



**Wrightsville Beach Board of Alderman
REGULAR MEETING**

5:30 PM TUESDAY, JULY 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 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 meeting minutes of the 6-9-26 regular meeting.
- b. Acknowledgement of previously-approved special events for August.
- c. Approval of special event permits for recurring events and events occurring outside of the busy season as recommended by the Parks & Recreation Advisory Committee.
- d. Approval of Budget Ordinance (2026) 688-B implementing the 2026-27 pay scale.
- e. Approval of scheduling a special called joint meeting with the Planning Board for 9-8-2026 at 4:30pm in the Town Hall Conference Room.
- f. Approval of 1) scheduling a special called meeting for September 21-22, beginning at 9:30am on 9-21 for the purpose of conducting a strategic planning workshop facilitated by NCLM; 2) authorizing the Town Manager to execute an agreement with NCLM to facilitate the workshop; and 3) Budget Ordinance (2026) 689-B funding the workshop.

- g. Approval of rescheduling the August Board of Aldermen Meeting to 8-18-26 at 5:30pm.
- h. Approval of Budget Ordinance (2026) 693-B funding open purchase orders from FY25-26.

6. Presentations

- a. Presentation of life-saving awards to Police Department and Ocean Rescue personnel.

7. Public Hearing--None.

8. Regular Agenda

- a. Consider approval of the Parks & Recreation Needs Assessment Survey.
- b. Consider adoption of Ordinance (2026) 1872 increasing the penalty for failure to clean up dog waste.
- c. Consider 1) adoption of Resolution (2026) 2374 exempting the Town from the Mini-Brooks Act related to engineering services for the Waynick/Causeway/Lumina intersection project; 2) adoption of Budget Ordinance (2026) 690-B funding the project; and 3) authorizing the Town Manager to execute the contract.
- d. Consider approval of Budget Ordinances (2026) 691-B and 692-B which 1) add two additional Park Ranger positions to the Authorized Positions Chart; and 2) fund the additional Park Ranger positions and related vehicles and equipment.
- e. Consider approval of an improvement project at Harbor Way Garden.
- f. Consider approval of an Interlocal Agreement with New Hanover County for a building permitting system.
- g. Consider approval of an application in response to the WMPO's Special Call for Projects.

9. Other Items and Reports

10. Closed Session

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

BOARD OF ALDERMEN MINUTES

JUNE 9, 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. Caroline Jenkins, Little Chapel on the Boardwalk. The following were present:

Board of Aldermen

Ken Dull, Mayor
Jeff DeGroote, Mayor Pro-Tem
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
Brian Murray, Finance Director

PUBLIC COMMENTS

Lisa Weeks, 408 N. Channel Dr., spoke in favor of the consent agenda item, the naming of the first tennis court, in honor of Jackie Jenkins, who had recently retired after conducting tennis lessons for over 36 years.

Ellen Gannon, 112 Parmele Blvd., asked the Board to adopt a resolution asking the NCDOT to postpone the Military Cutoff/Eastwood overpass project until the bridge replacement projects are complete and to conduct a public meeting regarding the project.

Nicole and Frank Perry requested a modification to the ordinance regarding ocean-related activities in order to allow umbrella and beach chair rentals to oceanfront condominiums in the same manner afforded oceanfront hotels, to begin in 2027.

Doug Wilson, 12 W. Salisbury St., asked the Board to postpone any vote until 2027 regarding any change to the dogs on the beach ordinance. Wilson stated that the Town needed more park rangers to enforce beach rules and enhanced signage—both of which would be budget issues. Wilson also: 1) said there needed to be better enforcement of dog registration; and 2) the addition of volunteer beach ambassadors to educate beachgoers.

Sue Bulluck noted: 1) the visitor's center has been updated and would have an open house on 6/25; 2) there would be a Zoom meeting for businesses regarding the bridge replacement projects on 6/25; 3) asked the Board to adopt a resolution asking the NCDOT to postpone the Military Cutoff/Eastwood overpass project until completion of the bridge replacement projects.

CONSENT AGENDA

Prior to consideration of the Consent Agenda, the Board pulled Item C, approval of the special event permit for Ironman 2027.

Upon motion by Partin, seconded by DeGroote and carried unanimously, the remainder of the Consent Agenda was approved. It consisted of: 1) approval of the open and closed session minutes of the 5-12-26 regular meeting; 2) acknowledgement of previously-approved special events for July;

3) approval of amendments to ESA SNC Surf Contest special event permits; 4) adoption of Resolution (2026) 2373 adopting the 2026 Hurricane Operations Plan; and 5) approval of an application for the Naming of Town Assets: Tennis Court in Honor of Jackie Jenkins.

Regarding Item C, Schoen expressed concern regarding the approval of the 2027 Ironman special event due to the closure of Causeway Dr. and the scheduling for Sunday rather than Saturday. DeGroote noted that the Board had decided to go forward with special events while reserving the right to make adjustments as the actual impacts from the bridge replacement projects were known. Carus-Childers stated that she, Police, Ocean Rescue and Ironman officials had developed the proposed plan. Event organizer Sami Winter stated that Sunday was being proposed due to the timing of the tide change on Saturday. After discussion, and upon motion by DeGroote, seconded by Partin and carried unanimously, the Board approved the special event permit with the date being changed from Sunday to Saturday.

CONSIDER A PRESENTATION ON AND APPROVAL OF THE FY26-27 MARKETING ADVISORY COMMITTEE BUDGET

Ryan Smith, Chair, introduced Megan Buchbinder, TDA Liaison to the Marketing Committee. Buchbinder stated that New Hanover County had estimated an increase in the marketing budget of 12.47% based on last year's ROT revenues. The proposed WB marketing budget is proposed at \$1,176,978. Key changes were: 1) no longer being under contract with an agency of record, thereby saving agency fees; 2) adding a visitor and community engagement line item; 3) destination rebranding; and 4) increase in advertising including additional effort in the shoulder seasons. Upon motion by Partin, seconded by DeGroote and carried unanimously, the Board approved the budget as proposed.

DOGS ON THE BEACH ORDINANCE

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

Brigman noted that the Working Group had: 1) evaluated multiple options for expanding allowances for dogs on the beach; 2) compared other beach community rules to determine what might work in WB; 3) identified the challenges and impacts to quality of life, environmental and wildlife habitats, cleanliness, and overall upkeep of the beach; and 4) discussed pros and cons, enforcement challenges, and other solutions to improve rule compliance.

Enforcement and personnel challenges were noted as: 1) current violations occur regularly; 2) limited personnel to catch violators; 3) 110 citations issued in 2025; 4) Public Works staff remove dog waste daily (5-10 waste piles a day); 5) public health concerns with dog waste on the beach and in the water; 6) Federal ADA laws impact enforcement; and 7) enforcement expectations versus reality.

Brigman reviewed the options considered by the Working Group: 1) Make no changes to the current ordinance, which allows on-leash dogs anytime, except between April 1 and 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) allow dogs on the beach between the hours of 6am-9am during the current period of time when dogs are restricted; and 4) allow dogs on the beach year-round, outside the hours of 9am-6pm.

The Working Group consensus was Option 3; to allow dogs on the beach between the hours of 6am-9am during the current period of time when dogs are restricted (April 1 – Sept 30). Brigman noted that this was not unanimous, with some members wanting more allowances, and others wanting fewer.

Brigman stated that when staff brought that recommendation to the Board of Aldermen, it was directed to take the issue to the Planning Board, which considered the issue at their March and April meetings. During the March meeting, the Planning Board voted 5-2 against the recommendation from the Dogs on the Beach Working Group. The matter was discussed again at the April meeting to consider all possible options, and the Board voted unanimously to not expand the current allowance for dogs on the beach and also voted to increase the fines from \$250 to \$1,000.

Administrative and enforcement recommendations which resulted from both the Working Group and Planning Board were: 1) any change implemented would be done on a one-year trial basis with future action of the Board being required to make it a permanent change; 2) limit/restrict dogs from accessing vulnerable areas of the island to protect nesting and migrating birds (North of Shell Island, 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.

Members of the Board expressed appreciation to the Working Group and Planning Board for their efforts to develop solutions to this issue. There was then a discussion among Board members, with the consensus being that the Board would consider an increase in the fine for failure to clean up dog waste at its next meeting. It was also the consensus of the Board that any other changes to the ordinance would be considered in connection with discussion of the FY27-28 budget, as the issue of adding additional park ranger positions would need to be considered with any proposed changes.

CONSIDER APPOINTMENTS TO THE MARKETING ADVISORY COMMITTEE

It was noted that there were 3 positions available for appointment/reappointment with terms ending 6/2028. Using ballots, the Board appointed Lisa Corley, Ryan Smith and Ned Leary to the Committee. Detailed votes were as follows:

MARKETING ADVISORY COMMITTEE	
APPLICANT	VOTE
Lisa Corley	Baggett, Schoen, Dull, Partin
Ryan Smith	Baggett, Schoen, Dull, Partin
Sue Bulluck	
Ned Leary	Baggett, Schoen, Dull, Partin, DeGroote
Jan Turpin	
Tracey Himmel	

OTHER ITEMS & REPORTS:

- A. **Alderman Schoen:** reported on the Ports, Waterway and Beaches Commission meeting.
- B. **Alderman Partin:** noted 1) that there were 3 active sea turtle nests on the strand and urged people to be cognizant of lighting; 2) that the MPO had removed the Independence Extension project from the 10 year plan; and 3) she would be attending the TDA meeting on 6/10.
- C. **Alderman Baggett:** noted that the Parks & Recreation Advisory Committee would be meeting on 6/16 and would be discussing the Parks & Recreation Master Plan survey.

- D. Mayor Pro Tem DeGroote:** congratulated the Police Department and Ocean Rescue on the recent successful life-saving effort on the north end; thanked the Fire Department for its response to his business location.
- E. Mayor Dull:** noted that state legislators had been contacted to seek modifications to a bill which could potentially disallow the use of ROT funds for the ocean rescue program.
- F. Town Manager Brigman:** noted 1) the Bridge Replacement Committee would be meeting on 6/15; 2) the start date for the replacement of the small bridge on Salisbury St. was announced as November 2026; 3) the Town had received approval, using Town funds, to improve the Waynick/Causeway/Lumina intersection prior to the bridge replacement projects which would involve adding 2 left turn lanes off of Waynick onto Causeway and relocating a crosswalk; and 4) the CFPUA redundant line project should be completed in the next 30 days.
- G. Town Clerk Heater:** nothing to report.
- H. Town Attorney Richardson:** nothing to report.

There being no further business, the meeting was adjourned at 6:44pm.

Respectfully submitted,
Lance G. Heater, Town Clerk

APPROVED SPECIAL EVENTS

August 2026

Distribution List:

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

Evan Morigerato, Public Works
Danny Floyd, Public Works
Ashley Reid, Public Works
Samantha Johnson, Public Works
Tony Wilson, Planning & Parks
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.

Bold print indicates event pending BOA

Indicates event requiring a road closure.

DATE	TIME	NUMBER OF PARTICIPANTS	ACTIVITY	NAME	LOCATION	Vehicle on Beach Permit
Sat 8/1	1:00 pm - 5:00 pm	65	Family Reunion	Beale / Davis	WB Park Event Stage and both Picnic Shelters	EVENT CANCELLED
Mon 8/3	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	WB Park Softball Field	
Mon 8/3	9:00 am - 10:30 am	10	Bird Walk	Audubon NC	Beach strand at access 43	
Tue 8/4	4:30 pm - 7:30 pm	65	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer Field	
Thurs 8/6	6:30 pm - 8:00 pm	500	TOWB Concert in the Park (rain date)	WBPR	WB Park Event Stage	
Fri 8/7	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 8/8	6:30 am - 5:00 pm	199	WB Wahine Classic	Pickett	Beach strand at accesses 30-32 alternate location 34-35	2
Sun 8/9	6:30 am - 5:00 pm	199	WB Wahine Classic	Pickett	Beach strand at accesses 30-32 alternate location 34-35	2
Mon 8/10	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	WB Park Softball Field	
Mon 8/10	9:00 am - 10:30 am	10	Bird Walk	Audubon NC	Beach strand at access 43	
Tue 8/11	4:30 pm - 7:30 pm	65	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer Field	
Fri 8/14	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 8/15	9:00 am - 1:00 pm	65	Wedding	Campbell	Beach strand at Holiday Inn	
Mon 8/17	6:30 am - 5:00 pm	800	Surfer's Healing Surf Event	Bascome	Beach strand from Stone Street to Birmingham Street	
Mon 8/17	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	WB Park Softball Field	
Mon 8/17	9:00 am - 10:30 am	10	Bird Walk	Audubon NC	Beach strand at access 43	
Tue 8/18	4:30 pm - 7:30 pm	65	Wrightsville Beach Lacrosse	Bendjy	WB Park Soccer Field	

APPROVED SPECIAL EVENTS

August 2026

Fri 8/21	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 8/22	6:30 am - 5:00 pm	100	ESA SNC Surf Contest	Hufham	Beach strand at access 4	
Sun 8/23	10:00 am - 5:00 pm	100	ESA SNC Surf Contest rain date	Hufham	Beach strand at access 4	
Mon 8/24	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	WB Park Softball Field	
Fri 8/28	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Mon 8/31	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	WB Park Softball Field	

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

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

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

MEMORANDUM

To: Mayor Dull and Board of Aldermen

From: Katie Carus-Childers, Parks & Recreation Director

Subject: Special Event Permit Applications *Katie*

Date: July 1, 2026

Attached for the Board's consideration are the following special event permit applications for recurring events and events occurring outside the busy season between March and September. These applications have been reviewed by staff and the Parks and Recreation Advisory Committee with no concerns.

- 1) Surfers Healing NC Autism Camp**
Monday, August 17, 2026
9:00 am – 4:30 pm (setup 6:30 am – tear down 5:00 pm)
Birmingham to Stone Street
Approximately 800 people throughout the day
- 2) The Climb - Perinatal Mental Health Support**
October 10, 2026, 9:00 – 11:00 am (setup 7:00 am / tear down 12:00 pm)
Wrightsville Beach Park Event Stage
Approximately 50 – 100 people
- 3) YMCA Triathlon**
Bike Check in: Friday, September 25, 2026
Race Event: Saturday, September 26, 2026
Banks Channel, WB Park, Loop
Approximately 750 / 1,500
- 4) Grace Baptist Church Easter Sunrise Service**
Sunday, March 28, 2027, 6:30 am (set up to tear down 6:15 – 7:45 am)
Beach access 2, parking/shuttling from beach access 8 (north of Holiday Inn)
Approximately 200 people

REQUESTED ACTION: Approve Special Event Permit applications as presented.

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

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

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

FOR OFFICE USE ONLY

New ☐ Recurring ☒

PRAC Recommendation:

Approve

Approve w/ Conditions

Do Not Approve

Participants / Fee Per Day:

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

SEP Security Deposit:

Participants / Fee

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

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

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

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

Organizer to remove

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: Surfers Healing NC Autism Camp

2. Event Day and Date: Monday August 17, 2026

Timeframe needed: Set up 6:30 AM am/pm to Tear down 5:00 PM am/pm

Event start time: 9:00 AM am/pm Event end time: 4:30 PM am/pm

3. Estimated number of participants (including spectators): 800

4. Location: Stone Street access to Birmingham access

5. Individual making request: Nikki Bascome

Complete Mailing Address: 4104 Waylon Rd, Wilmington NC 28411

Phone Number: 910-233-7011 E-mail: admin@surfershealingnc.org

6. Individual who will be on site and in charge of activity: Nikki Bascome/Jeff Ekberg

Complete Mailing address: 4104 Waylon Rd, Wilmington NC 28411

Phone Number: 910-233-7011 E-mail: admin@surfershealingnc.org

7. Sponsoring organization/corporation (if applicable): Surfers Healing Autism Foundation

Contact: Nikki Bascome

Complete Mailing Address: 4104 Waylon Rd Wilmington NC 28411

Phone Number: 910 233 7011 E-mail: admin@surfershealingnc.org

8. Briefly describe provisions for the following:

Toilet facilities: portable restrooms at Birmingham St access

Trash disposal: We will remove all trash from island by truck at close of event
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: Port City Community Church with shuttle running throughout the day

Electrical power and/or water needs: N/A

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

Please explain: Food is donated & delivered by local restaurants

FOR OFFICE USE ONLY

SEP Fee: \$600 ck 1033

PD Contract:

COI

Facility Use Fee: —

OR Contract:

Review activities with OR

HOLD
Security Deposit: \$1,000 ck 1034

COL:

2 weeks prior w/current beach conditions

Parking Fees:

Traffic Cones:

TOTAL PAID:

\$600 + 50

TOTAL DUE: \$1,600

Check #: 1033

UNLOCK TOWN HALL BREAKER BOX?

