

# *Town of North Topsail Beach*

Joann M. McDermon, Mayor  
Mike Benson, Mayor Pro Tem

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer  
Richard Peters



David J. Gilbride  
Town Manager

Sherrie L. Hancock  
Town Clerk

*Nature's Tranquil Beauty*

**Board of Aldermen  
Regular Meeting Agenda  
Thursday April 1, 2021-6:30 pm  
Sneads Ferry Library 1330 NC-210, Sneads Ferry NC 28460**

- |                                   |                       |
|-----------------------------------|-----------------------|
| <b>I. Call to Order</b>           | <b>Mayor McDermon</b> |
| <b>II. Invocation</b>             | <b>Alderman Grant</b> |
| <b>III. Pledge of Allegiance</b>  | <b>Mayor McDermon</b> |
| <b>IV. Approval of the Agenda</b> |                       |
| <b>V. Manager's Report</b>        |                       |
| <b>VI. Open Forum*</b>            |                       |

**(Staff will collect questions ahead of the meeting and present to the Board of Aldermen).**

- |   |                                       |
|---|---------------------------------------|
| <b>VII. Public Presentations and Hearings</b> |                                       |
| <b>A. Coastal Engineer Update</b>             | <b>Mr. Fran Way of ATM Consulting</b> |
| <b>B. Karen Beasley- Sea Turtle Hospital</b>  | <b>Mr. Todd Crawford</b>              |
| <b>C. SUP-21-01</b>                           | <b>Planning Director</b>              |
| <b>D. SD-20-02</b>                            | <b>Planning Director</b>              |
| <b>E. SUP-20-05</b>                           | <b>Planning Director</b>              |

**VIII. Consent Agenda**

- A. Approval of February 4, 2021 Minutes**
- B. Approval of March 4, 2021 Minutes**
- C. Department Head Reports**
  - 1- Finance Dept.**
  - 2- Fire Dept.**
  - 3- Inspections Dept.**
  - 4- Police Dept.**
  - 5- Planning Dept.**
- D. Budget Amendment 2020-21.5**
  
- E. Committee Reports**
  - 1. Planning Board**
  - 2. Board of Adjustment**
  - 3. TISPC (Link to Minutes)**
  - 4. ONWASA (Link to Minutes)**

**IX. New Business**

- A. Future location meeting open to public.**
- B. Sea Oats- Truck Haul Project**
- C. Truck Haul Project Scope**
- D. CBRA Map Unit L06.** **Alderman Leonard**
  - a. Board Resolution**
  - b. "Land Substitution" and planning board role**
- E. Life Saving Devices**
- F. Resolution for Richard C. Peters** **Alderman Leonard**
- G. Retreat report and Aldermen focus areas** **Mayor McDermon**
- H. TISPC Resiliency Grant and Board guidance** **Mayor McDermon**

**X. Continuing Business**

- A. Town Hall Update** **Town Manager Gilbride**
- B. Paid Parking** **Town Manager Gilbride**
- C. Formation of MSDs** **Town Manager Gilbride**
- D. Capital Improvements** **Mayor Pro-Tem Benson**
  - A. Public Safety Building**
  - B. Establish "Capital Improvements budget line item"**

- XI. Closed Session**
  - A. Personnel discussion**
  
- XII. Attorney's Report**
  - Description of MSD Procedure**
  
- XIII. Mayor's Report**
  
- XIV. Aldermen's Reports**
  
- XV. Adjournment**

***\*\*\*\* Next BOA Meeting will be May 6, 2021 Location TBA\*\*\*\****

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## **Manager's Report – April 1, 2021 Board of Aldermen Meeting**

### **USACOE Federal Project / Legislative Efforts**

While we continue to await the approved PPA from the Corps of Engineers, our efforts to mitigate the tax impact of the project to our property owners continue unabated. While revenues from the implementation of Paid Parking are difficult to project at this point, we continue to pursue an increase in the occupancy tax levied on vacation rentals. On Tuesday, March 16<sup>th</sup>, Mayor McDermon, Alderman Leonard and I visited the legislative offices in Raleigh. Assemblyman Shepard introduced a bill to increase this tax to the Assembly Local Government Committee where it passed unanimously. It is now headed for the Finance Committee. Both Assemblyman Shepard and Senator Lazzara were kind enough to meet with us, and voiced their support for our efforts.

### **Capital Improvement/Fire Station**

We are awaiting the feasibility study on the replacement of this structurally unsound fire station.

### **Town Hall**

Work on the Town Hall began on Monday, February 15<sup>th</sup>. While the contractor indicated that roof work would be first, they actually began indoors, with the first weeks bringing electrical demolition, rewiring, preparation to remove HVAC units, and some additional demolition work beneath and inside of the building. At a construction meeting held this week we were informed that – assuming the forecast will include a few days of dry weather – work on the roof replacement will begin on or about the week of the 22<sup>nd</sup>.

### **Florence Project**

Contrary to what I relayed in my most recent report, the contractor has not finished up the southern portion of the truck haul and moved north of the SeaView pier. Preparations have been made to allow for the use of our “Jenkins” parking lot for beach access when they are ready to move north – supposedly this coming week.

## **Covid19**

All residents are encouraged to obtain the vaccination as soon as they are eligible. The most current information on availability is being posted on our website and social media.

## **Onslow County**

While the county never responded to our offer to have the truck haul contractor rebuild the protective dune, work has begun at the county beach access to remove the unauthorized decking and hopefully to restore the parking lot, beach access ramps, and hopefully – the dune line which protects their property and our park.

## **Corps of Engineers: ICW Crossing and Channel to Jacksonville Dredging Inlet Dredge**

Dredged material is now finally being placed in the “placement area”. It is unclear how far the sand will extend as part of this navigation project, but according to the Corps of Engineers efforts are underway to extend their “Environmental Window” in order to complete the channel to Jacksonville dredging.

## **Corps of Engineers; Terminal Groin**

A scoping meeting will be held on Facebook Live Thursday, March 25<sup>th</sup>, at 6:00PM. Stakeholders will have the opportunity to provide comments in the days following the scoping meeting itself.

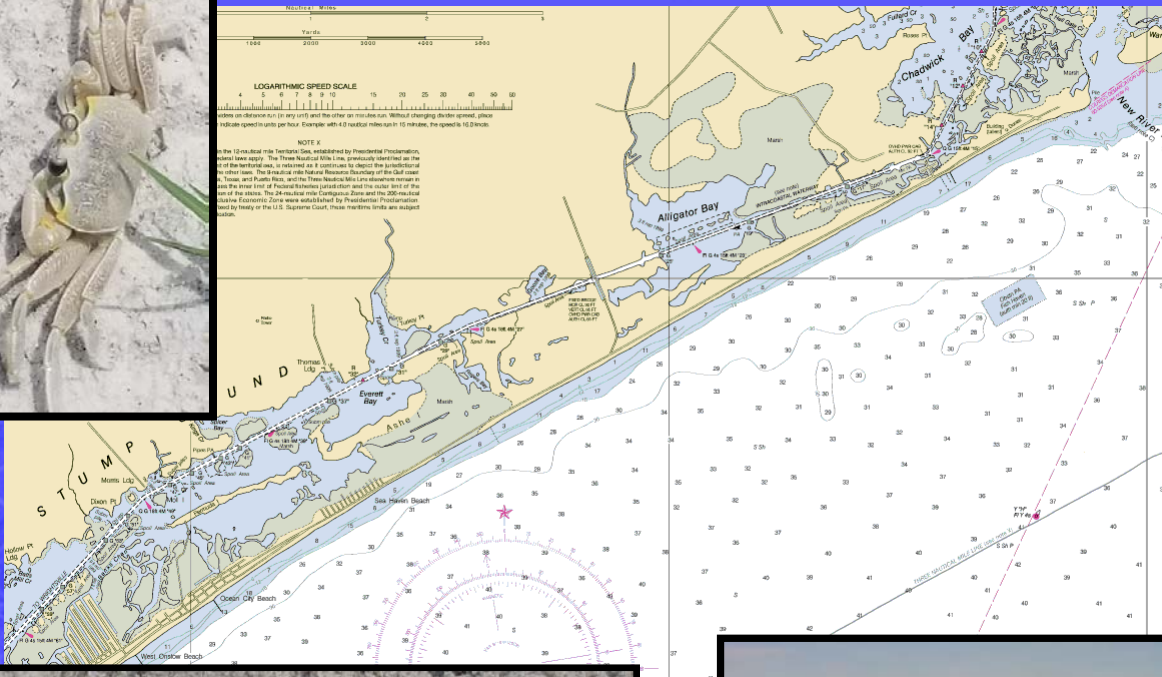
## **Paid Parking**

Paid Parking rolled out effective March 1, 2021. As expected there have been some glitches with the technology, but the vendor has been very responsive in resolving issues as they come up. Anyone still experiencing problems can contact the vendor at 910-202-6001 or at [customerservice@ottoconnect.us](mailto:customerservice@ottoconnect.us).

## **Budget**

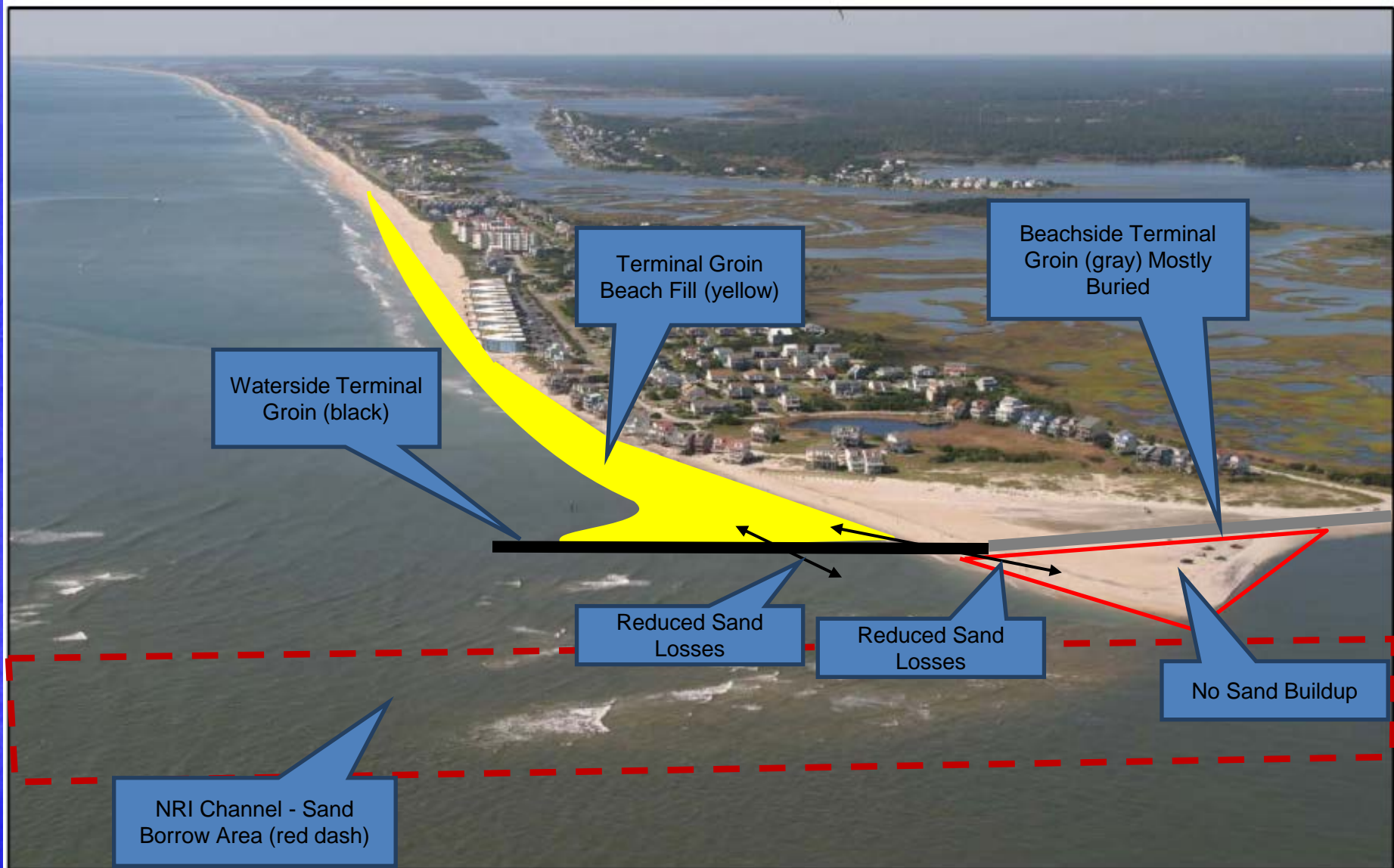
Preliminary budget figures have been developed, and department managers are prepared to address their requests and recommendations at the Board Planning Retreat scheduled for Wednesday, March 24<sup>th</sup>.

# North Topsail Beach Coastal Update – April 2021



Marina, Coastal, Environmental  
& Water Resources Engineers

# Conceptual Terminal Groin and Fill Project



*(Aerial Photo dated Oct. 5 2014, Provided by Dr. William Cleary)*

# Truck Haul – South of Pier



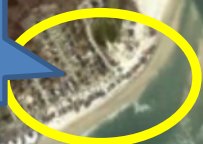
## Corps New River Inlet Crossing Dredge and Beach Fill Placement Project





# Truck Haul – North of Pier

USACE AIWW Project

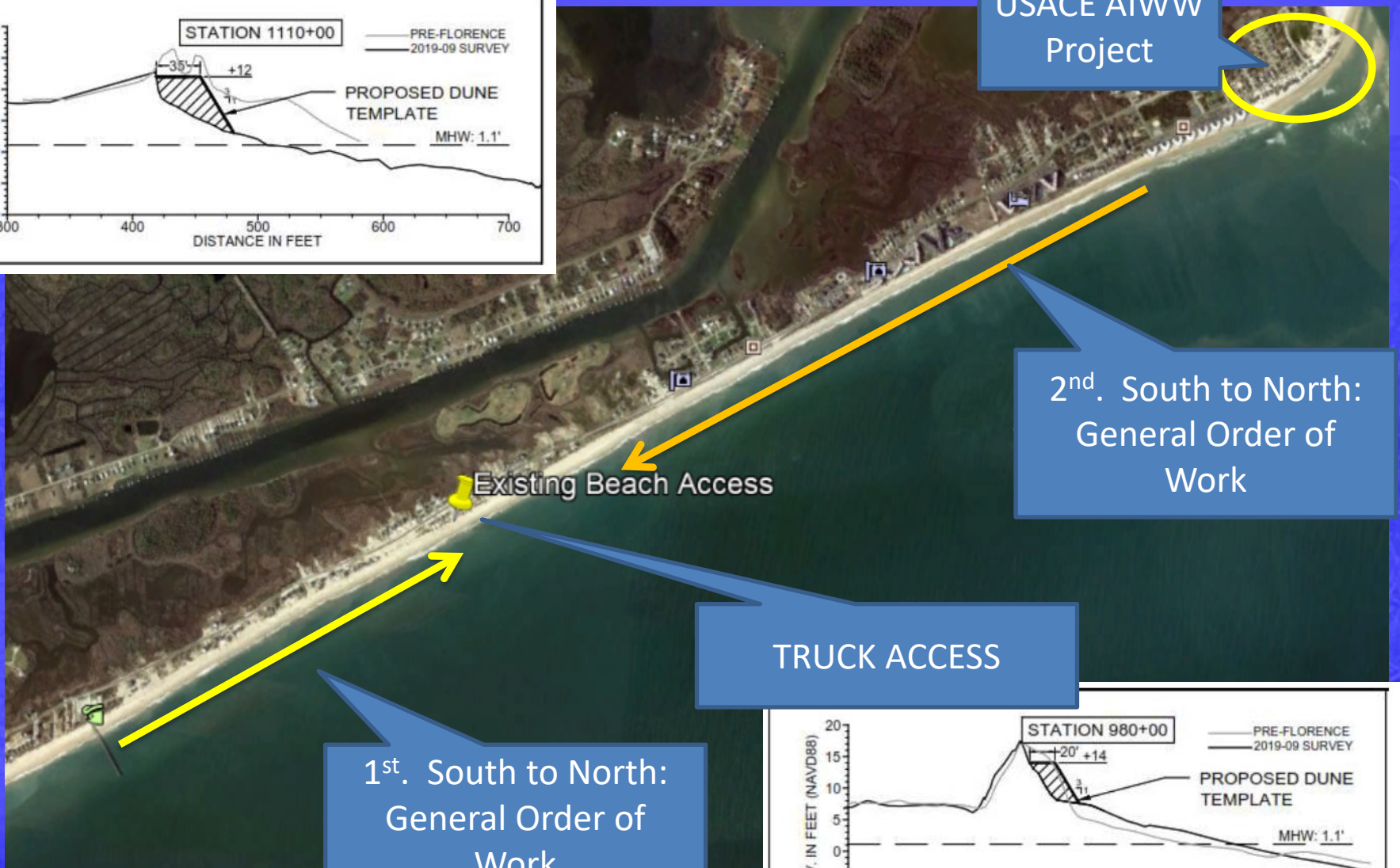
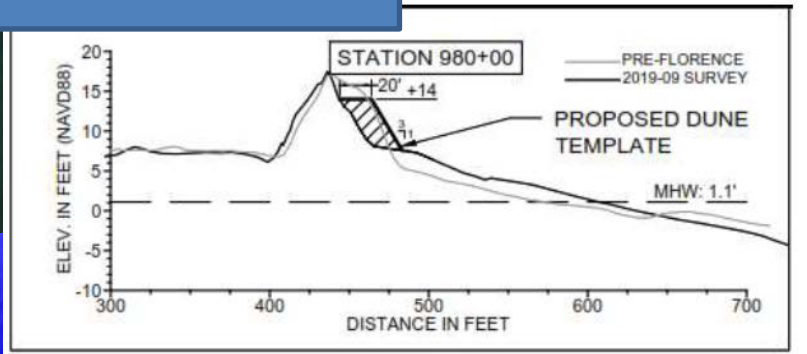
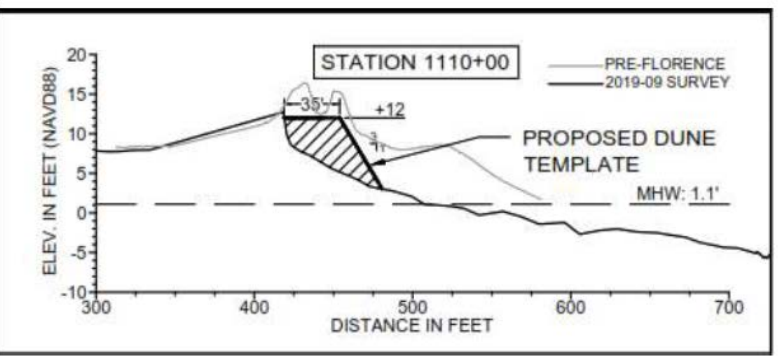


2<sup>nd</sup>. South to North:  
General Order of Work

TRUCK ACCESS

1<sup>st</sup>. South to North:  
General Order of Work

Existing Beach Access



# Beach Projects Updates

- Dune Truck Haul Occurring February, March and April. Asking for Extension into May.
- USACE New River Inlet/AIWW Dredging: To be completed this winter. Asking for Extension in April.
- Hurricane Florence Category G: Permit Application under development. New State (DCM) Rules in April.
- New River Inlet Management EIS: “Terminal Groin” Meeting held on March 25, 2021.
- CAMA/DCM updates to sediment criteria related to shells and rocks. Grant Received.

## STAFF REPORT

Deborah J. Hill MPA AICP CFM CZO Planning Director

910.581.3008 dhill@ntbnc.org

DOCKET/CASE/APPLICATION NUMBER  
CASE # SUP-21-01APPLICANT/PROPERTY OWNER  
CLEAR WATER WAY RE LLC/JIM MAGILL  
917.588.0302 islandhomeowners@outlook.com

## PUBLIC HEARING DATE

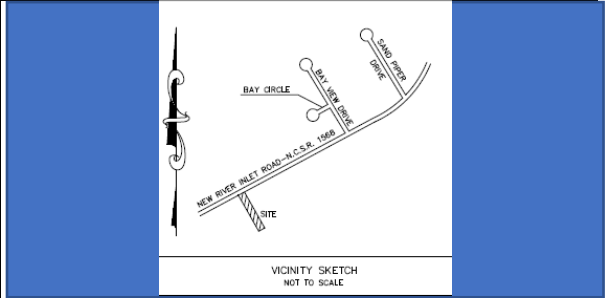
April 1, 2021 6:30 PM Sneads Ferry Library

## PROPERTY ADDRESS/LOCATION

1786, 1788, 1790 New River Inlet Road  
(L4B SHIP WATCH VILLAS) Tax Map # 779E-4.1

## BRIEF SUMMARY OF REQUEST

Pursuant to § 2.06.05 (A), Clear Water Way Re LLC/Jim Magill is seeking a special use permit <sup>1</sup> to construct 3 4BR townhouse units and swimming pool per Special Use Plan for Clear Water Way RE LLC dated 2/22/2021 by Charles F. Riggs & Associates, Inc..<sup>2</sup>



Source: Special Use Plan for Clear Water Way RE LLC dated 2/22/2021 by Charles F. Riggs & Associates, Inc.

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
R-8 <sup>3</sup>	Vacant	NW: R-20 OC Beach Access 1 NE: R-8 VAC> SUP-20-5 TH SE: Atlantic Ocean SW: R-8 Shipwatch Villas TH	None	.499 acres 21,755 Sq. Ft.

COMPATIBILITY WITH COMPREHENSIVE PLAN	PROPERTY HISTORY
CAMA LUP: Future Land Use Map classifies the property as High Density Residential	Shipwatch Villas Lot 4 division was approved as an Exception on 11/16/20 and recorded in MB 79 P 76. <sup>4</sup> SUP-20-05 was reviewed by the PB on 9/10/20 and approved by the BOA on 10/1/20. The property is within CBRS L06 and is not eligible for federal flood insurance. The property is within the AE Special Hazard Flood Zone, Base Flood Elevation 11 feet, FIRM 3720429800K effective 6/19/2020. Ocean Hazard Area of Environmental Concern.
COMPATIBILITY WITH THE UDO	
Proposed lot meets the minimum dimensional requirements 3-unit townhomes in R-8 zoning district (i.e., 8,000 sq. ft. plus 8,000 sq. ft. for each unit over 2. See Response to Standards for § 4.03.03.	

TECHNICAL REVIEW COMMITTEE<sup>5</sup>

- JOEMC<sup>A</sup> pole on right front corner of property will be relocated to property line. No other issues.
- NCDENR<sup>B</sup> This proposal will require a CAMA Minor Permit.
- NCDOT<sup>C</sup> they will need to submit for a NCDOT commercial driveway permit. Contact R/W Office at 910-342-2100 for ROW width on site plan.
- NTBFD<sup>D</sup> need something showing that it can support the fire code of 75,000 LBS. See R to S § 4.03.01 (C) (11). Requires hydrant.
- OCGIS<sup>E</sup> If the 3 units are going to be set up separately, we will need bearings for those units.
- ONWASA<sup>F</sup> The older units were served by several 2" water mains with services. If the same is to be done for these units, it will require permitting from NCDEQ Public Water Supply. Alternately, individual taps may be made and services bored across the road.

The engineer should contact Wynne Ray for additional information.

- PLURIS<sup>G</sup> can use two 6" lateral taps into the 10" gravity main. No NCDENR permit is required. Good to go after fees are paid.

## 3/11/ 2021 PLANNING BOARD UNANIMOUS RECOMMENDATION

 APPROVE APPROVE WITH CONDITIONS: DENY

**I. Findings:** In granting the permit, the Board of Aldermen *shall* make a written decision that identifies the key facts of the case and applies these facts to the following standards. The Board must find that all of these conditions exist, or the application will be denied.

*A. The use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare;*

**Statement by Planning Director:**

Application meets the minimum dimensional requirements 3-unit townhomes in R-8 zoning district (i.e., 8,000 sq. ft. plus 8,000 sq. ft. for each unit over 2, i.e., 16,000 sq ft for 3 townhouses), as required by UDO § 4.03.03 (A) and Table 5-1.

§ 4.03.01 (C):

(10) Proposed water system and firefighting facilities such as **hydrants** or sprinkler connections;

(11) Types of surfacing, slope, grade and cross section of drives, sidewalks and the like (private streets shall be designed to assure proper access and turn around for service and emergency vehicles);

(13) Landscaping and screening: a landscaping plan showing buffers between any residential districts as well as perimeter landscaping for the development. Also, location and **heights** of all **fences** and walls;

(14) Lighting plan: all lighting shall be directed away from residentially zoned areas. The location and **height** of all lighting shall be shown;

(15) All plans showing utility construction details must meet the current specifications of the town;  
 See TRC comments by JOEMC, ONWASA, PLURIS

(16) Size and proposed location of any signs along the public street; **none proposed.**

(19) No declaration and plan shall be recorded until all final boundary descriptions have been added to the plan and approved by the Zoning Administrator.

(D) *Timing.* Proposed schedule of development likely to be followed.

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*B. The use or development complies with all required regulations and standards of this ordinance and with all other applicable regulations;*

**Statement by Planning Director:**

In addition to response A. above, CAMA LUP Future Land Use Map classifies the property as High Density Residential.

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*C. The use or development conforms to the plans for the land use and development of Town of North Topsail Beach as embodied in this Zoning Ordinance and in the Town of North Topsail Beach CAMA Land Use Plan.*

**Statement by Planning Director:**

Refer to response A and B on page 2.

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## § 4.02 PERMITTED AND SPECIAL USES.

Permitted and special uses for each of the zoning districts and cross-references to use-specific standards are listed in blank space or are not listed. Italicized terms are defined in Article 11.

<i>Use</i>	<i>MHR</i>	<i>R5</i>	<i>R8</i>	<i>R10</i>	<i>R15</i>	<i>R20</i>	<i>RA</i>	<i>COND</i>	<i>B1</i>	<i>B2</i>	<i>Use Specific Standard</i>
Townhouse	S	S	S	S							<a href="#">4.03.03</a>

<i>Zoning District</i>	<i>Minimum Lot Size</i>	<i>Front Yard Setback</i>	<i>Lot Width</i>	<i>Side Yard Setback</i>	<i>Side Yard on Corner</i>	<i>Rear Yard Setback</i>	<i>Building Height</i>	<i>Maximum Lot Coverage</i>
R-8 Single-family	8,000 sq. ft.	20'	50'	8'	15'	10'	48'	30%
Multi-family	plus 8,000 sq. ft. for each unit over 2	20'	50'	8'	15'	10'	48'	30%

### § 4.03.03 TOWNHOUSE DEVELOPMENT.

In a townhouse development a group of adjoining self-contained units share common walls (either two one-hour fire walls or one two-hour fire wall) with the adjacent units, but stand on individual lots. Owners have title to the unit and lot that they occupy and a fractional interest in the building exteriors and common areas which generally contain drives, walks and open space.

(A) Density. See Table 5-1, Dimensional Requirements for square footage requirements applicable to each zoning district where condominium developments are permitted.

(B) Submission requirements. See § 4.03.01, Condominium Development (above). Submission requirements to obtain a special use permit for a townhouse development are the same as for condominium developments although the form of ownership and structural requirements are different.

(Ord. passed 11-2-2011)

### § 4.03.01 CONDOMINIUM DEVELOPMENT.

(A) Generally. In a condominium development, individual owners hold title to the interior of their unit and all owners own the common areas of buildings and property together. The following information must be adhered to and submitted in order to have an application for a special use permit considered by the Board of Aldermen.

(B) Density. See Table 5-1, Dimensional Requirements for square footage requirements applicable to each zoning district where condominium developments are permitted.

(C) Development plan. A plan of the proposed development shall be submitted containing the following elements:

(1) Approval of NTBFD The unit designation of each unit and a statement of its location, approximate area, number of rooms and immediate common area to which it has access and any other data necessary for its proper identification;

(2) Meet maximum impervious surface limit. Description of the general common areas and facilities as defined in the North Carolina Unit Ownership Act, being G.S. Ch. 47A and the proportionate interest of each unit owner therein;

(3) Require central sewer and central water. Location and amount of open space and recreation area which shall be a minimum of 10% of the area of the development minus any undevelopable land;

(4) Description of all boundary lines between portions of the structures designed for different ownership;

(5) Description of all garages, balconies, patios and the like, which form a part of each unit;

(6) Description of any special common areas and facilities stating what units shall share the same and in what proportion;

(7) Proposed provision for storm drainage and sanitary sewer, approved by a state certified registered engineer;

(8) Public or private easements or rights-of-way adjoining or intersecting the property;

(9) Proposed solid waste storage facilities and description of screening;

(10) Proposed water system and firefighting facilities such as hydrants or sprinkler connections;

(11) Types of surfacing, slope, grade and cross section of drives, sidewalks and the like (private streets shall be designed to assure proper access and turn around for service and emergency vehicles);

(12) The location and amount of parking spaces pursuant to Table 6-5, Parking Requirements;

(13) Landscaping and screening: a landscaping plan showing buffers between any residential districts as well as perimeter landscaping for the development. Also, location and heights of all fences and walls;

(14) Lighting plan: all lighting shall be directed away from residentially zoned areas. The location and height of all lighting shall be shown;

(15) All plans showing utility construction details must meet the current specifications of the town;

(16) Size and proposed location of any signs along the public street;

(17) All existing buildings and structures within 100 feet;

(18) Setbacks from public street rights-of-way shall be the same as required by the zoning district where the development is located; and

(19) No declaration and plan shall be recorded until all final boundary descriptions have been added to the plan and approved by the Zoning Administrator.

(D) Timing. Proposed schedule of development likely to be followed.

(E) Legal documentation. The applicant shall submit the following documents which shall be reviewed by the Zoning Administrator and approved by the Board of Aldermen before the final plat is recorded with the Register of Deeds.

(1) Declaration of covenants, conditions and restrictions. This declaration shall be a complete legal document establishing a unit ownership development as prescribed in the North Carolina Unit Ownership Act. It shall also contain proposed restrictions and covenants for the common area and residential sites. No unit shall be conveyed until the declaration and plan have been reviewed by the

Planning Director and approved by the Board of Aldermen and recorded in the Office of the County Register of Deeds along with the final plat.

(2) Articles of incorporation of homeowners association.

(a) Before the final plat is recorded, the developer shall submit a copy of the articles of incorporation of the homeowners association, along with evidence that the articles have been filed and approved by the Secretary of State. The articles shall require membership in the association for each original purchaser and each successive purchaser of a residential site or unit. The articles shall also provide for control of the development by the homeowners association when over 50% of the dwelling units are sold.

(b) The homeowners association shall be responsible for payment of premiums for liability insurance, local taxes, maintenance for recreational and other facilities located on the common areas, payment of assessments for public and private capital improvements made to or for the benefit of the common areas, maintenance and repair to the exterior of all attached residences located within the development or other common area facilities. The homeowners association shall be empowered to assess owners of residential sites within the development for the payment of these expenditures, and any such assessment not paid by the owner shall constitute a lien on the residence of the owner.

(c) It shall be further provided that upon default by the homeowners association in the payment to the governmental authority of any ad valorem taxes levied against the common areas or assessments for a period of six months, then each owner of a residential site in the development shall become obligated to pay to the taxing or assessing governmental authority a portion of such taxes or assessments in an amount determined by dividing the total taxes and/or assessments due to the governmental authority by the total number of residential sites in the development. If the sum is not paid by the owner within 30 days following receipt of notice of the amount due, then the sum shall become a continuing lien on the residence of the then owner, his or her heirs, governmental authority may either bring an action at law against the owner obligated to pay the same or may elect to foreclose the lien against the residence of the owner.

(3) Bylaws of homeowners association. The bylaws of the homeowners association shall provide for annual meetings, election of officers, an annual budget showing monthly assessments set at a sufficient level to insure success of the association, and an annual financial accounting distributed to all members.

(Ord. passed 11-2-2011)

EXHIBITS

	PAGE
<sup>1</sup> Application.....	6-9
<sup>2</sup> Special Use Plan for Clear Water Way RE LLC by Charles F. Riggs & Associates, Inc. dated 2/22/2021.....	11
<sup>3</sup> Onslow County GIS 2018 Pictometry with Zoning Layer.....	12
<sup>4</sup> Shipwatch Villas Lot 4 division (MB 79 P 76).....	13
Technical Review Committee	
<sup>5A</sup> Jones Onslow EMC.....	14
<sup>5B</sup> North Carolina Division of Coastal Management.....	15
<sup>5C</sup> North Carolina Department of Transportation.....	16
<sup>5D</sup> North Topsail Beach Fire Department.....	17-18
<sup>5E</sup> Onslow County GIS.....	19
<sup>5F</sup> ONWASA.....	20
<sup>5G</sup> PLURIS.....	21



**Town of North Topsail Beach**  
**SPECIAL USE PERMIT (SUP) APPLICATION**  
 (A Pre-submittal conference must be held prior to submission)

**Tracking Information (Staff Only)**

Case Number:	Date/Time received:	Application verified by:
\$350 non-refundable filing fee & \$150 deposit subject to Cancellation Policy*	Check #:	Receipt #:
Deadline for Legal Ad:	Scheduled for Planning Board on:	at 6:30 p.m.
Deadline for Legal Ad:	Scheduled for Board of Aldermen on:	at 6:30 p.m.

**About the Application**

**ONLY COMPLETE APPLICATIONS CAN BE ACCEPTED**

Only the Special Uses, as specified in the various districts (reference: UDO Table 4-1 Use Table), may be permitted after review by the Planning Board and approval by the Board of Aldermen.

**Submittal:** Applications are due by noon on the submittal deadline date. Deadlines are discussed at the pre-submittal meeting. Applications should be submitted in-person, and fees are due at time of submittal.

The application is a form of written testimony, and used both to show how Ordinance considerations are addressed and to provide evidence that the required findings for approval can be made. In addition to the application materials, the applicant may provide any other written, drawn or photographed material to support his/her request and as permitted by the Planning Board and/or Board of Aldermen, as applicable. Any such additional material submitted will become part of the application, and as such cannot be returned.

Attendance at the hearing is required. Applicants may represent themselves or may be represented by someone appropriate for quasi-judicial public hearings. The applicant has the **burden of proof** and must provide sufficient evidence in order for the required findings to be made. The public hearing will allow the applicant, proponents, opponents and anyone else the opportunity to testify in regards to the request. An application may be approved, approved with conditions, continued for more information, or denied.

**Contact Information:** If you have any questions, please contact the Planning Director at (910) 328-1349 ext. 27 between 8:00 a.m. and 5:00 p.m. on weekdays or email at [dhill@ntbnc.org](mailto:dhill@ntbnc.org).

**\*Cancellation Policy:** All cancellations must be received at least 48 hours before the start of the Public Hearing and refunds are subject to a \$150 cancellation fee. Cancellations must be received in writing by e-mail ([kate@ntbnc.org](mailto:kate@ntbnc.org)), fax (910-328-4508 ATTN: Kate Winzler), or by U.S. mail (2008 LOGGERHEAD CT, N TOPSAIL BEACH NC 28460-9286 - ATTN: Kate Winzler.) No refunds will be made for requests received after that time. Please allow two weeks for processing.

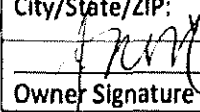
Application Requirements	Applicant Initials	Staff Initials
Pre-submittal meeting		
Filing fee		
SITE PLAN or PLOT PLAN, as determined at the pre-submittal meeting.		
Completed application and responses: ORIGINAL signatures required.		
Any additional supporting documents		




Case # \_\_\_\_\_

Property Information	
Site Address:	Parcel #: 779E-4. 1
Zoning District(s): R-8	Plat Book/Page #: 79/76
Overlay District(s):	Date Plat Filed: 11/16/2020
Current Use: Undeveloped	Deed Book/Page #: 5338/629 - 631
Flood Zone: AE	Date Deed Recorded: 12/15/2020

**Property Owner: The application must either be signed by the property owner or a written, signed statement must be provided by the property owner giving consent to the request.**

Name(s): Clear Water Way RE, LLC	
Contact Person: Jim Magill	Telephone: (917) 588-0302
Address: 1121 Military Cutoff Rd; Ste C #336	Fax:
City/State/ZIP: Wilmington, NC 28405	Email: islandhomeowners@outlook.com
Owner Signature: 	Date: 1/21/21

Applicant	
Name(s): Clear Water Way RE, LLC	
Contact Person: Jim McGill	Telephone: (917) 588-0302
Address: 1121 Military Cutoff Rd.; Ste C #336	Fax:
City/State/ZIP: Wilmington, NC 28405	Email: islandhomeowners@outlook.com
I certify that all of the information presented by me in this application is accurate to the best of my knowledge, information, and belief.	
Applicant Signature: 	Date: 1/21/21

Agent (if different than applicant)	
Name: Charles F. Riggs & Associates Inc.	
Contact Person: C. Riggs	Telephone: 910 455 0877
Address:	Fax:
City/State/ZIP:	Email:

Case # 21-01

**Complete and respond to the following with an attachment (suggested) or in the space provided:**

Applicant's Name: I, \_\_\_\_\_, do hereby petition the Town of North Topsail Beach for a SPECIAL USE permit to allow the following:

- I. **Findings:** In granting the permit, the Board of Aldermen *shall* make a written decision that identifies the key facts of the case and applies these facts to the following standards. The Board must find that all of these conditions exist, or the application will be denied.
- A. *The use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare; Statement by Applicant:*  
This site is zoned R-8. The adjoining property on the west is zoned R-8 with existing townhomes, to the East is zoned R-8 with approved proposed townhomes, to the North (across New River Inlet Rd) are existing Townhomes zoned R-8 and O.C. Public Area zoned R-20.
- B. *The use or development complies with all required regulations and standards of this Ordinance and with all other applicable regulations; Statement by Applicant:*  
Proposal for this site shows 3 Townhomes with parking area & parking under the units. The proposed plan complies with the regulations and standards of North Topsail beach.
- C. *The use or development conforms to the plans for the land use and development of Town of North Topsail Beach as embodied in this Zoning Ordinance and in the Town of North Topsail Beach CAMA Land Use Plan. Statement by Applicant:*  
CAMA Land Use Plan identifies the site and adjoining properties as high Density Residential. The zoning for this site is R-8 zone the proposed townhouse plan meets both the CAMA Land Use and Zoning Requirements.

Case # 21-01

**Read and sign below:**

**General provisions (reference UDO Sec. 2.06.04 Special Use Permits).**

- A. **Additional Conditions:** In granting the Special Use Permit, the Board may designate additional conditions that will, in its opinion, assure that the use in its proposed location will be harmonious with the area in which it is proposed to be located, is within the spirit of this Ordinance and clearly in keeping with the public welfare. All such additional conditions shall be entered into the minutes of the meeting, at which the Special Use Permit is granted, on the Special Use Permit itself and on the approved plans. The Special Use Permit and any other specific conditions shall run with the land and shall be binding on the original applicants, their heirs, successors and assigns.
- B. **Denial:** If the specified board denies a request for a Special Use permit, it shall enter the reasons for its action in the minutes of the meeting at which the action was taken. A letter signed by the Zoning Administrator is mailed to the applicant identifying the reasons for denial.
- C. **Approvals and copies:** Upon approval of the request for a Special Use Permit, a copy of the plan shall be dated and signed by the Zoning Administrator, denoting Town approval. One (1) copy shall be returned to the applicant.
- D. **Appeal of Decision:** Appeal may be taken from the action of the Board of Aldermen in granting or denying a Special Use Permit through Superior Court of Onslow County. Any petition for review shall be filed with the Clerk of Superior Court within 30 days after a decision of the board is filed in the office of the Town Clerk, or after a written copy of the decision is delivered to every aggrieved party who has filed a written request for such copy with the clerk at the time of the hearing of the case, whichever is later. The decision of the authorized board shall be delivered to the aggrieved party either by personal service or by registered mail or certified mail return receipt requested.
- E. **Failure to Comply with Plans or Conditions:** In the event of failure to comply with the plans approved by the Board of Aldermen or with any other conditions imposed upon the Special Use Permit, the permit shall thereupon immediately become void and of no effect. No building permits for further construction or certificates of occupancy under this Special Use Permit shall be issued, and all completed structures shall be regarded as nonconforming uses subject to the provisions of this Ordinance; provided, however, that the Board of Aldermen shall not be prevented from thereafter rezoning said property for its most appropriate use.

  
 \_\_\_\_\_  
 Applicant Signature

1 | 21 | 21  
 \_\_\_\_\_  
 Date

**NORTH CAROLINA GENERAL WARRANTY DEED**

Excise Tax \$604.00

Recording Time, Book and Page set forth above

This instrument prepared by: Gaylor Edwards & Vatcher, P.A., Licensed North Carolina Attorneys

Tax Parcel ID No(s): portion of 042801

Brief description for index: Lot 4B, 0.55 acre, Ship Watch Villas, Map Bk 79, Pg 76

The hereinafter described property \_\_\_\_\_ does xx does not include the primary residence of Grantor.

THIS DEED made this 9 day of December, 2020 by and between:

**GRANTOR:**

**GRANTEE:**

CAPITAL ASSET TOPSAIL  
DEVELOPMENT, LLC, a North  
Carolina limited liability company

CLEAR WATER WAY RE LLC, a  
Delaware limited liability company

*Mailing address:*  
1121 Military Cutoff Road, Suite C#336  
Wilmington, NC 28405

*Mailing address:*  
1121 Military Cutoff Road, Suite C#336  
Wilmington, NC 28405

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors and assigns and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt and sufficiency of which is hereby acknowledged, has and by these presents does grant, bargain, sell, and convey unto the Grantee, in fee simple, all that/those certain tract(s), lot(s) or parcel(s) of land, situated in Stump Sound Township, Onslow County, North Carolina and more particularly described as follows:

Being all of Lot 4B, containing 0.55 acre, as shown and described on a map entitled, "Division Map, Ship Watch Villas Lot 4," dated 10-26-2020, prepared by Parker & Associates, Inc. and recorded in Map Book 79, Page 76, Cabinet O, in the Office of the Register of Deeds of Onslow County, North Carolina.

J:\WPDOCS\GEVFORM\DEEDS\CAPITAL ASSET TOPSAIL DEV'T\_CLEAR WATER WAY RE.wpd

Submitted electronically by "Gaylor Edwards Vatcher LawFirm"  
in compliance with North Carolina statutes governing recordable documents  
and the terms of the submitter agreement with the Onslow County Register of Deeds.

I, CHARLES FRANCIS RIGGS, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY AS SHOWN HEREON IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA. THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS: 1:10,000±

CHARLES FRANCIS RIGGS P.L.S. L-2981

THIS IS TO CERTIFY THAT THE SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE "A" & "V" WHICH IS A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND THE NATIONAL FLOOD INSURANCE PROGRAM. COMMUNITY PANEL NUMBER 370466 3720428800K, JUNE 19, 2020

THIS PROPERTY IS NOT COVERED BY FEDERAL FLOOD INSURANCE AS OF 10-01-83

**UNITS A & C (EACH UNIT)**

GROUND (CONDITIONED): 87 Sq.Ft.  
FIRST FLOOR: 772 Sq.Ft.  
SECOND FLOOR: 772 Sq.Ft.  
TOTAL FLOOR AREA: 1631 Sq.Ft.

**UNIT B**

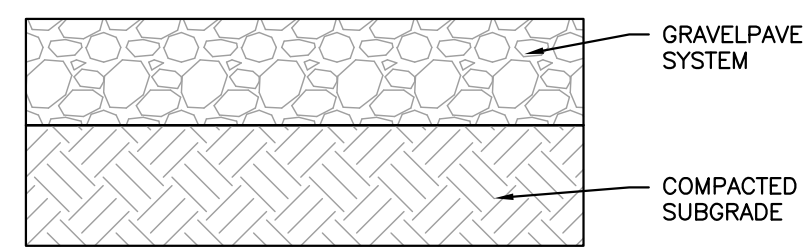
GROUND (CONDITIONED): 87 Sq.Ft.  
FIRST FLOOR: 780 Sq.Ft.  
SECOND FLOOR: 780 Sq.Ft.  
TOTAL FLOOR AREA: 1647 Sq.Ft.  
TOTAL STRUCTURE FLOOR AREA: 4909 Sq.Ft.

