



**Wrightsville Beach Board of Alderman
REGULAR MEETING**

5:30 PM THURSDAY, SEPTEMBER 11, 2025
Wrightsville Beach Town Hall Council Chambers
321 Causeway Drive, Wrightsville Beach, NC

AGENDA (ALL ITEMS ARE FOR DISCUSSION AND POSSIBLE ACTION)

1. Call to Order

2. Pledge of Allegiance

3. Invocation

4. Public Comments

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

5. Consent Agenda

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

- a. Approval of the open and closed session minutes of the 8-12-25 Board of Aldermen Meeting.
- b. Approval of recurring special events as recommended by the Parks & Recreation Advisory Committee.
- c. Special Event Approval - ILM Lobster Bake and Air Show
- d. Acknowledge previously approved special events for October.
- e. Approval of Budget Ordinance (2025) 672-B amending registration fees for the Lacrosse Club youth program.
- f. Approval to request TDA funds budgeted for FY25-26.
- g. Approval of Budget Ordinance (2025) 669-B to fund improvements to the Wrightsville Beach Park stage.

- h. Approval of Budget Ordinance (2025) 670-B to fund outstanding purchase orders from FY24-25.
- i. Approval of Budget Ordinance (2025) 671-B funding a new sign for Durwood Sykes Sunset Park.
- j. Approval of Resolution (2025) 2359 awarding badge and service sidearm to retiring Police Sergeant James Lowe.

6. Presentations

- a. Scout Project Recognition.
- b. Consider an update on the activities of the Bridge Replacement Committee by Chair Neal Andrew.

7. Public Hearing

- a. Continue a public hearing and consider adoption of Ordinance (2025) 1867 amending the Land Use Ordinance to modify the Special Use process.

8. Regular Agenda

- a. Consider approval of Ordinance (2025) 1868 amending Section 74.45 (B)(7) to create a no-parking zone on Island Drive between Causeway Drive and Jasmine Place.
- b. Consider adoption of Resolution (2025) 2360 requesting that NCDOT investigate transportation improvements, including vehicular traffic, bicycle, and pedestrian improvements along three corridors in Wrightsville Beach.

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

AUGUST 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 Caroline Jinkins, Pastor, Little Chapel on the Boardwalk Presbyterian 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
Jason Bishop, Police Chief
Bailey Hartsell, Communications Manager
Brian Murray, Finance Director
Bill Fay, Public Works Director
Katie Carus-Childers, Parks & Rec. Director

Upon motion by Mills, seconded by Miller and carried unanimously, the Board added to the agenda Item 10, a closed session, in accordance with NCGS 143-318.11(a)(3), to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body.

PUBLIC COMMENTS

Greta Barnes, 29 Lookout Harbor, expressed concern regarding the lighting installed at the new pickle ball courts with regard to their impact on the night sky. Barnes stated that the lights were turned off at 10pm and asked if they could be turned off at 9pm or earlier if there was inclement weather. Barnes also suggested lowering the height of the lights and their illumination power.

Hans Pruijm, 834 S. Lumina, suggested that there be two left turn lanes from Waynick onto Causeway Dr. to ease congestion.

CONSENT AGENDA

Prior to consideration of the Consent Agenda, the Board removed Items e and h for further discussion.

Upon motion by Miller, seconded by DeGroot and carried unanimously, the Board approved the Consent Agenda. It consisted of 1) approval of the open and closed session minutes of the 7-10-25 Board of Aldermen Meeting; 2) approval of recurring special events as recommended by the Parks & Recreation Advisory Committee; 3) approval of a new special event as recommended by the Parks & Recreation Advisory Committee; 4) acknowledgement of previously approved special events for September; 5) adoption of Resolution (2025) 2357 declaring a Police Department vehicle surplus and authorizing its sale on GovDeals; 6) adoption of Budget Ordinance (2025) 668-B funding reimbursable expenses relating to the Holiday Flotilla.

Regarding Item e, acknowledge Departmental quarterly reports for the months of April, May, and June 2025, Police Chief Bishop responded to questions from Partin regarding specifics of the Police Department's report. Regarding Item h, Acknowledge Receipt of CFPUA Transition Assessment Update, Dull noted that the merger between the CFPUA and the Town's water and sewer operations

was still scheduled for the implementation date of September 30 and expressed appreciation to all who had worked on the project. Brigman noted that the merger agreement called for both entities to conduct a third-party assessment of progress toward implementation and the report contained in the agenda packet met that requirement. Miller expressed appreciation to the New Hanover County Board of Commissioners for appointing him as a representative to the CFPUA Board. Brigman stated that the Communications Manager and staff were working to keep residents abreast of progress toward the merger. Matthew Tribbitt, of CFPUA, noted that the CFPUA would be conducting workshops in the Town prior to implementation to assist residents with establishing their accounts and to answer questions.

Upon motion by Partin, seconded by Mills and carried unanimously, Items e and h were approved.

PRESENTATION

The Board heard a presentation from Brian Estes regarding a proposal to renovate Lee's Nature Park and to rename it "Rilo Park at Lee's Nature Preserve" in honor of his late son, Riley. Carus-Childers noted that the proposal had been presented to the Parks & Recreation Advisory Committee on March 6, receiving unanimous support from the Committee. Estes stated the project would be fully funded by the RILO (Reasons I Live On) Foundation. It was noted that the Town leases a portion of the property from the Lee family for \$1 per year and that the Town maintains the property, which would continue under the redevelopment proposal. Estes presented a design proposal, created by WithersRavenel, which would rehabilitate the property to create a quiet place for reflection adjacent to the Loop. Estes stated that \$100,000 had been raised with the project, one-third of which had been used to fund the design work. Estes stated that the Foundation would be applying for grants to develop the property.

Brigman noted that a Memorandum of Understanding between the Town, the Lee family and the RILO Foundation was being developed and would be presented to the Board for approval at a later date. It was the consensus of the Board for the project to proceed.

PUBLIC HEARINGS – *None.*

CONSIDER ADOPTION OF RESOLUTION (2025) 2358 AMENDING THE TOWN'S PERSONNEL POLICY

Brigman presented amendments to the Town's Personnel Policy, many of which he stated were technical in nature and updated to reflect current practices, however, the changes also reflected changes to employee benefits approved in the FY25-26 Budget including improvements to longevity pay and an implementation of a paid parental leave policy. In response to a question from Mills, Brigman stated that the Town's practice was to check references for new hires, but that he and Human Resources Officer Tosha Campbell would review this issue to determine if language needed to be added to the Policy. Brigman noted that he and Campbell were looking at the Town's requirements for drivers license checks and that if changes were needed to the Policy in that area, he would include any recommended changes regarding reference checks. Upon motion by Partin, seconded by Miller and carried unanimously, Resolution (2025) 2358 was adopted.

OTHER ITEMS AND REPORTS

- A. **Alderman Partin:** reported that she had attended the Marketing Advisory Committee meeting, that the Town's ROT collections had increased .5% during FY25, and that \$2.254 million had been collected.
- B. **Alderman Dull:** expressed appreciation to Miller for joining the CFPUA Board and noted the importance of having representation from the Town.
- C. **Alderman DeGroot:** noted the passing of William Baggett, longtime resident and former co-owner of the former Blockade Runner resort, noting that he would be dearly missed.

