of the requisite majority if there are no qualified alternates available to take the place of such members.

(B) Once the comments of the ~~Planning Board~~ [Technical Review Committee](#) have been made, ~~or the 30-day period elapses without a recommendation~~, the Board of Aldermen shall hold an evidentiary hearing to consider the application at its next regularly scheduled meeting. A quorum of the Board of Aldermen is required for this hearing. Notice of the evidentiary hearing shall be as specified in subsection [155.4.4.6](#). In addition, notice shall be given to other potentially interested persons by publishing a notice one time in a newspaper having general circulation in the area not less than ten nor more than 25 days prior to the evidentiary hearing.

(C) In approving an application for a special use permit in accordance with the principles, conditions, safeguards, and procedures specified herein, the Board of Aldermen may impose reasonable and appropriate conditions and safeguards upon the approval. Conditions and safeguards imposed under this subsection shall not include requirements for which the local government does not have authority under statute to regulate. In no instance shall any of these conditions be less restrictive than any requirements which would pertain to that particular development found elsewhere in a similar zoning district.

(D) The applicant has the burden of producing competent, material and substantial evidence tending to establish the facts and conditions which subsection [155.4.5.4\(E\)](#) below requires.

(E) The Board of Aldermen shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that:

(1) The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.

(2) 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.

(3) 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.

~~(4) 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.~~

~~(5)~~(4) Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

~~(6)~~(5) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

~~(7)~~(6) The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

~~(8)~~(7) Public access shall be provided in accordance with the recommendations of the town's land use plan and access plan or the present amount of public access and public parking as exists within the town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.

~~(9)~~(8) The proposed use shall be consistent with recommendations and policy statements as described in the adopted land use plan.

(F) *Conditions and Guarantees.* Prior to the granting of any special use, the Board of Aldermen may require, conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the special use as is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified above. In all cases in which special uses are granted, the Board of Aldermen shall require the applicant or land owner's written consent to the conditions as evidence and guarantee that the conditions required in connection therewith are being and will be complied with.

*155.4.5.5 Effect of Approval.* If an application for a special use permit is approved by the Board of Aldermen, the owner of the property shall have the ability to develop the use in accordance with the stipulations contained in the special use permit, or develop any other use listed as a permitted use for the general zoning district in which it is located.

*155.4.5.6 Binding Effect.* Any special use permit so authorized shall be binding to the property included in the permit unless subsequently changed or amended by the Board of Aldermen.

*155.4.5.7 Record.* Any special use permit issued by the Board of Aldermen shall require recordation with the New Hanover County Register of Deeds within 90 days of its approval.

*155.4.5.8 Certificate of Occupancy.* No certificate of occupancy for a use listed as a special use shall be issued for any building or land use on a piece of property which has received a special use permit for the particular use unless the building is constructed or used, or the land is developed or used, in conformity with the special use permit approved by the Board of Aldermen. In the event that only a segment of a proposed development has been approved, the certificate of occupancy shall be issued only for that portion of the development constructed or used as approved.

*155.4.5.9 Change in Special Use Permit.* An application to materially change a special use permit once it has been issued must follow the same procedure as the original approval and first be submitted, reviewed, and approved in accordance with subsections [155.4.5.3](#) and [155.4.5.4](#), including payment of a fee in accordance with the fee schedule approved by the Board of Aldermen.

*155.4.5.10 Implementation of Special Use Permit.* A special use permit, after approval by the Board of Aldermen shall expire one year after the approval date if work has not commenced or in the case of a change of occupancy the business has not opened; however, it may be, on request, continued in effect for a period not to exceed an additional one year by the UDO Administrator. No further extension shall be added except on approval of the Board of Aldermen. If such use or business is discontinued for a period of 12 months, the special use permit shall expire. Any expiration as noted or any violation of the conditions stated on the permit shall be considered unlawful and the special use permit may be repealed through the same hearing process and procedure as the original approval. The applicant will be required to submit a new special use application to the appropriate agencies for consideration and the previously approved special use permit shall become null and void.

(Ord. 1695, passed 11-8-12; Am. Ord. 1838, passed 3-10-22)

#### **Section 155.4.6 Rehearings.**

When an application involving a quasi-judicial procedure/petition is denied by the Board of Aldermen or Board of Adjustment, reapplication involving the same property, or portions of the same property, may not be submitted unless the petitioner can demonstrate a substantial change in the proposed use, conditions governing the use of the property, or conditions surrounding the property itself.

(Ord. 1695, passed 11-8-12; Am. Ord. 1838, passed 3-10-22)

#### **Section 155.4.7 Appeals of Quasi-Judicial Decisions.**

Any person or persons, jointly or severally, aggrieved by any quasi-judicial decision of the Board of Aldermen or Board of Adjustment, any taxpayer, or any officer, department, board or

**Exhibit A**

bureau of the jurisdiction of this Ordinance may, within 30 days after the filing of the decision in the office of said Board, but not thereafter, present to the Clerk of the Superior Court, a petition duly verified setting forth that such decision is illegal, in whole or in part, specifying the ground of illegality, whereupon such decision of said Board shall be subject to review by certiorari as provided by law.

**SECTION 155.4.8 Conditional Zoning Procedure.**

**155.4.8.1 Application and Conditional Zoning Review Procedure.**

1. The application for a conditional rezoning approval shall also be accompanied by an application to amend the zoning map (rezoning) to the conditional zoning district. The rezoning application shall be submitted concurrently with the conditional zoning master development plan. The approved master development plan shall provide the framework for development in the conditional zoning district. All applications must include a master development plan, supporting information and text which specifies the use or uses intended for the property, dimensional standards, and any development standards to be approved concurrently with the rezoning application. Development standards include such things as parking, landscaping, design guidelines, and buffers.

2. Applications and proposals for conditional zoning approval (with the exception of proposals for churches or other places of worship) shall only be considered within nonresidential zoning districts (C-1, C-2, C-3, C-4, C-5, PC, and G-1). No conditional zoning proposals shall be considered within a residential zoning district on the island portion of the Town's planning jurisdiction.

3. Development agreements may be incorporated into any conditional zoning request.

4. An application for conditional zoning approval shall be accompanied by 8 hard copies and one digital copy of a conditional zoning master development plan.

5. The master development plan shall be prepared by and sealed by a licensed land surveyor, landscape architect, or engineer registered to practice in the state of North Carolina. The master development plan shall include the submission requirements contained herein and any other information deemed necessary by the UDO Administrator, Planning Board, or Board of Aldermen. For nonresidential projects, the master development plan may be prepared in accordance with the requirements of **155.5.2.2** to satisfy the site plan approval process thus necessitating only the issuance of a zoning permit following approval. The following shall be included on any proposed master development plan:

- a) Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries.
- b) Location, dimensions, density, and description of proposed land use(s) on each tract or parcel, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership. (Approximation acceptable.)
- c) Location and dimensions of existing structures on the site and all adjacent tracts, including existing buildings or structures to be removed.
- d) Location of roads, streets, and circulation patterns; including any proposed or required bicycle or pedestrian facilities. (Approximation acceptable.)
- e) FEMA-designated flood hazard areas, including flood zone designations.
- f) Location and description of CAMA Areas of Environmental Concern, including 404 Wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.
- g) Generalized storm water management plan.

- h) For residential uses, the total maximum number and type of dwelling units, height, uses, and density, by development phase. (Approximation of phasing is acceptable.)
- i) For nonresidential uses, the height, approximate footprint and location of all structures.

6. The UDO Administrator or his/her designee will review the conditional zoning master development plan and may require a Technical Review Procedure. The Technical Review Committee may include, but not necessarily be limited to, the following individuals/departments: UDO Administrator, building inspector, Town Manager, Fire department, Police Department, NC Division of Coastal Management, NC Department of Environmental Quality, New Hanover County Utilities, or New Hanover County Environmental Health. Comments and review statements shall be included in the UDO Administrator's staff report to the Planning Board which shall be provided within 60 days of receipt of a complete application.

7. The Planning Board shall provide a recommendation to the Board of Aldermen within 90 days following receipt of the application for a conditional zoning district proposal and associated master development plan.

8. Following receipt of recommendation from the Planning Board, the Board of Aldermen shall approve, conditionally approve, or deny the conditional zoning master development plan.

9. When evaluating an application for the creation of a conditional zoning district, the Planning Board and Board of Aldermen shall consider the following:

- a) The application's consistency to the general policies and objectives of the Town's CAMA Land Use Plan, any other officially adopted plan that is applicable, and the Unified Development ordinance.
- b) The potential impacts and/or benefits on the surrounding area, adjoining properties.
- c) The report of results from the public input meeting.

10. The Board of Aldermen may not vote to rezone property to a conditional zoning district during the time period beginning on the date of a municipal general election and concluding on the date immediately following the date on which the Board of Aldermen holds its organizational meeting following a municipal general election unless no person spoke against the rezoning at the public hearing.

#### **155.4.8.2 Public Input Meeting.**

1. Prior to the Planning Board meeting on the rezoning application, the applicant must conduct one public input meeting and file a report of the results with the UDO Administrator.

2. The report for the Planning Board meeting will include a summary of the public input meeting.

3. The applicant shall mail a notice for the public input meeting to the owners of all properties located within 500 feet of the perimeter of the project bounds not less than ten days prior to the scheduled meeting.

4. The notice shall include the time, date, and location of the meeting as well as a description of the proposal.

5. The applicant's report of the meeting shall include:

- a) A copy of the letter announcing the meeting
- b) A list of adjoining property owners contacted

- c) An attendance roster, including address of attendees
- d) A summary of the issues discussed
- e) The results of the meeting including changes to the project's proposal, if any.

**155.4.8.3 Conditions to Approval of Petition.**

1. In approving a petition for the reclassification of property to a conditional zoning district, the Planning Board may recommend, and the Board of Aldermen may request that the applicant add reasonable and appropriate conditions to the approval of the petition.

2. Any such conditions shall be in accordance with NCGS § 160D-703 and should relate to the relationship of the proposed use to the impact on Town services, surrounding property, proposed support facilities such as parking areas and driveways, pedestrian and vehicular circulation systems, screening and buffer areas, the timing of development, street and right-of-way improvements, water and sewer improvements, storm water drainage, the provision of open space, and other matters that the participants in the public input meeting, staff, Planning Board, and Board of Aldermen find appropriate or the petitioner may propose. Such conditions to approval of the petition may include right-of-way dedication, easements for streets, water, sewer, or other public utilities necessary to serve the proposed development.

3. The petitioner shall consider and respond to any such conditions after the Planning Board meeting and within seven days prior to the staff report for the Board of Aldermen being published. If the applicant does not agree with the Planning Board or staff's recommendations of additional conditions, the Board of Aldermen shall have the authority to accept any or all of the conditions forwarded from the review process. All conditions shall be consented to in writing by the applicant.

4. If for any reason any condition for approval is found to be illegal or invalid or if the applicant should fail to accept any condition following approval, the approval of the site plan for the district shall be null and void and of no effect and proceedings shall be instituted to rezone the property to its previous zoning classification.

**155.4.8.4 Effect of Approval.**

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

2. The conditional zoning request, once approved, shall be effective upon property owner signature(s).

3. Following the approval of the petition for a conditional zoning district, the subject property shall be identified on the zoning map by the appropriate district designation. A parallel conditional zoning shall be identified by the same designation as the underlying general district followed by the letters "CZ" (for example "C-1-CZ").

4. No zoning or building permit shall be issued for any development activity within a conditional zoning district except in accordance with the approved petition and applicable site

plan and/or subdivision plat. Nonresidential projects may comply with the site plan requirement of Section 155.5.2 by including said requirements on the approved master development plan. Accordingly, resubmittal of a minor or major site plan is not required.

5. Any violation of the approved regulations and conditions for the district shall be treated the same as any other violation of this ordinance and shall be subject to the same remedies and penalties as any such violation.

**155.4.8.5 Review of Approval of a Conditional Zoning District.**

1. It is intended that property shall be reclassified to a conditional zoning district only in the event of firm plans to develop the property. Therefore, no sooner than three years after the date of approval of the petition, the UDO Administrator may examine the progress made toward developing the property in accordance with the approved petition and any conditions attached to the approval.

2. A report of the findings of the UDO Administrator may be provided for Planning Board consideration, which may then recommend that the property be rezoned to its previous zoning classification or to another district.

**Exhibit C**

P - Permitted Use							P* - Permitted Use with Supplemental Regulations					
<del>S - Special Use Permit</del> CZ – Conditional Zoning							BLANK - Not Permitted					
Uses	Primary Zoning Districts											Supplemental Regulations
	R1	R2	C1	C2	C3	C4	C5	G1	PC	P1	SI <sup>1</sup>	
ABC package and retail			P	P	P		<del>CZ</del> *4 S					<a href="#">155.7.24</a>
Accessory buildings	P*	P*	P*	P*	P*	P*	P*	P*	P*			<a href="#">155.7.2</a>
Accessory structures	P*	P*	P*	P*	P*	P*	P*	P*	P*			<a href="#">155.7.2</a>
Accessory uses	P	P	P	P	P	P	P	P	P			
Accounting agencies			P	P	P		P					
Activities operated exclusively for pleasure, recreation, social, athletic, educational, research or research-related purposes by a private business entity							P*					<a href="#">155.7.3</a>
Adult care home					P*							<a href="#">155.7.4</a>
Antique and gift shop			P	P	P		P					
Art supply and retail			P	P	P		P					
Assembly halls, gymnasiums, and other similar structures								P*				
Assisted living residence					P							
Attorney’s offices			P	P	P		P					
Automatic teller machines			P	P	P		P					
Automobile parking operated in conjunction with permitted uses		P										

**Exhibit C**

Auto service station					<u>CZ*4</u> S		<u>CZ*4</u> S					<a href="#">155.7.6</a>
Bakery			P	P	P		P					
Barber and beauty shop			P	P	P		P					
Boat rental facility renting four or fewer boats					P							
Boat rental facility renting more than four boats					<u>CZ*4</u> S							
Boat sales/service					<u>CZ*4</u> S		P					
Book and stationery store			P	P	P		P					
Car wash							P*					<a href="#">155.7.7</a>
Child care center							P*					<a href="#">155.7.8</a>
Chiropractic office			P	P	P		P					
Church memorial garden and columbarium	<u>CZ*4</u> S	<u>CZ*4</u> S			<u>CZ*4</u> S		<u>CZ*4</u> S	<u>CZ*4</u> S				
Church parking lots used as commercial parking lots	P	P						P				<a href="#">155.9.2.1</a>
Churches	<u>CZ*4</u> S	<u>CZ*4</u> S			<u>CZ*4</u> S		<u>CZ*4</u> S	<u>CZ*4</u> S				
Clothing store			P	P	P		P					
Coffee shop, no food prepared on site			P*	P*	P*		P*					<a href="#">155.7.20</a>
Coffee shop, with outside seating			<u>CZ*4</u> S	<u>CZ*4</u> S	<u>CZ*4</u> S		<u>CZ*4</u> S					
Commercial marina					<u>CZ*4</u> S							<a href="#">155.7.6</a>
Commercial parking lot not associated with another use			<u>CZ*4</u> S	<u>CZ*4</u> S	<u>CZ*4</u> S	<u>CZ*4</u> S						

Exhibit C

Commercial piers as permitted in Section 6.5.10										P		
Computer sales and repair			P	P	P		P					
Convenience stores					<u>CZ*4</u> S							
Dairy bar/ice cream manufactured for retail sale on the premises			P	P	P							
Department/variety store			P	P	P							
Detached garages	S <u>CZ*4</u>	S <u>CZ*4</u>										<a href="#">155.7.9</a>
Docks and piers owned and operated by a local, state, or federal government agency								P		P		
Drug store			P	P	P		P					
Dry cleaning pick up stations			P	P	P		<u>CZ*4</u> S					
Dry cleaning pick up in shopping center							P					
Dry dock/boat works/marine railways					<u>CZ*4</u> S							
Exercise and physical fitness centers			P	P	P		P					
Family care home	P*	P*										<a href="#">155.7.4</a>
Family child care home	<u>CZ*4</u> S											
Fences and walls	P*	P*	P*	P*	P*	P*	P*	P*	P*			<a href="#">155.7.10</a>
Finance/loan company							P					
Financial institutions/banks			P*	P*	P*		P*					

Exhibit C

Floating homes												
Florist, retail			P	P	P		P					
Food store, retail; grocery, delicatessen, meat and fish, but excluding the killing and dressing of flesh or fowl			<u>CZ*4</u> S	<u>CZ*4</u> S	<u>CZ*4</u> S		<u>CZ*4</u> S					
Food store, specialty in shopping center							P					
Furniture store							P					
Government buildings								P				
Grocery			<u>CZ*4</u> S	<u>CZ*4</u> S	<u>CZ*4</u> S		<u>CZ*4</u> S					
Group housing developments				<u>CZ*4</u> S								<a href="#">155.7.25</a>
Health club			P				P					
Home appliance dealers							P					
Home occupation	P*	P*	P*	P*	P*	P*						
Hotel/motel			<u>CZ*4</u> S				<u>CZ*4</u> S	<u>CZ*4</u> S				
Ice cream sales, not mobile			P	P	P		P					
Insurance office			P	P	P		P					
Jewelry and watch sales			P	P	P		P					
Launderette service, where individual family-sized laundry equipment is rented for use by the customer			P	P	<u>CZ*4</u> S							
Launderette service in shopping center							P					

Exhibit C

Laundry pick up			P	P	P		<u>CZ*</u> 4 S					
Libraries, museums, and art galleries								P				
Light construction/marina					<u>CZ*4</u> S							<a href="#">155.7.6</a>
Marina/boatminium					<u>CZ*4</u> S							
Marina restaurant					<u>CZ*4</u> S							<a href="#">155.7.28</a>
Massage and bodywork therapy			P*	P*	P*	P*	P*					
Meeting and events center					<u>CZ*4</u> S							
Meeting rooms							<u>CZ*</u> 4 S					
Mixed use commercial-residential			<u>CZ*</u> 4 S	<u>CZ*</u> 4 S	<u>CZ*4</u> S							<a href="#">155.7.6</a>
Multi-unit assisted housing with services					P*							<a href="#">155.7.4</a>
Nursing home					<u>CZ*4</u> S							<a href="#">155.7.14</a>
Ocean-related business activities										P*		<a href="#">155.7.15</a>
Office, house, barracks, storage shed, pier, boat house or ramp, garage, or any and all other types of buildings or houses or usages which shall be needed or necessary in the performance or discharge of the governmental activity for which the area is used								P				
Offices, professional businesses or public agencies			P	P	P		P					

Exhibit C

On-street and off-street parking facilities owned or managed by the town	P	P	P	P	P	P	P	P	P	P	P	
Open air market				<u>CZ*4</u> S	<u>CZ*4</u> S		<u>CZ*4</u> S	<u>CZ*4</u> S				
Opticians			P	P	P		P					
Parking lot off-site							<u>CZ*4</u> S					
Police, fire, rescue, civil defense station	<u>CZ*4</u> S	<u>CZ*4</u> S	P	P	P	P		P				
Private club									<u>CZ*</u> 4 S			<a href="#">155.7.16</a>
Public buildings to include space leased in public buildings to private entities for use as offices or professional businesses							<u>CZ*4</u> S	P				
Public utility distribution lines, transformer stations, water tanks and towers, telephone exchanges, but no service or storage yards or wireless facilities except collocations	<u>CZ*4</u> S	<u>CZ*4</u> S	P	P	P		<u>CZ*4</u> S	P				<a href="#">155.7.18</a> for collocations only
Real estate offices			P	P	P		P					
Residence, single-family	P*	P*										<a href="#">155.7.17</a>
Residence, duplex		P*										<a href="#">155.7.17</a>
Residence, multi-family					<u>CZ*4</u> S							<a href="#">155.7.6</a> or <a href="#">155.7.26</a>
Residential child-care facility					<u>CZ*4</u> S							<a href="#">155.7.4</a>

