



**Wrightsville Beach Board of Alderman
REGULAR MEETING**

5:30 PM THURSDAY, JUNE 13, 2024

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

AGENDA (ALL ITEMS ARE FOR DISCUSSION AND POSSIBLE ACTION)

1. Call to Order

2. Pledge of Allegiance

3. Invocation

4. Public Comments

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

5. Consent Agenda

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

- a. Approval of the minutes of the 5-9-24 meeting and 5-16-24 budget workshop.
- b. Approval of recurring special events as recommended by the Parks & Recreation Advisory Committee.
- c. Set special called meetings for 6/21 at 10:00am (CFPUA merger presentation and public hearing), 6/24 at 10am (closed session to review Town Manager applications) and 7/9 at 11:00am (closed session to select Town Manager finalists).
- d. Approval of Budget Ordinance (2024) 623-B (year-end budget adjustments).
- e. Set a public hearing for July 11, 2024 on a Special Use Permit request by Tower 7.

- f. Adoption of Resolution (2024) 2323 adopting the WB Bicycle and Pedestrian Plan.
- g. Adoption of Resolution (2024) 2332 adopting the 2024 Hurricane Operations Plan.
- h. Approval of commemorative bench sponsorship requests.

6. Presentations--None.

7. Public Hearing

- a. Open and continue a public hearing on a pier and dock exception for 502-504 N. Channel Drive.
- b. Conduct a public hearing for consideration of the FY24-25 Budget and consider adoption of Budget Ordinance No. (2024) 622-B and the proposed FY24-25 Budget in its entirety.

8. Regular Agenda

- a. Consider approval of the FY24-25 Marketing Advisory Committee Budget.
- b. Consider appointments/reappointments to the Wrightsville Beach Marketing Advisory Committee.
- c. Consider approval of a letter of intent to lease the Bordeaux Cottage to the Harbor Island Garden Club.
- d. Consider adoption of Ordinance (2024) 1860 increasing civil penalties for violation of the Noise Ordinance.

9. Other Items and Reports

10. Closed Session

- a. Consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege as provided under NCGS 43-318(A)(3).

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

BOARD OF ALDERMEN MINUTES

MAY 9, 2024, 5:30PM

TOWN HALL COUNCIL CHAMBERS, 321 CAUSEWAY DRIVE, WRIGHTSVILLE BEACH

The meeting was called to order at 5:30pm by Mayor Mills. After the Pledge of Allegiance, the invocation was provided by Caroline Jinkins, Pastor, Little Chapel on the Boardwalk Presbyterian Church. The following were present:

Board of Aldermen

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

Staff

Tony Wilson, Acting Town Manager
Lance G. Heater, Town Clerk

AMENDMENT TO AGENDA

Upon motion by Miller, seconded by Partin and carried unanimously, the Board amended the agenda to include consideration of a short-term lease agreement between the Town and Camp Chris Stone for the Bordeaux Cottage.

PUBLIC COMMENTS – *None.*

CONSENT AGENDA

Upon motion by Partin, seconded by Miller and carried unanimously, the Board approved the Consent Agenda. It consisted of: 1) the minutes of the open and closed sessions of 4-11-24, the 4-15-24 budget workshop and the 4-19-24 special called meeting; 2) approval of special events as recommended by the Parks & Recreation Advisory Committee; 3) acknowledgment of departmental quarterly reports for the months of January, February and March, 2024; and 4) adoption of Resolution (2024) 2331 declaring parking meter heads surplus and authorizing the sale on GovDeals.

PRESENTATIONS – *None.*

PUBLIC HEARING

Attorneys Matthew Nichols and Madeline Lipe, representing the property owners, asked the Board to continue consideration of a public hearing on a pier and dock exception for property located at 502-504 N. Channel Drive to the June Board of Aldermen meeting. Upon motion by Miller, seconded by Dull and unanimously carried, the Board agreed to continue the public hearing.

CONSIDER APPROVAL OF A LEASE AGREEMENT WITH CAMP CHRIS STONE FOR THE BORDEAUX COTTAGE PROPERTY

Wilson asked the Board to approve a 3-month lease agreement for the Bordeaux Cottage property (5/15-8/15/24). Wilson outlined the terms of the agreement and asked that the Board authorize the Acting Town Manager to execute it. It was noted that, in addition to the \$100 monthly lease payment, the agreement provided for reimbursement to the Town of insurance and utility expenses associated with the lease. Upon motion by Partin, seconded by DeGroote and unanimously carried, the Board approved the agreement.

CONSIDER ADOPTION OF RESOLUTION (2024) 2323 ADOPTING THE WB BICYCLE AND PEDESTRIAN PLAN

Recreation Programs Supervisor Katie Ryan noted that in August 2022, the Town was awarded a grant by NCDOT to develop a comprehensive bicycle and pedestrian plan. The Board appointed the Parks & Recreation Advisory Committee to serve as the steering committee for the project. Ryan stated that Kimley-Horn was the consultant assigned by NCDOT to develop the plan with NCDOT and Wilmington MPO staff participating in the committee meetings and development process. The Parks & Recreation Advisory Committee was recommending that the Board adopt the Plan as presented. The Board heard a presentation by Starla Couso, of Kimley-Horn, who: 1) reviewed the planning process; 2) described key elements of the Plan; and 3) provided an overview of the Plan (introduction, existing conditions, public outreach, recommendations and implementation).

The Board expressed appreciation for the presentation and the work of Kimley-Horn. The Mayor noted that the Board was deferring consideration of adoption of the Resolution approving the Plan, stating that it wanted to have time to hear the presentation and give consideration to it, including input from members of the public.

CONSIDER ADOPTION OF ORDINANCE (2024) 1859 AMENDING THE BEACH AND SHORE ORDINANCE 92.18 (D) TO CHANGE THE TIME OF DAY WHEN BICYCLES ARE PROHIBITED ON THE BEACH STRAND

Wilson presented a revision to the Beach and Shore Ordinance which would allow bicycles to be on the beach before 10:00am and after 5:00pm, a change from the current hours of before 9:00am and after 6:00pm. Wilson stated that this change was in response to a request from a resident. In response to a question from Dull, Police Chief, David Squires, stated that bikes operated by throttle only (no pedal-assist) were prohibited on the beach. Upon motion by Miller, seconded by Dull and carried unanimously, the Ordinance was adopted.

DISCUSSION OF THE FY24/25 BUDGET PROCESS AND CONSIDER SETTING A PUBLIC HEARING ON THE BUDGET FOR JUNE 13, 2024

Wilson noted that the final budget workshop was scheduled for 5/16 at 9:00am and the public hearing was scheduled for the Board's regular meeting on 6/13. By consensus, the Board agreed to set the public hearing as scheduled.

CONSIDER AN UPDATE TO THE COMMEMORATIVE BENCH PROGRAM, AS RECOMMENDED BY THE PARKS & RECREATION ADVISORY COMMITTEE

Ryan stated that the Town had initiated a Commemorative Bench Program in August 2019 in which 29 benches were built and installed, allowing persons to sponsor a bench for \$600. Ryan reported that many of the benches had been lost or consumed by the dunes and that with beach nourishment complete and sand fencing and sea oat planting projects nearing completion, the Parks & Recreation Advisory Committee would like to resume the program and add benches as spots are available with changing beach conditions. The Committee reviewed the program and voted unanimously to recommend the Town resume the Commemorative Bench Program, building benches with treated lumber and installing bronze memorial plaques on the back of the bench. The Committee also recommended increasing the cost of sponsorship to \$1,000 to cover the bench, bronze plaque and staff time. It was noted that persons whose benches had been washed away would be given the first opportunity to sponsor a bench. Upon motion by Dull, seconded by Mills and carried unanimously, the Commemorative Bench Program was approved as proposed.

OTHER ITEMS AND REPORTS

- A. **Mayor Mills:** 1) noted that Finance Officer Murray had circulated a proposed policy on donations to outside agencies and asked the Board members to review; 2) noted that former

Mayor Fran Russ had passed away recently at the age of 94 and expressed appreciation for all she had done for the Town.

- B. **Mayor Pro Tem Miller:** noted that the Cape Fear Memorial Bridge had completely reopened on May 8th, ahead of schedule.
- C. **Alderman DeGroote:** commented that the abandoned trawler had still not been removed from Banks Channel; Squires stated that a contractor was scheduled to begin removal work next week.
- D. **Alderman Dull:** reported that progress was being made on the water/sewer merger with the CFPUA and he was hopeful that a deal would be struck.
- E. **Alderman Partin:** stated that the Ad Hoc Committee was close to making a recommendation on a revised lighting ordinance to be presented to the Planning Board.
- F. **Acting Town Manager Wilson:** reminded all present of a blood drive scheduled for 5/31 and a community meeting to be held by the Police Department for the purpose of educating citizens on fraud prevention on 5/28.
- G. **Town Clerk Heater:** stated that it was anticipated the consultant hired for the Town Manager search would have a draft advertisement for the position shortly and that he would circulate it to the Board upon receipt.

There being no further business, the meeting was adjourned at 6:19pm.

Respectfully submitted,

Lance G. Heater, Town Clerk

BOARD OF ALDERMEN MINUTES

MAY 16, 2024, 9:00AM

TOWN HALL CONFERENCE ROOM, 321 CAUSEWAY DRIVE, WRIGHTSVILLE BEACH

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

Board of Aldermen

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

Staff

Tony Wilson, Acting Town Manager
Lance G. Heater, Town Clerk
Katie Ryan, Recreation Program Supervisor
Matt Holland, Acting Fire Chief
David Squires, Police Chief
Brian Murray, Finance Director
Bill Fay, Public Works Director
Evan Morigerato, Asst. Public Works Director

(Miller began the meeting participating via Zoom, but arrived in person at 9:28am.)

BUDGET WORKSHOP

Wilson reviewed changes to the draft budget which had been made since the last budget workshop as follows: 1) increased sewer use revenue from 750k to 825k based on prior year and current year trends; 2) increased water and sewer use, and water and sewer system maintenance revenues to reflect a 5.1% rate increase, producing an additional \$175,000 in revenue in order to mimic CFPUA's rate increase so that in the event of a merger with CFPUA, TOWB customers will see less of an impact on their monthly bill; in the event of a non-merger, these additional revenues will be needed for capital improvements; 3) reduced water department contracted services from \$875,000 to \$787,500 and sewer department contracted services from \$1,850,000 to \$656,751 reflecting negotiations with CFPUA to keep bulk water and sewer rates status quo with FY23/24 rates; 4) increased NEI capital cost in sewer budget by \$50,000 to account for a 15% increase in Town sewer usage; 5) changed Fleet Maintenance budget Forklift Replacement from 10k to 25k to replace the forklift sooner than originally planned; 6) changed board member salaries and FICA to reflect the same COLA increase as staff; 7) added cell phone allowance for board members and PIO position and auto allowance for PIO position to Governing Body budget; 8) removed \$750k beach nourishment CIP transfer from Governing Body budget and placed additional \$750k in Streets budget for bulkhead improvements; 9) increased PD uniform stipend from \$12,000 to \$13,000 to include additional amount needed for payroll taxes; 10) for discussion purposes, increase of \$180,000 in PD budget for 2 additional officers, and other associated increases for necessary vehicles and equipment; 11) increased fund balance appropriation for general fund by \$24,738 to balance budget; and 12) reduced fund balance appropriation in water/sewer fund to zero due to rate increase creating enough revenue to balance budget.

Wilson provided an overview of the draft budget as follows: 1) expenditures for 24/25 are projected to be at \$17,800,461 with projected revenues at \$17,371,033, which requires a \$429,428 contribution from fund balance to balance the budget; 2) 8% Cola/Merit is included; 3) 5.1 % water and sewer rate increase proposed; 4) water and sewer fund expenditures are projected at \$4,237,000, with projected revenues at \$4,237,000; 5) general fund proposed revenues from \$15,980,644 in FY 24 to \$17,371,033 in FY25; 6) no property tax increase, with the rate remaining at .0923; 7) major increase in room occupancy tax revenues utilized, from \$650,000 to \$1.3 million, reducing the year end ROT fund balance from \$1.5 million at the end of FY24 to \$1.2 million at the end of FY25; 8) increase in

parking revenue from \$5.2 million to \$5.75 million, a conservative estimate based on Pivot's budget of \$6.5 million; 9) increase in interest earnings utilized from \$500,000 to \$750,000, a conservative increase given the estimate of \$1 million; and 10) increase in sales tax revenue utilized from \$1,410,000 to \$1,525,000, a conservative increase given the projection of \$1.65 million projected this year, \$1.69 million collected in FY22, and \$1.65 million collected in FY23.

GOVERNING BODY

In response to a question from Partin, Wilson stated that cell phone reimbursement had been included to reflect compensation for Board members for the use of their personal cell phones for Town business. In response to a question from Mills, Wilson stated that once the budget is adopted, he would obtain an engineering design for repair work to perhaps two bulkheads to be scheduled in FY 24-25. In response to a question from Partin, Murray stated that the \$75,000 budgeted for the Town Attorney should be sufficient to cover annual legal expenses, however, the Town had not received an invoice for legal expenses in approximately a year and a half and a budget adjustment would likely be necessary when the catch-up billing is received.

INFORMATION TECHNOLOGY

In response to a question from Partin, Squires and Wilson provided an update on the status of security cameras, describing the options for improving the existing situation by upgrading communications facilities.

PUBLIC WORKS FLEET MAINTENANCE

Fay asked for direction with regard to a new fueling system for Town vehicles. Fay stated it was estimated that a new system was estimated at \$200,000. Fay noted that going off island for fuel was an option and one that had been utilized in the past. It was the consensus that the issue would be brought back to the Board once actual bids had been received.

PUBLIC WORKS BUILDING MAINTENANCE

In response to a question from Dull, Fay stated that he did not anticipate the need for major building repairs in the next fiscal year. In response to another question from Dull, Miller stated that, as a part of the process of developing long term leases for the Town's properties, major repairs would likely be the responsibility of the Town with minor maintenance issues the responsibility of the tenant.

POLICE DEPARTMENT

Squires reviewed the changes which had been made to the initial budget, with four main items: 1) two additional police officers (\$180,000 in wages and benefits); 2) increasing deputies to add an additional four weeks of service (\$3,500); 3) contracted traffic controllers for the 3 holiday weekends (\$9,000); 4) an experimental noise camera (\$15,000); 5) one additional car to accommodate 2 additional officers (\$42,000); and 5) up fitting of the additional car (\$13,300). The total additional cost would be \$262,800.

There was a lengthy discussion regarding these items, with it being noted that this would be the first use of a noise camera in the State. Squires stated that Newport, Rhode Island had used the system and that his department had been in touch with the Police Department there. Squires noted that there were several problems with the system, such as interference by wind, legally operated motorcycles and commercial vehicles triggering the system, and questions over whether the resulting civil citations would be upheld if challenged in court. Miller suggested that the Board consider increasing the penalty for violating the noise ordinance, even if it may not hold up in court, as it would serve as a deterrent. After discussion, it was the consensus of the Board that the additional items be included in the budget.

FIRE DEPARTMENT

Murray stated that the budget provided for \$200,000 for a new fire engine, which combined with \$150,000 already funded in the CIP and \$850,000 received in American Rescue Plan funding, would be enough to purchase the apparatus in FY24-25. Holland explained that there was a lengthy wait time on delivery following the order of the equipment, and that this would allow for the apparatus to be placed on the island to provide backup in the event that one of the bridges were out of service due to the bridge replacement projects. There was a discussion in which it was pointed out that the NCDOT's plans for the bridge replacements were still very much in flux and it was unknown at this time what the end result would be. It was the consensus of the Board that the \$200,000 would remain in the budget, but that the engine should not be ordered until plans become more clear.

PUBLIC WORKS STREETS

Fay noted that it was advisable to conduct a study which would create a priority listing for street paving, which had been previously discussed by the Board and approved for exemption from competitive bidding under the Mini Brooks Act. It was noted that \$50,000 had already been included in the CIP for street paving, therefore, funding for the study would be included in the FY24-25 budget, to be paid for by transferring these funds from the CIP.

A recess was declared at 10:35am. The meeting resumed at 10:43am.

OTHER ITEMS

There was a discussion with Fay regarding purchase or rental of two generators needed for water and sewer purposes prior to the possible merger with the CFPWA. It was the consensus that Fay would explore rental options.

Wilson noted that the new PIO position would be classified as Range 18 and that the Park Ranger position would be split into Park Ranger I and Park Ranger II, with no change in pay.

There was a discussion regarding Fire Department staffing. It was noted that the FY23-24 budget included funding for a Deputy Fire Chief and 3 firefighter positions and that the FY24-25 budget included an additional 3 firefighter positions in anticipation of changes related to bridge closures. The Town did not receive the grant for which it applied funding the 3 positions for FY23-24 and those positions have not been filled. It was the consensus of the Board to remove those positions from the FY24-25 budget and to remove the 3 additional positions related to the bridge closures (since those projects are not going to occur until a later fiscal year) for a total reduction of 6 firefighter positions over what had been included in the draft budget. The Deputy Chief position was allowed to remain in the draft budget.

There was a discussion regarding employee health insurance coverage. Murray reported that the current provider, United Healthcare, offered coverage for FY24-25 at a 27% increase. Murray had included a 15% increase for budgeting purposes. The Town's current broker, One Digital, sought quotes from other providers which offered substantially better renewal rates. Murray reported that the Town had also discussed health insurance with Gallagher, which offered coverage through NCHIP's group program with Blue Cross as the provider, and Robison Insurance Services, a local firm, which also offered coverage through Blue Cross. The cost of the two proposals was similar, with Robison's being slightly less. Murray stated that the advantage to going with NCHIP was to join a group of over 500,000 members in order to control costs over time and the advantage to going with Robison was possibly enhanced service to employees through a local broker. It was the consensus of the Board to choose Robison, with the understanding that the Town could opt to apply to the NCHIP group in a future year if it became advantageous to do so.

There was a discussion regarding pay increases for Town employees. The draft budget included an 8% COLA. It was the consensus of the Board to instead provide for a 4% COLA and a 4% possible merit increase.

Mills stated that it was likely that the Board would have a special called meeting on June 21, 2024 to conduct a public hearing on the possible merger of the Town's water and sewer system with CFPUA.

The meeting was adjourned at 11:28am.

Respectfully submitted,

Lance G. Heater, Town Clerk

Draft

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

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

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor *Kate*

Subject: Special Event Permit Applications

Date: June 7, 2024

Attached for the Board's consideration are the following recurring special event permit applications. These applications were reviewed by the Parks and Recreation Advisory Committee at their June 6th meeting. They voted unanimously to recommend that the Board of Aldermen approve the applications.

1) YMCA Triathlon Bike Check-In and Packet Pickup

Friday, September 20, 2024, 2:00 – 8:00 pm (Set up begins at 10:00 am)
Approximately 750 participants

YMCA Triathlon Race Event

Saturday, September 21, 2024
Set up begins at 3:00 a.m., race begins at 6:50 a.m., event ends at 11:00 a.m.
Approximately 1,500 participants

There are no changes to this event from previous years. An EMS standby unit as well as police support is required. Ocean Rescue support is requested. Causeway Drive road closure is required from 6:30 to 10:00 a.m.

2) Stoked to Go Out Pier to Pier Swim

Saturday, May 17, 2025
Set up begins at 6:00 am, race begins at 9:00 am, event ends at 11:00 am
Location: JM Pier to Crystal Pier
Number of people: ~275

There are no changes to this event from previous years. Ocean Rescue support has been requested.

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
8 am & 10 pm? yes

Number of Hours 10

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☐ No ☐ Not Required ☒

Portable toilets needed?

Yes ☐ No ☐ Not Required ☒

Trash Disposal Service?

Yes ☐ No ☐ Not Required ☒

Wall or GFL

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 20, 2024

Timeframe needed: Set up 10:00 ☒ am ☐ pm to Tear down 1 ☐ 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 and Pavilion

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: Sarah Gibbs

Complete Mailing Address: 2710 Market Street Wilmington, NC 28403

Phone Number: 910-251-8196 E-mail: Sarah.Gibbs@ymcasenc.org

8. Briefly describe provisions for the following:

Toilet facilities: 44 total (26 at town hall and 18 at the swim start on Waynick Blvd in front of Blockade Runner

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>	PD Contract: <u>Parking staff</u>
Facility Use Fee: _____	OR Contract: <u>COI</u>
Security Deposit: <u>-</u>	COI: <u>Fees</u>
Parking Fees: _____	_____
Traffic Cones: _____	TOTAL PAID: _____
TOTAL DUE: _____	Check #: <u>Meeting</u>

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required ☐

Permit(s) needed for vehicle on the beach?

Yes ☐ No ☒

Number needed: _____

Vehicle permit issued to: _____

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

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

Police support requested?

Yes ☐ No ☐ Not Required ☒

PD Comments:

Fire Department support requested?

Yes ☐ No ☐ Not Required ☒

FD Comments:

No Concerns

Ocean Rescue support requested?

Yes ☐ No ☐ Not Required ☒

OR Comments:

EMS support required?

Yes ☐ No ☒

Certificate of Insurance obtained?

Yes ☐ No ☐ Not Required ☐

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

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 Limits

Describe 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 market

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

If so, please specify: _____

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

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

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

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

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

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

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

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

See attached memo for additional stipulations.Signature: TLG OHL Date: 4-30/2024

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

To provide prior to event

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

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

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

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

FOR OFFICE USE ONLY

☐ New ☒ Recurring

PRAC Recommendation:

☒ Approve
☐ Approve w/ Conditions
☐ Do Not Approve

Participants / Fee Per Day:

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

SEP Security Deposit:
Participants / Fee

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

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

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

Number of Hours 1

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

Wall or GFL

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: YMCA Wrightsville Beach Triathlon

2. Event Day and Date: Saturday September 21, 2024

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: Sarah Gibbs

Complete Mailing Address: 2710 Market Street Wilmington, NC 28403

Phone Number: 910-251-8196 E-mail: Sarah.Gibbs@ymcasenc.org

8. Briefly describe provisions for the following:

Toilet facilities: 44 total (26 at town hall and 18 at the swim start on Waynick Blvd in front of Blockade Runner)

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: <u>\$700</u>	PD Contract: ☒	<u>Parking Staff</u>
Facility Use Fee: <u> </u>	OR Contract: ☒	<u>COI</u>
Security Deposit: <u>\$1,500</u>	COL: <u> </u>	<u>Fees</u>
Parking Fees: <u> </u>		<u>WBPD & WBOR</u>
Traffic Cones: <u> </u>	TOTAL PAID: <u> </u>	
TOTAL DUE: <u> </u>	Check #: <u> </u>	<u>Meeting</u>

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required ☐

Permit(s) needed for vehicle on the beach?

Yes ☐ No ☒

Number needed: _____

Vehicle permit issued to: _____

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

Yes ☒ No ☐

*Full road closure

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

To provide

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)? _____

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 Limits

Describe 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 market

13. 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 Hall

Waynick 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.

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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: TLG Aff Date: 4-30/2024

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

To provide COI prior to event.

2024 WATER SAFETY PLAN



- Event: 2024 YMCA Wrightsville Beach Triathlon
- Location: Starts at the Blockade Runner
- Water Safety:
 - Lifeguards stationed from the Blockade Runner sound side shoreline to Seapath Marina
 - At least one lifeguard/water support per 35 participants
 - Lifeguards will be on kayaks, paddleboards, and at least two motorized boats for emergency extractions
- Swim Lead: Kristen Smith
- 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
- Rescue Points:
 - Swimmers in distress during the channel cross will be escorted to S. Channel Park
 - 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 2 buoys
 - Mandatory walk-through the evening before the event

YMCA WRIGHTSVILLE BEACH TRIATHLON TIMELINE

Friday:

- 8:00 AM:
 - Crew arrives at WB Park to set up:
 - Ice, tents, possible stage, bathrooms, music
 - Vendor and TA setups
- 2:00 PM to 7:00 PM:
 - Packet Pickup at the park
- Parking:
 - Spaces will be blocked in front of Blockade Runner
- 5:00 PM to 6:00 PM:
 - Athlete meetings at WB Park



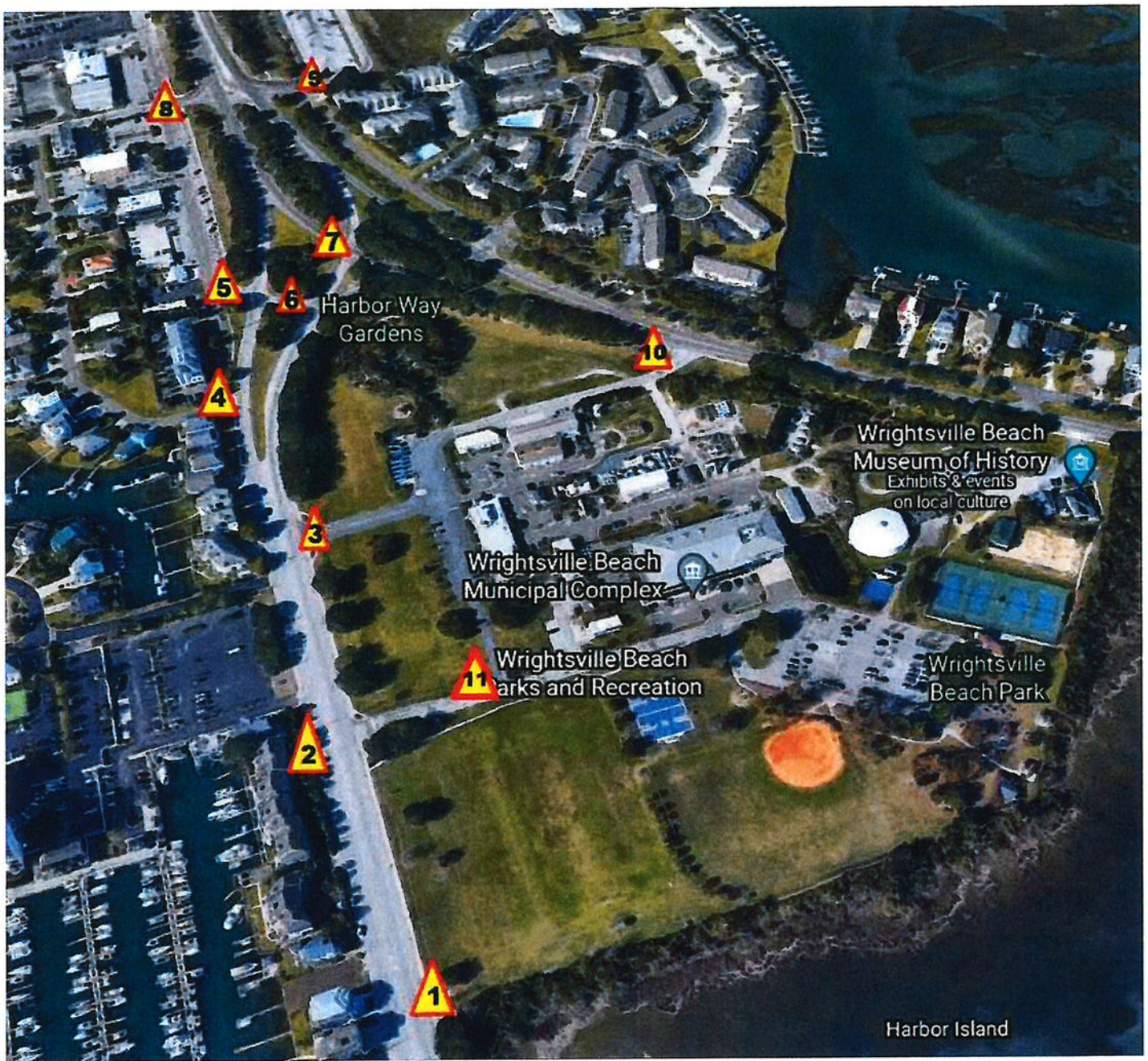
Saturday:

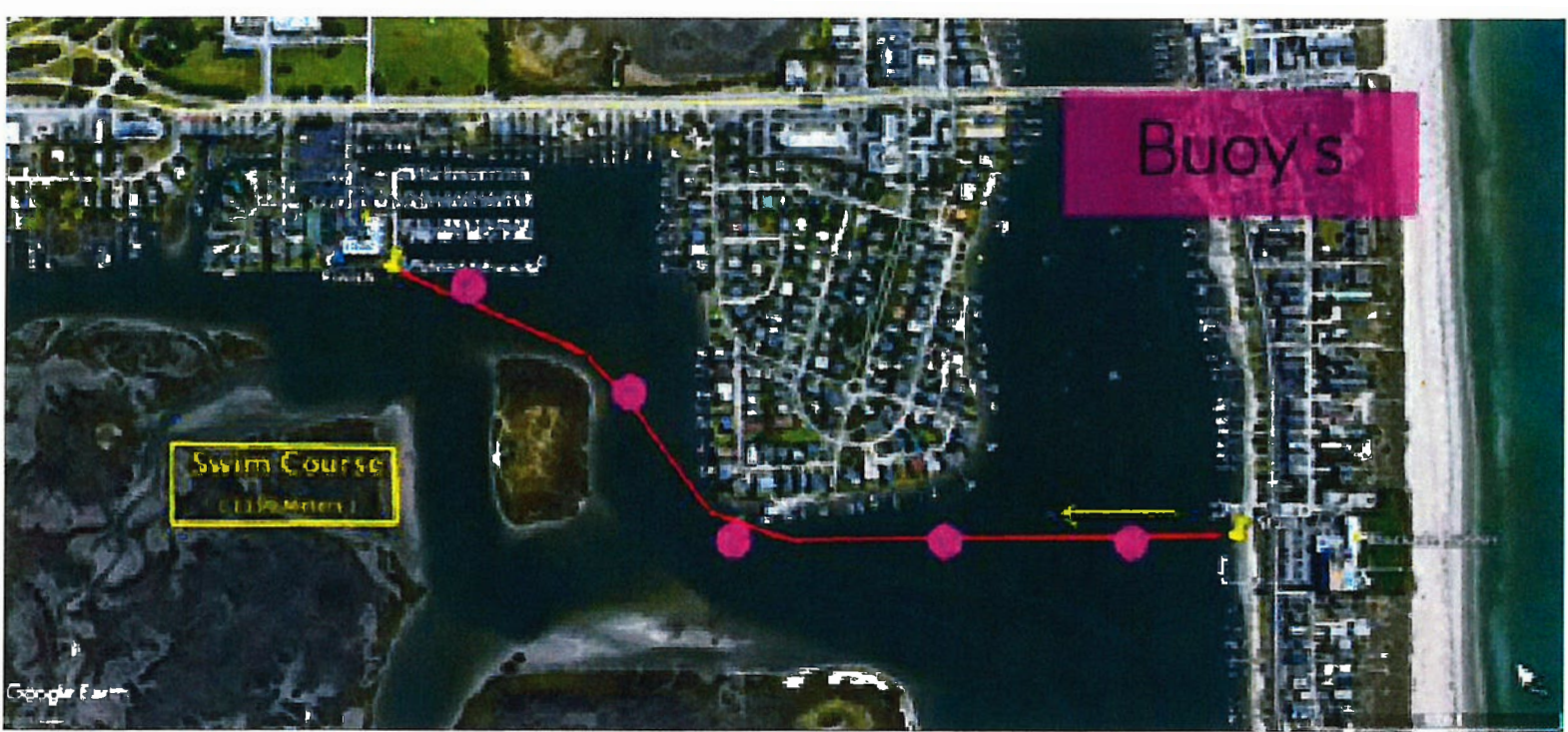
- 3:00 AM:
 - Crew arrives to set up WB Park and Course
- 5:00 AM:
 - Participants arrive, PA announcements start
- 5:15 AM:
 - Officers report to Police Department training room for briefing
- 5:00 AM to 6:30 AM:
 - Packet Pickup
- 5:30 AM:
 - Traffic control setup begins (cones, signage, barrier tape)
 - Music starts
- 6:30 AM:
 - Causeway Drive closed to traffic
- 6:50 AM:
 - Triathlon begins
- 7:00 AM to 7:10 AM:
 - Swimmers transition from Seapath to WB Park
- 7:10 AM to 7:20 AM:
 - First cyclists begin bike course
- 7:40 AM to 7:50 AM:
 - First cyclists return to beach; final swimmers nearing exit
- 7:50 AM to 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
- 11:00 AM:
 - Last participant finishes the race; normal traffic resumes
 - Officers cleared as directed by the Incident Commander (IC)
- 10:00 AM to 12:00 PM:
 - Post-race party at WB Park with music
- 11:00 AM to 3:00 PM:
 - Tear down