✓ Civic Rec

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:

Surfers Healing
Unload equip

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

Yes ☐ No ☒

*Full road closure

required? Yes ☐ No ☒

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

Police support requested?

Yes ☐ No ☒ Not Required ☐

PD Comments:

Fire Department support requested?

Yes ☐ No ☒ Not Required ☐

FD Comments:

None 5/1

Ocean Rescue support requested?

Yes ☒ No ☐ Not Required ☐

OR Comments:

None 5/1

EMS support required?

Yes ☒ No ☐

Certificate of Insurance obtained?

Yes ☐ No ☒ Not Required ☐

To provide for event

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

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: on the beach facing the ocean to not disturb residents

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

If so, what company is providing the equipment: Tents, tables, banners from Surfers Healing

Describe equipment in detail and provide a sketched plan: Sketch of setup attached

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. We will have t-shirts, rashguards, and hats for participants to purchase

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: Nikki Bascome Date: 4/28/2020

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

SURF ZONE



Life
Jacket
tent

Children play area



Lifeguard



Food tent
IF USED



Volunteer
Sign-in

(camp director stationed here)



Tshirt sales



Family
Sign-in

OCEAN RESCUE/POLICE RIGHT OF WAY

BIRMINGHAM

Port-a-potties

OCEANIC

STONE STREET

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

P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925**FOR OFFICE USE ONLY**☒ New ☐ Recurring

PRAC Recommendation:

☐ Approve☐ Approve w/ Conditions☐ Do Not Approve

Participants / Fee Per Day:

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

SEP Security Deposit:

Participants / Fee

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

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID: To provide

Time between 8 am & 10 pm? Self

Number of Hours

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☒ No ☐ Not Required

Portable toilets needed?

Yes ☐ No ☒ Not Required

Trash Disposal Service?

Yes ☐ No ☐ Not Required

Health Dept permit?

Not Required

1. Description of event: The Climb is a free, family-friendly annual event supporting perinatal mental health

Leaders and therapists share resources, psychoeducation, and community support, with activities such

family yoga, speakers2. Event Day and Date: October 10, 2026Timeframe needed: Set up 7am ☒ am/pm to Tear down 12pm ☒ am/pmEvent start time: 9 ☒ am/pm Event end time: 11 ☒ am/pm3. Estimated number of participants (including spectators): 50 - 1004. Location: WB stage and the grassy area in front5. Individual making request: Emily BarlasComplete Mailing Address: 2012 MacCumber Lane, Wilmington NC 28403Phone Number: 9104093329 E-mail: emily@capefearpsych.com6. Individual who will be on site and in charge of activity: Emily BarlasComplete Mailing address: 2012 MacCumber Lane, Wilmington NC 28403Phone Number: 9104093329 E-mail: emily@capefearpsych.com7. Sponsoring organization/corporation (if applicable): Postpartum Support InternationalContact: Dani GiddensComplete Mailing Address: 6706 SW 54th Avenue Portland, Oregon 97219-1335 USAPhone Number: 503-894-9453 E-mail: dani@postpartum.net

8. Briefly describe provisions for the following:

Toilet facilities: WB public toiletsTrash disposal: Minimal trash expected. All trash will be disposed of

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

Parking: Public WB parkingElectrical power and/or water needs: Plug for microphone9. Will food be served? Yes If yes, has permit from Health Dept. been obtained? NoPlease explain: Child friendly pre-packaged snacks will be available, along with juice boxes and water**FOR OFFICE USE ONLY**SEP Fee: \$180PD Contract: COIFacility Use Fee: \$90OR Contract: FeesSecurity Deposit: \$200COI: Parking InfoParking Fees: TrashTraffic Cones: \$470TOTAL PAID: ✓ CiviclecTOTAL DUE: \$270
+ \$200Check #: CC

UNLOCK TOWN HALL BREAKER BOX?

Site plan included?
Yes ☒ No ☐ Not Required

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

Number needed: _____

Vehicle permit issued to: _____

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

*Full road closure required? Yes ☐ No ☒

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

Police support requested?
Yes ☐ No ☒ Not Required

PD Comments: _____

Fire Department support requested?
Yes ☐ No ☒ Not Required

FD Comments: _____

Ocean Rescue support requested?
Yes ☐ No ☒ Not Required

OR Comments: _____

EMS support required?
Yes ☐ No ☐

Certificate of Insurance obtained?
Yes ☐ No ☐ Not Required

To provide prior to event

to help attendees hear speakers clearly from the stage, projected through a single speaker.

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Single speaker projected from stage towards grassy area. Moderate noise level to be heard by attendees throughout event.

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

If so, what company is providing the equipment: Postpartum Support International Banner

Describe equipment in detail and provide a sketched plan: Tables highlighting community resources in grassy area. Plan attached

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.

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.

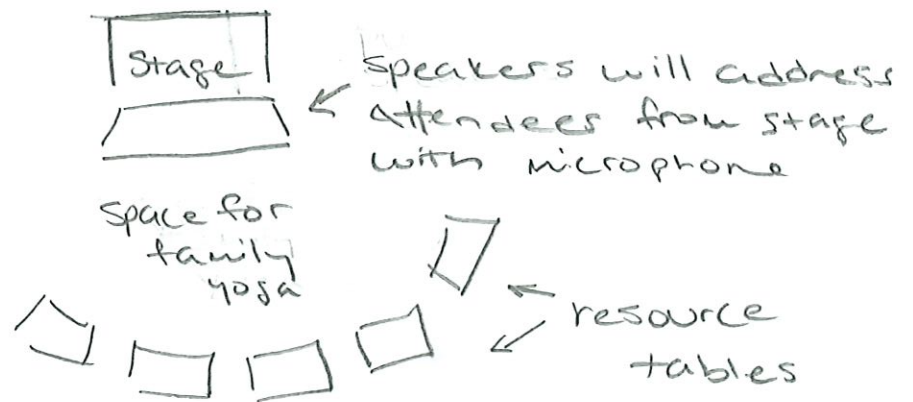
See attached memo for additional stipulations.

Signature: Emily Barclay Date: 5/4/2024

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

The Climb
October 10, 2024
Special Event Plan



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:

9/25
9/26
☐ 1-25 \$130
☐ 26-100 \$180
☐ 101-199 \$250
☐ 200-400 \$400
☐ 401-600 \$500
☒ 601-1,000 \$600
☒ 1,001-2,000 \$700
☐ 2,001-3,000 \$800
☐ 3,001-4,000 \$900
☐ 4,001+ \$1,500

SEP Security Deposit:
Participants / Fee

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

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between 8 am & 10 pm? Setup prior

Number of Hours all day

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☐ No ☐ Not Required ☐

Portable toilets needed?

Yes ☐ No ☐ Not Required ☐

Trash Disposal Service?

Yes ☐ No ☐ Not Required ☐

Health Dept permit?

Yes ☐ No ☐ Not Required ☒

1. Description of event: YMCA Wrightsville Beach Triathlon Bike Check and Packet Pickup

2. Event Day and Date: Friday September 25, 2025

Timeframe needed: Set up 10:00 am/pm to Tear down am/pm

Event start time: 2:00 am/pm Event end time: 8:00 am/pm

3. Estimated number of participants (including spectators): 750

4. Location: Wrightsville Beach Park

5. Individual making request: Tom Clifford

Complete Mailing Address: 513 Bayfield Dr Wilmington, NC 28411

Phone Number: 910-297-4973 E-mail: tom@iamwithoutlimits.com

6. Individual who will be on site and in charge of activity: Tom Clifford

Complete Mailing address: 513 Bayfield Dr Wilmington, NC 28411

Phone Number: 910-297-4973 E-mail: tom@iamwithoutlimits.com

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

Contact: Ashley Barnes

Complete Mailing Address: 2710 Market Street Wilmington, NC 28403

Phone Number: 910-251-8196 E-mail: ashley.barnes@ymcasenc.org

8. Briefly describe provisions for the following:

Toilet facilities: Portable Facilities

Trash disposal: Wall Trash or GFL Cans around the venue

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

Parking: Request for all hard lots and grass parking around town hall

Electrical power and/or water needs: Yes

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

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: <u>\$600</u> <u>\$700</u>	PD Contract: <u>Invoice/Fees</u>
Facility Use Fee: <u>_____</u>	OR Contract: <u>COI</u>
Security Deposit: <u>\$1,500</u>	COL: <u>Contracts for PD & OR</u>
Parking Fees: <u>_____</u>	<u>Meeting</u>
Traffic Cones: <u>_____</u>	TOTAL PAID: <u>Trash disposal service?</u>
TOTAL DUE: <u>_____</u>	Check #: <u>Vendor List</u>
	<u>NC DOT Approval January 11, 2024</u>

Package food & permitted trucks on race day.

Wynn Plaza Toilets Page 17 of 97

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required ☐

Permit(s) needed for vehicle on the beach?

Yes ☐ No ☒

Number needed: _____

Vehicle permit issued to: _____

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

Yes ☒ No ☐*Full road closure required? Yes ☒ No ☐*Causeway for race day*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 ☐*If available*

OR Comments:

EMS support required?

Yes ☒ No ☐*Race day only*

Certificate of Insurance obtained?

Yes ☐ No ☐ Not Required ☐

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

PA announcements from 2:00pm to 7:00pm

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

Speakers will be placed at the transition field and facing the fields

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes ☒If so, what company is providing the equipment: Set Up Events and Without LimitsDescribe equipment in detail and provide a sketched plan: Plans in attached documentation

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. Triathlon merchandise and race vendors similar to a farmers market13. Is police assistance necessary? No ☐ *Are you requesting the closing of any streets? No ☐

If so, please specify: _____

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

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

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

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

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

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

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

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

See attached memo for additional stipulations.

Signature: *[Signature]*Date: 5-6-2026

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

Page 18 of 97

Must provide prior to event

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

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

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

FOR OFFICE USE ONLY

☐ New ☐ Recurring

PRAC Recommendation:

☐ Approve
☐ Approve w/ Conditions
☐ Do Not Approve

Participants / Fee Per Day:

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

SEP Security Deposit:
Participants / Fee

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

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between Start & Setup
8 am & 10 pm? 9:00

Number of Hours 9

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☒ No ☐ Not Required ☐

Portable toilets needed?

Yes ☒ No ☐ Not Required ☐

Trash Disposal Service?

Yes ☐ No ☐ Not Required ☐

Health Dept permit?

Yes ☐ No ☒ Not Required ☐

Permitted Food Trucks

1. Description of event: YMCA Wrightsville Beach Triathlon

2. Event Day and Date: Saturday September 26, 2026

Timeframe needed: Set up 4:00 am/pm to Tear down 1:00 am/pm ☐ ☒

Event start time: 6:50 am/pm Event end time: 11:00 am/pm ☐ ☒

3. Estimated number of participants (including spectators): 1500

4. Location: Wrightsville Beach Park, Seapath, Blockade Runner, John Nesbitt Loop

5. Individual making request: Tom Clifford

Complete Mailing Address: 513 Bayfield Dr Wilmington, NC 28411

Phone Number: 910-297-4973 E-mail: tom@iamwithoutlimits.com

6. Individual who will be on site and in charge of activity: Tom Clifford

Complete Mailing address: 513 Bayfield Dr Wilmington, NC 28411

Phone Number: 910-297-4973 E-mail: tom@iamwithoutlimits.com

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

Contact: Ashley Barnes

Complete Mailing Address: 2710 Market Street Wilmington, NC 28403

Phone Number: 910-251-8196 E-mail: ashley.barnes@ymcasenc.org

8. Briefly describe provisions for the following:

Toilet facilities: 44 total (30 at town hall and 6 at Wynn Plaza Parking Lot)

Trash disposal: Wall Trash or GFL Cans around the venue

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

Parking: Request for all hard lots and grass parking around town hall

Parking crew will be On Target Staffing

See attached parking location plan

Electrical power and/or water needs: Yes

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

Please explain: Food trucks on site with their own permit. Typical post race packaged snacks for athletes

FOR OFFICE USE ONLY

SEP Fee: See Friday Events PD Contract: See Friday Events
Facility Use Fee: See Friday Events OR Contract: See Friday Events
Security Deposit: See Friday Events COL: See Friday Events
Parking Fees: See Friday Events
Traffic Cones: See Friday Events TOTAL PAID: See Friday Events
TOTAL DUE: See Friday Events Check #: See Friday Events

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required ☐

Permit(s) needed for vehicle on the beach?

Yes ☐ No ☒

Number needed: _____

Vehicle permit issued to: _____

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

Yes ☒ No ☐*Full road closure required? Yes ☒ No ☐CausewayIf 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 ☐If available
OR Comments:

EMS support requested?

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)? _____

PA announcements from 5:00am to 10:30am and Music from 6:00am to 11:00am

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

Speakers will be placed in the transition field and facing the fields

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes ☒If so, what company is providing the equipment: Set Up Events and Without LimitsDescribe equipment in detail and provide a sketched plan: Plans in attached documentation

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. Triathlon merchandise and race vendors similar to a farmers market13. Is police assistance necessary? Yes ☒ *Are you requesting the closing of any streets? Yes ☒If so, please specify: See TCP: Causeway Dr. between Seapath and Town HallWaynick by Blockade Runner will have 1 Lane closure along with 1 lane of the bridge.

*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: 5-6-2026

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

Page 20 of 97

Must provide prior to event.

TRAFFIC NOTICE

Dear Resident or Merchant,

On Saturday, September 26, 2026 the 46th Annual YMCA Wrightsville Beach Sprint Triathlon, presented by Novant, will take place between 6:30 AM and 10:30 AM. Hundreds of athletes will swim, bike, and run through Wrightsville Beach and portions of Wilmington to support the YMCA of Southeastern North Carolina.

What to Expect on Race Morning

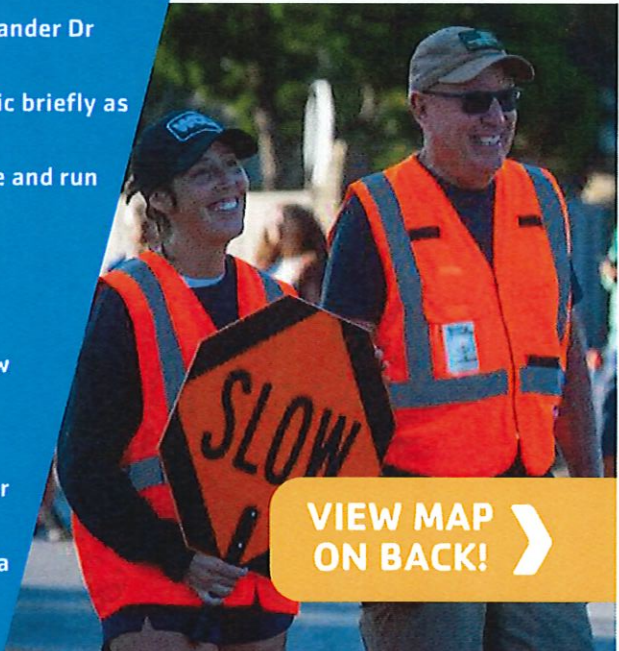
- Oleander Dr — reduced to one lane in each direction from 7:30 AM to 10:15 AM. Expect slow-moving traffic at Oleander Dr & Greenville Loop Rd.
- Airline Rd Residents — between 6:30 AM and 9:00 AM please exit toward Oleander Dr (away from the beach) when driving out.
- Greenville Loop & Pine Grove — rolling bike course; deputies will pause traffic briefly as cyclists pass.
- Causeway Dr & Wrightsville Beach Bridge — intermittent delays for both bike and run legs; the bridge remains open to vehicles but plan extra time.

Tips for a Smooth Morning

- Plan departures before 7:15 AM or after 10:00 AM whenever possible.
- If you must travel during the race, allow 10–15 extra minutes and follow deputy directions.
- Share this notice with employees, tenants, or guests who may be affected.

