



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

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Public Hearing/Regular Meeting on Tuesday, October 21, 2025 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Page Dyer and Rick Paarfus; Town Manager Bryan Chadwick; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Inspections Director Tim Evans; Police Chief Jeremy Dixon; Finance Director Daniel McRaney; Public Works Director Chris Benton; Development Services Officer Janna Pigott; Permit Specialist Kymberly Bowman; and Town Attorney Sydnee Moore. Commissioner Tracey Thomas attended via telephone call.

PUBLIC HEARING: PROPOSED REVISIONS TO TOWN OF HOLDEN BEACH CODE OF ORDINANCES SECTION 157.087, BUILDING NUMBERS

Mayor Holden called the meeting to order. Inspections Director Evans provided background information. This amendment would require addresses be placed on the canal and waterway side of homes.

Keith Smith supports the proposed ordinance. He provided an example of when it would help.

Sylvia Pate also supports the proposed ordinance and provided another example.

Mayor Holden closed the Public Hearing at 5:09 p.m. and asked for a moment of silence before calling the Regular Meeting to order.

REGULAR MEETING

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Town Manager Chadwick said there is a request to add a closed session.

Mayor Holden asked if there was a motion to add an executive session to consult with the attorney as item 22a. Motion by Commissioner Paarfus to add the item; second by Mayor Pro Tem Mayors; approved by unanimous vote.

The Board agreed the rest of the agenda is okay.

CONFLICT-OF-INTEREST CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion to approve (Minutes of the Regular Meeting of September 16, 2025) by Commissioner Paarfus; second by Mayor Pro Tem Myers; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Keith Smith spoke about the PARTF grant and suggested that the staff contact the representatives directly in the future to save resources. He thanked Mr. Varner from Otto Connect for his parking technology.

Sylvia Pate said the parking report looks good. She recommended looking at doing an analysis for the revenue and expenses for year-round parking and suggested that if the revenues do not outweigh the expenses by a lot, the Town could look at having a few months without paid parking. Ms. Pate would like to look at a temporary stage for the concerts and suggested looking at sponsorships to cover the cost.

Chad Hock thinks the Board should hold a special meeting or more information be added to the website so people understand the PARTF grant better. He suggested scheduling special meetings to discuss a stage for Block Q.

ANNUAL PARKING REPORT – JIM VARNER, OTTO CONNECT

Town Manager Chadwick introduced Jim Varner. Alyssa Irons and Dale Lyon. Mr. Varner went over revenue highlights. This is the first year with year-round parking so there was significantly more revenue in January and February. Year-to-date we are about \$60,000 ahead of the prior year. Ms. Irons went over the charts in their presentation. The Town has an almost 75% violation payment rate. She explained the information in the citation report. They do a signage audit every year.

Otto Connect answered questions from the Board. Ms. Irons explained how permits and upgrades work in their parking program. She provided information on the time period for annual passes and how they try to assist with those purchases. She detailed what their

parking enforcement officers can enforce. Chief Dixon explained how they work together on enforcement.

Mr. Varner explained every town is different regarding discounted permits for residents. He provided examples of what other towns do and what their system can do. Commissioner Dyer stated this discussion came up when the parking program started. At the time, the Board decided it would be complicated to offer discounts based on the inventory of spaces. It was not year-round parking at the time. She said offering a discounted rate to residents in the offseason could be discussed. Mr. Varner said they originally looked at the distance people had to walk or drive to the beach. Since everyone lives on the island, the answer at the time was to create low speed vehicle parking spaces. He provided more information on season passes. Mayor Pro Tem Myers asked about the process for discounted passes for homeowners. Mr. Varner explained how it could work.

Mr. Varner doesn't recommend any changes for 2026. If there is consideration for resident permits, they can work with staff and can usually get it turned on within a couple of weeks. The assessment is underway for signage. The markings in the pier lot have all faded. They recommend painting it as soon as possible. There is no signage at the Block Q restrooms for parking. The system can monitor for time limits if the Board chooses. Parking permits for next year will be available in December. All others would be effective January 1st.