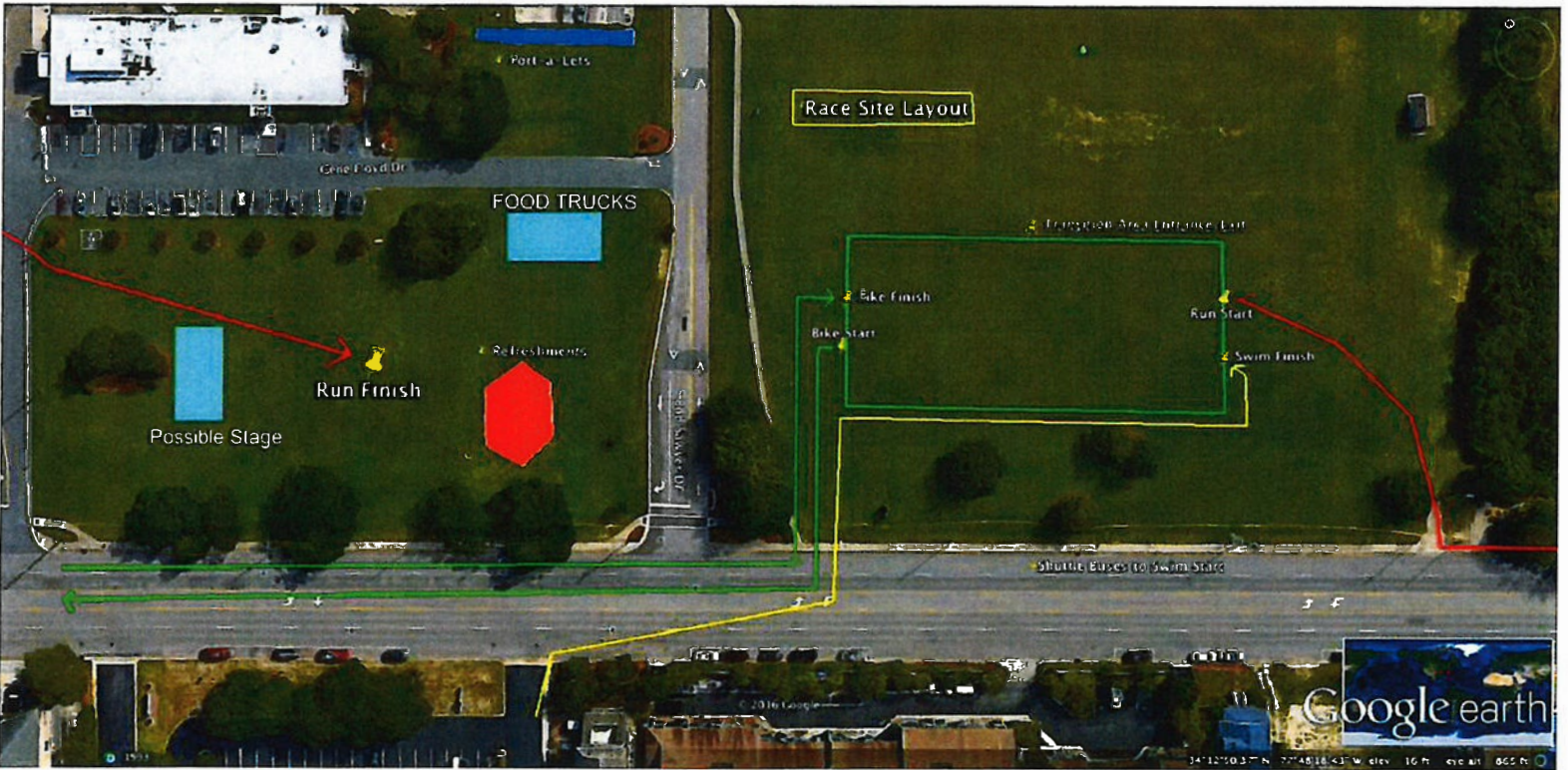
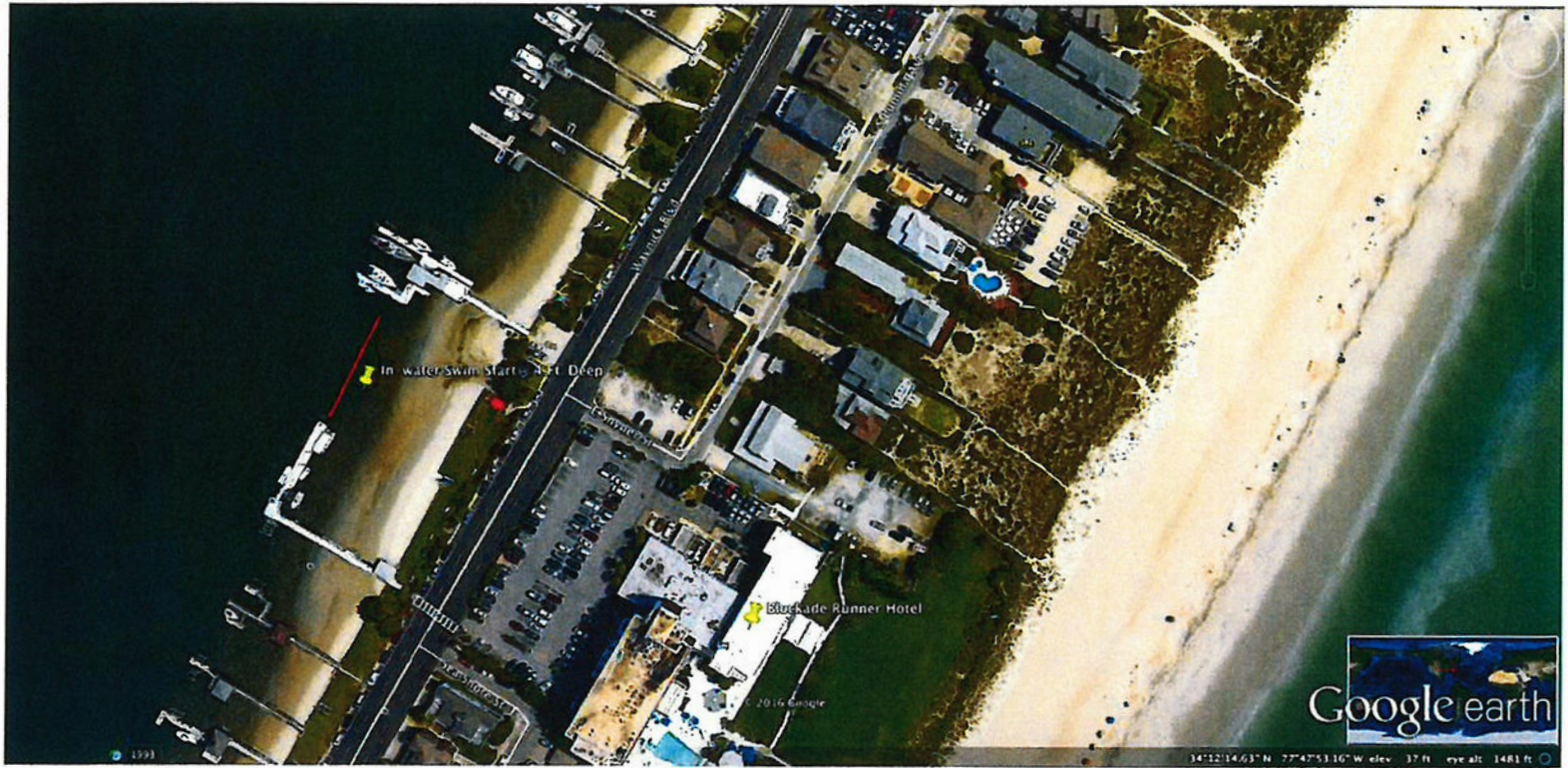


This is a list of WBPD officer locations and areas where traffic cones are needed other than those placed to mark the race route.

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 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 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 WBPD use.
8. Keel Street at Hwy 74/76: YMCA to place cones "thick" in this area to prevent vehicles from crossing 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 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 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.







Katie Ryan

From: Matt Holland
Sent: Wednesday, May 15, 2024 3:21 PM
To: Katie Ryan; Jason Bishop
Subject: Re: YMCA Triathlon Special Event Permit Application

The fire department does not have any issues or concerns with this permit.
Thank you,



Matt Holland
Wrightsville Beach Fire Department
(910) 256-7920
www.towb.org

From: Katie Ryan <kryan@towb.org>
Sent: Tuesday, May 14, 2024 10:44 AM
To: Matt Holland <mholland@towb.org>; Jason Bishop <jbishop@towb.org>
Subject: YMCA Triathlon Special Event Permit Application

Attached is the YMCA Triathlon SEP app for your review and comments. It will go to the Parks and Recreation Advisory Committee for a recommendation and then on the Boards June 11 agenda. Let me know if you have any comments or concerns.

Katie Ryan
Recreation Program Supervisor
Town of Wrightsville Beach
Parks & Recreation
4 Fran Russ Drive, POB 626
Wrightsville Beach, NC 28480
Office: (910) 256-7925
Cell: (910) 620-1111



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? Program

Number of Hours 5

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☒ No ☐ Not Required ☐

Portable toilets needed?

Yes ☒ No ☐ Not Required ☐

Trash Disposal Service?

Yes ☒ No ☐ Not Required ☐

Health Dept permit?

Yes ☐ No ☒ Not Required ☐

1. Description of event: Stoked To Go Out Pier to Pier Swim

2. Event Day and Date: Saturday May 17, 2025

Timeframe needed: Set up 06:30 ☒ am ☐ pm to Tear down 11:30 ☒ am ☐ pm

Event start time: 09:00 ☒ am ☐ pm Event end time: 11:00 ☒ am ☐ pm

3. Estimated number of participants (including spectators): 275

4. Location: Wrightsville Beach Ocean between Piers & Municipal Ln Wrightsville Beach, NC

5. Individual making request: Rick Liston

Complete Mailing Address: 8 Lookout Harbor, Wrightsville Beach, NC 28480

Phone Number: 919-623-4088 E-mail: rliston8@gmail.com

6. Individual who will be on site and in charge of activity: Rick Liston

Complete Mailing address: 8 Lookout Harbor, Wrightville Beach, NC 28480

Phone Number: 919-623-4088 E-mail: rliston8@gmail.com

7. Sponsoring organization/corporation (if applicable): Stoked To Go Out ®

Contact: Rick Liston

Complete Mailing Address: 8 Lookout Harbor, Wrightville Beach, NC 28480

Phone Number: 919-623-4088 E-mail: stokedtogoout@gmail.com

8. Briefly describe provisions for the following:

Toilet facilities: Public Facilities / Port-A-Johns

Trash disposal: Public Facilities Must remove trash
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: Municipal Lane Lot and Metered Parking

Electrical power and/or water needs: N/A

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

Please explain: N/A

FOR OFFICE USE ONLY

SEP Fee: <u>\$400</u>	PD Contract: <u>COI</u>
Facility Use Fee: <u>\$175</u>	OR Contract: ☒ <u>OR Contract</u>
Security Deposit: <u>\$200</u>	COI: <u>Brit with OR prior</u>
Parking Fees: _____	<u>Safety Plan</u>
Traffic Cones: _____	<u>EMS Standby</u>
TOTAL PAID: <u>\$775</u>	
TOTAL DUE: <u>\$775</u>	Check #: <u>130</u>

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?

Yes No Not Required

Permit(s) needed for

vehicle on the beach?

Yes No

Number needed: 2

Vehicle permit issued to:

Rich HistonVendors requested? If yes,
attach a list of the vendors.Yes No*Full road closure
required? Yes NoIf 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 NoCertificate of Insurance
obtained?

Yes No Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Race results announced over public address system

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

noise level, frequency, and duration: Event finish line on beach, ocean facing, normal level and frequency for 1 hour duration11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? YesIf so, what company is providing the equipment: Stoked To Go outDescribe equipment in detail and provide a sketched plan: Four 10X10 Beach Tents at finish line

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

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

*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.

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

See attached memo for additional stipulations.Signature: [Signature] Date: 05/29/2024

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

To provide pnb to event

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

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Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between Setup to
8 am & 10 pm? 2:00-8:00 am

Number of Hours 5

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☒ No ☐ Not Required ☐

Portable toilets needed?

Yes ☒ No ☐ Not Required ☐

Trash Disposal Service?

Yes ☒ No ☐ Not Required ☐

Health Dept permit?

Yes ☐ No ☒ Not Required ☐

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FOR OFFICE USE ONLY

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TOTAL DUE: <u>\$775</u>	Check #: <u>130</u>

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?

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Number needed: 2

Vehicle permit issued to:

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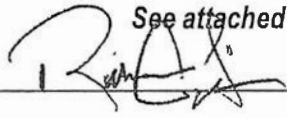
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See attached memo for additional stipulations.Signature:  Date: 05/29/2024

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

To provide prior to event

F. Darryl Mills
Mayor

Ken Dull
Alderman

Zeke Partin
Alderman



Hank Miller
Mayor Pro Tem

Jeff DeGroote
Alderman

Town of Wrightsville Beach

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480

MEMORANDUM

To: Mayor Mills and the Board of Aldermen
From: Tony Wilson, Acting Town Manager *TW*
Date: June 1, 2024
Re: **Consent Agenda: Consideration to set a Public Hearing for June 21, 2024 at 10:00 a.m. to consider a Utility Consolidation agreement with Cape Fear Public Utility Authority**

Staff respectfully requests to set the hearing to be heard at the Friday, June 21, 2024, **Board of Aldermen Special** meeting at 10:00 a.m.

- To set a hearing for Friday, June 21, 2024, or as soon thereafter as possible, for consideration of a Utility Consolidation agreement with Cape Fear Public Utility Authority

Requested Action:

Set the hearing as requested.



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

To: Mayor Mills and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Ordinance (2023) 594-B

Date: June 13, 2024

Background:

Town staff completed a budget analysis to determine estimated budgets remaining at the end of the fiscal year. All departments are currently under budget but some would benefit from adding a contingency to be conservative in minimizing the risk of any department going over budget. An overage can happen for various reasons – year-end accruals or book adjustments, receiving late invoices, or unforeseen events.

Departments that are projected at or below 5% remaining of their budget at the end of the year were added a contingency.

Requested Action: Consider Approving Budget Ordinance (2024) 623-B, to add contingency to departments that have a low amount of budget remaining.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2024) 623-B
FISCAL YEAR 2023/2024

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, 2024:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2024, 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	150,000	
10-4120-0000	Salaries & Wages	33,000	
10-4390-0200	Wages – Temp Employees	65,000	
10-6120-0100	Overtime	5,000	
10-6120-1802	Junior Lifeguard Program	10,000	
10-6120-0000	Salaries & Wages	10,000	
10-6120-1900	Contracted Services	15,000	
10-3991	Appropriated Fund Balance		288,000

Section II. Copies of this Budget Ordinance No. (2024) 623-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 13th day of June, 2024.

DARRYL MILLS
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal

F. Darryl Mills
Mayor

Ken Dull
Alderman

Zeke Partin
Alderman



Hank Miller
Mayor Pro Tem

Jeff DeGroote
Alderman

Town of Wrightsville Beach

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480

MEMORANDUM

To: Mayor Mills and Members of the Board of Aldermen
From: Tony Wilson, Acting Town Manager *Tw*
Re: **Consent Agenda: To Set a Public Hearing**
Date: **June 1, 2024**

Staff respectfully requests to set the following public hearing to be heard at the Thursday July 11, 2024, **Board of Aldermen** meeting at 5:30 p.m.

- To set a public hearing for Thursday July 11, 2024 or as soon thereafter as possible to consider a Special Use Permit for the property located at 4 North Lumina (Tower 7) to expand the kitchen, adapt the use of common area alley to allow for a full service restaurant to include alcohol service and minor modifications to the inside seating area.

Requested Action:

Set public hearing as requested.

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

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

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor *Katie*

Subject: Town of Wrightsville Beach Bicycle and Pedestrian Plan

Date: June 7, 2024

BACKGROUND: In August 2022, the Town of Wrightsville Beach was awarded a grant by the North Carolina Department of Transportation (NCDOT) to develop a comprehensive bicycle and pedestrian plan. The Board appointed the Parks and Recreation Advisory Committee in February 2023 to serve as the steering committee for the project. Kimley-Horn was the consultant assigned by the NCDOT to develop the plan which was presented to the Board at the May 9, 2024 meeting. NCDOT and Wilmington Metropolitan Planning Organization (WMPO) staff also participated in the committee meetings and development process.

After reviewing the draft document, the Parks and Recreation Advisory Committee recommends that the Board of Aldermen adopt the Town of Wrightsville Beach Bicycle and Pedestrian Plan as presented.

REQUESTED ACTION: Consider approval of Resolution (2024) 2323 adopting the Town of Wrightsville Beach Bicycle and Pedestrian Plan.

RESOLUTION NO. (2024) 2323



Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: June 13, 2024

**A RESOLUTION OF THE BOARD OF ALDERMEN
OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ADOPTING THE WRIGHTSVILLE BEACH BICYCLE AND PEDESTRIAN PLAN**

WHEREAS, the Town of Wrightsville Beach received funding from the North Carolina Department of Transportation's (NCDOT) Integrated Mobility Division (IMD) and the Transportation Planning Division for the development of a comprehensive municipal bicycle and pedestrian plan, which may serve as a component of the Cape Fear Region's comprehensive transportation plan; and

WHEREAS, the Wilmington Metropolitan Planning Organization (WMPO) was created to conduct transportation planning in a continuous, cooperative and comprehensive manner in accordance with 23 U.S.C. 134 and 49 U.S.C. 1607; and

WHEREAS, the WMPO is comprised of representatives from the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Transit Authority and the North Carolina Board of Transportation; and

WHEREAS, the WMPO and the Town of Wrightsville Beach with the consultant, Kimley Horne collaboratively began the Town of Wrightsville Beach Bicycle and Pedestrian Plan development process in February 24, 2023; and

WHEREAS, the study included a field inventory of existing conditions, public outreach efforts through the design process and preparation of design plans, and recommendations for bicycle and pedestrian facility improvements; and

WHEREAS, the Wrightsville Beach Bicycle and Pedestrian Plan will be used as a general guideline to improve bicycle and pedestrian facilities throughout the Town of Wrightsville Beach provided that the implementation or requested implementation of any part of this plan be the subject of a public hearing and approval by the Board of Aldermen prior to submission.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, does hereby adopt the Wrightsville Beach Bicycle and Pedestrian Plan, attached hereto as Exhibit A.

This Resolution duly adopted this 13th day of June, 2024.

F. Darryl Mills, MAYOR

ATTEST:

Lance Heater, Town Clerk

Bicycle & Pedestrian Plan

TOWN OF WRIGHTSVILLE BEACH

FEBRUARY 2024



ACKNOWLEDGMENTS

We extend our sincere appreciation to the residents, visitors, elected officials, town staff, North Carolina Department of Transportation Integrated Mobility Division (NCDOT IMD) staff, the Wilmington Urban Area Metropolitan Planning Organization (WMPO) staff, and stakeholders who all participated in the planning process and guided the development of this Bicycle and Pedestrian Plan. The time, commitment, and input are all greatly appreciated.

STEERING COMMITTEE

Bridget Bendjy	Parks and Recreation Advisory Committee
James Chaffins	Parks and Recreation Advisory Committee
Sonya Henry	Parks and Recreation Advisory Committee
Casey Reid Keen	Parks and Recreation Advisory Committee
Kim Nguyen	NCDOT Integrated Mobility Division
Katie Ryan	Town of Wrightsville Beach Recreation Program Supervisor
Jeff W. Turpin	Parks and Recreation Advisory Committee
Sami Winter	Parks and Recreation Advisory Committee
Cherry Woodbury	Parks and Recreation Advisory Committee



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EXECUTIVE SUMMARY

Project Overview

The Wrightsville Beach Bicycle and Pedestrian Plan is a community-driven initiative that establishes the vision for walking and biking in our town. The plan identified the existing needs and challenges to develop tailored recommendations to create a safer, more connected, and accessible transportation network for people of all ages and abilities. The Wrightsville Beach Bicycle and Pedestrian Plan provides guidance on future investments for projects, programs, and policies. The plan provides actionable strategies to make Wrightsville Beach more competitive for future funding opportunities.

Background

The development of the Wrightsville Beach Bicycle and Pedestrian Plan was funded through a grant awarded by the North Carolina Department of Transportation's Integrated Mobility Division (NCDOT IMD). Through the Multimodal Planning Program, NCDOT IMD encourages communities to plan their bicycle and pedestrian network at the local and county levels. To date, more than \$8.1 million has been awarded across the state for bicycle and pedestrian plans.

Plan Process

The Wrightsville Beach Bicycle and Pedestrian Plan included three key phases: vision and needs, recommendations, and documentation. Throughout the plan's development, public engagement played a critical role in refining the identified recommendations, strategies, and actions.

Engagement

The plan was built on a strong foundation of community engagement and input. The desire to improve biking and walking in the community led to well-attended public engagement events. The approach to gathering community input revolved around two public workshops and one online survey.

Recommendations

The plan recommendations include a comprehensive package of pedestrian and bicycle facility types. The diversity of project types helps create a balanced network that prioritizes safety and connectivity. The recommendations were developed in partnership with the plan's steering committee, public input, and staff feedback.

Implementation

The Wrightsville Beach Bicycle and Pedestrian Plan included a robust prioritization process that is consistent with the priorities of NCDOT's Strategic Transportation Prioritization (SPOT) methodology. The projects were grouped into near-, mid-, and long-term priorities. The prioritization is meant to be a dynamic and flexible tool that changes with the priorities of the community. The results of the prioritization reflect the community's current needs and desires.

The plan also provides a variety of programs and policies to support the implementation of project recommendations. With a blend of strategies to enhance mobility, Wrightsville Beach can actively pursue opportunities to fund bicycle and pedestrian projects.

The plan recommendations include a variety of pedestrian and bicycle facilities. There were over 30 projects identified as part of this plan.



01

Introduction

THE PLAN

The Wrightsville Beach Bicycle and Pedestrian Plan is a community-driven plan to improve biking and walking in our community. The plan identifies the vision for Wrightsville Beach to guide future investments and decisions for bicycle and pedestrian facilities and programs. The Wrightsville Beach Bicycle and Pedestrian Plan includes realistic and tangible strategies to make the town a safer, more accessible, and better connected community.

THE BACKGROUND

The North Carolina Department of Transportation Integrated Mobility Division (NCDOT IMD) awarded a grant to the Town of Wrightsville Beach to develop a Bicycle and Pedestrian Plan. Through the Multimodal Planning Program, NCDOT IMD encourages the development and maintenance of bicycle, pedestrian, and multimodal network plans at the local and county levels. Over \$8.1 million have been awarded to more than 230 municipalities and six counties across North Carolina for bicycle and pedestrian plans.

THE PROCESS

The planning process includes three distinct phases. Throughout the Plan's development, there were key touch points with the public to identify needs, challenges, and opportunities as well as refine recommendations, actions, and strategies.

Step 1

MARCH 2023 - MAY 2023

The first step in the planning process is to identify the community vision for Wrightsville Beach. The vision should direct each subsequent step of the process and be used to affirm the plan's success. The plan's goals further help define success by highlighting the priorities of the community.

In this phase, a review of the socioeconomic and demographic trends, mobility patterns, and environmental constraints helped establish the planning context to inform future recommendations development.

Step 2

JUNE 2023 - SEPTEMBER 2023

After identifying the needs and challenges in the existing conditions, the draft bicycle, pedestrian, and intersection recommendations were created. The recommendations were reviewed and refined by both the plan's steering committee and members of the public.

Step 3

OCTOBER 2023 - MARCH 2024

The final stage of the planning process is plan documentation. This phase includes presenting the draft plan to the steering committee and NCDOT IMD. Both the steering committee and IMD had the opportunity to review and provide comment on the draft plan. After review and revision, the plan was presented to the Board of Alderman for adoption in [insert date].



THE VISION

"Our vision is to create a safe, accessible, and connected bicycle and pedestrian network in and around Wrightsville Beach for people of all ages and abilities. The Wrightsville Beach Bicycle and Pedestrian Plan will consider the unique environmental and geographic challenges and focus on safe connections in the town and broader region."

OUR GOALS

As part of the visioning process, the steering committee helped identify and establish the plan's goals. The goals were referenced and used to form the development of the project, program, and policy recommendations.

Accessibility

Create a network that people of all ages and abilities can use.

Connectivity

Ensure that the system connects new and existing facilities.

Economic Development

Connect people with businesses and opportunities to make the town a more attractive place to invest.

Environment

Protect existing natural features and provide mindful ways for people to interact with the environment.

Equity

Seek fairness in mobility to meet the needs of all community members.

Public Health

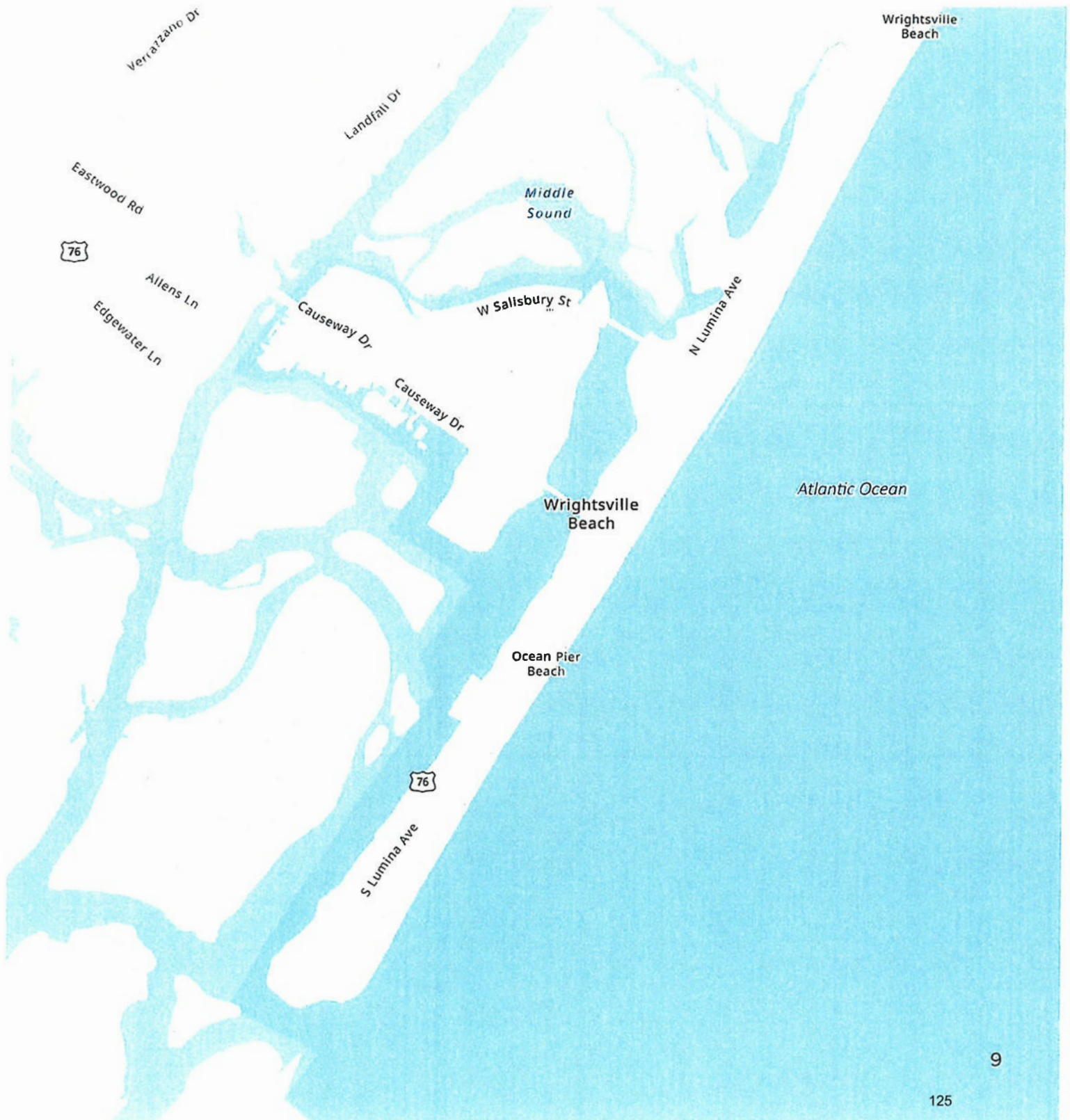
Emphasize how an active transportation contributes to the overall well-being of people who live in, work in, and visit the town.

Safety

Promote the safety of everyone, regardless of ability, age, income, or background.

STUDY AREA

The Town of Wrightsville Beach is located along the eastern seaboard of New Hanover County in southeastern North Carolina. Wrightsville Beach is approximately 4-miles long. In this plan, the "study area" refers to the town's corporate limits of Wrightsville Beach. While the plan considered regional connections, the main focus of this planning effort was concentrated in the town's boundary.



THE BENEFITS

By providing a quality bicycle and pedestrian network, residents and visitors have an alternative to driving. A well-connected network helps create a safer, healthier, and more vibrant place to live, work, and visit. The Wrightsville Beach Bicycle and Pedestrian plan identifies six benefits, which are a result of a strong active transportation network. These benefits are based on the pillars found in North Carolina's Bicycle and Pedestrian Plan, [WalkBikeNC](https://www.ncdot.gov/bikeped/walkbikenc/default.aspx).

Economy

When safe facilities are provided for pedestrians and bicyclists, people can spend less money on motorized transportation and more money on goods and services. Improving the active transportation network can also increase tourism, property values, retail sales, and promote job creation.

Mobility

Mobility is the equitable and safe availability of transportation options for all people. By investing in a variety of facility types, communities can empower residents and visitors to travel how they want. A quality active transportation network can provide more choices and increase recreation opportunities.

Environment

To be a steward of the environment means protecting natural resources and integrating strategies to leverage the environment. If more people are using active transportation modes, there will be less noise pollution, lower levels of vehicle emissions, cleaner air, and stronger ecosystems.

Quality of Life

The bikability and walkability of a community is a strong indicator of livability. In communities where people can be regularly seen biking or walking, there is a sense that the area is a friendly and safe place to live and visit. Providing appropriate facilities can both strengthen community relationships and contribute to a sense of place.

Health

Walking and biking are forms of physical activities that residents and visitors can benefit from. Regular practice of these types of exercises are well-known to help prevent or reduce the risk of obesity, heart disease, diabetes, and mental health problems.

Safety

Safe travel conditions result from effective design, enforcement, and education. While some residents may already feel relatively safe biking or walking, there are opportunities to further improve the safety for the entire community. People of all ages and abilities should be able to safely bike and walk around the town.

<https://www.ncdot.gov/bikeped/walkbikenc/default.aspx>

PREVIOUS PLAN REVIEW

Reviewing previous planning efforts is a critical step in understanding the context of Wrightsville Beach—and the wider region—in order to leverage the recommendations that have already been identified. The following section outlines the several other planning efforts that contain recommendations that were carried forward as part of this plan. All recommendations listed are summarized from their respective documents.

■ Parks, Recreation, and Open Space Master Plan

The goal of the Parks, Recreation, and Open Space Master Plan (2020) is to guide the future efforts of the Town of Wrightsville Beach's Planning and Parks department on how to expand and enhance their park system. The plan's stated goals were to assess the current state of local recreation assets, to stimulate discussion amongst the citizens of Wrightsville Beach and the users of local parks, and to establish a list of recommendations to implement in the next decade.

RELEVANT RECOMMENDATIONS

- Establishment of a system of multi-use trails throughout the town
- Improve pedestrian crossings near the Wrightsville Beach Park and town hall
- Creation of the Parks Promenade multi-use trail

■ Community Transportation Plan

The Wrightsville Beach Community Transportation Plan (WB-CTP) 2013 is a collaborative effort between the Town of Wrightsville Beach, the Wilmington Urban Area Metropolitan Planning Organization (WMPO) and the NCDOT to create a long-range vision for the area's transportation requirements. A community transportation plan is a long-range planning document that assesses current community needs and provides actionable recommendations. The WB-CTP seeks to blend the needs of pedestrians, bicyclists, motorists, and emergency service providers to create solutions to the transportation needs of the community.