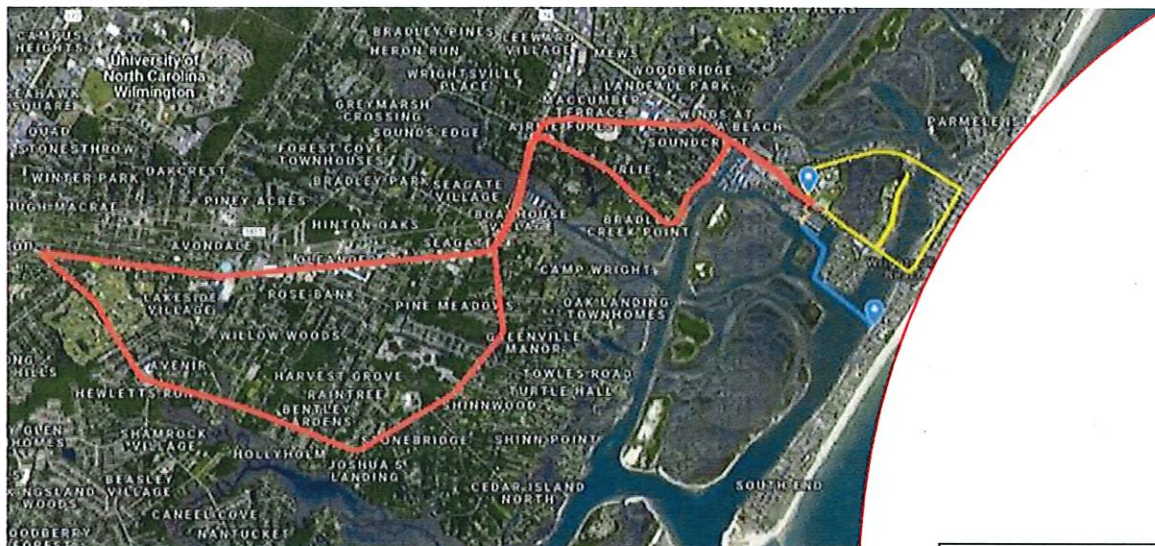
We recognize these temporary changes can be inconvenient and appreciate your patience.

Thank you for helping make the 46th YMCA Wrightsville Beach Sprint Triathlon a safe and memorable event!



VIEW MAP
ON BACK! ➔

If you have any questions, please contact ymcawbtri@gmail.com



**PRSR STD
ECRWSS
U.S.POSTAGE
PAID
EDDM Retail**

Learn More at ymcawbtri.com

**LOCAL POSTAL
CUSTOMER**

Swim	6:30 – 7:10 AM	Banks Channel (sound-side of Wrightsville Beach)
Bike	7:30 – 10:30 AM	Airlie Rd → Oleander Dr → Greenville Loop Rd → Pine Grove Dr → Oleander Dr → Causeway Dr back to the beach
Run	7:45 – 10:30 AM	Beach-side neighborhoods and Causeway Dr finishing at Wrightsville Beach Park



Town of Wrightsville Beach

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

REQUEST FOR OFF-DUTY PUBLIC SAFETY EMPLOYMENT

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

Services Requested:

☐ Fire Department

☒ Ocean Rescue

☒ Police Department

☐ Park Ranger

Purpose of Request

Event Name/Purpose of Contract: YMCA Wrightsville Beach Triathlon

Description of Activity: Triathlon (Swim Bike Run)

Date of Event: 9-26-2026 Start Time: 6:50 ☒ AM ☐ PM End Time: 11:00 ☒ AM ☐ PM

Contact Information

Name of contact person present at event: Tom Clifford Cell# 910-297-4973

Name of Applicant: Tom Clifford

Cell# _____

Applicant's Relation to Activity: Event Director

Billing Information

Business Name: YMCA of Southeastern North Carolina Telephone: 910-251-8196

Billing Address: 2710 Market Street Wilmington, NC 28403

Street Address: _____

Contract Rates (Four-Hour Minimum)

Contact Information		Description	Qty Req	Rate	FOR OFFICE USE ONLY
(910) 256-7920	Fire Chief	Firefighters		@ \$50.00/hour	\$
(910) 256-7920	Dave Baker	Lifeguards	10	@ \$50.00/hour	\$
		Personal Watercraft	2-4	@ \$50.00/hour	\$
		Ocean Rescue ATV		@ \$50.00/hour	\$
(910) 256-7945	Captain Bishop	Police Officers	8	@ \$50.00/hour	\$
		Police Vehicle		@ \$50.00/day	\$
(910) 256-7937	Tony Wilson	Park Ranger		@ \$50.00/hour	\$
		Park Ranger Vehicle		@ \$50.00/day	\$
Total Contract Amount					\$

Please provide a summary of expected duties. Additional notes may be continued on the back of this form.

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

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

TLC

Signature of Applicant

5-6-2026

Date

FOR TOWB STAFF USE ONLY:

Approved by Fire Chief

Date

Approved by Planning & Parks Director

Date

Approved by Police Chief

Date

Approved by Town Manager

Date

Invoice mailed (initial, date) _____

Payment received (initial, date) _____

PERMIT REQUIRED? ☐ FILMING ☐ SPECIAL EVENT ☐ NONE REQUIRED

2026 YMCA Wrightsville Beach Triathlon

2026 YMCA WRIGHTSVILLE BEACH TRIATHLON

Operations, Safety & Traffic Plan

Race Date: Saturday, September 26, 2026

[COURSE MAP](#)

2026 Safety Plan

Event: 2026 YMCA Wrightsville Beach Triathlon

Location: Swim start at the Blockade Runner

Race Director: Tom Clifford

Assistant: Kristen Smith

Safety

- Lifeguards stationed from the Blockade Runner sound side shoreline to Seapath Marina
- At least one lifeguard or water support per 35 participants
- Lifeguards will be on kayaks, paddleboards, and at least two motorized boats for emergency extractions

Race Start

- Begins in waves
- Colored caps provided for each wave to monitor swim duration

Emergency Services

- Dedicated EMS unit on site throughout the event
- Ambulance stationed at Blockade Runner (Swim Start)
 - Will move to Finish Line

Rescue Points

- Swimmers in distress during the channel cross will be escorted back to Blockade Runner
 - EMS will be on Standby
- Post-channel crossing distress: swimmers will exit at Harbor Island Park or be placed in a rescue boat

Traffic Control

- Police stationed at all traffic intersections crossed by participants

Youth Triathlon

- Additional parents and staff in the water
- Course layout: out and back with 1 buoys
- Mandatory walk-through the evening before the event

Event Timeline

YMCA Wrightsville Beach Triathlon — September 25–26, 2026

FRIDAY, SEPTEMBER 25, 2026	
10:00 AM	Crew arrives at WB Park to set up: • Ice, tents, possible stage, bathrooms, music • Vendor and Transition Area (TA) setups
2:00 PM – 7:00 PM	Packet pickup at the park
Parking	Spaces will be blocked in front of Blockade Runner
5:00 PM – 6:00 PM	Athlete meetings at WB Park
SATURDAY, SEPTEMBER 26, 2026 — RACE DAY	
3:00 AM	Crew arrives to set up WB Park and course
5:00 AM	Participants arrive; PA announcements start
5:00 AM – 6:30 AM	Packet pickup
5:15 AM	Officers report to Police Department training room for briefing
5:30 AM	Traffic control setup begins (cones, signage, barrier tape) Music starts
6:30 AM	Causeway Drive closed to traffic

6:50 AM	Triathlon begins
7:00 AM – 7:10 AM	Swimmers transition from Seapath to WB Park
7:10 AM – 7:20 AM	First cyclists begin bike course
7:40 AM – 7:50 AM	First cyclists return to beach Final swimmers nearing exit
7:50 AM – 8:00 AM	First participant begins the run
8:00 AM	Youth start at Seapath First athlete finishes the race
10:00 AM	Last participant off the bike Causeway Drive reopens
10:00 AM – 12:00 PM	Post-race party at WB Park with music
11:00 AM	Last participant finishes the race Normal traffic resumes Officers cleared as directed by the Incident Commander (IC)
11:00 AM – 3:00 PM	Tear down

Cones and Officers

WBPD officer locations and traffic cone placements (in addition to those marking the race route)

1. **Causeway at Gazebo (1):** Officer vehicle stationed on Causeway in the area of the gazebo to block westbound traffic on Causeway. Vehicles must turn around and exit via N. Lumina and Salisbury. YMCA to drop 8 cones for WBPD use.
2. **Causeway / Bob Sawyer (2):** Two officers stationed on Causeway at Bob Sawyer to keep the transition area safe and free from spectators. They may also coordinate with the officer at Seacrest for vehicles exiting Seapath. Those vehicles will be directed to Seacrest where they will leave the beach via the boat ramp.

3. **Seawater Lane at Causeway:** YMCA to cone the municipal complex entrance to prevent vehicle access. Volunteer needed to move traffic cones as necessary for emergency ingress and egress.
4. **Causeway / Seacrest (1):** One officer at Seacrest to coordinate any traffic that may be coming out of Seapath. YMCA to block parking spaces with cones to be moved on event day for vehicles to exit Seapath to Seacrest.
5. **Old Causeway at Causeway:** YMCA to cone as necessary to prevent vehicle access.
6. **Old Causeway Crossover:** YMCA to cone as necessary to prevent vehicle access.
7. **Causeway / Salisbury at flashing light:** One officer with vehicle. YMCA to drop 10 cones for WBPB use.
8. **Keel Street at Hwy 74/76:** YMCA to place cones "thick" in this area to prevent vehicles from crossing the bike lane.
9. **Drawbridge & Boat Ramp (3):** Park Ranger at boat ramp entrance coordinating traffic with volunteers, one on either side of the drawbridge, for residents needing to enter or leave Harbor Island residences and businesses.
10. **Seawater at Salisbury Street:** Access for municipal employees only and exit from spectator parking area. YMCA needs to provide cones to prevent vehicle access from Salisbury Street. Volunteer to move traffic cones as necessary.
11. **Bob Sawyer and Gene Floyd:** YMCA to set out cones to prevent vehicles from exiting until the last bike has entered the transition area.
12. **Waynick at Causeway (2):** Two officers with vehicle at the intersection of Causeway and Waynick. Once Causeway is closed to through traffic, officers will direct traffic onto North Lumina Ave. Local traffic can access homes and businesses on Causeway up to the Moorings. YMCA staff is allowed access to the event transition area.
13. **Waynick at Blockade Runner (swim start):** Two officers with vehicle. YMCA to set out 30 cones late Thursday evening prior to race to block parking spaces. Saturday morning, cones to be moved to mark outside southbound lane. Participants will be walking to start from WB Park.







Wrightsville Beach Parks & Recreation
4 Russ Drive
Wrightsville Beach, NC 28480
Phone: 910-256-7925
E-mail: parksandrecreation@towb.org

Invoice

Bill to: YMCA of Southeastern North Carolina
2710 Market Street
Wilmington, NC 28403

Invoice Number: 06042026

Invoice Date: 6/4/2026

YMCA TRIATHLON Special Event Permit and Facility Reservation Fees		
Friday, September 25, 2026	Special Event Permit Fee (601—1,000)	\$600
Bike Check In	Facility Reservation—Soccer Field	\$175
	Facility Reservation—Town Hall Field	\$175
Saturday, September 27, 2025	Special Event Permit Fee (1,001—2,000)	\$700
Triathlon Event	Facility Reservation—Soccer Field	\$175
	Facility Reservation—Town Hall Field	\$175
	13 Parking Spaces on Waynick Blvd. @ \$30	\$390
	Refundable Security Deposit	\$1,500
	TOTAL	\$3,890

Remit Payment To: Wrightsville Beach Parks and Recreation
P.O. Box 626
Wrightsville Beach, NC 28480

Services provided by the Wrightsville Beach Police Department and/or Wrightsville Beach Ocean Rescue under an approved contract will be invoiced following the event and services rendered.

Exp Activity

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

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

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

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

FOR OFFICE USE ONLY

New ☐ Recurring ☒

PRAC Recommendation:

Approve ☐
Approve w/ Conditions ☐
Do Not Approve ☐

Participants / Fee Per Day:

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

**SEP Security Deposit:
Participants / Fee**

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

Non-profit organization?
Yes ☒ No ☐

Tax Exempt ID: _____

Time between 8 am & 10 pm? Sunrise

Number of Hours 2

Rain date necessary?
Yes ☐ No ☒

Park Facility Reserved?
Yes ☐ No ☒ Not Required

Portable toilets needed?
Yes ☐ No ☒ Not Required

Trash Disposal Service?
Yes ☐ No ☒ Not Required

Health Dept permit?
Yes ☐ No ☒ Not Required

1. Description of event: Easter Sunrise Service

2. Event Day and Date: Sunday, March 28, 2027

Timeframe needed: Set up 6:15 ☒ ☐ am/pm to Tear down 7:45 ☒ ☐ am/pm
Event start time: 6:30 ☒ ☐ am/pm Event end time: 7:30 ☒ ☐ am/pm

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

4. Location: Wrightsville Beach Access #2 but request parking at Access #8

5. Individual making request: Margaret McKoy

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

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

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

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

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

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

Contact: Margaret McKoy

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

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

8. Briefly describe provisions for the following:

Toilet facilities: none needed

Trash disposal: none needed

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

Parking: in spaces near Access #2 AND Access #8

Electrical power and/or water needs: none needed

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

Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: <u>N/A</u>	PD Contract: _____	<u>Shuttling from Access 8</u>
Facility Use Fee: _____	OR Contract: _____	<u>parking lot</u>
Security Deposit: _____	COI: _____	
Parking Fees: _____		
Traffic Cones: _____	TOTAL PAID: _____	<u>✓ Access 2 Facility hold Canceled</u>
TOTAL DUE: _____	Check #: _____	<u>Access 8 " " "</u>
		<u>UNLOCK TOWN HALL BREAKER BOX?</u>

July 18, 2025

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required

Permit(s) needed for vehicle on the beach?

Yes ☒ No ☐

Number needed: _____

Vehicle permit issued to: _____

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

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

Police support requested?

Yes ☒ No ☐ Not Required

PD Comments: _____

Fire Department support requested?

Yes ☒ No ☐ Not Required

FD Comments: _____

Ocean Rescue support requested?

Yes ☒ No ☐ Not Required

OR Comments: _____

EMS support required?

Yes ☒ No ☐

Certificate of Insurance obtained?

Yes ☐ No ☒ Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Yes--PA system will be directed toward ocean, away from hotels

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: PA system will be directed towards ocean, away from hotels & homes

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

If so, what company is providing the equipment: _____

Describe equipment in detail and provide a sketched plan: _____

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.

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

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

See attached memo for additional stipulations.

Signature: Margaret McKay Date: 6/12/2026

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

July 18, 2025



Town of Wrightsville Beach

North Carolina

321 Causeway Drive

Wrightsville Beach, NC 28480

910-256-7900

To: Mayor Dull and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Budget Amendment (2026) 688-B – Replacement of FY27 Pay Scale Exhibit

Date: July 14, 2026

Background

As part of the annual budget process, the Town updates its pay scale to reflect the cost-of-living adjustment approved by the Board of Aldermen. This adjustment is made by increasing the minimum and maximum of each pay grade by the approved cost-of-living percentage, with the midpoint updated accordingly.

The Fiscal Year 2026–2027 Budget Ordinance included funding for the approved compensation adjustments; however, the pay scale exhibit attached to the adopted budget ordinance reflected the pay scale that had previously been amended in January rather than the updated Fiscal Year 2026–2027 pay scale.

Budget Ordinance No. (2026) 688-B replaces the pay scale exhibit attached to the Fiscal Year 2026–2027 Budget Ordinance with the corrected Town of Wrightsville Beach Pay Scale 2026–2027. This amendment does not change any revenues, expenditures, departmental appropriations, fund balance appropriation, or the total adopted budget.

Action Requested

Staff requests that the Board of Aldermen approve Budget Ordinance No. (2026) 688-B amending the Fiscal Year 2026–2027 Budget Ordinance to replace the pay scale exhibit with the corrected Town of Wrightsville Beach Pay Scale 2026–2027.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2026) 688-B
FISCAL YEAR 2026/2027

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2027:

Section 1. Pay Scale Exhibit Replaced.

The pay scale exhibit included with the Fiscal Year 2026–2027 Budget Ordinance is hereby replaced with the revised **Town of Wrightsville Beach Pay Scale 2026–2027**, attached hereto as **Exhibit A**.

Section 2. Purpose of Amendment.

The revised exhibit reflects the Fiscal Year 2026–2027 pay scale, including the cost-of-living adjustment approved by the Board of Aldermen for the fiscal year beginning July 1, 2026.

Section 3. No Change to Budget Appropriations.

This amendment does not change any revenues, expenditures, departmental appropriations, fund balance appropriation, or the total adopted budget for Fiscal Year 2026–2027.

Section 4. Remaining Provisions.

All other provisions of the Fiscal Year 2026–2027 Budget Ordinance remain unchanged and in full effect.

Section 5. Distribution and Public Inspection.

Copies of this Budget Ordinance No. (2026) 688-B, along with Exhibit A, shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer and shall be available for public inspection and audit.

Section 6. Effective Date.

This ordinance shall become effective upon adoption.

Adopted this 14th day of July, 2026.