- D. Mayor Pro Tem Miller:** 1) in response to the issue raised by Hans Pruim, noted that there was insufficient radius to have 2 turning lanes, however, when the Causeway Bridge is replaced, there should be adequate room; 2) thanked Partin for agreeing to serve as an alternate representative to the MPO; and 3) stated that as part of the Regional Intelligent Transportation System, the MPO would be looking into dynamic message boarding, which could provide real time traffic information as soon as next summer for the Beach.
- E. Town Manager Brigman:** 1) in response to resident concerns, the staff has been working with the Police Department to address issues relating to bar closing hours in the area of Oceanic St. and other areas; 2) planning staff is looking at changes that have been made to the parking lot at the corner of Oceanic St. and N. Lumina to address concerns relating to the changes; 3) staff has utilized the Town's traffic consultant with regard to traffic calming measures on Island Dr., with consideration to making the intersection of Island Dr. and Cypress Ave. a 4-way stop; 4) the Town has asked DOT to look at the signalization of Causeway Dr., Waynick and N. Lumina for improvements; 5) working with DOT, the Town has been looking at what improvements could be made to Waynick and N. Lumina to improve traffic flow; 6) provided an update on the bridge replacement projects, noting that DOT has allowed for alternate delivery methods for the projects, including design-build, which will expedite the projects; 7) he is working with the Town's parking consultant with regard to recommendations for changes to the next parking season; 8) stated that Access 1 once had a bathhouse and parking spaces and asked for guidance from the Board as to whether to pursue planning to improve that access, to which the Board responded affirmatively; and 9) expressed appreciation to Hartsell for the increasing interactions on social media, noting that in July, there were 188,000 interactions.
- F. Town Attorney Richardson:** nothing to report.
- G. Town Clerk Heater:** nothing to report.
- H. Mayor Mills:** nothing to report.

CLOSED SESSION TO CONSULT WITH AN ATTORNEY EMPLOYED OR RETAINED BY THE PUBLIC BODY IN ORDER TO PRESERVE THE ATTORNEY-CLIENT PRIVILEGE BETWEEN THE ATTORNEY AND THE PUBLIC BODY AS AUTHORIZED BY NCGS 143-318.11(A)(3)

At 6:31pm Dull made a motion to enter into closed session for the purpose of consulting with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body as authorized by NCGS 143-318.11(a)(3). The motion was seconded by Partin and carried unanimously.

Upon motion by Dull, seconded by Mills and carried unanimously, the Board returned to open session at 6:59pm, with no action being taken as a result of the closed session.

There being no further business, the meeting was adjourned at 7:00pm.


Respectfully submitted,

Lance G. Heater, Town Clerk

TOWN OF WRIGHTSVILLE BEACH
PARKS & RECREATION
4 Fran Russ Drive • P.O. Box 626
Wrightsville Beach, N.C. 28480
(910) 256-7925 • ParksAndRecreation@towb.org • www.towb.org

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Carus-Childers, Parks & Recreation Director 

Subject: Special Event Permit Applications

Date: September 5, 2025

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

1) Wrightsville Beach Elementary School Fall Festival

Friday, October 17, 2025, 4:00 – 6:15 pm
(8:00 am – 6:30 pm set up to tear down)
Location: WB Park Softball Outfield and Event Stage Area
Approximately 250 participants

2) The Carolina Pro Am Standup Paddleboard Surf Contest

Friday – Sunday, November 7 – 9, 2025
8:00 am – 5:00 pm (7:00 am – 6:00 pm setup to tear down)
Location: Beach access 38 – 39
Alternate locations contingent upon beach conditions at time of event.
Location #1: Access 29 – 30 (Stone Street – Latimer)
Alt Location #2: Access 4 (L-shaped lot)
Approximately 150 participants daily

REQUESTED ACTION: Approve special event permit applications as presented.

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

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

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

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

FOR OFFICE USE ONLY

New Recurring

PRAC Recommendation:
 Approve
 Approve w/ Conditions
 Do Not Approve

Participants / Fee Per Day:

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

SEP Security Deposit:
Participants / Fee

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

Non-profit organization?
Yes No

Tax Exempt ID:
WB Elementary School

Time between 8 am & 10 pm? Yes

Number of Hours 2

Rain date necessary?
Yes No

Park Facility Reserved?
Yes No Not Required

Portable toilets needed?
Yes No Not Required

Trash Disposal Service?
Yes No Not Required

Health Dept permit?
Yes No Not Required
By vendors

1. Description of event: Wrightsville Beach School Fall Festival

2. Event Day and Date: October 17th 4-6:30
 Timeframe needed: Set up 8:00 am/pm to Tear down 6:30 am/pm
 Event start time: 4:00 am/pm Event end time: 6:15 am/pm

3. Estimated number of participants (including spectators): 250

4. Location: Baseball field area at WB Park

5. Individual making request: Lauren McCallum on behalf of WBS PTA
 Complete Mailing Address: 220 Coral Drive
 Phone Number: 910-442-9772 E-mail: laurenrmccallum@gmail.com

6. Individual who will be on site and in charge of activity: Lauren McCallum
 Complete Mailing address: 220 Coral Drive
 Phone Number: 910-442-9772 E-mail: Laurenrmccallum@gmail.com

7. Sponsoring organization/corporation (if applicable): Wrightsville Beach School PTA
 Contact: Lauren McCallum
 Complete Mailing Address: 905 Arboretum Drive, Wilmington, NC 28405
 Phone Number: 910-442-9772 E-mail: laurenrmccallum@gmail.com

8. Briefly describe provisions for the following:
 Toilet facilities: Renting two port a johns and hand washing stations
 Trash disposal: Using trash cans around park, parents will ensure all trash is thrown away Remove excess
 (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
 Parking: Parking will be at the parking lot behind the baseball

Electrical power and/or water needs: We will need electrical power that are in the boxes around the field

9. Will food be served? Yes If yes, has permit from Health Dept. been obtained? no
 Please explain: Vendor obtained

FOR OFFICE USE ONLY

SEP Fee: <u>/</u>	PD Contract: <u>Trash</u>
Facility Use Fee: <u>/</u>	OR Contract: <u>✓ COI</u>
Security Deposit: <u>/</u>	COI: <u>Site review</u>
Parking Fees: <u>/</u>	<u>Parking signs</u>
Traffic Cones: <u>/</u>	TOTAL PAID: <u>/</u>
TOTAL DUE: <u>/</u>	Check #: <u>UNLOCK TOWN HALL BREAKER BOX?</u>

FOR OFFICE USE ONLY

Site plan included?
 Yes No Not Required

Permit(s) needed for vehicle on the beach?
Yes No

Number needed: _____
Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.
Yes No

*Full road closure required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested?
Yes No Not Required

PD Comments:

Fire Department support requested?
Yes No Not Required

FD Comments:

Ocean Rescue support requested?
Yes No Not Required

OR Comments:

EMS support required?
Yes No

Certificate of Insurance obtained?
 Yes No Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? There will be a DJ
music will be child friendly and not excessively loud

If yes, provide information specifying location and direction of noise-emitting devices along with proposed noise level, frequency, and duration: DJ location will be at the end of the outfield fence on the left side

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes
If so, what company is providing the equipment: None

Describe equipment in detail and provide a sketched plan: Will provide plan, we are setting up games and a small eating area for parents

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?
If so, describe in detail: Yes, selling WBS apparel, food

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: 8/15/25

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

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

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
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FOR OFFICE USE ONLY

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1,001-2,000	\$700
2,001-3,000	\$800
3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

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

Non-profit organization?
Yes No

Tax Exempt ID: _____

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

Number of Hours 3 Days

Rain date necessary?
Yes No

Park Facility Reserved?
Yes 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: The Carolina Pro Am. k stand up paddleboard surf contest 3 Day Event

2. Event Day and Date: NOVEMBER 7-9, 2025 NOV 7-8-9

Timeframe needed: Set up 7:00 am/pm to Tear down 6:00 am/pm

Event start time: 8:00 am/pm Event end time: 5:00 am/pm

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

4. Location: Public Access 38/39 Alt Location 29-30

5. Individual making request: Haywood Newkirk @ Access 4 contingent on WB board riders

Complete Mailing Address: 1403 Airie Road, Wilmington NC 28403

Phone Number: 910.520.1483 E-mail: newkirkhaywood@gmail.com

6. Individual who will be on site and in charge of activity: Haywood Newkirk

Complete Mailing address: 1403 Airie Road, Wilmington NC 28403

Phone Number: see above E-mail: see above

7. Sponsoring organization/corporation (if applicable): The World Paddle Association

Contact: Byron Kurt

Complete Mailing Address: WPA 33211 Caribbean Way, Dana Point, CA 92629

Phone Number: 949 285 2628 E-mail: byron@worldpaddleassociation.com

8. Briefly describe provisions for the following:

Toilet facilities: We will have Port & Johns at Access 38

Trash disposal: We will haul out all of our own trash & provide fresh cans (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: We will utilize all on street parking and the public parking lots at the south end near Crystal Pier