RELEVANT RECOMMENDATIONS

- Add multi-use paths along Causeway Drive and Salisbury Street on Harbor Island
- Add a HAWK signal to the East terminus of Pelican Drive
- Provide a bike connection under the Heide Trask Bridge
- Create better pedestrian treatments at the intersection of Waynick Avenue / Lumina Drive / Stone Street / Causeway Drive
- Add a multi-use path along Waynick Avenue in South Beach
- Add sharrows to Sunset Avenue and South Lumina Avenue
- Add crosswalks in many different places in South Beach
- Add a multi-use path on North Lumina Avenue in Center Beach

■ Cape Fear Moving Forward 2045

Cape Fear Moving Forward 2045 is a plan to create a fiscally constrained and realistic 25-year transportation plan for the WMPO. Cape Fear Moving Forward 2045 includes recommendations for all modes of transportation including aviation, bicycle and pedestrian, ferry, freight, rail, public transportation, and roadway projects to address the needs of the region. The goals for the WMPO area are to create a safe, realistic, efficient and reliable multimodal network.

RELEVANT RECOMMENDATIONS

- Add sharrows on Causeway Drive
- Causeway Drive bicycle and streetscape improvements and street diet
- Add sharrows on Lumina Avenue
- Crosswalk improvements at the intersection of N Lumina Avenue and Causeway Drive
- Realign sidewalks on the Heide Trask Bridge
- Add bicycle lanes on Waynick Boulevard
- Add crosswalk improvements on Causeway Drive and Salisbury Street

Pelican Drive & Salisbury Street Bicycle Plan

This bicycle plan was created by the Town of Wrightsville Beach with the collaboration of WMPO in 2009. The town has historically high levels of bicycle and pedestrian travel that is only increasing with the completion of multi-use trails connecting downtown Wilmington to Wrightsville Beach. This plan specifically focuses on solutions to increase the safety of users from the Heide Trask Bridge to the North Beach area of the barrier island in Wrightsville Beach.

RELEVANT RECOMMENDATIONS

- Create a multi-use path on the north side of the Heide Trask Bridge
- Place a two-phased mid-block crossing just west of Sea Water Lane
- Make a high visibility crosswalk just west of Kenans Creek Bridge
- Construct standalone bicycle and pedestrian bridges on both the Kenans Creek Bridge and the Banks Channel Bridge

■ CAMA Land Use Plan

The Coastal Area Management Act (CAMA) of 1974 dictates that all coastal counties create a land use plan that takes into account the sensitive ecosystems that lay on North Carolina's coastline. Additionally, each town and city is required to have a comprehensive plan that is the foundation for zoning ordinances. The CAMA Land Use Plan for Wrightsville Beach satisfies both of those requirements and sets the goals and vision of the town for the future.

RELEVANT RECOMMENDATIONS

- Place signage on existing bike routes
- Review current bike plan and seek grants for improvements to the system
- Work with local and state agencies to identify a solution to the overcrowding of the John Nesbitt Loop

■ River to Sea Bikeway Master Plan

The River to Sea Bikeway Master Plan 2013 includes a set of multi-use paths that connect Downtown Wilmington and Wrightsville Beach whose alignment follows the historic Beach Car Line. The plan details the chosen alignment and the recommendations for improvements along it. The plan also includes ideas on how the trail should be implemented and managed.

RELEVANT RECOMMENDATIONS

- Add sharrows on Heide Trask Bridge from terminus of recommended Wrightsville Avenue greenway to Keel Street
- Add sharrows under Heide Trask Bridge on east side along Marina Street from Old Causeway Drive to marina
- Add sharrows along West Salisbury Street from eastern-most terminus of Pelican Drive, crossing Kenans Creek Bridge and Banks Channel Bridge
- Add bike lanes along West Salisbury Street from Banks Channel Bridge to terminus at North Lumina Avenue

02

Existing Conditions

THE CONTEXT

The existing conditions chapter is intended to provide a snapshot of the current characteristics, conditions, and mobility considerations for the Town of Wrightsville Beach as they relate to biking and walking. The chapter is divided into three major sections: demographics, mobility, and assets and challenges. Together, this framework provides a strong foundation for understanding the current context of biking and walking around town.

THE DATA

As part of the existing conditions, a variety of data sources were used to understand the current community context in order to better plan for future needs. The data in this chapter was provided by the Town of Wrightsville Beach, New Hanover County, the WMPO, NCDOT, and the 2021 American Community Survey (ACS) 5-Year Estimates unless otherwise noted.

DEMOGRAPHICS

The following pages provide a glimpse into the demographic trends of the Town of Wrightsville Beach including population, race and ethnicity, age, income and poverty, and education attainment.

Population

The population of Wrightsville Beach has consistently stayed around 2,500 residents since 2010. Since Wrightsville Beach is a coastal community, there are influxes of people during peak, summer seasons. The seasonal population is estimated to around 5,000 people; however, during any given day during the summer, the population could reach nearly 41,000 people. With almost 41,000 people, the number of vehicles, bicycles, and pedestrians will greatly impact the transportation system.



2,593

Permanent Residents



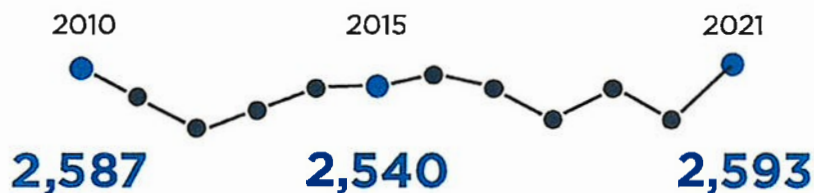
4,960

Seasonal Population



41,725

Peak Day Population

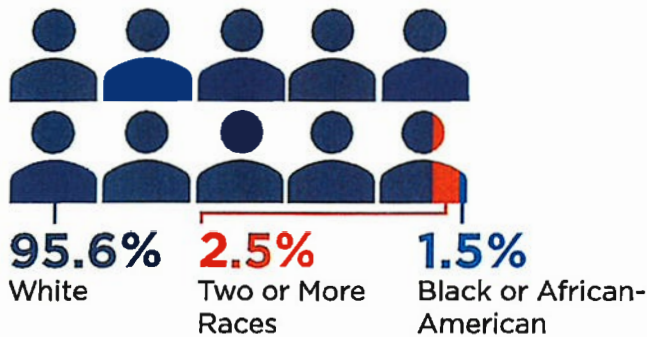


Source: Wrightsville Beach CAMA Plan 2019



Race and Ethnicity

Race and ethnicity help establish the context of the community. Nearly 4% of residents identify with a race other than white.

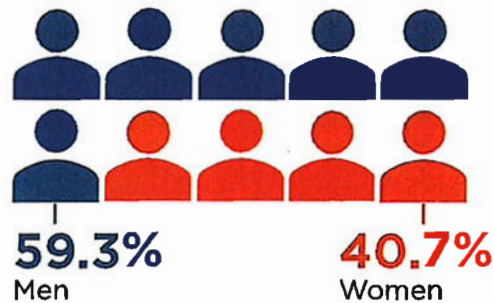


2.2%

Hispanic or Latino

Gender and Age

Understanding the relative age of a community can highlight the need for facilities that accommodate younger or older people. Building a community for people to age in place will make the town more attractive to a wider variety of people.



47.2

Median Age

46.1 median male age

48.9 median female age

Income and Poverty

Considering income and poverty during any planning process is essential. The median household income in Wrightsville Beach is higher than in New Hanover County. The percent of households in poverty in Wrightsville Beach is lower than New Hanover County.



\$72,667

Median Household Income

vs **\$66,097** for New Hanover County



6.7%

of households are **in poverty**

vs **12.4%** of New Hanover County households

Education

Education or educational attainment is another interesting data point for any community. In Wrightsville Beach, nearly the entire population has at least a high school diploma or equivalent. More than 50% have a bachelor's degree or higher.



99.4%

have a **high school diploma** or equivalent



68.1%

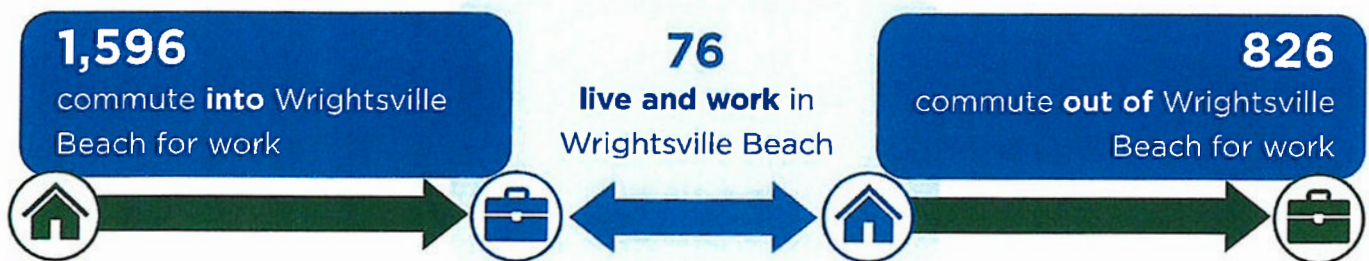
have a **bachelor's degree** or higher

MOBILITY

The mobility characteristics highlight how people move in and around Wrightsville Beach. The mobility conditions focus on commuting statistics, bicycle and pedestrian crashes, and key destinations in the town. The following sections outline each facet of mobility in greater detail.

Commute Flows

The following graphic shows the “in-flow, out-flow” of commuters in Wrightsville Beach. Most people commute into Wrightsville Beach for work. Less than 100 people live and work in Wrightsville Beach. This highlights the need for good regional connections to other parts of New Hanover County.



Source: OnTheMap 2020 (All Jobs)

Commute Destinations

Understanding commuting destinations is equally important as knowing how many people are commuting. The following details provide more insight into where people are commuting for work.



Source: OnTheMap 2020 (All Jobs by Places)

Commute Modes

Mode split is another important mobility characteristic. More than 80% of residents commute by car, truck, or van. With nearly 826 commuters leaving Wrightsville Beach to go to work, the high number of drivers is unsurprising. A little more than 2% of commuters walk to work. The mode split for commuting is indicative that most people walk or bike for recreation purposes rather than for work trips.



2.1%

commute **by walking**



0.0%

commute **by bicycle**



85.1%

commute **by car, truck, or van**



11.9%

work from **home**

- Most people **drive to work**, but a significant amount **walk to work**.
- Countywide, only **0.6%** commute **by walking** and **0.5%** commute **by bicycle**.



Annual Average Daily Traffic

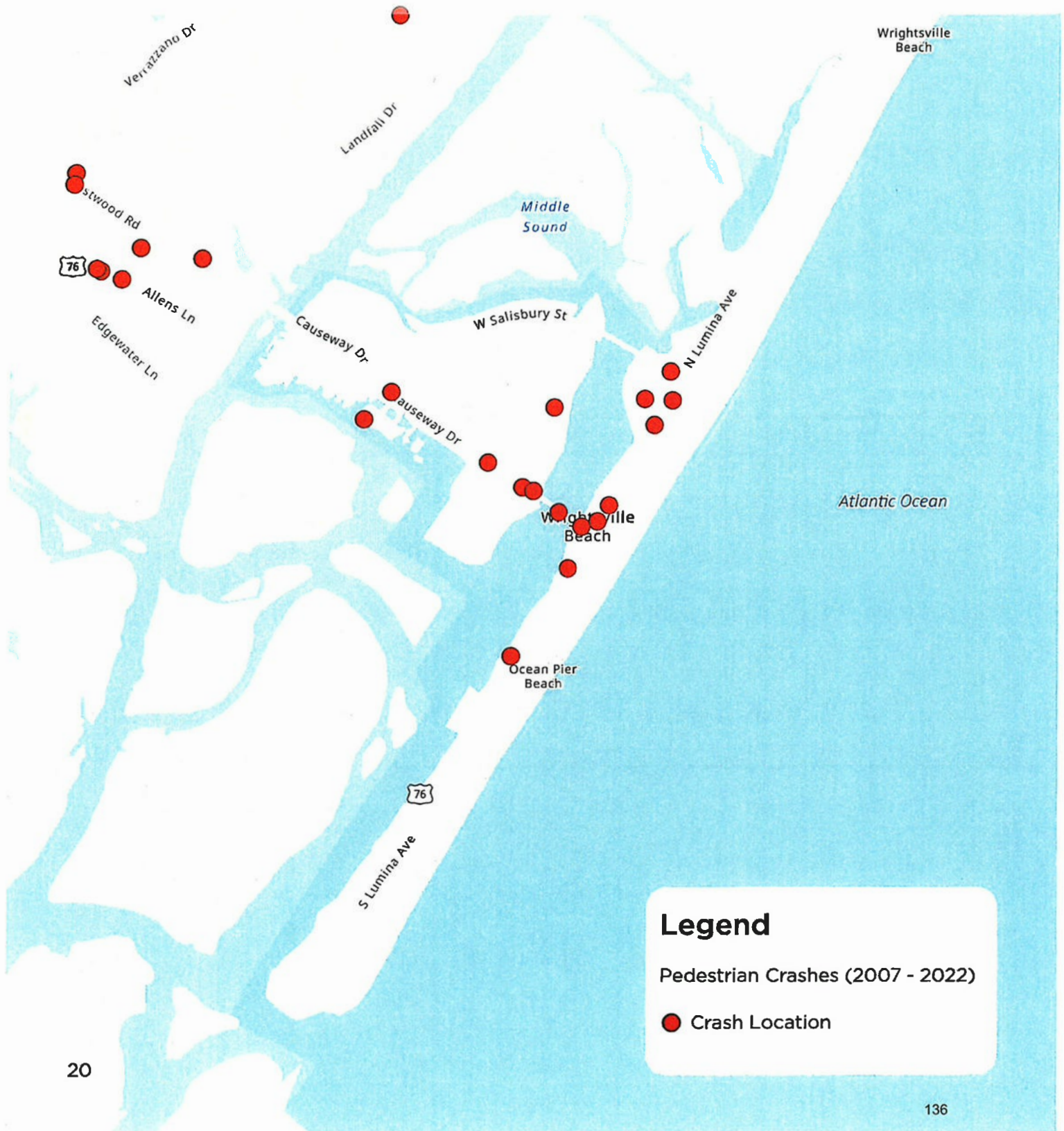
The annual average daily traffic (AADT) shows the average number of vehicles per day (vpd). The following map shows the AADT in 2021. In Wrightsville Beach, Causeway Drive has the highest volume of traffic with nearly 20,000 vehicles a day.

37 ft



Pedestrian Crashes

The pedestrian crashes map shows the crashes involving a pedestrian based on police-reported collisions from 2007 to 2022. There were 16 reported crashes involving a pedestrian. The majority of the crashes resulted in a suspected minor injury or possible injury. The majority of pedestrian crashes are along Causeway Drive or North Lumina Avenue.



Bicycle Crashes

The bicycle crashes map shows the crashes involving a cyclist based on police-reported collisions from 2007 to 2022. There were 27 reported crashes involving a cyclist. The majority of the crashes resulted in a suspected minor injury or possible injury. The majority of crashes occur along North Lumina Avenue. Other corridors with a high number of crashes include Waynick Boulevard and Causeway Drive.



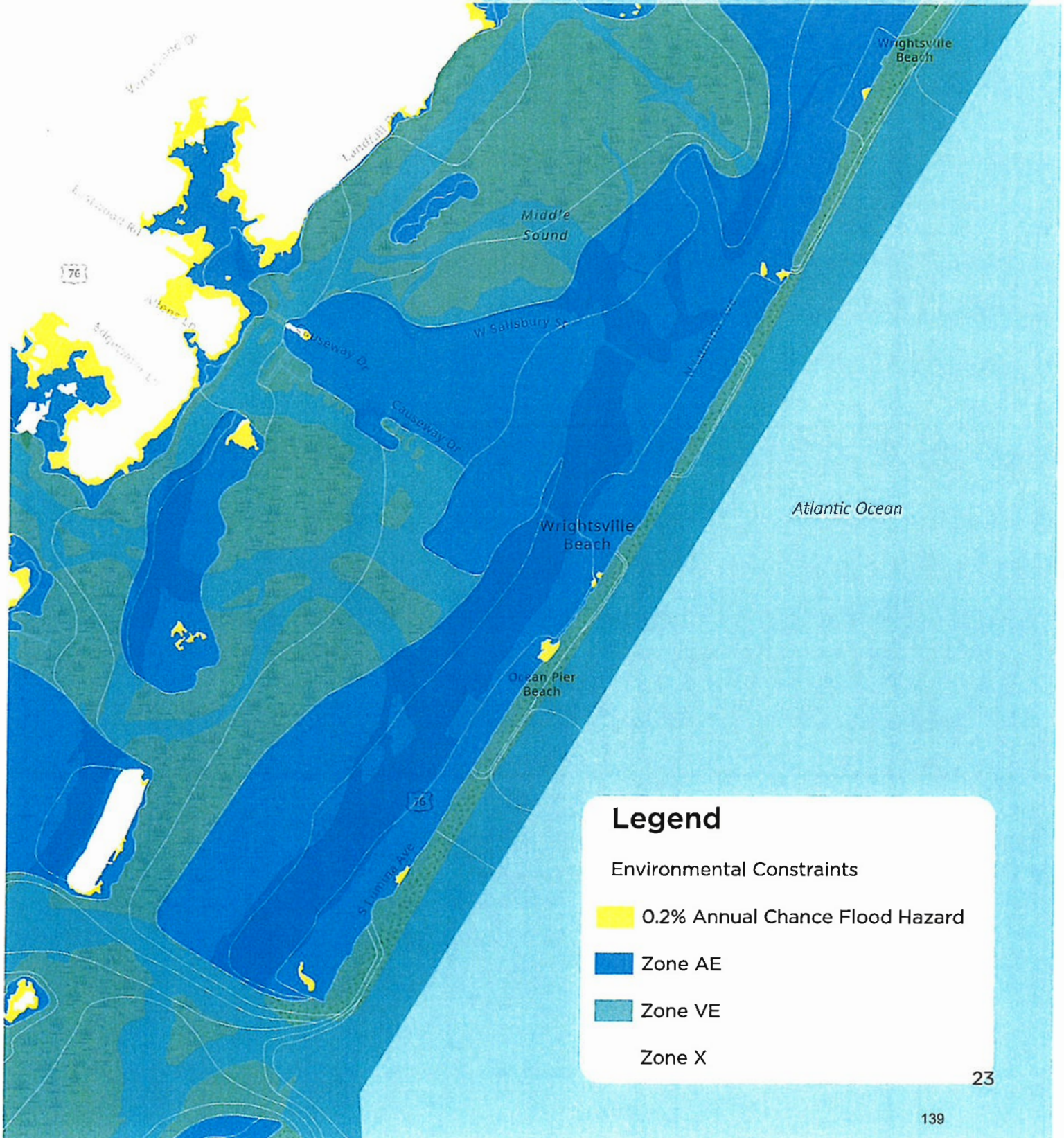
Bicycle Suitability

The WMPO scored roadway segments for "bicycle friendliness." These scores apply to cyclists who are experienced in operating on the roadway network with motorized vehicles. While all bicyclists must use their own judgment to determine what route is best for them, the scores provide valuable insight into the bicycle friendliness of the town overall.



Environmental Features

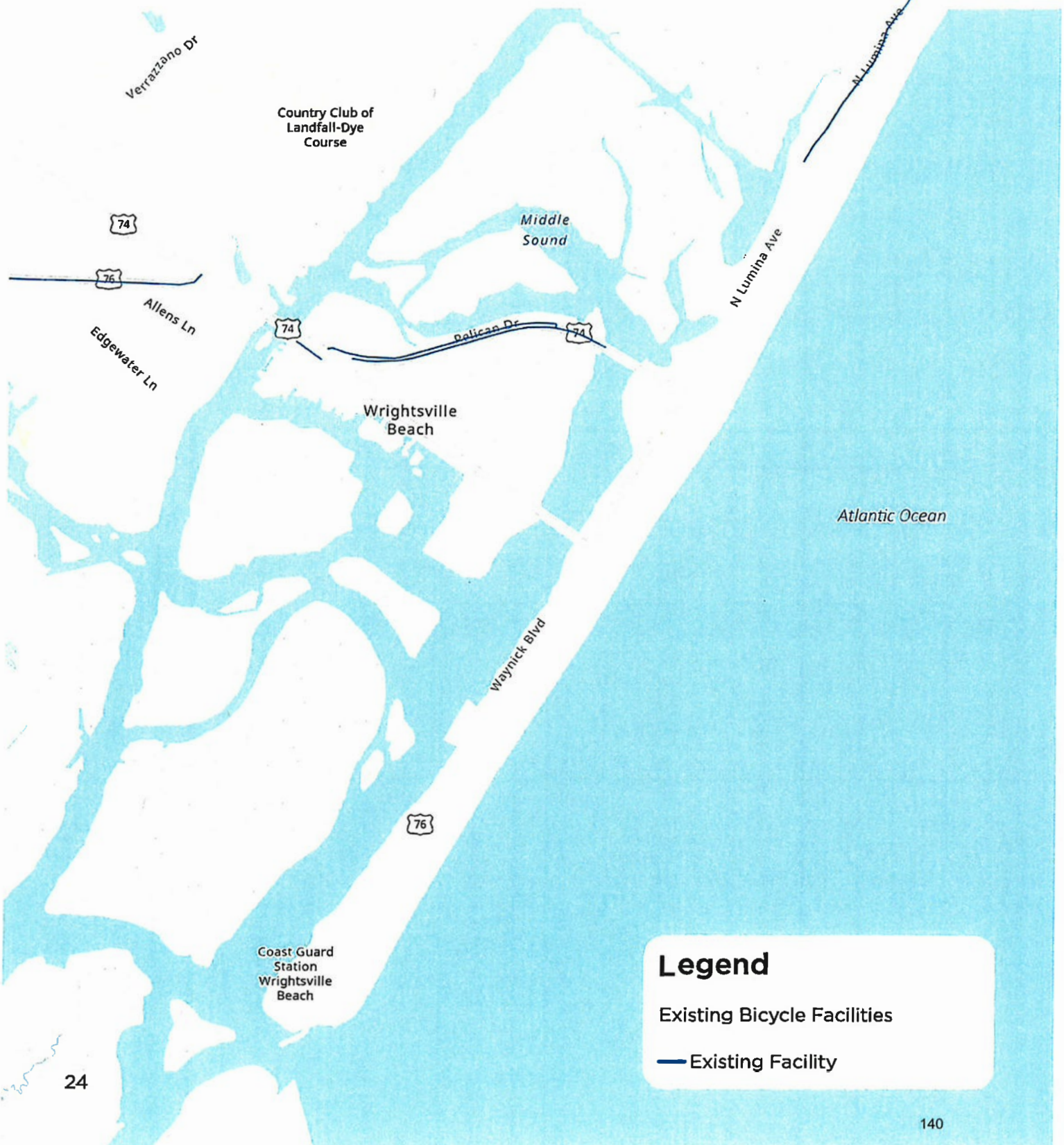
Wrightsville Beach is a coastal community, which creates a unique environment that the town must consider in the planning and programming of transportation projects and land use decisions. This map uses the [North Carolina Flood Risk Information System \(FRIS\)](#) to understand the unique risks and constraints that the town faces when balancing competing interests.



Existing Bicycle Facilities

Currently, the Town of Wrightsville Beach has only a few bicycle facilities. Pelican Drive is the only corridor that has shared lane markings. On West Salisbury Street and North Lumina Avenue there are paved shoulders. In Wrightsville Beach, there are approximately 2.5 miles of existing bicycle facilities.

37 ft



Existing Pedestrian Facilities

Wrightsville Beach has an impressive existing pedestrian network. With pedestrian facilities along the major corridors, the existing network is fairly well-connected. In Wrightsville Beach, there are a little more than 11 miles of existing pedestrian facilities (including sidewalks on private property).

37 ft



ASSETS AND OPPORTUNITIES

A crucial component of the planning process involves identifying opportunities and assets to drive the development of recommendations. Similarly, associated challenges facing the community should also be assessed to consider the unique limitations of the town. The following characteristics were identified through a review of existing conditions, input from the public and steering committee, and guidance from the town staff.

Assets

In Wrightsville Beach, the strengths of the existing bicycle and pedestrian network include the existing, well-maintained infrastructure that is already in place.

A unique asset is the John T. Nesbitt Loop or “The Loop” around Harbor Island. The 2.5-mile path circles the heart of town. The Loop is popular primarily with walkers or runners. As a key community feature, The Loop provides a strong foundation for the pedestrian network.



COMMUNITY ASSETS

- A scenic environment and features of a coastal community
- An active biking and walking community
- A robust pedestrian or sidewalk network

COMMUNITY DESTINATIONS

- “The Loop”
- Wrightsville Beach Park
- Wrightsville Beach Farmers’ Market
- Wrightsville Beach Elementary School
- Wrightsville Beach Municipal Complex
- Wrightsville Beach Shoreline
- Wrightsville Beach Museum of History



Opportunities

The Town of Wrightsville Beach faces a unique blend of challenges. The opportunities to improve the bicycle and pedestrian network depends heavily on the associated tradeoffs between vehicular and other modes of transportation including biking and walking. The following constraints identified reflect the current challenges.

CHALLENGES

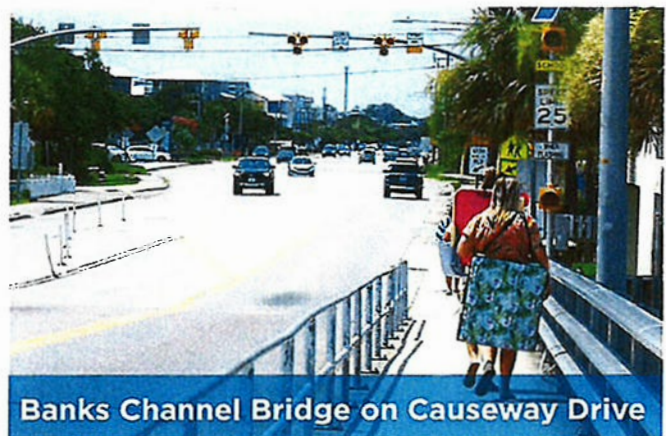
- Balancing the space for vehicular traffic and bicycle and pedestrian facilities
- Accounting for the influx of people during peak, summer seasons
- Creating a variety of shared and dedicated facilities
- Providing safe crossing opportunities for pedestrians and bicyclists
- Considering the removal of vehicular parking for the creation of bicycle and/or pedestrian facilities
- Maintaining existing bicycle and pedestrian facilities and signage
- Connecting gaps between existing facilities
- Enforcing the proper use of facilities
- Considering the use of facilities by people of all ages and abilities especially children going to and from school
- Considering the differences between a traditional bike and an electric-bike when planning facilities



Kids Crossing at Causeway Drive and Lumina Avenue



Town Signage on Sidewalk



Banks Channel Bridge on Causeway Drive

03

Public Outreach

THE APPROACH

The Wrightsville Beach Bicycle and Pedestrian Plan is a community-oriented planning effort dependent on the feedback gathered throughout the planning process. The plan is tailored to fulfill the needs and desires of the community by enhancing bicycle and pedestrian facilities in the Town of Wrightsville Beach. The approach to gathering community input included two major in-person outreach events. The first focused on identifying opportunities and challenges. The second focused on gathering feedback on the draft bicycle, pedestrian, and multi-use path recommendations. In addition to the in-person workshops, a public survey was launched in between the workshops to provide community members an opportunity to virtually engage.

THE RESULTS

The number of responses and quality of engagement was largely credited to the Wrightsville Beach staff and steering committee members who encouraged participation throughout the planning process. The outreach results—both in-person and virtually—demonstrated the excitement around active transportation facilities to enhance safety and improve the overall quality of life for residents and visitors alike.

PUBLIC WORKSHOPS

There were two public workshops held to gather information from the community. The following section provides an overview of the input collected from each workshop.

Workshop #1

On May 17, 2023, the Wrightsville Beach Bicycle and Pedestrian Plan's planning process was introduced to the public at a workshop-style public meeting. The event featured a combination of information and activity-based stations designed to educate attendees on the bicycle and pedestrian planning process, engage in interactive activities, and gather tangible feedback to guide the plan's development.



60+

Participants



150+

Data Points



150+

Comments

MAPPING ACTIVITY

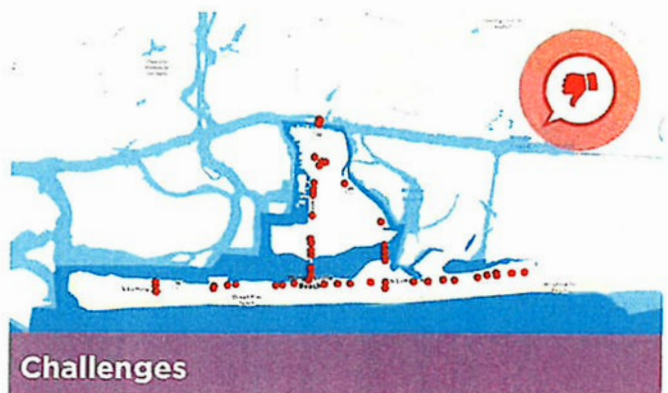
At the workshop, participants were asked to provide feedback on a mapping activity. The activity prompted participants to identify areas where there are opportunities and challenges associated with biking or walking around town. The following summary outlines the input received on the mapping activity.



Opportunities

The opportunities identified focused on creating new facilities to address safety concerns. The following bullets highlight the key takeaways:

- Eliminate parking to make room for bicycle or pedestrian infrastructure
- Create high visibility crosswalks or bike boxes to increase visibility of pedestrians or cyclists
- Use current right-of-way to install dedicated bicycle lanes or multi-use pathways



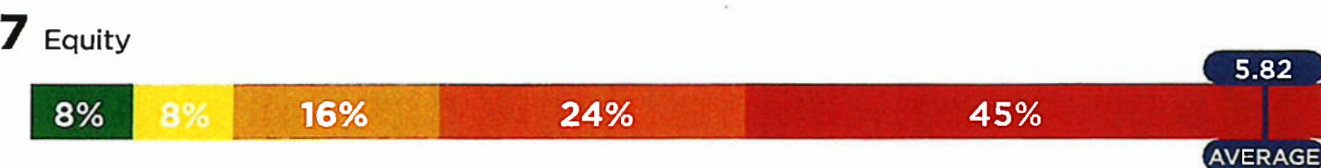
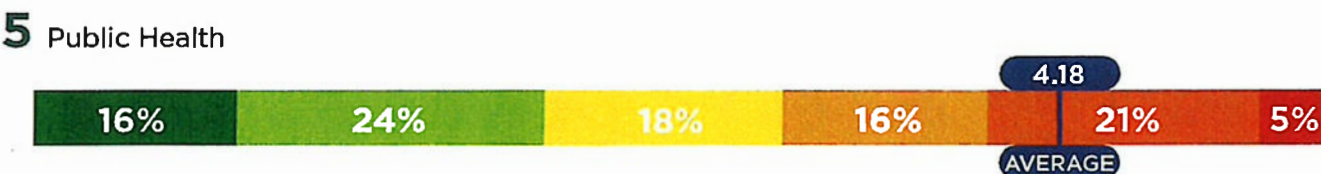
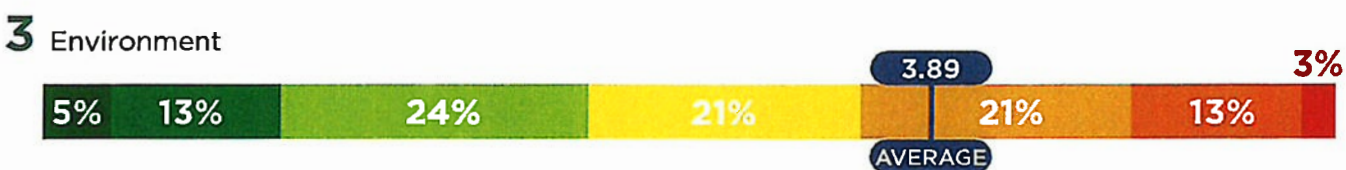
Challenges

The challenges identified focused on enforcement and safety issues. The following bullets highlight the key takeaways:

- Existing facilities are too narrow for people to walk and bike side by side
- There are no buffers between bicycles and vehicles
- Speed limits are too high

A component of the workshop included a priority setting exercise. Participants were asked to prioritize the plan's goals on a scale of one to seven (with one being the highest priority). The Town of Wrightsville Beach recognizes that all of the plan's goals are important; however, understanding the communities priorities helps refine and evaluate the recommendations in later stages of the plan. If the average score is closer to one, the higher the priority.