MCKINLEY DULL
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal

Exhibit A: Revised Pay Scale

TOWN OF WRIGHTSVILLE BEACH
PAY SCALE 2026-2027

GRADE	MINIMUM	MIDPOINT	MAXIMUM
11	Volunteers, Unpaid Interns		
12	Paid Part-time Staff		
13	44,137	57,914	71,692
14	46,345	60,812	75,278
15	48,663	63,853	79,042
16	51,096	67,045	82,993
17	53,652	70,397	87,142
18	56,333	73,917	91,501
19	59,151	77,613	96,077
20	62,108	81,494	100,881
21	65,214	85,572	105,928
22	68,477	89,849	111,222
23	71,900	94,931	116,781
24	75,495	99,060	122,623

GRADE	MINIMUM	MIDPOINT	MAXIMUM
25	79,270	104,012	128,753
26	83,232	109,212	135,192
27	87,396	114,673	141,951
28	91,764	120,406	149,048
29	96,353	126,428	156,501
30	101,172	132,749	164,326
31	106,230	139,388	172,546
32	111,543	146,358	181,172
33	117,119	153,675	190,231
34	122,975	161,359	199,743
35	129,125	169,427	209,731
36	135,581	177,900	220,219
37	142,361	186,793	231,226



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

MEMORANDUM

To: Mayor Dull and Board of Aldermen
From: Haynes Brigman, Town Manager
Subject: **Approval of scheduling a special called joint meeting with the Planning Board for 9-8-2026 at 4:30pm in the Town Hall Conference Room.**
Date: July 14, 2026

Issue/Action Requested:

Schedule a Joint Meeting with the Planning Board.

Background/Purpose of Request:

Section 6-3 of the Town's CAMA Land Use Plan calls for the Board of Alderman and Planning Board to hold a joint meeting annually to identify planning needs and issues of the Town. This meeting requirement is not part of the Town's Code of Ordinances, and is not a statutorily mandated meeting, but it is useful for the two boards to meet and ensure the priorities and objectives of each align.

The joint meeting is intended to be held prior to the regularly scheduled September meeting of the Board of Alderman on September 8th at 4:30pm in the Town Hall Conference Room.. The meeting agenda will involve discussion of high-level planning initiatives, focus areas, and goals for the Planning Board, and any other land use or text amendments that may be desired. The meeting will adjourn prior to the beginning of the Board of Alderman meeting at 5:30pm. The meeting is open to the public.

Town Manager's Recommendation:

Request that the Board of Alderman schedule a Special Called Meeting with the Planning Board on September 8 at 4:30pm in the Town Hall Conference Room.

Attachments:

None



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

MEMORANDUM

To: Mayor Dull and Board of Aldermen

From: Haynes Brigman, Town Manager

Subject: **Approval of 1) scheduling a special called meeting for September 21-22, beginning at 9:30am on 9-21 for the purpose of conducting a strategic planning workshop facilitated by NCLM; 2) authorizing the Town Manager to execute an agreement with NCLM to facilitate the workshop; and 3) Budget Ordinance (2026) 689-B funding the workshop.**

Date: July 14, 2026

Issue/Action Requested:

Schedule a special called meeting for September 21-22 to conduct a strategic planning workshop.

Background/Purpose of Request:

The Board of Aldermen wishes to develop a Strategic Plan for the Town. Utilizing support from the North Carolina League of Municipalities, the Town will hold a two-day workshop to develop a draft Strategic Plan for the Town to guide its future priorities and decision-making. The two-day workshop will be held on September 21-22 in the Town Hall Conference Room.

Town Manager's Recommendation:

Schedule a special called meeting for September 21-22, 2026, beginning at 9:30am in the Town Hall Conference Room.

Attachments:

1. NCLM Agreement - Strategic Planning Workshop
2. Memo & BA (2026) 689 - NCLM Planning Workshop

434 Fayetteville Street
Suite 1900
Raleigh, NC 27601
919-715-4000
nclm.org

June 11, 2026

VIA EMAIL:

Haynes Brigman, Manager
Town of Wrightsville Beach
321 Causeway Drive
Wrightsville Beach, North Carolina 28480

Dear Manager Brigman:

Thank you for the opportunity to speak with you on June 3rd. As discussed, I am pleased to provide information on the Advancing Municipal Leaders (AML) Program and the Small-Town Strategic Planning Workshop.

The Advancing Municipal Leaders (AML) is a member-driven education program designed to provide practical, focused, accessible, and continuous learning opportunities and help local elected and municipal officials, and those that work in close proximity, be successful in public office. Through AML, municipal officials and staff will learn how to meet – and exceed – the requirements of their role in the office. Courses include a comprehensive overview of North Carolina municipal government and are presented by the League and our partners, who are dedicated to the learning and development of municipal governments.

SMALL TOWN STRATEGIC PLANNING WORKSHOP

This course offers Town Officials a structured and facilitated opportunity to develop or finalize a 5-Year Strategic Plan that can be put into immediate use upon adoption by the Wrightsville Beach Board. The workshop, led by Perry James, CPA, follows the NCLM's Strategic Planning Template (SPT), which provides a range of options for the Town Board to review, select, and tailor in creating a comprehensive Strategic Plan Report for Board approval. Once the plan is adopted, it is recommended that the Board implement ongoing tools and practices to manage, monitor, and regularly review progress.

Following is the proposed outline for the strategic planning engagement:

- Perry James receives various contextual information from Manager Brigman and works with him on final logistics for the engagement, including preparation of the Agenda (based upon a final time allocation that can range from 1 full day to 1 ½ days spread out over 2 days), review of presentation equipment needs, review of meeting protocols, and other matters;

- The meeting with the Board will use the League’s “Small Town Strategic Planning Workshop” materials including a PowerPoint, a Participant Notebook, and a Master Selection form;
- James will walk the Board through the workshop’s process and get agreement on the final objectives for the workshop;
- Workshop will include four (4) **Main Exercises** comprised of the following:
 - Exercise #1: Discussion by the Board with selection of four(4) **Main Strategic “Focus Areas”** for the Plan;
 - Exercise #2: For each selected Focus Area, Board-led discussion with selection of two (2) **“Objectives”** (goals) for each focus area;
 - Exercise #3: For each selected Objective, Board-led discussion with selection of two (2) **“Initiatives”** (action items) for each objective [16 in total]; and
 - Exercise #4: Draft preparation of a year-by-year **Initial Plan** for staging the 16 action items over the Five (5) -year plan period.
- Strategic Plan selections are made from the Template options provided in the Participant Notebook and further customization of final action items is possible either in the workshop and/or in post-workshop actions.

Additionally:

- Workshop presentation also includes general information on the benefits of strategic planning and a review of best practices for managing and continuously reviewing the Approved Strategic Plan for the Town;
- At end of workshop, Town Board will provide Perry James with their final selections for the Strategic Plan and he will insert those into a Draft Strategic Plan Report to be submitted to Manager and Board within 1 week after the Workshop; and

DELIVERABLES

- Participant Notebook
- Draft Strategic Plan Report

Please note that the following items are recommended after the workshop and are not included as part of this proposal:

- After receiving the draft Strategic Plan Report, the Town may choose to vet it further with internal sources, other stakeholders, and the public and make any adjustments to the Plan as the Board sees fit;
- Town finalizes the Strategic Plan Report with its desired format, possibly inserting Town information, Town seal, a letter from the Board or Mayor, pictures of Board, etc.;

- As ongoing deliberation occurs, projects and specific tasks are assigned to the applicable responsible parties/staff for the desired timeframe established by the Board;
- Final **Strategic Plan Report** is approved by the Town Board; and
- On an ongoing basis, Town Administration would provide further information on budget requirements or other details for the Board to consider in managing the Strategic Plan.

DESCRIPTION OF PREVIOUS EXPERIENCE

AML has provided in-person training services for several cities and towns. Some examples include:

- City of Southport – Elected Board and Finance Department
- Town of Edenton – Elected Board, Department Heads, and Town Staff
- Town of Ayden – Elected Board and Department Heads
- Town of Navassa – Elected Board and Department Heads
- Cumberland County Mayors Coalition
- NCLM Mayors Association
- Town of Waynesville – Town Staff
- Town of Lewiston Woodville – Elected Officials
- Town of Bermuda Run -Elected Board and Department Heads
- City of Conover – Department Heads
- Yadkin Valley Sewer Authority – Department Heads and Staff
- City of Goldsboro – Elected Board
- Wilmington Housing Authority – Leadership and Staff
- Town of Holly Ridge – Elected Officials
- NC Black Elected Officials (NC BEMO)
- City of Jacksonville – Elected Officials
- Town of Marvin – Elected Officials

COST

The fee for this training is **\$8,000**. This cost is all-inclusive. The Town will be sent an invoice for payment after the training.

DATE

The proposed dates for this engagement are **September 21 - 22, 2026**.

ABOUT THE LEAGUE

The North Carolina League of Municipalities is a member-driven, non-profit organization representing the interests of cities and towns in the state of North Carolina. Created in 1908, the North Carolina League of Municipalities (first known as the Carolina Municipal Association) was created by municipalities for the benefit of municipalities. For the past 110 years, we have helped local governments in a myriad of ways. The League is governed by an active, 35-member Board of Directors, which represents a diverse group of cities and towns of all sizes and a

range of elected and appointed staff. NCLM board members are dedicated to the idea that working cooperatively together, we can protect local decision-making authority so that residents can pursue their own unique visions of what their towns and cities can and should be. Today we represent more than 540 cities, towns, counties, and local government entities. Our hands-on knowledge and understanding of North Carolina municipal government and, particularly, of elected leaders is almost unparalleled.

Thank you for reaching out to AML. We are excited about this opportunity and stand ready to assist you in any way.

Sincerely,

A handwritten signature in black ink that reads "Vickie Miller". The script is fluid and cursive, with the first name "Vickie" written in a larger, more prominent hand than the last name "Miller".

Vickie Miller
Director of Learning & Development
NCLM
vmiller@nclm.org

By signing below, the Town of Wrightsville Beach agrees to be bound by the terms of this engagement letter. The signor represents that they have the authority to bind the Town of Wrightsville Beach by affixing their signature hereto:

Signature

Name
(Interim/Assistant/Deputy) City/Town Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act of North Carolina.

Signature

Name
(Interim/Assistant/Deputy) Finance Officer



Town of Wrightsville Beach

North Carolina

321 Causeway Drive

Wrightsville Beach, NC 28480

910-256-7900

To: Mayor Dull and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Budget Amendment (2026) 689-B – Board Strategic Planning Workshop

Date: July 14, 2026

Background

The Town has received a proposal from the North Carolina League of Municipalities for its Advancing Municipal Leaders Small-Town Strategic Planning Workshop. This workshop would provide the Board of Aldermen with a structured and facilitated process to develop or finalize a five-year strategic plan for the Town of Wrightsville Beach.

The workshop would be led by Perry James, CPA, and would guide the Board through the selection of strategic focus areas, objectives, initiatives, and a preliminary year-by-year implementation plan. The proposal includes workshop materials, facilitation, a participant notebook, and preparation of a draft Strategic Plan Report following the workshop.

The total cost of the engagement is \$8,000, and the proposal states that this amount is all-inclusive. Because this expense was not included in the adopted Fiscal Year 2026–2027 Budget, a budget amendment is necessary to appropriate the required funding.

Action Requested

Staff recommends that the Board of Aldermen adopt Budget Ordinance No. (2026) 689-B, amending the General Fund budget to appropriate \$8,000 from General Fund fund balance to the Travel and Training account for the Board strategic planning workshop.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2025) 689-B
FISCAL YEAR 2026/2027

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2027:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2027, The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
10-4110-3100	Travel & Training	8,000	
10-3991	Appropriated Fund Balance		8,000

Section II. Copies of this Budget Ordinance No. (2026) 689-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 14th day of July 2026.

MCKINLEY DULL
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal



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

MEMORANDUM

To: Mayor Dull and Board of Aldermen
From: Haynes Brigman, Town Manager
Subject: **Approval of rescheduling the August Board of Aldermen Meeting to 8-18-26 at 5:30pm.**
Date: July 14, 2026

Issue/Action Requested:

Rescheduling of August Board of Aldermen Meeting

Background/Purpose of Request:

Due to scheduling issues, it is necessary to change the date of the August Board of Aldermen Meeting.

Town Manager's Recommendation:

Reschedule the August Board of Aldermen Meeting to August 18 at 5:30pm.

Attachments:

None



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

To: Mayor Dull and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Budget Amendment – Carryforward of Outstanding FY26 Purchase Orders

Date: July 14, 2026

BACKGROUND

At the close of Fiscal Year 2026, several purchase orders remained outstanding because projects were not yet complete or invoices were not fully paid prior to year-end. These items were previously approved by the Board and appropriated in FY26, but must be carried forward into the FY27 Budget to ensure payment. Carrying forward these appropriations does not create new spending authority, but instead recognizes obligations that were already approved.

The outstanding items are as follows:

- \$2,000 for the Parks and Recreation Department for installation of a sign naming the tennis courts in honor of Jackie Jenkins.
- \$400,000 for the new fueling system project, which is in progress in the engineering phase.
- \$85,000 for the purchase of a new forklift that is delayed due to manufacturer lead times.
- \$20,000 for a Parks Maintenance Department fencing project that will continue into the new fiscal year.

The total appropriation required to carry these obligations forward into FY27 is \$507,000.

RECOMMENDATION

Staff recommends approval of Budget Amendment (2026) 693-B to the Fiscal Year 2027 Budget in the amount of \$507,000 to appropriate funding for the outstanding purchase orders from Fiscal Year 2026 listed above.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2026) 693-B
FISCAL YEAR 2026/2027

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2027:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2027. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
10-8100-5500	Equipment	485,000	
10-6120-2600	Dept Supplies & Materials	2,000	
10-6130-1900	Contracted Services	20,000	
10-3991	Appropriated Fund Balance		507,000

Section II. Copies of this Budget Ordinance No. (2026) 693-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 14th day of July, 2026.

MCKINLEY DULL
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal



Wrightsville Beach Police Department *Office of the Chief of Police*

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

MEMORANDUM

To: Corporal Cooper, Officer Elder, Officer Arnold, and Ocean Rescue Director Proffitt

From: Jason Bishop, Chief of Police

Date: July 8, 2026

Subject: July 14th Presentation of Department Awards – Recognition of Outstanding Service and Lifesaving Actions

On May 21st, at approximately 7:30 PM, officers responded to an active ocean rescue after dispatch advised that two children had become caught in a rip current and that multiple bystanders had entered the water in an attempt to rescue them. Upon arrival, officers encountered a rapidly evolving and dangerous situation with several individuals in the surf attempting to save the children.

During the incident, the children's guardian entered the water to assist but became overwhelmed by the conditions and submerged beneath the surface. Ocean Rescue Director Proffitt of Wrightsville Beach Ocean Rescue located the unconscious victim underwater and began bringing her toward shore. Simultaneously, two civilian bystanders continued their efforts to rescue the two children who remained in the rip current.

While attempting to remove the unconscious victim from the surf, Ocean Rescue Director Proffitt encountered difficulty due to the challenging ocean conditions. Recognizing the urgency of the situation, he requested assistance from Corporal Cooper, Officer Elder, and Officer Arnold. Without hesitation, all three officers entered the water and assisted Ocean Rescue Director Proffitt in bringing the victim safely to shore.

Once ashore, the officers immediately assessed the victim and initiated CPR while additional rescue efforts continued. During this time, one of the children was successfully brought to shore by rescuers. The second child remained in the water with a civilian rescuer, prompting Ocean Rescue Director Proffitt to re-enter the surf and assist in completing the rescue.

The actions of Corporal Cooper, Officer Elder, and Officer Arnold exemplify the highest standards of teamwork and dedication to public service. Faced with a life-threatening emergency, each officer willingly placed their own safety at risk to assist in rescuing a victim from dangerous ocean conditions and immediately rendered lifesaving medical care upon reaching shore. Their calm demeanor, decisive actions, and unwavering commitment to preserving human life significantly contributed to the successful management of this critical incident.

The actions of Corporal Cooper, Officer Elder, Officer Arnold, and Ocean Rescue Director Proffitt reflect the highest standards of public service and bring great credit upon themselves, the Wrightsville Beach Police Department, Wrightsville Beach Ocean Rescue, and the Town of Wrightsville Beach. Their professionalism, courage, teamwork, and unwavering commitment to preserving human life embody the core values of honor, integrity, courage, and service.

Based on their extraordinary actions during this critical incident, I present Corporal Cooper, Officer Elder, and Officer Arnold the **Life Saving Award** for their direct involvement in rescuing the victim and providing immediate lifesaving medical care. Additionally, I present Ocean Rescue Director Proffitt the **Outstanding Service Award** in recognition of his exceptional leadership, decisive actions, and extraordinary commitment to the successful rescue of multiple victims under extremely hazardous conditions.

Jason Bishop
Chief of Police

A handwritten signature in black ink, appearing to be 'JB' with a long, sweeping flourish extending upwards and to the right.