Electrical power and/or water needs: we will supply our own

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

Please explain: _____

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SEP Fee: 3x \$250 PD Contract: _____

Facility Use Fee: _____ OR Contract: _____

Security Deposit: _____ COI: _____

Parking Fees: _____

Traffic Cones: _____

TOTAL DUE: \$750 TOTAL PAID: \$750

Check #: 197

(Newkirk Consulting)
Haywood Newkirk

• COI
• Beach Setup contingent upon beach conditions at location ① 29-30 ②
• Alt locations depend on WB Boardriders rain date

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

Permit(s) needed for vehicle on the beach?
Yes No

Number needed:
Vehicle permit issued to:

Vendors requested? If yes, attach a list of the vendors.
Yes No

*Full road closure required? Yes No

If yes, do you have NCDOT approval? Yes No

Police support requested?
Yes No Not Required

PD Comments:

Fire Department support requested?
Yes No Not Required

FD Comments:

Ocean Rescue support requested?
Yes No Not Required

OR Comments:

EMS support required?
Yes No

Certificate of Insurance obtained?
Yes No Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? We will have a PA system oriented towards the ocean away from homes

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: We will be announcing heat results and commentary from 8AM - 5PM.

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes - 3

If so, what company is providing the equipment:

Describe equipment in detail and provide a sketched plan: We will provide our own tents and be sure to stay out of the emergency lane

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: Not in the past for WBBPD and/or WBBOR has stopped by throughout the event to help with any issues

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

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

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

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

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

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

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

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

Signature: [Signature] Date: 2/4/25

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

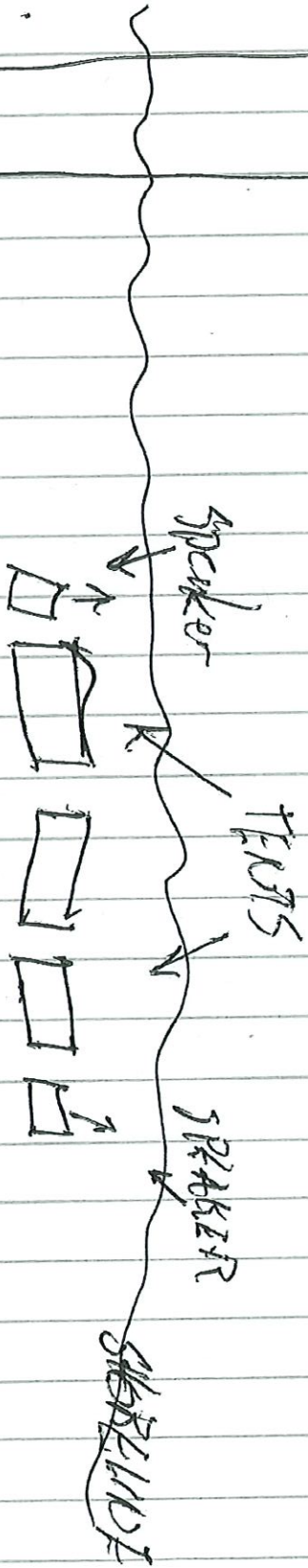
To provide COI prior to event

Computer
Server

Atlantic

Access
38

Access
39





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

MEMORANDUM

To: Mayor Mills and Board of Aldermen
From: Haynes Brigman, Town Manager
Subject: **Special Event Approval - ILM Lobster Bake and Air Show;**
Date: September 11, 2025

Issue/Action Requested:

Request that the Board acknowledge the ILM Lobster Bake and Air Show Special Event, and Town resources needed to support the event.

Background/Purpose of Request:

Each year the ILM Airport hosts a special event for its carriers and rental car companies, in conjunction with the County and other partners. The event is being held at Trailborn Surf and Sound on Thursday, October 2nd at 5:00pm. The event will consist of a indoor gathering of roughly 150 people, but the event will also include a small air show over the Atlantic Ocean.

The Air Show event will be a free event open to the public. Additional details will be provided separately.

ILM Airport will oversee the event, with public safety resources from the Town assisting.

Town Manager's Recommendation:

Acknowledge the event and Town resources required to support it.

Attachments:

None

APPROVED SPECIAL EVENTS October 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 Avant, Public Works
Danny Floyd, Public Works
Tony Wilson, Planning & Parks
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
Heavenly Scent LLC
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.
Event requiring road closure.

DATE	TIME	NUMBER OF PARTICIPANTS	ACTIVITY	NAME	LOCATION	Vehicle on Beach Permit
Fri 10/3	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 10/4	8:00 am - 2:00 pm	200	Bark in the Park	WBPR	WB Town Hall Field	
Sat 10/4	2:00 pm - 6:00 pm	100	Company Picnic	Giuntoli	WB Park Event Stage and Picnic Shelters 1 & 2	
Sun 10/5	6:00 am - 12:00 pm	350	YMCA Pier to Pier Swim	YMCA	Beach strand from pier to pier	
Mon 10/6	8:00 am - 1:00 pm	500	WB Farmers' Market	WBPR	Overflow parking field	
Mon 10/6	6:30 pm - 8:30 pm	12	GWTA Matches	GWTA - Martin	WB Park Tennis Courts	
Wed 10/8	6:30 pm - 8:30 pm	12	GWTA Matches	GWTA - Martin	WB Park Tennis Courts	
Fri 10/10	8:00 am - 9:00 am	4	Wedding	Freitas	Beach strand at Crystal Pier	
Fri 10/10	3:00 pm - 7:00 pm	35	Wedding	Jacobs	Beach strand at access 2	
Fri 10/10	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 10/11	7:00 am - 7:00 pm	100	HIGC Tour of Homes		Overflow parking field	
Sat 10/11	9:00 am - 12:00 pm	20	Child's Birthday Party	Nethers	WB Park Picnic Shelter #1	
Sun 10/12	1:00 pm - 4:00 pm	200	Bicycle Rodeo	WB P&R, PW, PD, FD	WB Park	
Mon 10/13	8:00 am - 1:00 pm	500	WB Farmers' Market	WBPR	Overflow parking field	
Mon 10/13	6:30 pm - 8:30 pm	20	GWTA Matches	GWTA - Martin	WB Park Tennis Courts	
Fri 10/17	4:00 - 6:15 pm	250	WBES Fall Festival	WBES	WB Park Softball Field & Event Stage	
Fri 10/17	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 10/18	6:00 am - 11:00 am	400	Seaside Shuffle	Etherington	WB Park and Loop, W. Salisbury Street closed 7:50 - 8:30 am	
Sat 10/18	2:00 pm - 9:00 pm	150	IndoJax Fundraising Event	French	WB Park	

APPROVED SPECIAL EVENTS

October 2025

Sun 10/19	1:00 pm - 4:00 pm	200	Bicycle Rodeo RAIN DATE	WB P&R, PW, PD, FD	WB Park	
Mon 10/20	8:00 am - 1:00 pm	500	WB Farmers' Market	WBPR	Overflow parking field	
Tue-Th 10/21-23	8:00 am - 5:00 pm	50	Ironman Set Up	Winter	WB Park	
Fri 10/24	9:00 am - 5:00 pm	2800	Ironman Bike Check In	Winter	WB Park	
Fri 10/24	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 10/25	4:00 am - 11:00 am	3800	Ironman Triathlon	Winter	WB Park, Banks Channel, Causeway Drive closed 6:15 - 9:45 am	
Sat 10/25	2:00 pm - 6:00 pm	25	Wedding	Webb	Beach strand at access 43	
Sun 10/26	11:00 am - 5:30 pm	200	Loop the Loop Walk for Epilepsy	Cox	WB Park and Loop	
Mon 10/27	8:00 am - 1:00 pm	500	WB Farmers' Market	WBPR	Overflow parking field	
Tue 10/28	2:00 pm - 6:00 pm	70	Wedding	Rivenbark	Beach strand at Crystal Pier	
Fri 10/31	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	

