



**Town of Holden Beach
Board of Commissioners
Regular Meeting**

**Tuesday, April 15, 2025
5:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, APRIL 15, 2025 - 5:00 P.M.**

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 Special Meeting of February 27, 2025 (Pages 1 – 2)
 - b. Minutes of the Special Meeting of March 13, 2025 (Pages 3 – 5)
 - c. Minutes of the Regular Meeting of March 18, 2025 (Pages 6 – 16)
7. Public Comments on Agenda Items
8. HDR Items – Interim Town Manager Ferguson (Pages 17 – 34, Separate Packet)
 - a. Consideration and Possible Action on Revised Scope
 - b. Discussion on Pier Construction Structural Specifics
9. Police Report – Lieutenant Dilworth (Pages 35 – 40)
10. Inspections Department Report – Inspections Director Evans (Pages 41 – 43)
11. Finance Department Report – Finance Director McRaney (Pages 44 – 46)
12. Interim Town Manager's Report – Interim Town Manager Ferguson (Pages 47 – 49)
13. Consideration and Possible Action on Beach Safety Warning Stations – Interim Town Manager Ferguson (Pages 50 – 60)
14. Discussion and Possible Action on Master Planning for the Jordan Boulevard and Block Q Area Beginning with Block Q in the Initial Phase – Commissioners Thomas and Paarfus (Page 61)

15. Discussion and Possible Action Regarding the Application to the N.C. Resilient Coastal Communities Program for Phases 1 and 2 – Mayor Pro Tem Myers and Commissioner Paarfus
(Pages 62 – 75)
16. Discussion and Possible Approval of Ordinance 25-04, An Ordinance Amending Holden Beach Code of Ordinances Chapter 154, Flood Damage Protection – Inspections Director Evans
(Pages 76 – 85)
 - a. Statement of Consistency
17. Discussion and Possible Action to Set a Date for a Public Hearing for Revisions to Holden Beach Code of Ordinances Chapter 157, Zoning Code – Inspections Director Evans
(Pages 86 – 101)
 - a. Section 157.006 Definitions
 - b. Section 157.060 Residential District (R-1)
 - c. Section 157.085 Relocation of Buildings
18. Discussion of Forming a Subcommittee to Discuss Possible Resolutions for Gravel in Pedestrian Pathways – Inspections Director Evans
(Pages 102 – 104)
19. Public Comments on General Items
20. Mayor's Comments
21. Board of Commissioners' Comments
22. Closed Session Pursuant to North Carolina General Statute 143-318.11(a)(3), Consult with Attorney and 143-318.11(a)(6), Personnel – Attorney Moore (Mayor Pro Tem Myers and Commissioner Thomas)
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 April 15, 2025.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
THURSDAY, FEBRUARY 27, 2025 – 1:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, February 27, 2025 at 1:00 p.m. in the Town Hall Public Assembly. Present were Mayor Pro Tem Tom Myers; Commissioners Tracey Thomas and Rick Paarfus; Interim Town Manager Christy Ferguson; Town Clerk Heather Finnell; and Town Attorney Sydney Moore. Mayor J. Alan Holden; and Commissioners Rick Smith and Page Dyer were unable to attend the meeting.

Mayor Pro Tem Myers called the meeting to order.

PUBLIC COMMENT

Sylvia Pate explained she was disappointed to see only three commissioners at the meeting. She suggested seeking mediation for the lawsuit.

Gina Martin is concerned there are only three commissioners in attendance and suggested meeting later in the day in the future.

Keith Smith talked about the response time and content of a public request he made. He talked about the need for information to be public.

Town Clerk Finnell read statements from Commissioners Smith and Dyer (hereby incorporated into the minutes). Commissioner Paarfus said he didn't receive a request for availability or information on the subject matter either. He said the item needs to be addressed in a timely manner so he made himself available.

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

Town Clerk Finnell read the reason for Closed Session. Attorney Moore added it is for Lisa Ragland versus the Town of Holden Beach, 25CV001201-090.

Motion to go into Closed Session by Commissioner Thomas at 1:11 p.m.; second by Mayor Pro Tem Myers; approved by unanimous vote.

OPEN SESSION

The Board went back into Open Session at 2:29 p.m. Mayor Pro Tem Myers announced that the Board gave instructions to our attorney on how to move forward with the pending litigation.

ADJOURNMENT

Motion to adjourn at 2:29 p.m. by Commissioner Thomas; second by Mayor Pro Tem Myers; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
THURSDAY, MARCH 13, 2025 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Thursday, March 13, 2025 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Page Dyer and Rick Paarfus; Interim Town Manager Christy Ferguson; Town Clerk Heather Finnell; Inspections Director Tim Evans; Public Works Director Chris Clemmons; Public Works Supervisor Chris Benton; Finance Director Daniel McRainey; and Lieutenant Frank Dilworth. Commissioners Rick Smith and Tracey Thomas participated by telephone.

PUBLIC COMMENT

No comments were made.

BUDGET WORKSHOP

Interim Town Manager Ferguson reviewed her slideshow. She went over the Board's proposed goals. The objectives had some common themes between the commissioners. The themes were around the sewer lift station, beach nourishment, the Lockwood Folly Inlet, stormwater, pier property, communications, Block Q, staff recruitment and retention and other facilities. It seems the priorities for the upcoming year would be high quality infrastructure, community improvements/accessibility, communications and growing human capital. She said the next steps would be refining the goals and objectives and looking at revenues and major expenses.

The Board discussed how to refine the goals to come up with a final list. The following changes will be made (final revisions in italics).

Goals –

2 - No new borrowing → *no long-term borrowing*

5 - 90% budget execution excluding contingency items, spend what you asked for → *efficient budget execution excluding contingency items*

6 - No fund balance appropriations → *Fund Balance Appropriations limited to capital projects*

Objectives

LWF Inlet - Fund Lockwood Folly dredging and lobby for Holden Beach to receive sand; Explore long-term solution (terminal groin). → *Explore long-term solutions for Lockwood Folly dredging and lobby for Holden Beach to receive sand.*

Pier Property - Proceed with pier property plan (i.e., complete engineering analysis, evaluate alternatives for a new building, develop cost estimates; Repair/ Open: Consider Public Private Partnership. → *Proceed with pier property plan (i.e., complete engineering analysis, evaluate alternatives for a new building, develop cost estimates, consider potential funding partnerships).*

Revenues

Revenues were reviewed.

Interim Town Manager Ferguson explained that in the General Fund Revenues under Interest on Savings and Investments shows an increase due to renegotiated rates.

Interim Town Manager Ferguson said in the Water & Sewer Fund Revenues, the Irrigation Meter Inspections Fees will now be captured under Administrative Fees. Commissioner Paarfus asked why there is not a budget number under Miscellaneous Revenues on the same page for FY 25/26. Finance Director McRainey replied that was due to the sale of 796 Ocean Boulevard West. Mayor Pro Tem Myers asked if Water and Sewer Use Charges are going down. Public Works Director Clemmons responded they seem to be tracking close to previous years. He said he took a conservative approach to determining the number and explained how he projected his revenues.

Interim Town Manager Ferguson said the Board approved the DOT sweeping contract so a number should be listed under DOT Sweeping in the General Fund for FY 25/26. It will be \$31,480. She explained the CAMA Permits line should be \$5,247. The Administrative Fee line should be \$2,087. Mayor Pro Tem Myers asked about Ad Valorem Taxes. Finance Director McRainey explained you have to use the collection rate for the current line. He will verify the collection rate.

Interim Town Manager Ferguson explained there are some revisions to the information in the packets for BPART revenues. The Brunswick County Refund line can be changed to \$32,000 based on conversations with the county. Based on the last paid parking report, the Parking Revenue line can be changed to \$787,980 and the Off-Street Parking to \$128,275. She explained how the Off-Street line is tracked. The reason the two items are split is because of prior Board guidance. Finance Director McRainey said the Interest on Investments will change. Interim Town Manager Ferguson stated 441 OBW Rents is the campground and food trucks.

Interim Town Manager Ferguson said Canal Dredging revenues were included for convenience. The amounts were predicated on the assessments remaining the same as the current year. Commissioner Paarfus asked where dredge spoils would be put. Interim Town Manager Ferguson replied that Ward and Smith were successful in working with Congressman Rouzer and we feel more confident that we will be able to access the Corps' areas with advanced permission.

Commissioner Paarfus asked if the Town should ask Right Angle Engineering to assess any increase of cost due to the disposal of the spoils. Interim Town Manager Ferguson said she can reach out to them if the Board is in agreement for the expense side of the workshop. Finance Director McRainey described how the special revenue funds need to be tracked. Interim Town Manager Ferguson explained the funds remain shovel ready. There is permitting that occurs in between projects.

Interim Town Manager Ferguson reviewed the document she prepared that shows big-ticket items that remain in this fiscal year and what is anticipated as big-ticket items for next year's budget.

Mayor Pro Tem Myers asked about the item for air conditioning in Pump Station 4. Public Works Director Clemmons explained it is for a solution. He also provided information on his request for a design for a cooling tower for Pump Station 1. Equipment/parts and reviewing water and sewer expenses/revenues were discussed.

Mayor Pro Tem Myers asked about the Humvee. Lieutenant Dilworth talked about possibly sourcing a passenger high clearance vehicle and returning one of the Humvees. They have worked on one of them, but no funds have been spent on the other Humvee. They still need to hire a detective, but they are trying to fill the officer vacancies first. Interim Town Manager Ferguson added Chief Dixon has internal candidates, but does not feel like he can promote until he gets his patrol officers filled.

ADJOURNMENT

Motion to adjourn at 6:12 p.m. by Commissioner Paarfus; second by Mayor Pro Tem Myers; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, MARCH 18, 2025 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, March 18, 2025 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem 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 Officer Daniel McRaney; Fiscal Operations Specialist Penny King; Police Chief Jeremy Dixon; Sergeant Adam Milligan; Fire Chief Doug Todd; Assistant Fire Chief David Ward; and Town Attorney Sydnee Moore.

Mayor Holden presented the invocation and then called the meeting to order.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

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

CONFLICT OF INTEREST CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion by Mayor Pro Tem to approve (a. Special Meeting of February 18, 2025 and b. Regular Meeting of February 18, 2025); second by Commissioner Paarfus; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Rick McInturf spoke on behalf of the HB Alliance. He said they have been advised by the Town attorney that the alliance will not be granted access by the Town to obtain the items they deemed to be of historical importance. They were directed to work directly with the demolition contractor. Mr. McInturf said they intend to comply but asked that the Town notify the contractor of their request to remove the items from the building.

Jim Bauer expressed his approval for the demolition of the pier building. He agreed the HB Alliance should be able to get the items out of the pier building. He thinks it is a fantastic idea to have pickleball courts at Block Q.

Will Carter said when he heard that the fire station was going to be torn down to build a new station, he did some research. The Town owns the three lots at the corner of Greensboro and Ocean Boulevard. He would like the Town to write a letter to CAMA requesting a variance for the three lots so a fire station could be built in the future.

Maria Surprise said in her opinion a thorough engineering review of the pier property's assets was not completed prior to the purchase. She said we now have an engineering report and it is time to rid our Town of this public safety liability and begin fresh. She suggested that the community have a discussion on how to move forward with the property.

DISCUSSION AND POSSIBLE ACTION TO ACCEPT RECOMMENDATIONS FROM HDR REGARDING THE CONDITION ASSESSMENT OF THE PIER

Interim Town Manager Ferguson explained HDR was hired to engage in an engineering analysis of the pier. The condition assessment of the pier structure has been initiated by their structural lead. Will Fuller and Bill Kincannon are in attendance to present their preliminary findings. Mr. Fuller said they wanted to provide a timely notice of the findings to allow the Town to have the opportunity to curtail the scope given their recommendations. The bottom line is the repair does not have a good chance of being cost effective in the end. There are a lot of structural deficiencies up and down, ranging from the superstructure basically needing entirely to be replaced, to the substructure having numerous amounts of pilings that have a known issue; along with the pilings all being at the end of their service life or well beyond their service life. That is how they arrived at their assessment. The full report will be presented in the next several weeks that will expand beyond the initial findings. Mr. Kincannon the substructure is in poor condition, the deck is in poor condition, the cross bracings are in poor condition. Ultimately while you could conceivably do it, it would take a significant effort. He said he thinks the service life would be questionable. He said the Town may want to consider looking at the cost for reconstruction instead of the repair. It is his understanding that if the Town went with the repair, the preference is a top-down methodology, where you would have equipment on the pier. Based on the condition, he wouldn't recommend a top-down methodology.

Commissioner Paarfus said his understanding is overall the condition of the pier is poor and we would have to resort to floating plant to do any repairs, which based on his experience is expensive. Mr. Fuller explained their proposed deadline for the final report. He explained the next step for the repair option would be the underwater inspection. The findings presented tonight wouldn't even include any below water issues. He believes the fee is about \$25,000 so they wanted to present the recommendation before they started spending dollars. Mr. Kincannon explained it should shave off a good month and a half to two months of the process if they remove the repair option. Commissioner Smith asked what kind of investigation they did and if they noticed that past where the pier rises up it is in better condition than the part that is over land. Mr. Fuller answered that it was in relatively better condition, but still not great condition. The investigation was a full top side. He provided details on the testing and inspections. Commissioner

Smith provided information on his observations the last time he was on the pier. Mr. Fuller said they did use information from the last contractor. Commissioner Smith stated he doesn't understand how there can be such a variance between one engineering group and another. He showed the engineers information from the previous drawings of the pier. Mr. Kincannon explained they are providing the Board with the information they came up with. He said he did not say that there isn't a way to repair the pier, but the Board needs to decide if it is cost effective to move forward. Commissioner Thomas read findings from the first report. She doesn't think the reports are that far off. Mr. Kincannon talked about construction costs. Commissioner Thomas said she appreciates HDR bringing this to the Board's attention so the Town doesn't go down a path that doesn't make financial sense. Commissioner Paarfus said it is important to note that the two firms were asked different questions.

Motion by Commissioner Paarfus to accept HDR's recommendation to pursue the pier replacement option only; second by Commissioner Thomas.

Mayor Pro Tem Myers said he read the reports. He explained it is a deep money pit. He is glad they brought it to the Board's attention now so the Town can save money. Commissioner Smith said the original plan included work to the pier house itself. That was something the Board didn't want in the original scope. He believes if the Town would have started at that point and asked for a different scope, we could have probably kept it somewhere around \$1.5 million. With the increased rates, the Town would be ahead of the ballgame if we kept on the path we were going. He said it would probably be opened up and usable by now. Commissioner Smith provided information on additional costs due to delays in the project.

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.

POLICE REPORT – CHIEF DIXON

- Getting into springtime. Starting to see more people and more traffic. Ramping up and getting ready for the summer. We have a meeting this month with the Merchants Association regarding the festival which is next month.
- We have talked about some ideas for their staffing shortage at the last meeting that he is working on. Found out this morning they have another officer on medical leave so on top of the four vacancies, there are three officers on medical leave. Still providing 24/7 coverage but they are stretched thin.

Commissioner Paarfus asked if the department could get temporary help or relief. Chief Dixon replied he has reached out to other chiefs and he is looking at options. Commissioner Thomas asked if there is any outlook on when people will return. Chief Dixon didn't provide an answer since it was medical information. Mayor Pro Tem Myers asked about the sexual offense and rape items on the report. Chief Dixon explained it was a domestic situation and not a threat to community. Commissioner Smith thanked the Police Department for keeping an eye on Holden Beach.

INSPECTIONS DEPARTMENT REPORT – INSPECTIONS DIRECTOR EVANS

- Went over numbers on report.
- ADA Projects – feels like they are 95 – 100% complete. Went over the projects and what was completed. Showed drone footage of the improvements.
- Presented CRS letter showing CRS Class 7 changing to CRS Class 6. He reviewed standards that helped achieve the change, that include the department's education, knowledge, experience and how they enforce the rules.
- Hoping will be finalizing the mediation agreement soon. Ms. Myers sent out an email that had a few minor items on it. Started working on it today.

Commissioner Smith said he received the email from Ms. Myers also. It seems to be items that can be easily rectified. Inspections Director Evans said he responded to Ms. Myers. He thinks the list is legitimate, but it is not anything major. Quite a bit of it is not part of the agreement, but she and the staff want the same thing, ADA compliance. Interim Town Manager Ferguson stated the Planning Department did a phenomenal job. She talked about the process. She provided additional information on their work on the CRS rating. The Planning Department has been working hard and deserve to have all respect for what they have done.