1st Priority 2nd Priority 3rd Priority 4th Priority 5th Priority 6th Priority 7th Priority



Workshop #2

On August 23, 2023, the second public workshop was held for the Wrightsville Beach Bicycle and Pedestrian Plan. This workshop focused on participants identifying their top three facility recommendations and rating the entire collection of projects based on how well they address the needs and concerns identified in the first workshop. The workshop participants were also invited to share any additional ideas or concerns about the plan.



25+

Participants



160+

Data Points



20+

Comments

RECOMMENDATIONS

The draft sidewalk, bicycle, and multi-use path recommendations were presented to the public for review. The workshop participants were prompted to answer a series of questions about each type of recommendation and given the opportunity to identify additional needs.

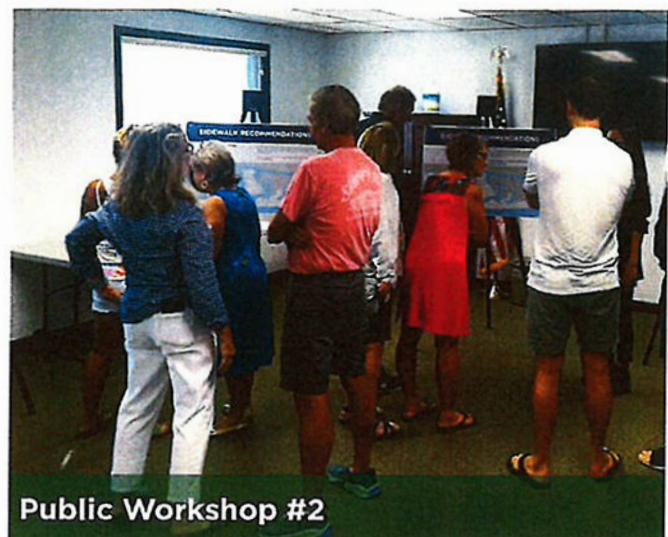
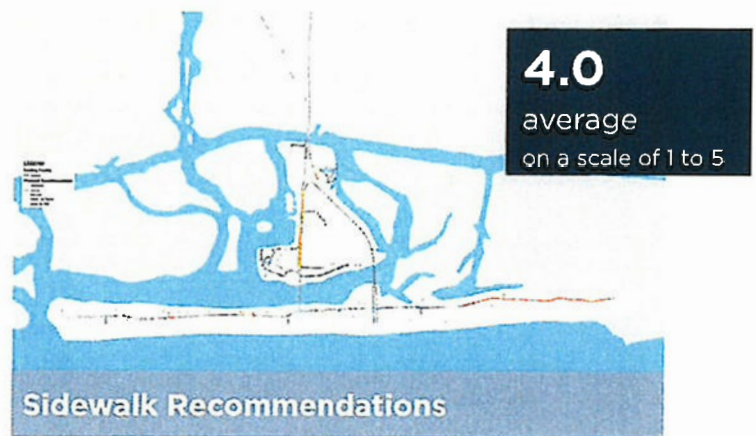
SIDEWALK

Sidewalks are paved pathways for pedestrians on the side of a roadway. The sidewalk recommendations focused on connections on one or both sides of existing roadways based on the environmental constraints and right-of-way availability.

Workshop participants were asked to rate the sidewalk recommendations on a scale of one to five based on how well the proposed recommendations address biking and walking issues, with one being “not at all” and five being “completely.” The average rating was 4.0.

The participants were also asked to identify their top three priority projects. The top three sidewalk projects include:

- North Lumina Avenue from Moore’s Inlet to Beach Public Access #2
- Causeway Drive from Seacrest Drive to Coral Drive
- Gaps along South Lumina Avenue from Lula Street to Sprunt Street



BICYCLE

There are several bicycle facility types. The bicycle facilities in this plan, primarily focus on bicycle lanes and sharrows. The bicycle recommendations focused on connections on one or both sides of existing roadways based on the environmental constraints and right-of-way availability.

Workshop participants were asked to rate the recommendations on a scale of one to five based on how well the proposed recommendations address biking and walking issues. The average rating was 4.1.

The participants were also asked to identify their top three priority projects. The top three bicycle projects include:

- North Lumina Avenue from Causeway Drive and West Salisbury Street
- North Lumina Avenue from West Salisbury Street and Parmele Boulevard
- West Salisbury Street from the West Salisbury Street Bridge to Public Beach Access #16



MULTI-USE PATH

A multi-use pathway is a facility that may be used by bicyclists, pedestrians, and non-motorized users. The multi-use path recommendations focused on providing safe, dedication facilities for people of all ages and abilities.

Workshop participants were asked to rate the recommendations on a scale of one to five based on how well the proposed recommendations address biking and walking issues. The average rating was 3.5.

The participants were also asked to identify their top three priority projects. The top three multi-use path projects include:

- Waynick Boulevard from South Lumina Avenue to Causeway Drive
- Causeway Drive from Wrightsville Avenue to Old Causeway Drive
- Additional facilities on The Loop



ONLINE SURVEY

The Wrightsville Beach Bicycle and Pedestrian Plan launched an online, public survey between July 28, 2023 and August 31, 2023. The online survey blended questions from the first and second public workshops in order to gather more input on the community's vision and priorities. Survey participants were also asked to identify opportunities or challenges associated with biking or walking in Wrightsville Beach.



600+
Participants



7,400+
Data Points



380+
Comments

To start the survey, participants were asked to identify their affiliation with Wrightsville Beach. Survey participants could identify as many affiliations as applicable. This question was used to gauge who was reached as part of the engagement effort. Of those who took the survey, 85% of all participants either live (full- or part-time), work, or own a business in Wrightsville Beach. The other 15% of participants identified as either not working or living in Wrightsville Beach. There were two participants that skipped the question.

At the onset of the survey, participants were asked how often they currently walk or bike in Wrightsville Beach. This question established a base level for understanding how many people actively bike or walk in the town. This question helped validate assumptions about how often people are walking or biking for a trip not related to a commute.



What is your affiliation with
Wrightsville Beach?

47% I'm a full-time resident here
34% I'm a part-time resident here
3% I work here
2% I own a business here

85% of survey
participants live
(full- or part-time),
work, or own a
business



How often do you walk or bike in
Wrightsville Beach?

57% Bike a few times a week or daily
15% Bike every day
42% Bike a few times a week
92% Walk a few times a week or daily
54% Walk every day
38% Walk a few times a week

Level of Comfort

As part of the survey, participants were asked how comfortable they feel walking or biking around Wrightsville Beach. This question helped establish a baseline for how the community perceives the existing infrastructure. It also highlighted areas for improvement regarding safety, comfort, and accessibility. The results are summarized below.

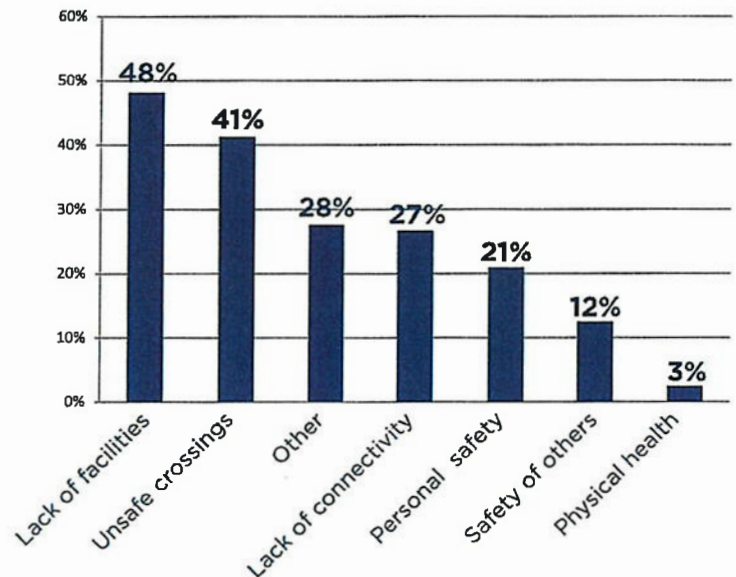


Walking level of comfort

- 20%** Fearless
- 67%** Confident
- 13%** Interested, but concerned
- >1%** Uninterested

87% of survey participants feel fearless or confident walking around Wrightsville Beach. This indicates that the existing sidewalk infrastructure is supportive of people who would like to walk.

What existing obstacles prevent you from walking in Wrightsville Beach?

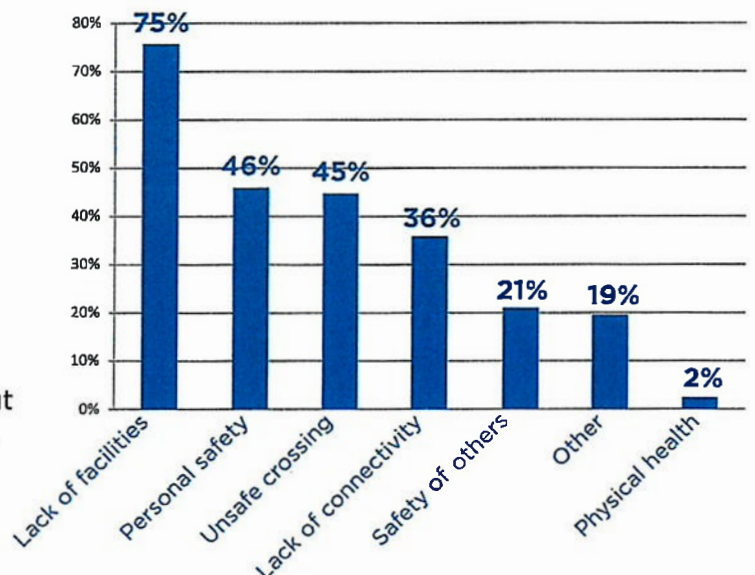


Biking level of comfort

- 8%** Fearless
- 36%** Confident
- 49%** Interested, but concerned
- 7%** Uninterested

49% of survey participants were interested, but concerned about biking in Wrightsville Beach. 75% of survey participants indicated that the lack of dedicated bicycle facilities is a major obstacle to biking around the town.

What existing obstacles prevent you from biking in Wrightsville Beach?



STEERING COMMITTEE

The plan's steering committee acted as a decision-making body and provided guidance at critical milestones of the planning process. The committee consisted of the Wrightsville Beach Parks & Recreation Advisory Committee, Wrightsville Beach town staff, and NCDOT IMD. The WMPO also provided input and support during the plan's development process. The roles of the steering committee included:

- Acting as a conduit for community organizations and members to provide a voice during the planning process
- Assisting with the development of the Wrightsville Beach Bicycle and Pedestrian Plan
- Giving feedback on the plan's elements and recommendations
- Providing local insight and local context to refine the plan

Meeting Overviews

The plan's steering committee met four times over the course of the plan's development.

The project kickoff meeting was held on April 3, 2023. The purpose of the meeting was to provide the steering committee with an overview of the project development process and anticipated timeline of the planning process. The committee members provided input through an interactive activity to identify strengths, challenges, opportunities, risks, and expectations (SCORE). This discussion set the tone for the overall planning process.

The second steering committee meeting was held on May 15, 2023. The committee members crafted a vision statement and priorities for the Wrightsville Beach Bicycle and Pedestrian Plan. A high-level review of existing conditions was presented. The existing conditions outlined the socioeconomic conditions, demographic factors, and transportation considerations.

The third steering committee meeting was held on July 17, 2023. During this meeting, the committee reviewed the public workshop summary and draft recommendations. The steering committee members provided initial feedback on the draft recommendations, which were ultimately refined to incorporate their input.

The final steering committee meeting was held on October 2, 2023. The final meeting reviewed the online survey summary, the second public workshop results, and the draft prioritization criteria. This meeting was the last meeting before a draft of the plan was released to Wrightsville Beach town staff for review.

04

Recommendations

THE DEVELOPMENT

The following chapter highlights the recommended corridor improvements, including sidewalks, bicycle facilities, multi-use pathways, and intersection projects. After the recommendations were developed, the public vetted and provided input on the draft recommendations. The recommendations identified in this chapter represent the culmination of all outreach efforts including the findings from the existing conditions analysis, and the feedback from town staff and the plan's steering committee. In the recommendations chapter, each facility type includes a description, unique features, and general design characteristics.

FACILITY TYPES

The following recommendations are divided into four facility types: dedicated pedestrian facilities, dedicated bicycle facilities, multi-use pathways, and intersection improvements. On the following pages, each of the facility types has a dedicated section that includes a project table and a map.

Pedestrian Facilities

A sidewalk is a paved pathway for pedestrians, on one or both sides of an existing roadway. The following characteristics are typical or advantageous of pedestrian facilities:

- Creating a continuous pathway at both sides of an intersection
- Filling gaps to provide connectivity between key destinations
- Building off of the existing pedestrian network

The following design characteristics were considered:

- The standard sidewalk is at least 6 feet wide



Multi-Use Pathways

A multi-use pathway—also referred to as a shared-use pathway—is a facility that may be used by bicyclists, pedestrians, and other non-motorized users. They are separated from the roadway by a physical barrier or open space. The following characteristics are typical or advantageous of multi-use pathways:

- Buffering bicyclists, pedestrians, or other non-motorized users from vehicular traffic
- Creating facilities for people of all ages and abilities
- Sharing space between a variety of non-motorized users

The following design characteristics were considered:

- The standard multi-use path is between 10 to 12 feet wide



Bicycle Facilities

There are a variety of bicycle facility types. To create a complete bicycle network, the types of users and different facilities must be considered. A combination of facilities should be used to complement various skill levels.

SKILL LEVEL



- **Child Cyclist.** These users typically have little to no experience on the road.
- **Basic Adult Cyclist.** These users are typically less secure about riding in traffic without dedicated bicycle facilities.
- **Advanced Cyclist.** These users are the most experienced and confident on the road.

BICYCLE LANE

A bicycle lane is a marked travel lane along a portion of the roadway that has been designated for exclusive use for bicyclists. The following characteristics are typical or unique about a standard bicycle lane:

- Considering during design phase of roadway projects to add buffered or protected lanes
- Creating a dedicated space for bicyclists to create separation between vehicles
- Increasing predictability of bicyclists, pedestrians, and motorists interactions



The following design characteristics were considered:

- The standard bicycle lane is at least 5 feet wide
- The standard buffer width for a buffered bicycle lane is at least 2 feet wide

SHARED LANE MARKING (SHARROW)

A shared lane marking is a street marking denoting where a bicyclist may use the entire lane with vehicles. The following characteristics are typical or unique about a sharrow:

- Considering the addition of other signage to alert other roadway users of the potential presence of a bicyclist
- Considering that no additional right-of-way acquisition is necessary



Intersection and Crossings

An intersection or crossing improvement is dependent on the surrounding context. Improving an intersection or crossing can be a cost-effective solution to promote connectivity and safety. The following improvements should be considered:

PEDESTRIAN CROSSING IMPROVEMENT

A pedestrian crossing improvement could include high-visibility crosswalks, ADA ramps, curb extensions, and pedestrian refuge island.



SIGNAL IMPROVEMENTS

A signal improvement could include infrastructure to support crossing or reconfiguring existing infrastructure. New infrastructure could include pedestrian pushbuttons, pedestrian countdowns, or audible signals. The re-timing or reconfiguring of existing infrastructure could include pedestrian signal timing, concurrent signal timing, or right-turn-on-red restrictions.



BICYCLE BOX

A bicycle box is a designated, painted area in front of a traffic lane with a signalized intersection that provides bicyclists a visible and safe way to get in front of traffic during a red light.



Supportive Infrastructure

To create a complete active transportation network, other supportive infrastructure should be considered. This could include the following:

- Benches
- Bicycle parking and storage
- Signage and wayfinding
- Water fountains
- Bicycle repair stations
- Placemaking features including street trees, murals or public art, or other streetscape measures



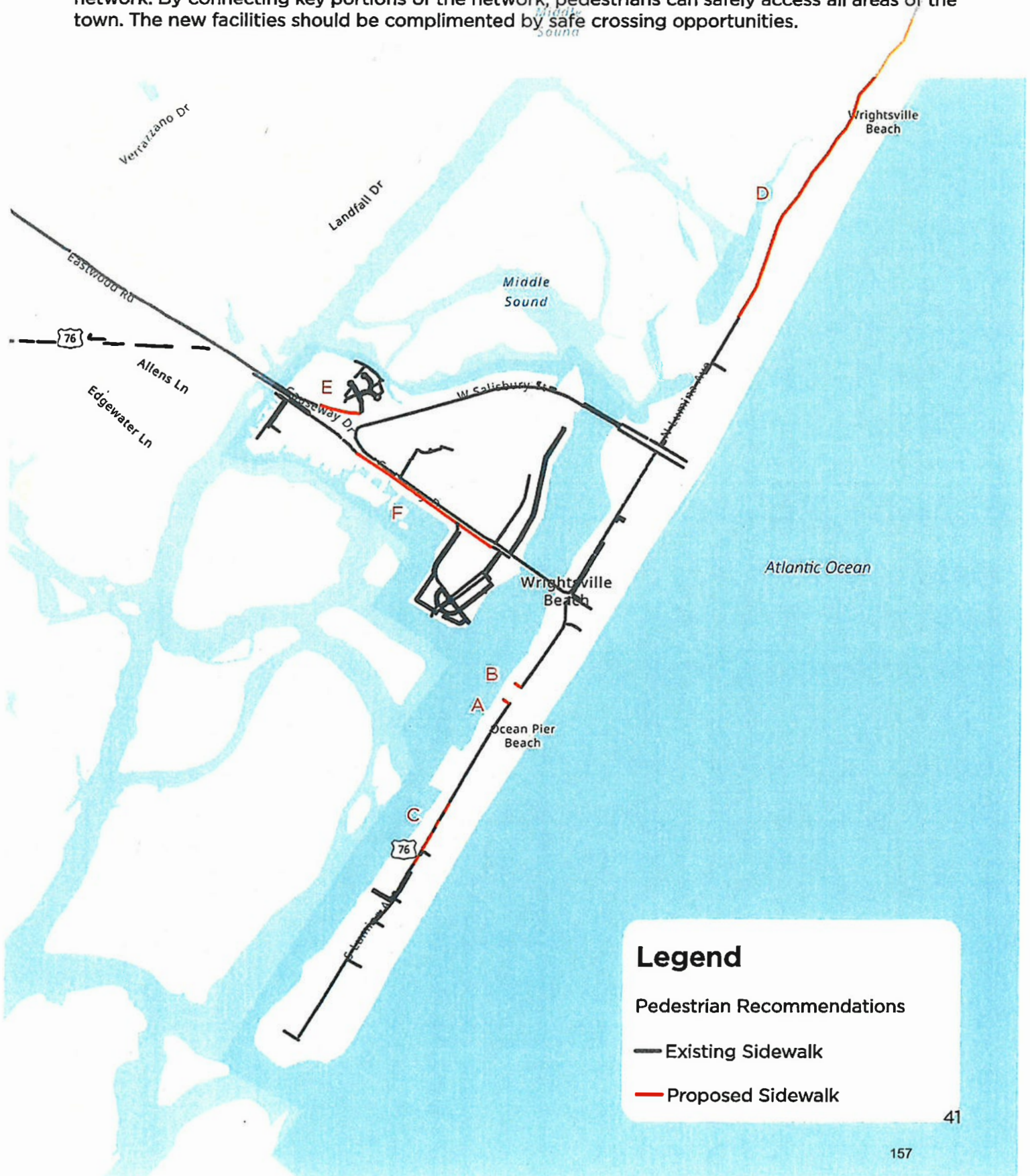
Proposed Pedestrian Facility List

The following table highlights the proposed pedestrian facilities recommended as part of this plan.

ID	Name	Facility	From	To	Length (miles)
A	Seashore Street	Safe Crossing	Waynick Boulevard	S Lumina Avenue	0.02
B	Snyder Street	Safe Crossing	Waynick Boulevard	S Lumina Avenue	0.02
C	S Lumina Avenue	Sidewalk	Iula Street	Sprunt Street	0.16
D	N Lumina Avenue	Sidewalk	Moore's Inlet	Beach Public Access #2	1.13
E	Pelican Drive	Sidewalk	Driftwood Court	Keel Street	0.13
F	Causeway Drive	Sidewalk	Seacrest Drive	Coral Drive	0.53

Proposed Pedestrian Facilities

The proposed pedestrian recommendations focus on closing the existing gaps in the sidewalk network. By connecting key portions of the network, pedestrians can safely access all areas of the town. The new facilities should be complimented by safe crossing opportunities.



Proposed Bicycle Facility List

The following table highlights the proposed bicycle facilities recommended as part of this plan. The map on the following page also includes the committed projects that NCDOT is actively funding.

ID	Name	Facility	From	To	Length (miles)
A	N Lumina Avenue	Bike Lane	Causeway Drive	W Salisbury Street	0.58
B	W Salisbury Street	Sharrow	W Salisbury Street Bridge	Public Beach Access #16	0.25
C	N Lumina Avenue	Bike Lane	W Salisbury Street	Parmeale Boulevard	0.29
D	N Lumina Avenue	Sharrow	Parmeale Boulevard	S Ridge Lane	0.52
E	Old Causeway Drive	Bike Lane	Keel Street	Causeway Drive	0.14
F	S Lumina Avenue	Bike Lane	Jack Parker Boulevard	Sunset Avenue	0.49
G	S Lumina Avenue	Sharrow	Sunset Avenue	Sprunt Street	0.44
H	S Lumina Avenue	Sharrow	Snyder Street	Causeway Drive	0.39
I	N Channel Drive	Sharrow	Causeway Drive	End of Street	0.45
J	Parmeale Boulevard	Sharrow	N Lumina Avenue	End of Street	0.35

COMMITTED STIP PROJECT

The current [State Transportation Improvement Plan](#) (STIP) 2024 - 2033 identifies the transportation projects that will receive funding. The funding for BL-0075 was awarded by the WMPO through its annual direct attributable program. In Wrightsville Beach, there is currently one bicycle and pedestrian project that is already in construction and assumed to be committed.

STIP ID: BL-0075

Construction Year: 2024

Description: Installation of on-street bicycle lanes and pedestrian crosswalks along US 76 (Causeway Drive) and US 74 (West Salisbury Street) in Wrightsville Beach.

Proposed Bicycle Facilities

The proposed bicycle recommendations aim to create safe, connected facilities for residents and visitors alike. The proposed facilities reinforce the desire of the community to have dedicated bicycle facilities separated from vehicles and pedestrians.



Proposed Multi-Use Path Facility List

The following table highlights the proposed multi-use pathway (MUP) facilities recommended as part of this plan.

ID	Name	Facility	From	To	Length (miles)
A	Harbor Island Loop	MUP	Causeway Drive	W Salisbury Street	0.37
B	Waynick Boulevard	MUP	Sunset Avenue	Causeway Drive	1.24
C	Causeway Drive	MUP	Wrightsville Avenue	Old Causeway Drive	0.59
D	Causeway Drive	MUP	W Salisbury Street	Waynick Boulevard	0.90
E	W Salisbury Street	MUP	Causeway Drive	N Lumina Ave	1.07

Proposed Multi-Use Path Facilities

The proposed multi-use pathway recommendations reinforce the need for wider facilities for both pedestrians and bicyclists. While there are currently plans to create a bicycle lane on Causeway Drive, the long-term vision for the community is a wide multi-use path over both bridges to the beach.

37 ft



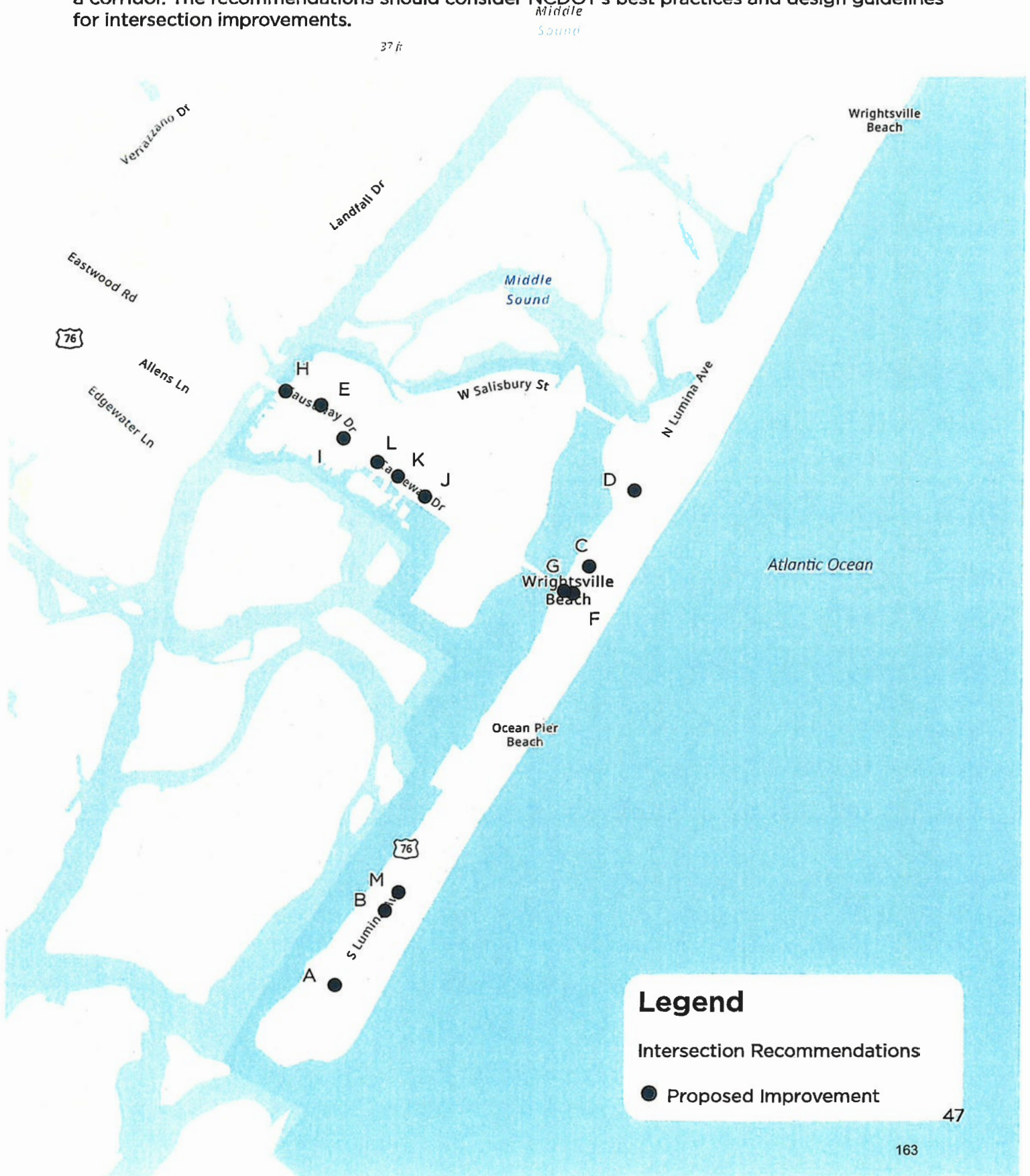
Proposed Intersection Recommendations List

The following table highlights the proposed intersection recommendations that are a part of this plan.

ID	Location
A	Albright Street at S Lumina Avenue
B	Sunset Avenue at S Lumina Avenue
C	W Columbia Street at N Lumina Avenue
D	W Fayetteville St/E Fayetteville St at N Lumina Avenue
E	River to Sea Bikeway at Pelican Drive
F	Stone Street at Lumina Avenue
G	Causeway Drive at Waynick Boulevard
H	Causeway Drive at Marina Street
I	Old Causeway Drive at Causeway Drive
J	Causeway Drive near Island Drive
K	Causeway Drive at Bob Sawyer Drive
L	Causeway Drive at George Antley Drive (Seawater Lane)
M	Public Beach Access #36 at S Lumina Avenue

Proposed Intersection Recommendations

The proposed intersection recommendations would allow bicycles and pedestrians to safely cross a corridor. The recommendations should consider NCDOT's best practices and design guidelines for intersection improvements.



DEMONSTRATION CORRIDORS

The following demonstration corridors are projects that are analyzed in greater detail. These projects were identified as high-priority projects that are critical to achieving the vision of the Bicycle and Pedestrian Plan for Wrightsville Beach.

COST ESTIMATE

The planning-level cost estimates listed for each corridor were developed using the 2019 NCDOT Bicycle-Pedestrian Cost Estimation Tool. The cost shown below are inflated to current year dollars. The tool considers a variety of factors and characteristics to generate a cost estimate that includes design, right-of-way acquisition, utilities, and construction. During the preliminary engineering phase of a project, a more accurate cost estimate should be created.

Causeway Drive

SEACREST DRIVE TO CORAL DRIVE

EXISTING CONDITIONS

Causeway Drive is the main corridor through Wrightsville Beach. Currently, Causeway Drive is a four-lane cross-section with a two-way turn lane until it reaches the Banks Channel Bridge. On Harbor Island, there are numerous key destinations including the Wrightsville Beach Loop. On the channel side, there are no existing sidewalks. Other existing conditions include:

- AADT*: 15,500
- Speed Limit: 35 mph
- Right-of-Way: 70 feet



RECOMMENDATION

The identified project segment would add sidewalks along the channel side and recommend providing safe crossing opportunities from one side of Causeway Drive to the other.

FACILITY	Sidewalk
PROJECT ID	F
COST ESTIMATE	\$1,759,000
LENGTH	0.53 miles

Preferred Cross-Section



N Lumina Avenue

MOORE'S INLET TO PUBLIC BEACH ACCESS #2

EXISTING CONDITIONS

North Lumina Avenue is a two-lane corridor that is heavily traveled by pedestrians, bicyclists, and vehicles. There are pockets of existing parking along this section of North Lumina Avenue. This corridor connects many residential areas to the central part of the island with shopping and retail opportunities. Other existing conditions include:

- AADT: 5,000
- Speed Limit: 25 mph
- Right-of-Way: 30 feet

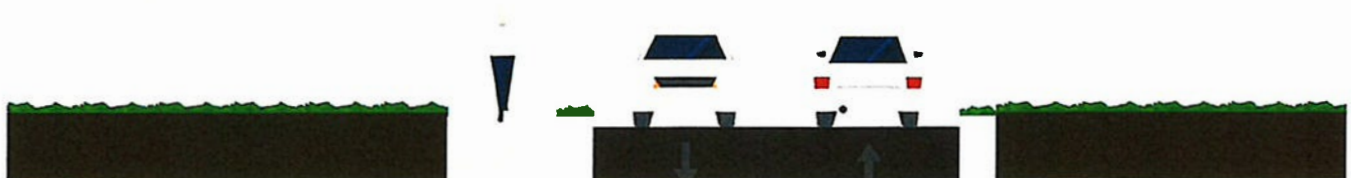


RECOMMENDATION

The identified project segment would add sidewalks along North Lumina Avenue. It would connect to existing sidewalk at the beach access point #8. The available parking may have to be reduced to accommodate the sidewalk. The connection would allow pedestrians to safely travel to and from the north part of the island.

FACILITY	Sidewalk
PROJECT ID	D
COST ESTIMATE	\$1,628,000
LENGTH	1.13 miles

Preferred Cross-Section



N Lumina Avenue

CAUSEWAY DRIVE TO W SALISBURY STREET

EXISTING CONDITIONS

This section of North Lumina Avenue is a heavily traveled corridor for pedestrians, bicyclists, and vehicles. Between Causeway Drive and West Salisbury Street, North Lumina Avenue is a two-lane cross section with parking on both sides. This section of North Lumina has restaurants, hotels, a grocery store, and public parking lots. Other existing conditions include:

- AADT: 5,100
- Speed Limit: 25 mph
- Right-of-Way: 45 feet

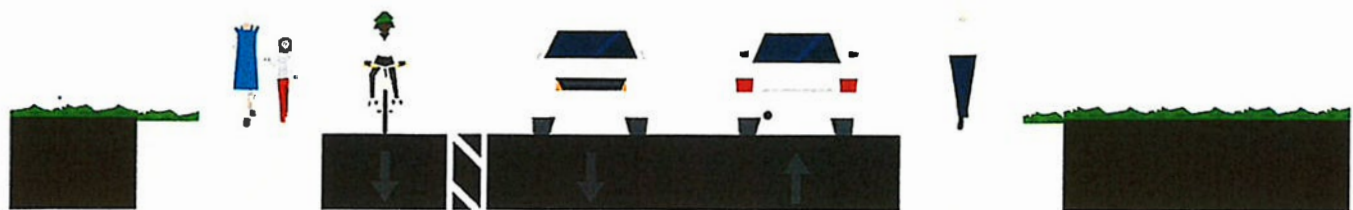
RECOMMENDATION

The identified project segment would add a bicycle lane on one side of the street. Currently, the north side parking is closed on weekends and holidays allowing for bicycles and pedestrians on the loop. The addition of a bicycle lane on this section would require the removal of on-street parking along the corridor. A dedicated bicycle facility should be supplemented by adequate signage, markings, and bicycle parking. During public engagement, this particular section of North Lumina Avenue was heavily cited by residents as a top priority corridor.



FACILITY	Bicycle Lane
PROJECT ID	A
COST ESTIMATE	\$1,444,000
LENGTH	0.58 miles

Preferred Cross-Section



N Lumina Avenue

W SALISBURY STREET TO PARMELE BOULEVARD

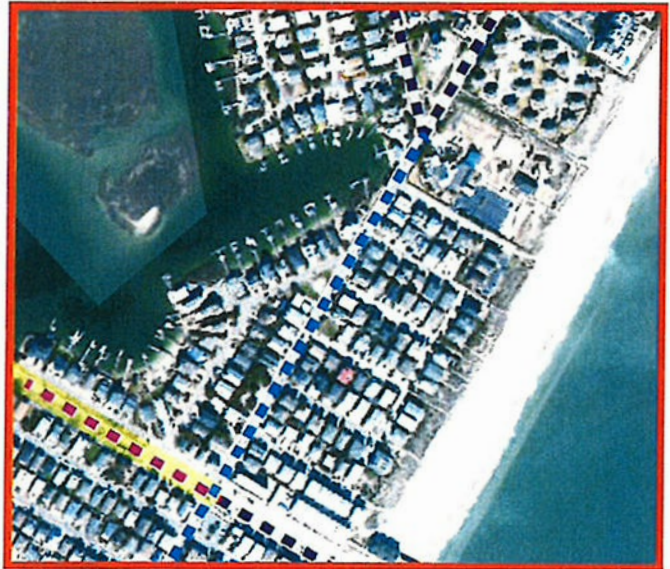
EXISTING CONDITIONS

This section of North Lumina Avenue is a two-lane corridor with dedicated right-turn lanes at West Salisbury Street. There is on-street parking and sidewalks on both sides of the corridor. This section of North Lumina Avenue connects the north side of the island to Harbor Island via West Salisbury Street. Other existing conditions include:

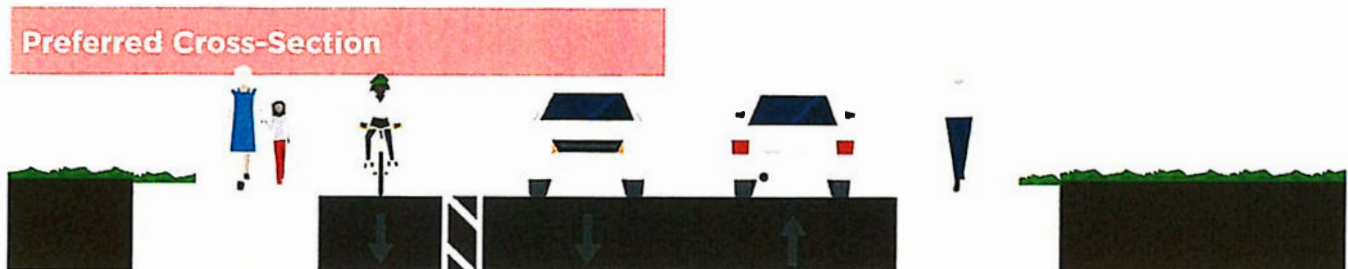
- AADT: 5,000
- Speed Limit: 25 mph
- Right-of-Way: 30 - 50 feet

RECOMMENDATION

The identified project segment would add a bicycle lane on one side of the street. The addition of a bicycle lane would require the removal of on-street parking along the corridor. At West Salisbury Street, a bike-box may be required to allow bicyclists to safely make a left turn at the signalized intersection. During public engagement, this section of North Lumina Avenue was a priority for many residents.



FACILITY	Bicycle Lane
PROJECT ID	C
COST ESTIMATE	\$2,133,000
LENGTH	0.29 miles



Waynick Boulevard

SUNSET AVENUE TO CAUSEWAY DRIVE

EXISTING CONDITIONS

Waynick Boulevard is a primary corridor on the Banks Channel side. Waynick Boulevard is a four-lane cross-section with parking on one side of the street. There are several marked crosswalks across Waynick Boulevard that connect the channel with the beach. Other existing conditions include:

- AADT: 8,600
- Speed Limit: 35 mph
- Right-of-Way: 65 feet

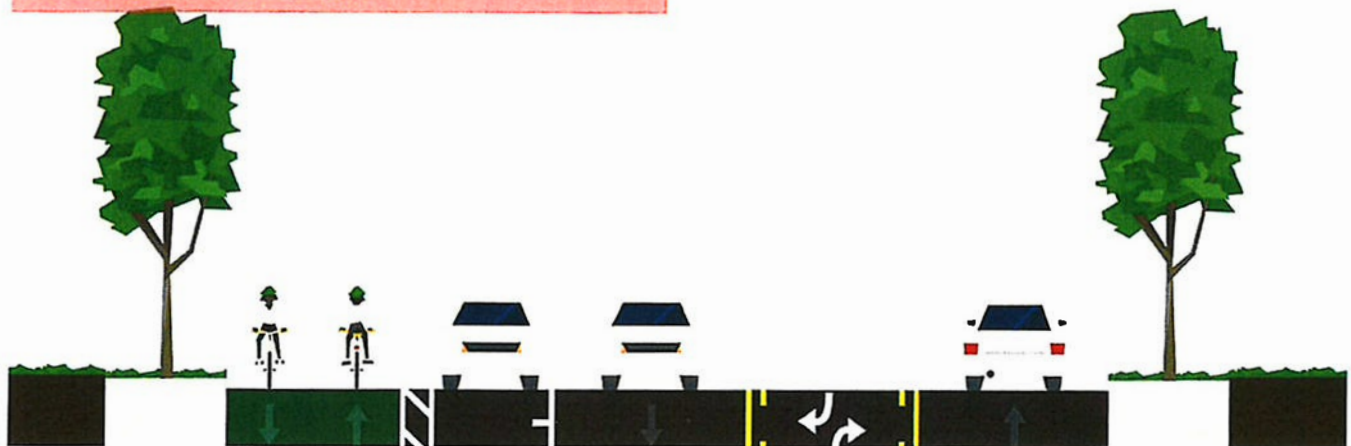
RECOMMENDATION

The identified project segment would add a multi-use pathway between Sunset and Causeway Drive. This multi-use pathway would be used by both pedestrians and bicyclists. The addition of a multi-use pathway would require a road diet, meaning a vehicle travel lane would be removed. The proposed cross-section is shown below. A multi-use pathway on Waynick Boulevard would provide a safe connection for both pedestrians and bicycles.



FACILITY	Multi-Use Path
PROJECT ID	B
COST ESTIMATE	\$3,631,000
LENGTH	1.24 miles

Preferred Cross-Section



Causeway Drive

W SALISBURY STREET TO WAYNICK BOULEVARD

EXISTING CONDITIONS

Causeway Drive is the main corridor through Wrightsville Beach. Currently, Causeway Drive is a four-lane cross-section with a two-way turn lane until it reaches the Banks Channel Bridge. On Harbor Island, there are numerous key destinations including the Wrightsville Beach Loop. There is a sidewalk on one side of Causeway Drive. There are currently plans to add a bicycle lane on this section of Causeway Drive. Other existing conditions include:

- AADT: 15,500
- Speed Limit: 35 mph
- Right-of-Way: 55 - 70 feet



RECOMMENDATION

The identified project segment would add a multi-use pathway on Causeway Drive. This project reflects the long-term vision of the community. While there is already a project to add bicycle lanes on this portion of Causeway Drive, a more protected facility is desired by the community.

FACILITY

Multi-Use Path

PROJECT ID

D

COST ESTIMATE

\$3,250,000

LENGTH

0.90 miles

Preferred Cross-Section

The following cross-sections are preliminary designs from NCDOT (September 2023). The town should continue to coordinate with NCDOT during the development and finalization of these plans.

Causeway Drive - Banks Channel Bridge



Causeway Drive - Banks Channel Bridge Approach



05

Implementation

THE FOUNDATION

The early engagement opportunities and existing conditions helped create the foundation for the facility recommendations. In order to help prioritize the recommended projects, a quantitative process was created to identify a path forward. The goal of the prioritization process is to provide the town with a guide to plan for future investments. The prioritization is meant to be a dynamic process that changes with community values over time.

The prioritization for the Wrightsville Beach Bicycle and Pedestrian was initially developed using the priorities of the state as a starting point. This will make the town's projects more competitive in the future to receive state funding. The prioritization will help establish the foundation for the town to begin building a complete, accessible active transportation network.

PRIORITIZATION

Prioritization Criteria

By using a quantitative methodology, the project recommendations were sorted into three prioritization tiers: near-, mid-, and long-term. Typically, near-term projects are identified to be initiated or completed prior to the mid- and long-term projects; however, the prioritization should be flexible to allow for implementation due to changes in available resources, public priorities, or time.

NCDOT priorities for Strategic Transportation Prioritization (SPOT) methodology was the initial starting point to identify the prioritization criteria used in the Wrightsville Beach Bicycle and Pedestrian Plan. With guidance from the plan's steering committee, the prioritization criteria and weights were modified to reflect public sentiment. By using a framework that is similar to NCDOT, Wrightsville Beach can actively pursue state funding, as these projects actively demonstrate the alignment with state priorities.

- 30%** **SAFETY**
This criteria created a composite score by analyzing the number of crashes, crash severity, and incidents involving a bicycle or pedestrian. The projects along more dangerous corridors received a higher score.
- 25%** **ACCESSIBILITY AND CONNECTIVITY**
This criteria identified the geographic proximity to key destinations and connectivity to the existing active transportation network. The projects that connected to existing sidewalks or bicycle facilities within a specified proximity received a higher score.
- 25%** **PUBLIC INPUT**
This criteria combined all the public feedback collected during public engagement to identify project priorities. The projects identified as higher priority receive a higher score.
- 15%** **COST EFFECTIVENESS**
This criteria used the NCDOT 2019 cost estimation tool to create a planning-level cost estimate. The combined total score of all prioritization criteria was divided by the cost estimate. The higher the benefit relative to the cost, the higher the score.
- 5%** **DEMAND AND DENSITY**
This criteria used a spatial analysis of demographic groups within a specified distance from the project location. The projects that impacted the most people received a higher score.

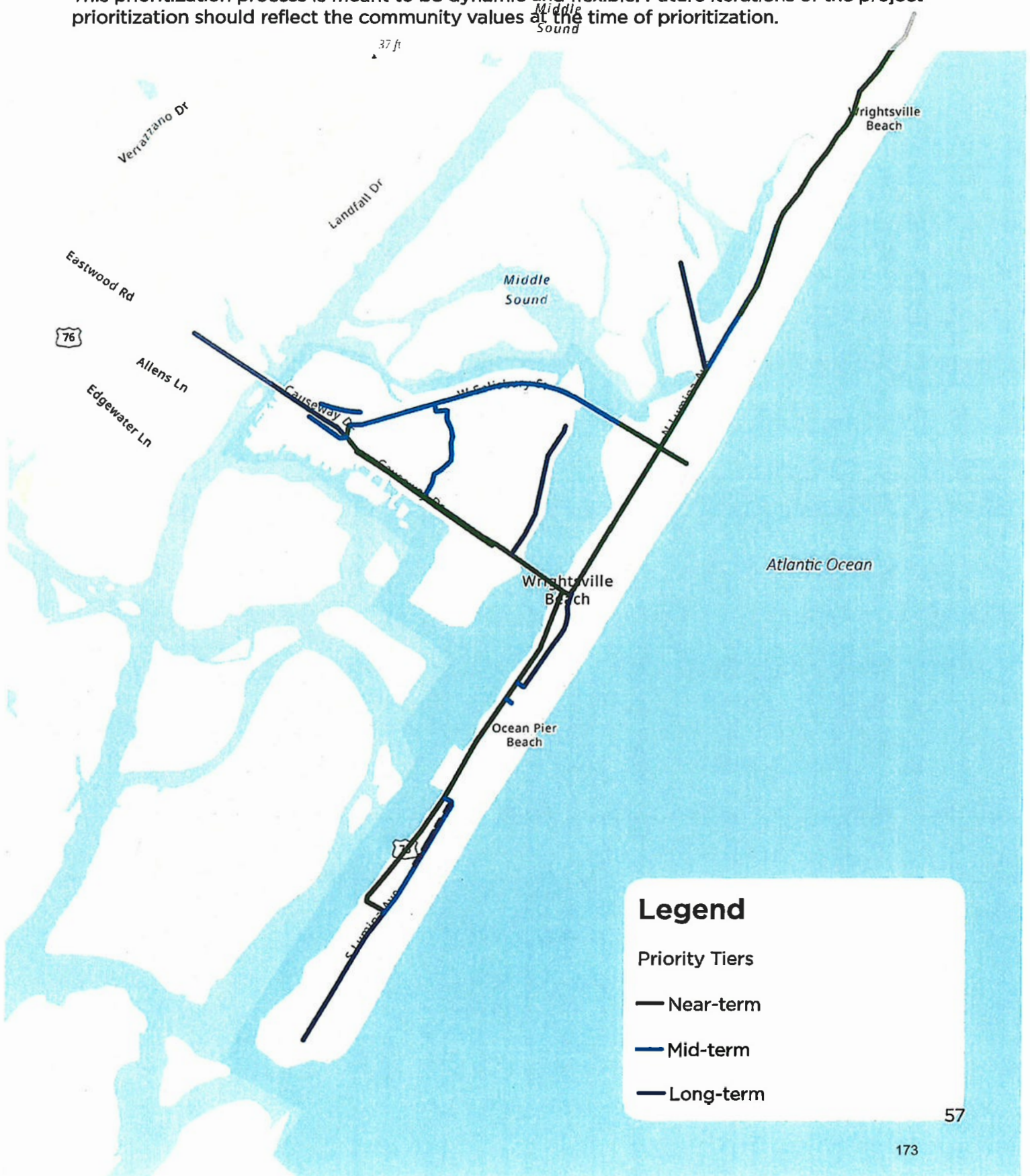
Project Results

The table below shows the pedestrian, bicycle, and multi-use pathway corridor recommendations in priority tiers. The projects were prioritized based on the evaluation criteria described on the preceding page.

	Type	ID & Name	From	To
NEAR-TERM	Pedestrian	(D) N Lumina Avenue	Moore's Inlet	Public Beach Access #2
	Pedestrian	(F) Causeway Drive	Seacrest Drive	Coral Drive
	Bicycle	(A) N Lumina Avenue	Causeway Drive	W Salisbury Street
	Bicycle	(B) W Salisbury Street	Salisbury Street Bridge	Public Beach Access #16
	Bicycle	(C) N Lumina Avenue	W Salisbury Street	Parmelee Boulevard
	MUP	(D) Causeway Drive	W Salisbury Street	Waynick Boulevard
	MUP	(B) Waynick Boulevard	Sunset Avenue	Causeway Drive
MID-TERM	Pedestrian	(A) Seashore Street	Waynick Boulevard	S Lumina Avenue
	Pedestrian	(B) Snyder Street	Waynick Boulevard	S Lumina Avenue
	Bicycle	(E) Old Causeway Drive	Keel Street	Causeway Drive
	Bicycle	(G) S Lumina Avenue	Sunset Avenue	Sprunt Street
	Bicycle	(D) N Lumina Avenue	Parmelee Boulevard	S Ridge Lane
	MUP	(A) Harbor Island Loop	Causeway Drive	W Salisbury Street
	MUP	(E) W Salisbury Street	Causeway Drive	N Lumina Avenue
LONG-TERM	Pedestrian	(C) S Lumina Avenue	Iula Street	Sprunt Street
	Pedestrian	(E) Pelican Drive	Driftwood Court	Keel Street
	Bicycle	(F) S Lumina Avenue	Jack Parker Boulevard	Sunset Avenue
	Bicycle	(H) S Lumina Avenue	Snyder Street	Causeway Drive
	Bicycle	(I) N Channel Drive	Causeway Drive	End of Street
	Bicycle	(J) Parmelee Boulevard	N Lumina Avenue	End of Street
	MUP	(C) Causeway Drive	Wrightsville Avenue	Old Causeway Drive

Prioritized Recommendations

The project prioritization led to the identification of near-, mid-, and long-term recommendations. This prioritization process is meant to be dynamic and flexible. Future iterations of the project prioritization should reflect the community values at the time of prioritization.



PROGRAMS

To compliment the identification of linear project recommendations, encouraging the town to consider programs that support bicycle and pedestrian culture within the community is equally important. Investments in these programs in coordination with infrastructure improvements, will further safety, education, and awareness.

Education

The following programs are primarily focused on educational opportunities to promote biking and walking.

BE A LOOKER

“Be a Looker” is a program of Go Coast, WMPO’s Transportation Demand Management program. Like the statewide program, Watch for Me NC, “Be a Looker” educates the public on best practices and laws related to bicycle and pedestrian safety and aims to foster a safe and respectful culture around walking and biking. The materials may be requested through Go Coast, which provides alternative and sustainable transportation options to those who live, work, and play in the region.

<https://www.gocoastnc.org/bealooker/>

LET’S GO NC!

Let’s Go NC! is a program designed to assist instructors in encouraging and teaching safe pedestrian and bicycle behaviors. The curriculum helps children develop skills to promote active transportation choices. The all-in-one package of lesson plans, materials, activities, and instructional videos will help encourage children to develop safe behaviors to be carried into adulthood. Let’s Go Walking! and Let’s Go Biking! cover five target areas each. The skills and concepts are created for various developmental levels of children.

<https://connect.ncdot.gov/projects/BikePed/Pages/LetsGoNC.aspx>

SAFE ROUTES TO SCHOOL

Safe Routes to School (SRTS) program focuses on making walking or biking to school safer and more accessible for children, especially children with a disability. The SRTS program can improve the overall quality of children’s health, mitigate traffic congestion near schools, and improve the environment and air quality.

<http://guide.saferoutesinfo.org/introduction/index.cfm>

WATCH FOR ME NC

The Watch for Me NC program aims to reduce bicycle and pedestrian crashes through a comprehensive approach that blends public education, community engagement, and law enforcement. The program is scalable to communities based on the size and geographic context. The program builds local capacity through training, planning workshops, and exchanging information with peers.

58 <https://www.watchformenc.org/>

Encouragement

The following programs and events are primarily focused on encouraging biking and walking through supportive measures. These programs should be considered in tandem with implementing the project recommendations identified in this plan. The Town of Wrightsville Beach should consider the following encouragement programs. The town's dedication and passion for a community approach was heavily relayed at each meeting for the Wrightsville Beach Bicycle and Pedestrian Plan.

BICYCLE PARKING

Parking for bicycles is a critical strategy for promoting and encouraging bicycling in any community. By providing convenient, secure bicycle parking, people could be more likely to replace car trips with bicycle trips. Not only does providing bicycle parking encourage people to bike, it also establishes the town as a bicycle-friendly community. Guidance on bike parking, including site planning for short and long-term parking, rack selection, and placement can be found in the Association of Pedestrian and Bicycle Professionals (APBP) Essentials of Bike Parking.

https://www.apbp.org/assets/docs/EssentialsofBikeParking_FINA.pdf

BIKE FRIENDLY COMMUNITY DESIGNATION

The Bicycle Friendly Community program provides guidance to make communities more vibrant destinations to bike and walk. Sponsored by the League of American Bicyclists, the Bicycle Friendly Community has a checklist for current and aspiring bicycle-friendly communities. The Town of Wrightsville Beach should consider assessing the criteria and work towards submitting an application.

<https://bikeleague.org/bfa/community/>

MICROMOBILITY OR BIKE SHARE

Shared micromobility or "bike share" are an emerging transportation option that can increase walking and biking. Establishing a bike share program could bolster the safety, livability, and sustainability of the community without the personal investment in a bicycle. While micromobility solutions may be more applicable in a denser, urban area, the Town of Wrightsville Beach could consider exploring a bicycle share in the future if there is community desire.

OPEN STREETS EVENTS

Open streets initiatives temporarily close streets to automobile traffic, so that people may use them for other activities, such as walking, jogging, bicycling, skating, and dancing. Inspired by the "Ciclovias" in Central and South America, open streets events are designed to encourage residents to rethink public spaces, understanding that our streets can have a multitude of uses.

<https://openstreetsproject.org/>

THEMED BIKING EVENTS

Biking events encourage active transportation and present opportunities for residents to socialize over shared experiences. Local advocacy groups and/or the Town can promote biking by hosting themed bike rides. Events can be centered around holidays, local festivals, or coincide with national events such as Earth Day and National Trails Day. For many communities, these events lead to regularly scheduled bike rides.

WALK OR BIKE TO SCHOOL

A walk or bike to school day are events that encourage students and parents to walk or bike to school together. Typically, these events highlight the environmental and health benefits associated with walking or biking to school. NCDOT's Bicycle Helmet Initiative is a program that helps local governments, nonprofits, schools, law enforcement, etc. distribute free helmets to low-income children as well as provide an educational component for safety in preparation for National Bike or Walk to School Day. National Bike to School Day occurs in May as part of Bike Month (also in May). Walk to School Day occurs in October.

WAYFINDING SIGNAGE

Another important aspect of a complete transportation network is wayfinding signage for both bicycles and pedestrians. Creating a wayfinding system that consists of signage or pavement markings to help guide bikers or walkers to their destination is crucial. For bicycles, signs are typically placed at decision points along a bicycle route or other key locations that lead to a designated, safe route.

Evaluation

The following program is primarily focused on evaluating biking and walking. This program is important to understand and quantify the existing demand or to understand how facility recommendations are changing behaviors in Wrightsville Beach.

COUNT PROGRAM

A pedestrian or bicycle count program provides non-motorized travel information along roadways. A count program helps communities understand how much existing bicycle or pedestrian traffic there is. Communities that show clear evidence of high-activity are more likely to receive funding for projects. The Town of Wrightsville Beach should coordinate with regional and state partners to explore pedestrian or bicycle counting programs.

POLICIES

Similar to program recommendations, policy recommendations will help address other aspects of promoting walking or biking in Wrightsville Beach. A policy typically determines how the physical space is allocated between public and private entities. The policy recommendations are tangible actions that the town can take to create safer opportunities to walk or bike. The following policies will help align the community sentiment for safer, more-accessible spaces.

Complete Streets Policy

North Carolina's "[Complete Streets](#)" Policy directs NCDOT to consider various modes of transportation when building new projects or improving existing infrastructure. Understanding the evaluation methodology will set up the town to successfully coordinate with partners and communicate community-needs within the Complete Streets elements. The [Complete Streets Implementation Guide](#) provides a comprehensive approach for incorporating Complete Streets into planning, design, programming, and maintenance.

<https://connect.ncdot.gov/projects/BikePed/Pages/Complete-Streets.aspx>

NACTO

The [National Association of City Transportation Officials](#) (NACTO) is an association of 100 American cities and transit agencies that exchanges ideas and best practices to collectively approach transportation issues. NACTO publishes resources for transportation practitioners, policy-makers, and advocates. The design guides help address the multitude of applications for bicycle, pedestrian, and transit facilities. The Town should reference the NACTO publications—particularly the Designing for All Ages & Abilities, Don't Give Up at the Intersection, Urban Bikeway Design—for best practices as they relate to Wrightsville Beach.

<https://nacto.org/publications/#design-guides-design-guidance>

Code of Ordinances

The Wrightsville Beach [Code of Ordinances](#) are local laws that are enforced by local governments. They are enacted by vote, typically by a council. The town should review its' ordinance to define and encourage standards as they relate to walking or biking. The review should consider the following elements:

- Add bicycle parking to policies and design standards
- Require the addition of sidewalks into private site development
- Consider adding language to promote the connectivity between sidewalk and bicycle facilities
- Include specific language on sidewalk requirements in street design
- Include specific language on bicycle lane requirements in street design

<https://codelibrary.amlegal.com/codes/wrightsvillebeach/latest/overview>

More design guidelines can be found in the Plan's Appendix.

ACTION PLAN

The key to successful implementation is the continuous dedication of and partnership between town staff and elected officials, NCDOT, and other regional planning partners like WMPO. Through partnerships, Wrightsville Beach can pursue programmatic efforts to further improve the active transportation network. The following action table helps establish a framework to move the recommendations in this plan into design, construction, and implementation. The list of actions is extensive but not fully comprehensive. The Town of Wrightsville Beach should consider new opportunities as they arise.

Characteristics

Actions require different levels of resource allocation, including time and cost. While some actions have greater impact on further active transportation, they might be more expensive or take longer to implement or fully realize. For each program or policy, the time, cost, and impact are identified. This exercise illustrates the variety of tradeoffs that could be made.

COST

How much will it cost to initiate and maintain this action?



Less Cost

More Cost

TIME

How much time will be required to execute this action?



Less Time

More Time

IMPACT

How likely will this action make the town more walkable and bikeable?



Less Impact

More Impact

Action	Cost	Time	Impact
Adopt the Wrightsville Beach Bicycle and Pedestrian Plan	\$		
Apply for state and federal grants to fund installation of bicycle and pedestrian facilities	\$		
Ensure future roadway improvements include suitable bicycle and pedestrian facilities	\$		
Establish a data-driven process for determining priority projects every year	\$ \$		

Action	Cost	Time	Impact
Conduct a bicycle or walk audit to determine high-risk areas along existing facilities	\$ \$		
Identify intersections where low-cost improvements would provide the most benefit	\$		
Establish dedicated funding in the Capital Investment Program (CIP) for bicycle and pedestrian facilities	\$ \$ \$		
Establish a bicycle and pedestrian facility maintenance plan	\$		
Implement signal detection for bicyclists at signalized intersections	\$ \$ \$		
Reduce the Town-wide speed limit to 25 miles per hour	\$		
Review and update the Code of Ordinances to outline the standards for biking and walking in Wrightsville Beach	\$ \$		
Adopt a local Complete Streets and Traffic Calming policy	\$		
Establish a Safe Routes to School (SRTS) task force	\$		
Become a Watch for Me NC partner community	\$		
Partner with safety campaigns and enforcement programs to increase awareness through Watch for Me NC	\$ \$		
Organize events that encourage biking or walking throughout the Town	\$ \$		
Include wayfinding signage to show destinations accessible by foot or bike	\$ \$		
Coordinate with WMPO to include recommendations in the Metropolitan Transportation Plan	\$		
Coordinate with NCDOT IMD to participate in the Bicycle and Pedestrian Count Program	\$ \$		
Coordinate with NCDOT Division 3 on roadway resurfacing schedule	\$		

FUNDING

To fully implement the plan, leveraging all available funding opportunities will be essential. The following section outlines the local, state, federal, or private funding sources that Wrightsville Beach can pursue or better leverage. The categories of funding are outlined below.

Local



Nonprofit



State



Private



Federal



Active Transportation Infrastructure Investment Program

The [Active Transportation Infrastructure Investment Program](https://www.fhwa.dot.gov/environment/bicycle_pedestrian/atiip/) (ATIIP) is a new competitive grant program through the Infrastructure Investment and Jobs Act (IIJA). There are two types of grants: Planning and Design grants and Construction grants. The goal of the program is to integrate active transportation facilities with transit service, where appropriate, to improve access to public transportation.

https://www.fhwa.dot.gov/environment/bicycle_pedestrian/atiip/



Community Development Block Grant

The [Community Development Block Grant](https://www.commerce.nc.gov/grants-incentives/public-infrastructure-funds/infrastructure-federal-cdbq-economic-development) (CDBG) Program provides annual grants on a formula basis to states, cities, and counties to develop viable communities by providing decent housing, suitable living environments, and expanding economic opportunities for low- and moderate-income persons. The state CDBG funds are provided by the U.S. Department of Housing and Urban Development (HUD). The CDBG Program infrastructure funds are administered by the North Carolina Department of Environmental Quality.

<https://www.commerce.nc.gov/grants-incentives/public-infrastructure-funds/infrastructure-federal-cdbq-economic-development>



Capital Investment Program

The town's annual budget in fiscal year (FY) 2022 - 2023 was nearly \$14.4 million. The projects and programs described in this plan can be included as a separate allocation in future years to create a dedicated, local funding source for active transportation projects. While the town's budget is limited, explicitly including a source of funding for bicycle and pedestrian projects will create a dedicated funding source for the Town of Wrightsville Beach.

<https://www.townofwrightsvillebeach.com/DocumentCenter/View/6434/Town-of-Wrightsville-Beach---FY-2022-ACFR?bidId=>



Powell Bill Funds

The [North Carolina State Street-Aid Program](#) (Powell Bill) provides funding for eligible municipalities based on the number and mileage of locally-maintained roadways. For FY 2023 - 2024, the Town of Wrightsville Beach estimates receiving \$71,482 in Powell Bill Funding. While the primary function of the Powell Bill is to assist in funding local street resurfacing projects, these funds could also be used for the planning, maintenance, or construction of sidewalks, bicycle facilities, and multi-use pathways. The Powell Bill funds may be pursued as a match for future iterations of this plan.

<https://connect.ncdot.gov/municipalities/State-Street-Aid/pages/default.aspx>



Highway Maintenance Improvement Program

The [Highway Maintenance Improvement Program](#) (HMIP) contains NCDOT's 5-year maintenance plan for pavement road rehabilitation and resurfacing projects. The roadways scheduled for improvements under the HMIP are prime candidates for the additional bicycle or pedestrian improvements, if they are not already included. The Town of Wrightsville Beach can monitor projects on the HMIP and coordinate with regional NCDOT staff to coordinate on specific improvements.

<https://connect.ncdot.gov/resources/Asset-Management/HMIP/Pages/default.aspx>



Infrastructure Investment and Jobs Act

The federal [Infrastructure Investment and Jobs Act](#) (IIJA) infrastructure package was signed into law in November 2021. It provides \$550 billion dollars over FY 2022 - 2026. The IIJA also known as the Bipartisan Infrastructure Law (BIL) authorizes transportation funding for highway, transit, rail, bicycle and pedestrian, and safety programs and infrastructure. The IIJA is administered jointly by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). FHWA distributes funding to both NCDOT and directly to MPOs through a variety of grant programs.

https://www.fhwa.dot.gov/bipartisan-infrastructure-law/metro_planning.cfm



National Endowment for the Arts

The [National Endowment for the Arts](#) (NEA) "Our Towns" is a creative place-making grant program. While these grants require a partnership component, grant awards range between \$25,000 to \$150,000. A focus area for FY 2024 will be in arts, culture, or design projects that address health, transportation, or infrastructure within a community. The Town should coordinate with New Hanover County, WMPO, or NCDOT IMD to identify eligible projects.

<https://www.arts.gov/grants/our-town>



Nonprofit Organizations

Nonprofit organizations could also be a source of funding for bicycle and pedestrian facilities. By working with nonprofits, Wrightsville Beach can build lasting local, regional, and national partnerships while also identifying new funding opportunities. In some communities, these partnerships have led to the completion of small-scale projects including wayfinding, bicycle rack installation, or improvements to existing facilities. These organizations could include Blue Cross Blue Shield of North Carolina, the North Carolina Community Foundation, or local nonprofits.



Private Development

The Town should consider updating its Comprehensive Plan or Coastal Area Management Act of 1974 (CAMA) Plan to encourage private developers to include pedestrian or bicycle infrastructure during the development of site plans. This will allow the town to build the active transportation network by coordinating with new, local developments. The infrastructure requirements could specify the inclusion of both on- and off-street facilities, pedestrian benches, bicycle racks, or lighting. This funding strategy could alleviate constraints on the town's limited local funding sources.



Parks and Recreation Trust Fund

The [North Carolina Parks and Recreation Trust Fund](https://www.ncparks.gov/about-us/grants/parks-and-recreation-trust-fund) (PARTF) matches grants to local governments for local parks, state park improvements, and public beach access. The grant requires a 50% match from the applicant. A local government can request a maximum of \$500,000 with each application. The PARTF funds can be used to improve or build facilities for public use or to acquire land for public parks. These funds can also be used to improve the accessibility of existing facilities, which includes bringing them in compliance with current ADA standards.

<https://www.ncparks.gov/about-us/grants/parks-and-recreation-trust-fund>



RAISE Grant

The [Rebuilding American Infrastructure with Sustainability and Equity](https://www.transportation.gov/RAISEgrants) (RAISE) Grant will award more than \$1.5 billion in grant projects in FY 2023. Projects eligible for a RAISE Grant include capital and planning projects. A capital project includes multimodal projects, roads or bridges, public transportation, or passenger rail and freight rail. Planning projects include the planning, preparation, or design of eligible surface transportation projects. If projects are located in rural areas, up to 100% of the project cost may be funded by the grant. The town should coordinate with New Hanover County, WMPO, and NCDOT IMD to identify eligible planning or construction projects and submit a formal application.

<https://www.transportation.gov/RAISEgrants>



Recreational Trails Program Grant

The [Recreational Trails Program](#) (RTP) Grant is a federal grant program intended to help fund trails and trail-related recreational needs. This grant cannot be used to build or maintain sidewalks. The maximum grant amount is \$100,000 and there is a 25% match. The application should be for a project that is construction ready or “shovel-ready” projects. For FY 2023, the RTP Grant awarded \$1.49 million.

<https://trails.nc.gov/trail-grants/apply-grant>



Rivers, Trails, and Conservation Assistance Program

The National Parks Service (NPS) [Rivers, Trails and Conservation Assistance Program](#) supports community-led natural resource conservation and outdoor recreation projects across the nation. Although RTCA is not a traditional funding program, NPS staff provide planning, design and technical expertise for trails and outdoor recreation projects. Depending on the project scale, RTCA can invest up to four years of planning and project development assistance.

<https://www.nps.gov/orgs/rtca/apply.htm>



Safe Routes to School Program

The [Safe Routes to School](#) (SRTS) Non-Infrastructure Program uses federal funds to fund projects from one to three years. The purpose of the program is to encourage children to walk or bike to school, make walking or biking safer, and facilitate the implementation of projects that benefit the environment around schools. The awards range from \$50,000 to \$500,000 per project. This funding may be used to support community-wide, regional, or statewide programs. While NCDOT IMD may fund projects at 100%, a local match may be required if there is significant demand for available funds.

<https://connect.ncdot.gov/projects/BikePed/Pages/Non-Infrastructure-Alternatives-Program.aspx>



Safe Streets and Roads for All Grant Program

The [Safe Streets and Roads for All \(SS4A\)](#) Grant Program is a discretionary program established under the IIJA. Between FY 2022 - 2026, the SS4A Grant Program will award \$5 billion in funds. The SS4A program funds local, regional, and Tribal initiatives through grants to prevent serious injuries and deaths on roadways. There are two types of grants communities can apply for: planning and demonstration grants or implementation grants. Planning and demonstration grants can be used to develop or create an action plan or conduct activities that will inform an action plan. The implementation grants fund projects identified in an action plan that addresses roadway safety problems.

<https://www.transportation.gov/grants/SS4A>



Strategic Mobility Formula

The [Strategic Transportation Investment Law](#) (2013) allocates funding using the Strategic Mobility Formula. The formula is a data-driven, performance-based process that prioritizes projects for state and federal funding. The formula is used to create NCDOT's State Transportation Improvement Plan (STIP). The STIP is updated every 2 years. The town should coordinate with regional and state partners to submit bicycle and pedestrian projects for prioritization and funding.

<https://www.ncdot.gov/initiatives-policies/Transportation/stip/Pages/stip-resources.aspx>



Spot Safety Program

The Spot Safety Program is funded with state funding sources to address safety, operational, and potential safety issues. The Safety Oversight Committee (SOC) uses a set of safety-related criteria to review and recommend projects to the Board of Transportation (BOT) for approval and funding.

<https://connect.ncdot.gov/resources/safety/pages/nc-highway-safety-program-and-projects.aspx>



Surface Transportation Block Grant Program

The [Surface Transportation Block Grant Program](#) (STBGP) provides funding on highway, bridge and tunnel, bicycle and pedestrian, and transit projects. The Surface Transportation Block Grant Program Direct Attributable (STBGP-DA) and Transportation Alternative Set Aside Direct Attributable (TASA-DA) are federal funding sources distributed by the WMPO. The member jurisdictions of the WMPO are eligible to apply for these funds through a competitive funding process that prioritizes locally administered projects in the region. Wrightsville Beach has successfully secured funding through this program before and should continue to partner with the WMPO on active transportation projects. This grant program requires a minimum 20% local match.

<https://www.wmpo.org/%20stp-datap-da/>



Transportation Bonds

A transportation bond generates revenue from a tax increase on property values. In the state of North Carolina, a bond referendum must be approved by local council and then voted on by residents. The funds generated from the transportation bond can be used towards sidewalks, bicycle facilities, or roadway projects.

CONCLUSION

By completing this plan, the Town of Wrightsville Beach is prioritizing the importance of providing safe, connected, and accessible bicycle and pedestrian facilities in the community. The recommendations outlined in the plan provide residents and visitors alike with connections to community features and destinations throughout the town. The Town of Wrightsville Beach should continue to invest in the active transportation network to create a more vibrant community. Through the commitment and dedication of town staff and community members, this plan will act as a guide for the town to create a transportation network for people of all ages and abilities.

RESOLUTION NO. (2024) 2332

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: June 13, 2024



A RESOLUTION OF THE BOARD OF ALDERMEN
OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH
CAROLINA
ADOPTING THE 2024 HURRICANE
OPERATIONS PLAN FOR THE TOWN OF
WRIGHTSVILLE BEACH

WHEREAS, a State of Emergency may be deemed to exist during times of great public crisis, disaster, or catastrophe; and

WHEREAS, from time to time, the Town may be threatened by tropical weather;

WHEREAS, in the event of such an existing or threatened State of Emergency endangering the health or welfare of the people within the Town or threatening damage to or destruction of property, it is necessary for the Town to respond in a manner which will mitigate public injury or loss of property; and

WHEREAS, a Hurricane Operations Plan is a document to implement a course of action and to designate responsibilities during such emergencies;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina that the Acting Town Manager is hereby authorized to prepare and update the Hurricane Operations Plan and to follow such plan during periods of public emergency.

BE IT FURTHER RESOLVED that the June 2022 Updated Hurricane Operations Plan, including amendments, a copy of which is on file in the Clerk's office and incorporated herein by reference, is hereby officially adopted by the Board of Aldermen.

This Resolution adopted this 13th day of June, 2024.

F. Darryl Mills, Mayor

ATTEST:

Lance G. Heater, Town Clerk

(SEAL)

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

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor *Katie*

Subject: Commemorative Bench Program Sponsorship Requests

Date: June 7, 2024

Attached for the Board's consideration are Commemorative Bench Program Sponsorship Request forms from the following individuals.

LOCATION	Sponsor	Inscription
Access 2 2698 N. Lumina	Karen Hagendorf	In Loving Memory of Wendy Marie Meissner Always in our thoughts. Forever in our hearts.
Access 5 N. Ridge Lane	Bill Newbold	In loving memory of Harper, Betty, Charles, and Jessie Harper Newbold We love and miss you all so much! Bill and Linda
Access 5 N. Ridge Lane	WB Volunteer Firefighters Association	Fire Chief Frank Smith Thanks for 29 Years of Service to the Wrightsville Beach Fire Department 1987-2016
Access 6 S. Ridge Lane	Julie Frakes	In Peaceful Memory of Our Beautiful Mother Listen to the Waves and Know That I am Near May Your Spirit Forever Remain on the Beach Your Loving Family

Access 10 Mallard St.	Will and Beth Wheeler	In memory of Jason Wheeler Love you to the moon and back
Access 19 E. Oxford St.	Thad Lee	In Loving Memory Shannon Rene Vidrine Lee Forever in Our Hearts Your Love and Laughter Shine On
Access 21 E. Asheville St.	Hugh MacRae	In Memory of Will Brown Surfer and Friend
Access 22 Augusta St.	Doris Rawlings	In Memory of Art Rawlings Life is better at the water's edge
Access 24 E. Charlotte St.	Alexander Koonce	In Memory of Donald B Koonce, MD Mary Bellamy Koonce
Access 29 Stone St.	Georgieann Bogdan	In Loving Memory of Kathleen Flynn Morrow James Michael Rowe Lisa Anne Cassidy Albert F. Stevens III

REQUESTED ACTION: Approved sponsorship requests as presented.



Town of Wrightsville Beach

Parks and Recreation

4 Fran Russ Drive

Wrightsville Beach, NC 28480

(910) 256 - 7925

REQUEST TO SPONSOR COMMEMORATIVE BENCH

Bench Sponsor Contact: KAREN HAGENDORF

Street Address: 6209 TREE TOAD COURT

City, State, and Zip Code: WILMINGTON, NC 28411

910-681-3846
Preferred Phone Number

910-789-2921
Alternate Phone Number

BOB AND KAREN H@TWC.com
Email Address

Requested Location of Bench:

First Choice: Access 2

Alternate Choice: _____

Inscription to be included on bench, if any (must be appropriate for public display):

In Loving Memory of

WENDY MARIE MEISSNER

~~1966~~ - ~~2017~~ Always in our thoughts

Forever in our hearts.

5/9/2024



TOWN OF WRIGHTSVILLE BEACH COMMEMORATIVE BENCH PROGRAM GUIDELINES AND SPONSOR AGREEMENT

The Town of Wrightsville Beach receives numerous requests from individuals and groups that would like to honor their loved ones with a bench at one of the 43 public beach accesses. Many accesses have the appropriate space to install a bench without disrupting the dunes or interfering with emergency vehicle access. Other accesses, while they may seem to be a good location, are not conducive to the space requirements needed, and past experience installing benches in these locations has resulted in the loss of the bench either completely or partially due to beach erosion. Quite often they become consumed by the dune destructive forces of wind and waves and our first line of defense against coastal storms and beach erosion. These locations may be inspected periodically to determine whether or not a bench may be added.

In an effort to provide benches where appropriate and to accept donor requests, the Town of Wrightsville Beach has established guidelines for commemorative bench sponsorships. The Planning and Parks Department maintains a list of benches that are on the beach strand and coordinates the acceptance of the bench sponsorship fee and the production and installation of a commemorative plaque to be installed on the bench front apron.

The Commemorative Bench Program Guidelines and Sponsor Agreement is provided to insure that the Sponsor understands and accepts the terms and conditions for the Town's acceptance of a bench sponsorship.

- 1) Donor must complete a Request to Sponsor Commemorative Bench form and submit it to the Town of Wrightsville Beach Parks & Recreation office along with the sponsorship fee of \$1,000. The request will then be submitted to the Wrightsville Beach Board of Aldermen for approval and acceptance.
- 2) Upon approval and acceptance by the Board of Aldermen, Parks and Recreation staff will purchase and install the commemorative bench and plaque with inscription as approved by the Board of Aldermen.
- 3) Donor shall acquire no right, title, or interest in the bench. Donor acknowledges and understands that the Bench will be open and available for general public use in a manner consistent with Town policy and practices.
- 4) The Donor further agrees that the bench is the property of the Town. The Town is under no obligation to repair, replace, relocate, or remove the bench if it becomes lost, damaged, or consumed by the dune. The Town may remove the bench at any time and for any reason. If the bench is lost or removed, the Donor shall not be entitled to a refund of the sponsorship fee.

The undersigned agrees to the terms and conditions as set forth in this Commemorative Bench Program Guidelines and Sponsor Agreement.

This the 28th day of May, 2024.

KAREN HAGENWOLF
Donor (print name)

Katie Ryan
Recreation Program Supervisor (print name)

Karen Hagendorf
Donor Signature

Katie Ryan
Recreation Program Supervisor Signature

Town of Wrightsville Beach, Parks and Recreation, 1 Bob Sawyer Drive, Wrightsville Beach, NC 28480
(910) 256-7925 ParksAndRecreation@towb.org

5/9/2024



Town of Wrightsville Beach

Parks and Recreation

4 Fran Russ Drive

Wrightsville Beach, NC 28480

(910) 256 - 7925

REQUEST TO SPONSOR COMMEMORATIVE BENCH

Bench Sponsor Contact: William Hunter Newbold

Street Address: 10401 Hadleigh Pl.(home) 2313-E North Lumina Avenue (beach)

City, State, and Zip Code: Charlotte, NC 28210 (home) Wrightsville Beach, NC 28480 (beach)

704-533-1139
Preferred Phone Number

704-323-4254
Alternate Phone Number

bill.newbold@southstatebank.com
Email Address

Requested Location of Bench:

First Choice: Access 5

Alternate Choice: Access 4 or 6

Inscription to be included on bench, if any (must be appropriate for public display):

In loving memory of Harper, Betty, Charles and Jessie Harper Newbold.

We love and miss you all so much.

Bill and Linda

5/9/2024



TOWN OF WRIGHTSVILLE BEACH

COMMEMORATIVE BENCH PROGRAM GUIDELINES AND SPONSOR AGREEMENT

The Town of Wrightsville Beach receives numerous requests from individuals and groups that would like to honor their loved ones with a bench at one of the 43 public beach accesses. Many accesses have the appropriate space to install a bench without disrupting the dunes or interfering with emergency vehicle access. Other accesses, while they may seem to be a good location, are not conducive to the space requirements needed, and past experience installing benches in these locations has resulted in the loss of the bench either completely or partially due to beach erosion. Quite often they become consumed by the dune destructive forces of wind and waves and our first line of defense against coastal storms and beach erosion. These locations may be inspected periodically to determine whether or not a bench may be added.

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The Commemorative Bench Program Guidelines and Sponsor Agreement is provided to insure that the Sponsor understands and accepts the terms and conditions for the Town's acceptance of a bench sponsorship.

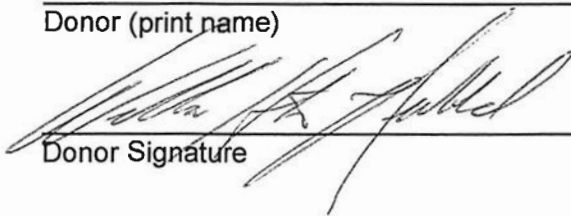
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The undersigned agrees to the terms and conditions as set forth in this Commemorative Bench Program Guidelines and Sponsor Agreement.

This the 14 day of May, 202024.

William Hunter Newbold

Donor (print name)


Donor Signature

Katie Ryan

Recreation Program Supervisor (print name)


Recreation Program Supervisor Signature

Town of Wrightsville Beach, Parks and Recreation, 1 Bob Sawyer Drive, Wrightsville Beach, NC 28480
(910) 256-7925 ParksAndRecreation@towb.org

5/9/2024



Town of Wrightsville Beach

Parks and Recreation

4 Fran Russ Drive

Wrightsville Beach, NC 28480

(910) 256 - 7925

REQUEST TO SPONSOR COMMEMORATIVE BENCH

Bench Sponsor Contact: Dan Reid or John Scott

Street Address: 3 B. Bob Sawyer Dr.

City, State, and Zip Code: Wrightsville Beach, NC 28480

910-256-7920
Preferred Phone Number

910-616-3414
Alternate Phone Number

WBVFA81@gmail.com
Email Address

Requested Location of Bench:

First Choice: Access 5

Alternate Choice: _____

Inscription to be included on bench, if any (must be appropriate for public display):

FIRE Chief Frank Smith

Thanks For 29 years of Service

to the Wrightsville Beach Fire Department

1987-2016

5/9/2024



TOWN OF WRIGHTSVILLE BEACH

COMMEMORATIVE BENCH PROGRAM GUIDELINES

AND SPONSOR AGREEMENT

The Town of Wrightsville Beach receives numerous requests from individuals and groups that would like to honor their loved ones with a bench at one of the 43 public beach accesses. Many accesses have the appropriate space to install a bench without disrupting the dunes or interfering with emergency vehicle access. Other accesses, while they may seem to be a good location, are not conducive to the space requirements needed, and past experience installing benches in these locations has resulted in the loss of the bench either completely or partially due to beach erosion. Quite often they become consumed by the dune destructive forces of wind and waves and our first line of defense against coastal storms and beach erosion. These locations may be inspected periodically to determine whether or not a bench may be added.

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This the 17th day of May, 2024.

Wrightsville Beach Volunteer

Donor (print name) Firefighters Association

Katie Ryan

Recreation Program Supervisor (print name)

[Signature]
Donor Signature

[Signature]
Recreation Program Supervisor Signature



Town of Wrightsville Beach

Parks and Recreation

4 Fran Russ Drive

Wrightsville Beach, NC 28480

(910) 256 - 7925

REQUEST TO SPONSOR COMMEMORATIVE BENCH

Bench Sponsor Contact:

juliefrakes@yahoo.com

Street Address:

7405 Nautica Yacht Club Dr.

City, State, and Zip Code:

Wilmington, NC 28411

Preferred Phone Number

330-265-3560

Alternate Phone Number

330-268-4387

Email Address

juliefrakes@yahoo.com

Requested Location of Bench:

First Choice:

#6

Alternate Choice:

~~#7~~

Inscription to be included on bench, if any (must be appropriate for public display):

In Peaceful Memory of our

Beautiful Mother

Listen to the Waves and Know That I am Near

May Your Spirit Forever Remain on the Beach

Your Loving Family

5/9/2024



TOWN OF WRIGHTSVILLE BEACH COMMEMORATIVE BENCH PROGRAM GUIDELINES AND SPONSOR AGREEMENT

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This the 4th day of June, 2024.

Julie Frakes

Donor (print name)

Katie Ryan

Recreation Program Supervisor (print name)

Julie Frakes

Donor Signature

Katie Ryan

Recreation Program Supervisor Signature

Town of Wrightsville Beach, Parks and Recreation, 1 Bob Sawyer Drive, Wrightsville Beach, NC 28480
(910) 256-7925 ParksAndRecreation@towb.org

Rec'd
\$1000
6/4/24
cc
5/9/2024



Town of Wrightsville Beach

Parks and Recreation

4 Fran Russ Drive

Wrightsville Beach, NC 28480

(910) 256 - 7925

REQUEST TO SPONSOR COMMEMORATIVE BENCH

Bench Sponsor Contact: Will and Beth Wheeler

Street Address: 4534 Noland Dr.

City, State, and Zip Code: Wilmington, NC 28405

(808) 203-7883
Preferred Phone Number

(808) 218-1009
Alternate Phone Number

willwsurf60@gmail.com
Email Address

Requested Location of Bench:

First Choice: any Mallard Street Access 10

Alternate Choice: _____

Inscription to be included on bench, if any (must be appropriate for public display):

In memory of Jason Wheeler

- Love you to the moon and back.

at \$1000
OK #2529

5/9/2024



TOWN OF WRIGHTSVILLE BEACH COMMEMORATIVE BENCH PROGRAM GUIDELINES AND SPONSOR AGREEMENT

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The undersigned agrees to the terms and conditions as set forth in this Commemorative Bench Program Guidelines and Sponsor Agreement.

This the 31st day of May, 2024.

Will Wheeler
Donor (print name)

Katie Ryan
Recreation Program Supervisor (print name)

Will Wheeler
Donor Signature

[Signature]
Recreation Program Supervisor Signature



Town of Wrightsville Beach

Parks and Recreation
4 Fran Russ Drive
Wrightsville Beach, NC 28480
(910) 256 - 7925

REQUEST TO SPONSOR COMMEMORATIVE BENCH

Bench Sponsor Contact: Thad Lee

Street Address: 4629 Manassa Pope Lane

City, State, and Zip Code: Raleigh NC 27612

9197406659
Preferred Phone Number

Alternate Phone Number

tleethird@gmail.com
Email Address

Requested Location of Bench:

First Choice: East Oxford Street

Alternate Choice: East Fayetteville Street

Inscription to be included on bench, if any (must be appropriate for public display):

In Loving Memory

Shannon Rene Vidrine Lee

Forever In Our Hearts

Your Love and Laughter Shine On

as cc
\$1,000
5/5/24
5/9/2024



TOWN OF WRIGHTSVILLE BEACH

COMMEMORATIVE BENCH PROGRAM GUIDELINES AND SPONSOR AGREEMENT

The Town of Wrightsville Beach receives numerous requests from individuals and groups that would like to honor their loved ones with a bench at one of the 43 public beach accesses. Many accesses have the appropriate space to install a bench without disrupting the dunes or interfering with emergency vehicle access. Other accesses, while they may seem to be a good location, are not conducive to the space requirements needed, and past experience installing benches in these locations has resulted in the loss of the bench either completely or partially due to beach erosion. Quite often they become consumed by the dune destructive forces of wind and waves and our first line of defense against coastal storms and beach erosion. These locations may be inspected periodically to determine whether or not a bench may be added.

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This the 4th day of June, 2024.

Thad Lee
Donor (print name)

Katie Ryan
Recreation Program Supervisor (print name)

Thad Lee
Donor Signature

Digitally signed by Thad Lee
Date: 2024.06.04 11:26:57 -04'00'

Katie Ryan
Recreation Program Supervisor Signature



Town of Wrightsville Beach

Parks and Recreation
4 Fran Russ Drive
Wrightsville Beach, NC 28480
(910) 256 - 7925

REQUEST TO SPONSOR COMMEMORATIVE BENCH

Bench Sponsor Contact: Hugh MacRae

Street Address: 221 1/2 Seacrest Dr

City, State, and Zip Code: Wrightsville Beach NC 28480

910-471-2553
Preferred Phone Number

Alternate Phone Number

hughmac33@gmail.com
Email Address

Requested Location of Bench:

First Choice: Asheville St Access 21

Alternate Choice: between the piers closest to Station One (ha!)

Inscription to be included on bench, if any (must be appropriate for public display):

In memory of Will Brown, surfer and friend

5/9/2024



TOWN OF WRIGHTSVILLE BEACH COMMEMORATIVE BENCH PROGRAM GUIDELINES AND SPONSOR AGREEMENT

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The undersigned agrees to the terms and conditions as set forth in this Commemorative Bench Program Guidelines and Sponsor Agreement.

This the 26th day of May, 2024.

Hugh MacRae
Donor (print name)

Hugh MacRae

Donor Signature

Katie Ryan
Recreation Program Supervisor (print name)

Katie Ryan

Recreation Program Supervisor Signature

Town of Wrightsville Beach, Parks and Recreation, 1 Bob Sawyer Drive, Wrightsville Beach, NC 28480
(910) 256 – 7925 ParksAndRecreation@towb.org

5/9/2024



Town of Wrightsville Beach

Parks and Recreation
1 Bob Sawyer Drive
Wrightsville Beach, NC 28480
(910) 256 - 7900

REQUEST TO SPONSOR COMMEMORATIVE BENCH

Bench Sponsor Contact: Louis G. Rawlings

Street Address: 5 Augusta Street

City, State, and Zip Code: Wrightsville Beach, NC 48480

757-630-8136
Preferred Phone Number

757-620-9333
Alternate Phone Number

dcrhokie0205@gmail.com
Email Address

Requested Location of Bench:

First Choice: On beach - Augusta Street Access 22

~~Alternate Choice~~ _____

Inscription to be included on bench, if any (must be appropriate for public display):

In Memory of
Art Rawlings
Life is better at
the water's edge

~~8-7-2019~~
5/9/24



TOWN OF WRIGHTSVILLE BEACH COMMEMORATIVE BENCH PROGRAM GUIDELINES AND SPONSOR AGREEMENT

43
The Town of Wrightsville Beach receives numerous requests from individuals and groups that would like to honor their loved ones with a bench at one of the ~~44~~ public beach accesses. Many accesses have the appropriate space to install a bench without disrupting the dunes or interfering with emergency vehicle access. Other accesses, while they may seem to be a good location, are not conducive to the space requirements needed, and past experience installing benches in these locations has resulted in the loss of the bench either completely or partially due to beach erosion. Quite often they become consumed by the dune which is a natural barrier to the destructive forces of wind and waves and our first line of defense against coastal storms and beach erosion. These locations may be inspected periodically to determine whether or not a bench may be added.

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This the 16th day of May, 2024.

Doris C Rawlings
Donor (print name)

Katie Ryan
Recreation Program Supervisor (print name)

Doris C. Rawlings
Donor Signature

Katie Ryan
Recreation Program Supervisor Signature



Town of Wrightsville Beach

Parks and Recreation
4 Fran Russ Drive
Wrightsville Beach, NC 28480
(910) 256 - 7925

REQUEST TO SPONSOR COMMEMORATIVE BENCH

Bench Sponsor Contact: Alexander Koonce

Street Address: 7 East Charlotte Street

City, State, and Zip Code: Wrightsville Beach, NC 28480

910-233-7225
Preferred Phone Number

Alternate Phone Number

akoonce@intracoastalrealty.com
Email Address

Requested Location of Bench:

First Choice: Chralotte Street/Access 24

Alternate Choice: None-Charlotte Street ONLY

Inscription to be included on bench, if any (must be appropriate for public display):

In Memory of

Donald B Koonce, MD

Mary Bellamy Koonce

5/9/2024



TOWN OF WRIGHTSVILLE BEACH COMMEMORATIVE BENCH PROGRAM GUIDELINES AND SPONSOR AGREEMENT

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This the 28 day of May, 2024.

Axander Koonce

Donor (print name)

Katie Ryan

Recreation Program Supervisor (print name)

Simon A. B. Koonce

Digitally signed by Simon A. B.
Koonce
Date: 2024.05.29 14:08:54 -04'00'

Donor Signature

Recreation Program Supervisor Signature

*Town of Wrightsville Beach, Parks and Recreation, 1 Bob Sawyer Drive, Wrightsville Beach, NC 28480
(910) 256 – 7925 ParksAndRecreation@towb.org*

5/9/2024



Town of Wrightsville Beach

Parks and Recreation
4 Fran Russ Drive
Wrightsville Beach, NC 28480
(910) 256 - 7925

REQUEST TO SPONSOR COMMEMORATIVE BENCH

Bench Sponsor Contact: Georgieann Bogdan

Street Address: 5115 F Lawndale Dr.

City, State, and Zip Code: Greensboro NC 27455

3369083444
Preferred Phone Number

Alternate Phone Number

georgieann.bogdan@greensboro.edu
Email Address

Requested Location of Bench:

First Choice: STONE st. Access 29

Alternate Choice: _____

Inscription to be included on bench, if any (must be appropriate for public display):

_____ In Loving Memory of _____

_____ Kathleen Flynn Morrow ~~1958-2017~~ _____

_____ Lisa Anne Cassidy ~~1958-2019~~ _____

_____ James Michael Rowe ~~1951-2020~~ _____

5/9/2024

Albert F. Stevens III



TOWN OF WRIGHTSVILLE BEACH COMMEMORATIVE BENCH PROGRAM GUIDELINES AND SPONSOR AGREEMENT

The Town of Wrightsville Beach receives numerous requests from individuals and groups that would like to honor their loved ones with a bench at one of the 43 public beach accesses. Many accesses have the appropriate space to install a bench without disrupting the dunes or interfering with emergency vehicle access. Other accesses, while they may seem to be a good location, are not conducive to the space requirements needed, and past experience installing benches in these locations has resulted in the loss of the bench either completely or partially due to beach erosion. Quite often they become consumed by the dune destructive forces of wind and waves and our first line of defense against coastal storms and beach erosion. These locations may be inspected periodically to determine whether or not a bench may be added.

In an effort to provide benches where appropriate and to accept donor requests, the Town of Wrightsville Beach has established guidelines for commemorative bench sponsorships. The Planning and Parks Department maintains a list of benches that are on the beach strand and coordinates the acceptance of the bench sponsorship fee and the production and installation of a commemorative plaque to be installed on the bench front apron.

The Commemorative Bench Program Guidelines and Sponsor Agreement is provided to insure that the Sponsor understands and accepts the terms and conditions for the Town's acceptance of a bench sponsorship.

- 1) Donor must complete a Request to Sponsor Commemorative Bench form and submit it to the Town of Wrightsville Beach Parks & Recreation office along with the sponsorship fee of \$1,000. The request will then be submitted to the Wrightsville Beach Board of Aldermen for approval and acceptance.
- 2) Upon approval and acceptance by the Board of Aldermen, Parks and Recreation staff will purchase and install the commemorative bench and plaque with inscription as approved by the Board of Aldermen.
- 3) Donor shall acquire no right, title, or interest in the bench. Donor acknowledges and understands that the Bench will be open and available for general public use in a manner consistent with Town policy and practices.
- 4) The Donor further agrees that the bench is the property of the Town. The Town is under no obligation to repair, replace, relocate, or remove the bench if it becomes lost, damaged, or consumed by the dune. The Town may remove the bench at any time and for any reason. If the bench is lost or removed, the Donor shall not be entitled to a refund of the sponsorship fee.

The undersigned agrees to the terms and conditions as set forth in this Commemorative Bench Program Guidelines and Sponsor Agreement.

This the 15 day of May, 2024.

Georgieann Bogdan

Donor (print name)

Katie Ryan

Recreation Program Supervisor (print name)

Georgieann Bogdan

Donor Signature

Digitally signed by Georgieann
Bogdan
Date: 2024.05.15 09:24:11 -04'00'

Recreation Program Supervisor Signature

*Town of Wrightsville Beach, Parks and Recreation, 1 Bob Sawyer Drive, Wrightsville Beach, NC 28480
(910) 256 – 7925 ParksAndRecreation@towb.org*

5/9/2024



F. Darryl Mills
Mayor

Ken Dull
Alderman

Zeke Partin
Alderman

Hank Miller
Mayor Pro Tem

Jeff DeGroote
Alderman

Town of Wrightsville Beach

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480

MEMORANDUM

To: Mayor Mills and the Board of Aldermen
From: Tony Wilson, Acting Town Manager *TW*
Date: June 6, 2024
Re: **Consideration of a Pier and Dock Exception
Proposal for 502 and 504 North Channel Drive**

Staff respectfully requests to open and continue this agenda item to the July 11, 2024, **Board of Aldermen** meeting at 5:30 p.m.

- The applicants have requested to open and continue this agenda item, for a exception for a pier and dock proposal for 502 and 504 North Channel Drive.

Requested Action:

Open and continue this agenda item to the July 11, 2024, BOA meeting



F. Darryl Mills
Mayor

Hank Miller
Mayor Pro Tem

Ken Dull
Alderman

Jeff DeGroote
Alderman

Zeke Partin
Alderman

Town of Wrightsville Beach

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480

June 1, 2024

MEMORANDUM

To: Mayor Mills and Board Members
From: Tony Wilson, Acting Town Manager *TW*
Re: Public hearing for consideration of FY24/25 Budget and
Consideration of adopting Budget Ordinance No. (2024) 622-B
and the proposed FY24/25 Budget in its entirety

Action Item:

The Board of Aldermen have received the Proposed FY24/25 Budget. A summary of the budget is listed below:

Summary of Revenue and Expenditures for Fiscal Year 2024/2025

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>
General Fund	\$17,774,182	\$17,774,182
Enterprise	\$ 4,237,000	\$ 4,237,000
Total	\$22,011,182	\$22,011,182

There is no proposal to increase the current Ad Valorem Tax Rate. The proposed tax rate is set at \$.0923 per \$100 of valuation. There is a 5.1% water and sewer rate increase in the proposed 24/25 budget.

Action Items:

1. Discuss the item and ask questions
2. Open and Close the Public Hearing
3. Consider the adoption of Budget Ordinance No. (2024) 622-B and the proposed FY 24/25 Budget in its entirety

**Budget Ordinance for the
Town of Wrightsville Beach
(2024) 622-B**

BE IT ORDAINED by the Board of Alderman of the Town of Wrightsville Beach, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore established for this Town:

Governing Body	\$898,825
General Administration	\$802,983
Information Technology	\$412,078
Public Works Administration	\$379,944
Public Works-Fleet Maintenance	\$367,689
Building Maintenance	\$1,,025,334
Police	\$3,909,937
Fire-Emergency Preparedness	\$17,950
Fire	\$2,443,755
Fire-Ocean Rescue	\$709,200
Public Works - Streets	\$1,435,111
Parking	\$1,480,000
Environmental Services	\$2,222,180
Planning and Inspections	\$651,938
Parks and Recreation-Programs	\$490,809
Parks and Recreation-Maintenance	\$526,449
Total Appropriations	\$17,774,182

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Current Year-Real Property Taxes	\$3,478,000
Prior Year-Real Property Taxes	\$5,000
Current Year-Motor Vehicle Taxes	\$50,000
Interlocal Agreement City	\$30,000
Dog Licenses	\$500
Local Sales Tax Article 39	\$750,000
Half Cent Sales Tax Article 40	\$250,000
Half Cent Sales Tax Article 42	\$350,000
Cable TV Fee	\$45,000
Parking Meters	\$5,750,000
Residential Parking Passes	\$130,000
Commercial 1 Parking Passes	\$5,000
Commercial 2 Parking Passes	\$8,000
Contractor Parking Pass	\$30,000
Room Occupancy Tax	\$1,299,600
Vehicle Tax	\$9,500
Penalties/Interest-Tax	\$5,000
Sales Tax Hold Harmless	\$175,000
Beer and Wine Tax	\$8,000
Court Fees	\$2,000
Utilities Franchise Tax	\$330,000
Building Permits	\$250,000
State Building Permit Fee	\$200
Building Permit-Zoning Compliance	\$4,000
Business on the Beach Permit	\$3,500
Special Event Permits	\$25,000
Facility Reservations	\$15,000
Fitness Classes	\$25,000

Recreation Programs	\$210,000
Recreation Revenues	\$1,000
Refuse Collection Charge	\$1,000,000
Solid Waste Disposal Tax	\$1,750
Interest on Investments	\$750,000
Rent-Town Owned Buildings	\$61,000
Sale of Assets	\$20,000
ABC Net Revenue	\$650,000
Miscellaneous Revenue	\$10,000
Insurance Claims/Refunds	\$5,000
Variances/CUPs/Rezone Fee	\$5,000
CAMA Permit Reimbursement	\$1,000
Farmers Market	\$38,000
WB Specialty Plates	\$5,000
Mixed Drink Surcharge	\$135,000
Parking Meter Civil Citation	\$750,000
Civil Penalty other than Alcohol	\$10,000
Dog Citations	\$15,000
Civil Citations - Alcohol	\$30,000
Transfer from Water and Sewer	\$230,000
Transfer from CIP	\$179,900
Transfer of Stormwater Fees	\$330,000
Appropriated Fund Balance	\$353,149
Total Estimated Revenue	\$17,774,182

Section 3: The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of accounts heretofore approved for the Town:

Water	\$2,701,319
Sewer	\$1,535,681
Total Appropriations	\$4,237,000

Section 4: It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Water Use-Essential	\$525,500
Water Use-Non-Essential	\$525,500
Sewer Use	\$867,000
System Maintenance-Water	\$770,000
System Maintenance-Sewer	\$946,000
Water Tap Fees	\$8,000
Sewer Tap Fees	\$6,000
Stormwater Fees	\$330,000
Water Utility Operation Fee	\$20,000
Sewer Utility Operation Fee	\$12,000
Miscellaneous Revenue (Cut-ons/Cut-offs)	\$5,000
Late Penalties	\$12,000
CC Fees	\$5,000
Interest on Investments	\$150,000
Rent-Water Tanks	\$55,000
Misc. Rev/Pilings/Bulk Water	\$1,000
Insurance Claims/Refunds	\$0
Transfer from WS Capital Reserve	\$0
Transfer from Fund 10	\$0
Transfer from Fund 66	\$0
Appropriated Surplus	\$0
Total Estimated Revenue	\$4,237,000

Section 5: The following amounts are hereby appropriated in the General - CIP Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	\$179,900
Total	\$1,028,000

Section 6: It is estimated that the following revenues will be available in the General - CIP Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Fund Balance Appropriated	\$179,900
Total	\$1,028,000

Section 9: There is hereby levied a tax at the rate of \$.0923 cents per \$100 valuation of property as listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed "Current Year's Property Taxes" in the General Fund in Section 2 of this ordinance

This rate is based on a total valuation of property for the purposes of taxation of \$3,806,300,000 and an estimated rate of collection of 99%.

Section 10: The Town Manager or a designee is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. Transfers between line item expenditures within a department without limitation and without a report being required. These changes must not result in increases in recurring obligations such as salaries.
- b. Transfers up to \$1,000 between departments, including contingency appropriations, within the same fund. The budget officer must make an official report on such transfers at the next regular meeting of the Board of Aldermen.
- c. All transfers between funds require prior approval by the Board of Aldermen in an amendment to the Budget Ordinance.

Section 11: The Town Manager or a designee may make cash advances between funds for periods not to exceed 60 days without reporting to the Board of Aldermen. Any advances that extend beyond 60 days must be approved by the Board. All advances that will be outstanding at the end of the fiscal year must be approved by the Board.

Section 12: Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Aldermen and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Section 13: The attached "Exhibit A" listing the Consolidated Schedule of Fees for Specified Departments is hereby incorporated into the Budget Ordinance.

Section 14: The attached "Exhibit B" Pay Plan for the Town of Wrightsville Beach is hereby incorporated into the Budget Ordinance.

Adopted this 13th day of June 2024.

Attest:

F. Darryl Mills, Mayor

Lance Heater, Town Clerk

EXHIBIT A

Consolidated Schedule of Fees for Specified Departments

July 1, 2024

All fees will remain in effect as published below unless amended by the Board of Aldermen

Public Works Department

Special Pickups and Charges

Residential Rollout Curbside Container	\$24.50 per cart/per dwelling unit/month
Rollback Fee for Carts in Violation	\$ 15 per cart per incident
New Cart Service	na
Cart Replacement (loss/damage/replacement)	na
Lot Cleaning/Clearing	Actual costs
Surcharge for Building Materials	na
Clean Vegetative Debris	\$ 30 up to 2 cubic yards \$ 10 per cubic yard after 2 cubic yards
Appliances	\$ 50 per appliance
Furniture	\$30.00 per item (couch/dresser)
Miscellaneous	\$ 30 per CY minimum
Carts for Special Events	\$ 25 per cart per pickup
Dumpster Damage Repair	na
Special Clean-up Services	Time and materials costs

Monthly Dumpster Sanitation Fees

BOX SIZE	1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS	6 DAYS	7 DAYS	EXTRA PICKUP
2 Yard	\$72	\$144	\$216	\$288	\$360	\$432	\$504	\$72
4 Yard	\$114	\$228	\$342	\$456	\$570	\$684	\$798	\$114
6 Yard	\$172	\$344	\$516	\$688	\$860	\$1,032	\$1,204	\$172
8 Yard	\$229	\$458	\$687	\$916	\$1,145	\$1,374	\$1,603	\$229
6 C	\$339	\$678	\$1,017	\$1,356	\$1,695	\$2,034	\$2,373	\$339

WATER AND SEWER RATES

The following fees are hereby established by the Board of Aldermen:

Essential Water and Sewer Fees								
Meter Size	Water Tap Fee	Water Only System Development Fee	Sewer Tap Size	Sewer Tap Fee	Sewer Only System Development Fee	Water and Sewer System Development Fee	Water Fixed Bi-Monthly System Maintenance Charge	Sewer Fixed Bi-Monthly System Maintenance Charge
3/4" x 5/8"	The greater of \$550 or Actual Cost + 15%	\$1,530	4"	The greater of \$1,000 or Actual Cost + 15%	\$2,008	\$3,538	\$44	\$63
1"	The greater of \$700 or Actual Cost + 15%	\$3,825	4"	The greater of \$1,000 or Actual Cost + 15%	\$5,020	\$8,845	\$44	\$63
1-1/2"	The greater of \$2,200 or Actual Cost + 15%	\$7,650	4"	The greater of \$1,000 or Actual Cost + 15%	\$10,064	\$17,690	\$124	\$206
2"	The greater of \$2,200 or Actual Cost + 15%	\$12,240	6"	The greater of \$1,000 or Actual Cost + 15%	\$16,064	\$28,304	\$277	\$420
3"	The greater of \$2,200 or Actual Cost + 15%	\$22,950	6"	The greater of \$1,000 or Actual Cost + 15%	\$30,120	\$53,070	\$452	\$694

Meter Size	Water Tap Fee	<u>Water Only</u> System Development Fee	Sewer Tap Size	Sewer Tap Fee	<u>Sewer Only</u> System Development Fee	<u>Water and Sewer</u> System Development Fee	<u>Water</u> Fixed Bi-Monthly System Maintenance Charge	<u>Sewer</u> Fixed Bi-Monthly System Maintenance Charge
4"	The greater of \$2,200 or Actual Cost + 15%	\$38,250	8"	The greater of \$2,200 or Actual Cost + 15%	\$50,201	\$88,451	\$956	\$1,543
6"	The greater of \$2,200 or Actual Cost + 15%	\$76,500	8"	The greater of \$2,200 or Actual Cost + 15%	\$100,402	\$176,902	\$1,564	\$2,453
Non-Essential Water Fees								
Meter Size	Water Tap Fee	<u>Water Only</u> System Development Fee	Sewer Tap Size	Sewer Tap Fee	<u>Sewer Only</u> System Development Fee	<u>Water and Sewer</u> System Development Fee	<u>Water</u> Fixed Bi-Monthly System Maintenance Charge	<u>Sewer</u> Fixed Bi-Monthly System Maintenance Charge
3/4" x 5/8"	The greater of \$550 or Actual Cost + 15%	\$1,530	N/A	N/A	N/A	N/A	\$17	N/A
1"	The greater of \$700 or Actual Cost + 15%	\$3,825	N/A	N/A	N/A	N/A	\$17	N/A
1-1/2"	The greater of \$2,200 or Actual Cost + 15%	\$7,650	N/A	N/A	N/A	N/A	\$114	N/A
2"	The greater of \$2,200 or Actual Cost + 15%	\$12,240	N/A	N/A	N/A	N/A	\$267	N/A

Areas within the municipal boundaries of the town which lie west of the Atlantic Intracoastal Waterway are provided wastewater collection and treatment service through a system owned and operated by Cape Fear Public Utility Authority. In these areas the following fees shall apply, and are hereby established by the Board of Aldermen:

Essential Water Fees - Mainland						
Meter Size	Water Tap Fee	Sewer Tap Size	Sewer Tap Fee	Water System Development Fee	Water Fixed Bi-Monthly System Maintenance Charge	Sewer Fixed Bi-Monthly System Maintenance Charge
3/4" x 5/8"	The greater of \$550 or Actual Cost + 15%	N/A	N/A	\$1,530	\$44	N/A
1"	The greater of \$700 or Actual Cost + 15%	N/A	N/A	\$3,825	\$44	N/A
1-1/2"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$7,650	\$124	N/A
2"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$12,240	\$277	N/A
3"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$22,950	\$452	N/A
4"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$38,250	\$956	N/A
6"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$76,500	\$1,564	N/A
Non-Essential Water Fees - Mainland						
Meter Size	Water Tap Fee	Sewer Tap Size	Sewer Tap Fee	Water System Development Fee	Water Fixed Bi-Monthly System Maintenance	Sewer Fixed Bi-Monthly System Maintenance Charge

					Charge	
3/4" x 5/8"	The greater of \$550 or Actual Cost + 15%	N/A	N/A	\$1,530	\$17	N/A
1"	The greater of \$700 or Actual Cost + 15%	N/A	N/A	\$3,825	\$17	N/A
1-1/2"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$7,650	\$124	N/A
2"	The greater of \$2,200 or Actual Cost + 15%	N/A	N/A	\$12,240	\$267	N/A

A utility system impact fee for water taps for piers and irrigation systems which shall not be connected to the town's wastewater system shall be charged as specified in this fee schedule.

In order to equitably distribute the cost of water and sewer service among all residents, it is the policy of the town to charge system maintenance charges for water and sewer service to customers who temporarily discontinue water and sewer service. Therefore, fees shall be charged as follows in the event water and sewer service is discontinued at the request of a customer:

Water and sewer during the entire time service is discontinued shall be charged fees only as specified in this fee schedule.

Customers who do not pay the system maintenance charges for water and sewer during any time service is discontinued shall be charged a disconnect fee as specified in this fee schedule. Such customers shall also pay the then existing Utility System Impact Fee at the time service is restored.

Water and Sewer Usage Charges

Water - Essential	\$3.34 per 1000 gallons
Water - Non- essential	\$4.23 per 1000 gallons (0-30,000 gallons)
	\$5.62 per 1000 gallons (>30,000-75,000 gallons)
	\$8.78 per 1000 gallons (>75,000 gallons)
Sewer	\$5.82 per 1000 gallons
Jetting pilings	\$25.00 per piling
Bulk water	\$4.23 per 1000 gallons with a minimum \$25 charge

Water usage charges for customers outside the town limits shall be double the charges set forth above.

Billing charges shall be based on metered water usage at the established water rate, sewer usage (based on 100% of water use) at the established rate, water system maintenance charge and sewer system maintenance charge.

Special charges:

- (a) Meter testing - \$75 if meter is found to be within AWWA standards.
- (b) Water cut on/off - \$30 each during working hours.
- (c) Water cut on/off - \$75 each after hours, weekends, holidays.
- (d) Read meter request (except for property changes - \$30 each.
- (e) New Account Fee - \$30
- (f) Late Fee is 10% of the bill after 30 days

Tap fees (based upon meter, or user, connection size) shall include actual construction costs, permitting costs and engineering costs plus a 15% additional charge. However, for taps 2" and larger, water or sewer, owner/developer may choose to have the tap(s) installed privately only if such work meets the requirements and specifications of the town and other agencies as may be involved.

Minimum commercial sewer tap size in 6".

Tap upgrade installations shall be the actual cost of the change plus the difference between impact fees.

Tap installation planning cycle: The town requires a minimum of three weeks from the receipt of an order for installation until completion. However, for taps that may involve engineering, permitting or other agencies, the time to completion may be considerably longer.

All persons, firms, or corporations which construct buildings for which building permits are issued after July 1, 2009, and such buildings are sprinkled or contain standpipe systems where sprinkler or standpipe systems are connected to the utility system shall not be charged a utility system impact fee.

All new construction and renovations of existing buildings in excess of 50% of the building's physical value shall be required to install taps and meters of the size required by the town in accordance with this fee schedule.

Utility system impact fees as set forth in division (C) of this section will be charged for all new structures connecting to the utility system for which building permits are issued after December 16, 1986. Structures, the use of which is modified after December 16, 1986 so that a larger water tap is required, will be charged the tap fees for the larger water and sewer taps plus the difference between the utility system impact fee for the existing water tap size and the impact fee for the larger tap size required for the new use.

In instances where owners of existing buildings or the town install a larger tap and meter size to meet current town standards and the installation of such larger tap and meter size is not the result of a change in use or expansion in use, there will be no charge made for the utility system impact fee or tap fees.

When an existing building is replaced with a new building on the same lot (and such lot is directly served by an existing water and sewer tap) and there is no change in use or expansion of use which requires a larger tap or meter size, there will be no charge made for the utility system impact fee or tap fees.

All persons, firms, or corporations which construct buildings for which building permits are issued after December 16, 1986, and such buildings are sprinkled or contain standpipe systems where sprinkler or standpipe systems are not otherwise required by the North Carolina State Building Code, shall receive credit for the actual cost of the sprinkler and/or standpipe system up to 25% of the utility system impact fee, but in no case shall the credit be less than \$1,500.

§ 50.162 STORMWATER FEES.

(A) Stormwater fees as set forth in the Schedule of Fees listed below shall be determined from time to time by the Board of Aldermen and kept on file in the office of the Town Clerk. Adjustments to the stormwater fees shall be applicable to the first building following the effective date of the modified rate.

(B) The following fees are hereby established by the Board of Aldermen:

Parcel size in square feet	Monthly fee
<2,000	\$6
>2,000 and <8,000	\$15
>8,000 and <20,000	\$18

Parcel size in square feet	Monthly fee
>20,000 and <100,000	\$30
>100,000	\$60

For the purposes of this section, "parcel" shall mean a tax parcel as identified on the records of the New Hanover County Tax Office.
(Ord. 1516, passed 8-24-06)

Police Department

Outside Contract Services	\$50 per hour per officer or ranger with a 4-hour minimum
Patrol Car or Truck	\$50 per day

Fire Department

Fire Code enforced by New Hanover County ordinance. Per Section 94.99, penalty is a misdemeanor.
Regulation of Automatic Fire Alarm Systems: \$75, \$150, and \$400 to follow an order of warning and compliance succession.
Outside Contract Services \$50 per hour per firefighter or lifeguard with a 4-hour minimum \$50 per hour per personal watercraft with a 4-hour minimum

Section 1. Fire Protection Permits

Fees for the issuance of Fire Protection Permits under Chapter 3 of the City Code shall be as follows:

Business – Group B, Mercantile – Group M, Storage – Group S, Utility – Group U- Ordinary

• Less than 501 sq. ft.	\$ 45.00
• 501 to 2,500 sq. ft.	\$ 55.00
• 2,501 to 10,000 sq. ft.	\$ 85.00
• 10,001 to 20,000 sq. ft.	\$115.00
• 20,001 to 40,000 sq. ft.	\$145.00
• 40,001 to 80,000 sq. ft.	\$185.00
• 80,001 to 120,000 sq. ft.	\$225.00
• 120,001 to 150,000 sq. ft.	\$250.00
• 150,001 to 200,000 sq. ft.	\$300.00
• 200,001 to 300,000 sq. ft.	\$350.00
• 300,001 sq ft plus	\$400.00

Utility – Group U – Flammable/Combustible/Hazardous Liquids

• Less than 2500 sq. ft.	\$ 65.00
• 2,501 to 10,000 sq. ft.	\$125.00
• 10,001 to 20,000 sq. ft.	\$175.00
• 20,001 to 40,000 sq. ft.	\$250.00
• 40,001 to 80,000 sq. ft.	\$350.00
• 80,001 to 120,000 sq. ft.	\$450.00
• 120,001 to 150,000 sq. ft.	\$550.00
• 150,001 to 200,000 sq. ft.	\$650.00
• 200,001 to 300,000 sq. ft.	\$750.00
• 300,001 sq. ft. plus	\$800.00

Small Assembly - Group A

• Capacity 50-99	\$ 65.00
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Large Assembly - Group A

• Capacity 100-200	\$100.00
• Capacity 201-300	\$150.00
• Capacity 301-400	\$200.00
• Capacity 401-500	\$250.00
• Capacity 501-600	\$275.00
• Capacity 601-plus	\$300.00

Educational Group E – Schools (Public and Private)

• Per facility	\$ 75.00
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Educational Group E - Day Care, Institutional Group I (24 hour Care)

• Licensed for 0 – 25	\$ 75.00
• Licensed for 26 - 50	\$ 90.00
• Licensed for 51 - 100	\$115.00
• Licensed for 101 - 150	\$135.00
• Licensed for 151 - 175	\$155.00
• Licensed 176 plus	\$175.00

Hospitals:

\$500.00

Factory – Industrial – Group F

• Less than 501 sq. ft.	\$ 45.00
• 501 to 2,500 sq. ft.	\$ 65.00
• 2,501 to 10,000 sq. ft.	\$105.00
• 10,001 to 20,000 sq. ft.	\$145.00
• 20,001 to 40,000 sq. ft.	\$185.00
• 40,001 to 80,000 sq. ft.	\$225.00
• 80,001 to 120,000 sq. ft.	\$275.00
• 120,001 to 150,000 sq. ft.	\$300.00
• 150,001 to 200,000 sq. ft.	\$325.00
• 200,001 sq. ft. plus	\$400.00

Hazardous - Group H

• Less than 501 sq. ft.	\$ 35.00
• 501 to 2,500 sq. ft.	\$ 75.00
• 2,501 to 10,000 sq. ft.	\$125.00
• 10,001 to 20,000 sq. ft.	\$175.00
• 20,001 to 40,000 sq. ft.	\$225.00
• 40,001 to 80,000 sq. ft.	\$275.00
• 80,001 to 120,000 sq. ft.	\$325.00
• 120,001 to 150,000 sq. ft.	\$375.00
• 150,001 to 200,000 sq. ft.	\$425.00
• 200,001 sq. ft. plus	\$500.00

Residential - Group R1

Number of Sleeping Rooms

• 1-10	\$ 45.00
• 11-30	\$ 65.00
• 31-50	\$ 85.00
• 51-75	\$105.00
• 76-99	\$125.00
• 100-125	\$145.00
• 126-175	\$185.00
• 176-199	\$225.00
• 200-250	\$265.00
• 251 plus	\$300.00

Residential - High-Rise/Assisted Living/Enclosed Apartment building

• Less than 501 sq. ft.	\$ 45.00
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• 501 to 2,500 sq. ft.	\$ 55.00
• 2,501 to 10,000 sq. ft.	\$ 75.00
• 10,001 to 20,000 sq. ft.	\$100.00
• 20,001 to 40,000 sq. ft.	\$135.00
• 40,001 to 80,000 sq. ft.	\$175.00
• 80,001 to 120,000 sq. ft.	\$205.00
• 120,001 to 160,000 sq. ft.	\$235.00
• 160,001 to 200,000 sq. ft.	\$275.00
• 200,001 to 300,000 sq. ft.	\$325.00
• 300,001 sq. ft. plus	\$400.00

Residential - Group R2 - Apartment Buildings (Beyond one and two family dwellings and inspection of common use areas only. Fee based on the number of buildings in the complex.)

• 1 to 2	\$ 45.00
• 3 to 10	\$ 75.00
• 10 to 15	\$125.00
• 16 to 20	\$175.00
• 21 to 25	\$225.00
• 26 or more	\$275.00

Notes

1. Fee will be reduced by 50% to inspect a vacant occupancy.
2. Inspections based on a minimum three-year cycle. Exception: Occupancies mandated to receive inspections annually or permitted per the NC Fire Prevention Code.
3. If an operational permit(s) is required by the occupancy, the permit fee shall be included in the periodic inspection fee.
4. For multiple occupancy buildings, other than residential and institutional, fees are per occupancy.

Planning and Inspections Fees

SERVICE	FEE
Appeal Application	\$500
Beachfront Business Application:	
Non-Profit and School Groups	\$200
Wrightsville Beach-based For-Profit Businesses	\$200
Non-Wrightsville Beach-based For-Profit Businesses	\$400
CAMA Permit Application	\$100
Conceptual Review	\$300
Conditional Use Permit Application	\$400
Conditional Use Permit Application – Commercial Parking Lots	\$800
Conditional Use Permit Application – Mixed Use	\$800
Driveways – New & Resurfacing	\$ 75
Encroachment Agreement Application	\$400
Exception Request	\$500
Exception Request – Pier and Dock	\$500
Historical Landmark	\$500
N C Homeowners Recovery Fund	\$ 10
Re-inspection Fee	\$ 50
Rezone Base Fee	\$400
Signs	\$ 75
Storm Water Permit Fee	\$50
Text Amendment Petition	\$500
Tree Permit Fee	\$ 50
Variance Application	\$500
Working without a permit - fee per day	\$100
Zoning Verification Documentation	\$100
Zoning Permit (Existing Use)	\$100
Zoning Permit (Change of Use)	\$100
Zoning Compliance (Existing Use)	\$100
Zoning Compliance (New Development)	\$100

Planning and Inspections Fees - Continued

SERVICE		FEE
<i>Building Permit Fee Schedule</i>		
Cost of Work:	\$ 0.00 to \$ 199.00	\$ 50
	\$ 200.00 to \$ 2,000.00	\$ 75
	\$ 2,001.00 to \$ 4,000.00	\$100
	\$ 4,001.00 to \$ 6,000.00	\$125
	\$ 6,001.00 to \$ 8,000.00	\$150
	\$ 8,001.00 to \$10,000.00	\$225
	\$10,001.00 to \$15,000.00	\$225
	\$15,001.00 to \$20,000.00	\$225
	\$20,001.00 to \$25,000.00	\$300
	\$25,001.00 to \$30,000.00	\$325
	\$30,001.00 to UNLIMITED	\$325 plus \$15 per \$1,000 (or any portion thereof) in excess of \$30,001
<u>Construction Work Hours</u>		
8:00 am – 6:00 pmMonday thru Saturday (No work conducted on Sunday)		

Filming Fees

SERVICE or EQUIPMENT	FEE
Impact Fees	
Filming Permit Application Fee	\$25
Low Impact (Minimal use of public property)	\$200 per day
Med. Impact (Includes intermittent traffic control)	\$1000 per day
High Impact (Includes closing of public street)	\$1500 per day
Personnel Fees (Hourly rates require a minimum of four-hour billing)	
Police	\$50 per hour
Fire	\$50 per hour
Fire (Paid On-Call Staff)	\$50 per hour
Sanitation	\$50 per hour
Streets	\$50 per hour
Water and Sewer	\$50 per hour
General Administration	\$50 per hour
Facilities	
Rental of public building/land per site (Cost may vary based on impact, facility, location, etc.)	\$250 per day
Equipment (All equipment rented on per-day (8 hours) basis. No credit for partial day.)	
Patrol Car (\$25.00 per hour)	\$200 per day
Traffic Cones	\$2 each
Barricades	\$10 each
Parking Spaces – Non-premium parking	\$25 per day
Parking Spaces – Premium parking	\$30 per day
Placement of police vehicle (<i>labor not included</i>)	\$50 per day

Parking Passes, Fees, and Fines

SERVICE or EQUIPMENT	FEE
Commercial 1 Pass	\$650 per year
Commercial 2 Pass	\$200 per year
Contractor Pass (Monday-Friday)	\$10 per day
Daily Parking Pass (Non-premium / Premium)	\$25 / \$30 per day
Parking Meters with One Hour Time Limit	\$3 per hour
Parking Meters and Pay Stations with unlimited time (Non-premium / Premium)	\$5 / \$6 per hour
Residential Parking Permit	\$50 per year
Weekly Parking Pass	\$150 per week
Fee to Remove Wheel Lock per Section 74.55 (B)	\$50 per removal
Fine for Parking on the Grass per Section 74.15 (I)	\$150 per violation

Schedule IV of Chapter 76 of the Code of Ordinances – Violations

<u>Violation</u>	If paid within 72 hours commencing with issuance of ticket	If paid after 72 hours but within 10-day period commencing with issuance of ticket	If paid after 10 days following issuance of ticket
Parking overtime in a metered space or time limited area	\$ 50.00	\$ 60.00	\$ 70.00
All other violations of the parking ordinances or parking Schedules in Chapter 76 except as otherwise provided in this Schedule IV or elsewhere in the Town Code.	\$150.00	\$150.00	\$150.00
Violation of §74.22 Fire Lanes	\$250.00	\$250.00	\$250.00
Violation of § 74.23, Handicapped Parking	\$250.00	\$250.00	\$250.00
Violation of § 74.37, Operation of Meters	\$300.00	\$300.00	\$300.00
Violation of § 74.25, Designated Lifeguard Parking	\$250.00	\$250.00	\$250.00
Violation of § 74.45 – 74.47, Harbor Island Residential Parking District Restrictions	\$150.00	\$150.00	\$150.00
Violations of § 74.46(B) and (C) and §74.48,(A)(2) and (B); parking trailers on Pelican Drive, Old Causeway Drive, Keel Street and Marina Street.	\$150.00	\$150.00	\$150.00
Parking in violation of the provisions of Subsection (L) of Schedule I of Chapter 76 for the Commercial II Parking Lot.	\$150.00	\$150.00	\$150.00

RECREATION PROGRAMS

Fee Schedule

ACTIVITY	DATES HELD	RESIDENT	NON RESIDENT	COMMENTS
Aerobics/Toning/Zumba	Year Round	\$5	\$6	Per class (Max fee/mo. \$45 WBR/\$55 NR)
Art Camps & Classes	June - August	\$325	\$350	5-day session; 15 hours; youth 8 & up
Basketball Camp	June-August	\$172	\$197	5-day session; 2 hours/day
Basketball Youth League	September-May	\$105	\$120	6-week session; 6 hours
		\$139	\$158	8-week session; 8 hours
		\$205	\$235	8-week session; 1.5 hours per class; 12 hours
		\$155	\$177	9-week session; 9 hours
		\$172	\$197	10-week session; 10 hours
Basketball Adult League	June-August	\$600	\$600	Per team; reg season with single elimination tourn.
Cotillion	Year Round	\$105	\$130	4-week session; 4 hours
Holiday Etiquette Party	November	\$55	\$68	Saturday 2.5 hours
Cotillion Manners Camp	June-August	\$145	\$180	1 week; 15 hours
Fitness Classes (Barre, Boot Camp, Yoga, Tai Chi, Running, etc.)	Year Round	\$8	\$10	Fee per class
Flag Football	February - May	\$600	\$600	Per team; regular season & tournament
Flag Football-Youth Camp	June-August	\$172	\$197	5-day session; 2 hours/day
Flag Football - Youth	September-May	\$139	\$158	8-week session; 8 hours
		\$205	\$235	8-week session; 1.5 hours per class; 12 hours
		\$155	\$177	9-week session; 9 hours
		\$172	\$197	10-week session; 10 hours
Junior Lifeguard	June-August	\$200	\$240	1 week; 10 hours; youth
Kids' Cooking Class	Year Round	\$60	\$75	3 hours session
		\$120	\$150	6-week session; 6 hours
		\$115	\$135	7-week session; 7 hours
		\$130	\$155	8-week session; 8 hours
Kids' Cooking Camp	June-August	\$205	\$240	1 week; 12.5 hours; youth

ACTIVITY	DATES HELD	RESIDENT	NON RESIDENT	COMMENTS
Kids Run the Nation	June-August	\$125	\$155	5-day session; 2 hours/day; youth ages 4-14
	September-May	\$14	\$17	1 hours times weeks scheduled; youth ages 4-14
Lacrosse Scoopers & IQ	Year Round	\$95	\$113	4 weeks; 6 hours; youth ages 4 - 8
		\$185	\$221	6 weeks; 12 hours; youth ages 4 - 8
		\$215	\$257	7 weeks; 14 hours; youth ages 4 - 8
Line Dancing	Year Round	\$30	\$35	2-hour session
		\$60	\$70	4-week session; 4 hours
Performance Club	September-May	\$110	\$131	7-week session; 7 hours; youth
		\$125	\$150	8-week session; 8 hours; youth
		\$140	\$167	9-week session; 9 hours; youth
		\$145	\$175	10-week session; 10 hours; youth
		\$159	\$192	11-week session; 11 hours; youth
		\$173	\$210	12-week session; 12 hours; youth
		\$245	\$293	16-week session; 16 hours; youth
		\$75	\$90	5 sessions; 5 hours; youth elf patrol
Performance Club Camp	June-August	\$120	\$145	4-day summer camp; 12 hours; youth
		\$145	\$180	5-day summer camp; 15 hours; youth
		\$285	\$355	10-day summer camp; 30 hours; youth
Pickleball Lessons	Year Round	\$80	\$95	6 hours per session; group lessons
		\$55	\$65	4 hours per session; group lessons
Shag Lessons	Year Round	\$55	\$65	4 weeks; 1 class/week; 1 hour/class
Soccer Shots Camp	June-August	\$120	\$140	4-day session; 2 hours/day; ages 5 - 9
		\$145	\$180	5-day session; 3 hours/day; ages 5-14
Soccer Shots	September-May	\$120	\$140	8 weeks; 8 hours, youth ages 5-14
Soccer Shots Academy		\$140	\$160	10 weeks; 10 hours, youth ages 12-14
Strength Training & Conditioning for Youth	Year Round	\$14	\$17	Per one hour class (session is x classes)
		\$168	\$204	12 weeks, 12 hours
Tennis Camp for Youth (Quick Start)	June-August	\$155	\$185	4-day session; 3 hours/day
		\$105	\$125	4-day session; 2 hours/day
		\$68	\$80	5-day session; 1 hour/day
Tennis Lessons (ages 6-8, 9-12, adult)	Year Round	\$80	\$95	6 hours per session; group lessons
		\$55	\$65	4 hours per session; group lessons

RECREATION PROGRAMS

Reservations, Farmers' Market and Permit Fees Schedule

FACILITY (PPL = people)	WRIGHTSVILLE BEACH RESIDENTS AND ALL NON-PROFIT GROUPS			NON-RESIDENTS		GROUPS 66+ PPL Except For-Profit	ALL FOR-PROFIT GROUPS	REFUNDABLE SECURITY DEPOSIT	
	Under 30 PPL	30-65 PPL		Under 30 PPL	30-65 PPL				
Picnic Shelters #1 and #2	\$12 / hour 3-hour min	\$24 / hour 3-hour min (both shelters)		\$15 / hour 3-hour min	\$30 / hour 3-hour min (both shelters)		\$150 / 3 hours (both shelters)	\$250 / 3 hours (both shelters)	\$50
Event Stage	\$15 / hour 3-hour min	\$28 / hour 3-hour minimum (incl. 2 shelters)		\$27 / hour 3-hour min	\$54 / hour 3-hour minimum (incl. 2 shelters)		\$275 / 3 hours	\$400 / 3 hours	\$200
Recreation Center Large Room	\$35 / hour	\$55 / hour		\$50 / hour	\$70 / hour		\$100 / hour		\$200
		Limit 138 people with chairs; 65 people w/tables and chairs			Limit 138 people with chairs; 65 people with tables and chairs.				
Basketball Court Soccer, Softball, Town Hall Flds (fee / facility)	\$12 / hour 3-hour min or \$72 / day	\$15 / 3 hour 3-hour min or \$90 / day		\$15 / 3 hour 3-hour min or \$90 / day	\$20 / hour 3-hour min or \$120 / day		\$35 / hour 3-hour min or \$175 / day	\$50 / hour 3-hour min or \$300 / day	\$100
Overflow Field (without facility reservation)	N/A	N/A		N/A	N/A		\$30 / hour 3-hour min or \$175 / day	\$45 / hour 3-hour min or \$250 / day	\$200
Sand Wheelchair	No Fee			No Fee			N/A		DL Info Required
*** SPECIAL EVENT PERMIT FEES									
1-25 ppl \$130	26-100 ppl \$180	101-199 ppl \$250	200-400 ppl \$400	401-600 ppl \$500	601-1000 ppl \$600	1001-2000 ppl \$700	2001-3000 ppl \$800	3,001-4,000 ppl \$900	4,001 + ppl \$1,500
SECURITY DEPOSIT		N/A	\$200	\$500	\$1,000	\$1,500	\$2,000	\$2,000	\$2,000
ROAD CLOSURE		\$50 per registered participant			Applies to approved special events requiring road closure.				
*** HARBOR WAY GARDENS RESERVATIONS									
1 - 25 ppl \$100 / hour		26 – 50 ppl \$150 / hour		51 – 100 ppl \$200 / hour		101 – 150 ppl \$250 / hour		Max number of people is 150	\$250 Refundable Security Deposit
*** Special Event Permit Fees are in addition to Reservation Fees for private groups of 200 or more or for reservations with activities open to the public.									
FARMERS' MARKET FEES									
New Vendor Application Fee	Annual Participation Fee		Annual Vendor Fee (Must be paid before opening day)		Monthly Vendor Fee (Paid first market day of the month)		Daily Vendor Fee		
\$25	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	
	\$50	\$30	\$600	\$300	\$100	\$60	\$30	\$30	

BUSINESSES ON THE BEACH PERMIT	Non-Profits & School Groups \$200	WB For-Profit Businesses \$200	Other For-Profit Businesses \$400
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Fee Schedule for Towers and Wireless Facilities

Town Application Fees:

New Tower or Substantial Modification	\$ 5,000
Eligible Facility	\$ 2,500
Amendment or Waiver Request:	\$ 500 per item or issue
Expedited application:	\$ 2,500

Expert Assistance Fees:

New Tower or Support Structure or Substantial Modification:	\$ 7,500
Eligible Facility (any co-location or Non-Substantial Modification):	
Technical Review and Analysis:	\$ 1,000
Amendment or Waiver Request:	\$ 500 per item or issue
Expedited application:	\$ 2,500
Final Inspection:	\$ 2,000 per inspection
Lease Negotiations, including amendments not less than \$5,000 and not more than \$7,500	

All fees are set amount/flat fees and must be paid to the Town prior to the work being done for which the fee is paid.

Any application received for which all fees or deposits have not been paid at the time of receipt of the application shall be deemed incomplete and no work shall be done related to the processing and/or review of the application until all fees and deposits have been paid in full.

EXHIBIT B

TOWN OF WRIGHTSVILLE BEACH

PAY SCALE 2024-2025

GRADE	HIRING	MINIMUM	MIDPOINT	MAXIMUM
5	26,845	28,187	34,281	41,717
6	28,187	29,597	35,996	43,804
7	29,638	31,120	37,816	45,994
8	31,077	32,631	39,686	48,294
9	32,630	34,261	41,668	50,707
10	34,261	35,974	43,751	53,241
11	35,973	37,772	45,938	55,903
12	37,773	39,662	48,236	58,699
13	39,661	41,644	50,649	61,636
14	41,645	43,728	53,182	64,718
15	43,729	45,915	55,841	67,954
16	45,914	48,210	58,633	71,352
17	48,211	50,621	61,565	74,918
18	50,620	53,151	64,643	78,666
19	53,153	55,811	67,876	82,600
20	55,810	58,601	71,270	86,731
21	58,601	61,531	74,835	91,069

GRADE	HIRING	MINIMUM	MIDPOINT	MAXIMUM
22	61,533	64,610	78,577	95,621
23	64,609	67,840	82,505	100,400
24	67,840	71,232	86,631	105,422
25	71,231	74,793	90,962	110,692
26	74,791	78,531	95,510	116,229
27	78,534	82,460	100,287	122,040
28	82,458	86,581	105,300	128,141
29	86,583	90,912	110,566	134,549
30	90,912	95,458	116,094	141,276
31	95,457	100,230	121,900	148,343
32	100,232	105,244	127,995	155,759
33	105,243	110,505	134,395	163,547
34	110,504	116,030	141,115	171,725
35	116,031	121,832	148,171	180,311
39	121,833	127,924	155,581	189,328
37	127,924	134,320	163,358	198,792

TOWN OF WRIGHTSVILLE BEACH
 AUTHORIZED PERMANENT POSITIONS BY PAY RANGE
 EFFECTIVE JULY 1, 2024

DEPARTMENT/CODE	JOB CLASSIFICATION DESCRIPTION	No. of Positions	Range
GOVERNING BODY 10.4110.0100	Public Information Officer	1	17
GENERAL ADMINISTRATION 10.4200.0100	Town Manager	1	Unclassified
	Finance Director/General Administration Director	1	25
	Town Clerk/Executive Assistant	1	20
	Human Resources Officer/Safety Officer	1	19
	Accounting Technician I/II	1	14-15
	Administrative Support Assistant-Utility Billing Tech	1	13
INFORMATION TECHNOLOGY 10.4500.0100	Information Technology Manager	1	17
PLANNING, PARKS & RECREATION			
PLANNING 10.4900.0100	Planning and Parks Director	1	25
	Building Code Administrator	1	16
	Park Ranger I	1	15
	Park Ranger II	1	17
	Planner I/Code Enforcement	1	16
RECREATION PROGRAMS 10.6200.0100	Recreation Program Supervisor	1	17
	Administrative Support Assistant	1	13
POLICE 10.5100.0100	Police Chief	1	27
	Police Captain	2	23
	Police Patrol Sergeant (Detective III)	7	21
	Police Corporal (Detective II)	5	20
	Master Police Officer (Detective I)	3	19
	Police Officer II	4	18
	Police Officer I	5	17
	Executive Assistant to the Chief	1	15
	Administrative Support Assistant	1	13
	Police Lieutenant	0	22
FIRE 10.5300.0100	Fire Chief	1	25
	Deputy Fire Chief	1	22
	Fire Captain	4	19
	Fire Fighter/Ocean Rescue Director	1	18
	Fire Lieutenant	3	16
	Engineer	3	14

DEPARTMENT/CODE	JOB CLASSIFICATION DESCRIPITON	No. of Positions	Range
PUBLIC WORKS			
ADMINISTRATION 10.5550.0100	Public Works Director	1	26
	Assistant Public Works Director	1	24
	Administrative Support Specialist-Public Works	1	14
FLEET 10.5001.0100	Fleet Maintenance Supervisor	1	18
	Fleet Mechanic	2	15
STREETS /FACILITIES 10.5600.0100	Maintenance Supervisor	1	16
	Facilities Maintenance Foreman	1	16
	Maintenance Technician	2	11
ENVIRONMENTAL SERVICES 10.5601.0100	Environmental Services/Stormwater Supervisor	1	16
	Sweeper Operator	1	12
	Maintenance Technician	2	11
PARKS MAINTENANCE 10.6201.0100	Parks Maintenance Supervisor	1	17
	Park Maintenance Crew Leader	1	12
	Park Maintenance Worker	2	11
WATER & SEWER 30.6100.001	Utility System Supervisor	1	18
	Utility System Operator	2	16
	Utility System Specialist (Senior)	2	14
	Utility System Specialist	2	12
	Utility Maintenance Mechanic	0	11
	TOTAL NUMBER OF POSITIONS	81	



F. Darryl Mills
Mayor

Hank Miller
Mayor Pro Tem

Ken Dull
Alderman

Jeff DeGroote
Alderman

Zeke Partin
Alderman

Town of Wrightsville Beach

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480

June 1, 2024

MEMORANDUM

To: Mayor Mills and Board Members
From: Tony Wilson, Acting Town Manager *TW*
Re: Presentation of Wrightsville Beach Marketing Advisory Committee's proposed FY24-25 Budget

Agenda Item:

Attached is the proposed marketing budget for FY24/25 for the Town that was developed by the Wilmington CVB Staff and the Marketing Advisory Committee. These funds come from room occupancy tax dollars and are spent on marketing activities for the Town. The budget is split up in the following categories:

1. Advertising/Media/Services	\$968,719.00
2. Online Management	\$27,049.50
3. Fulfillment	\$2,000.00
4. Images and Video	\$35,000.00
5. Research	\$6,000.00
6. Contingency	\$10,709.50

Action Items:

1. Discuss and ask questions
2. Consider approving the Wrightsville Beach Marketing and Advisory Committee Budget for FY24/25 in the amount of \$1,049,478.

Wrightsville Beach Budget Allocations FY24-25 DRAFT

ADVERTISING/MEDIA/SERVICES		FY23-24	FY24-25	Notes
Unified Media Campaign	*Paid Search (Google)	\$65,000.00	\$65,000.00	
				Increased YouTube to push more video based on being consistent top performer and awareness/consideration key tactic
*Dedicated WB Media Campaign	*Paid Social (FB, Instagram, YouTube)	\$90,000.00	\$123,600.00	
	*Social Amplification (FB, Instagram)	\$24,000.00	\$24,000.00	
	*Programmatic Display (Sojern)	\$50,000.00	\$46,200.00	Taking top performing social ads and convert to programmatic banner/video ads, optimizing in real time
	Programmatic Display (Sojern)	\$94,050.00	\$96,272.00	Same tactic for unified plan as WB dedicated plan
	Custom Content (Matador; Garden & Gun)	\$49,176.00	\$54,766.00	Expanded G & G for advertorial coverage to complement social, enews and display ads)
	Publisher Direct (TripAdvisor, VRBO)	\$36,882.00	\$35,770.00	
	*eBlasts (Engagement Marketing)	\$35,000.00	\$34,941.00	
	Out of Home (Billboards, Transit)	\$20,900.00	\$29,245.00	Increased to incorporate programmatic digital into OOH tactics (i.e. points of interest, custom geo-fencing)
	Streaming Video	\$99,275.00	\$107,210.00	Increased based on top performer channel
	Streaming Audio (Pandora)	\$52,250.00	\$35,737.00	Reduced to one vendor given performance and new restrictions on selecting specific inventory with Spotify
	Print (Our State, Southern Living, NC Travel Guide)	\$19,892.00	\$19,400.00	
	*Print (Charlotte Magazine, Coastal Living, Relocation)	\$20,000.00	\$27,794.00	Researching new pubs to target NC newcomers
	*Visit NC Print Co-Op Garden & Gun	\$20,000.00	\$20,000.00	
	Visit NC Print Co-op GA/DC/PA lifestyle magazines	\$7,020.00	\$7,928.00	
	*Visit NC Digital Co-Op (Garden & Gun/featured events)	\$6,353.00	\$8,823.00	Increased to dedicated WB plan
	Visit NC Digital Co-op	\$13,376.00	\$7,207.00	Decreased based on lottery selections
		\$703,174.00	\$743,893.00	Increased 5.8%; added \$40K to WB dedicated plan
Public Relations & Social Media	Public Relations and Content Development	\$50,133.00	\$50,133.00	
	Eblast Development and Coding	\$2,700.00	\$3,000.00	
	Press Trips	\$18,241.00		No funds needed based on PR fund reserve
	Social Media/Strategy/Content Calendar/Postings	\$55,000.00	\$55,000.00	
	Social Channel Verifications	\$600.00	\$600.00	Did not have to verify yet in FY23-24.
	Sprout Social Monitoring, Scheduling & Reporting Platform	\$1,680.00	\$1,680.00	
	Influencer Marketing Campaigns	\$30,000.00	\$48,541.00	Increased based on influencers' fee increases
		\$158,354.00	\$158,954.00	

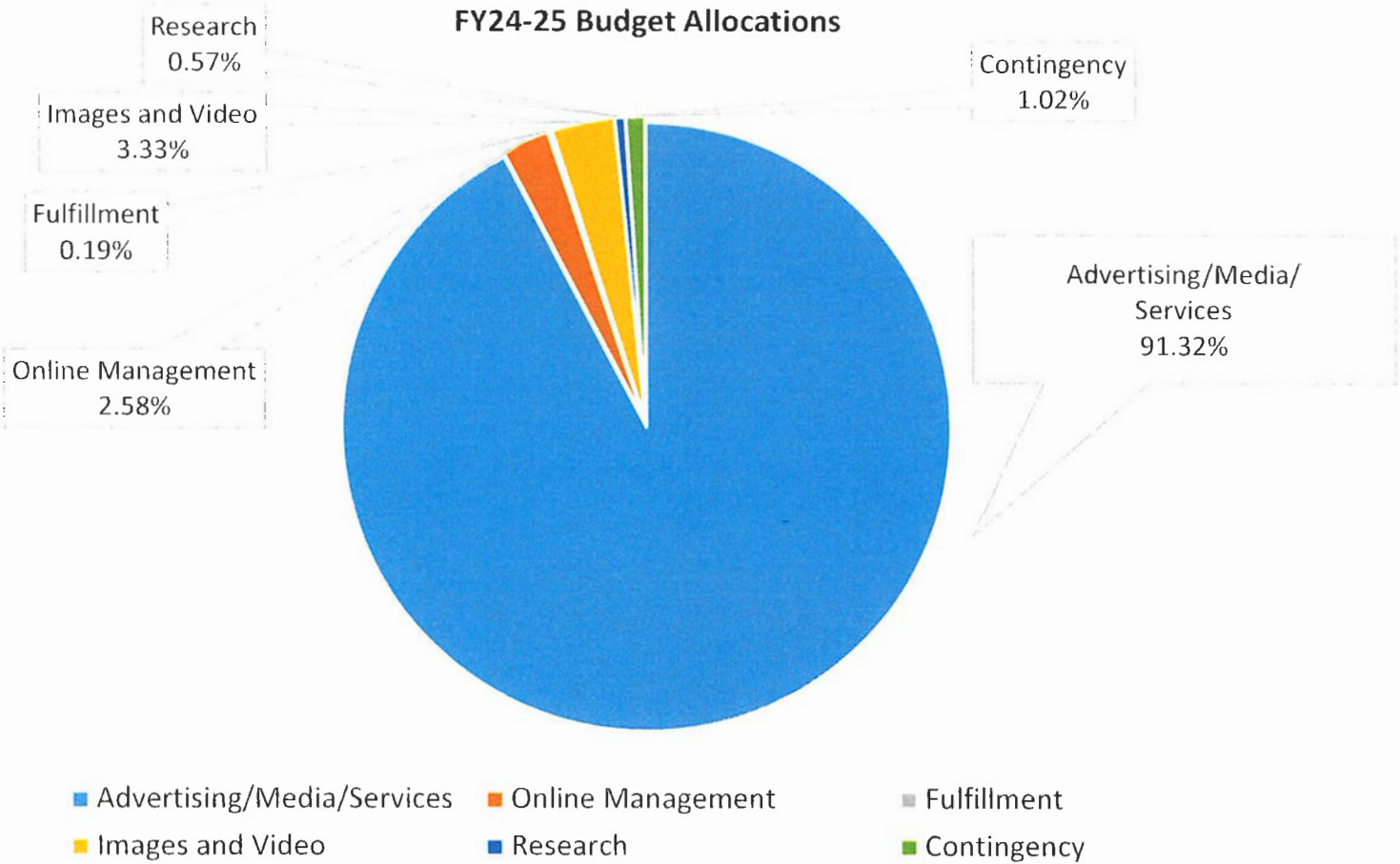
Wrightsville Beach Budget Allocations FY24-25 DRAFT

Account Management	Agency Retainer/Project Management/Meetings	\$17,820.00	\$23,055.00	
Strategic Planning	Agency Research/Analysis	\$8,360.00	\$6,587.00	
Creative Development	Print/Digital	\$31,100.00	\$36,230.00	
		\$57,280.00	\$65,872.00	Increased 15%; 5% cost of doing business increase plus increased dedicated media spend and time spent on digital monitoring and reporting
ADVERTISING/MEDIA/SERVICES TOTAL		\$918,808.00	\$968,719.00	Increased 5.4%
RESEARCH				
	Media attribution and economic research	\$5,000.00	\$6,000.00	Increased 20%; Looking to increase research partners to include vacation rental data
RESEARCH TOTAL		\$5,000.00	\$6,000.00	
ONLINE MANAGEMENT				
Account Management	Account Management/CMS/Hosting	\$3,000.00	\$3,000.00	
	Domain Renewals	\$325.00	\$325.00	
Email Marketing	Especials Distribution (8)	\$5,235.00	\$5,494.00	
Search Marketing	SEO	\$8,000.00	\$8,000.00	
Site Development	Maintenance/Updates/General Improvements	\$2,000.00	\$2,000.00	
	Sky Nav Licensing	\$250.00	\$250.00	
	Social Media Aggregator Licensing	\$2,500.00	\$2,646.00	
	Audio Eye	\$2,000.00	\$2,000.00	
	CMS Modules Licensing	\$3,334.50	\$3,334.50	
ONLINE MANAGEMENT TOTAL		\$26,644.50	\$27,049.50	Increased 1.5%; email and social aggregator platform contract renewals
FULFILLMENT				
	Postage	\$2,000.00	\$2,000.00	
FULFILLMENT TOTAL		\$2,000.00	\$2,000.00	
IMAGES & VIDEO				
	Video	\$20,000.00	\$25,000.00	Increased 25% based on increase in YouTube videos
	Photography (Images, Usage Rights, Talent)	\$10,000.00	\$10,000.00	
Images & Video Total		\$30,000.00	\$35,000.00	Increased 16.6%
Total		\$982,452.50	\$1,038,768.50	
Contingency		\$23,663.50	\$10,709.50	Decreased based on rollover fund balance
FY Budget Total		\$1,006,116.00	\$1,049,478.00	Increased 4.3%

Wrightsville Beach Budget Allocations FY24-25 DRAFT

FY24-25 Budget Allocations

Advertising/Media/Services	\$968,719.00
Online Management	\$27,049.50
Fulfillment	\$2,000.00
Images and Video	\$35,000.00
Research	\$6,000.00
Contingency	\$10,709.50





Town of Wrightsville Beach
OFFICE OF THE CLERK

Lance G. Heater

P. O. Box 626, Wrightsville Beach, NC 28480

Phone: 910-239-1771 * FAX: 910-256-7910 * Email: lheater@towb.org

To: Mayor Mills and Board of Aldermen

From: Lance G. Heater, Town Clerk

Date: June 6, 2024

Subject: **Consideration of Reappointments to the Marketing Advisory Committee**

The terms of Robert Huckabee, Ryan Smith and Lisa Corley expire June 30, 2024. Robert Huckabee has served 3 terms and is ineligible for reappointment. Lisa Corley and Ryan Smith are eligible for reappointment and have indicated that they are interested in continuing to serve.

Attached is the current roster along with Smith and Corley's applications.

Requested Action: Reappoint Ryan Smith and Lisa Corley to terms ending June 30, 2026 to the Marketing Advisory Committee. Consider appointing an individual for the position vacated by Huckabee to a term ending June 30, 2026.

2023 WRIGHTSVILLE BEACH MARKETING COMMITTEE

TWO-YEAR TERMS (Three Consecutive Terms)

NAME	OCCUPATION	PHONE NO.	APPOINTMENT DATES	EXPIRATION DATES
Susan K. Bulluck 102 Tanbridge Road, Wilmington, NC 28405 bks42@aol.com OR Wrightsvillebeachchamber@gmail.com	Government Consultant And Realtor	910-619-2026 h 910-256-8116 b	Appointed 07-08-21 Reappointed 06-22-23	Second Term Expires June 2025
Robert Edward Huckabee IV (Chairman) 1903 N. Lumina Ave., Wrightsville Beach, NC 28480 robert@seascapeproperties.com	Property Management Seascape Properties	910-200-6951 h 910-332-7284 b	Reappointed 07-19-22	Third Term Expires June 2024
Amber Julie Moshakos 2500 N. Lumina Avenue, Building A Unit 2C, WB 28480 amoshakos@lmrest.com	President LM Restaurants	919-618-4911 c 919-851-0858 b	Appointed 07-08-21 Reappointed 06-22-23	Second Full Term Expires June 2025
Ryan M. Smith (Vice Chairman) 3116 Aster Ct., Wilmington, NC 28409 ryan.smith@blockade-runner.com	Director of Marketing Blockade Runner	919-270-8345 h 910-256-7105 b	Reappointed 07-19-22	First Full Term Expires June 2024
Lisa Corley 1706 N. Lumina Ave. Wrightsville Beach, NC 28480 lcorley@luminaresortwrightsville.com	Liaison for Holiday Inn Resort	910-352-0085 c 910-344-6805 b	Appointed 07-19-22	First Term Expires June 2024
ADVISORS				
Nicolas Montoya Blockade Runner nicolasm@blockade-runner.com	TDA Appointee		Position designated By Code of Ordinances	3-Year TDA Term Expires Dec. 31, 2025
Jeff DeGroote 708 South Lumina Ave., Wrightsville Beach, NC 28480 jdegroote@towb.org	Alderman	256-1118	Appointed 01-15-20	Second Term Expires January 2028
LIAISONS				
Shawn Braden Wilmington and Beaches Convention & Visitors Bureau sbraden@wilmingtonandbeaches.com	Executive Vice-President of Marketing	332-8749	N/A	N/A
Tony Wilson P. O. Box 626, Wrightsville Beach, NC 28480 twilson@towb.org	Acting Town Manager	239-1746	N/A	N/A



**Town of Wrightsville Beach
North Carolina**

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

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply):

☐

Historic Landmark Commission

☐

Planning Board

☐

Board of Adjustment

☒

Wrightsville Beach Marketing Committee

☐

Parks and Recreation Advisory Committee

Name (First, Middle, Last): Lisa C Corley

Street Address: 1706 N Lumina Ave. Wrightsville Beach, NC 28480

Mailing Address: _____

Telephone: (Home) _____ (Business) 910-344-6805

E-Mail Address: lcorley@luminaresortwrightsville.com

Occupation: Director of Sales

Education: Bachelor's Degree from Purdue University Hospitality Management

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

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

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

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

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

I have lived in New Hanover County for 24 years and raised my family here.

I have spent two years working on the island and love Wrightsville Beach.

Please state your interest in serving on the board, commission, and/or committee that you are applying for:
i am excited to serve on the board to help grow and care for the town of
Wrightsville Beach.

Number of Years as Resident: _____ Submittal Date: 5/21/24



**Town of Wrightsville Beach
North Carolina**

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

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply):

☐

Historic Landmark Commission

☐

Planning Board

☐

Board of Adjustment

☒

Wrightsville Beach Marketing Committee

☐

Parks and Recreation Advisory Committee

Name (First, Middle, Last): Ryan M. Smith

Street Address: 3116 Aster Ct. Wilmington, NC 28409

Mailing Address: _____

Telephone: (Home) 919-270-8346

(Business) _____

E-Mail Address: ryan.smith@blockade-runner.com

Occupation: Director of Marketing

Education: BS. Public Relations Appalachian State University

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

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

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

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

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

I have been on the WB Marketing Committee since 2021 and currently serve
as Vice Chair.

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

I have a 20+ year career in hospitality working for destinations (CVBs) and
representing hotels and resorts. I stay up-to-date on trends, have a deep

understanding of the industry and look forward to continuing to work with Town of WB to promote tourism in a strategic and thoughtful manner.

Number of Years as Resident: _____

Submittal Date: 5-31-2024

F. Darryl Mills
Mayor

Ken Dull
Alderman

Zeke Partin
Alderman



Hank Miller
Mayor Pro Tem

Jeff DeGroote
Alderman

Town of Wrightsville Beach

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480

June 2, 2024

MEMORANDUM

To: Mayor Mills and Board Members
From: Tony Wilson, Acting Town Manager *TW*
Re: Discussion and Direction on a letter of intent from the Harbor Island Garden Club
to lease the Bordeaux Cottage located at 307 West Salisbury Street

Agenda item:

The upstairs area of the Bordeaux Cottage is currently vacant at 307 West Salisbury Street. I have received a letter of intent from the Harbor Island Garden Club to lease the Cottage. The Town currently has a Temporary three - month lease for the ground floor area to Camp Chris Stone which will expire on August 15, 2024.

Summary:

If the Board wishes to move forward with the letter of intent from the Harbor Island Garden Club, I am requesting that you allow me to contact our Attorney to prepare the lease agreement.

Action items:

1. Discuss the item and ask questions

**Harbor Island Garden Club
PO Box 402
Wrightsville Beach, NC 28480**

May 22, 2024

Tony Wilson
Town of Wrightsville Beach
Interim Town Manager
321 Causeway Drive
Wrightsville Beach, NC 28480

Via: hand delivery

**RE: Non-Binding Letter of Intent to Lease
Bordeaux Cottage
307 West Salisbury Street
Wrightsville Beach, NC 28480**

Based on discussions with Town officials, we offer the following for your consideration.

Tenant: Harbor Island Garden Club
PO Box 402
Wrightsville Beach, NC 28480
<https://www.harborislandgardenclub.com/>

Premises: Bordeaux Cottage
307 West Salisbury Street
Wrightsville Beach, NC 28480

Use: The Tenant proposes to use the demised space as an office, event, and program space for its members, local residents, and visitors.

Lease Commencement: July 1, 2024

Lease Expiration: June 30, 2025

Annual Base Rent: \$600 Annually (\$50.00 a month)

Renewal Options: The Tenant shall have three (3) options to renew the lease for an additional one (1) year term, each with at least one hundred twenty (120) days' written notice to the Town.

Tenant Improvements:

The Tenant must have prior approval from the Town before making any structural or major alterations to the Premises. Cosmetic improvements to the interior and landscaping do not require prior approval from the Town.

Subletting:

The Tenant may allow other organizations to use all or a portion of the premises with prior approval from the Town, including any fee arrangement.

Hours of Operation

The Tenant's general operating hours shall be 10:00 A.M. through 4:00 P.M., Monday through Friday, except for periodic weekend and evening meetings, special programming, and/or events. Tenant may operate outside of these general hours and days with the written consent of the Town Manager; provided, however, the Town Manager's consent to any request may be granted or withheld in the sole and absolute subjective discretion of the Town Manager.

Delivery Condition:

As is.

Utilities and Service Contracts:

All utilities shall be in the name of the Tenant, and the Tenant shall pay and be responsible for all utilities required to operate the building for its use, including but not limited to electric, water, gas, sewerage, trash, telephone, and other utility expenses.

Maintenance, Repair and Replacement:

The Town will maintain, repair, and replace the roof, foundations, exterior walls, major HVAC components, structural parts of the building, and all water and sewer lines that serve the Premises.

Landscaping and Mowing:

The Town will be responsible for mowing and general maintenance of the lawn associated with the Premises. The Tenant shall pay an additional \$50.00 per month contemporaneously with its monthly Rent payment toward the landscaping services cost.

Insurance:

The Tenant shall pay an additional Rent of the actual annual assessed insurance amount (\$1,200.69 for 2023-24 or \$100.06 per month) contemporaneously with its monthly Rent payment toward the cost of the Town's insurance for the Premises. Notwithstanding the foregoing, the Tenant shall pay 100.00% of the excess cost, if any, if the Tenant's Permitted Use of the Premises results in any increase in the rate of insurance on the Premises.

During the term of this Lease, Tenant shall maintain commercial general liability insurance coverage (occurrence coverage) with broad form contractual liability coverage and coverage limits of not less than \$1,000,000.00 combined single limit per occurrence. Such policy shall ensure the Tenant's performance in the indemnity

provisions of this Lease. Still, the amount of such insurance shall not limit the Tenant's liability nor relieve the Tenant of any obligation hereunder. All insurance policies provided for herein shall be named "additional insureds" Town, Town's Agent, all mortgagees of Town, and such other individuals or entities as Town may from time to time designate upon written notice to Tenant. Tenant shall provide to Town at least thirty (30) days before expiration certificates of insurance to evidence any renewal or additional insurance procured by Tenant. The Tenant shall provide evidence of all insurance required under this Lease to the Town before the Lease Commencement Date.

Parking:

Parking at the Premises will be coordinated with the Town Manager.

Additional Requirements:

The Town desires the Tenant to be a 501 3-C or similar nonprofit organization whose mission benefits the citizens of Wrightsville Beach. The Tenant must submit annual financial statements to the Town before the lease or any yearly renewal. The Town sets the initial minimum requirements and may change the standard before renewal.

Neither this proposal nor the Town's response will create a binding obligation between the Town and the Tenant. No binding obligation will exist until the Town and Tenant negotiate and fully execute a mutually acceptable lease agreement approved by each organization's respective Boards.

We look forward to your response.

Please feel free to contact me should you have any questions or comments.

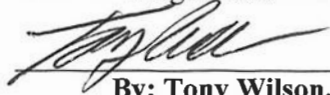
Sincerely,



Vicki Dull
President
Harbor Island Garden Club

Accepted:

Town of Wrightsville Beach



By: Tony Wilson, Acting Town Manager



Wrightsville Beach Police Department

Office of the Chief

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

TO: Members of the Board of Aldermen,

From: Chief David Squires WBPD

CC: Manager T. Wilson

RE: Discussion to consider raising the fine associated with noise ordinance violations

Attached please find a proposed revision to our ordinance 97.99. The change would raise the fine currently associated with a noise violation from \$100 to \$250 for the first offense. The fines associated with noise violations would mimic the fines currently associated with graffiti.

Action Items

1. Discuss the proposed change and ask questions
2. Consider approving Ordinance number (2024) 1860

ORDINANCE NO. (2024) 1860

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: June 13, 2024

AN ORDINANCE OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
AMENDING CHAPTER 97.99 (C) and (D) 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 § 97.99 (C) and (D) of the Code of Ordinances, Town of Wrightsville Beach, is hereby amended to read as follows:

§ 97.99 PENALTY.

(C) Civil penalties. A violation of § 97.08 (A)(14) shall subject the offender(s) to a civil penalty in the amount of \$500.00 for the first offense; and \$1,000.00 for the second and each subsequent offense. Any other violation of this chapter [excepting § 97.02, 97.03, 97.04 and 97.14 which is addressed in § 97.99 (D) below] shall subject the violator to a civil penalty in the amount of \$100.00 provided, that subsequent violations within any 12-month rolling period shall subject the violator to the following civil penalties: a second violation in any rolling 12-month period shall subject the violator to a civil penalty in the amount of \$250.00, and a third and any subsequent violation in any rolling 12-month period shall result in the assessment of a \$500.00 civil penalty.

(D) A violation of § 97.02, 97.03, 97.04 and 97.14 shall subject the offender(s) to a civil penalty in the amount of \$250.00 for the first offense; \$500.00 for the second offense; \$750.00 for the third offense; and \$1,000.00 for the fourth and each subsequent offense.

2. If this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given separate effect and to that end the provisions of this ordinance are declared to be severable.

3. Any ordinance or any part of the ordinance in conflict with this Ordinance, to the extent of such conflict, is hereby repealed.

4. This Ordinance is adopted in the interest of public health, safety and general welfare of the inhabitants of the Town of Wrightsville Beach, North Carolina, and shall be in full force and effect from and after its adoption.

This Ordinance adopted this 13th day of June, 2024.

F. Darryl Mills, Mayor

ATTEST:

Lance G. Heater, Town Clerk

(SEAL)

APPROVED AS TO FORM:

Town Attorney