



**Town of Holden Beach
Board of Commissioners
Public Hearing/Regular Meeting**

**Tuesday, October 21, 2025
5:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' PUBLIC HEARING/REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, OCTOBER 21, 2025 - 5:00 P.M.**

PUBLIC HEARING: Proposed Revisions to Town of Holden Beach Code of Ordinances Section 157.087, Building Numbers (Pages 48 – 53)

REGULAR MEETING:

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Conflict-of-Interest Check
6. Approval of Minutes
 - a. Minutes of the Regular Meeting of September 16, 2025 (Pages 1 – 10)
7. Public Comments on Agenda Items
8. Annual Parking Report – Jim Varner, Otto Connect (Town Manager Chadwick) (Pages 11 – 19)
9. Presentation of Plaque for Successful Participation in the National Flood Insurance and Community Rating System – Town Manager Chadwick (Page 20)
10. Police Report – Chief Dixon (Pages 21 – 26)
11. Inspections Department Report – Inspections Director Evans (Pages 27 – 38)
12. Finance Department Report – Finance Director McRaney (Pages 39 – 44)
13. Public Works Department Report – Public Works Director Benton (Pages 45 – 46)
14. Town Manager's Report – Town Manager Chadwick (Page 47)

15. Discussion and Possible Approval of Ordinance 25-15, An Ordinance Amending Town of Holden Beach Code of Ordinances Section 157.087, Building Numbers – Inspections Director Evans (Town Manager Chadwick) (Pages 48 – 53)
16. ADA Assessment Update – Inspections Director Evans (Town Manager Chadwick) (Pages 54 – 67)
17. Presentation and Discussion of the Legal Responsibilities and Obligations for the Pier Property under the PARTF Grant Agreement – Attorney Moore (Mayor Pro Tem Myers and Commissioner Paarfus) (Pages 68 – 84)
18. Direction and Possible Action on Request for Qualifications for Technical Services to Develop a Comprehensive Design Plan for Jordan Boulevard, Block Q, Bridge Area and Former Pavilion Properties – Assistant Town Manager Ferguson (Town Manager Chadwick) (Pages 85 – 90)
19. Discussion and Possible Action on Donation Request from the General Federation Women's Club of Holden Beach – Assistant Town Manager Ferguson (Town Manager Chadwick) (Pages 91 – 94)
20. Public Comments on General Items
21. Mayor's Comments
22. Board of Commissioners' Comments
23. 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 12:00 p.m. on October 21, 2025.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, SEPTEMBER 16, 2025 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, September 16, 2025 at 5:00 p.m. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Tracey Thomas, Page Dyer and Rick Paarfus; Interim Town Manager Christy Ferguson; Town Clerk Heather Finnell; Inspections Director Tim Evans; Finance Director Daniel McRaney; Public Works Director Chris Benton; and Town Attorney Sydnee Moore. Chief Jeremy Dixon arrived at 5:25 p.m.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Motion by Commissioner Thomas to remove #5 from the agenda and also to move item 15 to right after item 9; second by Mayor Pro Tem Myers.

Commissioner Dyer said the Board was going to consult with the attorney and asked if the matter was taken care of because she is unsure of what the item is. Commissioner Thomas replied yes.

The amended agenda passed by a 4 – 1 vote with Mayor Pro Tem Myers and Commissioners Thomas, Dyer and Paarfus voting for the motion and Commissioner Smith voting in the negative.

CONFLICT-OF-INTEREST CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion by Commissioner Paarfus to approve all three sets as written (Special Meeting of July 8, 2025, Special Meeting of August 16, 2025 and Public Hearing/Regular Meeting of August 19, 2025); second by Commissioner Thomas; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Jim Bauer concurs with adding a Public Works Department Report. He would like to know what is going on with the Block Q bathrooms. He provided feedback on the proposed comprehensive plan. He said the Ocean Isle Park is a pie in the sky and suggested considering modular items for the Block Q area.

Maria Surprise recommended the Town purchase or rent a stage for next summer as an interim solution. She asked that the FAQs be approved and sent to the Sunshine List.

Martie Arrowood agreed the FAQs are a good idea but she thinks the proposed ones are biased and should be prepared by someone on the outside. She provided feedback.

Sylvia Pate also agreed the FAQs need to be sent. She said the proposed ones are biased and provided suggestions for a final document.

Will Carter provided feedback on a recent Board of Elections meeting. Mayor Holden advised Mr. Carter he could only talk about agenda items.

DISCUSSION AND POSSIBLE ACTION ON ADDITIONAL AREAS OF CONCERN

Interim Town Manager Ferguson provided background and introduced Michael Norton and Cameron Long from McGill Associates. Mr. Norton explained this is a follow up to a study that was completed in 2024. He went over the executive summary. The additional areas of concern are Area 7 – east end (McCray, Avenue B and Dunescape), Area 8 – canals streets (Greensboro, Charlotte, Durham, Burlington, Salisbury, Sandford, Raleigh, Fayetteville, Lumberton and High Point), Area 9 – canal streets (Sand Dollar, Starfish, Lions Paw and Scotch Bonnet) and Area 10 – canal streets (Sailfish, Tarpon, Marlin, Tuna, Dolphin and Swordfish). The summary has some general recommendations for the east end and the canal streets. Mr. Long went over the Evaluation of Alternatives section. There are two alternatives for each area of concern. He provided details from the alternatives. The report has a table with the Summary of Selected Alternatives. Mr. Norton explained the table shows project estimates. The format gives you the option to seek to address projects individually or collectively as part of the Town's Capital Improvement Program (CIP).

Commissioner Dyer asked if king tides and storms that come in at high tide are addressed for the canal streets. Mr. Long replied that this study did not address that. It focuses on a 10-year storm event. Mr. Norton explained the data they used. Relative to the rainfall events, they were consistent with the prior study, not addressing king tides and large events. Commissioner Dyer said she just doesn't want people to get the idea that if the Town does this, we would never flood again. Mr. Long explained that the maps will show the level of improvement. Commissioner Paarfus said in the report it says the outfalls were set to mean tide. He asked if that is the invert that is set at mean tide. Mr. Long confirmed it was the invert and explained how the flap gates would work. Commissioner Paarfus asked about the periodic maintenance. Mr. Long and Mr. Norton provided information on required

maintenance. Commissioner Paarfus asked how difficult it is to assess duration. Mr. Long explained how their models work and that they show flow. They can look at timing. Mayor Pro Tem Myers said he is looking at the table on page 14 and is trying to get a grasp of how bad the problem they are trying to address is. Mr. Long said these are the areas the Town asked them to look at. The report is showing how bad it is depth wise for that particular storm event. He thinks you would have to use your judgement. Mr. Norton explained you need to look at the duration and if it is a problem over the long term. Mr. Long explained the Board would need to decide if they want to move forward with the individual projects.

Interim Town Manager Ferguson said the Board is considering this as an addendum to the Stormwater Master Plan. Whether something is done with it in the future is up to the Board. Commissioner Thomas said the Board never prioritized the original plan. If the Board accepts it and put it in there, it could just become a big project like it did with the last report. Interim Town Manager Ferguson said the Board can make prioritizing the projects part of the motion. Mr. Long provided details on what a 10-year storm is. Commissioner Paarfus added this would help for a rainstorm, not a tropical storm or hurricane.

Motion by Commissioner Dyer that we receive the report and consider adopting it as an addendum to the original stormwater plan; second by Commissioner Paarfus.

Commissioner Thomas asked if the Board could add that the Board would go back and prioritize before acting on any of these. Commissioners Dyer and Paarfus agreed with the amendment.

Interim Town Manager Ferguson reviewed the motion as receive the report and consider adopting it as an addendum to the original plan with the Board having the ability to prioritize before actions are taken.

The motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION ON THE STORMWATER PROJECT PARTNERSHIP AGREEMENT WITH THE CORPS

Interim Town Manager Ferguson explained two changes were made since the Corps last presented and introduced Bob Keistler from the Corps. Mr. Keistler reviewed the two changes: to add the Buy America clause and breakdown of funding in Article VI. They have \$2.2 million earmarked for the federal portion, 75% of the cost. That has not changed. The total project cost of \$2,933,000 also has not changed. The costs incurred by the government is a little less at \$220,000. The costs incurred by the non-federal sponsor are projected at \$2,713,000. Reimbursement costs for the non-federal sponsor are projected at \$1,980,000.

Motion by Commissioner Paarfus to execute the agreement; second by Commissioner Thomas.

Commissioner Thomas went over the numbers in the agreement. She said the cost to the Town would be \$733,000. Mr. Keistler agreed and said that the numbers provided in the master plan have a contingency. Whatever the Town spends up to \$2.9 million, the Corps will pay 75%. Interim Town Manager Ferguson reminded the Board the Town has to pay everything upfront and get reimbursed for the 75%. That means in the CIP, we would need to show the whole \$2,933,000 over the two years. The Corps is aware only \$300,000 was included this fiscal year. The remainder would show up next fiscal year in a change to the CIP. We can't go over the amount budgeted this fiscal year. Mr. Keistler reviewed the two project areas which are the 300 block and Mullet. Mayor Pro Tem Myers asked if there is an opportunity to add an additional area from tonight's report. Mr. Keistler answered you may be able to add additional work, but funding would be separate.

The motion passed by unanimous vote.

Mr. Keistler said the dredging contract was awarded today.

POLICE REPORT – CHIEF DIXON

- Went over report. Had a string of car B&Es on the city streets. Working with other local beaches to identify the individual.
- Didn't include any of the citations in the report. Provided information on the new expunction law. Working on how to modify reports to comply.

INSPECTIONS DEPARTMENT REPORT – INSPECTIONS DIRECTOR EVANS

- Busy. Went over the report.
- Have quite a few notices of violation that went out for piers, docks and bulkheads as a result of an assessment from the beginning of summer. There are a couple notices of violation that will start getting a fine soon.
- Need to keep in mind that you do not need a permit if work is not structural, it is under a certain amount, they are not in an area of environmental concern or if they are not violating zoning. They recommend everyone come in and make an application to see if a permit is required.

FINANCE DEPARTMENT REPORT – FINANCE DIRECTOR MCRAINEY

- General Fund is trending similar to last year.
- Water and Sewer Fund revenues are trending a little higher due to increased rates. Expenses are following right behind due to the cost of materials and an old system.
- BPART is comparable to last year.

INTERIM TOWN MANAGER'S REPORT – INTERIM TOWN MANAGER FERGUSON

- Greensboro Street Lift Station is 91% based on time. The engineer reached out to TerraHawk for an updated schedule. That has not been supplied by the time of the

meeting. Everything seems to be on track. The one update since the report was issued is that the integration with the existing company is not going to be able to take place until October 7th. It may be a few days after the 1st for some of the integrations with the computer systems. It still meets our deadline of October 30th for ready for final payment. Commissioner Thomas asked if we are getting reimbursements. Interim Town Manager Ferguson said the state still had lag time, but as of last week they came through with the sixth payment. EPA has been up front. Believes we only have one more payment we can ask for from the EPA. We have reached the threshold of 80% for construction. After that, everything would go to the state. Projected work for the next 25 days is in the written report.

- Block Q Restrooms – things go up and have to come back down. They have to meet the inspections through the Town. Thinks we have the best Inspections Department of anyone around. If it is not done right, they need to re-do it. The structural engineer has been out to evaluate some things and work performed. Upcoming work is listed in the written report. She is not going to say they will be finished by the end of September, which is what they told the Board last time they were here. Does think we will still meet our deadline. We built some time in for the Town side. Does need to have time to complete paperwork.
- Pier – awaiting the referendum. HDR said there is a hold up on their end with cost estimating and trying to get a proposal for the 60% for the Board to consider. If the Board wants to act on it once received, two commissioners could add it to the agenda.
- NC Resilient Coastal Communities Program – Town participated in an orientation session regarding Phase I of the program. They are handling contract execution over the next couple of weeks. They will then get with the Town regarding the committee action teams that we need to form on our level. This will be a lot of work. Be cognizant we have put a lot on the Inspections Department lately. Mayor Pro Tem Myers asked if there is any overlap or conflict with the stormwater or other work that we are doing that has resiliency aspects to it. Interim Town Manager Ferguson thinks the Town already does a really good job in some areas with resiliency. As part of the process, we had to give that information to them. Seems that as part of the evaluation process, they will look at the documents and make a recommendation. They will evaluate the Town's overall resilience in all areas and then they will make a recommendation of areas we can improve. Town would have to apply for any additional phases.
- Congressional Interaction – Congressman Rouzer's aid was here on August 25th. Expressed concerns over the language in the Coastal Storm Damage Risk Management Trust Fund. It was only identifying Corps' beaches. Also expressed concerns over the FEMA beach nourishment language. She wants to make sure engineered beaches are picked up in talks with them.
- Partnering with the Turtle Patrol this Saturday for the International Coastal Cleanup.
- Public Works Supervisor has been filled by a promotion from within – Mark Thomas.

DISCUSSION AND POSSIBLE APPROVAL OF ADDITION OF A PUBLIC WORKS DEPARTMENT REPORT TO THE MONTHLY REGULAR MEETING

Interim Town Manager Ferguson said Mayor Pro Tem Myers had asked if a Public Works report could be added as part of the agenda.

Motion by Mayor Pro Tem Myers that we add the report; second by Commissioner Thomas.

Commissioner Paarfus would like to make sure what is produced is of value. He thinks it would be a good idea on a trial basis to see the value added. Mayor Pro Tem Myers detailed his suggestions for a report.

The motion passed by a 4 – 1 vote with Mayor Pro Tem Myers and Commissioners Thomas, Dyer and Paarfus voting for the motion and Commissioner Smith voting in the negative.

DISCUSSION AND POSSIBLE ACTION ON AIWW CROSSING/BEND WIDENER PROJECT

Interim Town Manager Ferguson explained bids came in at \$2.1 million for the project. Historically, we send a letter to the state requesting assistance for 75%. The Board is looking at a budget amendment to increase the Lockwood Folly Dredging line by \$275,000. Additionally, we have historically asked the county to participate. They have participated most of the time with 25% of the local share. One time they participated at 50%. She has begun discussions with the assistant county manager to have them add it to an agenda for consideration after the Board takes action.

Motion by Commissioner Thomas to approve Ordinance 25-14; second by Commissioner Paarfus.

Interim Town Manager Ferguson confirmed the funds are coming out of the BPART Fund.

The motion passed unanimously.

DISCUSSION AND POSSIBLE ACCEPTANCE OF REVISED CAPITAL IMPROVEMENT PLAN

Interim Town Manager Ferguson explained the proposed CIP is being presented based on last month's meeting.

Motion by Commissioner Thomas to approve the updated CIP; second by Commissioner Paarfus; approved by unanimous vote.

DISCUSSION AND POSSIBLE SCHEDULING OF A DATE TO SET A PUBLIC HEARING FOR PROPOSED REVISIONS TO TOWN OF HOLDEN BEACH CODE OF ORDINANCES SECTION 157.087, BUILDING NUMBERS

Inspections Director Evans explained this is to set a public hearing for a text amendment that would allow the Inspections Department to enforce building numbers for the back of structures on the canals and waterway. If the Board sets the public hearing, the Board will also consider a Consistency Statement at that meeting.

Motion by Commissioner Thomas to set a public hearing for revisions to Town Ordinance 157.087 right before the next BOC meeting; second by Mayor Pro Tem Myers; approved by unanimous vote.

DIRECTION AND POSSIBLE ACTION TO DIRECT STAFF TO DEVELOP A REQUEST FOR QUALIFICATIONS FOR TECHNICAL SERVICES TO DEVELOP A COMPREHENSIVE PLAN FOR JORDAN BOULEVARD, BLOCK Q, BRIDGE AREA AND FORMER PAVILION PROPERTIES

Commissioner Paarfus stated in order to make sure we have effective use of the land, we need to look at the whole area and develop it. He thinks it is necessary to have someone with the tools and talents to look at all the properties available and help us figure it out. He stated the Board would give guidelines on what they would like to see. He was not implying that the features on the aerial from Ocean Isle Beach are what is needed in the Town. He said some of the ideas that were mentioned tonight regarding modular and portable are good suggestions.