Exhibit C

Restaurant, carry-out			<u>CZ*4</u> S				<u>CZ*4</u> S					
Restaurant, fast-food					<u>CZ*4</u> S		<u>CZ*4</u> S					
Restaurant, standard			<u>CZ*4</u> S	<u>CZ*4</u> S	<u>CZ*4</u> S	<u>CZ*4</u> S	<u>CZ*4</u> S					
Retail stores similar to those otherwise named on the list			P	P	P		P					
School, public								P				
Schools, limited public classroom leases <sup>2</sup>	P							P				
Seafood process, wholesale					<u>CZ*4</u> S							<a href="#">155.7.6</a>
Shopping center					<u>CZ*4</u> S		<u>CZ*4</u> S					<a href="#">155.7.6</a>
Sidewalk café				<u>CZ*4</u> S								<a href="#">155.7.30</a>
Sporting goods			P	P	P		P					
Taxicab stands					P		P					
Temporary storage containers	P*	P*	P*	P*	P*	P*	P*	P*	P*			<a href="#">155.7.19</a>
Theaters housed in a permanent indoor structure			<u>CZ*4</u> S				<u>CZ*4</u> S					
Therapeutic foster home					P*							<a href="#">155.7.4</a>
Tourist or guest homes, including bed and breakfast			<u>CZ*4</u> S	<u>CZ*4</u> S	<u>CZ*4</u> S	<u>CZ*4</u> S	<u>CZ*4</u> S					
Town owned or controlled grounds, recreation facilities and other facilities for open air activities	<u>CZ*4</u> S	<u>CZ*4</u> S						P				

**Exhibit C**

Travel agencies			P	P	P		P					
Vessel for hire carrying six or fewer passengers					P							
Vessel for hire carrying seven or more passengers					<u>CZ*<sup>4</sup></u> S							
Veterinarian clinics, no outside kennels or animal use areas							<u>CZ*<sup>4</sup></u> S					
WIRELESS FACILITIES, Communications												<a href="#">155.7.18</a>
Small wireless facility, micro wireless facility	P* <sup>3</sup>	P* <sup>3</sup>	P*	P*	P*	P*	P*	P*	P*	P*	P*	<a href="#">155.7.18.4</a>
Stealth wireless facility, collocation on existing structure	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	<a href="#">155.7.18.5</a>
Wireless facility, substantial modification					<u>CZ*<sup>4</sup></u> S	<u>CZ*<sup>4</sup></u> S	<u>CZ*<sup>4</sup></u> S	<u>CZ*<sup>4</sup></u> S				<a href="#">155.7.18.3</a>

<sup>1</sup> Refer to Section [155.6.5.11](#)

<sup>2</sup> Automatically terminates at midnight, June 30, 2015 without additional action by the Board or Aldermen.

<sup>3</sup> NOT permitted in R1 or R2 outside the PROW

<sup>4</sup> In the case of a previously issued Special Use Permit before the adoption of Conditional Zoning or in the case of multiple commercial businesses on a single parcel refer to Section 155.4.5 for Special Use Permits.

This newly revised Table of Permitted Uses does not apply to special use permits issued by the Town prior to the adoption of this revised ordinance and table. For any such instances involving previously issued special use permits, please refer to Section 155.4.5.



## STATEMENT OF CONSISTENCY

In accordance with N.C.G.S. §160D-605 and §160D-703, the Town of Wrightsville Beach Planning Board finds the proposed text amendment to establish Conditional Zoning and remove new uses from the Special Use Permit process is consistent with the Town's adopted 2018 CAMA Land Use Plan for the following reasons:

**1. Land Use Compatibility (Policy 1–14)**

The amendment supports land use compatibility by replacing quasi-judicial decisions with a legislative conditional zoning process that allows for predictable, context-sensitive development while maintaining public input. This ensures that proposed developments align with surrounding uses and that mitigation measures can be tailored to protect public health, safety, and welfare.

**2. Infrastructure Carrying Capacity (Policy 39–51)**

Conditional zoning allows infrastructure needs—such as water, sewer, fire flow, and transportation—to be analyzed and incorporated into binding development conditions. This is consistent with the Town's goal to ensure that development does not outpace infrastructure capacity.

**3. Public Participation (Section 5, Page 5-7 and 5-8)**

The amendment preserves and formalizes public input through a required public input meeting and staff review prior to consideration by the Planning Board and Board of Aldermen. This process adheres to the plan's principle of encouraging meaningful community participation in development decisions.

**4. Administrative Compliance with State Law**

The amendment removes the Planning Board from the quasi-judicial Special Use Permit process, which is consistent with §160D-301(b)(6) and §160D-705(c), and resolves the legal disconnect between advisory board roles and judicial decision-making authority, as acknowledged in the Town's ongoing commitment to procedural compliance and transparency.

Therefore, the Planning Board finds this amendment both **reasonable and in the public interest**, and recommends its adoption to the Board of Aldermen.

**Ad Preview**

**Board of Aldermen –  
Wrightsville Beach**

The public shall take notice that, in accordance with North Carolina General Statutes Chapter 160D, the Wrightsville Beach Board of Aldermen will hold a public hearing at 5:30 p.m. on July 10, 2025, or as soon thereafter as possible, in the Town Hall Council Chambers located at 321 Causeway Drive, Wrightsville Beach, NC:

- The purpose of this hearing is to consider a text amendment to the Land Use Ordinance to modify the Special Use permitting process, introduce Conditional Zoning, and revise the Table of Permitted Uses accordingly.

*6/27, 6/30*



**July 2, 2025**

**Memorandum**

**To:** Mayor Mills and Board of Aldermen  
**From:** Robert O’Quinn, Planner  
**Re:** Recommendation to Rename Island Drive Park to Durwood Sykes Sunset Park  
**Cc:** Tony Wilson-Planning Director, Haynes Brigman-Town Manager

**Background:**

A formal request was submitted by Mr. James A. Cobb, supported by a broad coalition of Harbor Island residents, to rename Island Drive Park in honor of Mr. Durwood Sykes. Mr. Sykes, a longtime Harbor Island resident, dedicated over 25 years of personal service to maintaining and beautifying the park. His efforts included mowing, weeding, planting, and decorating the space for holidays, transforming it into a beloved community gathering place. The community has expressed a strong desire to recognize Mr. Sykes’ legacy by renaming the park in his honor. The property in question, located at 30 Island Drive, is a Town-owned public park with approximately 11,326 square feet and includes a public access stair leading to the sound. This request falls within the criteria outlined in the Town’s Policy and Guidelines for Naming Town Assets, particularly under Category 2 – Town Recognitions and Category 3 – Tributes and Memorials, recognizing individuals who have made significant contributions to the community.

**Parks and Recreation Advisory Committee Recommendation:**

At their regular meeting on May 1, 2025, the Parks & Recreation Advisory Committee considered the request to rename Island Drive Park to Durwood Sykes Sunset Park. Following a detailed discussion and review of the policy, the committee voted unanimously in favor of the renaming, contingent upon receiving consent from Mr. Sykes’ next of kin. The committee acknowledged Mr. Sykes’ longstanding dedication and service to the park and concluded that his personal contributions merit formal recognition by the Town.

**Planning Board Recommendation:**

At the June 3, 2025 Planning Board meeting, the Planning Board also reviewed the proposal to rename Island Drive Park. After holding a public hearing, during which all speakers expressed support for the name change, the Board voted unanimously to forward a favorable recommendation to the Board of Aldermen for the renaming of the park to Durwood Sykes Sunset Park.

**Next Steps:**

Pending approval from the Board of Aldermen and confirmation of consent from Mr. Sykes’ family, the renaming of Island Drive Park may proceed in accordance with the Town's policy.

**Attachments:**


1. Town Renaming Policy



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



2. Renaming Application
3. Letters of Support
4. Parks and Rec Advisory Committee Meeting Minutes

	Subject:	Revised Policy and Guidelines for Naming Town Assets
	Approved by:	Wrightsville Beach Board of Aldermen 1-09-25
	Resolution Number:	(2021) 2250; (2022) 2261 and (2025) 2346
	Prepared by:	Committee for Naming Town Assets

## POLICY AND GUIDELINES FOR NAMING TOWN ASSETS

### Purpose.

(1) The purpose of these guidelines is to promote the Town’s image and enhance public awareness of Town assets including public streets, facilities, and other public places by establishing guidelines for their naming or renaming.

- (a) For purposes of this policy, "Town assets" include, but are not limited to, public streets; parks and park lands; landscape elements such as trees, plants, plazas, and gardens; site furnishings such as benches, playgrounds, and donated art; open spaces; trails; public facilities; recreation elements such as sports fields; memorials, statues, and busts; and municipal buildings, properties, sites and structures.
- (b) For purposes of this policy, a "public street" shall mean a street bordered on all sides by property owned by the Town. This policy shall not apply to any public streets except those as defined herein. The naming or renaming of public streets not subject to this policy shall be as directed by the Board of Aldermen.
- (c) The naming of Town assets shall be consistent with the provisions of this Policy.
- (d) The criteria set forth in this Policy is to establish a systematic and consistent basis for recognizing contributions and support of the Town from citizens, volunteers, organizations, financial donors, community leaders, officials, and others.
- (e) The decision to name a Town asset and the choice of a name for a Town asset shall be made exclusively by the Board of Aldermen. The Board of Aldermen is authorized to name a Town asset or to refuse to name a Town asset in its sole discretion.
- (f) All Town assets are and shall remain the property of the Town.

### Scope.

(1) This Policy shall apply to the naming or renaming of any Town assets named or renamed after the adoption of this Policy.