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

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION


4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

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

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Carus-Childers, Parks & Recreation Director 

Subject: Registration Fees for Wrightsville Beach Lacrosse

Date: September 5, 2025

Instructors for the Wrightsville Beach Lacrosse Club youth program have requested an adjustment to the fees for their Little Laxers and Level Up programs offered through Parks and Recreation. Wrightsville Beach Lacrosse Club would like to adjust the fees as follows effective with the January 2026 schedule:

AGES	Current 6-week Session		Proposed 6-week Session	
	WB Resident	Non Resident	WB Resident	Non Resident
Little Laxers, Ages 4 - 8 Level Up, Ages 9 - 12	\$95	\$113	\$110	\$128

REQUESTED ACTION: Approve fee increase as presented.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2025) 672-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, 2026:

Section I. Amendment to Fee Schedule

The adopted fee schedule contained in **Exhibit A of the FY26 Budget Ordinance** shall be amended to update the Wrightsville Beach Lacrosse Club registration fees as follows:

- **6-week session (Resident):** Increase from **\$95.00** to **\$110.00**.
- **6-week session (Non-Resident):** Increase from **\$113.00** to **\$128.00**.

Section II: Implementation

This ordinance shall become effective immediately upon adoption.

Copies of this Budget Ordinance No. (2025) 672-B, along with Exhibit A, 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 11th day of September, 2025.

DARRYL MILLS
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal

PARKS AND RECREATION - RECREATION PROGRAM FEES

ACTIVITY	DATES	FY25.26		COMMENTS
		WBR	NR	
Aerobics/Toning	Year Round	\$5	\$6	Per class (Max fee/mo \$40 wbr/\$50 nr)
Art Camps & Classes	June-August	\$325	\$350	5-day session; 15 hrs; youth 8 & up
Basketball Camp	June-August	\$172	\$197	5 day session; 2 hrs/day
Basketball Youth League	September-May	\$105	\$120	6 week session; 6 hrs
		\$139	\$158	8 week session; 8 hrs
		\$205	\$235	8 week session; 1.5 hrs per class; 12 hrs
		\$155	\$177	9 week session; 9 hrs
Basketball Adult League	June-August	\$800	\$800	Per team; reg season with single elim tourn
Fitness (Barre, Yoga Boot Camp, HIIT, Tai Chi, Running, etc.)	Year Round	\$8	\$10	Fee per class
Flag Football	February - May	\$800	\$800	Per team; reg season with single elim tourn
Flag Football - Youth Camp	June-August	\$172	\$197	5 day session; 2 hrs/day
Flag Football - Youth	September-May	\$139	\$158	8 week session; 8 hrs
		\$205	\$235	8 week session; 1.25 hrs per class; 10 hrs
		\$155	\$177	9 week session; 9 hrs
Junior Lifeguard Program	June-August	\$205	\$245	1 week; 10 hrs; youth
	Year Round	\$225	\$270	4 weeks; 16 hrs; youth (Jr Guard prerequisite)
Lacrosse Camp	June-August	\$145	\$180	1 week; 15 hrs; youth age 11 - 14
		\$110	\$137	1 week; 10 hrs; youth age 6 - 10
Lacrosse	Year Round \$110 / \$128	\$95	\$113	6 weeks; 6 hrs; youth age 4 - 8
Scoopers & IQ Academy		\$185	\$221	6 weeks; 12 hrs; youth age 4 - 8
		\$215	\$257	7 weeks; 14 hrs; youth age 4 - 8
Line Dancing	Year Round	\$30	\$35	2 hour session
		\$60	\$70	4 week session; 4 hrs



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

MEMORANDUM

To: Mayor Mills and Board of Aldermen
From: Brian Murray, Finance Officer
Subject: Tourism Development Authority (TDA) Funding Requests
Date: September 11, 2025

Background: Each year, the Town submits requests to the Tourism Development Authority (TDA) for projects funded by Room Occupancy Tax (ROT). These funds must be used for initiatives that support and promote tourism in Wrightsville Beach. The process requires approval by the Board of Aldermen before the requests are forwarded to the TDA Board for final approval. The following requests are included in the FY26 budget:

- **Ocean Rescue Operations – \$1,000,000**
Salaries, benefits, and operational costs for the Ocean Rescue Director, Captain, and lifeguards.
- **Beach Patrol – \$175,000**
Salaries, benefits, and equipment for two full-time Park Rangers who patrol the beach strand.
- **Beach Facilities & Sanitation – \$240,000**
Contracted cleaning of public bathhouses and restrooms.
- **Beach Barrel Trash Collection – \$195,000**
Contracted pickup of 98 blue beach barrels seven days a week, with additional service on holiday weekends.
- **NC Holiday Flotilla – \$50,000**
Contribution to the Flotilla Board to assist with event costs, including the fireworks show and event marketing.
- **Dune Walkover Replacement – \$250,000**
Replacement of aging dune walkovers at public beach accesses.
- **Christmas Tree & Holiday Lights – \$130,000**
Purchase and installation of a larger Christmas tree for the annual tree lighting event, along with expanded lighting on trees, signs, and poles throughout town.
- **Loop Improvement Design – \$260,000**
Design services for widening sections of the pathway, connecting to the drawbridge sidewalk, enhancing landscaping, and reconfiguring areas of the Loop as needed.

TOTAL: \$2,300,000

Recommendation: Staff recommends approval of the FY26 TDA funding requests as outlined above.

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY
APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES

REQUESTS GUIDELINES:

- Request must be pre-approved by Governing Body.
- Request must be submitted on proper application form.
- Application to be received by TDA Three (3) weeks prior to scheduled meeting for consideration.

CRITERIA: Expenditures that in the judgment of the authority, are designed to increase the use of lodging facilities, meeting facilities, or convention facilities in a town or to attract tourists or business travelers to the town and the term includes tourism-related capital expenditures.

- Funds must be budgeted and available.
- Disbursement of approved projects must meet N.C. Budget and Fiscal Control Act.

Governing Body: Town of Wrightsville Beach

Contact Person: Brian Murray, Finance Officer

Address: 321 Causeway Drive, P.O. Box 626, Wrightsville Beach, NC 28480

Phone: (910) 239-1772 Fax: (910) 256-7910 E-Mail: bmurray@towb.org

Date Approved by Governing Body: September 11, 2025

Date Project/Activity Will Begin: July 1, 2025 Will be Completed: June 30, 2026

Total Cost of Project/Activity: \$1,000,000 Amount Requested: \$ 1,000,000

Description of Project/Activity (*include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination*):

OCEAN RESCUE PROGRAM

The Wrightsville Beach Board of Aldermen respectfully request TDA funding in the amount of \$1,000,000 to be favorably considered to support our Ocean Rescue Program (Beach Strand Lifeguards) during FY 2026. This service provides comprehensive ocean rescue coverage for nearly four miles of beach strand and expanded manning for fourteen (14) lifeguard stations as well as mobile coverage. The Service is staffed by thirty (30) fully qualified personnel. The mission of the Wrightsville Beach Ocean Rescue Program is to provide water lifesaving services, emergency life support, water safety education, and enforcement of local water related ordinances. Operation of the service is a critical element in providing a safe and hospitable environment for beach visitors. The sum includes salaries and associated operational costs for the Wrightsville Beach Ocean Rescue Program and incorporates the salaries for the Ocean Rescue Director and Lifeguard Captain.

Submitted By: Brian Murray _____

Date: 9/12/25

Return Application To:
New Hanover County Tourism Development Authority
Kim Hufham, CEO
929 N. Front St., Suite 410
Wilmington, NC 28401
(910) 341-4030

Status: _____

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY
APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES

REQUESTS GUIDELINES:

- Request must be pre-approved by Governing Body.
- Request must be submitted on proper application form.
- Application to be received by TDA Three (3) weeks prior to scheduled meeting for consideration.

CRITERIA: Expenditures that in the judgment of the authority, are designed to increase the use of lodging facilities, meeting facilities, or convention facilities in a town or to attract tourists or business travelers to the town and the term includes tourism-related capital expenditures.