NUMBER OF BEDROOMS: 4 EACH UNIT  
REQUIRED PARKING: 4 SPACES EACH UNIT

PROPOSED DWELLING IS TWO STORY TOWNHOUSE ON PILINGS OVER CONCRETE SLAB PARTIALLY ENCLOSED BELOW FOR ENTRY, STORAGE & GARAGE

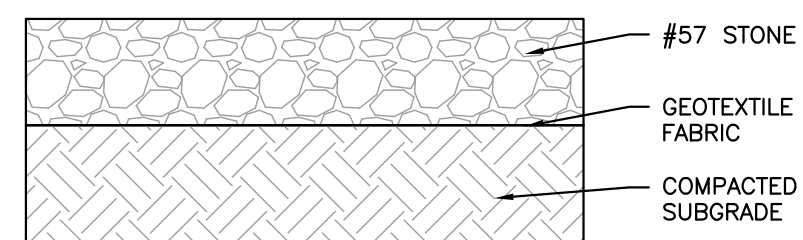
TOTAL AREA: 21755 Sq.Ft. 0.499 ACRES  
PROPOSED LAND DISTURBANCE: 8495 Sq.Ft. 0.195 ACRES  
PROPOSED IMPERVIOUS SURFACE: 3200 Sq.Ft.  
PROPOSED IMPERVIOUS SURFACE PERCENTAGE: 14.7% (30% ALLOWED)  
PROPOSED OPEN SPACE & RECREATION AREA: 8485 Sq.Ft. (56.4%)  
TOTAL NUMBER OF UNITS: 3

PROPOSED MAXIMUM BUILDING HEIGHT: 42.3' (48' ALLOWED)  
PROPOSED INDIVIDUAL ONWASA WATER SERVICE FOR EACH UNIT  
PROPOSED INDIVIDUAL PLURIS SEWER SERVICE FOR EACH UNIT  
SOLID WASTE DISPOSAL WILL BE INDIVIDUAL OFF STREET PICK UP  
PROPOSED SIGN WILL NOT EXCEED 10 Sq.Ft. IN AREA OR 6' IN HEIGHT  
PROPERTY RESTS WITHIN OCEAN HAZARD AREA (AREA OF ENVIRONMENTAL CONCERN)  
PROJECT IS PROPOSED LOW DENSITY THEREFORE A STORMWATER PLAN IS NOT REQUIRED. ALL STORMWATER TO SHEET FLOW THROUGH PROPERTY.  
PROJECT TO COMMENCE CONSTRUCTION SPRING OF 2021  
HOA TO BE CREATED AND RESPONSIBLE FOR ALL COMMON AREAS  
OUTDOOR LIGHTING WILL BE ACCOMPLISHED BY LOW VOLTAGE WATTAGE, AND USE OF FULL CUTOFF FIXTURES, LOCATION AND HEIGHT OF LUMINAIRES. THE LIGHTING SHALL NOT ILLUMINATE ANY PART OF THE DUNE AREA OR PUBLIC BEACH AREA.



NOTE:  
1. ALL FILL TO BE COMPACTED PER NCDOT SPECIFICATIONS.

**GRAVEL PAVE2 DRIVE DETAIL**  
NOT TO SCALE



NOTE:  
1. ALL FILL TO BE COMPACTED PER NCDOT SPECIFICATIONS.

**GRAVEL PARKING DETAIL**  
NOT TO SCALE

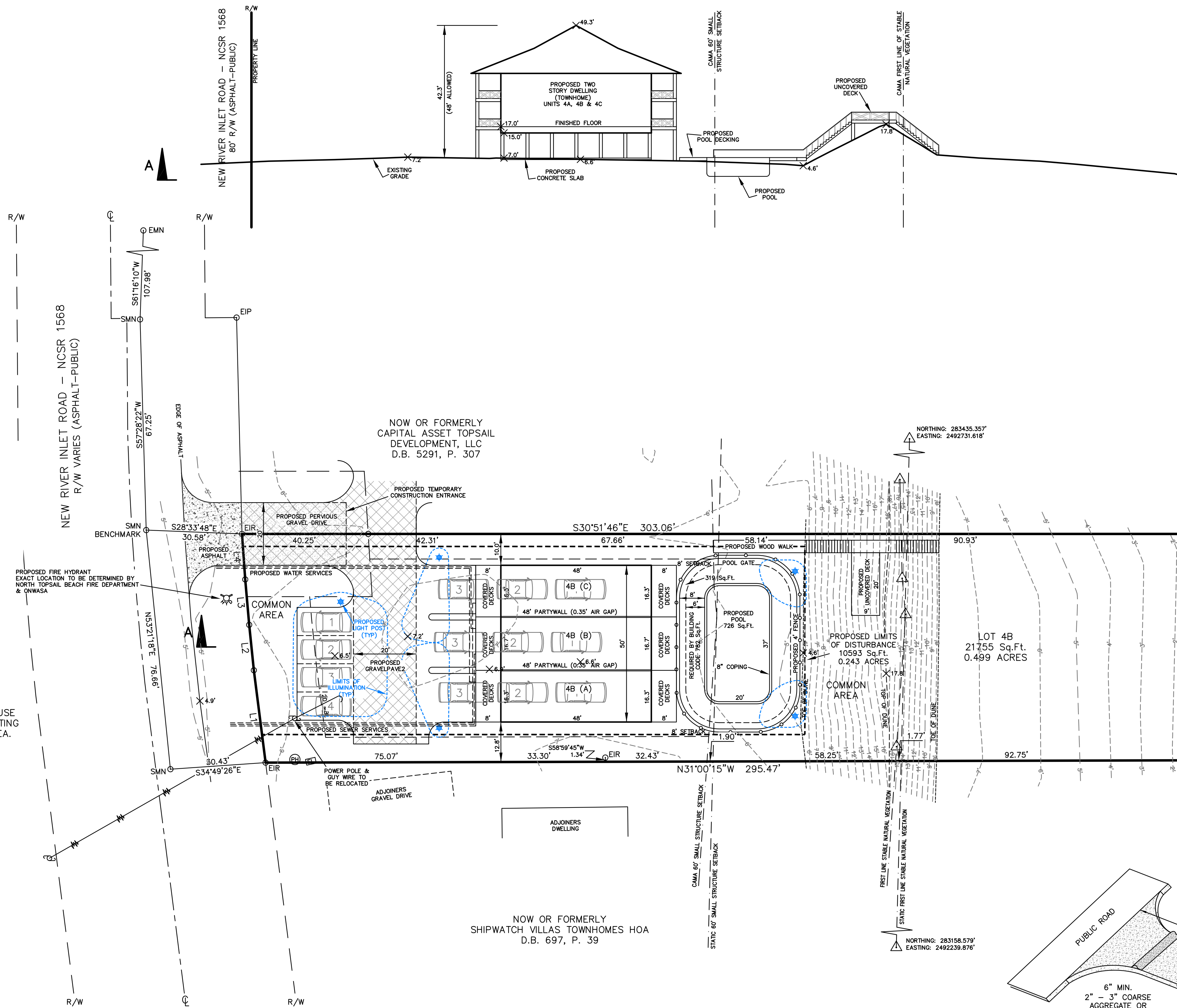
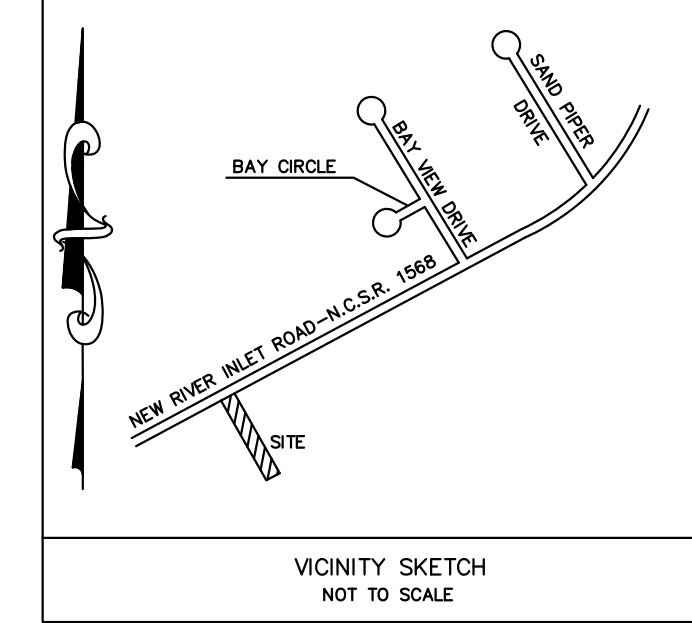
NOTE  
ALL WATER & SEWER ILLUSTRATED AS SERVICES ANY WATER OR SEWER OTHER THAN SERVICES MUST BE ENGINEERED

**NOTE**  
PARKING REQUIRED: 2 SPACES PER DWELLING WITH FEWER THAN 3 ROOMS, PLUS ONE PER ROOM FOR EACH ADDITIONAL ROOM (EXCLUDING KITCHEN, DINING OR LIVING ROOM)  
TOTAL PROPOSED PARKING: 12 SPACES FOR UNITS  
1 OVERFLOW SPACE  
13 TOTAL PARKING SPACES

**NOTE**  
PROPOSED DWELLINGS WITHOUT EAVES = 3200 Sq.Ft.  
PROPOSED POOL COPING = 77 Sq.Ft.  
PROPOSED PERVIOUS DRIVE = 0 Sq.Ft.  
PROPOSED TOTAL IMPERVIOUS SURFACE = 3277 Sq.Ft.  
TOTAL LOT AREA = 21755 Sq.Ft.  
PROPOSED IMPERVIOUS AREA = 15.1%  
MAXIMUM NORTH TOPSAIL BEACH ALLOWABLE IMPERVIOUS SURFACE = 30% (6526 Sq.Ft.)

**OPEN SPACE & RECREATION AREA**  
OPEN SPACE & RECREATION AREA (NO BUILDINGS OR DRIVE/PARKING) = 8485 Sq.Ft.  
DEVELOPABLE LAND (FROM R/W TO FLSNV) = 15047 Sq.Ft.  
PROPOSED OPEN SPACE & RECREATION AREA = 56.4%

**DENSITY REQUIRED**  
2 UNITS = 8000 Sq.Ft.  
1 UNITS x 5000 Sq.Ft = 8000 Sq.Ft.  
3 UNITS TOTAL = 16000 Sq.Ft. REQUIRED  
EXISTING AREA = 21755 Sq.Ft.



**LINE TABLE**

LINE #	LENGTH	DIRECTION
L1	29.70'	N51°53'11"E
L2	14.56'	N53°15'43"E
L3	14.54'	N54°10'24"E
L4	14.55'	N55°05'02"E

**NOTE**  
BENCHMARK: SMN  
NORTHING: 283504.62'  
EASTING: 2492537.67'  
ELEVATION: 5.21'  
HORIZONTAL DATUM: NAD 83 (2011)  
VERTICAL DATUM: NAVD 83  
COMBINED FACTOR: 0.99997784  
HORIZONTAL & VERTICAL DATUM OBTAINED WITH TOPCON GRS USING N.C. GEODETIC CONTINUOUS OPERATING REFERENCE STATIONS

**ZONED P-8 ZONING SETBACKS**  
FRONT = 20'  
REAR = 10'  
SIDE = 8'

**OWNERS**  
CLEAR WATER WAY RE LLC

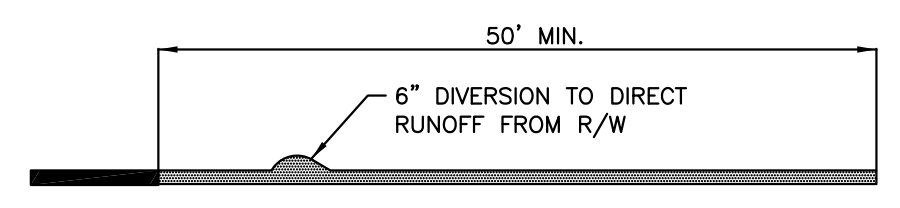
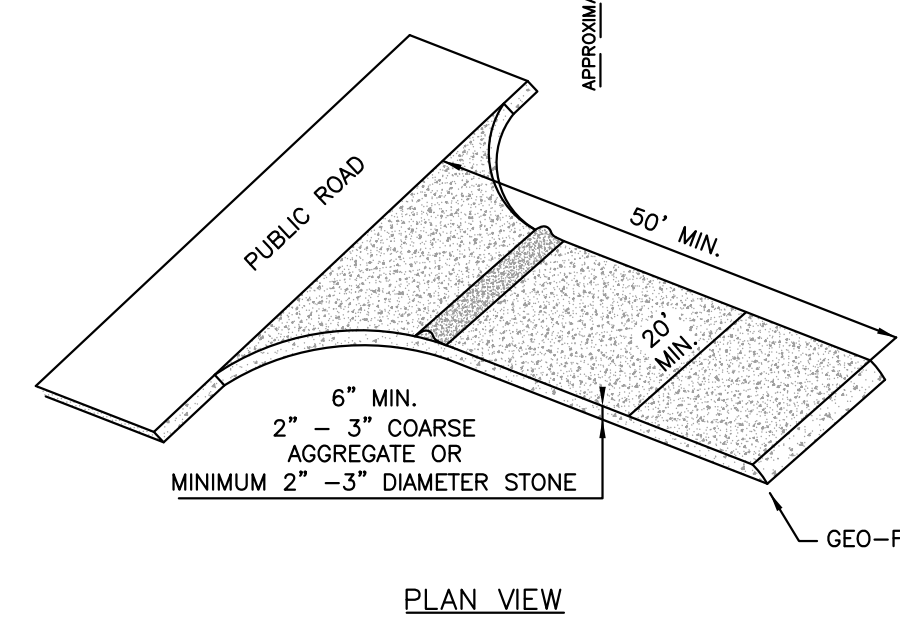
**TITLE SOURCE**  
D.B. 5338, P. 629

**TAX MAP #**  
779E-4.1

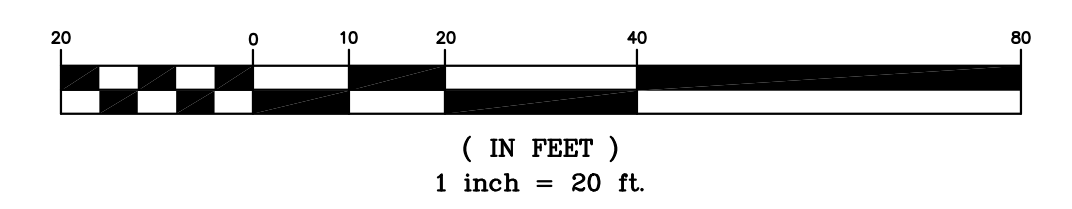
**REFERENCES**  
D.B. 639, P. 243  
D.B. 5291, P. 307  
D.B. 5338, P. 629  
M.B. 22, P. 57  
M.B. 79, P. 76

ALL POINTS NON MONUMENTED UNLESS OTHERWISE NOTED

- LEGEND**
- CC = CONTROL CORNER
  - ECM = EXISTING CONCRETE MONUMENT (FOUND)(CONTROL CORNER)
  - EIP = EXISTING IRON PIPE (FOUND)
  - EIR = EXISTING IRON ROD (FOUND)
  - EMN = EXISTING MAGNETIC NAIL (FOUND)(CONTROL CORNER)
  - EPK = EXISTING PARKER-KALON NAIL (FOUND)(CONTROL CORNER)
  - ERRS = EXISTING RAILROAD SPIKE (FOUND)
  - MEL = MINIMUM BUILDING LINE
  - NMP = NON MONUMENTED POINT
  - R/W = RIGHT OF WAY
  - SOM = SET CONCRETE MONUMENT (CONTROL CORNER)
  - SIP = SET IRON PIPE
  - SIR = SET IRON ROD
  - SMN = SET MAGNETIC NAIL (CONTROL CORNER)
  - SPK = SET PARKER-KALON NAIL (CONTROL CORNER)
  - CL = CENTERLINE
  - WM = WATER METER
  - WH = WATER VALVE
  - FSM = FIRE HYDRANT
  - SSM = SANITARY SEWER MANHOLE
  - CO = CLEAN OUT
  - TP = TELEPHONE PEDESTAL
  - TV = TELEVISION PEDESTAL
  - FOCM = FIBER OPTIC CABLE MARKER
  - LP = LIGHT POLE
  - PP = POWER POLE
  - GW = GUY WIRE
  - PL = POWER LINE
  - ET = ELECTRIC TRANSFORMER
  - ES = EXISTING SPOT ELEVATION



**TEMPORARY CONSTRUCTION ENTRANCE**  
NOT TO SCALE



ACTUAL FIELD SURVEY DATE: FEBRUARY 17, 2021  
MAPPING DATE: MARCH 8, 2021  
FIELD BOOK: 1178, PAGE: 1  
PROJECT NUMBER: 21-02-23

**CHARLES F. RIGGS & ASSOCIATES, INC. (C-730)**  
LAND SURVEYING - CONVENTIONAL & GLOBAL POSITIONING SYSTEMS, LAND PLANNING & COMPUTER MAPPING

502 NEW BRIDGE STREET  
P.O. BOX 1570  
JACKSONVILLE, NC 28540-1570  
TELEPHONE: (910) 455-0877  
E-MAIL: riggsland@riggslandnc.com

LANDFALL EXECUTIVE SUITES  
1213 CULBRETH DRIVE  
WILMINGTON, NC 28405  
TELEPHONE: (910) 681-7444

**SPECIAL USE PLAN FOR CLEAR WATER WAY RE LLC**

UNITS A, B & C  
LOT 4B, SHIP WATCH VILLAS, M.B. 79, P. 76  
STUMP SOUND TOWNSHIP, ONSLOW COUNTY, NORTH CAROLINA  
CLEAR WATER WAY RE LLC, OWNER, D.B. 5338, P. 629  
NEW RIVER INLET ROAD

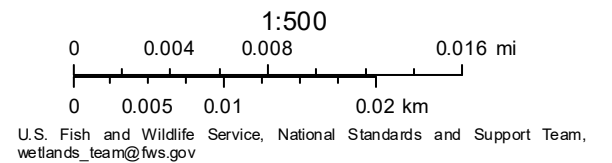
PRELIMINARY PLAT  
NOT FOR RECORDATION,  
CONVEYANCES OR SALES

S:\2021\21-02-23 Clear Water Way Re LLC (48)\CAD\Drawings\21-02-23.dwg - Monday, March 08, 2021 11:14:34 AM

# SUP 21 01 OC GIS AERIAL W 2018 PIC & ZONING LAYER

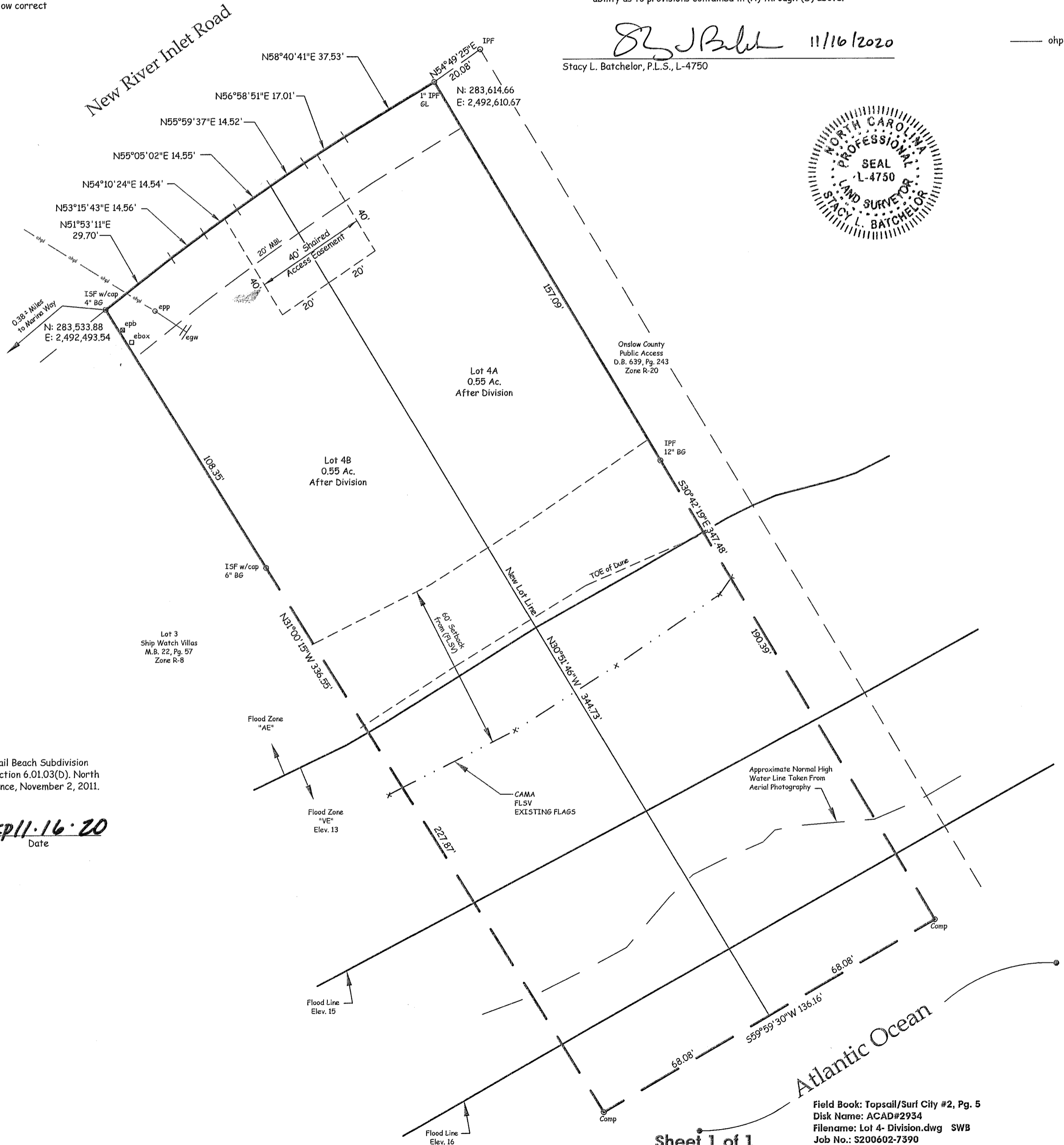


February 11, 2021



NOTES:

- Setbacks:
  - Front = 20'
  - Side Yard = 8'
  - Rear = 10'
  - Side Street = 15'
- All distances are horizontal ground, U.S. survey feet.
- All acreage calculated by coordinates.
- No Register of Deed search done by or furnished to surveyor regarding deed or covenant restrictions.
- The existence of utilities may imply the existence of an easement.
- The GPS portion of the boundary control work was performed to third order, Class I, FGCC specifications. The coordinates were obtained by Real Time Kinematic Differential GPS Observations using Trimble Survey Grade 5800 GPS Unit, NCGS RTK Network Adjustments to NC Grid NAD' 83, (2011).
- Flood lines drawn from a best fit of an electronic overlay of the digital flood map FIRM CPN 370366 4298 K (Town of North Topsail Beach) Effective June 19, 2020.
- Setbacks are subject to change and should follow correct zoning setbacks requirements.



I, Stacy L. Batchelor, Professional Land Surveyor L-4750, certify to one of the following as indicated:

- A. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.
- B. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.
- C. Any one of the following:
  - That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street.
  - That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse.
  - That the survey is a control survey.
  - That the survey is of a proposed easement for a public utility as defined in G.S. 62-3.
- D. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption or exception to the definition of subdivision.
- E. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (A) through (D) above.

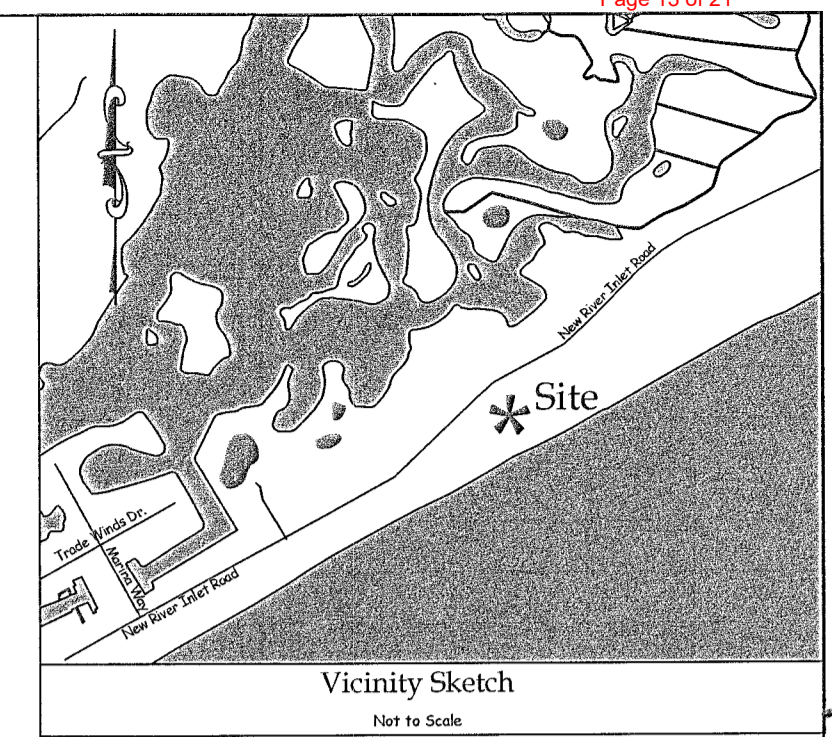
*Stacy L. Batchelor* 11/16/2020  
 Stacy L. Batchelor, P.L.S., L-4750



Legend:

- BG - Below Ground
- Comp - Computed Point
- D.B. - Deed Book
- ebox - Existing Electric Box
- egw - Existing Guy Wire
- EOP - Edge of Pavement
- epp - Existing Phone Box
- ex - Existing
- FLSV - First Line Stable Vegetation
- GL - Ground Level
- inv. - Invert
- IPF - Iron Pipe Found
- ISF - Iron Stake Found
- M.B. - Map Book
- MBL - Minimum Building Line
- Pg. - Page
- R/W - Right-of-way

ohpl - Overhead Powerline



I, Stacy L. Batchelor, certify that this map was drawn under my supervision from an actual survey (Deed and Plat references as shown hereon), made under my supervision, completed in 6/3/2020, that the average relative positional precision is 0.1", that the boundaries not surveyed are shown as broken lines drawn from sources noted, that this map was prepared in accordance with G.S. 47-30 as amended, this map was prepared for recording purposes.

Witness my original signature, license number and seal this 16<sup>th</sup> day of NOVEMBER AD 2020.  
*Stacy L. Batchelor*  
 Stacy L. Batchelor, P.L.S., L-4750

NORTH CAROLINA.....ONSLow COUNTY  
 I, Julianne T. Baker  
 Review Officer of Onslow County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

*Julianne T. Baker* 11/16/20  
 Review Officer Date

NORTH CAROLINA.....ONSLow COUNTY  
 Doc ID: 015020930001 Type: CRP  
 Recorded: 11/16/2020 at 04:02:03 PM  
 Fee Amt: \$21.00 Page 1 of 1  
 Onslow County, NC  
 Rebecca L. Pollard Reg. of Deeds  
 BK 79 PG 76  
 Cabinet 0

*Rebecca L. Pollard* By *Debbie D. Little* (dep.)  
 Register of Deeds Onslow County

2 Tracts  
 1.1 Acres  
 Deed Ref: D.B. 643, Pg. 202  
 M.B. 22, Pg. 57  
 Zone R-8

DIVISION MAP

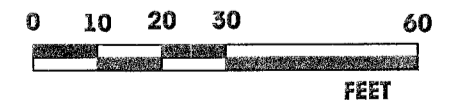
SHIP WATCH VILLAS LOT 4

Stump Sound Twp., Onslow Co., North Carolina

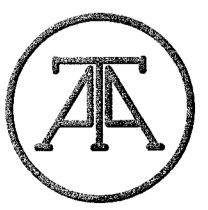
Owner: **Capital Asset Topsail Development, LLC**  
 1121 Military Cutoff Road, Suite C#336  
 Wilmington N.C. 28405  
 (910) 821-0060

DATE: 10-26-2020

SCALE: 1"=30'



**PARKER & ASSOCIATES, INC.**  
 Engineers - Surveyors - Planners  
 Jacksonville, North Carolina  
 P.O. Box 976 - 306 New Bridge Street - 28540  
 Phone (910) 455-2414 - www.ParkerJacksonville.com  
 N.C. Firm License Number: F-0108



Field Book: Topsail/Surf City #2, Pg. 5  
 Disk Name: ACAD#2934  
 Filename: Lot 4 - Division.dwg SWB  
 Job No.: S200602-7390

BK 79 PG 76

**From:** [Kenny Barber](#)  
**To:** [D Hill MPA AICP CFM CZO](#); [Brad Connell](#); [Chad Soward](#); [Chris Barbee \(wcbabee@ncdot.gov\)](#); [Jimmy Canady](#); [Patricia Pike@onslowcountync.gov](#); [Randy Hoffer](#); [Robert Lanier](#); [Wynne Ray](#)  
**Cc:** [Kate Winzler](#)  
**Subject:** RE: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Friday, February 5, 2021 3:41:10 PM

---

JOEMC pole on right front corner of property will be relocate to property line. No other issues.

Respectfully,

*Kenneth R. Barber  
Project Manager  
Jones-Onslow EMC  
1225 N.C. Hwy. 210  
Sneads Ferry, NC 28460  
910-330-1092 mobile  
910-577-6805 direct  
910-327-2470 fax  
kbarber@joemc.com*



---

**From:** D Hill MPA AICP CFM CZO <dhill@ntbnc.org>  
**Sent:** Thursday, February 4, 2021 12:54 PM  
**To:** Brad Connell <Brad.Connell@ncdenr.gov>; Chad Soward <csoward@ntbnc.org>; Chris Barbee (wcbabee@ncdot.gov) <wcbabee@ncdot.gov>; Jimmy Canady <jcanady@ntbnc.org>; Kenny Barber <KBarber@joemc.com>; Patricia\_Pike@onslowcountync.gov; Randy Hoffer <rhoffer@plurisusa.com>; Robert Lanier <RLanier@joemc.com>; Wynne Ray <WRay@onwasa.com>  
**Cc:** Kate Winzler <kate@ntbnc.org>  
**Subject:** FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

\*\*\*\*\*THE EMAIL BELOW IS FROM AN EXTERNAL SOURCE.  
PLEASE DO NOT OPEN ATTACHMENTS OR CLICK LINKS FROM  
AN UNKNOWN OR SUSPICIOUS ORIGIN.\*\*\*\*\*

Please see updated site plan for the Special Use Permit application for townhouse development.  
Please forward any comments or concerns that you may have.  
I have received input from ONWASA, NCDOT AND NTB FD. If you are ok with it as submitted, please advise.



**From:** [Connell, Brad](#)  
**To:** [D Hill MPA AICP CFM CZO](#)  
**Cc:** [Kate Winzler](#)  
**Subject:** RE: [External] FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Monday, February 1, 2021 5:15:56 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image005.png](#)  
[image007.png](#)  
[image006.png](#)  
[image008.png](#)

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Ms. Hill,

Projects are elevated to the CAMA Major Permit review process if the proposed development in our AEC requires additional state and/or federal permits.

Thank you,

*Brad Connell*

**Brad Connell**

Environmental Specialist II  
NC Division of Coastal Management  
400 Commerce Avenue  
Morehead City, NC 28557  
<http://portal.ncdenr.org/web/cm/dcm-home>  
(252)204-4427  
[Brad.Connell@ncdenr.gov](mailto:Brad.Connell@ncdenr.gov)



*E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.*

---

**From:** D Hill MPA AICP CFM CZO [mailto:[dhill@ntbnc.org](mailto:dhill@ntbnc.org)]  
**Sent:** Monday, February 1, 2021 3:15 PM  
**To:** Connell, Brad <[brad.connell@ncdenr.gov](mailto:brad.connell@ncdenr.gov)>  
**Cc:** Kate Winzler <[kate@ntbnc.org](mailto:kate@ntbnc.org)>  
**Subject:** [External] FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [Report Spam](#).

If this is the case, is development for the 6 units going to require a Major CAMA permit?

d

**From:** [Barbee, William C](#)  
**To:** [D Hill MPA AICP CFM CZO](#)  
**Subject:** RE: [External] Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Thursday, February 4, 2021 7:56:26 AM  
**Attachments:** [image003.png](#)  
[image005.png](#)  
[image007.png](#)  
[image008.png](#)  
[image001.png](#)

---

Deborah,

They will need to submit for a Driveway permit.

Thanks,  
Chris

**William C. Barbee**  
Engineering Specialist II  
Jacksonville District Office  
NCDOT Division 3

910 467 0504 Direct Line  
910 467 0500 office  
910 346 8030 fax  
[wcbabee@ncdot.gov](mailto:wcbabee@ncdot.gov)

295 Wilmington Hwy  
Jacksonville, NC 28540



*Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

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**From:** D Hill MPA AICP CFM CZO <dhill@ntbnc.org>  
**Sent:** Monday, February 1, 2021 1:44 PM  
**To:** Connell, Brad <brad.connell@ncdenr.gov>; Chad Soward <csoward@ntbnc.org>; Barbee, William C <wcbabee@ncdot.gov>; Pike, Patricia <patricia\_pike@onslowcountync.gov>; Randy Hoffer <rhoffer@plurisusa.com>; rmaready@joemc.com; Wynne Ray <WRay@onwasa.com>  
**Subject:** [External] Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an

**From:** D Hill MPA AICP CFM CZO  
**To:** [Chad Soward](#)  
**Cc:** [Jimmy Canady](#)  
**Subject:** RE: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Tuesday, February 2, 2021 9:23:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

I imagine that they will have to have an engineer's design and certification. What do you think, Jimmy?

d

---

**From:** Chad Soward <[csoward@ntbnc.org](mailto:csoward@ntbnc.org)>  
**Sent:** Tuesday, February 2, 2021 9:22 AM  
**To:** D Hill MPA AICP CFM CZO <[dhill@ntbnc.org](mailto:dhill@ntbnc.org)>  
**Subject:** Re: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

Hi Deb,

With this gravel driveway they are proposing we are going to need something showing that it can support the fire code of 75,000 LBS. With gravel mixing with the sand, I'm not sure how they will be able to do that but that will be needed.

Chief W.C. Soward  
North Topsail Beach Fire Dept.  
(910) 328-2200

---

**From:** D Hill MPA AICP CFM CZO <[dhill@ntbnc.org](mailto:dhill@ntbnc.org)>  
**Sent:** Monday, February 1, 2021 1:43 PM  
**To:** Brad Connell <[Brad.Connell@ncdenr.gov](mailto:Brad.Connell@ncdenr.gov)>; Chad Soward <[csoward@ntbnc.org](mailto:csoward@ntbnc.org)>; Chris Barbee <[wbarbee@ncdot.gov](mailto:wbarbee@ncdot.gov)> <[wbarbee@ncdot.gov](mailto:wbarbee@ncdot.gov)>; [Patricia\\_Pike@onslowcountync.gov](mailto:Patricia_Pike@onslowcountync.gov) <[Patricia\\_Pike@onslowcountync.gov](mailto:Patricia_Pike@onslowcountync.gov)>; Randy Hoffer <[rhoffer@plurisusa.com](mailto:rhoffer@plurisusa.com)>; [rmaready@joemc.com](mailto:rmaready@joemc.com) <[rmaready@joemc.com](mailto:rmaready@joemc.com)>; Wynne Ray <[WRay@onwasa.com](mailto:WRay@onwasa.com)>  
**Subject:** Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

We've received 2 special use permit application for 2 sets of Triplexes at 779E-4 (L4A SHIP WATCH VILLAS) (BOA approved Spec Use Permit 10/11/20) and 779E-4.1 (L4B SHIP WATCH VILLAS) going before the PB on 2/11.

Please let me know if you have any concerns.

For Chris Barbee, they're going to need an NCDOT driveway permit, right?

Thanks

## APPENDIX D FIRE APPARATUS ACCESS ROADS

*The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.*

### SECTION D101 GENERAL

**D101.1 Scope.** Fire apparatus access roads shall be in accordance with this appendix and all other applicable requirements of the *International Fire Code*.

### SECTION D102 REQUIRED ACCESS

**D102.1 Access and loading.** Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an *approved* fire apparatus access road with an asphalt, concrete or other *approved* driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds (34 050 kg).

### SECTION D103 MINIMUM SPECIFICATIONS

**D103.1 Access road width with a hydrant.** Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), exclusive of shoulders (see Figure D103.1).

**D103.2 Grade.** Fire apparatus access roads shall not exceed 10 percent in grade.

**Exception:** Grades steeper than 10 percent as *approved* by the fire chief.

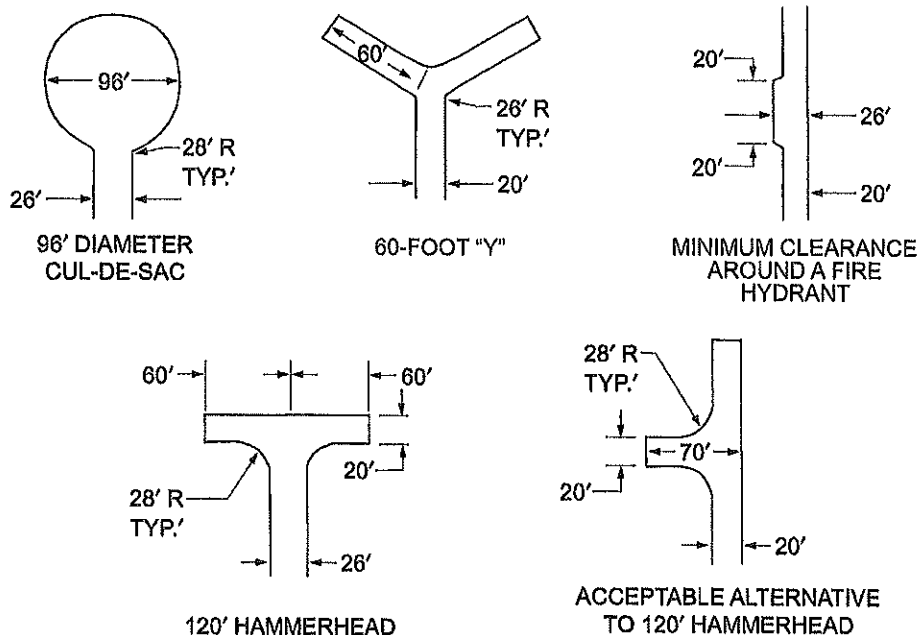
**D103.3 Turning radius.** The minimum turning radius shall be determined by the *fire code official*.

**D103.4 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

**TABLE D103.4  
REQUIREMENTS FOR DEAD-END  
FIRE APPARATUS ACCESS ROADS**

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0-150	20	None required
151-500	20	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
501-750	26	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
Over 750	Special approval required	

For SI: 1 foot = 304.8 mm.



For SI: 1 foot = 304.8 mm.

**FIGURE D103.1  
DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND**

**From:** [Sandy Gurganus](#)  
**To:** [D Hill MPA AICP CFM CZO](#)  
**Subject:** RE: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Friday, February 5, 2021 9:27:53 AM

---

Good morning Deb,

I have look over the plat that you requested. The outside has good closure. If the 3 units are going to be set up separately we will need bearings for those units.

Thanks

Sandy Gurganus  
GIS Analyst

---

**From:** Patricia Pike <[Patricia\\_Pike@onslowcountync.gov](mailto:Patricia_Pike@onslowcountync.gov)>  
**Sent:** Thursday, February 4, 2021 12:58 PM  
**To:** Sandy Gurganus <[Sandy\\_Gurganus@onslowcountync.gov](mailto:Sandy_Gurganus@onslowcountync.gov)>  
**Subject:** FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

Will you just review the attached and see if it closes and if you have any comments on this plat?

Thanks,  
pp

---

**From:** D Hill MPA AICP CFM CZO <[dhill@ntbnc.org](mailto:dhill@ntbnc.org)>  
**Sent:** Thursday, February 04, 2021 12:54 PM  
**To:** Brad Connell <[Brad.Connell@ncdenr.gov](mailto:Brad.Connell@ncdenr.gov)>; Chad Soward <[csoward@ntbnc.org](mailto:csoward@ntbnc.org)>; Chris Barbee ([wccbarbee@ncdot.gov](mailto:wccbarbee@ncdot.gov)) <[wccbarbee@ncdot.gov](mailto:wccbarbee@ncdot.gov)>; Jimmy Canady <[jcanady@ntbnc.org](mailto:jcanady@ntbnc.org)>; Kenny Barber <[KBarber@joemc.com](mailto:KBarber@joemc.com)>; Patricia Pike <[Patricia\\_Pike@onslowcountync.gov](mailto:Patricia_Pike@onslowcountync.gov)>; Randy Hoffer <[rhoffer@plurisusa.com](mailto:rhoffer@plurisusa.com)>; Robert Lanier <[RLanier@joemc.com](mailto:RLanier@joemc.com)>; Wynne Ray <[wRay@onwasa.com](mailto:wRay@onwasa.com)>  
**Cc:** Kate Winzler <[kate@ntbnc.org](mailto:kate@ntbnc.org)>  
**Subject:** FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please see updated site plan for the Special Use Permit application for townhouse development.

Please forward any comments or concerns that you may have.

I have received input from ONWASA, NCDOT AND NTB FD. If you are ok with it as submitted, please advise.

Thanks,  
d

**From:** [Wynne Ray](#)  
**To:** [D Hill MPA AICP CFM CZO](#)  
**Cc:** [Matt Padgett](#)  
**Subject:** RE: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Monday, February 1, 2021 3:07:16 PM  
**Attachments:** [image005.png](#)  
[image007.png](#)  
[image008.png](#)  
[image001.png](#)  
[image002.png](#)

---

Deb,

The older units were served by several 2" water mains with services. If the same is to be done for these units, it will require permitting from NCDEQ Public Water Supply. Alternately, individual taps may be made and services bored across the road. The engineer should contact me for additional information.



**Wynne M. Ray**  
**Development Services Supervisor**

228 Georgetown Road  
Jacksonville, NC 28540  
Phone: (910) 937-7526  
Fax: (910) 455-5607

---

**From:** D Hill MPA AICP CFM CZO <dhill@ntbnc.org>  
**Sent:** Monday, February 1, 2021 1:44 PM  
**To:** Brad Connell <Brad.Connell@ncdenr.gov>; Chad Soward <csoward@ntbnc.org>; Chris Barbee (wcbabee@ncdot.gov) <wcbabee@ncdot.gov>; Patricia\_Pike@onslowcountync.gov; Randy Hoffer <rhoffer@plurisusa.com>; rmaready@joemc.com; Wynne Ray <WRay@onwasa.com>  
**Subject:** Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

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Please let me know if you have any concerns.

For Chris Barbee, they're going to need an NCDOT driveway permit, right?

Thanks

**From:** [Randy Hoffer](#)  
**To:** [D Hill MPA AICP CFM CZO](#); [Brad Connell](#); [Chad Soward](#); [Chris Barbee \(wcbabee@ncdot.gov\)](#); [Jimmy Canady](#); [Kenny Barber](#); [Patricia Pike@onslowcountync.gov](#); [Robert Lanier](#); [Wynne Ray](#)  
**Cc:** [Kate Winzler](#); [Kaarin Williams](#); [Scott Brandt](#)  
**Subject:** RE: [EXTERNAL] FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Thursday, February 4, 2021 3:44:00 PM

---

Deb,

We can use two 6" lateral taps into the 10" gravity main. No NCDENR permit is required. Go to go after fees are paid.

---

**From:** D Hill MPA AICP CFM CZO <dhill@ntbnc.org>  
**Sent:** Thursday, February 4, 2021 12:54 PM  
**To:** Brad Connell <Brad.Connell@ncdenr.gov>; Chad Soward <csoward@ntbnc.org>; Chris Barbee (wcbabee@ncdot.gov) <wcbabee@ncdot.gov>; Jimmy Canady <jcanady@ntbnc.org>; Kenny Barber <KBarber@joemc.com>; Patricia\_Pike@onslowcountync.gov; Randy Hoffer <rhoffer@plurisusa.com>; Robert Lanier <RLanier@joemc.com>; Wynne Ray <WRay@onwasa.com>  
**Cc:** Kate Winzler <kate@ntbnc.org>  
**Subject:** [EXTERNAL] FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

Please see updated site plan for the Special Use Permit application for townhouse development.

Please forward any comments or concerns that you may have.

I have received input from ONWASA, NCDOT AND NTB FD. If you are ok with it as submitted, please advise.

Thanks,

d

**STAFF REPORT** CONTACT INFORMATION

Deborah J. Hill MPA AICP CFM CZO Planning Director

910.581.3008

dhill@ntbnc.org

**DOCKET/CASE/APPLICATION NUMBER**  
CASE SD-20-02

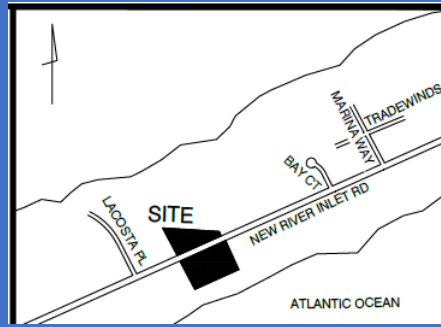
**APPLICANT/PROPERTY OWNER**  
Weston Lyall, PE, PLS, PLLC on behalf of  
Howington Building Group, LLC

**PUBLIC HEARING DATE**<sup>1</sup>  
April 1, 2021 6:30 PM Sneads Ferry Library

**PROPERTY ADDRESS/LOCATION**  
1511 New River Inlet Road Tax Map # 779H-6  
Lot 6 of The Sanctuary subdivision

**BRIEF SUMMARY OF REQUEST**

Pursuant to § 2.06.05 (C), Howington Building Group, LLC<sup>2</sup> is seeking to final approval to subdivide a 2.73-acre parcel, zoned R-20, creating 2 lots, 6A at 1.36 acres (+/-59,241.6 square feet) and 6B at 1.49 acres (+/- 64,904.4 square feet), as indicated on Subdivision Map for Howington Building Group, LLC by Weston Lyall, PE, PLS, PLLC revised March 12, 2021.<sup>3</sup>



VICINITY FROM Plat of Survey PREPARED FOR Howington Building Group LLC BY Weston Lyall, PE, PLS, PLLC, Rev March 12, 2021

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
R-20 <sup>4</sup>	VACANT	NW ConD Vac NE R-10 Vac SE Ocean SW R-20 SF/Vac	VACANT	2.73 acres

12/10/2020 PLANNING BOARD UNANIMOUS RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS\*

DENY

**COMPATIBILITY** with the COMPREHENSIVE PLAN

Future Land Use Map 13B classifies the property as Low Density Residential.