- (a) *Asset Naming or Renaming Consideration and Recommendation.* An initial recommendation for the naming or renaming of Town assets shall be made by the Planning Board based on criteria outlined in this policy. The Planning Board shall make naming and renaming recommendations to the Town Board of Aldermen. Town assets that are parks-related and/or recreation-related shall also be reviewed by the Parks and Recreation Advisory Committee based on the criteria outlined in this Policy. The Parks and Recreation Advisory Committee shall then make naming and renaming recommendations to the Town Board of Aldermen.
- (b) *Asset Naming.* The naming or renaming of Town assets shall require Board of Aldermen approval. The Board shall consider the recommendation of the Planning

Board and the Parks and Recreation Advisory Committee but is in no way bound by such recommendation.

### **Naming Categories.**

- (1) The following asset naming categories are hereby created:
  - (a) *Category 1 - Sponsorships.* The Town may enter into an agreement with an individual or an organization whereby the naming of a Town asset may be approved for such individual or organization pursuant to the requirements of this Policy, in exchange for cash or other sufficiently valuable contributions to the Town. The Town may utilize a public process for naming rights of large projects when multiple entities have expressed an interest in the same project or when the Town, in its sole discretion, determines that it is in the Town's best interest to do so.
  - (b) *Category 2 – Town Recognitions.* The Town may elect to name a Town asset to formally recognize significant contributions and support given to the Town by individuals or organizations.
  - (c) *Category 3 - Tributes and Memorials.* As provided in this Policy, an individual may petition the Town to name a Town asset as a tribute or memorial to an individual, group, event, or other thing.
  - (d) *Category 4 – Other Grounds for Naming.* The Town may elect to name a Town asset for other reasons deemed appropriate by the Board of Aldermen.

### **Naming Standards.**

- (1) *Applicability.* The provisions set forth in this Section apply to the naming of any Town asset, including, but not limited to, the opening of a new or refurbished Town asset; honoring an individual, group, or organization; recognizing a gift, donation, sponsorship, joint venture/partnership, or significant contribution to the Town or the general public; or improvements to existing Town assets.
- (2) *General Provisions.* The following provisions shall apply to the selection of any name associated with a Town Asset:
  - (a) *Consent.* When a Town asset is proposed to be named for an individual, before consideration of the proposal, consent shall be obtained from such individual or, if such individual is deceased, the individual's next of kin.
  - (b) *Prohibited Names.* Unless otherwise determined by the Board of Aldermen, in its sole discretion, no name shall be chosen that:
    - i. causes confusion due to duplication of, or similarity to, an existing name within the Town;
    - ii. is the name of an entity associated with obscenity or a sexually oriented business, place or practice;
    - iii. may have an inappropriate acronym, short form, or modification;
    - iv. is discriminatory, derogatory, or otherwise creates controversy within the Town, as determined by the Board of Aldermen;
    - v. is complex, unduly long, difficult to spell or pronounce;

- vi. recognizes a single individual for a contribution similar or identical to a contribution made by others within a particular group associated with that individual; or
  - vii. is deemed inappropriate for other reasons in the sole discretion of the Board of Aldermen.
- (c) *Asset Name Rejection.* The Town, in its sole discretion, may reject any proposed asset donation or any proposed name for a new or existing Town asset.
- (3) *Sponsorships and Town Recognitions.* The following provisions shall apply to the selection of any name associated with a sponsorship or Town recognition:
- (a) *Context.* The selected name should:
    - i. have a longstanding or unusually significant identification with the Town or its residents; or
    - ii. be consistent with i) the character and public value of the asset; ii) the financial sponsorship categories as may be established by the Board of Aldermen; iii) specific geographical locations; or iv) any other applicable Town requirement.
  - (b) *Personal and Organization Names.* The name of an individual or an organization shall be considered only when such individual or organization has made a significant contribution to the Town by:
    - i. enhancing the quality of life and well-being of the Town;
    - ii. contributing to the historical, cultural, or societal preservation of the community;
    - iii. contributing a significant portion of project costs used for acquisition, development, or conveyance of land or construction or renovation of a Town asset; or
    - iv. achieving personal or organizational excellence that represents the Town in a positive manner.
  - (c) *Public Gifts.* When selecting a name connected with a sponsorship, the following additional factors shall be considered:
    - i. The dollar value of the contribution compared to the construction and ongoing operating and maintenance costs of the Town asset to be named;
    - ii. Any financial sponsorship categories, as may be established by the Board of Aldermen, to recognize different contribution amounts;
    - iii. The cost of establishing the naming; and
    - iv. In the case of a donated asset, projected ongoing operating and maintenance costs.
- (4) *Types of Sponsorships.* There are three different types of sponsorships contemplated:
- (a) *Type A – Town Amenity Donation Program.* A sponsorship of a donated amenity or a monetary donation to purchase an amenity. In recognition of the donation, the Town shall include a recognition plate on the amenity donated. The recognition

plate will be sized so it is visible at close proximity to foot traffic. The recognition plate will be purchased and installed by the department for which the sponsorship is benefiting or being recognized. A recognition plate will be in place until the original item is no longer functional. No signage separate from the recognition plate on the donated amenity will be allowed. This applies to brick pavers, benches, park amenities, etc. Any required donation or contribution shall be paid in full before any form of recognition is installed.

- (b) Type B – Memorial Tree Sponsorship Program: A sponsorship of a donated tree or monetary donation to purchase a tree. In recognition of the donation, the Town would place a marker of recognition on Town property. The marker will be at ground level and will be visible at close proximity to foot traffic. No signage separate from the marker will be allowed. The recognition marker will be in place until it is no longer readable/functional.
- (c) Type C – Fixed-Term Sponsorship/Naming Right: A sponsorship agreement (for a significant contribution) that includes the naming display in recognition of a corporate or individual sponsor of an item, facility, or portion of a facility for a predetermined period of time (Town sign ordinance applies). Examples include aquatics facility, new building, athletic fields, field fence advertising, and scoreboards.

(5) *Tributes and Memorials.* The following provisions shall apply to the selection of any asset associated with a tribute or memorial:

- (a) *Quality.* An asset donated to the Town shall conform to applicable Town standards including, but not limited to, design, durability, location, and applicable safety considerations. The Town, in its sole discretion, may reject an offer to donate an asset.
- (b) *Maintenance.* An asset donated to the Town that is unique and not within any asset class ordinarily purchased and maintained by the Town shall be maintained by the donor unless otherwise provided in an asset naming agreement. The Town will not consider for approval tributes and memorials which will impose a significant financial burden on the Town to maintain.
- (c) *Content.* It is in the Town's discretion to approve or reject the design, size, material, text, and graphics to be used for tributes and memorials and to approve species of memorial trees. Any written content on a Town asset is subject to review and may be rejected if it:
  - i. is discriminatory, derogatory, or may otherwise create controversy, as determined by the Board of Aldermen;
  - ii. contains statements of religious principles or scriptural verses unless such principles or verses are unavoidably entwined with an otherwise historically significant event or person proposed to be honored; or
  - iii. contains wording or depictions that the Board of Aldermen, in its sole discretion, deems inappropriate.
- (d) *Ownership.* Unless otherwise agreed to in advance and in writing, all donated property of whatever kind becomes and remains Town property. The Town assumes no liability for the loss, damage and/or replacement of Town assets.

(6) *Length of Time a Name May Remain in Place.* The Board of Aldermen may limit the time that a name given to a Town asset remains in place. At the end of such designated time, the name or other recognition of such asset may be removed by the Town and the Town shall have no obligation to replace, renew or otherwise continue such name or to refund any money paid in connection with the original naming of the asset.

#### **Changing an Existing Asset Name.**

- (1) *Criteria.* The name of a Town asset shall be changed only after consideration of the:
  - (a) Historical significance of the existing name;
  - (b) Impact on the currently named individual or organization;
  - (c) Cost and impact of:
    - i. changing existing signage, if any;
    - ii. rebuilding community recognition; and
    - iii. updating records such as letterhead, databases, and promotional materials; and
    - iv. financial contribution of both the person or organization of the currently named asset and the person or organization proposing the new name.
- (2) *Consideration.* Each petition to change an existing name shall be considered on a case-by-case basis pursuant to applicable provisions of this Policy.

#### **Asset Name Removal.**

- (1) *End of Service Life.* When the Town determines an asset has exceeded its service life or the asset is destroyed or damaged beyond feasible and economic repair, the asset and its associated name may be removed. The Town shall have no obligation to replace, repair, remove or relocate the Town asset or to name some other asset in place of that which has been destroyed or damaged. Any funds paid to the Town by a sponsor or otherwise in connection with a Town asset that has reached the end of its service life or has been damaged or destroyed shall not be refunded.
- (2) *Extension.* A named asset that has exceeded its service life may thereafter remain in service only if remaining in service poses no danger to the public and is approved by the Board of Aldermen pursuant to an asset naming agreement that specifies the length of time that the asset name may be used and provides for an endowment fund or other financial resources sufficient to pay the asset's ongoing maintenance and operation costs. Such endowment or other financial contribution shall be paid by the party requesting the extension.

#### **Process to Follow to Request the Naming or Changing of a Name of a Town Asset**

- (1) An application to Name Town Assets must accompany all requests.
- (2) The completed Application to Name Town Assets shall be submitted to the Town Clerk who will forward to the Planning Board and if applicable, the Parks and Recreation Advisory Committee. The applicant/requesting party should attach all documentation needed for the Planning Board and the Parks and Recreation Advisory Committee to make a recommendation to the Board of Aldermen.

(3) The request shall be considered by the Planning Board at a public hearing. At the conclusion of the public hearing, the Planning Board shall make recommendations to the Board of Aldermen. Applications for parks-related and/or recreation-related Town assets shall be considered by the Parks and Recreation Advisory Committee at a regularly scheduled meeting making a recommendation to be submitted to the Board of Aldermen.

(4) The Board of Aldermen shall consider the request at a public hearing. Approval of a request shall be by a resolution adopted by the Board of Aldermen that includes all conditions required by the Board of Aldermen.

**Rules and Procedures.**

(1) The Board of Aldermen or its designee may adopt rules, regulations, and procedures, including asset naming parameters, to implement the provisions of this Policy consistent with the guidelines and limitations set forth in this Policy.

