



**Wrightsville Beach Board of Alderman  
REGULAR MEETING**

**5:30 PM TUESDAY, APRIL 14, 2026**

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

**AGENDA (ALL ITEMS ARE FOR DISCUSSION AND POSSIBLE ACTION)**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Invocation**

**4. Public Comments**

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

**5. Consent Agenda**

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

- a. Approval of the open session minutes of the 3-12-26 regular meeting and the 3-24-26 budget work session.
- b. Acknowledgement of previously-approved special events for May.
- c. Adoption of Resolution (2026) 2370 approving a contract for the FY25-26 audit with Martin Starnes & Associates.

**6. Presentation**

- a. Consider a presentation of the draft FY26-27 Budget and set a public hearing on the budget for May 12, 2026.

**7. Public Hearings**

- a. Conduct a public hearing on and consider approval of a request for an amendment to an existing Conditional Use Permit from Moshakos Bluewater LLC.

- b. Conduct a public hearing and consider approval of Ordinance (2026) 1870 amending Section 155 of the Town Code regarding lighting.

## **8. Regular Agenda**

- a. Consider a recommendation from the Parks & Recreation Advisory Committee regarding special events during the period of bridge replacements.
- b. Consider amending the Public Comment Policy for Board of Aldermen meetings through adoption of Resolution (2026) 2369.
- c. Consider approval of bylaws for the Parking Committee and initial appointments to the Committee.
- d. Consider approval of special event applications by the Wrightsville Beach Longboard Association.

## **9. Other Items and Reports**

## **10. Closed Session**

- a. Consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege as provided under NCGS 143-318(A)(3).

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**

MARCH 12, 2026, 5:30PM

TOWN HALL COUNCIL CHAMBERS, 321 CAUSEWAY DRIVE, WRIGHTSVILLE BEACH

The meeting was called to order at 5:30pm by Mayor Dull. After the Pledge of Allegiance, the invocation was provided by Rev. James Connolly, Wrightsville Beach Baptist Church. The following were present:

**Board of Aldermen**

Ken Dull, Mayor  
Jeff DeGroot, Mayor Pro-Tem (absent)  
Margaret Baggett, Alderman  
Vivian (Zeke) Partin, Alderman  
Todd Schoen, Alderman

**Staff**

Haynes Brigman, Town Manager  
Lance G. Heater, Town Clerk  
Grady Richardson, Town Attorney  
Jason Bishop, Police Chief  
Matt Holland, Fire Chief  
Bailey Hartsell, Communications Manager  
Katie Carus-Childers, Parks & Rec. Director  
Tony Wilson, Director of Planning

**PUBLIC COMMENTS**

Jim Chaffins, 10 W. Salisbury St., stated that under the current policy whereby the tennis and pickleball court lights are shut off at 7pm, those lights would only be used 6 months out of the year. Chaffins asked the Board to direct Town staff to explore options with other contractors to determine a long-term solution and asked that an ad hoc committee be appointed to attempt to come up with a compromise short-term solution to the problem.

Greta Barnes, 29 Lookout Harbor, stated that the tennis/pickleball court lights had adversely affected the views from her home and also cited detriments to migrating birds and on the night sky.

Watson Barnes, 29 Lookout Harbor, distributed photos to the Board and asked that the Board not consider extending the current 7pm shutoff time for the tennis/pickleball court lights. Barnes stated that property values could be negatively impacted due to the lighting.

Henry Hawthorne, 21 Lookout Harbor, stated the current lighting system was not in conformance with Town ordinances and stated that this could jeopardize the Town's ability to enforce those ordinances on other parties. Hawthorne asked that the hours not be extended and that the Board also consider the noise generated by court activity.

Warren Phillips, 24 Pelican Dr., asked the Board to reconsider its decision to turn off the tennis/pickleball court lights at 7pm and asked that the new court lights, which are lower than the rest, be allowed to remain on until 9pm. Phillips stated that pickleball was a healthy activity that benefits anyone participating.

Doug Wilson, 12 W. Salisbury St., spoke in favor of allowing dogs on the beach during the summer months, stating that it would improve the quality of life for residents, that every other beach community in North and South Carolina allows for some dog activity in the summer months, and that there were many solutions and remedies for the issue of dog waste.

Landis Holman, 16 E. Fayetteville St., spoke in favor of allowing dogs on the beach during the summer months.

Bobby Brandon, 12 Bermuda Dr., stated that the current dogs on the beach ordinance was old and outdated and that every beach community from N. Topsail Beach to the South Carolina line allows dogs on the beach year-round.

Wayne Bland, 4 Bahama Dr., spoke in favor of dogs on the beach in the summer, noting that enforcement is an issue. Bland suggested that the allowable time period for dogs on the beach be extended from September 10 through April 30.

Joanna Smothers, 6 Sand Dollar Ln., expressed concern regarding the impact of dogs on bird nesting areas at each end of the beach strand.

John McCloud, a Wilmington resident, noting the Planning Board recommendation and the Town Manager's agenda memo, expressed support for no change in the current dogs on the beach ordinance.

Lisa Prume, 834 S. Lumina, expressed concern regarding the difficulty of enforcing the existing dog ordinances, stating that she sees dog waste and unleashed dogs frequently. Prume stated she would support a change to allow dogs on the beach in summer from 6-9am if the ordinances could be enforced.

Neal Braggi, 4 W. Henderson St., expressed opposition to changing the dogs on the beach ordinance, citing the current problem with dog waste and concerns regarding sea turtle nesting season, which is May – November.

Anne Marie Campbell, 15 E. Oxford St., spoke in support of placing sand mats at selected beach access points.

Sue Bulluck, representing the Chamber of Commerce, 1) reviewed Chamber activities; 2) reviewed issues surrounding the Military Cutoff/Eastwood project and asked that the Town contract with Chad Kimes for consulting work on the project; 3) asked that the Town partner with the Chamber to petition the Governor and Secretary of Transportation to ask for a delay of the project until 2030; and 4) asked that the Town investigate the rumored formation of a Regional Inlet Management Commission.

Brice and Kelsey Barnett, 10 Marina St., spoke in favor of the Town putting forth an RFP for solid waste services rather than agreeing to an extension with the current vendor.

*Partin left the meeting at this point to attend to a competing obligation.*

### **CONSENT AGENDA**

Upon motion by Baggett, seconded by Schoen and carried unanimously, the Consent Agenda was approved. It consisted of: 1) approval of the open session minutes of the 2-12-26 regular meeting, the 2-17-26 budget work session and the 3-2-26 budget work session; 2) approval of recurring special events; 3) acknowledgement of previously approved special events for April; 4) adoption of resolution (2026) 2367 approving the Southeastern North Carolina Regional Hazard Mitigation Plan; 5) acceptance of the annual report of the Planning Board, in accordance with Section 155.3.9 (F) of the Town Code.

### **CONSIDER EXTENSION OF SOLID WASTE COLLECTIONS CONTRACT**

Brigman stated that the Town currently utilizes Liberty Waste Solutions (formerly Wall Recycling) for curbside solid waste collection for residential and commercial waste. The contract was awarded to Liberty Waste Solutions/Wall Recycling in 2022 after a competitive bid process was completed. The original contract is set to expire on March 31, 2027, with the opportunity for two (2) additional two (2) year extensions. The contract also allows the contractor to increase the contract costs annually based on national consumer price index changes, with a maximum of 3% annually. For the

years 2022, 2023, and 2024 the contractor made no CPI changes; however, a 3% CPI increase was implemented for the contract year 2025.

Brigman stated that the Town has received quality services from the contractor during the initial contract period and would like to continue the relationship with the contractor. The contractor has offered to forego any CPI increase for contract year 2026 if the Town were to extend the contract for two (2) years. Brigman stated that based on the current contract costs relative to market costs, the level of service provided by the contractor, and the ability to forego any CPI increase for contract year 2026, he recommended that the Board approve the available two (2) year extension, which would extend the contract to March 31, 2029. Upon motion by Dull, seconded by Schoen and carried unanimously, the Board authorized Brigman to execute the 2 year extension agreement.

**CONSIDER POSSIBLE CHANGES TO SECTION 91.12, “DOGS AND OTHER ANIMALS PROHIBITED ON BEACH AND OTHER PUBLIC PROPERTY AT CERTAIN TIMES, PLACES” OF THE TOWN CODE**

Brigman stated that the Board of Alderman directed the establishment of a Working Group to discuss options related to allowances for dogs on the beach. The Working Group began meeting in November 2025 and consisted of six residents, two staff members (Town Manager and Park Ranger), one representative from the Audubon North Carolina Society, and one representative from the Sea Turtle Project.

Brigman reviewed the Working Group’s process as: 1) evaluating multiple options for expanding allowances for dogs on the beach; 2) comparing other beach community rules to determine what might work in Wrightsville Beach; 3) identifying the challenges and impacts of the current rules, and any expansion of those rules, has on the quality of life, environmental and wildlife habitats, cleanliness, and overall upkeep of the beach; and 4) discussion about pros and cons, enforcement challenges, and other solutions to improve rule compliance.

Brigman identified the following challenges that were considered: 1) current violations occur regularly, with 110 citations issued in 2025; 2) frustration from residents when violators are not caught; 3) any increased allowance for dogs on the beach will generate additional complaints and/or violations; 4) limited personnel to catch violators, who must be caught in the act; 5) large beach strand to cover; 6) Public Works staff remove dog waste daily (5-10 waste piles a day); 7) public health concerns with dog waste on the beach and in the water; 8) Federal laws impact enforcement; and 9) expectations versus reality.

Brigman reviewed the main options considered by the Working Group as: 1) make no changes to the current ordinance, which allows on-leash dogs anytime, except between April 1 – September 30; 2) expand the current season when dogs are allowed on the beach, for example, allowing dogs anytime from the Tuesday after Labor Day to May 1; 3) allowing dogs on the beach between the hours of 6am-9am during the current period of time when dogs are restricted (April 1 – Sept 30); and 4) allowing dogs on the beach year-round, outside the hours of 9am-6pm. Brigman reported that Option 3 was the preferred change of the Working Group, though it was not unanimous.

Brigman reported that the Planning Board reviewed Option 3 and voted 5-2 against the change. The Planning Board did not formally vote for or against any other changes or expansions to the ordinance.

The Working Group listed the following recommendations regarding administrative and enforcement for the Board’s consideration: 1) any change implemented would be implemented on a one-year trial basis; future action of the Board would be required to make the change permanent; 2) limit/restrict dogs from accessing vulnerable areas of the island to protect nesting and migrating birds (North of Access 2, South of Access 42); 3) increase the penalty from \$250 to \$500 for dog owners who violate the ordinance; 4) add dog waste stations and baggies at more beach accesses to

promote proper waste disposal; and 5) increase marketing efforts to educate the public on the rules and encourage residents to register their dogs with the Town.

Brigman stated that the staff was seeking direction from the Board of Aldermen on how to proceed and that a text amendment will be necessary before changes are implemented. Draft text amendments have been prepared by Planning staff, but edits and adjustments may be necessary to meet the desires of the Board.

The Board thanked Brigman, the Working Group and the Planning Board for their work on this matter. Baggett and Schoen noted that enforcement seemed to be the main problem with both the existing ordinance and any consideration of expanding the time in which dogs were allowed on the beach. Dull stated that he had received feedback from the Planning Board that they had only considered one option (the expansion to allow dogs from 6-9am in the summer months) but had not considered or discussed other options. After further discussion, it was the consensus of the Board that the issue be sent back to the Planning Board for further review.

**OTHER ITEMS & REPORTS:**

- A. **Alderman Schoen:** reported on attendance at the Ports, Waterways and Beach Commission meeting, noting that work would need to begin within the next year on renewing the permit for Mason's Inlet.
- B. **Alderman Baggett:** reported on attendance at the Parks & Recreation Advisory Committee meeting, stating that the committee had met with a consultant who would be conducting a survey for the master plan update and that the committee recommended that previously approved projects be completed prior to starting new projects.
- C. **Mayor Dull:** reported on attendance at the WMPO meeting and noted that the Bridge Replacement Committee was scheduled to meet on 3/16 at 10:00am.
- D. **Town Manager Brigman:** reminded the Board of the Budget Workshop scheduled for 3/24 at 9:00am.
- E. **Town Attorney Richardson:** nothing to report.
- F. **Town Clerk Heater:** nothing to report.

There being no further business, the meeting was adjourned at 7:30pm.

Respectfully submitted,  
Lance G. Heater, Town Clerk

**BOARD OF ALDERMEN MINUTES**

MARCH 24, 2026, 9:00AM

TOWN HALL CONFERENCE ROOM, 321 CAUSEWAY DRIVE, WRIGHTSVILLE BEACH

A duly noticed special called meeting of the Board of Aldermen was called to order at 9:00am by Mayor Dull. The following were present:

**Board of Aldermen**

Ken Dull, Mayor  
Jeff DeGroot, Mayor Pro-Tem  
Margaret Baggett, Alderman  
Todd Schoen, Alderman  
Vivian (Zeke) Partin, Alderman

**Staff**

Haynes Brigman, Town Manager  
Lance G. Heater, Town Clerk  
Matt Holland, Fire Chief  
Jason Bishop, Police Chief  
Bailey Hartsell, Communications Manager  
Evan Morigerato, Asst. Director of Public Works  
Brian Murray, Finance Officer  
Katie Carus-Childers, Parks & Rec. Director

**BUDGET PLANNING SESSION**

Brigman reviewed the agenda for the session as: 1) budget overview; 2) capital improvement plan overview; 3) operating budget review; and 4) open discussion and follow-up items.

**DRAFT BUDGET SUMMARY**

Brigman summarized the draft budget as follows: 1) the budget was created using the same ad valorem tax rate as FY26 (\$.0531 per \$100 in valuation); 2) no fee schedule changes proposed; 3) no major service changes or adjustments were proposed across departments; and 4) revenue impacts and increased service delivery costs continue to pressure the financial position of the Town. Brigman noted that appeals in tax valuation resulted in a reduction in the total tax base of \$135 million, with a \$70,000 drop in resulting ad valorem revenues. Brigman stated 1) that the Town's sales tax revenues could be negatively impacted by other New Hanover County municipalities increasing their ad valorem tax rates; 2) there will be an increased cost in utility services due to the Town paying for water and sewer service to the CFPUA; 3) that contract costs continued to rise; and 4) employee costs continue to increase.

**CAPITAL IMPROVEMENT PLAN OVERVIEW**

Brigman reviewed capital reserve fund expenditure adjustments that had been made since the last budget workshop as follows: 1) decrease in Police Department vehicles of \$230,000 as a result of replacing 6 vehicles rather than 9 vehicles; 2) removal of \$100,000 in Police records software due to the project being completed in the current year; 3) net reduction of \$50,000 for beach access improvements due to some work being completed in the current year; 4) removal of the Salisbury St. digital sign relocation (\$37,000 decrease) due to there being no alternative site; 5) modification of Ocean Rescue vehicle replacement (a \$9,000 reduction); 6) reduction in holiday lighting of \$340,000; and 7) increase in IT projects of \$44,000 for enhanced security. The total proposed CIP budget was \$5,255,712. The Board also briefly reviewed the proposed 5-year CIP.

**OPERATING BUDGET REVIEW**

Brigman noted that the only revenue change was a decrease in property tax revenue of \$57,000 due to updated information from New Hanover County which indicated a higher than anticipated volume of high value assessment appeals.

Expenditure adjustments were as follows: 1) increase in salaries and benefits of \$49,725 due to the allowance of a 0-5% merit increase; 2) adjusted governing body stipends to incorporate the prior year COLA of \$6,020; 3) IT contract and system cost adjustments of \$27,000; 4) increase in facilities maintenance of \$10,000 for water costs; 5) increase in Flotilla contribution to support event operations of \$25,000; 6) increased funding for storage, installation and removal of existing holiday decorations of \$47,000; and 7) \$15,000 for a landscaping project.

Total operational expenditures were \$18,301,447, with an \$869,653 contribution to the CIP for a total expenditure budget of \$19,171,100. The Mayor and members of the Board expressed appreciation to Town department managers for their work on the budget.

### **OPEN DISCUSSION AND FOLLOW UP**

The Board discussed weekend traffic and congestion issues, with Brigman reporting that he had asked NCDOT to adjust the traffic signal timing at Waynick and Causeway Dr. from winter timing to summer timing in an attempt to alleviate congestion at that intersection. Brigman stated that the Town's traffic consultant, GFT, was working on proposals to improve the intersection.

The Board discussed noise enforcement, with Bishop reporting that officers were using concentrated enforcement to effect citations for noise violations.

The Board discussed the sale of alcohol at Town sponsored special events, with the consensus being that Brigman would bring back a policy for the Board's consideration.

Brigman reported that he had discussed a strategic planning workshop with the NC League of Municipalities. Brigman stated that the League could either do a session for the Town and open to other jurisdictions or do a session for the Town alone. It was the consensus of the Board that a session be scheduled for the Town alone, with the dates being either 9/21-22 or 9/14-15.

The Board agreed to move forward with the Historic Square parking lot project in the current fiscal year, which had been paused due the CFPWA water/sewer line project impacting the area.

Brigman reported that he and Carus-Childers would be meeting with Balfour Beatty regarding the contract for the multi-use path.

The meeting was adjourned at 10:29am.

Respectfully submitted,

Lance G. Heater, Town Clerk

## APPROVED SPECIAL EVENTS

**May 2026**

*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  
 Danny Floyd, Public Works  
 Ashley Reid, Public Works  
 Samantha Johnson, Public Works  
 Tony Wilson, Planning & Parks  
 Shannon Slocum, Park Ranger  
 Scott Sprenger, Park Ranger  
 Haynes Brigman, Town Manager  
 Bailey Hartsell, Communications

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

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

DATE	TIME	NUMBER OF PARTICIPANTS	ACTIVITY	NAME	LOCATION	Vehicle on Beach Permit
Fri 5/1	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 5/2	7:00 am - 10:00 am		River 2 Sea Bike Ride		WB Park Event Stage	
Mon 5/4	8:00 am - 1:00 pm	500	WB Farmers' Market	WBPR	Softball Field	
Tue 5/5	4:30 pm - 7:30 pm	65	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer and Softball Fields	
Fri 5/8	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Fri 5/8	4:00 pm - 7:00 pm	20	Child's Birthday Party	Sasser	WB Park Event Stage	
Mon 5/11	8:00 am - 1:00 pm	500	WB Farmers' Market	WBPR	Softball Field	
M-Th 5/11-5/14	6:00 pm - 8:00 pm	30	WB Adult Basketball League	WBPR	WB Park Basketball Courts	
Fri 5/15	11:00 am - 2:00 pm	65	St. Mark Kindergarten Picnic	Caldropoli	WB Park Picnic Shelters 1 & 2	
Fri 5/15	3:00 pm - 7:00 pm	24	Wedding	McLamb	Beach strand at Holiday Inn	
Fri 5/15	5:30 pm - 9:00 pm	50	Religious Service	Cronen	Beach strand at access 4	
Fri 5/15	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 5/16	6:30 am - 11:30 am	300	G.Liston Stoked to Go Out Pier to Pier Swim	Liston	Beach strand from pier to pier	
Sat 5/16	8:00 am - 12:00 pm	29	Child's Birthday Party	Means	WB Park Picnic Shelter #1	
Sat 5/16	11:00 am - 1:00 pm	25	Child's Birthday Party	Bahr	Fran Russ Recreation Center & WB Park Picnic Shelter #2	
Sun 5/17	1:00 pm - 5:00 pm	50	Swing Dancing	Cape Fear Swing Dance Society	WB Park Event Stage	
Sun 5/17	2:00 pm - 6:00 pm	25	Child's Birthday Party	Gardner	WB Park Picnic Shelter #2	

## APPROVED SPECIAL EVENTS

**May 2026**

Mon 5/18	8:00 am - 1:00 pm	500	WB Farmers' Market	WBPR	Softball Field	
M-Th 5/18-5/21	6:00 pm - 8:00 pm	30	WB Adult Basketball League	WBPR	WB Park Basketball Courts	
Thurs 5/21	4:00 pm - 7:00 pm	25	Wedding	Byrd	Harbor Way Gardens	
Fri 5/22	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 5/23	9:00 am - 12:00 pm	30	Preschool Graduation	Olsen	WB Park Event Stage	
Sat 5/23	3:00 pm - 7:00 pm	102	Wedding Welcome Party	Kober	Beach strand at Crystal Pier	
Mon 5/25	8:00 am - 1:00 pm	500	WB Farmers' Market	WBPR	Softball Field	
T-Th 5/26-5/28	6:00 pm - 8:00 pm	30	WB Adult Basketball League	WBPR	WB Park Basketball Courts	
Fri 5/29	5:00 pm - 9:00 pm	100	Wedding	Prince	Beach strand at Holiday Inn	
Fri 5/29	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sun 5/31	11:00 am - 2:00 pm	14	Wedding	Brooks	Beach strand at access 2	

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



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

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## *MEMORANDUM*

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

**From:** Brian Murray, Finance Officer

**Subject:** **Resolution No. (2026) 2370**

**Date:** April 14, 2026

**Background:**

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

The contract includes a fee of \$38,775 for performing the audit and financial statement preparation. The prior year total not to exceed amount was \$39,500. Should the Town require a single audit, which is mandated if \$750,000 or more in federal or state grant funding is expended within a single year, an additional fee of \$4,500 will apply. The total cost will not exceed \$43,275.

**Recommendation:**

Staff recommends approving Resolution (2026) 2370 to engage Martin Starnes & Associates, CPAs, P.A. for the provision of auditing services for the 2025/26 fiscal year. The Town Manager is authorized to execute the contract on behalf of the Town, and the Finance Officer will ensure compliance with all applicable auditing requirements.

**Requested Action:**

Consider approving Resolution (2026) 2370.

**RESOLUTION NO. (2026) 2370**

Board of Aldermen

Town of Wrightsville Beach, North Carolina

Date: April 14, 2026



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

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

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

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

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

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

This Resolution adopted this day of April 14, 2026.

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F. Darryl Mills, Mayor

ATTEST:

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Lance G. Heater, Town Clerk

(SEAL)



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

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## *MEMORANDUM*

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**To:** Mayor Dull and Board of Aldermen  
**From:** Brian Murray, Finance Officer  
**Subject:** **Presentation of FY27 Draft Budget**  
**Date:** April 14, 2026

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**Background:** Staff has developed the Fiscal Year 2027 (FY27) draft budget through a series of four budget workshops held with the Board of Aldermen. These workshops included discussion of departmental operating budgets, capital priorities, revenue assumptions, and policy considerations.

The draft budget which will be presented reflects the direction and feedback provided by the Board throughout this process and represents a balanced financial plan for the upcoming fiscal year.

This presentation is intended to provide an overview of the draft budget and highlight key components, priorities, and any remaining considerations ahead of formal adoption. Staff will incorporate any final feedback received and prepare the budget ordinance for consideration at the Board's May meeting at which a public hearing will be held.

**Requested Action:** Receive the presentation of the FY27 draft budget and provide any final feedback prior to consideration of the budget ordinance in May.

# Town of Wrightsville Beach North Carolina

# Annual Budget Fiscal Year 2026/2027



GENERAL FUND REVENUES

Account	Name	FY26	FY26 YE Est.	FY27 Proposed	% Change
10-3110	PROPERTY TAX	\$3,500,000	\$3,557,220	\$3,500,000	0.0%
10-3111	PROPERTY TAX - PRIOR YEARS	\$3,000	\$3,000	\$3,000	0.0%
10-3114	MOTOR VEHICLE PROPERTY TAX	\$50,000	\$55,550	\$55,000	10.0%
10-3115	INTERLOCAL AGREEMENT - CITY OF WILMINGTON	\$30,000	\$30,000	\$30,000	0.0%
10-3210	PET LICENSES	\$500	\$500	\$500	0.0%
10-3234	LOCAL SALES AND USE TAX	\$1,530,000	\$1,867,000	\$1,750,000	14.4%
10-3262	PARKING PROGRAM	\$6,700,000	\$7,200,000	\$6,950,000	3.7%
10-3263	RESIDENTIAL PARKING PASS	\$143,000	\$150,000	\$150,000	4.9%
10-3264	COMMERCIAL 1 PARKING PASS	\$6,500	\$6,500	\$6,500	0.0%
10-3265	COMMERCIAL 2 PARKING PASS	\$8,500	\$8,500	\$8,500	0.0%
10-3266	CONTRACTOR PARKING PASS	\$42,000	\$42,000	\$42,000	0.0%
10-3270	ROOM OCCUPANCY TAX (3%)	\$2,300,000	\$2,050,000	\$1,400,000	-39.1%
10-3280	MUNICIPAL VEHICLE TAX	\$7,500	\$7,500	\$7,500	0.0%
10-3290	PENALTIES/INTEREST-TAXES	\$3,500	\$3,500	\$3,500	0.0%
10-3322	STATE BEER & WINE TAX	\$11,000	\$11,000	\$11,000	0.0%
10-3323	JUDICIAL AND RECORDS FEES	\$3,000	\$3,000	\$3,000	0.0%
10-3324	UTILITIES SALES DISTRIBUTION	\$370,000	\$435,574	\$425,000	14.9%
10-3343	BUILDING PERMITS	\$350,000	\$500,000	\$425,000	21.4%
10-3346	STATE BUILDING PERMIT FEE	\$350	\$350	\$350	0.0%
10-3347	BLDG PERM-ZONING COMPLIAN	\$4,000	\$4,000	\$4,000	0.0%
10-3349	FILM PERMITS	\$10,000	\$10,000	\$10,000	0.0%
10-3350	BUSINESS ON BEACH PERMIT	\$4,000	\$4,000	\$4,000	0.0%
10-3605	SPECIAL EVENT PERMITS	\$33,000	\$33,000	\$33,000	0.0%
10-3647	FACILITY RESERVATIONS	\$16,000	\$16,000	\$16,000	0.0%
10-3648	FITNESS CLASSES	\$46,000	\$47,000	\$46,000	0.0%
10-3649	RECREATION PROGRAMS	\$222,000	\$200,000	\$200,000	-9.9%
10-3650	RECREATION REVENUES	\$1,000	\$2,000	\$2,000	100.0%
10-3651	RECREATION CONTRIBUTIONS	\$1,000	\$0	\$0	-100.0%
10-3750	REFUSE COLLECTION CHARGES	\$1,000,000	\$1,084,000	\$1,000,000	0.0%
10-3757	SOLID WASTE DISPOSAL TAX	\$1,750	\$1,750	\$1,750	0.0%
10-3782	CREDIT CARD PROCESSING FEE	\$8,000	\$8,000	\$8,000	0.0%
10-3831	INTEREST ON INVESTMENTS	\$1,100,000	\$1,793,000	\$1,400,000	27.3%
10-3834	RENT - TOWN OWNED BUILDINGS	\$65,000	\$65,000	\$65,000	0.0%
10-3835	SALE OF ASSETS	\$20,000	\$20,000	\$20,000	0.0%
10-3838	ABC NET REVENUES	\$730,000	\$796,000	\$775,000	6.2%
10-3841	VAR/CUP/CAMA/REZONE FEES	\$2,500	\$2,500	\$2,500	0.0%
10-3857	FARMERS MARKET	\$39,000	\$45,400	\$45,000	15.4%
10-3866	FIRE INSPECTION FEE	\$3,000	\$3,000	\$3,000	0.0%
10-3870	CIVIL CITATIONS - PARKING	\$800,000	\$700,000	\$700,000	-12.5%
10-3873	CIVIL CITATIONS - OTHER	\$10,000	\$15,000	\$15,000	50.0%
10-3874	CIVIL CITATIONS - ANIMAL CONTROL	\$25,000	\$16,000	\$15,000	-40.0%
10-3875	CIVIL CITATIONS - ALCOHOL/WASTE	\$30,000	\$36,000	\$35,000	16.7%
		<b>\$19,230,100</b>	<b>\$20,832,844</b>	<b>\$19,171,100</b>	<b>-0.3%</b>

GOVERNING BODY

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4110-0801	ATTENDANCE FEES	\$40,971.28	\$43,880.00	\$25,286.80	\$49,000.00	11.67%
10-4110-0900	FICA TAX EXPENSE	\$3,428.09	\$3,360.00	\$2,105.86	\$4,300.00	27.98%
10-4110-1801	PROFESSIONAL SERVICES	\$201,469.42	\$134,800.00	\$23,789.09	\$198,000.00	46.88%
10-4110-1900	CONTRACTED SERVICES	\$9,646.52	\$11,000.00	\$1,303.65	\$3,000.00	-72.73%
10-4110-2600	SUPPLIES	\$0.00	\$2,000.00	\$1,436.15	\$3,000.00	50.00%
10-4110-3100	TRAVEL & TRAINING	\$0.00	\$5,000.00	\$2,132.95	\$5,000.00	0.00%
10-4110-3200	CELL PHONE	\$3,920.94	\$3,900.00	\$2,241.47	\$3,900.00	0.00%
10-4110-3930	DUES & SUBSCRIPTIONS	\$12,039.70	\$16,675.00	\$12,077.91	\$17,200.00	3.15%
10-4110-5900	CIP ALLOCATION	\$1,838,054.00	\$2,238,947.00	\$2,238,947.00	\$872,653.00	-61.02%
		<b>\$2,109,529.95</b>	<b>\$2,459,562.00</b>	<b>\$2,309,320.88</b>	<b>\$1,156,053.00</b>	<b>-53.00%</b>

GENERAL ADMINISTRATION

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4120-0000	SALARIES & WAGES	\$524,108.48	\$581,996.55	\$304,806.10	\$631,938.32	8.58%
10-4120-0100	OVERTIME	\$2,105.19	\$3,000.00	\$8.71	\$0.00	-100.00%
10-4120-0300	LONGEVITY	\$0.00	\$0.00	\$0.00	\$0.00	
10-4120-0900	FICA TAX EXPENSE	\$40,533.66	\$46,661.74	\$22,035.67	\$50,530.00	8.29%
10-4120-1000	RETIREMENT	\$71,176.04	\$83,250.70	\$43,355.26	\$99,740.00	19.81%
10-4120-1010	401-K CONTRIBUTIONS	\$18,700.36	\$24,394.86	\$11,306.49	\$26,421.00	8.31%
10-4120-1801	PROFESSIONAL SERVICES	\$11,311.27	\$50,000.00	\$25,580.00	\$45,000.00	-10.00%
10-4120-1901	TAX COLLECTION FEES	\$28,254.82	\$30,000.00	\$12,050.38	\$30,000.00	0.00%
10-4120-1902	MERCHANT PROCESSING FEES	\$0.00	\$0.00	\$636.76	\$12,000.00	
10-4120-2600	DEPT SUPPLIES & MATERIALS	\$52,609.52	\$18,000.00	\$6,894.88	\$16,000.00	-11.11%
10-4120-3100	TRAVEL & TRAINING	\$30,072.11	\$35,150.00	\$13,357.63	\$30,000.00	-14.65%
10-4120-3200	CELL PHONE	\$3,480.09	\$3,500.00	\$1,890.08	\$3,500.00	0.00%
10-4120-3220	POSTAGE	\$8,539.49	\$8,500.00	\$1,500.00	\$2,500.00	-70.59%
10-4120-3400	PRINTING	\$5,405.99	\$3,500.00	\$1,231.18	\$9,500.00	171.43%
10-4120-3700	ADVERTISING	\$1,881.44	\$2,000.00	\$1,290.98	\$2,000.00	0.00%
10-4120-3930	DUES & SUBSCRIPTIONS	\$3,937.85	\$3,150.00	\$410.00	\$3,150.00	0.00%
		<b>\$802,116.31</b>	<b>\$893,103.85</b>	<b>\$446,354.12</b>	<b>\$962,279.32</b>	<b>7.75%</b>