FINANCE REPORT – FINANCE OFFICER MCRAINEY

- Went over numbers on report. The February revenues look like they are down, but it is due to more taxes being collected in November – December this year as opposed to the previous year. Some postings have not been done yet so they will be updated on next month's report. The Water Sewer Fund revenues are up but it is due to bill timing. BPART is trending close to the prior year as we approach the tourist season.
- Fiscal Operations Specialist King said according to the NCGS 105-369, the governing body must order the tax collector to advertise the tax liens on real property.

Motion by Commissioner Smith that we approve (the advertisement); second by Commissioner Paarfus; approved by unanimous vote.

Commissioner Thomas asked about the timeline. Finance Officer McRainey said they typically do that in the May/June timeline. Mayor Pro Tem Myers asked if the list also gets posted on the Town's bulletin board. Interim Town Manager Ferguson replied yes.

FIRE DEPARTMENT UPDATE – ASSISTANT FIRE CHIEF DAVID WARD

- Went over staffing, training, response times and call history.
- Would like to enhance our relationship. Over the years we've had a great relationship.
- Would like to continue being part of the discussion in working toward the upgrade of the on-island station. Thanked the Town for the use of the Emergency Operations Center.
- Asked the Town to continue looking for ways to keep areas around emergency accesses and the pier open so emergency vehicles can traverse.

- Requested the Town consider acquiring an emergency access further west than the 801 OBW access.
- Would like to deliver a weekly public education to our community.
- Would like to partner with the Town to provide water safety stations along the beach. He provided information on local areas who currently have stations. They have about \$12,000 they can spend on the project. There would be 72 stations at 62 feet.

After discussion, Mayor Holden announced the consensus is to ask the manager to work with the Fire Department to bring back a further proposal in regard to this.

Commissioner Paarfus is interested in the requirements for the fire station on the island so the Town can start looking at a number. He also would like requirements for a new beach access. Inspections Director Evans said what he is talking about is a needs assessment. Moving forward was discussed. Commissioner Dyer asked if the requested beach access needs to be past the gate or if there is a particular distance from 801 OBW they are looking at. Assistant Fire Chief Ward replied the more the better. After discussion, Inspections Director Evans said from the planning standpoint, it is critical to get an access as close to the west end as possible. There is some NC State property at the end. Commissioner Dyer said further down there are some private deeded accesses. She asked if an emergency access could be put there, and if it would take away their private access and make it public if it was put there. Inspections Director Evans said the attorney could answer that. Commissioner Smith expressed his concern that you would need to go through the gate. Assistant Fire Chief Ward explained the gate is siren activated and they also have a code.

Mayor Pro Tem Myers stated it is becoming clear that the fire station is a multiyear project and asked if we could start laying that out. He would like to know the milestones/steps.

INTERIM TOWN MANAGER'S REPORT – INTERIM TOWN MANAGER FERGUSON

- Greensboro Street Lift Station – the first disbursement was applied for to NCDEQ on December 20th. The funding was not received until March 3rd. The turnaround of funding request timeline is of concern. We did receive the first EPA disbursement yesterday for the payroll portion of the invoice. We are still waiting to hear back on the Buy America Build America waivers that have been requested by the engineers.
- Final Key Bridge Items – mats did arrive yesterday. Public Works will be working to get those out as they can.
- Recycling Program – renewals are due by April 1st. if you do not renew by that time there will be penalty costs.
- Employee Updates – Penny King was named the fiscal operations specialist. We are now in the process of interviewing for the reception position.
- Ocean Boulevard Stormwater – met with Ward & Smith on March 6th to navigate the federal approach to funding. Received a call from the Wilmington District acknowledging they have the funds in their budget, but they want to meet to discuss the process. Met with the Department of Natural and Cultural Resources regarding possible state assistance, which seemed promising on not only this project, but two pages of projects presented to them. The grant cycle mentioned in last month's report is open for the survey that DWR requested. Have

started on that grant application to try to get state assistance to be a subsidy to the federal assistance.

- Pier Site – HDR conducted structural inspections on March 3rd. The staff kickoff meeting happened on March 12th. We were able to dive into the timeline.
- Canal Dredging Site – Heritage Harbor CAMA permit was renewed.
- Budget Adjustments - \$5,367 was moved from Operational Contingencies in the General Fund to Professional Services. \$26,000 was moved from the Camera System to Professional Services for the town manager executive search.
- Reviewed the information on page 2.

CONSIDERATION AND POSSIBLE ACTION TO AWARD BIDS FOR THE DEMOLITION OF THE PIER BUILDING

Interim Town Manager Ferguson explained the Town received four responses. The proposals are included in the packets. After reviewing the proposals, staff deemed follow-up conversations were needed, specifically regarding the environmental testing and how that played into price. She stated based on those, if the Board chooses to move forward, her recommendation is Jessie Myers Construction Company. That can be sourced from Available to Appropriate in BPART.

Motion by Commissioner Thomas to approve the bid for Jessie and Myers and authorize the interim manager to execute the associated paperwork. The funds will be sourced from available to appropriate in BPART; second by Commissioner Paarfus.

Commissioner Smith said working with this Board, there have been several instances where the staff has made suggestions and it was always deemed very important that we take the lowest bid. He doesn't see why this instance is any different and asked why the Board wouldn't take the lowest bid. Commissioner Smith stated he doesn't know why the Board is tearing the building down without a plan to put one back. He said he wasn't allowed to bring up the subject of a public private partnership (PPP) with the Town. He said people have agreed to tear down the pier building for free. He presented a rendering of a design for a new building. He thinks the Town should wait and get a plan to replace it before it is torn down. Mayor Pro Tem Myers asked the rationale for the recommendation on the bid. Interim Town Manager Ferguson explained in what is deemed the lowest bid, there is a line that talks about change orders at cost plus 15%. Everything in the procurement classes says to stay away from cost plus. Mayor Pro Tem Myers said the building is a liability and a safety risk. The faster we can get it out the better. He said it doesn't preclude us from doing anything. Commissioner Thomas stated the motion was to do what staff recommended. As far as the PPP, she said she sees the proposal says they were going to demolish the pier building and save the Town \$200,000, when the actual cost is only \$46,500 so she is not sure anything in it could be relied on for being factual since that is so far off the mark. She thinks taking the building down is the first step in moving forward. Commissioner Thomas said she wants to make sure the HB Alliance's request does not slow the process down. Interim Town Manager Ferguson has not talked to the vendors yet, but the information will be provided to the person who is awarded the contract. Commissioner Paarfus said it seems to him that if the building is taken down, it is more advantageous to the people interested in the PPP. He thinks the building does need to go. Commissioner Dyer said she thinks a PPP is a good idea and the main thing was trying

to save the Town money. She asked the Fire Department if there is a possibility they could do a controlled burn for training. Fire Chief Todd responded that it would need to be evaluated. An asbestos inspection would need to be done and then environmental would need to look at it to see if there is some feasible training before a permit could be issued. If they approve it, they could get some good training out of it. Commissioner Dyer asked what the problem with removing the items of historical value from the building is. Attorney Moore replied that the bids had already been submitted when the list was submitted. She wanted the contractor to work with the HB Alliance in case some of the items were considered when formulating the bid. Commissioner Dyer said she thinks they just want historical items, nothing of any value like equipment. She thinks they should be allowed to get the historical memorabilia out of the building. Interim Town Manager Ferguson said the contractor has not been told this yet because she was not sure if the Board would award the contract. Once a contract has been awarded, the contractor will be communicated with.

The motion passed by 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.

CONSIDERATION AND POSSIBLE ACTION TO AWARD CONTRACT FOR THE CONSTRUCTION OF THE RESTROOM FACILITY AND ASSOCIATED PARKING/SIDEWALKS AT BLOCK Q

Interim Town Manager Ferguson explained the Board accepted the bid and request for a grant extension for Block Q last month. The contract has been reviewed by the attorney and is before the Board. The bid was for \$543,200.

Motion by Commissioner Smith that we award the contract to Kowen Construction and authorize the town manager to execute the associated paperwork; second by Commissioner Paarfus; approved by unanimous vote.

CONSIDERATION AND POSSIBLE ACTION TO ACCEPT THE PARKS AND RECREATION ADVISORY BOARD'S (PRAB) RECOMMENDATION ON PICKLEBALL COURTS

Mike Pearson, Vice Chair of the PRAB went over the tasker to evaluate Town properties that could be used as a location for permanent pickleball courts and reviewed their recommendations. They looked at proximity to bathrooms, available parking and sidewalks, site preparation, proximity to residences, layout on property, lighting and fencing. The PRAB benchmarked other communities. He provided information on the four potential sites, Sand Dollar, Jordan Boulevard, Block Q and the 800 block. The consensus of the PRAB was to recommend construction of up to four pickleball courts on Block Q, two being permanent pickleball courts, and one combination tennis/pickleball. The cost based on construction of other courts looks like \$150,000. Mr. Pearson said the PRAB proposes that the specifics of the court placement on the site coincide with the overall master planning process that the PRAB recommended for the entire Jordan Boulevard/Block Q area. Commissioner Thomas asked if the recommendation is in addition to the previous recommendation of putting the bandstand at Block Q. Mr. Pearson said that would be a Board decision. Commissioner Dyer asked about the surface. Interim Town Manager Ferguson explained it would depend. Commissioner Dyer asked if the original stormwater plan for that area was discarded. Inspections Director Evans answered that as far as he knows the stormwater plan is still intact, but we haven't done anything that would engage the full plan. The original permit was

not invalidated. He talked about modifying the stormwater plans. Commissioner Dyer said she appreciates the work but the reason the parking was not completed was because of stormwater and people were against the amount of pervious surface. She said now we are back at putting impervious surface which everyone was against before. Commissioner Thomas said they were against using Block Q for boat parking versus something that is recreational use for the community. Impervious surface was further discussed. Commissioner Paarfus asked if it was \$150,000 for all four courts. Mr. Pearson replied that is for two courts. Commissioner Paarfus would like the stormwater to be underground so we don't lose real estate to work on.

Motion by Commissioner Paarfus that we receive this report and consider your tasker complete; second by Commissioner Thomas.

Mayor Pro Tem Myers asked about the existing courts with this plan. Mr. Pearson replied they would be designated for basketball.

The motion passed by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE 25-02, AN ORDINANCE AMENDING ORDINANCE 24-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2024 – 2025 (AMENDMENT NO. 7)

Interim Town Manager Ferguson said this is for a fund balance appropriation that will cover additional anticipated legal fees through the end of the end of the year.

Motion by Commissioner Thomas to approve the amendment; second by Commissioner Paarfus.

Commissioner Smith asked who is getting the money. Interim Town Manager Ferguson answered the extensiveness of the amendment was discussed in closed session. She doesn't know if it is in her purview to say more than anticipated legal fees. Attorney Moore said the Board could discuss it closed session, but it would not be discussed in open session. Commissioner Smith asked if the Board is approving to spend money, but we don't know how much. Interim Town Manager Ferguson responded it is \$50,000. Commissioner Smith asked if it would be any more. Interim Town Manager Ferguson said she cannot say if it will be more. In general, when the Town gets into legalities, the length of those are unknown, but if additional budget amendments are needed they would come back before the Board. Commissioner Dyer inquired if this includes the fees of the attorney that was approved a couple of months ago for the personnel issue. Interim Town Manager Ferguson replied that was separate. She believes the cost for that attorney was through funds that were currently in the budget. It was through a budget adjustment. Commissioner Dyer asked if that issue was resolved. Attorney Moore answered she is still waiting on a written opinion.

The motion passed unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF AUDIT CONTRACT BETWEEN THE TOWN AND MARTIN STARNES AND ASSOCIATES FOR FISCAL YEAR 2024/2025

Finance Director McRainey said the contract is for the auditor. The Audit Committee met today and they recommended that the Board approve the contract as drafted.

Motion by Mayor Pro Tem Myers to accept the contract as drafted; second by Commissioner Thomas; approved by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF 25-03, AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES, CHAPTER 154: FLOOD DAMAGE PREVENTION

Inspections Director Evans explained this is housekeeping in reference to the CRS. Our ordinance doesn't have an AO zone. We need to add the zone. It will not affect properties on Holden Beach. This is just for shallow flooding. Although, we have some, we have regulations that say every house needs to be built to the strictest standards. The Board also needs to consider the consistency statement. He reviewed the details of an AO zone.

Motion by Commissioner Paarfus to approve the consistency statement; second by Commissioner Thomas; approved by unanimous vote.

Motion by Commissioner Paarfus to approve Ordinance 25-03; second by Commissioner Thomas; approved by unanimous vote.

PUBLIC COMMENTS ON GENERAL ITEMS

Martie Arrowood asked for more trash cans to be added on the east end.

Will Carter said the Board should hire Interim Town Manager Ferguson as the permanent manager. He doesn't think you should burn anything on the beach. He provided feedback on what he thinks a new fire station would need. He urged the Board to consider his comments on a variance from earlier.

Lisa Ragland said the lawsuit filed against the Town regarding the quorum and Rules of Procedure could be resolved outside of court. She provided information from the lawsuit and asked people to reach out to ask the Board to resolve the legal action without the involvement of other attorneys.

MAYOR'S COMMENTS

- Seems like tornadoes are becoming more numerous across our nation. In the last few weeks, it seems like we have needed to send out some weather emergency blasts. Sometimes as the emergency director, he gets a notice that is something that needs to be done quick because it is something that is unexpected. Talked about a tornado event from when he was a kid on the island. The Town will do the best we can to notify you during emergency situations. Please pay attention. Things do happen here.

- Will be out of town the rest of week. In the morning, he will be in Raleigh begging for some things for the Town and the college.
- Thanked everyone for being here. Is enjoying this weather and the longer days.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Myers

- Thanked everyone for coming and attending online. Thanks for your involvement.

Commissioner Smith

- Disappointed in the direction we are moving at the pier. Seems to be part of a strategy or set of things that were cast before they even became members of the Board. It is a shame and it is sad. Hates to see this stuff go. Feels like it will be hard to get a pier and building back in place. If you don't have a plan going in, it is hard to have a plan after the fact.
- Chief Dixon has done a great job, but it seems like warmer days have brought back out the golf carts. Provided feedback on issues he has seen. Be mindful of folks in golf carts. Seems they want to ride in the bike lanes or on the sidewalk. Hopes we can get information out to renters and rental agencies.
- Signed up for Town's emergency notifications. Brunswick County has the same thing. You can go online and get on their list. They will call and text you. It is good that we can have a little notification ahead of time.
- Good to see everyone. It has been a tough couple of months. Apologized to the people for not being able to be here. Will do his absolute best not to miss any more.

Commissioner Thomass

- Happy to see the Board is moving forward on some of our priorities and objectives despite a lot of efforts to slow us down and a lot of resistance coming from a lot of different places.
- Thanks for being here and have a great night.

Commissioner Dyer

- Thanked the fire chief and his assistant for being here. Thinks we need to continue to work together and move forward with the ideas they brought forward. If we save one life, that's well done. They have done a great job. They are doing a great job while building a new building. It will look nice.
- Wished everyone in the Police Department a speedy recovery. Knows they are working hard.
- The rest of the staff is doing a great job, Interim Town Manager Ferguson doing her two jobs. Appreciates it.
- Thanks for coming out.

Commissioner Paarfus

- Thanks for everybody coming out. Hopes you have a great evening.

ADJOURNMENT

Motion by Commissioner Paarfus to adjourn at 7:26 p.m.; second by Commissioner Smith; 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: 4/15/25

FROM: Interim Manager Ferguson

DATE SUBMITTED: 4/4/25

ISSUE/ACTION REQUESTED: Consideration and possible action on HDR's scope of work and structural questions regarding pier construction.