**Effect on Existing Policies.**

(1) Nothing contained herein shall repeal, amend or otherwise affect the existing Town policies regulating donations for lifeguard stands and commemorative benches. *(Reference: Commemorative Bench Program Guidelines approved by Resolution No. (2019) 2169; Policy for Receiving Donations for Lifeguard Stands approved by Resolution No. (2016) 1978)*



## APPLICATION TO NAME TOWN ASSETS

Description / Location of Town Asset	Property presently named Harbor Island Park, bordered by Island Drive, 26 Island Drive, 2 Shore Drive and Motts Channel.
Applicant's Name	James A Cobb and outpouring of Harbor Island residents, prepared to present petition.
Applicant's Address	117 Island Drive
Applicant's Telephone No.	910-617-2195
Applicant's Email Address	jcobb1@ec.rr.com
Type of Naming Category	Posthumous
Proposed Sponsorship Name	Durwood Sykes Sunset Park
Proposed Sponsorship Term	Indefinite
Proposed Donation	Unknown
<p>Include a brief description and state the reasons why the naming rights are being requested. Include all designs, pictures or concepts with the application. Provide any additional information deemed necessary to permit the Town to make an informed decision.</p> <p>The present name of this park has little or no significant or historical meaning. Mr. Durwood Sykes has lived on Harbor Island for over 50 years and has solely cared for this park for the past 25 years, mowing, watering, weeding, planting. He has never requested compensation from the town of Wrightsville Beach and worked, solely for his love of South Harbor Island and its residents. There has been an outpouring of home owners and residence that Mr. Sykes be remembered for this love and kindness. Please allow us to remember Durwood Sykes by renaming this park in his honor.</p>	

Maggie Aardema and all Harbor Island Residents, representative of the above-named applicant, hereby acknowledge that I have read the Town's Policy and Guidelines on Naming Town Assets and that the proposed request submitted meets the criteria outlined in said policy.

*James A. Cobb*  
 (Signature)

03/31/2025  
 (Date)

JAMES A. COBB  
 (Printed Name)

## Katie Ryan

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**From:** LUCY GEE <snappergee@msn.com>  
**Sent:** Thursday, April 24, 2025 1:36 PM  
**To:** jmchaffins@gmail.com; samiwinter93@gmail.com; mindygillis@gmail.com;  
jbendjy@gmail.com; margaretbaggett13@gmail.com; keikiwin@aol.com;  
fcwoodbury@gmail.com; Zeke Partin; Katie Ryan  
**Subject:** Durwood Sykes-Island Drive Park

Good Afternoon Parks & Recreation Advisory Committee:

I wanted to take a moment to ask you to support South Harbor Island neighborhood effort to rename Island Drive Park to *Durwood Sykes Sunset Park*.

I moved to 19 Myrtle Ct Jan 1997 and have witnessed Durwood care for the park year around. (Also Live Oak Dr Park and the end of Island Drive entering the neighborhood)

He dug up sand spurs until they were eliminated for adults, children and animals to play and enjoy the park without injury.

He has cut the grass for the last decade (plus) so the sand spurs would not return.

Durwood decorated the park Memorial Day, Independence Day and Veterans with Flags to honor the values he stood for. He loved the beach, community, town and his country and served as a wonderful example of how we should all serve in our community. He was always there to help anyone in need.

We have lost an Icon and a Legend! He will be missed terribly but will live on in our memories and each blade of grass and plant he cared for. Every neighbor I have talked to supports name change to honor Durwood.

Funny that no one really calls it Island Drive park anyway. Our family always called it the Mini-park but most call it Sunset Park.

Please help us to honor his memory. Thank you for your consideration in this matter and for serving the Town of WBI

Sincerely,  
Lucy Gee

03/27/2025

: Katie Ryan <kryan@towb.org>

Ms. Katie Ryan,

First of all, I want to thank you for providing us with the information on how to properly request a name change for Assets belonging to Wrightsville Beach. I hope we have properly filled out all necessary forms. If not, please notify us and we will make all corrections. We are also prepared to provide a petition if it becomes necessary.

As stated on your form, this request comes to The Town of Wrightsville Beach due to the outpouring from residents and homeowners of Harbor Island. This groundswell was generated in hopes of remembering the love and kindness of one of our own upon his death. Mr. Durwood Sykes, who recently passed away, lived on Harbor Island for the past 50 years and devoted himself to the beatification of this island.

The present name of this park is Harbor Island Park. Technically, the public renamed this park years ago. It is now referred to by all as Sunset Park. Mr. Sykes cared for this park for the last 30 years. On any given day, you would see Mr. Sykes mowing, weeding, planting and nurturing this strip of land used by us all. We strongly feel that the park should be renamed, **Durwood Sykes Sunset Park.**

If the town needs any more information from this group, please let us know and we are prepared to secure that information for you.

Thank you for your consideration

James A Cobb

117 Live Oak Drive

910-617-2195



Town of Wrightsville Beach  
Parks & Recreation Advisory Committee  
Meeting Minutes  
Thursday, May 1, 2025 4:00 pm

**CALL TO ORDER:** Jim Chaffins called the meeting to order at 4:05 p.m.

**MEMBERS PRESENT:** Margaret Baggett, Jim Chaffins, Mindy Gillis, Tim Winslow, Cherry Woodbury

**BOARD OF ALDERMEN LAISON:** Alderman Zeke Partin

**MEMBERS NOT PRESENT:** Jason Bendjy, Sami Winter

**OTHERS PRESENT:** Katie Ryan, Parks & Recreation Program Supervisor

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE MINUTES**

Jim Chaffins made a motion to approve the minutes of the May 1, 2025 Parks and Recreation Advisory Committee meeting. Cherry Woodbury seconded the motion and all approved.

**NEW BUSINESS**

**Special Event Permit Applications Requiring Board Approval:**

- 1) **Sarus Festival Dance Performance on the Beach**  
Friday, August 1, 2025 6:00 – 8:30 pm  
Beach access 4  
Sunday, August 3, 2025 7:00 – 11:00 am  
Beach access 2  
Approximately 25 people
- 2) **Surfer's Healing Surf Event**  
Monday, August 18, 2025, 9:00 am – 3:30 am (set up at 6:30 am)  
Beach access 27 – 29 (Birmingham to Stone Street)  
Approximately 600 people throughout the day
- 3) **Cape Fear Habitat for Humanity Turkey Trot**  
Thursday, November 27, 2025, 8:00 am, 1-mile and 8:30 am, 5k  
Town Hall field and the Loop  
Approximately 3,000 – 3,500 people

Katie reviewed the events and advised that staff had no concerns with the special event permit applications. Jim Chaffins made a motion to recommend approval of the special permit applications as presented. Margaret Baggett seconded the motion and all approved.

**Donation of Pet Locator from Heidi's Hope for Homeless Animals:** Katie said that Heidi's Hope for Homeless Animals would like for the Town to add a pet locator scanning station to the municipal complex. Carolina Beach and City of Wilmington have scanners at their police departments. Katie talked to Chief Bishop, and we can put one at the elevators. She would ask the new communications manager to promote it. She would check with the Town Manager about whether or not it needed to go to the Board but suggested a motion. The committee approved a motion (Jim Chaffins) and a second (Cherry Woodbury) to accept and install the pet locator scanning station.

**Request to Rename Island Drive Park in Honor of Durwood Sykes - "Durwood Sykes Sunset Park"** Katie presented the request from James Cobb on behalf of the neighbors of Harbor Island who would like to rename Island Drive Park to "Durwood Sykes Sunset Park". She said that the application was included in the agenda packet as well as a copy of the email from Lucy Gee in support of the application that had been sent to the committee. Cherry Woodbury said that she had personally seen Durwood taking care of the park. Marget Baggett added that he had gotten rid of all the sand spurs and he decorated the park for the holidays. Jim asked about the policy. Katie said that the application and the Naming of Town Assets Policy was included with the agenda. Tim Winslow asked if the request was in keeping with the Town policy and Katie responded that it did. Jim said that a family member would need to be notified and approve of the naming of the asset. Katie said that they would be able to reach out to one of Durwood's sisters. Katie said that the planning board would also review the request and make a recommendation.

Jim said that the request does meet everything according to the policy of naming Town assets. A discussion began about the precedent that may be set naming the park and other citizen contributions that may be worthy of name recognition. Tim said that it's nice to honor folks but there are only so many assets. Cherry said that maybe a timeframe should be set so the family will know that the name could possibly change so that it's not necessarily a forever thing. Tim said that he felt this could create the possibility of a conflict.

Jim said that his name is already on the sign, but someone mentioned that the sign was a garden club sign which would need to come down. A discussion began about dedicating a bench or something to honor his memory rather than renaming the asset because that could become something that everybody wants. Katie suggested replacing the existing bench and fixing up the garden bed and dedicating that area to Durwood could be a possibility.

Cherry mentioned the pickleball courts naming and does this need to come with a monetary donation. She asked if we need a more firm policy that doesn't make it easy for just anybody to come up with naming anything they want.

Margaret stated that there would be many unhappy people if the renaming of the park was not approved. Jim stated the policy references to financial contributions. Cherry said that the time and Durwood's personal involvement for so many years was more valuable than any money. Margaret said that the request goes through two committees and the Board to make a decision so it's well vetted. Alderman Partin said that the Board will review the Parks & Recreation Advisory Committee and the Planning Board's recommendations, but it doesn't mean that the Board has to follow the recommendation, but they do like to hear what the committees have to say.

Jim said he wasn't too excited about it, but he saw nothing in the policy that would disqualify the request. Tim Winslow agreed that the request is in line with the policy requirements and it is the committee's job to make a recommendation based on the policy and not a personal decision. Margaret said there would be a petition if the request isn't approved. Tim said he felt that's what makes a town a Town. These are the folks that contribute to the fabric of the Town. Cherry said that she was personally in favor of the application but that it should probably be with the condition that it's not forever. It may need to be reviewed. Jim said that it would seem that once it's named, that's it. Margaret Baggett said that it's not necessarily forever as in the case with Hugh McRae Park, schools and military bases also. Cherry said that the committee would not need to put a timeframe on it because the Board could always change it.