Parking at the Block Q restroom was discussed.

PRESENTATION OF PLAQUE FOR SUCCESSFUL PARTICIPATION IN THE NATIONAL FLOOD INSURANCE (NFIP) AND COMMUNITY RATING SYSTEM (CRS)

Town Manager Chadwick provided information on the program. 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. He commended the Inspections Department for guiding the Town to help obtain this. He presented the plaque to Mayor Holden and staff. Inspections Director Evans shared details of the program and how staff worked to achieve the designation.

POLICE REPORT – CHIEF DIXON

- Went over the report.
- Had some vehicle break-ins in September and then again in October. Lock your cars. Provided information on the suspect.
- Administrative Assistant Horne is working on expunctions.
- Festival by the Sea is this weekend. Be patient with parking.

INSPECTIONS DEPARTMENT REPORT – INSPECTIONS DIRECTOR EVANS

- Went over items in the report.
- They partner with the NC Department of Public Safety, who work with them on items pertaining to the NFIP or FEMA rules and regulations as they are applied. They complied 100% on the last Community Assistance Visit. That required coordination with staff on a regular basis. There are 1,937 flood insurance policies, for coverage in the amount of \$568,083,000. On the annual re-evaluation they got pretty much a perfect score. Inspector Redwine and Development Services Officer Pigott handled the re-evaluation and did a wonderful job.

FINANCE DEPARTMENT REPORT – FINANCE DIRECTOR MCRAINEY

- No major concerns. Not all General Fund revenues through September have been posted, so that's why it looks low.
- In the Water Sewer Fund, there is a mistake. The FY 2025 number should be \$266,000, much more comparable to this year.
- BPART expenses look higher because the central reach payment was made in September versus October.

PUBLIC WORKS DEPARTMENT REPORT – PUBLIC WORKS DIRECTOR BENTON

- Working on maintenance now that it is slowing down. Detailed work being completed. Trying to get caught up.

Mayor Pro Tem Myers asked if the number for meter re-reads is normal. Public Works Director Benton said they are working on that and trying to get the number down.

TOWN MANAGER'S REPORT

- Greensboro Street Lift Station – staff met on site. Contractor didn't meet the October 1st deadline. The new projected date is November 14th due to a flood door. Projected work is in the written report.
- Block Q Restrooms and Parking – have a meeting scheduled with the contractor next Monday. Hasn't been a pleasant situation. Every time we go over there, there is an issue.

Commissioner Paarfus asked if we will have any issues completing the grant on time. Town Manager Chadwick replied they did not meet the deadline they provided at a previous meeting. Assistant Town Manager Ferguson thinks the next path of recourse will be conversations with the state on how to proceed.

- Ocean Boulevard Stormwater – PPA has been executed on both sides. Have been discussing setting up a meeting with the Corps.

- Pier Site – scope of work discussion will be determined in the future.
- Bond Referendum – waiting on the results.
- NC Resilient Coastal Communities Program – engineer is going to contact staff once the contracts are signed with the state.
- LWF/Bend Widener Project – received approval from the county for \$131,250.
- Employee Update – Inspector Redwine received her Electrical Inspector Level I certification. Gives kudos to everyone taking the initiative for education.
- County Fire Services Update – attended a meeting with the county and other municipalities to discuss fire services. It is in the infancy stages. They are looking at all options. There still are a lot of questions that everyone has. The next step they are looking at is models. Assistant Town Manager Ferguson added the county indicated it would be a 30 – 45-day turnaround for the models to be provided to staff.
- Upcoming Town Events – Barktoberfest, Festival by the Sea, Trunk or Treat, Veterans Appreciation Luncheon, Volunteer Appreciation Luncheon and the Contractors Meeting.

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 said the Board has met the public hearing requirements for the proposed change and explained how the Board can move forward.

Motion by Commissioner Paarfus to approve Ordinance 25-15 (An Ordinance Amending Town of Holden Beach Code of Ordinances Section 157.087, Building Numbers) and the corresponding statement of consistency; second by Mayor Pro Tem Myers, approved by unanimous vote.

