Town of Holden Beach
Board of Commissioners
Special Meeting

Wednesday, March 11, 2026
6:00 PM

Holden Beach Town Hall
Public Assembly

TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' SPECIAL MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
WEDNESDAY, MARCH 11, 2026 – 6:00 P.M.

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1. Call to Order

2. Public Comment

3. Budget Workshop (Pages 1 – 11)

    a. Fiscal Year 2025 – 2026 Goals and Objectives

4. Discussion and Possible Action on Defining the Scope for the Comprehensive Design Plan for the Jordan Boulevard/Block Q Area (Pages 12 – 20)

5. Discussion and Possible Action on Legal Services (Page 21)

    a. Acceptance of Attorney Moore's Resignation
    b. Issuance of Request for Proposals

6. Closed Session Pursuant to North Carolina General Statute 143-318.11(a)(3), To Consider the Qualifications, Competence, Performance of a Public Officer or Employee and North Carolina General Statute 143-318.11(a)(1), To Prevent the Disclosure of Privileged Information

7. Adjournment

*** Visit https://www.youtube.com/@townofholdenbeach/streams to watch the livestream of the meeting. Public comments can be submitted to heather@hbtownhall.com prior to 1:00 p.m. on March 11, 2026.**

Budget Workshop Goals and Objectives

Budget Calendar

- Goals and Objectives
- Expenditures
- Revenues
- Combined Revenues and Expenditures
- Budget Message
- Public Hearing
- Pass Budget- June Regular Meeting

Proposed Calendar

April 10th	1:00 p.m. or 2:00 p.m.	Expenditures
May 1st	1:00 p.m. or 2:00 p.m.	Revenues
May 5th	6:00 p.m.	Revenues & Expenditures
June 4th	6:00 p.m.	Budget Message Discussion

Goals

Address Block Q Area-planning/construction

Evaluate Parking Options

Further Explore Stormwater Project Construction

Explore Future Capital Improvement Spending

Common Themes for Objectives

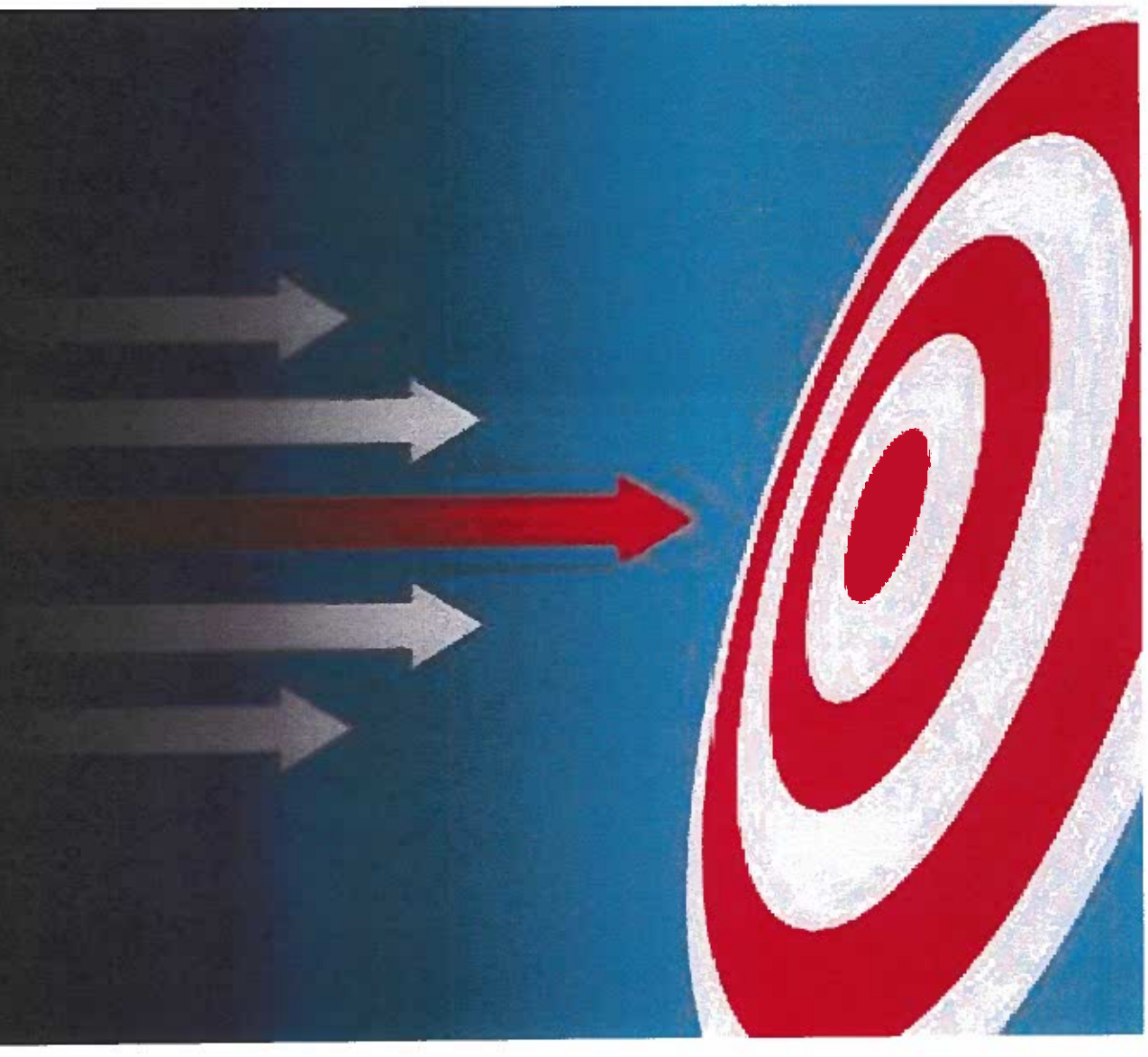
- Block Q/Jordan Blvd.
- Parking
- Stormwater
- Pier Property
- Other Facilities/Capital Projects