HUMAN RESOURCES

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4130-0000	SALARIES & WAGES	\$0.00	\$88,352.43	\$42,331.36	\$98,227.48	11.18%
10-4130-0900	FICA TAX EXPENSE	\$0.00	\$6,932.96	\$3,183.29	\$7,624.00	9.97%
10-4130-1000	RETIREMENT	\$0.00	\$12,426.31	\$6,091.51	\$15,048.00	21.10%
10-4130-1010	401K CONTRIBUTIONS	\$0.00	\$3,624.10	\$1,693.25	\$3,986.00	9.99%
10-4130-1100	GROUP BENEFITS	\$0.00	\$1,073,900.00	\$441,082.88	\$1,181,290.00	10.00%
10-4130-1150	RETIREE BENEFITS	\$0.00	\$95,400.00	\$24,346.00	\$95,400.00	0.00%
10-4130-1801	PROFESSIONAL SERVICES	\$0.00	\$30,000.00	\$29,679.85	\$22,000.00	-26.67%
10-4130-2300	EMPLOYEE SCREENING	\$0.00	\$12,500.00	\$6,671.01	\$14,000.00	12.00%
10-4130-2600	SUPPLIES	\$0.00	\$1,100.00	\$1,041.87	\$2,500.00	127.27%
10-4130-3100	TRAVEL & TRAINING	\$0.00	\$6,650.00	\$1,379.18	\$7,000.00	5.26%
10-4130-3200	CELL PHONE	\$0.00	\$780.00	\$422.31	\$780.00	0.00%
10-4130-3700	ADVERTISING	\$0.00	\$1,500.00	\$0.00	\$1,500.00	0.00%
10-4130-3800	EMPLOYEE RECOGNITION	\$0.00	\$17,000.00	\$11,816.11	\$18,000.00	5.88%
10-4130-3930	DUES/SUBSCRIPTIONS	\$0.00	\$500.00	\$725.00	\$725.00	45.00%
10-4130-4500	INSURANCE & BONDS	\$0.00	\$453,500.00	\$437,730.84	\$530,000.00	16.87%
		<b>\$0.00</b>	<b>\$1,804,165.80</b>	<b>\$1,008,194.46</b>	<b>\$1,998,080.48</b>	<b>10.75%</b>

INFORMATION TECHNOLOGY

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4210-0000	SALARIES & WAGES	\$0.00	\$0.00	\$0.00	\$0.00	
10-4210-0100	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	
10-4210-0300	LONGEVITY	\$0.00	\$0.00	\$0.00	\$0.00	
10-4210-0900	FICA TAX EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	
10-4210-1000	RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	
10-4210-1010	401-K CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	
10-4210-1801	PROFESSIONAL SERVICES	\$7,005.89	\$197,000.00	\$120,844.79	\$165,000.00	-16.24%
10-4210-1900	CONTRACTED SERVICES	\$151,308.33	\$38,450.00	\$30,376.61	\$50,000.00	30.04%
10-4210-2160	UNIFORMS	\$0.00	\$0.00	\$0.00	\$0.00	
10-4210-2600	DEPT SUPPLIES & MATERIALS	\$26,816.42	\$72,000.00	\$19,840.28	\$60,000.00	-16.67%
10-4210-3100	TRAVEL & TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	
10-4210-3210	PHONE/INTERNET/CABLE	\$35,433.34	\$90,500.00	\$51,533.97	\$76,000.00	-16.02%
10-4210-3520	MAINT/REPAIR-EQUIPMENT	\$173,346.15	\$187,800.00	\$115,327.98	\$227,000.00	20.87%
10-4210-3930	DUES & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	\$0.00	
10-4210-4310	EQUIPMENT RENTAL	\$11,675.14	\$24,500.00	\$11,160.74	\$24,500.00	0.00%
		<b>\$405,585.27</b>	<b>\$610,250.00</b>	<b>\$349,084.37</b>	<b>\$602,500.00</b>	<b>-1.27%</b>

PUBLIC WORKS ADMIN

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4245-0000	SALARIES & WAGES	\$239,646.54	\$263,828.93	\$134,692.61	\$291,976.88	10.67%
10-4245-0100	OVERTIME	\$32.75	\$1,500.00	\$17.45	\$500.00	-66.67%
10-4245-0200	WAGES-TEMP EMPLOYEES	\$0.00	\$0.00	\$0.00	\$2,160.00	
10-4245-0300	LONGEVITY	\$900.00	\$1,800.00	\$1,800.00	\$2,400.00	33.33%
10-4245-0900	FICA TAX EXPENSE	\$17,635.88	\$21,113.11	\$9,984.89	\$23,507.00	11.34%
10-4245-1000	RETIREMENT	\$32,725.31	\$37,704.50	\$19,384.70	\$46,201.00	22.53%
10-4245-1010	401-K CONTRIBUTIONS	\$9,332.66	\$11,050.16	\$5,092.47	\$12,239.00	10.76%
10-4245-1900	CONTRACTED SERVICES	\$6,105.26	\$3,260.00	\$0.00	\$500.00	-84.66%
10-4245-2160	UNIFORMS	\$1,006.02	\$1,900.00	\$865.65	\$1,500.00	-21.05%
10-4245-2600	DEPT SUPPLIES & MATERIALS	\$5,710.62	\$10,000.00	\$2,593.08	\$8,000.00	-20.00%
10-4245-3100	TRAVEL & TRAINING	\$12,829.58	\$14,773.00	\$5,784.65	\$14,773.00	0.00%
10-4245-3200	CELL PHONE	\$1,211.50	\$780.00	\$422.31	\$1,320.00	69.23%
10-4245-3400	PRINTING	\$0.00	\$500.00	\$0.00	\$0.00	-100.00%
10-4245-3520	MAINT/REPAIR-EQUIPMENT	\$0.00	\$500.00	\$0.00	\$500.00	0.00%
10-4245-3540	MAINT/REPAIR-2-WAY RADIOS	\$0.00	\$500.00	\$0.00	\$325.00	-35.00%
10-4245-3930	DUES & SUBSCRIPTIONS	\$699.72	\$600.00	\$255.00	\$600.00	0.00%
		<b>\$327,835.84</b>	<b>\$369,809.70</b>	<b>\$180,892.81</b>	<b>\$406,501.88</b>	<b>9.92%</b>

FLEET MAINTENANCE

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4250-0000	SALARIES & WAGES	\$169,389.74	\$216,725.00	\$108,758.09	\$233,035.92	7.53%
10-4250-0100	OVERTIME	\$672.63	\$4,500.00	\$426.67	\$2,500.00	-44.44%
10-4250-0300	LONGEVITY	\$1,600.00	\$3,200.00	\$3,200.00	\$3,200.00	0.00%
10-4250-0900	FICA TAX EXPENSE	\$12,155.40	\$17,050.00	\$7,774.74	\$18,556.00	8.83%
10-4250-1000	RETIREMENT	\$23,103.31	\$30,400.00	\$15,711.71	\$36,478.00	19.99%
10-4250-1010	401-K CONTRIBUTIONS	\$2,085.60	\$8,925.00	\$1,080.00	\$9,663.00	8.27%
10-4250-1900	CONTRACTED SERVICES	\$4,733.44	\$8,800.00	\$4,451.11	\$8,900.00	1.14%
10-4250-2160	UNIFORMS	\$3,260.03	\$6,050.00	\$2,062.55	\$4,700.00	-22.31%
10-4250-2500	AUTO/EQUIP SUPPLIES	\$931.55	\$3,360.00	\$361.32	\$4,000.00	19.05%
10-4250-2600	DEPT SUPPLIES & MATERIALS	\$6,267.60	\$12,400.00	\$5,621.26	\$12,400.00	0.00%
10-4250-3100	TRAVEL & TRAINING	\$467.88	\$1,000.00	\$150.00	\$1,000.00	0.00%
10-4250-3200	CELL PHONE	\$0.00	\$0.00	\$0.00	\$840.00	
10-4250-3520	MAINT/REPAIR-EQUIPMENT	\$9,108.97	\$10,000.00	\$9,726.08	\$15,000.00	50.00%
10-4250-3530	MAINT/REPAIR-AUTOS	\$2,838.73	\$3,000.00	\$1,361.61	\$4,000.00	33.33%
10-4250-3540	MAINT/REPAIR-2-WAY RADIOS	\$0.00	\$500.00	\$0.00	\$0.00	-100.00%
		<b>\$236,614.88</b>	<b>\$325,910.00</b>	<b>\$160,685.14</b>	<b>\$354,272.92</b>	<b>8.70%</b>

## POLICE

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4310-0000	SALARIES & WAGES	\$1,873,495.74	\$2,586,083.77	\$1,243,078.63	\$2,732,127.00	5.65%
10-4310-0100	OVERTIME	\$70,038.58	\$107,000.00	\$63,396.70	\$100,000.00	-6.54%
10-4310-0200	WAGES-TEMP EMPLOYEES	\$0.00	\$10,000.00	\$0.00	\$0.00	-100.00%
10-4310-0300	LONGEVITY	\$3,200.00	\$12,000.00	\$10,200.00	\$12,400.00	3.33%
10-4310-0400	SPECIAL SEPARATION ALLOWANCE	\$51,016.07	\$41,145.00	\$21,363.48	\$24,392.42	-40.72%
10-4310-0900	FICA TAX EXPENSE	\$150,911.36	\$208,316.16	\$100,736.07	\$220,427.00	5.81%
10-4310-1000	RETIREMENT	\$295,988.40	\$377,174.35	\$208,728.83	\$480,736.00	27.46%
10-4310-1010	401-K CONTRIBUTIONS	\$95,138.54	\$130,647.04	\$63,229.05	\$139,013.00	6.40%
10-4310-1801	PROFESSIONAL SERVICES	\$13,699.08	\$21,000.00	\$13,017.00	\$21,000.00	0.00%
10-4310-1900	CONTRACTED SERVICES	\$17,672.60	\$24,000.00	\$11,040.00	\$24,000.00	0.00%
10-4310-2160	UNIFORMS	\$44,694.13	\$68,840.00	\$39,209.66	\$65,000.00	-5.58%
10-4310-2500	AUTO/EQUIP SUPPLIES	\$55,964.08	\$85,000.00	\$25,272.04	\$57,000.00	-32.94%
10-4310-2600	DEPT SUPPLIES & MATERIALS	\$53,449.84	\$60,000.00	\$39,391.93	\$62,000.00	3.33%
10-4310-3100	TRAVEL & TRAINING	\$18,489.75	\$42,700.00	\$18,789.33	\$30,000.00	-29.74%
10-4310-3200	CELL PHONE	\$690.18	\$2,150.00	\$1,161.36	\$2,000.00	-6.98%
10-4310-3220	POSTAGE	\$256.00	\$500.00	\$346.00	\$600.00	20.00%
10-4310-3400	PRINTING	\$1,465.00	\$2,000.00	\$94.14	\$1,500.00	-25.00%
10-4310-3520	MAINT/REPAIR-EQUIPMENT	\$73,701.53	\$127,167.00	\$70,938.14	\$140,000.00	10.09%
10-4310-3530	MAINT/REPAIR-AUTOS	\$31,616.09	\$47,700.00	\$12,404.94	\$40,000.00	-16.14%
10-4310-3540	MAINT/REPAIR-2-WAY RADIOS	\$26,361.65	\$0.00	\$0.00	\$15,000.00	
10-4310-3700	ADVERTISING	\$0.00	\$3,500.00	\$33.66	\$0.00	-100.00%
10-4310-3900	PUBLIC RELATIONS	\$791.35	\$1,500.00	\$1,414.45	\$4,000.00	166.67%
10-4310-3930	DUES & SUBSCRIPTIONS	\$8,337.87	\$8,000.00	\$467.45	\$5,000.00	-37.50%
10-4310-4310	BUILDING & EQUIP RENTAL	\$10,600.00	\$11,500.00	\$10,429.00	\$18,000.00	56.52%
		<b>\$2,897,577.84</b>	<b>\$3,977,923.32</b>	<b>\$1,954,741.86</b>	<b>\$4,194,195.42</b>	<b>5.44%</b>

EMERGENCY PREPARATIONS

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4330-1801	PROFESSIONAL SERVICES	\$6,410.00	\$1,000.00	\$0.00	\$6,410.00	541.00%
10-4330-2600	DEPT SUPPLIES & MATERIALS	\$250.00	\$2,000.00	\$0.00	\$2,000.00	0.00%
10-4330-3100	TRAVEL & TRAINING	\$0.00	\$1,000.00	\$0.00	\$500.00	-50.00%
10-4330-3201	TELEPHONE	\$1,627.96	\$1,250.00	\$84.45	\$600.00	-52.00%
10-4330-3400	PRINTING	\$1,339.80	\$3,000.00	\$0.00	\$1,500.00	-50.00%
10-4330-3520	MAINT/REPAIR-EQUIPMENT	\$0.00	\$1,500.00	\$71.10	\$1,000.00	-33.33%
		<b>\$9,627.76</b>	<b>\$9,750.00</b>	<b>\$155.55</b>	<b>\$12,010.00</b>	<b>23.18%</b>

FIRE

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4340-0000	SALARIES & WAGES	\$866,934.79	\$984,588.13	\$427,614.49	\$1,030,337.00	4.65%
10-4340-0100	OVERTIME	\$80,854.53	\$90,000.00	\$52,953.63	\$120,000.00	33.33%
10-4340-0200	WAGES-TEMP EMPLOYEES	\$53,416.06	\$91,800.00	\$14,250.00	\$94,000.00	2.40%
10-4340-0300	LONGEVITY	\$0.00	\$6,200.00	\$4,000.00	\$4,800.00	-22.58%
10-4340-0803	WAGES-PAID ON CALL	\$54,208.28	\$75,000.00	\$20,157.50	\$60,000.00	-20.00%
10-4340-0900	FICA TAX EXPENSE	\$79,934.87	\$95,339.73	\$38,507.01	\$98,893.00	3.73%
10-4340-1000	RETIREMENT	\$115,235.92	\$147,411.82	\$63,719.06	\$170,013.00	15.33%
10-4340-1010	401-K CONTRIBUTIONS	\$26,246.71	\$43,191.53	\$11,137.78	\$45,037.00	4.27%
10-4340-1900	CONTRACTED SERVICES	\$15,340.49	\$40,000.00	\$0.00	\$40,000.00	0.00%
10-4340-2160	UNIFORMS	\$5,626.22	\$18,500.00	\$2,598.49	\$10,000.00	-45.95%
10-4340-2500	AUTO/EQUIP SUPPLIES	\$7,025.71	\$12,500.00	\$1,666.44	\$12,500.00	0.00%
10-4340-2600	DEPT SUPPLIES & MATERIALS	\$26,641.28	\$48,500.00	\$10,284.14	\$32,000.00	-34.02%
10-4340-2601	LIFE SAFETY EQUIPMENT	\$29,942.35	\$79,500.00	\$5,030.00	\$70,000.00	-11.95%
10-4340-3100	TRAVEL & TRAINING	\$10,724.72	\$24,500.00	\$2,499.28	\$17,000.00	-30.61%
10-4340-3200	TELEPHONE	\$784.19	\$1,560.00	\$422.31	\$1,000.00	-35.90%
10-4340-3220	POSTAGE	\$281.10	\$1,000.00	\$0.00	\$100.00	-90.00%
10-4340-3400	PRINTING	\$677.11	\$2,000.00	\$0.00	\$500.00	-75.00%
10-4340-3520	MAINT/REPAIR-EQUIPMENT	\$11,400.05	\$16,500.00	\$2,525.00	\$15,000.00	-9.09%
10-4340-3530	MAINT/REPAIR-AUTOS	\$8,418.80	\$12,500.00	\$9,608.36	\$17,000.00	36.00%
10-4340-3540	MAINT/REPAIR-2-WAY RADIOS	\$8,761.22	\$8,000.00	\$0.00	\$5,000.00	-37.50%
10-4340-3930	DUES & SUBSCRIPTIONS	\$2,019.78	\$4,750.00	\$1,909.90	\$4,500.00	-5.26%
10-4340-4500	INSURANCE	\$0.00	\$0.00	\$0.00	\$4,700.00	
		<b>\$1,404,474.18</b>	<b>\$1,803,341.21</b>	<b>\$668,883.39</b>	<b>\$1,852,380.00</b>	<b>2.72%</b>

OCEAN RESCUE

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4390-0000	SALARIES & WAGES	\$1,134.79	\$146,650.00	\$79,613.02	\$162,397.00	10.74%
10-4390-0100	OVERTIME	\$1,570.06	\$10,000.00	\$6,176.01	\$14,000.00	40.00%
10-4390-0200	WAGES-TEMP EMPLOYEES	\$544,602.95	\$699,725.00	\$358,627.05	\$734,000.00	4.90%
10-4390-0300	LONGEVITY	\$0.00	\$600.00	\$0.00	\$1,000.00	66.67%
10-4390-0900	FICA TAX EXPENSE	\$42,195.50	\$65,625.00	\$34,227.27	\$69,476.00	5.87%
10-4390-1000	RETIREMENT	\$408.36	\$21,525.00	\$12,857.08	\$26,301.00	22.19%
10-4390-1010	401-K CONTRIBUTIONS	\$113.52	\$6,325.00	\$3,549.90	\$6,967.00	10.15%
10-4390-1801	PROFESSIONAL SERVICES	\$1,136.82	\$4,000.00	\$0.00	\$4,000.00	0.00%
10-4390-2160	UNIFORMS	\$12,329.99	\$18,500.00	\$2,202.00	\$19,000.00	2.70%
10-4390-2500	AUTO/EQUIP SUPPLIES	\$10,805.59	\$13,000.00	\$5,068.52	\$13,000.00	0.00%
10-4390-2600	DEPT SUPPLIES & MATERIALS	\$9,233.39	\$17,000.00	\$1,270.90	\$18,000.00	5.88%
10-4390-3100	TRAVEL & TRAINING	\$2,367.56	\$6,000.00	\$2,034.31	\$8,000.00	33.33%
10-4390-3400	PRINTING	\$63.70	\$500.00	\$0.00	\$100.00	-80.00%
10-4390-3520	MAINT/REPAIR-EQUIPMENT	\$19,759.04	\$25,000.00	\$8,500.00	\$25,000.00	0.00%
10-4390-3530	MAINT/REPAIR-AUTOS	\$4,349.74	\$10,000.00	\$3,327.50	\$10,000.00	0.00%
10-4390-3540	MAINT/REPAIR-2-WAY RADIOS	\$299.75	\$1,500.00	\$898.00	\$1,500.00	0.00%
10-4390-3930	DUES & SUBSCRIPTIONS	\$0.00	\$5,000.00	\$1,080.00	\$5,000.00	0.00%
		<b>\$650,370.76</b>	<b>\$1,050,950.00</b>	<b>\$519,431.56</b>	<b>\$1,117,741.00</b>	<b>6.36%</b>

## STREETS AND FACILITIES MAINTENANCE

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4510-0000	SALARIES & WAGES	\$175,046.75	\$211,680.84	\$104,866.74	\$227,781.00	7.61%
10-4510-0100	OVERTIME	\$6,146.31	\$10,000.00	\$4,521.38	\$8,000.00	-20.00%
10-4510-0200	WAGES-TEMP EMPLOYEES	\$0.00	\$0.00	\$0.00	\$8,640.00	
10-4510-0300	LONGEVITY	\$0.00	\$600.00	\$600.00	\$1,200.00	100.00%
10-4510-0900	FICA TAX EXPENSE	\$13,811.95	\$16,994.56	\$8,313.68	\$18,513.00	8.93%
10-4510-1000	RETIREMENT	\$24,747.78	\$30,320.16	\$15,740.94	\$36,315.00	19.77%
10-4510-1010	401-K CONTRIBUTIONS	\$627.69	\$8,893.23	\$1,212.61	\$9,620.00	8.17%
10-4510-1900	CONTRACTED SERVICES	\$102,560.00	\$350,300.00	\$165,874.15	\$353,425.00	0.89%
10-4510-2160	UNIFORMS	\$6,792.80	\$9,000.00	\$6,139.92	\$5,160.00	-42.67%
10-4510-2500	AUTO/EQUIP SUPPLIES	\$10,230.22	\$16,572.00	\$4,747.74	\$12,433.00	-24.98%
10-4510-2600	SUPPLIES-STREETS	\$25,888.61	\$79,000.00	\$34,528.54	\$75,000.00	-5.06%
10-4510-3100	TRAVEL & TRAINING	\$0.00	\$2,000.00	\$0.00	\$1,000.00	-50.00%
10-4510-3200	CELL PHONE	\$0.00	\$500.00	\$0.00	\$1,515.00	203.00%
10-4510-3300	UTILITIES - BUILDINGS	\$0.00	\$200,000.00	\$117,471.01	\$200,000.00	0.00%
10-4510-3301	WATER/SEWER UTILITIES	\$0.00	\$120,000.00	\$79,288.14	\$170,000.00	41.67%
10-4510-3510	MAINT/REPAIR PUB BUILDINGS	\$0.00	\$121,500.00	\$49,209.40	\$104,000.00	-14.40%
10-4510-3520	MAINT/REPAIR-EQUIPMENT	\$501.31	\$5,000.00	\$495.64	\$2,000.00	-60.00%
10-4510-3525	MAINT/REPAIR GENERATORS	\$0.00	\$5,000.00	\$20.32	\$5,000.00	0.00%
10-4510-3530	MAINT/REPAIR-AUTOS	\$1,251.19	\$8,500.00	\$1,138.03	\$6,500.00	-23.53%
10-4510-3540	MAINT/REPAIR-2-WAY RADIOS	\$0.00	\$500.00	\$0.00	\$0.00	-100.00%
10-4510-3930	DUES & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	\$0.00	
10-4510-4310	BUILDING & EQUIP RENTAL	\$0.00	\$2,000.00	\$0.00	\$0.00	-100.00%
10-4510-5900	STREET LIGHTS	\$53,355.90	\$60,000.00	\$28,531.00	\$72,000.00	20.00%
		<b>\$420,960.51</b>	<b>\$1,258,360.79</b>	<b>\$622,699.24</b>	<b>\$1,318,102.00</b>	<b>4.75%</b>

PARKING

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4540-1801	PROFESSIONAL SERVICES	\$111,249.43	\$120,000.00	\$55,824.77	\$120,000.00	0.00%
10-4540-1900	CONTRACTED SERVICES	\$404,760.37	\$540,000.00	\$159,015.90	\$540,000.00	0.00%
10-4540-3050	OPERATING EXPENSES	\$883,056.56	\$923,500.00	\$230,590.72	\$600,000.00	-35.03%
		<b>\$1,399,066.36</b>	<b>\$1,583,500.00</b>	<b>\$445,431.39</b>	<b>\$1,260,000.00</b>	<b>-20.43%</b>

ENVIRONMENTAL SERVICES

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4710-0000	SALARIES & WAGES	\$178,845.38	\$265,942.72	\$115,339.78	\$297,266.00	11.78%
10-4710-0100	OVERTIME	\$23,844.19	\$10,000.00	\$11,282.21	\$10,000.00	0.00%
10-4710-0200	WAGES - TEMP EMPLOYEES	-\$1,292.09	\$15,000.00	\$7,939.33	\$15,000.00	0.00%
10-4710-0300	LONGEVITY	\$0.00	\$2,400.00	\$3,000.00	\$3,600.00	50.00%
10-4710-0900	FICA TAX EXPENSE	\$15,249.95	\$21,202.69	\$10,422.68	\$24,063.00	13.49%
10-4710-1000	RETIREMENT	\$26,689.27	\$37,864.64	\$18,413.72	\$47,219.00	24.70%
10-4710-1010	401-K CONTRIBUTIONS	\$5,361.39	\$11,088.99	\$2,716.40	\$12,508.00	12.80%
10-4710-1900	CONTRACTED SERVICES	\$1,496,508.02	\$1,732,260.00	\$787,658.39	\$1,699,500.00	-1.89%
10-4710-2160	UNIFORMS	\$5,345.15	\$7,000.00	\$2,985.21	\$7,000.00	0.00%
10-4710-2500	AUTO/EQUIP SUPPLIES	\$24,809.59	\$32,395.00	\$4,897.56	\$25,976.00	-19.81%
10-4710-2600	DEPT SUPPLIES & MATERIALS	\$19,299.07	\$37,000.00	\$1,678.49	\$37,000.00	0.00%
10-4710-3100	TRAVEL & TRAINING	\$0.00	\$2,500.00	\$700.00	\$1,200.00	-52.00%
10-4710-3200	CELL PHONE	\$0.00	\$0.00	\$0.00	\$1,840.00	
10-4710-3400	PRINTING	\$0.00	\$500.00	\$0.00	\$500.00	0.00%
10-4710-3520	MAINT/REPAIR-EQUIPMENT	\$9,020.49	\$10,000.00	\$1,122.06	\$10,000.00	0.00%
10-4710-3530	MAINT/REPAIR-AUTOS	\$5,291.26	\$10,000.00	\$6,191.70	\$10,000.00	0.00%
10-4710-3930	DUES & SUBSCRIPTIONS	\$0.00	\$300.00	\$0.00	\$300.00	0.00%
		<b>\$1,808,971.67</b>	<b>\$2,195,454.04</b>	<b>\$974,347.53</b>	<b>\$2,202,972.00</b>	<b>0.34%</b>

PLANNING INSPECTIONS

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-4900-0000	SALARIES & WAGES	\$354,581.57	\$287,967.60	\$132,236.03	\$318,473.00	10.59%
10-4900-0100	OVERTIME	\$10,470.31	\$10,000.00	\$2,728.68	\$10,000.00	0.00%
10-4900-0200	WAGES-TEMP EMPLOYEES	\$29,070.04	\$0.00	\$15,930.00	\$32,000.00	
10-4900-0300	LONGEVITY	\$0.00	\$2,200.00	\$2,200.00	\$2,200.00	0.00%
10-4900-0900	FICA TAX EXPENSE	\$31,080.99	\$24,163.07	\$11,871.35	\$26,226.00	8.54%
10-4900-1000	RETIREMENT	\$50,511.29	\$39,247.27	\$19,737.49	\$46,786.00	19.21%
10-4900-1010	401-K CONTRIBUTIONS	\$12,939.76	\$12,346.70	\$5,231.62	\$12,394.00	0.38%
10-4900-1900	CONTRACTED SERVICES	\$21,742.08	\$30,000.00	\$0.00	\$30,000.00	0.00%
10-4900-2150	HISTORIC LANDMARK COMM	\$0.00	\$8,000.00	\$3,850.00	\$8,000.00	0.00%
10-4900-2160	UNIFORMS	\$1,002.42	\$1,000.00	\$179.95	\$1,000.00	0.00%
10-4900-2600	DEPT SUPPLIES & MATERIALS	\$4,685.16	\$11,500.00	\$4,991.19	\$11,000.00	-4.35%
10-4900-3100	TRAVEL & TRAINING	\$17,159.66	\$22,905.00	\$8,852.50	\$22,905.00	0.00%
10-4900-3200	CELL PHONE	\$7,064.67	\$2,145.00	\$1,161.36	\$2,200.00	2.56%
10-4900-3220	POSTAGE	\$3,498.08	\$4,000.00	\$0.00	\$4,000.00	0.00%
10-4900-3400	PRINTING	\$5,689.87	\$6,000.00	\$0.00	\$6,000.00	0.00%
10-4900-3700	ADVERTISING	\$929.48	\$5,000.00	\$274.54	\$5,000.00	0.00%
10-4900-3930	DUES & SUBSCRIPTIONS	\$610.00	\$1,000.00	\$580.00	\$1,000.00	0.00%
10-4900-4800	STATE HOMEOWNERS REC FEE	\$0.00	\$500.00	\$220.00	\$500.00	0.00%
		<b>\$551,035.38</b>	<b>\$467,974.64</b>	<b>\$210,044.71</b>	<b>\$539,684.00</b>	<b>15.32%</b>

PARKS AND RECREATION

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-6120-0000	SALARIES & WAGES	\$179,457.02	\$145,029.52	\$95,589.61	\$164,403.00	13.36%
10-6120-0100	OVERTIME	\$6,875.79	\$7,000.00	\$576.73	\$2,000.00	-71.43%
10-6120-0200	WAGES-TEMP EMPLOYEES	\$20,889.90	\$87,010.00	\$23,984.60	\$94,130.00	8.18%
10-6120-0300	LONGEVITY	\$0.00	\$2,400.00	\$2,400.00	\$2,400.00	0.00%
10-6120-0900	FICA TAX EXPENSE	\$16,863.09	\$18,629.20	\$9,417.69	\$20,196.00	8.41%
10-6120-1000	RETIREMENT	\$22,220.25	\$21,372.22	\$11,027.53	\$26,725.00	25.05%
10-6120-1010	401-K CONTRIBUTIONS	\$4,426.88	\$6,259.06	\$1,872.25	\$7,079.00	13.10%
10-6120-1801	PROFESSIONAL SERVICES	\$0.00	\$30,000.00	\$0.00	\$15,000.00	-50.00%
10-6120-1802	JUNIOR LIFEGUARD PROGRAM	\$15,048.90	\$14,500.00	\$7,999.35	\$16,000.00	10.34%
10-6120-1900	CONTRACTED SERVICES	\$193,224.91	\$144,570.00	\$46,020.42	\$225,000.00	55.63%
10-6120-1901	FLOTILLA EXPENSE	\$0.00	\$50,000.00	\$0.00	\$25,000.00	-50.00%
10-6120-2160	UNIFORMS	\$943.19	\$1,800.00	\$1,376.73	\$2,000.00	11.11%
10-6120-2600	DEPT SUPPLIES & MATERIALS	\$27,661.65	\$15,000.00	\$7,583.38	\$17,000.00	13.33%
10-6120-2700	PURCHASES FOR RESALE	\$1,489.69	\$1,800.00	\$0.00	\$2,000.00	11.11%
10-6120-3100	TRAVEL & TRAINING	\$3,063.89	\$5,949.00	\$2,118.08	\$6,500.00	9.26%
10-6120-3200	TELEPHONE	\$1,241.65	\$1,240.00	\$668.66	\$1,240.00	0.00%
10-6120-3220	POSTAGE	\$0.00	\$300.00	\$0.00	\$300.00	0.00%
10-6120-3400	PRINTING	\$390.40	\$1,500.00	\$0.00	\$1,500.00	0.00%
10-6120-3700	ADVERTISING	\$2,500.80	\$3,500.00	\$0.00	\$3,500.00	0.00%
10-6120-3930	DUES & SUBSCRIPTIONS	\$1,158.67	\$2,400.00	\$719.00	\$2,400.00	0.00%
10-6120-4310	BUILDING & EQUIP RENTAL	\$1,559.40	\$3,000.00	\$1,875.00	\$3,000.00	0.00%
10-6120-4920	SPECIAL EVENTS	\$17,233.21	\$20,500.00	\$11,776.39	\$15,400.00	-24.88%
		<b>\$516,249.29</b>	<b>\$583,759.00</b>	<b>\$225,005.42</b>	<b>\$652,773.00</b>	<b>11.82%</b>

PARKS MAINTENANCE

GL Acct #	GL Acct Name	FY25 Actual	FY26 Budget	FY26 YTD	FY27 Proposed	% Change
10-6130-0000	SALARIES & WAGES	\$153,157.36	\$246,625.24	\$74,697.95	\$285,560.00	15.79%
10-6130-0100	OVERTIME	\$4,817.66	\$3,000.00	\$3,139.43	\$3,500.00	16.67%
10-6130-0200	WAGES-TEMP EMPLOYEES	\$14,920.87	\$30,000.00	\$15,228.64	\$30,000.00	0.00%
10-6130-0300	LONGEVITY	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	0.00%
10-6130-0900	FICA TAX EXPENSE	\$12,950.51	\$21,528.85	\$6,116.84	\$24,728.00	14.86%
10-6130-1000	RETIREMENT	\$21,178.43	\$34,327.49	\$11,213.95	\$44,001.00	28.18%
10-6130-1010	401-K CONTRIBUTIONS	\$3,243.17	\$10,057.73	\$1,062.92	\$11,656.00	15.89%
10-6130-1900	CONTRACTED SERVICES	\$25,491.99	\$40,000.00	\$4,628.42	\$20,000.00	-50.00%
10-6130-2160	UNIFORMS	\$5,378.23	\$7,000.00	\$3,051.17	\$7,400.00	5.71%
10-6130-2200	STRAND MAINTENANCE	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00%
10-6130-2500	AUTO/EQUIP SUPPLIES	\$8,917.47	\$8,989.00	\$2,641.73	\$7,000.00	-22.13%
10-6130-2600	DEPT SUPPLIES & MATERIALS	\$40,987.55	\$51,150.00	\$20,083.39	\$51,150.00	0.00%
10-6130-3100	TRAVEL & TRAINING	\$1,731.33	\$2,200.00	\$0.00	\$2,200.00	0.00%
10-6130-3200	CELL PHONE	\$2,231.29	\$1,850.00	\$560.34	\$1,850.00	0.00%
10-6130-3510	MAINT/REP BLDGS & GROUNDS	\$18,223.49	\$22,500.00	\$10,640.47	\$37,500.00	66.67%
10-6130-3520	MAINT/REPAIR-EQUIPMENT	\$3,584.01	\$4,000.00	\$3,036.24	\$4,500.00	12.50%
10-6130-3530	MAINT/REPAIR-AUTOS	\$4,066.43	\$4,000.00	\$1,941.03	\$4,000.00	0.00%
10-6130-3930	DUES & SUBSCRIPTIONS	\$470.00	\$510.00	\$0.00	\$510.00	0.00%
		<b>\$321,349.79</b>	<b>\$493,738.31</b>	<b>\$159,042.52</b>	<b>\$541,555.00</b>	<b>9.68%</b>
	<b>TOTAL REVENUES</b>	<b>\$19,171,100</b>				
	<b>OPERATIONAL EXPENDITURES</b>	<b>\$18,298,447</b>				
	<b>CIP ALLOCATION</b>	<b>\$872,653</b>				
	<b>TOTAL EXPENDITURES</b>	<b>\$19,171,100</b>				
	<b>DIFFERENCE</b>	<b>\$0</b>				



FY 2026/2027

# Capital Reserve Fund 63-8100

**Total Expenses: \$5,265,712**

## .5200 TECHNOLOGY

Department	Project Name	Project Description	Budget
Information Technology	Network Upgrades	Ongoing replacement and upgrades to maintain network systems	\$15,000
Information Technology	Cybersecurity Platform Upgrade	Upgrade SentinelOne to Pro for enhanced endpoint protection	\$5,000
Information Technology	Microsoft Intune Device Security	Enable remote lock and security controls for Town devices	\$14,000
Information Technology	Conditional Access Implementation	Implement conditional access to secure accounts and control logins	\$5,000
Information Technology	Risk Assessment	Evaluate cybersecurity risks and identify vulnerabilities across Town systems	\$15,000
<b>Totals</b>			<b>\$54,000</b>

## .5500 EQUIPMENT

Department	Project Name	Project Description	Budget
Environmental Services	Access Improvements	Enhance beach access areas with aesthetic and functional improvements	\$50,000
Parks and Recreation	Holiday Decorations & Lighting	Expanded holiday lighting and decorative displays.	\$60,000
Parks and Recreation	Park Restroom AED	Emergency defibrillator to enhance park safety	\$5,000
Fire	Fire Engine Outfitting	Hoses, tools, and safety gear installed on new fire truck	\$250,000
Fleet Maintenance	Mobile Vehicle Lifting System	Portable system for lifting vehicles during maintenance	\$60,000
Fleet Maintenance	Vehicle Alignment Lift	Equipment supporting fleet wheel alignment maintenance	\$47,000
<b>Totals</b>			<b>\$472,000</b>

## .5550 VEHICLES

Department	Project Name	Project Description	Budget
Streets & Facilities	Replace Truck	Replace aging facility truck for maintenance use	\$40,000
Streets & Facilities	Replace Truck	Replace aging facility truck for maintenance use	\$40,000
Streets & Facilities	Replace Truck	Replace street operations vehicle	\$50,000
Streets & Facilities	Replace Truck	Replace street operations vehicle	\$60,000
Environmental Services	Replace Truck	Replace vehicle used for litter and stormwater	\$55,000
Environmental Services	Replace Truck	Replace vehicle used for litter and stormwater	\$55,000
Ocean Rescue	ATV	Replace beach response utility vehicle	\$9,000
Parks Maintenance	Replace Truck	Pickup truck for daily parks service and maintenance	\$55,000
Parks Maintenance	Replace Truck	Pickup truck for daily parks service and maintenance	\$40,000
Ocean Rescue	Replace Truck	Replace ocean rescue transport truck	\$80,000
Ocean Rescue	Personal Watercraft	Replace personal watercraft for water rescue	\$31,500
Police	Vehicle Replacement	Replace patrol vehicle x 8 due to mileage/age/increased staff	\$465,000
<b>Totals</b>			<b>\$980,500</b>



FY 2026/2027

# Capital Reserve Fund 63-8100

## .5600 INFRASTRUCTURE

Department	Project Name	Project Description	Budget
Streets & Facilities	Dune Walkover Replacement	Replace dune walkover to maintain safe public beach access	\$250,000
Parks and Recreation	Loop Improvement Design	Design improvements to roadways and drainage near The Loop	\$300,000
Parks and Recreation	Multi-use Path Extension	Extend multi-use path to improve pedestrian and bike access	\$632,000
Parks and Recreation	Historic Square Improvements	Parking, sidewalk, and related site improvements	\$486,000
Parks and Recreation	Softball Field Conversion	Conversion of existing softball field to multipurpose use	\$440,000
Governing Body	Access 1 Improvements	Upgrades to parking, facilities, and public amenities	\$750,000
<b>Totals</b>			<b>\$2,858,000</b>

## .5800 BLDG IMPROVEMENTS

Department	Project Name	Project Description	Budget
Streets & Facilities	Town Hall Renovation Phase 1	Renovate Town Hall to improve layout, accessibility, and efficiency	\$877,212
Parks and Recreation	Park Entrance Signs	Upgrade signage at town park entrances	\$24,000
<b>Totals</b>			<b>\$901,212</b>





# 5-Year Capital Improvement Plan

Department	Project Name	Project Description	2028	2029	2030	2031	2032	Future Years
Streets & Facilities	Replace Truck	Replace aging facility truck for maintenance use						\$40,000
Streets & Facilities	Replace Truck	Replace aging facility truck for maintenance use						\$40,000
Streets & Facilities	Replace Truck	Replace street operations vehicle						\$50,000
Streets & Facilities	Replace Truck	Replace street operations vehicle						\$60,000
Streets & Facilities	Town Hall Remodel	Reconfigure layout for ADA access and workflow	\$400,000	\$155,000	\$165,000			
Streets & Facilities	Street Paving	Resurface streets to extend lifespan and improve safety	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000
Environmental Services	Replace Truck	Replace vehicle used for litter and stormwater						\$55,000
Environmental Services	Replace Truck	Replace vehicle used for litter and stormwater						\$55,000
Environmental Services	Non-CDL Sweeper	Add sweeper to improve street cleanliness			\$300,000			
Fire	Modular Fire Dorm	Add modular unit for firefighter sleeping quarters	\$400,000					
Fire	Cardiac Monitor	Replace outdated monitor for EMS response	\$36,000					
Fire	SCBA Replacement	Replace self-contained breathing apparatus units			\$250,000			
Fire	Ladder Truck							
Governing Body	Bulkheads	Reconstruct bulkheads to prevent shoreline erosion	\$950,000	\$950,000	\$950,000	\$110,000	\$100,000	
Governing Body	Mason Inlet Assessment	Annual share of Mason Inlet monitoring costs		\$50,000				
Governing Body	Jack Parker Restroom	Install public restroom at Jack Parker lot				\$400,000		
Ocean Rescue	ATV	Replace all-terrain vehicle for beach patrol	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Ocean Rescue	Side-by-side	Replace beach response utility vehicle				\$18,000		
Ocean Rescue	F-250	Replace ocean rescue transport truck						\$80,000
Ocean Rescue	Jet-ski	Replace personal watercraft for water rescue					\$31,500	
Parks Maintenance	Replace Truck	Pickup truck for daily parks service and maintenance						\$55,000
Parks Maintenance	Replace Truck	Pickup truck for daily parks service and maintenance						\$40,000
Parks Maintenance	UTV	Utility Vehicle for equipment and personnel transport					\$25,000	
Parks Maintenance	John Deere Backhoe	Replace backhoe for parks maintenance projects	\$250,000					
Parks Maintenance	Mower	Replace large mower for fields and greenways	\$29,000			\$29,000		
Parks Maintenance	Dump Body Truck	Replace dump truck for parks and sanitation use		\$55,000				
Parks Maintenance	Pickleball Resurfacing	Resurface courts to maintain safe play area			\$150,000			
Planning	Hazard Mitigation Plan	Update FEMA-compliant hazard mitigation plan		\$30,000				
Planning	Beach Mgmt Plan	Update long-term plan for shoreline protection			\$40,000			
Planning	CAMA Land Use Plan	Update coastal land use plan per CAMA rules			\$30,000			
Police	Park Ranger Truck	Replace patrol vehicle for ranger program			\$50,000			
Police	Vehicle Replacement	Replace patrol vehicle due to mileage/age	\$120,000	\$180,000	\$120,000	\$180,000	\$120,000	\$180,000
<b>TOTAL</b>			<b>\$2,309,000</b>	<b>\$1,544,000</b>	<b>\$2,179,000</b>	<b>\$861,000</b>	<b>\$400,500</b>	<b>\$779,000</b>
<b>Beginning Balance</b>			<b>\$7,866,580</b>	<b>\$6,260,733</b>	<b>\$5,419,886</b>	<b>\$3,944,040</b>	<b>\$3,786,194</b>	<b>\$4,088,847</b>
<b>Annual CIP Allocation</b>			<b>\$703,153</b>	<b>\$703,153</b>	<b>\$703,154</b>	<b>\$703,154</b>	<b>\$703,153</b>	<b>\$703,153</b>
<b>Carryover Balance</b>			<b>\$6,260,733</b>	<b>\$5,419,886</b>	<b>\$3,944,040</b>	<b>\$3,786,194</b>	<b>\$4,088,847</b>	<b>\$4,013,000</b>

### Future Capital Needs

Loop Improvements  
 Demolish Old Police Warehouse  
 HVAC Replacements  
 Beach Access Improvements  
 Wynn Plaza Improvements

Demolish Old Fire Station  
 Downtown Beautification  
 Town Hall Roof  
 Flotilla Building



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

Planning and Inspections  
March 31, 2026

MEMORANDUM

To: Mayor Dull and Board Members  
From: Tony Wilson, Director of Planning and Inspections *TW*  
Re: 4 Marina Street  
Cc: Town Manager Haynes Brigman

**Conditional Use Permit Amendment**

**Property Address:** 4 Marina Street  
**Zoning District:** C-3 Commercial Zoning District  
**Total Site Area:** 20,473 square feet

**Request:**

The Petitioner, Jessica Humphries, representing the property owner Moshakos Bluewater LLC, is requesting a Conditional use Permit Amendment to expand the decks on the North Side of the restaurant. The proposed uncovered wooden deck area is approximately 930 Square feet.



**Existing Conditional Use Permit:**

The current conditional use permit for the Bluewater Restaurant was approved on January 28, 2010.

**Proposed Use: Standard Restaurant**

A standard Restaurant is permitted as a “C” Conditional-Use in the C-3, Commercial District.

**Parking:**

The owner can provide 167 parking spaces in the lot directly across the street from the restaurant along Marina Street. There are 40 Public parking spaces available on Marina Street. The required off-street parking for a standard restaurant is based on occupancy and the number of employees on the largest shift. The applicant proposes a total occupancy of 572 people, which would require 143 spaces. The applicant proposes a total of 30 employees on the largest shift, which would require 15 parking spaces. Based on the proposed occupancy and employees, the total required parking spaces is 158 Spaces.



**Technical review meeting:**

**Town Manger Comments:** He would like to see the conditions applied to the original deck approval be applied in the same manner with the alternate decking request.

**Fire Chief Comments:**The fire chief had questions about the location of the LP tank and recommended that the decks be constructed with fire retardant lumber.

**Planning Staff:** Recommends that the deck material be fire retardant treated lumber.

**Police Chief:** No Comments.

**Public Works Director:** No comments.

**2018 CAMA Land Use Plan Polices:**

Section 5: Goals and Implementing Actions.

(4) The Town will encourage commercial establishments providing basic goods and service to year-round residents and visitors.

(8) The Town encourages the improvement, preservation, and enhancement of the Town's neighborhoods.

(99) The Town will work to protect the Town's existing commercial base. This task will be accomplished through implementation of this plan and enforcement of local zoning regulations.

(100) The Town supports redevelopment of the Marina, Causeway, CBD, South End and Johnie Mercer's business districts.

**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 standard 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* .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 process to the Board of Aldermen.

*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 Technical Review Committee have been made, 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) Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

(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.

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

(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.

(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.

**Advertisement:**

Public Notice of this meeting ran on April 3, 2026, in the Star News Newspaper. The site was posted on April 2, 2026 and notices to adjacent property owners were mailed.

**Staff Summary:**

This request is consistent with the 2018 CAMA Land Use Plan. Provided the applicant meets all local, state and federal requirements, staff requests a favorable recommendation for the requested amendment to the conditional-use permit.

**Board options for the SUP:**

1. Approve as presented.
2. Approval with additional conditions
3. Denial as presented
4. Continuance of the hearing.

**Attachments:**

1. Conditional-Use Permit Application and supporting Documents
2. 2010 Conditional -Use Permit
3. Zoning Map 4 Marina Street
4. Blue Water proposed deck area
5. Adjacent Property Owners letters
6. Architect's comments on staff questions

# CONDITIONAL USE PERMIT APPLICATION (CUP 05-01)

## Town of Wrightsville Beach, North Carolina

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

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

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

**APPLICANT INFORMATION**

Property Owner MOSHAKOS BLUEWATER LLC

Owner Mailing Address 6510 Chapel Hill Rd  
Raleigh NC 27607

Telephone Number (W) 919.851.0858 (H) 919.414.1618 CELL (FAX)

Representative/Agent for Owner Chris Moutos  
(ATTACH AUTHORITY FOR APPOINTMENT OF AGENT)

Agent Address same as above

Telephone Number (W) 919.851.0858 (H) 919.414.1618 CELL (FAX)

**PROJECT INFORMATION**

Address: 4 Marina St., Wrightsville Beach NC 28480

Legal Address : Bk 5297 Pg 1640/PIN R05714-006-003-000 &R05718-002  
(Book and Page as recorded at the New Hanover County Registrar of Deeds Office) -002-000

**PROPOSED PROJECT**

Describe project and use: Change in shape of existing deck on the north side of the building.

Proposed Construction Date March 1, 2026

Estimated Completion Date April 1, 2026

State Primary Street Frontage (name) 4 Marina St., Wrightsville Beach NC 28480

**ZONING INFORMATION**

Zoning District of Site C-3 Does this project require rezoning? NO

Proposed Use SEATING

**DIMENSIONAL INFORMATION**

Lot Dimensions see attached sketch Total Lot Square Footage 20,551

State Setbacks of ALL Structures:

7.5' SIDE/7.5' REAR/15' FRONT

Dimensions of Principal and Accessory Buildings

see attached sketch

Elevation of ALL Structures \_\_\_\_\_

Total Square Footage of Principal Structure 11,027 HEATED/5,312 UNHEATED

Total Square Footage of Accessory Structures \_\_\_\_\_

**PARKING AND TRAFFIC MANAGEMENT**

Parking Spaces On Site (TOTAL) 167 (Handicapped) 6 (Standard) 161

Parking Space Dimension and Isle Separation \_\_\_\_\_

Describe Provisions for Ingress and Egress of Site \_\_\_\_\_

IN ADDITION TO STREET PARKING WE OWN A PARKING LOT WITH INGRESS AND EGRESS AVAILABLE ON MARINA STREET

**SIGNAGE**

Describe (fully) All Proposed Signs for this Project (Dimensions, Heights, Construction Materials and Location MUST be Provided):

\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION FOR DEPARTMENTAL REVIEW**

**FIRE PROTECTION**

Fire Protection - Construction Classification \_\_\_\_\_

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

\_\_\_\_\_ NO CHANGE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Flow Requirements \_\_\_\_\_ NO CHANGE \_\_\_\_\_

**POLICE REQUIREMENTS**

Describe Any Special or Unusual Police Protection Requirements:

\_\_\_\_\_ NO CHANGE \_\_\_\_\_  
\_\_\_\_\_

**STORMWATER**

Describe any connections to Town drainage systems \_\_\_\_\_ NO CHANGE \_\_\_\_\_

**WATER REQUIREMENTS**

Maximum Estimated Water Demand GPD \_\_\_\_\_ NO CHANGE \_\_\_\_\_

Calculations \_\_\_\_\_

Water Main Size Available at Site \_\_\_\_\_

**SEWER REQUIREMENTS**

Maximum Estimated Sewage Disposal GPD \_\_\_\_\_ NO CHANGE \_\_\_\_\_

Calculations \_\_\_\_\_

**SOLID WASTE REQUIREMENTS**

Maximum Solid Waste Disposal (cubic yards) Per Day \_\_\_\_\_ NO CHANGE \_\_\_\_\_; Calculations \_\_\_\_\_

Size and Location of Dumpster Pad \_\_\_\_\_

LANDSCAPING

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

NO CHANGES

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

NO IMPACTS

**OTHER ATTACHMENTS REQUIRED WITH APPLICATION**

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

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

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

THIS WORK WILL NOT CAUSE ANY DETRIMENT OR ENDANGERMENT

- (b) That the conditional 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.

THIS WORK WILL NOT BE INJURIOUS AS DESCRIBED ABOVE TO ANY OTHER PROPERTY

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

NO IMPACT OR IMPEDIMENTS

- (d) That the exterior architectural appeal and functional plan or 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.

THERE WILL BE NO DEPRECIATION

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

\_\_\_\_\_  
ALL ARE PROVIDED  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
STEPS HAVE BEEN DESIGNED TO NOT MAKE ANY CHANGES  
TO CURRENT EGRESS AND INGRESS  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
IT WILL CONFORM  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
THERE WILL NOT BE AN RESTRCTIONS. WE WELCOME ALL TO  
ACCESS. THERE WILL NOT BE ANY LESS THAN CURRENT  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
YES.  
\_\_\_\_\_  
\_\_\_\_\_

#### SITE PLAN INFORMATION

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

- (1) A key map of the site with reference to surrounding areas and existing street locations.

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

sides of the proposed structure.

**NOTICE TO ADJOINING PROPERTY OWNERS**

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

**FEE**

The processing fee for a Conditional Use Permit application is \$400. A check payable to the Town of Wrightsville Beach must accompany this application.

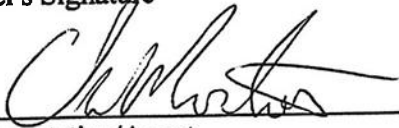
**SIGNATURE**

This signature accompanies the application, fee, statement of standards and site plan which comprise the Conditional Use Permit Application to the Town of Wrightsville Beach.

**\*\*I understand that the fee for this application is non-refundable.\*\*** \_\_\_\_\_ CM \_\_\_\_\_ (Initial)

**\*\*I furthermore certify that I am authorized to grant and do in fact grant permission to Planning Staff and his/her agents to enter on the aforementioned lands in connection with evaluating information related to this permit application.\*\*** \_\_\_\_\_ CM \_\_\_\_\_ (Initial)

\_\_\_\_\_  
Owner's Signature



\_\_\_\_\_  
Representative/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
2/3/2026

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Submission to Town

Amendments to the original application have been initialed and dated where they appear. This application supercedes the original application as signed and dated above.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Re-Submission to Town

**Town of Wrightsville Beach**

**AUTHORITY FOR APPOINTMENT OF AGENT**

The undersigned owner, MOSHAKOS BLUEWATER LLC does hereby appoint CHRIS MOUTOS as his, her, or its exclusive agent for the purpose of petitioning the Town of Wrightsville Beach for approval of a Conditional Use Permit, as applicable to the property having the address of 4 MARINA ST and described in the attached petition.

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

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

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

Date: 1/30/2020

Agent's Name, Address & Telephone:


Chris Moutos

6510 Chapel Hill Rd

Raleigh NC 27607

cmoutos@LMrest.com

\* Owner

  
\_\_\_\_\_  
\_\_\_\_\_

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



**SMITH2**  
ARCHITECTURE  
& DESIGN

PO BOX 717  
WRIGHTSVILLE BEACH, NC 28586  
757.224.4243



SMITH2 ARCHITECTURE & DESIGN  
10000 W. HUNTERS LANE, SUITE 100  
DALLAS, TEXAS 75240  
757.224.4243  
WWW.SMITH2ARCHITECTURE.COM  
SMITH2 ARCHITECTURE & DESIGN IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.  
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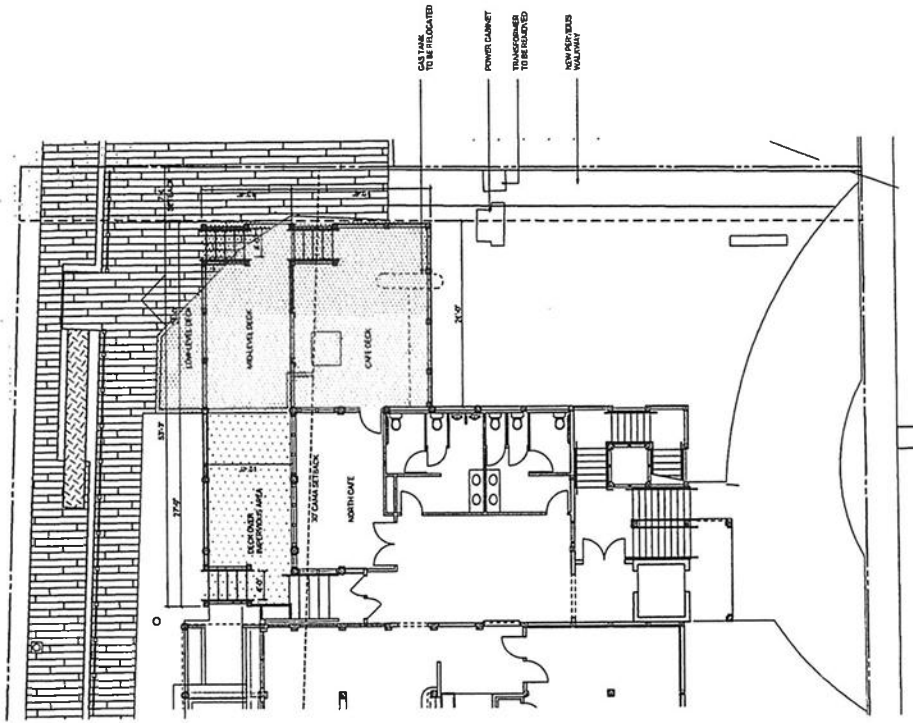
**Bluwater North Deck Addition**  
4 MARINA STREET  
WRIGHTSVILLE BEACH,  
NORTH CAROLINA 28480

SCHEMATIC DESIGN  
1-30-2026

PRINTED DATE  
REVISION

**A1.1**  
FLOOR PLAN

2023.A1.01



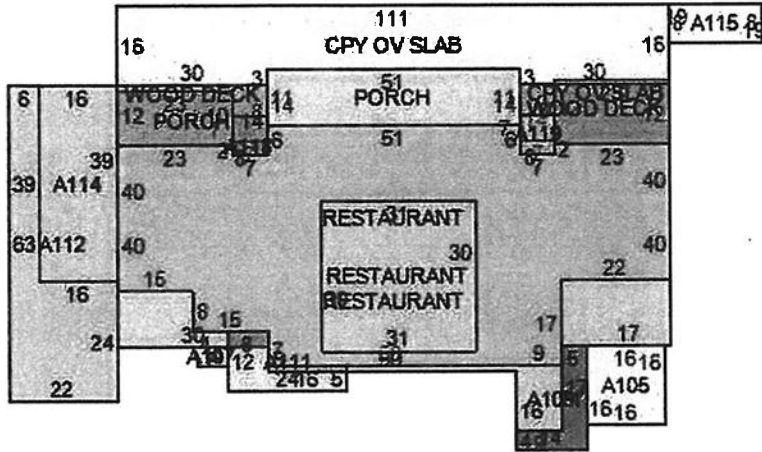
SCHEME 2  
FLOOR PLAN  
SCALE 1/8" = 1'-0"  
NORTH

DECK OVER EXISTING AREA 33' X 35'  
NEW DECK 10' X 10'  
WOODEN DECK 37' X 10'  
NEW 2" X 2" WALKWAY



PARID: R05714-006-003-000  
 MOSHAKOS BLUEWATER LLC

4 MARINA ST



Item	Area
RESTAURANT - RES:RESTAURANT	5511
SPRLK WET - SSW:SPRINKLER SYSTEM, WET	10671
BULKHEAD - BKH:BULKHEAD	150
PORCH - POR:OPEN PORCH	141
CONC TERR - CCT:CONCRETE TERRACE	176
CONC TERR - CCT:CONCRETE TERRACE	762
WOOD DECK - WDK:WOOD DECK COMMERCIAL	624
WOOD DECK - WDK:WOOD DECK COMMERCIAL	152
PORCH - POR:OPEN PORCH	56
ELEV, HYDRAL - ELH:ELEVATOR, HYDRAULIC	1
RESTAURANT - RES:RESTAURANT	4230
PORCH - POR:OPEN PORCH	56
PORCH - POR:OPEN PORCH	561

WOOD DECK - WDK:WOOD DECK COMMERCIAL	374
PORCH - POR:OPEN PORCH	374
RESTAURANT - RES:RESTAURANT	930
CPY OV SLAB - COT:CANOPY OVER CONC SLAB	374
WOOD DECK - WDK:WOOD DECK COMMERCIAL	374
PORCH - POR:OPEN PORCH	256
WOOD DECK - WDK:WOOD DECK COMMERCIAL	26
CPY OV SLAB - COT:CANOPY OVER CONC SLAB	1623

Printed on Tuesday, February 3, 2026, at 12:57:46 PM EST

**N.C. DIVISION OF COASTAL MANAGEMENT  
ADJACENT RIPARIAN PROPERTY OWNER NOTIFICATION (MINOR PERMIT)  
CERTIFIED MAIL, RETURN RECEIPT REQUESTED or HAND DELIVERED**

Wrightsville Beach Yacht Club Inc and Storage Services LLC

2/3/2026

Date

Name of Adjacent Riparian Property Owner

6 Marina Street

Address

Wrightsville Beach, NC 28480

City, State Zip

To Whom It May Concern:

This correspondence is to notify you as a riparian property owner that I am applying for a CAMA Minor permit to extend an existing deck

on my property at 4 Marina Street

in New Hanover County, which is adjacent to your property. **A copy of the application and project drawing is attached/enclosed for your review.**

*If you have no objections to the proposed activity, please mark the appropriate statement below and return to a New Hanover County Local Permitting Officer (LPO) as soon as possible. If no comments are received within 10 days of receipt of this notice, it will be considered that you have no comments or objections regarding this project.*

*If you have objections or comments, please mark the appropriate statement below and send your correspondence to a Local Permitting Officer with New Hanover County. Mail correspondence can be sent to: New Hanover County Planning & Landuse, 230 Government Center Dr. Suite 110, Wilmington NC, 28403*

*Additionally, if you have any questions about the project, please do not hesitate to contact a New Hanover County LPO. Contact information can be found at: <https://planning.nhcgov.com> or by calling (910) 798-7165.*

Sincerely,

Chris Moutos, Real Estate/Risk Manager

919-851-0858

Property Owner's Name

Telephone Number

Address **6 Marina Street**

City **Wrightsville Beach** State **NC**

Zip **28480**

\_\_\_\_\_ I have no objection to the project described in this correspondence.

\_\_\_\_\_ I have objection(s) to the project described in this correspondence.

Adjacent Riparian Signature

Date

Print or Type Name

Telephone Number

Address

City

State

Zip

Revised July 2021

④  
23  
10,600-RS



FOR REGISTRATION REGISTER OF DEEDS  
REBECCA P. SMITH  
NEW HANOVER COUNTY, NC  
2008 APR 02 10:35:42 AM  
BK:5297 PG:1640-1644 FEE:\$23.00  
NC REV STAMP:\$10,600.00  
INSTRUMENT # 2008014195

DEED

Parcel: R05714-006-003-000 & R05718-002-002-000

Revenue Stamps: \$10,600.00 *USA*

STATE OF NORTH CAROLINA  
COUNTY OF NEW HANOVER

THIS DEED, made and entered into this the 26 day of March, 2008  
by and between BLUEWATER INVESTMENT PROPERTIES, LLC, a North Carolina limited  
liability company, party of the first part; and MOSHAKOS BLUEWATER, LLC, a North  
Carolina limited liability company, having an address of 5404 Hillsborough Street, Raleigh,  
North Carolina 27606, party of the second part;

WITNESSETH:

That the party of the first part in consideration of the sum of Ten and No/100  
Dollars (\$10.00) and other good and valuable considerations to said party paid by the party of the  
second part, the receipt of which hereby is acknowledged, has bargained and sold and by these  
presents does bargain, sell and convey unto the party of the second part, said party's successors  
and assigns, the following described property, lying and being situate in New Hanover County,  
North Carolina, to wit:

---

Prepared by WARD AND SMITH, P.A., University Corporate Center, 127 Racine Drive, Post Office  
Box 7068, Wilmington, NC 28406-7068  
Please return to WARD AND SMITH, P.A., University Corporate Center, 127 Racine Drive, Post  
Office Box 7068, Wilmington, NC 28406-7068  
Attention: Samuel B. Franck

No opinion on title is rendered by WARD AND SMITH, P.A., without a separate written opinion on  
title from WARD AND SMITH, P.A.

RETURNED TO

**TRACT 1:**

**BEGINNING** at a point in the northwestern right of way line of Marina Street (50 foot right of way), said point being located North 51 degrees 00 minutes West 559.65 feet and South 39 degrees 00 minutes West 206.63 feet from a stone that marks the point of intersection of the southeastern right of way line of the Atlantic Intracoastal Waterway with the southwestern right of way line of the Old U.S. Highway # 74 & 76, and said point also marking the southeast corner of the Benson Marine Group, Inc., "fuel farm" tract. Running thence from said beginning point with the northwestern right of way line of Marina Street South 39 degrees 00 minutes West 168.56 feet to a point marking the northeast corner of the Benson Marine Group, Inc., "pool and cabana" tract, said point being located 83.74 feet northeastwardly from the northeast right of way line of Short Street. Running thence with Benson Marine Group's line North 49 degrees 49 minutes 30 seconds West 107.29 feet to the front edge of a wooden walkway. Thence with the front edge of said wooden walkway, North 41 degrees 21 minutes East 146.13 feet to a point. Thence South 46 degrees 52 minutes 15 seconds East 4.27 feet; thence North 84 degrees 07 minutes 15 seconds East 13.78 feet; thence North 41 degrees 54 minutes 30 seconds East 4.76 feet; thence South 48 degrees 54 minutes 30 seconds East 20.6 feet; thence North 40 degrees 25 minutes 15 seconds East 7.92 feet to the southwest corner of the Benson Marine Group, Inc. "fuel farm" tract. Thence with Benson Marine Group's line South 50 degrees 19 minutes 15 seconds East 66.23 feet to the point of beginning. Containing 0.391 acres, more or less.

