

Anita Dinger  
Mayor

Carolyn Stanley  
Mayor Pro-Tem

Greg Hines  
Councilmember

Rena Bragg  
Councilmember

Pamala Hall  
Councilmember

Kelly Collins  
Councilmember

# Town of Holly Ridge

Post Office Box 145  
Holly Ridge, North Carolina 28445

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Heather Reynolds, CMC  
Interim Town Manager

Tracy Martin  
Deputy Town Clerk

**HOLLY RIDGE TOWN COUNCIL  
REGULAR MONTHLY MEETING AGENDA  
September 10th, 2019  
All Items Are For Discussion and Possible Action  
7:00 p.m.**

1. **Call to Order**
2. **Invocation and Pledge of Allegiance**
3. **Approval of Agenda**
4. **Persons Wishing to Address the Town Council**
5. **Public Hearings**
  - A. **Possible Adoption of a Policy for Street Improvements and Maintenance**
    - **Motion to go into Public Hearing**
    - **Public Comments/Discussion**
    - **Motion to Return to Regular Session**

**Recommendation: Action to possibly approve a Policy for Street Improvements and Maintenance.**
6. **Town Manager Report**
7. **Consent Agenda: (Any item may be removed for separate discussion or scheduled at the next regular meeting)**
  - A. **Approval of the Following Minutes**
    - **August 13th, 2019 Regular Monthly Meeting**
  - B. **Department Head Reports**
    - **Finance Department**
    - **Fire Department**
    - **Police Department**
    - **Planning & Zoning Inspections Report**
  - C. **Committee Reports**
    - **Planning Board**
    - **Board of Adjustment**
    - **ONWASA**

8. **Old Business**

9. **New Business**

- A. **Discussion of Scheduling a Workshop to Discuss the Community Policing Policy.**  
**Recommendation:** Action to schedule a workshop for the Town Council to discuss Community Policing Policy.
- B. **Possible Approval of a Memorandum of Agreement for Hurricane Dorian from the Department of Transportation.**  
**Recommendation:** Action to approve the Memorandum of Agreement for Hurricane Dorian with the Department of Transportation to allow the Town to collect debris from Highway 50 and Highway 17 within our jurisdiction.

10. **Persons Wishing to Address the Town Council**

11. **Town Council Comments**

12. **Announcements:**

- **Thursday, September 12<sup>th</sup>, 2019 Four Town Meeting-beginning at 6:30 p.m. at Holland Shelter Fish Camp**
- **Friday, September 13<sup>th</sup>, 2019 Onslow County Elected Officials Meeting-beginning at 11:00 a.m. at Camp Lejeune**
- **Tuesday, September 17<sup>h</sup>, 2019 Planning Board Meeting-beginning at 6:30 p.m. in the Council Chambers**
- **Thursday, September 19<sup>th</sup>, 2019 ONWASA Board Meeting-beginning at 6:00 p.m. at the Jacksonville City Hall**
- **Tuesday, September 24<sup>th</sup>, 2019 Board of Adjustment Meeting-beginning at 6:30 p.m. in the Council Chambers**

13. **Closed Session**

1. **Attorney/Client Privilege per North Carolina General Statute 143-318.11 (a) (3)**

14. **Adjournment**



# **POLICY FOR STREET IMPROVEMENTS AND MAINTENANCE**

## **CONTENTS**

- Section 1. Purpose
- Section 2. Definitions
- Section 3. Acceptance of Streets for Maintenance Purposes – General
- Section 4. Conditions for Accepting Streets for Maintenance Purposes
- Section 5. Minimum Standards for Accepting Streets for Maintenance Purposes
- Section 6. Procedure for Requesting Streets to be Accepted for Maintenance Purposes
- Section 7. Street Improvements
- Section 8. Unauthorized Street Modifications and Improvements Prohibited
- Section 9. Effective Date

# POLICY FOR STREET IMPROVEMENTS AND MAINTENANCE

## Section 1. Purpose

The purpose of this policy is to set forth regulations and standards for streets open to the public and maintained by the Town. Policy is herein established for:

- A. Additions within the Town street system
- B. Maintenance within the Town street system
- C. Improvements within the Town streets system

## Section 2. Definitions

- A. Town Street means a street that has been accepted by the resolution of the Holly Ridge Council for maintenance purposes.
- B. DOT Street means a street or highway that has been accepted for maintenance by resolution of the governing board of the NC Department of Transportation.
- C. DOT means the North Carolina Department of Transportation
- D. Street shall mean roadway, shoulders, ditches, pipes, and structures lying within the right-of-way.
- E. Council shall mean the Holly Ridge Town Council

## Section 3. Acceptance of Streets for Maintenance Purposes – General

- A. The Town will provide maintenance and improvements for Town Streets consistent with NCGS 160A-296 and 136-41.1 through 136-41.4 (the Powell Bill) and as described in this Policy as it deems proper. Maintenance may include but is not limited to patching and repaving, stormwater, streetshoulder, traffic signs and signals, and snow/ice removal.
- B. The Town will not provide routine maintenance for DOT Streets except as provided for by interagency agreement (contract for service to DOT) as approved by Council. However, the Town may provide services such as street name signs and street lighting that are not provided by DOT and that are provided on the Town streets.
- C. The Town is not responsible for maintenance or improvement to any street that has not been formally accepted by the Town.

## Section 4. Conditions for Accepting Streets for Maintenance Purposes

- A. The Town may accept streets for maintenance by the Town upon either of the following:

- i. Existing non-dedicated streets (no dedication from plat; not owned by a developer/builder): 1) a petition signed by the landowners holding title to 100 percent of the property fronting the street and 2) a finding that the street meets standards for acceptance (each landowner must also execute proper documentation to dedicate a right of way as described in Section 6).
- ii. Existing dedicated streets: (dedication from plat or other public dedication but no petition by the developer/owner): 1) a petition signed by the Public Works Director or a person with direct interest and 2) a finding that the street meets standards for acceptance.

In the event a petition is insufficient, said petition may be presented to the Council for further consideration.

- B. The Town will not accept any street where the street does not connect to an existing public street maintained by the Town or DOT.

#### Section 5. Minimum Standards for Accepting Streets for Maintenance Purposes

- A. Streets made available for public shall comply with requirements of the Subdivision Ordinance prior to acceptance for maintenance by the Town.
- B. Streets shall generally meet or exceed the following:
  - i. The sub-grade must contain a minimum twelve (12") inches compacted earth.
  - ii. The stone base must contain a minimum eight (8") inches compacted stone.
  - iii. The base course of asphalt must contain a minimum two (2") inches of SF9.5A asphalt.
  - iv. When each street has had 60 percent of the lots on that street with certificate of occupancies issued a minimum one and one-half (1-1/2") inches of SF9.5A final surface course shall be applied.
  - v. All streets shall pass a proof roll test on the sub-grade and the stone base and shall be conducted by a Professional Engineer with the corresponding sealed inspection report.
  - vi. Prior to the final surface course of asphalt the Town of Holly Ridge Public Works Department shall conduct an inspection with the developer of the base course asphalt and repair any damages or failures to the streets.
- C. Design and construction standards shall be in accordance with the Subdivision Ordinance.
- D. Procedures and requirements for application, plan submittal, recording and dedication of right-of-way, and petitions for acceptance shall be in compliance with the Subdivision Ordinance.
- E. In those instances where existing development or improvements prohibit the dedication of the required right-of-way, the Town Council may accept a less than standard width upon the recommendation of the Public Works Director.

- F. In special circumstances involving existing streets, the Public Works Director may submit a petition to the Town Council to accept a street not meeting minimum standards.