BACKGROUND/PURPOSE OF REQUEST: At the March meeting, HDR presented a preliminary structural report that indicated a feasible path forward for the pier was a rebuild option. At this meeting, they will be presenting the final report, a revised scope of work/timeline for completion, and questions for the board's consideration regarding future construction.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> N/A
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> N/A

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

INTERIM TOWN MANAGER'S RECOMMENDATION: Receive information and consider making structural recommendations. (M)



Date: April 4, 2025

To: Mayor Holden and Board of Commissioners

From: Christy Ferguson, Interim Town Manager 

Re: HDR Scope Change and Structural Questions

At the March meeting, the BOC voted to move to remove the repair option and only consider a rebuild option for the pier, which would result in a scope change for the HDR agreement. The firm will be at the meeting to present the final structural analysis, outline the scope/timeline change, and to ask the BOC for guidance regarding several construction questions. Questions are concentrated in the following areas:

1. Topside structural functionality requirements such as covered structures at the end of the pier, any dedicated vendor spaces along or at end of pier, etc.
2. UTV, emergency (or other) vehicle, or top-down construction equipment access (currently only a standard pedestrian rating is assumed)
3. Timber versus concrete or a timber/concrete hybrid (currently an all-timber design is assumed)

Besides these main considerations the firm would also like to understand what the BOC sees as expected operations the pier must support and preferred construction windows to adequately account for the economic cost analysis. Specifically, would the board want to avoid summer construction, which may indicate that two mobilizations might be needed.

Attachments: 1. Scope Change
2. Final Structural Analysis Report

**SHORT FORM AGREEMENT BETWEEN OWNER AND
HDR ENGINEERING, INC. OF THE CAROLINAS FOR PROFESSIONAL
SERVICES
AGREEMENT NUMBER _____**

THIS AGREEMENT is made as of this 15th day of April, 2025, between The Town of Holden Beach ("OWNER") a municipal corporation, with principal offices at 110 Rothschild Street, Holden Beach, North Carolina 28462, and HDR ENGINEERING, INC. OF THE CAROLINAS, ("ENGINEER" or "CONSULTANT") for services in connection with the project known as Holden Beach Pier Repair/Replacement ("Project");

WHEREAS, OWNER desires to engage ENGINEER to provide professional engineering, consulting and related services ("Services") in connection with the Project; and

WHEREAS, ENGINEER desires to render these Services as described in SECTION I, Scope of Services.

NOW, THEREFORE, OWNER and ENGINEER in consideration of the mutual covenants contained herein, agree as follows:

SECTION I. SCOPE OF SERVICES

ENGINEER will provide Services for the Project, which consist of the Scope of Services as outlined on the attached Exhibit A.

SECTION II. TERMS AND CONDITIONS OF ENGINEERING SERVICES

The HDR Engineering, Inc. of the Carolinas Terms and Conditions, which are attached hereto in Exhibit B, are incorporated into this Agreement by this reference as if fully set forth herein.

SECTION III. RESPONSIBILITIES OF OWNER

The OWNER shall provide the information set forth in paragraph 6 of the attached "HDR Engineering, Inc. of the Carolinas Terms and Conditions for Professional Services."

SECTION IV. COMPENSATION

Compensation for ENGINEER'S services under this Agreement shall be on the basis of lump sum consisting of the Scope of Services as outlined on the attached Exhibit A. The amount of the lump sum is One Hundred and Ninety-Eight Thousand Six Hundred and Twenty Dollars (\$ 198,620).

The amount of any sales tax, excise tax, value added tax (VAT), or gross receipts tax that may be imposed on this Agreement shall be added to the ENGINEER'S compensation as Reimbursable Expenses.

Compensation terms are defined as follows:

Lump Sum shall mean a fixed amount which shall be the total compensation agreed upon in advance for Scope of Services.

SECTION V. PERIOD OF SERVICE

Upon receipt of written authorization to proceed, ENGINEER shall perform the services described in Exhibit A within a reasonable period of time as described in Exhibit A.

Unless otherwise stated in this Agreement, the rates of compensation for ENGINEER'S services have been agreed to in anticipation of the orderly and continuous progress of the project through completion. If any specified dates for the completion of ENGINEER'S services are exceeded through no fault of the ENGINEER, the time for performance of those services shall be automatically extended for a period which may be reasonably required for their completion and all rates, measures and amounts of ENGINEER'S compensation shall be equitably adjusted.

SECTION VI. SPECIAL PROVISIONS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

"OWNER"

BY: _____

NAME: _____

TITLE: _____

ADDRESS: _____

HDR ENGINEERING, INC. OF THE
CAROLINAS
"ENGINEER"

BY: _____

NAME: _____

TITLE: _____

ADDRESS: _____



Jonathan Henderson

Area Manager / Senior Vice
President

555 Fayetteville Street, Suite
900
Raleigh, NC 27601

EXHIBIT A
SCOPE OF SERVICES



April 4, 2025

Christy Ferguson
Town Manager
110 Rothschild Street
Holden Beach, NC 28462
Christy.Ferguson@HBTownHall.com

SUBJECT: REVISED Holden Beach Pier Repair or Replacement Engineering Contract Scope

Dear Ms. Ferguson,

Thank you for the opportunity for HDR Engineering, Inc. of the Carolinas (HDR) to provide this revised scope and fee proposal to support the Town of Holden Beach (Town) with preliminary design and cost estimating services related to revitalizing the Town's historic fishing pier. HDR's scope of services for this preliminary design include project management and administration oversight, subconsultant management and oversight, a preliminary design and 30-year life cycle maintenance plan based on a full reconstruction approach, and comprehensive Class 3 cost estimations for both the design and life cycle maintenance plan.

Following the guidance provided by the Town of Holden Beach at the Board of Commissioners meeting held March 18th, 2025, the repair alternative originally included in this project scope was curtailed from further considerations following the above-water structural investigation performed by HDR on March 3rd, 2025.

HDR PROPOSED SCOPE OF WORK

Task 1: Project Management and Administration

HDR will perform the following project administrative functions for the project:

- a) Create a revised, detailed project schedule that covers receiving HDR's Notice to Proceed (NTP) through HDR's completion of services and final scoped deliverables.
- b) Record summaries of coordination meetings between HDR and the Town for the Town's records. The Town will be provided with a draft summary and have the opportunity to review and provide comments before the summaries are finalized.
- c) Coordinate and participate in a kickoff meeting with Town staff following NTP.
- d) Attend and participate in monthly progress meetings with the Town while the project remains active.

- e) Hold bi-weekly HDR internal project staff meetings to monitor and coordinate progress while the project remains active.
- f) Prepare monthly project invoices.
- g) HDR will coordinate subcontractor activities to include:
 - i. A beach profile survey by McKim & Creed

Administrative Assumptions

- 1) Local HDR staff will attend monthly in-person meetings with the Town. Additional HDR staff may attend virtual meetings on an as-needed basis. HDR anticipates seven (7) monthly meetings.
- 2) HDR internal meetings will only be attended by the project manager and the leads for each discipline who are actively involved in project design. Maximum of fourteen (14) meetings one-hour in duration.

Administrative Deliverables

- Complete project schedule following receipt of NTP.
- Summaries from meetings and coordination with the Town or Town staff.

Task 2: Geotechnical Services

HDR will provide the following geotechnical services to support both of the repair and reconstruction designs:

- a) HDR will provide the following discussions and/or design recommendations to the structural design team:
 - i. Stratigraphy and parameters for lateral analysis (one set of parameters for each terminal)
 - ii. Pile Drivability Analysis (one analysis for each terminal)
- b) HDR will summarize the geotechnical results and recommendations into a Geotechnical Recommendation Letter.

Task 2 Assumptions

- 1) Geotechnical boring data will be referenced from the October 2023 "Project Manual" document the Town provided to HDR on January 17, 2025. By using this report, the collection of additional borings will not be required.

Task 2 Deliverables

- Geotechnical Recommendation Letter

Task 3: Coastal Services

HDR will perform coastal engineering services to support both the pier repair and reconstruction designs. The subconsultant, McKim & Creed, will provide surveying support services. The following services will be performed as part of this task:

- a) Perform a meteorological and oceanographic analysis to obtain, collate, and compile readily available information on tides, wind, storm surge, and wave conditions.
- b) Assess relative sea level rise (RSLR) based on the NOAA 2022 Sea Level Rise and Coastal Flood Hazard Scenarios and Tools Interagency Task Force report.
- c) Perform cursory wave analysis utilizing readily available information from U.S. Army Corps of Engineers (USACE), NOAA, and other entities.
- d) Develop wave loadings based on the cursory wave analysis and proposed bent geometry. Loadings will be developed based on the AASHTO Guidelines for Bridges Vulnerable to Coastal Storms with 2010 errata.
- e) Perform a scour analysis for the piers using the cursory wave analysis and methodology from HEC-18. Methods may also consider the USACE Coastal Engineering Manual.
- f) Review historical shoreline change values published by the NC Department of Environmental Quality Division of Coastal Management.
- g) Six (6) beach profile transects are to be collected by the subconsultant McKim & Creed. The beach profiles will be collected such that:
 - i. Coverage in the cross-shore direction includes the start of the pier extending offshore to 500' beyond the ending location of the pier's full 1,000' length, at minimum
 - ii. Coverage in the alongshore direction includes three transects to each side of the pier, with the first occurring as close to the pier as possible, and the remaining transects separated by 100' spacings
 - iii. The hydrographic portion will be collected by a single-beam survey

Task 3 Assumptions

- 1) This proposal does not include a beach morphology analysis. Beach morphology will be characterized at a conceptual level based on readily available historical information and previous studies by others.
- 2) Numerical modeling of waves, currents, and sediment transport are not included in this proposal. If a full pier replacement is pursued numerical modeling may be required to refine some of the design values.

Task 3 Deliverables

- Coastal Meteorological and Oceanographic Report
- Beach profile survey raw data file(s)

Task 4: Preliminary Repair Design

HDR will perform the following services during the preliminary repair design:

- a) HDR will conduct a condition assessment of the pier structure according to *ASCE MOP 130 – Waterfront Facilities Inspection and Assessment* to identify the extent of required repairs above water. The assessment will be coordinated and overseen by the project's structural lead. A total of two (2) HDR staff will perform the assessment. The assessment will include:
 - i. Measuring sections for typical timber members
 - ii. Types of defects
 - iii. Size of defects
 - iv. Location of defects

Task 4 Assumptions

- 1) No further considerations for the repair option are to occur following the curtailment of this alternative by the Board of Commissioners on March 18th, 2025.

Task 4 Deliverables

- An executive summary letter providing the initial findings and preliminary recommendations following the above-water structural assessment.
- A structural assessment report providing the full findings and final recommendations following the above-water structural assessment.

Task 5: Preliminary Reconstruction Design

HDR will perform the following services during the preliminary reconstruction design:

- a) Create a preliminary design covering a full reconstruction of the pier structure, including estimated construction timeline.
- b) Create a Class 3 cost estimate covering all components of the preliminary reconstruction design.
- c) Develop a draft maintenance and repair plan that shall include annual life cycle cost estimates for a 30-year period. The maintenance plan shall include periodic inspections.

Task 5 Assumptions

- 1) The design plans will be at the preliminary level and will include relevant drawings, standard details, and general design notes. Drawings will include typical:
 - i. Plan views
 - ii. Section views
 - iii. Elevation views

Task 5 Deliverables

- Plans for a preliminary design level reconstruction alternative
- 30-year draft lifecycle maintenance and repair plan
- Class 3 cost estimates for the preliminary reconstruction design and draft maintenance plan
- Estimated construction timeline for the reconstruction design alternative

Task 6: Preliminary 250-Foot Extension Design

HDR will perform the following services in support of a preliminary design of a 250-foot pier extension:

- a) Create a preliminary design covering a 250-foot extension to the pier, including estimated construction timeline.
- b) Create a Class 3 cost estimate covering all components of the 250-foot extension preliminary design.

Task 6 Assumptions

- 1) The design plans will be at the preliminary level and will include relevant drawings, standard details, and general design notes. Drawings will include typical:
 - i. Plan views
 - ii. Section views
 - iii. Elevation views
- 2) The lifecycle and maintenance repair plans drafted for the repair and reconstruction alternatives will each include the 250-foot extension.

Task 6 Deliverables

- Plans for a preliminary design level 250-foot pier extension for the reconstruction alternative
- Class 3 cost estimates for the preliminary 250-foot extension design
- Estimated construction timeline for the pier extension design alternative

General Project Assumptions

- 1) A CAMA permit or permit decision will be required by regulatory agencies and the Town is responsible for permit acquisition.
- 2) The maintenance plans for both design options will not include damage projections related to hurricane, storm, or other natural disaster events. Such events are unpredictable in both frequency and intensity so meaningful projections are not feasible.
- 3) Project recommendations and design criteria will take current sea level rise projects into consideration for both the repair and reconstruction design process.
- 4) The Town will issue a building permit for either the repair or reconstruction options.
- 5) The anchor building connected to the base of the pier is not included during considerations for either design plan.
- 6) Current applicable ADA standards and requirements will be implemented for both repair and reconstruction design plan options.
- 7) HDR Engineering staff will visit the site and perform or witness inspections as required.
- 8) If the necessary condition assessment and inspections are completed and a review determines that either:
 - i. The pier's current condition is substantially deteriorated such that structural integrity is seriously compromised;
 - ii. The current structural elevation of the pier is determined (by HDR) to not be sufficient for the projected lifetime of the structure following a projected sea level rise analysis,

in which case a recommendation will be made by HDR for the Town to cease further repair design efforts and only focus further efforts on the reconstruction design option. This recommendation would only be made in order to save the Town time and costs that would be unnecessarily incurred from pursuit of a repair scenario HDR has determined to be unfeasible. If the Town still requests completion of the preliminary repair design phase following HDR's recommendation, then HDR will still complete the preliminary repair design as otherwise outlined in this scope.

General Project Deliverables

- Final report summarizing and discussing project results and any recommended actions

FEE

HDR proposes to provide the **Task 1-6** services on a lump sum basis for a total amount of **One Hundred and Ninety-Eight Thousand Six Hundred and Twenty Dollars (\$198,620)**. A summary for each major task is listed below. No other services are presently expected. However, if additional services do become necessary, we will acquire authorization in advance from the Town and bill for these in accordance with HDR's most current rate schedule or at an agreed to lump sum fee. This Proposal is valid for 30 days.


Task	Amount Per Task
Task 1: Project Management and Administration	\$42,570.00
Task 2: Geotechnical Services	\$17,440.00
Task 3: Coastal Services	\$29,520.00
Task 4: Preliminary Repair Design	\$18,770.00
Task 5: Preliminary Reconstruction Design	\$68,880.00
Task 6: Preliminary 250-Foot Pier Extension	\$21,440.00
Total Proposed Budget (Tasks 1-6):	\$198,620.00

PERFORMANCE SCHEDULE

The following tasks are planned to be completed within the timeline indicated below, counted forward from the date the Town issues the Notice to Proceed.

Task	Start (Months)	End (Months)
Data Gathering & Review	NTP	0.5
Structural Conditions Investigation & Assessment	0.5	2
Geotechnical Investigations & Reporting	0.5	2
Draft Preliminary Design Maintenance & Repair Plans	2	5
Town Review & Comment	5	6
Finalize Draft Plans	6	7

Sincerely,
HDR Engineering, Inc. of the Carolinas


Bill Kincannon, PE
Senior Project Manager


Jonathan Henderson, PE, SVP
Area Manager

EXHIBIT B
TERMS AND CONDITIONS

HDR Engineering, Inc. of the Carolinas Terms and Conditions for Professional Services

1. STANDARD OF PERFORMANCE

The standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

2. INSURANCE/INDEMNITY

ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of \$250,000; Automobile Liability insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of \$1,000,000 combined single limit for personal injury and property damage; and Professional Liability insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable. If flying an Unmanned Aerial System (UAS or drone), ENGINEER will procure and maintain aircraft unmanned aerial systems insurance of \$1,000,000 per occurrence. OWNER shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the OWNER. ENGINEER agrees to indemnify OWNER for third party personal injury and property damage claims to the extent caused by ENGINEER's negligent acts, errors or omissions. However, neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited to loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; and/or fines or penalties), loss of profits or revenue arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, errors or omissions, strict liability or breach of contract. The employees of both parties are intended third party beneficiaries of this waiver of consequential damages.

3. OPINIONS OF PROBABLE COST

Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

4. CONSTRUCTION PROCEDURES

ENGINEER's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing work in accordance with applicable contract documents. ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. ENGINEER shall not be responsible for the acts or omissions of the contractor or other parties on the project. ENGINEER shall be

entitled to review all construction contract documents and to require that no provisions extend the duties or liabilities of ENGINEER beyond those set forth in this Agreement. OWNER agrees to include ENGINEER as an indemnified party in OWNER's construction contracts for the work, which shall protect ENGINEER to the same degree as OWNER. Further, OWNER agrees that ENGINEER shall be listed as an additional insured under the construction contractor's liability insurance policies.