Priority Areas

- High Quality Infrastructure
- Community Improvements/Accessibility
- Strategic Capital Project Investment

Next Steps
Refining
Goals/Objectives

Expenditures



Objectives 2026

Block Q/Jordan Boulevard Area

Implementation of plan for remainder of Block Q area

Concert venue and bathroom at Block Q

Consider options for the old pavilion area (clean it up/make it presentable, uses for the Town)

Block Q Development – Phase Continuation: Develop boat parking, bench seating and public amenities (pickleball courts if space permits); Complete remaining green space landscaping, prioritizing usability, accessibility and long-term maintenance

Parking

Yearly paid parking update plan

Boat ramp and boat trailer parking

Consider options including purchase of property for parking/boat parking, other considerations to benefit the Town and community

Stormwater

Prioritization of remaining stormwater projects and identifying funding

Stormwater management

Storm Sewer Projects – Cost Sharing: Fund storm sewer improvements with cost-sharing opportunities from property owners, developers or government partners; Prioritize two current high-need locations based on infrastructure assessments and existing plans

Pier Property

Pier Plan

Economic Impact Study for Pier Project

Explore opportunities (including donations, public private partnerships and others) for pier repair/replace, building for retail/restaurant

Pier Anchor Building & Pier Restoration/Rebuild: Fund construction of new two-story pier anchor building and advance wooden pier restoration, reconstruction and/or extension

using previously completed plans/engineering (if possible). (Advocate for 2nd floor event space to extend time spent at the recreational space, i.e. turtle talks, fishing lessons, etc.) Get approval for use of 2nd floor space for other recreational activities from BPART; Engage staff consensus on construction type, total budget and schedule. Bring complete project of interim stages to Board as needed for approval – Refine design, validate costs and sequence construction; Establish multi-year financial plan (anticipated 2-year construction; consider 15-year financing to minimize fiscal impact on a given year). Develop multi-year budget numbers based on Oak Island pier numbers.

Water Study

Prioritize results from Water Study (i.e. do we need another water tower)

Fire Station

Fire station planning

Bulkheading – Sewer Station 2/Future Fire Station: Evaluate bulkheading of lots adjacent to Sewer Station 2, per CAMA regulations; Assess feasibility for future fire station; compare pros/cons with existing site; Plan alternatives if Sewer Station 2 site is not viable, including preliminary engineering for existing station improvements

Other

Resiliency projects

Comprehensive Strategic Plan for Town

Saving for beach nourishment

Mobile Bathroom Relocation: Relocate mobile bathroom following completion of pier anchor building (FY 27/28?); Identify and evaluate new sites for mobile bathroom – accessibility and utility access

Goals/Discussion Points

No tax increase

No deficit spending

No new borrowing

Improved financial reporting of how tax dollars are spent

Funding plans to support each project in the CIP

Budget meetings limited in number

Concentrate meetings on the 3rd week of the month

Have staff prepare general issues to reduce budget meeting time

Don't nitpick, micro discussions

Staff draft plan for discussion

Water System Evaluation (in-ground piping)

- Last full evaluation of the water piping system: Is it time to initiate a study or begin budgeting for future preparation? - it is my understanding that testing is performed annually? (Expected life to be 30+ years - please confirm)
- If not this year, what is the recommended starting timeframe for planning or funding? When should we be looking at engineering/funding sources?