**PROPERTY HISTORY**

The Sanctuary subdivision was approved by the Board of Aldermen August 1, 2013 (MB 67 P 40).<sup>5</sup>

**COMPATIBILITY** with the UNIFIED DEVELOPMENT ORDINANCE

Proposed lots meet the minimum dimensional requirements for R-20 zoning district. *See Response to Standards for detailed analysis.*

The Technical Review Committee has completed their review.<sup>6</sup>

**\*6D NCDOT:** After we performed some research, the r/w around the bridges on SR1568 (New River Inlet Road) has come up in the past.

See below how access to the property is to be permitted:

- NCDOT has a total of 80' r/w in the vicinity of the bridge including the 60' r/w and 10' additional on each side.
- The District Office can grant an encroachment agreement for a drive located behind the bridge and/or guardrail to use the outer 10' portion of the r/w for a drive. Please submit an encroachment agreement with design plans for the access drive.
- The District Office will also grant a driveway permit for your property owner for a driveway on their actual frontage on SR1568 (New River Inlet Road). Please submit a driveway permit with design plans.
- Please include the proposed land use for the property on the plans.
- Please include the access drive on the plans with a typical section (must be within the outer 10' portion of the r/w)
- Please include the driveway on the plans that will connect to the access road.

Please coordinate your submittals with Brad Haste if you have any questions. Both encroachment and driveway permit submittals will be handled via the Online Permits Portals.

**\*6F PLURIS:** This plat can be recommended for approval with the following changes: Due to the depth of the force main from it being a directional bore the developer will be responsible for the road bore and tapping existing line. Pluris will need to be on site for the tap install to inspect and we will install the simplex station.



**RESPONSE TO STANDARDS****§ 2.06.05 SUBDIVISION OF LAND.**

Subdivisions shall be subject to the following procedures and requirements in additions to other applicable terms and conditions set forth in this ordinance. Both preliminary and final plats and other documents including fees required by this ordinance shall be submitted for approval to the Planning Board and the Board of Aldermen.

**(A) Sketch design plan.**

(1) Prior to the filing of an application for approval of the preliminary plat, the subdivider shall submit to the Planning Board a sketch design plan and a vicinity sketch showing the relationship of the proposed subdivision to surrounding properties and areas of environmental concern. The Planning Board shall review the sketch design plan for compliance with the requirements of this ordinance and inform the subdivider about the regulations that govern the proposed development and the procedure the subdivider is to follow in preparing and submitting the preliminary and final plats. The subdivider is to informally explain to the Planning Board the plans for developing the proposed subdivision, including the kind and extent of proposed improvements. The Planning Board is to discuss with the subdivider any suggested changes deemed advisable. Discussion of a sketch design plan with or without modifications shall not constitute or imply approval of any preliminary or final subdivision plat based on the sketch design plan.

(2) Applicants shall submit 12 copies of all required application materials. The sketch design plan and site planning sketches shall be drawn at an approximate scale of one inch to 100 feet and include:

- (a) The name and address of the owner and the subdivider;
- (b) Existing conditions of the site including streets, roads, rights-of-way, easements, watercourses, wetlands and structures;
- (c) Zoning district;
- (d) Approximate location of lot lines, approximate number of lots, and total tract acreage and square footage;
- (e) Square footage of proposed built-upon area and percentage of total lot area; and
- (f) Proposed rights-of-way, easements and any sites to be dedicated for places of worship or public use.

**(B) Preliminary plats.**

(1) *Application requirements.* A preliminary plat shall be drawn at a scale of not less than 100 feet to the inch, and show the following:

(a) *Name.* The subdivision name, the names and addresses of the owners and the designer of the subdivision and his or her qualifications;

(b) *Date and the like.* Date, approximate north arrow and scale;

(c) *Boundaries.* The boundary line of the tract to be subdivided drawn accurately to scale and with accurate linear and angular dimensions;

(d) *Location map.* A map with a scale of not less than one inch equals 1,000 feet showing the location of the subdivision;

(e) *Contours, contour interval and finished grades.* Contours with a vertical interval of two feet referenced to sea level datum perimeter and in the interior shown in a manner that clearly distinguishes proposed elevations from existing elevations;

(f) *Primary dunes.* The location of the primary dunes as established by the N.C. Division of Coastal Management (NCDCM) or CAMA LPO;

(g) *Existing property lines and the like.* The location of existing and platted property lines, acreage and square footage, zoning district, streets, buildings, watercourses, railroads, bridges, water mains, sewers, culverts, drainpipes and public utility easements, both on the land to be

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subdivided and on the land immediately adjoining and any other pertinent characteristics of the land. The names of adjoining subdivisions or the names of record owners of adjoining parcels of unsubdivided land;

(h) **Proposed improvements.** The names, proposed locations and approximate dimensions of all proposed improvements. All subdivision plats which will create lots not directly abutting a dedicated and accepted public street shall include proposed improvements for roadway access, either public or private, to each of these lots and such roadways shall conform to the design standards for town streets specified in § [6.02.05](#) of this unified development ordinance;

(i) **Proposed changes.** In all cases, shall be shown in a manner that will distinguish them clearly from the existing characteristics of the land;

(j) **Drainage.** The preliminary plat shall also indicate and show surface water drainage plans and methods. The preliminary plat shall include a drawing showing storm water drainage supported by design computations. The design shall conform to the standards as required by IMCDOT, NCDWQ or other regulatory state agency;

(k) **Utilities.** The preliminary plat shall include all applicable utilities including street lighting. All utilities shall be underground. Utility distribution boxes; such as, water meter boxes and transformers, shall be located where side yard property lines intersect with street right-of-way lines (front yard property lines) and placed at the property corners in a manner that incompatible types of utility services will not conflict with each other (i.e., electric services combined at a common corner of two adjacent lots and water services combined at another common corner in order to serve two lots from each location when possible);

(l) **Environmental concern standards.** In order to be in compliance with area of environmental concern standards, the preliminary plat shall contain a statement that the subdivision is located either within or without a North Carolina Coastal Area Management Act Area of Environmental Concern and shall show all required AEC data;

(m) **Road plans and profiles.** Road plans and profiles of all streets showing natural and finished grades drawn to scale of not less than one inch equals 40 feet horizontal and one inch equals four feet vertical;

(n) **Health Department approval.** Where public water and/or sewage is not available for extension to each lot in the subdivision, a written report from the County Health Department shall be submitted as to the adequacy of the land area, and the suitability as to the soil and topography of the proposed subdivision to accommodate the proposed methods of water supply and sewage disposal;

(o) **Required data.** The preliminary plat shall be accompanied by a copy of all applications required by agencies other than the town. Applications must contain all pertinent data required to process applications; **see TRC NCDOT comments**

(p) **Street access to subdivided lots.** Except as otherwise provided by this article, every subdivision of property within the jurisdiction of the town shall include access to each and every lot of the subdivision by way of dedicated and accepted public streets or by establishment of private street systems which are platted and approved pursuant to the requirements of this article. All public or private streets and bridges shall meet the design standards as required by NCDOT; and

(q) **Other information.** Other information as deemed necessary by the Planning Director.

(2) **Approval procedure.** The submission of a preliminary plat shall be accompanied by a letter of transmittal describing the proposed subdivision and a statement that the plat is in compliance with this ordinance. The Planning Board shall review the preliminary plat and shall approve the preliminary plat if it finds that the subdivision meets or exceeds the standards of this development ordinance. Approval of a preliminary plat shall be valid for a period of one year.

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(3) *Approval and conditional approval.*

(a) When a preliminary plat is granted only a conditional approval, the reasons for conditional approval and the conditions to be met must be stated in writing. In lieu of granting conditional approval of the preliminary plat, the Planning Board may require the subdivider to resubmit the preliminary plat in a revised format that incorporates recommended changes.

(b) When a preliminary plat is disapproved by the Planning Board, reasons for such action shall be stated in writing. One copy of the plat with the reasons for disapproval shall be provided to the subdivider and one such copy shall be retained by the Planning Director. The subdivider may make the recommended changes and submit a revised plat to the Planning Board for approval.

(c) If the Planning Board approves the preliminary plat, one copy approved by the Planning Board shall be sent to the subdivider. If the preliminary plat is granted conditional approval, the conditions for approval by the Board must be noted and these conditions must be found by the Planning Director to be satisfied prior to the plat being deemed acceptable. If the preliminary plat is not acceptable to the Planning Board, the plat, along with the reasons for non-approval, shall be returned to the applicant.

**(C) Final plat.**

(1) *Application requirements.* The final plat shall be a reproducible map on linen, film or other permanent material and shall have an outside marginal size of 24 inches by 36 inches, including one and one-half inches for binding on the left margin and one-half-inch border on each of the other sides. Where the size of land areas is of a suitable scale, to assure legibility requirements maps may be placed on two or more sheets with appropriate match lines, it shall be drawn to the same scale as the preliminary plat, and shall contain the following:

(a) *Boundary and the like.* The exact boundary of the tract of land being subdivided, showing clearly the disposition of all portions of the tract into designated tracts, lots, streets, alleys, parks, open spaces, easements or other classifications, the exact location and width of all existing or recorded streets intersecting the boundary of the tract being subdivided, and the names of adjoining subdivisions or the name of record owners or adjoining parcels of unsubdivided land, including the boundaries of all special flood hazard areas. All existing characteristics of the land shall be clearly defined from those characteristics that are proposed.

(b) *Streets and the like.* The lines and names of all streets, alleys, boundary lines, lot lines, building lines, easements, areas devoted to public use, and lot and block numbers.

(c) *Title.* A note shall appear on the final plat stating the deed reference under which title to the property being subdivided is held.

(d) *Lines.* Sufficient data to determine readily and reproduce accurately on the ground the location, bearing, and length of every street and alley line, lot line, easement, boundary line and building line whether straight or curved. This shall include tangent distance, the central angle, the radius, arcs and chords of all curves. All linear dimensions shall be given in feet and hundredths thereof, and angular dimensions shall be of comparable accuracy within the limits of good surveying practice.

(e) *Monuments and control corners.* The accurate location, material and size of all monuments and the designation of specific control corners in conformance with the letter and intent of G.S. §§ 39-32.1, 39-32.2, 39-32.3 and 39-32.4 shall be known.

(f) *Name of engineer and the like.* The title, including the name of the subdivision, the town, the name of the registered engineer or registered surveyor under whose supervision the plat was prepared, the date of the plat, and a north arrow. Indication shall be made as to whether the north index is true, magnetic or grid.

(g) *Certificate of ownership and dedication of streets and right-of-way.* *see TRC NCDOT comments*

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For any plat submitted which incorporates public roadways, streets, easements and other rights-of-way, a certificate of ownership and dedication shall be shown properly completed and signed by the owners and all other interested parties, similar in wording to the following: the undersigned hereby acknowledge(s) this plat and allotment to be (his, her, their) free act and deed, and hereby dedicate(s) to public use as streets, playgrounds, parks, open spaces and easements forever all areas so shown or indicated on said plat.

\_\_\_\_\_  
Owner                      Date

*(h) Owner's certification as to sewer service.*

~~I certify (i) that I am the owner of the lands shown on this map and of all the sewer service infrastructure located on such lands, (ii) that all required sewer service improvements have been constructed within the streets and/or utility easements shown on this map in accordance with plans and specifications approved by the sewer service provider below, (iii) that such sewer service improvements are hereby dedicated and conveyed to the sewer service provider, free of liens and encumbrances, (iv) that the sewer service provider is hereby granted a perpetual easement over all streets and utility easements shown on this map, and (v) that the undersigned warrants to the sewer service provider for a period of 18 months from the date of this certification that such improvements are free from defects in materials and workmanship.~~

~~This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_~~

~~[NAME OF OWNER]~~

~~By: \_\_\_\_\_~~

~~Title: \_\_\_\_\_~~

*(i) Certificate as to sewer utilities and dedication.*

~~I hereby certify that the plans and specifications for the sewer service improvements for~~

~~\_\_\_\_\_~~

~~\_\_\_\_\_ subdivision have been reviewed by the sewer service provider, that such sewer service improvements have been constructed, and that the sewer service provider hereby accepts the dedication of the sewer service improvements along with associated easements.~~

~~This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_~~

~~[NAME OF SEWER SERVICE PROVIDER]~~

~~By: \_\_\_\_\_~~

~~Print Name: \_\_\_\_\_~~

~~Title: \_\_\_\_\_~~

*(j) Copy of the sewer service affidavit agreement regarding liens.*

*(k) Owner's certification as to water service.*

~~I certify (i) that I am the owner of the lands shown on this map and of all of the water and/or sewer infrastructure located on such lands, (ii) that all required water and/or sewer improvements have been constructed within the streets and/or utility easements shown on this map in accordance with plans and specifications approved by Onslow Water and Sewer Authority ("ONWASA"), (iii) that all such water and/or sewer improvements are hereby dedicated and conveyed to ONWASA, free of liens and encumbrances, (iv) that ONWASA is hereby granted a perpetual easement over all streets and utility easements shown on this map, and (v) that the undersigned warrants to ONWASA for a period of 18 months from the date of this certification that such improvements are free from defects in materials and workmanship.~~

~~This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_~~

~~[NAME OF OWNER]~~

~~By: \_\_\_\_\_~~

~~Title: \_\_\_\_\_~~

*(l) Certificate as to water utilities and dedication.*



~~I hereby certify that the plans and specifications for the water and/or sewer improvements for subdivision have been reviewed and approved by Onslow Water and Sewer Authority that such water and/or sewer improvements have been constructed, and that Onslow Water and Sewer Authority hereby accepts the dedication of the water and/or sewer improvements along with associated easements.~~

~~This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_~~

~~Onslow Water and Sewer Authority~~

~~By: \_\_\_\_\_~~

~~Print Name: \_\_\_\_\_~~

~~Title: \_\_\_\_\_~~

~~(m) Copy of the water service affidavit agreement regarding liens.~~

~~(n) Owners' association documents for maintenance of private improvements. For any plat submitted incorporating private roadways, streets, easements and other rights-of-way, the following documents shall be submitted simultaneously with the final plat in order to provide for ongoing maintenance of private improvements that will not be dedicated to the town:~~

~~i. Documents creating the owners' association. The documents creating the association shall provide for control by the property owners other than the developer at such time as over 50% of the lots within the subdivision have been sold;~~

~~ii. Proposed annual budget for the owners' association which includes the proposed monthly expenditures and income;~~

~~iii. A proposed ten-year income and expense budget reflecting the establishment of a sinking fund for capital replacement;~~

~~iv. A copy of the proposed bylaws of the association, and, when applicable, a declaration of unit ownership meeting the requirements of G.S. Ch. 47A or 47C; and~~

~~v. A copy of the proposed restrictions, covenants and assessments shall also be provided.~~

(o) *Form for endorsement.* A form for the endorsement of the Town Board of Aldermen shall be similar to the following:

**"Approved by the Board of Aldermen of the Town of North Topsail Beach, North Carolina, effective on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_."**

**Signed Mayor, Town of North Topsail Beach"**

(p) *Certification.* The plat shall show proper certificates of the engineer or surveyor, notary public and the probate clerk as required by state law.

(q) *AEC Standards.* The AEC certification shall be similar to the following:

i. "This subdivision conforms to the standards of the North Carolina Coastal Area Management Act of 1974, being G.S. §§ 113A-100 et seq. and is not located within an Area of Environmental Concern.

\_\_\_\_\_  
Signed Planning Director"

ii. **"This subdivision conforms to the standards of the North Carolina Coastal Area Management Act of 1974, being G.S. §§ 113A-100 et seq., and portions of the subdivision located within an Area of Environmental Concern is duly noted."**

**Signed Planning Director"**

(2) *Preparation of final plat.* Upon approval of the preliminary plat by the Board of Aldermen, the subdivider may proceed with the preparation of the final plat, and the construction of required improvements in accordance with the approved preliminary plat and the requirements of this ordinance. Prior to approval of the final plat, the subdivider must complete the construction of all required improvements, or substantially complete all required

improvements and guarantee completion by posting a letter-of-credit or cashier's check in accordance with subsection (C)(8) below.

(3) *Planning Board review.* The Planning Board shall review the final plat to ensure that the subdivision meets or exceeds the standards of this ordinance. Upon determination that these standards have been achieved, the Planning Board shall recommend to the Board of Aldermen that the final subdivision plat be approved.

(4) *Submitting final plat.* After the preliminary plat has been approved, the final subdivision plat shall be prepared and submitted for final approval within one year after approval of the preliminary plat. Such owner or subdivider shall submit three 18-inch by 24-inch reproducible Mylar copies of the final plat, properly signed and executed as required for recording in the County Register of Deeds along with the necessary probate and recording fees to the Planning Director. Upon approval by the Board of Aldermen, the Planning Director, or designee, shall forward the final plat to the County Register of Deeds for recording.

(5) *Conformity with preliminary plat.* The final plat shall conform with the preliminary plat as approved, and, if desired by the owner or subdivider, it may constitute only that portion of the approved preliminary plat that he proposes to record and develop at the time provided that:

(a) The Planning Board shall find that the subdivision is reasonably located with respect to existing roads and utility lines; and

(b) Such portion shall conform to all requirements of this ordinance.

(6) *State Board compliance.* The final plat shall conform in all ways to the state statute G.S. § 47-30, as amended and to the State Board of Registration for Professional Engineers and Land Surveyors "Manual of Practice for Land Surveying".

(7) *AEC standards.* Area of Environmental Concern standards certification shall be provided on the final plat by the local permit officer that the subdivision is either within or without a North Carolina Coastal Management Act of 1974 Area of Environmental Concern.

(8) *Security for uncompleted improvements.*

(a) *Performance guarantee.*

i. In lieu of prior construction of the improvements required by this ordinance, the Board of Alderman may, for the purpose of approving a final plat, accept a guarantee from the subdivider that such improvements will be carried out according to the final plat and the town's specifications at his expense. Such guarantee may be in the form of a surety bond made by a surety company licensed to do business in the state, a letter of credit or certified check drawn in favor of the town, or cash deposited with the town. To secure this agreement, the subdivider shall provide, subject to the approval of the Town Board of Alderman an engineer's cost estimate equal to 125% of the entire cost of the improvements and a schedule indicating time of initiation and completion of the work, as a whole or in stages to the Subdivision Administrator. The engineer's cost estimate shall show the quantities, unit costs and estimated total costs. All expenses associated with the town's review, recommendation, modification and approval relative to the amount of any performance guarantee and periodic draw downs shall be born directly by the subdivider.

ii. Performance guarantees shall run for a period of one year and may be renewed once for a period of one year upon written approval from the Board of Alderman.

(b) *Default.* Upon default, meaning failure on the part of the subdivider to complete the required improvements in a timely manner as spelled out in the performance bond or escrow agreement, then the surety, or the financial institution holding the escrow account shall if requested by the Board of Alderman, pay all or any portion of the bond or escrow fund to the town up to the amount needed to complete the improvements based on an engineering estimate. Upon payment, the Board of Alderman, in its discretion, may expend such portion of

said funds, as it deems necessary to complete all or any portion of the required improvements. The town shall return to the subdivider any funds not spent in completing the improvements.

(c) *Release of guarantee security.*

i. The Board of Alderman may release a portion of any security posted as the improvements are completed once said improvements are inspected and approved by the subdivision administrator.

ii. In the event that the applicant wishes to occupy any building or any portion of any building prior to the completion of the required site improvements, the financial guarantee guaranteeing improvements shall be retained by the town until the remaining required improvements are completed.

(9) *Areas for use.* All property shown on the plat as dedicated for public use shall be deemed to be dedicated for any other public use authorized by the Town Charter or any general, local or special law pertaining to the town, when such other use is approved by the Board of Aldermen as in the public interest.

(10) *Recordation of plat.* No plat shall be recorded until the final subdivision plat is approved in accordance with this ordinance.  
(Ord. passed 11-2-2011)

- § 6.01 SUBDIVISION
- § 6.01.04 STANDARDS.
- § 6.01.05 STREET ACCESS. *see TRC NCDOT comments*
- § 6.01.07 DESIGN STANDARDS. (provide public access, not recommended) Property is located between BA40 and BA41 (1,942.5 linear feet/.37mi) with guardrail separating NCSR 1568.
- § 6.04.01 PURPOSE OF BUFFERS. Buffers not required, as class of use is the same.
- § 6.05 OFF-STREET PARKING AND LOADING REQUIREMENT. *see TRC NCDOT comments*

**EXHIBITS**

	<b>PAGE</b>
<sup>1</sup> Notice of Public Hearing.....	9
<sup>2</sup> Application.....	10
<sup>3</sup> Subdivision Map for Howington Building Group, LLC by Weston Lyall, PE, PLS, PLLC rev 3/12/21.....	11
<sup>4</sup> Onslow County GIS 2020 aerial with zoning layer.....	12
<sup>5</sup> Final Plat for the Sanctuary by Charles F. Riggs dated August 21, 2013 (MB 67 P 40).....	13-14
<sup>6</sup> Technical Review Committee responses:	
A. North Carolina Division of Coastal Management.....	15
B. North Topsail Beach Fire Chief.....	16
C. Onslow County GIS.....	17
D. North Carolina Department of Transportation.....	18-19
E. ONWASA.....	20
F. PLURIS.....	21

*Town of North Topsail Beach*

Joann M. McDermon, Mayor  
Mike Benson, Mayor Pro Tem

David J. Gilbride  
Town Manager

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer  
Richard Peters

Sherrie L. Hancock  
Town Clerk



*Nature's Tranquil Beauty*

3/16/2021

NOTICE OF PUBLIC HEARINGS  
TOWN OF NORTH TOPSAIL BEACH  
BOARD OF ALDERMEN  
APRIL 1, 2021 6:30 P.M.

Pursuant to NCGS § 160D-4-6 (b) and Town of North Topsail Beach Unified Development Ordinance § 2.06.04 and § 2.06.05, notice is hereby given that a regular meeting of the North Topsail Beach Board of Aldermen will be held on Thursday, April 1, 2021 at 6:30 p.m. at Sneads Ferry Branch of the Onslow County Library, 1330 NC HWY 210, Sneads Ferry NC.

Public hearings will be conducted to receive input on the following applications:

- Case SD-20-02 Howington Building Group LLC/Weston Lyall seeking to subdivide 1511 New River Inlet Road (Tax Map # 779H-6), zoned R-20;
- Case SUP-21-01 Clear Water Way Re LLC (Jim Magill)/Charles Riggs seeking a special use permit to construct 3 4BR townhouse units and swimming pool at 1786, 1788, 1790 New River Inlet Road (Tax Map #779E-4.1), zoned R-8; and
- Case SUP-20-05 (modification) Capital Asset Properties/Charles Riggs seeking a modification to SUP-20-05 approved by the Board of Aldermen on 10/01/2020 to construct 3 4BR townhouse units at 1792 1794 1796 New River Inlet Road (Tax Map #779E-4), zoned R-8.

All information pertaining to these public hearings may be viewed at the Town Hall by appointment only Monday through Friday between the hours of 8:00 am and 5:00 pm.

Senate Bill 704 (May 4, 2020), Section 166A-19.24(e): "Public Hearings. – A public body may conduct any public hearing required or authorized by law during a remote meeting, and take action thereon, provided the public body allows for written comments on the subject of the public hearing to be submitted between publication of any required notice and 24 hours after the public hearing.

To participate in the public comment, please email comments to [townclerk@ntbnc.org](mailto:townclerk@ntbnc.org) by 6:30 pm April 2, 2021.

**For more information, please contact:**

Deborah J. Hill, MPA AICP CFM CZO  
Planning Director  
910-581-3008  
dhill@ntbnc.org

*Temporarily located at 1000 NC HWY 210, Sneads Ferry NC 28460*

2008 Loggerhead Court  
North Topsail Beach NC 28460

ntbnc.org

phone (910) 328-1349  
fax (910) 328-4508





# Town of North Topsail Beach

## SUBDIVISION & SITE PLAN APPLICATION

Date: 10-28-20

CASE NO. SD-20 - 02

Check #:

Receipt #

Name of Subdivision: Howington Building Group

Location: (Road name & SR number) New River Inlet Rd

### Subdivisions/PUDs

- Sketch \$300
- Preliminary \$300
- Final \$150

### Exemptions

\$50.00

### Site Plans

- Special Requirement Site Plans (includes CUP fee) \$750.00
- Commercial Site Plan Review (includes CUP fee) \$750.00

R = REVIEW BODY; D = DECISION-MAKING BODY; A = APPEALS BODY; H = PUBLIC HEARING REQUIRED; N = NEWSPAPER NOTICE; M = MAILED NOTICE; P = POSTED NOTICE

Subdivision of Land (reference: Sec. 2.06.05; Sec. 6.01) Planned Unit Developments (Sec. 2.06.03; Sec. 6.02)	REVIEW, DECISION-MAKING			PUBLIC NOTICE REQUIRED
	STAFF	PB	BOA	
Sketch plan	R	D		
Preliminary	R	R	DH*	M,P
Final	R	R	DH*	M,P

Tax Parcel ID: 428820914616

Smallest lot: 1.36 AC

Total acreage: 2.85

Average lot size: 1.43 AC

Number of lots: 2

Zoning District: R-20

### Infrastructure:

Water Supply:  ?  ONWASA  well  community system

Sewer Type:  Pluris  septic  community system

Streets:  public  private

Surveyor/Engineer: WESTON LYALL, PE, PLS

Address 214 HWY 17 N SUITE 1 HOLLY RIDGE NC 28445

Phone (910) 329-9961

Email address westonlyall@westonlyall.com

### Developer

Address \_\_\_\_\_

Phone Fax \_\_\_\_\_

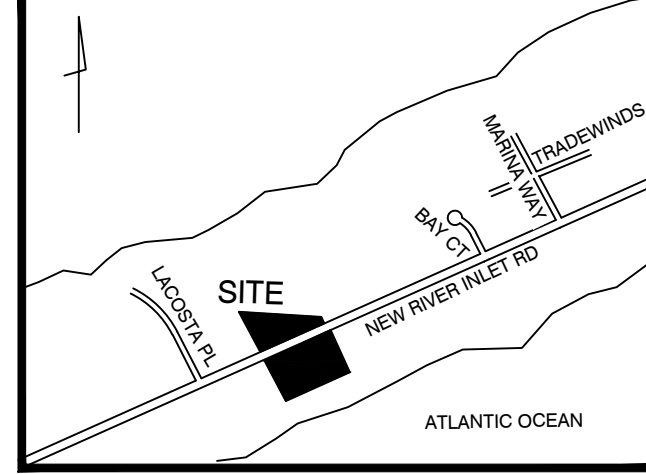
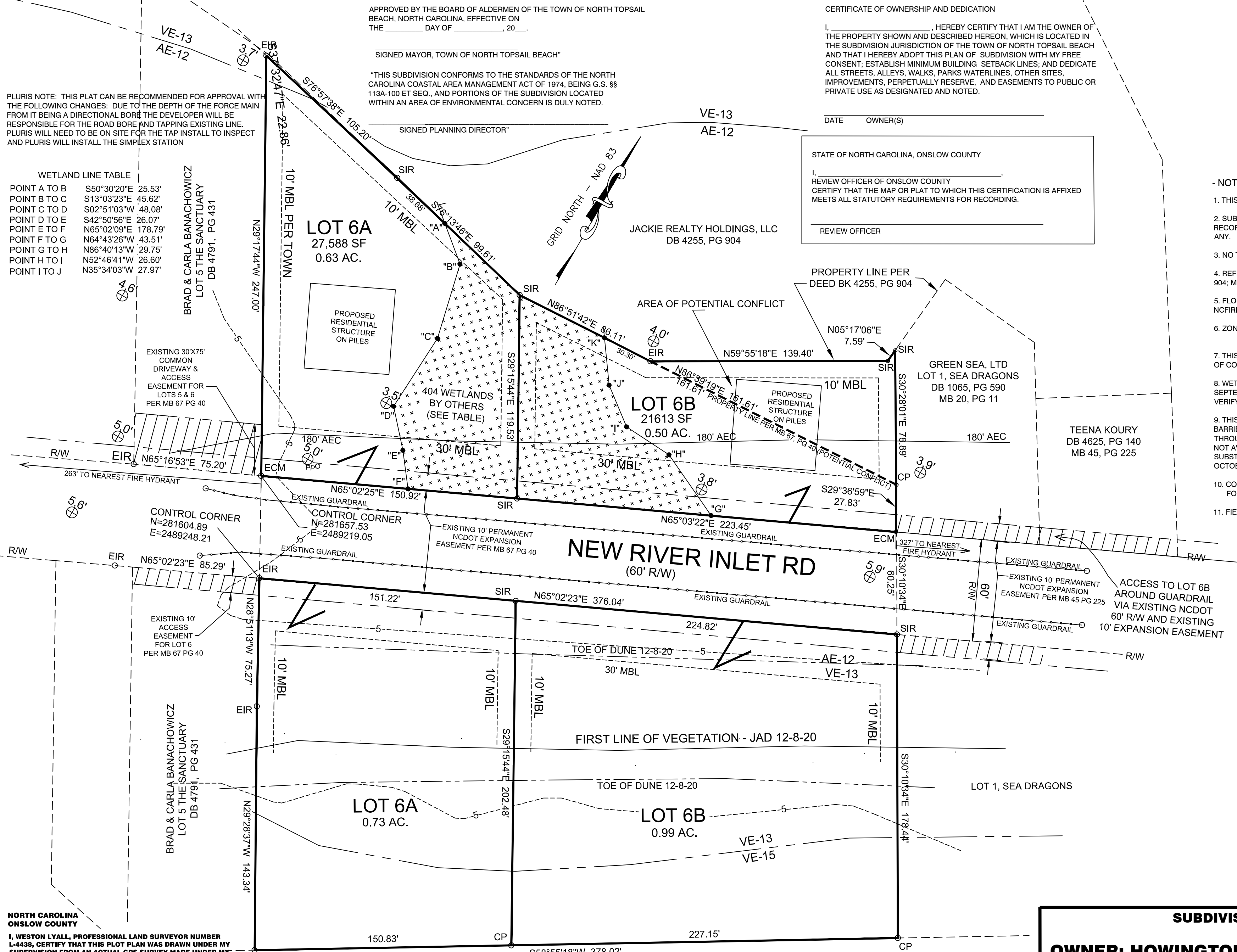
Email address \_\_\_\_\_

Property Owner Howington Building Group LLC

Address 1086 Tender Dr Apex NC 27502

Phone Fax (919)

Email address howingtonmwh@aol.com



- NOTES -
1. THIS SURVEY IS OF AN EXISTING PARCEL OF LAND.
  2. SUBJECT TO RESTRICTIVE COVENANTS, EASEMENTS OF RECORD, ZONING ORDINANCE, & UNDERGROUND UTILITIES, IF ANY.
  3. NO TITLE SEARCH BY SURVEYOR.
  4. REFERENCES; DB 4847 PG 224; MB 67, PG 40; DB 4255, PG 904; MB 45, PG 225
  5. FLOOD ZONE: AE-12, VE-13, VE-15, VE-16 NCFIRM MAP #3720428800K, EFFECTIVE DATE 6/19/2020
  6. ZONE: R-20 - NORTH TOPSAIL SETBACKS: FRONT - 30', SIDE - 10', REAR - 10'
  7. THIS PROPERTY CONTAINS 180' CAMA OCEAN HAZARD AREA OF CONCERN LANDWARD OF THE FIRST LINE OF VEGETATION
  8. WETLANDS SHOWN AS FLAGGED BY OTHERS IN SEPTEMBER 2018. THE U.S. ARMY CORPS OF ENGINEERS TO VERIFY WETLAND PRIOR TO DEVELOPMENT.
  9. THIS PROPERTY IS WITHIN UNIT L06 OF THE COASTAL BARRIER RESOURCES SYSTEM. FEDERAL FLOOD INSURANCE THROUGH THE NATIONAL FLOOD INSURANCE PROGRAM IS NOT AVAILABLE FOR NEW CONSTRUCTION OR SUBSTANTIALLY IMPROVED STRUCTURES ON OR AFTER OCTOBER 1, 1982.
  10. CONTOURS SCALED FROM GIS. SPOT ELEVATIONS SHOWN FOR REFERENCE
  11. FIELD DATA COLLECTED 9-23-20

- LEGEND -
- SIR - 1/2" Set Iron Rod
  - EIP - Existing Iron Pipe
  - EIR - Existing Iron Rod
  - ECM - Existing Concrete Monument
  - CP - Calculated Point
  - R/W - Right-of-Way
  - DB - Deed Book
  - MB - Map Book
  - PG - Page
  - - - Property Line Surveyed
  - - - Property Line Not Surveyed
  - ⊕ - Spot Elevations

NORTH CAROLINA ONSLOW COUNTY

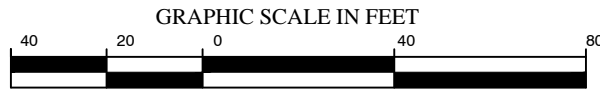
I, WESTON LYALL, PROFESSIONAL LAND SURVEYOR NUMBER L-4438, CERTIFY THAT THIS PLAT PLAN WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION (MAP BOOK 67 PAGE 40) AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY: CLASS OF SURVEY: B; POSITIONAL ACCURACY: 500 RMS; TYPE OF GPS FIELD PROCEDURE: VRSRTKGPS; DATUM: NAD83 "2007", NAVD88; GEIOD MODEL: GEOID 03; COMBINED GRID FACTOR: 0.9999697; UNITS: US SURVEY FEET. THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND. THIS SURVEY WAS PREPARED IN ACCORDANCE WITH NCGS 47-30 AS AMENDED.

PRELIMINARY PLAT NOT FOR RECORDATION CONVEYANCES OR SALES

WESTON LYALL  
REGISTRATION NUMBER L-4438

PROPERTY INFORMATION:

OWNER - HOWINGTON BUILDING GROUP, LLC  
ADDRESS: 1086 TENDER DRIVE  
APEX, NC 27502  
TOTAL AREA: 2.73 AC.  
DEED BOOK 4847, PAGE 224  
PIN # 428820914616



**SUBDIVISION MAP FOR**

**OWNER: HOWINGTON BUILDING GROUP, LLC**

NEW RIVER DRIVE, LOT 6 THE SANCTUARY  
NORTH TOPSAIL BEACH, ONSLOW COUNTY  
STUMP SOUND TOWNSHIP

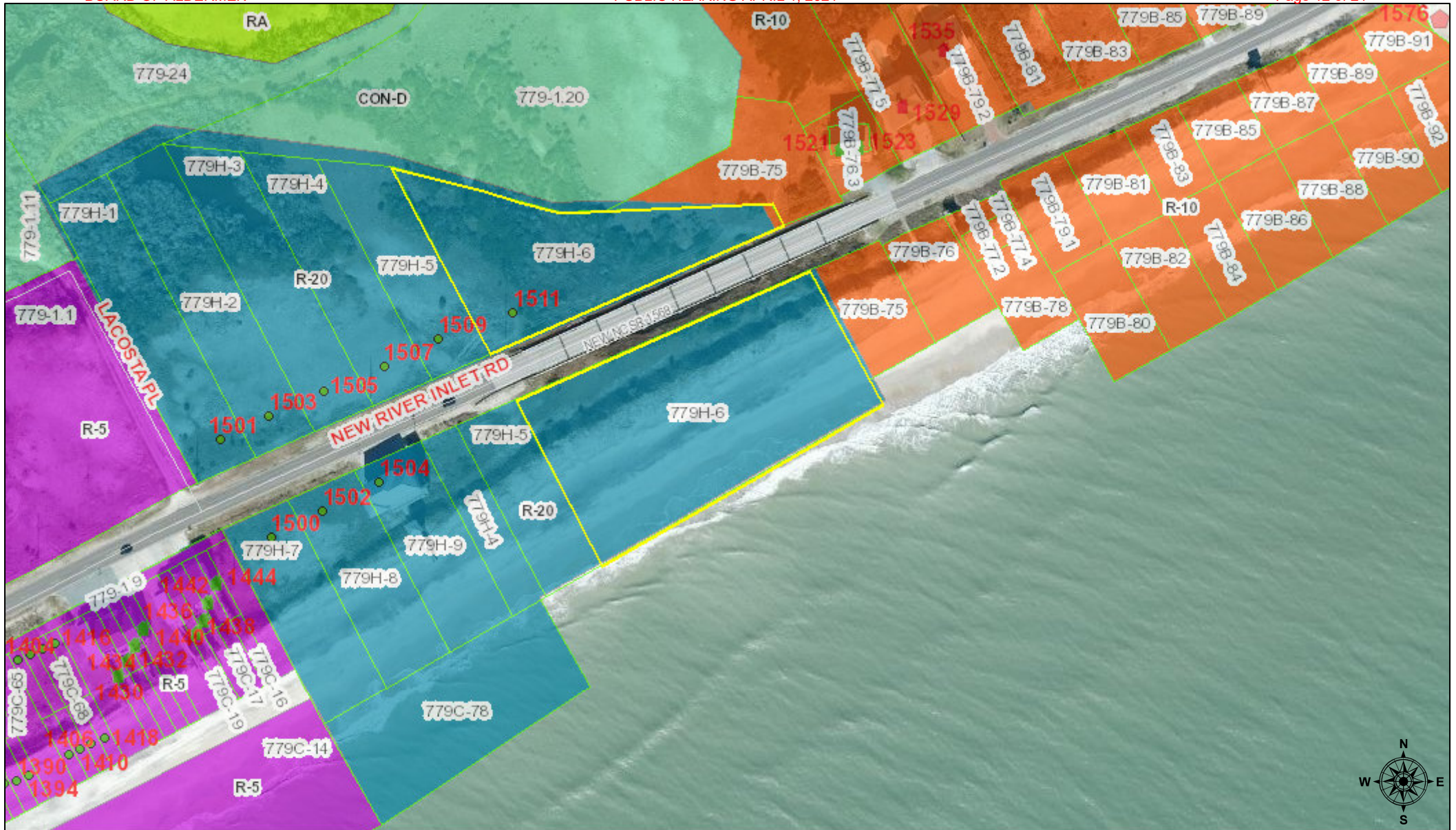
**SCALE: 1" = 40'**

**R4: MARCH 12, 2021  
SEPT 30, 2020**

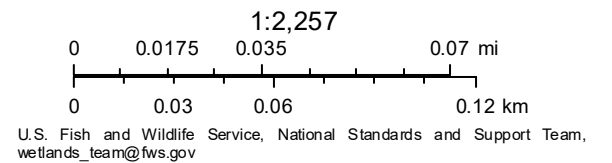
**WESTON LYALL, PE, PLS, PLLC**

214 HIGHWAY 17N SUITE 1  
HOLLY RIDGE, NC 28445  
PHONE: 910-329-9961 FIRM LICENSE #P-0937  
STRUCTURAL & CIVIL ENGINEERING & LAND SURVEYING

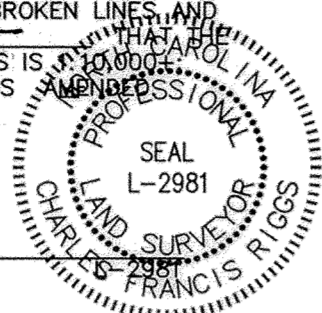
# 1511 NEW RIVER INLET RD/L6 THE SANCTUARY



February 12, 2021



I, CHARLES FRANCIS RIGGS, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN DEED BOOK 3400, PAGE 367); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS BROKEN LINES AND DRAWN FROM INFORMATION FOUND IN DEED BOOK       , PAGE       ; THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED; I WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 21<sup>st</sup> DAY OF AUGUST, A.D. 2013

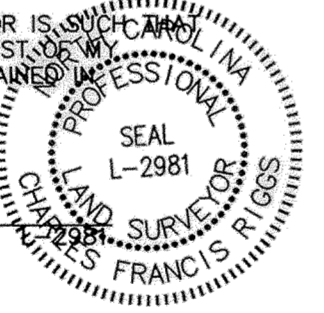


*Charles F. Riggs*  
 CHARLES FRANCIS RIGGS, P.L.S.

THIS IS TO CERTIFY THAT THE SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE        "VE" WHICH IS        A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND THE NATIONAL FLOOD INSURANCE PROGRAM. COMMUNITY PANEL NUMBER 370466 3720428800, NOVEMBER 3, 2005

THIS AREA IS NOT ELIGIBLE FOR FEDERAL FLOOD INSURANCE AS OF OCTOBER 1, 1983

- I, CHARLES FRANCIS RIGGS, PROFESSIONAL LAND SURVEYOR NO. L-2981, CERTIFY TO ONE OR MORE OF THE FOLLOWING AS INDICATED THIS:
- A. THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.
  - B. THAT THE SURVEY IS LOCATED IN A PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND.
  - C. ANY ONE OF THE FOLLOWING:
    - 1) THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET;
    - 2) THAT THE SURVEY IS OF AN EXISTING BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH AS A WATERCOURSE;
    - 3) THAT THE SURVEY IS A CONTROL SURVEY.
  - D. THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.
  - E. THAT THE INFORMATION AVAILABLE TO THIS SURVEYOR IS SUCH THAT I AM UNABLE TO MAKE A DETERMINATION TO THE BEST OF MY PROFESSIONAL ABILITY AS TO THE PROVISIONS CONTAINED IN (A) THROUGH (D) ABOVE.



*Charles F. Riggs* 08/21/13  
 CHARLES FRANCIS RIGGS, PROFESSIONAL LAND SURVEYOR NO. 2981

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF NORTH TOPSAIL BEACH, AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT; ESTABLISHED MINIMUM BUILDING SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER SITES AND EASEMENTS TO PUBLIC OR PRIVATE USE AS NOTED.

8/26/13 Charles Buttle  
 DATE OWNER

I HEREBY CERTIFY THAT THE DEVELOPMENT PLAN SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE ZONING ORDINANCE, TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS ARE NOTED IN THE MINUTES OF THE BOARD OF ADJUSTMENT AT ITS MEETING ON        AND MAY BE RECORDED IN THE OFFICE OF CLERK OF ONSLOW COUNTY.

8.28.2013 Richard P. Hill AICP  
 DATE PLANNING DIRECTOR

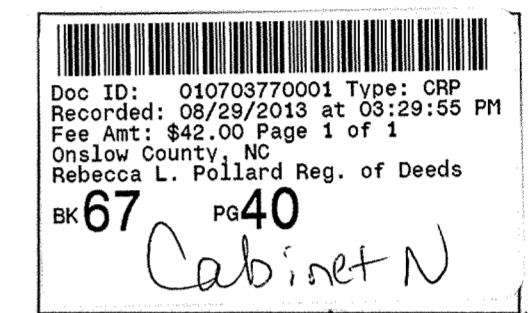
APPROVED BY THE BOARD OF ALDERMEN OF THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA, EFFECTIVE ON THE 1<sup>st</sup> DAY OF AUGUST, 2013.