**TRACT 2:**

**Beginning** at the southwest corner of the Benson Marine Group "fuel farm" tract, said corner being located North 55 degrees 10 minutes 22 seconds West a distance of 559.84 feet and South 34 degrees 47 minutes 30 seconds West a distance of 205.76 feet and North 54 degrees 26 minutes 20 seconds West a distance of 66.23 feet from a stone that marks the point of intersection of the southeastern right of way line of the Atlantic Intracoastal Waterway with the southwestern right of way line of the old U.S. Highway 74 and 76; running thence South 36 degrees 18 minutes 10 seconds West a distance of 7.92 feet to a point; thence North 52 degrees 24 minutes 35 seconds West a distance of 20.60 feet to a point; thence South 37 degrees 47 minutes 25 seconds West a

distance of 4.76 feet to a point; thence South 80 degrees 08 minutes 50 seconds West a distance of 13.79 feet to a point; thence North 50 degrees 50 minutes 40 seconds West a distance of 4.27 feet to a point; thence South 37 degrees 13 minutes 26 seconds West a distance of 146.18 feet to a point; thence North 53 degrees 56 minutes 35 seconds West a distance of 18.32 feet to a point; thence along and with a line 1.0 foot west of the edge of an existing floating dock North 37 degrees 07 minutes 44 seconds East a distance of 167.53 feet to a point; thence South 54 degrees 26 minutes 20 seconds East a distance of 52.79 feet to the Point of Beginning, and containing 0.08 acres of land, more or less.

The above described TRACT 1 and TRACT 2 are the same as TRACT 1 and TRACT 2 described in the deed recorded in Book 2127 at Page 0614 and the single parcel shown and designated as "MARINA STREET REALTY 0.47 ACRES" on that certain map or plat recorded in Map Book 35, at Page 335, in the Office of the Register of Deeds of New Hanover County.

**TRACT 3:**

All of Tract D as shown on a plat entitled "Causeway Properties Limited Partnership" recorded in Map Book 35, Page 335, in the New Hanover County Registry.


This conveyance is made subject to easements of record or on the ground, restrictive covenants of record, and ad valorem taxes for the current year, which taxes the party of the second part, by accepting this deed, agrees to pay.

**TO HAVE AND TO HOLD** said property and all privileges and appurtenances thereunto belonging to the party of the second part, said party's successors and assigns forever.

And the party of the first part covenants that said party is seized of said property in fee and has the right to convey same in fee simple; that the same is free from encumbrances except any encumbrances or restrictions mentioned above and that said party will warrant and defend the title to the same against the lawful claims of all persons whomsoever.

IN TESTIMONY WHEREOF, the party of the first part has caused this instrument to be executed under seal and in such form as to be binding, this the day and year first above written.

BLUEWATER INVESTMENT PROPERTIES, LLC(SEAL)  
a North Carolina limited liability company

By:  (SEAL)  
Becky P. O'Daniell, Manager

Pender COUNTY, NORTH CAROLINA

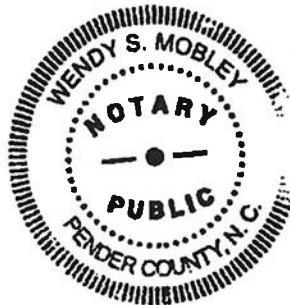
I certify that the following person personally appeared before me this day, acknowledging to me that he or she signed the foregoing document for the purpose(s) stated therein, in the capacity indicated, and having been first authorized to do so: Becky P. O'Daniell, as Manager of Bluewater Investment Properties, LLC.

Date March 26, 2008

  
Signature of Notary Public

My commission expires: 12-16-11

(Official Seal)



WLMAIN\177977\1



**REBECCA P. SMITH  
REGISTER OF DEEDS, NEW HANOVER  
216 NORTH SECOND STREET**

**WILMINGTON, NC 28401**



**Filed For Registration: 04/02/2008 10:35:42 AM**  
**Book: RE 5297 Page: 1640-1644**  
**Document No.: 2008014195**  
**DEED 5 PGS \$23.00**  
**NC REAL ESTATE EXCISE TAX: \$10,600.00**  
**Recorder: JOHNSON, CAROLYN**

**State of North Carolina, County of New Hanover**

**YELLOW PROBATE SHEET IS A VITAL PART OF YOUR RECORDED DOCUMENT.  
PLEASE RETAIN WITH ORIGINAL DOCUMENT AND SUBMIT FOR RE-RECORDING.**

**\*2008014195\***

**2008014195**

**TOWN OF WRIGHTSVILLE BEACH  
ORDER GRANTING A CONDITIONAL USE PERMIT  
TO EXPAND THE BLUE WATER RESTAURANT LOCATED AT  
4 MARINA STREET, WRIGHTSVILLE BEACH, NORTH CAROLINA**

**FILE**

The Board of Aldermen of the Town of Wrightsville Beach, held a public hearing on January 28, 2010 to consider the request submitted by Moshakos Bluewater, LLC for a Conditional Use Permit to expand the existing Blue Water Restaurant located at 4 Marina Street, Wrightsville Beach, NC. Having heard all the evidence and arguments presented at the hearing, the Board of Aldermen makes the following Findings of Fact and draws the following Conclusions:

1. It is the Board of Aldermen's Conclusion that the proposed use does satisfy the first general requirement listed in the Ordinance; namely, that the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or general welfare.

**Findings of Fact to support this Conclusion:**

- A. Conditional Use Permits have been issued for the subject property on January 11, 1990 and October 10, 1991.
- B. The applicant for this permit is proposing expanding the existing structure by adding an additional 806 square feet of heated space and 920 square feet of unheated deck space for total new space of 1,726 square feet. With this expansion the total building area will be 16,339 square feet (11,027 square feet of heated area and 5,312 square feet of unheated area).
- C. The proposed additions involve enclosing existing upper deck space on the second floor and adding additional deck space to the upper and lower floors as shown on the plan submitted in conjunction with this application.
- D. The applicant is also proposing to raise the existing coolers located on the ground level to

an elevation of approximately 12 feet mean sea level.

- E. The Fire Chief has concluded that if the addition can be designed to meet all applicable provisions of the Building Code for construction types other than Type V, then the Fire Department has no objection to the CUP application and the side yard setback may be 7.5 feet.
- F. The entity that owns the Blue Water Restaurant, Moshakos Bluewater, LLC, also owns the parking lot to the east. The parking lot currently provides a total of 146 spaces. The proposed expansion will require 152 off-street parking spaces. The applicant has 163 spaces available in the lot on the east side of Marina Street. A minimum of 152 of these spaces will be required for use by the Blue Water Restaurant as the result of issuance of this permit.
- G. The restaurant use will remain unchanged with the exception of the expansions as described hereinabove.
- H. The Findings of Fact set forth in the prior Conditional Use Permits are incorporated herein by reference.

2. It is the Board of Aldermen's Conclusion that the proposed use does satisfy the second general requirement listed in the Ordinance; namely, that the conditional 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.

**Findings of Fact to support this Conclusion:**

- A. The Findings of Fact set forth in the preceding paragraph are incorporated herein by reference.
- B. The Findings of Fact set forth in the prior Orders granting Conditional Use Permits for this property are incorporated herein by reference.
- C. The property has operated at this location as a restaurant for quite a number of years. The

proposed expansion does not alter significantly the nature of the operation that will continue in the future.

3. It is the Board of Aldermen's Conclusion that the proposed use does satisfy the third general requirement listed in the ordinance; namely, that the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

**Findings of Fact to support this Conclusion:**

- A. The Findings of Fact set forth in the preceding paragraphs are incorporated herein by reference.
- B. The Findings of Fact set forth in the prior Orders granting Conditional Use Permits for this property are incorporated herein by reference.
- C. The initial proposal encroached into the required CAMA setbacks. Changes to the plan have been made to comply with CAMA setbacks and the plan must comply with the CAMA setbacks.

4. It is the Board of Aldermen's Conclusion that the proposed use does satisfy the fourth general requirement listed in the ordinance; namely, that the exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood.

**Findings of Fact to support this Conclusion:**

- A. The Findings of Fact set forth in the preceding paragraphs are incorporated herein by reference.
- B. The Findings of Fact set forth in the prior

Orders granting Conditional Use Permits for this property are incorporated herein by reference.

- C. The proposed changes do not alter the existing architectural features except for changes noted herein.

5. It is the Board of Aldermen's Conclusion that the proposed use does satisfy the fifth general requirement listed in the ordinance; namely, that adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.

**Findings of Fact to support this Conclusion:**

- A. The Findings of Fact set forth in the preceding paragraphs are incorporated herein by reference.
- B. The Findings of Fact set forth in the prior Orders granting Conditional Use Permits for this property are incorporated herein by reference.
- C. The property is currently served by sufficient public utilities to support the current and expanded operation.

6. It is the Board of Aldermen's Conclusion that the proposed use does satisfy the sixth general requirement listed in the ordinance; namely, that adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

**Findings of Fact to support this Conclusion:**

- A. The Findings of Fact set forth in the preceding paragraphs are incorporated herein by reference.
- B. The Findings of Fact set forth in the prior Orders granting Conditional Use Permits for this property are incorporated herein by reference.
- C. The property owner has sufficient parking to meet the requirements of the Town.
- D. Access to the property will not be changed by virtue of this expansion.

7. It is the Board of Aldermen's Conclusion that the proposed use does satisfy the seventh general requirement listed in the ordinance; namely, that the conditional use shall in all other respects conform to all the applicable regulations of the district in which it is located.

**Findings of Fact to support this Conclusion:**

- A. The Findings of Fact set forth in the preceding paragraphs are incorporated herein by reference.
- B. The Findings of Fact set forth in the prior Orders granting Conditional Use Permits for this property are incorporated herein by reference.

8. It is the Board of Aldermen's Conclusion that the proposed use does satisfy the eighth general requirement listed in the ordinance; namely, that public access shall be provided in accordance with the recommendations of the Town Land Use Plan and Access Plan and/or the present amount of public access and public parking as exists within the Town now.

**Findings of Fact to support this Conclusion:**

- A. The Findings of Fact set forth in the preceding paragraphs are incorporated herein by reference.
- B. The Findings of Fact set forth in the prior Orders granting Conditional Use Permits for this property are incorporated herein by reference.
- C. Public access and public parking are not issues that arise in connection with this application.

9. It is the Board of Aldermen's Conclusion that the proposed use does satisfy the ninth general requirement listed in the ordinance; namely, that the proposed use shall be consistent with recommendation and policy statements as described in the adopted land

use plan.

**Findings of Fact to support this Conclusion:**

- A. The Findings of Fact set forth in the preceding paragraphs are incorporated herein by reference.
- B. The Findings of Fact set forth in the prior Orders granting Conditional Use Permits for this property are incorporated herein by reference.
- C. The proposal is consistent with the 2005 CAMA Land Use Policies.

Therefore, because the Board of Aldermen concludes that all general and specific conditions precedent to the issuance of a Conditional Use Permit have been satisfied, IT IS ORDERED that the application for the issuance of a Conditional Use Permit be granted, subject to the following conditions:

a. That applicant shall fully comply with all of the specific requirements stated in the ordinance for the proposed use, as well as any additional conditions stated below.

b. That if any section, subsection, paragraph, sentence, clause, phrase or portion of this Permit is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

c. That the project shall be developed in accordance with the plan as submitted and approved.

d. That this Conditional Use Permit shall comply with all other supplemental regulations and requirements imposed by the Zoning Ordinance or any other applicable federal, state or local law, ordinance or regulations. In the event of a conflict, the more

stringent requirement or higher standard shall apply.

e. Other conditions:

(i) The use of the subject property shall remain subject to any conditions imposed in connection with prior Conditional Use Permits;

(ii) The time limitations on this permit shall be as set forth in applicable Town Ordinances.

Ordered this 28<sup>th</sup> day of January, 2010.



*[Handwritten signature]*  
\_\_\_\_\_  
Mayor

ATTEST:

*[Handwritten signature]*  
\_\_\_\_\_  
Town Clerk

The signatures of the applicant and property owner below indicate that the applicant and property owner have received this Conditional Use Permit together with all attachments. Any violations of the stated conditions will render this Permit null and void. To be valid, this permit must be signed below by the applicant and owner and returned to the Town Clerk's Office within thirty (30) days of the date of approval as indicated below. This Permit will expire six (6) months from the date expiration begins as indicated below if within that six-month period a building permit has not been granted. The building permit will expire if construction is not commenced within six (6) months from the date of issuance of the building permit.

R FRANK SMITH JR.,  
Smith 2 Architect + Design, PLLC  
1908 Eastwood Rd, Ste. 230  
Wilmington, NC 28403

*[Handwritten signature]*

APPLICANT  
Smith 2 Architecture + Design, PLLC  
1908 Eastwood Rd, Ste. 230  
Wilmington, NC 28403

Address

January 28, 2010

Date of Approval

July 28 2010

Date of Expiration Begins

*Amber Mashaka*  
*Amber Mashaka*  
OWNER

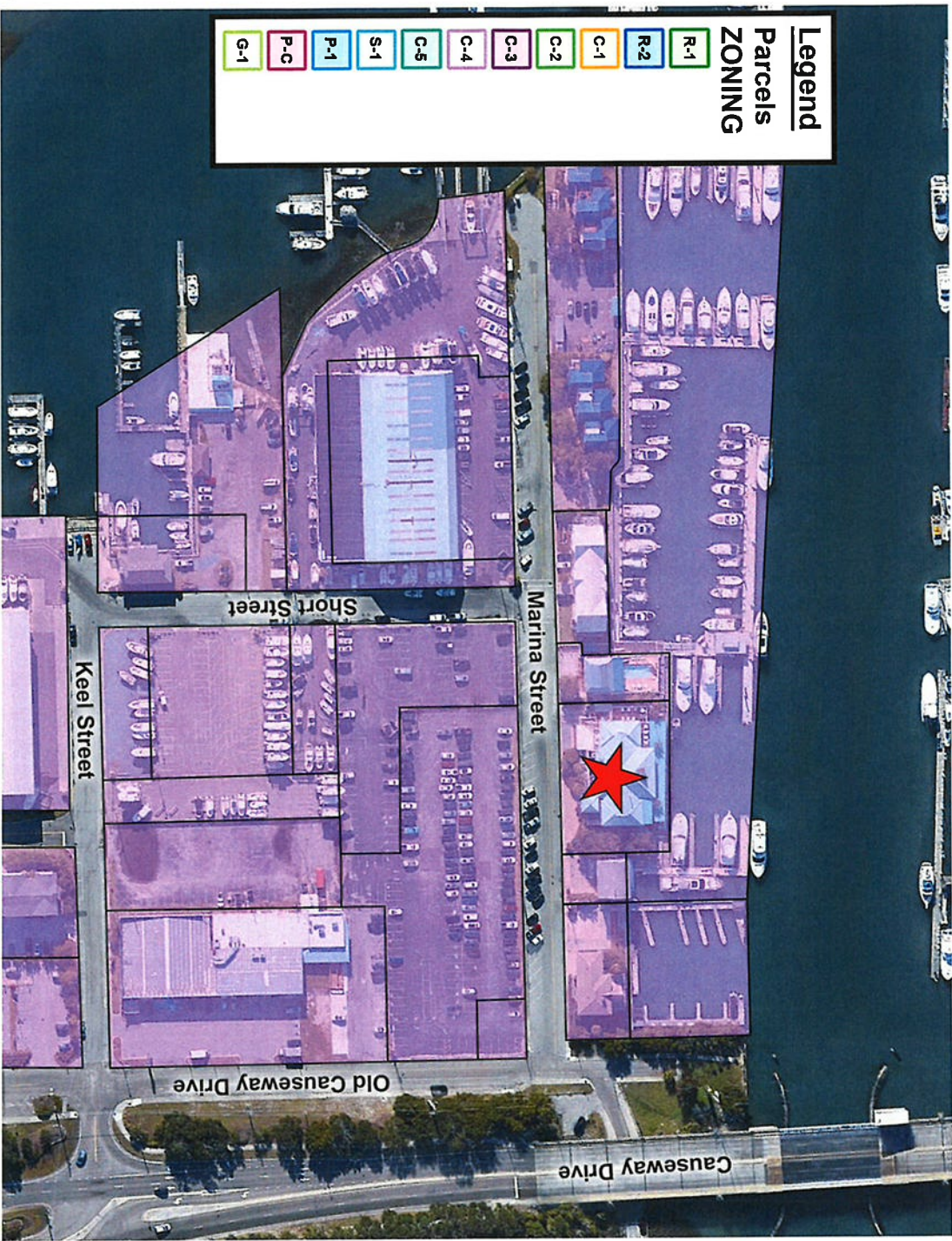
5404 Hillsborough St. Raleigh, NC  
Address 27606

4/14/2010

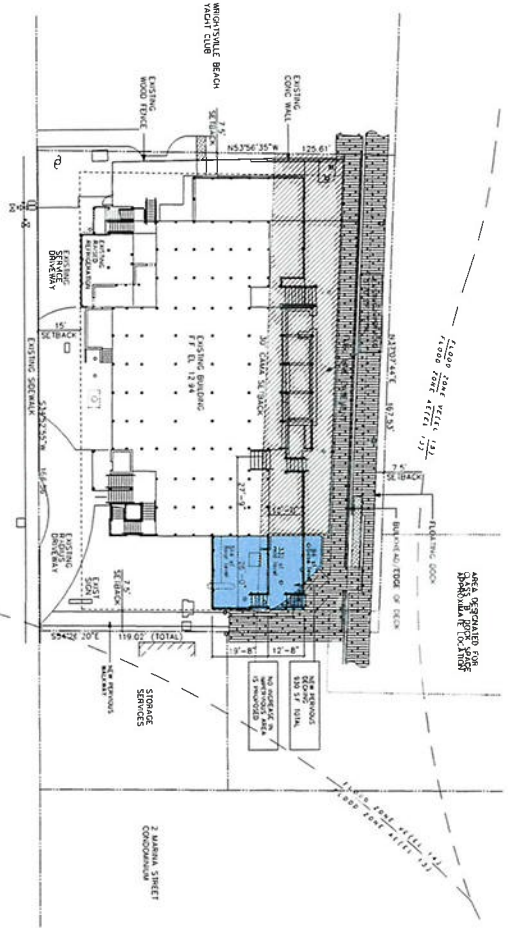
Date signed by  
Applicant and Owner

JCW\wrbch\Order-133

# Bluewater Restaurant, 4 Marina Street Conditional Use Permit Amendment



SECTION FROM  
 SECTION LINE USE REVISIONED 12-15-2009  
 TOTAL HEIGHT 11.07'  
 TOTAL BUILDING AREA ALLOWABLE 16,329  
 EXISTING BUILDING AREA 14,829  
 UNIMPAVED AREA 1,500  
 TOTAL GROSS 16,329  
 UNIMPAVED AREA 1,500 AVAILABLE  
 GROSS ADDITION 1,500

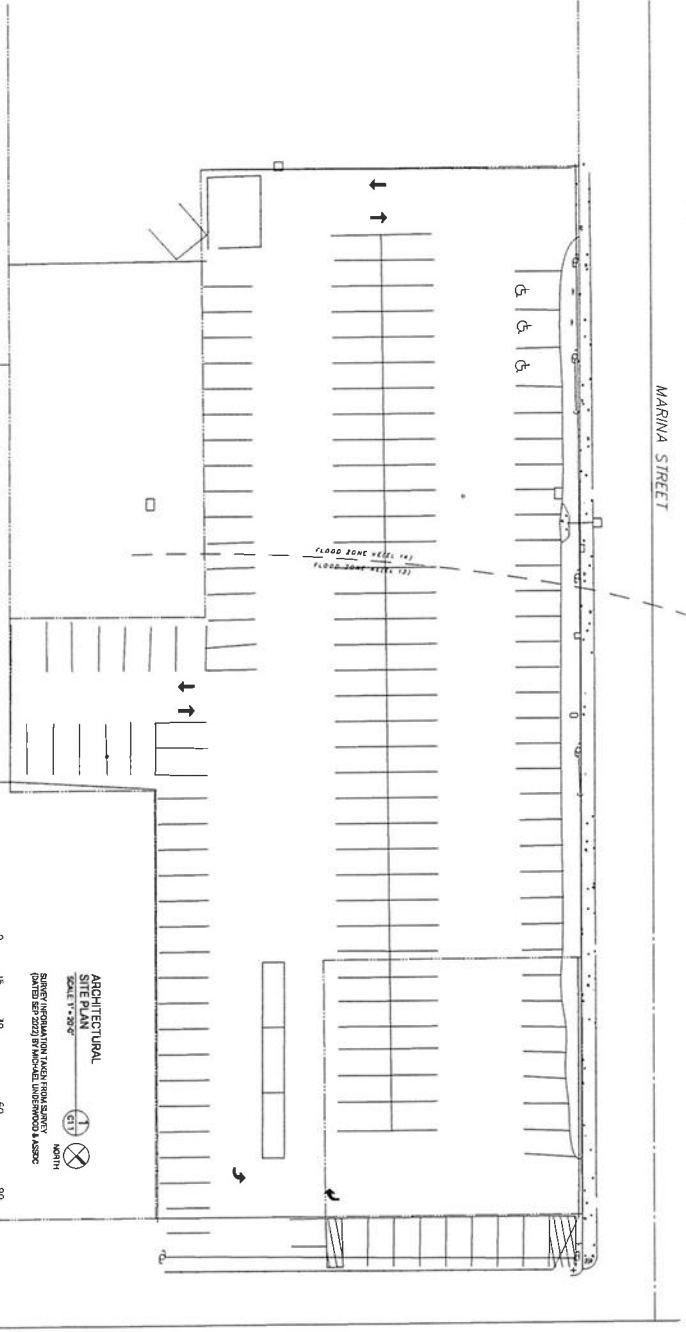


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 UNIMPAVED AREA 1,500  
 TOTAL GROSS 16,329  
 UNIMPAVED AREA 1,500 AVAILABLE  
 GROSS ADDITION 1,500

**PARKING TABULATION (UNCHANGED)**  
 202 EXISTING VEHICLE OCCUPANCY / 44.87 SPACES  
 157 EXISTING VEHICLE OCCUPANCY / 14.19 SPACES  
 30 NEWLY ADDED VEHICLE OCCUPANCY / 14.19 SPACES  
 TOTAL EXISTING SPACES 142

**PARKING REQUIREMENTS**  
 (1) SPACE PER 4 RESIDENT ON STATED OCCUPANCY/RESIDENT  
 (2) SPACE PER 2 TOWNHOMES ON LARGEST SHIFT  
 C-3 ZONING REQUIREMENTS  
 15' FRONT SETBACK  
 7.5' SIDE SETBACK  
 7.5' REAR SETBACK

**IMPERVIOUS AREA CALCULATION / CUP**  
 CUP EXISTING IMPERVIOUS BUILDING AREA  
 TOTAL 14,829 SF  
 EXISTING IMPERVIOUS AREA 14,829 SF  
 EXISTING TOTAL LOT AREA 20,341 SF  
 NO CHANGE IN IMPERVIOUS AREA PROPOSED



ARCHITECTURAL  
 SITE PLAN  
 SCALE: 1/4" = 1'-0"  
 DRAWING PREPARED BY MICHAEL UNDERWOOD & ASSOCIATES  
 PRINTED DATE: 2-12-2006

Bluewater North Deck Addition  
 4 MARINA STREET  
 WRIGHTSVILLE BEACH,  
 NORTH CAROLINA 28480

DESIGN DEVELOPMENT  
 2-12-2006

PRINTED DATE: 2-12-2006  
 REVISION

ARCHITECTURAL  
 SITE PLAN  
 C1.1



SMITH2  
 ARCHITECTURE  
 1001 VICTORY DRIVE  
 WRIGHTSVILLE BEACH, NC 28586  
 910.236.5655



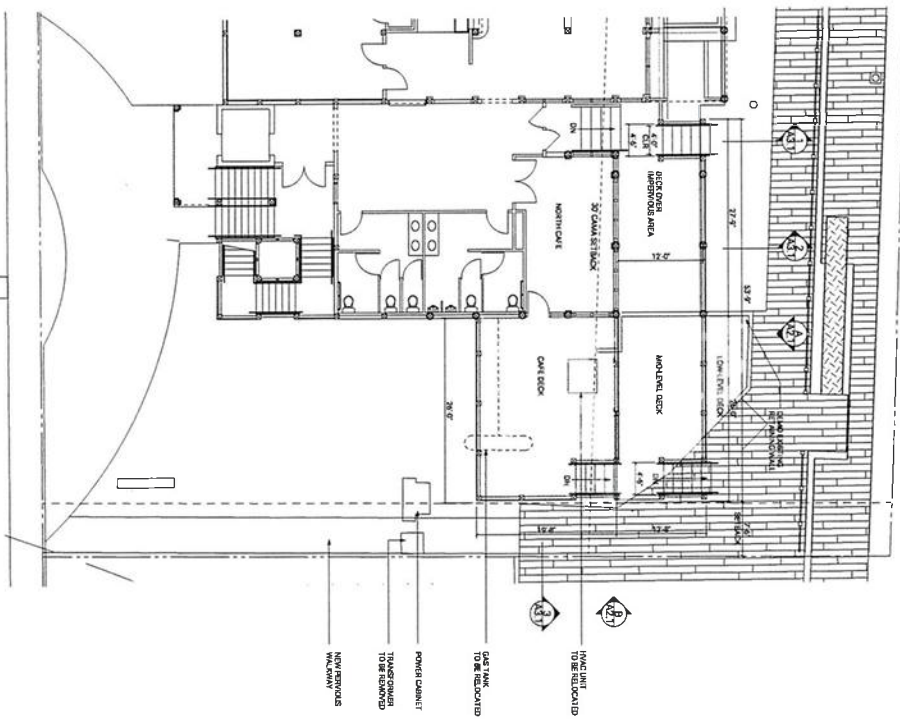


**SMITH2**  
ARCHITECTURE  
& DESIGN

101 EAST 117<sup>TH</sup> STREET, SUITE 200  
WILMINGTON, NC 28403  
910.354.0000



**Professional Engineer Seal**  
David M. Smith  
Professional Engineer  
License No. 35428  
State of North Carolina  
This seal is the property of the State Board of Engineering and Surveying. It shall be used only by the holder of the license and shall not be loaned, sold, or otherwise disposed of. The holder of the license shall be responsible for the proper use of this seal.



**SCHEME 2**  
**FLOOR PLAN**  
SCALE: 1/8" = 1'-0"  
DATE: 2/12/2026  
NORTH

DATE: 02/12/2026  
DRAWN BY: J. SMITH  
CHECKED BY: J. SMITH  
DATE: 02/12/2026

**Bluewater North Deck Addition**  
4 MARINA STREET  
WRIGHTSVILLE BEACH,  
NORTH CAROLINA 28480

**DESIGN DEVELOPMENT**  
2-12-2026

PRINTED DATE: 2-12-2026

**A1.1**  
FLOOR PLAN

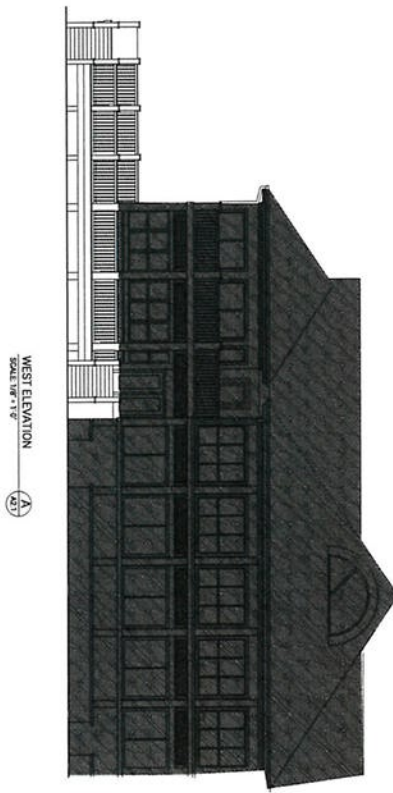
2223A121



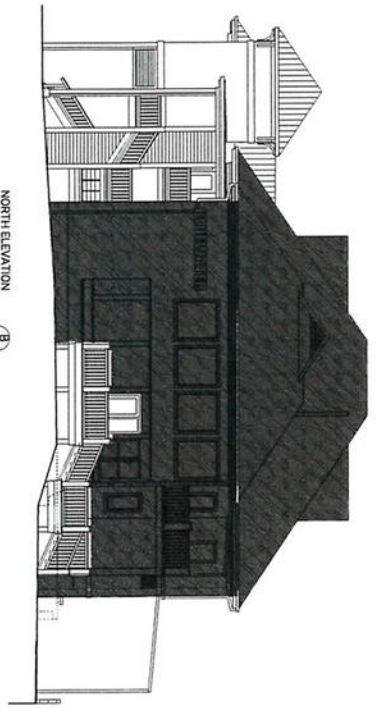
**SMITH2**  
ARCHITECTURE  
& DESIGN  
100 BOX 317  
WRIGHTSVILLE BEACH, NC 28586



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WEST ELEVATION  
SCALE: 1/8" = 1'-0"



NORTH ELEVATION  
SCALE: 1/8" = 1'-0"

**Bluewater North Deck Addition**  
4 MARINA STREET  
WRIGHTSVILLE BEACH,  
NORTH CAROLINA 28480

DESIGN  
DEVELOPMENT  
2-12-2026

DATE REVISION  
**A2.1**  
BUILDING  
ELEVATIONS

08-103\_A201

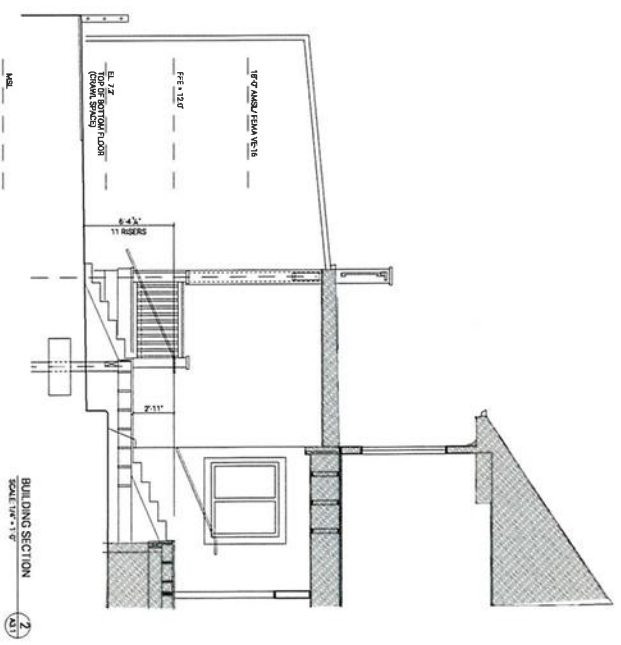


SMITH2  
ARCHITECTURE  
& DESIGN

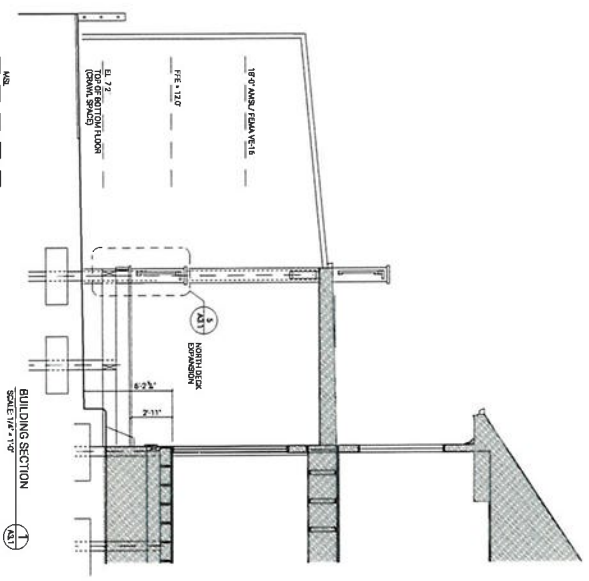
PROJ: 1717  
1717 MARINA STREET, BEACH, NC 28580