5. GOVERNING LAW

The laws of the state of North Carolina govern this agreement. The parties shall resolve any disputes arising from this Agreement in the appropriate federal and state courts located in Brunswick County, North Carolina.

6. SERVICES AND INFORMATION

OWNER will provide all criteria and information pertaining to OWNER's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. OWNER will also provide copies of any OWNER-furnished Standard Details, Standard Specifications, or Standard Bidding Documents which are to be incorporated into the project.

OWNER will furnish the services of soils/geotechnical engineers or other consultants that include reports and appropriate professional recommendations when such services are deemed necessary by ENGINEER. The OWNER agrees to bear full responsibility for the technical accuracy and content of OWNER-furnished documents and services.

In performing professional engineering and related services hereunder, it is understood by OWNER that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the OWNER's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the OWNER's legal and financial interests. To that end, the OWNER agrees that OWNER or the OWNER's representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by ENGINEER, and will obtain the advice of an attorney, insurance counselor or other consultant as the OWNER deems necessary to protect the OWNER's interests before OWNER takes action or forebears to take action based upon or relying upon the services provided by ENGINEER.

7. SUCCESSORS, ASSIGNS AND BENEFICIARIES

OWNER and ENGINEER, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither OWNER nor ENGINEER will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other. No third party beneficiaries are intended under this Agreement.

8. RE-USE OF DOCUMENTS

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, are instruments of service with respect to the project. ENGINEER retains ownership of all such documents. OWNER may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and

OWNER will defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees, arising or resulting therefrom. Any such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

9. TERMINATION OF AGREEMENT

OWNER or ENGINEER may terminate the Agreement, in whole or in part, by giving seven (7) days written notice to the other party and if for cause only if such cause is cured or a reasonable cure is begun prior to the end of the 7-day notice. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination.

9a. TERMINATION FOR CAUSE

In the event of either party's failure to perform the material requirements of this Agreement, such failure shall be considered substantial nonperformance and cause for termination. The non-offending party may terminate this Agreement for cause. If the Agreement is terminated for cause, the offending party shall not receive equitable adjustments.

9b. TERMINATION FOR CONVENIENCE

In the event of Owner terminating the Agreement without cause, an equitable adjustment shall also be made to provide for termination settlement costs ENGINEER incurs as a result of commitments that had become firm before termination, and for reasonable profits for services performed. In the event of ENGINEER terminating the Agreement without cause, an equitable adjustment shall be made to provide for termination settlement costs OWNER incurs as a result of advertising and selecting another ENGINEER to complete the project.

10. SEVERABILITY

If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

11. INVOICES

ENGINEER will submit monthly invoices for services rendered and OWNER will make payments to ENGINEER within thirty (30) days of OWNER's receipt of ENGINEER's invoice.

ENGINEER will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by OWNER's auditors upon request.

If OWNER disputes any items in ENGINEER's invoice for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice. OWNER will promptly notify ENGINEER of the dispute and request clarification and/or correction. After any dispute has been settled, ENGINEER will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

OWNER recognizes that late payment of invoices results in extra expenses for ENGINEER. ENGINEER retains the right to assess OWNER interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date OWNER receives ENGINEER's invoice. In the event undisputed portions of ENGINEER's invoices are not paid when due, ENGINEER also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

12. CHANGES

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. ENGINEER will inform OWNER of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

13. CONTROLLING AGREEMENT

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document.

14. EQUAL EMPLOYMENT AND NONDISCRIMINATION

In connection with the services under this Agreement, ENGINEER agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741 (a-e).

15. HAZARDOUS MATERIALS

OWNER represents to ENGINEER that, to the best of its knowledge, no hazardous materials are present at the project site. However, in the event hazardous materials are known to be present, OWNER represents that to the best of its knowledge it has disclosed to ENGINEER the existence of all such hazardous materials, including but not limited to asbestos, PCB's, petroleum, hazardous waste, or radioactive material located at or near the project site, including type, quantity and location of such hazardous materials. It is acknowledged by both parties that ENGINEER's scope of services do not include services related in any way to hazardous materials. In the event ENGINEER or any other party encounters undisclosed hazardous materials, ENGINEER shall have the obligation to notify OWNER and, to the extent required by law or regulation, the appropriate governmental officials, and ENGINEER may, at its option and without liability for delay, consequential or any other damages to OWNER, suspend performance of services on that portion of the project affected by hazardous materials until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the hazardous materials; and (ii) warrants that the project site is in full compliance with all applicable laws and regulations. OWNER acknowledges that ENGINEER is performing professional services for OWNER and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous materials, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the project site in connection with ENGINEER's services under this Agreement. If ENGINEER's services hereunder cannot be performed because of the existence of hazardous materials, ENGINEER shall be entitled to terminate this Agreement for cause on 30 days written notice.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, its officers, directors, partners, employees, and subconsultants from and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from hazardous materials, provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing in this paragraph shall obligate OWNER to indemnify any individual or entity from and against the consequences of that individual's or entity's sole negligence or willful misconduct.

16. EXECUTION

This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between ENGINEER and OWNER, supersedes and controls over all prior written or oral understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

17. ALLOCATION OF RISK

OWNER AND ENGINEER HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING ENGINEER'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS, SO, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF ENGINEER (AND ITS RELATED CORPORATIONS, SUBCONSULTANTS AND EMPLOYEES) TO OWNER AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE LESSER OF \$1,000,000 OR ITS FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF ENGINEER'S SERVICES OR THIS AGREEMENT REGARDLESS OF CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. ENGINEER'S AND SUBCONSULTANTS' EMPLOYEES ARE INTENDED THIRD PARTY BENEFICIARIES OF THIS ALLOCATION OF RISK.

18. LITIGATION SUPPORT

In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, OWNER shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for reasonable time incurred in gathering information and documents and attending depositions, hearings, and trial.

19. NO THIRD PARTY BENEFICIARIES

Except as otherwise provided in this Agreement, no third party beneficiaries are intended under this Agreement. In the event a reliance letter or certification is required under the scope of services, the parties agree to use a form that is mutually acceptable to both parties.

20. UTILITY LOCATION

If underground sampling/testing is to be performed, a local utility locating service shall be contacted to make arrangements for all utilities to determine the location of underground utilities. In addition, OWNER shall notify ENGINEER of the presence and location of any underground utilities located on the OWNER's property which are not the responsibility of private/public utilities. ENGINEER shall take reasonable precautions to avoid damaging underground utilities that are properly marked. The OWNER agrees to waive any claim against ENGINEER and will indemnify and hold ENGINEER harmless from any claim of liability, injury or loss caused by or alleged to be caused by ENGINEER's damaging of underground utilities

that are not properly marked or are not called to ENGINEER's attention prior to beginning the underground sampling/testing.

21. UNMANNED AERIAL SYSTEMS

If operating UAS, ENGINEER will obtain all permits or exemptions required by law to operate any UAS included in the services. ENGINEER's operators have completed the training, certifications and licensure as required by the applicable jurisdiction in which the UAS will be operated. OWNER will obtain any necessary permissions for ENGINEER to operate over private property, and assist, as necessary, with all other necessary permissions for operations.

22. OPERATIONAL TECHNOLOGY SYSTEMS

OWNER agrees that the effectiveness of operational technology systems and features designed, recommended or assessed by ENGINEER (collectively "OT Systems") are dependent upon OWNER's continued operation and maintenance of the OT Systems in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT Systems. OWNER shall be solely responsible for operating and maintaining the OT Systems in accordance with applicable laws, regulations, and industry standards (e.g. ISA, NIST, etc.) and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, OWNER recognizes and agrees that OT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed, recommended or assessed by ENGINEER are intended to reduce the likelihood that OT Systems will be compromised by such incidents. However, ENGINEER does not guarantee that OWNER's OT Systems are impenetrable and OWNER agrees to waive any claims against ENGINEER resulting from any such incidents that relate to or affect OWNER's OT Systems.

23. FORCE MAJEURE

ENGINEER shall not be responsible for delays caused by factors beyond ENGINEER's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the OWNER to furnish timely information or approve or disapprove of ENGINEER's services or work product, or delays caused by faulty performance by the OWNER's or by contractors of any level or any other events or circumstances not within the reasonable control of the party affected, whether similar or dissimilar to any of the foregoing. When such delays beyond ENGINEER's reasonable control occur, the OWNER agrees that ENGINEER shall not be responsible for damages, nor shall ENGINEER be deemed in default of this Agreement, and the parties will negotiate an equitable adjustment to ENGINEER's schedule and/or compensation if impacted by the force majeure event or condition.

24. EMPLOYEE IMMUNITY

The parties to this Agreement acknowledge that an individual employee or agent may not be held individually liable for negligence with regard to services provided under this Agreement. To the maximum extent permitted by law, the parties intend i) that this limitation on the liability of employees and agents shall include directors, officers, employees, agents and representatives of each party and of any entity for whom a party is legally responsible, and ii) that any such employee or agent identified by name in this Agreement shall not be deemed a party.

25. Dispute Resolution No Arbitration

OWNER and ENGINEER will attempt in good faith to promptly resolve any dispute that arises at any time out of any aspect of the professional relationship between the parties. If OWNER and ENGINEER are unable to resolve their dispute and either party desires to pursue a claim against the other party, the parties will not arbitrate. The parties waive their right to jury trial. If a court of competent jurisdiction, under Section 5 of this Agreement, determines a breach of this Agreement, then the breaching party will reimburse the non-breaching party any costs and expenses reasonably incurred by the prevailing party in successful litigation. The Prevailing Party shall be defined as a plaintiff recovering 75% or more of the damages demanded from the defendant or a defendant ordered to pay 25% or less of the damages demanded by the plaintiff.



Holden Beach Police Department

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

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



Calls For Service (March '25)

Printed on April 8, 2025

Descriptions	Totals	
911 Hang Up (911HU)	4	4
Abdominal Pain or Problems [Alpha]	1	1
Alarm (SIG45 Signal 45)	15	15
Alarm (SIG45 Signal 45); Call By Phone (10-21Law x21L)	1	1
Animal Control Call	7	7
Armed with Gun Knife or Other Weapon (10-84 x84)	1	1
Assist Other Agency (EMS); Domestic Disturbance (10-82 x82)	1	1
Assist Other Agency (EMS); Missing or Abandoned Person	1	1
Attempt to Locate (ATL)	2	2
Breaking and Entering in Progress (10-62 x62)	1	1
Breathing Problems [Charlie]	1	1
Breathing Problems (COPD) [Delta]	1	1
Call By Phone (10-21Law x21L)	12	12
Careless & Reckless (C&R)	3	3
Chest Pain or Discomfort [Delta]	1	1
Coastal Water Rescue [Delta]	1	1
Crime in Progress (10-64 x64)	1	1
Disabled Motorist (10-87 x87)	2	2
Disturbance or Disorderly Subject	2	2
Domestic Disturbance (10-82 x82)	1	1

Descriptions	Totals	
Drunk Driver (10-55 x55)	1	1
Fireworks	1	1
Good Intent Call (Lift Assist)	2	2
Improperly Parked Vehicle (10-70 x70)	14	14
Improperly Parked Vehicle (10-70 x70); Call By Phone (10-21Law x21L)	1	1
Information or Message Delivery (10-14 x14)	1	1
Keys In Vehicle or Lockout	1	1
Lost or Found Property	4	4
Meet with Complainant (10-83 x83)	6	6
Meet with Subject or Officer (10-25 x25)	7	7
Noise Complaint	1	1
Open Door	3	3
Prowler (10-76 x76)	1	1
Sick Person [Delta]	1	1
Single Residential Fire Alarm [Bravo]	3	3
Special Check - Business - Residence (10-79 x79)	262	262
Stopping Vehicle (10-61 x61)	9	9
Suspicious Vehicle or Subject (10-60 x60)	8	8
Trespassers	4	4
Unconscious or Fainting [Delta]	1	1
Unit Busy at Location (10-6 x6)	1	1
Water or Sewer Problems	4	4
Welfare Check	2	2

Descriptions

Totals

Totals

397 397



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HBPD Monthly Report (March '25)

Printed on April 8, 2025

Reported	Case Number	Address	Offenses	Disposition
03/25/25 13:36	HBP25-00002	355 OCEAN BLVD W	14-54(A) - BREAKING AND/OR ENTERING (F); 14-127 - INJURY TO REAL PROPERTY	Investigator Requested
03/27/25 22:28	HBP25-00003	871 OCEAN BLVD W	LOST/FOUND PROPERTY	Case Report Created

Total Records: 2



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Ordinance Violations (March '25)

Printed on April 8, 2025

Date	Defendant	Citation/Warning	Ordinance
03/03/25	PORTER, WILLIE	Warning-Compliant	Parking - No Parking Zones (All Other)
03/04/25	VEENKER, RONALD	Warning-Compliant	Parking - Right-of-Way Violation (Ocean Blvd)
03/08/25	MCKEE, CHARLES	Citation	Parking - Non-LSV in LSV Only Area
03/20/25	BRENNER, MARK	Citation	Parking - Within 40ft of Intersection/Cul-De-Sac
03/25/25	BARNETT, CHRISDEANNA	Citation	Parking - Roadway/Travel Lane
03/28/25	GONZALEZ, BARRERA	Citation	Parking - No Parking Zones (All Other)
03/28/25	ABBEY, MICHAEL	Warning	Parking - Roadway/Travel Lane
03/30/25	CONNER, HALEY	Citation	Parking - Roadway/Travel Lane

Total Records: 8



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State Citation (March '25)

Printed on April 8, 2025

Date	Defendant	Statutes/Charges
03/29/25	BARRESI, ROBERT MICHAEL	20-141(J1) - SPEEDING
03/29/25	VASQUEZ-MORALES, FIDADELFO CAIN	20-7(A) - NO OPERATORS LICENSE

Total Records: 2

Permit Report

03/07/2025 - 04/07/2025

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
4/4/2025	250227	Mechanical	14,380	\$200.00	
4/4/2025	250226	Mechanical	7,860	\$100.00	\$100.00
4/4/2025	250225	Mechanical	8,080	\$100.00	\$100.00
4/4/2025	250224	Mechanical	5,995	\$100.00	\$100.00
4/4/2025	250223	Repair	25,000	\$250.00	
4/4/2025	250222	Swimming Pool	65,000	\$810.00	\$810.00
4/4/2025	250221	Swimming Pool	59,500	\$810.50	\$810.50
4/3/2025	250220	Bulkhead	26,200		
4/2/2025	250219	Repair	7,100	\$125.00	\$125.00
4/2/2025	250218	Single Family Construction	1,580,000	\$28,387.36	\$28,387.36
4/2/2025	250217	Walkway	30,039	\$295.35	\$295.35
4/1/2025	250216	Single Family Construction	600,000	\$17,652.23	\$17,652.23
4/1/2025	250215	Zoning	25	\$25.00	\$25.00
4/1/2025	250214	Single Family Construction	768,500	\$11,374.60	
4/1/2025	250213	Repair	98,400	\$1,370.60	\$1,370.60
4/1/2025	250212	Mechanical	12,190	\$100.00	\$100.00
4/1/2025	250211	Mechanical	7,000	\$100.00	\$100.00
3/31/2025	250210	Electrical	980	\$175.00	\$175.00
3/31/2025	250209	Mechanical	5,700	\$100.00	\$100.00
3/28/2025	250208	Mechanical	5,700	\$100.00	\$100.00
3/28/2025	250207	Repair	10,000	\$125.00	\$125.00
3/27/2025	250206	Renovation	220,000	\$2,615.00	\$2,615.00
3/27/2025	250205	Single Family Construction	443,000	\$11,204.43	\$11,204.43
3/27/2025	250204	Mechanical	11,398	\$100.00	\$100.00
3/27/2025	250203	Mechanical	16,325	\$200.00	\$200.00
3/27/2025	250202	Repair	8,000	\$525.00	
3/26/2025	250201	Boat Lift	28,000	\$277.00	\$277.00
3/26/2025	250200	No Permit Required	35,186		
3/26/2025	250199	Repair	50,000	\$475.00	\$475.00
3/26/2025	250198	Gas	5,000	\$100.00	\$100.00
3/26/2025	250197	Zoning	25	\$25.00	\$25.00
3/26/2025	250196	Zoning	25	\$25.00	\$25.00
	250195	Zoning	50	\$50.00	\$50.00
3/25/2025	250194	Repair	30,000	\$295.00	\$295.00
3/25/2025	250193	Repair	20,000	\$205.00	\$205.00
3/25/2025	250192	Repair	55,000	\$520.00	\$520.00
3/25/2025	250191	Repair	55,000	\$520.00	\$520.00
3/24/2025	250190	Repair	45,000	\$430.00	\$430.00

3/24/2025	250189	Zoning	25	\$25.00	\$25.00
3/24/2025	250188	Electrical	2,500	\$425.00	\$425.00
3/24/2025	250187	Repair	6,600	\$125.00	\$125.00
3/24/2025	250186	Repair	30,000	\$295.00	
3/21/2025	250185	Zoning	50	\$50.00	\$50.00
3/20/2025	250184	Boat Lift	13,000	\$242.00	\$242.00
3/20/2025	250183	Boat Lift	13,000	\$242.00	\$242.00
3/19/2025	250182	Electrical	3,000	\$175.00	\$175.00
3/19/2025	250181	Repair	2,500	\$125.00	\$125.00
3/19/2025	250180	Repair	55,000	\$520.00	\$520.00
3/19/2025	250179	Repair	65,000	\$710.00	
3/18/2025	250178	Boat Lift	13,000	\$242.00	
3/18/2025	250177	Repair	35,000	\$540.00	\$540.00
3/18/2025	250176	Boat Lift	21,200	\$315.80	\$315.80
3/18/2025	250175	Repair	3,820	\$125.00	\$125.00
3/17/2025	250174	Mechanical	12,700	\$200.00	
3/17/2025	250173	Repair	3,000	\$325.00	
3/14/2025	250172	Fence	0		
3/14/2025	250171	Bulkhead	44,500	\$425.50	\$425.50
3/14/2025	250170	Swimming Pool	58,000	\$747.00	\$747.00
3/14/2025	250169	Repair	32,000	\$313.00	\$313.00
3/14/2025	250168	Mechanical	6,020	\$100.00	\$100.00
3/13/2025	250167	House Moving	18,000	\$175.00	\$175.00
3/13/2025	250166	Zoning	50	\$50.00	\$50.00
3/12/2025	250165	Zoning	25	\$25.00	\$25.00
3/12/2025	250164	Substantial Improvement	435,000	\$4,750.00	\$4,750.00
3/12/2025	250163	Zoning	50	\$50.00	\$50.00
3/11/2025	250162	Zoning	50	\$50.00	\$50.00
3/11/2025	250161	Bulkhead	18,000	\$187.00	\$187.00
3/11/2025	250160	Bulkhead	18,000	\$187.00	\$187.00
3/10/2025	250159	Plumbing	7,200		
3/10/2025	250158	Repair	5,200		
3/10/2025	250157	Repair	18,000	\$187.00	\$187.00
3/10/2025	250156	Electrical	1,750	\$100.00	\$100.00
3/10/2025	250155	Zoning	0		
3/7/2025	250154	New Construction	19,200	\$297.80	\$297.80
3/7/2025	250153	Repair	4,000	\$125.00	\$125.00
3/7/2025	250152	Swimming Pool	60,000	\$1,765.00	\$1,765.00
3/7/2025	250151	Mechanical	7,850	\$100.00	\$100.00
3/7/2025	250150	Mechanical	8,747	\$100.00	\$100.00
			\$5,400,695.00	\$94,283.17	\$80,161.57

PERMIT SUMMARY REPORT

COMMERCIAL

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

RESIDENTIAL

Count	78
Total Fees	\$94,283.17
Fees Paid	\$80,161.57
Total Project Cost	\$5,400,695.00

TOTAL

Count	78
Total Fees	\$94,283.17
Fees Paid	\$80,161.57
Total Project Cost	\$5,400,695.00

ACTIVE NEW HOME PERMITS = 23

OTHER ACTIVE PERMITS= 485

PERMITS ISSUED OVER \$30,000 = 91 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 = 6 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS - SUBSTANTIAL IMPROVEMENTS =1 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED WAITING PICK UP = 31

TOTAL PERMITS= 559

PERMITS IN REVIEW= 10

CAMA ISSUED= 5

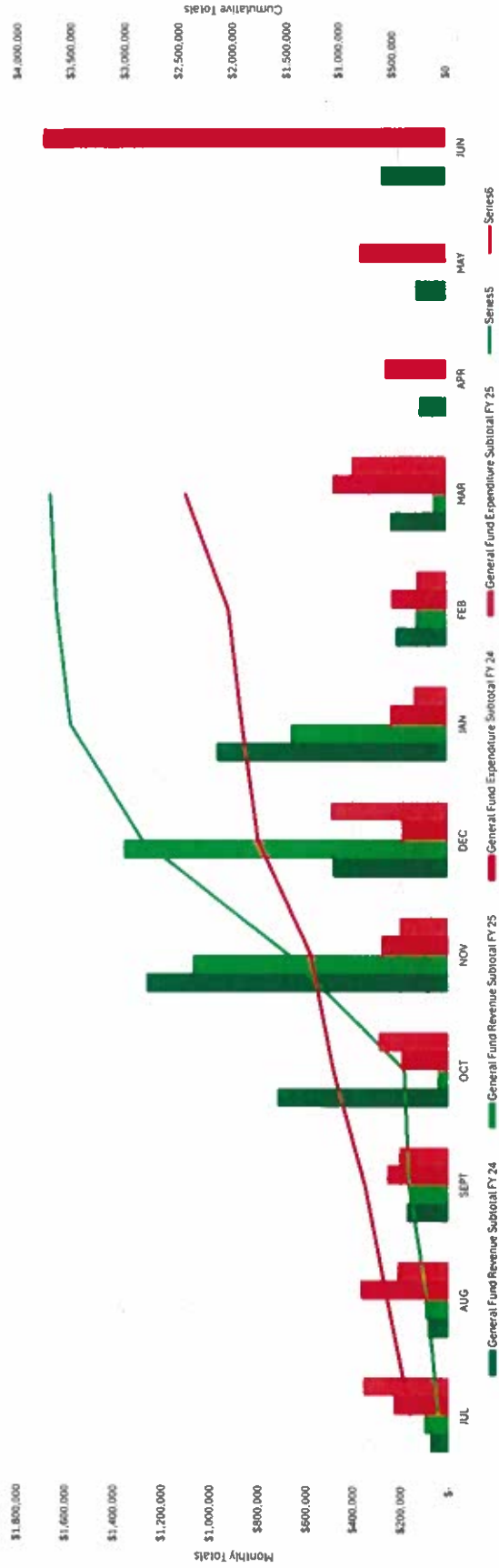
ZONING ISSUED =13

PERMITS SERVICED FOR INSPECTIONS FROM 3/7/25-4/7/25=98

TOTAL INSPECTIONS MADE= 229

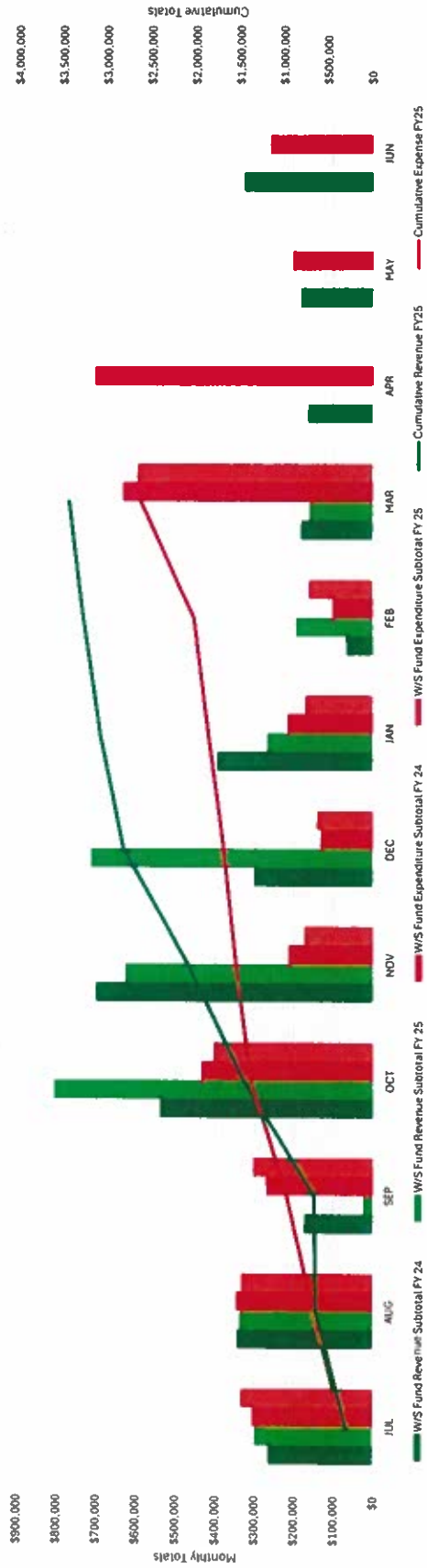
Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
General Fund Revenue Subtotal FY 24	77,956	88,324	175,492	714,509	1,266,013	483,242	966,966	216,617	239,026	116,893	129,421	274,855
General Fund Revenue Subtotal FY 25	102,467	100,308	165,835	48,798	1,073,328	1,361,352	655,810	131,632	60,117			
General Fund Expenditure Subtotal FY 24	230,026	368,958	257,567	198,109	281,027	193,097	239,629	234,518	476,529	256,005	385,809	1,695,778
General Fund Expenditure Subtotal FY 25	359,130	216,065	209,110	284,542	205,814	491,517	141,656	128,584	400,069			
Cumulative Revenue FY25	102,467	202,774	368,609	415,407	1,488,736	2,850,088	3,505,898	3,637,530	3,697,647			
Cumulative Expense FY25	359,130	575,196	784,306	1,078,848	1,284,661	1,776,179	1,917,835	2,046,419	2,446,488			

GENERAL FUND

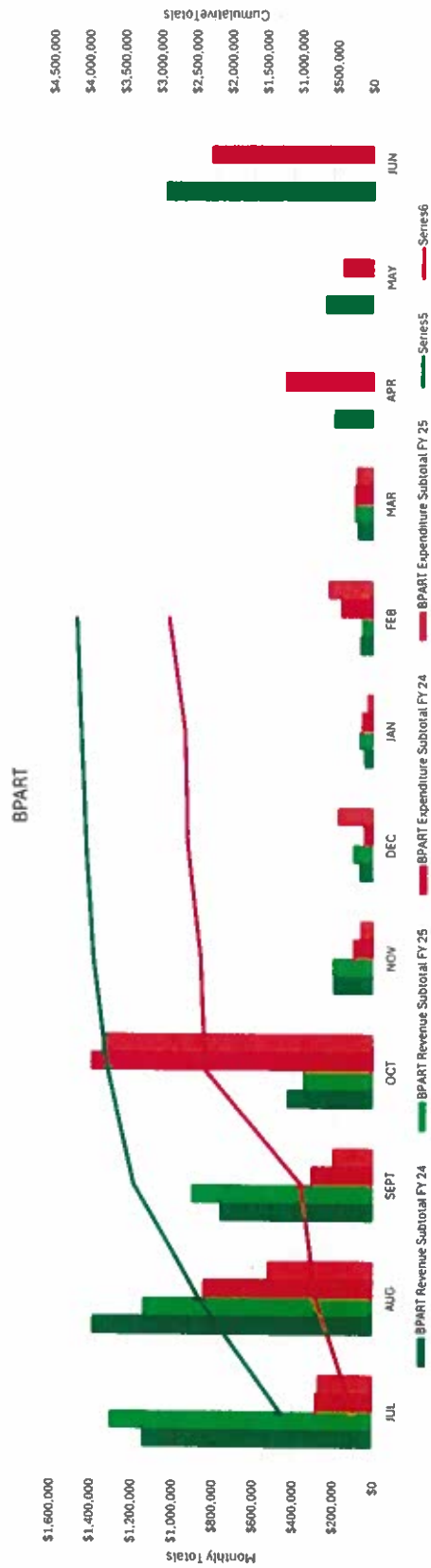


Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
W/S Fund Revenue Subtotal FY 24	263,005	343,673	172,561	540,514	701,121	300,822	396,843	66,919	181,648	163,329	180,265	327,964
W/S Fund Revenue Subtotal FY 25	297,561	336,326	23,911	807,150	628,767	714,498	268,606	194,685	160,080	707,766	203,865	281,866
W/S Fund Expenditure Subtotal FY 24	305,078	348,880	270,332	435,809	213,907	132,022	215,548	101,581	634,714			
W/S Fund Expenditure Subtotal FY 25	334,838	334,172	304,794	408,181	174,251	141,836	171,251	162,329	588,753			
Cumulative Revenue FY25	297,561	633,887	657,798	1,464,948	2,091,714	2,806,212	3,074,818	3,269,503	3,428,583			
Cumulative Expense FY25	334,838	669,011	973,805	1,379,985	1,554,237	1,696,073	1,867,324	2,029,653	2,628,406			

Water/Sewer Fund



Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BPART Revenue Subtotal FY 24	1,147,495	1,393,487	768,820	433,921	199,314	70,761	48,129	69,378	80,304	197,143	244,230	1,050,018
BPART Revenue Subtotal FY 25	1,306,078	1,148,406	909,955	352,616	203,612	105,663	73,329	62,345	97,709			
BPART Expenditure Subtotal FY 24	291,248	849,929	312,834	1,409,087	106,341	52,614	82,490	164,777	96,466	445,766	158,578	817,511
BPART Expenditure Subtotal FY 25	278,616	532,711	207,063	1,352,762	71,478	183,444	35,007	226,562	90,362			
Cumulative Revenue FY25	1,306,078	2,454,484	3,364,439	3,717,055	3,920,667	4,026,330	4,098,659	4,162,004				
Cumulative Expense FY25	278,616	811,327	1,018,390	2,371,152	2,442,630	2,626,074	2,661,081	2,889,643				



Interim Town Manager's Report



Greensboro Street Lift Station

Buy America Build America waivers granted by EPA -3/20/25

Items completed to date:

- Saw-cut opening for floor door #203 in top slab of existing station
- Placed structural steel columns to support the lower-level ceiling of the station
- Constructed concrete columns and second floor slab and beams, including electrical conduit placement in slab

Block Q Restrooms & Parking

Pre-construction meeting held with the contractor on April 3, 2025

Staff doing pre-construction utility locates

Accomplishing as much as can be done this fiscal year

Extension applied for with the state

Employee Updates

Ryleigh Gleason was hired for the receptionist position

Chris Thompson was moved from part-time status to full-time status with PD

Ocean Boulevard Stormwater

Staff met with the USACE 3/31/25 regarding understanding timeline/scope of project funding- 300 block Ocean Blvd. and East End of Mullet/Ave A

USACE plans to attend May meeting to brief board

Discussions with McGill to understand permitting and design requirements for next fiscal year

Pier Site

Building was removed per last month's bid award

Washington, D.C. Trip-Federal Priorities

Productive trip -American Shore and Beach Preservation Association Conference and Capitol Hill

Meetings were as follows:

USACE Headquarters

House Committee on Transportation & Infrastructure/Subcommittee on WRE

Representative David Rouzer

Senate EPW

Senators Thom Tillis/Tedd Budd's Aides and Legislative Assistants
Appropriations request submitted to Senator Tillis- April 3rd
One will also be submitted to the House

Sand Matters

UNCW held a workshop to explore stakeholder thoughts on Regional Sediment Management. More to come on how the process unfolds in the future

Rank	Objective	Status	Timeline	Area of Responsibility
#2	ADA Self Assessment	In House Evaluation Planning and Inspections Dept working on outline and timeline	Work in progress; evaluating projects for this and next FY	P&I Department
#6	ADA Bathroom (Block Q)	Pre-construction meeting held	100 days from 4/3/25	Staff/Architect
#7	Fire Station Upgrades	Fire Dept currently using EOC during mainland reno Planning and Inspections Director Evans met with dept	Fire Dept. and Planning Department to begin discussions	Staff/ Fire Dept
#8	Audio/Video Upgrades	New camera system installed; Moved to YouTube broadcast	Received compliments on new system	Staff
#14	Block Q site plan-concert venue	BOC consensus at November Meeting was for BOC to bring back in future	TBD by BOC members	BOC to put back on agenda
#18	Update Town Website	Update completed a few years ago; project page added Accessibility being evaluated as part of ADA assessment above	see ADA self assessment above	Staff
#19	Pier Replacement	HDR recommends replacement only	Update scheduled for April meeting	BOC
#26	Investigate vacuum bypass system	Not in 24/25 budget/ PW recommendation/research needed	TBD	PW Dept



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 4/15/25

FROM: Interim Manager Ferguson

DATE SUBMITTED: 4/3/25

ISSUE/ACTION REQUESTED: Consideration and possible action on beach safety warning stations.