Motion by Commissioner Paarfus to instruct staff to develop a RFQ for a comprehensive design for Block Q, Jordan Boulevard, bridge area and the site of the former pavilion to be reviewed by the BOC; second by Commissioner Thomas.

Commissioner Dyer said the Board had a meeting several months back and voted 4 – 1 to move forward with just the stage. There was a budget item for the stage that was approved in the budget. The Board did approve the site plan 4 – 1 to move forward with the stage. She said now we are backpedaling again. She stated when the Town first discussed Block Q, we had a plan for bathrooms, boating parking, a stage and to leave a lot of the area green. There was also much room for further development that could be visited down the line when the Town had money because there wasn't money in the budget for a comprehensive plan. Commissioner Dyer said Jordan Boulevard has been discussed since 1999. There have been several plans. She said there are several properties under the bridge that are owned by the Department of Transportation, not the Town. She said with doing a master plan, the Town could be looking at two – three years before we have a stage. We told people in the condos by Bridgeview Park that it was a temporary plan. People want a place to dance. Commissioner Dyer is not against looking at other areas, but the Board agreed to move forward with the stage. She doesn't see why the stage has to be part of this master plan. The Town should move forward with the stage.

The motion passed by a 3 – 2 vote with Mayor Pro Tem Myers and Commissioners Thomas and Paarfus voting for the motion and Commissioners Smith and Dyer voting in the negative.

DISCUSSION AND POSSIBLE ACTION TO ISSUE A LIST OF FREQUENTLY ASKED QUESTIONS REGARDING THE PIER BOND REFERENDUM

Commissioner Thomas said the Town had two public hearings on the bond referendum. The Board was not able to address any of the questions. There was also a lot of write-in questions that were not addressed. There is a lot of misinformation on social media. She suggested the Town send FAQs. The Board went over each question individually and created a final version (hereby incorporated into the minutes). Attorney Moore will look into question 14 that was removed to see if the Board can levy an assessment to pay for it. Commissioner Paarfus provided information resources for Public Private Partnerships.

Town Clerk Finnell will work with Commissioner Thomas to amend the FAQs. Once it is completed, the revised list will be sent to the Board for review. If anyone doesn't agree to the revisions, it can be addressed at a future meeting. The final version will be sent through the newsletter and placed on the website.

The timeline for the deliverable on the Block Q area RFQ was discussed.

The consensus of the Board is Town Clerk Finnell can send the FAQs out to the public if the Board agrees with the revisions.

PUBLIC COMMENTS ON GENERAL ITEMS

Rick McInturf recommended adding a second example on the FAQs.

MAYOR'S COMMENTS

- Thank you all for being here.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Myers

- Thank you for sticking with us and participating in the work we have been doing.

Commissioner Smith

- With all the unnecessary hate, violence, anger and public discord that our country is going through right now, it is really sad to see it spill over into our small town. It is truly sad that three of my fellow commissioners assisted in causing uncalled for trauma and expense to my family. It was a vicious attack, not only to me, but to my wife. I'm sad that they used false information to basically force the Board of Elections to call for a full hearing, however in the end facts triumphed over evil. It was also sad to watch Mr. Felmy

basically embarrass himself in front of the Board of Elections. He was unable to give relevant answers when questioned by the Board of Elections or the attorney. He repeatedly turned around to look at Commissioner Thomas and her brother for help but they could not refute the facts. Sadly, Mr. Felmy's actions did remind me of the last presidential debate with Joe Biden. He did admit three times under oath that he stalked us for 18 months. The good that did come out of this, other than retaining the right to vote and to hold office in Holden Beach is the overwhelming support received from countless citizens, friends and neighbors. There are some truly good people in Holden Beach. It is a shame they had to witness this vicious attack. It was a sad time in Holden Beach. Has three more regular scheduled meetings and will continue to do my best to represent the people who elected me.

- Thanked the Town staff for their never-ending work and the Police for keeping us all safe.
- God bless Holden Beach, North Carolina and the United States of America.

Mayor Pro Tem Myers said he was accused of something he did not do. He advised Commissioner Smith he had nothing to do with it.

Commissioner Thomas

- Did support Mr. Felmy in his motion to question, as everyone has in this town, whether or not Commissioner Smith and his wife actually live at 823 or at High Point. The Board of Elections in the preliminary hearing found that there was enough evidence to have a full hearing. Commissioner Smith did bring a lawyer who was more qualified than Mr. Felmy to make a two-hour presentation on why he does live there. Still not convinced and doesn't think they did their due diligence.

Commissioner Dyer

- Goodnight.

Commissioner Paarfus

- Commissioner Smith, I had absolutely nothing to do with what was brought against you. Didn't know you had a hearing until it was scheduled. Didn't watch either hearing. Truly resents you making the false accusation about me. For everyone here, the question has been asked and the question has been answered. A lot of times we get answers that we do not like, but let's move on from this stuff. This bickering and this fighting is not how a community should work together. There has been too much of it. Like Commissioner Smith, will be out of office too and will be glad to be free of it. You won't find me sitting out there or on social media trashing this town or trashing who sits on the Board. If I have something to do with a new Board member or an existing Board member, I am going to call them and have an adult conversation. Something some of these people ought to try. Nobody here is a bad person. We all have so much more in common than we have to argue over. People need to remember that.

ADJOURNMENT

Motion by Commissioner Paarfus to adjourn at 7:40 p.m.; second by Commissioner Thomas; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 10/21/25

FROM: Town Manager Chadwick

DATE SUBMITTED: 10/10/25

ISSUE/ACTION REQUESTED: Otto Connect, our parking vendor, met with staff to review the annual parking report. The company usually presents to the board yearly and will be at the meeting to discuss the report summary attached.

BACKGROUND/PURPOSE OF REQUEST: The purpose of the presentation is to provide an overview of this year's parking data.

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: Recommend to accept the report as given.

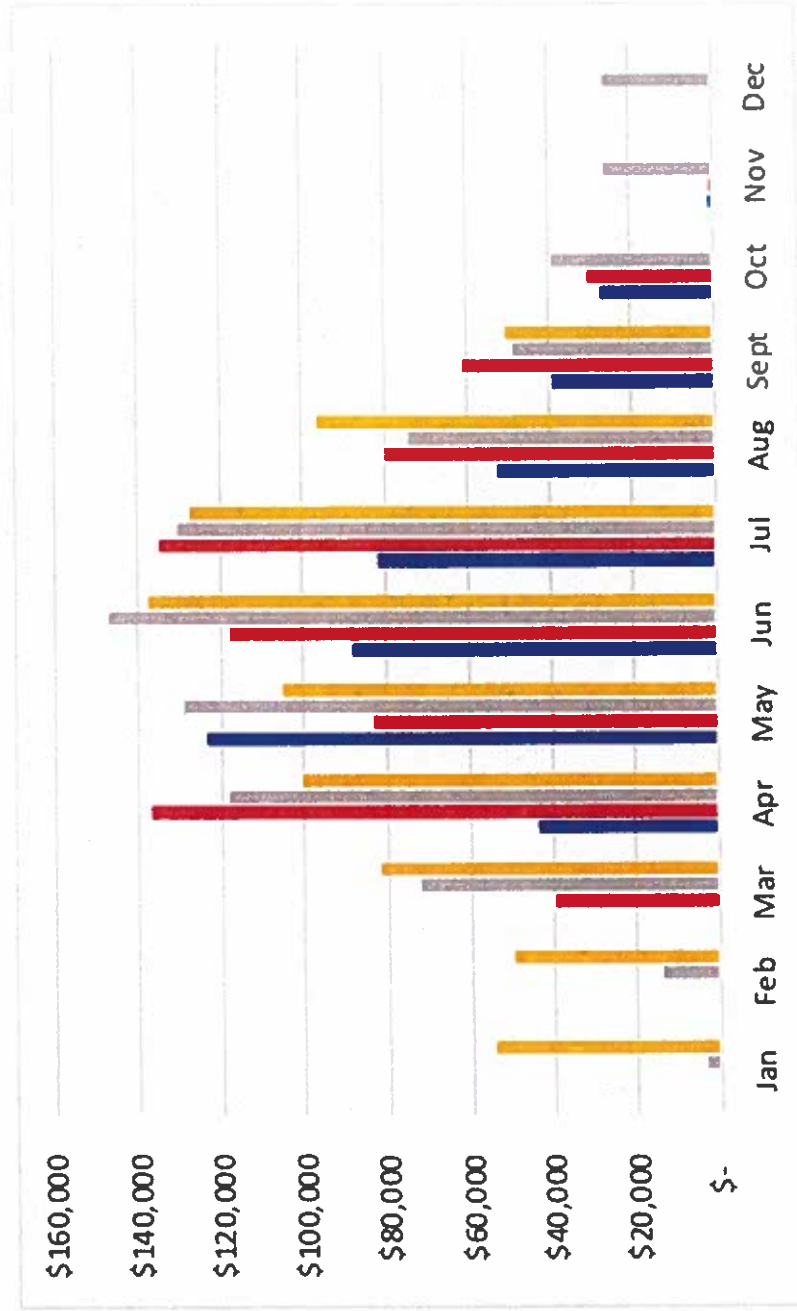
Holden Beach

2025 Parking Summary/Overview

Jim Varner
Alyssa Irons

Note: some of the information contained in this report is taken at a point in time and will change over time as additional activities are recorded.

Parking Revenue



Total Net Revenue:

- 2022: \$455,841
- 2023: \$682,933
- 2024: \$829,399
- 2025 (YTD): \$802,448
- (2024 YTD: \$737,653)

Full Year Outlook:
~\$880,000

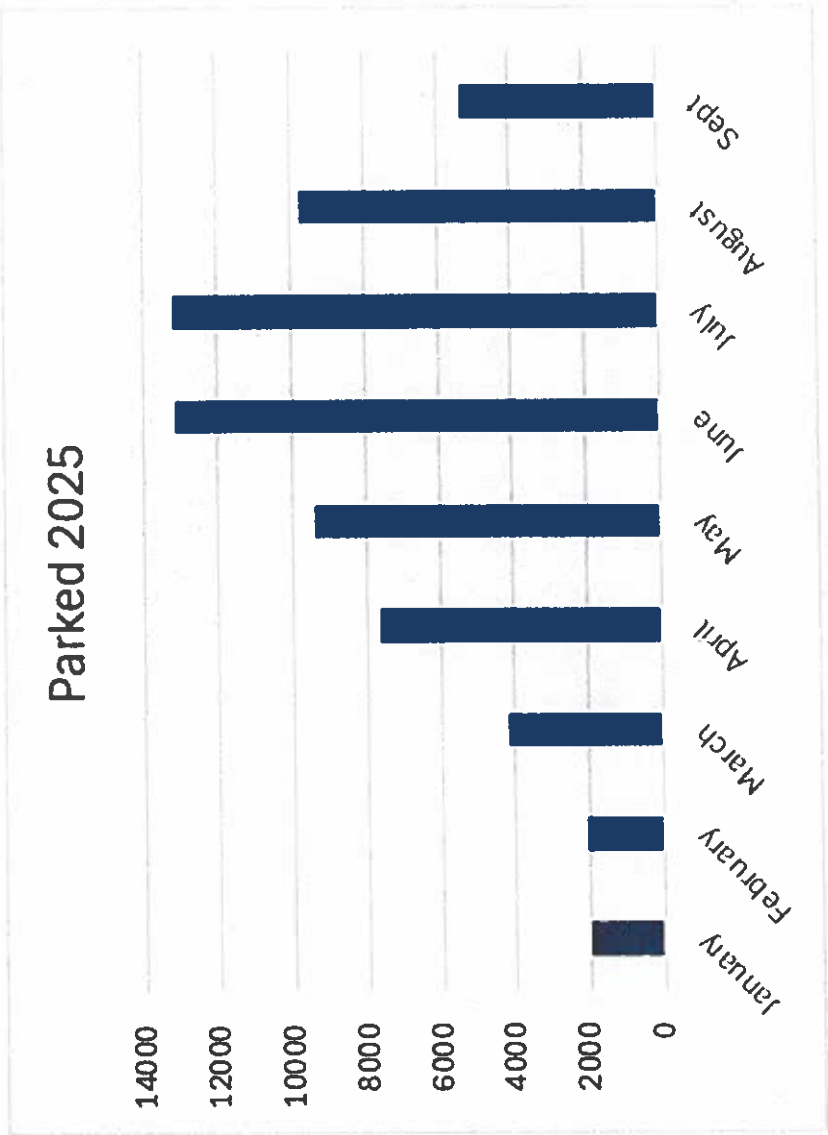
Revenue by Month



Trends

Month/Year Trends - Revenue to Holden Beach												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
2022												
				\$ 43,175	\$ 123,574	\$ 87,789	\$ 81,659	\$ 52,792	\$ 39,164	\$ 27,028	\$ 607	\$ 52
Cumulative				\$ 43,175	\$ 166,749	\$ 254,539	\$ 336,198	\$ 388,990	\$ 428,154	\$ 455,182	\$ 455,789	\$ 455,841
2023												
	\$ 49	\$ 49	\$ 39,501	\$ 136,961	\$ 83,139	\$ 117,889	\$ 134,738	\$ 79,832	\$ 60,812	\$ 30,002	\$ 795	\$ 295
Cumulative	\$ 49	\$ 98	\$ 138,002	\$ 274,963	\$ 358,102	\$ 475,991	\$ 610,729	\$ 690,551	\$ 751,363	\$ 781,365	\$ 782,160	\$ 782,455
2024												
	\$ 3,232	\$ 13,875	\$ 77,390	\$ 118,233	\$ 129,041	\$ 147,414	\$ 130,441	\$ 74,222	\$ 48,805	\$ 39,078	\$ 26,287	\$ 26,386
Cumulative	\$ 3,232	\$ 17,106	\$ 94,786	\$ 212,999	\$ 342,040	\$ 489,454	\$ 619,895	\$ 694,117	\$ 743,922	\$ 783,000	\$ 809,287	\$ 835,673
2025												
	\$ 54,561	\$ 49,404	\$ 81,713	\$ 100,051	\$ 105,148	\$ 137,738	\$ 127,309	\$ 96,236	\$ 50,288			
Cumulative	\$ 54,561	\$ 103,965	\$ 185,678	\$ 285,729	\$ 390,877	\$ 528,615	\$ 655,924	\$ 752,160	\$ 802,448			

Parked Vehicles by Month



Number of Vehicles
Parked:

2023: 79,572

2024: 80,916

2025: 66,659 (YTD)

Permits/Violation Payments for 2025

otto
CONNECT

	Count	YTD Gross	Net
Permits Purchased			
- 1 hour	8556	\$42,750	\$25,764
- 2 hour	12552	\$78,453	\$120,770
- 3 hour	7256	\$97,005	\$64,376
- 4 hour	6	\$60	\$39
- day	19803	\$395,740	\$267,457
- day upgrade	6165	\$56,635	\$36,656
- week	718	\$57,095	\$39,622
- year	1776	\$307,475	\$214,430
- year upgrade	435	\$40,265	\$27,976
Violations Paid			
- Same Day Payment	1475	\$36,875	\$25,090
- Paid within 30 days	472	\$23,600	\$16,289
- Paid with late fee	56	\$4,200	\$2,913
- Special (\$250)	6	\$1,500	\$1,047
- Paid via Collection	111	\$3,472	\$2,376
Tickets Issued			
- Violations (paid)	1994	\$64,674	\$44,296
- Violations (unpaid)	689	\$0	\$0
Total Payments per Area			
- On-Street	35540	\$696,646	\$470,684
- Off-Street	23862	\$491,746	\$332,464
Total Revenue	59402	\$1,188,392	\$803,148

As of 10/8

Permits: Revenue Drivers	2023	2024	2025
Day Permits + upgrades	\$214,799	\$279,074	\$304,113
Season & upgrades	\$201,239	\$231,868	\$242,406
2 Hour	\$91,020	\$55,552	\$120,770
3 Hour	\$69,162	\$41,389	\$64,376
Violation Payment	2023	2024	2025
Same Day	\$25,140	\$18,561	\$25,090
Within 30 days	\$17,910	\$14,561	\$16,289
Collections	NA	\$4,848	\$2,376

Violation Payment Rate: 74.2% (73% in 2024)
- Remainder sent to Collections after 30 days

Citation Report

• By Type / By Month (through 10/8)