ADA ASSESSMENT UPDATE

Inspections Director Evans explained the Inspections Department put together an ADA assessment that is a good start. The document is pretty comprehensive and he thinks it accomplishes what the Board requested. It doesn't meet all the Title II requirements. While they are lacking in some of the requirements, it exceeds some. He went over items from the report. They tried to add numbers for the Board in case they would like to undertake some of the projects. The report has recommendations and costs. We need to put this on the website and allow for public input. He provided information on the grievance procedure. The Board could adopt it as a policy that can be amended.

Commissioner Paarfus said it is an outstanding job. He hopes this stuff will be considered for the upcoming budget cycle. Mayor Pro Tem Myers said when this first came up he believed the Town needed to use outside resources to complete an assessment. The Inspections

Department did an outstanding job and he is starting to understand the advantages of doing this in-house with our unique situation and unique facilities.

Motion by Commissioner Paarfus to accept the ADA assessment; second by Mayor Pro Tem Myers.

Commissioner Smith asked if the motion needs to be changed to make the plan amendable. Inspections Director Evans said we need to post it on the website for public input. Commissioner Paarfus said the Board is accepting it and when the Board actually adopts it as a policy that would be added.

The motion passed by unanimous vote.

PRESENTATION AND DISCUSSION OF THE LEGAL RESPONSIBILITIES AND OBLIGATIONS FOR THE PIER PROPERTY UNDER THE PARTF GRANT AGREEMENT

Attorney Moore said she was asked to look into legal obligations regarding the PARTF grant. The only remaining legal obligation the Town has left is to develop the property. There is a five-year development requirement. Until development is complete, the Town must keep the property open to the greatest extent possible. She believes the property was purchased in 2023. She went over the grant requirements that include the property must be kept for public use and recreation in perpetuity; the Town may not discriminate; and parking fees for residents at the pier parking lot may be no less than half the amount charged to non-residents. Attorney Moore showed a slide with the deed restrictions. They were required from the grant. She reviewed the definition of conversion. Once triggered, the Town must repay the current fair market value of the property. She provided an example of when a conversion is triggered. Commissioner Paarfus recapped Attorney Moore's example. Assistant Town Manager Ferguson explained conversion is highly discouraged. Conversions are in the form of land. You need to find a property with equal recreational value to do a conversion and you will still owe the original loan. There has only been one occasion that she is aware of where there was a money transaction for a piece of a parcel. Attorney Moore said conversion is not recommended. She went over her slide on how conversion occurs. She explained conversion is not really an option.

Commissioner Paarfus said the intent of this discussion was to clarify what the Town's obligations and responsibilities are. He thinks it is important for people to be aware and be able to understand the restraints.

DIRECTION AND POSSIBLE ACTION ON REQUEST FOR QUALIFICATIONS (RFQ) FOR TECHNICAL SERVICES TO DEVELOP A COMPREHENSIVE DESIGN PLAN FOR JORDAN BOULEVARD, BLOCK Q, BRIDGE AREA AND FORMER PAVILION PROPERTIES

Assistant Town Manager Ferguson said at the September meeting the Board directed staff to bring back a RFQ for Jordan Boulevard, Block Q and the bridge area. The document is in the

packet for the Board's consideration. Commissioner Paarfus appreciates the work but would like to provide feedback on several items to the staff before it moves forward. He provided examples of changes he would like to see. Commissioner Dyer said her issue with this is the Block Q portion. They are basically tying up what the Board had planned on doing with the stage. By pushing this forward another meeting, it is pushing it even further. She stated it is in the budget and the site plan was agreed to. All they needed was a drawing. We have the funds to build a stage; she doesn't know why the Board would look at a temporary fix when the Board was moving ahead until the last meeting.

Motion by Commissioner Smith that we approve the distribution of a RFQ for a master plan that has been prepared by the staff; second by Commissioner Dyer.

Mayor Pro Tem Myers said this not perfect, but he is not happy with the current plan we have. He wishes there was a way to move forward with the concert venue without knowing if you will impact parking or the rest of the site. He would like to find a way to get this on the street quickly but with incorporating whatever Commissioner Paarfus thinks needs to be in it.