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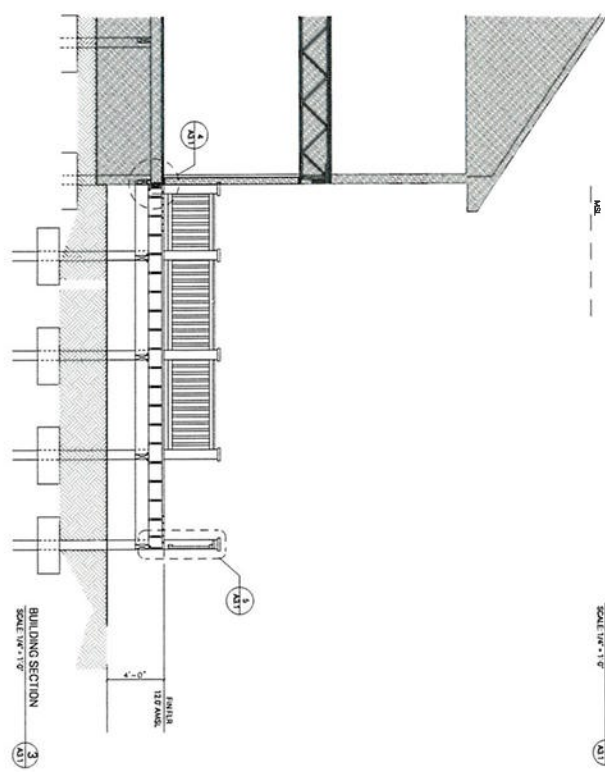


BUILDING SECTION  
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A3.1 2

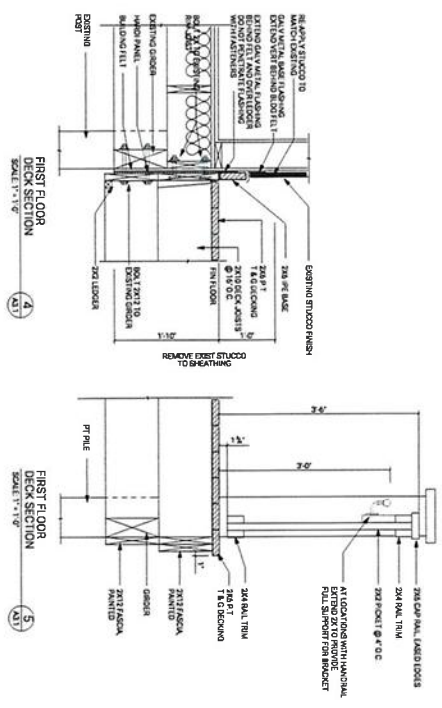


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A3.1 1

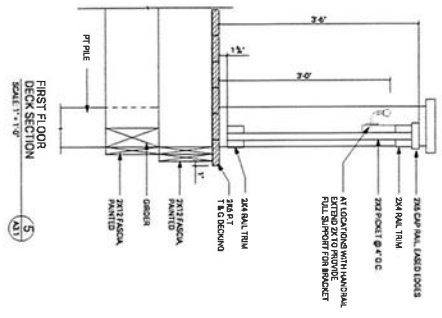
NOTE: HATCHED AREA INDICATES EXISTING CONSTRUCTION



BUILDING SECTION  
SCALE: 1/4" = 1'-0"  
A3.1 3



FIRST FLOOR  
DECK SECTION  
SCALE: 1/4" = 1'-0"  
A3.1 4



FIRST FLOOR  
DECK SECTION  
SCALE: 1/4" = 1'-0"  
A3.1 5

Bluewater North Deck Addition  
4 MARINA STREET  
WRIGHTSVILLE BEACH,  
NORTH CAROLINA 28480

DESIGN DEVELOPMENT  
2-12-2026  
DATE REVISION

A3.1

BUILDING SECTIONS

08-103 A301



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

**Board of Aldermen Notice to Adjacent Property Owners**

Dear Adjacent Property Owner:

You are hereby notified that, in accordance with NCGS 160D-601, the Wrightsville Beach Board of Aldermen will meet at 5:30 p.m. on April 14, 2026, or as soon thereafter, in the Town Hall Council Chambers, 321 Causeway Drive, Wrightsville Beach, NC, to consider the following:

Hold an evidentiary hearing for an amendment to the Special Use Permit for 4 Marina Street to allow Blue Water to add a deck to the northern elevation of the structure.

If you have any questions, comments, or concerns regarding the proposed Special Use Permit amendment, please contact the Department of Planning and Inspections at 910-239-1746 or by email at [roquinn@towb.org](mailto:roquinn@towb.org).

Respectfully,  
Robert O'Quinn, MPA, CZO

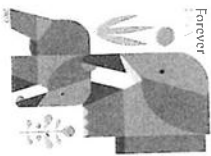
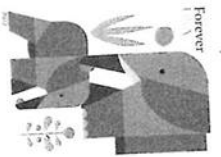
Planning & Inspections

Buena Vista Grill  
4 Marina St.  
WFB, NC 28480

Buena Vista Grill  
4 Marina St.  
WFB, NC 28480

Wrightsville Yacht Club Inc  
4 Marina Street  
Wrightsville Beach, NC 28480

Storage Services LLC  
4 Marina Street  
Wrightsville Beach, NC 28480

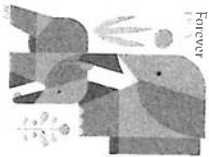
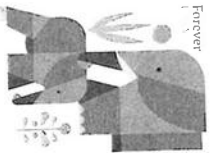


Bluewater Grill  
4 Marina St.  
WB, NC 28480

Wrightsville Yacht Club Corp  
E Marina Street  
Wrightsville Beach, NC 28480

Bluewater Grill  
4 Marina St  
WB, NC 28480

Z Marina Street Condominium Association  
Z Marina Street  
Wilmington, NC 28401



**From:** Frank Smith <[fsmith@smith2design.com](mailto:fsmith@smith2design.com)>

**Sent:** Monday, March 30, 2026 11:19 AM

**To:** Tony Wilson <[twilson@towb.org](mailto:twilson@towb.org)>; Chris Moutos <[cmoutos@lmrest.com](mailto:cmoutos@lmrest.com)>

**Cc:** Robert O'Quinn <[roquinn@towb.org](mailto:roquinn@towb.org)>; Alan Mitchell <[amitchell@lmrest.com](mailto:amitchell@lmrest.com)>; [lou@LMrest.com](mailto:lou@LMrest.com)

**Subject:** RE: Bluewater SUP

Tony,

Pursuant to our discussion and TRC comments below:

1. The proposed project is for open air decks on the northwest corner of the existing build. These were accounted for in the original Conditional Use Permit.
2. The propane tanks will be relocated towards the northeast corner of the property within the required setbacks.
3. The smaller transformer serves the adjacent property and is an encroachment. LM Restaurants is working with the adjacent property owner to have it relocated however, it will not prevent construction of the project.
4. We intend to meet the fire rating requirements pursuant to Type IV construction / Heavy Timber (Chapter 6, 602.4) according to the NC Building code, Chapter 6 and table 601. This is the same method used for construction of the southside additions and qualifies as the rating required. The decking will be a minimum of 1½" thick.
5. The calculations for parking requirements and allowable area are indicated on sheet C1.1.
  - a. The remaining unheated building area available for expansion is 1,658 square feet, and the proposed decks total only 930 square feet.
  - b. Parking is tabulated on the same sheet, indicating the total number of existing parking spaces to be 167, with only 158 required.

Please let me know if you need any additional information.

Regards,

Frank

R. Frank Smith, Jr. / AIA, LEED-AP, NCARB, NTBA  
Smith2 Architecture + Design PLLC  
PO Box 717  
Wrightsville Beach, NC 28480

[https://link.edgepilot.com/s/7179d19a/lhq\\_upx9iUCO5QYlks9-Tw?u=http://www.smith2design.com/](https://link.edgepilot.com/s/7179d19a/lhq_upx9iUCO5QYlks9-Tw?u=http://www.smith2design.com/)



**From:** Tony Wilson <[twilson@towb.org](mailto:twilson@towb.org)>

**Sent:** Wednesday, March 25, 2026 11:35 AM

**To:** Frank Smith <[fsmith@smith2design.com](mailto:fsmith@smith2design.com)>; Chris Moutos <[cmoutos@lmrest.com](mailto:cmoutos@lmrest.com)>



**March 25, 2026**

**Memorandum**

**To:** Mayor Dull and Members of the Board of Aldermen  
**From:** Robert O’Quinn, Senior Planner  
**Re:** Review of the Draft Lighting Ordinance for 2026  
**Cc:** Tony Wilson-Planning Director, Haynes Brigman-Town Manager

**Background**

The Town has prepared a draft lighting ordinance for 2026 to revise Sections 155.9.7 through 155.9.15 of the Unified Development Ordinance. The proposed draft updates the Town’s existing lighting standards to provide clearer direction for administration, improve consistency in enforcement, and address newer lighting practices and technologies. The draft continues to address public safety, glare, light trespass, sea turtle protection, and compatibility with surrounding properties, while also introducing more detailed standards for commercial, residential, and dock and pier lighting.

**Summary of Request**

The Board of Aldermen is asked to review the proposed 2026 draft lighting ordinance and determine whether to move forward with adoption of the revised standards.

**Summary of Proposed Changes**

The proposed draft is more than a reorganization of the current ordinance and includes several substantive policy changes. The draft expands the purpose section, adds more detailed commercial lighting standards, creates a separate section for commercial dock and pier lighting, revises residential lighting regulations, and imposes more restrictive standards for private docks and piers. The draft also shortens the compliance period for lawful nonconforming lighting from three years to two years and revises the maximum illumination table by narrowing the listed land use categories and removing roadway standards from the section.

The draft further removes the current exemption for certain town-owned up-lighting and security lighting on public property. In addition, the draft clarifies that uniformity ratio is measured using an average-to-minimum method in the illumination table.

The draft also adds new definitions and illustrative materials intended to improve interpretation and enforcement. In addition to revising the regulatory sections, the draft includes new sections labeled **Compliant Lighting** and **Noncompliant Lighting** and adds a series of lighting definitions for terms such as area lighting, cumulative use, decorative lighting, flood light or spotlight, foot-candle, full cut-off lights, glare, holiday lighting, horizontal illuminance, indirect illumination, landscape lighting, light source, and light trespass. These additions are not present in the current ordinance and are intended to give clearer guidance on how the ordinance is to be applied.



A full policy analysis comparing the current ordinance and the draft ordinance is attached for the Board's review.

**Public Notice**

Public notice should be provided in accordance with the applicable notice requirements for ordinance amendments before final action by the Board.

**Recommendation**

Staff recommends that the Board of Aldermen review the proposed 2026 draft lighting ordinance, consider whether the substantive policy changes reflect the Board's intended direction, and provide direction on any revisions to be made before adoption.

**Attachments:**

1. Planning Board Timeline
2. Analysis Report
3. Original Ordinance
4. New Ordinance
5. New Definitions
6. Ordinance (2026) 1870

# Planning Board Timeline





## **Timeline of Planning Board Meetings Covering the Lighting Ordinance**

The Planning Board considered the lighting ordinance over the course of twelve meetings between August 2024 and February 2026. The meetings are summarized below in chronological order.

### **1. August 6, 2024**

The Planning Board first discussed the overhaul of the Town lighting ordinance as a formal agenda item. The discussion focused on modernization of the ordinance, lighting standards, enforcement, and reorganization of the existing provisions.

### **2. September 3, 2024**

The agenda again listed discussion of the overhaul of the Town lighting ordinance. This meeting continued the Planning Board's early review of the ordinance update.

### **3. October 1, 2024**

The Planning Board held a public hearing on the proposed lighting ordinance. Staff presented the draft ordinance, public comments were received, and the Board determined that additional review would be needed.

### **4. January 7, 2025**

The agenda included a discussion-only item on commercial lighting. This marked the continuation of the ordinance review with a focused discussion on the commercial lighting provisions.

### **5. February 4, 2025**

The Planning Board continued discussion of the commercial lighting ordinance. Topics included ordinance structure, enforcement, distinctions between commercial and residential lighting, and whether to revise the existing ordinance rather than replace it entirely.

### **6. July 15, 2025**

The Planning Board reviewed a separate text amendment addressing dock and pier lighting standards. The staff packet stated that no vote was requested at this meeting and indicated that the Board could consider action in August following public input.

### **7. August 5, 2025**

The Planning Board held a continued discussion and public hearing on dock and pier lighting standards. The Board reviewed issues including glare, up-lighting, underwater lighting, and seasonal holiday lighting. This was the first phase of the lighting ordinance to move forward separately.

### **8. September 2, 2025**

The Planning Board began review of the broader commercial lighting standards following



completion of the dock and pier portion. The discussion included commercial districts, fixture standards, and measurement requirements.

**9. October 7, 2025**

The agenda again included a text amendment to amend commercial lighting standards, purpose, definitions, and illustrations. This meeting continued the Board's review of the commercial lighting provisions.

**10. December 2, 2025**

The Planning Board reviewed the final draft of the commercial exterior lighting provisions, including revisions related to marina lighting, sports field lighting, holiday lighting dates, and related standards. At this meeting, the Board voted to recommend the commercial lighting draft to the Board of Aldermen.

**11. January 6, 2026**

The Planning Board began review of the residential lighting standards. Staff presented the residential lighting draft, including lumen-based fixture limits, motion-activated lighting, shielding, glare standards, holiday lighting dates, and related enforcement provisions. The Board provided direction for additional revisions.

**12. February 10, 2026**

The Planning Board considered the final residential lighting draft. After discussion, the Board voted to recommend the residential lighting ordinance to the Board of Aldermen.

**Summary**

Based on the Planning Board packet materials, the lighting ordinance was considered at the following twelve meetings:

- August 6, 2024
- September 3, 2024
- October 1, 2024
- January 7, 2025
- February 4, 2025
- July 15, 2025
- August 5, 2025
- September 2, 2025
- October 7, 2025
- December 2, 2025
- January 6, 2026
- February 10, 2026

# Analysis Report





## **Policy Analysis Report**

**Subject:** Comparison of Current Lighting Ordinance and 2026 Lighting Ordinance

### **Documents Compared:**

- Current Lighting (2012)
- 2026 Lighting Ordinance
- Current Definitions
- 2026 Definitions

### **Overview**

The 2026 Lighting Ordinance revises the Town’s lighting ordinance in both structure and content. Some provisions from the current ordinance are retained with little or no change, some are reorganized or restated, and others are revised or supplemented with additional standards. In addition to changes within Sections 155.9.7 through 155.9.15, the ordinance also adds Sections 155.9.16 and 155.9.17 for compliant and noncompliant lighting and updates the associated lighting definitions.

Overall, the 2026 Lighting Ordinance may be described as a revision to the existing ordinance rather than a simple reformatting of the current text. The ordinance retains the general subject matter of the current ordinance, including public safety, glare control, light trespass, and illumination standards, while modifying the organization of the sections, updating certain technical standards, and expanding the definitions associated with lighting regulation.

### **Section 155.9.7, Purpose**

The current ordinance contains a shorter purpose statement focused on public safety, glare reduction, navigation safety, preservation of nighttime character, nuisance glare, sea turtle habitat, and energy conservation. The 2026 Lighting Ordinance replaces that language with a broader “Need and Purpose” section. The revised language continues to address the existing concerns reflected in the current ordinance, while also adding discussion of newer lighting technology, administration, privacy, and compatibility with surrounding properties.

This change appears to expand the explanatory language of the ordinance without altering the basic subject matter being regulated.



### **Section 155.9.8, Commercial Exterior Lighting**

The 2026 Lighting Ordinance includes a more detailed commercial lighting section than the current ordinance. The ordinance lowers certain mounting-height limits, adds requirements for photometric plans for new or redeveloped commercial parking lots, and includes additional standards for outdoor sports fields, tree-mounted down-lighting on the Loop, and marina dry-stack and dry-slip work-area lighting. The ordinance also continues to regulate building exteriors, canopies, parking garages, and commercial dock-related lighting, but with more specific direction than appears in the current ordinance.

For example, the ordinance provides that exterior lighting shall be reviewed by the Zoning Administrator prior to issuance of a certificate of occupancy and that commercial parking lots require a photometric plan. It also sets standards for pole-mounted luminaires on sports fields and specifies the circumstances under which tree-mounted down-lighting may be permitted on public property along the Loop.

At the same time, one internal reference should be reviewed. In Section 155.9.8, the 2026 Lighting Ordinance still refers in some places to Section 155.9.14 for intensity and uniformity standards, while the illumination table in the revised structure appears in Section 155.9.15.

### **Section 155.9.9, Commercial Dock and Pier Lighting**

In the current ordinance, commercial dock and pier lighting is addressed within the broader commercial lighting section. The 2026 Lighting Ordinance separates this material into a distinct Section 155.9.9 titled “Commercial Dock and Pier Lighting.”

The ordinance continues to regulate glare, trespass, and up-lighting for commercial docks and piers, while also specifying standards for mounting height, bare light sources, and underwater decorative or fishing lights. Under the ordinance, mounting height is limited to 15 feet above the lowest platform of the dock or pier, and holiday lighting may be permitted from November 15 to January 15. The ordinance also adds a prohibition on underwater decorative or fishing lights attached to docks, piers, land, or other structures regulated by the Town.

This change reorganizes the commercial dock and pier standards and adds detail that does not appear in the same form in the current ordinance.



### **Section 155.9.10, Residential Exterior Lighting**

The 2026 Lighting Ordinance substantially revises the residential lighting section when compared with the current ordinance. The current ordinance contains residential standards addressing mounting height, fixture type, and compliance with the illumination table. The ordinance retains residential regulation but restates it in a more segmented format, including provisions for permitted fixtures in required open spaces, motion-activated security lighting, decorative and landscape lighting, area lights or dusk-to-dawn lights, unshielded light sources, compliance standards, and correction of violations.

Among the items specifically addressed in the ordinance are a 300-lumen limit for certain decorative or landscape lighting, a 700-lumen limit for motion-activated security lighting, a correlated color temperature limit of 3000 K for certain decorative lighting, and a requirement that hazardous glare or other noncompliance be corrected within 90 days of notice from the Town.

The ordinance therefore appears to present the residential standards in a more detailed format than the current ordinance.

### **Section 155.9.11, Private Docks and Piers Including Residential**

The current ordinance regulates private piers and docks, including residential piers and docks, in Section 155.9.10. The 2026 Lighting Ordinance continues to regulate this subject matter in revised form as Section 155.9.11.

Both versions address glare, up-lighting, trespass, mounting height, and bare light sources. The ordinance retains these topics but revises some details. In the ordinance, mounting height is limited to 10 feet above the point where the dock or pier adjoins the mainland, whereas the current ordinance allows mounting height up to 25 feet above the lowest platform of the dock or pier. The ordinance also adds a holiday-lighting exception from November 15 to January 15 and a prohibition on underwater decorative or fishing lights.

The ordinance does not carry forward the current subsection stating that illumination of parking lots, outdoor storage and display areas, and commercial driveways shall comply with the illumination standards in Section 155.9.14.

### **Section 155.9.12, Signs**

The sign-lighting section is carried forward in substantially the same form. The current ordinance requires sign lighting to comply with Article 155.10 and requires fixtures used to illuminate on-premise commercial signs to be top-mounted, fully shielded, and no higher



than the maximum permitted sign height. The 2026 Lighting Ordinance retains those same requirements in Section 155.9.12.

This section appears to have no substantive change.

### **Section 155.9.13, Other Requirements**

The current ordinance and the 2026 Lighting Ordinance both provide that lighting shall not be operated in a manner that creates a hazard or danger to persons or to the safe operation and navigation of vehicles or watercraft. Both versions also contain exemptions for circumstances such as federal and state requirements, traffic control devices, and special requirements such as monuments and flag lighting.

One difference is that the current ordinance exempts up-lighting and security lighting owned by the Town and installed to illuminate trees, foliage, and other structures located within a public right-of-way or on public property. That exemption does not appear in the 2026 Lighting Ordinance. The ordinance also revises the monument and flag-lighting language from minimizing upward lighting and trespass to eliminating upward lighting and trespass.

### **Section 155.9.14, Nonconformities**

The nonconformities section is carried forward in similar form, but the 2026 Lighting Ordinance shortens the compliance period for lawful nonconforming lighting from three years to two years. Both versions continue to require newly replaced or moved lighting systems to comply with the ordinance and continue the 90-day correction period for hazardous glare, light trespass, and up-lighting that can be corrected by redirection.

Apart from the revised compliance period and some wording adjustments, this section remains generally similar in structure and function.

### **Section 155.9.15, Maximum Illumination Standards**

The current ordinance contains a maximum illumination table addressing roadways, parking lots, building exteriors, and commercial docks and piers. The 2026 Lighting Ordinance replaces that table with a revised table addressing commercial zones, including standard and minor parking lots, entrances and canopies, and municipal and public buildings.

As a result, the 2026 Lighting Ordinance no longer lists roadway standards in this section and no longer presents the current table's categories for high-activity, medium-activity, and low-activity parking lots in the same form. The ordinance also introduces a category for



municipal and public buildings and continues the note providing that the more conservative, lower illuminance standard controls where a conflict exists.

The 2026 Lighting Ordinance also states that the uniformity ratio required by the table is determined by dividing the average maintained illumination level by the minimum maintained illumination level within the area subject to measurement. This is consistent with the ordinance's use of "Uniformity Ratio (Average to Minimum)" and with the revised definition of "Lighting, Uniformity Ratio."

### **Sections 155.9.16 and 155.9.17, Compliant and Noncompliant Lighting**

The 2026 Lighting Ordinance adds Section 155.9.16, "Compliant Lighting," and Section 155.9.17, "Noncompliant Lighting." These sections do not appear in the current ordinance.

These sections add illustrations of compliant lighting and noncompliant lighting to assist with interpretation and application of the ordinance standards.

### **Definitions Comparison**

The ordinance also revises the lighting definitions associated with the ordinance. The current definitions section includes lighting-related terms such as Uniformity Ratio, Up-Lighting, and Vertical Illuminance in the general ordinance definitions. The 2026 definitions reorganize these terms under a consistent "Lighting, [Term]" format. For example, the current term Uniformity Ratio becomes Lighting, Uniformity Ratio, and the current term Up-Lighting becomes Lighting, Up-Lighting.

The revised definitions also include terms that do not appear in the current definitions in the same form, including Lighting, Area Lighting, Lighting, Cumulative Use, Lighting, Decorative, Lighting, Flood Light or Spotlight, Lighting, Landscape, Lighting, Recessed/Flush Mounted Lighting, Lighting, Shielding, Lighting, Sign, Searchlight (Beacon), Lighting, Streetlight, and Lighting, Unshielded Light Source.

In addition, the 2026 definitions include a revised Lighting, Uniformity Ratio definition stating that the ratio is the average maintained illumination level divided by the minimum maintained illumination level within the area being measured. This corresponds to the illumination-table note in the 2026 Lighting Ordinance.

The definitions revision therefore appears to perform two functions. First, it replaces existing lighting-related definitions with a more uniform naming format. Second, it adds definitions for terms and fixture types used in the revised lighting article.



## **General Observations**

Based on the comparison of the current ordinance and the 2026 Lighting Ordinance, several sections are carried forward with limited change, particularly the sign-lighting section and portions of the nonconformities and general requirements sections. Other sections are reorganized, such as the separation of commercial dock and pier lighting into its own section. Other portions of the ordinance are revised in greater detail, including commercial lighting standards, residential lighting standards, the illumination table, and the definitions section.

The principal structural changes in the ordinance include the addition of two illustration sections, the separation of commercial dock and pier lighting into its own section, and the replacement of the prior lighting definitions with a reorganized set of 2026 definitions. The principal technical changes include revisions to mounting-height limits, lighting categories, nonconformity timing, and illumination-table organization.

## **Conclusion**

The 2026 Lighting Ordinance retains the general subject matter of the current lighting ordinance while revising the organization, detail, and terminology of several sections. Some current provisions are carried forward with limited change, some are reorganized into separate sections, and others are revised with additional standards or definitions. The ordinance also adds illustration sections and a revised definitions set that is more closely tied to the lighting article.

Taken as a whole, the 2026 Lighting Ordinance updates the current ordinance through a combination of retained provisions, revised standards, new organizational sections, and expanded definitions. The result is a revised lighting article that differs from the current ordinance in both format and content, while continuing to regulate the same general topics of exterior lighting, glare, trespass, safety, and illumination levels.

# Original Ordinance





## ORIGINAL

### **Section 155.9.7 Purpose.**

This section sets forth criteria for the installation and acceptable levels of exterior lighting in the town. The purposes of this section are as follows:

- (A) Preserve and enhance public safety;
  - (B) Protect drivers from disabling glare and thereby enhance traffic safety;
  - (C) Protect marine vessels from disabling glare on the waterways and thereby enhance navigation safety;
  - (D) Enhance the town's nighttime character;
  - (E) Shield neighboring properties from nuisance glare;
  - (F) Reduce light pollution, light trespass and the brightening of the night sky due to manmade lighting;
  - (G) Protect and not disrupt sea turtle nesting habitats; and
  - (H) Promote energy conservation through efficient light design and operation.
- (Ord. 1695, passed 11-8-12; Am. Ord. 1838, passed 3-10-22)

### **Section 155.9.8 Commercial Exterior Lighting.**

(A) *Outdoor Parking Lots, Storage and Display Areas and Driveways.* Lighting for outdoor parking lots, outdoor storage and display areas, and commercial driveways shall be designed to provide the minimum lighting necessary to ensure adequate public safety, to control excessive glare onto adjacent streets and properties, and to prevent light trespass onto adjoining properties, public rights-of-way, and any public trust waters.

(1) *General.*

(a) All lighting fixtures used for the purpose of illuminating parking lots and driveways shall be full cut-off fixtures that meet the standards set forth in the definition as documented by the manufacturer's specification or a qualified engineer.

(b) Directional floodlighting fixtures must be full-cutoff or shielded and properly aimed so that the light source:

- 1. Does not produce glare;
- 2. Does not produce up-lighting; and
- 3. Contains light so that it does not trespass onto adjoining properties, public rights-of-way, and any public trust waters.

(c) The maximum mounting height for pole-mounted fixtures intended to illuminate parking lots is 30 feet measured from the base of the pole.

(2) *Special Design Areas.* Lighting fixtures of a particular period or architectural style such as carriage lights and post lights, may be used in special design areas. In such areas, fixtures that are not full cut-off are permitted provided that:

- (a) The maximum initial lumens generated by each lamp shall not exceed 500 lumens, according to the manufacturer's specifications (the purpose of this lumen cap is to avoid cumulative use of lights that may be too bright or that may cause trespass); and
- (b) Post top shall be fitted with a solid top to control up-lighting and reduce glare; and
- (c) Fixture mounting height is no more than 16 feet above grade level.



**ORIGINAL**

(3) *Standard.* All illumination of parking lots, outdoor storage and display areas and commercial driveways shall comply with the intensities and uniformity ratios in Section [155.9.14](#) or by the standard within this section whichever is more stringent.

(B) *Commercial Building Exteriors and Parking Garages.* These provisions apply to all buildings and uses within the town's Commercial and Public/Semi-Public Zoning Districts and to any non-conforming nonresidential uses in other zoning districts.

(1) *General.* Exterior building lights may be mounted in front, at ground level, or wall mounted provided that:

(a) All light fixtures, wherever mounted, are properly aimed and full cut-off or shielded to confine the light to the area of the building being lighted and to prevent light trespass.

(b) Wall-mounted light fixtures may be mounted no higher than 20 feet above grade. The fixtures must be full cut-off or shielded and aimed to avoid up-lighting.

(c) Ground mounted fixtures must restrict up-lighting.

(d) Bare light sources (including but not limited to festive light strands, incandescent, fluorescent, high intensity discharge, and neon) used to outline property lines, open sales areas, rooflines, doors, windows, the edges of walls or any other area of the building or property visible from outside the building are prohibited, except for holiday lighting permitted from Thanksgiving through January 15th of the new year.

(e) The maximum illumination level on any vertical surface or roof of a commercial building shall not exceed 3.0 average foot-candles of vertical illuminance.

(2) *Gas Station/Convenience Store Canopies.*

(a) Light fixtures above 200 watts mounted on canopies shall be recessed so that the lens cover is recessed or flush with the bottom surface of the canopy and/or shielded by the fixture or the edge of the canopy so that light is restricted to no more than 85 degrees from vertical.

(b) The illumination level for canopy lighting measured at the pavement/ground level shall not exceed ten average maintained foot-candles.

(3) *Parking Garages.*

(a) Lighting located outside the structure shall comply with the requirements of subsection (C)(1) below. Lighting located inside the structure providing illumination that is visible from the exterior of the structure shall be full cutoff or shielded by the structure, shield, visor, hood, or louvers in a manner that contains light and glare within the structure and meets this section's standards for light trespass.

(b) The illumination level of interior lighting that is visible from the exterior of the structure shall comply with the intensities and uniformity ratios in Section [155.9.14](#).

(4) *Standard.* All illumination of commercial building exteriors, gas and convenience store canopies, and parking garages shall comply with the intensities and uniformity ratios in Section [155.9.14](#) or by the standard within this section whichever is the more stringent.

(C) *Commercial Docks and Piers.* Lighting for commercial docks and piers shall minimize glare, trespass, and restrict up-lighting.

(1) All lighting fixtures must meet the following standards:



**ORIGINAL**

(a) Fixtures must be full cut-off or shielded and properly aimed so that they control glare, do not produce up-lighting, and contain light to prevent trespass on adjoining uplands, public rights-of-way and public trust waters.

(b) Disabling glare that impairs the ability of boaters to safely traverse public trust waters shall be prohibited.

(c) Mounting height shall be as low as practicable but in no case shall the fixture be mounted higher than 25 feet above the lowest platform of the dock or pier.

(d) Bare light sources (including but not limited to festive light strands, incandescent, fluorescent, high intensity discharge, and neon) used to outline commercial docks and piers are prohibited.

(2) *Standard.* All illumination of docks and piers shall comply with the intensities and uniformity ratios in Section [155.9.14](#) or by the standard within this section whichever is the more stringent.

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

**Section 155.9.9 Residential Exterior Lighting.**

(A) *General.* Fixtures using lamps (bulbs) of 60 watts/640 lumens or less for incandescent bulbs (frosted) or 25 watts for clear lamps, such as typical porch lights, may be installed at any location in residentially zoned areas.

(B) *Security Lighting.*

(1) *Motion Activated Security Lighting.* Unshielded flood and spot lights, with lamps of 45 watts/520 lumens or less or their equivalent (this information is specified on the retail packaging), installed for security and activated by motion sensors are permitted. These unshielded lights must be mounted and aimed in a manner that minimizes up-lighting and light trespass and that is consistent with the security purposes of the lights.