Water Usage, Storage, and Pressure

- Current status of water usage relative to tank storage and system pressure. (Tight storage supply versus usage on July 4th this past year?)
- Should planning for related upgrades or studies begin in FY 26/27, or is a later year more appropriate?

Major Equipment & Vehicle Needs

- Are there anticipated large purchases (vehicles, equipment, or other capital items) for Utilities or Police in FY 26/27?

- Department input needed to identify critical needs before finalizing my personal budget requests.

Department Wish List vs. Actual Needs

- Collect department priorities first to ensure budget requests align with operational needs.
- After department input, reconcile with leadership wish list to finalize budget asks.

Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 3/11/26

FROM: Town Manager Chadwick

DATE SUBMITTED: 3/6/26

ISSUE/ACTION REQUESTED: Consideration and possible scope of work for Block Q/Jordan Boulevard master plan.

BACKGROUND/PURPOSE OF REQUEST: The BOC chose McGill for the architect/engineering services for the Block Q/Jordan Boulevard area master plan. The BOC should consider what they want in the master plan final product before a contract comes back before the board. The plan is to be used as a guide and items included in the solicitation discussed "assessing the area and develop a comprehensive plan to meet the current and future recreational needs" which include but are not limited to "stage/pavilion, dance floor, pickleball courts, boat parking and vehicle parking."

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES☐	NO☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES☐	NO☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES☐	NO☒
REVIEWED BY FINANCE DIRECTOR:	YES☐	NO☒

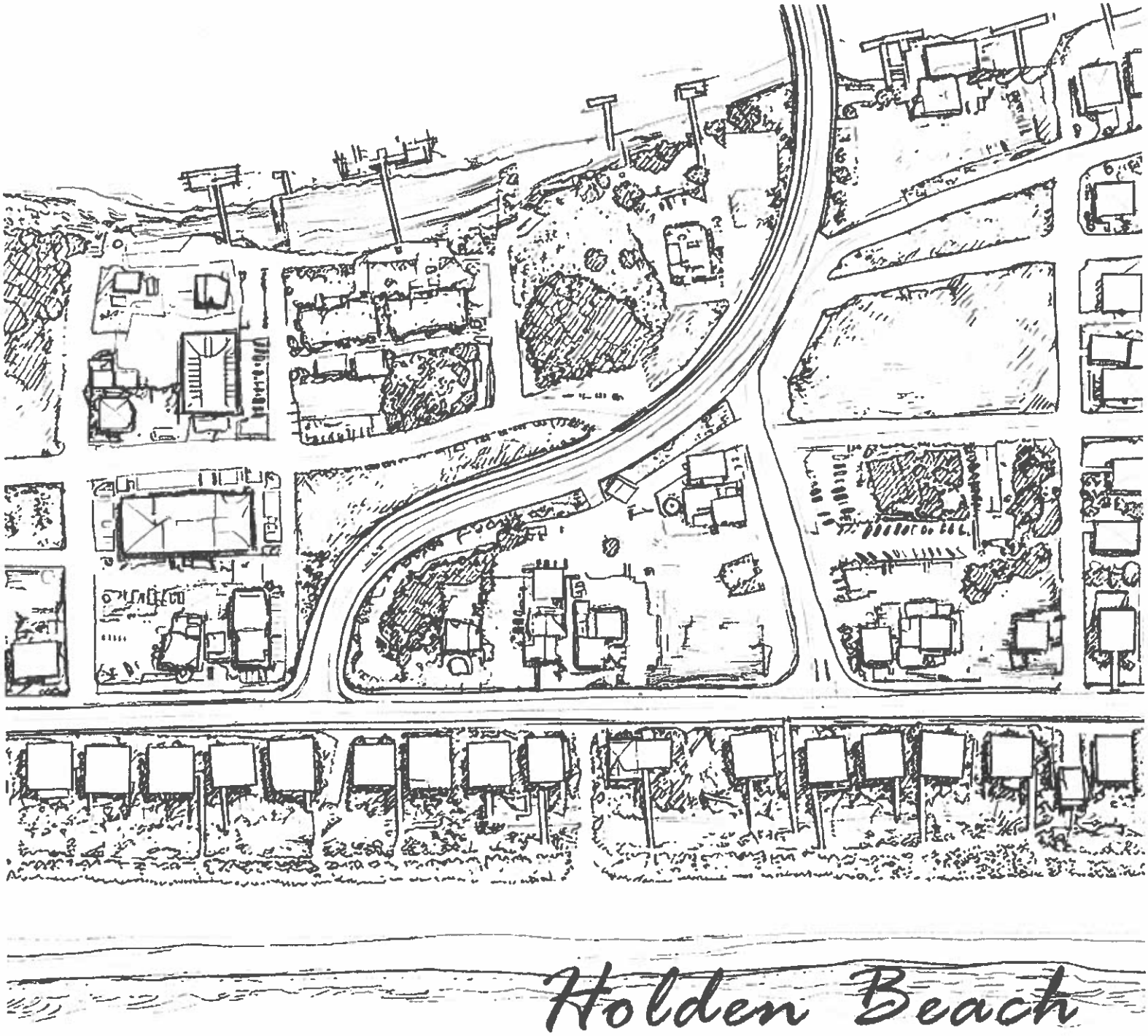
CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES☐	NO☒	N/A