Tim Winslow said that the minutes will reflect the committees concerns so that the next folks can see the content of our conversation. Jim added that it boils down to those who want it, those who worry about the precedent we set, and then on the other end, what happens after a period. I don't know whether those last two things are applicable according to the policy.

Jim said that he wasn't too excited about it but there was nothing in the policy that would prohibit or be a problem with the name. The request goes by the policy. The policy did state that the Town would need consent from next of kin. Katie said that she could reach out to his sister that lives here.

Jim Chaffins made a motion that the Parks and Recreation Advisory Committee recommends that Island Drive Park be renamed in honor of Durwood Sykes, "Durwood Sykes Sunset Park" contingent upon permission from the next of kin. Margaret Baggett seconded the motion. Jim asked for any further discussion and Tim Winslow asked if the Town would pay for signage. Katie thought that is would likely be the Town's obligation. Jim said there was nothing in the policy about who would pay for the sign but that it would just have to be considered. Katie said that she didn't think that the sign would be a problem. Mindy Gillis added that she liked the style of the existing sign, and a new one should be consistent with the existing. Katie said that she thought that it may need to be redesigned to be more consistent with newer signs around town that include the Town logo.

Alderman Partin asked if the motion should include who would pay for it. Katie said that she didn't feel that it needed to be included. Katie said that since it's a Town park maybe the Town should pay for it but there are also organizations that may want to contribute. The committee agreed.

Jim Chaffins stated that the Parks and Recreation Advisory Committee recommends that Island Drive Park be renamed in honor of Durwood Sykes, "Durwood Sykes Sunset Park" contingent upon permission from the next of kin. The committee voted unanimously in favor.

**OLD BUSINESS** None.

#### **OTHER BUSINESS FROM THE CHAIRMAN**

Jim reminded the committee that he had sent them the drone footage of the Easter Egg Hunt. He said that we had 40 volunteers out there, but about a third of them were young

people. College kids came out and we just had a good time. And everybody said they're going to come back and do it next year. It was fun.

Alderman Partin complimented Jim on his efforts to organize the pickleball group as well as organizing volunteers. Jim said that the volunteers stuffed about 10,000 eggs.

Jim advised that the next meeting of the Parks & Recreation Advisory Committee was June 5<sup>th</sup> at 4:00 pm.

**OTHER BUSINESS FROM COMMITTEE MEMBERS** None.

**OTHER BUSINESS FROM STAFF**

Katie reminded the committee that the Farmers' Market starts Monday with about 61 vendors some of which are alternating 1<sup>st</sup> & 3<sup>rd</sup> and 2<sup>nd</sup> & 4<sup>th</sup> Mondays. The River to Sea Bike Ride is Saturday with about 500 bicycles riding from downtown Wilmington to the park and then returning to Wilmington.

Katie said that there were a few punch list items for the parking lots. The pickleball courts would be open soon and the new sidewalk around the tennis courts that was part of the historic square project should be starting soon. She identified several areas that needed further work.

Margaret Baggett asked about the bike ride. Katie explained that it was a Wilmington MPO event. She had expressed her concern about the event for several years because of the size and the fact that the law enforcement agencies had requested that this get no larger than 400 people. Katie said that it was a busy time of year, and the event caused traffic delays. Tim Winslow suggested holding the event in March. Katie said that she would discuss it with the WMPO Bike/Ped Committee.

Alderman Partin asked about the pickleball signage and whether or not it would include anything about the lights and how long they would stay lit. Katie said that it was not included on the new signs as the time could change. The time could be posted on the light activation button. Discussions had typically been no lights after 10:00 pm but nothing was official.

A discussion began about the Causeway Drive sidewalk and how quickly it was constructed. The committee then moved to the MUP planned for the Park connecting Causeway Drive to the pickleball courts and the use of electric bikes. Katie suggested that the committee could make a recommendation about MUP use. Katie said that the committee may also want to consider improvements to the softball field in conjunction with a possible MUP which would require removing the fence. The red clay was a concern to several of the committee members. Mindy Gillis said that she knew a skate park was controversial, but she thought that they were great and encouraged outdoor activity. She felt that there would be a lot of support in the community with fundraising efforts. And maybe not a skatepark on the softball field but something for kids and maybe there are suggestions from the community. She said that her kids were not skaters, so it was not a person request. Cherry said that what is there now needs to be replaced. Katie said that it would be a great project for a PARTF grant. Tim Winslow said that it would be good to solicit opinions from the public.

Katie said that many years ago she brought a PARTF grant application to the Board for consideration. A group that wanted to have a skate park was at the meeting. The Board of Aldermen was to be voting on the grant application that we were going to submit which was going to be for tennis court lights, the new event stage, and reconfiguring the parking lot. One of the board members said that she thought that the Board shouldn't proceed with the application and the Board needed to see what the skate park people had to say. The board advised the skatepark supporters to come up with a plan and a cost or some kind of proposal. And they never did. And it just died from there. The board was looking for what is it going to look like, how much is it going to cost, how is it going to be funded, and just the whole plan for a skate park so that the board could make a better educated decision, have a public hearing on it, and let the public see what they are talking about.

Cherry said that she was not opposed to it, but she didn't like the idea of putting in a lot of concrete. Drainage around the beach is a big issue and putting a ton of concrete somewhere where we're already going to have a multi-use path is concerning.

Tim Winslow said that he would like to see what other public park features across the country are new and gaining traction. Mindy suggested a covered area for kids to play.

Katie said that the fitness equipment with its small footprint is used by so many people. She said there is another piece of equipment that is called a supernova, and its perfect for balance training for people that surf and skate. It's like a standing merry-go-round and encourages balance.

Tim Winslow suggested that the committee look at this and start the process. He said that there is funding with the endowment. His brother is the CEO of the endowment, and they are looking for stuff like this. He said this park is used by everybody in New Hanover County so he thought that they would look at this very favorably.

Jim Chaffins said he might be a hypocrite here because we've just put in five new pickleball courts and it's taken up some room, but I look at that green expanse and think it would be a great space to put some more flag football, lacrosse fields, without adding more concrete.

Tim agreed and said that we're all saying the same thing. Add components that don't take up a lot of space but that a lot of people can use throughout the day and still keep the multi-purpose field. The committee agreed that use of the softball field was something to further pursue.

## **ADJOURNMENT**

Jim Chaffins made a motion to adjourn the meeting. Cherry Woodbury seconded the motion and all approved. The meeting adjourned at 5:08 p.m.

**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

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MEMORANDUM

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**To:** Mayor Mills and Board of Aldermen

**From:** Katie Ryan, Recreation Program Supervisor *Katie*

**Subject:** **Application to Name Town Assets**  
**Rename Island Drive Park – Durwood Sykes Sunset Park**

**Date:** July 3, 2025

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Mr. James Cobb of 117 Live Oak Drive submitted an Application to Name Town Assets on behalf of residents of Harbor Island. The request is to rename Island Drive Park in honor of former longtime resident, Durwood Sykes who recently passed away. The proposed name for the park located on Island Drive is Durwood Sykes Sunset Park.

The application was presented to the Parks and Recreation Advisory Committee at their May 1, 2025 meeting. A copy of the meeting minutes that includes the committee's discussion regarding the proposed name change is attached.

The Parks and Recreation Advisory Committee unanimously agreed to recommend that the Board of Aldermen approve the application and rename the park, Durwood Sykes Sunset Park.

**REQUESTED ACTION:** Consider Application to Name Town Assets from James Cobb and the Parks and Recreation Advisory Committee's recommendation and provide direction to staff.

## RESOLUTION NO. (2025) 2356

Board of Aldermen  
Town of Wrightsville Beach, North Carolina  
Date: July 10, 2025



### **A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA APPROVING THE RENAMING OF ISLAND DRIVE PARK TO DURWOOD SYKES SUNSET PARK**

**WHEREAS**, Island Drive Park, formerly known as Harbor Island Park, is a valued public space within the Town of Wrightsville Beach, enjoyed by residents and visitors alike; and

**WHEREAS**, Mr. Durwood Sykes, a beloved longtime resident of Harbor Island, selflessly cared for and beautified the park and surrounding area for over 30 years, without compensation or formal recognition, motivated only by love for his community; and

**WHEREAS**, a formal application to rename Island Drive Park in honor of Mr. Sykes was submitted by Mr. James Cobb, on behalf of the residents of Harbor Island, with broad community support; and

**WHEREAS**, the Parks and Recreation Advisory Committee, at its meeting on May 1, 2025, unanimously recommended renaming Island Drive Park to “Durwood Sykes Sunset Park,” contingent upon the consent of Mr. Sykes’ next of kin, in accordance with the Town’s Policy and Guidelines on Naming Town Assets; and

**WHEREAS**, the Planning Board, at its meeting on June 3, 2025, also reviewed the request and after holding a public hearing, during which all speakers expressed support for the name change, the Board voted unanimously to forward a favorable recommendation to the Board of Aldermen; and

**WHEREAS**, the Board of Aldermen wishes to honor Mr. Sykes’ decades of volunteerism, stewardship, and civic spirit by granting this request;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina that:

1. The park currently known as Island Drive Park is hereby renamed **Durwood Sykes Sunset Park**.
2. The Town Manager is directed to implement this renaming, including the design, fabrication, and installation of appropriate signage in a style consistent with existing Town standards.

3. The Town expresses its heartfelt appreciation to the late Mr. Durwood Sykes and his family for his selfless dedication and lasting contributions to the Harbor Island community.

This Resolution adopted this 10<sup>th</sup> day of July, 2025.

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F. Darryl Mills, Mayor

ATTEST:

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Lance G. Heater, Town Clerk

(SEAL)



**Town of Wrightsville Beach**  
Post Office Box 626  
321 Causeway Drive  
Wrightsville Beach, North Carolina 28480  
(910)256-7900

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**MEMORANDUM**

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**To:** Mayor Mills and Board of Aldermen  
**From:** Lance Heater, Town Clerk  
**Subject:** **Consider appointments/reappointments to the Marketing Advisory Committee.;**  
**Date:** July 10, 2025

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**Issue/Action Requested:**

Consider appointments/reappointments to the Marketing Advisory Committee

**Background/Purpose of Request:**

The terms of Susan Bulluck and Amber Moshakos ended in June. Both are eligible for reappointment. In addition, we have received an application from Neal Briggi. Attached is the current roster and applications received.