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

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

MEMORANDUM

To: Mayor Dull and Board of Aldermen

From: Katie Carus-Childers, Parks and Recreation Director 

Subject: Parks and Recreation Needs Assessment Survey

Date: July 14, 2026

At the May 12, 2026 meeting, the Board directed staff to return the proposed Parks and Recreation Needs Assessment Survey to the Parks and Recreation Advisory Committee for further review specifically to consider adding text that would allow for conservation and green space preservation response data. The Parks and Recreation Advisory Committee reviewed the survey again at their June 16th meeting along with the consultant, Jim Herstine.

Attached is the revised survey document as recommended unanimously by the Parks and Recreation Advisory Committee.

REQUESTED ACTION: Consider the Parks and Recreation Advisory Committee's recommendation to proceed with the attached parks and recreation needs assessment survey for use in updating the *2020 – 2030 Parks, Recreation, and Open Space Master Plan for the Town of Wrightsville Beach* and provide direction to staff.



**TOWN OF WRIGHTSVILLE BEACH
PARKS & RECREATION
NEEDS ASSESSMENT SURVEY**



The Town of Wrightsville Beach Board of Aldermen, Parks and Recreation Advisory Committee, and Parks and Recreation Department staff are committed to sustaining and enhancing the overall quality of life for the residents and visitors of the Town of Wrightsville Beach. We need your input and assistance to complete this needs assessment survey! Information gathered through this survey will be used to create the Town's comprehensive 2028 – 2033 Parks, Recreation, and Open Space Master Plan. Please take a few minutes to answer ALL of the following questions that are applicable.

PLEASE COMPLETE THE SURVEY AND RETURN IT TO US BEFORE **NOVEMBER 30, 2026**

DEMOGRAPHICS

1) Which of the following best describes your Town of Wrightsville Beach residence status?

- | | |
|--|---|
| ☐ Full-Time Resident / WB Property Owner | ☐ Part-Time Resident / WB Property Owner |
| ☐ Full-Time Resident / I rent my home | ☐ Part-Time Resident / I rent my home |
| ☐ Property owner but do not reside in Wrightsville Beach (Proceed to question 4.) | |
| ☐ Non-resident / I do not reside in Wrightsville Beach (Proceed to question 4.) | |

2) How long have you resided in Wrightsville Beach?

- | | |
|--|---|
| ☐ Less than 2 years | ☐ At least 2 years but less than 5 years |
| ☐ At least 5 years but less than 15 years | ☐ 15 years or longer |

3) Including yourself, what are the ages (and number in each age group) of the members of your household?

- | | | | | |
|--|--|--|--|--|
| ☐ 3 and under | ☐ 4 - 6 years old | ☐ 7 - 10 years old | ☐ 11 - 14 years old | ☐ 15 - 18 years old |
| ☐ 19 - 29 years old | ☐ 30 - 39 years old | ☐ 40 - 49 years old | ☐ 50 - 59 years old | ☐ 60 years old and over |

RECREATIONAL PROGRAMS, SERVICES, EVENTS, AND ACTIVITIES

4) Which of the following recreational programs, services, events, and activities offered by the Wrightsville Beach Parks and Recreation Department have you or any members of your household participated in during the last 12 months? PLEASE MARK ALL THAT APPLY.

☐ I/we haven't participated in any programs, services, events, or activities offered by the Wrightsville Beach Parks and Recreation Department during the last 12 months. (Proceed to question 6.)

- | | | | |
|---|--|---|---|
| ☐ Bark in the Park | ☐ Cardio Crunch | ☐ Adult Tennis Lessons | ☐ Adult Basketball |
| ☐ Concerts in the Park | ☐ Core Conditioning | ☐ Youth Tennis Lessons | ☐ Youth Basketball |
| ☐ River to Sea Bike Ride | ☐ Hatha Yoga | ☐ Tennis Camp | ☐ Basketball Camp |
| ☐ Tree Lighting Ceremony | ☐ Vinyasa Yoga | ☐ Adult Pickleball Lessons | ☐ WB Lacrosse |
| ☐ Farmers' Market | ☐ Tai Chi | ☐ Youth Pickleball Lessons | ☐ Lacrosse Camp |
| ☐ Bike Rodeo | ☐ Tone & Stretch | ☐ Pickleball Open Play | ☐ Performance Club |
| ☐ Easter Egg Hunt | ☐ Youth Strength Training | ☐ Adult Flag Football | ☐ Performance Club Camp |
| ☐ Sand Wheelchair | ☐ CPR/AED Training | ☐ Youth Flag Football | ☐ Jr. Lifeguard Camp |
| | | ☐ Flag Football Camp | ☐ Jr. Lifeguard Fall Program |
| ☐ Other (please specify) _____ | | | |

5) How frequently have you or any members of your household participated in Wrightsville Beach Parks and Recreation programs, services, events, and activities identified in the previous question during the last 12 months?

☐ Rarely (1 - 4 times) ☐ Sometimes (5 - 10 times) ☐ Frequently (11 - 15 times) ☐ Often (More than 15 times)

6) Please explain why you indicated "I/we have not participated in any programs, services, events, and activities offered by the Wrightsville Beach Parks and Recreation Department during the last 12 months" to question 4, or "Rarely" or "Sometimes" to question 5.

7) In your opinion, what are the most important new and/or improved recreational programs, services, events, and activities the Wrightsville Beach Parks and Recreation Department needs to provide in the future? List up to five (5).

- 1)

- 2)

- 3)

- 4)

- 5)

☐ It is my opinion that the Wrightsville Beach Parks and Recreation Department does not need to provide any new or additional recreational programs, services, events, or activities.

RECREATIONAL FACILITIES, AREAS, AND PARKS

8) Which of the following Wrightsville Beach Parks and Recreation Department recreational facilities, areas, and parks have you or any members of your household visited or used during the last 12 months? PLEASE MARK ALL THAT APPLY.

☐ I/we haven't visited/used any recreational facilities, areas, and parks offered by the Wrightsville Beach Parks and Recreation Department during the last 12 months. (Proceed to question 10.)

☐ South Channel Park	☐ Fran Russ Recreation Center	☐ Durwood Sykes Sunset Park
☐ Greensboro Street Park	☐ Lee's Nature Park	☐ Harbor Way Gardens
☐ John Nesbitt Loop	☐ Wynn Plaza	

WRIGHTSVILLE BEACH PARK FACILITIES:

☐ Soccer Field	☐ Event Stage	☐ Softball Field
☐ Basketball Courts	☐ Inclusive Playground	☐ Exercise Equipment
☐ Pickleball Courts	☐ Picnic Shelters	☐ Gaga Ball Pit
☐ Tennis Courts	☐ Tennis Back Wall	
☐ Other (please specify)		

9) How frequently have you or any members of your household visited Wrightsville Beach recreational facilities, areas, and parks during the last 12 months?

☐ Rarely (1 - 4 times) ☐ Sometimes (5 - 10 times) ☐ Frequently (11 - 15 times) ☐ Often (More than 15 times)

10) Please explain why you indicated "I/we have not visited/used any recreational facilities, areas, and parks offered by the Wrightsville Beach Parks and Recreation Department" in question 8, or indicated "Rarely" or "Sometimes" to question 9.

11) In your opinion, what are the most important new and/or additional recreational facilities, areas, and parks the Wrightsville Beach Parks and Recreation Department needs to provide in the future? These new and/or additional recreational facilities, areas, and parks will require a capital investment by the Town of Wrightsville Beach. List up to five (5).

1) _____

2) _____

3) _____

4) _____

5) _____

_____ It is my opinion that the Wrightsville Beach Parks and Recreation Department does not need to provide any new or additional recreational facilities, areas, or parks.

HOW ARE WE DOING?

12) Please circle your rating for each of the statements below where "1" indicates "Totally Disagree" and "8" indicates "Totally Agree".

The **variety** of programs, services, events, and activities offered by Parks & Rec is appropriate.

1 2 3 4 5 6 7 8

The **quality** of programs, services, events, and activities offered by Parks & Rec is appropriate.

1 2 3 4 5 6 7 8

The existing programs, services, events, and activities meet the needs of my household.

1 2 3 4 5 6 7 8

I am satisfied with the quality of the facilities, areas, and parks provided by the Town.

1 2 3 4 5 6 7 8

The existing facilities, areas, and parks meet the needs of my household.

1 2 3 4 5 6 7 8

The Town needs to improve existing recreational facilities, areas, and parks.

1 2 3 4 5 6 7 8

The Town needs to provide new recreational facilities, areas, and parks.

1 2 3 4 5 6 7 8

The Town is an accessible place for persons with disabilities and other special needs.

1 2 3 4 5 6 7 8

The Town is bike friendly; a safe place to bike.

1 2 3 4 5 6 7 8

The Town is pedestrian friendly; a safe place to walk.

1 2 3 4 5 6 7 8

The Town provides adequate open space and/or green space.

1 2 3 4 5 6 7 8

The Town should prioritize green space preservation.

1 2 3 4 5 6 7 8

The Town should prioritize impervious surface improvements when considering new projects and improvements.

1 2 3 4 5 6 7 8

13) If you would like to receive email communications regarding Town activities, please provide your email address:

14) Please provide any additional feedback or comments related to the Wrightsville Beach Parks and Recreation Department that may not have been covered in the survey:

Thank you for your time and assistance in helping us to sustain and improve our facilities and services.



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

MEMORANDUM

To: Mayor Dull and Board of Aldermen
From: Lance Heater, Town Clerk
Subject: **Consider adoption of Ordinance (2026) 1872 increasing the penalty for failure to clean up dog waste.**
Date: July 14, 2026

Issue/Action Requested:

Consider adoption of Ordinance (2026) 1872 increasing the penalty for failure to clean up dog waste.

Background/Purpose of Request:

At the June meeting, the Board considered changes to the Dogs on the Beach ordinance as recommended by the Working Group and as considered by the Planning Board. It was the consensus of the Board of Aldermen to consider increasing the fine for failure to clean up dog waste at the July meeting. It was also the consensus of the Board that any other changes to the ordinance would be considered in connection with discussion of the FY27-28 budget.

Adoption of the Ordinance will increase the penalty for failure to clean up dog waste from \$250 to \$500. The first attachment shows the language in Section 91.08 which is referenced in the second attachment, Ordinance (2026) 1872.

Town Manager's Recommendation:

Consider adoption of Ordinance (2026) 1872.

Attachments:

1. Code Section 91.08
2. Ordinance No. 1872

RESTRICTIONS

§ 91.08 RESTRICTIONS.

For the purpose of this chapter, the following restrictions shall apply:

(A) It shall be unlawful for the owner or custodian of any dog to take it off its own property limits without the means to properly remove and dispose of their dog's feces from any public or private property.

(B) It is the responsibility of a dog's owner or custodian to clean up their dog's feces from any public or private property outside of their own property limits. These properties are to include, but not be limited to, beaches, rights-of-way, paths and public access areas.

(Ord. 1407, passed 3-28-02) Penalty, see § 91.99

ORDINANCE NO. (2026) 1872

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

**AN ORDINANCE OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
AMENDING CHAPTER 91.99 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 Section 91.99, of the Code of the Town of Wrightsville Beach, North Carolina is hereby amended to read as follows:

§ 91.99 PENALTY.

(A) ~~A violation of §§ 91.08 (B) shall subject the offender to a civil penalty of \$500.~~ A violation of §§ [91.08 \(A\)](#), [91.11](#), [91.12](#), and [91.13](#) shall subject the offender to a civil penalty of \$250. Civil penalties may be recovered by the town in a civil action in the nature of debt if the offender does not pay the penalty within 14 days after being cited for violation of the section. In accordance with G.S. § 160A-175(b), a violation of the sections enumerated in this division (A) shall not be subject to the penalty provisions of G.S. § 14-4 and shall not be considered a breach of the penal laws of the state.

This Ordinance adopted this 14th day of July 2026.

(SEAL)

McKinley Dull, Mayor

ATTEST:

APPROVED AS TO FORM:

Lance G. Heater, Town Clerk

Town Attorney



Town of Wrightsville Beach

North Carolina

321 Causeway Drive

Wrightsville Beach, NC 28480

910-256-7900

To: Mayor Dull and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Resolution and Budget Ordinance for U.S. 76 / SR 1452 Intersection Alteration Engineering Services

Date: July 14, 2026

Background

The Town is pursuing engineering services for the alteration and permanent improvement of the intersection of U.S. 76, also known as Causeway Drive/Waynick Boulevard, and SR 1452, also known as Lumina Avenue. The purpose of the project is to address long-standing traffic bottlenecks and coordinate the improvements with the North Carolina Department of Transportation's upcoming Causeway Drive Bridge replacement project.

Resolution No. (2026) 2374 exempts these engineering services from the qualifications-based selection requirements under Article 3D of Chapter 143 of the North Carolina General Statutes. This exemption is recommended because the Town's current consulting engineer has already spent significant time coordinating with NCDOT on the bridge project and has developed the alternative intersection design concept. Using a new request for qualifications process at this stage would duplicate prior engineering work, create delays, and disrupt design continuity.

Budget Ordinance No. (2026) 690-B provides funding for the engineering services in an amount not to exceed \$90,000.

Action Requested

Staff requests that the Board of Aldermen approve Resolution No. (2026) 2374 exempting the engineering services for the U.S. 76 / SR 1452 Intersection Alteration Project from qualifications-based selection requirements and authorizing the Town Manager to negotiate and execute a contract for these services in an amount not to exceed \$90,000, subject to pre-audit certification by the Finance Officer.

Staff also requests approval of Budget Ordinance No. (2026) 690-B to provide funding for the engineering services associated with the project.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2025) 690-B
FISCAL YEAR 2026/2027

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2027:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2027, The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
10-4110-1801	Professional Services	90,000	
10-3991	Appropriated Fund Balance		90,000

Section II. Copies of this Budget Ordinance No. (2026) 690-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 14th day of July 2026.

MCKINLEY DULL
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal



RESOLUTION NO. (2026) 2374

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

**A RESOLUTION OF THE BOARD OF ALDERMEN
EXEMPTING THE TOWN OF WRIGHTSVILLE BEACH FROM G.S. 143-64.31 FOR
ENGINEERING SERVICES RELATING TO THE US 76 / SR 1452 INTERSECTION
ALTERATION**

WHEREAS, N.C.G.S. § 143-64.31 requires a Qualifications-Based Selection process for professional engineering services, but N.C.G.S. § 143-64.32 authorizes local governments to exempt particular projects from these requirements upon making written findings of specific reasons and circumstances; and

WHEREAS, the Town of Wrightsville Beach requires professional engineering services, estimated at \$87,000, to alter and permanently improve the intersection of U.S. 76 (Causeway Drive/Waynick Boulevard) and SR 1452 (Lumina Avenue) to resolve long-standing traffic bottlenecks; and

WHEREAS, the Town intends to coordinate the construction of these intersection enhancements concurrently with the North Carolina Department of Transportation's (NCDOT) upcoming Causeway Drive Bridge replacement project to maximize efficiency and minimize public disruption; and

WHEREAS, the Town's incumbent consulting engineer has spent over a year navigating the NCDOT bridge project and has already developed the alternative intersection design concept necessary to implement these enhancements; and

WHEREAS, the Board of Aldermen finds that utilizing the standard RFQ process would result in an unnecessary duplication of public expenditures, cause critical project delays, and disrupt vital design continuity, making an exemption in the absolute best public and economic interest of the Town.

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

Section 1. Pursuant to G.S. § 143-64.32, the Board of Aldermen hereby exempts the engineering services for the U.S. 76 / SR 1452 Intersection Alteration Project from the requirements of Article 3D of Chapter 143 of the North Carolina General Statutes.

Section 2. This exemption is based on the specific findings detailed above, namely ensuring design continuity, leveraging active NCDOT construction timelines, and preventing the duplication of engineering costs.

Section 3. The Town Manager is authorized to negotiate and execute a contract with the designated engineering firm for an amount not to exceed \$90,000, subject to pre-audit certification by the Finance Officer.

Section 4. This resolution shall become effective immediately upon its adoption.