The vote was a 2 – 2 tie, with Commissioners Smith and Dyer voting for the motion and Mayor Pro Tem Myers and Commissioner Paarfus voting against it.

Mayor Holden would like to see the motion withdrawn. He would vote no because he would rather see this motion be defeated and go back to undo what was done to stop the project at a previous meeting.

Town Clerk Finnell read the motion from the previous meetings:

August 19, 2025 - Motion by Commissioner Smith to allow him to do some drawings on a stage for the concerts that in his opinion won't interfere with anything else we are going to put on that property.

Commissioner Smith amended his motion to ask Mr. Baker and his group to do some drawings on a concert venue that will not affect future development; second by Commissioner Dyer.

Interim Town Manager Ferguson said Mr. Baker's current scope of work is for a master plan. She asked that the motion be amended to request a proposal for the drawings.

Commissioner Smith agreed to add it. Town Clerk Finnell read the motion as to ask Mr. Baker and his group to do a proposal for the drawings for a concert venue that will not affect the other items on the site. Commissioners Smith and Dyer agreed with the language.

The motion failed.

September 16, 2025 – *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 Thomas called a point of order and said that was not relevant to the agenda item being discussed. Town Clerk Finnell read the current motion on the floor. Mayor Pro Tem Myers called for the vote if there is no more discussion on this motion.

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

How to move forward was discussed.

Mayor Pro Tem Myers suggested Commissioner Paarfus work with Assistant Town Manager Ferguson to provide his feedback to be incorporated into the RFQ. Commissioner Smith would like to instruct Assistant Town Manager Ferguson to work on the concert venue. Commissioner Thomas said that is not the agenda item. Mayor Holden said the Board can provide input to the staff, otherwise he is moving to the next agenda item.

Motion by Commissioner Dyer that we instruct staff to revisit the stage with the architect to move forward with the drawings; second by Commissioner Smith.

Commissioner Thomas called a point of order because she said that is not relative to the agenda item.

Commissioner Dyer withdrew the motion and provided direction to the staff to reconsider the situation with just moving forward with the stage on the site plan that was already approved for Block Q with the architect. Commissioner Smith agreed. He said it was all ready to go, voted on and they kicked it back to where we were four years ago with a whole master plan for the entire area. He stated that is great, but we want the concert venue first. Commissioner Thomas thinks the Board should try to get the RFQ to a point where the Board can approve it and get a total site plan. Mayor Pro Tem Myers Myers thinks the Board needs a site plan to move forward. He would like Commissioner Paarfus' feedback to be incorporated. He is fine with having a special meeting to approve it before the next meeting.

Town Manager Chadwick said Mayor Pro Tem Myers is looking at revising the RFQ and Commissioner Dyer is looking at moving forward on the concert venue. He will take input from the Board for the RFQ and will look at moving forward on the concert venue. He explained staff will work on both options to present to the Board so the Town can move forward. Assistant Town Manager Ferguson said the next step would have been for the Board to provide direction so that Mr. Baker could develop a scope of work. Staff could potentially present a fee proposal to the Board.

DISCUSSION AND POSSIBLE REQUEST FROM THE GENERAL FEDERATION WOMEN'S CLUB OF HOLDEN BEACH

Assistant Town Manager Ferguson explained that each year as part of the budget, there is a donations category. In the past, those items have been approved as part of the budget process. There was an expression from some commissioners that they wanted to see the applications. The Women's Club is the first to request funding from this fiscal year's budget. They laid out what they will do with the money.

Motion by Mayor Pro Tem Myers that we approve the donation request; second by Commissioner Paarfus; approved by unanimous vote.

PUBLIC COMMENTS ON GENERAL ITEMS

Rick McInturf welcomed Town Manager Chadwick on behalf of the Holden Beach Community Alliance. He went over what their organization has done. They are here and willing to help.