#### Section 6. Procedure for Requesting Streets to be Accepted for Maintenance Purposes

- A. The petitioners are required to have a Professional Engineer perform the inspections and prepare an accompanying sealed report demonstrating compliance with the required standards.
- B. Upon inspection and verification of compliance with minimum standards, the Town will review recorded plats and/or surveys as necessary to define required right-of-way.
- C. The petitioner will submit any additional right-of-way plats or documents as necessary for dedication.
- D. Upon confirmation of valid right-of-way documentation and upon compliance with minimum standards, the Public Works Director will submit the petition to the Council for approval.
- E. In special circumstances involving existing streets not meeting minimum standards, the Public Works Director may submit a petition to the Council. The Public Works Director must describe the special circumstances supporting acceptance, the deficiencies/condition of the street, and an estimate of any repair or upfit costs.

#### Section 7. Street Improvements

Improvements to Town streets will be considered in accordance with this Policy. Improvements to DOT streets will be in accordance with DOT regulations and policies and will not be accomplished by the Town. No improvements will be completed by the Town on streets not formally accepted for maintenance by the Town.

#### Section 8. Unauthorized Street Modifications and Improvements Prohibited

No modifications to a Town street will be permitted except as approved in writing by the Council.

Improvements shall be constructed by the Town or by a qualified contractor approved by the Town.

Unauthorized improvements may be removed or modified by the Town and costs for removal or modification may be charged to the person making the unauthorized improvements.

Section 9. Effective Date

This is the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**ATTEST:**

\_\_\_\_\_  
Anita Dingler, Mayor

\_\_\_\_\_  
Heather Reynolds, Town Clerk

PETITION FOR STREET IMPROVEMENT  
TOWN OF HOLLY RIDGE, NORTH CAROLINA

We, the undersigned hereby request that improvements to public streets, to be completed as described below. We hereby agree to pay fees to the Town for the improvements in accordance with the Town Policy for Street Improvements and Maintenance.

Improvement Requested:

Paving: \_\_\_\_\_

\_\_\_\_\_  
Street name – beginning and end point

Driveway Pipe: \_\_\_\_\_

\_\_\_\_\_  
Street address, length desired

Stormwater System: \_\_\_\_\_

\_\_\_\_\_  
Describe location of pipe desired

Curb and Gutter: \_\_\_\_\_

\_\_\_\_\_  
Describe location of curb and gutter desired

Petitioners Signatures

Address

Date

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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TOWN OF HOLLY RIDGE  
PETITION FOR ADDITION OF PUBLIC STREETS  
TO THE SYSTEM OF THE TOWN OF HOLLY RIDGE, NORTH CAROLINA  
(Existing Streets)

We, the undersigned, being all, the property owners having an interest in the streets described below do hereby request the Town of Holly Ridge accept said streets for public use and maintenance. We hereby agree to dedicate to the Town of Holly Ridge a permanent right-of-way as required by the Town, including sight triangles and drainage easements for the installation and maintenance of streets and other public utilities.

| Street Name | To | From | Approximate Length (in ft.) |
|-------------|----|------|-----------------------------|
| 1.          |    |      |                             |
| 2.          |    |      |                             |
| 3.          |    |      |                             |
| 4.          |    |      |                             |
| 5.          |    |      |                             |

(Attach additional sheets if necessary)

| Petitioners Signatures | Address | Date |
|------------------------|---------|------|
|                        |         |      |
|                        |         |      |
|                        |         |      |
|                        |         |      |
|                        |         |      |
|                        |         |      |
|                        |         |      |
|                        |         |      |
|                        |         |      |
|                        |         |      |

Accepted by motion of the Town of Holly Ridge Town Council on \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

TOWN OF HOLLY RIDGE  
PETITION FOR ADDITION OF PUBLIC STREETS  
TO THE SYSTEM OF  
THE TOWN OF HOLLY RIDGE, NORTH CAROLINA  
(Developers/Builders)

I hereby certify, as the owner, that to the best of my knowledge the improvements in the \_\_\_\_\_ subdivision have been constructed in accordance with the preliminary plan and are shown on a record map filed in the Onslow County Register of Deeds Office. All work conforms to the construction standards of the Subdivision Ordinance and the Town of Holly Ridge Policy for Street Improvements and Maintenance.

I, therefore, request that the Town of Holly Ridge consider the following streets in the \_\_\_\_\_ subdivision for maintenance purposes. I understand that the acceptance of said street shall be made only by the Town Council of Holly Ridge in accordance with the Town's policy for Street Improvements and Maintenance.

| Street Name | To | From | Approximate Length (in ft.) |
|-------------|----|------|-----------------------------|
| 1.          |    |      |                             |
| 2.          |    |      |                             |
| 3.          |    |      |                             |
| 4.          |    |      |                             |
| 5.          |    |      |                             |
| 6.          |    |      |                             |
| 7.          |    |      |                             |
| 8.          |    |      |                             |
| 9.          |    |      |                             |
| 10.         |    |      |                             |

(Attach additional sheets if necessary)

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

Accepted by the Motion of the Town Council of Holly Ridge on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

Mayor

---

Date

Holly Ridge  
Statement of Revenue and Expenditures

Revenue Account Range: First to Last      Include Non-Anticipated: Yes      Year To Date As Of: 09/06/19  
 Expend Account Range: First to Last      Include Non-Budget: No      Current Period: 07/01/19 to 09/06/19  
 Print Zero YTD Activity: No      Prior Year: 07/01/18 to 09/06/18

| Revenue Account | Description                           | Prior Yr Rev      | Anticipated         | Current Rev      | YTD Revenue      | Cancel      | Excess/Deficit       | % Real   |
|-----------------|---------------------------------------|-------------------|---------------------|------------------|------------------|-------------|----------------------|----------|
| 10-301-00-0     | Property Taxes (Prior Year)           | 5,604.91          | 66,123.00           | 0.00             | 0.00             | 0.00        | 66,123.00-           | 0        |
| 10-301-91-0     | Property Taxes (Current Year)         | 108,829.86        | 1,256,337.00        | 0.00             | 0.00             | 0.00        | 1,256,337.00-        | 0        |
| 10-301-91-1     | Dmv Taxes                             | 16,173.27         | 94,263.75           | 0.00             | 0.00             | 0.00        | 94,263.75-           | 0        |
| 10-317-00-0     | Interest On Taxes                     | 836.66            | 10,000.00           | 0.00             | 0.00             | 0.00        | 10,000.00-           | 0        |
| 10-325-00-0     | Privilege Licenses                    | 0.00              | 50.00               | 0.00             | 0.00             | 0.00        | 50.00-               | 0        |
| 10-329-00-0     | Interest Income                       | 326.49            | 1,500.00            | 0.00             | 0.00             | 0.00        | 1,500.00-            | 0        |
| 10-330-00-0     | Parks And Recreation                  | 873.00            | 800.00              | 0.00             | 0.00             | 0.00        | 800.00-              | 0        |
| 10-330-01-0     | Special Event                         | 125.00            | 2,000.00            | 0.00             | 0.00             | 0.00        | 2,000.00-            | 0        |
| 10-331-00-0     | Liberty Fountain                      | 40.00             | 250.00              | 0.00             | 0.00             | 0.00        | 250.00-              | 0        |
| 10-335-00-0     | Miscellaneous Income                  | 434.54            | 5,000.00            | 0.00             | 0.00             | 0.00        | 5,000.00-            | 0        |
| 10-335-01-0     | ONWASA Satellite Office               | 5,833.30          | 35,000.00           | 0.00             | 0.00             | 0.00        | 35,000.00-           | 0        |
| 10-337-00-0     | Utility Franchise Tax                 | 0.00              | 123,421.89          | 0.00             | 0.00             | 0.00        | 123,421.89-          | 0        |
| 10-338-00-0     | Cable Franchise Tax                   | 0.00              | 14,074.92           | 0.00             | 0.00             | 0.00        | 14,074.92-           | 0        |
| 10-345-00-0     | Local Option Sales Tax                | 109,618.78        | 612,267.20          | 0.00             | 0.00             | 0.00        | 612,267.20-          | 0        |
| 10-347-00-0     | ABC Revenue                           | 8,515.00          | 25,000.00           | 0.00             | 0.00             | 0.00        | 25,000.00-           | 0        |
| 10-349-00-0     | Solid Waste Tax                       | 223.60            | 1,068.74            | 0.00             | 0.00             | 0.00        | 1,068.74-            | 0        |
| 10-351-00-0     | Court Fees                            | 918.00            | 4,500.00            | 0.00             | 0.00             | 0.00        | 4,500.00-            | 0        |
| 10-352-00-0     | Civil Citations                       | 150.00            | 300.00              | 0.00             | 0.00             | 0.00        | 300.00-              | 0        |
| 10-353-00-0     | Homeowner Recovery                    | 34.00             | 150.00              | 17.00            | 17.00            | 0.00        | 133.00-              | 11       |
| 10-354-00-0     | Substance Tax Proceeds                | 87.44             | 800.00              | 0.00             | 0.00             | 0.00        | 800.00-              | 0        |
| 10-355-00-0     | Zoning Permits                        | 0.00              | 6,260.00            | 0.00             | 0.00             | 0.00        | 6,260.00-            | 0        |
| 10-355-01-0     | Planning/Zoning Fees                  | 3,070.00          | 10,000.00           | 2,235.00         | 2,235.00         | 0.00        | 7,765.00-            | 22       |
| 10-357-00-0     | Building Fees                         | 38,227.01         | 300,000.00          | 24,372.18        | 24,372.18        | 0.00        | 275,627.82-          | 8        |
| 10-359-00-0     | Garbage Collection (Solid Waste Fees) | 39,951.91         | 220,000.00          | 0.00             | 0.00             | 0.00        | 220,000.00-          | 0        |
| 10-361-00-0     | Recycling Fees                        | 11,212.42         | 60,000.00           | 0.00             | 0.00             | 0.00        | 60,000.00-           | 0        |
| 10-367-01-0     | County/State Sales Tax Refund         | 0.00              | 6,000.00            | 0.00             | 0.00             | 0.00        | 6,000.00-            | 0        |
| 10-399-00-0     | Fund Balance Appropriation            | 0.00              | 313,278.33          | 0.00             | 0.00             | 0.00        | 313,278.33-          | 0        |
| 10-400-00-0     | Community Building                    | 3,970.00          | 12,000.00           | 0.00             | 0.00             | 0.00        | 12,000.00-           | 0        |
| 10-415-01-0     | Onslow County Tourism                 | 5,000.00          | 5,000.00            | 0.00             | 0.00             | 0.00        | 5,000.00-            | 0        |
| 10-999-99-9     | CANCEL REVENUE                        | 62,079.31         | 0.00                | 0.00             | 0.00             | 0.00        | 0.00                 | 0        |
|                 | <b>Fund 10 Revenue Total</b>          | <b>422,134.50</b> | <b>3,185,444.83</b> | <b>26,624.18</b> | <b>26,624.18</b> | <b>0.00</b> | <b>3,158,820.65-</b> | <b>1</b> |