BACKGROUND/PURPOSE OF REQUEST: Last month, the fire department presented some options of how they could partner with the Town on a beach water safety program. They will be at the meeting to further outline the program for potential implementation.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> N/A
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> N/A

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/> N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

INTERIM TOWN MANAGER'S RECOMMENDATION: Receive information, and based on attorney comments, consider partnering with the Fire Department.

(12)

Tri-Beach Volunteer Fire Department

Water Rescue Safety Stations

This document details the proposed plan for a partnership between the Town of Holden Beach and Tri-Beach Volunteer Fire Department to install and maintain Water Rescue Safety Stations along the oceanfront of the entire island. Below, you will find the details of how the project will be funded and maintained.

- The fire department will provide the funds for the initial installation of the stations through donations. The department will also provide \$2000 annually through our special projects to purchase replacement equipment in the event of damage or theft. In the event the fire department can no longer provide this funding, the department will provide a written notice to the town at least 60 days before the start of the town's fiscal year.
- The fire department will install the stations, and they will be installed to meet all applicable town and/or CAMA regulations. The stations will be installed every 600' along the ocean side of the dunes. The proposed locations are attached. (Exhibit 1)
- The signage will be at least 18" x 24", made with the town seal and fire department logo, similar to the attached sample. (Exhibit 2)
- The sign will contain a QR code that will direct the user to the current National Weather Service Rip Current Status for that current time/date. This information will be hosted through qr.io, which is a service that hosts QR codes. This service will allow us to monitor the number of times the QR code has been scanned and change the URL destination if the National Weather Service changes the host web page. This service costs \$350 /yr. In the short term, the fire department plans on paying for this service through the \$2000 per year. (Exhibit 3)
- The sign will also have a telephone number where a citizen can report a damaged station or a missing rescue tube so that fire department staff can promptly replace the missing rescue tube. This number will be the fire department's primary phone number.
- The stations will be mounted on a 4" x 4" post with the address number to the closest house over the information sign and the rescue tube under the sign attached by two Velcro straps for easy access.
- Each station will have an address sign, an information sign, and a rescue tube.
- An example of a rescue tube is provided. (Exhibit 4)

- The tubes will be placed on the station's, May 1st and removed on September 30th each year. These dates may be modified based on the number of people observed in the water outside of the designated dates.
- The rescue tubes may be removed by fire department personnel in the event of a coastal storm, such as a tropical system, to prevent the loss of the tubes from waves or wind.
- The stations will be inspected daily by fire department personnel anytime the tubes are in place. A log or digital form will be kept on file by the fire department.
- The fire department would like to partner with the Beach Patrol as an extra layer of safety to keep the stations operational. We would only ask that the Beach Patrol observe the stations when traversing the beach and watch out for people removing the tubes from the stations for their personal/leisure use.

Exhibit 1117

21



2

22



7

22



Exhibit #2



BEACH SAFETY INFORMATION

← DUNE BEGINS HERE : KEEP OFF DUNES →

WARNING FLAGS



Double Red

Extreme hazards present!
Do not enter water areas!



Red

High surf / rip current risk!
Avoid water activity!



Yellow

Moderate surf conditions.
Use extreme caution.



Green

Low hazard conditions.
Rip currents still possible.



Purple

Marine Pests: jellyfish,
stingrays, dangerous fish
or marine life present.

RESCUE TUBES

STAY SAFE

Only use a
Rescue Tube
if you are a
competent
swimmer.

CALL 9-1-1

Before using the
Rescue Tube, or
have someone
else call 9-1-1.

REPLACE

If the **Rescue
Tube** is missing
or damaged, call
910-201-8083.

Pull Rescue Tube
behind you



Use fins if possible

Stay calm



Kick across current
towards shore



Rescue Tubes are provided in partnership with the Jack Helbig Memorial Foundation.
To learn more about their effort to help prevent drownings, visit: www.jackhelbig.org



NOTE: Absence of flags does not mean water is safe!
To view the **Current Flag Status** and learn more about **Beach Safety**, scan the QR code to the left, or visit the Town of Oak Island Website at www.OakIslandNC.gov/SAFETY.



Sample QR Code

Rescue Tubes With Brass Clip (350)

\$68.50

SKU#: 350

Availability In Stock

Buy 10 for \$65.00 each and save 5%

Buy 20 for \$60.00 each and save 12%

[Be the first to review this product](#)

[Add to favorites!](#) ♥

Share



Our ocean rescue tubes with brass clips are designed for the most demanding conditions such as those found in surf rescue, swift water rescue, and other open water situations.

OPTIONS

Style

Yellow Plain

* Required Fields

— Qty 72 +

Add to Cart



Details

Our best selling rescue tube, the Marine Rescue Products ocean rescue tube is manufactured in the USA with Ensolite foam and heavy vinyl covering. A heavy-duty brass clip secures the Marine Rescue Products tube around the victim while being pulled to safety. Additionally, this rescue tube's tapered ends provide comfort and help to reduce drag, making it a popular choice among beach patrols, fire departments and search and rescue teams throughout the world.

- Ideal for surf rescue, swift water rescue and other open water situations
- Heavy duty brass clip to secure tube around victim (tube can be secured at 48" or 54")
- Tapered ends to reduce drag
- 10' poly tow line and 2" heavy-duty nylon strap included
- Dimensions: 40" x 5.5" x 3"
- Weight: 2.25 lbs
- Made in the USA

Available in the following color patterns:

Red Lifeguard - RED tube "LIFEGUARD" print in WHITE

Red Plain - RED tube NO PRINT

Yellow Lifeguard - YELLOW tube "LIFEGUARD" print in BLACK

Yellow Red Lifeguard - YELLOW tube "LIFEGUARD" print in RED

Yellow Rescue - YELLOW tube "RESCUE" print in BLACK

Yellow Red Rescue - YELLOW tube "RESCUE" print in RED

Yellow Plain - YELLOW tube NO PRINT

Yellow JR. Guard - YELLOW tube "JR GUARD" print in BLACK

Reviews



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 4/15/2025

FROM: Tracey Thomas & Rick Paarfus

DATE SUBMITTED: 4/4/25

ISSUE/ACTION REQUESTED:

Discussion and possible action on master planning for the Jordan Boulevard and Block Q area beginning with Block Q in the initial phase.

BACKGROUND/PURPOSE OF REQUEST:

Since the BOC has a combined goal of trying to migrate to a master plan of the area, we should consider starting the process in this fiscal year to better prepare us for some construction components next fiscal year. There have been several proposals for additional amenities to be added to Block Q such as a bandstand and (4) pickleball courts. Therefore, amenities to consider for Block Q include (but are not limited to) a new bandstand/dance floor/lawn seating area for concerts and (4) Pickleball courts.

As we move toward phasing in a larger master plan of the area to include Jordan Boulevard and the old pavilion site in the future, amenities to investigate include (but are not limited to) boat parking and optimal car parking. Changing traffic patterns for maximum efficiency should also be considered.

FISCAL IMPACT: (circle one)

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR: NO

CONTRACTS/AGREEMENTS: (circle One)

REVIEWED BY TOWN ATTORNEY: (YES/NO) N/A

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT-



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 04/15/2025

FROM: Tom Myers & Rick Paarfus

DATE SUBMITTED: 04/04/2025

ISSUE/ACTION REQUESTED:

Discussion and Possible Action regarding an application to the N.C. Resilient Coastal Communities Program for Phases 1 and 2.

Possible Action: Direct town staff to complete and submit an application for Phases 1 and 2.

BACKGROUND/PURPOSE OF REQUEST:

The Resilient Coastal Communities Program (RCCP) is a component of the North Carolina Resilient Communities Program, developed through the 2020 North Carolina Climate Risk Assessment and Resilience Plan. The North Carolina Division of Coastal Management (DCM) administers the RCCP with funding from the NC State Legislature and the National Fish and Wildlife Foundation (NFWF).

DCM is accepting applications from eligible communities for **no-cost** technical assistance to complete Phases 1 and 2 of the RCCP.

- Phase 1: Community Engagement and Risk & Vulnerability Assessment
- Phase 2: Planning, Project Identification, and Prioritization

There is no cash or in-kind match requirement from community applicants. DCM will contract directly with third-party contractors to assist communities in completing Phases 1 and 2.

The application involves responses to 14 questions. Applications are due at 5PM on April 25th.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR: NO

CONTRACTS/AGREEMENTS: (circle One)

REVIEWED BY TOWN ATTORNEY: N/A

ADVISORY BOARD RECOMMENDATION:

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:



N.C. Resilient Coastal Communities Program **Request for **Community** Applications 2025 – 2026**

- 💧 For: RCCP Phases 1 & 2, and/or
- 💧 Integrating Resiliency into CAMA Land Use Plans

This application form serves two purposes, first to allow communities to apply to participate in Phases 1 and 2 of the Resilient Coastal Communities Program (RCCP); and second, to apply to incorporate resiliency into CAMA Land Use Plan updates. Communities may apply for one or both opportunities.

REQUEST FOR APPLICATIONS RELEASED: Friday, March 7th, 2025

ALL APPLICATIONS DUE: Friday, April 25th, 2025, by 5:00 pm EST

APPLICANT WEBINAR: Friday, March 21st, 2025, at 2:00 pm – 3:30 pm EST ([Registration Link](#))

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RCCP PROGRAM OVERVIEW

The Resilient Coastal Communities Program (RCCP) is a component of the North Carolina Resilient Communities Program, developed through the [2020 North Carolina Climate Risk Assessment and Resilience Plan](#). The North Carolina Division of Coastal Management (DCM) administers the RCCP with funding from the NC State Legislature and the National Fish and Wildlife Foundation (NFWF). Key partners include the NC Office of Recovery and Resiliency (NCORR), The Nature Conservancy (TNC), and NC Sea Grant (NCSG).

The RCCP is a four-phase program designed to:

1. Address local barriers to coastal resilience, including limited capacity, economic constraints, and social inequities.
2. Assist communities in conducting risk and vulnerability assessments to create a prioritized portfolio of resilience projects.
3. Advance coastal resilience projects through engineering and design to achieve shovel-ready status.
4. Link communities with funding sources for project implementation.

The four phases are:

- **Phase 1: Community Engagement and Risk & Vulnerability Assessment**
- **Phase 2: Planning, Project Identification, and Prioritization**
- Phase 3: Engineering and Design
- Phase 4: Project Implementation

Note: This application covers both planning phases of the RCCP (Phases 1 & 2), which occur consecutively. To be eligible for funding in Phases 3 and 4, communities must have completed Phases 1 and 2 or demonstrate an equivalent scope of work. There are separate application processes for Phase 3 and Phase 4.

DCM is hosting an informational webinar on the Phase 1 - 4 application process on Friday, March 21st, 2025, from 2:00 pm – 3:30 pm EST. Register for the webinar [LINK](#).

NOTICE OF AVAILABLE FUNDS AND REQUIREMENTS FOR: COMMUNITY PARTICIPATION IN PHASES 1 & 2 (2025-2026)

Objective: DCM is accepting applications from eligible communities for **no-cost** technical assistance to complete Phases 1 and 2 of the RCCP. These phases guide communities through a structured process to assess local risks and vulnerabilities, engage representative stakeholders, and collaboratively identify and prioritize projects and actions to enhance community resilience and protect critical assets.

Available Funding: DCM has approximately \$2 million available for this round of Phases 1 and 2 and anticipates supporting up to 20 communities. Funding will be allocated based on demand, need, and geographic scope.

Match Requirements: There is no cash or in-kind match requirement from community applicants or contractors.

Eligibility: All county and municipal governments within the [20 CAMA counties](#), or any federally and state-recognized tribes are eligible to apply. Adjacent communities may also submit a joint application for a regional grant.

County applicants are encouraged to consider targeting a specific geographic area within their jurisdiction. DCM will match successful applicants with competitively selected contractors. Community applicants may indicate a preference to work with a specific contractor.

Anticipated Project Period: June 2025 – June 2026 (12-months)

Program Criteria and Prioritization: DCM will review applications and select recipients based on available funding and alignment with program goals and objectives. Priority will be given to communities that have not previously participated in Phases 1 and 2. In addition, DCM will evaluate applications based on the following factors:

- The level of risk exposure faced by critical assets (e.g., hospitals, schools, roads), natural infrastructure (e.g., rivers, wetlands), and socially vulnerable populations
- The anticipated impact of coastal hazards
- The applicant's internal capacity to support resilience efforts
- The extent of prior resilience planning efforts and existing momentum

Contracting: DCM will contract directly with third-party contractors to assist communities in completing Phases 1 and 2.

Deliverables: The primary deliverables will include a Resilience Strategy based on guidance provided in the [RCCP Handbook](#) as well as the associated GIS data and maps. The Resilience Strategy consists of two key components:

1. **Risk and Vulnerability Assessment Report:** This report will include a quantitative risk and vulnerability assessment evaluating the community's population, particularly

socially vulnerable groups, and critical community assets in relation to multiple coastal and climate risks, including tidal flooding, sea level rise, storm surge, and high-intensity rain events. Special consideration will be given to socially vulnerable and underrepresented populations, as well as natural infrastructure that provides both environmental and community resilience benefits.

2. **Project Portfolio:** Participants will develop a portfolio of project options aimed at reducing exposure and sensitivity to flooding and other hazards or increasing adaptive capacity. The portfolio should consider a combination of policy, nonstructural, hybrid, and structural approaches.

Ownership and Credit Due: Products generated by this effort will be owned by the N.C. Division of Coastal Management and the respective communities and made publicly available.

Submission: Submit the application to rccp@deq.nc.gov by 5:00 pm EST, Friday, April 25th, 2025.

Direct questions regarding the application to:

- **Mackenzie Todd, DCM Coastal Resiliency Coordinator:** Mackenzie.todd@deq.nc.gov
- **Kasen Wally, DCM Coastal Resilience Specialist:** Kasen.wally@deq.nc.gov

To see examples of final deliverables from the first round of Phases 1 and 2 click [here](#).

DCM is hosting an informational webinar on the Phase 1 - 4 application process on Friday, March 21st, 2025, from 2:00 pm – 3:30 pm EST. Register for the webinar [LINK](#).

> RFA continued on the next page.

NOTICE OF AVAILABLE FUNDS AND REQUIREMENTS FOR: COMMUNITY PARTICIPATION IN INTEGRATING RESILIENCY INTO CAMA LAND USE PLANS

Objective: The Resilient Coastal Communities Program (RCCP) has played a critical role in developing community [Resilience Strategies](#) and identifying vulnerabilities to natural hazards. **DCM is seeking applications from NC coastal communities to be matched with a technical service provider to fully update local CAMA Land Use Plans while integrating core elements of the Resilience Strategies developed through the RCCP.** Selected communities will work to ensure resilience is meaningfully incorporated into land use planning efforts, supporting proactive decision-making that reduces risk. This work may be conducted alongside Phases 1 and 2 for new communities accepted into the program or be completed independently in communities that have already completed Phases 1 and 2.

In 1974, North Carolina enacted the Coastal Area Management Act (CAMA) to balance economic development with preserving coastal resources. CAMA established a collaborative partnership between state and local governments, making land use planning a cornerstone of coastal management initiatives to address these critical concerns.

Under CAMA regulations, each of the 20 coastal counties is required to develop a local land use plan that aligns with guidelines set by the Coastal Resources Commission (CRC) (15A NCAC 07B). These guidelines incorporate five key Management Topics—Public Access, Land Use Compatibility, Infrastructure Carrying Capacity, Natural Hazard Areas, and Water Quality—which must be thoroughly addressed and integrated into the plan and its policies. Through this initiative, competitively selected technical service providers will assist communities in incorporating resilience into these plans, ensuring that CAMA’s coastal management objectives are embedded in local decision-making processes.

Land use planning is crucial in mitigating vulnerabilities to coastal hazards such as sea-level rise, flooding, erosion, and wind impacts. Thoughtful planning directs new development away from high-risk areas, reducing exposure to these hazards. By supporting communities in this effort, DCM will help ensure that long-term, resilience-focused goals and policies are embedded into land use plans, increasing the likelihood that local governments will take proactive measures—such as adopting ordinances or investing in resilient infrastructure—to reduce risk.

Available Funding: To advance long-term resiliency and align existing planning efforts, the Division of Coastal Management (DCM) is making \$540,000 available to fund updates to CAMA Land Use Plans in approximately three communities, with allocations based on demand, need, and geographic scope.

Maximum funding request: \$130,000

Match Requirements: No cash or in-kind match is required from applicants or contractors.

Eligibility: Local governments in the 20 coastal counties who have completed or will be undertaking Phases 1 and 2 of the RCCP are eligible to apply. Municipalities seeking funding for a land use comprehensive plan must have planning authority authorization from their respective county or the Coastal Resources Commission.

Anticipated Project Period: June 2025 – June 2026 (12-months)

Prioritization and Selection Criteria: Plans will be prioritized for communities with lower capacity (staff, resources, etc.) and communities that have plans that are 10 years or older. Additionally, communities will be selected based on the selection criteria listed on [Page 4](#).

Contracting: DCM will be contracting directly with 3rd party contractors to assist communities in completing this project.

Process Requirements: To incorporate resiliency into land-use plans, applicants must use the [Plan Integration for Resilience Scorecard](#), a tool that spatially evaluates land-use policies and addresses existing vulnerabilities. The intended outcomes include:

- A deeper understanding of the benefits of land-use planning among community members, staff, and decision-makers.
- Increased awareness of how land-use plans influence vulnerability to natural hazards.
- Adjustments to plans and policies that improve integration and enhance community resilience.

The [Plan Integration for Resilience Scorecard](#) follows a three-phase process, incorporating physical and social vulnerabilities identified in Phase 1 of the RCCP. The results, along with the community's Resilience Strategy, will be integrated into the land use plan to develop resilience-focused policies.

The Land Use or Comprehensive Plan must:

- Comply with G.S. 113A-110 of the Coastal Area Management Act (CAMA) and the Coastal Resources Commission's (CRC) Planning Rules ([15A NCAC 07B](#)).
 - The [Comprehensive Land Use Planning in Coastal North Carolina Guide](#) provides valuable guidance to help communities meet this requirement.
- Include at least two resilience policies per CAMA Management Topic:
 - Public Access, Land Use Compatibility, Infrastructure Carrying Capacity, Natural Hazard Areas, and Water Quality ([15A NCAC 07B .0702\(d\)\(2\)](#)).
 - For example, under Public Access, the plan must include at least two resilience-related policies. At a minimum, the plan should contain 10 policies that enhance resilience to coastal hazards.
- Outline action-oriented strategies for implementing resilience policies, such as the adoption and amendment of local ordinances, other plans, and special projects.
 - Specify years in which each action is anticipated to start and finish,
 - Include Estimated Costs or Other Resources Needed and;
 - Assign specific aspects of implementation to specific departments and staff members.
- Include the [Plan Integration for Resilience Scorecard](#) and the relevant RCCP Resilience

Strategy in the Appendix.

Deliverables: A draft land use or comprehensive plan that meets the outlined plan criteria and is ready for submission to DCM for review as part of the [CRC's Land Use Plan Certification Process](#).

DCM will review submitted plans for consistency with the criteria outlined above and compliance with the CRC's Planning Rules ([15A NCAC 07B](#)). Local governments are responsible for incorporating revisions in response to DCM's review, adopting the plan locally, and submitting it for state certification.

The submission of incomplete plans will result in a reduced grant award. Additionally, failure to adopt the plan locally and obtain state certification may impact a local government's ability to receive future funding from DCM.

Submission: Submit the application to rccp@deq.nc.gov by 5:00 pm EST, **Friday, April 25th, 2025**

Direct questions regarding the application to:

- **Mackenzie Todd, DCM Coastal Resiliency Coordinator:** Mackenzie.todd@deq.nc.gov
- **Kasen Wally, DCM Coastal Resilience Specialist:** Kasen.wally@deq.nc.gov

Examples of current CAMA Land Use Plans can be found [here](#).



N.C. Resilient Coastal Communities Program Community Application Cover Page

- ❖ RCCP Phases 1 & 2
- ❖ Integrating Resiliency into CAMA Plans

Community Name: Municipality, County <i>(include focus area) or Tribe</i>	
Partner Applicant(s) <i>If applicable</i>	
Requesting update to CAMA Land Use Plan (Yes/No)	
Economic Tier Status	
Lead Project Manager Name & Job Title	
Department/Agency	
Email	
Phone Number	
Mailing Address	

Signature: _____

Date: _____

COMMUNITY APPLICATION (2025-2026): North Carolina Resilient Coastal Communities Program Phase 1 & 2 and Integrating Resiliency into CAMA Land Use Plans

- **Phase 1 & 2 applicants** must answer **all** the following questions.
- **Integrating Resiliency into CAMA Plan applicants** must only answer sections marked with an asterisk (*).

Please check the appropriate box below to indicate the type of applicant and provide answers to the following questions:

☐ **County:** Counties are encouraged to select an area of interest within their jurisdiction to evaluate. Describe your specific area of study and its boundaries. Include a map of the planning area.

☐ **Municipality:** Name the municipality/municipalities applying for technical assistance. Please describe the jurisdictional boundaries and any previous planning. Include a map of the planning area.

☐ **Tribal Applicants:** Name the state or federally recognized tribe applying for technical assistance. Please describe the jurisdictional boundaries and any previous planning. Include a map of the planning area.

☐ ***Integrating Resiliency into CAMA Plan Applicants:**

1. Title and certification date of your [CAMA Certified Land Use Plan](#).
2. For Counties, list any municipalities that will be included in a county plan.
3. Are you applying to complete Phases 1 & 2 and the Land Use Plan concurrently, or have you already completed Phases 1 & 2? If so, when did you complete Phases 1 & 2, and who completed the project?
4. Do you prefer a particular contracting firm to assist you in updating your CAMA Land Use Plan, or would you like DCM to match you with one?

Risk & Vulnerability

1. Of the following risks, which are most applicable and impactful to your community and why? (Storm surge, heavy precipitation events, sea level rise, tidal flooding, erosion, and riverine flooding)
2. Describe the impact these risks have had on your community and its residents.
3. What efforts has your community undertaken to understand these risks? If you have conducted previous resilience planning, how would this program expand upon those

previous planning efforts? If none, what are the barriers?

4. What critical assets (i.e., roads, hospitals, schools) are vulnerable to flooding? How often are your critical assets affected by flooding or other coastal hazards?
5. What type of natural infrastructure (i.e., wetlands, rivers, streams) do you have that protects you from storm events?

Vulnerable Communities

People who are considered socially vulnerable to climate impacts, such as: communities of color, children and seniors, low-income communities, people with disabilities, pregnant people, people with Limited English Proficiency (LEP), other historically disadvantaged people, people impacted by the social determinants of health, and populations identified by the American Public Health Association.

6. Who are the socially vulnerable populations in your community?
7. Describe the impact of flooding or other coastal hazards on socially vulnerable groups in your community.

***Community Engagement (CAMA Plan applicants must complete this section)**

8. Please describe any efforts your locality has undergone to engage with or educate the public regarding coastal resilience, storm preparedness, and/or hazard mitigation.
9. How does your community best engage? Do you have barriers to community engagement? If so, please describe them. What upcoming community events could provide opportunities for engagement?

***Internal Capacity & Partnerships (CAMA Plan applicants must complete this section)**

10. Which of the following plans and ordinances related to land use and development has your locality adopted? Please check and denote the adoption date(s).
 - a. Resilience/Adaptation Plan (Adopted _____)
 - b. Watershed Restoration (Adopted _____)
 - c. Stormwater Plan (Adopted _____)
 - d. Comprehensive or Land Use Plan (Adopted _____)
 - e. Unified Development Ordinance (Adopted _____)
 - f. Hazard Mitigation Plan (Adopted _____)
 - g. Capital Improvement Plan (Adopted _____)
 - h. Other Plan: _____ (Adopted _____)
11. What projects from these existing plans have been implemented? If none, what are your barriers to implementation?
12. Identify staff, officials, and community members who would be willing and able to participate in the program.

13. Is there a person in your community who has the capacity to be a leader on the Community Action Team or Land Use Plan Committee to help champion the effort? If so, please identify that person in your community.
14. Briefly describe any partnerships your community has built with any agencies or organizations to help address coastal hazards.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: April 15, 2025

FROM: Inspections

DATE SUBMITTED: April 2, 2025

ISSUE/ACTION REQUESTED: Text amendment to Section 154 to the Town of Holden Beach Ordinance book

BACKGROUND/PURPOSE OF REQUEST: Text amendment as recommended by the North Carolina Department of Public Safety and FEMA

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: The Planning and Zoning Board voted to approve revisions to Section 154 of the Town of Holden Beach Ordinance book

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION: Accept approved revisions (13)



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 154 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 by the North Carolina Department of Public Safety and FEMA to revise the total square footage of accessory structures.

Economic Impacts: The CAMA Land Use Plan Goals and Objectives 3.1; Policies 3.1(A), 3.1(B), 3.1(C), 3.1(D), and 3.1(J). Goals and Objectives 3.2; Policies 3.2(A), 3.2(B), and 3.2(C). The changes will support not alter the current Goals, Objectives, and Policies.

Environmental Impacts: Amendments align with current Goals and Objectives 3.1 and 3.2 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 _____ day of _____ 2025.

J. Alan Holden, Mayor

ORDINANCE 25-04
AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES,
CHAPTER 154: FLOOD DAMAGE PREVENTION

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Holden Beach Code of Ordinances, Chapter 154: Flood Damage Prevention be amended as follows.

SECTION ONE: Amend Section 154.21(H)(2) as follows:

§ 154.21 SPECIFIC STANDARDS.

(H) *Accessory structures.*

(2) An accessory structure with a footprint less than ~~150~~100 square feet that satisfies the criteria outlined above does not require an elevation or floodproofing certificate. Elevation or floodproofing certifications are required for all other accessory structures in accordance with § 154.36(C).

SECTION TWO: Amend Section 154.36 (C) as follows:

§ 154.36 FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.

(C) *Certification requirements.*

(1) Elevation certificates.

(a) An elevation certificate (FEMA Form 086-0-33) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, in relation to mean sea level. The floodplain administrator shall review the certificated data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit.

(b) An elevation certificate (FEMA Form 086-0-33) is required after the reference level is established. Within seven calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, in relation to mean sea level. Any work done within the seven day calendar period and prior to submission of the certification shall be at the permit holder's risk. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.

(c) A final as-built elevation certificate (FEMA Form 086-0-33) is required after construction is completed and prior to certificate of compliance/ occupancy issuance. It shall be

the duty of the permit holder to submit to the floodplain administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to certificate of compliance/occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a certificate of compliance/occupancy.

(2) *Floodproofing certificate.*

(a) If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a certificate of compliance/occupancy.

(b) A final Finished Construction Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a certificate of compliance/occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to certificate of occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit. Failure to construct in accordance with the certified design shall be cause to deny a certificate of compliance/occupancy.

(3) If a manufactured home is placed within Zone AE and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required per § 154.21.

(4) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.

(5) Certification exemptions. The following structures, if located within Zone AE are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this subsection:

- (a) Recreational vehicles meeting requirements of § 154.21;
- (b) Temporary structures meeting requirements of § 154.21; and
- (c) Accessory structures less than ~~150~~ 100 square feet meeting requirements of § 154.21.

(D) A V-Zone certification with accompanying design plans and specifications is required prior to issuance of a floodplain development permit within coastal high hazard areas. It shall be the duty of the permit applicant to submit to the floodplain administrator said certification to ensure the design standards of this chapter are met. A registered professional engineer or architect shall develop or review the structural design, plans, and specifications for construction and certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this chapter. This certification is not a substitute for an elevation certificate.

(E) Determinations for existing buildings and structures. For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

(1) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;

(2) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;

(3) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and

(4) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this chapter is required.

SECTION THREE: 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 15th day of April, 2025.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



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 154 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 by the North Carolina Department of Public Safety and FEMA to revise the total square footage of accessory structures.

Economic Impacts: The CAMA Land Use Plan Goals and Objectives 3.1; Policies 3.1(A), 3.1(B), 3.1(C), 3.1(D), and 3.1(J). Goals and Objectives 3.2; Policies 3.2(A), 3.2(B), and 3.2(C). The changes will support not alter the current Goals, Objectives, and Policies.

Environmental Impacts: Amendments align with current Goals and Objectives 3.1 and 3.2 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 5/5 vote this 25 day of February 2025.

A handwritten signature in dark ink, appearing to read 'Aldo Rovito', written over a horizontal line.

Aldo Rovito, Vice Chair

§ 154.21 SPECIFIC STANDARDS.

(H) Accessory structures.

(1) When accessory structures (sheds, detached garages, etc.) are to be placed within a special flood hazard area, the following criteria shall be met:

(a) Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);

(b) Accessory structures shall not be temperature-controlled;

(c) Accessory structures shall be designed to have low flood damage potential;

(d) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;

(e) Accessory structures shall be firmly anchored in accordance with § [154.20](#);

(f) All service facilities such as electrical shall be installed in accordance with § [154.20](#); and

(g) Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below regulatory flood protection elevation in conformance with division (D) of this section.

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(2) An accessory structure with a footprint less than ~~150~~ square feet that satisfies the criteria outlined above does not require an elevation or floodproofing certificate. Elevation or floodproofing certifications are required for all other accessory structures in accordance with § [154.36](#)(C).

§ 154.36 FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.

(C) Certification requirements.

(1) Elevation certificates.

(a) An elevation certificate (FEMA Form 086-0-33) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, in relation to mean sea level. The floodplain administrator shall review the certificated data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit.

(b) An elevation certificate (FEMA Form 086-0-33) is required after the reference level is established. Within seven calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the floodplain administrator a certification of the elevation of the reference level, in relation to mean sea level. Any work done within the seven day calendar period and prior to submission

of the certification shall be at the permit holder's risk. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.

(c) A final as-built elevation certificate (FEMA Form 086-0-33) is required after construction is completed and prior to certificate of compliance/ occupancy issuance. It shall be the duty of the permit holder to submit to the floodplain administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The floodplain administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to certificate of compliance/ occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a certificate of compliance/occupancy.

(2) *Floodproofing certificate.*

(a) If non- residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a certificate of compliance/occupancy.

(b) A final Finished Construction Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a certificate of compliance/occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to certificate of occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit. Failure to construct in accordance with the certified design shall be cause to deny a certificate of compliance/occupancy.

(3) If a manufactured home is placed within Zone AE and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required per § [154.21](#).

(4) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.

(5) Certification exemptions. The following structures, if located within Zone AE are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this subsection:

- (a) Recreational vehicles meeting requirements of § [154.21](#);
- (b) Temporary structures meeting requirements of § [154.21](#); and

100

(c) Accessory structures less than ~~150~~ square feet meeting requirements of § [154.21](#).

(D) A V-Zone certification with accompanying design plans and specifications is required prior to issuance of a floodplain development permit within coastal high hazard areas. It shall be the duty of the permit applicant to submit to the floodplain administrator said certification to ensure the design standards of this chapter are met. A registered professional engineer or architect shall develop or review the structural design, plans, and specifications for construction and certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this chapter. This certification is not a substitute for an elevation certificate.

(E) Determinations for existing buildings and structures. For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

(1) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;

(2) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;

(3) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and

(4) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this chapter is required.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: April 15, 2025

FROM: Inspections

DATE SUBMITTED: April 2, 2025

ISSUE/ACTION REQUESTED: Request a date to be set for a public hearing for revisions to Town Ordinance 157.006

BACKGROUND/PURPOSE OF REQUEST: The Planning & Zoning Board voted to approve revisions to Town Ordinance 157.006

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: The Planning & Zoning Board voted to approve revisions to Town Ordinance 157.006

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION: Accept recommendation of P&Z board

ATTACHMENT:

§ 157.006 **DEFINITIONS.**

PARKING SPACE, OFF-STREET. Consists of a space adequate for parking an automobile with room for opening doors on both sides, together with properly related access to a public street or alley and maneuvering room.