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Board should decide what they want included in the final plan.


Holden Beach

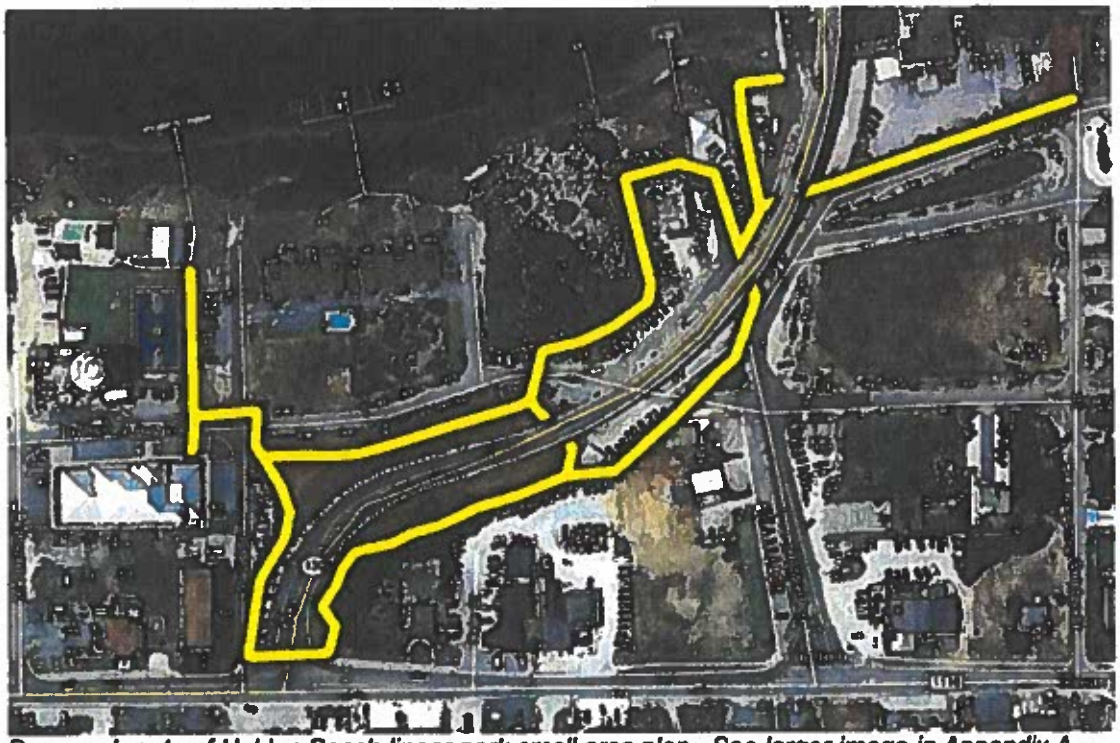
Holden Beach

markers and informational signage that promote the trails' use for reaching fitness goals.