McKinley Dull, Mayor

ATTEST:

Lance Heater, Town Clerk

						Version: 2023.(3.30).SPM		
OVERALL SUMMARY								
TIP NUMBER:		ToWB On-Call		When initial estimate is complete, lock initial estimates				
COUNTY:		New Hanover						
TASK ORDER NUMBER: (if applicable)		300						
FA NUMBER: (if applicable)				WBS NUMBER(s): Firm: fill out WBS Number(s) section on "Acct Initiation Request" DOT: the Project Manager fills out the entire "Acct Initiation Request"				
ESTIMATE SUBMITTAL NUMBER: (Version Control-if needed) (Ex. InitialV2 (initial estimate version 2))		Initial						
OTHER PROJECT IDENTIFIER INFORMATION: (if needed)								
DESCRIPTION: (List the project parameters; where the project starts and stops)		Capacity, safety, and pedestrian improvements at the intersection of US 76 (Causeway Drive) / SR 1452 (Lumina Avenue) at US 76 (Waynick Boulevard)						
DISCIPLINE USED: (List each discipline that will be involved in this project)		PM-Project Mgmt : PD-Final Pavement Marking & Markers : RD-Roadway : SD-Signing : SS-Signals : TM-Work Zone Traffic Control (WZTC)						
DISCIPLINE		INITIAL			FINAL			
ITEM		WD	COST	COST/WORKDAY	WD	COST	COST/WORKDAY	
PM-Project Mgmt		10.000	\$ 19,340.55	\$ 1,934.06				
Direct Costs			\$ -					
PD-Final Pavement Marking & Markers		6.250	\$ 7,574.15	\$ 1,211.86				
Direct Costs			\$ -					
RD-Roadway		14.000	\$ 22,178.18	\$ 1,584.16				
Direct Costs			\$ -					
SD-Signing		5.000	\$ 6,110.62	\$ 1,222.12				
Direct Costs			\$ -					
SS-Signals		19.500	\$ 23,575.49	\$ 1,209.00				
Direct Costs			\$ 224.03					
TM-Work Zone Traffic Control (WZTC)		6.500	\$ 8,345.01	\$ 1,283.85				
Direct Costs			\$ -					
Grand Total - All Disciplines		61.250	\$ 87,348.03					
Labor, Overhead & Fee								
MANAGING DOT DISCIPLINE:		GFT						
ENGINEERING FIRM:								
ENGINEERING FIRM CONTRACT NUMBER:		CONTRACT TYPE:		Stand Alone Purchase Order		PAYMENT TYPE: COST PLUS		
SCOPE/WORKDAY ESTIMATE PREPARED BY:		D. Chad Kimes			DATE:		June 15, 2026	
SCOPE/WORKDAY ESTIMATE APPROVED BY:					DATE:			
REASON FOR SUPPLEMENTAL: (If this is a supplemental to the original Scope of Services, state reason for supplemental.)								
PO NUMBER: (If Available)		SUPPLEMENTAL NUMBER: (If Applicable)						



Town of Wrightsville Beach

North Carolina

321 Causeway Drive

Wrightsville Beach, NC 28480

910-256-7900

To: Mayor Dull and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Budget Ordinance Nos. (2026) 691-B and (2026) 692-B – Park Ranger Program Expansion and Position Classification Updates

Date: July 14, 2026

Background

Staff is proposing an expansion of the Town's Park Ranger program to enhance education and enforcement of the Town's ordinances along the beach strand. The proposed organizational changes will strengthen supervision of the program while improving the Town's ability to provide information to visitors, encourage compliance with beach regulations, and support a safe and enjoyable beach environment.

The expanded Park Ranger program will also reduce the need for sworn Police Officers to perform routine beach strand patrols and ordinance enforcement, allowing officers to dedicate more time to core law enforcement responsibilities throughout the Town.

Budget Ordinance No. (2026) 691-B amends the Town's Authorized Permanent Position Chart by:

- Creating one (1) Park Ranger Supervisor position at Pay Grade 20;
- Combining the existing Park Ranger I and Park Ranger II classifications into a single Park Ranger I/II classification with three (3) authorized positions, allowing appointments at either classification based on an applicant's qualifications and experience; and
- Combining the existing Police Officer I and Police Officer II classifications into a single Police Officer I/II classification with ten (10) authorized positions, providing greater hiring flexibility while maintaining the same total number of authorized Police Officer positions.

Budget Ordinance No. (2026) 692-B amends the Fiscal Year 2026–2027 General Fund Budget and Capital Reserve Fund Budget to appropriate funding for the expanded Park Ranger program, including salaries, payroll taxes, employee benefits, and the purchase of two Jeep vehicles for Park Ranger operations.

Action Requested

Approve Budget Ordinance No. (2026) 691-B amending the Authorized Permanent Position Chart and Budget Ordinance No. (2026) 692-B amending the Fiscal Year 2026–2027 General Fund Budget and Capital Reserve Fund Budget to provide funding for the expanded Park Ranger program and the purchase of two Park Ranger vehicles.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2026) 691-B
FISCAL YEAR 2026/2027

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2027:

Section I. Amendments to the Authorized Permanent Position Chart

The Town's Authorized Permanent Position Chart is hereby amended as follows, with the revised chart attached hereto as **Exhibit A** and incorporated herein by reference:

Police Department

The Authorized Permanent Position Chart is amended as follows:

1. Create one (1) Park Ranger Supervisor position with a salary range of Pay Grade 20.
2. Replace the existing Park Ranger I and Park Ranger II classifications with a combined Park Ranger I/II classification.
 - Authorized Positions: Three (3)
 - Salary Range: Pay Grades 17–18
3. Replace the existing Police Officer I and Police Officer II classifications with a combined Police Officer I/II classification.
 - Authorized Positions: Ten (10)
 - Salary Range: Pay Grades 17–18

These amendments provide additional flexibility in hiring by allowing appointments within each classification based on an applicant's qualifications and experience while maintaining the Town's authorized staffing levels.

Section II. Implementation

Copies of this Budget Ordinance No. (2026) 691-B, along with Exhibit A, shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer and shall be available for public inspection and audit.

Adopted this 14th day of July, 2026.

MCKINLEY DULL
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal

Exhibit A: Revised Permanent Position Chart

DEPARTMENT/CODE	JOB CLASSIFICATION DESCRIPITON	No. of Positions	Range
GENERAL ADMINISTRATION 10-4120-0000	Town Manager	1	Unclassified
	Finance Director/General Administration Director	1	29
	Town Clerk/Executive Assistant	1	25
	Accounts Payable & Payroll Coordinator	1	17
	Customer Service & Accounts Receivable Administrator	1	16
	Communications Manager	1	18
HUMAN RESOURCES 10-4130-0000	Human Resources Officer/Safety Officer	1	25
PLANNING AND INSPECTIONS 10-4900-0000	Planning and Inspections Director	1	29
	Building Code Administrator	1	18
	Senior Planner/Code Enforcement	1	21
PARKS AND RECREATION 10-6120-0000	Parks and Recreation Director	1	28
	Administrative Support Specialist, Recreation	1	16
POLICE 10-4310-0000	Police Chief	1	31
	Police Captain	1	28
	Police Lieutenant	2	26
	Police Patrol Sergeant (Detective III)	7	23
	Police Corporal (Detective II)	6	21
	Master Police Officer (Detective I)	3	20
	Police Officer I/II	10	18/19
	Park Ranger Supervisor	1	20
	Park Ranger I/II	3	17/18
	Executive Assistant to the Chief	1	18
	Administrative Support Specialist, Police	1	14
FIRE 10-4340-0000	Fire Chief	1	29
	Deputy Fire Chief	1	26
	Fire Captain/Ocean Rescue Director	1	26
	Ocean Rescue Captain/Fire Fighter	1	23
	Fire Captain	3	23
	Fire Lieutenant	3	19
	Engineer	6	17
PUBLIC WORKS			
ADMINISTRATION 10-4245-0000	Public Works Director	1	29
	Assistant Public Works Director	1	27
	Administrative Support Specialist, Public Works	1	16
FLEET 10-4250-0000	Fleet Maintenance Supervisor	1	20
	Fleet Mechanic	2	17
STREETS/FACILITIES 10-4510-0000	Facilities Maintenance Supervisor	1	20
	Facilities Maintenance Crew Leader	1	15
	Facilities Maintenance Technician	2	13
ENVIRONMENTAL SERVICES 10-4710-0000	Environmental Services/Stormwater Supervisor	1	20
	Environmental Services Equipment Operator/Crew Leader	2	15
	Environmental Services Maintenance Technician	2	13
PARKS MAINTENANCE 10-6130-0000	Parks Maintenance Supervisor	1	20
	Park Maintenance Crew Leader	2	15
	Park Maintenance Worker	2	13
TOTAL NUMBER OF POSITIONS		84	

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2026) 692-B
FISCAL YEAR 2026/2027

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2027:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2027. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
10-4130-1100	Group Benefits	23,000	
10-4310-0000	Salaries & Wages	130,000	
10-4310-0900	FICA	10,000	
10-4310-1000	Retirement	21,000	
10-4310-1010	401K Contributions	6,000	
10-3991	Fund Balance Appropriated		190,000

Section II. To amend the Capital Reserve Fund (Fund 63) for unanticipated/unbudgeted expenses during FY 2027. The Town's Capital Reserve Fund (Fund 63) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
63-8100-5550	Vehicles	120,000	
63-3991	Fund Balance Appropriated		120,000

Section III. Copies of this Budget Ordinance No. (2026) 692-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 14th day of July, 2026.

MCKINLEY DULL
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal



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

MEMORANDUM

To: Mayor Dull and Board of Aldermen
From: Haynes Brigman, Town Manager
Subject: **Consider approval of an improvement project at Harbor Way Garden.**
Date: July 14, 2026

Issue/Action Requested:

Consider approval of an improvement project to Harbor Way Garden.

Background/Purpose of Request:

The Harbor Island Garden Club is requesting approval to make two improvements to the Harbor Way Garden. These two improvement projects include physical and structural changes to the Garden, which require Board of Alderman approval. The projects include:

1. **Fountain Replacement:** Replace an existing water feature in the center of the garden with a new fountain feature. The existing water feature has already been removed due to maintenance issues. The new fountain would be an elevated concrete fountain surrounded by landscaping. A document provided by the Club has been attached.
2. **Storage Building Expansion:** Expand the existing storage shed on site. The existing storage shed no longer provides enough space for their needs. They have plans to extend both sides of the shed, essentially doubling the size of the shed. This will also include repairs to the existing shed structure.

These projects have been shared with both P&R and Public Works staff, and there are no objections from staff for these improvements. All costs for the projects will be covered by the Harbor Island Garden Club, and they are not asking for any Town funds.

Town Manager's Recommendation:

Request that the Board of Alderman approve the two improvement projects proposed by the Harbor Island Garden Club for the Harbor Way Garden.

Attachments:

1. Harbor Way Garden Improvement Project

Harbor Island Garden Club
2026 Harbor Way Gardens Fountain Project

Project Scope:

The current fountain area requires refurbishment and an updated water feature due to the mechanism of the underground fountain equipment failing after 14 years of use. The existing location is to be relocated 5-6 feet to the north due to tree root heave. Existing bricks and pavers will require cataloging, lifting and replacement in the proposed location.

The open space/sightline of the area is 40 feet by 59 feet comprising 2360 square feet. The fountain and brick/paver area is proposed to be 25 feet by 25 feet within that space.

An area of this size is best suited for a multitiered water feature that measures 4-6 feet in height with a basin that contains the splash from the water flow. The water feature will have a moderate splash level to be enjoyed by visitors and mask traffic sounds.

Materials:

The fountain committee has been researching several types of water features. Each has different needs as far as design and maintenance. The fountain design with a basin will provide adequate water flow and contain splashes to prevent erosion of the bricks/pavers. Accent shrubbery will be planted to encircle the basin, define the area and deter entry.

Note:

As of recent meetings, the committee has determined that a traditional fountain would be optimal for the space. Previously considered designs were found to be too modern for the feel of the space. The water feature being considered is neutral in design and devoid of specific motifs. The committee feels that a classic design will work best visually for the garden.

Civil Work/Site Preparation:

Existing underground components to be removed.

Bricks/pavers to be lifted and stored.

A small excavator may be needed for excavation of the underground cavity. The garden has several access points for equipment access.

Cavity to be filled.

Previous and new locations to be leveled.

Pavers and bricks to be reset at the new location.

Plumbing and Electrical:

Plumbing for the new fountain area to be above ground to facilitate maintenance.

Electrical wire encased in pvc pipe to be run from existing post to area. Installation of dedicated GFI to be installed.

Labor:

The project will require landscape, hardscape, plumbing and electrical contractors.

Civil:

Removal of bricks/pavers, stacking, storing during the process, resetting the bricks/pavers.

Conclusion:

The committee feels that the garden is missing the magic that the water features provided to the space. The brick and paver chairperson mentioned that the #1 question she receives from supporters that have purchased bricks/pavers and those who are interested in having one is "When is the fountain going to be back in service?" It is definitely missed. The brick and paver sales provide funds for ongoing support of the fountain.

Harbor Island Garden Club members and the Fountain Committee feel that the fountain refurbishment project is a priority.

The club looks forward to continuing the beautification and maintenance of Harbor Way Gardens for residents and visitors to Wrightsville Beach to enjoy for years to come.

For questions please contact:

Cindy Jupp

candsjupp@aol.com

910-616-4229

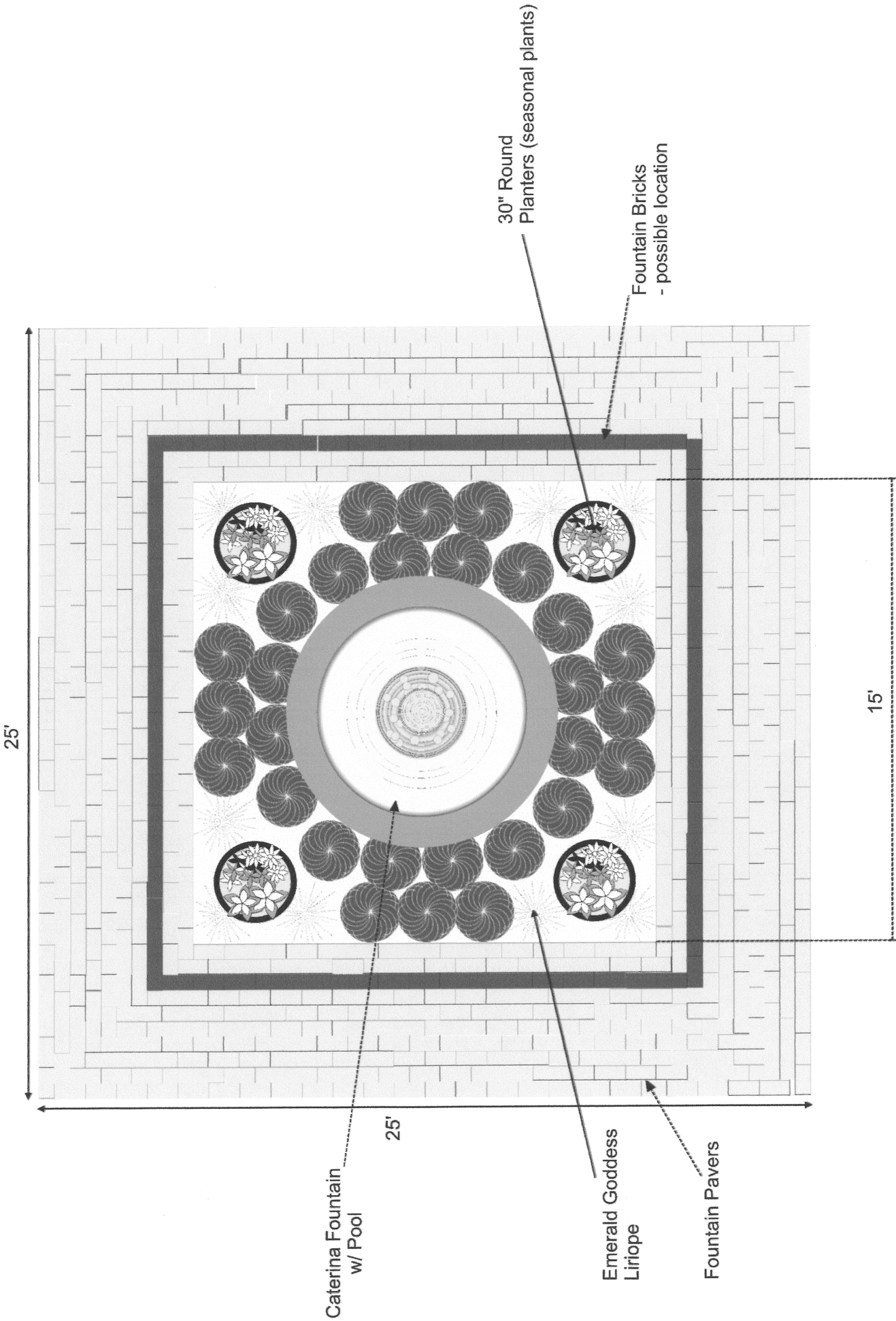
Francine Streich

bailey35@aol.com

914-393-4036



Fountain Basin to be planted with circular hedge surround





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

MEMORANDUM

To: Mayor Dull and Board of Aldermen
From: Haynes Brigman, Town Manager
Subject: **Consider approval of an Interlocal Agreement with New Hanover County for a building permitting system.**
Date: July 14, 2026

Issue/Action Requested:

Consider approval of an Interlocal Agreement with New Hanover County

Background/Purpose of Request:

The Town is seeking to establish a combined permitting platform with New Hanover County to provide permitting services to Wrightsville Beach property owners and contractors.