Holly Ridge  
Statement of Revenue and Expenditures

| Expend Account | Description                      | Prior Yr Expd | Budgeted   | Current Expd | YTD Expended | Cancel | Balance    | % Expd |
|----------------|----------------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| 10-410-00-0    | Governing Board:                 | 0.00          | 0.00       | 0.00         | 0.00         | 0.00   | 0.00       | 0      |
| 10-410-01-0    | Salaries                         | 2,906.56      | 16,200.00  | 0.00         | 0.00         | 0.00   | 16,200.00  | 0      |
| 10-410-02-0    | Social Security                  | 0.00          | 1,240.00   | 0.00         | 0.00         | 0.00   | 1,240.00   | 0      |
| 10-410-04-0    | Prof. Serv. Legal                | 3,832.50      | 18,000.00  | 0.00         | 0.00         | 0.00   | 18,000.00  | 0      |
| 10-410-04-1    | Prof Serv Audit                  | 0.00          | 12,950.00  | 0.00         | 0.00         | 0.00   | 12,950.00  | 0      |
| 10-410-05-0    | Ads/Notices                      | 322.82        | 2,500.00   | 280.51       | 280.51       | 0.00   | 2,219.49   | 11     |
| 10-410-06-0    | Codes Services                   | 0.00          | 3,000.00   | 0.00         | 0.00         | 0.00   | 3,000.00   | 0      |
| 10-410-07-0    | Contracted Services              | 6,514.93      | 115,700.00 | 5,573.03     | 5,573.03     | 0.00   | 110,126.97 | 5      |
| 10-410-08-0    | Donations to Other Organizations | 0.00          | 4,000.00   | 2,000.00     | 2,000.00     | 0.00   | 2,000.00   | 50     |
| 10-410-09-0    | Departmental Supplies            | 0.00          | 2,500.00   | 0.00         | 0.00         | 0.00   | 2,500.00   | 0      |
| 10-410-10-0    | Dues & Subscriptions             | 2,936.00      | 5,000.00   | 0.00         | 0.00         | 0.00   | 5,000.00   | 0      |
| 10-410-11-0    | Travel, Training, Meetings       | 0.00          | 2,500.00   | 0.00         | 0.00         | 0.00   | 2,500.00   | 0      |
| 10-410-12-0    | Consumables                      | 0.00          | 1,000.00   | 0.00         | 0.00         | 0.00   | 1,000.00   | 0      |
| 10-410-13-0    | Tax Refunds                      | 0.00          | 2,000.00   | 0.00         | 0.00         | 0.00   | 2,000.00   | 0      |
| 10-410-14-0    | Elections                        | 0.00          | 5,200.00   | 0.00         | 0.00         | 0.00   | 5,200.00   | 0      |
| 10-420-00-0    | ADMINISTRATION:                  | 0.00          | 0.00       | 0.00         | 0.00         | 0.00   | 0.00       | 0      |
| 10-420-02-0    | Salaries                         | 50,387.14     | 162,138.79 | 3,072.30     | 3,072.30     | 0.00   | 159,066.49 | 2      |
| 10-420-02-1    | Longevity                        | 0.00          | 2,300.30   | 0.00         | 0.00         | 0.00   | 2,300.30   | 0      |
| 10-420-02-2    | Christmas Bonus                  | 0.00          | 450.00     | 0.00         | 0.00         | 0.00   | 450.00     | 0      |
| 10-420-05-0    | Social Security                  | 31.33         | 10,052.60  | 0.00         | 0.00         | 0.00   | 10,052.60  | 0      |
| 10-420-07-0    | Retirement                       | 1,265.79      | 15,915.56  | 910.24       | 910.24       | 0.00   | 15,005.32  | 6      |
| 10-420-08-0    | 401K                             | 356.20        | 4,892.67   | 302.09       | 302.09       | 0.00   | 4,590.58   | 6      |
| 10-420-09-0    | Other Fringe Benefits--Ins       | 2,247.22      | 25,890.24  | 1,037.28     | 1,037.28     | 0.00   | 24,852.96  | 4      |
| 10-420-10-0    | Training                         | 600.00        | 2,500.00   | 0.00         | 0.00         | 0.00   | 2,500.00   | 0      |
| 10-420-11-1    | Telephone                        | 231.00        | 3,000.00   | 609.37       | 609.37       | 0.00   | 2,390.63   | 20     |
| 10-420-14-0    | Travel & Expenses                | 371.19        | 2,000.00   | 0.00         | 0.00         | 0.00   | 2,000.00   | 0      |
| 10-420-16-0    | M/R Equipment                    | 0.00          | 2,000.00   | 0.00         | 0.00         | 0.00   | 2,000.00   | 0      |
| 10-420-26-0    | Advertising                      | 0.00          | 1,000.00   | 0.00         | 0.00         | 0.00   | 1,000.00   | 0      |
| 10-420-32-0    | Office Supplies                  | 396.18        | 3,500.00   | 0.00         | 0.00         | 0.00   | 3,500.00   | 0      |
| 10-420-33-0    | Departmental Supplies            | 131.82        | 3,850.00   | 0.00         | 0.00         | 0.00   | 3,850.00   | 0      |
| 10-420-53-0    | Dues And Subscriptions           | 260.00        | 1,500.00   | 330.00       | 330.00       | 0.00   | 1,170.00   | 22     |
| 10-420-57-0    | Miscellaneous                    | 838.84        | 0.00       | 0.00         | 0.00         | 0.00   | 0.00       | 0      |
| 10-510-00-0    | POLICE DEPARTMENT:               | 0.00          | 0.00       | 0.00         | 0.00         | 0.00   | 0.00       | 0      |
| 10-510-02-0    | Salaries--Police Dept            | 124,005.34    | 530,814.23 | 0.00         | 0.00         | 0.00   | 530,814.23 | 0      |
| 10-510-02-1    | Longevity                        | 0.00          | 4,576.67   | 0.00         | 0.00         | 0.00   | 4,576.67   | 0      |
| 10-510-02-3    | Christmas Bonus                  | 0.00          | 1,650.00   | 0.00         | 0.00         | 0.00   | 1,650.00   | 0      |
| 10-510-03-0    | Psa Salary                       | 0.00          | 19,560.00  | 0.00         | 0.00         | 0.00   | 19,560.00  | 0      |
| 10-510-04-0    | Retiree Benefits                 | 0.00          | 20,131.32  | 3,355.22     | 3,355.22     | 0.00   | 16,776.10  | 17     |
| 10-510-05-0    | Social Security                  | 0.00          | 32,910.48  | 0.00         | 0.00         | 0.00   | 32,910.48  | 0      |
| 10-510-07-0    | Retirement                       | 4,577.23      | 51,856.62  | 3,712.58     | 3,712.58     | 0.00   | 48,144.04  | 7      |