(2) All other flood and spot light fixtures must have top and side shields capable of containing light below the roof line of the house and reducing light trespass on adjoining properties to the maximum extent feasible.

(C) *Landscape and Decorative Lighting.* Landscape and decorative lighting using quartz halogen lamps of 36 watts/110 volt system or less is permitted (or the equivalent low-voltage system rating), provided that the light is installed and aimed to prevent up-lighting and light trespass and shielded to prevent view of the bulb from the public right-of-way.

(D) Area lights or "dusk to dawn" lights are permitted, as follows:

(1) These lights must be full cut-off or shielded.

(2) If pole mounted on the ground, the fixture mounting height may be no more than 16 feet above grade at the base of the pole.

(3) If wall mounted, the fixture mounting height may be no more than 16 feet above grade, or ten feet above any first floor of houses constructed on pilings, measured from the level of the lowest habitable floor.

(E) *Standard.* All illumination of residential exteriors shall comply with the intensities and uniformity ratios in Section [155.9.14](#) or by the standard within this section whichever is the more stringent.



**ORIGINAL**

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

**Section 155.9.10 Private Piers and Docks Including Residential.**

(A) All lighting fixtures must meet the following standards:

- (1) Fixtures must be full cut-off or shielded and properly aimed so that they control glare, do not produce up-lighting, and contain light to prevent trespass on adjoining uplands, public rights-of-way and public trust waters.
- (2) Disabling glare that impairs the ability of boaters to safely traverse public trust waters shall be prohibited.
- (3) Mounting height shall be as low as practicable but in no case shall the fixture be mounted higher than 25 feet above the lowest platform of the dock or pier.
- (4) Bare light sources (including but not limited to festive light strands, incandescent, fluorescent, high intensity discharge, and neon) used to outline private piers and docks are prohibited.

(B) *Standard.* All illumination of parking lots, outdoor storage and display areas and commercial driveways shall comply with the intensities and uniformity ratios in Section 155.9.14 or by the standard within this section whichever is the more stringent.

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

**Section 155.9.11 Signs.**

Lighting of signs shall comply with the provisions of [Article 155.10](#). In addition, the following requirements apply:

- (A) Lighting fixtures used to illuminate on-premise commercial signs must be mounted at the top of the sign structure.
- (B) The sign lighting fixture(s) must be fully-shielded to control glare, to prevent encroachment on neighboring properties and rights-of-way and to contain light so that it is projected below an horizontal plane extending through the fixture.
- (C) The height of the sign lighting fixture shall be no greater than the maximum permitted height of the sign.

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

**Section 155.9.12 Other Requirements.**

(A) No lighting fixture or device may be operated in such a manner as to constitute a hazard or danger to persons, or to the safe operation and navigation of vehicles or watercraft.

(B) The following are exempt from the requirements of this section:

- (1) Situations where federal and state laws, rules and regulations take precedence;
- (2) Location and operation of traffic control devices;
- (3) Situations where there are special requirements, such as public monuments and flag lighting, provided, however, that such lighting shall be selected and installed to shield the lamp(s) from direct view to the greatest extent possible and to minimize upward lighting and trespass; and



## **ORIGINAL**

(4) Up lighting and security lighting owned by the town and installed in order to illuminate trees, foliage and other structures located within a public right-of-way or on public property.

(Ord. 1695, passed 11-8-12; Am. Ord. 1730, passed 6-12-14; Am. Ord. 1838, passed 3-10-22)

### **Section 155.9.13 Nonconformities.**

(A) This section shall be effective immediately upon adoption by the Board of Aldermen of the town and shall supersede and replace all previous ordinances pertaining to outdoor lighting.

(B) Any outdoor lighting not in conformity with the requirements of this Ordinance and lawfully in place prior to the effective date of this Ordinance shall be removed or rendered in compliance with this Ordinance within three years of its effective date.

(C) After the effective date of this Ordinance, any lighting system that replaces a lighting system not in conformity, or any lighting system that is moved, must meet the standards of this Ordinance.

(D) Non-conforming lighting systems that cause disability glare to motorists or cyclists or that directs light toward public waters so as to cause disability glare to operators of watercraft shall be either fully-shielded as directed in this section or re-directed within 90 days of notification so that the lighting system does not cause a potential hazard to motorists, cyclists or watercraft operators.

(E) Non-conforming lighting systems that cause light trespass or up-lighting which can be corrected by redirecting the fixture shall be re-directed to eliminate the trespass or up-lighting within 90 days of notification.

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



**ORIGINAL**

**Section 155.9.14 Maximum Illumination Standards.**

The figures in this table represent maximum levels of illumination for roadways, parking lots, and building exteriors.

<i>Type of Land Use</i>	<i>Horizontal Illuminance (Foot-candles)</i>		<i>Uniformity Ratio (Average to Minimum)</i>
	<i>Average</i>	<i>Minimum</i>	
Roadways	0.6 - 1.6		3:1
Major road	0.3 - 0.8		6:1
Local road			
Parking Lots	3.6	0.9	4:1
High activity (i.e., fast food facilities)	2.4	0.6	4:1
Medium activity (i.e., office, residential complex, or hotel)	0.8	0.2	4:1
Low activity (i.e., neighborhood shopping, schools, or churches)			
Building Exteriors	5		
Entrances, active (pedestrian, conveyances)	1		
Entrances, inactive (locked doors)	5		
Vital locations or structures	1		
Surroundings			
Commercial Docks and Piers	5		

Note: Where conflict is found between the standards set forth in Sections [155.9.7](#) through [155.9.13](#) and this section, the more conservative, lower illuminance standard will be the standard of choice.

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

# New Ordinance





**NEW**

**155.9.7 Need and Purpose:**

- (A) Outdoor lighting at night benefits everyone. It increases safety, enhances the Town's nighttime character, and helps provide security.
- (B) New lighting technologies produce extremely powerful light sources.
- (C) Improper installation of a light source can lead to problems, including excessive glare, light trespass, and increased energy use. Excessive glare can be annoying and may cause safety issues. Light trespass invades everyone's privacy, and higher energy consumption results in increased costs for all. Additionally, numerous existing lighting installations violate the current Town of Wrightsville Beach Lighting Ordinance.
- (D) There is a need for a lighting ordinance that acknowledges the benefits of outdoor lighting while providing clear guidelines for its installation purpose, to preserve and complement the Town's character. When appropriately regulated and properly installed, outdoor lighting can contribute to the safety and wellbeing of the Town's residents.
- (E) This ordinance is intended to address and eliminate the problems created by improperly designed and installed outdoor lighting. Its purpose is to eliminate glare issues, minimize light trespass, protect nesting turtles and other wildlife, and reduce energy consumption by establishing regulations that limit the areas illuminated and the total allowable levels of property illumination. Further, it is to discourage unnecessary illumination and provide a clear basis for determining and measuring noncompliance and enforcement expectations.
- (F) All businesses, residences, municipal properties, community driveways, sidewalks, and public trust waters lighting shall be installed with the goal of being a "good neighbor." This includes preventing unnecessary direct light from causing light trespass while preserving the character and peaceful enjoyment of the natural features of Wrightsville Beach.

**Section 155.9.8 Commercial Exterior Lighting.**

- (A) *Outdoor Parking Lots, Storage and Display Areas and Driveways.* Lighting for outdoor parking lots, outdoor storage and display areas, and commercial driveways shall be designed to provide the minimum lighting necessary to ensure adequate public safety, to control glare onto adjacent streets and properties, and to prevent light trespass onto adjoining properties, public rights-of-way, and any public trust waters.



**NEW**

(1) *General.*

- (a) All lighting fixtures used for the purpose of illuminating parking lots and driveways shall be full cut-off fixtures that meet the standards set forth in the definition as documented by the manufacturer's specification or a qualified engineer.
- (b) Directional floodlighting fixtures shall be full-cutoff or shielded and properly aimed so that the light source:
  - 1. Does not produce glare;
  - 2. Does not produce up-lighting; and
  - 3. Contains light so that it does not trespass onto adjoining properties, public rights-of-way, and any public trust waters.
- (c) The maximum mounting height for pole-mounted fixtures intended to illuminate parking lots is 18 feet measured from the base of the pole or ten (10) feet above the first finished-floor elevation for pile-supported structures—when wall-mounted.
- (d) Flood or spot luminaires of 700 lumens or less, controlled by motion sensors and set to extinguish within ten (10) minutes after last detection, are permitted. Fixtures shall be mounted and aimed to eliminate up-lighting and light trespass.
- (e) Landscaping & Decorative Lighting.
- (f) Landscape or decorative fixtures shall not exceed 300 lumens and must be aimed and shielded to prevent up-lighting and trespass. Light sources shall be concealed from view from any public right-of-way.
- (g) Photometric Plan Requirements.
- (h) A photometric plan is required for all new or redeveloped commercial parking lots.
- (i) The plan shall include property boundaries, fixture schedule (type, wattage, CCT, mounting height), grid of horizontal illuminance values in foot-candles, isolux contours, glare-reduction notes, and demonstration of compliance with uniformity ratios.
- (j) Grid spacing shall not exceed ten (10) feet. The average-to-minimum uniformity ratio shall not exceed 4:1.



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(2) *Special Design Areas.* Lighting fixtures of a particular period or architectural style such as carriage lights and post lights, may be used in special design areas. In such areas, fixtures that are not full cut-off are permitted provided that:

- (a) The maximum initial lumens generated by each lamp shall not exceed 500 lumens, according to the manufacturer's specifications (the purpose of this lumen cap is to avoid cumulative use of lights that may be too bright or that may cause trespass); and
- (b) Post top shall be fitted with a solid top to control up-lighting and reduce glare; and
- (c) Fixture mounting height is no more than 16 feet above grade level.

(3) *Standard.* All illumination of parking lots, outdoor storage and display areas and commercial driveways shall comply with the intensities and uniformity ratios in Section [155.9.14](#) or by the standard within this section whichever is more stringent.

(B) *Commercial Building Exteriors and Parking Garages.* These provisions apply to all buildings and uses within the town's Commercial and Public/Semi-Public Zoning Districts and to any non-conforming nonresidential uses in other zoning districts.

(1) *General.* Exterior building lights may be mounted in front, at ground level, or wall mounted provided that:

- (a) All light fixtures, wherever mounted, are properly aimed and full cut-off or shielded to confine the light to the area of the building being lighted and to prevent light trespass.
- (b) Wall-mounted luminaires shall be mounted no higher than 10 feet above grade. The luminaire shall be full cut-off or shielded and aimed to avoid up-lighting.
- (c) Ground mounted luminaires shall be installed and aimed to avoid up- lighting.
- (d) *Unshielded light sources*, including HID or similar unshielded sources, used to outline property lines, open sales areas, rooflines, doors, windows, the edges of walls, or any other area of the building or property visible from outside the building are prohibited. Seasonal or holiday lighting may be permitted only between November 15 and January 15, provided all other restrictions of this section are met. The maximum illumination level on any vertical surface or roof of a commercial building shall not exceed 3.0 average foot-candles of vertical illuminance.

(2) *Gas Station/Convenience Store Canopies.*

- (a) Light fixtures above 15 foot-candles directly under the light mounted on canopies shall be recessed so that the lens cover is recessed or flush with the bottom surface of the canopy



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and/or shielded by the fixture or the edge of the canopy so that light is restricted to no more than 85 degrees from vertical.

- (b) The illumination level for canopy lighting measured at the pavement/ground level shall not exceed ten average maintained foot-candles per Section 155.9.15.

(3) *Parking Garages.*

- (a) Lighting located outside the structure shall comply with the requirements of subsection (C)(1) below. Lighting located inside the structure providing illumination that is visible from the exterior of the structure shall be full cutoff or shielded by the structure, shield, visor, hood, or louvers in a manner that contains light and glare within the structure and meets this section's standards for light trespass.

- (b) The illumination level of interior lighting that is visible from the exterior of the structure shall comply with the intensities and uniformity ratios in Section [155.9.14](#).

- (4) *Standard.* All illumination of commercial building exteriors, gas and convenience store canopies, and parking garages shall comply with the intensities and uniformity ratios in Section [155.9.14](#) or by the standard within this section whichever is the more stringent.

- (C) *Standard.* All illumination of docks and piers shall comply with the intensities and uniformity ratios in Section [155.9.14](#) or by the standard within this section whichever is the more stringent.

- (D) *Lighting Review.* Exterior lighting shall be reviewed by the Zoning Administrator prior to issuance of a Certificate of Occupancy. Commercial parking lots require a photometric plan meeting the requirements of this section.

- (E) *Outdoor Sports Fields.* Pole-mounted luminaires for outdoor sports fields shall not exceed eighteen (18) feet in mounting height unless approved by the Board of Aldermen following review by the Planning Board. Any application proposing pole-mounted luminaires exceeding eighteen (18) feet in mounting height shall include a photometric plan demonstrating compliance with this section, including control of glare, prevention of light trespass, and confinement of illumination to the field area. Fixtures shall utilize visors, louvers, or other shielding as necessary to achieve compliance with the approved photometric plan.

- (F) *Tree-Mounted Down-Lighting on the Loop.* Notwithstanding any other provision of this section, tree-mounted down-lighting may be permitted only on public property along the



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Loop where installed by the Town for pedestrian safety along public walkways. Such lighting shall be aimed downward, shall not be used to illuminate tree canopies or landscaping for decorative effect, and shall not be construed to authorize tree-mounted lighting elsewhere in town or on commercial or private property. The mounting height for such fixtures shall not exceed eighteen (18) feet.

- (G) *Marina Dry-Stack and Dry-Slip Work-Area Lighting.* Lighting serving marina dry-stack and dry-slip work areas shall be mounted no higher than thirty (30) feet. Fixtures shall be full cut-off or shielded, properly aimed, and designed to prevent glare, up-lighting, and light trespass onto adjoining properties, public rights-of-way, and public trust waters. Lighting shall be limited to that reasonably necessary for safe marina operations.

**Section 155.9.9 Commercial Dock and Pier Lighting.**

*Commercial Docks and Piers.* Lighting for commercial docks and piers shall minimize glare, trespass and eliminate up-lighting.

(A) All lighting fixtures shall meet the following standards:

- (1) Fixtures shall be full cut-off or shielded and properly aimed so that they produce no glare, produce no up-lighting, and contain light to prevent trespass on adjoining properties, public rights-of-way and public trust waters.
- (2) Disabling glare that impairs the ability of boaters to safely traverse public trust waters shall be prohibited.
- (3) Mounting height shall be as low as practicable but in no case shall the fixture be mounted higher than 15 feet above the lowest platform of the dock or pier.
- (4) Bare light sources, including but not limited to festive light strands, incandescent, fluorescent, high intensity discharge, and neon, used to outline commercial docks and piers are prohibited, except that holiday lighting may be permitted from November 15 to January 15.
- (5) Underwater decorative or fishing lights attached to docks, piers, land, or any other structure regulated by the Town, including but not limited to boats, kayaks, vessels, and non-vessels, are prohibited.

**Section 155.9.10 Residential Exterior Lighting.**

(A) Permitted Fixtures in Required Open Spaces. Landscaping or decorative luminaires up to 300 lumens are permitted when aimed to prevent up lighting, shielded from view of



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the public right-of-way, and installed to prevent glare and light trespass onto adjacent property.

- (B) Motion-Activated Security Lighting. Fixtures up to 700 lumens, controlled by motion sensors and extinguishing within ten (10) minutes, and activated only by activities on the same property, may be unshielded floodlights or spotlights, provided they are aimed to minimize glare and eliminate light trespass onto adjacent property or the public right-of-way.
- (C) Landscape and decorative lighting up to 300 lumens per fixture is permitted, including LED and low-voltage systems, provided the fixture is installed and aimed to prevent up lighting and light trespass, is fully shielded so the light source is not visible from the public right-of-way or adjacent property, and operates at a correlated color temperature of 3000 K or less.
- (D) Area Lights or Dusk-to-Dawn lights are permitted as follows
  - (1) Fixtures shall be full cut off or fully shielded.
  - (2) Pole mounting shall not exceed sixteen (16) feet above grade.
  - (3) Wall mounting shall not exceed sixteen (16) feet above grade, or ten (10) feet above the first finished floor elevation for pile supported homes.
- (E) Unshielded Light Sources. Unshielded lamps, including string or tape lights, neon, fluorescent, HID, and similar devices are prohibited except for permitted holiday lighting between November 15 and January 15.
- (F) Compliance Standard. All residential illuminations shall meet §155.9.15 intensity and uniformity ratios or the more stringent provisions of this section.
- (G) Hazardous Glare and Correction of Violations. Any residential lighting that creates disabling glare, hazardous glare, or other noncompliance under this section shall be corrected within ninety (90) days of notice from the Town.

### **Section 155.9.11 Private Docks and Piers Including Residential.**

- (A) All lighting fixtures must meet the following standards:
  - (1) Fixtures must be full cut-off or shielded and properly aimed so that they control glare, do not produce up-lighting, and contain light to prevent trespass on adjoining uplands, public rights-of-way and public trust waters.



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- (2) Disabling glare that impairs the ability of boaters to safely traverse public trust waters shall be prohibited.
- (3) Mounting height shall be as low as practicable but shall not exceed 10 feet above the point where the dock or pier adjoins the mainland.
- (4) Bare light sources, including but not limited to festive light strands, incandescent, fluorescent, high intensity discharge, and neon, used to outline private piers and docks are prohibited, except that holiday lighting may be permitted from November 15 to January 15.
- (5) Underwater decorative or fishing lights attached to docks, piers, land, or any other structure regulated by the Town, including but not limited to boats, kayaks, vessels, and non-vessels, are prohibited.

**Section 155.9.12 Signs.**

Lighting of signs shall comply with the provisions of Article 155.10. In addition, the following requirements apply:

- (A) Lighting fixtures used to illuminate on-premise commercial signs must be mounted at the top of the sign structure.
- (B) The sign lighting fixture(s) must be fully-shielded to control glare, to prevent encroachment on neighboring properties and rights-of-way and to contain light so that it is projected below an horizontal plane extending through the fixture.
- (C) The height of the sign lighting fixture shall be no greater than the maximum permitted height of the sign.

**Section 155.9.13 Other Requirements.**

- (A) No lighting fixture or device may be operated in such a manner as to constitute a hazard or danger to persons, or to the safe operation and navigation of vehicles or watercraft.
- (B) The following are exempt from the requirements of this section:
  - (1) Situations where federal and state laws, rules and regulations take precedence;
  - (2) Location and operation of traffic control devices;
  - (3) Situations where there are special requirements, such as public monuments and flag lighting, provided, however, that such lighting shall be selected and installed to shield



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the lamp(s) from direct view to the greatest extent possible and to eliminate upward lighting and trespass.

**Section 155.9.14 Nonconformities.**

- (A) This section shall be effective immediately upon adoption by the Board of Aldermen of the Town and shall supersede and replace all previous ordinances pertaining to outdoor lighting.
- (B) Any outdoor lighting not in conformity with the requirements of this Ordinance and lawfully in place prior to the effective date of this Ordinance shall be removed or rendered in compliance with this Ordinance within two years of its effective date.
- (C) After the effective date of this Ordinance, any lighting system that replaces a lighting system not in conformity, or any lighting system that is moved, must meet the standards of this Ordinance.
- (D) Nonconforming lighting systems that cause disability glare to motorists or cyclists, or that direct light toward public waters so as to cause disability glare to operators of watercraft, shall be either fully shielded as required by this section or redirected within 90 days of notification so that the lighting system does not create a potential hazard to motorists, cyclists, or watercraft operators.
- (E) Nonconforming lighting systems that cause light trespass or up-lighting that can be corrected by redirecting the fixture shall be redirected within 90 days of notification to eliminate the trespass or up-lighting.



**NEW**

**Section 155.9.15 Maximum Illumination Standards.**

The figures in this table represent maximum levels of illumination for, parking lots, and building exteriors.

Commercial Zones	Horizontal Illuminance (Foot-candles)		Uniformity Ratio (Average to Minimum)
	Average	Minimum	
<b>Parking Lots</b>			
Standard (i.e., office, residential complex, or hotel)	2.0	0.5	4:1
Minor (i.e., neighborhood shopping, schools, or churches)	1.5	0.2	4:1
<b>Building Exteriors</b>			
Entrances, active and Canopy (pedestrian, conveyances)	15	5	3:1
Municipal and Public Buildings	5		

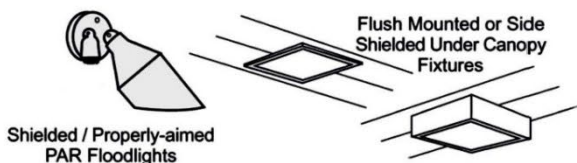
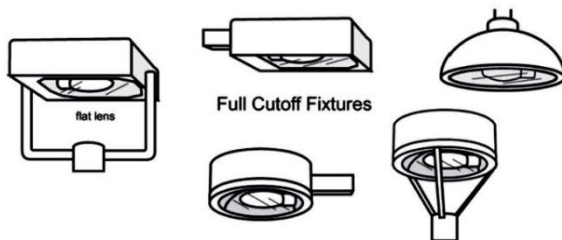
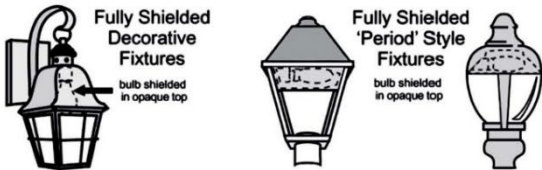
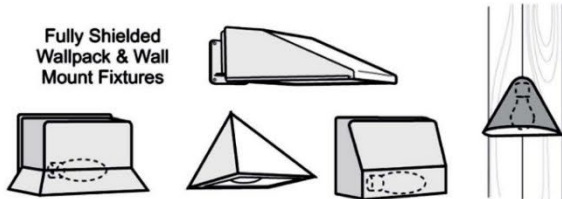
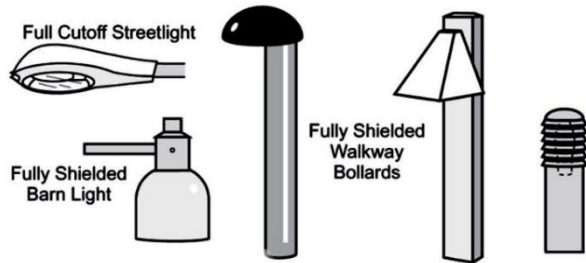
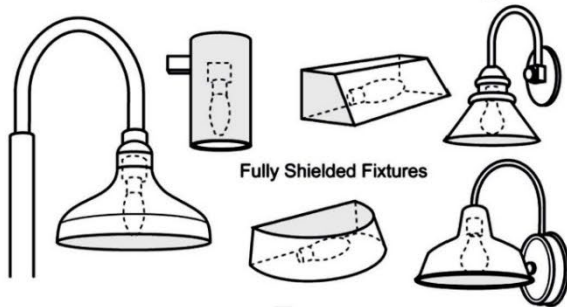
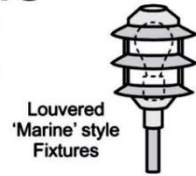
**Note:** Where conflict is found between the standards set forth in sections **155.9.7** through **155.9.15** and this section, the more conservative, lower illuminance standard will be the standard of choice. Uniformity Ratio (Avg/Min). The uniformity ratio required by this table shall be determined by dividing the average maintained illumination level by the minimum maintained illumination level within the area subject to measurement.



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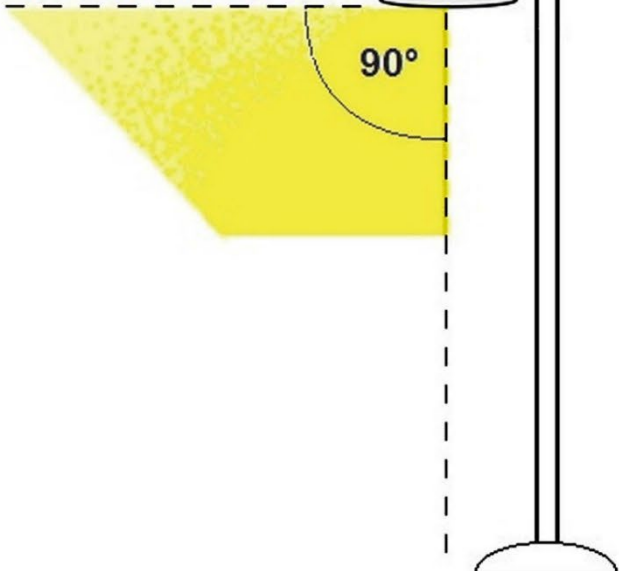
**Section 155.9.16 Compliant Lighting.**

**Compliant:** Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



**Compliant Lighting**

Horizontal Plane

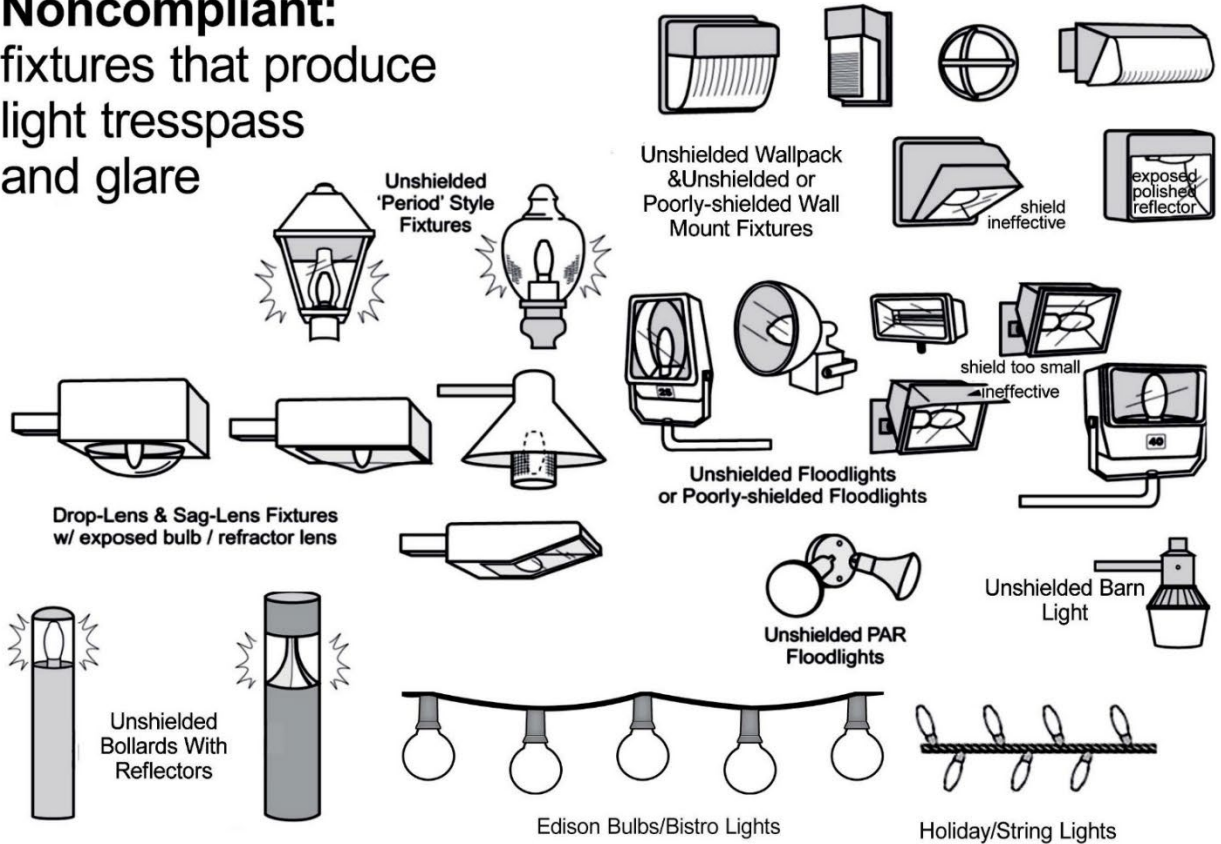




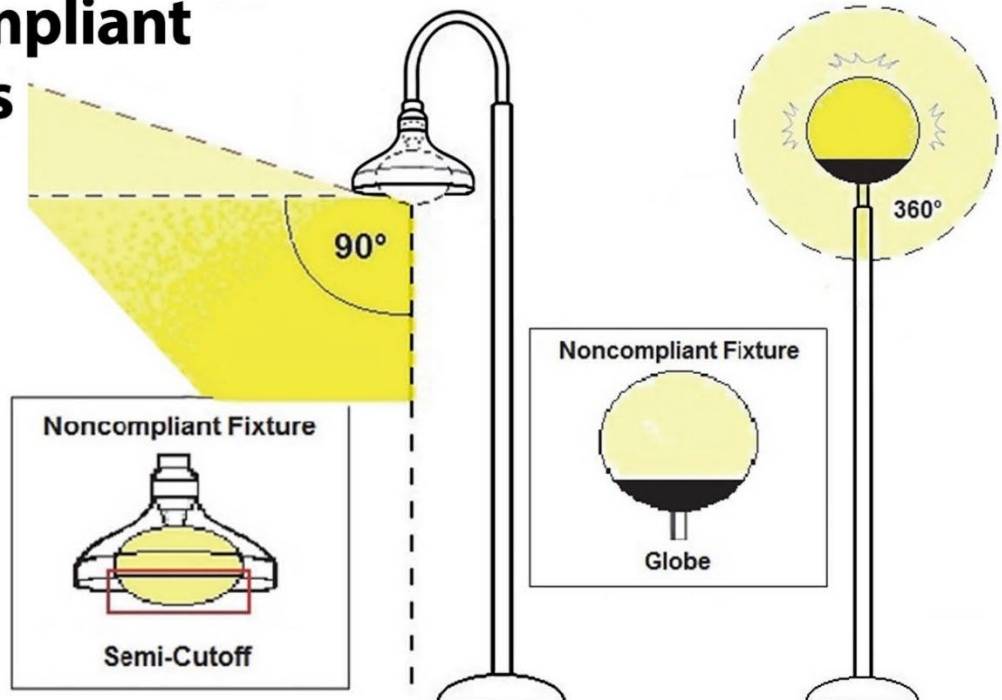
**NEW**

**Section 155.9.17 Noncompliant Lighting.**

**Noncompliant:**  
 fixtures that produce  
 light trespass  
 and glare



**Noncompliant  
 Fixtures**





**NEW**

**Definitions to add to Section A.3 Definitions.**

**Lighting, Area** Lighting fixtures designed to provide broad and even illumination across a designated area, such as parking lots, walkways, or public spaces. These fixtures are characterized by their capacity to cast light over a wide expanse, contributing to enhanced visibility and safety within the illuminated zone.

**Lighting, Average Foot-Candles** The average of a number of points of foot-candle calculations or foot-candle readings, either horizontal or vertical, within a given area. Such calculations may be based on initial or maintained foot-candles and are typically determined from measurements taken on a grid.

**Lighting, Cumulative Use** The combined impact of multiple lighting fixtures within a given area. It involves considering the aggregate effects of various lighting sources on the overall visual environment, night sky, and surrounding community.

**Lighting, Decorative** Light fixtures and installations intentionally designed for aesthetic enhancement rather than functional illumination. Such lighting elements are employed to augment the visual appeal of designated areas, including streets, public spaces, and buildings, by contributing to a specific ambiance or artistic atmosphere.

**Lighting, Fixture** A complete lighting unit, including the lamp or light source together with the parts designed to distribute the light, position and protect the lamp, and connect the lamp to the power supply.

**Lighting, Flood Light or Spotlight** Any reflector-type light fixture attached directly to a building and left unshielded or any light fixture or lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam.

**Lighting, Foot-Candle** A unit of illuminance equal to one lumen per square foot, as measured on a surface by a calibrated light meter. One foot-candle equals approximately 0.093 lux.

**Lighting, Full Cut-Off Lights** Outdoor light fixtures that emit no light above the horizontal plane of the fixture.

**Lighting, Glare** Light emitted from a light fixture with intensity great enough to reduce a viewer's ability to see, and in extreme cases, causing momentary blindness; the eye's direct line-of-sight contact with a light source.

**Lighting, Holiday Lighting** Temporary seasonal lighting, in the nature of decorations, clearly incidental to and customarily associated with nationally recognized holidays.

**Lighting, Horizontal Illuminance** Light falling on a horizontal surface measured in foot-candles.

# New Definitions





## **NEW**

**Lighting, IESNA** The Illuminating Engineering Society of North America, or its successor organization, whose recommended practices, standards, and publications may be used as a reference for lighting design, measurement, and application.

**Lighting, Indirect Illumination** Illuminated as a result of the glowing element(s), lamp(s), globe(s), or reflector(s) of an artificial light source that is not visible to an observer.

**Lighting, Landscape** Outdoor lighting fixtures and installations specifically designed to enhance the visual appeal of outdoor spaces, such as gardens, lawns, pathways, or architectural features.

**Lighting, Light(ing)** Light emanating from any human-made device.

**Lighting, Light Pollution** General sky glow caused by the scattering of artificial light in the atmosphere.

**Lighting, Light Source (Lamp)** Any light or lighting that directly radiates visible light; part of the fixture that produces actual light.

**Lighting, Light Trespass** Shining of light produced by a light fixture, other than a municipal streetlight on a public right-of-way, beyond the boundaries of the property on which it is located. A calibrated measurement above 0.1 foot-candles on the receiving property (the property of the person complaining of the trespass) is "light trespass." The measurement is made at adult eye level five feet within the boundary of the receiving property with a calibrated light meter.

**Lighting, Lumen** Total quantity of light produced by a light source, according to the manufacturer's ratings. One foot-candle is one lumen per square foot.

**Lighting, Maintained Foot-Candle** Average foot-candles calculated with an adjustment for a maintenance factor, including dirt build-up, lamp lumen loss over time, ballast factor, and similar conditions. Illumination levels immediately after installation may be higher and are expected to decrease over time to the maintained level.

**Lighting, Minimum Foot-Candle** The lowest foot-candle calculation or measured foot-candle reading, either horizontal or vertical, at any point within a given area.

**Lighting, Outdoor Lighting** Nighttime illumination of an outside area, object, or building by any fabricated device located outdoors or indoors that produces light by any means.

**Lighting, Recessed/Flush Mounted Lighting** A lighting fixture recessed into an outdoor ceiling or canopy so that its bottom is flush with the underside of the structure; a fixture mounted above the ceiling with the opening, lens, or cover of the fixture recessed or level with the ceiling surface whereby all light is emitted below the horizontal plane.

**Lighting, Shielding** A design feature or a device that is applied to a light fixture or to a structure on which a light fixture is mounted to prevent its light output from being visible from selected locations or horizontal and/or vertical angles.



## **NEW**

**Lighting, Sign, Searchlight (Beacon)** Searchlights shall be considered signs that are used to announce, direct attention to, or advertise businesses.

**Lighting, Streetlight** Any pole light located within the public right of way.

**Lighting, Unshielded Light Source** A lighting fixture or luminaire that emits light in a manner that allows a significant portion of the light to be directed above the horizontal plane.

**Lighting, Uniformity Ratio** The ratio of the average maintained illumination level to the minimum maintained illumination level within the area being measured.

**Lighting, Up-Lighting** Lighting emitted by a fixture that is directed above the horizontal plane passing through the lowest point of the fixture.

**Lighting, Vertical Illuminance** Light falling on a vertical surface measured in foot-candles.

# Ordinance (2026) 1870



**ORDINANCE NO. (2026) 1870**

Board of Aldermen  
Town of Wrightsville Beach, North Carolina  
Date: April 14, 2026

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF  
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
AMENDING CHAPTER 155.9.7 THROUGH 155.9.15 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 Sections **155.9.7, 155.9.8, 155.9.9, 155.9.10, 155.9.11, 155.9.12, 155.9.13, 155.9.14, and 155.9.15** of the Code of the Town of Wrightsville Beach, North Carolina is hereby deleted in its entirety.
- (2) That the following is to be inserted to replace Section **155.9.7, 155.9.8, 155.9.9, 155.9.10, 155.9.11, 155.9.12, 155.9.13, 155.9.14, and 155.9.15, 155.9.16, and 155.9.17.**
- (3) That **Section A.3 Definitions.** Is amended to delete:  
**Average Foot-Candles,  
Fixture,  
Foot-Candle,  
Full Cut-Off Lights,  
Glare,  
Holiday Lighting,  
Horizontal Illuminance,  
IESNA,  
Indirect Illumination,  
Light(ing),  
Light Pollution,  
Light Source (Lamp),  
Light Trespass,  
Lumen,  
Maintained Foot-Candle,  
Minimum Foot-Candle,  
Outdoor Lighting, Uniformity Ratio,  
Up-Lighting, and  
Vertical Illuminance.**
- (4) That **Section A.3 Definitions.** Is amended to add:  
**Lighting, Area Lighting;  
Lighting, Average Foot-Candles;  
Lighting, Cumulative Use;  
Lighting, Cut Sheet; Lighting, Decorative;  
Lighting, Fixture/Luminaire;  
Lighting, Flood Light or Spotlight;  
Lighting, Foot-Candle;  
Lighting, Full Cut-Off Lights;  
Lighting, Glare;  
Lighting, Holiday Lighting;  
Lighting, Horizontal Illuminance;**

**Lighting, IESNA;**  
**Lighting, Indirect Illumination;**  
**Lighting, Kelvin (K);**  
**Lighting, Landscape;**  
**Lighting, Light(ing);**  
**Lighting, Light Pollution;**  
**Lighting, Light Source (Lamp);**  
**Lighting, Light Trespass;**  
**Lighting, Lumen;**  
**Lighting, Maintained Foot-Candle;**  
**Lighting, Minimum Foot-Candle;**  
**Lighting, Non-Glare;**  
**Lighting, Outdoor Lighting;**  
**Lighting, Pedestal Light;**  
**Lighting, Photometric Plan;**  
**Lighting, Recessed/Flush Mounted Lighting;**  
**Lighting, Shielding;**  
**Lighting, Sign, Searchlight (Beacon);**  
**Lighting, Streetlight;**  
**Lighting, Underwater Fishing Light;**  
**Lighting, Uniformity Ratio;**  
**Lighting, Unshielded Light Source;**  
**Lighting, Up-Lighting; and**  
**Lighting, Vertical Illuminance.**

This Ordinance adopted this 14<sup>th</sup> day of April 2026..

(SEAL)

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McKinley Dull, Mayor

ATTEST:

APPROVED AS TO FORM:

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Lance Heater, Town Clerk

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Town Attorney

# TOWN OF WRIGHTSVILLE BEACH

## PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

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

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### MEMORANDUM

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

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

**Subject:** Special Events During the Bridge Replacement Projects

**Date:** April 6, 2026

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**BACKGROUND:** Numerous events occur on Wrightsville Beach every year. Many occur with little or no impact to the community and traffic flow while others cause significant disruption to parking and vehicle movement. Organizers of some events require facility reservations and other logistical considerations years in advance of their scheduled events. These organizers in particular need to know whether or not Wrightsville Beach will allow special events during the bridge replacement projects.

At their April 2<sup>nd</sup> meeting, the Parks and Recreation Advisory Committee discussed the future of special events and filming during the upcoming bridge replacement projects. The committee discussed the current impact of these activities on the town's residents and businesses as well as the likelihood of an increased impact during the bridge replacement projects. After reviewing the attached list of special events and filming, the committee voted unanimously to submit the following recommendation to the Board:

The Parks and Recreation Advisory Committee recommends that during the bridge replacement projects only Town-sponsored events should occur between May 15 through September 15. All other special events and filming requests from May 15 through September 15 should be denied.

**REQUESTED ACTION:** Consider the Parks and Recreation Advisory Committee's recommendation regarding activities during the bridge replacement projects and provide direction to staff.

# WRIGHTSVILLE BEACH SPECIAL EVENTS, FILMING, RESERVATIONS

The events **highlighted in green** require road closures with contracted WBPD support for traffic and crowd control. Special event permit fees and a road closure fee are collected in addition to any WBPD/WBFD support, parking, and/or reservation fees.

Other Recurring Special Events					
2026 Event Dates	Event Name	Approx	Event Organizer	Location	Revenue
January 1	Wrightsville Plunge	1900	Communities In Schools	Beach Access 36	\$700
February 28	Novant Health Wilmington Marathon	4000	Tom Clifford Without Limits	JM Pier start and run off beach	\$3,331
March 21	O'Neill East Coast Grom Surf Contest	90	O'Neill	Access 29	\$180
April 5	Easter Sunrise Service	100	Church of the Servant	Beach Access 4	\$0
April 5	Easter Sunrise Service	275	Grace Baptist Church	Beach Access 2	\$0
April 5	Easter Sunrise Service	1000	WB Com.Churches	Beach Access 16 - 17	\$0
April 5	Easter Sunrise Service	150	First Presbyterian	Beach Access 34	\$0
April 5	Easter Sunrise Service	500	North Point Church	Beach Access 37	\$0
April 24 - 26	Carolina Pro Am Surf	150	Haywood Newkirk World Paddle Assoc	Beach Access 38 - 29	\$750
May 16	Grey Liston Pier to Pier Swim	300	Rick Liston & David Sokolofsky	JM - Crystal Pier	\$400
June 27	ESA SNC Surf Contest	100	Eastern Surf Assoc	Oceanic - Birmingham	\$180
August 8 - 9	Wahine Surf Contest	<200	Jo Pickett	Access 30 - 32	\$500
August 22	ESA SNC Surf Contest	100	Eastern Surf Assoc	Oceanic - Birmingham	\$180
September 19	YMCA Pier to Pier Swim	350	YMCA Sarah Gibbs	JM - Crystal Pier	\$400
September 20	Liam Strong 5k	400	Kim Batten	JM Pier Out and Back (north)	\$400
September 25	YMCA Triathlon	1000	YMCA Tom Clifford	Packet pickup	\$600
September 26	YMCA Triathlon	1500	YMCA Tom Clifford	Banks Channel, Bike off beach, return and run Loop	\$1,327
October 2	WBES Fall Festival	500	WBES	WB Park	\$0
October 16	Ironman 70.3 Bike Check-in	3000	Iron Man Sami Winter	WB Park	\$800
October 17	Ironman 70.3	3000	Iron Man Sami Winter	Banks Channel Swim, Trans in WB Park, Bike off beach	\$2,323
October 24	ESA SNC Surf Contest	100	Eastern Surf Assoc	Oceanic - Birmingham	\$180
October 24	Seaside Shuffle	400	Road Runner Club Mike St. Jacques	WB Park and Loop	\$535
November 7	Surf Shop Shoot Out	100	Ocean Events USA	Beach Access 8	\$180
November 14	USA Surf Event	100	USA Surf Assoc.	Beach Access 27-28	\$180
November 26	Thanksgiving Day Turkey Trot	4000	CF Habitat for Humanity (Hackman)	WB Park and Loop	\$2,599
November 28	Flotilla Day in Park, Boat Parade, Fireworks	10,000	NC Holiday Flotilla Committee	TOWB	\$2,200
November 28	ESA SNC Surf Contest	100	Eastern Surf Assoc	Oceanic - Birmingham	\$180
				<b>TOTAL</b>	<b>\$18,125</b>

# WRIGHTSVILLE BEACH SPECIAL EVENTS, FILMING, RESERVATIONS

Weddings and other beach events, Filming, Park Facilities & Recreation Center Reservations					
Activity	Number of Events in 2025	Number of People	Organizer	Locations	*Revenue Totals 2025
Weddings	27	838	Private Individuals	Beach strand at various locations	\$5,145
Summer Church Services	19	1665	Little Chapel on the Boardwalk, and others	Access 4 and other beach locations	\$0
Other beach or town facilities	10	489	Private Individuals	Beach strand at various locations, Sykes Sunset Park	\$2,180
Beach Sweeps	3	165	Private Individuals or Groups	Various beach locations	\$0
Filming	14	595	Various Film Agencies	South end, Pelican Drive, Other beach locations	\$3,725
Park Reservations	78	3642	Various Private Individuals or Groups	Event stage, shelters, fields	\$12,650
Park Reservation with SEP	8	See SEP	Various Non Profits with SEPs listed below	Event stage, shelters, fields	\$2,800
Rec Center Reservations	39	1122	AA, Private Individuals	Recreation Center	\$2,393
				<b>TOTAL</b>	<b>\$28,893</b>

Town Sponsored Recurring Activities					
2026 Event Dates	Event Name	Approx	Event Organizer	Location	Revenue
March 28	Easter Egg Hunt	500	WBPR	WB Park	\$0
May 3	River to Sea Bike Ride	450	WMPO & WBPR	WB Park - Bikes only	\$0
Mondays May 4 thru Dec 7	Farmers' Market	200-2000	WBPR	WB Park	\$40,645
May 9	Art in the Garden (& Azalea Tour)	100	HIGC & WBPR	WB Park	\$0
Thursdays June 11, 18, 25	Concerts in the Park	600	WBPR	WB Park	\$0
Thursdays July 2, 9, 16, 23, 30	Concerts in the Park	600	WBPR	WB Park	\$0
Thursday Aug 6	Concerts in the Park	600	WBPR	WB Park	\$0
October 3	Bark in the Park	200	WBPR	WB Park	\$0
October 10	Tour of Homes	100	HIGC & WBPR	WB Park	\$0
October 18	Bike Rodeo	250	WBPR & WBPD	WB Park	\$0
October 30	Movie in the Park	200	WBPR	WB Park	\$0
November 27	Tree Lighting Ceremony	500	WBPR	WB Park	\$0
December 4	Movie in the Park	200	WBPR	WB Park	\$0
				<b>TOTAL</b>	<b>\$40,645</b>



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

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**MEMORANDUM**

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**To:** Mayor Dull and Board of Aldermen  
**From:** Haynes Brigman, Town Manager  
**Subject:** **Consider amending the Public Comment Policy for Board of Aldermen meetings through adoption of Resolution (2026) 2369.**  
**Date:** April 14, 2026

---

**Issue/Action Requested:**

Consider an amendment to the Board's Public Comments Policy

**Background/Purpose of Request:**

There has been interest expressed on behalf of the Board to amend/update the Board's Public Comment Policy. The current policy has been in effect since 2005 and calls for speakers to be limited to 3-5 minutes. The proposed amendment specifically defines this limit as 3 minutes.

**Town Manager's Recommendation:**

Consider amending the Board's Public Comment Policy to limit individual speakers to 3 minutes through adoption of Resolution (2026) 2369.

**Attachments:**

1. Resolution No. 2369 4-14-26

## RESOLUTION NO. (2026) 2369

Board of Aldermen  
Town of Wrightsville Beach, North Carolina  
Date: April 14, 2026

A RESOLUTION OF  
THE BOARD OF ALDERMEN OF  
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA  
AMENDING THE PUBLIC COMMENT POLICY  
FOR THE TOWN

**WHEREAS**, the Board of Aldermen adopted a Public Comment Policy on August 11, 2005; and

**WHEREAS**, the Board of Aldermen desires to make certain amendments to said policy; and

**WHEREAS**, adoption of the attached Public Comment Policy will also be referenced in the official minutes of the Town.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, does hereby adopt the attached Public Comment Policy for Board of Aldermen meetings for the Town of Wrightsville Beach dated April 14, 2026..

This Resolution duly adopted this 14<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
McKinley Dull, Mayor

ATTEST:

\_\_\_\_\_  
Lance G. Heater, Town Clerk

**PUBLIC COMMENT POLICY**  
**FOR WRIGHTSVILLE BEACH BOARD OF ALDERMEN MEETINGS**  
**April 14, 2026**

*The Wrightsville Beach Board of Aldermen is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government. In addition to public hearings, a special time is set aside for the purpose of receiving such comments and suggestions. All comments and suggestions addressed to the Board during the Public Comment Period shall be subject to the following procedures:*

- 1. The Public Comment period will be held at the beginning of the Board meeting.*
- 2. Persons who wish to address the Board during the Public Comment Period must register on sign-up sheets available at Town Hall indicating their contact information and topic. Sign-ups can be in person or by contacting Town staff via telephone or email. Sign-ups will be closed at four o'clock on the day preceding the Board meeting.*
- 3. Each person signed up to speak will have ~~three to five (3-5)~~ **three (3)** minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted to each speaker.*
- 4. Speakers will be acknowledged by the Mayor in the order in which their names appear on the sign-up sheet. Speakers will address the Board from the podium at the front of the room and begin their remarks by stating their name and address.*
- 5. Only one speaker will be acknowledged at a time. Maximum of three (3) participants on the same subject. It is recommended that if there are several people who wish to speak on the same subject that they choose one person to speak for all.*
- 6. Public comment is not intended to require the Board to answer impromptu questions. Speakers will address all comments to the Board as a whole and not one individual Alderman. Discussions between speakers and members of the audience will not be allowed.*
- 7. Speakers will be courteous in their language and presentation.*
- 8. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Clerk to the Board.*
- 9. Speakers shall not discuss any of the following: matters listed on the regular agenda; matters which are the subject of public hearings; matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, or matters which are made confidential by law.*
- 10. Action on items brought up during the Public Comment Period will be at the discretion of the Board.*



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

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**MEMORANDUM**

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**To:** Mayor Dull and Board of Aldermen  
**From:** Haynes Brigman, Town Manager  
**Subject:** **Consider approval of bylaws for the Parking Committee and initial appointments to the Committee.**  
**Date:** April 14, 2026

---

**Issue/Action Requested:**

Consider adoption of bylaws for the Parking Committee and make initial appointments to the Committee.

**Background/Purpose of Request:**

The Board directed that there be established a Parking Committee to advise the Town Manager and Board of Aldermen on matters relating to paid parking. Attached are a draft set of bylaws, the applications of those who have expressed interest in appointment, and a ballot to be used to select Committee members.

**Town Manager's Recommendation:**

Approve bylaws for the Parking Committee and appoint 7 citizen members to initial terms on the Committee.

**Attachments:**

1. Parking Committee Bylaws - draft
2. Jason Adams
3. Len Anthony
4. Mary Baggett
5. Neal Braggi
6. Sue Bulluck
7. Kelly Fitzpatrick
8. Julie Grimes
9. Matt Johnson
10. Bill King
11. Karen King

12. Brandon Lisk
13. Paul Loukas
14. Hank Miller
15. Hank Miller addendum
16. Hank Miller Bd. of Adj. Cond. Resign.
17. Joy Miller
18. Darryl Mills
19. Hans Pruim
20. Robert Ray
21. Thomas Rosamilia
22. Susan Snider
23. Parking Committee Ballot

# Town of Wrightsville Beach

## Parking Committee

### Purpose and Bylaws

#### Article I. Establishment

The Town of Wrightsville Beach hereby establishes a citizen advisory committee to be known as the **Wrightsville Beach Parking Committee** (the “Committee”). The Committee shall serve in an advisory capacity to the Board of Aldermen and the Town Manager on matters related to public parking within the Town.

---

#### Article II. Purpose

The purpose of the Wrightsville Beach Parking Committee is to assist the Board of Aldermen and Town staff by providing citizen input, research, and recommendations related to the planning, management, and operation of the Town’s public parking system.

The Committee shall:

1. Review issues related to public parking availability, management, enforcement, and operations within the Town.
2. Provide recommendations regarding parking policies, regulations, and potential improvements to the Town’s parking system.
3. Evaluate public concerns and feedback related to parking.
4. Consider seasonal, residential, visitor, and commercial parking needs.
5. Assist the Town in identifying opportunities to improve efficiency, accessibility, safety, and user experience within the Town’s parking system.
6. Provide advisory recommendations to the Board of Aldermen through the Town Manager.

The Committee shall serve in an advisory capacity only and shall not possess administrative, regulatory, or policy-making authority.

---

#### Article III. Membership

##### Section 1. Composition

The Committee shall consist of **seven (7) citizen members**.

## **Section 2. Residency**

Members should be residents of the Town of Wrightsville Beach unless otherwise determined appropriate by the Board of Aldermen.

## **Section 3. Appointment**

Members shall be appointed by the Board of Aldermen.

## **Section 4. Terms**

Members shall serve **two (2) year terms**. Members may be appointed for no more than three consecutive full terms. Any person who has previously served as a member of the Board for three consecutive full terms cannot serve a subsequent term until at least one year has expired since the end of his or her last term

## **Section 5. Vacancies**

Vacancies shall be filled by appointment of the Board of Aldermen for the remainder of the unexpired term.

## **Section 6. Removal**

Members may be removed by the Board of Aldermen for misconduct, failure to attend meetings, or other cause deemed appropriate by the Board.

---

## **Article IV. Staff Support**

The **Town Manager or their designee** shall chair the Committee.

The Town Manager may designate Town staff, representatives of the parking vendor, or outside professionals to provide **technical assistance**, information, and guidance to the Committee as needed.

Staff responsibilities may include:

- Preparing meeting agendas
  - Providing research and data
  - Coordinating meeting logistics
  - Recording meeting minutes
  - Providing policy and operational information
-

## **Article V. Meetings**

### **Section 1. Regular Meetings**

The Committee shall meet at times and locations determined by the Town Manager.

### **Section 2. Special Meetings**

Special meetings may be called by the Town Manager or his designee.

### **Section 3. Open Meetings**

All meetings shall comply with the **North Carolina Open Meetings Law**.

### **Section 4. Quorum**

A **majority of the appointed members** shall constitute a quorum.

---

## **Article VI. Voting**

Each member shall have one vote. Actions of the Committee shall require a **majority vote of members present**, provided a quorum exists.

---

## **Article VII. Attendance**

Members are expected to attend meetings regularly. Any member who is absent from **three consecutive meetings** without excuse may be subject to removal by the Board of Aldermen.

---

## **Article VIII. Reports and Recommendations**

The Committee shall communicate its findings and recommendations to the **Board of Aldermen**. Reports may include:

- Policy recommendations
  - Parking system evaluations
  - Public feedback summaries
  - Suggested operational improvements
-

## **Article IX. Amendments**

These bylaws may be amended by the **Board of Aldermen** at any time.

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## **Article X. Effective Date**

These bylaws shall become effective upon adoption by the **Board of Aldermen**.

Adopted this 14<sup>th</sup> day of April 2026.

---

McKinley Dull, Mayor

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Lance G. Heater, Town Clerk

(seal)



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

**Applying for (check all that apply):**

Parking Committee

Board of Adjustment

Historic Landmark Commission

Wrightsville Beach Marketing Committee

Planning Board

Parks and Recreation Advisory Committee

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Years as Resident: \_\_\_\_\_      Submittal Date: \_\_\_\_\_



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

**Applying for (check all that apply):**

Parking Committee

Board of Adjustment

Historic Landmark Commission

Wrightsville Beach Marketing Committee

Planning Board

Parks and Recreation Advisory Committee

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Years as Resident: \_\_\_\_\_

Submittal Date: \_\_\_\_\_



Town of Wrightsville Beach  
North Carolina

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

Applying for (check all that apply):

- Parking Committee
- Historic Landmark Commission
- Planning Board
- Board of Adjustment
- Wrightsville Beach Marketing Committee
- Parks and Recreation Advisory Committee

Name (First, Middle, Last): Mary Webber Baggett

Street Address: 107 Seapath Estates Drive

Mailing Address: P.O. Box 1508 Wrightsville Beach, NC 28480

Telephone: (Home) 910 619 1876 (Business) \_\_\_\_\_

E-Mail Address: mary baggett@gmail.com

Occupation: Retired & Ex-Business Owner

Education: College

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

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

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

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

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

I ran the Blockade Runner Beach Resort from 1984 - until the sale of the property so I have had incredible luck with managing a distressed parking situation with the help of a large number of wonderful staff.

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

Witnessed the beach popularity from childhood to now with the increased strain for day time parking ~~and~~ contributing factors of I-40, hotels built in N.C. to be 5000+ rooms who ~~is~~ want to come to our beach for day use and the interest in walking the beach swimming in the prettiest waters of the East Coast

Number of Years as Resident: 1984 onward Submittal Date: 3/14/26

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



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

**Applying for (check all that apply):**

Parking Committee

Board of Adjustment

Historic Landmark Commission

Wrightsville Beach Marketing Committee

Planning Board

Parks and Recreation Advisory Committee

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Years as Resident: \_\_\_\_\_

Submittal Date: \_\_\_\_\_



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

Applying for (check all that apply):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Parking Committee | <input type="checkbox"/> Board of Adjustment                               |
| <input type="checkbox"/> Historic Landmark Commission | <input checked="" type="checkbox"/> Wrightsville Beach Marketing Committee |
| <input type="checkbox"/> Planning Board               | <input type="checkbox"/> Parks and Recreation Advisory Committee           |

Name (First, Middle, Last): Susan k Bulluck

Street Address: 315 W. Salisbury St

Mailing Address: PO box 466

Telephone: (Home) 9106192026 (Business) 9107999703

E-Mail Address: bks42@aol.com

Occupation: Consultant

Education: BA, BS, MSW

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

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

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

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

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

I have been involved and served on various committees and projects in WB for over 50 years.

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

I believe that businesses need representation via Chamber membership they serve not only the residents but also are the conduit to ROT. No businesses would mean no ROT and far higher property taxes for all WB

Number of Years as Resident: 50+

Submittal Date: 3-23-2026

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



Town of Wrightsville Beach  
North Carolina

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

Applying for (check all that apply):

- Parking Committee
- Historic Landmark Commission
- Planning Board
- Board of Adjustment
- Wrightsville Beach Marketing Committee
- Parks and Recreation Advisory Committee

Name (First, Middle, Last): Kelly R. Fitzpatrick

Street Address: 103 LILY OAK DRIVE

Mailing Address: S/A/A

Telephone: (Home) 914-980-5092 (Business) N/A

E-Mail Address: Fitz160@aol.com

Occupation: RTD

Education: 12 grade

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

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

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

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

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

Law enforcement + military

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

Q.O.L

Number of Years as Resident: 15 years Submittal Date: 4/16/2016



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

**Applying for (check all that apply):**

Parking Committee

Board of Adjustment

Historic Landmark Commission

Wrightsville Beach Marketing Committee

Planning Board

Parks and Recreation Advisory Committee

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

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

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

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

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

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

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\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Years as Resident: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply):

Parking Committee

Board of Adjustment

Historic Landmark Commission

Wrightsville Beach Marketing Committee

Planning Board

Parks and Recreation Advisory Committee

Name (First, Middle, Last):

Matt Johnson

Street Address:

1005 RIVAGE PRODRIVE

Mailing Address:

WILMA 28412

Telephone: (Home)

910-431-1914

(Business)

E-Mail Address:

johnnie.merrett@gmail.com

Occupation:

OWNER - COMMERCIAL PROPERTY

Education:

BS - BUSINESS - UNCW

Are you registered to vote in the Town of Wrightsville Beach?

Yes

No

Do you own or rent a home in Wrightsville Beach?

Own

Rent

business

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with intention of making Wrightsville Beach your home at this time?

Yes

No

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location?

Yes

No

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

Have been part of WE since 1969  
growing up here & working at JMP.  
2nd generation owner.

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

I want parking to run well &  
have a nice business  
and visitors who come to the  
beach

Number of Years as Resident: \_\_\_\_\_

Submittal Date: 4-5-20

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



**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

Applying for (check all that apply):

- Parking Committee
- Historic Landmark Commission
- Planning Board
- Board of Adjustment
- Wrightsville Beach Marketing Committee
- Parks and Recreation Advisory Committee

Name (First, Middle, Last): WILLIAM MILTON KING, JR (BILL)

Street Address: 406 S. Lumina Ave

Mailing Address: 406 S. Lumina Ave Wrightsville Beach 28480

Telephone: (Home) cell 910-520-5739 (Business) Retired

E-Mail Address: billking@cc.rr.com

Occupation: Chemical Manufacturing. Retired from Koch Ind.

Education: B.S Chemical Engineer NC State

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

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

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

We (wife and I) own 2 homes. SECOND home in WILMINGTON. 70% at beach  
Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location?  Yes  No

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

Occupation - Global Operation Leader with around 3,000 employees in various facilities. Key operational leader on business teams.

Personal - On board of Wilmington Business Development for 20 years. Held multiple executive roles including multiple chairman terms.

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

My interest is to serve WB as a member on the Parking Committee to deliver solutions and strategies to address current issues and opportunities and gain alignment with the Board of Alderman.

Number of Years as Resident: 26

Submittal Date: March 31, 2026

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



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

**Applying for (check all that apply):**

Parking Committee

Board of Adjustment

Historic Landmark Commission

Wrightsville Beach Marketing Committee

Planning Board

Parks and Recreation Advisory Committee

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

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

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

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

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

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

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\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Years as Resident: \_\_\_\_\_      Submittal Date: \_\_\_\_\_



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

**Applying for (check all that apply):**

Parking Committee

Board of Adjustment

Historic Landmark Commission

Wrightsville Beach Marketing Committee

Planning Board

Parks and Recreation Advisory Committee

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

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

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

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

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

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

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\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Years as Resident: \_\_\_\_\_

Submittal Date: \_\_\_\_\_



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

**Applying for (check all that apply):**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Parking Committee | <input type="checkbox"/> Board of Adjustment                     |
| <input type="checkbox"/> Historic Landmark Commission | <input type="checkbox"/> Wrightsville Beach Marketing Committee  |
| <input type="checkbox"/> Planning Board               | <input type="checkbox"/> Parks and Recreation Advisory Committee |

Name (First, Middle, Last): Paul S. Loukas

Street Address: 608 Coburn Avenue

Mailing Address: Same

Telephone: (Home) 910-540-5045 (Business) 910-344-1008

E-Mail Address: paul@capefearcommercial.com

Occupation: Commercial Real Estate - Cape Fear Commercial, Partner

Education: University of Richmond (Business School)

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

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

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

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

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

I've been in the commercial real estate industry for 25 years, with a background in commercial brokerage, development, and finance.

In addition, I serve on the Town's Board of Adjustment.

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

I am keenly interested in helping our community and Town manage the direct & indirect effects of the region's recent growth, with parking playing a key role in this. Im goal oriented and committed to finding solutions that take into account this growth, the ever changing & evolving "visitor" behaviors, and that will serve as a good foundation for our parking in the coming years.

Number of Years as Resident: 10 years

Submittal Date: March 23, 2026



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

**Applying for (check all that apply):**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Parking Committee | <input type="checkbox"/> Board of Adjustment                     |
| <input type="checkbox"/> Historic Landmark Commission | <input type="checkbox"/> Wrightsville Beach Marketing Committee  |
| <input type="checkbox"/> Planning Board               | <input type="checkbox"/> Parks and Recreation Advisory Committee |

Name (First, Middle, Last): Henry "Hank" Eugene Miller III

Street Address: 30 W. Greensboro Street

Mailing Address: PO Box 1530 Wrightsville Beach NC 28480

Telephone: (Home) 910 620-4265 (Business) \_\_\_\_\_

E-Mail Address: hank@millerrealtyassociates.com

Occupation: President M&N Construction Supply, Inc.

Education: BS Marketing University of North Carolina Wilmington

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

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

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

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

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

**PLEASE SEE ATTACHED**

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

**PLEASE SEE ATTACHED**

Number of Years as Resident: 52

Submission Date: 3/25/2026

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

During my service on the Wrightsville Beach Board of Aldermen, parking was one of my primary areas of focus. I worked closely with staff and our parking vendor, reviewed operational and revenue data, and participated in decisions related to rates, enforcement, technology, and overall program performance. That work gave me a solid understanding of both day-to-day operations and the policy considerations that shape long-term outcomes.