- Funds must be budgeted and available.
- Disbursement of approved projects must meet N.C. Budget and Fiscal Control Act.

Governing Body: Town of Wrightsville Beach
Contact Person: Brian Murray, Finance Officer
Address: 321 Causeway Drive, P.O. Box 626, Wrightsville Beach, NC 28480
Phone: (910) 239-1772 Fax: (910) 256-7910 E-Mail: bmurray@towb.org

Date Approved by Governing Body: September 11, 2025
Date Project/Activity Will Begin: July 1, 2025 Will be Completed: June 30, 2026
Total Cost of Project/Activity: \$175,000 Amount Requested: \$ 175,000

Description of Project/Activity (*include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination*):

BEACH PATROL

The Wrightsville Beach Board of Aldermen respectfully request TDA funding in the amount of \$175,000 to support our Beach Patrol Officer function during FY 2026. This service provides two dedicated Beach Patrol Officers to patrol nearly four miles of beach strand and attend to the enforcement of ordinances and policies related to the use of parks and beaches by both residents and visitors to the beaches, parks, and local public facilities that support the tourism industry. The Beach Patrol Officers provide an integral part of our overall Beach Safety and Ocean Rescue Program and have full police enforcement authority.

Submitted By: Brian Murray
Date: 9/12/25

Return Application To:
New Hanover County Tourism Development Authority
Kim Hufham, CEO
929 N. Front St., Suite 410
Wilmington, NC 28401
(910) 341-4030

Status: _____

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY
APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES

REQUESTS GUIDELINES:

- Request must be pre-approved by Governing Body.
- Request must be submitted on proper application form.
- Application to be received by TDA Three (3) weeks prior to scheduled meeting for consideration.

CRITERIA: Expenditures that in the judgment of the authority, are designed to increase the use of lodging facilities, meeting facilities, or convention facilities in a town or to attract tourists or business travelers to the town and the term includes tourism-related capital expenditures.

- Funds must be budgeted and available.
- Disbursement of approved projects must meet N.C. Budget and Fiscal Control Act.

Governing Body: Town of Wrightsville Beach

Contact Person: Brian Murray, Finance Officer

Address: 321 Causeway Drive, P.O. Box 626, Wrightsville Beach, NC 28480

Phone: (910) 239-1772 Fax: (910) 256-7910 E-Mail: bmurray@towb.org

Date Approved by Governing Body: September 11, 2025

Date Project/Activity Will Begin: July 1, 2025 Will be Completed: June 30, 2026

Total Cost of Project/Activity: \$240,000 Amount Requested: \$ 240,000

Description of Project/Activity (*include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination*):

BEACH FACILITIES & SANITATIONS

The Wrightsville Beach Board of Aldermen respectfully request TDA funding in the amount of \$240,000 to help support the cleaning of beach bathhouses, Town restrooms, and other public areas from July 1, 2025 through June 30, 2026. The Town currently pays \$20,060 per month to Heavenly Scent for this function. The reimbursement requested will assist the Town in its goal to provide clean and safe areas for its guests.

Submitted By: Brian Murray

Date: 9/12/25

Return Application To:

New Hanover County Tourism Development Authority

Kim Hufham, CEO

929 N. Front St., Suite 410

Wilmington, NC 28401

(910) 341-4030

Status: _____

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY
APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES

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- Request must be pre-approved by Governing Body.
- Request must be submitted on proper application form.
- Application to be received by TDA Three (3) weeks prior to scheduled meeting for consideration.

CRITERIA: Expenditures that in the judgment of the authority, are designed to increase the use of lodging facilities, meeting facilities, or convention facilities in a town or to attract tourists or business travelers to the town and the term includes tourism-related capital expenditures.

- Funds must be budgeted and available.
- Disbursement of approved projects must meet N.C. Budget and Fiscal Control Act.

Governing Body: Town of Wrightsville Beach

Contact Person: Brian Murray, Finance Officer

Address: 321 Causeway Drive, P.O. Box 626, Wrightsville Beach, NC 28480

Phone: (910) 239-1772 Fax: (910) 256-7910 E-Mail: bmurray@towb.org

Date Approved by Governing Body: September 11, 2025

Date Project/Activity Will Begin: July 1, 2025 Will be Completed: June 30, 2026

Total Cost of Project/Activity: \$195,000 Amount Requested: \$ 195,000

Description of Project/Activity (*include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination*):

BEACH BARREL & BEACH ACCESS TRASH COLLECTION

The Wrightsville Beach Board of Aldermen respectfully request TDA funding in the amount of **\$195,000** to help support contracted trash pickup services on the beach strand from July 1, 2025 through June 30, 2026. The Town currently contracts with Wall Recycling for this function, which includes servicing **98 blue beach barrels** located along the strand **seven days a week year-round**. Wall Recycling also provides additional carts and service during holiday weekends to accommodate higher visitor demand. The reimbursement requested will assist the Town in its goal to provide a **clean and safe beach environment for its guests**.

Submitted By: Brian Murray

Date: 9/12/25

Return Application To:
New Hanover County Tourism Development Authority
Kim Hufham, CEO
929 N. Front St., Suite 410
Wilmington, NC 28401
(910) 341-4030

Status: _____

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY
APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES

REQUESTS GUIDELINES:

- Request must be pre-approved by Governing Body.
- Request must be submitted on proper application form.
- Application to be received by TDA Three (3) weeks prior to scheduled meeting for consideration.

CRITERIA: Expenditures that in the judgment of the authority, are designed to increase the use of lodging facilities, meeting facilities, or convention facilities in a town or to attract tourists or business travelers to the town and the term includes tourism-related capital expenditures.

- Funds must be budgeted and available.
- Disbursement of approved projects must meet N.C. Budget and Fiscal Control Act.

Governing Body: Town of Wrightsville Beach

Contact Person: Brian Murray, Finance Officer

Address: 321 Causeway Drive, P.O. Box 626, Wrightsville Beach, NC 28480

Phone: (910) 239-1772 Fax: (910) 256-7910 E-Mail: bmurray@towb.org

Date Approved by Governing Body: September 11, 2025

Date Project/Activity Will Begin: July 1, 2025 Will be Completed: June 30, 2026

Total Cost of Project/Activity: \$250,000 Amount Requested: \$ 250,000

Description of Project/Activity (*include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination*):

DUNE WALKOVER REPLACEMENT

The Wrightsville Beach Board of Aldermen respectfully request TDA funding in the amount of \$250,000 to help support the replacement of dune walkovers at the Town's public beach accesses from July 1, 2025 through June 30, 2026. A recent engineering review identified deficiencies at Access #2 (2698 N. Lumina Avenue), Access #3 (2498 N. Lumina Avenue), Access #4 (2398 N. Lumina Avenue), and Access #8 (1800 N. Lumina Avenue). These walkovers are essential infrastructure that provide visitors with safe, direct access from the street to the beach strand. The reimbursement requested will assist the Town in ensuring its beach accesses remain safe, accessible, and welcoming for the thousands of guests who use them each year.

Submitted By: Brian Murray

Date: 9/12/25

Return Application To:

New Hanover County Tourism Development Authority

Kim Hufham, CEO

929 N. Front St., Suite 410

Wilmington, NC 28401

(910) 341-4030

Status: _____

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY
APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES

REQUESTS GUIDELINES:

- Request must be pre-approved by Governing Body.
- Request must be submitted on proper application form.
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- Funds must be budgeted and available.
- Disbursement of approved projects must meet N.C. Budget and Fiscal Control Act.