Chad Hock talked about the Ocean Isle terminal groin and the effect it is having on the west end of the island. He asked the Board to have a discussion regarding it. He thinks the Town needs to have information put out pertaining to the PARTF grant. He said the Board can do better.

Keith Smith said the Board can work on the master plan and the stage venue at one time. He said he was on the Parks & Recreation Advisory Board and there is no better spot for the stage. He explained the PARTF grant intent is for the property to stay recreational.

Leslie Williams asked about the date of the purchase Attorney Moore mentioned in her presentation. Attorney Moore said the deed restriction was recorded in 2023; she misspoke.

MAYOR'S COMMENTS

- Good Lord has spared us about hurricanes this year. There is a little disturbance in the Caribbean. Always said if there is not one on our doorstep by October 15th, we are safe. Understanding is even if the disturbance came this way it would remain offshore. Let's keep our fingers crossed and keep praying we make it through the year.
- Weekend will be special. Understands the weather will be good. Amazed at the amount of people on the island having come through the middle part of October. When he was growing up it was dead after Labor Day. Now our season is not just three months a year. Things are changing on Holden Beach. Some think that is a good thing, some are thinking otherwise.
- Most of us all spend time going up and down the island. One observation he is proud to make is that Holden Beach has never looked better than it does right now. People are taking care of their lawns, houses, the maintenance.

- Having been on the wrong side of many things looking back. Provided some examples including water, sewer and bike paths. Now we have the pier being the big subject matter. Whichever side you are on, time will prove if it was a good or bad idea. Thank goodness we have water, sewer, sidewalks and bike paths. Thank goodness the Town has never looked better. Is proud and hopes everyone who owns property here, lives here and visits here feels the same way.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Myers

- Welcomed Town Manager Chadwick. Glad to have him at the table and looks forward to working with him.
- Thanks to everyone for attending either here, in person or virtually and for providing your input.

Commissioner Smith

- Thanks for everyone being here tonight.
- Thanks to the hard work of staff, Inspections Director Evans and his staff. They really do a good job of getting the permits out. Hasn't heard any negativity on that department in over a year so whatever he is doing he is doing it right. The rest of the staff does a great job. Chief Dixon and his staff do a great job. Maintenance does too. Everybody seems to work so well together. It is a blessing that we have people that are so dedicated. With Town Manager Chadwick here to make it cohesive, thinks we have it from top to bottom. Thinks we will move forward. Just hates that we can't move forward on stuff that we worked so hard for. Two years ago everything stopped. It is really disheartening. At one point we really were making Holden Beach move forward. We were taking some risks but they were within reason. Now every time we try to do something it gets pushed back again.
- This weekend will be a great weekend. It is the Festival by the Sea. There will be a lot of people here and a lot of kids. Be careful when you are in the area.
- Thanked everyone for being here and listening tonight.

Commissioner Thomas

- Apologized for not being able to attend in person tonight. Had some family issues that are keeping her in Virginia for a few days.
- Acknowledged Inspections Director Evans and his staff for all the hard work they did on our flood insurance and the ADA assessment. Appreciates all the hard work. Appreciates all the work staff does.
- Thanks everyone for coming. Have a good night.

Commissioner Dyer

- Everyone is speaking about the festival this weekend. What's near and dear to her heart is Barktoberfest. It is Friday night. Come out see the best dressed dogs. Chief Dixon's dog won last year. Make sure to get your dogs' best dressed costume and come out.
- Make sure you get out and vote.

Commissioner Paarfus

- Welcomed Town Manager Chadwick to Holden Beach. Wished him a lot of success while he is here. You have an outstanding staff to support you.
- Thanked everyone for coming and listening.

**CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STTUTE 143-318.11(A)(3),
CONSULT WITH THE ATTORNEY**

Motion by Commissioner Smith to go into Executive Session at 7:20 p.m.; second by Commissioner Dyer; approved by unanimous vote.

OPEN SESSION

The Board went back into Open Session at 7:54 p.m. No action was taken.

ADJOURNMENT

Motion to adjourn at 7:55 p.m. by Commissioner Smith; second by Commissioner Paarfus; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk