



Town of North Topsail Beach

Beach, Inlet, and Sound Advisory Committee

Charter

Preamble. The purpose of the proposed Beach, Inlet, and Sound Advisory Committee (BISAC) is to serve as an advisory committee to the Board of Aldermen for management recommendations of one of the town's most **vital assets**, namely the **beach, inlet, sound, and wetlands** that make up N. Topsail Beach. We are a seashore vacation destination, and our guests expect to find beautiful beaches, unspoiled wetlands, and a safe inlet channel to the ocean. Although the Board of Alderman make the final decision on beach, sound and inlet projects and their financing, the board does not have the time needed to explore all the possibilities for these infrastructure improvements and management. In addition, changes in board constitution, town staff, and town consultants can result in a loss of institutional memory of the town's strategic plan for future infrastructure improvements such as beach and dune restoration, inlet dredging, etc. A BISAC committee would always be in place something like the Planning Board such that committee members would maintain the institutional memory of the work of the committee as new members are appointed in staggered terms.

Vision: The Beach, Inlet, and Sound Advisory Committee vision is to advise and provide direction and recommendations on shoreline protection and environmental matters to the North Topsail Beach, Board of Alderman according to the BISAC Charter.

Mission Statement: The Mission of the Beach, Inlet, and Sound Advisory Committee is to serve as a long-term advisory committee to the North Topsail Beach, Board of Alderman by identifying management and financial opportunities for shoreline protection according to the BISAC Charter

Section 1. Membership and vacancies.

- a) The NTB Beach Inlet and Sound Advisory Committee (hereinafter BISAC) shall consist of seven members who shall be persons of experience with and/or willing to learn all aspects of shoreline protection in North Carolina. The Board of Aldermen shall appoint five members who are residents and/or property owners in the town i.e., one member from each of the five Phases of shoreline in NTB, and two aldermen from the NTB Board of Alderman. The Board of Alderman shall appoint one alderman as the chair of the committee

for the first year. In the future, the chair may be either a citizen or alderman elected by majority vote of the Committee.

- b) The members shall be appointed by the Board of Aldermen (BOA) to hold office for staggered terms, initially. Thereafter, members shall be appointed by the BOA for a term of three years with eligibility for re-appointment. All members of the BISAC shall serve as such without Town compensation. Members may be removed by the BOA for inefficiency, neglect of duty, malfeasance in office, or conduct, which in the discretion of the BOA is detrimental to the best interest of the town. If a vacancy occurs, the BOA shall appoint a replacement individual meeting the qualifications listed in (a) above within 45 days.
- c) *Ex Officio* members of BISAC shall consist of the NTB Town Manager, the Onslow County Manager (or designee), and a coastal engineer. The coastal engineer as a consultant shall be charged with providing technical advice and guidance as related to topics under consideration by the BISAC.

Section 2. Organization, rules, meetings, and records.

Once the committee membership has been determined the BOA-designated chairperson shall call an organizational meeting within 30 days and establish a regular meeting schedule. The term of the chairperson and vice-chairman (once elected) shall be one year, with eligibility for re-appointment. The BISAC shall adopt rules for transaction of its business and shall keep a record of its members' attendance and of its resolutions, discussions, findings, and recommendations, which record shall be a public record maintained in the Town Clerk's office at Town Hall and on the town website. The BISAC meetings shall be open to the public.

- a) A member of town staff shall be appointed by the Town Manager to serve as secretary/clerk for BISAC.
- b) The BISAC does not have fiscal authority.
- c) Incidental office expenses of the committee shall be covered under the town budget as recommended by the Town Finance Officer and upon approval by the Town Manager.
- d) Travel authorization for BISAC members to attend and participate in appropriate conferences or out-of-town meetings (see Section 3, item 7) shall be determined by the Town Manager, subject to availability of funds.

Section 3. Committee duty, charge, and reporting.

It shall be the **duty** of the BISAC to advise the BOA on matters that involve shoreline protection including beach nourishment, dune restoration, dredge projects in the New River Inlet and Atlantic Intracoastal Waterway (AICW) and other matters involving maintenance of the beaches, dunes, inlet, wetlands, sound, channels, waterways; and **specifically**:

- 1) To update the current NTB Shoreline Project Plan strategically, such that financial options are incorporated into a sustainable 30-yr Beach Management Plan that considers the effect of sea-level rise for the town and its 11.2 miles of beach shoreline.

- a. Financial leverage should be considered to amplify town project share through matching programs such as but not limited to the NC Shallow Draft Fund (67:33 cost share), NC Coastal Storm Damage Mitigation Fund (50/50 cost share), and other federal, state, or non-profit grant opportunities.
- 2) To coordinate plans for and evaluate the alternatives supported in the Army Corps of Engineers, Environmental Impact Statement (EIS) for the New River Inlet with our coastal environmental and engineer firms.
 - a. Financial options should be explored for funding the alternatives supported in the EIS and options presented to the board.
- 3) CBRS Map Unit L06
 - a. Continue to work with our TISPC federal advocate to find legislative relief in the map unit for developed portions of town.
 - b. Consider and document strategies that will allow US Department of Interior and Fish and Wildlife Service to amend CBRS Map Unit L06 removing the developed portion of town while promoting conservation of undeveloped land in the map unit
- 4) To coordinate with the County and Army Corps of Engineers to maximize maintenance of the New River Inlet Channel and Channel to Jacksonville for the local commercial fisheries industry and recreational boaters as well as possible Marine Corps riverine operations.
- 5) To develop strategies within the framework of our CAMA Land Use Plan for board consideration that address the increase in sound-side flooding events and possible management approaches to deal with the effects of sea-level rise on the shoreline of our sounds.
- 6) To assist the town manager and staff following a federally-declared disaster by coordinating with the NTB coastal engineer and other specialists as deemed appropriate to determine the extent of damage to our beaches, inlet, sounds and wetlands. Then develop a recovery strategy for restoration that leverages emergency state and federal recovery dollars.
- 7) To liaison with the following groups or organizations along with other board members for the purpose of keeping abreast of coastal storm damage mitigation projects, inlet management, sound-side flooding, funding opportunities, etc.
 - a. Topsail Island Shoreline Protection Commission
 - b. Coastal Resources Commission (CRC)

- c. NC Division of Water Resources
 - i. Shallow Draft LT MOA between the state and the US Army Corps,
 - ii. Shallow Draft Inlet Fund
 - iii. Coastal Storm Damage Mitigation Fund
 - d. North Carolina Beach, Inlet, and Waterways Association.
 - e. American Shore & Beach Preservation Association
 - f. New River Inlet Stakeholders
- 8) The Board of Aldermen may request specific studies along with recommendations from BISAC.
- 9) As background for BISAC studies and comprehensive reports and any such recommendations it may prepare, the BISAC may gather maps and aerial photographs of manmade and natural physical features of the area, scientific coastal studies, and any other such documents as are necessary to promote a better understanding for preservation of the beaches, dunes, inlet, sound, wetlands, channels, and waterways of N. Topsail Beach.

Reporting. Minutes of the monthly BISAC meetings as a public record shall be reported in the consent agenda of the BOA monthly-agenda packet as well as placed on the town website. The chairperson (or designee) shall make written and verbal reports of committee progress at BOA monthly meetings when needed. Action items from the BISAC shall be presented by the chairperson (or designee) at BOA monthly meetings when recommendations are ready for Board of Alderman consideration.

In the future, the BISAC charter may be amended as needed upon recommendation of the committee and approval of the Board of Aldermen.