The Town currently utilizes an internal software system to provide building and plumbing permitting and inspection services for property owners. Electrical, Mechanical, and Fire permitting and inspections are done by New Hanover County on behalf of the Town through a software called EnerGov provided by Tyler Technologies.

Having two separate permitting and inspection structures causes inefficiencies and issues for property owners and contractors when they have to seek permits and inspections from both the Town and the County.

The Town's current software currently does not allow for online entry, upkeep, and tracking for active permits, adding another level of inconvenience for property owners and contractors. The software itself is also no longer supported by the provider, and the Town was in the process of shopping for a new software provider to replace the outdated system.

It was at this time that we reached out to New Hanover County to see if we could utilize their permitting portal for our jurisdiction. New Hanover County was excited to provide this coordinated effort, as it would allow for a one-stop shop for property owners and contractors in Wrightsville Beach.

The New Hanover County permit portal is accessible online and will provide significant efficiencies for local projects. It will allow both Wrightsville Beach staff and New Hanover County staff to view and track projects, permits, and inspections, which will strengthen each jurisdiction's oversight of projects within the Town.

The Town is not giving up any authority or control in this arrangement, and we will continue to sign off on building and plumbing permits and inspections. The Town will also continue to sign off on zoning and floodplain permits and inspections, and we will have final say before a certificate of occupancy is given. The County will continue to provide Electrical, Mechanical, and Fire permitting and inspection.

The only change will be the permitting platform used by property owners and contractors to pull permits and request inspections in Wrightsville Beach, and because we are utilizing the existing portal with New Hanover County, it should be familiar for most contractors.

The Town can still assist local residents with permit applications and provide a high level of customer service within our Planning & Inspections Office, but we will also have the assistance of New Hanover County's permitting staff as well.

The permitting fees will remain the same for the Town, but will be collected by New Hanover County and reimbursed to the Town on a monthly basis.

In addition to the added convenience and coordination, New Hanover County has agreed to provide this service to the Town at no annual cost. There is the possibility of future shared costs as the software is updated or edited, but those are negotiated based on the specific changes made to the software at that time.

Typical permitting software can cost upwards of \$150,000 in upfront costs, with tens of thousands of dollars in annual maintenance and service fees. This agreement with New Hanover County will provide significant improvements for users and will provide significant financial relief for the Town over the course of the agreement.

Town Manager's Recommendation:

Staff requests the Board approve the Interlocal Agreement with New Hanover County for permitting software licensing and utilization.

Attachments:

1. 26-0302 Interlocal Agreement - Town of Wrightsville Beach
2. 26-03-23-MARKED - EXHIBIT A Operational Protocol

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

INTERLOCAL AGREEMENT
For the Joint Use of Tyler Technology's EnerGov Land Management System

WHEREAS, THIS INTERLOCAL AGREEMENT ("Agreement") made and entered into this the _____ day of _____, 2026 by and between the TOWN OF WRIGHTSVILLE BEACH, a municipal corporation of the State of North Carolina (hereinafter, "Town"), and NEW HANOVER COUNTY, a political subdivision of the State of North Carolina (hereinafter, "County"). The Town and County are each referred to herein as a "Party" and collectively as the "Parties."

WITNESSETH:

WHEREAS, N.C.G.S. §160A-461 authorizes units of government and authorities to enter into agreements with each other in order to execute an undertaking; and

WHEREAS, the County has contracted with Tyler Technologies, Inc. to provide EnerGov software and related services by licensing the necessary proprietary software to the County; and

WHEREAS, the Town has selected to coordinate with the County to also make use of Tyler Technologies, Inc. and its EnerGov software and related services for the Town; and

WHEREAS, the Town and County desire to enter into an interlocal agreement to define their respective responsibilities for permitting submission, review, and processing within the EnerGov environment hosted by Tyler Technologies, Inc. for the County, including the Town's authorized use of that environment; and

WHEREAS, the governing boards of the County and the Town have each considered, reviewed, and ratified by resolution the terms of this Agreement.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed upon by the parties, and in further consideration of the covenants and representations contained herein, the Parties agree as follows:

The Recitals set forth above are fully incorporated herein and made a binding part of this Agreement.

1. **Term of Agreement.** This Agreement shall commence as of the date set forth above and continue for a period of one (1) year thereafter (“Term”), with automatic one (1) year renewals on the anniversary date of the commencement date set forth above, unless terminated by either party by written notice provided at least ninety (90) days prior to the renewal (“Renewal Term(s)").

2. **Equipment.** The Town agrees to purchase any equipment reasonably necessary to access the Tyler Technologies, Inc. EnerGov. The Town reserves the right to purchase equipment that is compatible with Town equipment and software being used at the time of purchase. The Town will provide a dedicated and controlled environment for any equipment required to use the system.

3. **Network Connections.** The Parties shall maintain secure network connectivity as required to support EnerGov operations, consistent with each Party’s IT standards.

4. **System Access and Licenses.** The County shall maintain the hosted EnerGov environment through its agreement with Tyler Technologies, Inc., and shall serve as the “Host” of the EnerGov environment for the Town. The Town’s authorized users shall be provided access to the system for the review and approval of all jurisdictional aspects of the Town’s building and plumbing permitting processes. The County shall be responsible for system administration and shared operational functions within the EnerGov environment, including, but not limited to, application intake, contractor license verification, insurance and lien agent verification, homeowner recovery fee collection, permit fee collection, configuration of plan review workflows, and issuance of permits upon completion of all required reviews by the

Town and any applicable external agencies. The County shall issue Certificates of Occupancy (CO) and Certificates of Compliance (CC) upon confirmation that all required inspections by the Town and any applicable external agencies have been completed and approved. All such responsibilities shall be performed in accordance with the terms of this Agreement and as further described in the “Operational Governance, Support, and System Administration Protocol for the Tyler Technologies, Inc. EnerGov Land Management System” (Exhibit A), which is incorporated herein by reference. The Town shall be responsible for any optional third-party software licenses required for its internal operations, if applicable.

5. Workflows. The County and Town shall work collaboratively to integrate the Town’s building and plumbing permitting processes into the EnerGov environment in a manner consistent with the shared system architecture and operational protocols. The Town shall retain responsibility for all jurisdiction-specific review decisions associated with its building and plumbing permits. The Parties may jointly develop and refine workflows as necessary to support efficient and consistent permitting operations. Any proposed changes to global settings, shared configurations, or system architecture within the EnerGov environment that may affect either Party’s operations shall require prior review by both Parties. Such review shall be conducted in a reasonable timeframe and shall not be unreasonably withheld. In the event of a disagreement regarding changes affecting system integrity, security, or performance, the County, as Host and system administrator, shall retain final decision-making authority, exercised reasonably and in good faith. Notwithstanding any provision to the contrary in this Agreement, the Town shall continue to manage its planning, zoning, and code enforcement functions outside of the EnerGov environment, consistent with its current operational practices. Nothing in this Agreement shall be construed to require the Town to transition those functions into the EnerGov system.

6. GIS. Graphic Information System (“GIS”) divisions from both Parties shall work cooperatively to maintain, keep current, and allow for access to the GIS systems from the EnerGov system.

7. System upgrades/changes. The County will consult with the Town concerning any changes, upgrades, additions, or deletions to the EnerGov software to ensure performance, connectivity, and system integrity. Both Parties shall test any system upgrades prior to moving them into production.

8. Training. Both Parties agree to share with the other Party any training information and opportunities with Tyler Technologies, Inc. after the installation of the EnerGov system with the Town, and the Parties agree to offer the other Party any available "seats" at a training session to the other agency at a pro-rated cost, although both Parties agree that the Town will need to use all open seats at its initial training session(s) with Tyler Technologies, Inc.

9. Cost and Payment Terms. The County shall maintain the EnerGov software interface through its existing agreement with Tyler Technologies, Inc., which agreement explicitly permits the County to grant the Town the access granted within the present Agreement. The Town will be granted access to the County-hosted system for the purposes outlined in this Agreement at no cost. Nothing in this Agreement requires the Town to enter into a separate agreement with Tyler Technologies, Inc., unless the Town elects to procure additional, independent services or features outside the scope of this Agreement. In the event that third-party vendor licensing fees, hosting fees, cybersecurity compliance costs, infrastructure costs, regulatory compliance requirements, or the County's administrative and support costs as Host increase, the County/Host may need to adjust applicable fees or cost allocations. The County will provide the Town written notice of the need for said adjustments, and the Parties shall thereafter work cooperatively in good faith to amend the applicable fees and cost allocations in a manner acceptable to both Parties. If the Parties cannot agree, either Party may terminate this Agreement pursuant to the Termination provisions.

10. Collection of fees and fines. The County will collect on behalf of the Town all applicable fees and fines such as from permit applicants and permit violations through the EnerGov permitting and payment systems. On a monthly basis, the County shall remit to the

Town all such revenues collected on the Town's behalf, net of applicable credit card and electronic payment processing fees. Credit card and electronic transaction fees associated with payments processed through the County's payment system shall be retained by the County, such fees are reimbursed based on the applicable percentage of transaction amounts multiplied by actual fees paid for the month. Should the County make any changes to the credit card and electronic transaction fees it charges, the County will provide the Town with 90 days' prior, written notice before making such changes. Returned check fees will also be assessed in accordance with the County's standard practices, and said fees shall be retained by the County upon collection of the same. However, in the event of any fraudulent credit card charge or returned check, it will be the responsibility of the Party to whom the revenue would have otherwise been remitted to seek payment and/or legal action as to the same.

11. Relationship of the Parties. The Parties agree that each is acting independently of the other under this Agreement. This Agreement does not create a partnership, joint venture, joint ownership, or personnel sharing of any kind.

12. Representations. Each Party to this Agreement represents to the other Party that it has all requisite power and authority to execute, deliver and perform its obligations under this Agreement; that it has by proper action and resolution ratified this Agreement; that the execution, delivery, and performance of this Agreement by the Party does not violate or conflict with any terms or conditions of any material contract by which the Party is bound; that the Party shall comply with all applicable federal, state, and local laws pertaining to the activities conducted by it under or pursuant to this Agreement; that no elected or appointed official or employee has any interest (financial, employment, or other) in the transactions contemplated by this Agreement; and that the Party will take no action that may prevent, delay, or frustrate the intended purpose of this Agreement.

13. Contracts with Tyler Technologies. For the duration of this Agreement, the County shall maintain and keep a current contract with Tyler Technologies, Inc., the software vendor. The County will keep current its Annual Maintenance and Subscription fees while this Agreement is

in effect. Should either Party terminate its contract with Tyler Technologies, Inc., it shall give the other Party ninety (90) days' prior, written notice of such intended termination. Either Party may terminate for convenience by with ninety (90) days' written notice.

14. Dispute Resolution. The Parties agree that any disputes about the implementation of this Agreement shall be heard by a Committee composed of the Town and County Managers or their designees, the Town's Information Technology Director, the County's Chief Information Officer, the Town's Finance Director, and the County's Chief Financial Officer (collectively, the foregoing are the "Committee"). All such disputes shall be heard by the Committee at a meeting held no more than forty-five (45) days after a Party has provided the Committee with written notice of a dispute. In the event the dispute cannot be resolved at this meeting, then the Committee will schedule and attend a second meeting, to be held no more than thirty (30) days after the first meeting, to further try and resolve the dispute. In the event the Parties cannot resolve the dispute within the two foregoing Committee meetings, the Parties may thereafter seek relief from the Superior Court for New Hanover County, North Carolina, unless the Parties specifically agree in writing to attempt other methods to resolve the dispute.

15. Notice. Any and all communications and/or notices contemplated by and/or relating to this Agreement shall be directed to the Parties' designated representatives set forth below herein. The Parties may change the designated representatives or notice addresses by providing written notice of said change. All

notices under this Agreement must be in writing and be sent by certified mail, return receipt requested addressed as follows:

TOWN: Town Manager
Town of Wrightsville Beach
321 Causeway Drive
PO Box 626
Wrightsville Beach, NC 28480

COUNTY: Building Safety Permitting Director
New Hanover County
230 Government Center Drive, Suite 170
Wilmington, North Carolina 28403.

Notices sent by certified mail, return receipt requested shall be deemed to have been given when so delivered into the custody of the United States Postal Service, provided that a contemporaneous copy, which shall not satisfy the requirement of notice, be sent by email to the following:

TOWN: G. Grady Richardson, Jr.
Susan G. Renton
Law Offices of G. Grady Richardson, Jr., P.C.
Town Attorneys
Email: grady@ggrlawoffice.com
susan@ggrlawoffice.com

COUNTY: Karen Richards
County Attorney
Email: krichards@nhcgov.com.

Should a contemporaneous email not be sent, the notices shall be deemed sent when the certified mail is delivered, as shown by the return receipt tracking information and/or signed green card.

16. Entire Agreement and Amendment. This Agreement, including any Exhibits attached hereto which are incorporated herein by reference and made a part of this Agreement, constitutes the entire understanding between the Parties as to the matters set forth herein. This Agreement shall not be altered or amended except in a writing signed by all Parties.

17. Interpretation/Governing Law. This Agreement shall be deemed to have been made and performed in the State of North Carolina, and the Parties hereto agree, notwithstanding the principles of conflicts of law, that the internal laws of the State of North Carolina shall govern and control the validity, interpretation, performance, and enforcement of this Agreement. Further, as previously set forth hereinabove, the Parties agree that any legal action relating to this Agreement shall be brought solely in the Superior Court for New Hanover County, North Carolina, and each Party consents to the jurisdiction of said court and waives any right or defense relating to such jurisdiction and venue. In the event of a conflict between the various terms and conditions contained herein, then the more particular shall prevail over the general and the more stringent or higher standard shall prevail over the less stringent or lower standard.

18. No Presumption. None of the Parties shall be considered the drafter of this

Agreement or any provision hereof for the purpose of any statute, case law, or rule of interpretation or construction that would or might cause any provision to be construed against the drafter. This Agreement was drafted with substantial input by all Parties and their counsel, and no reliance was placed on any representations other than those contained herein.

19. Assignment. Neither Party shall sell or assign any interest in or obligation under this Agreement.

20. Binding Effect. Subject to the specific provisions of this Agreement, this Agreement shall be binding upon and inure to the benefit of and be enforceable by the Parties and their respective successors and assigns.

21. Non-Waiver of Rights. Any Party's failure to insist upon the strict performance of any provision of this Agreement or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any rights under this Agreement.

22. Immunity Not Waived. This Agreement is governmental in nature and for the benefit of the public and is not intended to be for private profit or gain, and the Town and County to not intend to waive by reason of this Agreement any immunities or defenses provided by law with regard to any action based on this Agreement.

23. Continuing Obligation. The Parties agree to enter into and execute any and all further instruments and/or agreements as may be required to carry out the purposes and intent of this Agreement.

24. Reference. Use of the neuter includes feminine and masculine, singular includes plural; and captions and headings are inserted for convenience of reference and do not define, describe, extend or limit the scope or intent of this Agreement.

25. Savings Clause. If any section, subsection, paragraph, sentence, clause, phrase or a portion of this Agreement is for any reason held invalid, unlawful, 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.

26. Enforcement. It is recognized that the Parties' remedies at law may not be adequate in the event of a breach of this Agreement. Accordingly, the Parties agree that specific performance of this Agreement is a proper remedy in the event of a breach or default.

26. Multiple Counterparts. Multiple counterparts of this Agreement may be signed and delivered, each of which shall be considered an original and which together shall constitute but one Agreement. This Agreement may be delivered electronically to the Parties and executed electronically by the Parties in accordance with the Uniform Electronic Transactions Act (N.C.G.S. §66-311 *et seq.*). The executed counterparts of this Agreement may be delivered by email transmission and shall constitute original signatures and be binding on the Parties.

27. Cybersecurity, Breach, and Data Protection. Each Party shall maintain reasonable administrative, technical, and physical safeguards to protect the confidentiality, integrity, and access to the EnerGov system and data contained therein, consistent with Section 11 of Exhibit A. Each Party shall notify the other Party and Tyler Technologies, Inc. of any breach or incident within twenty-four (24) hours of discovery of the same. The Parties shall cooperate with each other and with Tyler Technologies in any investigations, mitigation, and legally required notifications related to any breach or security incident. Each Party remains individually responsible for adhering to and complying with any applicable federal and/or state laws or regulation pertaining to data protection, privacy, and/or public records.

28. Data Ownership and Exit Rights. Each Party retains ownership of its respective data. Upon termination of this Agreement, each Party terminating the Agreement may export its data from the EnerGov system following a mutually agreed upon protocol, subject to any vendor limitations that may be set by Tyler Technologies, Inc. and/or any

applicable fees.

29. Hosting, Support, and Service Expectations. The County as the Host of the EnerGov system for the Town is responsible for ensuring the availability of the system, the maintenance of backup data protection, and maintaining other disaster recovery methods all consistent with accepted, IT vendor hosting standards. See further Exhibit A.