	January	February	March	April	May	June	July	August	September	October	YTD	
Holden Beach												
Total Issued	176	225	284	385	443	635	583	525	362	46	3684	
- Deleted or refunded	29	42	77	104	104	195	175	171	88	10	995	27.2%
- Warning	19	18	23	51	42	34	24	17	9	0	237	6.5%
											2432	
By Status												
- Paid	131	152	170	186	245	311	312	266	186	21	1980	74.2%
- Unpaid	16	31	37	95	94	129	96	88	88	15	689	25.8%
											2669	
By Type												
- No Permit	173	217	274	347	394	567	510	467	321	43	3313	90.4%
- No Zone/ROW	0	4	5	16	11	14	36	21	6	1	114	3.1%
- Std in LSV space	0	2	4	6	15	5	9	5	1	1	48	1.3%
- Non-Registered Trailer	2	0	3	11	9	34	10	18	29	1	117	3.2%
- Handicap	2	2	1	3	2	2	0	0	1	0	13	
- Sidewalk/Crosswalk	0	0	0	0	0	0	0	0	2	0	2	
- On Roadway	0	0	1	5	1	2	2	1	1	0	13	
- Opposing Traffic	0	0	2	1	9	10	19	16	2	0	59	1.6%
- 40' of Intersection	0	0	0	2	3	1	1	2	0	0	9	
- Closed Area	0	0	0	2	0	0	0	0	0	0	2	
- 15' of Fire Hydrant	1	0	0	0	0	0	0	0	0	0	1	

Citation Trends

	January	February	March	April	May	June	July	August	Sept	
Parked Vehicles	1992	2058	4169	7639	9392	13107	13189	9767	5346	66659
Totals	1992	2058	4169	7639	9392	13107	13189	9767	5346	66659
Citations	176	225	284	385	443	635	583	525	340	3596
Warning	19	18	23	51	42	34	24	17	8	236
Voided/Refunded	29	42	77	104	104	195	175	171	82	979
Net	128	165	184	230	297	406	384	337	250	2381
	6.4%	8.0%	4.4%	3.0%	3.2%	3.1%	2.9%	3.5%	4.7%	3.6%

Planning for 2026 – pending BoC approvals

otto CONNECT

- No Changes recommended
 - Parking rates and fines consistent with Brunswick County beach towns
 - Note: Change to Oak Island Season Permit rate
 - **Consideration for Resident Parking Permits - TBD**
- Assessment underway for signage (updates/replacements/etc.)
 - Continue regular reviews and any updates from the Town
 - **NOTE: Pier Lot needs to be repainted – esp. for Handicap spaces**
 - **NOTE: Block Q parking lot – consideration for 1 hour limit (free) - monitored**
- Parking Permits:
 - Make 2026 Season Permits available in Dec'25
 - Make all other permits available 1/1/26



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: October 21, 2025

FROM: Town Manager Chadwick

DATE SUBMITTED: October 10, 2025

ISSUE/ACTION REQUESTED: Presentation of Plaque for Successful Participation in the National Flood Insurance (NFIP) and Community Rating System (CRS)

BACKGROUND/PURPOSE OF REQUEST: FEMA has determined the Town will increase to a Class 6 in the NFIP CRS. This determination qualifies our property owners for a 20% discount on flood insurance premiums for most NFIP policies issued or renewed on or after October 1, 2025. This savings is a tangible result of the flood mitigation activities implemented by the Town to protect lives and reduce property damage. A plaque will be presented to the Inspections Department staff for their hard work in securing this rating for the Town. Inspections Director Evans will provide more background information during his monthly report.

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



Holden Beach Police Department

110 Rothschild St
Holden Beach, NC 28462
www.hbtownhall.com

Phone: 910-842-6707
Fax: 910-846-6907
hbpdc@hbtownhall.com



Calls For Service (Sept '25)

Printed on October 7, 2025

Descriptions	Totals	
911 Hang Up (911HU)	3	3
911 Open Line (OL)	3	3
Alarm (SIG45 Signal 45)	11	11
Animal Control Call	10	10
Attempt to Locate (ATL)	10	10
Attempt to Locate (ATL); Animal Control Call	1	1
Breaking and Entering in Progress (10-62 x62)	3	3
Breaking and Entering in Progress (10-62 x62); Alarm (SIG45 Signal 45)	1	1
Breathing Problems (Asthma) [Charlie]	1	1
Breathing Problems [Delta]	2	2
Breathing Problems [Echo]	1	1
Call By Phone (10-21Law x21L)	12	12
Call By Phone (10-21Law x21L); Animal Control Call	1	1
Careless & Reckless (C&R)	3	3
Chest Pain or Discomfort [Delta]	2	2
Coastal Flare Sighting [Delta]	2	2
Convulsions or Seizures [Charlie]	2	2
Disabled Motorist (10-87 x87)	5	5
Disturbance or Disorderly Subject	8	8
Domestic Disturbance (10-82 x82)	8	8

Descriptions	Totals	
Drunk Driver (10-55 x55)	1	1
Escort or Convoy (10-59 x59)	1	1
Falls [Alpha]	1	1
Falls [Bravo]	1	1
Fight in Progress (10-40 x40), Disturbance or Disorderly Subject	1	1
Gas Leak or Odor [Bravo]	1	1
Good Intent Call (Lift Assist)	1	1
Gunshot Wound [Delta]; Assist Other Agency (EMS) <i>Assist County Not on Holden Beach</i>	1	1
Improperly Parked Vehicle (10-70 x70)	8	8
Intoxicated Person (10-56 x56)	1	1
Investigate Narcotics Activity (Signal 49 SIG49 10-98 x98)	1	1
Investigation (Law)	5	5
Keys In Vehicle or Lockout	1	1
Lift Assist (No Injury) [Alpha]	1	1
Lost or Found Property	3	3
Meet with Complainant (10-83 x83)	16	16
Noise Complaint	2	2
Open Door	3	3
Prowler (10-76 x76)	1	1
Shots Fired (10-96 x96)	1	1
Sick Person [Alpha]	1	1
Sick Person [Alpha]; Assist Other Agency (Fire)	1	1
Single Residential Fire Alarm [Bravo]	2	2

Descriptions	Totals	
Special Check - Business - Residence (10-79 x79)	409	409
Special Check - Business - Residence (10-79 x79); Call By Phone (10-21Law x21L)	1	1
Special Operations Assignment (Signal 55 SIG55)	2	2
Stopping Vehicle (10-61 x61)	32	32
Stroke or TIA [Charlie]	1	1
Structure Fire (Odor of Smoke Only) [Delta]	1	1
Suicidal [Bravo]	1	1
Suspicious Vehicle or Subject (10-60 x60)	5	5
Take Written Report (10-92 x92)	1	1
Traffic Accident (Property Damage Only 10-50PD x50PD)	3	3
Traffic Control (10-58 x58)	2	2
Traffic Incident [Bravo, MultiPts]	1	1
Trespassers; Call By Phone (10-21Law x21L)	1	1
Unconscious or Fainting [Charlie]	1	1
Unconscious or Fainting [Delta]	1	1
Water or Sewer Problems	2	2
Welfare Check	2	2
	2	2
Totals	612	612



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hbpdd@hbtownhall.com



HBPD Monthly Report (Sept '25)

Printed on October 7, 2025

Reported	Case Number	Address	Offenses	Disposition
09/01/25 11:14	HBP25-00048	127 DOLPHIN DR	14-159.13 - SECOND DEGREE TRESPASS	Closed - Resolved by Parties
09/02/25 08:55	HBP25-00049	115 S SHORE DR	ANIMAL BITE	Closed - Unfounded
09/03/25 13:40	HBP25-00050	441 OCEAN BLVD W	14-277.1 - COMMUNICATING THREATS	Closed - Resolved by Parties
09/06/25 15:08	HBP25-00051	109 JORDAN BLVD	14-288.4 - DISORDERLY CONDUCT; 14-277.1 - COMMUNICATING THREATS	Closed - Resolved by Parties
09/14/25 08:36	HBP25-00052	110 ROTHSCHILD ST	Found Property	Closed - Seized for Destruction

Total Records: 5



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hbpd@hbtownhall.com



Ordinance Violations (Sept '25)

Printed on October 7, 2025

Date	Citation/Warning	Ordinance	Style
09/01/25	Warning-Compliant	Parking - Roadway/Travel Lane	TB - Travel Trailer
09/08/25	Warning-Compliant	Parking - Roadway/Travel Lane	PK - Pickup
09/12/25	Citation	Parking - In Area for Other Than Designated Use (i.e. Parrallel Only, EV Only)	ES - Van, Van
09/17/25	Citation	Parking - No Parking Zones (All Other)	Low Speed Vehicle
09/18/25	Citation	Parking - Roadway/Travel Lane	ES - Van, Van
09/26/25	Warning-Compliant	Parking - Roadway/Travel Lane	TB - Travel Trailer

Total Records: 6



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hbpd@hbtownhall.com



State Citation (Sept '25)

Printed on October 7, 2025

Date	Ticket #	Statutes/Charges	Style
09/04/25	218J036	20-127(D) - WINDOW TINTING VIOL; 20-309 - NO LIABILITY INSURANCE; 20-111(2) - CANCL/REVOK/SUSP CERTIF/TAG	PC
09/13/25	96J5907	20-140(B) - RECKLESS DRIVING TO ENDANGER; 20-7(A) - NO OPERATORS LICENSE	Van
09/13/25	96J5908	20-150(B) - UNSAFE PASSING CREST OR CURVE	PC
09/23/25	3J47422	20-135.2(A) - FAIL TO WEAR SEAT BELT	SUV
09/23/25	218J037	20-135.2A - FAIL WEAR SEAT BELT-FRONT SEAT	Low Speed Vehicle
09/24/25	J324249	20-141(M) - FAILURE TO REDUCE SPEED	CB - Chassis and Cab
09/24/25	J324248	20-129(G) - BRAKE/STOP LIGHT EQUIP VIOL	SUV
09/26/25	218J039	20-7(A) - NO OPERATORS LICENSE	4D - SEDAN, 4 DOOR
09/26/25	218J038	20-111(2) - EXPIRED REGISTRATION CARD/TAG	Truck
09/26/25	218J040	20-111(2) - CANCL/REVOK/SUSP CERTIF/TAG; 20-309 - NO LIABILITY INSURANCE	Truck
09/27/25	3J47423	20-137.1 - NO CHILD RESTRAINT SYSTEM; 20-141(M) - FAILURE TO REDUCE SPEED; 20-111(2) - ALLOW FICTITIOUS REG PLATE; 20-7(A) - NO OPERATORS LICENSE	PC

Total Records: 11

Permit Report

09/01/2025 - 09/30/2025

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
9/3/2025	250677	Electrical	2,500	\$175.00	\$175.00
9/3/2025	250678	Electrical	2,500	\$175.00	\$175.00
9/3/2025	250679	Electrical	2,000	\$175.00	\$175.00
9/4/2025	250680	Mechanical	14,923	\$200.00	\$200.00
9/4/2025	250681	Repair	32,500	\$317.50	\$317.50
9/4/2025	250682	Electrical	1,200	\$175.00	\$175.00
9/4/2025	250683	Repair	5,000	\$125.00	\$125.00
9/4/2025	250684	Repair	6,000	\$125.00	\$125.00
9/5/2025	250685	Mechanical	7,990	\$100.00	\$100.00
9/8/2025	250686	Electrical	1,000	\$175.00	\$175.00
9/8/2025	250687	Mechanical	4,889	\$100.00	\$100.00
9/8/2025	250688	Electrical	3,000	\$175.00	\$175.00
9/8/2025	250689	Electrical	2,200	\$175.00	\$175.00
9/8/2025	250690	Zoning	50	\$50.00	\$50.00
9/8/2025	250691	Swimming Pool	62,000	\$833.00	\$833.00
9/9/2025	250692	Repair	300,000	\$3,025.00	\$3,025.00
9/9/2025	250693	Repair	16,500	\$173.50	\$173.50
9/9/2025	250694	Repair	600	\$125.00	
9/9/2025	250695	Repair	10,000	\$125.00	\$125.00
9/9/2025	250696	No Permit Required	400		
9/9/2025	250697	Zoning	25	\$50.00	\$50.00
9/10/2025	250698	Electrical	1,700	\$175.00	\$175.00
9/10/2025	250699	Mechanical	21,770	\$200.00	
9/10/2025	250700	Repair	5,000	\$125.00	\$125.00
9/11/2025	250701	Repair	42,000	\$503.00	\$503.00
9/15/2025	250702	Electrical	1,200	\$100.00	\$100.00
9/15/2025	250703	Mechanical	4,000	\$100.00	
9/15/2025	250704	Electrical	2,000	\$175.00	\$175.00
9/15/2025	250705	Electrical	3,500	\$175.00	\$175.00
9/16/2025	250706	Zoning	50	\$50.00	\$50.00
9/16/2025	250707	Mechanical	8,970	\$100.00	\$100.00
9/17/2025	250708	Plumbing	13,000	\$200.00	\$200.00
9/17/2025	250709	Repair	38,500	\$571.50	\$571.50
9/17/2025	250710	House Moving	1,500	\$1,500.00	\$1,500.00
9/17/2025	250711	Electrical	1,400	\$175.00	\$175.00
9/18/2025	250712	Bulkhead	35,000	\$340.00	\$340.00
9/18/2025	250713	Mechanical	15,989	\$200.00	\$200.00
9/18/2025	250714	Mechanical	27,791	\$200.00	\$200.00
9/18/2025	250715	Mechanical	4,200	\$100.00	\$100.00
9/18/2025	250716	Mechanical	9,000	\$100.00	\$100.00

9/19/2025	250717	Mechanical	7,980	\$100.00	\$100.00
9/19/2025	250718	Mechanical	4,887	\$100.00	\$100.00
9/19/2025	250719	Mechanical	5,500	\$100.00	\$100.00
9/19/2025	250720	Repair	35,000	\$340.00	
9/22/2025	250721	Single Family Construction	1,197,736	\$12,374.05	\$12,374.05
9/22/2025	250722	Electrical	6,000	\$275.00	\$275.00
9/23/2025	250723	Electrical	5,000	\$100.00	\$100.00
9/23/2025	250724	Repair	25,390	\$253.51	\$253.51
9/23/2025	250725	Repair	25,000	\$250.00	
9/23/2025	250726	Boat Lift	10,000	\$125.00	\$125.00
9/23/2025	250727	Zoning	50	\$50.00	\$50.00
9/25/2025	250728	Mechanical	8,240	\$100.00	\$100.00
9/25/2025	250729	New Construction	156,825	\$1,736.43	\$1,736.43
9/25/2025	250730	Repair	24,500	\$295.50	\$295.50
9/26/2025	250731	Demolition	350	\$350.00	\$350.00
9/26/2025	250732	Repair	43,934	\$420.40	\$420.40
9/26/2025	250733	Repair	9,000	\$125.00	\$125.00
9/26/2025	250734	Electrical	3,500	\$175.00	\$175.00
9/26/2025	250735	Mechanical	8,540	\$100.00	\$100.00
9/26/2025	250736	Mechanical	17,290	\$200.00	
9/29/2025	250737	Repair	3,800	\$125.00	
9/29/2025	250738	No Permit Required	15,800		
9/29/2025	250739	Repair	8,900	\$125.00	\$125.00
			\$2,335,069.00	\$29,483.39	\$28,143.39

PERMIT SUMMARY REPORT**COMMERCIAL**

Count	0
Total Fees	\$0.00
Fees Paid	\$0.00
Total Project Cost	\$0.00

RESIDENTIAL

Count	63
Total Fees	\$29,483.39
Fees Paid	\$28,143.39
Total Project Cost	\$2,335,069.00

TOTAL

Count	63
Total Fees	\$29,483.39
Fees Paid	\$28,143.39
Total Project Cost	\$2,335,069.00

ACTIVE NEW HOME PERMITS = 29

OTHER ACTIVE PERMITS= 506

PERMITS ISSUED OVER \$30,000 = 62 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 =4 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS - SUBSTANTIAL IMPROVEMENTS = 2 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED WAITING PICK UP = 38

TOTAL PERMITS= 573

PERMITS IN REVIEW= 10

CAMA ISSUED= 3

CAMA EXEMPTIONS= 8

ZONING ISSUED =5

NOTICE OF VIOLATIONS= 4

DELINEATIONS=1

CAMA SITE INSPECTIONS=15

REINSPECTION FEES = \$375

PERMITS SERVICED FOR INSPECTIONS FROM 9/1/25-9/30/25= 107

TOTAL INSPECTIONS MADE= 252



NC Department of Public Safety
EMERGENCY MANAGEMENT

Josh Stein, Governor

Eddie M. Buffaloe Jr., Secretary
William C. Ray, Director

September 24, 2025

The Honorable J. Alan Holden, Mayor
Town of Holden Beach
110 Rothschild Street
Holden Beach, NC 28462

Re: National Flood Insurance Program (NFIP) Community Assistance Visit (CAV)

Dear Mayor Holden:

This letter is to inform you the Community Assistance Visit (CAV) for the Town of Holden Beach performed on April 20, 2023, has been finalized and our office has determined that all requested items have been adequately addressed, and this CAV is considered **closed**.