The Town should also consider connecting park facilities, residences, and popular destination spots with sidewalks, as needed.

A highly recommended goal for the Town to pursue is to create a small area plan to develop a linear park/multi-purpose path connecting the Holden Beach Town Hall, Bridgeview Park, the public restroom building, Jordan Boulevard Pavilion, boat ramp, Padgett Garden. This effort would create a safer more cohesive public space under and around the Holden Beach bridge and could become an attractive destination for residents and visitors. Existing efforts to link Padgett Garden with the public restroom building could be expanded as the first of a multi-phased approach to the project.

The Town should seek to develop a master plan exploring design options, materials, opinions of costs, and other due diligence required to complete this small area plan.



Proposed route of Holden Beach linear park small area plan. See larger image in Appendix A

PROGRAMS/EVENTS RECOMMENDATIONS

The existing town recreation programs, activities and events are listed in section two. This plan recommends that these programs continue but periodically be evaluated based on participation levels and costs. It is important to provide

Town of Holden Beach

RFQ- Comprehensive Design Plan (Jordan Blvd., Block Q, Bridge Area)

Project Introduction

The Town of Holden Beach ("Town") is seeking qualifications from architecture and engineering firms to provide a comprehensive design plan for Jordan Boulevard, Block Q, the area under the bridge, and the end of Jordan Boulevard where the former pavilion was located. This plan will be used as a guide to meet the Town's recreational and service needs for activities including but not limited to a stage/pavilion, dance floor, pickleball courts, boat parking, and vehicle parking. The goal is to maximize the use of these spaces without constraining the selected firm in directing the placement of these amenities.

Issue Date: December 19, 2025 Proposals Due: January 30, 2026 by noon

Send submissions to:

Heather Finnell, Town Clerk
110 Rothschild Street
Holden Beach, NC 28462

All questions regarding this RFQ must be received by January 16, 2026 at noon and should be directed to Bryan Chadwick at bryan.chadwick@hbtownhall.com. Responses to questions will be provided no later than January 23, 2026 at 5 p.m.

Project Description

The purpose of the project is to develop a comprehensive master plan for the Jordan Boulevard/Block Q area which is located around the Holden Beach Bridge. Qualified consultants will assess the area and develop a comprehensive plan to meet the current and future recreational needs of the citizens and our many visitors. The plan should include but not be limited to the following:

1. Assessment of existing conditions that includes data and demographic information. Topics of interest should include:
    - Demographic and Sociological Factors including population composition, population growth projection and trends
    - Tourism
    - Transportation
    - Community Services and Facilities
    - Parks and Recreation Services

- Natural Environment and Related Features
- Community Character

2. Thorough Assessment of Amenities (proposed and existing)
   An existing conditions assessment, including a site inspection, of current facilities of the Town of Holden Beach Parks and Recreation Department should be conducted to assess the current conditions and suitable uses. Specifically, an evaluation of amenities/programs at nearby Bridgeview Park should be taken into consideration in deciding how to best develop the project area. Specific components should include, but not be limited to:
   - Inventory of Existing Recreational Facilities-including pickleball courts, concert space, etc.
   - Existing Recreation Programs, Special Events, and Festivals
   - Available Parking-vehicular and boat trailer
   - Recreational Needs Assessment
   - Review of the Town's CAMA Land Use Plan, Zoning Ordinances, and Parks and Recreation Master Plan as part of recommendations
   - Review of any legal documents regarding the site
   - Review of Previous Plans that may be beneficial in development

3. Development of a Comprehensive Plan
   A comprehensive plan that best utilizes available town-owned space for the placement of facilities should be a final work product.
   - Consider the work will be conducted in phases and budgeted over several years until completion
   - Include any stormwater elements and permitting requirements that will be needed for each element
   - Describe public involvement or ways the firm will provide public feedback for development

4. Appendices/Maps

   The Town's most recently approved CAMA Land Use Plan, Zoning Ordinances, and Parks and Recreation Master Plan should be considered as part of recommendations in the evaluation process to make sure nothing that is proposed conflicts with these documents. Ways in which these planning documents were tied to designs should be included in the Appendices as well as the Public Engagement Results. Current maps of the general vicinity, existing facilities, and other relevant maps should also be included in the appendices.