Governing Body: Town of Wrightsville Beach

Contact Person: Brian Murray, Finance Officer

Address: 321 Causeway Drive, P.O. Box 626, Wrightsville Beach, NC 28480

Phone: (910) 239-1772 Fax: (910) 256-7910 E-Mail: bmurray@towb.org

Date Approved by Governing Body: September 11, 2025

Date Project/Activity Will Begin: July 1, 2025 Will be Completed: June 30, 2026

Total Cost of Project/Activity: \$ 50,000 Amount Requested: \$ 50,000

Description of Project/Activity (*include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination*):

NC HOLIDAY FLOTILLA

The Wrightsville Beach Board of Aldermen respectfully request TDA funding in the amount of \$50,000 be favorably considered to help fund fireworks, advertising, public relations and media support associated with the planning and presentation of the 2025 North Carolina Holiday Flotilla. These funds are to be used exclusively to help pay for a fireworks display and other expenses to promote and execute the annual event. Funds will only be disbursed to the Holiday Flotilla by the Town of Wrightsville Beach on a reimbursement basis after a review of paid invoices. The North Carolina Holiday Flotilla is a non-profit corporate entity that has traditionally presented this event at Wrightsville Beach during the Thanksgiving holiday weekend. This will be the 41st year for the Holiday Flotilla and it continues to be one of the premier tourist attractions of the year for Wrightsville Beach and the entire southeastern Carolina region.

Submitted By: Brian Murray

Date: 9/12/25

Return Application To:
New Hanover County Tourism Development Authority
Kim Hufham, CEO
929 N. Front St., Suite 410
Wilmington, NC 28401
(910) 341-4030

Status: _____

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY
APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES

REQUESTS GUIDELINES:

- Request must be pre-approved by Governing Body.
- Request must be submitted on proper application form.
- Application to be received by TDA Three (3) weeks prior to scheduled meeting for consideration.

CRITERIA: Expenditures that in the judgment of the authority, are designed to increase the use of lodging facilities, meeting facilities, or convention facilities in a town or to attract tourists or business travelers to the town and the term includes tourism-related capital expenditures.

- Funds must be budgeted and available.
- Disbursement of approved projects must meet N.C. Budget and Fiscal Control Act.

Governing Body: Town of Wrightsville Beach

Contact Person: Brian Murray, Finance Officer

Address: 321 Causeway Drive, P.O. Box 626, Wrightsville Beach, NC 28480

Phone: (910) 239-1772 Fax: (910) 256-7910 E-Mail: bmurray@towb.org

Date Approved by Governing Body: September 11, 2025

Date Project/Activity Will Begin: July 1, 2025 Will be Completed: June 30, 2026

Total Cost of Project/Activity: \$ 130,000 Amount Requested: \$ 130,000

Description of Project/Activity (*include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination*):

HOLIDAY DECOR

The Wrightsville Beach Board of Aldermen respectfully request TDA funding in the amount of \$130,000 to help support the purchase and installation of enhanced holiday decorations for the 2025 season. The proposed improvements include a 41-foot Everest Fir Christmas Tree with multi-color lights and star topper, lighted silver and gold gift displays, a decorative tree base, soldiers, and expanded lighting for 35 trees along Causeway Drive, Town Hall, and the Town’s Welcome Sign. These enhancements, along with contracted installation, removal, and storage, will transform Wrightsville Beach into a magical holiday destination for visitors.

The North Carolina Holiday Flotilla is already one of the Town’s biggest draws, bringing thousands of visitors each Thanksgiving weekend. These upgrades—and the Town’s continued investment in its holiday atmosphere—will make Wrightsville Beach a must-see destination during what is typically the off-season, boosting tourism and strengthening the Town’s reputation as a premier coastal holiday attraction.

Submitted By: Brian Murray

Date: 9/12/25

Return Application To:
New Hanover County Tourism Development Authority
Kim Hufham, CEO
929 N. Front St., Suite 410
Wilmington, NC 28401
(910) 341-4030

Status: _____

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY
APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES

REQUESTS GUIDELINES:

- Request must be pre-approved by Governing Body.
- Request must be submitted on proper application form.
- Application to be received by TDA Three (3) weeks prior to scheduled meeting for consideration.

CRITERIA: Expenditures that in the judgment of the authority, are designed to increase the use of lodging facilities, meeting facilities, or convention facilities in a town or to attract tourists or business travelers to the town and the term includes tourism-related capital expenditures.

- Funds must be budgeted and available.
- Disbursement of approved projects must meet N.C. Budget and Fiscal Control Act.

Governing Body: Town of Wrightsville Beach

Contact Person: Brian Murray, Finance Officer

Address: 321 Causeway Drive, P.O. Box 626, Wrightsville Beach, NC 28480

Phone: (910) 239-1772 Fax: (910) 256-7910 E-Mail: bmurray@towb.org

Date Approved by Governing Body: September 11, 2025

Date Project/Activity Will Begin: July 1, 2025 Will be Completed: June 30, 2026

Total Cost of Project/Activity: \$ 260,000 Amount Requested: \$ 260,000

Description of Project/Activity (*include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination*):

LOOP IMPROVEMENT DESIGN

The Wrightsville Beach Board of Aldermen respectfully request TDA funding in the amount of \$260,000 to support the design of improvements to the John Nesbitt Loop. The project will include widening the pathway in select areas, creating a new connection to the sidewalk leading across the drawbridge, enhancing landscaping and scenery, and evaluating possible reconfigurations to improve flow and accessibility.

The Loop is widely recognized as Wrightsville Beach’s second biggest asset after the beach itself, attracting thousands of visitors year-round who come to walk, run, and enjoy the Town’s recreational setting. These design efforts represent a significant investment in Wrightsville Beach’s reputation as a community committed to recreation, fitness, and visitor experience. By planning these improvements now, the Town can ensure the Loop continues to be a premier destination for visitors and a cornerstone of its tourism economy.

Submitted By: Brian Murray

Date: 9/12/25

Return Application To:
New Hanover County Tourism Development Authority
Kim Hufham, CEO
929 N. Front St., Suite 410
Wilmington, NC 28401
(910) 341-4030

Status: _____



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

To: Mayor Mills and Board of Aldermen
From: Brian Murray, Finance Officer
Subject: Budget Amendment – Event Stage Repairs
Date: September 11, 2025

Background

The Parks and Recreation Department scheduled replacement of the decking on the Town's event stage using available funds within their operating budget. After work began, the contractor discovered extensive wood rot in the underlying joists that was not visible prior to construction. This unexpected condition significantly compromised the integrity of the stage and required immediate attention to ensure the facility is safe and functional for upcoming community events.

Request

The additional scope of work has resulted in \$25,000 in unanticipated costs to replace the joists and complete the project. Staff respectfully requests approval of budget amendment (2025) 669-B in this amount to fund the necessary work.

Recommendation

Approval of budget amendment (2025) 669-B will ensure the stage is repaired properly, restored to safe working order, and ready to support the Town's scheduled events.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
 ORDINANCE NO. (2025) 669-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, 2026:

Section I. To amend the Municipal Campus Improvements Fund (Fund 49) for unanticipated/unbudgeted expenses during FY 2026, the Town's Municipal Campus Improvements (Fund 49) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
49-4260-1905	Park Facility Improvements	25,000	
49-3987	Transfer from Fund 63		25,000

Section II. To amend the General Fund CIP Capital Reserve (Fund 63) for unanticipated/unbudgeted expenses during FY 2026, the General Fund CIP Capital Reserve (Fund 63) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
63-9800-9649	Transfer to Fund 49	25,000	
63-3991	Appropriated Fund Balance		25,000

Section III. Copies of this Budget Ordinance No. (2025) 669-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 11th day of September, 2025.

 DARRYL MILLS
 Mayor

ATTEST:

 LANCE HEATER
 Town Clerk

Seal



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

To: Mayor Mills and Board of Aldermen
From: Brian Murray, Finance Officer
Subject: Budget Amendment – Carryforward of Outstanding FY25 Purchase Orders
Date: September 11, 2025

BACKGROUND

At the close of Fiscal Year 2025, several purchase orders remained outstanding because projects were not yet complete or invoices were not fully paid prior to year-end. These items were previously approved by the Board and appropriated in FY25, but must be carried forward into the FY26 Budget to ensure payment. Carrying forward these appropriations does not create new spending authority, but instead recognizes obligations that were already approved.