**Town Manager's Recommendation:**

Appoint two individuals to the Marketing Advisory Committee to serve terms ending in June 2027.

**Attachments:**

1. Roster - 2024
2. MAC Ballot
3. Neal Briggi - MAC
4. Sue Bulluck - MAC
5. Amber Moshakos - MAC

**2024 WRIGHTSVILLE BEACH MARKETING COMMITTEE  
TWO-YEAR TERMS (Three Consecutive Terms)**

NAME	OCCUPATION	PHONE NO.	APPOINTMENT DATES	EXPIRATION DATES
Susan K. Bulluck 102 Tanbridge Road, Wilmington, NC 28405 <a href="mailto:bks42@aol.com">bks42@aol.com</a> OR Wrightsvillebeachchamber@gmail.com	Government Consultant And Realtor	910-619-2026 h 910-256-8116 b	Appointed 07-08-21 Reappointed 06-22-23	Second Term Expires June 2025
Matthew Roberts 5446 Ridgewood Heights Dr. Wilmington, NC 28403 <a href="mailto:Mcr1072@gmail.com">Mcr1072@gmail.com</a>	Owner Soundside at Blockade Runner	828-448-2984 h 910-622-2503 b	Appointed 8-8-24	First Term Expires June 2026
Amber Julie Moshakos 2500 N. Lumina Avenue, Building A Unit 2C, WB 28480 <a href="mailto:amoshakos@lmrest.com">amoshakos@lmrest.com</a>	President LM Restaurants	919-618-4911 c 919-851-0858 b	Appointed 07-08-21 Reappointed 06-22-23	Second Full Term Expires June 2025
Ryan M. Smith ( <b>Chairman</b> ) 3116 Aster Ct., Wilmington, NC 28409 <a href="mailto:ryan.smith@blockade-runner.com">ryan.smith@blockade-runner.com</a>	Director of Marketing Trailborn Surf & Sound	919-270-8345 h 910-256-7105 b	Reappointed 07-19-22	Second Term Expires June 2026
Lisa Corley ( <b>Vice-Chair</b> ) 1706 N. Lumina Ave. Wrightsville Beach, NC 28480 <a href="mailto:licorley@luminaresortwrightsville.com">licorley@luminaresortwrightsville.com</a>	Liaison for Holiday Inn Resort	910-352-0085 c 910-344-6805 b	Appointed 07-19-22	Second Term Expires June 2026
ADVISORS				
Nicolas Montoya Blockade Runner <a href="mailto:nicolasm@blockade-runner.com">nicolasm@blockade-runner.com</a>	TDA Appointee		Position designated By Code of Ordinances	3-Year TDA Term Expires Dec. 31, 2025
Jeff DeGroot 708 South Lumina Ave., Wrightsville Beach, NC 28480 <a href="mailto:jdegroote@towb.org">jdegroote@towb.org</a>	Alderman	256-1118	Appointed 01-15-20	Second Term Expires January 2028
LIAISONS				
Megan Buchbinder Wilmington and Beaches Convention & Visitors Bureau <a href="mailto:mbuchbinder@wilmingtonandbeaches.com">mbuchbinder@wilmingtonandbeaches.com</a>	Executive Vice-President of Marketing	704-650-0536	N/A	N/A
Haynes Brigman P. O. Box 626, Wrightsville Beach, NC 28480 <a href="mailto:hbrigman@towb.org">hbrigman@towb.org</a>	Town Manager	239-1770	N/A	N/A

**BALLOT**  
July 10, 2025

**MARKETING ADVISORY COMMITTEE  
APPOINTMENTS  
For TWO Terms That Will Expire 2027**

Place a check (✓) by TWO applicants.

APPLICANT	VOTE
Amber Moshakos – For Reappointment	
Sue Bulluck – For Reappointment	
Neal Briggi	
Write-In:	

**VOTER SIGNATURE** \_\_\_\_\_

**BALLOT**  
July 10, 2025



**Town of Wrightsville Beach  
North Carolina**

321 Causeway Drive – P. O. Box 626  
Wrightsville Beach, North Carolina 28480

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

Applying for (check all that apply):

- Historic Landmark Commission
- Planning Board

- Board of Adjustment
- Wrightsville Beach Marketing Committee
- Parks and Recreation Advisory Committee

Name (First, Middle, Last): Neal J. Briggi

Street Address: 4 W. Henderson St., Wrightsville Beach NC 28480

Mailing Address: Same

Telephone: (Home) \_\_\_\_\_ (Business) 919 889 4785

E-Mail Address: n.briggi@yahoo.com

Occupation: Consultant (Strategy, Planning, Organizational Coaching)

Education: BS & MBA

Are you registered to vote in the Town of Wrightsville Beach?  Yes  No

Do you own or rent a home in Wrightsville Beach?  Own  Rent

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with intention of making Wrightsville Beach your home at this time?  Yes  No

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location?  Yes  No

Please state any personal, occupational, or previous experience that you feel might be pertinent to service on the board, commission, and/or committee that you are applying for:

50 years of business and management experience, intense focus on assessing data clarifying issues, framing solutions and driving implementation.

Specific experiences include: Strategic Planning, Defining Near & Long-term targets.. Organization and Business Process Re-engineering,

communications, promotion & advertising at industry and market level. Long term experiences with TOWB on Boards & Committees, PB, AdHoc, BoAdj

Please state your interest in serving on the board, commission, and/or committee that you are applying for:

My Interest in helping our community continues as I term out my 6 years on the Planning Board, 3 years of Ad Hoc Committee

work, tenure on the Board of Adjustment and my (almost fulltime) attendance at TOWN BOA mtgs and Budget Workshops.

I regularly stay in contact with all TOWB Dept heads. I appreciate the opportunities I have been afforded to engage in TOWB issues.

Number of Years as Resident: Ft 16/PT 23

Submittal Date: June 24, 2025

"Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina General Statute 132-1."



**Town of Wrightsville Beach  
North Carolina**

321 Causeway Drive – P. O. Box 626  
Wrightsville Beach, North Carolina 28480

**WRIGHTSVILLE BEACH MARKETING COMMITTEE  
APPLICATION**

Name susan bulluck

(First) (Middle) (Last)

Street Address 102 Tanbridge Rd. Wilmington, NC 28405 or WBCC PO Box 466, WB 28480

Mailing Address 102 Tanbridge Rd. Wilmington, NC 28405 or WBCC PO Box 466, WB 28480

Telephone (Home) 9106192026 (Business) WBCC 910/256-8116

E-Mail Address bks42@aol.com

Occupation WB Chamber of Commerce Chair person

Education BA, BS, MS

Please state any personal, occupational or previous experience that you feel might be pertinent to service on the Marketing Committee.

I have worked within the WB business and residential community since 1976

Please state your interest in serving on the Marketing Committee.

Representing the Chamber of Commerce business and residents interests for a better community

This includes the need for a vibrant and prosperous tourism activities and services whose revenues through the occupancy tax supports both sand and promotion of WB

Number of Years as Resident 49 years Submittal Date 5/30/225

*"Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina General Statute 132-1."*



**Town of Wrightsville Beach  
North Carolina**

321 Causeway Drive – P. O. Box 626  
Wrightsville Beach, North Carolina 28480

**WRIGHTSVILLE BEACH MARKETING COMMITTEE  
APPLICATION**

Name Amber Julie Moshakos  
(First) (Middle) (Last)

Street Address 2500 N. Lumina Ave, Building A Unit 2C, Wrightsville Beach 28480

Mailing Address 6510 Chapel Blvd. Raleigh, NC 27607

Telephone (Home) cell: 919-618-4911 (Business) 919-851-0858

E-Mail Address amoshakos@lmrest.com

Occupation President, LM Restaurants, a hospitality management company

Education NCSU, '03: Biological Sciences and minor in business  
Cornell University '08: Masters of Management in Hospitality

**Please state any personal, occupational or previous experience that you feel might be pertinent to service on the Marketing Committee.**

It has been an honor to serve on the MAC and watch the progress of the marketing campaigns directly drive positive growth in the shoulder months at Wrightsville Beach.

I have been working in the hospitality marketing space for over 20 years with our company and have put this experience to work during my time on the MAC. Since I was last elected, I am now serving on the National Restaurant Association board, and this year have been invited to sit on their executive committee. This visibility into trends happening at the national level and exposure to 'modern marketing' tactics even further prepares me to work with our vendors and ensure ROI on our community's funds.

My primary skill is bringing talented people together and creating an environment where we can work collaboratively towards a goal that leads to positive change.

**Please state your interest in serving on the Marketing Committee.**

I remain passionate about the Wrightsville Beach community as our family has been working here as owners of two local restaurants, Bluewater and Oceanic, since 2008. Our family is invested in the community in many ways such as having rebuilt the historic pier and restoring the historic landmarks after Hurricane Florence. The community has much to offer and the way that the marketing committee brands Wrightsville Beach will impact its image for years to come.

It has been a joy to serve on the MAC, and I would be honored to continue my service. Thank you.

Number of Years as Resident 2008 Submittal Date July 1, 2025

*"Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina General Statute 132-1."*



**Town of Wrightsville Beach**  
Post Office Box 626  
321 Causeway Drive  
Wrightsville Beach, North Carolina 28480  
(910)256-7900

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**MEMORANDUM**

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**To:** Mayor Mills and Board of Aldermen  
**From:** Haynes Brigman, Town Manager  
**Subject:** **Consider accepting a vehicle from Pivot Parking for use in the Parking Enforcement Program.;**  
**Date:** July 10, 2025

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**Issue/Action Requested:**

Consider accepting a vehicle from Pivot Parking for use in the Parking Enforcement Program.