Holly Ridge  
Statement of Revenue and Expenditures

| Expend Account | Description                 | Prior Yr Expd | Budgeted   | Current Expd | YTD Expended | Cancel | Balance    | % Expd |
|----------------|-----------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| 10-510-08-0    | 401K                        | 6,786.89      | 41,476.74  | 2,783.49     | 2,783.49     | 0.00   | 38,693.25  | 7      |
| 10-510-09-0    | Other Fringe Benefits--Ins  | 9,516.44      | 71,198.16  | 5,186.40     | 5,186.40     | 0.00   | 66,011.76  | 7      |
| 10-510-10-0    | Training                    | 45.37         | 2,023.00   | 0.00         | 0.00         | 0.00   | 2,023.00   | 0      |
| 10-510-11-1    | Telephone                   | 731.90        | 14,808.00  | 1,014.87     | 1,014.87     | 0.00   | 13,793.13  | 7      |
| 10-510-11-2    | Charter/Cable               | 0.00          | 2,300.00   | 0.00         | 0.00         | 0.00   | 2,300.00   | 0      |
| 10-510-14-0    | Travel & Expenses           | 20.09         | 2,500.00   | 0.00         | 0.00         | 0.00   | 2,500.00   | 0      |
| 10-510-16-0    | M/R Equipment               | 3,548.81      | 8,000.00   | 1,090.00     | 1,090.00     | 0.00   | 6,910.00   | 14     |
| 10-510-17-0    | M/R Auto                    | 1,958.22      | 15,324.00  | 1,302.02     | 1,302.02     | 0.00   | 14,021.98  | 8      |
| 10-510-31-0    | Auto Supplies - Fuel        | 0.00          | 21,000.00  | 0.00         | 0.00         | 0.00   | 21,000.00  | 0      |
| 10-510-33-0    | Departmental Supplies       | 363.89        | 4,000.00   | 0.00         | 0.00         | 0.00   | 4,000.00   | 0      |
| 10-510-34-0    | Substance Tax Expenditures  | 0.00          | 1,500.00   | 0.00         | 0.00         | 0.00   | 1,500.00   | 0      |
| 10-510-36-0    | Uniforms                    | 87.74         | 6,000.00   | 0.00         | 0.00         | 0.00   | 6,000.00   | 0      |
| 10-510-53-0    | Dues & Subscriptions        | 24.00         | 5,200.00   | 2,470.00     | 2,470.00     | 0.00   | 2,730.00   | 48     |
| 10-510-57-0    | Miscellaneous               | 666.85        | 3,000.00   | 561.76       | 561.76       | 0.00   | 2,438.24   | 19     |
| 10-510-74-0    | Police Capital Outlay       | 14,790.00     | 10,800.00  | 0.00         | 0.00         | 0.00   | 10,800.00  | 0      |
| 10-510-84-1    | Debt Services - Building    | 0.00          | 77,240.00  | 0.00         | 0.00         | 0.00   | 77,240.00  | 0      |
| 10-540-00-0    | Public Buildings & Grounds  | 0.00          | 0.00       | 0.00         | 0.00         | 0.00   | 0.00       | 0      |
| 10-540-00-1    | M/R Buildings and Grounds   | 1,180.36      | 221,000.00 | 12,029.31    | 12,029.31    | 0.00   | 208,970.69 | 5      |
| 10-540-00-2    | Utilities                   | 1,227.47      | 14,000.00  | 729.45       | 729.45       | 0.00   | 13,270.55  | 5      |
| 10-540-00-3    | Cleaning Services           | 1,500.00      | 7,800.00   | 1,200.00     | 1,200.00     | 0.00   | 6,600.00   | 15     |
| 10-540-00-4    | Cleaning Supplies           | 630.68        | 700.00     | 0.00         | 0.00         | 0.00   | 700.00     | 0      |
| 10-540-00-5    | Pest Control                | 279.00        | 995.00     | 144.00       | 144.00       | 0.00   | 851.00     | 14     |
| 10-540-00-6    | Capital Outlay              | 0.00          | 10,000.00  | 0.00         | 0.00         | 0.00   | 10,000.00  | 0      |
| 10-560-00-0    | Streets - Municipal         | 0.00          | 0.00       | 0.00         | 0.00         | 0.00   | 0.00       | 0      |
| 10-560-13-0    | STREET LIGHTS               | 6,127.58      | 72,335.00  | 6,278.36     | 6,278.36     | 0.00   | 66,056.64  | 9      |
| 10-560-14-0    | Debt Services               | 0.00          | 258,061.33 | 0.00         | 0.00         | 0.00   | 258,061.33 | 0      |
| 10-560-15-0    | Capital Improvements        | 0.00          | 42,376.00  | 0.00         | 0.00         | 0.00   | 42,376.00  | 0      |
| 10-580-45-0    | SANITATION:                 | 20,882.26     | 280,000.00 | 20,481.00    | 20,481.00    | 0.00   | 259,519.00 | 7      |
| 10-610-00-0    | MAINTENANCE:                | 0.00          | 0.00       | 0.00         | 0.00         | 0.00   | 0.00       | 0      |
| 10-610-02-0    | Salaries Maintenance        | 45,925.66     | 199,640.78 | 0.00         | 0.00         | 0.00   | 199,640.78 | 0      |
| 10-610-02-1    | Longevity Pay Maintenance   | 0.00          | 1,418.75   | 0.00         | 0.00         | 0.00   | 1,418.75   | 0      |
| 10-610-02-2    | Christmas Bonus             | 0.00          | 750.00     | 0.00         | 0.00         | 0.00   | 750.00     | 0      |
| 10-610-05-0    | Social Security Maintenance | 0.00          | 12,377.73  | 0.00         | 0.00         | 0.00   | 12,377.73  | 0      |
| 10-610-07-0    | Retirement Maintenance      | 1,569.69      | 17,972.38  | 1,345.14     | 1,345.14     | 0.00   | 16,627.24  | 7      |
| 10-610-08-0    | 401K                        | 1,031.56      | 5,964.29   | 445.49       | 445.49       | 0.00   | 5,518.80   | 7      |
| 10-610-09-0    | Insurance                   | 2,998.40      | 32,362.80  | 2,593.20     | 2,593.20     | 0.00   | 29,769.60  | 8      |
| 10-610-10-0    | Training                    | 0.00          | 1,000.00   | 0.00         | 0.00         | 0.00   | 1,000.00   | 0      |
| 10-610-11-1    | Telephone                   | 0.00          | 3,300.00   | 252.20       | 252.20       | 0.00   | 3,047.80   | 8      |
| 10-610-16-0    | M/R Equipment               | 190.23        | 8,320.00   | 200.00       | 200.00       | 0.00   | 8,120.00   | 2      |
| 10-610-17-0    | M/R Auto                    | 85.35         | 7,635.00   | 125.00       | 125.00       | 0.00   | 7,510.00   | 2      |

Holly Ridge  
Statement of Revenue and Expenditures

| Expend Account | Description                      | Prior Yr Expd | Budgeted   | Current Expd | YTD Expended | Cancel | Balance    | % Expd |
|----------------|----------------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| 10-610-31-0    | Auto Supplies                    | 61.46         | 7,053.00   | 0.00         | 0.00         | 0.00   | 7,053.00   | 0      |
| 10-610-33-0    | Departmental Supplies            | 246.05        | 6,867.00   | 351.30       | 351.30       | 0.00   | 6,515.70   | 5      |
| 10-610-34-0    | Mosquito Control                 | 1,970.56      | 8,000.00   | 0.00         | 0.00         | 0.00   | 8,000.00   | 0      |
| 10-610-36-0    | Uniforms                         | 746.34        | 3,300.00   | 556.59       | 556.59       | 0.00   | 2,743.41   | 17     |
| 10-610-57-0    | Miscellaneous                    | 0.00          | 2,705.00   | 0.00         | 0.00         | 0.00   | 2,705.00   | 0      |
| 10-610-74-0    | Capital Outlay-Equipment         | 0.00          | 45,357.00  | 0.00         | 0.00         | 0.00   | 45,357.00  | 0      |
| 10-620-00-0    | PARKS AND RECREATION:            | 0.00          | 0.00       | 0.00         | 0.00         | 0.00   | 0.00       | 0      |
| 10-620-91-0    | Events                           | 931.05        | 5,000.00   | 810.20       | 810.20       | 0.00   | 4,189.80   | 16     |
| 10-620-91-1    | Salaries                         | 257.91        | 13,806.00  | 0.00         | 0.00         | 0.00   | 13,806.00  | 0      |
| 10-620-91-2    | Parks,Grounds, Revitalization    | 224.82        | 15,000.00  | 342.24       | 342.24       | 0.00   | 14,657.76  | 2      |
| 10-620-93-0    | Community Building               | 675.56        | 9,979.00   | 158.36       | 158.36       | 0.00   | 9,820.64   | 2      |
| 10-620-94-0    | Liberty Fountain                 | 288.30        | 2,500.00   | 0.00         | 0.00         | 0.00   | 2,500.00   | 0      |
| 10-620-95-0    | Fireworks                        | 11,500.00     | 11,500.00  | 11,500.00    | 11,500.00    | 0.00   | 0.00       | 100    |
| 10-620-96-0    | Capital Improvements             | 0.00          | 40,000.00  | 0.00         | 0.00         | 0.00   | 40,000.00  | 0      |
| 10-660-00-0    | FINANCE:                         | 0.00          | 0.00       | 0.00         | 0.00         | 0.00   | 0.00       | 0      |
| 10-660-01-0    | Salary                           | 277.51        | 57,469.50  | 0.00         | 0.00         | 0.00   | 57,469.50  | 0      |
| 10-660-02-0    | Longevity                        | 0.00          | 25.00      | 0.00         | 0.00         | 0.00   | 25.00      | 0      |
| 10-660-03-0    | Christmas Bonus                  | 0.00          | 150.00     | 0.00         | 0.00         | 0.00   | 150.00     | 0      |
| 10-660-04-0    | Social Security                  | 0.00          | 3,563.11   | 0.00         | 0.00         | 0.00   | 3,563.11   | 0      |
| 10-660-05-0    | Retirement                       | 442.67        | 5,156.82   | 480.16       | 480.16       | 0.00   | 4,676.66   | 9      |
| 10-660-06-0    | 401K                             | 168.96        | 1,711.33   | 159.35       | 159.35       | 0.00   | 1,551.98   | 9      |
| 10-660-07-0    | Other Fringe Benefits--Ins       | 0.00          | 6,472.56   | 518.64       | 518.64       | 0.00   | 5,953.92   | 8      |
| 10-660-08-0    | Contracted Services              | 12,401.71     | 42,000.00  | 998.23       | 998.23       | 0.00   | 41,001.77  | 2      |
| 10-660-09-0    | Office Supplies                  | 0.00          | 750.00     | 0.00         | 0.00         | 0.00   | 750.00     | 0      |
| 10-660-10-0    | Training                         | 575.00        | 650.00     | 0.00         | 0.00         | 0.00   | 650.00     | 0      |
| 10-660-11-0    | Travel and Expenses              | 223.80        | 800.00     | 0.00         | 0.00         | 0.00   | 800.00     | 0      |
| 10-660-12-0    | Dues & Subscriptions             | 0.00          | 500.00     | 0.00         | 0.00         | 0.00   | 500.00     | 0      |
| 10-660-13-0    | Telephone                        | 0.00          | 455.00     | 0.00         | 0.00         | 0.00   | 455.00     | 0      |
| 10-660-14-0    | Miscellaneous                    | 0.00          | 500.00     | 0.00         | 0.00         | 0.00   | 500.00     | 0      |
| 10-660-15-0    | Bank Service Charges             | 0.00          | 1,200.00   | 0.00         | 0.00         | 0.00   | 1,200.00   | 0      |
| 10-710-00-0    | INSPECTIONS:                     | 0.00          | 0.00       | 0.00         | 0.00         | 0.00   | 0.00       | 0      |
| 10-710-02-0    | Salaries Inspections             | 34,033.98     | 212,617.53 | 0.00         | 0.00         | 0.00   | 212,617.53 | 0      |
| 10-710-02-1    | Longevity Pay Inspections        | 0.00          | 758.88     | 0.00         | 0.00         | 0.00   | 758.88     | 0      |
| 10-710-02-2    | Christmas Bonus                  | 0.00          | 600.00     | 0.00         | 0.00         | 0.00   | 600.00     | 0      |
| 10-710-05-0    | Social Security                  | 0.00          | 13,182.29  | 0.00         | 0.00         | 0.00   | 13,182.29  | 0      |
| 10-710-07-0    | Retirement                       | 1,224.52      | 19,126.51  | 1,075.29     | 1,075.29     | 0.00   | 18,051.22  | 6      |
| 10-710-08-0    | 401K                             | 788.03        | 5,964.29   | 356.84       | 356.84       | 0.00   | 5,607.45   | 6      |
| 10-710-09-0    | Other Fringe Benefits--Insurance | 1,496.04      | 25,890.24  | 1,555.92     | 1,555.92     | 0.00   | 24,334.32  | 6      |
| 10-710-10-0    | Training                         | 0.00          | 3,000.00   | 0.00         | 0.00         | 0.00   | 3,000.00   | 0      |
| 10-710-11-1    | Telephone                        | 0.00          | 2,300.00   | 227.34       | 227.34       | 0.00   | 2,072.66   | 10     |

Holly Ridge  
Statement of Revenue and Expenditures

| Expend Account       | Description                      | Prior Yr Expd | Budgeted     | Current Expd | YTD Expended | Cancel | Balance      | % Expd |
|----------------------|----------------------------------|---------------|--------------|--------------|--------------|--------|--------------|--------|
| 10-710-14-0          | Travel & Expense                 | 0.00          | 4,000.00     | 97.79        | 97.79        | 0.00   | 3,902.21     | 2      |
| 10-710-16-0          | M/R Equipment                    | 0.00          | 6,511.88     | 0.00         | 0.00         | 0.00   | 6,511.88     | 0      |
| 10-710-17-0          | M/R Auto                         | 0.00          | 2,100.00     | 0.00         | 0.00         | 0.00   | 2,100.00     | 0      |
| 10-710-31-0          | Auto Supplies                    | 0.00          | 2,300.00     | 0.00         | 0.00         | 0.00   | 2,300.00     | 0      |
| 10-710-33-0          | Department Supplies              | 508.44        | 8,260.00     | 0.00         | 0.00         | 0.00   | 8,260.00     | 0      |
| 10-710-36-0          | Uniforms                         | 0.00          | 1,250.00     | 111.19       | 111.19       | 0.00   | 1,138.81     | 9      |
| 10-710-45-0          | Planning and Zoning Contract     | 4,256.85      | 10,000.00    | 3,935.82     | 3,935.82     | 0.00   | 6,064.18     | 39     |
| 10-710-53-0          | Dues & Subscriptions             | 622.24        | 2,500.00     | 0.00         | 0.00         | 0.00   | 2,500.00     | 0      |
| 10-710-57-0          | Miscellaneous                    | 0.00          | 250.00       | 0.00         | 0.00         | 0.00   | 250.00       | 0      |
| 10-710-58-0          | Capital Outlay                   | 20,971.00     | 0.00         | 0.00         | 0.00         | 0.00   | 0.00         | 0      |
| 10-999-00-0          | ORGANIZATIONAL EXPENSES:         | 0.00          | 0.00         | 0.00         | 0.00         | 0.00   | 0.00         | 0      |
| 10-999-01-0          | Insurance & Bond                 | 22,417.51     | 50,000.00    | 47,365.71    | 47,365.71    | 0.00   | 2,634.29     | 95     |
| 10-999-02-0          | Contracted Services              | 4,065.02      | 36,600.00    | 1,679.76     | 1,679.76     | 0.00   | 34,920.24    | 5      |
| 10-999-03-0          | Website                          | 4,234.00      | 5,000.00     | 0.00         | 0.00         | 0.00   | 5,000.00     | 0      |
| 10-999-04-0          | Postage                          | 14.95         | 3,000.00     | 437.23       | 437.23       | 0.00   | 2,562.77     | 15     |
| 10-999-05-0          | Unemployment Insurance           | 0.00          | 3,000.00     | 0.00         | 0.00         | 0.00   | 3,000.00     | 0      |
| 10-999-06-0          | Economic Development Grant       | 0.00          | 9,225.00     | 0.00         | 0.00         | 0.00   | 9,225.00     | 0      |
| 10-999-07-0          | Interest For Truck Payments      | 0.00          | 45,775.00    | 0.00         | 0.00         | 0.00   | 45,775.00    | 0      |
| 10-999-08-0          | Contingencies                    | 0.00          | 10,000.00    | 0.00         | 0.00         | 0.00   | 10,000.00    | 0      |
| 10-999-09-0          | Health Reimbursement Arrangement | 0.00          | 25,200.00    | 100.00       | 100.00       | 0.00   | 25,100.00    | 0      |
| Fund 10 Expend Total |                                  | 450,004.81    | 3,379,540.38 | 154,232.27   | 154,232.27   | 0.00   | 3,225,308.11 | 5      |

| Fund | Description | Prior Revenue | Curr Revenue | YTD Revenue | Prior Expended | Curr Expended | YTD Expended | Total Available Revenues |
|------|-------------|---------------|--------------|-------------|----------------|---------------|--------------|--------------------------|
| 10   |             | 422,134.50    | 26,624.18    | 26,624.18   | 450,004.81     | 154,232.27    | 154,232.27   | 127,608.09-              |

Holly Ridge  
Statement of Revenue and Expenditures

| Revenue Account | Description                  | Prior Yr Rev | Anticipated      | Current Rev   | YTD Revenue   | Cancel      | Excess/Deficit    | % Real   |
|-----------------|------------------------------|--------------|------------------|---------------|---------------|-------------|-------------------|----------|
| 11-343-00-0     | Powell Bill Allocation       | 0.00         | 56,232.24        | 0.00          | 0.00          | 0.00        | 56,232.24-        | 0        |
| 11-357-00-0     | Building Fee Income          | 0.00         | 0.00             | 894.18        | 894.18        | 0.00        | 894.18            | 0        |
|                 | <b>Fund 11 Revenue Total</b> | <b>0.00</b>  | <b>56,232.24</b> | <b>894.18</b> | <b>894.18</b> | <b>0.00</b> | <b>55,338.06-</b> | <b>2</b> |

| Expend Account | Description                 | Prior Yr Expd    | Budgeted         | Current Expd | YTD Expended | Cancel      | Balance          | % Expd   |
|----------------|-----------------------------|------------------|------------------|--------------|--------------|-------------|------------------|----------|
| 11-570-00-0    | MAINTENANCE REPAIR/AUTO:    | 0.00             | 0.00             | 0.00         | 0.00         | 0.00        | 0.00             | 0        |
| 11-570-01-0    | Surveys & Engineering       | 578.14           | 0.00             | 0.00         | 0.00         | 0.00        | 0.00             | 0        |
| 11-570-03-0    | Equipment                   | 57,612.19        | 0.00             | 0.00         | 0.00         | 0.00        | 0.00             | 0        |
| 11-570-18-0    | M/R Streets                 | 911.06           | 56,232.24        | 25.58        | 25.58        | 0.00        | 56,206.66        | 0        |
|                | <b>Fund 11 Expend Total</b> | <b>59,101.39</b> | <b>56,232.24</b> | <b>25.58</b> | <b>25.58</b> | <b>0.00</b> | <b>56,206.66</b> | <b>0</b> |

| Fund | Description | Prior Revenue | Curr Revenue | YTD Revenue | Prior Expended | Curr Expended | YTD Expended | Total Available Revenues |
|------|-------------|---------------|--------------|-------------|----------------|---------------|--------------|--------------------------|
| 11   |             | 0.00          | 894.18       | 894.18      | 59,101.39      | 25.58         | 25.58        | 868.60                   |

Holly Ridge  
Statement of Revenue and Expenditures

| Fund | Description | Prior Revenue | Curr Revenue | YTD Revenue | Prior Expended | Curr Expended | YTD Expended | Total Available Revenues |
|------|-------------|---------------|--------------|-------------|----------------|---------------|--------------|--------------------------|
| 10   |             | 422,134.50    | 26,624.18    | 26,624.18   | 450,004.81     | 154,232.27    | 154,232.27   | 127,608.09-              |
| 11   |             | 0.00          | 894.18       | 894.18      | 59,101.39      | 25.58         | 25.58        | 868.60                   |
|      | Final Total | 422,134.50    | 27,518.36    | 27,518.36   | 509,106.20     | 154,257.85    | 154,257.85   | 126,739.49-              |

Heater

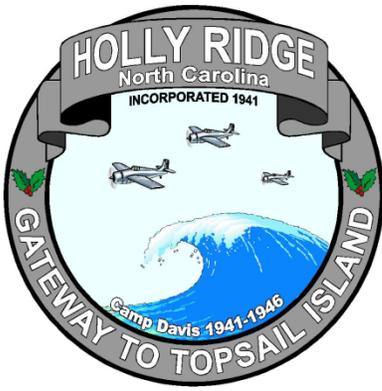
# Activity Log Event Summary (Cumulative Totals)

Holly Ridge Police Department

(08/01/2019 - 08/31/2019)

|   |    |  |       |
|---|----|--|-------|
| # 1 Death                                 | 1  | # 4 Assault  | 2     |
| # 5 Break/Enter                           | 1  | # 6 Larceny  | 5     |
| #11 Fraud                                 | 1  | #13 DWLR   | 12    |
| #18 Narcotics                             | 1  | #19 Disturbance                                      | 2     |
| #20 Domestic                              | 1  | #21 DWI  | 1     |
| #26 Alarm Activation                      | 10 | #27 Suspicious Person                                | 4     |
| #27 Suspicious Vehicle                    | 3  | #33 Traffic  | 3     |
| #34 Crash Report                          | 6  | #35 E-Citation                                       | 181   |
| #35 Traffic Citation                      | 11 | #35 Traffic Citation Other                           | 13    |
| #35 Traffic Citation-C&R                  | 16 | #35 Traffic Citation-Expired inspection              | 7     |
| #35 Traffic Citation-Expired registration | 19 | #35 Traffic Citation-NOL                             | 7     |
| #35 Traffic Citation-Open container       | 2  | #35 Traffic Citation-Revoked/Fictitious/Altered regi | 1     |
| #35 Traffic Citation-Safe movement        | 2  | #35 Traffic Citation-Speeding                        | 143   |
| #35 Traffic Citation-Stop light           | 1  | #35 Traffic Citation-Stop sign/flashing red light    | 10    |
| #38 Assist Motorist                       | 1  | #41 Vehicle Unlock                                   | 6     |
| #44 Property Damage                       | 1  | #46 Open Door  | 9     |
| #48 Welfare Check                         | 5  | #52 Assist EMS                                       | 4     |
| #52 Assist Jacksonville PD                | 1  | #52 Assist NCSHP                                     | 1     |
| #52 Assist O.C.S.D.                       | 6  | #52 Assist Other Agency                              | 1     |
| #53 Arrest Warrant/Wanted                 | 3  | #54 Trespassing                                      | 1     |
| #55 Harassment                            | 1  | #58 General Police Service                           | 14    |
| #58 General Police Service - Fingerprints | 5  | #62 Noise Violation                                  | 1     |
| #63 Town Ordinance Violation              | 1  | #65 Civil Citation                                   | 3     |
| #66 Juvenile Incident                     | 5  | #70 Drivers License Checking Station                 | 3     |
| Arrest                                    | 9  | Business Check                                       | 1,338 |
| Residential Check                         | 12 | Vehicle Stop   | 206   |
| Verbal Warning                            | 16 |  |       |

Total Number Of Events: 2,119



# Town Council Regular Meeting Agenda

|                 |             |
|-----------------|-------------|
| Agenda<br>Item: | <b>7-C1</b> |
| Date:           | 09/10/2019  |

**Subject: Committee Report – Planning Board**

The Planning Board held their Regular Meeting on August 20<sup>th</sup>, 2019. The draft Minutes from that meeting are attached. The next scheduled Planning Board Meeting is September 17<sup>th</sup>, 2019.

Anita Dinger  
Mayor

Carolyn Stanley  
Mayor Pro Tem

Rena Bragg  
Councilmember

Greg Hines  
Councilmember

Pamala Hall  
Councilmember

Kelly Collins  
Councilmember

# *Town of Holly Ridge*

*Post Office Box 145  
Holly Ridge, North Carolina 28445*

*Telephone (910) 329-7081  
Fax (910) 329-1593*



Heather Reynolds  
Interim Town Manager

Heather Reynolds, CMC  
Town Clerk

## **TOWN OF HOLLY RIDGE PLANNING BOARD MEETING MINUTES August 20th, 2019 6:30 P.M.**

### **Call to Order**

The meeting was called to order at 6:30 PM. Members present were John McIver, Anna Gaskins, Sue Butler, and Carol Froisy. Also present were Wes MacLeod from Cape Fear Council of Government, and Marsha-Gray Kircher from the Planning/Zoning/Inspections Department.

### **Invocation and Pledge of Allegiance**

Board paused for a moment of silence. John McIver led the Pledge of Allegiance.

### **Adoption of Agenda (Additions and/or Deletions)**

A motion was made by *Anna Gaskins* and seconded by *Sue Butler* to adopt the agenda as is. *All Agreed.*

### **Adoption of Minutes**

A motion was made by *Carol Froisy* and seconded by *Sue Butler* to adopt the minutes from Planning Board Meetings held on June 18<sup>th</sup>, 2019. *All Agreed.*

## **New Business**

### **Buckhorn Development Preliminary Plat**

Presented by Wes MacLeod – The applicant Buckhorn Development is requesting approval of a 58 lot Major Subdivision Preliminary Plat to construct a Multi-Family Residential/Townhome Development on approximately 6 acres of land located on US 17. Section 8-25.3 of the Town’s Subdivision Ordinance requires that a Preliminary Plat be submitted and approved prior to applicant submittal of a Final Plat. Once the Preliminary Plat is approved the applicant may proceed with construction of the required improvements that will serve the site. The applicant plans to construct an 11 building multi-family development consisting of 57 dwelling units. The property is split zoned as Neighborhood Business (NB) and R-15. Multi-family development is permitted in the NB district as a “Special Use” which was approved by the Town’s Board of Adjustment on June 25th, 2019.

The proposed Major Subdivision Preliminary Plat is in compliance with the requirements outlined in Section 8-29 of the Town’s Subdivision Ordinance. The applicant will be required to seek Final Plat approval prior to conveyance of any lots. Staff recommends conditional approval of the Preliminary Plat subject to the following:

1. Per Section 8-36.9, a driveway permit will be required prior to construction of the proposed road connection to US 17.
2. Per Section 8-37.4, a copy of the erosion control permit shall be required prior to any construction activity.
3. Prior to final plat approval, the applicant must comply with any comments submitted by ONWASA or the Town’s Fire Chief.
4. Prior to issuance of a building permit the applicant will be required to provide a plan and HOA documentation for solid waste storage and upkeep and maintenance of common open space. A copy of the maintenance agreement must also be submitted.

If the proposal is approved the conditions above should be included.

John McIver inquired about the rezone of the property being denied at the previous Planning Board meeting. Wes MacLeod explained that multi-family has always been approved with a Special Use Permit, and the Board of Adjustment granted the applicant a Special Use Permit to allow for Multi-Family on this tract. Wes MacLeod asked if there were any specific questions for either himself, or the applicant David DeMoss as he was also present.

Anna Gaskins asked if any builder could come and build this project now that it has been approved, and if it would be the same. David DeMoss stated that he was the builder, and that the development would be the same as presented. John McIver asked if there would be any problems selling the lots. David DeMoss informed the Planning Board that there would be no problem as there are already people ready to purchase one of the townhomes. Anna Gaskins inquired if there would be sidewalks throughout the development. David DeMoss responded that yes there will be sidewalks.

Carol Froisy asked if there will be any room to extend. David DeMoss explained that there is additional land available to purchase. John McIver asked when David would be breaking ground. David DeMoss informed the board that he needs to wait for the sewer and water permits, and DOT approval; once received, he will be ready. Anna Gaskins asked if there is an area for

extra parking for boats, etc. David DeMoss responded that there is extra spaces, and that there is 2 parking spaces per unit, but there is also additional available for guests. Carol Froisy asked if there are any green spaces. Wes MacLeod responded that that requirement has been met. Anna Gaskins inquired about the retention pond and if that area would be fenced in. David DeMoss responded that at this present time they are not planning on fencing the area, just like The Townes development. Wes MacLeod explained that if it was applicable, the builder would have to do it, otherwise it would up to the builder. John McIver asked if there were any additional questions, there was not.

A motion was made by *Carol Froisy* and seconded by *Sue Butler* to adopt the following resolution: RESOLVED, that the Town of Holly Ridge Planning Board hereby recommends approval of the proposed Major Subdivision Preliminary Plat with the 4 conditions discussed during the Board of Adjustment's Special Use Permit meeting. *All Agreed.*

### **Discussion of Draft Street Acceptance Policy**

Presented by Wes MacLeod – staff report outlined a proposal for policy for street acceptance and maintenance. Wes MacLeod explained that a street acceptance policy is the best way to handle, maintain, and accept streets when done appropriately. Currently the Town has no clear protocol concerning street acceptance. Wes MacLeod was directed by the Town to create a policy for the Town to implement, having this document would do that.

Wes MacLeod explained to the Planning Board that it is very expensive to maintain not properly constructed streets. In Eastern North Carolina this is not taken as seriously as it should. The policy presented was adopted from other parts of the State where it is enforced/implemented. Sue Butler stated that she thought it looked like a thorough and strong document. Wes MacLeod discussed that this policy can be adopted and modified as needed; that it is currently set up to how the Town is currently staffed. Wes MacLeod asked if there were any questions, or a motion to recommend or deny the policy.