The Town of Holden Beach has been enrolled in the regular phase of the National Flood Insurance Program (NFIP) since May 26, 1972, thus making flood insurance and other Federal benefits available throughout the Town. Presently there are 1,937 flood insurance policies in force, for coverage in the amount of \$568,083,000.

Participation in the NFIP is voluntary; for a community to maintain compliance in the program it must effectively administer and enforce floodplain management regulations that meet or exceed the minimum standards established by the NFIP as set forth in Title 44, Code of Federal Regulations (CFR), Section 60.3. The overall goal of participation in the NFIP is to reduce the loss of lives and property from flooding. Through this process, we have observed that town staff are effectively implementing the overall goal of the NFIP which is to reduce the loss of lives and property from flooding for the community.

Please continue to enforce all provisions of the town's floodplain management regulations and maintain all records pertaining to floodplain management indefinitely. Often agencies purge building permits and other types of zoning/development permits on a regular retention schedule; however, records pertaining to floodplain development should be kept in perpetuity.



Mayor J. Alan Holden
September 24, 2025

We appreciate your continued commitment and dedication to providing sound floodplain management for the Town of Holden Beach. If you or your staff have questions, please contact Ms. Eryn Futral, NFIP Planner at her office at 919-819-1734.

Sincerely,



Stephen E. Garrett, CFM
State NFIP Coordinator

Enclosure: Community Assistance Visit Report, April 20, 2023

cc: Ms. Christy Ferguson, Interim Town Manager, Town of Holden Beach
Mr. Tim Evans, Planning and Inspections Director, Town of Holden Beach
Ms. Janna Pigott, Development Services Officer, Town of Holden Beach
Mr. David McIntire, Emergency Management Director, Brunswick County
Ms. Robin Lorenzen, Area 5 Coordinator, North Carolina Emergency Management
Ms. Eryn Futral, NC NFIP Eastern Planner, North Carolina Emergency Management
Ms. Valerie Anderson, Supervisory Emergency Management Specialist,
FEMA Region IV
File

April 20, 2023

**NORTH CAROLINA
DEPARTMENT OF**

PUBLIC SAFETY
COMMUNITY ASSISTANCE REPORT

**Emergency Management
Hazard Mitigation Section
200 Park Offices Drive
Research Triangle Park, NC 27703**



Name of Community	County	Community ID
Holden Beach	Brunswick Co.	375352
Conducted By	Agency	Date of Visit
Eryn Futral	NCEM	04/20/2023
Floodplain Administrator	Telephone	E-Mail
Tim Evans/Rhonda Wooten	(910) 842-6080	tevans@hbtownhall.com

Address of Local Official – 110 Rothschild Street, Holden Beach, NC 28462

1. Are there any problems with the community's floodplain management regulations?	Minor
2. Are there problems with administrative and enforcement procedures?	None
3. Are there engineering or other problems with the maps or Flood Insurance Study?	None
4. Are there other problems with the local floodplain management program?	None
6. Are there any potential violations of the community's floodplain management regulations?	None
5. Are there any programmatic issues or problems identified?	None

BACKGROUND

a.) Last CAV/By Whom/Results

The last Community Assistance Visit (CAV) on record for Holden Beach was conducted by State NFIP staff on October 22, 2013. No issues were noted for the CAV, and it was closed November 14, 2016.

b.) History of Flood Problems/ Population/ Development / Administrator Information

Flood Problems: The canals along the ICWW side of the island flood adjacent lots.

Population: 950

Development: Most development is residential in nature and is spread throughout the island. Development is teardown with new construction with a few newly constructed homes on vacant lots.

Administrator Information: The Building Inspector and Development Services Officer are designated as the Town's Floodplain Administrators per the Flood Damage Prevention Ordinance.

c.) Administrative Permit Process (incl. Application, review, inspection, record keeping, enforcement, & substantial improvement & damage)

Most of the properties on Holden Beach are located within the SFHA and require floodplain development review, permitting and inspections. A small portion of the island is located within the Shaded X/500-yr floodplain and are not subject to the Holden Beach Flood Ordinance. The Town has a building inspector on staff to conduct all floodplain development, building and plumbing inspections. The floodplain is identified on the building permit application.

d.) Community Rating System (CRS) Program Participation

The community participates in the CRS program at a Class 6. There are 1,937 policies in force.

e.) **Insurance Information** – Provided and discussed during meeting.

B. REFERENCE QUESTIONS 1-7 ABOVE

1. **Are there any problems with the community's floodplain management regulations?**
 - The flood ordinance required minor revisions.
2. **Are there problems with administrative and enforcement procedures?**
 - None Noted
3. **Are there engineering or other problems with the maps or Flood Insurance Study?**
 - None Noted
4. **Are there other problems with the local floodplain management program?**
 - None Noted
5. **Are there any programmatic issues or problems identified?**
 - None Noted
6. **Are there any potential violations of the community's floodplain management regulations?**
 - None Noted

SECTION 404, HAZARD MITIGATION GRANT PROGRAM/ FMAP (Floodplain Management Assistance Program)

REPETITIVE LOSS - Provided during the Community Meeting

EXECUTIVE ORDER 11988, FLOODPLAIN MANAGEMENT OTHER FINDINGS FOLLOW-UP

FEMA

- None Required

STATE

- None Required

COMMUNITY ACTION NEEDED

- Maintain all records pertaining to Floodplain Management indefinitely.
- Continue enforcing all sections of the flood ordinance including SD/SI assessments and determinations.
- Utilize state and Federal contacts when questions arise about floodplain development administration.

ATTACHMENTS

Meeting Attendance Roster is included in this report.

April 20, 2023

**NORTH CAROLINA
DEPARTMENT OF**



COMMUNITY ASSISTANCE REPORT

**Division of Emergency Management
Hazard Mitigation Section
200 Park Offices Drive
Research Triangle Park, NC 27703**



PUBLIC SAFETY

MEETING ATTENDANCE RECORD

DATE: April 20, 2023

LOCATION: Holden Beach CAV

[illegible]

Janna Pigott

From: Cofoid, Scott <SCofoid@verisk.com>
Sent: Wednesday, September 24, 2025 10:44 AM
To: Janna Pigott
Cc: alan@alanholdenrealty.com; Tim Evans
Subject: 2025 CRS Annual Construction Certificate Review Acknowledgment – Holden Beach, NC (375352)
Attachments: 2025-375352-ECER1.xlsx

Good morning Janna:

Congratulations! I have reviewed your submittal and found everything to be in order. This concludes your CRS annual construction certificate review.

The review of your construction certificates resulted in a correctness rate of 90% (9 out of 10). Although you submitted 30 total ECs, because of our streamlined annual reviews now, we took a random sample of 10 ECs for the review. Results of the review of your construction certificates are attached. You will find attached the Elevation Certificate Evaluation Report (ECER) with the first worksheet showing errors (if any), freeboard levels and possible non-compliance issues (if any) for each EC and other construction certificates we reviewed and the second worksheet showing the Error Key which identifies our error codes with a description of what the errors are. No ECs were sampled with possible non-compliance issues.

You will want to review all your Construction Certificates to make sure you correct all of them. **It is not required that you correct any more of them and re-submit them as part of this annual construction certificate review process since the ones you submitted achieved the minimum 90% correctness threshold.** However, please correct any that might still have errors and return the corrected Certificates to the property owners and certifiers, so everyone has the correct certificates.

Should you have any questions, please do not hesitate to contact me. Thank you for cooperation and continued participation in the CRS Program.

Scott Cofoid

CRS Senior Technical Coordinator
 Phone: (815) 993-3579

From: Janna Pigott <janna@hbtownhall.com>
Sent: Wednesday, September 24, 2025 9:10 AM
To: Cofoid, Scott <SCofoid@verisk.com>
Cc: alan@alanholdenrealty.com; Tim Evans <tevans@hbtownhall.com>
Subject: RE: 2025 CRS Annual Construction Certificate Review – Holden Beach, NC (375352)

Good morning,

I just wanted to see if you had any update on our annual review that was submitted August 1st?

Thanks,
 Janna Pigott, CFM, LPO
 Development Services Officer
 Holden Beach Planning & Inspections Dept.

From: Cofoid, Scott <SCofoid@verisk.com>
Sent: Monday, August 4, 2025 1:51 PM
To: Janna Pigott <janna@hbtownhall.com>
Cc: alan@alanholdenrealty.com; Tim Evans <tevans@hbtownhall.com>
Subject: RE: 2025 CRS Annual Construction Certificate Review – Holden Beach, NC (375352)

Hi Janna,
 Thank you for sending the Permit List for this year's CRS Annual CC review. Please see the Permit List I am returning to you (attached). Please send the ECs (and associated Engineered Opening Certificates) or Floodproofing Certificates for the 10 highlighted addresses on the list. Please do so by close of business Wednesday.

Thank you!

Scott Cofoid
 CRS Senior Technical Coordinator
 Phone: (815) 993-3579

From: Janna Pigott <janna@hbtownhall.com>
Sent: Friday, August 1, 2025 8:58 AM
To: Cofoid, Scott <SCofoid@verisk.com>
Cc: alan@alanholdenrealty.com; Tim Evans <tevans@hbtownhall.com>
Subject: RE: 2025 CRS Annual Construction Certificate Review – Holden Beach, NC (375352)

Good morning,

Please see the attached permit list.

Thanks,
 Janna Pigott, CFM
 Development Services Officer
 Holden Beach Planning & Inspections Dept.

From: Cofoid, Scott <SCofoid@verisk.com>
Sent: Friday, June 20, 2025 9:55 AM
To: Janna Pigott <janna@hbtownhall.com>
Cc: alan@alanholdenrealty.com
Subject: 2025 CRS Annual Construction Certificate Review – Holden Beach, NC (375352)

Dear CRS Coordinator,

Because you are scheduled for, begun, or have recently finalized your cycle verification in 2025, you are required to submit just your annual Construction Certificates (Elevation Certificates, all Floodproofing Certificates, V-Zone Certificates, and Engineered Opening Certificates) by August 1, 2025 to continue participation in the CRS Program.

We have recently implemented programmatic changes to our annual submittal requirements. Please review the updated requirements carefully to ensure compliance with the current Construction Certificate submission guidelines:

1. **Submit your Permit List.** At a minimum, your Permit List must include the Permit Date, Building Address, Type of building (Residential, Non-Residential, Accessory, etc.), FIRM Zone, is it New Construction/Substantial Improvement, and is the Permit Final. Include entries for only insurable buildings in the SFHA that were permitted during your reporting period: August 1, 2024 – August 1, 2025.
2. **Determine if you have Construction Certificates to submit.**
 - a. If your Permit List shows no new construction or substantial improvement of an insurable building in the SFHA during your reporting period, simply reply back to me indicating this.
 - b. If your Permit List shows at least one insurable building in the SFHA that is either new construction or substantial improvement, proceed to Step 3 below.
3. **Submit your "Finished Construction" Elevation Certificates (ECs)** and all other appropriate construction certificates according to the appropriate situation:
 - a. If you have 10 or less total "Finished Construction" ECs (or Floodproofing Certificates) to submit based on your Permit List, submit all certificates.
 - b. If you have 11 or more total "Finished Construction" ECs (or Floodproofing Certificates) to submit based on your Permit List, I will inform you of which ECs to submit for review.

Please have all your certificates ready to send once you submit your Permit List.

Our updated procedures consist of a review of 10 certificates (or fewer if you have less than 10). Achieving a 90% correctness rate ensures continued participation in the program. You will be granted two reviews to meet this threshold. If the required correctness rate is not achieved within the two reviews, a Class 10 recommendation may be submitted to FEMA.

Should you have any questions regarding this process, please contact me directly.

Scott Cofoid

CRS Senior Technical Coordinator

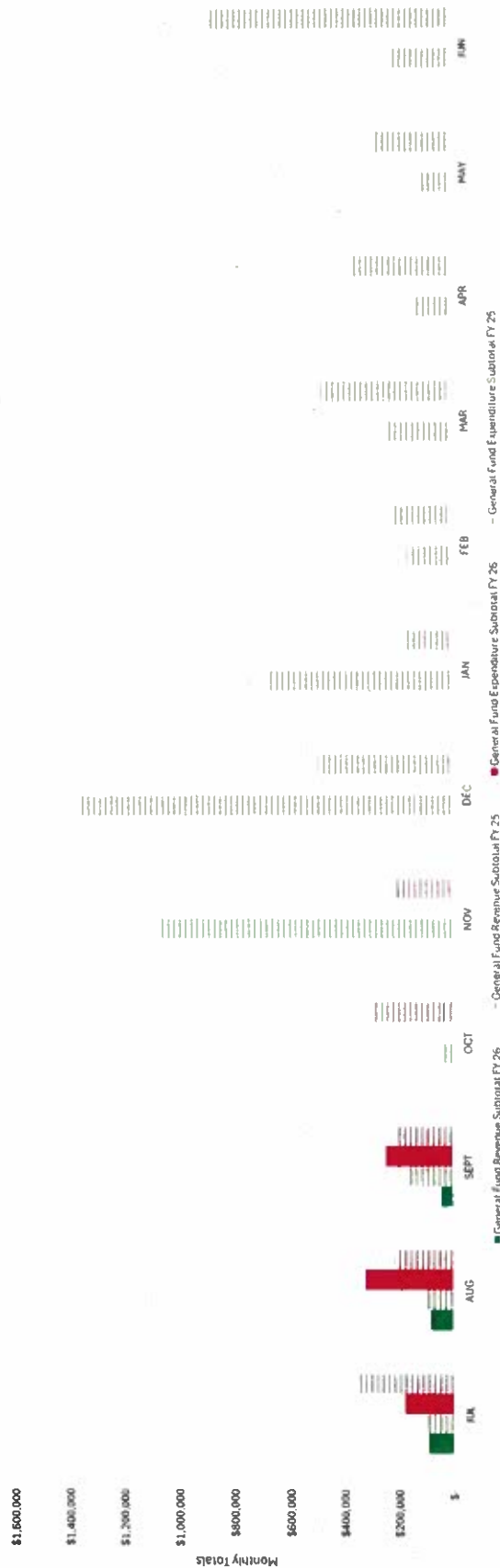
Phone: +1.815.993.3579



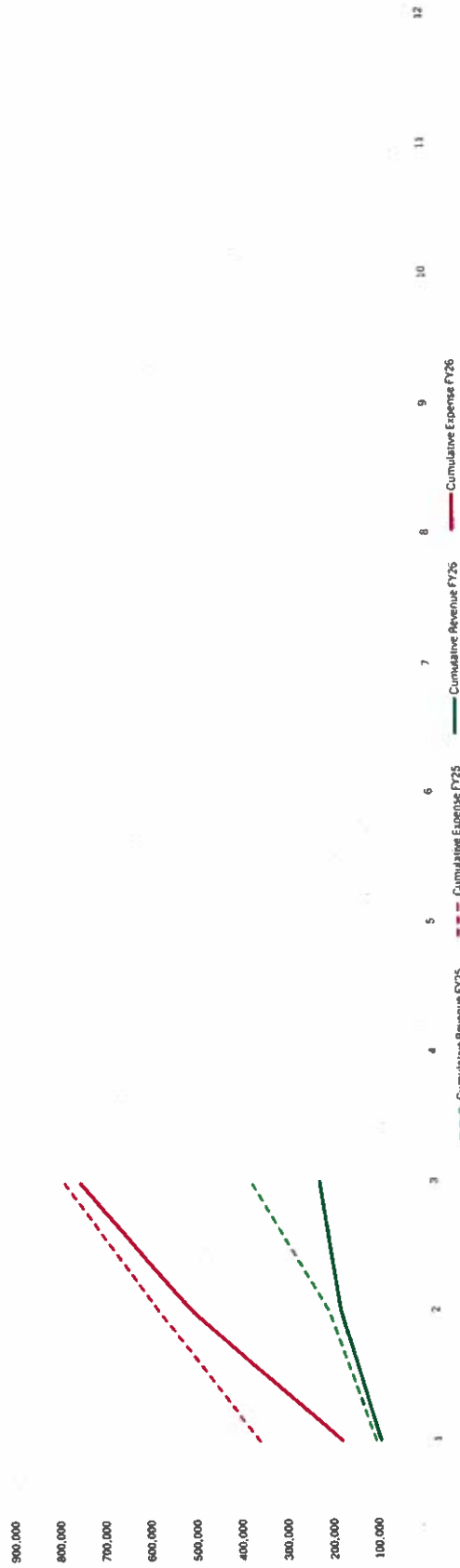
verisk.com | [vCard](#) | [Map](#) | [Email](#)

Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
General Fund Revenue Subtotal FY 26	92,175	83,883	43,929	46,798	1,073,329	1,361,352	677,885	156,355	229,150	125,484	107,649	216,414
General Fund Revenue Subtotal FY 25	102,467	100,308	165,835	46,798	1,073,329	1,361,352	677,885	156,355	229,150	125,484	107,649	216,414
General Fund Expenditure Subtotal FY 26	179,259	323,707	246,325	294,542	205,814	491,517	164,035	206,126	471,342	361,913	276,717	874,929
General Fund Expenditure Subtotal FY 25	359,130	216,065	209,110	294,542	205,814	491,517	164,035	206,126	471,342	361,913	276,717	874,929
Cumulative Revenue FY25	102,467	202,774	368,609	368,609	368,609	368,609	368,609	368,609	368,609	368,609	368,609	368,609
Cumulative Expense FY25	359,130	575,196	784,306	784,306	784,306	784,306	784,306	784,306	784,306	784,306	784,306	784,306
Cumulative Revenue FY26	92,175	176,058	219,987	219,987	219,987	219,987	219,987	219,987	219,987	219,987	219,987	219,987
Cumulative Expense FY26	179,259	502,966	749,291	749,291	749,291	749,291	749,291	749,291	749,291	749,291	749,291	749,291

GENERAL FUND

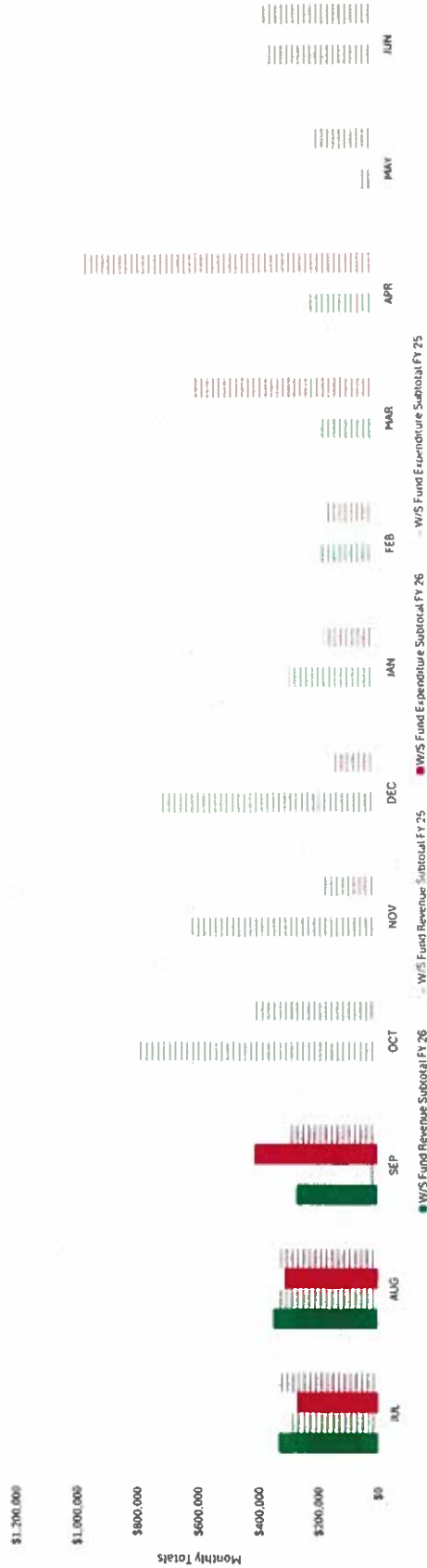


GENERAL FUND

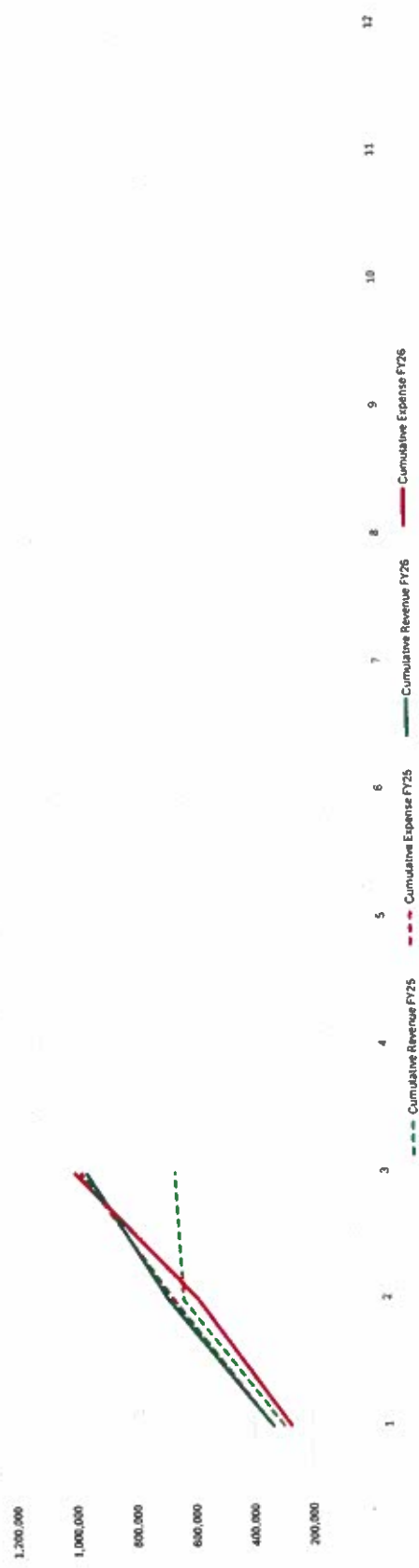


Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
W/S Fund Revenue Subtotal FY 26	333,945	350,710	270,032	807,150	826,767	714,488	288,442	186,327	176,205	228,786	48,520	358,005
W/S Fund Revenue Subtotal FY 25	297,561	336,326	23,911	807,150	826,767	714,488	288,442	186,327	176,205	228,786	48,520	358,005
W/S Fund Revenue Subtotal FY 26	271,871	312,915	410,002	408,181	174,251	141,838	171,251	182,329	588,753	968,050	195,864	380,970
W/S Fund Revenue Subtotal FY 25	334,838	334,172	304,784	408,181	174,251	141,838	171,251	182,329	588,753	968,050	195,864	380,970
Cumulative Revenue FY25	287,561	633,887	657,798									
Cumulative Expense FY25	334,838	669,011	973,805									
Cumulative Revenue FY26	333,945	684,855	954,867									
Cumulative Expense FY26	271,871	584,786	984,788									

Water/Sewer Fund



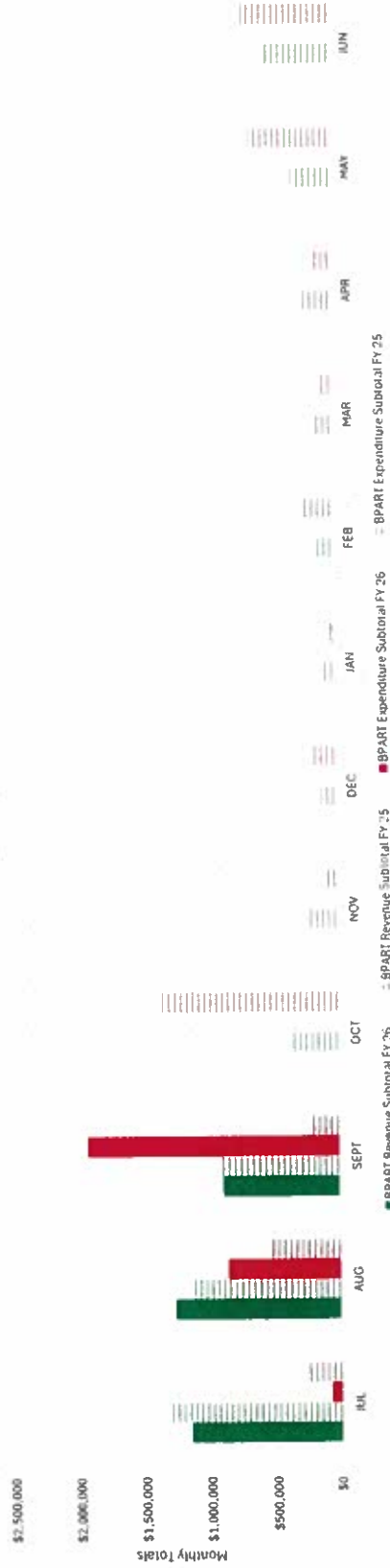
WATER/SEWER FUND



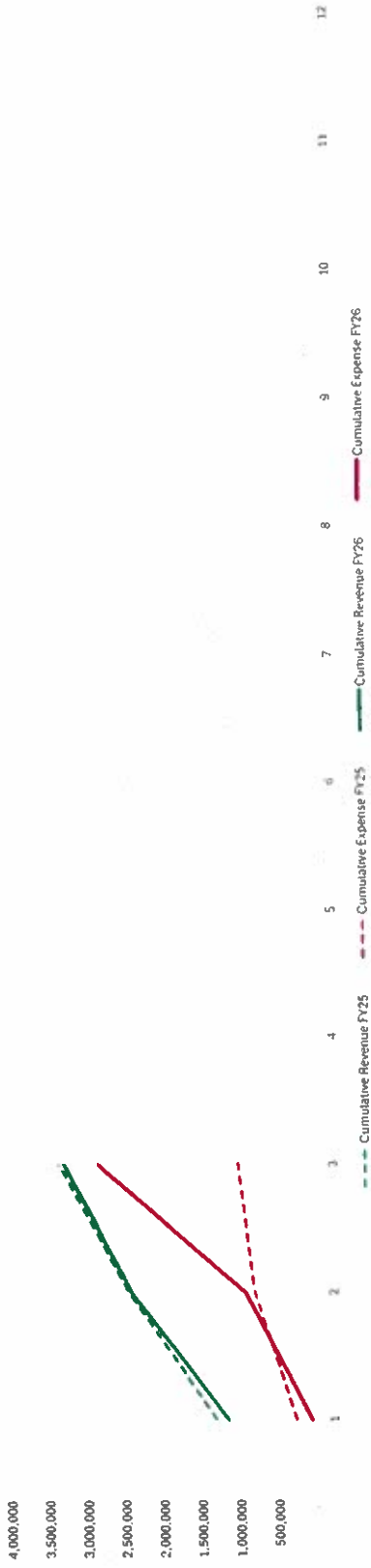
Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BPART Revenue Subtotal FY 26	1,152,401	1,261,426	883,992									
BPART Revenue Subtotal FY 25	1,306,078	1,148,406	908,855	352,616	203,612	106,517	91,553	127,945	124,089	198,054	287,529	479,731
BPART Expenditure Subtotal FY 26	76,488	850,588	1,929,011									
BPART Expenditure Subtotal FY 25	278,616	532,711	207,063	1,352,762	71,478	183,444	35,007	228,562	100,385	145,428	607,028	657,700

Cumulative Revenue FY25	1,306,078	2,454,484	3,384,439									
Cumulative Expense FY25	278,616	811,327	1,018,390									
Cumulative Revenue FY26	1152401	2,413,827	3,297,819									
Cumulative Expense FY26	76488	927,076	2,856,087									

BPART



B PART



Holden Beach Public Works Monthly Report

Date: 10/10/25

To: Board of Commissioners

From: Public Works Department

1. Department Overview

The Public Works Department continues to focus on maintaining the quality of life for residents and visitors to Holden Beach through consistent operations and upkeep of town infrastructure. Our activities this month included routine maintenance, repairs, and preparedness for weather events.

2. Key Activities and Accomplishments**a) Roadway Maintenance & Repairs**

- **Pothole Repair:** Several areas on the island were identified and repaired, ensuring safer driving conditions.
- **Signage Repairs:** We installed and repaired traffic signs around the town.

b) Storm Management

- **Generator Maintenance:** Made sure that all Vac Station generators were fueled and ready to be in use if needed.
- **Flooding :** Serviced our pumps and made sure we had proper discharge hose in the event we had to pump streets.
- **Park :** Removed shades from park and winterized the splash pad.
- **Valves:** Crew located and exercised all water and sewer valves on the island.

c) Water and Sewer

- **Water Meters:** Crew installed 6 new water services this month.
- **Water Leaks:** We had 4 water service leaks.
- **Water Meter Changeouts and Rereads:** Crew completed a list with around 230 meters that needed to be reread. Crew identified 30 of those meters to be bad and changed them out.
- **Sewer Pits:** Crew installed 4 new sewer pits this month.
- **Service Calls :** Crew ran close to 100 service calls this month. This included calls just to speak with a customer or cut the water on and off, sewer pit calls, etc.

3. Capital Projects & Long-Term Maintenance

a) Ongoing Projects

- **Pump Station 2:** We had Air Vac on site this past Wednesday and Thursday to start up the new pumps. Everything went as planned and we are now running on the new pumps.
- **Meter Maintenance:** We are continuing to repair and replace meters.

b) Upcoming Projects

- **Fire Hydrants:** We are preparing to begin grinding and painting all of our hydrants. Our plan is to be finished early spring.
- **Station 1:** We are looking to replace vacuum pumps in Station 1 and re plumb the station as we go.

4. Conclusion

The Public Works Department remains committed to serving the Holden Beach community with quality, timely services. Our team is focused on ensuring safety, cleanliness, and effective infrastructure. We continue to work diligently on ongoing projects and are prepared to tackle any issues that arise in the future.

Submitted by:

Chris Benton
Director of Public Works
Holden Beach

Town Manager's Report

Greensboro Street Lift Station

- Staff met onsite with contractor and engineer on 9/23/2025
- Contractor did not meet Oct 1 construction ending deadline- flood door order error means projected delivery date of November 14th
- Projected for next 30 days: coordination with AirVac for system startup, gas detection system to be installed next week, installation of handrails on stairs, removal of existing vacuum pump skid from the lower level, relocate existing monorail, install lower-level ventilation and duct work

Block Q Restrooms & Parking

- Contractor is moving toward completion by the end of October
- Work to be completed: finish exterior painting, downspouts, install trench drains, final grade, wood outlookers, insulate ceiling, finish drywall, paint interior, install fixtures

Ocean Boulevard Stormwater

- PPA has been executed on both sides and a meeting is being scheduled with the staff and the Corps for next steps

Pier Site

- Future Scope of Work Discussion-TBD in the future

GO Bond Referendum

- Awaiting results of referendum

NC Resilient Coastal Communities Program

- Engineer to contact town staff once contracts are signed with the State

LWF/Bend Widener Project

- The County voted to provide funds back per our request

Employee Updates

- Carey Redwine received her Electrical Inspector Level I certification

County Fire Services Update

- Attended a meeting with the County and other municipalities to discuss fire services.