PARKING SPACE, PRIVATE PROPERTY. One (1) 10'x20' parking space per bedroom is required to remain for the life of the structure and shall not be impeded by permanent or removeable barriers or partitions.

PERSON. Means and include a firm, association, organization, partnership, trust, company, or corporation as well as an individual.

PLANNED DEVELOPMENT, RESIDENTIAL.

A parcel of land in single or joint ownership of whatever form which is planned to be developed as a unit and is developed according to an approved plan in a single development operation or in a programmed series of development operations. Density within the **PLANNED DEVELOPMENT-RESIDENTIAL DISTRICT** is controlled by the following ratios:

(1) The maximum floor area ratio (FAR) is a ratio of the maximum square foot amount of total floor area (all stories) permitted for each square foot of land area.

(2) The minimum open space ratio (OSR) is a ratio of the minimum square foot amount of open space which shall be provided for each square foot of floor area.

(3) The minimum recreational space ratio (RSR) is a ratio of the minimum square foot amount of recreation space required for each square foot of floor area.

(4) The minimum total car ratio (TCR) is a ratio of the total number of parking and garage spaces required for each living unit, including spaces without time limits (primarily for occupants) and spaces available for limited time periods (primarily for guests).

PLATTED LOT. See **LOT OF RECORD.**

RENTAL HOME. A rental home is a dwelling unit available for rent to non-property owners for periods of as little as one day and for periods in excess of one day.

SCREENING (BUFFERS). A fence, wall, hedge, or other planted area or device used to conceal something from adjacent lots or streets. In the case of contrasting districts, buffers are required to lessen the visual impact of the more intense uses from those of less intense use (example: business screened from residential). Plantings shall be of sufficient height and density to conceal from public view the subject being screened. If fencing or structure is used, it shall be compatible in appearance to the primary structure.

SERVICES. Occupation contributing to the welfare of others which is useful labor that does not produce tangible commodity.

SETBACK LINE. The line on the front, rear, and sides of a lot, which delineates the area upon which a structure may be built and maintained. Setbacks shall be measured from the recorded property line.



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 157.006 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: To maintain one parking spot per bedroom without being impeded by partitions.

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

Environmental Impacts: Amendments align with current Goal 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 5/5 vote this 25 day of February 2025.

A handwritten signature in black ink, appearing to read 'Aldo Rovito', written over a horizontal line.

Aldo Rovito, Vice Chair



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 157.006 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: To maintain one parking spot per bedroom without being impeded by partitions.

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

Environmental Impacts: Amendments align with current Goal 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 _____ day of _____ 2025.

J. Alan Holden, Mayor



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: April 15, 2025

FROM: Inspections

DATE SUBMITTED: April 1, 2025

ISSUE/ACTION REQUESTED:

Request a date to be set for a public hearing for revisions to Town Ordinance 157.060

BACKGROUND/PURPOSE OF REQUEST:

The Planning & Zoning Board voted to approve revisions to Town Ordinance 157.060

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION:

The Planning & Zoning Board voted to approve revisions to Town Ordinance 157.060

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:

ATTACHMENT: Accept approved revisions

§ 157.060 RESIDENTIAL DISTRICT (R-1).

(A) The R-1 Residential District is established as a district in which the principal use of land is for one- and two- family dwellings. The regulations of this district permit intensive development.

(1) A dwelling is a residence where people live for domestic purposes. **DOMESTIC USE** is defined as devoted to home duties and activities, nothing in this section shall preclude one- and two-family homes from being used as a vacation rental home consisting of a minimum of two overnight stays.

(2) Transient occupancy not consisting of at least two overnight stays shall be considered to be inconsistent with domestic residential usage and is not allowed. This would include persistent usage for group gatherings for the purpose of short-term social or recreational activities. This would include use as a clubhouse, lodge, public or private clubs, cabana clubs and property owner association facilities except when contiguous, owned by and within the borders of an on-island residential subdivision.

(B) Permitted uses are set forth in the Table of Permitted Uses, § [157.054](#).

(C) Parking requirements - see § [157.075](#)(B)(1) and (2).

(D) Dimensional requirements R-1.

(1) *Lot area*. Minimum required:

- (a) For a one- family dwelling, 5,000 square feet.
- (b) For a two-family dwelling, 7,500 square feet.

(2) *Lot width*. Minimum required: 50 feet.

(3) *Front yard setbacks per structure size*.

Gross Floor Area	Minimum Required
<4,000 square feet	25 feet
4,000 - 5,000 square feet	30 feet
5,000 - 6,000 square feet	35 feet

(4) *Side yard setbacks per structure size*.

Gross Floor Area	Minimum Required
4,000 square feet	5 feet
4,000 - 5,000 square feet	7 feet

5,000 - 6,000 square feet	10 feet
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(a) Open porches, decks, or overhangs shall not extend into minimum setbacks.

(5) *Rear yard setbacks per structure size.*

Gross Floor Area	Minimum Required
<4,000 square feet	20 feet
4,000 - 5,000 square feet	25 feet
5,000 - 6,000 square feet	30 feet

(6) *Building height.* No building shall exceed a maximum height of 31 feet measured from Design Flood Elevation to the highest point of the structure, with the exception that a building in an X Zone when measured from the finished grade should have a maximum height of 35 feet.

(7) *Lot coverage.*

(a) Lot coverage of main structure shall not exceed 30% of the platted lot. If a structure is 4,000 square feet, (gross floor area), or greater then lot coverage cannot be greater than 25%. If structure coverage is 5,000 square feet, (gross floor area), or greater lot coverage is limited to 20%. All impervious structures outside of main structure shall not exceed 30% of buildable land less area of the main structure. All Health Department and CAMA requirements must also be met. Open decks are not considered in the 30% lot coverage of the main structure, but they must meet all setback requirements. Gravel, sand and grassed areas are considered pervious. An approved pervious product shall be allowed to cover 30% of the platted lot in addition to the allowable impervious area. (See definition of **APPROVED PVIOUS PRODUCT**.)

(b) Driveways, parking lots, parking spaces, parking areas, patios and other similar areas and surfaces located in the front yard setback, rear yard setback and side yard setbacks adjacent to a street right-of-way shall be gravel, grass or of an approved pervious product.

(c) Pools are prohibited within the front yard setbacks.

(8) *Off-street parking.* Off-street parking shall be provided as required in §§ [157.075](#) through [157.077](#) of this chapter.

(9) *Corner visibility.* On a corner lot, nothing shall be erected, planted, or allowed to grow in such a manner as to impede vision over a height of three feet above the centerline grades of the intersecting streets within the triangular area bounded on two sides by the two street centerlines and on the third side by a straight line connecting points on the street centerlines located one-half the street right-of-way width plus 40 feet measured from the intersection of the centerlines.

(10) *Location of accessory buildings.* Accessory buildings shall be located not less than five feet from property line.

(11) Reserved.

(12) Maximum structure size of any dwelling shall be 6,000 square feet (gross floor area).

(13) Open uncovered stairs, not including any deck or landing at porch level, may project up to ten feet into the required front or rear yards of structures less than 4,000 square feet (gross floor area), but not both.

(14) A heating and air stand may project into the front or rear yards setback but not both. The stand shall be no larger than is needed to accommodate and service the equipment and subject to the Building Inspector's approval.

(15) Cargo lifts and platform lifts that meet the requirements of ASME A18.1. of the North Carolina Residential Building Code may encroach into the front or rear setbacks but not both.



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

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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: To allow cargo lifts/platform lifts to encroach into the front or rear setbacks but not both.

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(J). Goals and Objectives 3.2; Policies 3.2(A), 3.2(B), 3.2(C) and 3.2(M). The changes will support not alter the current Goals, Objectives, and Policies.

Environmental Impacts: Amendments align with current Goals 3.1 and 3.2 and Objectives 3.1 and 3.2 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 5/5 vote this 25 day of February 2025.



Aldo Rovito, Vice Chair



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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: To allow cargo lifts/platform lifts to encroach into the front or rear setbacks but not both.

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(J). Goals and Objectives 3.2; Policies 3.2(A), 3.2(B), 3.2(C) and 3.2(M). The changes will support not alter the current Goals, Objectives, and Policies.

Environmental Impacts: Amendments align with current Goals 3.1 and 3.2 and Objectives 3.1 and 3.2 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 _____ day of _____ 2025.

J. Alan Holden, Mayor



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: April 15, 2025

FROM: Inspections

DATE SUBMITTED: April 2, 2025

ISSUE/ACTION REQUESTED: Request a date to be set for a public hearing for revisions to Town Ordinance 157.085

BACKGROUND/PURPOSE OF REQUEST: The Planning & Zoning Board voted to approve revisions to Town Ordinance 157.085

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: The Planning & Zoning Board voted to approve revisions to Town Ordinance 157.085

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION: Accept approved revisions (14)

§ 157.085 RELOCATION OF BUILDINGS.

It is the general intent of this section to prevent the relocation of buildings such that the quality or character of the neighborhood in which a building might be moved is adversely affected. To this end, no building may be moved, either intact or in a dismantled state, except in accordance with the following:

(A) The use of the building must be a permitted use in the zone into which it is to be located.

(B) Site preparation and all work performed incidental to moving and placing the building at its new location and all reconstruction of the building as may be necessary must conform to all applicable federal, state and local laws and regulations and shall be completed within three months following the initiation of the work. For purposes of this section the work shall be considered complete upon issuance of a Final Certificate of Compliance. For each calendar day beyond three months following the initiation of the work that the work is not complete, the holder of the building permit shall be fined as provided in § [157.999](#), each day to be considered a separate offense, and such fine to be paid at the Town Hall. Should the work be delayed for cause beyond the control of the permittee or contractor employed to do the work, the time for completion may be extended. Requests for extensions of time shall be made in writing to the Town Manager setting forth full particulars as to cause of delay. Determination as to whether sufficient cause exists to justify a time extension and the amount of any extension shall be made by the Town Manager.

(C) The exterior appearance of the building shall be made equal or superior to the general nature, quality, and character of the neighborhood into which located.

(D) Evidence and plans demonstrating the intent to comply with divisions (A), (B), and (C) of this section shall be approved by the Building Inspector ~~and Board of Adjustment~~ prior to issuance of a building permit for moving the building. ~~In this regard the Board of Adjustment shall hold a evidentiary hearing as set forth in § 157.146(C) of this chapter. Owners of property within 200 feet of the proposed new location shall be individually notified by certified mail of the hearing.~~

(E) Temporary relocation of buildings for periods not to exceed 90 days may be approved by the Building Inspector provided that during such period the building shall not be connected to any utility system and shall not be occupied. In the event the owner desires to secure the building at its temporary location and initiate improvements thereon, such work shall be done at the owner's sole risk and shall be subject to the provisions of divisions (A) through (D) above. Failure to comply fully with divisions (A) through (D) of this section shall be just cause for an order to remove to be issued by the Building Inspector and each day the building remains after the deadline stated in the order shall be considered a separate violation of this section.

(F) A fee as established in the fee schedule adopted by the Board of Commissioners, which shall be available at the office of the Town Clerk, shall be paid to the town for each application for relocation of a building to cover the costs of advertising and other administrative expense involved.

(G) Prior to issuance of a building permit for the work, the person or firm to whom the building permit is to be issued shall furnish a performance bond issued by a surety authorized to do business in the state or shall deposit money, certified check, or government securities for the full cost of the work as determined by the Building Inspector in consultation with the applicant for the permit or for \$25,000 whichever is the greater, as a guarantee of faithful completion of the work.

('85 Code, § 15-6.14) (Ord. 16-82, passed 10-4-82; Am. Ord. 10-84, passed 8-6-84; Am. Ord. 5-85, passed 4-1-85; Am. Ord. 92-04, passed 3-18-92; Am. Ord. 14-10, passed 9-9-14; Am. Ord. 21-10, passed 6-15-21) Penalty, see § [157.999](#)



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 157.085 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: An amendment as recommended by the Planning & Inspections Director and the Board of Adjustment.

Economic Impacts: The CAMA Land Use Plan Goals and Objectives 3.1; Policies 3.1(A), 3.1(B), 3.1(C), 3.1(D), 3.1(J) and 3.1(K). Goals and Objectives 3.2; Policies 3.2(A), 3.2(B), 3.2(C) and 3.2(J). The changes will support not alter the current Goals, Objectives, and Policies.

Environmental Impacts: Amendments align with current Goals and Objectives 3.1 and 3.2 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 5/5 vote this 25 day of February 2025.

A handwritten signature in black ink, appearing to read "Aldo", written over a horizontal line.

Aldo Rovito, Vice Chair



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 157.085 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: An amendment as recommended by the Planning & Inspections Director and the Board of Adjustment.

Economic Impacts: The CAMA Land Use Plan Goals and Objectives 3.1; Policies 3.1(A), 3.1(B), 3.1(C), 3.1(D), 3.1(J) and 3.1(K). Goals and Objectives 3.2; Policies 3.2(A), 3.2(B), 3.2(C) and 3.2(J). The changes will support not alter the current Goals, Objectives, and Policies.

Environmental Impacts: Amendments align with current Goals and Objectives 3.1 and 3.2 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 _____ day of _____ 2025.

J. Alan Holden, Mayor



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: April 15, 2025

FROM: Inspections

DATE SUBMITTED: April 2, 2025

ISSUE/ACTION REQUESTED: Discussion of possibly forming a sub-committee to discuss possible resolutions for gravel in pedestrian pathways

BACKGROUND/PURPOSE OF REQUEST: The Planning & Zoning Board requested a sub-committee to be formed consisting of members of the Planning & Zoning Board and possibly engineers to address gravel in pedestrian pathways

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: The Planning & Zoning Board requested a sub-committee to be formed consisting of members of the Planning & Zoning Board and possibly engineers to address gravel in pedestrian pathways

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION: Follow town policy on Subcommittee establishment and note any cost with engineers may require fiscal action (CP)

§ 155.15 COMMUNITY ADVISORY COMMITTEES.

(A) At the direction of the BOC, the Planning and Zoning Board shall establish subordinate committees to be known as Community Advisory Committees, only as provided for in this section. Without the express direction of the BOC, the Planning and Zoning Board shall not establish any committee, subcommittee, working or similar group comprised of regular or alternate members, members of the public or any combination thereof, that is not a Community Advisory Committee established pursuant to this section.

(B) Except as otherwise directed by the BOC, any Community Advisory Committee shall be comprised of (1) three members of the public, each of whom shall be residents or owners of residential property located in the town, and (2) two regular or alternate members of the Planning and Zoning Board, all of whom shall be appointed by the Planning and Zoning Board by vote taken at a meeting of the Planning and Zoning Board, and each shall serve at the pleasure of the BOC. One of the regular or alternate members shall be appointed as the Chairman and one shall be appointed as the Secretary of the Community Advisory Committee by the Planning and Zoning Board. There shall be a quorum of four members of the Community Advisory Committee for the purposes of taking an official action.

(C) Unless a Community Advisory Committee is designated as a standing committee by the BOC, the term of existence of a Community Advisory Board shall be no more than three months, unless that term is extended by the BOC. Each Community Advisory Board shall make a report to the Planning and Zoning Board at each regular meeting thereof. Unless otherwise directed by the BOC, (1) no Community Advisory Committee nor any member thereof shall make any report to the BOC, (2) only the Chairman or Vice Chairman of the Planning and Zoning Board shall deliver any report or recommendation based on the work of any Community Advisory Committee to the BOC, and (3) no such report or recommendation shall be delivered unless it has been adopted by the Planning and Zoning Board. Unless otherwise directed by the BOC, a Community Advisory Committee and the Planning and Zoning Board shall present any recommendation as a range of alternatives, and not as a single recommendation.

(D) In directing the establishment of a Community Advisory Committee, the BOC shall clearly describe the subject matter, scope and function of the Community Advisory Committee.

(E) The agendas and minutes of all meetings, and all documents or materials presented at any meeting of a Community Advisory Committee shall be made available to the public. An audio or audio and video recording of all meetings shall be kept and

Holden Beach Code of Ordinances
shall be made available to the public.
(Ord. 15-16, passed 12-16-15)

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