**Background/Purpose of Request:**

Pivot Parking representatives wish to discuss a proposed vehicle change for the license-plate reader (LPR) cameras and software system that was purchased last year. This technology will allow for more efficient scanning of vehicle license plates for parking enforcement.

During the June 12<sup>th</sup> Alderman meeting, the Board considered a request from Pivot Parking for the Town to purchase a Kia Soul for the LPR camera system, moving it from an electric vehicle that was not able to sustain enough battery life to be used effectively. Pivot Parking had preemptively purchased the Kia Soul prior to approval from the Town, and the Board denied the request to purchase the vehicle until further consideration could be given. The Board also requested that additional research be done to determine the best vehicle platform for the LPR camera system in our unique beach environment.

After reviewing several platforms to operate the LPR camera system, and relying on historical usage of a Kia Soul by Pivot Parking in other jurisdictions, the Kia Soul, or similar compact vehicle, provides the most effective platform for the LPR camera system to operate.

Consideration was given to upfitting the LPR camera system onto golf carts (as had been done in the past), compact passenger vehicles, and other electric/SMART vehicles. When comparing the pros and cons of each vehicle, a compact passenger

vehicle, like the Kia Soul, provided more pros than cons, compared to the other options (these comparisons are attached). The biggest drawback for the Kia Soul is the size of the vehicle being larger than a golf cart, which can cause the vehicle to block traffic lanes when stopped. To address this issue, Pivot Parking has agreed to instruct their ambassadors not to park the vehicle in the roadway and instead, find a parking lot or other location to pull over out of the travel lane to allow traffic flow to remain open when conducting business.

Pivot Parking has recommended the ownership of the Kia Soul be transferred to the Town, and the LPR camera equipment be transferred to the vehicle. Pivot Parking will cover all costs associated with the vehicle and equipment transfer.

The Town has made significant investments into the LPR camera system, and while the initial vehicle platform did not work as expected, the Kia Soul is expected to meet the needs of the Town moving forward.

**Town Manager's Recommendation:**

Accept the transfer of the Kia Soul to the Town from Pivot Parking, and allow Pivot Parking to transfer all LPR camera equipment to the new vehicle.

**Attachments:**

- 1. Pivot Parking - Vehicle Platform Comparison

Here's a dimension-by-dimension comparison for your reference:

Vehicle	Length	Width	Height
Standard 2-seat golf cart	~96 in (8 ft)	~48 in (4 ft)	~66 in (5.5 ft)
Kia Soul (2025)	<b>165.2 in (13.8 ft)</b>	<b>70.9 in (5.9 ft)</b>	<b>63 in (5.25 ft)</b>
Smart For two (2014-19)	106.1 in (8.8 ft)	~65 in (5.4 ft)	~61 in (5.1 ft)

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**What this means for your operations:**

**1. Maneuverability & traffic impact**

- The Kia Soul is nearly 70 in wider than a golf cart and ~7 ft longer—much larger and more likely to obstruct traffic on crowded street days.
- The Smart Fortwo is just ~1 ft wider and ~1 ft longer than a golf cart, making it far more comparable in footprint and traffic impact.

**2. Street-legal small cars ideal for LPR use**

- **Smart For Two:** Extremely compact, street legal, with A/C and heat—perfect for daily patrols along 5 miles. Plus, it's small enough to parallel park easily.
- **Kia Soul:** Reliable and more powerful, but bulkier—could work, but impacts traffic more.
- **Other small gas options:** Consider models like Ford Fiesta, Fiat 500, or Subaru Crosstrek—small hatchbacks with gas engines, good fuel range, and easier to maneuver than full SUVs.

**3. Operational versatility**

- A Smart Fortwo (gasoline or electric) gives you street-legal flexibility, weather protection, and ease in tight spaces—ideal for enforcement runs.
- A Kia Soul or similar hatchback offers more comfort and cargo for equipment but at the cost of size.

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**Recommendation:**

- **Best balance & Existing fleet:** Keep the **Kia Soul** for heavier-duty days or when capacity is needed.
- **Other options to explore:** Small hatchbacks like **Fiat 500**, **Ford Fiesta**, or similar.

Here's how the **fuel economy and operating costs** of each vehicle compare:

**Smart Fortwo (Gasoline, used model like 2014–2019)**

- **EPA-rated fuel economy:** ~33 mpg city, 41 mpg highway (≈36 mpg combined)
- **Real-world averages:** Most drivers report ~32–35 mpg; some eco-conscious owners hit ~45 mpg
- **Fuel type:** Premium (\$4.00/gal in Wilmington [assumed ~NYAGas ~Updated June 2025])
- **Fuel cost:** At 35 mpg, ~\$0.114 per mile (4 \$/gal ÷ 35)

**Golf Cart (Electric)**

- **Typical charge:** 20–40 miles per charge depending on battery setup
- **Energy use:** ~2–3 kWh per day for ~30 miles
- **Electricity cost:** At \$0.16/kWh in NC, that's ~\$0.32–\$0.48 per 30-mile day → \$0.01–\$0.016 per mile
- **Downside:** Battery may not complete 5-mile shifts on one charge; replacements cost \$1,500–3,000/pack

**Kia Soul (2025 gas model)**

- **EPA-estimated fuel economy:** 27 mpg city, 33 mpg highway, ~30 mpg combined
- **Real-world user data:** 35 mpg reported over first 700 miles
- **Fuel cost:** At 30 mpg, ~\$0.133 per mile

**Cost Comparison Summary**

Vehicle	Cost per mile	Remarks
Golf Cart (electric)	<b>\$0.01–\$0.016</b>	Cheapest fuel cost, but battery reliability and lifespan concerns.
Smart Fortwo	~\$0.114	Street-legal, compact, decent fuel efficiency. Premium fuel ups costs.
Kia Soul	~\$0.133	More comfortable but largest impact on traffic and highest per-mile fuel cost.

**Operational Insights**

- **Golf Cart:** Best per-mile fuel cost, but struggles with range and may need new batteries every 3–5 years (lead-acid) or 8–10 years (lithium)
- **Smart Fortwo:** Offers a great balance—street-legal, compact footprint, lower fuel cost than larger vehicles, while avoiding electric reliability pitfalls.
- **Kia Soul:** Reliable and comfortable for long shifts, but bulkier and more expensive per mile.

**Recommendation**

- Continue using **electric golf carts** for short, low-traffic shifts where range and reliability are sufficient.
- Deploy **Kia Soul** for 5-mile patrols across Wrightsville Beach—it’s compact, street-legal, and fuel-efficient. Best for busier days, adverse weather, or when more cargo space and comfort are priorities.

**Employee Safety Analysis: Golf Cart vs. Smart Fortwo vs. Kia Soul**

**1. Crash Protection**

Vehicle	Crashworthiness	Key Safety Features	Risk Summary
<b>Golf Cart</b>	<input checked="" type="checkbox"/> Very Poor	Seatbelt (if equipped), no airbags, open sides	<b>High injury risk</b> in any collision with a car or truck. Offers no structural protection. Designed for private, low-speed environments.
<b>Smart Fortwo</b>	<input type="checkbox"/> Fair to Good	Steel safety cage, airbags, ESC, crumple zones	Surprisingly crashworthy for its size (NHTSA: 4 stars frontal). <b>Better protection than expected</b> , but still less than full-size cars.
<b>Kia Soul</b>	<input checked="" type="checkbox"/> Very Good	Multiple airbags, advanced driver-assist features, 5-star NHTSA rating	<b>Best safety option.</b> Strong body, excellent crash ratings, and modern tech.

## 2. Visibility & Road Presence

Factor	Golf Cart	Smart Fortwo	Kia Soul
Driver Visibility	Good (open view)	Good	Excellent
Visibility to Others	Poor (small, low profile, no lights in some cases)	Better (legal lights, license plates)	Best (standard lighting and size)
Night Use	Risky	Adequate	Excellent

- **Golf carts** are **harder for other drivers to see**, especially at night, making them more dangerous in traffic.
- **Smart Fortwo** has standard lights and mirrors, increasing driver and vehicle visibility.
- **Kia Soul** is the most visible and least likely to be overlooked by other drivers.

## 3. Weather Protection & Comfort

Condition	Golf Cart	Smart Fortwo	Kia Soul
Rain/Storms	✗Exposed (unless enclosed cart)	☑Fully enclosed	☑Fully enclosed
Heat/Cold	✗Minimal climate control	☑A/C + heat	☑A/C + heat
Safety During Bad Weather	✗Poor traction & exposure	☐ Small but protected	☑Safe, stable, climate-controlled

- Enclosed vehicles like **Smart Fortwo** or **Kia Soul** offer **much safer working conditions** during storms, extreme heat, or cold.

## 4. Employee Fatigue & Ergonomics

Factor	Golf Cart	Smart Fortwo	Kia Soul
Seat Comfort	Basic bench seats	Supportive car seats	Most comfortable
Cabin Noise/Stress	High wind/noise	Moderate	Low
Cabin Ergonomics	Minimal	Good	Best

- **Kia Soul** provides the **best working conditions** for long shifts.

- **Golf carts**, especially in hot or stormy weather, increase fatigue and potential for distracted driving or heat-related illness.

## Summary of Safety Recommendations - Kia Soul

Category	Best Option	Notes
<b>Crash Safety</b>	<b>Kia Soul</b>	5-star crash rating, best protection
<b>Weather Protection</b>	<b>Kia Soul</b>	Golf carts expose staff to rain, heat
<b>Visibility</b>	<b>Kia Soul</b>	Largest, most noticeable to drivers
<b>Ergonomics</b>	<b>Kia Soul</b>	Least fatigue over long shifts
<b>Compact Traffic Use</b>	<b>Kia Soul</b>	Good safety in a small footprint
<b>High-Risk Concern</b>	<b>Golf Carts</b>	Only suitable in very low-speed, controlled zones

## Final Recommendation for Wrightsville Beach

### Operations:

- **Phase out golf carts** as primary enforcement vehicles—reserve for off-peak, very short shifts, or private lots.
- **Deploy Kia Soul** for high-traffic days, long shifts, or adverse weather—maximum safety and comfort.