8.28.2013 Daniel Luman  
 DATE MAYOR, NORTH TOPSAIL BEACH, NORTH CAROLINA

**NOTES**  
 TOTAL ACREAGE: 7.692 ACRES  
 TOTAL ACREAGE TO BE SUBDIVIDED: 7.692 ACRES  
 TOTAL ACREAGE TO BE RESIDENTIAL: 5.353 ACRES  
 TOTAL ACREAGE TO BE NONRESIDENTIAL: 2.339 ACRES (LOTS 4-6 OCEAN SIDE)  
 NUMBER OF LOTS: 9  
 SIZE OF LOTS: 27925 Sq.Ft. AVERAGE (20000 Sq.Ft. MINIMUM REQUIRED)  
 SIZE OF SMALLEST LOT: 20034 Sq.Ft., (0.460 ACRES) (LOT 9)  
 EXISTING USES OF LAND: NONE  
 EXISTING USES OF ADJOINING LAND: RESIDENTIAL & VACANT  
 PROPOSED USES OF LAND: RESIDENTIAL  
 PROPOSED STREET WIDTH: N/A  
 PROPOSED RIGHT-OF-WAY WIDTH: N/A  
 PROPOSED LENGTH OF STREET: N/A  
 ZONING OF LAND: R-20  
 ZONING OF ADJOINING LAND: R-5, R-10 & CON-D  
 ALL PROPOSED LOTS TO UTILIZE ONWASA WATER & PLURIS SEWER  
 ELECTRIC & TELEPHONE LINES TO BE UNDERGROUND

STATE OF NORTH CAROLINA, COUNTY OF ONSLOW  
 I, Rhonda Huffman, REVIEW OFFICER OF ONSLOW COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

8-29-13 Rhonda Huffman  
 DATE REVIEW OFFICER



*Rebecca L. Pollard*  
*Annette A. Campbell (Asst)*  
 REGISTER OF DEEDS

TOTAL AREA  
 335106 Sq.Ft.  
 7.692 ACRES  
 (EXCLUDING R/W)

**SUBDIVIDER**  
 CHRISTOPHER DAVID MCKINNEY  
 5412 HORSE TRAIL RD.  
 SUMMERFIELD, NC 27358

**ZONED R-20**  
**ZONING SETBACKS**  
 FRONT = 30'  
 REAR = 10'  
 SIDE = 10'

**OWNERS**  
 FIRST SERVICE HOLDING, LLC  
 A NORTH CAROLINA LIMITED LIABILITY COMPANY  
 FORMERLY:  
 FIRST SERVICE CORPORATION OF NORTH CAROLINA,  
 A NORTH CAROLINA CORPORATION

**TITLE SOURCE**  
 D.B. 3400, P. 367

**TAX ID**  
 779-1.2

**REFERENCES**  
 D.B. 3400, P. 367  
 M.B. 47, P. 102

ACTUAL FIELD SURVEY DATE: JULY 29, 2013  
 MAPPING DATE: AUGUST 21, 2013  
 DRAWN BY: J. HELMS  
 CHECKED BY: C.F. RIGGS  
 FIELD BOOK: 806, PAGE: 1

PROJECT NUMBER: 13-02-33

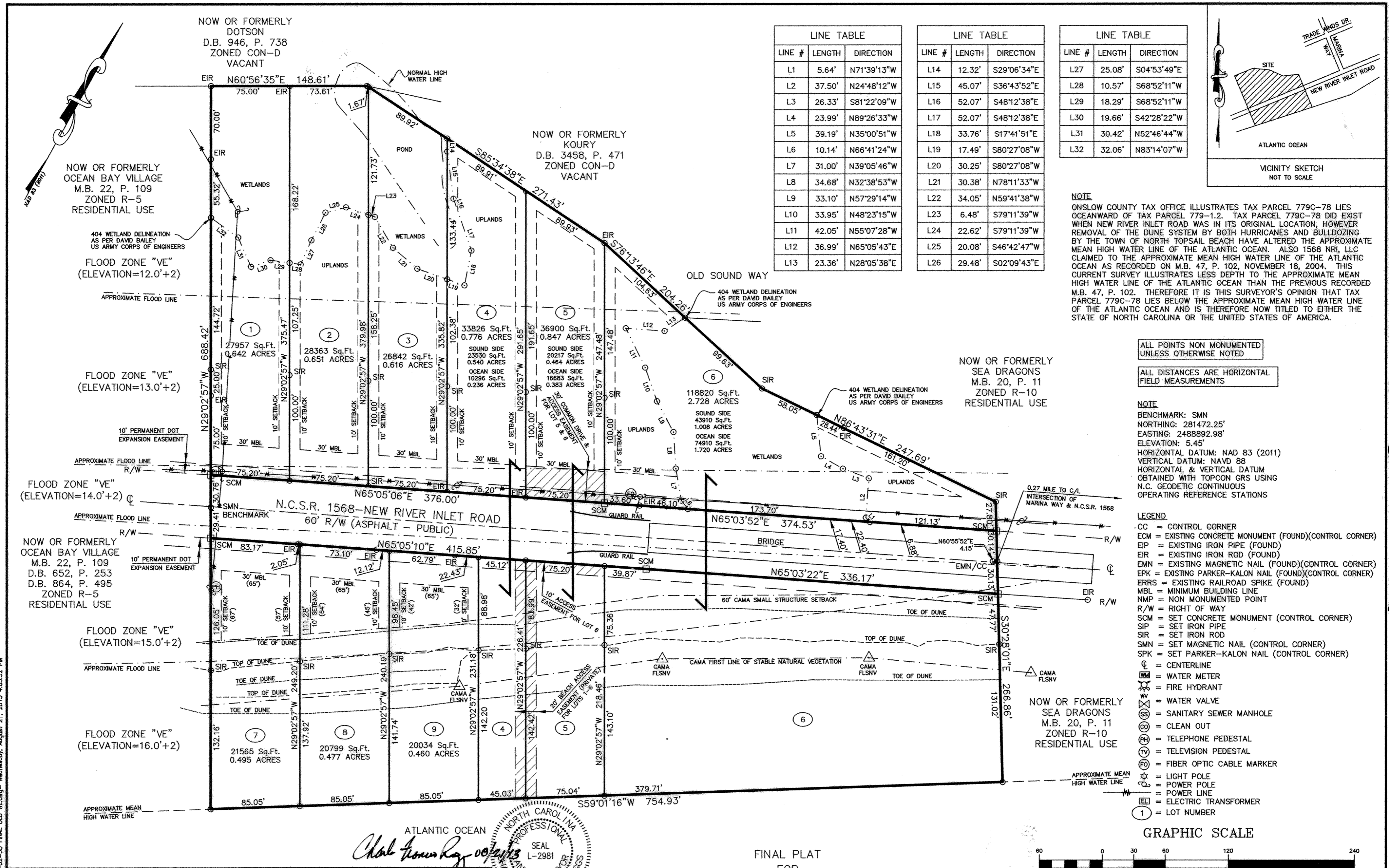
SHEET 1 OF 2

S:\2013\13-02-33 McKinney\CAD\Drawings\13-02-33 FINAL OLD WL.dwg - Wednesday, August 21, 2013 4:05:52 PM

**CHARLES F. RIGGS & ASSOCIATES, INC. (C-730)**  
 LAND SURVEYING - CONVENTIONAL & GLOBAL POSITIONING SYSTEMS,  
 LAND PLANNING & COMPUTER MAPPING  
 502 NEW BRIDGE STREET  
 P.O. BOX 1570  
 JACKSONVILLE, N.C. 28541-1570  
 TELEPHONE: (910) 455-0877  
 FACSIMILE: (910) 455-9033  
 E-MAIL: riggsland@bizec.rr.com  
 101 SCOTTS HILL LOOP ROAD  
 WILMINGTON, N.C. 28411  
 TELEPHONE: (910) 681-7444  
 E-MAIL: riggsland@bizec.rr.com

FINAL PLAT  
 FOR  
**THE SANCTUARY**  
 7.692 ACRES ON NEW RIVER INLET ROAD - NCSR 1568  
 STUMP SOUND TOWNSHIP, ONSLOW COUNTY, NORTH CAROLINA  
 FIRST SERVICE HOLDING, LLC,  
 A NORTH CAROLINA LIMITED LIABILITY COMPANY, OWNERS, D.B. 3400, P. 367  
 (FORMERLY FIRST SERVICE CORPORATION, A NORTH CAROLINA CORPORATION, D.B. 3400, P. 367)  
 NCSR 1568

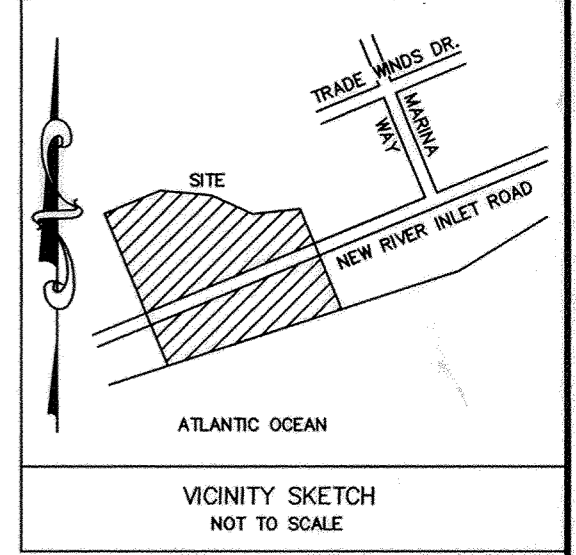
B 6 K B 7 P 6 4 0



LINE #	LENGTH	DIRECTION
L1	5.64'	N71°39'13"W
L2	37.50'	N24°48'12"W
L3	26.33'	S81°22'09"W
L4	23.99'	N89°26'33"W
L5	39.19'	N35°00'51"W
L6	10.14'	N66°41'24"W
L7	31.00'	N39°05'46"W
L8	34.68'	N32°38'53"W
L9	33.10'	N57°29'14"W
L10	33.95'	N48°23'15"W
L11	42.05'	N55°07'28"W
L12	36.99'	N65°05'43"E
L13	23.36'	N28°05'38"E

LINE #	LENGTH	DIRECTION
L14	12.32'	S29°06'34"E
L15	45.07'	S36°43'52"E
L16	52.07'	S48°12'38"E
L17	52.07'	S48°12'38"E
L18	33.76'	S17°41'51"E
L19	17.49'	S80°27'08"W
L20	30.25'	S80°27'08"W
L21	30.38'	N78°11'33"W
L22	34.05'	N59°41'38"W
L23	6.48'	S79°11'39"W
L24	22.62'	S79°11'39"W
L25	20.08'	S46°42'47"W
L26	29.48'	S02°09'43"E

LINE #	LENGTH	DIRECTION
L27	25.08'	S04°53'49"E
L28	10.57'	S68°52'11"W
L29	18.29'	S68°52'11"W
L30	19.66'	S42°28'22"W
L31	30.42'	N52°46'44"W
L32	32.06'	N83°14'07"W

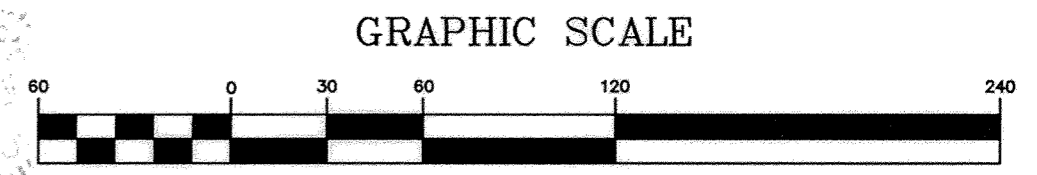


**NOTE**  
 ONSLOW COUNTY TAX OFFICE ILLUSTRATES TAX PARCEL 779C-78 LIES OCEANWARD OF TAX PARCEL 779-1.2. TAX PARCEL 779C-78 DID EXIST WHEN NEW RIVER INLET ROAD WAS IN ITS ORIGINAL LOCATION, HOWEVER REMOVAL OF THE DUNE SYSTEM BY BOTH HURRICANES AND BULLDOZING BY THE TOWN OF NORTH TOPSAIL BEACH HAVE ALTERED THE APPROXIMATE MEAN HIGH WATER LINE OF THE ATLANTIC OCEAN. ALSO 1568 NRI, LLC CLAIMED TO THE APPROXIMATE MEAN HIGH WATER LINE OF THE ATLANTIC OCEAN AS RECORDED ON M.B. 47, P. 102, NOVEMBER 18, 2004. THIS CURRENT SURVEY ILLUSTRATES LESS DEPTH TO THE APPROXIMATE MEAN HIGH WATER LINE OF THE ATLANTIC OCEAN THAN THE PREVIOUS RECORDED M.B. 47, P. 102. THEREFORE IT IS THIS SURVEYOR'S OPINION THAT TAX PARCEL 779C-78 LIES BELOW THE APPROXIMATE MEAN HIGH WATER LINE OF THE ATLANTIC OCEAN AND IS THEREFORE NOW TITLED TO EITHER THE STATE OF NORTH CAROLINA OR THE UNITED STATES OF AMERICA.

ALL POINTS NON MONUMENTED UNLESS OTHERWISE NOTED  
 ALL DISTANCES ARE HORIZONTAL FIELD MEASUREMENTS

**NOTE**  
 BENCHMARK: SMN  
 NORTHING: 281472.25'  
 EASTING: 2488892.98'  
 ELEVATION: 5.45'  
 HORIZONTAL DATUM: NAD 83 (2011)  
 VERTICAL DATUM: NAVD 88  
 HORIZONTAL & VERTICAL DATUM OBTAINED WITH TOPCON GRS USING N.C. GEODETIC CONTINUOUS OPERATING REFERENCE STATIONS

- LEGEND**
- CC = CONTROL CORNER
  - ECM = EXISTING CONCRETE MONUMENT (FOUND)(CONTROL CORNER)
  - EIP = EXISTING IRON PIPE (FOUND)
  - EIR = EXISTING IRON ROD (FOUND)
  - EMN = EXISTING MAGNETIC NAIL (FOUND)(CONTROL CORNER)
  - EPK = EXISTING PARKER-KALON NAIL (FOUND)(CONTROL CORNER)
  - ERRS = EXISTING RAILROAD SPIKE (FOUND)
  - MBL = MINIMUM BUILDING LINE
  - NMP = NON MONUMENTED POINT
  - R/W = RIGHT OF WAY
  - SCM = SET CONCRETE MONUMENT (CONTROL CORNER)
  - SIP = SET IRON PIPE
  - SIR = SET IRON ROD
  - SMN = SET MAGNETIC NAIL (CONTROL CORNER)
  - SPK = SET PARKER-KALON NAIL (CONTROL CORNER)
  - CL = CENTERLINE
  - WM = WATER METER
  - FH = FIRE HYDRANT
  - WV = WATER VALVE
  - SSM = SANITARY SEWER MANHOLE
  - CO = CLEAN OUT
  - TPH = TELEPHONE PEDESTAL
  - TPV = TELEVISION PEDESTAL
  - FOCM = FIBER OPTIC CABLE MARKER
  - LP = LIGHT POLE
  - PP = POWER POLE
  - PL = POWER LINE
  - ET = ELECTRIC TRANSFORMER
  - 1 = LOT NUMBER



( IN FEET )  
 1 inch = 60 ft.

ACTUAL FIELD SURVEY DATE: JULY 29, 2013  
 MAPPING DATE: AUGUST 21, 2013  
 DRAWN BY: J. HELMS  
 CHECKED BY: C.F. RIGGS  
 FIELD BOOK: 806 PAGE: 1

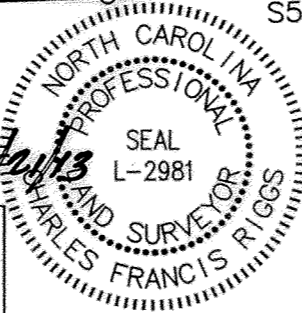
PROJECT NUMBER: 13-02-33

SHEET 2 OF 2

**CHARLES F. RIGGS & ASSOCIATES, INC. (C-730)**  
 LAND SURVEYING - CONVENTIONAL & GLOBAL POSITIONING SYSTEMS,  
 LAND PLANNING & COMPUTER MAPPING

502 NEW BRIDGE STREET  
 P.O. BOX 1570  
 JACKSONVILLE, N.C. 28541-1570  
 TELEPHONE: (910) 455-0877  
 FACSIMILE: (910) 455-9033  
 E-MAIL: riggsland@bizec.rr.com

101 SCOTTS HILL LOOP ROAD  
 WILMINGTON, N.C. 28411  
 TELEPHONE: (910) 681-7444  
 E-MAIL: riggsland@bizec.rr.com



FINAL PLAT FOR  
**THE SANCTUARY**

7.692 ACRES ON NEW RIVER INLET ROAD - NCSR 1568  
 STUMP SOUND TOWNSHIP, ONSLOW COUNTY, NORTH CAROLINA  
 FIRST SERVICE HOLDING, LLC,  
 A NORTH CAROLINA LIMITED LIABILITY COMPANY, OWNERS, D.B. 3400, P. 367  
 (FORMERLY FIRST SERVICE CORPORATION, A NORTH CAROLINA CORPORATION, D.B. 3400, P. 367)  
 NCSR 1568

S:\2013\13-02-33 McKimsey\CAD\Drawings\13-02-33 FINAL OLD WL.dwg - Wednesday, August 21, 2013 4:05:52 PM

P 0400A

**From:** [Connell, Brad](#)  
**To:** [D Hill MPA AICP CFM CZO](#)  
**Cc:** [Weston Lyall](#); [Christopher Ryan](#)  
**Subject:** RE: [External] FW: HOWINGTON BUILDING GROUP, LLC Subdivision Tax Map # 779H-6  
**Date:** Monday, November 30, 2020 9:25:31 AM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image008.png](#)  
[image002.png](#)  
[image010.png](#)

---

A portion of the property falls within the Ocean Hazard AEC (180' landward of the FLSNV) and should be labeled on the drawings. Work within this Area may require a CAMA permit prior to commencement. Please note that wetlands that are subject to Section 404 of the Clean Water Act need to be verified by the US Army Corps of Engineers.

Thank you,

*Brad Connell*

**Brad Connell**

Environmental Specialist II  
NC Division of Coastal Management  
400 Commerce Avenue  
Morehead City, NC 28557  
<http://portal.ncdenr.org/web/cm/dcm-home>  
(252)204-4427  
[Brad.Connell@ncdenr.gov](mailto:Brad.Connell@ncdenr.gov)



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**From:** D Hill MPA AICP CFM CZO [mailto:dhill@ntbnc.org]  
**Sent:** Thursday, November 12, 2020 1:01 PM  
**To:** Connell, Brad <brad.connell@ncdenr.gov>  
**Cc:** Weston Lyall <westonlyall@westonlyall.com>; Christopher Ryan <chris@westonlyall.com>  
**Subject:** [External] FW: HOWINGTON BUILDING GROUP, LLC Subdivision Tax Map # 779H-6

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [report.spam@nc.gov](mailto:report.spam@nc.gov)

Howington Building Group, LLC is seeking to subdivide a 2.73-acre parcel, zoned R-20, creating 2 lots, 6A at 1.36 acres (+/-59,241.6 square feet) and 6B at 1.49 acres (+/- 64,904.4 square feet).

SUBDIVISION PLAN REVIEW AND SIGN-OFF  
EMERGENCY MANAGEMENT

**SUBMIT FORM AND TO-SCALE COPY OF PLAT TO:**  
**FIRE CHIEF**  
**TOWN OF NORTH TOPSAIL BEACH**  
**1000 NC HWY 210**  
**SNEADS FERRY NC 28460**  
**(910) 328-2200**  
**csoward@ntbnc.org**

**RETURN COMPLETED FORM TO:**  
**PLANNING DIRECTOR**  
**TOWN OF NORTH TOPSAIL BEACH**  
**1000 NC HWY 210**  
**SNEADS FERRY NC 28460**  
**(910) 328-1349**  
**dhill@ntbnc.org**

TRANSMITTAL DATE:  
PROJECT NAME/TYPE:  
DUE DATE:

The following is a list of required plat information that you are asked to review:

- Proposed street layout
- Utility and other easements
- Location of fire hydrants / proposed main size (preliminary only)

Please indicate if the following design standards are met by initialing (or indicating n/a) by each item:

- Lengths, widths and shapes of blocks shall provide for control and safety of street traffic. (Roadways min. 20' unobstructed)
- Cul-de-sacs shall be 96 ft unless necessitated by topography of accessibility but in no case exceed 150 ft. Or a 120ft hammerhead can be used in the place of Cul-de-sacs.
- Commercial alleys minimum width 20 ft, if a dead-end alley cannot be avoided, a turnaround shall be provided, must meet any NC Fire Code requirements for Dead-end alleys. (NC Fire Code 2018 Appendix D & Table D103.4)
- Access Gates (D103.5) Bridges/Elevated Surfaces AASHTO HB-17 (NC Fire Code 2018 Chapter Five 503.2.6)

Please mark the appropriate space, sign and return to the North Topsail Beach Planning Department on or before the date indicated above.

- Plat meets the Town of North Topsail Beach emergency services requirements and is recommended for approval.
- Plat does not meet the Town of North Topsail Beach emergency services requirements and is not recommended for approval.
- Plat can be recommended for approval with the following changes:

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Plans Reviewed by: Chad Soward / Fire Chief  
(Print name and title)

Chad Soward  
Signature

13 November 2020  
Date

SUBDIVISION PLAN REVIEW AND SIGN-OFF

ONSLOW COUNTY GIS

SUBMIT FORM AND TO-SCALE COPY OF PLAT TO:

Onslow County GIS Department
234 NW Corridor Blvd.
Jacksonville, NC 28540
910-937-1193 PHONE/ 910-989-5814 FAX
Patricia\_Pike@onslowcountync.gov

RETURN COMPLETED FORM TO:

PLANNING DIRECTOR
TOWN OF NORTH TOPSAIL BEACH
1000 NC HWY 210
SNEADS FERRY NC 28460
(910) 328-1349
dhill@ntbnc.org

TRANSMITTAL DATE: 11/13/2020

PROJECT NAME/TYPE: HOWINGTON BUILDING GROUP, LLC

DUE DATE:

The following is a list of required plat information that you are asked to review:

- Name of subdivision and Street Names
Boundaries of tracts shown with bearings, distances, and closures
Permanent addresses for each lot (final plat only)

Please indicate if the following design standards are met by initialing (or indicating n/a) by each item:

- The name of the subdivision shall not duplicate the name of an existing subdivision within Onslow County.
Addressing shall conform with the county street numbering system.
Proposed streets which are obviously in alignment with existing streets shall be given the same name.
Duplication of existing names of streets shall be avoided and should not be phonetically similar to existing street names.

Please complete the following:

- This plat meets the Onslow County GIS Department requirements and is recommended for approval.
This plat does not meet the Onslow County GIS Department requirements and is not recommended for approval.
This plat can be recommended for approval with the following changes:

RECOMMEND ADDING SUBDIVISION REVIEW SIGNATURE BLOCK FOR
NORTH TOPSAIL BEACH PLANNING DIRECTOR'S SIGNATURE

Plans Reviewed by: PATRICIA PIKE & BRITTANY CREDLE
(Print name and title)

11/13/2020

Signature

Date



**From:** [Barbee, William C](#)  
**To:** [D Hill MPA AICP CFM CZO](#)  
**Cc:** ["Weston Lyall"; "Christopher Ryan"](#)  
**Subject:** RE: [External] RE: HOWINGTON BUILDING GROUP, LLC Subdivision Tax Map # 779H-6  
**Date:** Monday, November 16, 2020 8:50:21 AM  
**Attachments:** [image005.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[image014.png](#)  
[image001.png](#)

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The plat meets NCDOT requirements.

Tried to fax the form results was no answer.

Thanks,  
Chris

**William C. Barbee**  
Engineering Specialist II  
Jacksonville District Office  
NCDOT Division 3

910 467 0504 Direct Line  
910 467 0500 office  
910 346 8030 fax  
[wbarbee@ncdot.gov](mailto:wbarbee@ncdot.gov)

295 Wilmington Hwy  
Jacksonville, NC 28540



*Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

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**From:** D Hill MPA AICP CFM CZO <dhill@ntbnc.org>  
**Sent:** Thursday, November 12, 2020 1:04 PM  
**To:** Barbee, William C <wbarbee@ncdot.gov>  
**Cc:** 'Weston Lyall' <westonlyall@westonlyall.com>; 'Christopher Ryan' <chris@westonlyall.com>  
**Subject:** [External] RE: HOWINGTON BUILDING GROUP, LLC Subdivision Tax Map # 779H-6

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an

**D Hill MPA AICP CFM CZO**

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**From:** Cumbo, Daniel R <drcumbo@ncdot.gov>  
**Sent:** Monday, March 15, 2021 9:27 AM  
**To:** Weston Lyall  
**Cc:** Haste, Bradley L; D Hill MPA AICP CFM CZO  
**Subject:** RE: [External] 1511 New River Inlet Road Driveway Access  
**Attachments:** Subdivision3-12-21.pdf; \*New\* NCDOT Driveway Permit Online Submission Portal

Weston,

After we performed some research, the r/w around the bridges on SR1568 (New River Inlet Road) has come up in the past.

See below how access to the property is to be permitted:

- NCDOT has a total of 80' r/w in the vicinity of the bridge including the 60' r/w and 10' additional on each side.
- The District Office can grant an encroachment agreement for a drive located behind the bridge and/or guardrail to use the outer 10' portion of the r/w for a drive. Please submit an encroachment agreement with design plans for the access drive.
- The District Office will also grant a driveway permit for your property owner for a driveway on their actual frontage on SR1568 (New River Inlet Road). Please submit a driveway permit with design plans.
- Please include the proposed land use for the property on the plans.
- Please include the access drive on the plans with a typical section (must be within the outer 10' portion of the r/w)
- Please include the driveway on the plans that will connect to the access road.
- Please coordinate your submittals with Brad Haste if you have any questions. Both encroachment and driveway permit submittals will be handled via the Online Permits Portals. See attached email.

If you have any questions, please let us know.

Thanks,

**Daniel R. Cumbo, PE**

District Engineer  
Division 3 | District 1  
(910) 467-0500

---

**From:** Weston Lyall <westonlyall@westonlyall.com>  
**Sent:** Friday, March 12, 2021 1:34 PM  
**To:** Cumbo, Daniel R <drcumbo@ncdot.gov>  
**Subject:** [External] 1511 New River Inlet Road Driveway Access

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [Report Spam](#).

Daniel- per our conversation please see attached plat, with revised driveway access notes for your review.

Please advise what will be required to access lot 6B.

SUBDIVISION PLAN REVIEW AND SIGN-OFF  
ONWASA

SUBMIT FORM AND TO-SCALE COPY OF PLAT TO:

Wynne M. Ray, Technical Operations Supervisor  
ONWASA  
P.O. Box 1415  
Jacksonville, NC 28540  
Phone: (910) 937-7526  
Fax: (910) 455-2587  
WRay@onwasa.com

RETURN COMPLETED FORM TO:

PLANNING DIRECTOR  
TOWN OF NORTH TOPSAIL BEACH  
1000 NC HWY 210  
SNEADS FERRY NC 28460  
(910) 328-1349  
dhill@ntbnc.org

TRANSMITTAL DATE: 11-12-2020

PROJECT NAME/TYPE: Howington

DUE DATE: 12-3-2020

Please indicate if the following design standards are met by initialing (or indicating n/a) by each item:

- Each lot shall be provided with a connection to the county water system where available or an approved private or municipal system. *at the property owner's expense*
- The County may require oversized improvements and/or extension to adjacent property in the interest of future development. The county shall by the cost differential between required improvements and the standards to supply this project.

Please mark the appropriate space, sign and return to the North Topsail Beach County Planning Department on or before the date indicated above.

- This plat meets the Onslow <sup>Water and Sewer Authority</sup> ~~County Utilities Department~~ requirements and is recommended for approval.
- This plat does not meet the Onslow County Utilities Department requirements and is not recommended for approval.
- This plat can be recommended for approval with the following changes:

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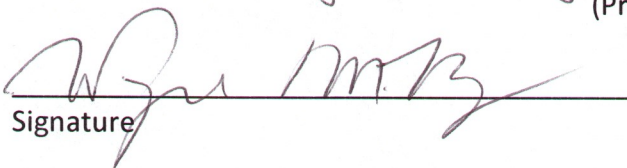


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Plans Reviewed by: Wynne M. Ray, Development Services Supervisor  
(Print name and title)

  
Signature

Date 11-12-2020

SUBDIVISION PLAN REVIEW AND SIGN-OFF  
PLURIS

**SUBMIT FORM AND TO-SCALE COPY OF PLAT TO:**  
**PLURIS**  
**RANDY HOFFER**  
**1095 NC-210, Sneads Ferry, NC 28460**  
**(888) 758-7471**

**RETURN COMPLETED FORM TO:**  
**PLANNING DIRECTOR**  
**TOWN OF NORTH TOPSAIL BEACH**  
**1000 NC HWY 210**  
**SNEADS FERRY NC 28460**  
**(910) 328-1349**  
**dhill@ntbnc.org**

TRANSMITTAL DATE:

PROJECT NAME/TYPE:

DUE DATE:

Please indicate if the following design standards are met by initialing (or indicating n/a) by each item:

- Each lot shall be provided with a connection to the Pluris sewer system where available .
- Pluris may require oversized improvements and/or extension to adjacent property in the interest of future development.

Please mark the appropriate space, sign and return to the North Topsail Beach County Planning Department on or before the date indicated above.

- This plat meets Pluris requirements and is recommended for approval.
- This plat does not meet Pluris requirements and is not recommended for approval.
- This plat can be recommended for approval with the following changes:  
Due to the depth of the force main from it being a directional bore the developer  
will be responsible for the road bore and tapping existing line. Pluris will need to be  
on site for the tap install to inspect and we will install the simplex station.

Plans Reviewed by: Randy Hoffer Regional Manager  
(Print name and title)

Signature 

Date 1/4/2021

**STAFF REPORT** CONTACT INFORMATION

Deborah J. Hill MPA AICP CFM CZO Planning Director

910.328.1349 ext 27

dhill@ntbnc.org

DOCKET/CASE/APPLICATION NUMBER  
CASE SUP-20-05 (modification)

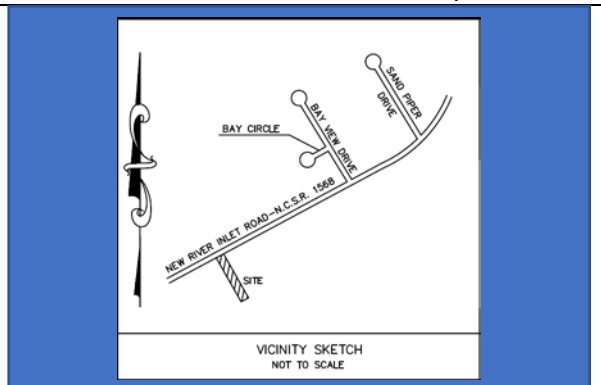
APPLICANT/PROPERTY OWNER  
CAPITAL ASSET PROPERTIES

PUBLIC HEARING DATE  
April 1, 2021 630pm

PROPERTY ADDRESS/LOCATION  
1792 1794 1796 New River Inlet Road  
L4A SHIP WATCH VILLAS/Tax Map # 779E-4

**BRIEF SUMMARY OF REQUEST**

Pursuant to § 2.06.05 (A), Capital Asset Properties/Neil Realty Co Inc is seeking a modification to special use permit SUP-20-05 approved by the Board of Aldermen on 10/01/2020 to construct 3 4BR townhouses as indicated on Special Use Plan for Capital Asset Topsail Development, LLC. By Charles F. Riggs & Associates, Inc. dated March 8, 2021.<sup>1</sup>



Source: Special Use Plan Special Use Plan for Capital Asset Topsail Development, LLC. By Charles F. Riggs & Associates, Inc. dated March 8, 2021

EXISTING ZONING <b>R-8<sup>2</sup></b>	EXISTING LAND USE Vacant	SURROUNDING ZONING & LAND USE <b>NW:</b> R-20 OC Beach Access 1 <b>NE:</b> R-20 Onslow County BEACH ACCESS 1 <b>SE:</b> Atlantic Ocean <b>SW:</b> R-8 Vacant SUP-21-01 TH	SITE IMPROVEMENTS None	SIZE OF PROPERTY .479 Acres 20,878 Sq. Ft.
---	-----------------------------	---	---------------------------	--

<b>COMPATIBILITY</b> with the COMPREHENSIVE PLAN CAMA LUP: Future Land Use Map classifies the property as High Density Residential	<b>PROPERTY HISTORY</b> Shipwatch Villas Lot 4 division was approved as an Exception on 11/16/20 and recorded in MB 79 P 76. <sup>3</sup> SUP-20-05 was reviewed by the PB on 9/10/20 and approved by the BOA on 10/1/20. The property is within CBRS L06 and is not eligible for federal flood insurance. The property is within the AE Special Hazard Flood Zone, Base Flood Elevation 11 feet, FIRM 3720429800K effective 6/19/2020. Ocean Hazard Area of Environmental Concern.
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**COMPATIBILITY** with the UDO  
Proposed lot meets the minimum dimensional requirements 3-unit townhomes in R-8 zoning district (i.e., 8,000 sq. ft. plus 8,000 sq. ft. for each unit over 2. See Response to Standards for **§ 4.03.03**.

**TECHNICAL REVIEW COMMITTEE<sup>4</sup>**

- JOEMC<sup>A</sup> No issues.
- NCDENR<sup>B</sup> This proposal will require a CAMA Minor Permit.
- NCDOT<sup>C</sup> they will need to submit for a NCDOT commercial driveway permit. Contact R/W Office at 910-342-2100 for ROW width on site plan.
- NTBFD<sup>D</sup> need something showing that it can support the fire code of 75,000 LBS. See R to S § 4.03.01 (C) (11). Requires hydrant.
- OCGIS<sup>E</sup> If the 3 units are going to be set up separately, we will need bearings for those units.
- ONWASA<sup>F</sup> The older units were served by several 2" water mains with services. If the same is to be done for these units, it will require permitting from NCDEQ Public Water Supply. Alternately, individual taps may be made and services bored across the road. The engineer should contact Wynne Ray for additional information.
- PLURIS<sup>G</sup> can use two 6" lateral taps into the 10" gravity main. No NCDENR permit is required. Good to go after fees are paid.

**3/11/ 2021 PLANNING BOARD UNANIMOUS RECOMMENDATION**

**APPROVE**

**APPROVE WITH CONDITIONS**

**DENY**

**I. Findings:** In granting the permit, the Board of Aldermen *shall* make a written decision that identifies the key facts of the case and applies these facts to the following standards. The Board must find that all of these conditions exist, or the application will be denied.

*A. The use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare;*

**Statement by Planning Director:**

Application meets the minimum dimensional requirements 3-unit townhomes in R-8 zoning district (i.e., 8,000 sq. ft. plus 8,000 sq. ft. for each unit over 2, i.e., 16,000 sq ft for 3 townhouses), as required by UDO § 4.03.03 (A) and Table 5-1; and

§ 4.03.01 (C):

(10) Proposed water system and firefighting facilities such as **hydrants** or sprinkler connections;

(11) Types of surfacing, slope, grade and cross section of drives, sidewalks and the like (private streets shall be designed to assure proper access and turn around for service and emergency vehicles);

(13) Landscaping and screening: a landscaping plan showing buffers between any residential districts as

well as perimeter landscaping for the development Also, location and heights  of all fences and walls;

(14) Lighting plan: all lighting shall be directed away from residentially zoned areas. The location and height of all lighting shall be shown;

(15) All plans showing utility construction details must meet the current specifications of the town;

See TRC comments by JOEMC, ONWASA, PLURIS

(16) Size and proposed location of any signs along the public street;

(19) No declaration and plan shall be recorded until all final boundary descriptions have been added to the plan and approved by the Zoning Administrator.

(D) *Timing.* Proposed schedule of development likely to be followed.

*B. The use or development complies with all required regulations and standards of this Ordinance and with all other applicable regulations;*

**Statement by Planning Director:**

In addition to response A. above, CAMA LUP Future Land Use Map classifies the property as High Density Residential.

*C. The use or development conforms to the plans for the land use and development of Town of North Topsail Beach as embodied in this Zoning Ordinance and in the Town of North Topsail Beach CAMA Land Use Plan.*

**Statement by Planning Director:**

Refer to response A and B on page 2.

**§ 4.02 PERMITTED AND SPECIAL USES.**

Permitted and special uses for each of the zoning districts and cross-references to use-specific standards are listed in blank space or are not listed. Italicized terms are defined in Article 11.

<i>Use</i>	<i>MHR</i>	<i>R5</i>	<i>R8</i>	<i>R10</i>	<i>R15</i>	<i>R20</i>	<i>RA</i>	<i>COND</i>	<i>B1</i>	<i>B2</i>	<i>Use Specific Standard</i>
Townhouse	S	S	S	S							<a href="#">4.03.03</a>

<i>Zoning District</i>	<i>Minimum Lot Size</i>	<i>Front Yard Setback</i>	<i>Lot Width</i>	<i>Side Yard Setback</i>	<i>Side Yard on Corner</i>	<i>Rear Yard Setback</i>	<i>Building Height</i>	<i>Maximum Lot Coverage</i>
R-8 Single-family	8,000 sq. ft.	20'	50'	8'	15'	10'	48'	30%
Multi-family	plus 8,000 sq. ft. for each unit over 2	20'	50'	8'	15'	10'	48'	30%

**§ 4.03.03 TOWNHOUSE DEVELOPMENT.**

In a townhouse development a group of adjoining self-contained units share common walls (either two one-hour fire walls or one two-hour fire wall) with the adjacent units, but stand on individual lots. Owners have title to the unit and lot that they occupy and a fractional interest in the building exteriors and common areas which generally contain drives, walks and open space.

(A) Density. See Table 5-1, Dimensional Requirements for square footage requirements applicable to each zoning district where condominium developments are permitted.

(B) Submission requirements. See § 4.03.01, Condominium Development (above). Submission requirements to obtain a special use permit for a townhouse development are the same as for condominium developments although the form of ownership and structural requirements are different.

(Ord. passed 11-2-2011)

**§ 4.03.01 CONDOMINIUM DEVELOPMENT.**

(A) Generally. In a condominium development, individual owners hold title to the interior of their unit and all owners own the common areas of buildings and property together. The following information must be adhered to and submitted in order to have an application for a special use permit considered by the Board of Aldermen.

(B) Density. See Table 5-1, Dimensional Requirements for square footage requirements applicable to each zoning district where condominium developments are permitted.

(C) Development plan. A plan of the proposed development shall be submitted containing the following elements:

(1) Approval of NTBFD The unit designation of each unit and a statement of its location, approximate area, number of rooms and immediate common area to which it has access and any other data necessary for its proper identification;

(2) Meet maximum impervious surface limit. Description of the general common areas and facilities as defined in the North Carolina Unit Ownership Act, being G.S. Ch. 47A and the proportionate interest of each unit owner therein;

(3) Require central sewer and central water. Location and amount of open space and recreation area which shall be a minimum of 10% of the area of the development minus any undevelopable land;

(4) Description of all boundary lines between portions of the structures designed for different ownership;

(5) Description of all garages, balconies, patios and the like, which form a part of each unit;

(6) Description of any special common areas and facilities stating what units shall share the same and in what proportion;

(7) Proposed provision for storm drainage and sanitary sewer, approved by a state certified registered engineer;

(8) Public or private easements or rights-of-way adjoining or intersecting the property;

(9) Proposed solid waste storage facilities and description of screening;

(10) Proposed water system and firefighting facilities such as hydrants or sprinkler connections;

(11) Types of surfacing, slope, grade and cross section of drives, sidewalks and the like (private streets shall be designed to assure proper access and turn around for service and emergency vehicles);

(12) The location and amount of parking spaces pursuant to Table 6-5, Parking Requirements;

(13) Landscaping and screening: a landscaping plan showing buffers between any residential districts as well as perimeter landscaping for the development. Also, location and heights of all fences and walls;

(14) Lighting plan: all lighting shall be directed away from residentially zoned areas. The location and height of all lighting shall be shown;

(15) All plans showing utility construction details must meet the current specifications of the town;

(16) Size and proposed location of any signs along the public street;

(17) All existing buildings and structures within 100 feet;

(18) Setbacks from public street rights-of-way shall be the same as required by the zoning district where the development is located; and

(19) No declaration and plan shall be recorded until all final boundary descriptions have been added to the plan and approved by the Zoning Administrator.

(D) Timing. Proposed schedule of development likely to be followed.

(E) Legal documentation. The applicant shall submit the following documents which shall be reviewed by the Zoning Administrator and approved by the Board of Aldermen before the final plat is recorded with the Register of Deeds.

(1) Declaration of covenants, conditions and restrictions. This declaration shall be a complete legal document establishing a unit ownership development as prescribed in the North Carolina Unit Ownership Act. It shall also contain proposed restrictions and covenants for the common area and residential sites. No unit shall be conveyed until the declaration and plan have been reviewed by the



Planning Director and approved by the Board of Aldermen and recorded in the Office of the County Register of Deeds along with the final plat.

(2) Articles of incorporation of homeowners association.

(a) Before the final plat is recorded, the developer shall submit a copy of the articles of incorporation of the homeowners association, along with evidence that the articles have been filed and approved by the Secretary of State. The articles shall require membership in the association for each original purchaser and each successive purchaser of a residential site or unit. The articles shall also provide for control of the development by the homeowners association when over 50% of the dwelling units are sold.

(b) The homeowners association shall be responsible for payment of premiums for liability insurance, local taxes, maintenance for recreational and other facilities located on the common areas, payment of assessments for public and private capital improvements made to or for the benefit of the common areas, maintenance and repair to the exterior of all attached residences located within the development or other common area facilities. The homeowners association shall be empowered to assess owners of residential sites within the development for the payment of these expenditures, and any such assessment not paid by the owner shall constitute a lien on the residence of the owner.

(c) It shall be further provided that upon default by the homeowners association in the payment to the governmental authority of any ad valorem taxes levied against the common areas or assessments for a period of six months, then each owner of a residential site in the development shall become obligated to pay to the taxing or assessing governmental authority a portion of such taxes or assessments in an amount determined by dividing the total taxes and/or assessments due to the governmental authority by the total number of residential sites in the development. If the sum is not paid by the owner within 30 days following receipt of notice of the amount due, then the sum shall become a continuing lien on the residence of the then owner, his or her heirs, governmental authority may either bring an action at law against the owner obligated to pay the same or may elect to foreclose the lien against the residence of the owner.

(3) Bylaws of homeowners association. The bylaws of the homeowners association shall provide for annual meetings, election of officers, an annual budget showing monthly assessments set at a sufficient level to insure success of the association, and an annual financial accounting distributed to all members.

(Ord. passed 11-2-2011)

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EXHIBITS

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	PAGE
<sup>1</sup> Special Use Plan for Clear Water Way RE LLC by Charles F. Riggs & Associates, Inc. dated 2/22/2021.....	6
<sup>2</sup> Onslow County GIS 2018 Pictometry with Zoning Layer.....	7
<sup>3</sup> Shipwatch Villas Lot 4 division (MB 79 P 76).....	8
Technical Review Committee	
<sup>4A</sup> Jones Onslow EMC.....	9
<sup>4B</sup> North Carolina Division of Coastal Management.....	10
<sup>4C</sup> North Carolina Department of Transportation.....	11
<sup>4D</sup> North Topsail Beach Fire Department.....	12-13
<sup>4E</sup> Onslow County GIS.....	14
<sup>4F</sup> ONWASA.....	15
<sup>4G</sup> PLURIS.....	16

I, CHARLES FRANCIS RIGGS, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY AS SHOWN HEREON IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA. THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS: **1:10,000±**

**NOTE**  
 PARKING REQUIRED: 2 SPACES PER DWELLING WITH FEWER THAN 3 ROOMS, PLUS ONE PER ROOM FOR EACH ADDITIONAL ROOM (EXCLUDING KITCHEN, DINING OR LIVING ROOM)  
 TOTAL PROPOSED PARKING: 12 SPACES FOR UNITS  
 1 OVERFLOW SPACE  
 13 TOTAL PARKING SPACES

**NOTE**  
 PROPOSED DWELLINGS WITHOUT EAVES = 3200 Sq.Ft.  
 PROPOSED PERVIOUS DRIVE = 0 Sq.Ft.  
 PROPOSED TOTAL IMPERVIOUS SURFACE = 3200 Sq.Ft.  
 TOTAL LOT AREA = 20878 Sq.Ft.  
 PROPOSED IMPERVIOUS AREA = 15.3%  
 MAXIMUM NORTH TOPSAIL BEACH ALLOWABLE IMPERVIOUS SURFACE = 30% (6263 Sq.Ft.)

**OPEN SPACE & RECREATION AREA**  
 OPEN SPACE & RECREATION AREA (NO BUILDINGS OR DRIVE/PARKING) = 7861 Sq.Ft.  
 DEVELOPABLE LAND (FROM R/W TO FLSNV) = 14419 Sq.Ft.  
 PROPOSED OPEN SPACE & RECREATION AREA = 54.5%

**DENSITY REQUIRED**  
 2 UNITS = 8000 Sq.Ft.  
 1 UNITS x 5000 Sq.Ft. = 8000 Sq.Ft.  
 3 UNITS TOTAL = 16000 Sq.Ft. REQUIRED  
 EXISTING AREA = 20878 Sq.Ft.

CHARLES FRANCIS RIGGS P.L.S. L-2981

THIS IS TO CERTIFY THAT THE SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE "AE" & "VE" WHICH IS A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND THE NATIONAL FLOOD INSURANCE PROGRAM. COMMUNITY PANEL NUMBER 370466 3720428800K, JUNE 19, 2020

THIS PROPERTY IS NOT COVERED BY FEDERAL FLOOD INSURANCE AS OF 10-01-83

**UNITS A & C (EACH UNIT)**

GROUND (CONDITIONED): 87 Sq.Ft.  
 FIRST FLOOR: 772 Sq.Ft.  
 SECOND FLOOR: 772 Sq.Ft.  
 TOTAL FLOOR AREA: 1631 Sq.Ft.

**UNIT B**

GROUND (CONDITIONED): 87 Sq.Ft.  
 FIRST FLOOR: 780 Sq.Ft.  
 SECOND FLOOR: 780 Sq.Ft.  
 TOTAL FLOOR AREA: 1647 Sq.Ft.

TOTAL STRUCTURE FLOOR AREA: 4909 Sq.Ft.

NUMBER OF BEDROOMS: 4 EACH UNIT  
 REQUIRED PARKING: 4 SPACES EACH UNIT

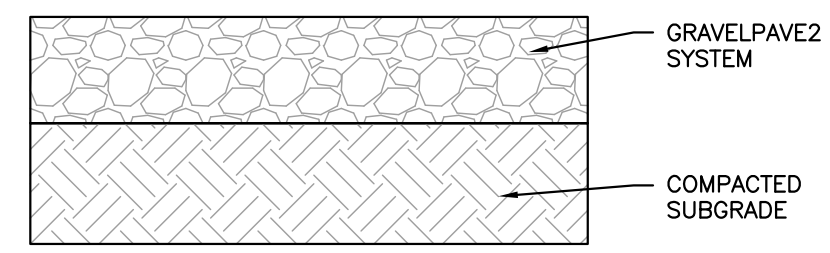
PROPOSED DWELLING IS TWO STORY TOWNHOUSE ON PILINGS OVER CONCRETE SLAB PARTIALLY ENCLOSED BELOW FOR ENTRY, STORAGE & GARAGE

TOTAL AREA: 20878 Sq.Ft. 0.479 ACRES  
 PROPOSED LAND DISTURBANCE: 9040 Sq.Ft. 0.208 ACRES  
 PROPOSED IMPERVIOUS SURFACE: 3200 Sq.Ft.  
 PROPOSED IMPERVIOUS SURFACE PERCENTAGE: 15.35% (30% ALLOWED)  
 PROPOSED OPEN SPACE & RECREATION AREA: 7861 Sq.Ft. (54.5%)  
 TOTAL NUMBER OF UNITS: 3

PROPOSED MAXIMUM BUILDING HEIGHT: 42.3' (48' ALLOWED)  
 PROPOSED INDIVIDUAL ONWASA WATER SERVICE FOR EACH UNIT  
 PROPOSED INDIVIDUAL PLURIS SEWER SERVICE FOR EACH UNIT  
 SOLID WASTE DISPOSAL WILL BE INDIVIDUAL OFF STREET PICK UP  
 PROPOSED SIGN WILL NOT EXCEED 10 Sq.Ft. IN AREA OR 6' IN HEIGHT  
 PROPERTY RESTS WITHIN OCEAN HAZARD AREA (AREA OF ENVIRONMENTAL CONCERN)

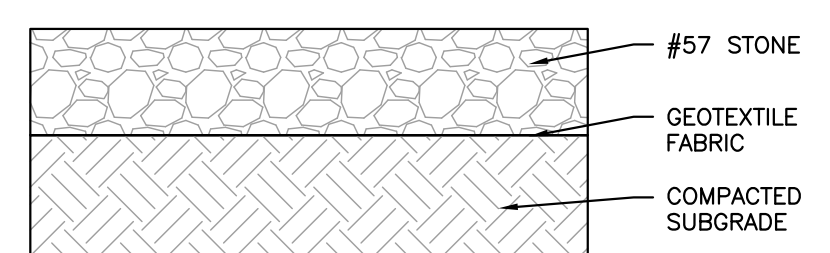
PROJECT IS PROPOSED LOW DENSITY THEREFORE A STORMWATER PLAN IS NOT REQUIRED. ALL STORMWATER TO SHEET FLOW THROUGH PROPERTY.  
 PROJECT TO COMMENCE CONSTRUCTION SPRING OF 2021  
 HOA TO BE CREATED AND RESPONSIBLE FOR ALL COMMON AREAS  
 OUTDOOR LIGHTING WILL BE ACCOMPLISHED BY LOW VOLTAGE WATTAGE, AND USE OF FULL CUTOFF FIXTURES. LOCATION AND HEIGHT OF LUMINARIES. THE LIGHTING SHALL NOT ILLUMINATE ANY PART OF THE DUNE AREA OR PUBLIC BEACH AREA.

CAMA PERMIT 07-21  
 ISSUED FEBRUARY 5, 2021  
 EXPIRES DECEMBER 31, 2024



**NOTE:**  
 1. ALL FILL TO BE COMPACTED PER NCDOT SPECIFICATIONS.

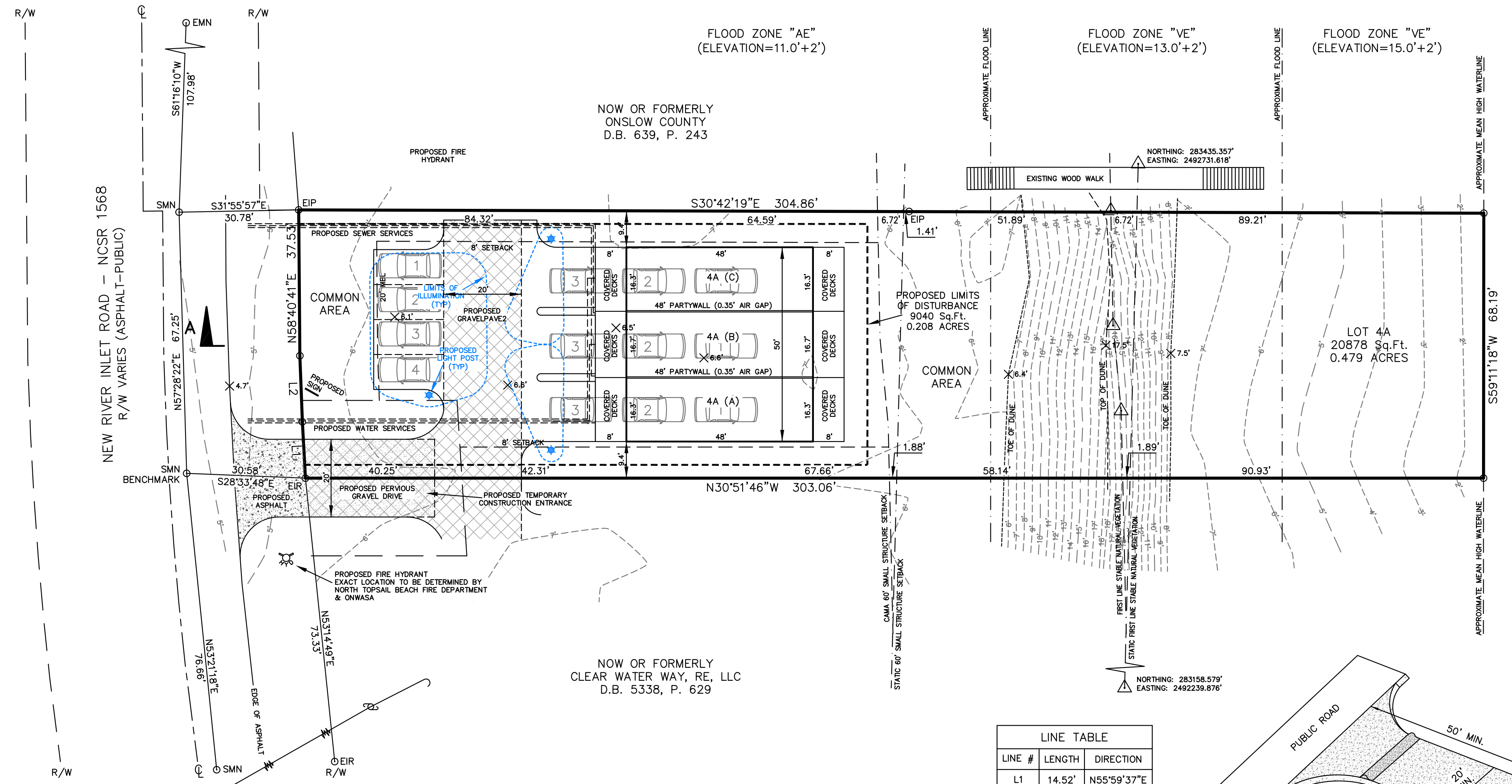
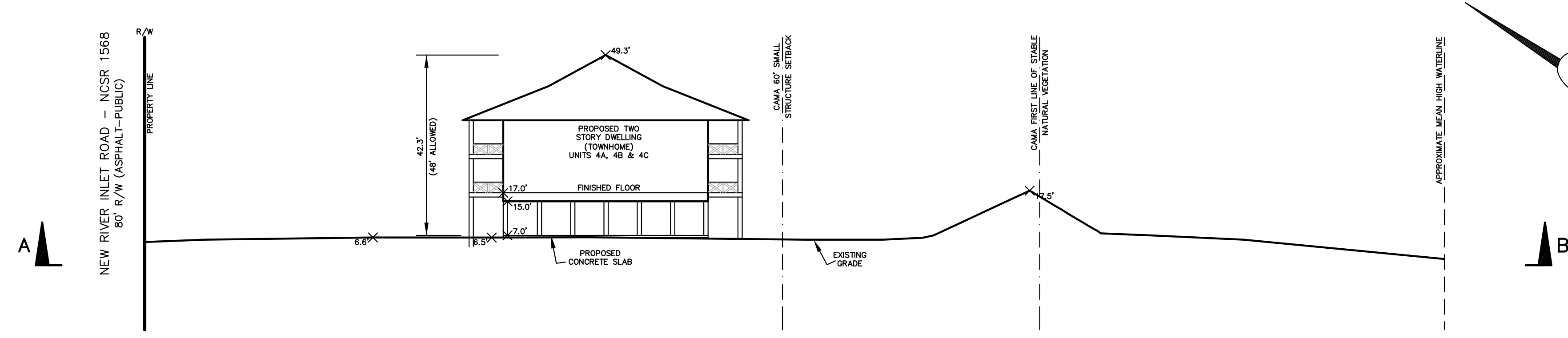
**GRAVELPAVE2 DRIVE DETAIL**  
 NOT TO SCALE



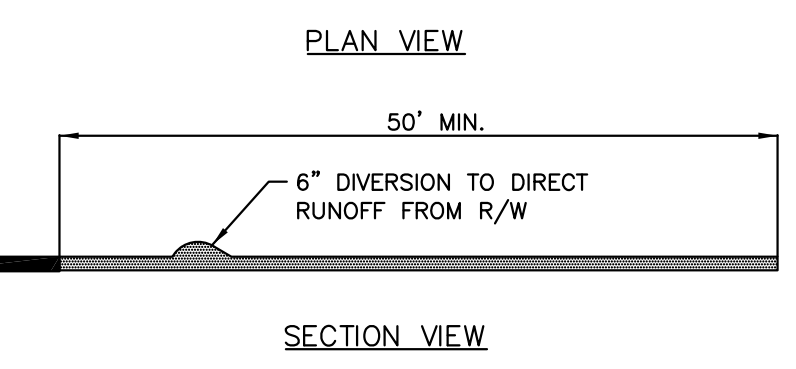
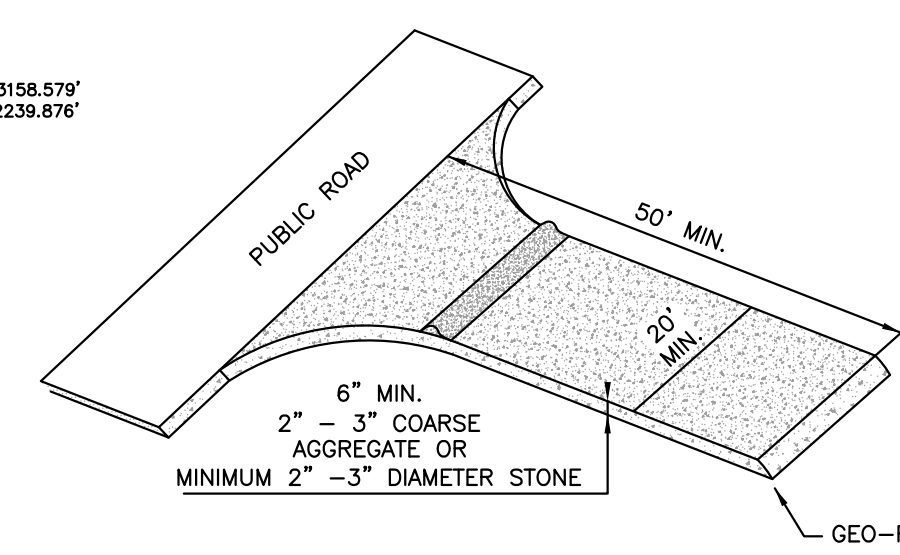
**NOTE:**  
 1. ALL FILL TO BE COMPACTED PER NCDOT SPECIFICATIONS.

**GRAVEL PARKING DETAIL**  
 NOT TO SCALE

**NOTE**  
 ALL WATER & SEWER ILLUSTRATED AS SERVICES  
 ANY WATER OR SEWER OTHER THAN SERVICES MUST BE ENGINEERED



LINE #	LENGTH	DIRECTION
L1	14.52'	N55°59'37"E
L2	17.01'	N56°58'51"E



**TEMPORARY CONSTRUCTION ENTRANCE**  
 NOT TO SCALE

**NOTE**  
 BENCHMARK: SMN  
 NORTHING: 283604.62'  
 EASTING: 2492537.67'  
 ELEVATION: 5.21'  
 HORIZONTAL DATUM: NAD 83 (2011)  
 VERTICAL DATUM: NAVD 88  
 COMBINED FACTOR: 0.99997784  
 HORIZONTAL & VERTICAL DATUM OBTAINED WITH TOPCON GRS USING N.C. GEODETIC CONTINUOUS OPERATING REFERENCE STATIONS

ZONED R-8  
 ZONING SETBACKS  
 FRONT = 20'  
 REAR = 10'  
 SIDE = 8'

**OWNERS**  
 CAPITAL ASSET TOPSAIL DEVELOPMENT, LLC

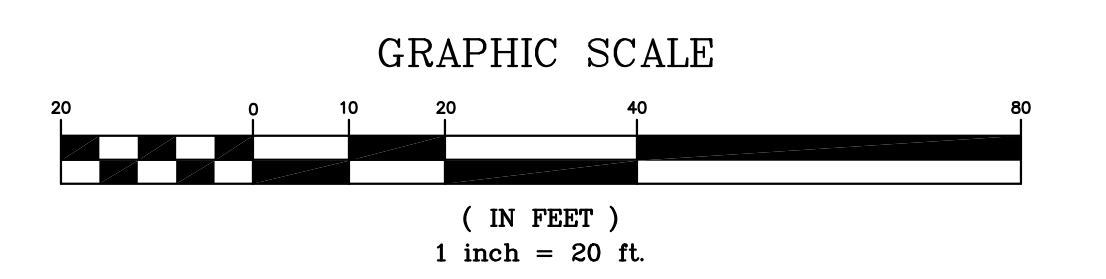
**TITLE SOURCE**  
 D.B. 5291, P. 307

**TAX MAP #**  
 779E-4

**REFERENCES**  
 D.B. 639, P. 243  
 D.B. 5291, P. 307  
 D.B. 5338, P. 629  
 M.B. 22, P. 57  
 M.B. 79, P. 76

ALL POINTS NON MONUMENTED UNLESS OTHERWISE NOTED

- LEGEND**
- CC = CONTROL CORNER
  - EQM = EXISTING CONCRETE MONUMENT (FOUND)(CONTROL CORNER)
  - EIP = EXISTING IRON PIPE (FOUND)
  - EIR = EXISTING IRON ROD (FOUND)
  - EMN = EXISTING MAGNETIC NAIL (FOUND)(CONTROL CORNER)
  - EPK = EXISTING PARKER-KALON NAIL (FOUND)(CONTROL CORNER)
  - ERRS = EXISTING RAILROAD SPIKE (FOUND)
  - MBL = MINIMUM BUILDING LINE
  - NMP = NON MONUMENTED POINT
  - R/W = RIGHT OF WAY
  - SCM = SET CONCRETE MONUMENT (CONTROL CORNER)
  - SIP = SET IRON PIPE
  - SIR = SET IRON ROD
  - SMN = SET MAGNETIC NAIL (CONTROL CORNER)
  - SPK = SET PARKER-KALON NAIL (CONTROL CORNER)
  - C = CENTERLINE
  - W = WATER METER
  - WV = WATER VALVE
  - SS = SANITARY SEWER MANHOLE
  - CO = CLEAN OUT
  - TP = TELEPHONE PEDESTAL
  - TV = TELEVISION PEDESTAL
  - FCM = FIBER OPTIC CABLE MARKER
  - LP = LIGHT POLE
  - PP = POWER POLE
  - GW = GUY WIRE
  - PL = POWER LINE
  - ET = ELECTRIC TRANSFORMER
  - X1.5' = EXISTING SPOT ELEVATION



ACTUAL FIELD SURVEY DATE: FEBRUARY 17, 2021  
 MAPPING DATE: MARCH 8, 2021  
 FIELD BOOK: 1178, PAGE: 1  
 PROJECT NUMBER: 21-02-22

**CHARLES F. RIGGS & ASSOCIATES, INC. (C-730)**  
 LAND SURVEYING - CONVENTIONAL & GLOBAL POSITIONING SYSTEMS,  
 LAND PLANNING & COMPUTER MAPPING  
 502 NEW BRIDGE STREET P.O. BOX 1570 JACKSONVILLE, NC 28540-1570  
 LANDFALL EXECUTIVE SUITES 1213 CULBRETH DRIVE WILMINGTON, NC 28405  
 TELEPHONE: (910) 455-0877 TELEPHONE: (910) 681-7444  
 E-MAIL: riggsland@riggslandnc.com

**SPECIAL USE PLAN FOR CAPITAL ASSET TOPSAIL DEVELOPMENT, LLC**  
 UNITS A, B & C  
 LOT 4A, SHIP WATCH VILLAS, M.B. 79, P. 76  
 STUMP SOUND TOWNSHIP, ONSLOW COUNTY, NORTH CAROLINA  
 CAPITAL ASSET TOPSAIL DEVELOPMENT, LLC, OWNER, D.B. 5291, P. 307  
 NEW RIVER INLET ROAD

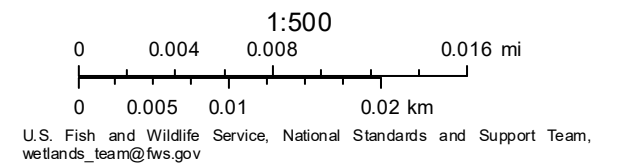
PRELIMINARY PLAN NOT FOR RECORDATION, CONVEYANCES OR SALES

S:\2021\21-02-22 Capital Asset Topsail Development (M)\CAD\Drawings\21-02-22 SPEC\Title.dwg - Monday, March 08, 2021 11:06:46 AM

# SUP 21 01 OC GIS AERIAL W 2018 PIC & ZONING LAYER

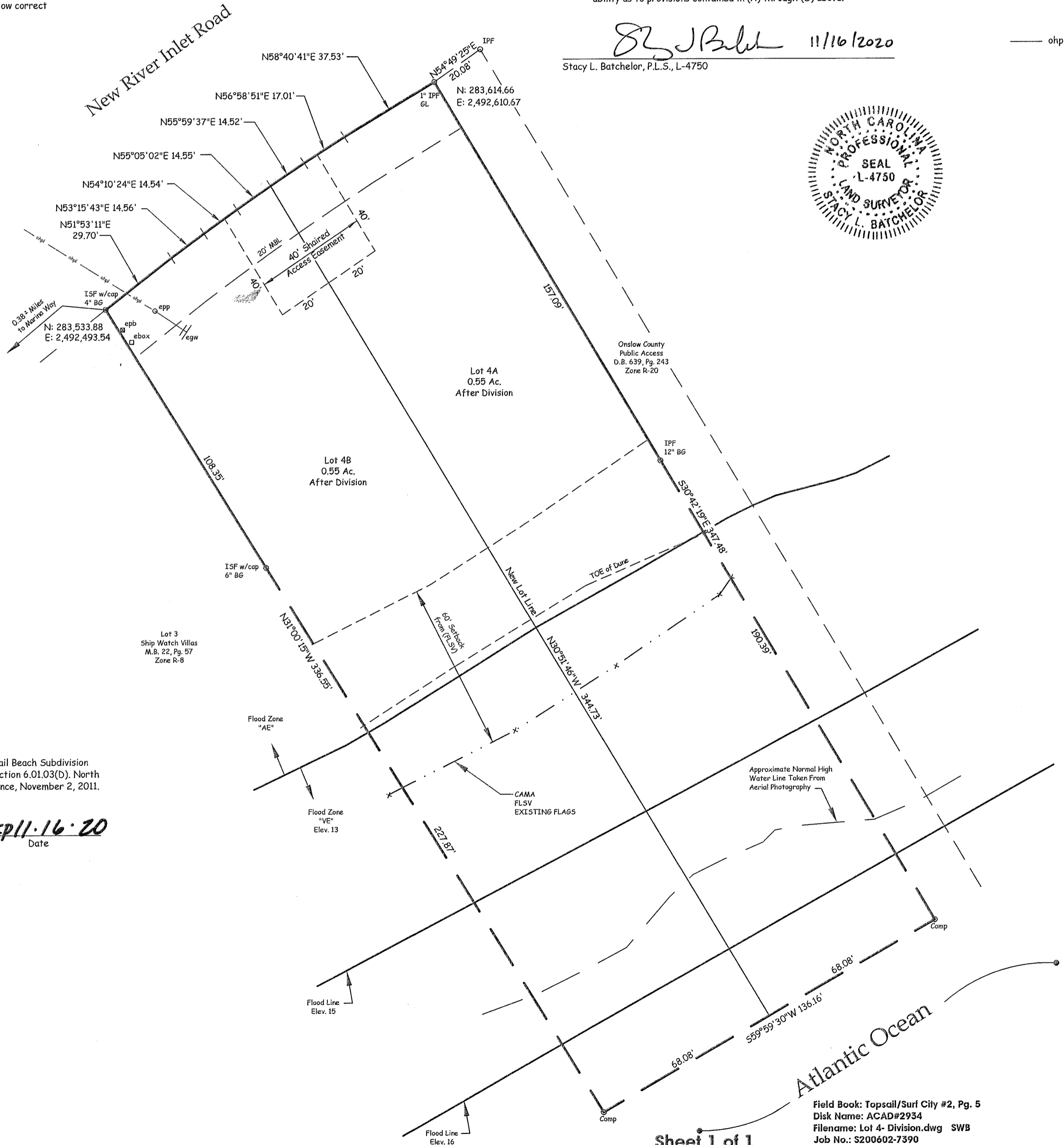
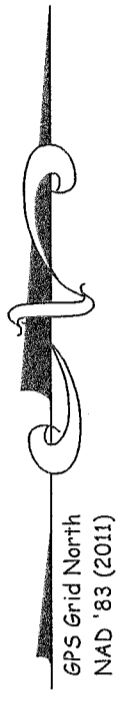


February 11, 2021



NOTES:

- 1. Setbacks:
  - Front = 20'
  - Side Yard = 8'
  - Rear = 10'
  - Side Street = 15'
- 2. All distances are horizontal ground, U.S. survey feet.
- 3. All acreage calculated by coordinates.
- 4. No Register of Deed search done by or furnished to surveyor regarding deed or covenant restrictions.
- 5. The existence of utilities may imply the existence of an easement.
- 6. The GPS portion of the boundary control work was performed to third order, Class I, FGCC specifications. The coordinates were obtained by Real Time Kinematic Differential GPS Observations using Trimble Survey Grade 5800 GPS Unit, NCGS RTK Network Adjustments to NC Grid NAD' 83, (2011).
- 7. Flood lines drawn from a best fit of an electronic overlay of the digital flood map FIRM CPN 370366 4298 K (Town of North Topsail Beach) Effective June 19, 2020.
- 8. Setbacks are subject to change and should follow correct zoning setbacks requirements.



I, Stacy L. Batchelor, Professional Land Surveyor L-4750, certify to one of the following as indicated:

- A. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.
- B. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.
- C. Any one of the following:
  1. That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street.
  2. That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse.
  3. That the survey is a control survey.
  4. That the survey is of a proposed easement for a public utility as defined in G.S. 62-3.
- D. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption or exception to the definition of subdivision.
- E. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (A) through (D) above.

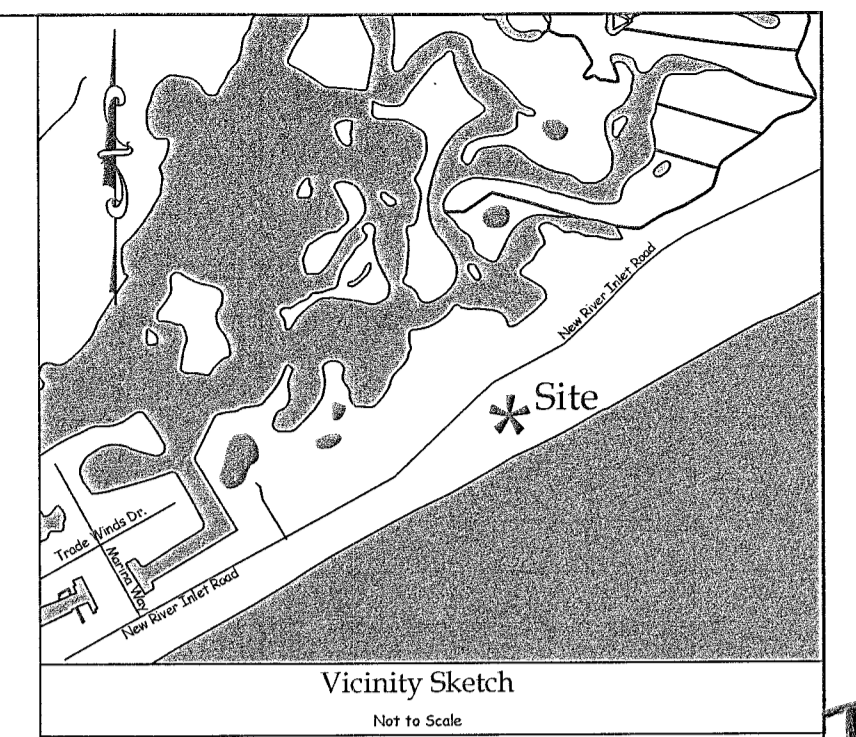
*Stacy L. Batchelor* 11/16/2020  
 Stacy L. Batchelor, P.L.S., L-4750



Legend:

- BG - Below Ground
- Comp - Computed Point
- D.B. - Deed Book
- ebox - Existing Electric Box
- egw - Existing Guy Wire
- EOP - Edge of Pavement
- epp - Existing Phone Box
- ex - Existing
- FLSV - First Line Stable Vegetation
- GL - Ground Level
- inv. - Invert
- IPF - Iron Pipe Found
- ISF - Iron Stake Found
- MBL - Map Book
- MBL - Minimum Building Line
- Pg. - Page
- R/W - Right-of-way

ohpl - Overhead Powerline



I, Stacy L. Batchelor, certify that this map was drawn under my supervision from an actual survey (Deed and Plat references as shown hereon), made under my supervision, completed in 6/3/2020, that the average relative positional precision is 0.1". That the boundaries not surveyed are shown as broken lines drawn from sources noted, that this map was prepared in accordance with G.S. 47-30 as amended, this map was prepared for recording purposes.

Witness my original signature, license number and seal this 16<sup>th</sup> day of NOVEMBER AD 2020.  
*Stacy L. Batchelor*  
 Stacy L. Batchelor, P.L.S., L-4750

NORTH CAROLINA.....ONSLow COUNTY  
 I, Julianne T. Baker  
 Review Officer of Onslow County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

*Julianne T. Baker* 11/16/20  
 Review Officer Date

NORTH CAROLINA.....ONSLow COUNTY  
 Doc ID: 015020930001 Type: CRP  
 Recorded: 11/16/2020 at 04:02:03 PM  
 Fee Amt: \$21.00 Page 1 of 1  
 Onslow County, NC  
 Rebecca L. Pollard Reg. of Deeds  
 BK 79 PG 76  
 Cabinet 0

*Rebecca L. Pollard* (Dep.)  
 Register of Deeds Onslow County

2 Tracts  
 1.1 Acres  
 Deed Ref: D.B. 643, Pg. 202  
 M.B. 22, Pg. 57  
 Zone R-8

DIVISION MAP

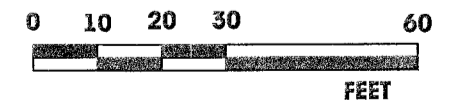
SHIP WATCH VILLAS LOT 4

Stump Sound Twp., Onslow Co., North Carolina

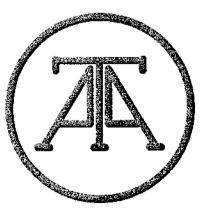
Owner: **Capital Asset Topsail Development, LLC**  
 1121 Military Cutoff Road, Suite C#336  
 Wilmington N.C. 28405  
 (910) 821-0060

DATE: 10-26-2020

SCALE: 1"=30'



**PARKER & ASSOCIATES, INC.**  
 Engineers - Surveyors - Planners  
 Jacksonville, North Carolina  
 P.O. Box 976 - 306 New Bridge Street - 28540  
 Phone (910) 455-2414 - www.ParkerJacksonville.com  
 N.C. Firm License Number: F-0108



Field Book: Topsail/Surf City #2, Pg. 5  
 Disk Name: ACAD#2934  
 Filename: Lot 4 - Division.dwg SWB  
 Job No.: S200602-7390

B  
K  
7  
9  
P  
G  
7  
6

**From:** [Kenny Barber](#)  
**To:** [D Hill MPA AICP CFM CZO](#); [Brad Connell](#); [Chad Soward](#); [Chris Barbee \(wcbabee@ncdot.gov\)](#); [Jimmy Canady](#); [Patricia Pike@onslowcountync.gov](#); [Randy Hoffer](#); [Robert Lanier](#); [Wynne Ray](#)  
**Cc:** [Kate Winzler](#)  
**Subject:** RE: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Friday, February 5, 2021 3:41:10 PM

---

JOEMC pole on right front corner of property will be relocate to property line. No other issues.

Respectfully,

*Kenneth R. Barber  
Project Manager  
Jones-Onslow EMC  
1225 N.C. Hwy. 210  
Sneads Ferry, NC 28460  
910-330-1092 mobile  
910-577-6805 direct  
910-327-2470 fax  
kbarber@joemc.com*



---

**From:** D Hill MPA AICP CFM CZO <dhill@ntbnc.org>  
**Sent:** Thursday, February 4, 2021 12:54 PM  
**To:** Brad Connell <Brad.Connell@ncdenr.gov>; Chad Soward <csoward@ntbnc.org>; Chris Barbee (wcbabee@ncdot.gov) <wcbabee@ncdot.gov>; Jimmy Canady <jcanady@ntbnc.org>; Kenny Barber <KBarber@joemc.com>; Patricia\_Pike@onslowcountync.gov; Randy Hoffer <rhoffer@plurisusa.com>; Robert Lanier <RLanier@joemc.com>; Wynne Ray <WRay@onwasa.com>  
**Cc:** Kate Winzler <kate@ntbnc.org>  
**Subject:** FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

\*\*\*\*\*THE EMAIL BELOW IS FROM AN EXTERNAL SOURCE.  
PLEASE DO NOT OPEN ATTACHMENTS OR CLICK LINKS FROM  
AN UNKNOWN OR SUSPICIOUS ORIGIN.\*\*\*\*\*

Please see updated site plan for the Special Use Permit application for townhouse development.  
Please forward any comments or concerns that you may have.  
I have received input from ONWASA, NCDOT AND NTB FD. If you are ok with it as submitted, please advise.

**From:** [Connell, Brad](#)  
**To:** [D Hill MPA AICP CFM CZO](#); [Chad Soward](#); [Barbee, William C](#); [Jimmy Canady](#); [Kenny Barber](#); [Pike, Patricia](#); [Randy Hoffer](#); [Robert Lanier](#); [Wynne Ray](#)  
**Cc:** [Kate Winzler](#)  
**Subject:** RE: [External] FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Thursday, February 4, 2021 1:18:13 PM  
**Attachments:** [image002.png](#)

---

This proposal will require a CAMA Minor Permit.

Thank you,

*Brad Connell*

**Brad Connell**

Environmental Specialist II  
NC Division of Coastal Management  
400 Commerce Avenue  
Morehead City, NC 28557  
<http://portal.ncdenr.org/web/cm/dcm-home>  
(252)204-4427  
[Brad.Connell@ncdenr.gov](mailto:Brad.Connell@ncdenr.gov)



***E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.***

---

**From:** D Hill MPA AICP CFM CZO [mailto:dhill@ntbnc.org]  
**Sent:** Thursday, February 4, 2021 12:54 PM  
**To:** Connell, Brad <brad.connell@ncdenr.gov>; Chad Soward <csoward@ntbnc.org>; Barbee, William C <wbarbee@ncdot.gov>; Jimmy Canady <jcanady@ntbnc.org>; Kenny Barber <KBarber@joemc.com>; Pike, Patricia <patricia\_pike@onslowcountync.gov>; Randy Hoffer <rhoffer@plurisusa.com>; Robert Lanier <RLanier@joemc.com>; Wynne Ray <WRay@onwasa.com>  
**Cc:** Kate Winzler <kate@ntbnc.org>  
**Subject:** [External] FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [Report Spam](#).

Please see updated site plan for the Special Use Permit application for townhouse development. Please forward any comments or concerns that you may have. I have received input from ONWASA, NCDOT AND NTB FD. If you are ok with it as submitted, please advise.

**From:** [Barbee, William C](#)  
**To:** [D Hill MPA AICP CFM CZO](#)  
**Subject:** RE: [External] Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Thursday, February 4, 2021 7:56:26 AM  
**Attachments:** [image003.png](#)  
[image005.png](#)  
[image007.png](#)  
[image008.png](#)  
[image001.png](#)

---

Deborah,

They will need to submit for a Driveway permit.

Thanks,  
Chris

**William C. Barbee**  
Engineering Specialist II  
Jacksonville District Office  
NCDOT Division 3

910 467 0504 Direct Line  
910 467 0500 office  
910 346 8030 fax  
[wcbabee@ncdot.gov](mailto:wcbabee@ncdot.gov)

295 Wilmington Hwy  
Jacksonville, NC 28540



*Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.*

---

**From:** D Hill MPA AICP CFM CZO <dhill@ntbnc.org>  
**Sent:** Monday, February 1, 2021 1:44 PM  
**To:** Connell, Brad <brad.connell@ncdenr.gov>; Chad Soward <csoward@ntbnc.org>; Barbee, William C <wcbabee@ncdot.gov>; Pike, Patricia <patricia\_pike@onslowcountync.gov>; Randy Hoffer <rhoffer@plurisusa.com>; rmaready@joemc.com; Wynne Ray <WRay@onwasa.com>  
**Subject:** [External] Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an

**From:** D Hill MPA AICP CFM CZO  
**To:** [Chad Soward](#)  
**Cc:** [Jimmy Canady](#)  
**Subject:** RE: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Tuesday, February 2, 2021 9:23:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

I imagine that they will have to have an engineer's design and certification. What do you think, Jimmy?

d

---

**From:** Chad Soward <[csoward@ntbnc.org](mailto:csoward@ntbnc.org)>  
**Sent:** Tuesday, February 2, 2021 9:22 AM  
**To:** D Hill MPA AICP CFM CZO <[dhill@ntbnc.org](mailto:dhill@ntbnc.org)>  
**Subject:** Re: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

Hi Deb,

With this gravel driveway they are proposing we are going to need something showing that it can support the fire code of 75,000 LBS. With gravel mixing with the sand, I'm not sure how they will be able to do that but that will be needed.

Chief W.C. Soward  
North Topsail Beach Fire Dept.  
(910) 328-2200

---

**From:** D Hill MPA AICP CFM CZO <[dhill@ntbnc.org](mailto:dhill@ntbnc.org)>  
**Sent:** Monday, February 1, 2021 1:43 PM  
**To:** Brad Connell <[Brad.Connell@ncdenr.gov](mailto:Brad.Connell@ncdenr.gov)>; Chad Soward <[csoward@ntbnc.org](mailto:csoward@ntbnc.org)>; Chris Barbee <[wccbarbee@ncdot.gov](mailto:wccbarbee@ncdot.gov)> <[wccbarbee@ncdot.gov](mailto:wccbarbee@ncdot.gov)>; [Patricia\\_Pike@onslowcountync.gov](mailto:Patricia_Pike@onslowcountync.gov) <[Patricia\\_Pike@onslowcountync.gov](mailto:Patricia_Pike@onslowcountync.gov)>; Randy Hoffer <[rhoffer@plurisusa.com](mailto:rhoffer@plurisusa.com)>; [rmaready@joemc.com](mailto:rmaready@joemc.com) <[rmaready@joemc.com](mailto:rmaready@joemc.com)>; Wynne Ray <[WRay@onwasa.com](mailto:WRay@onwasa.com)>  
**Subject:** Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

We've received 2 special use permit application for 2 sets of Triplexes at 779E-4 (L4A SHIP WATCH VILLAS) (BOA approved Spec Use Permit 10/11/20) and 779E-4.1 (L4B SHIP WATCH VILLAS) going before the PB on 2/11.

Please let me know if you have any concerns.

For Chris Barbee, they're going to need an NCDOT driveway permit, right?

Thanks



# APPENDIX D

## FIRE APPARATUS ACCESS ROADS

*The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.*

### SECTION D101 GENERAL

**D101.1 Scope.** Fire apparatus access roads shall be in accordance with this appendix and all other applicable requirements of the *International Fire Code*.

### SECTION D102 REQUIRED ACCESS

**D102.1 Access and loading.** Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an *approved* fire apparatus access road with an asphalt, concrete or other *approved* driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds (34 050 kg).

### SECTION D103 MINIMUM SPECIFICATIONS

**D103.1 Access road width with a hydrant.** Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), exclusive of shoulders (see Figure D103.1).

**D103.2 Grade.** Fire apparatus access roads shall not exceed 10 percent in grade.

**Exception:** Grades steeper than 10 percent as *approved* by the fire chief.

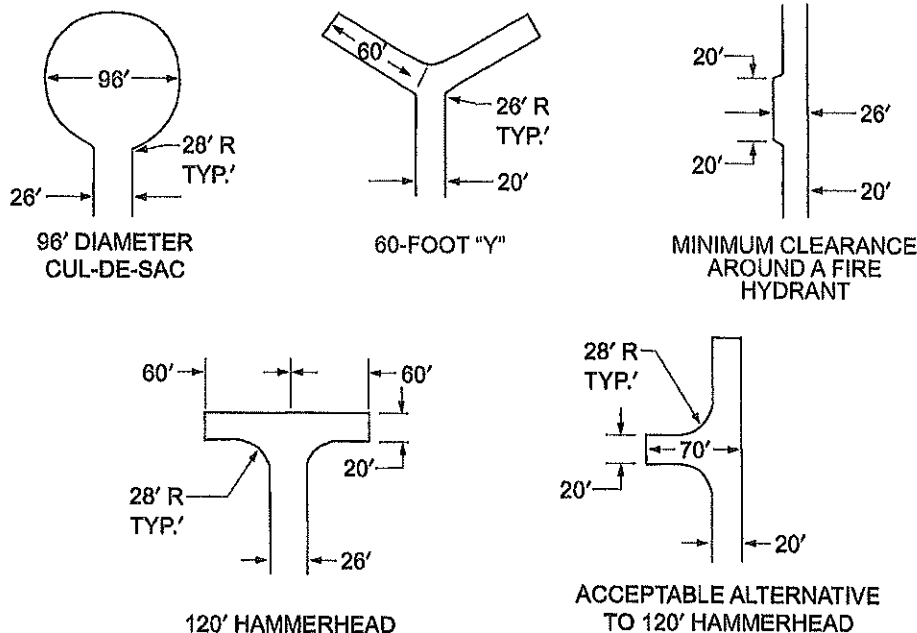
**D103.3 Turning radius.** The minimum turning radius shall be determined by the *fire code official*.

**D103.4 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

**TABLE D103.4  
REQUIREMENTS FOR DEAD-END  
FIRE APPARATUS ACCESS ROADS**

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0-150	20	None required
151-500	20	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
501-750	26	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
Over 750		Special approval required

For SI: 1 foot = 304.8 mm.



For SI: 1 foot = 304.8 mm.

**FIGURE D103.1  
DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND**

**From:** [Sandy Gurganus](#)  
**To:** [D Hill MPA AICP CFM CZO](#)  
**Subject:** RE: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Friday, February 5, 2021 9:27:53 AM

---

Good morning Deb,

I have look over the plat that you requested. The outside has good closure. If the 3 units are going to be set up separately we will need bearings for those units.

Thanks

Sandy Gurganus  
GIS Analyst

---

**From:** Patricia Pike <Patricia\_Pike@onslowcountync.gov>  
**Sent:** Thursday, February 4, 2021 12:58 PM  
**To:** Sandy Gurganus <Sandy\_Gurganus@onslowcountync.gov>  
**Subject:** FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

Will you just review the attached and see if it closes and if you have any comments on this plat?

Thanks,  
pp

---

**From:** D Hill MPA AICP CFM CZO <[dhill@ntbnc.org](mailto:dhill@ntbnc.org)>  
**Sent:** Thursday, February 04, 2021 12:54 PM  
**To:** Brad Connell <[Brad.Connell@ncdenr.gov](mailto:Brad.Connell@ncdenr.gov)>; Chad Soward <[csoward@ntbnc.org](mailto:csoward@ntbnc.org)>; Chris Barbee ([wccbarbee@ncdot.gov](mailto:wccbarbee@ncdot.gov)) <[wccbarbee@ncdot.gov](mailto:wccbarbee@ncdot.gov)>; Jimmy Canady <[jcanady@ntbnc.org](mailto:jcanady@ntbnc.org)>; Kenny Barber <[KBarber@joemc.com](mailto:KBarber@joemc.com)>; Patricia Pike <[Patricia\\_Pike@onslowcountync.gov](mailto:Patricia_Pike@onslowcountync.gov)>; Randy Hoffer <[rhoffer@plurisusa.com](mailto:rhoffer@plurisusa.com)>; Robert Lanier <[RLanier@joemc.com](mailto:RLanier@joemc.com)>; Wynne Ray <[wRay@onwasa.com](mailto:wRay@onwasa.com)>  
**Cc:** Kate Winzler <[kate@ntbnc.org](mailto:kate@ntbnc.org)>  
**Subject:** FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

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Please see updated site plan for the Special Use Permit application for townhouse development.

Please forward any comments or concerns that you may have.

I have received input from ONWASA, NCDOT AND NTB FD. If you are ok with it as submitted, please advise.

Thanks,  
d

**From:** [Wynne Ray](#)  
**To:** [D Hill MPA AICP CFM CZO](#)  
**Cc:** [Matt Padgett](#)  
**Subject:** RE: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Monday, February 1, 2021 3:07:16 PM  
**Attachments:** [image005.png](#)  
[image007.png](#)  
[image008.png](#)  
[image001.png](#)  
[image002.png](#)

---

Deb,

The older units were served by several 2" water mains with services. If the same is to be done for these units, it will require permitting from NCDEQ Public Water Supply. Alternately, individual taps may be made and services bored across the road. The engineer should contact me for additional information.



**Wynne M. Ray**  
**Development Services Supervisor**

228 Georgetown Road  
Jacksonville, NC 28540  
Phone: (910) 937-7526  
Fax: (910) 455-5607

---

**From:** D Hill MPA AICP CFM CZO <dhill@ntbnc.org>  
**Sent:** Monday, February 1, 2021 1:44 PM  
**To:** Brad Connell <Brad.Connell@ncdenr.gov>; Chad Soward <csoward@ntbnc.org>; Chris Barbee (wcbabee@ncdot.gov) <wcbabee@ncdot.gov>; Patricia\_Pike@onslowcountync.gov; Randy Hoffer <rhoffer@plurisusa.com>; rmaready@joemc.com; Wynne Ray <WRay@onwasa.com>  
**Subject:** Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

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Please let me know if you have any concerns.

For Chris Barbee, they're going to need an NCDOT driveway permit, right?

Thanks

**From:** [Randy Hoffer](#)  
**To:** [D Hill MPA AICP CFM CZO](#); [Brad Connell](#); [Chad Soward](#); [Chris Barbee \(wcbabee@ncdot.gov\)](#); [Jimmy Canady](#); [Kenny Barber](#); [Patricia Pike@onslowcountync.gov](#); [Robert Lanier](#); [Wynne Ray](#)  
**Cc:** [Kate Winzler](#); [Kaarin Williams](#); [Scott Brandt](#)  
**Subject:** RE: [EXTERNAL] FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road  
**Date:** Thursday, February 4, 2021 3:44:00 PM

---

Deb,

We can use two 6" lateral taps into the 10" gravity main. No NCDENR permit is required. Go to go after fees are paid.

---

**From:** D Hill MPA AICP CFM CZO <dhill@ntbnc.org>  
**Sent:** Thursday, February 4, 2021 12:54 PM  
**To:** Brad Connell <Brad.Connell@ncdenr.gov>; Chad Soward <csoward@ntbnc.org>; Chris Barbee (wcbabee@ncdot.gov) <wcbabee@ncdot.gov>; Jimmy Canady <jcanady@ntbnc.org>; Kenny Barber <KBarber@joemc.com>; Patricia\_Pike@onslowcountync.gov; Randy Hoffer <rhoffer@plurisusa.com>; Robert Lanier <RLanier@joemc.com>; Wynne Ray <WRay@onwasa.com>  
**Cc:** Kate Winzler <kate@ntbnc.org>  
**Subject:** [EXTERNAL] FW: Townhouse Development 1786, 1788, 1790 and 1792, 1794 and 1796 New River Inlet Road

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Please forward any comments or concerns that you may have.

I have received input from ONWASA, NCDOT AND NTB FD. If you are ok with it as submitted, please advise.

Thanks,

d

# *Town of North Topsail Beach*

Joann M. McDermon, Mayor  
Mike Benson, Mayor Pro Tem

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer  
Richard Peters



David J. Gilbride  
Town Manager

Sherrie L. Hancock  
Town Clerk

## *Nature's Tranquil Beauty*

Board of Aldermen  
Regular Meeting  
Thursday February 4, 2021  
6:30 PM

Attendees: Mayor McDermon; Mayor Pro Tem. Benson; Alderman Grant, Alderman Leonard, Alderman Meyer, Town Manager Gilbride, Town Clerk Hancock, Chief Younginer, Scott Anders, Chad Soward, Deb Hill, & Caitlin Elliott

Attending via telecom: Mr. Wade Green, Financial Advisor Doug Carter, Coastal Engineer Fran Way and Town Attorney Brian Edes.

**I. Call to Order-**

Mayor McDermon called the meeting to order at 6:31 PM.

**II. Town Manager Report-**

**III. Public Comment-** No Comments or Letters were read.

**IV. Approval of Agenda** – Motion was made by Alderman Grant to remove the Hearing Case SD 20 02 from the agenda. Seconded by Alderman Meyer vote passed 5-0. Motion was made to add a closed session to the agenda by Alderman Benson seconded by Alderman Leonard vote passed 4-0

## V. Manager's Report-

### REVTMENT

Attorney – any progress

### TOWN HALL

A preconstruction meeting was held Wednesday, 2/3, with representatives from the architect and the General Contractor, DPW Superintendent, Building Inspection, and me. Work will begin with the roof replacement on or about February 15<sup>th</sup> with a Substantial Completion Date of August 15.

### FLORENCE PROJECT

The truck haul has been underway all week for the dune restoration project. Work started at approximately 4400 Island Drive and is proceeding rapidly north. A scoping meeting was held on Monday, 2/1, regarding the Phase G project to restore the Phase 5 beach; apparently the Biological Opinion which delayed our current truck haul is valid for the Cat G, and we expect to begin this project in November.

### ONslow COUNTY BEACH ACCESS

The dune restoration situation was reviewed by Fran Way, the contractor, and Scott Anders. They propose to build the dune across the lot, leaving the area under the building alone. They propose leaving a pile of sand there for placement under the building with less cumbersome equipment. We will communicate with county management.

### CORPS OF ENGINEERS/TERMINAL GROIN

I spoke to Mickey Suggs of USACOE today. His public affairs group has recommended they not to the pre-recorded video we discussed a short time back, but would prefer a "Facebook Live" scoping meeting. He requested that we hold the session at the Library, and for the entire scoping meeting to take 20 minutes. The Colonel would open the meeting, followed by Mickey presenting permit and EIS issues, much as he did at our board meeting. The final presenter would be Fran with a description of what we propose. The Mayor would have the option of making any comments should she desire. The meeting would be posted on F/B, Town pages, etc ... and the public would have the opportunity to comment on what they might like to see in the EIS ... they would have 30 days.

Mickey believes this meeting would be held possibly at the end of February, but no later than mid-March.

### PAID PARKING

We are prepared to move forward with March 1<sup>st</sup> Implementation. The committee met on Wednesday, 2/3 and set rates for the parking areas. They will be:

1. There will be no "Warning" period. All violations from day 1 will be issued a citation/ticket
2. A "Special Permit" process is required – to be entered manually by Otto personnel based on documented requirements by the Town:
  - a. Prepaid Annual passes (already purchased and grandfathered in)
  - b. Turtle Patrol (limited hours)
  - c. Town Employees (as a perk)
3. "Same Day Ticket Forgiveness" will be supported
4. Parking Fees will change to the following:
  - a. Standard Lots:

- i. \$5/hour for up to 4 hours
    - ii. \$25 per day
    - iii. \$100 per week
    - iv. \$250 per year/season
  - b. Park by Mail Lot:
    - i. \$30 per day
  - c. Violations:
    - i. \$50
  - d. NTB44 Lot (on beach parking)
    - i. \$25 per day
    - ii. \$100 per week
    - iii. \$250 per year/season
- 5. Parking permits for Standard and NTB44 will be reciprocal (i.e. accepted in all lots/zones) Registration on the "app" for NTB residents will begin when the app has been accepted on Google and Apple, anticipated around mid-month.

**BUDGET**

Meetings with Department Heads to review their proposed budgets were held this week; Caitlin and I will be reviewing the submissions and recommendations of the managers and will help with presentations for the board at the annual retreat.

**CAPITAL GRANT**

I've submitted a Capital Grant request to Onslow County for assistance with the upgrade of the Town Hall ID sign to an electronic message board to assist in communicating hazards with the many visitors we receive each year, and our residents as well. \$28,488.75

**SEDIMENT GRANT**

Fran Way was kind enough to complete our application for a grant to perform sediment analysis to support our Florence Projects. The application was confirmed received prior to the deadline, and we will await notice of an award. \$14,400

**SLEDGEHAMMER BEACH RUN - Sat.**

This Saturday the Jacksonville-Onslow Sports Commission will be holding their annual beach run, a 5k, 10k, half marathon event which will begin at the Onslow County lots to the south, with the bulk of runners turning around before entering the dune restoration area, and only the half marathoners continuing north.

**160D – UNIFIED DEVELOPMENT ORDINANCE**

Revisions to the Unified Development Ordinance are required by June 30, 2021. This massive project is underway, and I want to recognize Deb Hill's efforts to rewrite this ordinance.

Board Retreat – February 23<sup>rd</sup> & 24<sup>th</sup>, 8:00AM – 4:00PM @ Library

**VI. Open Forum – None**

**VII. Public Presentations and Hearings-**

- A. Coastal Engineer Update- (Mr. Fran Way of ATM Consulting)  
Beach Projects Updates  
~Dune Truck Haul Phase 1-4 Occurring February, March, and April.  
~USACE New River Inlet/ AIWW Dredging to be completed this winter.  
~Hurricane Florence Category G- Pre-Scoping meeting held February 1, to occur next winter 2021-2022.  
~New River Inlet Management EIS- Discussing online Public Stakeholder meeting and presentations.  
~CAMA/DEM updates to sediment criteria related to shells and rocks-Grants are available.  
Questions asked by Board of Aldermen.  
**Mayor Pro Tem Benson** -Q-asked how the dredging company was getting paid?  
Fran- A-They are getting paid by what they place. Not what they dredge.  
**Alderman Meyer**- Q- When you say not far down the beach where is that going to go? Does the truck haul come up to Phase I?  
**Alderman Grant** – Had no questions at this time.  
**Alderman Leonard** – Asked Fran who we needed to talk to Corps of Engineers?  
**Fran**- Will get with the town Manager and Brian asked to be on that call also.  
**Town Attorney Edes**- Added that the Town of North Topsail has been thru great expense.
- B. Presentation of Audit-  
Audit was presented and reviewed by Mr. Wade Green Board of Alderman had no question at this time.

**VIII. Town Park Dedication- Alderman Leonard**

Alderman Leonard requested that Resolution be added to minutes as written.

A RESOLUTION HONORING  
Richard C. Peters

WHEREAS the Town of North Topsail Beach Aldermen wish to acknowledge and express its sincerest appreciation and gratitude for the many years of devoted service generously provided by Richard C. Peters, and

WHEREAS Richard C. Peters served as a member of the Planning Board, Board of Adjustment and Board of Alderman from 2004 until the present day, and

WHEREAS Richard C. Peters was always very supportive of the Board of Aldermen and the Town of North Topsail Beach in their efforts to promote community projects, and



WHEREAS his dedicated leadership and expertise has contributed substantially to the betterment of North Topsail Beach and its citizens; and

WHEREAS his unwavering dedication and commitment to community service has earned Richard C. Peters the respect and affection of all whom he came in contact with.

NOW, THEREFORE, BE IT RESOLVED, that the Town of North Topsail Beach Board of Aldermen hereby expresses its sincere appreciation and gratitude to Richard C. Peters, in commemoration of his leadership and devotion to the Town of North Topsail Beach and the State of North Carolina. Henceforth the North Topsail Beach Town Park will be known as the Richard Peters Town Park in recognition of his contributions to this community.

\_\_\_\_\_  
Joanne McDermon Mayor

\_\_\_\_\_  
Mike Benson Mayor Pro Tem

\_\_\_\_\_  
Thomas Leonard Alderman

\_\_\_\_\_  
Richard Grant Alderman

\_\_\_\_\_  
Susan Meyer Alderman

\_\_\_\_\_  
David Gilbride Town Manager

**IX. Consent Agenda**

A. Approval of Minutes (February 4,2021)

Motion was made by Alderman Benson, Seconded by Alderman Leonard, Vote passed 4-0

B. Department Heads Reports

1. Finance Department
2. Fire Department
3. Inspections Department
4. Planning Department
5. Police Department

C. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. TISPC
4. ONWASA

D. MOTV Return

E. Budget Amendment 2020-21-4

**X. Continuing Business**

A. Town Financial Planning

1. Resolution Related to LGC Contract

2. Financial Plan for USDA and Corps Project (Town Attorney Edes and Mr. Doug Carter of DEC and Assoc.)

B. Capital Improvement Update (Mayor Pro Tem Benson)

He met with Alderman Grant, Fire Chief, Police Chief and Town Manager Gilbride. Mayor Pro Tem Benson stated that the fire station is falling apart and that the group had met with the contractor that they had spoken to back in 2016 about doing repairs/rebuilding.

Town Manager Gilbride put an Estimate in the packet and requested that he be able to start the work process. Motion was made by Mayor Pro Tem Benson, Seconded by Alderman Grant Vote passed 4-0.

C. CBRA Update (Alderman Leonard)

Alderman Leonard stated that he had received a call from Ray Celeste the previous night. Not a lot to report at this time.

D. Budget Update/ Work Session - Mr. Gilbride requested that the Aldermen send any requests prior to he and Caitlin preparing for the Retreat.

#### **XI. Attorney's Report**

~ 1% Occupancy Tax- 1 Month to get the bill to writing about 6 weeks out. About 4 Weeks to get Rep's to Sponsor.

~Alderman local legislation is the route to take to get Alderman rotation corrected.

#### **Mayor McDermon**

Greater Topsail Chamber Report

~ Added 12 new Members.

~Updated Chamber Website

~ Mayor McDermon will continue to go to meetings and update the Board.

#### **Alderman's Report**

**Alderman Meyer**- added that the Chamber use to have a booklet that they gave out and suggested that park dedication event and a picture of our parking app be added to the booklet if possible. She offered to attend Chamber meetings when Mayor McDermon was unavailable. Spoke about visiting Alderman Peters recently and his interest in town matters. Commented on ICW dredge project and the slow progress being made.

**Mayor Pro Tem Benson** – Thanked Mr. Gilbride and Town Staff for doing an excellent job managing their respective department budgets so far this year. He also mentioned the effort by the TISPC to put together an island-wide grant application resiliency and thanked Deb Hill for her role in that effort.

**Alderman Leonard** –mentioned that we already spoke about CBRA. He met with Rep. Phil Shepard and Speaker Moore recently and was assured our bill request for a 1% Occupancy Tax increase would be supported. Also wanted to 'Thank' the staff for their support of the Peters family in their time in need.

**Alderman Grant**- Thanked Alderman Leonard, for coordinating activities to honor Alderman Dick Peters along with Town Staff. He made mention of several favorable comments from town residents and attributed those to the reports that Town Manager Gilbride provides which are very well written.

Motion was made by Alderman Grant to go into Closed Session, Seconded by Mayor Pro Tem, Vote passed 4-0.

Motion Ended – Motion was made by Alderman Meyer, Seconded by Alderman Grant, Vote passed 4-0.

No action was taken.

Adjournment- Motion made by Alderman Grant, Seconded by Alderman Leonard, Vote Passed 4-0. Ended at 8:37 pm

# Town of North Topsail Beach

Joann M. McDermon, Mayor  
Mike Benson, Mayor Pro Tem

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer  
Richard Peters



David J. Gilbride  
Town Manager

Sherrie L. Hancock  
Town Clerk

## Nature's Tranquil Beauty

Board of Aldermen  
Regular Meeting  
Minutes  
March 4, 2021  
Sneads Ferry Library  
1330 NC Hwy 210  
Sneads Ferry, NC 28460

Attendees: Mayor McDermon, Mayor Pro Tem Benson, Alderman Grant, Alderman Meyer, Alderman Leonard, Town Manager Gilbride, Town Clerk-Ms. Hancock, Chief Younginer, Chief Soward, Town Finance Officer- Caitlin Elliott, Public Work Supervisor- Scott Anders, Town Planner- Deb Hill.

**I.** Call to Order –

Mayor McDermon called the meeting to order at 6:30 PM.

**II.** Invocation-

Invocation was led by Alderman Leonard.

**III.** Pledge of Allegiance-

**IV.** Approval of Agenda-

**Mayor Pro Tem Benson** requested that several items be tabled.

- 1) CAMA Land use plan.
- 2) Approval of the Minutes from the Feb.4, 2021 BOA Meeting.
- 3) Federal/Corps Project.

**Alderman Leonard** requested that we add under New Business the upcoming NC Byway Conference Sponsorship.

Approval of Agenda as presented with the above changes. Motion was made by Alderman Grant, Seconded by Alderman Meyer, Vote passed 4-0.

**V.** Managers' Report-

**USACOE Federal Project**

The Corps is waiting for the approved PPA to be returned to the regional office in order to secure signatures from both ourselves and Surf City. Corps personnel visited Topsail Island February 24<sup>th</sup> to verify parking requirements have been met in both North Topsail Beach and Surf City.

**Capital Improvement/Fire Station**

Becker Morgan personnel visited the Fire Station on Wednesday, 2/23 to begin collecting info for the feasibility study. Questionnaires have been provided to Chiefs Soward and Younginer for completion.

### **Revetment**

No update ... the Town Attorney was asked to contact Mr. Forman, the project engineer, to discuss our requirements for a “hold harmless” protecting the town from any litigation between the engineer and the design contractor he employed. Mr. Benson pointed out that it may not be best to move forward at this time since the natural accumulation of sand has now substantially buried the sandbag revetment.

### **Town Hall**

Work on the Town Hall began on Monday of the week of the 15<sup>th</sup>. While the contractor indicated that roof work would be first, they began indoors, with the first week bringing electrical demolition, rewiring, preparation to remove HVAC units, and some additional demolition work beneath and inside of the building.

**Florence Project-** The truck haul has been underway for weeks on the dune restoration project. Work started at approximately 4400 Island Drive and is proceeding rapidly north. A second group has started to the north, around the pier, and is working south. When this section is completed (in approximately two weeks) they will move to an access north of the pier, begin at the extreme ends, and work toward the access. The project is moving rapidly, and so far, resident feedback has been positive.

### **Covid19**

Exposure to an active Covid 19 case required the Town Hall to be shut down on Monday, 2/22. All employees have been tested and required to provide proof of a negative test before return to work. Town Hall remains closed to the public except by appointment.

### **Onslow County**

Correspondence indicates that CAMA has found that alterations to the County’s plans for the renovation of their building have negated the requirement for a CAMA permit. There are now no obstacles to the completion of the work by the county.

### **Corps of Engineers: ICW Crossing and Channel to Jacksonville Dredging Inlet Dredge**

Dredging has resumed on the north end, and according to the USACOE the contractor, as of 2/26/21/s within 100’ of the 4,000 ft placement area. It is not possible to guess at just how much sand will be placed as part of this project.

**Corps of Engineers; Terminal Groin-** Added documentation.

According to Mickey Suggs the Corps will conduct a Facebook Live event for the stakeholder's comments on the groin. This will occur in Mid-March. Mr. Suggs has already communicated with Fran Way to ensure that Fran understands the need to appear in person for the event.

### **Paid Parking**

Paid Parking is on target for a 3/1/21 rollout. The Surf Cast app is live and has been receiving a lot of activity. Our contracts are now in place.

Town Manager Gilbride spoke about possibly leasing or buying a vacant lot From Mr. Chestnut for Parking. Each Alderman and Mayor were asked about this option.

**Mayor McDermion**- Was not in favor in side street parking. She said she would be interested in the lease option. Mayor McDermion Asked Town Manager Gilbride to talk to Mr. Chestnut.

**Alderman Meyer**-Said She agreed with Mayor McDermion about the parking issue. She stated the Town's motto is "Natures Tranquil Beauty."

**Alderman Leonard**- Not in favor of side street parking. He stated he felt if parking were allowed on side streets it could be a huge mess and destroy residents landscaping.

Alderman Leonard asked if the core has talked about actual parking spaces?

How do they determine parking spaces? Suggested that staff work to get lease parking.

**Alderman Grant**- Not in favor of side street parking. He said if side street parking were allowed people would be parking everywhere and this could be potentially an issue for EMS, Fire and Police.

**Mayor Pro Tem Benson**- Spoke about the No Parking signs being a requirement for the project. He said he is not in favor of side street parking as well.

### **Budget**

Preliminary budget figures have been developed, and department managers are prepared to address their requests and recommendations at the Board Planning Retreat which will be rescheduled as soon as possible.

### **Capital Grant**

I have submitted a Capital Grant request to Onslow County for assistance with the upgrade of the Town Hall ID sign to an electronic message board to assist in communicating hazards with the many visitors we receive each year, and our residents as well. \$28,488.75

### **Tourism Grant**

I have submitted a Tourism Grant request to Onslow County in the amount of \$125,000 to provide funds for beach operation and maintenance.

### **160D – Unified Development Ordinance**

Revisions to the Unified Development Ordinance are required by June 30, 2021. This massive project is underway, and I want to recognize Deb Hill's efforts to rewrite this ordinance.

### **Town Park Dedication**

The ceremony naming the North Topsail Beach Town Park the "Richard C. Peters Park" was held on Tuesday, 2/23 with Mr. Peter's family and friends in attendance. I would like to thank the members of the Department of Public Works, the Fire Department, and the Police for working so hard to make this a smooth running, memorable event. I would also like to thank Alderman Leonard for his efforts in putting this tribute together, and Alderman Benson for his kind comments at the presentation. I believe the Peters family enjoyed the event and appreciated the town's recognition of his 17 years of selfless service to the people of North Topsail Beach.

Board Retreat Dates were determined at this meeting- set for March 24th & 25<sup>th</sup>.

### **VI. Open Forum- N/A**

### **VII. Public Presentations and Hearings-**

Coastal Area Management Act Land Use Plan (CAMA LUP)

Motion was made by Alderman Grant to open the hearing up, Seconded by Alderman Leonard, Vote passed 4-0.

Mayor McDermon reminded Ms. Hill that this item was just being reviewed for cleanup.

**Mayor Pro Tem Benson**-Stated that he had reviewed the revised document. he made mention that he was pleased to see the land use plan and coastal resiliency had been cleaned up. His other concern was that the document had strong enough conservation so there could be no development in the marshes.

Ms. Hill said she understood the concern on the wetlands. However, she said that she had questions on if the property passed the requirements, she felt like she did not feel like she had clear direction. She consulted with the Town Attorney Mr. Edes.

**Mayor Pro Tem Benson** asked if in future boards could come in and rewrite the land use plan? Asked if we could write in a condition for land use.

**Mayor McDermon** said this could happen at any time. This is not what we do. We could put something on our web site.

**Alderman Leonard** stated that we should not worry about something that may happen years from now. Again, this is something that may or may not be re written.

**Alderman Grant** said he got very nervous when it come to taking of land. And does not believe this is something we should hold people to. Maybe we could put something on our web site.

**Alderman Meyer** - Agreed that we should not write this condition in.

Motion to close the public hearing made by Alderman Leonard. Seconded by Alderman Meyer vote passed 4-0.

Motion to approve the resolution adopting the CAMA Land Use Plan was made by Alderman Grant, Seconded by Alderman Leonard, Vote passed 4-0

### **VIII. Consent Agenda**

- A. Approval of Minutes/ February 4, 2021-** Board asked Town Clerk to rewrite the Alderman's Report. To be approved at the next BOA Meeting.
- B. Dept Head Reports-**Aldermen fine with Dept Reports.  
Motion to approve agenda as modified by Alderman Grant seconded by Alderman Grant, vote passed 5-0.
- IX. New Business-**
- 1) Southeastern NC Regional Hazard Mitigation Plan  
Staff request that the board approve the resolution presented in this packet on page 49 in packet.  
Motion was made by Alderman Meyer, Seconded by Mayor Pro Tem Benson, vote passed 4-0
  - 2) The Ordinance adopting the 2018 NC State Building Code: Fire Code  
Staff request that the Board approve the Fire Code as amended.  
Motion made by Alderman Grant, Seconded by Alderman Meyer, Vote passed 4-0.
  - 3) Beach Enhancement  
Mayor McDermon spoke with the board about the possible of placing Doggie Bags at the Beach Accesses. Maybe the big Parking lot.  
  
There was discussion on the idea of Flags at the entrance into Town Limits.  
Town Attorney Edes recommended that we do "Public Awareness".  
Board agreed this item needed more discussion at the Board Retreat.
  - 4) Use of Phase 2 Grant - Alderman Leonard stated that the \$1.5M the town received is actually for phase two of the Terminal Groin Project, which is the inlet dredging and placement of backfill, and that it is different than the use of the meaning of Phase 2 terminology contained in the town's beach renourishment plan. Alderman Leonard provided an e-mail to NC State Senator Harry Brown from former Mayor Dan Tuman outlining the town's future beach nourishment plans for the "Phase 2 grant." The Board agreed that they would talk about this item at the Board Retreat.

Dan Tuman <ntopsail@gmail.com> Sun, Mar 4, 2018 at 5:36 PM To: Harry Brown <Harry.Brown@ncleg.net>

Cc: Connie Wilson <connie@lobbync.com>, Steve Foster <townmanager@ntbnc.org>, Steve Foster <icwchap@yahoo.com>, tom leonard <tom.leonardntb@gmail.com>

Senator Brown,

Thank you for agreeing to take the time to meet with the North Topsail Beach Town Manager, Steve Foster and myself. I had contacted Connie Wilson earlier while you were in Raleigh to meet there if it were convenient for you back then.

Connie will be joining us on Monday.

The purpose of the meeting is to brief you on our present and on-going plans to restore our beaches and to fix the serious erosion problem adjacent to the New River Inlet shoreline, to make you aware on how the town plans to use the state appropriations that you were so helpful in obtaining for the town, and to inform you on how the town is collaborating with County officials, State agencies, the members of the Topsail Island Shoreline Commission (TIPSC), the USDA,



and our U.S. Senators Tillis and Burr and U.S. Congressman Jones.in pursuit of our mutual goals.

As you are aware, we are a beach town with unique problems. We have developed properties adjacent to an inlet that requires special attention and engineering action, we have more than 11 miles of shoreline, and two-thirds of our town is hampered by federal CBRA. Our developing town inherited these problems when it incorporated in 1990.

We did a Phase 1 project in 2011. This project restored 1.5 miles of beach at the north end of town. Unfortunately, the 0.5 miles of beach adjacent to the inlet continue to have a high rate of erosion and it has been concluded that only a terminal groin will solve problems there. We have a contract with an engineering firm to obtain a permit to allow the town to build this structure. The 4Q 2019 is the forecast date for obtaining this permit.

We also did a Phase 5 project in 2014. This project restored 3.5 miles of beach at the south end of town. This was a \$16M project financed with a loan from the USDA. The loan was possible because the south end of town was outside of the town area controlled by the federal CBRA. The town is required to hold \$4.5M in a reserve account to guarantee this loan. The restored Phase 5 beach is a beautiful asset to the town and is a good example of what the town wants to accomplish elsewhere. This beach qualifies as a FEMA engineered beach. Therefore, FEMA will pay to restore this beach at their cost for any damage caused by a major storm event.

In order to restore all the beaches inside NTB requires that we develop and execute a new engineering and financial plan. We have an RFQ to hire a new engineering firm to coordinate present ongoing engineering activities, there are several of those, and to formulate and project manage all future activities. The future activities involve the terminal groin, permitting of sand sources, preparing specifications for the bidding and contracting for construction.

In order to pay for the above requires that we have a financial plan acceptable to the NC LGC (Local Government Commission), necessary loans from banks and/or government agencies, and cost sharing from the state and county who use and financially benefit from our efforts and beach assets.

In order to satisfy the LGC, we need to restore our General Fund Balance Reserve to former levels. The goal is to have a \$4.5M Restricted Fund Balance. This amount of reserve should be sufficient to meet the requirements of both the LGC and the USDA. At the moment our Fund Balance is less than \$1.5M. To meet our goal, we plan to ask the State to release to us the \$2M recently appropriated for North Topsail Beach Storm Damage Mitigation. We plan to meet with the appropriate State Agency folks on March 13th. These dollars will replace the dollars taken from our General Fund Reserve necessary to take Phase 1 corrective engineering action and build a seawall revetment to protect north end residential properties from further shoreline erosion. The remaining dollars needed to restore the full amount of \$4.5M will come from reserves in our beach capital fund.

The next beach project is our terminal groin/ Phase 2 project. We expect to get permits by no later than 4Q2019. Hopefully, we can do construction during 1Q2010 or before. Besides building a groin to protect the north end shoreline beach and residences, our permit will allow us to

dredge a wide and deep channel (500 feet wide and 16 feet deep) initially and recurring every 4 years after. Once the groin is built this dredged channel which will be of direct benefit to

Onslow County, will be open for boat navigation and free from future shoaling concerns. The sand dredged from the inlet will be used to replenish sand losses from our earlier Phase 1 project and to newly renourish approximately 1.5 miles of our Phase 2 neighborhood. Once this Phase 2 project is completed the town will now have 6.5 miles of renourished beaches and will have permanently stabilized and protected the New River Inlet shoreline. A major accomplishment.

The costs for construction of this project (groin and inlet dredging) is estimated to be \$12M. (\$6M for the groin and \$6M for the dredging). The town has state appropriated funds of \$1.5M towards this project, the state share for dredging costs is 67%, and the potential exists to obtain a USDA loan to cover the remaining costs of construction. The estimated loan would be in the amount of \$6.5-7.0M. We may need Onslow County to guarantee our loan with USDA. This loan guarantee would not require County funding. Similar to the town's Phase 5 project built with USDA loan dollars, we guarantee our loan with our General Fund Reserve Account.

Locally, the USDA has given verbal support for our efforts to obtain an additional USDA loan for this groin/ Phase 2 project. However, to qualify for such a loan, the town must be successful in its present efforts to be removed from the restrictions imposed by CBRA. Senators Tillis and Burr and Congressman Jones have both initiated federal legislation (S.B. 1745 and H.R. 4692) to remove these restrictions. Alderman Tom Leonard and Mayor Dan Tuman will be in D.C. the week of March 18th to meet with our legislators and their staff and the staff of the Senate and House subcommittees to move this legislation forward. I've made it clear to our town lobbyist in D.C., former Congressman Mike McIntyre, that we need legislation passed this year.

We plan to meet with the Onslow County Manager shortly to discuss mutual plans of assistance. We are requesting that they cover our annual beach maintenance costs. These amount to \$350K annually. In return, we will cover the costs of the groin and the dredging of the New River Inlet once we have the permits.

The economic value of NTB to Onslow County and the State is huge. Unlike other municipalities, the town is almost exclusively a resort-oriented business with 85-90% of our residential structures dedicated for year-round tourist related purposes. This tourism business generates substantial income that is transferred to the County and the State. In addition, this tourist business creates many local jobs and has created economic growth opportunities for the adjacent off-island communities. A side benefit is the available and easily accessible ocean beach for recreation for all Onslow County and neighboring residents "free-of-charge"

The Town Staff and the Town's Elected Officials manage this enterprise. It's hard work and there are many challenges in developing and maintaining this business to its full potential. We believe that we can do the job and are grateful for legislative and financial support from Onslow County, the State of North Carolina and the U.S. Government.

Dan Tuman, Mayor, North Topsail Beach

5) NCBIWA Sponsorship

Alderman Leonard spoke to the board about this event and the need of sponsorship. This is something that we have done in the past. Alderman Leonard asked the Board if we could do the silver level sponsorship as we did last time. (\$1000.00). The Board unanimously agreed that we should attend the meeting and move forward with the silver sponsorship. Motion was made by Alderman Grant, Seconded by Mayor Pro Tem Benson, Vote passed 4-0.

**X. Continuing Business**

**A. Town Financial Planning**

1. Resolution Related to LGC Contract- No Update at this Meeting.
2. Financial Plan for USDA and Corps Project- No Update at this Meeting.

**B. Capital Improvement Update –** Mayor Pro Tem Benson said that they are trying to get some estimates on the cost of the new public safety building. Town Manager Gilbride covered most of this in his report.

**C. CBRA Update -**Alderman Leonard stated that he had spoken to Ray Celeste, a Legislative Assistant for Congressman Murphy today. The congressional bill has been drafted. He is waiting to hear from our lobbyists regarding the status of the bill on the senate side, as there is a desire to file the two bills simultaneously.

**D. Town Hall Update -** Town Manager Gilbride covered in his report.

**E. Truck Haul Project Update-** Town Manager Gilbride covered in his report.

**F. Paid Parking-** Town Manager Gilbride covered in his report.

**XI. Attorney’s Report-**Town Attorney Edes mentioned that he had spoken with Senator Lazzara regarding the vote.

**XII. Mayor’s Report-** Mayor McDermon wanted to remind everyone that the board retreat is going to be March 24<sup>th</sup> and 25<sup>th</sup> from 8:30-4:30. This event is to be held at Sneads Ferry Library located at 1330 NC Hwy 210 Sneads Ferry NC 28460. Mayor McDermon thanked Alderman Leonard for everything he did to honor Alderman Peters and his family. She also mentioned the Fund raiser at the Fire Dept.

**XIII. Alderman’s Report-**

**Mayor Pro Tem Benson-** Spoke about Shallow Draft Fund, TISPC, Coastal Resource Meeting. And the Beach Management Plan.

**Alderman Leonard-** Thanked staff for their hard work and help for Alderman Peters and family Dedication at the park. Alderman Leonard also spoke about the 18 Marines who died on March 23, 2003 in an Nasiriyah, Iraq. He also mentioned them during the opening prayer. Alderman Leonard closed with mentioning the NC By way Sponsorship Silver status (\$1000.00) to this event and spoke about the upcoming meeting. Motion was made by Alderman Leonard to attend and Sponsor event, seconded by Alderman Grant vote passed 5-0. **Alderman Grant-** Thanked Alderman Leonard and Town Staff for their work done for Alderman Peter’s park dedication. Alderman Grant also stated that he has had contact with citizens that are in favor of paid parking.

**Alderman Meyer-** Spoke about having movies in the park. Possibility of joining with the county to help reduce the cost. There is also a grant that is available through the

county that she is working on. Alderman Meyer also thanked the Town Clerk (Sherrie Hancock) for her help with this event.

- XIV. Closed Session to discuss personnel matters-** Motion was made to enter in to closed session by Alderman Leonard, Seconded by Alderman Meyer vote passed 5-0. Motion was made to close session by Alderman Leonard, Seconded by Alderman Grant, Vote passed 4-0. No action was taken.
- XV. Adjournment-** Motion was made by Alderman Leonard, Seconded by Mayor Pro Tem Benson, Vote Passed 4-0

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## BOARD OF ALDERMEN MEMORANDUM

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**TO:** MAYOR MCDERMON AND ALDERMEN

**FROM:** Caitlin Elliott, Finance Officer

**SUBJECT:** Monthly Financial Report

**DATE:** March 19, 2021

The following events occurred during the month of February and March 2021 in the Finance Department:

- Budget process is underway for the upcoming fiscal year. The budget workshop is scheduled for the end of March where the work-in-progress will be presented to the Board.
- There is frequent communication between our State contact and myself in regards to the final reimbursement of 25% from the Hurricane Matthew Beach Renourishment project. He states that it is in FEMA's million-dollar que that may take another week or two until it passes that hurdle then should move quickly for the rest of the process, which is administering payment as I understand it.
- We are also still waiting on the final approval from FEMA for the Town Park project. I have been told that they are behind due to limited staffing. We should receive approval any day now and then the reimbursement should follow.
- This month's packet contains a current Budget to Actual Report as well as a graph for the period.
- We collected \$39,762.64 for Occupancy Taxes for the month of February and so far for March from rentals during January and February. The report is attached. For revenue comparisons, last year we collected \$20,210.53 during the same period.
- The past two months we have processed approximately \$1,624,442 in accounts payable. A copy of the check registers is enclosed for review. You will note that there was a voided check run, due to a printing error. Also, the first payment to C.M. Mitchell for the truck haul project is included in this figure.
- We received approximately \$154,333 for Ad Valorem taxes during the period of January 25<sup>th</sup> – March 19<sup>th</sup>.
- Received \$7,428.80 in Motor Vehicle Taxes for the period of January as well as \$5,089.04 for the period of February.

- In February we received \$197,846.60 for Sales and Use Tax, for December collections, as well as \$153.18 for the quarterly Solid Waste Disposal Tax. In March we received \$236,732.72 for Sales and Use Tax, for January collections, and \$66,686.59 for the quarterly Utility Franchise Tax. Year to date we have received a total of \$1,800,292.21. Again, for comparison, the sales tax amount we collected last year for this period of February and March was \$318,572.47.

If anyone has any questions, concerns, or needs additional information, please do not hesitate to ask!

Respectfully submitted,

A handwritten signature in cursive script that reads "Caitlin Elliott". The signature is written in black ink and is positioned above the typed name and title.

Caitlin Elliott  
Finance Officer

**TOWN OF NORTH TOPSAIL BEACH**  
**1000 NC 210**  
**SNEADS FERRY, N.C. 28460**

FISCAL YEAR 2020-2021

**AMENDMENT TO THE BUDGET ORDINANCE**

**BA 2020-21.5**

**BE IT ORDAINED** by the Governing Board for the Town of North Topsail Beach, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

**Section 1:** To amend the General Fund appropriations with increases as follows:

<b>DEPARTMENT NO:</b>	<b><u>ACCOUNT</u></b>		
410	PROFESSIONAL SERVICES	\$	111.72
	<b>Total Expenditures</b>	<b>\$</b>	<b><u>111.72</u></b>

This amendment will result in an increase to the following departments:  
**GOVERNING BODY**  
 The purpose of this budget amendment is to appropriate funds from lawsuit settlement.

**Section 2:** To amend the General Fund estimated revenues with increases as follows:

368	OTHER STATE REVENUES	\$	111.72
	<b>Total Revenues</b>	<b>\$</b>	<b><u>111.72</u></b>

The Finance Officer has performed a thorough analysis of the Revenues and has determined that the following changes are recommended to ensure a balanced statement for Fiscal Year **2020-2021**

**Section 3:** Copies of the budget ordinance amendment shall be furnished to the Town Clerk, the Council, the Budget Officer, and the Finance Officer for their direction.

Adopted this 1st Day of April 2021

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

**VOTE:     FOR     AGAINST     ABSENT**

\_\_\_\_\_  
 JOANN MCDERMON, MAYOR

\_\_\_\_\_  
 CAITLIN ELLIOTT, FINANCE OFFICER

<b>ORIGINAL BUDGET</b>	<b>7/1/2020</b>	\$	5,770,722.00
Budget Amendment 1	10/1/2020	\$	100.00
Budget Amendment 2	11/5/2020	\$	(96,659.00)
Budget Amendment 3	1/7/2021	\$	768.86
Budget Amendment 4	2/4/2021	\$	12,563.89
Budget Amendment 5	4/1/2021	\$	111.72
New Budget Ordinance for FY 20-21		\$	<b><u>5,687,607.47</u></b>

JOSH STEIN  
ATTORNEY GENERAL



CONSUMER PROTECTION  
TOLL-FREE IN NC: (877) 566-7226  
OUTSIDE OF NC: (919) 716-6000  
FAX: (919) 716-6050

February 26, 2021

Town of North Topsail Beach  
1000 Nc Hwy 210  
Sneads Ferry, NC 28460-9137

Re: DRAM Settlement Distribution

Dear Town Manager:

Please find enclosed a check in the amount of \$111.72 which is your municipality's portion of the proceeds from the settlement of lawsuits brought by the North Carolina Attorney General's Office against certain DRAM computer chip and module manufacturers for alleged price fixing in the sale of tier products to government purchasers.

If you have questions regarding the enclosed, please do not hesitate to contact me at [wstevens@ncdoj.gov](mailto:wstevens@ncdoj.gov).

Sincerely,

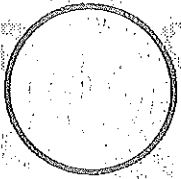
Wendy Stevens  
Division Finance Manager  
Consumer Protection Division

Enclosure

10-368-00







STATE OF NORTH CAROLINA  
 DEPARTMENT OF JUSTICE  
 P.O. BOX 629 - 114 W. EDENTON ST (919) 716-6420  
 RALEIGH, NORTH CAROLINA 27602

66-1059  
531

NO. 5742268

Payable at Par Through Federal Reserve System  
 State Treasurer, Raleigh, NC

Valid After One Year

PAY ENTITY  
09PT

Date  
02/17/21

AMOUNT  
\$\*\*\*\*\*111.72

PAY One hundred and eleven and 72/100 dollars

TO THE ORDER OF

TOWN OF NORTH TOPSAIL BEACH  
 1000 NC HIGHWAY 210  
 SNEADS FERRY NC 28460-9137

*Matthew Longwood*  
 AUTHORIZED SIGNATURE

⑈005742268⑈ ⑆053110594⑆ 3⑈000⑈013⑈

09PT

STATE OF NORTH CAROLINA  
 DEPARTMENT OF JUSTICE  
 P.O. BOX 629 - 114 W. EDENTON ST- RALEIGH, NC

NO. 5742268

DATE	INVOICE/CREDIT MEMO	TYPE	DESCRIPTION	INVOICE AMOUNT	DEDUCTIONS OR DISCOUNT	NET AMOUNT
02/12/21	DRAMSETTLEMENT		021721-0059	\$111.72		\$111.72
	DRAM SETTLEMENT-EMAIL WSTEVENSON@NCDOJ.GOV FOR INFO					
<b>TOTALS</b>				<b>\$111.72</b>	<b>\$0.00</b>	<b>\$111.72</b>

## Check Listing

Date From: 1/25/2021 Date To: 3/19/2021

Vendor Range: AARON'S GRADING & PAVING - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

03/19/2021 02:49 PM

Page: 1 of 6

Check Number	Bank	Vendor	Date	Amount
45236	1	APPLIED TECHNOLOGY AND	01/28/2021	<u>\$3,802.00</u>
45237	1	CAPITAL ASSET TOPSAIL	01/28/2021	<u>\$24,972.88</u>
45238	1	GIDEON HEATING & AIR	01/28/2021	<u>\$133.44</u>
45239	1	GREATAMERICAN FINANCIAL SERVS	01/28/2021	<u>\$861.17</u>
45240	1	GULFSTREAM	<b>VOIDED</b> 01/28/2021	<u>\$38.52</u>
45241	1	MES	01/28/2021	<u>\$5,596.96</u>
45242	1	NATIONAL DODGE	01/28/2021	<u>\$779.45</u>
45243	1	ONslow COUNTY TAX COLLECTOR	01/28/2021	<u>\$9,184.87</u>
45244	1	PLURIS, LLC	01/28/2021	<u>\$268.53</u>
45245	1	SIGN WORKS	01/28/2021	<u>\$4,025.88</u>
45246	1	SOUTHERN SOFTWARE INC.	01/28/2021	<u>\$195.33</u>
45247	1	T-N-T ENTERPRISES	01/28/2021	<u>\$1,583.80</u>
45248	1	TOWN OF SURF CITY	01/28/2021	<u>\$548.07</u>
45249	1	VILLAGE HARDWARE	01/28/2021	<u>\$80.56</u>
45250	1	WADE CLAUDE	01/28/2021	<u>\$38.44</u>
45251	1	AMERICAN UNIFORM	<b>VOIDED</b> 02/04/2021	<u>\$342.21</u>
45252	1	BB&T	<b>VOIDED</b> 02/04/2021	<u>\$5,855.13</u>
45253	1	BFPE INTERNATIONAL	<b>VOIDED</b> 02/04/2021	<u>\$265.00</u>
45254	1	BRADY JOHN & JACQUELINE	<b>VOIDED</b> 02/04/2021	<u>\$1,000.00</u>
45255	1	CHARTER COMMUNICATIONS	<b>VOIDED</b> 02/04/2021	<u>\$951.44</u>
45256	1	CINTAS CORPORATION	<b>VOIDED</b> 02/04/2021	<u>\$490.08</u>
45257	1	COMPUTER WARRIORS, INC.	<b>VOIDED</b> 02/04/2021	<u>\$3,527.31</u>
45258	1	CROSSLEY MCINTOSH COLLIER	<b>VOIDED</b> 02/04/2021	<u>\$2,041.40</u>
45259	1	DODSON PEST CONTROL	<b>VOIDED</b> 02/04/2021	<u>\$119.00</u>
45260	1	G & L CAPITAL HOLDINGS	<b>VOIDED</b> 02/04/2021	<u>\$8,300.00</u>
45261	1	GALLS LLC	<b>VOIDED</b> 02/04/2021	<u>\$13.81</u>
45262	1	GULFSTREAM STEEL & SUPPLY INC.	<b>VOIDED</b> 02/04/2021	<u>\$38.52</u>
45263	1	KATHY PARKER	<b>VOIDED</b> 02/04/2021	<u>\$2,500.00</u>
45264	1	LOWE'S HOME CENTERS	<b>VOIDED</b> 02/04/2021	<u>\$264.55</u>
45265	1	MES	<b>VOIDED</b> 02/04/2021	<u>\$5,225.24</u>
45266	1	MUNICIPAL SUPPLY& SIGN CO.	<b>VOIDED</b> 02/04/2021	<u>\$2,365.00</u>
45267	1	ONslow COUNTY SOLID WASTE DEPT	<b>VOIDED</b> 02/04/2021	<u>\$3,470.16</u>

## Check Listing

Date From: 1/25/2021 Date To: 3/19/2021

Vendor Range: AARON'S GRADING & PAVING - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

03/19/2021 02:49 PM

Page: 2 of 6

Check Number	Bank	Vendor		Date	Amount
45268	1	RAJDC CAPITAL, LLC	<b>VOIDED</b>	02/04/2021	<u>\$10,300.00</u>
45269	1	SAFE AIR SYSTEMS	<b>VOIDED</b>	02/04/2021	<u>\$444.15</u>
45270	1	SHERRILL A STRICKLAND JR.	<b>VOIDED</b>	02/04/2021	<u>\$600.00</u>
45271	1	SIGN WORKS	<b>VOIDED</b>	02/04/2021	<u>\$6,706.22</u>
45272	1	SNEADS FERRY OIL & LP GAS	<b>VOIDED</b>	02/04/2021	<u>\$1,417.66</u>
45273	1	SONOCO PRODUCTS CO.	<b>VOIDED</b>	02/04/2021	<u>\$985.80</u>
45274	1	TOPSAIL BEACH LLC	<b>VOIDED</b>	02/04/2021	<u>\$18,300.00</u>
45275	1	VERIZON WIRELESS	<b>VOIDED</b>	02/04/2021	<u>\$726.49</u>
45276	1	BB&T		02/04/2021	<u>\$5,855.13</u>
45277	1	BFPE INTERNATIONAL		02/04/2021	<u>\$265.00</u>
45278	1	BRADY JOHN & JACQUELINE		02/04/2021	<u>\$1,000.00</u>
45279	1	CHARTER COMMUNICATIONS		02/04/2021	<u>\$951.44</u>
45280	1	CINTAS CORPORATION		02/04/2021	<u>\$490.08</u>
45281	1	COMPUTER WARRIORS, INC.		02/04/2021	<u>\$3,527.31</u>
45282	1	CROSSLEY MCINTOSH COLLIER		02/04/2021	<u>\$2,041.40</u>
45283	1	DODSON PEST CONTROL		02/04/2021	<u>\$119.00</u>
45284	1	G & L CAPITAL HOLDINGS		02/04/2021	<u>\$8,300.00</u>
45285	1	GALLS LLC		02/04/2021	<u>\$13.81</u>
45286	1	KATHY PARKER		02/04/2021	<u>\$2,500.00</u>
45287	1	LOWE'S HOME CENTERS		02/04/2021	<u>\$264.55</u>
45288	1	MES		02/04/2021	<u>\$5,225.24</u>
45289	1	MUNICIPAL SUPPLY & SIGN CO.		02/04/2021	<u>\$2,365.00</u>
45290	1	ONslow COUNTY SOLID WASTE DEPT		02/04/2021	<u>\$3,470.16</u>
45291	1	RAJDC CAPITAL, LLC		02/04/2021	<u>\$10,300.00</u>
45292	1	SAFE AIR SYSTEMS		02/04/2021	<u>\$444.15</u>
45293	1	SHERRILL A STRICKLAND JR.		02/04/2021	<u>\$600.00</u>
45294	1	SIGN WORKS		02/04/2021	<u>\$6,706.22</u>
45295	1	SNEADS FERRY OIL & LP GAS		02/04/2021	<u>\$1,417.66</u>
45296	1	SONOCO PRODUCTS CO.		02/04/2021	<u>\$985.80</u>
45297	1	TOPSAIL BEACH LLC	<b>VOIDED</b>	02/04/2021	<u>\$18,300.00</u>
45298	1	VERIZON WIRELESS		02/04/2021	<u>\$726.49</u>
45302	1	ADVANCE AUTO PARTS		02/11/2021	<u>\$179.23</u>

## Check Listing

Date From: 1/25/2021 Date To: 3/19/2021

Vendor Range: AARON'S GRADING & PAVING - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH  
03/19/2021 02:49 PM

Page: 3 of 6

Check Number	Bank	Vendor	Date	Amount
45303	1	AMERICAN UNIFORM	02/11/2021	<u>\$342.21</u>
45304	1	CAROLINA CONTAINERS &	02/11/2021	<u>\$101.89</u>
45305	1	CARQUEST	02/11/2021	<u>\$1,036.83</u>
45306	1	COASTAL LAND WORX	02/11/2021	<u>\$1,470.00</u>
45307	1	GFL ENVIRONMENTAL	02/11/2021	<u>\$31,065.58</u>
45308	1	GULFSTREAM STEEL & SUPPLY INC.	02/11/2021	<u>\$76.34</u>
45309	1	INTERLOCAL RISK FINANCING FUND	02/11/2021	<u>\$25.00</u>
45310	1	JONES ONSLOW ELECTRIC COMPANY	02/11/2021	<u>\$2,426.41</u>
45311	1	KEISER	02/11/2021	<u>\$3,192.53</u>
45312	1	KUSTOM SIGNALS, INC.	02/11/2021	<u>\$87.69</u>
45313	1	NAPA FOUR CORNERS	02/11/2021	<u>\$909.44</u>
45314	1	PARTSMASTER	02/11/2021	<u>\$403.85</u>
45315	1	QUALITY EQUIPMENT LLC	02/11/2021	<u>\$1,060.29</u>
45316	1	TARHEEL PAPER & SUPPLY	02/11/2021	<u>\$42.80</u>
45317	1	TI COASTAL SERVICES, INC.	02/11/2021	<u>\$20,300.00</u>
45318	1	TOWN OF SURF CITY	02/11/2021	<u>\$4,875.00</u>
45319	1	TOWN OF TOPSAIL BEACH	<b>VOIDED</b> 02/11/2021	<u>\$99.00</u>
45320	1	ENC NEWSPAPER	02/18/2021	<u>\$215.19</u>
45321	1	GULFSTREAM STEEL & SUPPLY INC.	02/18/2021	<u>\$53.45</u>
45322	1	JONES ONSLOW ELECTRIC COMPANY	02/18/2021	<u>\$2,150.71</u>
45323	1	MAACO COLLISION REPAIR	02/18/2021	<u>\$1,294.70</u>
45324	1	MED FIRST IMMEDIATE CARE	02/18/2021	<u>\$480.00</u>
45325	1	MOBILE COMMUNICATIONS AMERICA	02/18/2021	<u>\$41.73</u>
45326	1	MUNICIPAL EMERGENCY SERVICES	02/18/2021	<u>\$5,689.19</u>
45327	1	ONSLOW COUNTY TAX COLLECTOR	02/18/2021	<u>\$3,904.57</u>
45328	1	ONSLOW FIRE EXTINGUISHER INC	02/18/2021	<u>\$315.65</u>
45329	1	ONSLOW WATER & SEWER AUTHORITY	02/18/2021	<u>\$196.24</u>
45330	1	PLEASURE ISLAND ANIMAL HOSPITAL	02/18/2021	<u>\$194.00</u>
45331	1	SIGN WORKS	02/18/2021	<u>\$160.50</u>
45332	1	STEWART COOPER NEWELL	02/18/2021	<u>\$1,412.47</u>
45333	1	TOWN OF SURF CITY	02/18/2021	<u>\$99.00</u>
45334	1	W GREENE PLLC	02/18/2021	<u>\$16,250.00</u>

## Check Listing

Date From: 1/25/2021 Date To: 3/19/2021

Vendor Range: AARON'S GRADING & PAVING - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

03/19/2021 02:49 PM

Page: 4 of 6

Check Number	Bank	Vendor	Date	Amount
45335	1	ANDY'S SERVICES, LLC	02/25/2021	<u>\$297.00</u>
45336	1	CAPE FEAR COUNCIL OF	02/25/2021	<u>\$443.00</u>
45337	1	COMPUTER WARRIORS, INC.	02/25/2021	<u>\$3,527.31</u>
45338	1	FIRST CITIZENS BANK CC	02/25/2021	<u>\$4,176.10</u>
45339	1	GREATAMERICAN FINANCIAL SERVS	02/25/2021	<u>\$743.04</u>
45340	1	MOMAR	02/25/2021	<u>\$297.08</u>
45341	1	PLURIS, LLC	02/25/2021	<u>\$245.98</u>
45342	1	QUALITY EQUIPMENT LLC	02/25/2021	<u>\$96.23</u>
45343	1	RICK'S REPAIR SERVICE	02/25/2021	<u>\$73.60</u>
45344	1	SIGN WORKS	02/25/2021	<u>\$2,899.70</u>
45345	1	STAPLES CREDIT PLAN	02/25/2021	<u>\$246.26</u>
45346	1	T-N-T ENTERPRISES	02/25/2021	<u>\$773.70</u>
45347	1	THREAD FX	02/25/2021	<u>\$1,014.62</u>
45348	1	VERIZON WIRELESS	02/25/2021	<u>\$473.01</u>
45349	1	AMERICAN UNIFORM	03/04/2021	<u>\$369.04</u>
45350	1	APPLIED TECHNOLOGY AND	03/04/2021	<u>\$19,598.75</u>
45351	1	BB&T	03/04/2021	<u>\$3,399.80</u>
45352	1	BEVERLY JOHNSON	03/04/2021	<u>\$16.51</u>
45353	1	CINTAS CORPORATION	03/04/2021	<u>\$426.40</u>
45354	1	COASTAL CAR CARE	03/04/2021	<u>\$60.00</u>
45355	1	CROSSLEY MCINTOSH COLLIER	03/04/2021	<u>\$2,041.40</u>
45356	1	DODSON PEST CONTROL	03/04/2021	<u>\$119.00</u>
45357	1	GFL ENVIRONMENTAL	03/04/2021	<u>\$941.00</u>
45358	1	GIS BENEFITS	03/04/2021	<u>\$3,107.30</u>
45359	1	GULFSTREAM STEEL & SUPPLY INC.	03/04/2021	<u>\$64.57</u>
45360	1	GUY C. LEE BUILDING MATERIALS	03/04/2021	<u>\$352.29</u>
45361	1	KATHY PARKER	03/04/2021	<u>\$2,500.00</u>
45362	1	MOMAR	03/04/2021	<u>\$232.17</u>
45363	1	OCEANSIDE TRUCK & TRAILER	03/04/2021	<u>\$1,504.00</u>
45364	1	QUALIFICATION TARGETS	03/04/2021	<u>\$123.04</u>
45365	1	REED SIGREST ABERNATHY	03/04/2021	<u>\$13.40</u>
45366	1	SIGN WORKS	03/04/2021	<u>\$984.40</u>

## Check Listing

Date From: 1/25/2021 Date To: 3/19/2021

Vendor Range: AARON'S GRADING & PAVING - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

03/19/2021 02:49 PM

Page: 5 of 6

Check Number	Bank	Vendor	Date	Amount
45367	1	SNEADS FERRY OIL & LP GAS	03/04/2021	<u>\$1,275.53</u>
45368	1	SPINNING ON SUNSHINE	03/04/2021	<u>\$325.00</u>
45369	1	SUNTRUST EQUIPMENT FINANCE	03/04/2021	<u>\$42,768.56</u>
45370	1	TOPSAIL BEACH LLC	03/04/2021	<u>\$18,300.00</u>
45371	1	VERIZON WIRELESS	03/04/2021	<u>\$726.49</u>
45372	1	ADVANCE AUTO PARTS	03/11/2021	<u>\$16.47</u>
45373	1	BECKER MORGAN GROUP INC	03/11/2021	<u>\$2,250.00</u>
45374	1	CAROLINA CONTAINERS &	03/11/2021	<u>\$101.89</u>
45375	1	CHARTER COMMUNICATIONS	03/11/2021	<u>\$933.54</u>
45376	1	COASTAL CAR CARE	03/11/2021	<u>\$30.00</u>
45377	1	DAVID GILBRIDE	03/11/2021	<u>\$558.22</u>
45378	1	GALLS LLC	03/11/2021	<u>\$118.76</u>
45379	1	GFL ENVIRONMENTAL	03/11/2021	<u>\$31,065.58</u>
45380	1	GLASS TINTING BY SPF	03/11/2021	<u>\$213.50</u>
45381	1	JONES ONSLOW ELECTRIC COMPANY	03/11/2021	<u>\$2,426.41</u>
45382	1	LOWE'S HOME CENTERS	03/11/2021	<u>\$331.56</u>
45383	1	MED FIRST IMMEDIATE CARE	03/11/2021	<u>\$766.00</u>
45384	1	N.C. LEAGUE OF MUNICIPALITIES	03/11/2021	<u>\$420.57</u>
45385	1	NAPA FOUR CORNERS	03/11/2021	<u>\$1,153.42</u>
45386	1	NC BEACH INLET & WATERWAY ASSO	03/11/2021	<u>\$1,000.00</u>
45387	1	ONSLow COUNTY SOLID WASTE DEPT	03/11/2021	<u>\$2,974.26</u>
45388	1	RICK'S REPAIR SERVICE	03/11/2021	<u>\$107.88</u>
45389	1	SIGN WORKS	03/11/2021	<u>\$995.10</u>
45390	1	SONOCO PRODUCTS CO.	03/11/2021	<u>\$1,695.43</u>
45391	1	THREAD FX	03/11/2021	<u>\$62.06</u>
45392	1	TOWN OF SURF CITY	03/11/2021	<u>\$4,875.00</u>
45393	1	CM MITCHELL CONSTRUCTION	03/18/2021	<u>\$1,227,664.48</u>
45394	1	FIREHOUSE INOVATION CORP	03/18/2021	<u>\$7,185.00</u>
45395	1	FIRST CITIZENS BANK CC	03/18/2021	<u>\$3,305.24</u>
45396	1	GULFSTREAM STEEL & SUPPLY INC.	03/18/2021	<u>\$211.16</u>
45397	1	INTERNAL REVENUE SERVICE	03/18/2021	<u>\$467.24</u>
45398	1	JONES ONSLOW ELECTRIC COMPANY	03/18/2021	<u>\$1,954.72</u>

## Check Listing

Date From: 1/25/2021 Date To: 3/19/2021

Vendor Range: AARON'S GRADING & PAVING - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

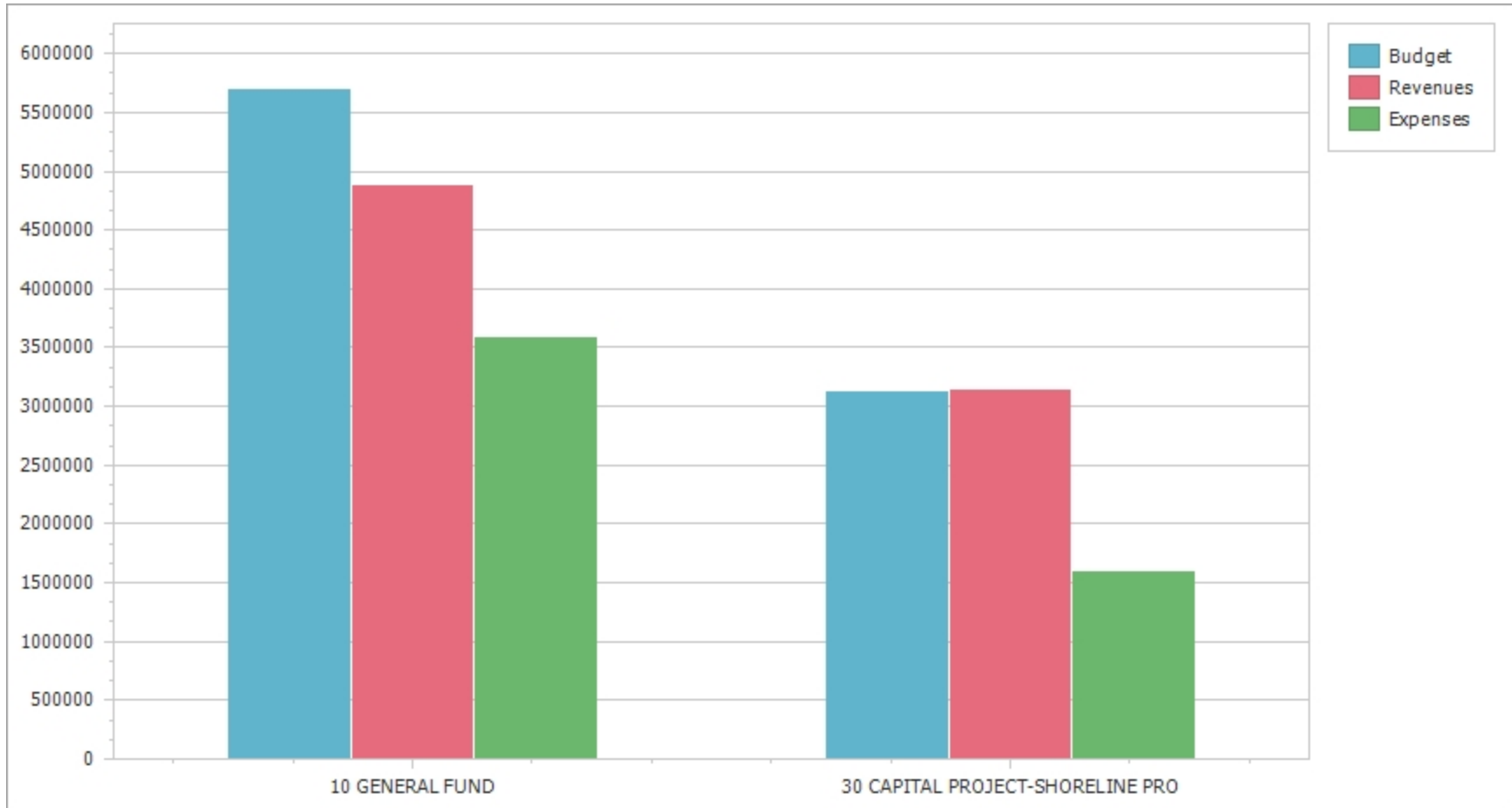
03/19/2021 02:49 PM

Page: 6 of 6

Check Number	Bank	Vendor	Date	Amount
45399	1	NC ASSOCIATION OF MUNICIPAL CLERKS	03/18/2021	<b>\$80.00</b>
45400	1	NC BEACH INLET & WATERWAY ASSO	03/18/2021	<b>\$900.00</b>
45401	1	ONslow WATER & SEWER AUTHORITY	03/18/2021	<b>\$197.82</b>
45402	1	PATRICIA CAREY	03/18/2021	<b>\$200.00</b>
45403	1	SIGN WORKS	03/18/2021	<b>\$1,225.15</b>
45404	1	STEWART COOPER NEWELL	03/18/2021	<b>\$1,995.65</b>
45405	1	TESI STAFFING, INC.	03/18/2021	<b>\$30.00</b>
45406	1	SP PLUS	03/18/2021	<b>\$2,682.72</b>
168	Checks Totaling -			<b>\$1,719,129.11</b>

### Totals By Fund

	Checks	Voids	Total
10	\$447,763.88	\$94,686.69	\$353,077.19
30	\$1,271,365.23		\$1,271,365.23
Totals:	\$1,719,129.11	\$94,686.69	\$1,624,442.42





## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 1 Of 15

Period Ending 6/30/2021

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
<b>Revenues</b>							
10-301-00 AD VALOREM TAX - Current Year	2,594,543	0.00	0.00	2,460,224.83	(134,318.17)	95%	
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	86,023.80	36,023.80	172%	
10-301-02 AD VALOREM TAX - MOTV	55,000	0.00	0.00	49,887.81	(5,112.19)	91%	
10-301-05 BEACH RENRSH/DUNE STAB	0	0.00	0.00	0.00	0.00		
10-317-00 AD VALOREM TAX Penalties	3,500	0.00	0.00	2,024.71	(1,475.29)	58%	
10-317-01 COUNTY TOURISM GRANT	50,000	0.00	0.00	19,518.76	(30,481.24)	39%	
10-325-00 PRIVILEGE LICENSES	100	0.00	0.00	0.00	(100.00)		
10-328-00 CABLE FRANCHISE	0	0.00	0.00	0.00	0.00		
10-329-00 INTEREST	75,000	0.00	0.00	9,678.27	(65,321.73)	13%	
10-330-00 LOAN PROCEEDS	0	0.00	0.00	0.00	0.00		
10-330-01 P&L INSURANCE PROCEEDS	79,713	0.00	0.00	1,758.51	(77,954.27)	2%	
10-335-00 MISCELLANEOUS	8,100	0.00	0.00	3,150.68	(4,949.32)	39%	
10-335-01 MEETING ROOM	0	0.00	0.00	0.00	0.00		
10-335-02 Shotgun Reimbursement	0	0.00	0.00	0.00	0.00		
10-335-03 STATE REIMBURSEMENTS	12,564	0.00	0.00	12,563.89	0.00	100%	
10-335-05 DEBT SETOFF	0	0.00	0.00	0.00	0.00		
10-335-06 RACE INCOME	0	0.00	0.00	0.00	0.00		
10-336-03 SEA OATS COST SHARE PROGRAM	20,000	0.00	0.00	0.00	(20,000.00)		
10-336-06 DONATIONS-BEAUTIFICATION	0	0.00	0.00	0.00	0.00		
10-336-07 Town Apperal Purchases	0	0.00	0.00	10.00	10.00		
10-336-08 NTB HOLIDAY DONATIONS	769	0.00	0.00	768.86	0.00	100%	
10-337-00 UTILITIES FRANCHISE TAX	298,000	0.00	0.00	222,464.43	(75,535.57)	75%	
10-341-00 BEER & WINE TAX	3,500	0.00	0.00	0.00	(3,500.00)		
10-343-00 POWELL BILL ALLOCATIONS	26,300	0.00	0.00	24,787.81	(1,512.19)	94%	
10-345-00 LOCAL OPTION SALES TAX	1,412,501	0.00	0.00	1,341,217.71	(71,283.29)	95%	
10-347-02 SOLID WASTE DISP TAX	500	0.00	0.00	438.68	(61.32)	88%	
10-349-00 MOSQUITO CONTROL GRANT	0	0.00	0.00	0.00	0.00		

## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 2 Of 15

Period Ending 6/30/2021

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-350-00 RECREATION -RENTAL FEES	1,000	0.00	0.00	100.00	(900.00)	10%	
10-350-01 Paid Parking Revenue	100,000	0.00	0.00	100,683.07	683.07	101%	
10-351-01 OFFICER CITATIONS & COURT	20,000	0.00	0.00	14,987.50	(5,012.50)	75%	
10-351-02 POLICE ESHARE ACCOUNT	1,250	0.00	0.00	0.00	(1,250.00)		
10-351-03 BODY ARMOR REIMBURSEMENT	2,000	0.00	0.00	0.00	(2,000.00)		
10-352-01 FIRE FINES & VIOLATIONS	2,000	0.00	0.00	20.00	(1,980.00)	1%	
10-352-02 PARKING/CODE ENFORCEMENT FINES	6,000	0.00	0.00	2,400.00	(3,600.00)	40%	
10-352-03 PLANNING DEPT. FEES	1,000	0.00	0.00	4,850.00	3,850.00	485%	
10-355-00 BUILDING PERMITS	70,000	0.00	0.00	56,432.95	(13,567.05)	81%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	11,415.00	(3,585.00)	76%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	9,455.00	(8,545.00)	53%	
10-355-03 PLUMBING PERMITS	8,000	0.00	0.00	1,960.00	(6,040.00)	25%	
10-355-04 INSULATION PERMITS	1,000	0.00	0.00	280.00	(720.00)	28%	
10-355-05 HOMEOWNERS RECOVERY FEE	200	0.00	0.00	222.00	22.00	111%	
10-355-06 TECHNOLOGY FEE	6,500	0.00	0.00	4,561.84	(1,938.16)	70%	
10-355-07 REINSPECTION FEE/FINES	2,500	0.00	0.00	1,450.00	(1,050.00)	58%	
10-355-08 OCCUPANCY TAX ADM	0	0.00	0.00	125.00	125.00		
10-357-08 ZONING PERMITS	16,000	0.00	0.00	14,625.00	(1,375.00)	91%	
10-359-00 REFUSE COLLECTION FEES	482,706	0.00	0.00	280,463.71	(202,242.29)	58%	
10-359-01 REFUSE COLLECT PRIOR YEAR	300	0.00	0.00	0.00	(300.00)		
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	9,400.00	(600.00)	94%	
10-359-51 ADD'L CART SWF	1,000	0.00	0.00	1,120.00	120.00	112%	
10-359-52 ADD'L CART RECYCLING	1,000	0.00	0.00	1,520.00	520.00	152%	
10-367-01 SALES TAX REFUNDS	25,000	0.00	0.00	0.00	(25,000.00)		
10-367-02 REIMB. PW FROM BF	0	0.00	0.00	0.00	0.00		
10-368-00 OTHER STATE REVENUES	0	0.00	0.00	(11,037.79)	(11,037.79)		
10-368-01 GRASS MOWING REIMB	7,950	0.00	0.00	7,952.46	2.46	100%	
10-368-02 GRANT FUNDS	179,000	0.00	0.00	58,766.00	(120,234.00)	33%	

## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 3 Of 15

Period Ending 6/30/2021

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	22,255.00	2,255.00	111%	
10-383-01 HURRICANE REIMBURSEMENT	0	0.00	0.00	46,219.87	46,219.87		
10-383-02 SPECIAL ASSESSMENT	0	0.00	0.00	0.00	0.00		
10-383-03 SPEC ASSESSMENT-EXT	0	0.00	0.00	0.00	0.00		
10-384-00 REIMBURSEMENT FROM F30	0	0.00	0.00	0.00	0.00		
10-399-00 APPROP. FUND BALANCE	0	0.00	0.00	0.00	0.00		
10-399-01 T/I CAPITAL RESERVE FUND	0	0.00	0.00	0.00	0.00		
10-399-02 T/I OTHER FUNDS	0	0.00	0.00	0.00	0.00		
<b>Revenues Totals:</b>	5,687,496	0.00	0.00	4,874,745.36	(812,750.17)	86%	
<b>Expenses</b>							
10-410-02 SALARIES	36,000	0.00	0.00	27,000.00	9,000.00	75%	
10-410-04 PROFESSIONAL SERVICES	45,000	0.00	0.00	45,992.25	(992.25)	102%	
10-410-05 FICA TAX EXPENSE	4,410	0.00	0.00	2,065.50	2,344.50	47%	
10-410-14 TRAVEL-TRAINING	2,000	0.00	0.00	0.00	2,000.00		
10-410-31 Gas, Oil, & Tires	0	0.00	0.00	0.00	0.00		
10-410-33 DEPARTMENTAL SUPPLIES	250	0.00	0.00	185.60	64.40	74%	
10-410-42 CHARTER CODES SERVICE	3,300	0.00	0.00	3,137.06	162.94	95%	
10-410-43 AUDITOR	16,700	0.00	0.00	16,616.10	83.90	99%	
10-410-45 TAX COLLECTION FEES	38,000	0.00	0.00	37,828.57	171.43	100%	
10-410-50 DONATIONS OTHER AGENCIES	18,000	0.00	0.00	5,175.00	12,825.00	29%	
10-410-51 NTB HOLIDAY DONATIONS	769	0.00	0.00	709.21	59.65	92%	
10-410-53 DUES & SUBSCRIPTIONS	2,500	0.00	0.00	1,181.60	1,318.40	47%	
10-410-54 DONATION FOR CFCC ROAD	0	0.00	0.00	0.00	0.00		
10-410-57 MISCELLANEOUS	2,500	0.00	0.00	957.95	1,542.05	38%	
10-410-58 TAX REFUNDS	1,500	0.00	0.00	532.27	967.73	35%	
10-410-61 LITIGATION	0	0.00	0.00	0.00	0.00		
10-410-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
10-410-95 BOARD EXPENSE ACCOUNT	3,600	0.00	0.00	1,734.28	1,865.72	48%	
<b>GOVERNING BODY Totals:</b>	174,529	0.00	0.00	143,115.39	31,413.47	82%	

## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 4 Of 15

Period Ending 6/30/2021

10-420-02 SALARIES	320,000	0.00	0.00	251,317.54	68,682.46	79%
10-420-03 SALARY ADJUSTMENTS	0	0.00	0.00	0.00	0.00	
10-420-05 FICA	24,480	0.00	0.00	18,493.16	5,986.84	76%
10-420-06 GROUP INSURANCE	38,750	0.00	0.00	23,281.14	15,468.86	60%
10-420-07 ORBIT RETIREMENT (10.3%)	32,960	0.00	0.00	23,623.08	9,336.92	72%
10-420-08 401K (3%)	9,600	0.00	0.00	6,320.48	3,279.52	66%
10-420-09 TOWN INSURANCE HRA	20,000	0.00	0.00	11,756.27	8,243.73	59%
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	3,337.00	2,663.00	56%
10-420-11 POSTAGE	2,000	0.00	0.00	1,497.85	502.15	75%
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	162.99	837.01	16%
10-420-13 TUITION REIMBURSEMENT	2,500	0.00	0.00	0.00	2,500.00	
10-420-15 BANK CHARGES	1,500	0.00	0.00	1,730.14	(230.14)	115%
10-420-16 M & R EQUIPMENT	1,500	0.00	0.00	431.91	1,068.09	29%
10-420-17 M & R VEHICLE	1,000	0.00	0.00	0.00	1,000.00	
10-420-18 CONSUMABLES	4,000	0.00	0.00	1,022.78	2,977.22	26%
10-420-26 ADVERTISING	2,000	0.00	0.00	1,088.23	911.77	54%
10-420-31 GAS, OIL & TIRES	1,000	0.00	0.00	589.97	410.03	59%
10-420-32 OFFICE SUPPLIES	1,500	0.00	0.00	880.80	619.20	59%
10-420-33 DEPART SUPPLIES/MATERIALS	5,000	0.00	0.00	1,575.04	3,424.96	32%
10-420-34 TOWN APPAREL EXPENSE	500	0.00	0.00	0.00	500.00	
10-420-45 CONTRACTED SERVICES	45,000	0.00	0.00	45,386.69	(386.69)	101%
10-420-53 DUES & SUBSCRIPTIONS	4,500	0.00	0.00	5,538.45	(1,038.45)	123%
10-420-57 MISCELLANEOUS	13,064	0.00	0.00	792.45	12,271.44	6%
10-420-58 PERFORMANCE PAY BONUSES	10,000	0.00	0.00	325.00	9,675.00	3%
10-420-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	
10-420-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00	
10-420-76 LEASE PAYMENTS	27,500	0.00	0.00	23,184.83	4,315.17	84%
10-420-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00	
10-420-93 EMPLOY SECURITY COMM	0	0.00	0.00	0.00	0.00	
ADMINISTRATION Totals:	575,354	0.00	0.00	422,335.80	153,018.09	73%
10-430-57 ELECTION EXPENSES	0	0.00	0.00	0.00	0.00	

## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 5 Of 15

Period Ending 6/30/2021

ELECTIONS Totals:	0	0.00	0.00	0.00	0.00	
10-490-02 SALARIES	84,000	0.00	0.00	61,084.67	22,915.33	73%
10-490-03 PART TIME SALARIES	13,000	0.00	0.00	9,637.14	3,362.86	74%
10-490-05 FICA	7,421	0.00	0.00	5,410.28	2,010.22	73%
10-490-06 GROUP INSURANCE	8,000	0.00	0.00	5,778.07	2,221.93	72%
10-490-07 ORBIT RETIREMENT (10.3%)	8,652	0.00	0.00	6,297.85	2,354.15	73%
10-490-08 401K (3%)	2,520	0.00	0.00	1,819.03	700.97	72%
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	1,379.65	1,620.35	46%
10-490-11 POSTAGE	0	0.00	0.00	0.00	0.00	
10-490-16 EQUIPMENT MAINT / REPAIR	500	0.00	0.00	112.84	387.16	23%
10-490-17 M & R VEHICLES	1,500	0.00	0.00	38.09	1,461.91	3%
10-490-26 ADVERTISEMENT	0	0.00	0.00	0.00	0.00	
10-490-31 GAS, OIL, & TIRES	1,000	0.00	0.00	154.86	845.14	15%
10-490-33 DEPARTMENTAL SUPPLIES	1,000	0.00	0.00	96.53	903.47	10%
10-490-45 CONTRACTED SERVICES	4,500	0.00	0.00	4,800.00	(300.00)	107%
10-490-53 DUES & SUBSCRIPTIONS	1,000	0.00	0.00	285.00	715.00	29%
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	250.00	
10-490-58 CRS-ACTIVITY-FLOOD	1,400	0.00	0.00	0.00	1,400.00	
10-490-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	
10-490-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00	
10-490-76 TAXES AND TITLES	0	0.00	0.00	0.00	0.00	
10-490-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00	
PLANNING/ZONING/CAMA Totals:	137,743	0.00	0.00	96,894.01	40,848.49	70%
10-491-02 SALARIES	123,500	0.00	0.00	89,302.40	34,197.60	72%
10-491-05 FICA	9,448	0.00	0.00	6,784.78	2,662.97	72%
10-491-06 GROUP INSURANCE	15,750	0.00	0.00	11,542.23	4,207.77	73%
10-491-07 ORBIT RETIREMENT (10.3%)	12,721	0.00	0.00	9,207.14	3,513.36	72%
10-491-08 401K (3%)	3,705	0.00	0.00	2,664.14	1,040.86	72%
10-491-10 EMPLOYEE TRAINING	4,400	0.00	0.00	0.00	4,400.00	
10-491-16 M & R EQUIPMENT	0	0.00	0.00	0.00	0.00	
10-491-17 M & R VEHICLES	500	0.00	0.00	53.47	446.53	11%

## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 6 Of 15

Period Ending 6/30/2021

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-491-31 GAS, OIL, & TIRES	1,800	0.00	0.00	897.59	902.41	50%	
10-491-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	524.35	975.65	35%	
10-491-45 CONTRACTED SERVICES	9,000	0.00	0.00	6,360.00	2,640.00	71%	
10-491-53 DUES & SUBSCRIPTIONS	1,500	0.00	0.00	523.00	977.00	35%	
10-491-57 MISCELLANEOUS	1,300	0.00	0.00	14.10	1,285.90	1%	
10-491-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-491-75 DEBT SERVICE	10,651	0.00	0.00	10,650.44	0.56	100%	
10-491-76 LEASE PAYMENTS	0	0.00	0.00	0.00	0.00		
10-491-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
INSPECTIONS Totals:	195,774	0.00	0.00	138,523.64	57,250.61	71%	
10-500-11 PHONES	34,000	0.00	0.00	18,386.42	15,613.58	54%	
10-500-13 UTILITIES	40,000	0.00	0.00	25,787.77	14,212.23	64%	
10-500-15 M & R BUILDINGS/GROUNDS	47,000	1,320.00	0.00	53,148.85	(7,468.85)	116%	
10-500-17 LANDSCAPE M & R	3,000	0.00	0.00	1,360.58	1,639.42	45%	
10-500-31 GAS, TIRES, OIL	0	0.00	0.00	0.00	0.00		
10-500-33 SUPPLIES FOR BUILDINGS	3,000	0.00	0.00	7,577.17	(4,577.17)	253%	
10-500-43 TOWN HALL CLEANING	5,000	0.00	0.00	600.00	4,400.00	12%	
10-500-45 PEST CONTROL	2,500	0.00	0.00	857.00	1,643.00	34%	
10-500-46 SECURITY MONITORING	400	0.00	0.00	0.00	400.00		
10-500-54 FLOOD INSURANCE	0	0.00	0.00	0.00	0.00		
10-500-57 TOWN SIGN	1,000	0.00	0.00	0.00	1,000.00		
10-500-58 CALL BACK/WEB EOC	1,500	0.00	0.00	1,125.00	375.00	75%	
10-500-74 CAPITAL OUTLAY	610,000	0.00	0.00	55,085.46	554,914.54	9%	
10-500-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
PUBLIC BLDGS Totals:	747,400	1,320.00	0.00	163,928.25	582,151.75	22%	
10-501-09 WORKERS COMPENSATION	47,500	0.00	0.00	47,260.68	239.32	99%	
10-501-13 INSURANCE AND BONDS	108,200	0.00	0.00	106,000.00	2,200.00	98%	
10-501-17 VFIS INSURANCE	22,000	0.00	0.00	19,831.10	2,168.90	90%	
10-501-54 FLOOD INSURANCE	3,500	0.00	0.00	2,514.00	986.00	72%	

## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 7 Of 15

Period Ending 6/30/2021

INSURANCE Totals:	181,200	0.00	0.00	175,605.78	5,594.22	97%
10-509-02 PSA Salary	15,905	0.00	0.00	11,621.73	4,283.27	73%
10-509-05 FICA TAXES	1,220	0.00	0.00	889.01	330.99	73%
PSA - RETIRED POLICE OFFICERS Totals:	17,125	0.00	0.00	12,510.74	4,614.26	73%
10-510-01 PSA Officer Salary	0	0.00	0.00	0.00	0.00	
10-510-02 SALARIES	764,800	0.00	0.00	497,369.17	267,430.83	65%
10-510-03 PART-TIME SALARIES	4,237	0.00	0.00	4,074.00	163.00	96%
10-510-04 PROFESSIONAL SERVICES	4,160	0.00	0.00	2,541.00	1,619.00	61%
10-510-05 FICA	58,831	0.00	0.00	38,238.09	20,593.24	65%
10-510-06 GROUP INSURANCE	93,500	0.00	0.00	58,216.59	35,283.41	62%
10-510-07 ORBIT RETIREMENT (10.9%)	83,825	0.00	0.00	53,952.29	29,872.74	64%
10-510-08 401K (5%)	38,452	0.00	0.00	23,825.00	14,626.85	62%
10-510-09 INTERN Beach Salary	3,240	0.00	0.00	0.00	3,240.00	
10-510-10 EMPLOYEE TRAINING	10,000	0.00	0.00	2,304.14	7,695.86	23%
10-510-12 TUITION ASSISTANCE	0	0.00	0.00	0.00	0.00	
10-510-16 MAINT. & REPAIRS-EQUIP.	4,600	0.00	0.00	1,125.67	3,474.33	24%
10-510-17 MAINT. & REPAIRS-VEHICLES	13,800	0.00	0.00	12,736.41	1,063.59	92%
10-510-31 GAS,OIL, & TIRES	46,200	0.00	0.00	25,362.64	20,837.36	55%
10-510-32 OFFICE SUPPLIES	3,000	0.00	0.00	411.10	2,588.90	14%
10-510-33 DEPARTMENTAL SUPPLIES	8,100	0.00	0.00	6,991.73	1,108.27	86%
10-510-36 UNIFORMS	12,000	0.00	0.00	5,026.04	6,973.96	42%
10-510-37 BALLISTIC VEST REPLACE	4,570	0.00	0.00	0.00	4,570.00	
10-510-53 DUES & SUBSCRIPTIONS	9,300	0.00	0.00	7,889.35	1,410.65	85%
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	2,888.50	111.50	96%
10-510-73 NON-CAPITAL OUTLAY	15,000	0.00	0.00	13,835.00	1,165.00	92%
10-510-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	
10-510-75 DEBT SERVICE	35,712	0.00	0.00	35,712.00	0.00	100%
10-510-76 TAXES AND TITLES	0	0.00	0.00	21.50	(21.50)	
10-510-77 LEASED/RENTED EQUIPMENT	0	0.00	0.00	0.00	0.00	
10-510-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00	

## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 8 Of 15

Period Ending 6/30/2021

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-510-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00	0.00	
POLICE Totals:	1,216,327	0.00	0.00	792,520.22	423,806.99	65%	
10-545-02 SALARIES	201,000	0.00	0.00	138,608.30	62,391.70	69%	
10-545-03 PART TIME SALARIES	0	0.00	0.00	2,903.44	(2,903.44)		
10-545-05 FICA	15,377	0.00	0.00	10,787.51	4,588.99	70%	
10-545-06 GROUP INSURANCE	38,750	0.00	0.00	21,219.25	17,530.75	55%	
10-545-07 ORBIT RETIREMENT (10.3%)	20,703	0.00	0.00	13,570.87	7,132.13	66%	
10-545-08 401K (3%)	6,030	0.00	0.00	3,680.43	2,349.57	61%	
10-545-14 EMPLOYEE TRAINING	1,000	0.00	0.00	0.00	1,000.00		
10-545-16 MAINT/REPAIR EQUIPT	17,000	4,077.81	0.00	12,292.60	629.59	96%	
10-545-17 MAINT REPAIR - VEHICLES	15,000	0.00	0.00	2,733.13	12,266.87	18%	
10-545-31 GAS, OIL, & TIRES	14,000	0.00	0.00	10,035.71	3,964.29	72%	
10-545-32 OFFICE SUPPLIES	150	0.00	0.00	0.00	150.00		
10-545-33 DEPARTMENTAL SUPPLIES	10,000	0.00	0.00	2,492.54	7,507.46	25%	
10-545-34 CHEMICAL-MOSQ CONTROL	5,800	0.00	0.00	1,573.02	4,226.98	27%	
10-545-36 UNIFORMS	3,000	0.00	0.00	4,154.61	(1,154.61)	138%	
10-545-53 DUES & SUBSCRIPTIONS	100	0.00	0.00	0.00	100.00		
10-545-57 MISCELLANEOUS	100	0.00	0.00	0.00	100.00		
10-545-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-545-75 DEBT SERVICE	11,053	0.00	0.00	11,052.35	0.65	100%	
10-545-76 TAXES AND TITLES	0	0.00	0.00	0.00	0.00		
10-545-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
PUBLIC WORKS Totals:	359,063	4,077.81	0.00	235,103.76	119,880.93	67%	
10-560-13 UTILITES-STREET LIGHTS	30,000	0.00	0.00	21,837.69	8,162.31	73%	
10-560-15 M&R PUBLIC PARKING	30,000	1,737.80	0.00	21,841.52	6,420.68	79%	
10-560-16 M & R EQUIPMENT	10,000	0.00	0.00	2,540.92	7,459.08	25%	
10-560-33 DEPARTMENTAL SUPPLIES	6,000	0.00	0.00	7,371.60	(1,371.60)	123%	
10-560-43 RIVER ROAD WALK	4,000	0.00	0.00	0.00	4,000.00		
10-560-73 STREET REPAIR CONST IMPRO	30,000	6,030.00	0.00	9,282.50	14,687.50	51%	



## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 9 Of 15

Period Ending 6/30/2021

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-560-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	
10-560-75 DEBT SERVICE	17,000	0.00	0.00	0.00	17,000.00		
10-560-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00	0.00	
10-560-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00	0.00	
STREETS Totals:	127,000	7,767.80	0.00	62,874.23	56,357.97	56%	
10-580-45 SANITATION CONTRACTS	390,206	0.00	0.00	256,124.70	134,081.30	66%	
10-580-46 TIPPING FEES	68,500	0.00	0.00	55,947.70	12,552.30	82%	
10-580-47 RECYCLING	24,000	0.00	0.00	21,263.21	2,736.79	89%	
10-580-58 SOLID WASTE FEE REFUNDS	0	0.00	0.00	0.00	0.00		
10-580-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
SANITATION Totals:	482,706	0.00	0.00	333,335.61	149,370.39	69%	
10-620-12 SNOWFLAKES	4,500	0.00	0.00	4,929.20	(429.20)	110%	
10-620-13 PARK UTILITIES	0	0.00	0.00	0.00	0.00		
10-620-14 PARK WELL	500	0.00	0.00	0.00	500.00		
10-620-15 PARK MAINTENANCE	5,000	0.00	0.00	4,991.21	8.79	100%	
10-620-17 BIKE PATH M & R	2,500	0.00	0.00	198.39	2,301.61	8%	
10-620-27 SPECIAL EVENTS	0	0.00	0.00	0.00	0.00		
10-620-33 PARK SUPPLIES	2,500	0.00	0.00	2,636.65	(136.65)	105%	
10-620-73 BIKE & PED GRANT	0	0.00	0.00	0.00	0.00		
10-620-74 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00		
10-620-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
RECREATION Totals:	15,000	0.00	0.00	12,755.45	2,244.55	85%	
10-690-02 SALARIES	750,000	0.00	0.00	536,675.66	213,324.34	72%	
10-690-03 VOL INCENTIVE PAY	5,000	0.00	0.00	225.00	4,775.00	5%	
10-690-04 VOLUNTEER APPRECIATION	0	0.00	0.00	0.00	0.00		
10-690-05 FICA	57,375	0.00	0.00	40,205.85	17,169.15	70%	
10-690-06 GROUP INSURANCE	131,000	0.00	0.00	82,915.53	48,084.47	63%	
10-690-07 ORBIT RETIREMENT (10.3%)	77,250	0.00	0.00	55,331.07	21,918.93	72%	

## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 10 Of 15

Period Ending 6/30/2021

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-690-08 401K (3%)	22,500	0.00	0.00	16,023.82	6,476.18	71%	
10-690-10 EMPLOYEE TRAINING	6,000	0.00	0.00	3,321.43	2,678.57	55%	
10-690-13 TUITION ASSITANCE EXPENSE	0	0.00	0.00	0.00	0.00		
10-690-16 M & R EQUIPMENT	17,500	2,072.64	0.00	6,264.15	9,163.21	48%	
10-690-17 M & R VEHICLES	16,000	4,155.97	0.00	2,058.22	9,785.81	39%	
10-690-31 GAS, OIL, & TIRES	14,000	0.00	0.00	8,683.79	5,316.21	62%	
10-690-32 OFFICE SUPPLIES	2,500	0.00	0.00	1,715.85	784.15	69%	
10-690-33 DEPARTMENTAL SUPPLIES	66,500	1,283.86	0.00	23,307.55	41,908.59	37%	
10-690-34 FIRE FIGHTER PHYSICALS	5,600	1,329.00	0.00	4,248.00	23.00	100%	
10-690-36 UNIFORMS	8,000	0.00	0.00	6,526.51	1,473.49	82%	
10-690-53 DUES & SUBSCRIPTIONS	8,500	3,108.00	0.00	6,345.77	(953.77)	111%	
10-690-56 FEDERAL FIRE GRANT	0	0.00	0.00	0.00	0.00		
10-690-57 MISCELLANEOUS	250	0.00	0.00	117.90	132.10	47%	
10-690-73 COMUNICATIONS EQUIP	6,000	0.00	0.00	6,959.28	(959.28)	116%	
10-690-74 CAPITAL OUTLAY	0	(22,407.52)	0.00	22,407.52	0.00		
10-690-75 DEBT SERVICE	42,800	0.00	0.00	42,768.56	31.44	100%	
10-690-76 Taxes & Titles	0	0.00	0.00	0.00	0.00		
10-690-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00		
10-690-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
FIRE DEPARTMENT Totals:	1,236,775	(10,458.05)	0.00	866,101.46	381,131.59	69%	
10-695-00 DCM Grant-Land Use Plan	1,000	0.00	0.00	0.00	1,000.00		
10-695-91 PLANNING BOARD	1,000	0.00	0.00	0.00	1,000.00		
10-695-93 BEAUTIFICATION COMM	0	0.00	0.00	0.00	0.00		
10-695-94 X-MAS DONATION EXP.	0	0.00	0.00	0.00	0.00		
COMMITTEES Totals:	2,000	0.00	0.00	0.00	2,000.00		
10-720-08 CONTRACTS, PLANS & SPECS	48,000	0.00	0.00	40,043.00	7,957.00	83%	
10-720-10 BEACH LOBBIST CONTRACT	60,000	0.00	0.00	47,321.64	12,678.36	79%	
10-720-12 BEACH & ACCESS MAINTENANCE	50,000	0.00	0.00	23,830.75	26,169.25	48%	

## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 11 Of 15

Period Ending 6/30/2021

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-720-14 BEACH RELATED MEETINGS & CONFERENCES	20,000	0.00	0.00	5,642.00	14,358.00	28%	
10-720-15 DUNE & CROSSWALK REPAIRS/MAINTENANCE	8,000	0.00	0.00	7,653.48	346.52	96%	
10-720-36 EASEMENT & LEGAL EXPENSES	1,000	0.00	0.00	0.00	1,000.00		
10-720-45 CONTRACTED SERVICES	10,000	0.00	0.00	500.00	9,500.00	5%	
10-720-46 WEED MITIGATION	0	0.00	0.00	0.00	0.00		
10-720-53 ASBPA DUES and MEETINGS	2,500	0.00	0.00	0.00	2,500.00		
10-720-55 SAND PUSH (GENERAL)	0	0.00	0.00	0.00	0.00		
10-720-59 SEA OATS PROGRAM (50/50)	20,000	0.00	0.00	2,280.00	17,720.00	11%	
10-720-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00		
BEACH REN. / DUNE STAB. Totals:	219,500	0.00	0.00	127,270.87	92,229.13	58%	
10-998-02 Transfer out-Beach Nouris	0	0.00	0.00	0.00	0.00		
10-998-04 T/O Capital Reserve Fund	0	0.00	0.00	0.00	0.00		
Totals:	0	0.00	0.00	0.00	0.00		
10-999-01 CONTINGENCY	0	0.00	0.00	0.00	0.32		
CONTINGENCY Totals:	0	0.00	0.00	0.00	0.32		
<b>Expenses Totals:</b>	<b>5,687,496</b>	<b>2,707.56</b>	<b>0.00</b>	<b>3,582,875.21</b>	<b>2,101,912.76</b>	<b>63%</b>	
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	1,291,870.15			

## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 12 Of 15

Period Ending 6/30/2021

### 30 CAPITAL PROJECT-SHORELINE PRO

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
<b>Revenues</b>						
30-301-00 ACCOMMODATION TAX	1,200,000	0.00	0.00	1,341,471.29	141,471.29	112%
30-301-01 Onslow County Contribution	0	0.00	0.00	0.00	0.00	
30-301-05 AD VALOREM TAX - Beach	1,397,061	0.00	0.00	1,311,231.00	(85,830.00)	94%
30-329-00 INTEREST INCOME	14,000	0.00	0.00	1,137.63	(12,862.37)	8%
30-335-00 MISCELLANEOUS / OTHER	0	0.00	0.00	0.00	0.00	
30-335-16 NC HURRICANE FLORENCE RECOVERY	0	0.00	0.00	0.00	0.00	
30-335-17 NC TRAILS GRANT	0	0.00	0.00	0.00	0.00	
30-335-18 Fee in Lieu of Open Space	0	0.00	0.00	0.00	0.00	
30-335-20 In-Kind Services	0	0.00	0.00	0.00	0.00	
30-335-30 Transfer In GF	0	0.00	0.00	0.00	0.00	
30-345-00 LOCAL OPTION SALES TAX	478,692	0.00	0.00	459,074.50	(19,617.50)	96%
30-348-03 PARTF Grant	0	0.00	0.00	0.00	0.00	
30-348-04 CAMA Park Grant	0	0.00	0.00	0.00	0.00	
30-348-05 County Tourism Grant	0	0.00	0.00	0.00	0.00	
30-348-06 DWR Grant 15	0	0.00	0.00	0.00	0.00	
30-348-07 DWR Grant 16	0	0.00	0.00	0.00	0.00	
30-348-08 FEMA - Beach Nourishment PJT	0	0.00	0.00	0.00	0.00	
30-348-09 FEMA REIMBURSEMENTS (POST HURRICANE)	0	0.00	0.00	0.00	0.00	
30-350-00 STATE FUNDING	0	0.00	0.00	0.00	0.00	
30-350-01 PAID PARKING REVENUE	0	0.00	0.00	5,800.20	5,800.20	
30-383-02 SPECIAL ASSESSMENT	25,000	0.00	0.00	19,630.07	(5,369.93)	79%
30-398-00 SPECIAL OBLIGATION BONDS	0	0.00	0.00	0.00	0.00	
30-399-00 APPROP. FUND BALANCE	0	0.00	0.00	0.00	0.00	
30-399-01 Trans From Beach Fund	0	0.00	0.00	0.00	0.00	
<b>Revenues Totals:</b>	<b>3,114,753</b>	<b>0.00</b>	<b>0.00</b>	<b>3,138,344.69</b>	<b>23,591.69</b>	<b>101%</b>

### Expenses

## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 13 Of 15

Period Ending 6/30/2021

30 CAPITAL PROJECT-SHORELINE PRO							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
30-620-02 Salaries	0	0.00	0.00	0.00	0.00	0.00	
30-620-04 Engineering-Design	0	0.00	0.00	0.00	0.00	0.00	
30-620-05 FICA	0	0.00	0.00	0.00	0.00	0.00	
30-620-07 Retirement	0	0.00	0.00	0.00	0.00	0.00	
30-620-16 Construction	0	0.00	0.00	0.00	0.00	0.00	
30-620-26 Advertising	0	0.00	0.00	0.00	0.00	0.00	
30-620-33 Administrative	0	0.00	0.00	0.00	0.00	0.00	
30-620-45 Surveying	0	0.00	0.00	0.00	0.00	0.00	
30-620-46 General Site Work	0	0.00	0.00	0.00	0.00	0.00	
30-620-47 Paving Old/New	0	0.00	0.00	0.00	0.00	0.00	
30-620-99 Contingency	0	0.00	0.00	0.00	0.00	0.00	
RECREATION Totals:	0	0.00	0.00	0.00	0.00	0.00	
30-720-03 HURRICANE EXPENDITURES	0	0.00	0.00	20,300.00	(20,300.00)		
30-720-04 FEMA PHASE 5 ENGINEERING COST	0	0.00	0.00	1,227,664.48	(1,227,664.48)		
30-720-05 HURRICANE FLORENCE EXPENSES	240,000	0.00	0.00	178,702.23	61,297.77	74%	
30-720-06 FEMA - HURRICANE MATTHEW PROJE	0	0.00	0.00	0.00	0.00		
30-720-07 Harden Structure Permit/Design	330,000	0.00	0.00	0.00	330,000.00		
30-720-08 CONTRACTS, PLANS, SPECS	110,000	0.00	0.00	119,309.37	(9,309.37)	108%	
30-720-15 Bank Charges	0	0.00	0.00	0.00	0.00		
30-720-16 HURRICANE MATTHEW SVC CONTRACT	0	0.00	0.00	0.00	0.00		
30-720-18 OTHER CONTRACTS & PLANS	57,500	0.00	0.00	37,000.00	20,500.00	64%	
30-720-36 EASEMENTS/LEGAL	0	0.00	0.00	0.00	0.00		
30-720-50 TOWN PARK SOUTH	0	0.00	0.00	0.00	0.00		
30-720-51 TOWN GENERATOR	0	0.00	0.00	0.00	0.00		
30-720-54 CONSTRUCTION	0	0.00	0.00	0.00	0.00		

## Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 14 Of 15

Period Ending 6/30/2021

30 CAPITAL PROJECT-SHORELINE PRO							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
30-720-55 NEW RIVER DREDGE	0	0.00	0.00	0.00	0.00	0.00	
30-720-56 OCEAN BAR DESIGN	0	0.00	0.00	0.00	0.00	0.00	
30-720-57 NORTH END EMERGENCY	0	0.00	0.00	0.00	0.00	0.00	
30-720-60 PHASE I DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00	
30-720-61 PHASE 2-5 DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00	
30-720-62 PHASE 5 DEBT SERVICE - USDA	900,115	0.00	0.00	0.00	900,115.00		
30-720-63 CONTR. TO FUND BAL	0	0.00	0.00	0.00	0.00	0.00	
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	6,101.98	193,898.02	3%	
30-720-65 Due To USDA Sinking Fund	300,115	0.00	0.00	0.00	300,115.00		
30-720-66 Due To USDA Reserve Fund	90,000	0.00	0.00	0.00	90,000.00		
30-720-67 Reimburse General Fund	0	0.00	0.00	0.00	0.00	0.00	
30-720-68 Future Projects Fund	784,511	0.00	0.00	0.00	784,510.50		
30-720-70 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00	0.00	
BEACH REN. / DUNE STAB. Totals:	3,012,241	0.00	0.00	1,589,078.06	1,423,162.44	53%	
30-730-02 SALARIES	75,000	0.00	0.00	0.00	75,000.00		
30-730-05 FICA (7.65%)	5,738	0.00	0.00	0.00	5,737.50		
30-730-06 GROUP INSURANCE	8,000	0.00	0.00	0.00	8,000.00		
30-730-07 ORBIT RETIREMENT (10.3%)	7,725	0.00	0.00	0.00	7,725.00		
30-730-08 401K (3%)	2,250	0.00	0.00	0.00	2,250.00		
30-730-10 EMPLOYEE TRAINING	0	0.00	0.00	0.00	0.00	0.00	
30-730-16 EQUIPMENT MAINTENCE / REPAIR	0	0.00	0.00	0.00	0.00	0.00	
30-730-17 VEHICLE MAINTENCE / REPAIR	500	0.00	0.00	0.00	500.00		
30-730-31 GAS-OIL-TIRE EXPENSE	1,800	0.00	0.00	0.00	1,800.00		
30-730-33 DEPARTMENT SUPPLY EXPENSE	1,500	0.00	0.00	0.00	1,500.00		
Totals:	102,513	0.00	0.00	0.00	102,512.50		
Expenses Totals:	3,114,753	0.00	0.00	1,589,078.06	1,525,674.94	51%	
30 CAPITAL Revenues Over/(Under) Expenses:			0.00	1,549,266.63			

# Budget vs Actual

NORTH TOPSAIL BEACH  
3/19/2021 3:25:00 PM

Page 15 Of 15

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Period Ending 6/30/2021

PROJECT-SHORELINE PRO

### NTB Merit Increases

	1%	3%	5%
<b>Admin</b>	\$ 289,264.53	\$ 290,942.51	\$ 292,854.01
<b>Planning</b>	\$ 100,685.98	\$ 102,434.82	\$ 104,089.05
<b>Inspections</b>	\$ 126,271.26	\$ 127,489.45	\$ 128,533.81
<b>Police</b>	\$ 790,752.19	\$ 795,245.68	\$ 800,196.69
<b>Public Works</b>	\$ 209,016.17	\$ 211,649.26	\$ 214,389.77
<b>Fire</b>	<u>\$ 796,105.40</u>	<u>\$ 804,019.62</u>	<u>\$ 811,907.00</u>
<b>TOTALS:</b>	\$ 2,312,095.52	\$ 2,331,781.33	\$ 2,351,970.32

<i>Difference:</i>	\$ 19,685.81	\$ 20,189.00	more than 3%
	more than 1%	\$ 39,874.80	more than 1%



# GL Account History Summary

NORTH TOPSAIL BEACH

3/19/2021 2:45 PM

Page 1/1

Account Range: 30-301-00 ACCOMMODATION TAX - 30-301-00 ACCOMMODATION TAX

Date Range: 2/1/2021 - 3/19/2021

<b>GL Account - 30-301-00 ACCOMMODATION TAX</b>					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 20/21		Beg Balance	\$0.00	\$2,310,935.03	
02/05/2021	OCC TAX	GL GJ	\$0.00	\$1,363.82	02/08/2021
02/08/2021	OCC TAX	GL GJ	\$0.00	\$581.43	02/09/2021
02/11/2021	OCC TAX	GL GJ	\$0.00	\$249.60	02/12/2021
02/17/2021	OCC TAX	GL GJ	\$0.00	\$29,057.76	02/18/2021
02/19/2021	OCC TAX	GL GJ	\$0.00	\$95.28	02/19/2021
02/22/2021	OCC TAX	GL GJ	\$0.00	\$66.09	02/23/2021
02/23/2021	OCC TAX	GL GJ	\$0.00	\$94.44	02/24/2021
02/24/2021	OCC TAX	GL GJ	\$0.00	\$3,534.59	02/24/2021
03/04/2021	OCC TAX	GL GJ	\$0.00	\$786.87	03/04/2021
03/05/2021	OCC TAX	GL GJ	\$0.00	\$308.01	03/05/2021
03/09/2021	OCC TAX	GL GJ	\$0.00	\$24.00	03/10/2021
03/11/2021	OCC TAX	GL GJ	\$0.00	\$217.54	03/11/2021
03/12/2021	OCC TAX	GL GJ	\$0.00	\$44.04	03/12/2021
03/15/2021	OCC TAX	GL GJ	\$0.00	\$3,017.79	03/15/2021
03/17/2021	OCC TAX	GL GJ	\$0.00	\$267.98	03/18/2021
03/17/2021	OCC TAX	GL GJ	\$0.00	\$53.40	03/18/2021
Transaction Totals			\$0.00	\$39,762.64	
**	End Balance		\$0.00	\$39,762.64	**



TOWN OF NORTH TOPSAIL BEACH  
Board of Aldermen  
Agenda Item

Agenda	Consent
Item:	Agenda
	Item #
Date:	04/01/2021

---

**Issue:** MOTV Tax Refund  
**Department:** Finance  
**Presented by:** Caitlin Elliott, Finance Officer  
**Presentation:** Administration Department

---

**Background:** Received notice from the Onslow County Tax Office regarding the following MOTV Tax Refund for the following residents due to tag surrender:

- Jeffrey L. Weaver \$26.23
- Randy J. Giancola \$228.54

**Total: \$254.77**

**Attachment(s):** Onslow County MOTV Tax Report January and February 2021 (Combined)

**Recommendation:** Approve refund as recommended

**Action Needed:** Yes

**Suggested Motion:** *"I, \_\_\_\_\_ make a motion for the Finance Department to proceed with processing the following tax refund(s) as reported."*

**Funds:** 10

**Follow Up:** Finance Officer

**primary\_owner**

WEAVER, JEFFREY LAMAR  
 GIANCOLA, RANDY JOSEPH  
 GIANCOLA, RANDY JOSEPH  
 GIANCOLA, RANDY JOSEPH

**secondary\_owner**

WEAVER, CHRISTINE NAVOLANIC  
 GIANCOLA, ANN MARIE  
 GIANCOLA, ANN MARIE

**Address\_1**

3842 ISLAND DRIVE  
 1612 NW 38TH PL  
 1612 NW 38TH PL  
 1612 NW 38TH PL

**Address\_3**

N TOPSAIL BEACH, NC 28460  
 CAPE CORAL, FL 33993  
 CAPE CORAL, FL 33993  
 CAPE CORAL, FL 33993

**Refund\_Type**

Proration  
 Proration  
 Proration  
 Proration

**Refund\_Description**

Refund Generated due to proration on Bill  
 Refund Generated due to proration on Bill  
 Refund Generated due to proration on Bill  
 Refund Generated due to proration on Bill

**Refund\_Reason**

Tag Surrender  
 Tag Surrender  
 Tag Surrender  
 Tag Surrender

**RefundAmount**

(\$26.23) -1  
 (\$96.71) -2  
 (\$17.58) (\$228.54)  
 (\$114.25)

North Topsail Beach									
Tax Levy Projection									
2/18/2021									
Fiscal Year		Assessed Value	Annexation (deannexation)	Total w/Annexation or deannexation	Valuation Increase/Decrease	Percentage Change	MOTV	Levy without MOTV	
<b>2021-2022</b>		<b>984,900,000</b>		<b>984,900,000</b>	<b>14,490,000</b>	<b>1.49%</b>	16,200,000	<b>968,700,000</b>	<b>3,971,670.00</b>
2020-2021		970,410,000	-	970,410,000	47,315,000	5.13%	16,360,000	954,050,000	<b>3,911,605.00</b>
2019-20	REVISED - Post Florence	923,095,000	-	<b>923,095,000</b>	<b>(32,305,000)</b>	<b>-3.38%</b>			
2018-19	REVISED Revaluation Estimate	955,400,000	-	955,400,000	127,273,225	15.37%			
2017-18	Actuals per TR2 Reports	828,126,775	-	828,126,775	7,448,384	0.91%			
2016-17		820,678,391	-	820,678,391	11,540,283	1.43%			
2015-16		809,138,108	-	809,138,108	131,176	0.02%			
2014-15	Revaluation 1/1/2014	809,006,932	-	809,006,932					
				Average Growth %		2.99%			
					FY20-21 Tax Rate				
				<b>Current Rate</b>	<b>0.4100</b>	<b>\$ 3,971,670.00</b>	<b>General Fund - \$</b>	<b>2,581,585.50</b>	<b>65%</b>
							<b>Beach Fund - \$</b>	<b>1,390,084.50</b>	<b>35%</b>
FLORENCE REVAL:									
First year of revaluation									
2018-19	Revised 5/16/18	955,400,000							
<b>2019-20</b>	<b>Post Florence 4/15/19</b>	<b>923,095,000</b>							
	Reduced Levy	\$ 32,305,000.00							
					<b>\$0.01 Increase Equals</b>	\$ 96,870			
					<b>To Balance Budget</b>	\$ -			
					<b>-</b>	<b>\$ -</b>			
							Rate	Amount	Additional
					Increase rate to \$0.42 per \$100 Generates	<b>\$ 96,870.00</b>	@ 42	\$ 4,068,540.00	\$ 96,870.00
							@ 43	\$ 4,165,410.00	\$ 193,740.00
					To balance budget \$0 per \$100 Generates	<b>\$ -</b>	@ 44	\$ 4,262,280.00	\$ 290,610.00
							@ 45	\$ 4,359,150.00	\$ 387,480.00
					Increase would generate an extra	<b>\$ 96,870.00</b>			

# Town of North Topsail Beach Fire Department

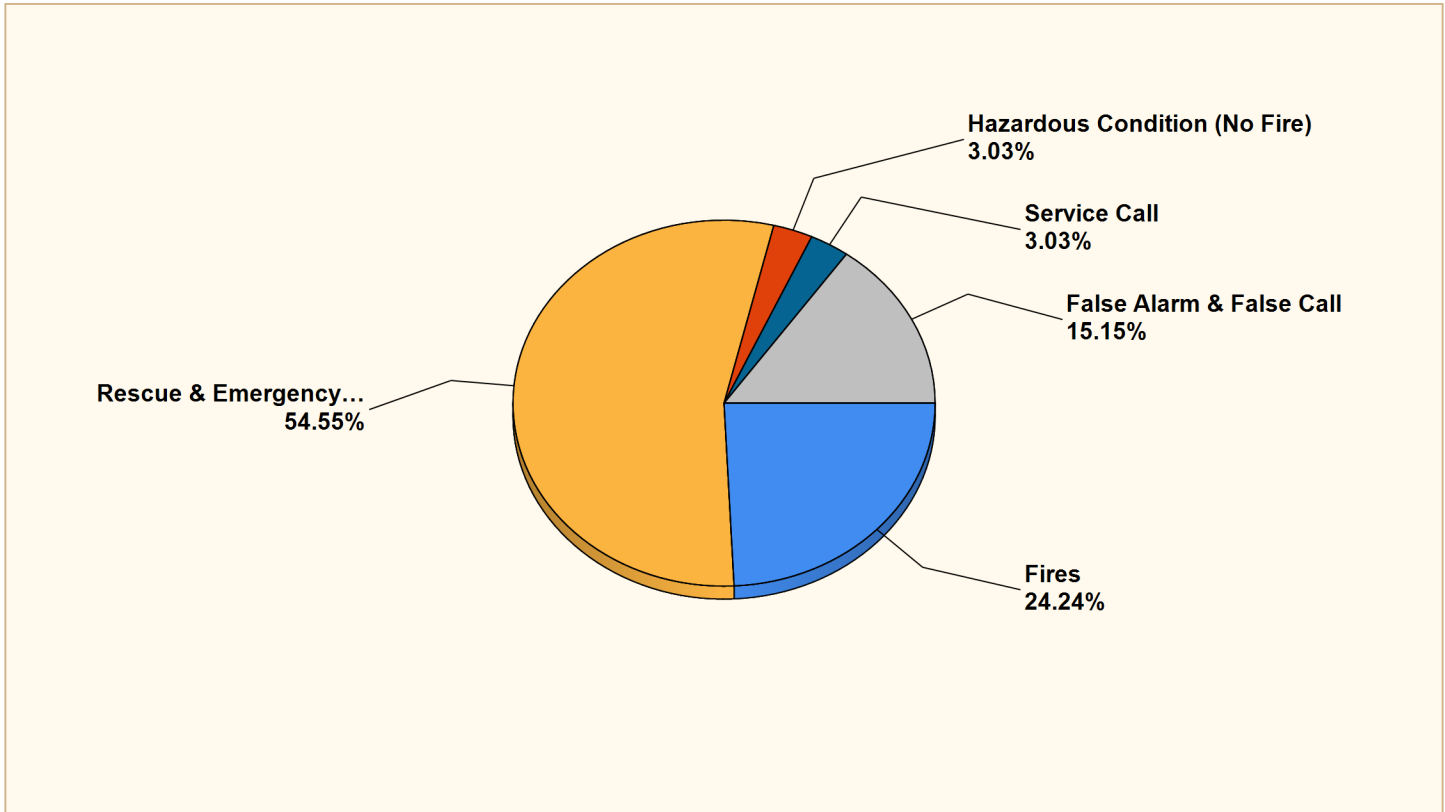
North Topsail Beach, NC

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2021 | End Date: 03/18/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	8	24.24%
Rescue & Emergency Medical Service	18	54.55%
Hazardous Condition (No Fire)	1	3.03%
Service Call	1	3.03%
False Alarm & False Call	5	15.15%
<b>TOTAL</b>	<b>33</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	6	18.18%
140 - Natural vegetation fire, other	2	6.06%
311 - Medical assist, assist EMS crew	13	39.39%
321 - EMS call, excluding vehicle accident with injury	4	12.12%
353 - Removal of victim(s) from stalled elevator	1	3.03%
400 - Hazardous condition, other	1	3.03%
554 - Assist invalid	1	3.03%
743 - Smoke detector activation, no fire - unintentional	1	3.03%
744 - Detector activation, no fire - unintentional	2	6.06%
745 - Alarm system activation, no fire - unintentional	2	6.06%
<b>TOTAL INCIDENTS:</b>	<b>33</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Town of North Topsail Beach

Inspections

910-328-1349

2008 Loggerhead Court  
North Topsail Beach, NC 28460

## Daily BUILDING REPORT by PERMIT

Page # 1

From: Month 02 Day 19 Year 21

Thru: Month 03 Day 18 Year 21

Permit	Date Issued	Job Address/Owner	Contractor	Cty	- Trade Permit# Issued -		
					Plumb	Mech	Elect
210073	2222021	ISLAND DRIVE 2685 WELLMAN'S CONST RUCTION INC BK5369/P WELLMAN'S CONSTRUCTION, I	HOLLY RIDGE	01	210073	210073	210073
		Lrk / Pin : 806-31 / Sub Div / Tax Loc: 806-31			Contr #:	163	
		Cost Check # 20208 Building Final: C.O. Issued: Land Use: 101 Value Est: 117,250.00 1316.23 NC Homeowners Recovery Fund: 1 10.00 Tech Fee: .00			Lot #:	D	
210091	2222021	OCEANO VISTA DRIVE 210 RICHARDSON RUTHANNE HIGH TIDES CONSTRUCTION & DESIGN SERVICE	LANSDOWNE	01			
		Lrk / Pin : 808A-15 / Sub Div / Tax Loc: PORTOFINO DPLX			Contr #:	1341	
		Cost Check # Building Final: C.O. Issued: Land Use: 104 Value Est: 36,500.00 75.00 NC Homeowners Recovery Fund: .00 Tech Fee: .00			Lot #:	8A+B	
210096	2232021	ISLAND DRIVE 2374 BLANCHARD DONALD JR(DBBK5387/PG816) DONALD K. BLANCHARD, JR	BURLINGTON	01			
		Lrk / Pin : 807-78 / Sub Div / Tax Loc: OCEAN CITY			Contr #:	1412	
		Cost Check # 2387 Building Final: C.O. Issued: Land Use: 904 Value Est: 3,000.00 75.00 NC Homeowners Recovery Fund: .00 Tech Fee: .00			Lot #:	19	
210100	2242021	ISLAND DRIVE 3956 GRAHAM KEVIN & VICKI STORM READY SIDING	MONROE	01			
		Lrk / Pin : 769A-4 / Sub Div / Tax Loc: HUNTER HEATH TRUST			Contr #:	1601	
		Cost Check # 1273 Building Final: P C.O. Issued: Land Use: 104 Value Est: 21,500.00 75.00 NC Homeowners Recovery Fund: .00 Tech Fee: .00			Lot #:	4	
210087	3012021	NEW RIVER INLET ROAD 1316 RACKLEY BEN & KAY SEA LEVEL CONSTRUCTION, LLC	HOPEWELL	01			
		Lrk / Pin : 779C-6 / Sub Div / Tax Loc: GARY GRAY DIV OCEANSI			Contr #:	1644	
		Cost Check # 2567 Building Final: C.O. Issued: Land Use: 105 Value Est: 24,000.00 475.00 NC Homeowners Recovery Fund: .00 Tech Fee: .00			Lot #:	6	
210092	3032021	ISLAND DRIVE 3549 SCOTT LINCOLN OLDE ANCHOR BUILDING CO.	SURF CITY	01	210092	210092	210092
		Lrk / Pin : 814-4.1 / Sub Div / Tax Loc: ARTHUR WILLIAM KING			Contr #:	79	
		Cost Check # Building Final: C.O. Issued: Land Use: 101 Value Est: 350,000.00 1280.80 NC Homeowners Recovery Fund: 1 10.00 Tech Fee: .00			Lot #:	1	

# Town of North Topsail Beach

Inspections

910-328-1349

2008 Loggerhead Court  
North Topsail Beach, NC 28460

## Daily BUILDING REPORT by PERMIT

Page # 2

From: Month 02 Day 19 Year 21

Thru: Month 03 Day 18 Year 21

Permit	Date Issued	Job Address/Owner	Contractor	Cty	- Trade Permit# Issued -		
					Plumb	Mech	Elect
210102	3082021	NEW RIVER INLET ROAD 2263 DABBS BROTHERS LLC DABBS BROTHERS, LLC	WILMINGTON	01	210102	210102	210102
		Lrk / Pin : 778C-86 /			Contr #:	1285	
		Sub Div / Tax Loc: NORTH TOPSAIL SHORES			Lot #:	4	
		Cost Check # 3850	Building Final:	C.O. Issued:	Land Use: 101	Value Est:	350,000.00
		1175.02 NC Homeowners Recovery Fund: 1	10.00	Tech Fee:	.00		
210104	3082021	SEA SHORE DRIVE 293 JW BENEFITS PLA -NNING LLC C/O J.L. THOMAS M. HODELL	WILMINGTON	01	210104	210104	210104
		Lrk / Pin : 805-18 /			Contr #:	1646	
		Sub Div / Tax Loc: WINTER HAVEN			Lot #:	C&D	
		Cost Check # 1623	Building Final:	C.O. Issued:	Land Use: 101	Value Est:	500,000.00
		2050.97 NC Homeowners Recovery Fund: 1	10.00	Tech Fee:	.00		
210112	3082021	NEW RIVER INLET ROAD 1050 RANDALL MORRIS JR RANDALL MORRIS JR	WOODSTOCK	01			
		Lrk / Pin : 774G-3 /			Contr #:		
		Sub Div / Tax Loc: OCEAN CAY			Lot #:	3	
		Cost Check #	Building Final:	C.O. Issued:	Land Use: 104	Value Est:	1,200.00
		75.00 NC Homeowners Recovery Fund:	.00	Tech Fee:	.00		
210115	3082021	ISLAND DRIVE LOT 49-O BEACH STREET 4021 ROGERS BAY CAMP GROUND COOWN C/O T CARTE ROGERS BAY CAMP GROUND COOWN C	BEULAVILLE	01			
		Lrk / Pin : 769-4.1 /			Contr #:		
		Sub Div / Tax Loc: ROGERS BAY CAMPGROUND			Lot #:	490	
		Cost Check # 1581	Building Final:	C.O. Issued:	Land Use: 105	Value Est:	3,200.00
		75.00 NC Homeowners Recovery Fund:	.00	Tech Fee:	.00		
210114	3102021	NEW RIVER INLET ROAD #216 1928 GERTEISEN, THOM AS + JANE LANGAN TRUSTEE GARY COOK	RALEIGH	01			
		Lrk / Pin : 779G-216 /			Contr #:	1492	
		Sub Div / Tax Loc: SHIP WATCH VILLAS			Lot #:	216	
		Cost Check #	Building Final:	C.O. Issued:	Land Use: 105	Value Est:	18,350.00
		200.00 NC Homeowners Recovery Fund:	.00	Tech Fee:	.00		
210111	3112021	ISLAND DRIVE 3556 JONES, YEATS & WOODY, SUSAN HEATH AND SONS MANAGEMENT	ARLINGTON	01			210111
		Lrk / Pin : 814A-A /			Contr #:	1650	
		Sub Div / Tax Loc: ISLAND RETREAT TH			Lot #:	UA	
		Cost Check #	Building Final:	C.O. Issued:	Land Use: 103	Value Est:	5,000.00
		200.00 NC Homeowners Recovery Fund:	.00	Tech Fee:	.00		



# Town of North Topsail Beach

Inspections

910-328-1349

2008 Loggerhead Court  
North Topsail Beach, NC 28460

## Daily BUILDING REPORT by PERMIT

Page # 3

From: Month 02 Day 19 Year 21

Thru: Month 03 Day 18 Year 21

Permit	Date Issued	Job Address/Owner	Contractor	Cty	- Trade Permit# Issued -		
					Plumb	Mech	Elect
210117	3122021	NEW RIVER INLET ROAD 1915 DABBS BROTHERS LLC DABBS BROTHERS, LLC		01	210117	210117	210117
			WILMINGTON				
				Contr #:	1285		
		Lrk / Pin : 779D-17	/				
		Sub Div / Tax Loc: BAYVIEW		Lot # :	17		
		Cost Check # 1490	Building Final:	C.O. Issued:	Land Use: 101	Value Est:	250,000.00
		818.13 NC Homeowners Recovery Fund: 1	10.00	Tech Fee:	.00		
210124	3122021	N PERMUDA WYND 118 GAGLIANO LOUIS & CAREN MAEBILT CONSTRUCTION LLC		01	210124	210124	210124
			WASHINGTON				
				Contr #:	152		
		Lrk / Pin : 806-65	/				
		Sub Div / Tax Loc: VILLAGE OF STUMP SOUND		Lot # :	32		
		Cost Check # 25265	Building Final:	C.O. Issued:	Land Use: 101	Value Est:	750,000.00
		1831.78 NC Homeowners Recovery Fund: 1	10.00	Tech Fee:	.00		
210127	3122021	GRAY STREET 3305 HAMILTON PHILLIP HAMILTON PHILLIP		01			
			EDGEWATER				
				Contr #:			
		Lrk / Pin : 807-100	/				
		Sub Div / Tax Loc: OCEAN CITY		Lot # :	1		
		Cost Check # 4273	Building Final:	C.O. Issued:	Land Use: 104	Value Est:	7,500.00
		75.00 NC Homeowners Recovery Fund:	.00	Tech Fee:	.00		
210139	3172021	NEW RIVER INLET ROAD 2356 TANG ZHENXU (DB 5410 PG 971) TANG ZHENXU (DB 5410 PG 9)		01			210139
			N TOPSAIL BEACH				
				Contr #:	449		
		Lrk / Pin : 778D-59.1	/				
		Sub Div / Tax Loc: NEW RIVER BEACH CLUB		Lot # :	9A		
		Cost Check # 1777	Building Final:	C.O. Issued:	Land Use: 104	Value Est:	20,000.00
		75.00 NC Homeowners Recovery Fund:	.00	Tech Fee:	.00		

---

PERMITS ISSUED : 16  
TOTAL EST. VALUE: 2,457,500.00  
TOTAL COST of PERMITS : 9,872.93 \*

NC HOMEOWNERS RECOVERY FUND : 60.00 NCRF COUNT : 6  
TECH FEES TOTAL : .00 TECH COUNT :  
NET PERMIT FEES TOTAL : .00

VOIDED PERMIT FEES TOTAL : .00



***Chief William K. Younginer***

**Department Report for February 1, 2021 - February 28, 2021**

**Arrests**

D.W.I.	2
Traffic	15
Warrants	2

**NC Traffic Stop Reports**

State Citations	33
Town Citations	0
Warning Citations	35

**Summary**

TOTAL CALLS FOR SERVICE	154
TOTAL CITATIONS ISSUED	68
TOTAL REPORTS	160
TOTAL SECURITY CHECKS	876

**Calls for Service**

Alarms	5
Animal Calls	1
Cit / Mot / Ped Assists	23
Domestics	1
911 Hang Up	3
Fraud	1
Misc Calls	72
Lewdness	1
Open Door / Window	1
Suspicious Activity	23

**Assist Other Agencies**

E. M. S.	4
N.T.B. F.D.	5
O. C. S.D	12
S.P.D.	1
S.H.P.	1

# Town of North Topsail Beach

Daily

Page # 1

## PLANNING PERMITS

From: Month 02 Day 19 Year 21

Thru: Month 03 Day 19 Year 21

---

Permit #: **210092** Issued Date: 02222021 Date Approved: 3/03/21  
Parcel #: **814-4.1**  
Physical Address: 3549 ISLAND DRIVE  
NORTH TOPSAIL BEACH 28445  
Use Requested : SINGLE FAMILY DWELLING  
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : 125.00  
Flood Map#: 3720426600K Date of Map: 6/19/20 Flood Zone: AE11  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

---

Permit #: **210099** Issued Date: 02242021 Date Approved: 3/09/21  
Parcel #: **812-134**  
Physical Address: TBD 11TH AVENUE  
NORTH TOPSAIL BEACH 28460  
Use Requested :  
Zoning District : MHR Lot Size: .00 Acr. Permit Fee : 50.00  
Flood Map#: Date of Map: 0/00/00 Flood Zone:  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

---

Permit #: **210101** Issued Date: 02262021 Date Approved: 0/00/00  
Parcel #: **779E-4**  
Physical Address: 1792-1796 NEW RIVER INLET ROAD  
NORTH TOPSAIL BEACH 28405  
Use Requested : MULTI FAMILY DWELLING  
Zoning District : R-8 Lot Size: .00 Acr. Permit Fee : 125.00  
Flood Map#: 3720429800K Date of Map: 6/19/20 Flood Zone: AE11  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

---

Permit #: **210102** Issued Date: 02262021 Date Approved: 3/02/21  
Parcel #: **778C-86**  
Physical Address: 2263 NEW RIVER INLET ROAD  
NORTH TOPSAIL BEACH 28403  
Use Requested : SINGLE FAMILY DWELLING  
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : 125.00  
Flood Map#: 3720429800K Date of Map: 6/19/20 Flood Zone: AE12  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

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Permit #: **210104** Issued Date: 03012021 Date Approved: 3/02/21  
Parcel #: **805-18**  
Physical Address: 293 SEA SHORE DRIVE  
NORTH TOPSAIL BEACH 28403  
Use Requested : SINGLE FAMILY DWELLING  
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : 125.00  
Flood Map#: 3720425500K Date of Map: 6/19/20 Flood Zone: AE12  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

# Town of North Topsail Beach

Daily

Page # 2

## PLANNING PERMITS

From: Month 02 Day 19 Year 21

Thru: Month 03 Day 19 Year 21

---

Permit #: **210110** Issued Date: 03042021 Date Approved: 0/00/00  
Parcel #: **811-55**  
Physical Address: 8314 5TH AVENUE  
NORTH TOPSAIL BEACH 27518  
Use Requested : CROSSWALK/DECK/PIER  
Zoning District : MHR Lot Size: .00 Acr. Permit Fee : 125.00  
Flood Map#: Date of Map: 0/00/00 Flood Zone:  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

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Permit #: **210111** Issued Date: 03082021 Date Approved: 3/08/21  
Parcel #: **814A-A**  
Physical Address: 3556 ISLAND DRIVE  
NORTH TOPSAIL BEACH 22230  
Use Requested : POOL  
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : .00  
Flood Map#: Date of Map: 0/00/00 Flood Zone:  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

---

Permit #: **210113** Issued Date: 03082021 Date Approved: 3/12/21  
Parcel #: **775C-10**  
Physical Address: 770 NEW RIVER INLET ROAD  
NORTH TOPSAIL BEACH 27501  
Use Requested : DRIVEWAY  
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : 50.00  
Flood Map#: Date of Map: 0/00/00 Flood Zone:  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

---

Permit #: **210114** Issued Date: 03082021 Date Approved: 3/09/21  
Parcel #: **779G-216**  
Physical Address: 1928 NEW RIVER INLET ROAD #216  
NORTH TOPSAIL BEACH 27615  
Use Requested : CROSSWALK/DECK/PIER  
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : 125.00  
Flood Map#: Date of Map: 0/00/00 Flood Zone:  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

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Permit #: **210117** Issued Date: 03092021 Date Approved: 3/12/21  
Parcel #: **779D-17**  
Physical Address: 1915 NEW RIVER INLET ROAD  
NORTH TOPSAIL BEACH 28402  
Use Requested : SINGLE FAMILY DWELLING  
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : 125.00  
Flood Map#: 3720429800K Date of Map: 6/19/20 Flood Zone: AE11  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

# Town of North Topsail Beach

Daily

Page # 3

## PLANNING PERMITS

From: Month 02 Day 19 Year 21

Thru: Month 03 Day 19 Year 21

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Permit #: **210118** Issued Date: 03092021 Date Approved: 0/00/00  
Parcel #: **775B-55**  
Physical Address: 460 NEW RIVER INLET ROAD  
NORTHT TOPSAIL BEACH 28590  
Use Requested : FENCE  
Zoning District : R-15 Lot Size: .00 Acr. Permit Fee : 50.00  
Flood Map#: Date of Map: 0/00/00 Flood Zone:  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

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Permit #: **210124** Issued Date: 03102021 Date Approved: 3/12/21  
Parcel #: **806-65**  
Physical Address: 118 N PERMUDA WYND  
NORTH TOPSAIL BEACH 20009  
Use Requested : SINGLE FAMILY DWELLING  
Zoning District : R-5 Lot Size: .00 Acr. Permit Fee : 125.00  
Flood Map#: 3720425500K Date of Map: 6/19/20 Flood Zone: AE11  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

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Permit #: **210126** Issued Date: 03112021 Date Approved: 0/00/00  
Parcel #: **813-1.1**  
Physical Address: 3658 ISLAND DRIVE (BEACH ACCESS EASEMENT)  
NORTH TOPSAIL BEACH 28460  
Use Requested : CROSSWALK/DECK/PIER  
Zoning District : R-20 Lot Size: .00 Acr. Permit Fee : 125.00  
Flood Map#: Date of Map: 0/00/00 Flood Zone:  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

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Permit #: **210129** Issued Date: 03122021 Date Approved: 0/00/00  
Parcel #: **775C-11.2**  
Physical Address: 22 SAILVIEW DRIVE HOA BOAT DOCK  
NORTH TOPSAIL BEACH 28460  
Use Requested : CROSSWALK/DECK/PIER  
Zoning District : CU R-8 Lot Size: .00 Acr. Permit Fee : 125.00  
Flood Map#: Date of Map: 0/00/00 Flood Zone:  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

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Permit #: **210130** Issued Date: 03122021 Date Approved: 3/12/21  
Parcel #: **774G-63**  
Physical Address: 1113 NEW RIVER INLET ROAD  
NORTH TOPSAIL BEACH 28405  
Use Requested : SINGLE FAMILY DWELLING  
Zoning District : R-10 Lot Size: .00 Acr. Permit Fee : 125.00  
Flood Map#: 3720428700K Date of Map: 6/19/20 Flood Zone: AE12  
\* Zoning Compliance Zoning Variance Rezoning and Development Denial  
Rezoning Compliance Conditional Use Floodplain Exempt

# Town of North Topsail Beach

Daily

Page # 4

## PLANNING PERMITS

From: Month 02 Day 19 Year 21

Thru: Month 03 Day 19 Year 21

-----  
Permit #: 210131 Issued Date: 03152021 Date Approved: 0/00/00

Parcel #:

Physical Address: NORTH TOPSAIL BEACH (BEACH AREA)  
NORTH TOPSAIL BEACH 28546

Use Requested :

Zoning District :

Flood Map#:

Lot Size: .00

Acr.

Date of Map: 0/00/00

Flood Zone:

Permit Fee : 75.00

\* Zoning Compliance  
Rezoning Compliance

Zoning Variance  
Conditional Use

Rezoning and Development  
Floodplain

Denial  
Exempt

-----  
Permit #: 210133 Issued Date: 03162021 Date Approved: 0/00/00

Parcel #: 810-14

Physical Address: 189 TOPSAIL ROAD  
NORTH TOPSAIL BEACH 28445

Use Requested : POOL

Zoning District :

Flood Map#:

Lot Size: .00

Acr.

Date of Map: 6/19/20

Flood Zone: AE12

Permit Fee : 125.00

\* Zoning Compliance  
Rezoning Compliance

Zoning Variance  
Conditional Use

Rezoning and Development  
Floodplain

Denial  
Exempt

-----  
Permit #: 210140 Issued Date: 03182021 Date Approved: 3/18/21

Parcel #: 779-1.13

Physical Address: 1417 NEW RIVER INLET ROAD  
NORTH TOPSAIL BEACH 28460

Use Requested : CROSSWALK/DECK/PIER

Zoning District :

Flood Map#:

Lot Size: .00

Acr.

Date of Map: 6/19/20

Flood Zone: AE12

Permit Fee : 125.00

\* Zoning Compliance  
Rezoning Compliance

Zoning Variance  
Conditional Use

Rezoning and Development  
Floodplain

Denial  
Exempt

PERMITS ISSUED : 18



TOWN OF NORTH TOPSAIL BEACH  
Board of Aldermen  
Agenda Item

Agenda  
Item: VIII. D.  
Date: 04/01/2021

---

**Issue:** Budget Amendment 2020-21.5

**Department:** Administration

**Presented by:** Caitlin Elliott, Finance Officer

**Presentation:** Finance Department

---

**Background:** North Topsail Beach received proceeds from a settlement of lawsuits brought on by the NC Attorney General's office against certain DRAM computer chip and module manufacturers. Approval of Amendment to account for these unforeseen revenues.

**Attachments:** Budget Amendment 2020-21.5 & Supporting Documentation

**Recommendation:** Approve Amendment as recommended

**Action Needed:** Yes

**Suggested Motion:** *"I, \_\_\_\_\_ make a motion to approve Budget Amendment 2020-21.5 as presented."*

**Funds:** 10

**Follow Up:** Finance Officer





*Town of North Topsail Beach*  
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	04 01 2021

---

**Issue:** Planning Board & Program for Public Information (PPI) Committee Report  
Hanna McCloud, Chair

**Department:** Planning

**Prepared by:** Deborah J. Hill MPA AICP CFM CZO

**Presentation:** No

---

The Planning Board regular meeting was held on March 11, 2021.

**Case # SUP 21 01**

The Planning Board unanimously recommends approval of Clear Water Way Re LLC/Jim Magill's special use permit to construct 3 4BR townhouse units and swimming pool per Special Use Plan for Clear Water Way RE LLC dated 2/22/2021 by Charles F. Riggs & Associates, Inc.

**Case # SUP 20 05 (Modification)**

The Planning Board unanimously recommends approval of Capital Asset Properties' request to modify special use permit SUP-20-05 approved by the Board of Aldermen on 10/01/2020 to construct 3 4BR townhouses as indicated on Special Use Plan for Capital Asset Topsail Development, LLC. by Charles F. Riggs & Associates, Inc. dated March 8, 2021.



*Town of North Topsail Beach*  
Board of Aldermen

Agenda	Consent
Item:	Agenda
Date:	04 01 2021

---

**Issue:** Board of Adjustment Committee Report  
Hanna McCloud, Chair

**Department:** Planning

**Prepared by:** Deborah J. Hill MPA AICP CFM CZO

**Presentation:** No

---

The Board of Adjustment will hold a meeting on March 30, 2021 to consider two variance requests:

- Case #V-21-01, a variance request from UDO Article 5, Section 5-1, by Scott and Mary Fitzgerald to allow for the recombination of 1870 and 1877 New River Inlet Road, R-10 Zoning District, plat of survey by Weston Lyall, PE PLS PLLC dated December 15, 2020.
- Case #V-21-02, a variance request from UDO Article 5, Section 5-1, by Michael R. Jackson to allow for the addition of duplex unit at 235 Bay View Drive, R-10 Zoning District, plat of survey by F. W. Jones dated July 16, 2020.

*Town of North Topsail Beach*

Joann M. McDermon, Mayor  
Mike Benson, Mayor Pro Tem

Aldermen:  
Richard Grant  
Tom Leonard  
Susan Meyer  
Richard Peters



David J. Gilbride  
Town Manager

Sherrie L. Hancock  
Town Clerk

*Nature's Tranquil Beauty*

A RESOLUTION HONORING  
Richard C. Peters  
On this 1st day of April, 2021

*WHEREAS, the Town of North Topsail Beach and its Board of Aldermen wishes to acknowledge and express its sincerest appreciation and gratitude for the many years of devoted service generously provided by Richard C. Peters; and*

*WHEREAS, Richard C. Peters, as an Alderman for North Topsail Beach, served with distinction, always listening to our constituents and gathering facts before making fair and informed decisions for the Town; and*

*WHEREAS, Alderman Richard C. Peters was always very open and supportive of the Town's beach nourishment and conservation efforts to protect property, infrastructure, and the environment while at the same time providing the public with a beautiful seashore to enjoy; and*

*WHEREAS, his many years of dedicated leadership and expertise has contributed substantially to the betterment of the Town of North Topsail Beach; and,*

*WHEREAS, his unwavering dedicated leadership and commitment to serve the Town through his work on the Board of Aldermen has earned Richard C. Peters the respect and admiration of all with whom he came in contact.*

*NOW, THEREFORE, BE IT RESOLVED, that the Board of Aldermen, hereby, expresses its sincere appreciation and gratitude to Richard C. Peters, in commemoration of his leadership and devotion to the Town of North Topsail Beach and to the community he served.*

Town Seal

\_\_\_\_\_  
Joann McDermon, Mayor

\_\_\_\_\_  
David Gilbride, Town Manager



# SurfCAST by otto



## Parking Reports

Financials

Statistics

### Current Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Registered Parking Sessions	8	0	0	0	0	0	0
Enforcement Checks	0	0	0	0	0	0	0
Park by Mail	0	0	0	0	0	0	0
Violations	0	0	0	0	0	0	0

### Zone/Lot Utilization

Zone	Lot	Lot Size	Current Month	YTD	% Utilized (MTD)	Free %	Paid %
NTB General Parking	NTB01	10	556	20	179.35	17.09	82.91
NTB General Parking	NTB02	20	44	20	7.10	2.27	97.73
NTB General Parking	NTB03	12	45	20	12.10	0.00	100.00
NTB General Parking	NTB04	12	22	20	5.91	9.09	90.91
NTB General Parking	NTB05	14	22	20	5.07	4.55	95.45
NTB General Parking	NTB06	15	75	20	16.13	2.67	97.33
NTB General Parking	NTB07	150	323	20	6.95	0.62	99.38
NTB General Parking	NTB08	80	27	20	1.09	0.00	100.00
NTB General Parking	NTB09	217	1078	20	16.02	1.67	98.33

Zone	Lot	Lot Size	Current Month	YTD	% Utilized (MTD)	Free %	Paid %
NTB General Parking	NTB10	20	34	20	5.48	2.94	97.06
NTB General Parking	NTB11	23	66	20	9.26	18.18	81.82
NTB General Parking	NTB12	20	24	20	3.87	8.33	91.67
NTB General Parking	NTB13	12	150	20	40.32	8.00	92.00
NTB General Parking	NTB14	12	92	20	24.73	7.61	92.39
NTB General Parking	NTB15	35	254	20	23.41	3.15	96.85
Zone NTB44	NTB44	250	229	20	2.95	6.11	93.89

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# SurfCAST by otto



## Parking Reports

Financials

Statistics

### Financials (Current Month)

By Category	Number	\$\$	\$\$ (est)
- Hourly	1475	\$10,015.00	(70 %) \$7,010.50
- Day	168	\$4,200.00	(70 %) \$2,940.00
- Week	2	\$200.00	(70 %) \$140.00
- Seasonal	336	\$84,000.00	(70 %) \$58,800.00
- Pay by Mail	20	\$600.00	(50 %) \$300.00
- Residents	436	\$0.00	(0 %) \$0.00
- Day (NTB44)	93	\$2,325.00	(50 %) \$1,162.50
- Week (NTB44)	1	\$100.00	(50 %) \$50.00
- Seasonal (NTB44)	62	\$15,500.00	(50 %) \$7,750.00
Violations (Total)	59	\$2,950.00	(50 %) \$1,475.00
- Same Day	27	\$1,350.00	(50 %) \$675.00
< 30 days	32	\$1,600.00	(50 %) \$800.00
> 30 days	0	\$0.00	(50 %) \$0.00

### Financials (YTD)

By Category	Number	\$\$	\$\$ (est)
- Hourly	1597	\$10,855.00	(70 %) \$7,598.50
- Day	179	\$4,475.00	(70 %) \$3,132.50
- Week	2	\$200.00	(70 %) \$140.00
- Seasonal	387	\$96,750.00	(70 %) \$67,725.00
- Pay by Mail	20	\$600.00	(50 %) \$300.00
- Residents	574	\$0.00	(0 %) \$0.00
- Day (NTB44)	107	\$2,675.00	(50 %) \$1,337.50
- Week (NTB44)	1	\$100.00	(50 %) \$50.00
- Seasonal (NTB44)	69	\$17,250.00	(50 %) \$8,625.00
Violations (Total)	59	\$2,950.00	(50 %) \$1,475.00
- Same Day	27	\$1,350.00	(50 %) \$675.00
< 30 days	32	\$1,600.00	(50 %) \$800.00
> 30 days	0	\$0.00	(50 %) \$0.00

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