A motion was made by *Sue Butler* and seconded by *Carol Froisy* to adopt the following resolution: RESOLVED, that the Town of Holly Ridge Planning Board hereby recommends approval of the proposed Street Acceptance Policy to Town Council for review. *All Agreed.*

### **Nomination of Vice Chairperson**

There was a brief discussion in reference to nomination of a vice chairperson. The intent was to wait for a full board, but due to planned future events, a nomination was required.

A motion was made by *Sue Butler* and seconded by *Carol Froisy* to nominate Anna Gaskins as the Planning Board Vice Chairperson. *All Agreed.*

### **Persons wishing to address the Board**

There were no persons wishing to address the Board.

## **Board Member Concerns**

Anna Gaskins mentioned some previously approved projects to see what their status was, to include an RV park and indoor shooting range. A property on the corner of Crawford Street and N Jenkins Street Extension was also brought up.

## **Adjourn**

A motion was made by *Sue Butler* and seconded by *Anna Gaskins* to adjourn the meeting at 7:00 PM. *All Agreed.*

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John McIver  
Chairman

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Marsha-Gray Kircher  
Planning & Zoning Department

DRAFT



# Town Council Regular Meeting Agenda

|                 |            |
|-----------------|------------|
| Agenda<br>Item: | 7-C2       |
| Date:           | 09/10/2019 |

**Subject: Committee Report – Board of Adjustment**

For the month of August, A Board of Adjustment meeting was not held.

The next scheduled meeting is September 24<sup>th</sup>, 2019 and there are currently no items to discuss.



# Town Council Regular Meeting Agenda

Agenda  
Item: **7-C3**

Date: 09/10/2019

**Subject: Committee Report – ONWASA**

The next Board of Director's Meeting is scheduled for Thursday, September 19<sup>th</sup>, 2019.

A link to their Agenda can be found at the following link <https://www.onwasa.com/AgendaCenter>

# MEMORANDUM OF AGREEMENT FOR HURRICANE DORIAN

between the

North Carolina Department of Transportation

and the

Local Government Agency of *The Town of Holly Ridge*

This Memorandum of Agreement (hereinafter, "Agreement") is made on the last date entered below between the North Carolina Department of Transportation (hereinafter, "NCDOT") and **The Town of Holly Ridge** (hereinafter, " LGA ") (collectively referred to hereinafter as "the Parties") for the emergency removal of debris during a State of Disaster or Imminent Threat of Disaster and/or a State of Emergency declared pursuant to Chapters 14 and 166A of the North Carolina General Statutes.

WHEREAS, by Executive Order 101, the Governor has declared a State of Emergency for Hurricane Dorian pursuant to Chapters 14 and 166A of the North Carolina General Statutes; and

WHEREAS, the State has implemented the North Carolina Emergency Operations Plan (hereinafter, "NCEOP"), and NCDOT has been called upon to perform certain functions, including the removal of hurricane related debris deposited by the storm from the right of way of state maintained roads, pursuant to the NCEOP; and

WHEREAS, the LGA has requested that it be allowed the opportunity and responsibility to perform certain of those NCDOT functions as set forth in the NCEOP in order to assure that its citizens are served and protected; and

WHEREAS, the Parties have conferred as to the best methods and practices to allow the LGA to assume these responsibilities;

NOW THEREFORE, the Parties agree as follows:

1. For purposes of this Agreement, the following definitions shall apply:
  - A. "State Maintained Roads" shall mean those roads maintained by NCDOT, including both Federal-Aid routes and Non-Federal-Aid routes.
  - B. The term "Eligible Storm Debris" shall be such debris as shall be eligible for reimbursement by the North Carolina Department of Public Safety, Division of Emergency Management (hereinafter, "DEM") or the Federal Emergency Management Agency (hereinafter, "FEMA") generated as a direct result of Hurricane Dorian.
  
2. As a result of the State of Emergency for Hurricane Dorian, declared pursuant to Chapters 14 and 166A of the North Carolina General Statutes and pursuant to

Executive Order 101 referenced above and upon a determination by the Parties that it is desirable that the LGA be responsible for removal of Hurricane Related Debris deposited by the storm from the right of way of State System Roads, NCDOT shall issue to the LGA a written Notice to Proceed with debris removal.

3. The LGA shall remove and dispose of Hurricane Related Debris on all identified State Maintained Roads. In so doing, the LGA shall comply with all FEMA and DEM requirements regarding Hurricane Related Debris removal and disposal including landfill quantity calculations and site disposal costs.
4. The LGA shall apply directly to DEM and/or FEMA for reimbursement in accordance with the rules, regulations and procedures of those agencies. Any reimbursement must be governed by the rules, regulations and procedures of those agencies, and NCDOT shall not be responsible for any portion of reimbursement to the LGA.
5. The LGA is responsible for complying with all NCDOT rules and regulations including, but not limited to, safety, insurance, and traffic control in accordance with the Manual on Uniform Traffic Control Devices, and the LGA shall hold NCDOT harmless in all matters arising from or related to this Agreement. Further, the LGA shall be responsible for all damage or injury to persons or to private property occurring as a result of the debris removal activities pursuant to this Agreement, and the LGA shall hold NCDOT harmless in all matters arising therefrom.
6. The LGA shall be responsible for repair of any damages to the state maintained right of way which may be caused by debris removal operations undertaken pursuant to this Agreement. All repairs shall be made to the satisfaction of the Division Engineer of the Highway Division in which the LGA is located, and the Division Engineer's judgment in this regard shall be final.
7. The LGA shall remove all Eligible Storm Debris even if such removal requires multiple passes on a particular route and shall continue until the mutually agreed upon completion date. All work pursuant to this Agreement shall be done to the satisfaction of the Division Engineer of the Highway Division in which the LGA is located, and the Division Engineer's judgment in this regard shall be final.
8. All work pursuant to this Agreement shall be completed by a date mutually agreed to by DEM, FEMA, NCDOT and the LGA.
9. This Agreement may be modified only upon the written consent and approval of both Parties.
10. This Agreement shall be in effect from the last date signed below until all work pursuant to this Agreement shall be done to the satisfaction of the Division Engineer of the Highway Division in which the LGA is located. This Agreement may be terminated by either party upon submission of a thirty day advance written notice of termination. No notice of termination shall be effective for debris

removal pursuant to any Notice to Proceed already issued by NCDOT.

11. To provide consistent and effective communication between the Parties, each party shall appoint a Principal Representative to serve as its central point of contact responsible for coordinating and implementing this Agreement. The Principal Representative of the NCDOT shall be Chief Engineer Operations or his designee. The Principal Representative of the LGA shall be the LGA Manager or his designee.
12. A copy or facsimile copy of the signatures of the parties shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Local Government by authority duly given.

L.S. ATTEST (WITNESS)

AUTHORIZED OFFICIAL

BY: \_\_\_\_\_

BY: \_\_\_\_\_

PRINT: \_\_\_\_\_

PRINT: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
(FINANCE OFFICER)  
Federal Tax Identification Number

Remittance Address:

\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRESENTED TO THE BOARD OF TRANSPORTATION ITEM O: \_\_\_\_\_

**Request Release of Secondary State System Roads**

Requesting Applicant: \_\_\_\_\_

In accordance with the Memorandum of Agreement on file between the NCDOT and the Requesting Applicant listed above; the local government agency is hereby requesting the NCDOT to release its authority for FEMA reimbursement for emergency services to the local government authority for the State System Roads listed below.

Release of all State System Roads  or Selective State System Roads as Follows:

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|--|
| Local Government Designated Agent: _____ |
| Date: _____                              |

|   |       |
|---|-------|
| North Carolina Department of Transportation |       |
| Release by:                                 | _____ |
| Title:                                      | _____ |
| Date:                                       | _____ |