Upcoming Town Events

- There are several upcoming Town events within the next month. They are all listed on the Town website. If you have any questions, please contact Town staff for more information.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: October 21, 2025

FROM: Tim Evans, Inspections Director DATE SUBMITTED: October 7, 2025

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Proposed Changes to Holden Beach Code of Ordinances, Section 157.087, Building Numbers

BACKGROUND/PURPOSE OF REQUEST: Proposed revisions to Section 157.087, Building Numbers were presented to the Board at the September meeting. The Board scheduled a public hearing for October 21st. The amendment has already been reviewed and approved by the Planning & Zoning Board. If the Board would like to move forward with the proposed changes, the recommended motion would be to approve Ordinances 25-15, along with the corresponding Statement of Consistency.

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 ☒
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ADVISORY BOARD RECOMMENDATION: Approve ordinance.

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Recommend approval based on staff and Planning & Zoning Board opinion.

ATTACHMENT:

Ordinance 25-15 & Consistency Statement

ORDINANCE 25-15
AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES,
SECTION 157.087: BUILDING NUMBERS

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Holden Beach Code of Ordinances, Section 157.087 Building Numbers be amended as follows.

SECTION ONE: Amend Section 157.087 as follows (changes in blue):

§ 157.087 BUILDING NUMBERS.

(A) The correct street number shall be clearly visible from the street on all buildings. Numbers shall be block letters, not script, and of a color clearly in contrast with that of the building and shall be a minimum of six inches in height. Numbers shall be provided on each unit in a duplex or multiple unit building and shall consist of the building number with a suffix letter (A, B, C, and the like). ~~Numbers existing on the effective date of this chapter and at least four inches high and clearly visible from the street shall be allowed to remain. Replacement numbers shall comply with this section.~~

(B) Beach front buildings will also have clearly visible house numbers from the strand side meeting the above criteria on size, contrast, etc. Placement shall be on vertical column supporting deck(s) or deck roof on the primary structure. If no such condition exists for the building, or if a clearer line of sight position exists on the building, the numbers shall also be affixed to the primary structure. For buildings with a setback of over 300 feet from the first dune line, a vertical post shall be erected aside the walkway with house numbers affixed. The post shall not exceed eight feet in height above the base of the walkway. The post will be placed on the highest elevation of the walkway within 300 feet of the first dune line. In all cases the numbers must be clearly visible from the strand. Other placements may be acceptable with approval of the Building Inspector.

(C) Structures abutting the Atlantic Intracoastal Waterway, canals, and any public trust waters shall have numbers affixed on the back of the structure or on the end of the dock/pier so as in case of an emergency and per the North Carolina Residential Code Section R319.1.

SECTION TWO: The Town Clerk is directed to forward this ordinance to American Legal Publishing for inclusion in the next published supplement to the Holden Beach Code of Ordinances.

This the 21st day of October, 2025.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



TOWN OF HOLDEN BEACH BOARD OF COMMISSIONERS' STATEMENT OF CONSISTENCY AND ZONING RECOMMENDATION

The Town of Holden Beach Board of Commissioners has reviewed and hereby recommends approval of amendments to Section 157 of the Town's Land Use Section.

After review, the Board of Commissioners has found that the recommended amendments are consistent with the adopted CAMA Land Use Plan and are considered reasonable and in the public interest for the following reasons:

Use of Property: The amendment as recommended is consistent with the North Carolina Building Code regarding the requirement of house numbers to be affixed on structures abutting public ways.

Economic Impacts: The CAMA Land Use Plan Goals and Objectives 3.1; Policies 3.1(A), 3.1(B), 3.1(C) and 3.1(D). The changes will support not alter the current Goals, Objectives, and Policies.

Environmental Impacts: Amendments align with current Goal 3.1 and Objective 3.1 of the CAMA Land Use Plan.

Upon approval by the Board of Commissioners, the Comprehensive Plan will be deemed amended and shall not require any additional request or application for amendment.

The statement and motion were adopted by a _____ vote this 21st day of October 2025.

Alan J. Holden, Mayor

§ 157.087 BUILDING NUMBERS.

(A) The correct street number shall be clearly visible from the street on all buildings. Numbers shall be block letters, not script, and of a color clearly in contrast with that of the building and shall be a minimum of six inches in height. Numbers shall be provided on each unit in a duplex or multiple unit building and shall consist of the building number with a suffix letter (A, B, C, and the like). ~~Numbers existing on the effective date of this chapter and at least four inches high and clearly visible from the street shall be allowed to remain. Replacement numbers shall comply with this section.~~

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(C) Structures abutting the Atlantic Intracoastal Waterway, canals, and any public trust waters shall have numbers affixed on the back of the structure or on the end of the dock/pier so as in case of an emergency and per the North Carolina Residential Code Section R319.1



TOWN OF HOLDEN BEACH PLANNING & ZONING BOARD STATEMENT OF CONSISTENCY AND ZONING RECOMMENDATION

The Town of Holden Beach Planning & Zoning Board has reviewed and hereby recommends approval of amendments to Section 157 of the Towns Land Use Section.

After review, the Planning & Zoning Board has found that the recommended amendments are consistent with the adopted CAMA Land Use Plan and are considered reasonable and in the public interest for the following reasons.

Use of Property: The amendment as recommended to be consistent with the North Carolina Building Code regarding the requirement of house numbers to be affixed on structures abutting public ways.

Economic Impacts: The CAMA Land Use Plan Goals and Objectives 3.1; Policies 3.1(A), 3.1(B), 3.1(C) and 3.1(D). The changes will support not alter the current Goals, Objectives, and Policies.

Environmental Impacts: Amendments align with current Goal 3.1 and Objective 3.1 of the CAMA Land Use Plan.

Upon approval by the Board of Commissioners the Comprehensive Plan will be deemed amended and shall not require any additional request or application for amendment.

The statement and Motion were adopted by a 7/7 vote this 26th day of August 2025.

Aldo Rovito, Chairman



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 10/21/25

FROM: Tim Evans

DATE SUBMITTED: 10/10/25

ISSUE/ACTION REQUESTED: Ada Assessment

BACKGROUND/PURPOSE OF REQUEST: Board Requested Assessment

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:

NONE

FINANCE RECOMMENDATION:

NONE

TOWN MANAGER'S RECOMMENDATION:

Receive ADA Assessment.

ATTACHMENT:

ADA ASSESSMENT.



TOWN OF HOLDEN BEACH ADA ASSESSMENT



OCTOBER 6, 2025
TOWN OF HOLDEN BEACH NC 28462

Full ADA Compliance Assessment Report for Holden Beach Facilities

Title: ADA Compliance Assessment for Holden Beach Facilities

Prepared by: Town of Holden Beach Planning and Inspections Department

Date: October 01, 2025

Location: Holden Beach, North Carolina

Purpose: To evaluate and ensure compliance with the Americans with Disabilities Act (ADA) for physical infrastructure and digital accessibility, addressing the unique coastal environmental challenges of Holden Beach to provide equitable access for residents and tourists.

Contact: Town of Holden Beach Planning and Inspections Department, 110 Rothschild St, Holden Beach, NC 28462

Website: hbtownhall.com

Executive Summary

This comprehensive report assesses the Americans with Disabilities Act (ADA) compliance of key public facilities in the Town of Holden Beach, North Carolina, as of October 01, 2025. The evaluation covers 19 physical locations, including parking areas, walkways, restrooms, parks, and municipal buildings, alongside a digital accessibility review of the town's website (hbtownhall.com). Assessments are based on ADA standards for physical elements (e.g., signage, access routes, slopes, landings, handrails, fixtures) and Web Content Accessibility Guidelines (WCAG) 2.1 Level AA for digital accessibility.

Key findings indicate that most physical facilities are fully or partially compliant, requiring minor maintenance (e.g., repainting, signage adjustments, walkway sealing) or limited construction (e.g., concrete pads at Sailfish Park). Digital accessibility needs enhancements to support assistive technologies. Budget allocations, including \$500,00 for ADA projects in FY 2024-2025 (required by Mediation Agreement), 180,00 for existing

projects. A proposed FY 2025-2026 budget maintaining tax rates, support these efforts. Total estimated costs for physical fixes range from \$500,000 to \$1M over 2–3 years, with digital upgrades at \$5,000–\$20,000 initially and \$1,000–\$5,000 annually. Three future sites are identified for assessment. Prioritizing these recommendations will ensure equitable access, mitigate legal risks (e.g., lawsuits averaging \$10,000–\$50,000 per case), and align with Holden Beach's tourism-driven economy.

Locations Assessed

The assessment covers the following 19 physical locations:

- Ave E / 339 OBE
- 114 OBE
- Halstead Park
- 103.5 OBE
- Jordan Blvd
- Block Q Bathrooms
- Jordan Blvd - Old Pavilion Parking
- Bathrooms Under Bridge
- 329.5 OBW Walkway
- 441 OBW (Pier)
- 790 OBW Parking
- 801 OBW Walkway
- 915.5 OBW Walkway
- Sailfish Park
- Townhall
- Bridgeview Park
- EOC
- Town Pocket Parks

Future locations for evaluation:

- 357.5 OBW Walkway
- 1017 OBW Walkway
- 1191 OBW - New Walkway at West End Gate

Coastal Environmental ADA Challenges

Holden Beach's coastal environment presents unique challenges to maintaining ADA-compliant infrastructure due to its exposure to harsh weather, erosion, and saltwater corrosion. These factors necessitate specialized approaches to ensure accessibility while preserving durability.

Key Challenges

1. Erosion and Shifting Sands:

- a. Beach access walkways (e.g., 329.5 OBW, 801 OBW) are prone to sand accumulation, which can obstruct blue mats and create uneven surfaces, hindering wheelchair access.
- b. Coastal storms and tidal shifts can erode pathways, affecting slopes and landings critical for ADA compliance.

2. Saltwater Corrosion:

- a. Handrails and fixtures (e.g., Halstead Park, 441 OBW) face accelerated corrosion from saltwater exposure, requiring frequent maintenance or replacement with corrosion-resistant materials.

3. Weather-Related Wear:

- a. High humidity and frequent storms degrade parking lot paint and walkway seals, necessitating annual maintenance to maintain visibility and safety (e.g., Ave E, Bridgeview Park).

4. Tourism-Driven Demand:

- a. High seasonal tourist traffic increases wear on ADA facilities, particularly walkways and restrooms, requiring robust designs to accommodate heavy use while remaining accessible.

5. Environmental Regulations:

- a. Compliance with environmental regulations (e.g., Coastal Area Management Act) can limit construction options for new walkways or parking pads (e.g., Sailfish Park), requiring coordination with state agencies like NC DEQ.

Recommendations for Coastal Challenges

- **Erosion Mitigation:** Regularly clear sand from blue mats and walkways (e.g., 329.5 OBW); install elevated boardwalks where feasible to reduce erosion impact.

- **Corrosion-Resistant Materials:** Use stainless steel or composite materials for handrails and fixtures; apply marine-grade sealants annually to protect walkways.
- **Weather-Resistant Design:** Use high-durability paint for parking spaces and access routes; schedule maintenance post-storm seasons (e.g., fall/winter).
- **Tourist Accessibility:** Enhance signage with durable, high-contrast materials to guide tourists to ADA-compliant access points; integrate real-time updates on hbtownhall.com for accessibility status during peak seasons.
- **Regulatory Coordination:** Collaborate with NC DEQ for grants and permits to balance environmental and ADA requirements, especially for new sites like 1191 OBW.

Digital Accessibility: ADA Website Requirements

Title II of the ADA mandates that public entities ensure website accessibility for individuals with disabilities, adhering to WCAG 2.1 Level AA standards. This is critical for providing access to beach information, permits, and services in a coastal community like Holden Beach.

Key WCAG 2.1 Requirements

1. **Perceivable:** Alt text for images (e.g., beach access points), captions for videos (e.g., town meetings), and sufficient contrast ratios (4.5:1 for text).
2. **Operable:** Keyboard-only navigation, no time limits (or adjustable), and seizure-safe content (no more than 3 flashes/second).
3. **Understandable:** Clear language, consistent navigation, and error correction for forms.
4. **Robust:** Compatibility with assistive technologies (e.g., JAWS, Voiceover) and valid HTML/CSS.

Current Assessment of hbtownhall.com

A direct browse of hbtownhall.com yielded insufficient content for a detailed WCAG audit, but common issues in municipal sites include missing alt text, inadequate contrast, and poor keyboard navigability. A \$65,000 increase in professional services for FY 2025-2026 may support website audits or redesigns. No interactive maps or specific ADA beach access details were extractable, though nearby towns like Emerald Isle serve as models.

Recommendations for Website Compliance

- Conduct a professional WCAG audit (\$2,000–\$5,000) using tools like WAVE or axe.
- Implement fixes: Add alt text (\$500–\$1,000), enhance contrast (\$1,000–\$3,000), ensure keyboard access (\$2,000–\$5,000), caption videos (\$500–\$2,000).
- Ongoing maintenance: Annual audits (\$1,000–\$3,000/year).
- Staff training: WCAG sessions (\$1,000–\$2,000).
- Total initial cost: \$5,000–\$20,000; annual: \$1,000–\$5,000.

Coastal Town Context

Digital accessibility is crucial for tourists accessing beach, event, and emergency information. Non-compliance risks lawsuits (\$10,000–\$50,000 per case). Public hearings, such as the October 21, 2025, session at Town Hall, provide opportunities for community input on digital improvements.

Detailed Findings and Recommendations (Physical Infrastructure)

Assessments evaluate compliance with ADA standards, categorizing costs as Minimal (<\$1,000/site) or Low (\$1,000–\$10,000/site). Recent budgets highlight ongoing ADA investments, including \$334,000 in FY 2024-2025 for projects like walkways and restrooms.

Ave E / 339 OBE

Description: Bathroom, emergency egress, ADA walkway, parking.

Findings: 8 ADA spaces (2 van), compliant walkway/restroom; needs locks/signage.

Recommendations: Repaint, seal, add sign. **Cost:** Minimal.

Maintenance: Annual sealing, restriping.

114 OBE

Description: 2 restrooms, ADA walkway, parking.

Findings: 5 ADA spaces (1 van), misaligned signs.

Recommendations: Reposition signs, repaint, add mats. **Cost:** Minimal.

Maintenance: Seal, restripe.

Halstead Park

Description: Waterway Park with dock.

Findings: 1 van space, compliant walkway; needs picnic tables.

Recommendations: Repaint, seal, replace rails/tables. **Cost:** Low.

Maintenance: Seal, restripe.

103.5 OBE

Description: Beach access walkway (under bid).

Findings: Pending compliance work.

Recommendations: Re-assess post-construction, extend mats. **Cost:** Minimal.

Jordan Blvd

Description: Parking near 103.5 OBE.

Findings: 2 ADA spaces (1 van), obstructed route.

Recommendations: Repaint, adjust stops/signs. **Cost:** Minimal.

Block Q Bathrooms

Description: Under construction.

Findings: No details.

Recommendations: Assess post-construction.

Jordan Blvd - Old Pavilion Parking

Findings: 2 ADA spaces (1 van), obstructed.

Recommendations: Repaint, secure stops. **Cost:** Minimal.

Bathrooms Under Bridge

Findings: 2 ADA spaces (1 van), obstructed.

Recommendations: Repaint, add van sign. **Cost:** Minimal.

329.5 OBW Walkway

Findings: Compliant with mats.

Recommendations: Seal, clear mats. **Cost:** Minimal.

441 OBW (Pier)

Findings: Compliant walkway, 8 ADA spaces; needs restriping.

Recommendations: Repaint, adjust layout. **Cost:** Minimal.

790 OBW Parking

Findings: 2 ADA spaces (1 van).

Recommendations: Repaint. **Cost:** Minimal.

801 OBW Walkway

Findings: Compliant with mats.

Recommendations: Seal, clear mats. **Cost:** Minimal.

915.5 OBW Walkway

Findings: Compliant with mats.

Recommendations: Seal, clear mats. **Cost:** Minimal.

Sailfish Park

Findings: Non-compliant parking/route/tables.

Recommendations: Pour concrete, paint, reposition tables. **Cost:** Low.

Bridgeview Park And Docking Facility

Findings: 2 ADA spaces (1 van), Handicap pier and pier head/with exception for tidal actions, Handicap Kyak Launches /needs adjustments handicap parking spaces.