The outstanding items are as follows:

- \$32,500 for the Security Camera Project (originally approved with Budget Amendment 642-B).
- \$50,000 for consultant services related to management of the upcoming bridge replacements (originally approved with Budget Amendment 647-B).
- \$30,920 to support Visitor Center staffing and repairs (originally approved with TDA request in February).
- \$7,600 for construction management costs, representing final invoices for the new sidewalks at the pickleball courts and along Causeway Drive (originally approved with Budget Amendment 651-B).
- \$2,200 for the final invoice on the Park Parking Lot Project (originally approved with Budget Amendment 632-B).

The total appropriation required to carry these obligations forward into FY26 is \$123,220

RECOMMENDATION

Staff recommends approval of Budget Amendment (2025) 670-B to the Fiscal Year 2026 Budget in the amount of \$123,220 to appropriate funding for the outstanding purchase orders from Fiscal Year 2025 listed above.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
 ORDINANCE NO. (2025) 670-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, 2026:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2026. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
10-8100-5200	Technology	32,500	
10-4110-1801	Professional Services	80,920	
10-8100-5600	Infrastructure	3,800	
10-6120-9649	Transfer to Fund 52	6,000	
10-3991	Appropriated Fund Balance		123,220

Section II. To amend the Pickleball Project Fund (Fund 52) for unanticipated/unbudgeted expenses during FY 2026, the Town's Pickleball Project Fund (Fund 52) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
52-6120-1902	Park Parking Lot	6,000	
52-3985	Transfer from Fund 10		6,000

Section III. Copies of this Budget Ordinance No. (2025) 670-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 11th day of September, 2025.

 DARRYL MILLS
 Mayor

ATTEST:

 LANCE HEATER
 Town Clerk

Seal

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

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

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Carus-Childers, Parks & Recreation Director *Katie*

Subject: Budget Ordinance (2025) 671-B – Durwood Sykes Sunset Park Sign

Date: September 5, 2025

Attached for the Board's consideration is budget ordinance (2025) 671-B for an unbudgeted expense to purchase a sign for the recently named Durwood Sykes Sunset Park on Island Drive. The design for the sign is also attached.

REQUESTED ACTION: Approve budget ordinance (2025) 671-B as presented.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2025) 671-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, 2026:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2026. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
10-6120-2600	Dept Supplies & Materials	3,000	
10-3991	Appropriated Fund Balance		3,000

Section II. Copies of this Budget Ordinance No. (2025) 671-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 11th day of September 2025.

DARRYL MILLS
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal



DURWOOD SYKES SUNSET PARK

BEAUTIFICATION BY THE HARBOR ISLAND GARDEN CLUB, *est. 1952*

RESOLUTION NO. (2025) 2359

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: September 11, 2025



A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA AWARDING TO RETIRING POLICE SERGEANT JAMES LOWE HIS BADGE AND SERVICE SIDEARM

WHEREAS, G.S. 20-187.2 provides that retiring members of municipal law enforcement agencies may receive, at the time of their retirement, the badge worn or carried by them during their service with the municipality; and

WHEREAS, G.S. 20-187.2 further provides that the governing body of the municipal law enforcement agency may, in its discretion, award to a retiring member the service sidearm of such retiring member; and

WHEREAS, Sergeant James Lowe has served as a police officer with the Wrightsville Beach Police Department since 2015 and will retire from the Wrightsville Beach Police Department on October 1, 2025.

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

1. The Town Manager or his designee is hereby authorized, in accordance with the provisions of G.S. 20-187.2, to transfer to Police Sergeant James Lowe the badge worn by him during his service with the Wrightsville Beach Police Department and his service sidearm, a Smith & Wesson .45 caliber, Model M&P 2.0, Serial Number NHA 0693.

This Resolution duly adopted this 11th day of September, 2025.

Darryl Mills, Mayor

ATTEST:

Lance Heater, Town Clerk



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

MEMORANDUM

To: Mayor Mills and Board of Aldermen
From: Haynes Brigman, Town Manager
Subject: **Consider an update on the activities of the Bridge Replacement Committee by Chair Neal Andrew.;**
Date: September 11, 2025

Issue/Action Requested:

Consider an update on the activities of the Bridge Replacement Committee.

Background/Purpose of Request:

The Town formed the Bridge Replacement Committee with the intention of bringing together community stakeholders to provide recommendations and guidance to the Board of Alderman as the Town navigated the scheduled NCDOT-managed bridge replacement projects. The Committee is made up of residents from across the island, business owners, hospitality and tourism professionals, public safety partners, and private consultants who hold regular meetings to discuss the impacts the construction projects will have on the island, and develop recommendations for the Town and participating agencies to consider before, during, and after the projects.

Since being organized, the Bridge Replacement Committee has grown in size as more stakeholders and participants join the efforts, but the Committee has also accomplished several action items as the Town learns more about the project planning and scope. Some of these actionable items include:

- Recommendation to hire a transportation consultant and public safety consultant to provide professional guidance and recommendations throughout the project. As a result, the Town has contracted with Transystems, a local transportation consultant, and NC Fire Chief Consulting, a public safety consultant, to assist the Town through the project.
- Recommended the creation of a webpage to keep the public informed. As a result, the Town has developed a page on its website that provides updates to residents and visitors about the status of the project and the work being done by the Committee.

- Provided recommendations to NCDOT to consider when designing the project, as well as recommendations for communication and construction management during the project. These recommendations have been presented to NCDOT, and are being reviewed for implementation during the project.

The Chairman of the Committee, Neal Andrew, will be present to provide an update to the Board and the public on the Committee's work to this point.

Town Manager's Recommendation:

Acknowledge the report.

Attachments:

None



August 29, 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.
- **Reapplication:** Added a one year cool down period mirroring the Special Use Permitting Ordinance.

Request

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

Attachments:

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

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~~ 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

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.

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

ORDINANCE NO. (2025) 1867

Board of Aldermen
Town of Wrightsville Beach,
North Carolina
Date: September 11, 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 September 11, 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 now reads:

"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 Board of Aldermen for consideration. The UDO Administrator shall forward any comments received during the Technical Review Procedure to the Board of Aldermen."

Section 2. Conditional-Zoning Procedure Adopted

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

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 B. "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. Severability

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

Adopted this the ____ day of _____, 2025.

F. Darryl Mills, Mayor

ATTEST:

Lance Heater, Town Clerk
(SEAL)

APPROVED AS TO FORM:

Town Attorney

SECTION 155.4.8 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.

Section 155.4.8.6 Rehearings.

When an application involving a conditional zoning procedure/petition is denied by the Board of Aldermen or the applicant, 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 for one year.

Exhibit B

P - Permitted Use							P* - Permitted Use with Supplemental Regulations					
S - Special Use Permit CZ – Conditional Zoning							BLANK - Not Permitted					
Uses	Primary Zoning Districts											Supplemental Regulations
	R1	R2	C1	C2	C3	C4	C5	G1	PC	P1	SI ¹	
ABC package and retail			P	P	P		CZ *4 S					155.7.24
Accessory buildings	P*	P*	P*	P*	P*	P*	P*	P*	P*			155.7.2
Accessory structures	P*	P*	P*	P*	P*	P*	P*	P*	P*			155.7.2
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*					155.7.3
Adult care home					P*							155.7.4
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 B

Auto service station					<u>CZ*4</u> S		<u>CZ*4</u> S					155.7.6
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*					155.7.7
Child care center							P*					155.7.8
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				155.9.2.1
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*					155.7.20
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							155.7.6
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 B

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>										155.7.9
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*										155.7.4
Family child care home	<u>CZ*4</u> S											
Fences and walls	P*	P*	P*	P*	P*	P*	P*	P*	P*			155.7.10
Finance/loan company							P					
Financial institutions/banks			P*	P*	P*		P*					

Exhibit B

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								155.7.25
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 B

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							155.7.6
Marina/boatminium					<u>CZ*4</u> S							
Marina restaurant					<u>CZ*4</u> S							155.7.28
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							155.7.6
Multi-unit assisted housing with services					P*							155.7.4
Nursing home					<u>CZ*4</u> S							155.7.14
Ocean-related business activities										P*		155.7.15
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 B

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			155.7.16
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				155.7.18 for collocations only
Real estate offices			P	P	P		P					
Residence, single-family	P*	P*										155.7.17
Residence, duplex		P*										155.7.17
Residence, multi-family					<u>CZ*4</u> S							155.7.6 or 155.7.26
Residential child-care facility					<u>CZ*4</u> S							155.7.4

Exhibit B

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 ²	P							P				
Seafood process, wholesale						<u>CZ*4</u> S						155.7.6
Shopping center						<u>CZ*4</u> S	<u>CZ*4</u> S					155.7.6
Sidewalk café				<u>CZ*4</u> S								155.7.30
Sporting goods			P	P	P		P					
Taxicab stands					P		P					
Temporary storage containers	P*	P*	P*	P*	P*	P*	P*	P*	P*			155.7.19
Theaters housed in a permanent indoor structure			<u>CZ*4</u> S				<u>CZ*4</u> S					
Therapeutic foster home					P*							155.7.4
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 B

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*⁴</u> S							
Veterinarian clinics, no outside kennels or animal use areas							<u>CZ*⁴</u> S					
WIRELESS FACILITIES, Communications												155.7.18
Small wireless facility, micro wireless facility	P* ³	P* ³	P*	P*	P*	P*	P*	P*	P*	P*	P*	155.7.18.4
Stealth wireless facility, collocation on existing structure	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	P*	155.7.18.5
Wireless facility, substantial modification					<u>CZ*⁴</u> S	<u>CZ*⁴</u> S	<u>CZ*⁴</u> S	<u>CZ*⁴</u> S				155.7.18.3

¹ Refer to Section [155.6.5.11](#)

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

³ NOT permitted in R1 or R2 outside the PROW

⁴ 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



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

MEMORANDUM

To: Mayor Mills and Board of Aldermen
From: Haynes Brigman, Town Manager
Subject: **Consider approval of Ordinance (2025) 1868 amending Section 74.45 (B)(7) to create a no-parking zone on Island Drive between Causeway Drive and Jasmine Place.;**
Date: September 11, 2025

Issue/Action Requested:

Approve amendment to Section 74.45(b)(7) to create a No Parking Zone on Island Drive between Causeway Drive and Jasmine Place

Background/Purpose of Request:

Residents have expressed concerns about vehicles parking along Island Drive between Causeway Drive and Jasmine Place. These vehicles do not appear to be vehicles belonging to residents, but are likely vehicles belonging to employees of nearby commercial properties. The vehicles park on both sides of the road in this general area, and cause congestion and unsafe conditions for motorists and residents by restricting clean vehicular movement and emergency vehicle access.

A No Parking Zone is requested to be established on the eastern (northbound) side of Island Drive to allow Parking Enforcement and the Police Department to address vehicles parked in this general area.

Map of location is attached.

Town Manager's Recommendation:

Attachments:

1. Ordinance No. 1868
2. Map - Island Drive No Parking

ORDINANCE NO. (2025) 1868

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: September 11, 2025

AN ORDINANCE OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
AMENDING CHAPTER 74.45 (B) (7) OF THE CODE OF ORDINANCES,
TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA

The Board of Aldermen of the Town of Wrightsville Beach, North Carolina, doth ordain:

(1) That subsection (B) (7) of Section 74.45 Creation of Harbor Island Residential Parking District, of the Code of the Town of Wrightsville Beach, North Carolina is hereby amended to read as follows:

§ 74.45 CREATION OF HARBOR ISLAND RESIDENTIAL PARKING DISTRICT.

(B) Designation of area. A Residential Parking District is hereby established on those streets located on Harbor Island and described below which will limit on-street parking to those vehicles displaying a residential parking pass during the period specified in § [74.46](#). The following streets on Harbor Island are located within the Residential Parking District:

(7) Island Drive; except for the eastern (northbound) section between Causeway Drive and Jasmine Place which shall be designed as no parking.

This Ordinance adopted this 11th day of September 2025.

(SEAL)

F. Darryl Mills, Mayor

ATTEST:

APPROVED AS TO FORM:

Lance Heater, Town Clerk

Grady Richardson, Town Attorney





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

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Haynes Brigman, Town Manager

Subject: **Consider adoption of Resolution (2025) 2360 requesting that NCDOT investigate transportation improvements, including vehicular traffic, bicycle, and pedestrian improvements along three corridors in Wrightsville Beach.;**

Date: September 11, 2025

Issue/Action Requested:

Request approval of Resolution 2025-2360 requesting NCDOT to investigate transportation improvements along three corridors in Wrightsville Beach

Background/Purpose of Request:

The Town updated its Bicycle and Pedestrian Plan in June 2024, which included several recommendations for bicycle and pedestrian improvements across the Town. Within this plan, three unique areas were recommended for further investigation to determine potential improvement solutions; including a crosswalk installation on Causeway Drive at Seawater Lane adjacent to Town Hall; and bicycle and pedestrian improvements along N. Lumina Avenue (north of Salisbury Street) and Waynick Blvd.

In addition to investigating these three areas for pedestrian and bicycle improvements, the Town would also like NCDOT to investigate traffic improvements along Waynick Blvd, including the intersection of Waynick Blvd, Causeway Drive, and N Lumina Avenue.

With previous public support shown for these projects through the 2024 Wrightsville Beach Bicycle and Pedestrian Plan, and the 2013 Wrightsville Beach Comprehensive Transportation Plan, these areas of interest have shown to be important to the quality of life for residents, businesses, and visitors. With additional investigation and study by NCDOT and the Wilmington Metropolitan Planning Organization (WMPO), the Town hopes to find long-term solutions for these transportation corridors.

Town Manager's Recommendation:

Approve the Resolution as presented.

Attachments:

1. Resolution No. 2360 09-11-25

RESOLUTION NO. (2016) 2360

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: September 11, 2025



RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA REQUESTING THAT THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) STUDY THREE SPECIFIC AREAS WITHIN THE TOWN FOR POTENTIAL TRANSPORTATION, BICYCLE, AND PEDESTRIAN IMPROVEMENTS

WHEREAS, the Town of Wrightsville Beach seeks to enhance the safety and mobility of pedestrians, bicyclists and motorists throughout the Town; and

WHEREAS, the Town has identified three specific areas of focus that need further study and investigation to determine potential improvements; and

WHEREAS, these areas have been identified in the Town's 2024 Bicycle and Pedestrian Plan and the 2013 Comprehensive Transportation Plan as areas where improvements are needed; and

WHEREAS, these areas experience significant vehicular, pedestrian, and bicycle activity due to their proximity to nearby businesses, residential neighborhoods, and access to public facilities; and

WHEREAS, recent installation of bicycle lanes and multi-use path improvements have provided significant benefit to all forms of transportation, these improvements also highlight the importance of further investigating improvements in other critical areas throughout Town; and

WHEREAS, the Town wishes to take the next step to work with the North Carolina Department of Transportation (NCDOT) and the Wilmington Metropolitan Planning Organization (WMPO) to further study and determine improvements for these three critical areas; and

WHEREAS, the North Carolina Department of Transportation (NCDOT) has jurisdiction over these roads and is the appropriate entity to implement safety and mobility enhancements.

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

1. The Board of Aldermen hereby formally requests that the North Carolina Department of Transportation (NCDOT) study potential vehicular, bicycle, and pedestrian improvements at the following locations:
 1. Waynick Blvd (including the intersection of Waynick Blvd, Causeway Drive, and N Lumina)
 2. N Lumina Avenue (north of Salisbury Street to its northern end)
 3. Causeway Drive pedestrian crossing installation (at or near Seawater Lane)

2. Where applicable, improvements such as new or reconfigured crosswalks, on-street parking modifications, lane modifications, intersection and signalization improvements, bicycle and multi-purpose pathway installation or modification, and speed limit adjustments should be considered.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be transmitted to the North Carolina Department of Transportation for its consideration and action.

ADOPTED this the 11th day of September, 2025.

Darryl Mills, Mayor

ATTEST:

Lance Heater, Town Clerk