30. Force Majeure and Vendor Outages. Neither Party shall be liable for failure or delay due to causes beyond the reasonable control of the Party, including but not limited to natural disasters, pandemic, cyber incidents, acts of government, or third-party vendor outages.

31. Compliance, Records, and Audit Responsibilities. Each Party is responsible for its own public records compliance, records retention schedules, responses to audits, and/or regulatory compliance, although the Parties shall reasonably cooperate with each other where shared systems and records are involved.

IN WITNESS WHEREOF, the Parties hereto, have caused this Agreement to be duly executed and sealed pursuant to authority duly given as of the day and year first written above.

(SIGNATURES AND NOTARY TO FOLLOW)

TOWN OF WRIGHTSVILLE BEACH

Town Manager/Town Mayor

ATTEST:

Town Clerk

[SEAL]

Approved as to form:

Town Attorney

CERTIFICATION

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

Town Finance Officer

[New Hanover County digital signature page attached hereto and incorporated herein by reference.]

EXHIBIT A

Operational Governance, Support, and System Administration Protocol for

The Tyler Technologies, Inc. EnerGov Land Management System

Between New Hanover County ("Host") and the Town of Wrightsville Beach
("Participant")

1. Purpose

This Operational Governance, Support, and System Administration Protocol for the Tyler Technologies, Inc. EnerGov Land Management System between New Hanover County ("Host") and the Town of Wrightsville Beach ("Participant") (hereinafter "Operational Protocol") establishes the day-to-day governance, administrative roles, support expectations, and operational coordination procedures for the Town's shared use of the EnerGov Land Management System hosted by New Hanover County. The Host and Participant are each a "Party" and jointly the "Parties" hereto.

This Operational Protocol is intended to supplement, not replace, the Interlocal Agreement to which it is attached and shall govern operational execution of the shared system environment. In the event there is any conflict in terms between this Operational Protocol and the Interlocal Agreement, the more specific term shall prevail over the more general.

2. System Hosting Model

2.1 Host Environment

New Hanover County ("Host") shall maintain the primary hosted EnerGov environment, including system configuration, integrations, backups, and administrative oversight.

2.2 Participant Access

The Town of Wrightsville Beach ("Participant") shall access the shared hosted EnerGov environment as a participating jurisdiction with designated user accounts and jurisdiction-specific configurations.

2.3 System Integrity

The Host retains final administrative authority over system architecture, global configurations, and shared components to ensure system stability, cybersecurity, and performance.

3. Roles and Responsibilities

3.1 Host (New Hanover County)

The Host shall be responsible for:

- System administration and configuration management
- User provisioning and permission governance
- System upgrades coordination with Tyler Technologies
- Backup and disaster recovery oversight
- Shared workflow architecture
- Integration management (GIS, payment systems, portals)
- System performance monitoring and dashboards
- Security configuration and access controls
- Public portal governance (including COAST or successor systems)

3.2 Participant (Town of Wrightsville Beach)

The Participant shall be responsible for:

- Maintaining jurisdiction-specific workflows and business rules
- Providing accurate permit, planning, zoning, and code data
- Designating a primary operational point of contact
- Training its internal staff on jurisdiction-specific processes
- Ensuring compliance with applicable records retention and public records requirements

3.3 Designated Points of Contact

Each Party shall designate:

- One Executive Representative
- One Operational Representative
- One IT Liaison

The Participant's Operational Representative will coordinate directly with the Host's Permitting System Administration team for all system-related matters.

4. User Management and Access Governance

4.1 Named Users

Participant's users shall be issued named accounts. Generic or shared accounts are prohibited.

4.2 Role-Based Access

Participant's access permissions shall be assigned based on job function, jurisdiction, and operational need, consistent with cybersecurity best practices.

4.3 Account Provisioning

- New user requests must be submitted by Participant to Host in writing
 - Host will establish new accounts within five (5) business days of a request from Participant
 - Participant must inform Host of any terminated or transferred employees within two (2) business days for access removal
-

5. Change Management and System Configuration

5.1 Workflow Changes

- Participant may request jurisdiction-specific workflow updates
- Requests shall be submitted through the Host's designated system administration channel

- Host will review for system-wide impacts prior to implementation

5.2 Global Settings

Any changes affecting shared configurations, system architecture, or global settings require:

- Written review by both Parties
- Final approval by the Host as system administrator

5.3 Testing Protocol

All significant updates, new workflows, or integrations shall be tested in a non-production environment prior to deployment.

6. Support and Service Expectations

6.1 Support Tiers

Tier 1 – Participant Internal Support

Basic user questions, internal process guidance

Tier 2 – Host System Support

System errors, configuration issues, user access, workflow troubleshooting

Tier 3 – Vendor Support (Tyler Technologies)

Software defects, platform outages, vendor-level technical issues

6.2 Response Targets (Business Days)

- Critical System Issue: Initial response within 4 business hours
- Major Operational Issue: 1 business day
- Standard Support Request: 3 business days

7. System Availability and Maintenance

7.1 Availability

The Host will maintain system availability consistent with accepted, reasonable IT vendor hosting standards and the County's IT operational practices.

7.2 Maintenance Windows

Planned maintenance, upgrades, or system changes shall be communicated to the Participant at least twenty-four (24) hours in advance, unless an emergency situation arises.

7.3 Vendor Outages

Both Parties acknowledge that system uptime is partially dependent on Tyler Technologies hosting infrastructure.

8. Training and Knowledge Sharing

8.1 Initial Training

The Host shall provide onboarding orientation for Participant staff related to system navigation, workflows, and shared processes.

8.2 Ongoing Training

- Joint training opportunities shall be shared when available
- Documentation, guides, and recorded trainings may be distributed electronically
- Participant is responsible for internal staff proficiency after initial onboarding

9. Data Governance and Records Management

9.1 Data Ownership

Each Party retains ownership of its respective data within the shared system environment.

9.2 Data Access

Jurisdictional data visibility shall be governed by role permissions and operational necessity.

9.3 Public Records Compliance

Each Party is independently responsible for compliance with North Carolina public records laws and records retention schedules.

10. Reporting, Metrics, and Performance Review

10.1 Operational Coordination Meetings

The Parties shall meet at least annually, and more frequently as needed, to review:

- System performance
- Workflows and process improvements
- Cybersecurity posture
- Operational metrics and dashboards

10.2 Performance Monitoring

The Host may maintain system health dashboards, usage analytics, and operational reports to support continuous improvement across participating jurisdictions.

11. Cybersecurity and Incident Coordination

11.1 Security Standards

Both Parties shall maintain information security measures consistent with the up-to-date applicable governmental and industry standards. These measures shall protect the confidentiality, integrity, and availability of data against unauthorized access, destruction, or loss. Neither Party shall materially decrease its security protections during the term of the Parties' Interlocal Agreement.

11.2 Incident Notification

Operational incidents, suspected breaches, or fraudulent activity impacting system data or users shall be reported to the other Party promptly and coordinated in accordance with paragraph 28 of the Interlocal Agreement.

12. Operational Cost Considerations

Unless otherwise amended in writing:

- Each Party is responsible for its own licensing, staffing, and internal operational costs

- Shared enhancements, integrations, or optional modules may be addressed through mutual written agreement
 - Future cost adjustments may be reviewed during annual governance meetings
-

13. Continuous Improvement

The Parties acknowledge that the EnerGov system is a living operational platform. Both Parties agree to collaborate in good faith to:

- Improve workflows
 - Enhance customer experience
 - Strengthen cybersecurity
 - Support efficient permitting and code enforcement operations
-

14. Effective Date

This Operational Protocol shall become effective upon execution of the Interlocal Agreement and shall remain in effect for the duration of that Interlocal Agreement unless amended in a writing signed by both Parties.

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

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

MEMORANDUM

To: Mayor Dull and Board of Aldermen

From: Katie Carus-Childers, Parks and Recreation Director 

Subject: WMPO Locally Administered Projects Program (LAPP)

Date: July 14, 2026

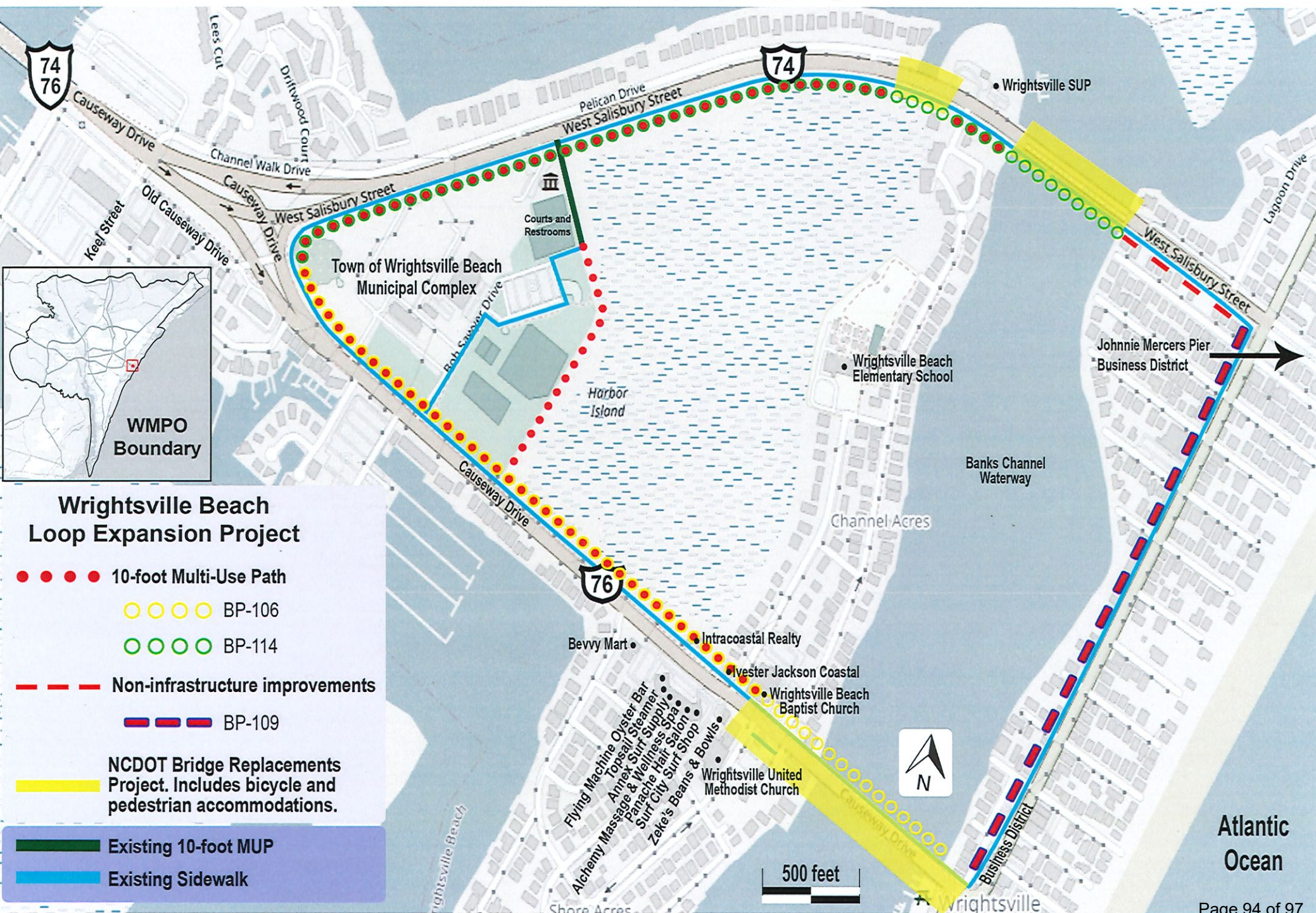
The WMPO recently announced a special call for Locally Administered Projects Program (LAPP) applications. LAPP is the WMPO's funding program for distributing the annual allocation of Surface Transportation Block Grant (STBG), Transportation Alternatives (TA), and Carbon Reduction (CR) federal funds. The STBG program offers discretionary funding that states and local governments can utilize for various projects aimed at improving the condition and performance of federal-aid highways, bridges, and tunnels. This funding can also be applied to improvements on public roads, as well as pedestrian and bicycle infrastructure.

The Loop Expansion Project is eligible for this funding source. The pre-application is due July 17th and requires the documentation below to be submitted in order for a complete application to be considered by the final application deadline September 18th. The anticipated award date is in October.

- 1) Project Schedule
- 2) Opinion of Probably Cost from a professional engineer
- 3) Inflation and contingency calculator
- 4) Draft resolution of financial support to be executed prior to submission of the final application. The program requires a local match of 20% which would be \$1,860,395 with the current estimates for the entire project.

REQUESTED ACTION: Consider LAPP application for the Wrightsville Beach Loop Expansion Project and provide direction to staff.

Town of Wrightsville Beach LAPP FUNDING APPLICATION 2026 Wrightsville Beach Loop Expansion Project



WMPO LOCALLY ADMINISTERED PROJECTS PROGRAM (LAPP)
Loop Expansion Project Proposed Application Submittal

WB Bike/Ped Projects in the WMPO 2050 Metropolitan Transportation Plan			
Bike-Ped Project	Details	Location	Cost
*BP-106	Causeway Drive 10' MUP	West Salisbury Street to Waynick Boulevard	\$3,301,000
BP-114	W. Salisbury 10' MUP	Causeway Drive to North Lumina Avenue	\$3,011,000
*BP 107	5' Sidewalk	Causeway Drive from Coral Drive to Seacrest	\$828,000
BP-109	N. Lumina Bike Lane Phase 1 5' Bike Lane	Causeway Drive to West Salisbury Street	\$718,000
*Top 30 Priority Projects in MTP		TOTAL:	\$7,858,000
Additional Components to LAPP Application			
	Engineering & Design	Recent proposal received	\$811,971
	MUP through Park	Causeway Drive to W. Salisbury	\$632,000
TOTAL:			\$9,301,971



RESOLUTION NO. (2026) XXXX

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: September 8, 2026

**RESOLUTION AUTHORIZING AN APPLICATION TO THE
WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
FOR LOCALLY ADMINISTERED PROJECTS PROGRAM FUNDING FOR
THE WRIGHTSVILLE BEACH LOOP EXPANSION PROJECT**

WHEREAS, the Town of Wrightsville Beach desires to provide safe, functional bicycle and pedestrian facilities for its residents and visitors that promotes a healthy lifestyle and the opportunity to use alternative transportation; and

WHEREAS, the Town of Wrightsville Beach would like to expand the John T. Nesbitt Loop to a ten-foot multiuse path along Causeway Drive and West Salisbury Street and connect Causeway Drive and West Salisbury Street with a ten-foot multiuse path through Wrightsville Beach Park; and

WHEREAS, the *Wrightsville Beach Bicycle and Pedestrian Plan 2024*, *Town of Wrightsville Beach CAMA Land Use Plan*, and *2020 – 2030 Parks, Recreation, and Open Space Master Plan for the Town of Wrightsville Beach* support bicycle and pedestrian facility improvements; and

WHEREAS, the *Wrightsville Beach Bicycle and Pedestrian Plan 2024* specifically identifies BP-106 Causeway Drive 10' Multi Use Path, BP-109 N. Lumina Bike Lane, and BP-114 West Salisbury Street 10' Multi Use Path NCDOT projects; and

WHEREAS, the *Cape Fear Navigating Change 2050 Metropolitan Transportation Plan* includes BP-106 Causeway Drive ten-foot multiuse path from West Salisbury Street to Waynick Boulevard, BP-109 North Lumina Bike Lane in the list of Non-Highway Priority Projects; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization (WMPO) issued a call for projects to agencies in its jurisdiction for the Locally Administered Projects Program (LAPP) that includes federal funding for bicycle and pedestrian infrastructure; and

WHEREAS, the Town of Wrightsville Beach desires to submit an application to be considered for LAPP funding for the Wrightsville Beach Loop Expansion Project that will provide safe alternative transportation to the beach, recreational facilities, Wrightsville Beach Elementary School, residential areas, and local business establishments as well as provide infrastructure for safe recreational activity; and

NOW THEREFORE, BE IT RESOLVED THAT: the Town of Wrightsville Beach Board of Aldermen authorizes an application for WMPO Locally Administered Projects Program funding in the amount of **\$7,441,576** with a total project cost of **\$9,301,971**; and

THAT, funding for the required minimum 20% local grant match of **\$1,860,395** has been identified and will be appropriated if the grant is awarded.

ADOPTED at a regular meeting of the Town of Wrightsville Beach Board of Aldermen on September 8, 2026.

Ken Dull
Mayor, Town of Wrightsville Beach

Lance Heater
Town Clerk, Town of Wrightsville Beach