My work with the Wilmington Metropolitan Planning Organization and ongoing coordination with NCDOT has added a regional dimension to that foundation. Understanding how off-island planning and infrastructure decisions directly affect traffic flow and parking demand on Wrightsville Beach has proven to be a meaningful part of evaluating the system as a whole.

My professional background in business and operations, particularly in financial analysis, vendor management, and operational planning, reinforces a practical, data-driven approach to decision-making.

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

Having worked extensively on parking during my time on the Board, I have a clear sense of how consequential these decisions are for revenue stability, public access, community quality of life, and long-term operational sustainability. That experience also showed me how much ongoing attention the program deserves beyond the Board's broader agenda.

The Parking Committee is the right structure for that kind of focused, consistent engagement. I'm interested in serving because I believe I can contribute meaningfully to well-informed recommendations, and because parking remains one of the most visible and impactful aspects of how Wrightsville Beach functions for residents and visitors alike.

**HENRY E. MILLER III**  
**Post Office Box 1530**  
**Wrightsville Beach, NC 28480**  
**(910) 620-4265**

March 25, 2026

Mr. Lance Heater  
**Town of Wrightsville Beach**  
321 Causeway Drive  
PO Box 626  
Wrightsville Beach, NC 28480

***Sent via email to:*** [lheater@towb.org](mailto:lheater@towb.org)

Dear Lance,

Please accept this letter as my resignation from the Wrightsville Beach Board of Adjustment, effective upon my appointment to the Parking Committee.

I have genuinely appreciated the opportunity to serve and value the important work the Board does.

Thank you, Lance.

A handwritten signature in black ink, appearing to read "H. E. Miller III".

H. E. Miller III



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

**Applying for (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Parking Committee            | <input type="checkbox"/> Board of Adjustment                     |
| <input type="checkbox"/> Historic Landmark Commission | <input type="checkbox"/> Wrightsville Beach Marketing Committee  |
| <input type="checkbox"/> Planning Board               | <input type="checkbox"/> Parks and Recreation Advisory Committee |

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Years as Resident: \_\_\_\_\_ Submittal Date: \_\_\_\_\_



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

**Applying for (check all that apply):**

Parking Committee

Board of Adjustment

Historic Landmark Commission

Wrightsville Beach Marketing Committee

Planning Board

Parks and Recreation Advisory Committee

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Years as Resident: \_\_\_\_\_

Submittal Date: \_\_\_\_\_



**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

Applying for (check all that apply):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Parking Committee | <input type="checkbox"/> Board of Adjustment                     |
| <input type="checkbox"/> Historic Landmark Commission | <input type="checkbox"/> Wrightsville Beach Marketing Committee  |
| <input type="checkbox"/> Planning Board               | <input type="checkbox"/> Parks and Recreation Advisory Committee |

Name (First, Middle, Last): Hans Pruim

Street Address: 834 Lumina Ave A, Wrightsville Beach, NC 28480

Mailing Address: 834 Lumina Ave S, Wrightsville Beach, NC 28480

Telephone: (Home) 703-395-9753 (Business) \_\_\_\_\_

E-Mail Address: hpruim1@gmail.com

Occupation: Retired

Education: MS Electrical Engineering

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

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

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

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

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

Engineering and finance background, analytical skills. Team working.  
Have managed large group of engineers to resolve complex problems

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

Participate in the parking committee to provide the board of alderman with options / models for parking rates to optimize revenue  
and minimize traffic throughout the island. We do not have a parking problem per se (limited number of spots), but we do have  
a traffic problem. How can we provide a workable solution to shift traffic from high-volume (weekends) to low-volume days?

Number of Years as Resident: 10

Submittal Date: 04/02/2026



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

**Applying for (check all that apply):**

Parking Committee

Board of Adjustment

Historic Landmark Commission

Wrightsville Beach Marketing Committee

Planning Board

Parks and Recreation Advisory Committee

Name (First, Middle, Last): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

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

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

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

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

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

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\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Years as Resident: \_\_\_\_\_

Submittal Date: \_\_\_\_\_



**Town of Wrightsville Beach  
North Carolina**

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

Applying for (check all that apply):

- Parking Committee
- Historic Landmark Commission
- Planning Board
- Board of Adjustment
- Wrightsville Beach Marketing Committee
- Parks and Recreation Advisory Committee

Name (First, Middle, Last): Thomas W. Rosamilia (Tom) 28480

Street Address: 17 E Columbia, Unit B, Wrightsville Beach, NC

Mailing Address: PO Box 80, WB, 28480

Telephone: (Home) 203-482-8898 (Business) \_\_\_\_\_

E-Mail Address: Trosamilia@yahoo.com

Occupation: Retired IBM Executive (40yrs)

Education: Bachelors, Cornell University, Comp Sci + Economics

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

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

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

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

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

SVP (Senior Vice President) of IBM, ran the hardware business (\$10B) + the software business (\$28B).  
I have served on a public board for 9 years (Rockwell Automation)

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

I am interested in WB + in Wilmington. I serve on the Board of Italian Hall + head up their Capital Campaign

Number of Years as Resident: 3 1/2

Submittal Date: 3/30/26

"Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina"



Town of Wrightsville Beach  
North Carolina

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

**BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION**

Applying for (check all that apply):

- Parking Committee
- Historic Landmark Commission
- Planning Board
- Board of Adjustment
- Wrightsville Beach Marketing Committee
- Parks and Recreation Advisory Committee

Name (First, Middle, Last): Susan Wilson Snider

Street Address: 102 Coral Drive

Mailing Address: same

Telephone: (Home) 910-622-4394 (Business) \_\_\_\_\_

E-Mail Address: ssnider@ec.rr.com

Occupation: Retired

Education: BA UNC-CH

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

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

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

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

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

Served on WB Planning Board for 6 years, former  
Reactor, active in community programs, former  
WB Museum Board Member, served on Historic Landmarks 6 years.

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

Would love to help WB determine most effective  
way to manage parking working with community  
and parking company

Number of Years as Resident: 25 years Submittal Date: 4-6-26

# BALLOT

April 14, 2026

## PARKING COMMITTEE APPOINTMENTS For SEVEN Terms That Will Expire 2028

Place a check (✓) by SEVEN applicants.

APPLICANT	VOTE
Jason Adams	
Len Anthony	
Mary Baggett	
Neil Briggi	
Sue Bulluck	
Kelly Fitzpatrick	
Julie Grimes	
Matt Johnson	
Bill King	
Karen King	
Brandon Lisk	
Paul Loukas	
Hank Miller	
Joy Miller	
Darryl Mills	
Hans Pruum	
Robert Ray	
Thomas Rosamilia	
Susan Snider	
Write-In:	

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

# TOWN OF WRIGHTSVILLE BEACH

## PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

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

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### MEMORANDUM

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

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

**Subject:** Special Event Permit Applications for Activities Organized by the Wrightsville Beach Longboard Association

**Date:** April 6, 2026

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Attached for the Board's consideration are special event permit applications requiring Board approval. These applications have all been submitted by Shawn O'Donnell of the Wrightsville Beach Longboard Association. The Parks and Recreation Advisory Committee reviewed these applications at the April 2, 2026 meeting and voted on the following recommendations:

#### RECOMMENDATION 1:

The Parks and Recreation Advisory Committee recommends that the Board of Aldermen deny the following applications because they are new events occurring in the busy season between April and September:

- 1) **Surf Festival and Movie Night in the Park**  
Saturday, June 20, 2026, Set up to tear down 4:00 – 10:00 pm  
(event 5:30 – 9:30 pm)  
Approximately 300 people  
Location: Wrightsville Beach Park
- 2) **Surf Contest**  
Saturday, June 20, 2026, Set up to tear down 7:30 am – 6:00 pm  
(event 9:00 am – 5:00 pm)  
Approximately 100 people  
Location: Beach access 35 (north of Crystal Pier)
- 3) **Surf Contest**  
Saturday, August 15, 2026, Set up to tear down 7:30 am – 6:00 pm  
(event 9:00 am – 5:00 pm)  
Approximately 100 people  
Location: Beach access 35 (north of Crystal Pier)

**RECOMMENDATION 2:**

The Parks and Recreation Advisory Committee recommends that the Board of Aldermen approve the following applications because they are recurring events scheduled outside the busy season between April and September:

4) **Surf Contest**

Saturday, October 3, 2026, Set up to tear down 7:30 am – 6:00 pm  
(event 9:00 am – 5:00 pm)  
Approximately 100 people  
Location: Beach access 35 (north of Crystal Pier)

5) **Surf Contest**

Saturday, November 28, 2026, Set up to tear down 7:30 am – 6:00 pm  
(event 9:00 am – 5:00 pm)  
Approximately 100 people  
Location: Beach access 35 (north of Crystal Pier)

**REQUESTED ACTION:** Consider the Parks and Recreation Advisory Committee recommendations and provide direction to staff.

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

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

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

**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
<input checked="" type="checkbox"/> 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

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

Non-profit organization?  
Yes  No

Tax Exempt ID: \_\_\_\_\_

Time between 8 am & 10 pm? Yes

Number of Hours 6

Rain date necessary?  
Yes  No

Park Facility Reserved?  
Yes  No  Not Required

Portable toilets needed?  
Yes  No  Not Required

Trash Disposal Service?  
 Yes  No  Not Required   
GFL or Wahl

Health Dept permit?  
 Yes  No  Not Required   
By Food Trucks

1. Description of event: SURF Festival / Movie Night  
Band craft vendors, sponsors selling items  
Food Trucks

2. Event Day and Date: JUNE 20, 2026

Timeframe needed: Set up 4:00 P  am  pm to Tear down 10  am  pm

Event start time: 5:30  am  pm Event end time: 9:30  am  pm

3. Estimated number of participants (including spectators): ~ 300

4. Location: Wrightsville BEACH PARK

5. Individual making request: WBLA (President SHAWN O'Donnell)  
Complete Mailing Address: 722 SILVER LAKE RD Wilmington NC. 28411  
Phone Number: 910-622-0044 E-mail: sodwg1@gmail.com

6. Individual who will be on site and in charge of activity: WBLA  
Complete Mailing address: 722 SILVER LAKE RD Wilmington NC. 28411  
Phone Number: 910-622-0044 E-mail: sodwg1@gmail.com

7. Sponsoring organization/corporation (if applicable): \_\_\_\_\_  
Contact: SHAWN O'Donnell  
Complete Mailing Address: 722 SILVER LAKE RD Wilmington NC 28411  
Phone Number: 910-622-0044 E-mail: sodwg1@gmail.com

8. Briefly describe provisions for the following:  
Toilet facilities: Public Bathroom  
Trash disposal: TRASH CANS  
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)  
Parking: Public Parking

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

9. Will food be served? \_\_\_\_\_ (if yes, has permit from Health Dept. been obtained?) \_\_\_\_\_

Please explain: \_\_\_\_\_

**FOR OFFICE USE ONLY**

SEP Fee: <u>\$400</u>	PD Contract: <u>COI</u>
Facility Use Fee: <u>\$550</u>	OR Contract: <u>✓ Side Plan</u>
Security Deposit: <u>\$200</u>	COI: <u>Event Stage &amp; Softball</u>
Parking Fees: _____	<u>Movie - Cartoon "Surf's Up"</u>
Traffic Cones: _____	<u>Food Trucks</u>
TOTAL PAID: <u>\$1150</u>	CHECK #: <u>CC</u>
TOTAL DUE: <u>\$1150</u>	UNLOCK TOWN HALL BREAKER BOX? <u>✓ Civic Center</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 Sponsors TBD

\*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)? Yes

P.A. MUSIC / BAND?

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: SPEAKERS FACING BALL PARK

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

If so, what company is providing the equipment: WBLA

Describe equipment in detail and provide a sketched plan: TENT'S P.A. SEVENTEEN BAND??

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, t-shirt ART DRINKS like soft drink & Bottled candy + Popcorn

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

If so, please specify: \_\_\_\_\_

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

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

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

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

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

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

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

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

Signature: [Signature] Date: 7-8-26

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

To provide prior to event

BANDS



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

SEP Security Deposit:  
Participants / Fee

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

Non-profit organization?  
Yes  No

Tax Exempt ID: \_\_\_\_\_

Time between 8 am & 10 pm? Yes

Number of Hours 10+

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  
Must remove

Health Dept permit?  
Yes  No  Not Required

1. Description of event: SURF CONTEST  
(Longboard)

2. Event Day and Date: JUNE 20 2024  
 Timeframe needed: Set up 7:30-9:00  am/pm to Tear down 4:00-6:00  am/pm  pm  
 Event start time: 9:00  am/pm Event end time: 5:00  am/pm  pm

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

4. Location: Access 35

5. Individual making request: WBLA (President Shawn O'Donnell)  
 Complete Mailing Address: 722 SILVER LAKE RD WILMINGTON NC 28412  
 Phone Number: 910-622-0044 E-mail: sodwg1@gmail.com

6. Individual who will be on site and in charge of activity: SHAWN O'DONNELL  
 Complete Mailing address: 722 SILVER LAKE RD WILMINGTON NC 28412  
 Phone Number: 910-622-0044 E-mail: sodwg1@gmail.com

7. Sponsoring organization/corporation (if applicable): WBLA  
 Contact: SHAWN O'DONNELL  
 Complete Mailing Address: 722 SILVER LAKE RD WILMINGTON NC 28412  
 Phone Number: 910-622-0044 E-mail: sodwg1@gmail.com

8. Briefly describe provisions for the following:  
 Toilet facilities: Public  
 Trash disposal: TRASH CANS Must remove trash  
 (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)  
 Parking: PUBLIC PARKING

Electrical power and/or water needs: BRING OWN GENERATOR

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

Please explain: \_\_\_\_\_

**FOR OFFICE USE ONLY**

SEP Fee: <u>\$180</u>	PD Contract: <u>COI</u>
Facility Use Fee: _____	OR Contract: <u>Site Plan</u>
Security Deposit: _____	COI: <u>Must remove trash</u>
Parking Fees: _____	<u>Meet with P&amp;R and OR</u>
Traffic Cones: _____	TOTAL PAID: <u>\$180</u> <input checked="" type="checkbox"/> <u>Civilec</u> <u>prior to event day</u>
TOTAL DUE: <u>\$180</u>	Check #: <u>cc</u> UNLOCK TOWN HALL BREAKER BOX?

**FOR OFFICE USE ONLY**

Site plan included?  
 Yes  No  Not Required

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

Number needed: 1

Vehicle permit issued to:  
Shawn O'donnell

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

\*Full road closure required? Yes  No

If yes, do you have NCDOT approval? Yes  No

Police support requested? Yes  No  Not Required

PD Comments:

Fire Department support requested? Yes  No  Not Required

FD Comments:

Ocean Rescue support requested? Yes  No  Not Required

OR Comments:

EMS support required? Yes  No

Certificate of Insurance obtained? Yes  No  Not Required

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

PA and Music  
If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: SPEAKERS FACING OCEAN  
1 day

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

If so, what company is providing the equipment: WRLA  
Describe equipment in detail and provide a sketched plan: TENTS, PA, GENERATOR

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? \_\_\_\_\_

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.

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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: Shawn O'donnell Date: 2-8-26

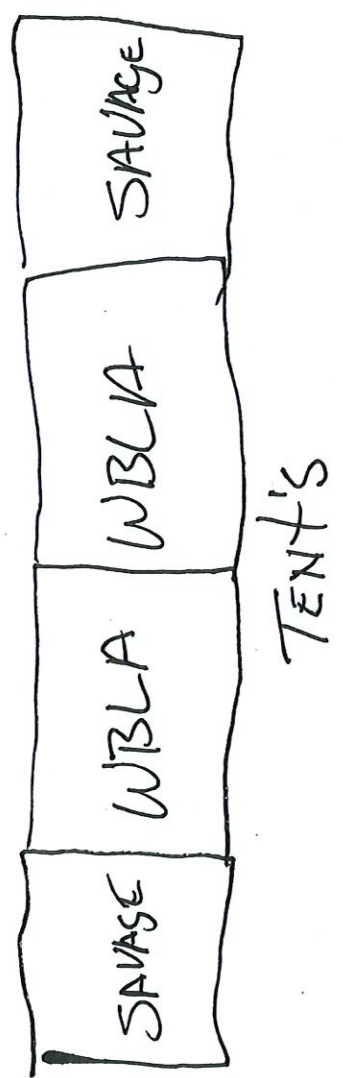
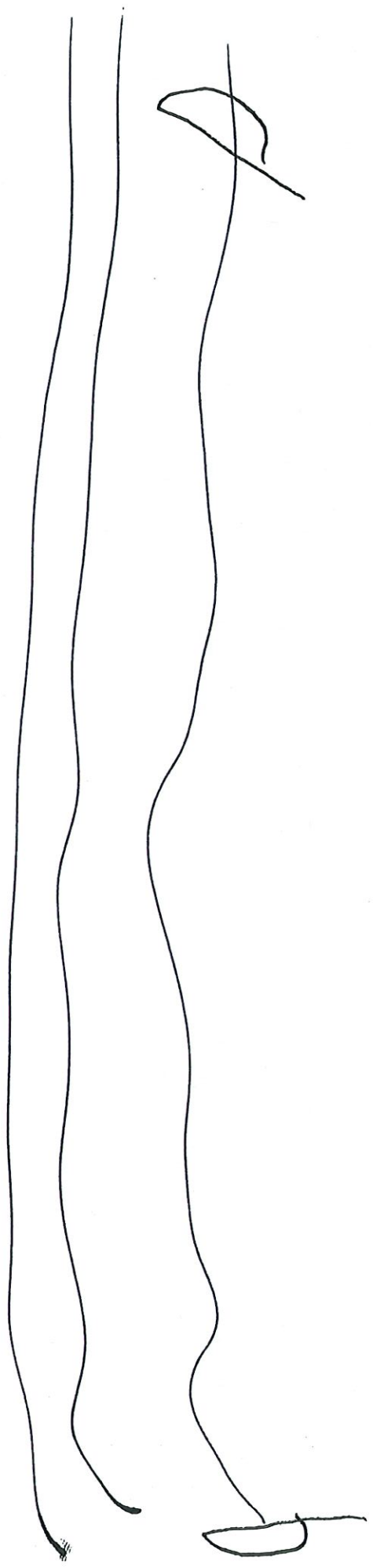
This application is hereby approved, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

July 18, 2025

To provide prior to the event

A-35  
All surfcontest  
will be the same



**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:  
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1-25	\$130
<input checked="" type="checkbox"/> 26-100	\$180
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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? yes

Number of Hours 10+

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 Must remove

Health Dept permit?  
Yes  No  Not Required

1. Description of event: SURF CONTEST (Longboard)

2. Event Day and Date: AUG 15 2026  
 Timeframe needed: Set up 7:30-9:00  am/pm to Tear down 4:00-6:00  am/pm  pm  
 Event start time: 9:00  am/pm Event end time: 5:00  am/pm  pm

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

4. Location: Access 35

5. Individual making request: WBLA (President Shawn O'Donnell)  
 Complete Mailing Address: 722 SILVER LAKE RD WILMINGTON NC 28412  
 Phone Number: 910-622-0044 E-mail: sodwg1@gmail.com

6. Individual who will be on site and in charge of activity: SHAWN O'DONNELL  
 Complete Mailing address: 722 SILVER LAKE RD WILMINGTON NC 28412  
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7. Sponsoring organization/corporation (if applicable): WBLA  
 Contact: SHAWN O'DONNELL  
 Complete Mailing Address: 722 SILVER LAKE RD WILMINGTON NC 28412  
 Phone Number: 910-622-0044 E-mail: sodwg1@gmail.com

8. Briefly describe provisions for the following:  
 Toilet facilities: Public  
 Trash disposal: TRASH CANS - Must remove  
 (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)  
 Parking: PUBLIC PARKING

Electrical power and/or water needs: bring own generator

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

Please explain: \_\_\_\_\_

**FOR OFFICE USE ONLY**

SEP Fee: <u>\$180</u>	PD Contract: <u>COT</u>
Facility Use Fee: _____	OR Contract: <u>Site Plan</u>
Security Deposit: _____	COI: <u>Must remove trash</u>
Parking Fees: _____	<u>Meet with P&amp;R and OR per</u>
Traffic Cones: _____	TOTAL PAID: <u>\$180</u> <input checked="" type="checkbox"/> Civic Rec
TOTAL DUE: <u>\$180</u>	Check #: <u>CC</u> UNLOCK TOWN HALL BREAKER BOX?

**FOR OFFICE USE ONLY**

Site plan included?  
 Yes  No  Not Required

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

Number needed: 1

Vehicle permit issued to:  
Shawn O'Donnell

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

\*Full road closure required?  Yes  No

If yes, do you have NCDOT approval?  Yes  No

Police support requested?  
 Yes  No  Not Required

PD Comments:

---

Fire Department support requested?  
 Yes  No  Not Required

FD Comments:

---

Ocean Rescue support requested?  
 Yes  No  Not Required

OR Comments:

---

EMS support required?  
 Yes  No

---

Certificate of Insurance obtained?  
 Yes  No  Not Required

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

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: SPEAKERS FACING OCEAN  
1 day

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes  
 If so, what company is providing the equipment: WRLA  
 Describe equipment in detail and provide a sketched plan: TENTS, PA, GENERATOR

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? \_\_\_\_\_  
 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.

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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: Shawn O'Donnell Date: 2-8-26

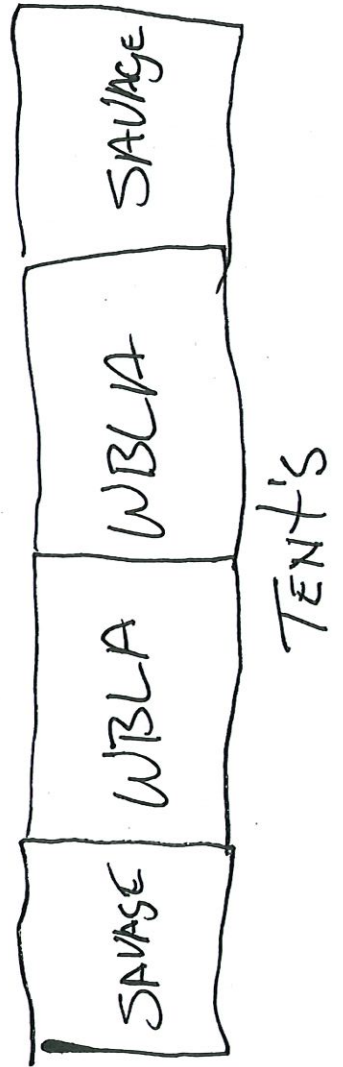
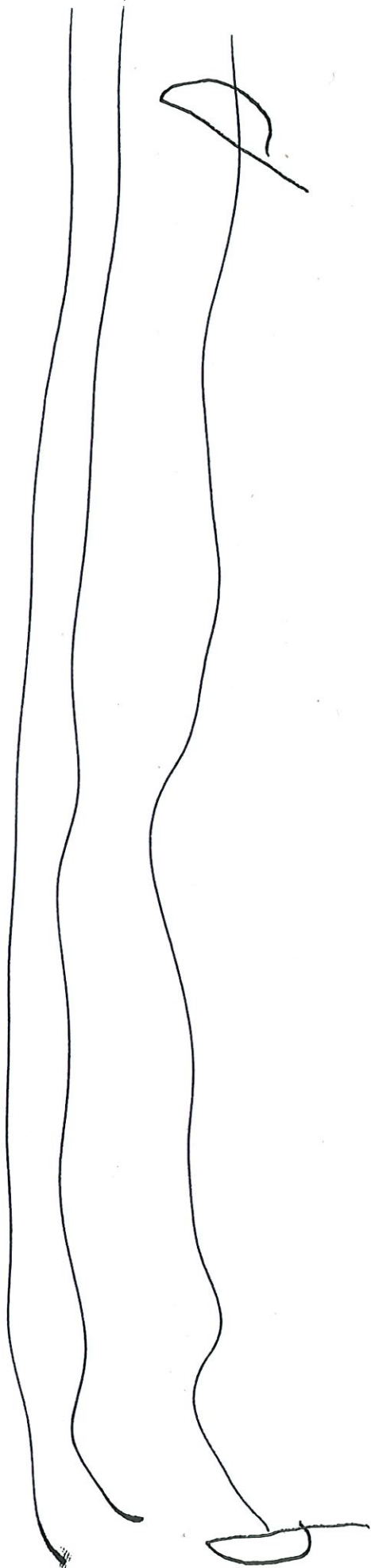
This application is hereby approved, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

July 18, 2025

To provide prior to event

A-35  
All sonfrontest  
will be the same



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

SEP Security Deposit:  
Participants / Fee

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

Non-profit organization?  
Yes  No

Tax Exempt ID: \_\_\_\_\_

Time between 8 am & 10 pm? yes

Number of Hours 10+

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   
Must remove

Health Dept permit?  
Yes  No  Not Required

1. Description of event: SURF CONTEST  
(Longboard)

2. Event Day and Date: Oct 3 2026  
 Timeframe needed: Set up 7:30-9:00  am/pm to Tear down 4:00-6:00  am/pm   
 Event start time: 9:00  am/pm Event end time: 5:00  am/pm

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

4. Location: 35

5. Individual making request: WBLA (President Shawn O'Donnell)  
 Complete Mailing Address: 722 SILVER LAKE RD WILMINGTON NC 28412  
 Phone Number: 910-622-0044 E-mail: sodwg1@gmail.com

6. Individual who will be on site and in charge of activity: Shawn O'Donnell  
 Complete Mailing address: 722 SILVER LAKE RD WILMINGTON NC 28412  
 Phone Number: 910-622-0044 E-mail: sodwg1@gmail.com

7. Sponsoring organization/corporation (if applicable): WBLA  
 Contact: Shawn O'Donnell  
 Complete Mailing Address: 722 SILVER LAKE RD WILMINGTON NC 28412  
 Phone Number: 910-622-0044 E-mail: sodwg1@gmail.com

8. Briefly describe provisions for the following:  
 Toilet facilities: Public  
 Trash disposal: TRASH CANS - Must remove trash  
 (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)  
 Parking: Public PARKING

Electrical power and/or water needs: bring own generator

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

Please explain: \_\_\_\_\_

**FOR OFFICE USE ONLY**

SEP Fee: <u>\$180</u>	PD Contract: <u>COI</u>
Facility Use Fee: _____	OR Contract: <u>Site Plan</u>
Security Deposit: _____	COI: <u>Must remove trash</u>
Parking Fees: _____	<u>Meeting with PDR and OR</u>
Traffic Cones: _____	TOTAL PAID: <u>\$180</u> <input checked="" type="checkbox"/> <u>Civillec</u> prior to event
TOTAL DUE: <u>\$180</u>	Check #: <u>CC</u> UNLOCK TOWN HALL BREAKER BOX?

**FOR OFFICE USE ONLY**

Site plan included?  
 Yes  No  Not Required

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

Number needed: 1

Vehicle permit issued to:  
Shawn O'Donnell

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

\*Full road closure required? Yes  No

If yes, do you have NCDOT approval? Yes  No

Police support requested?  
 Yes  No  Not Required

PD Comments:

---

Fire Department support requested?  
 Yes  No  Not Required

FD Comments:

---

Ocean Rescue support requested?  
 Yes  No  Not Required

OR Comments:

---

EMS support required?  
 Yes  No

---

Certificate of Insurance obtained?  
 Yes  No  Not Required

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

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: SPENKERS FACING OCEAN  
1 day

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes  
 If so, what company is providing the equipment: WRLA

Describe equipment in detail and provide a sketched plan: TENTS, PA, GENERATOR

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? \_\_\_\_\_  
 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.

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**See attached memo for additional stipulations.**

Signature: Shawn O'Donnell Date: 2-8-26

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

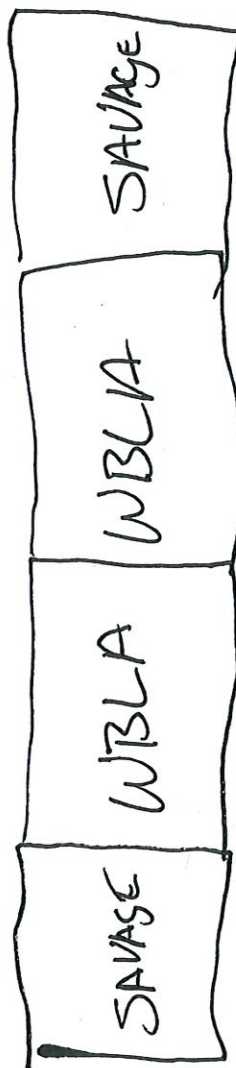
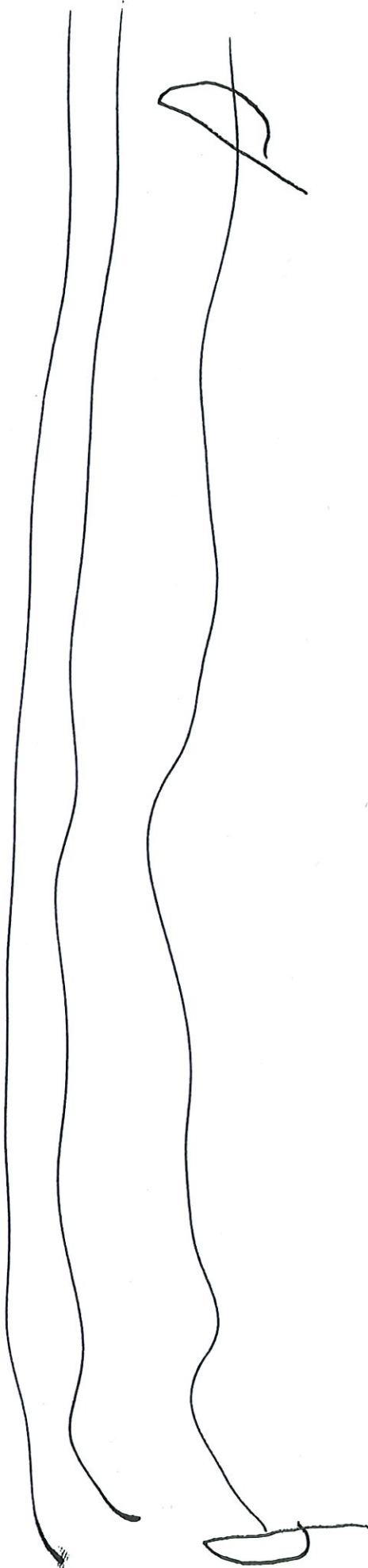
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 Special Events Coordinator, Town of Wrightsville Beach, North Carolina

July 18, 2025

Must provide prior to event.

A-35

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TENT'S

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Non-profit organization?  
Yes  No

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Time between 8 am & 10 pm? yes

Number of Hours 10+

Rain date necessary?  
Yes  No

Park Facility Reserved?  
Yes  No  Not Required

Portable toilets needed?  
Yes  No  Not Required

Trash Disposal Service?  
Yes  No  Must remove

Health Dept permit?  
Yes  No  Not Required

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 Event start time: 9:00  am/pm Event end time: 5:00  am/pm

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Security Deposit: \_\_\_\_\_ COI: Must remove trash

Parking Fees: \_\_\_\_\_ Meet with P&R and OR

Traffic Cones: \_\_\_\_\_ TOTAL PAID: \$180 ✓ Check prior to event day

TOTAL DUE: \$180 Check #: CC UNLOCK TOWN HALL BREAKER BOX? \_\_\_\_\_

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Certificate of Insurance obtained? Yes  No  Not Required

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July 18, 2025

A-35  
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