Recommendations: Repaint, add stops/signs. Location to be identified as handicapped friendly. **Cost:** Minimal.

Townhall

Findings: 2 van spaces, compliant ramp/restrooms; needs paint.

Recommendations: Repaint. **Cost:** Minimal.

EOC

Findings: 1 van space, compliant door/restroom; needs sign/paint.

Recommendations: Repaint, add sign. **Cost:** Minimal.

Town Pocket Parks

Findings: No Findings

Recommendations: Access for Viewing. Cost Minimal

Note: All Walkways, when topography and AEC elements allow for modifications, actions should be taken for ADA compliance. Cost: Unknown

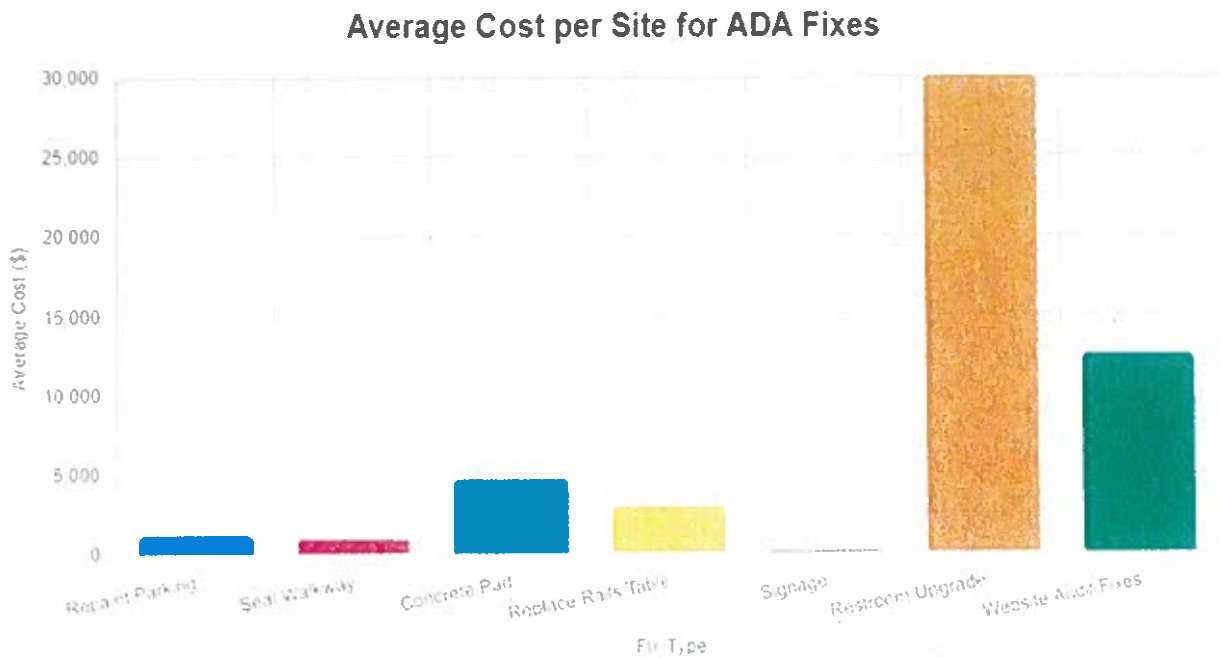
Cost Breakdown for Physical and Digital ADA Fixes

Funding includes \$334,000 (FY 2024-2025) and a 2023 amendment (\$261,753) for infrastructure. The FY 2025-2026 budget proposal maintains tax rates and supports projects.

Cost Estimates by Fix Type

Fix Type	Description	Average Cost (Single Site)	Frequency
Repaint Parking	Restriping spaces/routes	\$300–\$2,000	17
Seal Walkway	Annual sealing	\$500–\$1,500	9
Concrete Pad	Solid surface	\$2,500–\$7,000	3
Replace Rails/Table	Handrails/tables	\$1,000–\$5,000	2
Signage	Adding/repositioning	\$100–\$300	10
Restroom Upgrade	Fixtures/ramps	\$10,000–\$50,000	2–3
Website Audit/Fixes	WCAG compliance	\$5,000–\$20,000	1

Total Estimate: \$500,000–\$1M (physical, 2–3 years); \$5,000–\$20,000 initial + \$1,000–\$5,000/year (digital).



Overall Recommendations and Prioritization

- **Physical:** Address Sailfish Park (concrete pad, routes) and construction sites (103.5 OBE, Block Q). Maintain annually to counter coastal wear.
- **Digital:** Audit hbtownhall.com, implement fixes (alt text, contrast, navigation), and train staff.
- **Coastal Challenges:** Use corrosion-resistant materials, clear sand regularly, and coordinate with NC DEQ for environmental compliance.
- **Funding:** Leverage BPART funds (\$334,000), pursue NC DEQ grants (\$2.25M statewide in 2025).
- **Community:** Engage via public hearings (e.g., October 21, 2025) and forums.
- **Future:** Assess new sites (357.5 OBW Walkway, 1017 OBW Walkway, 1191 OBW - New Walkway at West End Gate). And all improvements to existing non-compliant walkways.
- **Update:** Perform annual ADA assessment for the Town of Holden Beach, for budget analysis and workload.

• **ADA Coordinator/Grievance/ Procedures**

- The Town Planning Director serves as ADA Coordinator.
- • Address: 110 Rothschild Street, Holden Beach, NC 28462
- • Phone: (910) 842-6484
- • Email: townmanager@hbtownhall.com

• **Step 1: Filing a Grievance**

- Submit written grievances (letter, email, or online form) to the ADA Coordinator within 180 days of the alleged violation. Include:
 - • Complainant's contact information.
 - • Description of the violation (date, location, details).
 - • Supporting evidence.
 - • Desired remedy.
- Accommodations for filing (e.g., alternative formats) are available upon request.

• **Step 2: Acknowledgment and Investigation**

- The coordinator acknowledges receipt within 15 business days and investigates promptly, typically within 60 business days, gathering necessary information.

• **Step 3: Resolution**

- The coordinator issues a written determination with findings and remedies. If dissatisfied, appeal to the Town Board of Commissioners within 15 business days. The Board issues a final decision within 30 business days.

• **Non-Retaliation**

- Retaliation against complainants or participants is prohibited and will be investigated.

• **Alternative Remedies**

- This procedure does not preclude other legal remedies, such as complaints to the U.S. or North Carolina Department of Justice.

• **Public Notice**

- This policy is posted on hbtownhall.com and available at Town facilities. Contact the Coordinator for alternative formats.
- Adopted: Date _____ Reviewed periodically for ADA compliance.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 10/21/2025

FROM: Rick Paarfus, Tom Myers

DATE SUBMITTED: 10/10/2025

ISSUE/ACTION REQUESTED: Presentation and Discussion of the Legal Responsibilities and Obligations for the Pier Property under the PARTF grant agreement by the Town Attorney.

BACKGROUND/PURPOSE OF REQUEST: At the October 2024 BOC meeting, there were several questions that remained after the Town Attorney's presentation of the Town's legal responsibilities and obligations for the pier property under the PARTF grant agreement. There was also a concern from two commissioners that the information presented may not agree with the PARTF/ Recreation Resource Service's understanding of the agreement. This presentation and the attached documents are intended to answer these questions and to demonstrate that the two parties are in agreement as to the Town's responsibilities and obligations under the agreement.

FISCAL IMPACT: (circle one)

BUDGET AMENDMENT REQUIRED: YES/NO

CAPITAL PROJECT ORDINANCE REQUIRED: YES/NO

PRE-AUDIT CERTIFICATION REQUIRED: YES/NO

REVIEWED BY FINANCE DIRECTOR: YES/NO

CONTRACTS/AGREEMENTS: (circle One)

REVIEWED BY TOWN ATTORNEY: (YES/NO)

ADVISORY BOARD RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

ATTACHMENT A - Memorandum from the Town Attorney to the Board of Commissioners dated 4 September 2025.

ATTACHMENT B - E mails between the Town Attorney and the Recreation Resources Service, dated 28 & 30 October 2024.

PARTF GRANT

OBLIGATIONS & RESPONSIBILITIES

Moore Law, PLLC

October 21, 2025

Remaining Obligation

Only remaining legal obligation regarding the PARTF grant for property located at 441 Ocean Blvd W (tax parcels 246DB001 and 246DB002) is to develop the property for public use under the five (5) year development requirement for property acquired with PARTF funds.

Until development is complete, the Town must keep the property open to the public to the greatest extent possible. Interim facilities must at least include public access or parking on the site and some form of recreation such as a picnic area, trail, or access.

Grant Requirements

The property must be kept for public use and recreation in *perpetuity*.

Town may not discriminate against any person on the basis of race, sex, color, national origin, age, residency, or ability with regard to use of property or facilities.

Resident parking fees may be *no less than* ½ the amount charged to non-residents. Ex: Non-resident fees are \$200/year; lowest resident fee would be \$100/year

Deed Restrictions

Recorded Book 4980 Page 0838 Brunswick County Register of Deeds

For property purchased for a PARTF grant, including bargain sale.

1. This property was acquired with State financial assistance from the Fund, and pursuant to 07 NCAC 13K .0109 and a contractual requirement with the Fund, this Property shall in perpetuity (1) be used for, and only for, local park and recreation purposes for the use and benefit of the general public and (2) not be converted to uses that are other than public recreation (whether by sale, transfer, or any other manner) without first obtaining approval from NCDNCR or its successor agency in accordance with the applicable rules.

2. The requirements and restrictions on the Property shall be permanent and perpetual and shall run with the land and shall be binding upon Grant Recipient and all parties having any right, title, or interest in the Property, and their heirs, successors, and assigns, and shall be binding upon all those claiming by, through, or under each such party, in perpetuity.

3. The State shall have the right to enforce the requirements and restrictions on the Property through any and all means and authorities available under law or equity. Any forbearance by the State to exercise its rights of enforcement shall not be deemed or construed to be a waiver by the State of such right in general or with respect to any specific violation of the requirements or restrictions applicable to the Property. Grant Recipient grants the State, and its agents, employees, and representatives the right of entry and access to the Property for the purposes of inspecting the Property and exercising its enforcement rights.

4. Grant Recipient hereby covenants and agrees, for itself, its successors and assigns, that, in the event it wishes to transfer the Property or any interest therein, it shall notify the State in writing of the names and addresses of any party to whom the Property is intended to be transferred at least sixty (60) days prior to the time said transfer is to be consummated. Any transferee of the Property or any interest therein shall take title subject to the requirements and restrictions referenced herein or applicable to the Property. Grant Recipient, for itself, its successors and assigns, further covenants and agrees to make specific reference to this Notice by its full name and recording information in a separate paragraph of all subsequent leases, deeds, or other legal instruments by which the Property or any interest therein is conveyed.

Removal of Deed Restrictions

All Roads Lead to Conversion

Conversion is defined as the use of property acquired with PARTF assistance for a purpose other than public recreation.

Once triggered, must repay **current fair market value** of the property to PARTF to mitigate.

Example: Conversion is triggered. Property fair market value is determined to be \$x and the Town still owes \$y for original purchase of property. Town must repay \$x to PARTF and is still required to pay \$y amount to lender.
\$x does not go towards repaying the loan for \$y

Conversion occurs by:

(1) Exchanging encumbered property with another parcel

Mitigation would require the Town replace the property with a new property of equivalent *fair market value* and *recreational or natural resource usefulness* at the time of the conversion and require DNCR approval.

(2) Selling encumbered property

Mitigated by Town repaying PARTF the current *fair market value* of the property.

(3) Making use of property for purposes other than public recreation

Triggered by adding any public or private facilities, other than public recreation facilities to the property. Includes cell towers, town halls, fire stations, libraries, etc. for long term use. Short term uses (under 1 year) not considered a conversion, but require DNCR approval.

Conversion occurs by:

(4) Leasing the Property

Leasing or otherwise granting control of all or a portion of the property to another entity.

Exceptions:

- (a) Short-term lease, under one year, with minimal negative impact on the public recreational value of the land.
- (b) Lease for the purpose of having an entity operate the property on behalf of the Town for public recreation purposes

(5) Permanently closing all or a portion of the property to the public

(6) Return the Grant

Would render Town ineligible for any and all future PARTF grants.

Amount to be repaid would be the current fair market value of the property, not the original grant amount of \$500,000

Questions?

Moore Law, PLLC

October 21, 2025

Moore Law

910.240.4878

EST. 2020

PLLC

4 September 2025**Board of Commissioners
Via e-mail****RE: PARTF Obligations and Requirements**

Dear Commissioners and Mayor Holden,

The purpose of this memorandum is to explain the Town of Holden Beach's legal obligations to NC Parks and Recreation Trust Fund ("PARTF") for the grant obtained for land acquisition of the parcels with Tax Parcel Numbers 246DB001 and 246DB002, collectively known as the "Pier Property". This memorandum will explore and define the remaining legal obligations, grant requirements, and legal options.

The Town's only remaining legal obligation to PARTF at this time is to develop the property for public use under the five (5) year development requirement for property acquired with PARTF funds. To fulfill this obligation, the Town is not tied to the conceptual plan submitted with the application for developing the property. Development may be in the form of parking lot enhancement, bathroom or bathhouse enhancement, improvements of camping area, picnic tables, shaded areas, or other recreational facilities. The Town is not limited to the aforementioned ideas so long as whatever is developed on the property allows for public recreational use thereof. In the interim, the Town must keep the property open to the public to the greatest extent possible. Further, PARTF states that interim facilities must at least include public access or parking on the site and some form of recreation such as a picnic area, trail, or access¹.

Although all other legal obligations have been met, the PARTF Grant Manual for Local Governments lists several requirements that the Town must follow with regards to the Pier Property, since the land was acquired with PARTF assistance via land acquisition

¹ N.C. Department of Natural and Cultural Resources, Parks and Recreation Trust Fund Grant for Local Governments, 2020, p. 4.

grant². The property must be kept for public use and recreation in perpetuity. The Town may not discriminate against any person on the basis of race, sex, color, national origin, age, residency or ability with regard to use of property or facilities. Of particular concern regarding parking fees, the Town may have lower parking or admission fees available for residents, but non-resident fees cannot be more than twice the amount charged to residents³. Additionally, if the Town applies for additional PARTF grants available for development of the Pier Property, the facilities resulting therefrom must be operated and maintained to provide public recreation for twenty-five (25) years from the project's completion, keep said area open and accessible for public use at all appropriate times, and conduct a site inspection on behalf of N.C. Department of Natural and Cultural Resources ("DNCR") at least once every five (5) years.

The Town has already met other legal obligations, and the deed restriction has been recorded for both parcels. The question of removing said restriction from the Pier Property has been posed, for which there are two options: (1) return the grant or (2) conversion. It is important to note that returning the grant would render the Town ineligible for any and all future PARTF grants and the amount to be repaid would be the current market value of the property, not the original grant amount of \$500,000.

PARTF defines conversion as the use of property acquired with PARTF assistance for a purpose other than public recreation, and occurs in several different instances: (1) exchanging encumbered property with another parcel, (2) selling encumbered property, (3) making use of the property for purposes other than public recreation, (4) leasing the property, or (5) permanently closing all or a portion of the property to the public.

PARTF strongly discourages conversion, and the mitigation process would be time consuming and costly for the Town. Mitigation measures would require the Town replace the Pier Property with a new property of equivalent fair market value and recreational or natural resource usefulness at the time of the conversion and would require prior DNCR approval⁴. The request will be denied if approval would impede access to or result in a net

² N.C. Department of Natural and Cultural Resources, Parks and Recreation Trust Fund Grant for Local Governments, 2020, p. 19.

³ N.C. Department of Natural and Cultural Resources, Parks and Recreation Trust Fund Grant for Local Governments, 2020, p. 19.

⁴ N.C. Department of Natural and Cultural Resources, Parks and Recreation Trust Fund Grant for Local Governments, 2020, p. 21.

loss of recreational opportunities for the surrounding community. If the request is approved, the replacement property will be encumbered by the same obligations and deed restrictions.

If it is determined the land cannot be replaced, the conversion may be mitigated by the Town repaying PARTF with funds equal to the current value of the land. Thus, selling the property triggers a conversion with the mitigation measure being repayment of current land value to PARTF. A conversion may also be triggered by adding any public or private facilities, other than public recreation facilities (or facilities to support recreation) to the property³. This includes the addition of cellular towers, town halls, fire stations, libraries, etc. for long term use; however, short term uses (less than one year) are not considered a conversion, but do require DNCR approval.

Additionally, leasing or otherwise granting control of all or a portion of the property to another entity will trigger a conversion unless said lease fits one of the two following exceptions. First, a short-term lease, under one year, that has minimal negative impact on the public recreational value of the project is not a conversion, but does require DNCR approval. Second, a lease for the purpose of having an entity operate the property on behalf of the Town for public recreation purposes is not a conversion, but DNCR must be notified and aware of such operational leases.

After researching and weighing the pros and cons of each available option previously discussed, it is my legal opinion that it is in the Town's best interest to develop the Pier Property for recreational use as any funds from sale thereof would not go towards repayment of the loan, but to PARTF as consideration for the removal of the deed restriction on the parcels.

Please feel free to contact me via phone or email if you have additional questions that were not answered by the information provided.

Respectfully Submitted,



Sydnee Moore
Town Attorney

³ N.C. Department of Natural and Cultural Resources, Parks and Recreation Trust Fund Grant for Local Governments, 2020, p. 62.



Sydnee Moore <sydnee@moorelaw-pllc.com>

Holden Beach PARTF grant for pier property questions

3 messages

Sydnee Moore <sydnee@moorelaw-pllc.com>
 To: Brittany Shipp <bwshipp@ncsu.edu>

Mon, Oct 28, 2024 at 3:08 PM

Good Afternoon Brittany,

I am attaching my completed outline on Legal Responsibilities and Obligations for the Pier Property to be used as the basis for my legal memorandum on the subject due November 9, 2024. I have attached the entire outline submitted to the Board, but the PARTF portion begins at the bottom of page 2 and continues for the rest of the document. The outline has been presented to the Town of Holden Beach Board of Commissioners, but several questions from the Commissioners still remain. Unfortunately, it appears there has been quite a bit of misinformation regarding the PARTF grant for land acquisition on the pier property at Holden Beach. Despite my best efforts to rectify the situation, it appears confirmation from you and any one of note in your organization is required for this Board to be able to move forward towards developing the property; the only remaining requirement in the grant language.

I have made it clear that the requirements of the PARTF contract have been completed and the grant has been closed as it was for land acquisition only. The only provision from the PARTF manual and grant contract language outstanding is the delayed development provision allowing 5 years from contract date to develop the property.

The questions still remaining from my Board are as follows:

- (1) How is the conceptual plan referenced in the grant application not legally binding/ not a legal requirement of the grant?
- (2) How did you determine the pier house was deemed to have no value by the Appraiser and can be removed, renovated, replaced, etc?
- (3) Can the Pier House be demolished?
- (4) Does there have to be a restaurant on the property?
- (5) Are the current parking and bathroom upgrades sufficient to meet interim requirements?
- (6) Do we have to keep developing the property forever or do we just have to maintain the work we do on the property?
- (7) How are you going to render a formal, legal opinion that is contrary to the grant application, Project Agreement, PARTF guidelines, and what has been conveyed to the Town's designated grant liaison as requirements for the grant?

The answers I have provided to those questions:

- (1) The conceptual "master plan" is not a legal requirement of the grant because the grant was for land acquisition only.

- (2) When the property was appraised, the value was in the property itself. The structure was deemed to have no value because its value was not considered in the appraisal amount.
- (3) Yes, it may be removed, renovated, repurposed, etc.
- (4) No, Town is not legally required to have a restaurant or grill on the property.
- (5) Yes, I believe the work completed on the parking lot, the ADA beach access, and the bathrooms are sufficient to meet interim requirements.
- (6) No, the property does not have to be developed in perpetuity; however, the facilities built on the property do have to be maintained and repaired. The town must develop the property, but has up to 5 years from grant contract to begin said development so long as it is open to the public in the interim.
- (7) I believe this is in reference to the conceptual plan not being a legal obligation where performance by the Town is required as several sections of the Project Agreement regarding deviation from scope of work are quoted. I'm not going against any contract language or any one person's understanding of the grant language. My report and professional legal opinion rest on the contract language and requirements of a PARTF grant for land acquisition. I reached out to PARTF for clarification to confirm my understanding of said documents as it was different from what I was told initially, and I would never present anything to this Board unless I was 100% confident in my findings.

I completely understand my Board's feelings in regards to my report as I had to reach out to you for clarification after what I was reading did not match up to what I had been told a number of times. I appreciate your further confirmation and clarifications to this email as well in hopes it will settle any continued misunderstanding and show I have remained unbiased in completing this report and solely given the legal requirements of the PARTF land acquisition grant for the pier property.

Best Regards,

Sydnee Moore

Intellectual Property Attorney, Moore Law, PLLC

910.240.4878 | www.moorelaw-llc.com
sydnee@moorelaw-llc.com

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Town of HB Legal Ob Pier.pdf
 72K

Brittany Shipp <bwshipp@ncsu.edu>

Wed, Oct 30, 2024 at 8:59 AM

To: Sydnee Moore <sydnee@moorelaw-llc.com>

Cc: Charlynne Smith <ctsmith2@ncsu.edu>, Christy Ferguson <Christy.Ferguson@hbtownhall.com>

Good morning Sydnee,

It was a pleasure speaking with you again earlier this week regarding the pier property in Holden Beach. The answers that you have provided are more than sufficient and are accurate as they pertain to the grant restrictions for the property. I am copying my supervisor, Dr. Charlynn Smith, in this email in an effort to seek any additional language that may be helpful to clarify as you prepare to update the Board in November.

The conceptual plan is required to be submitted with the application for land acquisition projects so that the PARTF authority board can see the Town has a plan for the property, even though that plan may change in the potential 3 year contract period, or 5 year required development period.

The determination on the pier house was developed by the appraiser, who is licensed and qualified to do such.

The main requirement for the property is that the property remain open and available to the public for recreation, in perpetuity. The elements and features on the property must be those that also support or provide public recreation. However, what they are and how they are maintained is the responsibility of the Town. Page 19 of the attached manual details out the requirements for the property post completion.

I am happy to schedule a time to meet if we need to do so. I am hopeful that you will be able to move forward with confidence on the pier property soon.

Thanks,

Brittany W. Shipp, CPRP
Southeast Region Consultant, Recreation Resources Service
Department of Parks, Recreation and Tourism Management
P: 919.513.5951
bwshipp@ncsu.edu

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 **nc-partf-grant-manual-2020 (1).pdf**
1356K

Charlynn Smith <ctsmith2@ncsu.edu>

Wed, Oct 30, 2024 at 12:20 PM

Reply-To: ctsmith2@ncsu.edu

To: Brittany Shipp <bwshipp@ncsu.edu>

Cc: Sydnee Moore <sydnee@moorelaw-pllc.com>, Christy Ferguson <Christy.Ferguson@hbtownhall.com>

Good afternoon all,

I have talked with Brittany and reviewed the questions and answers from the Town and Attorney's office that are listed below. This is an application that I reviewed when it was submitted, so I'm familiar with the project scope and application.

Sydnee, It appears to me that you have addressed all questions correctly and in alignment with the PARTF grant program requirements, as Brittany also advised.

1. Project Scope for the contract = purchase of the property only
2. The project site plan shows the property boundaries for acquired parcels, Note that the plan indicates:
 1. The project scope (contractual) items shaded in green (property boundaries)
 2. items shaded orange (pier and pier house) present a *concept* for future development. In this case, the plan communicated that the pier and pier house were on the site and *may* be used in the future. **The grantee is not required, or obligated, to develop facilities as shown on this plan. It is conceptual only. Only funded facilities would meet those requirements based on the contract.**

3. Acquisition-only grants trigger a delayed development timeline. Since the project is closed, and the property is open to the public, providing access to the beach, **the Town has met that obligation.**
4. Now, the requirement of the Town is to maintain the property for public park and recreation use in perpetuity. Recreation facilities, including support facilities such as restrooms, are allowable on the property. More specific details are shown on Pages 19 (post completion) and Page 21 (Conversions) of the grant manual. *Examples of non recreation facilities include, but are not limited to, government buildings (such as town hall, civic center, fire stations), utility structures (water, communication and cellular towers), streets/highways and landfill or storm debris uses.*

The town may always submit proposed site updates to their RRS Consultant for review to determine if approval is required from the Department of Natural and Cultural Resources prior to development. Let us know if you need anything further. Brittany is available to meet with the board to discuss questions further. RRS is here to assist with these questions.

Christy is knowledgeable of the grant requirements and also with identifying recreation facilities that are allowable in the park space. PARTF and RRS are excited to work with the Town as they acquired this public beach access to create a park space for the community.

Thank you,
Charlynnne

Charlynnne T. Smith, Ph.D.

Director, Recreation Resources Service

NC State University

Department of Parks, Recreation and Tourism Management

P. 919-513-7797

rrs.cnr.ncsu.edu

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Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 10/21/25

FROM: Assistant Town Manager Ferguson

DATE SUBMITTED: 10/6/25

ISSUE/ACTION REQUESTED: At the September BOC meeting, the board directed staff to bring back an RFQ for a master plan for Block Q, Jordan Boulevard, the bridge area and the site of the former pavilion.

BACKGROUND/PURPOSE OF REQUEST: The purpose of the RFQ is to solicit professional design firms that can bring their expertise regarding all the property available. The following document is attached for your consideration and further direction.

FISCAL IMPACT: (select one)

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

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: Recommend approval to distribute RFQ for a master plan as prepared by staff.



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: October 31, 2025

Proposals Due: December 3, 2025 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 November 14, 2025 at noon and should be directed to Bryan Chadwick at bryan.chadwick@hbtownhall.com. Responses to questions will be provided no later than November 21, 2025 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 December 3, 2025:

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

Selection Process

Once the proposals are submitted, the BOC 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.

- Any and all responses submitted will, upon submittal, become the property of the Town of Holden Beach, and will be public records, unless the submitting party takes appropriate steps to exempt information from the requirement of the Public Records law.
- The Town of Holden Beach reserves the right to negotiate a contract, including the scope of work and contract price, with any respondent or qualified party.
- This request does not commit the Town of Holden Beach to award a contract, to pay any costs incurred in the preparation of a response to this invitation, or to procure or contract for services.
- The Town is committed to ensuring that small business enterprises as well as business enterprises owned and operated by women and/or minority persons are afforded every opportunity to fully and fairly participate in the Town's procurement process for goods and services. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit qualifications. Firms using subcontractors must solicit such firms in the subcontracting process.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 10/21/25

FROM: Assistant Town Manager Ferguson

DATE SUBMITTED: 10/6/25

ISSUE/ACTION REQUESTED: During budget workshops, there was a desire by some commissioners that donations come before the BOC for approval. GFWC is one of the organizations that submitted a request and is asking for the donation to be released.

BACKGROUND/PURPOSE OF REQUEST: This request was included as part of the budget message and the subsequent adoption. The board can review the following application in order to make a determination.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: Recommend consider approving donation of requested budgeted funds.

TOWN MANAGER'S RECOMMENDATION: Recommend approval based on funding approved by commissioners in current FY26 budget.



TOWN OF HOLDEN BEACH NON-PROFIT APPLICATION FORM

Instructions:

- Completed applications are due by March 15th each calendar year. Applications can be mailed to Town Manager, PO Box 449, Supply, NC 28462 or hand delivered to Town Hall.
- If you need more space to respond to questions than the application form allows, you may attach clearly labeled additional pages.
- Please make sure all items in the application are addressed. Incomplete applications will not be accepted.
- Attach all additional information requested in the Town of Holden Beach's Donation Policy.

CONTACT INFORMATION:

Organization Name: General Federation Woman's Club of Holden Beach

Address: PO Box 902

City: Supply State: NC Zip: 28462

Phone: 336-902-1979 Fax: n/a Email: annlandis55@gmail.com

Applicant Name: Ann Landis Title: GFWC of Holden Beach, 2007 Charter President, 2018-2020 GFWC-NC State President, 2024-2026 GFWC Leadership Chairman

Address: 117 Clippership Drive

City: Holden Beach State: NC Zip: 28462

Phone: 336-902-1979 Fax: n/a Email: annlandis55@gmail.com

Board of Directors Chairman's Name: Kelly Imbody is the 2024-2026 Club President

Address: 3523 Concordia Ave. S.W. Sea Scape

City: Supply State: NC Zip: 28462

Phone: 219-628-0071 Fax: n/a Email: kevnkell@hotmail.com



TOWN OF HOLDEN BEACH NON-PROFIT APPLICATION FORM

Brief Narrative Description of Services to be Provided with Town Funds:

The mission of the General Federation Woman's Club of Holden Beach, a 501 C3 organization, is to help the residents in our communities by improving their quality of life through our volunteer efforts and support.

Through woman-powered projects and money raised, we support a variety of activities and agencies in Brunswick County with our major focus on domestic and sexual abuse awareness and prevention. Since our inception in 2007 through our Annual Charity Gala, we have donated over \$350,000.00 to support Hope Harbor Home, Brunswick County's only domestic violence home and services for survivors and Providence Home, its only residential home and program for troubled teenagers. Members of our club continue to serve on the Hope Harbor Board of Directors.

In addition, this year the GFWC International Day of Service, held on September 27th, focused on domestic and sexual abuse awareness and prevention. Our recent project, *Illuminate to Eliminate Domestic and Sexual Violence*, was to collect lighting products for use by Hope Harbor Home and the residents as they find safety from their abusive situations. The initiative resulted in the donation to Hope Harbor Home of 277 light bulbs, 51 flashlights, 19 nightlights, 3 small lanterns, numerous packages of batteries, and \$160 in monetary donations.

The Annual Charity Gala is only one of the ways we are supporting Holden Beach. Currently we are collaborating with the Holden Beach Fire Dept. to furnish the items needed for the new firehouse. We have developed a community outreach project to involve not only our members but the residents of the neighborhoods serviced by this fire station.

Another ongoing project is *The Little Free Library*, located at our Holden Beach Sailfish Park. We collect books for all ages and place them in the library for anyone to borrow or keep. Due to the success of this, we instituted another project this past spring that was hugely successful. Our Beach Toy Chest, stationed on Holden Beach at the old pier public entry to the beach offers slightly used and new toys for children to borrow while playing and staying at the beach.

We will again be decorating a "trunk" for the Holden Beach Trunk or Treat Halloween Party. Our theme this year will be the Teal Pumpkin Project; an initiative aimed at making Halloween safer and more inclusive for children with food allergies by

encouraging households to offer non-food treats. Our members will dress in costumes and have donated school supplies and other non-food items to fill our trunk. Our Environment Committee is involved with being sure our beach does not suffer from erosion by planting sea oats in the dunes. This is an annual event for our committee.

We annually award an academic scholarship to a deserving Brunswick County high school senior. This club scholarship offers an opportunity to compete for District and State level scholarships with a chance to earn four years of college tuition. We also award a scholarship to an accomplished band student.

These are just a few of the programs and projects that our members complete every year. No money from the grant would be used for administrative costs; 100% will be used to benefit the community.

The General Federation Woman's Club of Holden Beach is a member of the General Federation Women's Clubs International. Our organization is united in its dedication to volunteer community service. We are diverse in age, interests and experiences, and are united by a desire to create positive change in our communities. Together, we transform lives every day. We are dedicated to community improvement by enhancing the lives of others through volunteer service.

Established in 1890, GFWC has over six hundred thousand members representing more than 22 countries. Each member club maintains its identity and focus while benefitting from the strength that comes from being a part of the international service organization whose motto is "Unity in Diversity." GFWC is the world's largest and oldest nondenominational, nonpartisan, international volunteer service organization of women.

GFWC of Holden Beach opens doors to new opportunities and helps the people in our communities improve their quality of life through our volunteer efforts and support.

Requested Amount of Funding: \$1,000

Describe the Service to be Provided:

Are similar services available from other providers? Yes ☐ No ☒

If yes, who currently provides the service? n/a

If yes, what is the added value of your services? n/a

If yes, how will you coordinate services with other providers to ensure that individuals will not receive the same service from more than one provider? n/a

Ann Landis 2007 Charter President
Signature Title

Becky Imbody 2024-2026 Club President
Signature Title