Materials/Documents

Professional graphics and documents shall be required at various stages of the planning process. They shall include:

- Professional support renderings, maps, graphs, charts and photographs to illustrate data as needed for meetings and presentations

- An Updated Master Plan bound document which includes all text, graphs, tables, charts, maps, plans, illustrations, and photographs needs to present the plan and its process in its entirety in a succinct and professional format. A draft shall be presented for staff approval prior to completion of the plan.
- A summary of conclusions and recommendations included in the Updated Master Plan

Master Plan Products

- Ten copies of the first draft shall be required.
- Ten copies of the final Master Plan Report document including any maps that can be reproduced and contained within the report. The final report should include survey results and a summary of public comments on the plan. One of these copies should be in a three-ring binder. The others should be bound.
- Presentation graphics in the form of charts, maps, photographs, etc. used in community workshops.
- One electronic copy of the Master Plan. Copy should be completed using Windows Word Program and all maps should be available in PDF and JPEG formats.

Public Involvement

It is envisioned that the plan will involve some public outreach, stakeholder input, and public engagement. This includes capturing a vision for the future of the community to help guide projects.

Submittal Contents

Please submit ten (10) copies of your proposal. One of these copies should be in the three-ring binder described above. Each proposal should be submitted in bound "8 1/2 x 11" format and shall include all relevant photographs and drawings. One digital copy should also be provided. Proposals shall provide the following information:

- Cover Letter: Including verification that demonstrates the consultant's history of successful master planning. Proposals will be evaluated based on the expertise of the consultant team and the overall experience of the team with emphasis on parks, recreation, and facilities.
- Identify the project staff: A list of proposed project team members and their respective expertise in such work should be included. An organizational chart identifying all staff assigned to the project should be included. Roles should be defined regarding responsibilities and tasks assignments for each member for the duration of the project. Current workload of key staff should be included. Indicate any work or resources that are to be subcontracted or assumed to be provided by local government agencies.
- Project Approach: Describe your team's approach to successfully delivering the project. Provide details on how each task will be completed. Include any recommendations for maximizing effectiveness and efficiency.
- Scope of Work: Provide details regarding the specific methodologies, approaches, tasks, and schedule being proposed. Respondents may propose a methodology or set of tasks that

are different from those in the Project Description, but the submittal must meet or exceed the indicated deliverables and state why a different methodology/tasks are recommended.

- Supporting Examples: Provide a list of three (3) similar or relevant projects including graphic representation. Links to these projects are also encouraged.
- References: Provide a minimum of three (3) references with which the applicant has provided similar planning/design services for within the last five years. References should include: name, phone number, email address and a description of services provided to that contact.
- Proposed Schedule: Detailed schedule of completing work, including intermediate project stages leading to the final project.

Qualification packages (no more than 30 pages) along with a letter from the firm principal committing the qualification package for a minimum of 60 days should be clearly marked-**Qualification Package for Block Q/Jordan Design Plan** to the Town Clerk at the following address no later than noon on January 30, 2026.

Town of Holden Beach
Attention: Heather Finnell
110 Rothschild Street
Holden Beach, NC 28462

Selection Process

Once the proposals are submitted, the staff will review and score proposals.

Evaluation Criteria

The following criteria will be the basis on which consultants will be selected (in no particular order):

1. Team organization and structure
2. Personnel qualifications
3. Specialized experience of the firm and related experience with similar projects, with emphasis on recreational facilities and programs
4. Proposed project approach, the methodology for forming the comprehensive master plan and the schedule of completion
5. Demonstrated knowledge of the area where the project is located
6. Experience conducting public meetings
7. Current workload and firm capacity demonstrating estimated timeline for design completion if selected
8. Client References
9. Quality of Proposals

General Comments

- Any cost incurred by consultants in preparing, submitting, and presenting an RFQ for the project shall be at the sole expense of the consultant. The Town of Holden Beach is not responsible for any costs incurred prior to the issuance of a signed contract.

Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: March 11, 2026

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: March 6, 2026

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Legal Services

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BACKGROUND/PURPOSE OF REQUEST: Attorney Moore submitted her resignation effective May 1st. In order to solicit new legal counsel, the Board would need to accept the resignation and determine the process for selection of the new attorney/firm. Staff recommends the Board direct staff to issue a Request for Proposals for Legal Services unless a different method is preferred to move forward.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES☐	NO☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES☐	NO☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES☐	NO☒
REVIEWED BY FINANCE DIRECTOR:	YES☐	NO☒

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES☐	NO☒

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: