

Jeff Wenzel  
Mayor

Pamala Hall  
Mayor Pro-Tem

Greg Hines  
Councilmember

Rena Bragg  
Councilmember

Dexter Sholar  
Councilmember

Carolyn Stanley  
Councilmember

# Town of Holly Ridge

Post Office Box 145  
Holly Ridge, North Carolina 28445

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Heather Reynolds, CMC  
Town Manager

Tracy Martin  
Deputy Town Clerk

**HOLLY RIDGE TOWN COUNCIL  
REGULAR MONTHLY MEETING AGENDA  
June 13th, 2023  
All Items Are for Discussion and Possible Action  
6:30 p.m.**

1. **Call to Order**
2. **Invocation and Pledge of Allegiance**
3. **Approval of Agenda**
4. **Persons Wishing to Address the Town Council**
  - A. **Danny Ferucci, Executive Director, Onslow United Transit System, Inc**
5. **Public Hearings**
  - A. **Discussion and Possible Approval of the Proposed Fiscal Year 2023-2024 Municipal Budget and Budget Ordinance for the Town of Holly Ridge**
    - **Motion to go into Public Hearing**
    - **Public Comments/Discussion**
    - **Motion to return to Regular Session**

**Recommendation: Action to approve the Proposed Fiscal Year 2023-2024 Municipal Budget and Budget Ordinance for the Town of Holly Ridge**
  - B. **Discussion and Possible Approval of an Ordinance Amending the Official Zoning Map for the Town of Holly Ridge submitted by Michael McCafferty for two parcels one located at 677 US Highway 17 North (Parcel ID # 160393) consisting of 2.18 acres from Neighborhood Business to Commercial and 703 US Highway 17 North (Parcel ID # 173039) consisting of .88 acres from Light Industrial to Commercial.**
    - **Motion to go into Public Hearing**
    - **Public Comments/Discussion**
    - **Motion to return to Regular Session**

**Recommendation: Action to approve an Ordinance Amending the Official Zoning Map for the Town of Holly Ridge for two parcels one located at 677 US Highway 17 North (Parcel ID # 160393) consisting of 2.18 acres from Neighborhood Business to Commercial and 703 US Highway 17 North (Parcel ID # 173039) consisting of .88 acres from Light Industrial to Commercial.**
  - C. **Discussion and Possible Approval of an Ordinance Amending the Official Zoning Map for the Town of Holly Ridge submitted by Andrew Smith for two parcels located on Sound Road and identified as (Parcel ID # 013907) Map # 900-30 and (Parcel ID # 013908) Map # 900-37**

from Light Industrial to Commercial.

- Motion to go into Public Hearing
- Public Comments/Discussion
- Motion to return to Regular Session

**Recommendation:** Action to approve an Ordinance Amending the Official Zoning Map for the Town of Holly Ridge submitted by Andrew Smith for two parcels located on Sound Road And identified as (Parcel ID # 013907) and (Parcel ID # 013908) from Light Industrial to Commercial.

D. Discussion and Possible Approval to amend Section 8-36.9 of the Town's Subdivision Ordinance to add a time-period for sidewalk installation for Major Subdivisions.

- Motion to go into Public Hearing
- Public Comments/Discussion
- Motion to return to Regular Session

**Recommendation:** Action to amend Section 8-36.9 of the Town's Subdivision Ordinance to add a time period for sidewalk installation for Major Subdivisions.

E. ***CONTINUATION OF THE*** Lot 14 Public Hearing to Receive Public Comments and Vote on the proposal for the Town to convey to BT-OH. LLC the real property situated at 1000 Betty Taylor Wood Drive, Holly Ridge, North Carolina, having an Onslow County Parcel Identification Number of 172022. The estimated fair market value of the interest to be conveyed is \$100,000.00 per acre. The proposed purchase price of the property is \$1,129,500.00.

- Motion to go into Public Hearing
- Public Comments/Discussion
- Motion to return to Regular Session

**Recommendation:** Action to approve the conveyance of property and approve ratification of the existing contract to purchase.

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

- May 9th, 2023, Regular Meeting
- May 15th, 2023, Special Meeting
- May 22<sup>nd</sup>, 2023, Special Meeting Budget Workshop # 1

B. Department Head Reports

- Finance Department
- Fire Department
- Police Department
- Planning & Zoning Inspections Report
- Parks & Recreation Report

C. Committee Reports

- Planning Board
- Board of Adjustment
- ONWASA
- Re-Branding Committee
- Greater Topsail Area Committee (GTAC)

8. **Old Business**

A. Discussion and Possible Approval of a Proposal with Estimates for Renovations to the Community Development Department and Controlled Access in Town Hall.

**Recommendation:** For discussion and possible action.

9. **New Business**

- A. **Discussion and Possible Approval of Resolution No.23-06 Opposition to Senate Bill 675 “Land Use Clarification and Changes”.**  
**Recommendation:** Action to approve Resolution No.23-06 in Opposition to Senate Bill 675 “Land Use Clarification and Changes”.
- B. **Possible Adoption of Budget Amendment #5 for Fiscal Year 2022 – 2023.**  
**Recommendation:** Action to approve Budget Amendment #5 for Fiscal Year 2022 – 2023.

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

11. **Town Council Comments**

12. **Announcements:**

- **Thursday, June 15<sup>th</sup>, 2023, ONWASA Board Meeting – beginning at 6:00 p.m. at the Jacksonville City Hall**
- **Tuesday, June 20<sup>th</sup>, 2023, Planning Board Meeting – beginning at 6:30 p.m. in the Council Chambers**
- **Tuesday, June 27<sup>th</sup>, 2023, Board of Adjustment Meeting – beginning at 6:30 p.m. in the Council Chambers**
- **Tuesday, July 4<sup>th</sup>, 2023, Town Hall Closed in Observance of Independence Day**

13. **Closed Session**

- A. **To establish or instruct the public body’s staff or negotiating agents concerning the position to be taken by or on behalf of the public body by negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease per NCGS 143-318.11(a) (5).**

14. **Adjournment**

**REVENUES**

**Tax Rate: 0.34**

Line Item	Description	FY 2020 - 2021 Actuals	FY 2021 - 2022 Actuals	FY 2022 - 2023 Approved	FY 2022 - 2023 5/15/23	YTD	FY 2023 - 2024 Proposed
10-301-00-0	Property Taxes (Prior Year)	\$ 234,253.24	\$ 80,599.31	\$ 67,200.00	\$ 182,598.20	\$ 71,400.00	\$ 71,400.00
10-301-91-0	Property Taxes (Current Year)	\$ 1,279,160.12	\$ 1,488,498.95	\$ 2,172,800.00	\$ 2,159,025.22	\$ 2,308,600.00	\$ 2,308,600.00
10-301-91-1	DMV Tax	\$ 161,046.65	\$ 110,000.00	\$ 168,081.60	\$ 149,798.94	\$ 179,935.00	\$ 179,935.00
10-302-00-0	FEMA	\$ -	\$ 200,000.00	\$ 200,000.00	\$ -	\$ 200,000.00	\$ 200,000.00
10-302-01-1	CARES Act	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10-302-01-2	ARP - American Rescue Plan	\$ -	\$ 900,957.67	\$ 900,957.67	\$ 450,478.83	\$ 900,957.67	\$ 900,957.67
10-303-00-1	DEMO Grant	\$ -	\$ 200,000.00	\$ 200,000.00	\$ 150,000.00	\$ -	\$ -
10-303-00-2	Golden Leaf	\$ -	\$ 200,000.00	\$ 200,000.00	\$ 160,000.00	\$ -	\$ -
10-303-00-3	IDF	\$ -	\$ 650,000.00	\$ 1,335,000.00	\$ -	\$ -	\$ -
10-303-00-4	CDIP Phase II Lot Sales	\$ -	\$ 63,303.33	\$ 1,605,000.00	\$ 7,200.00	\$ 1,000,000.00	\$ 1,000,000.00
10-304-00-0	PARTF Grant					\$ 500,000.00	\$ 500,000.00
10-317-00-0	Interest on Taxes	\$ 7,423.66	\$ 5,000.00	\$ 5,000.00	\$ 5,389.04	\$ 5,000.00	\$ 5,000.00
10-325-00-0	Privilege Licenses	\$ 15.00	\$ 300.00	\$ 300.00	\$ 15.00	\$ 20.00	\$ 20.00
10-329-00-0	Interest Income	\$ 922.86	\$ 1,000.00	\$ 400.00	\$ 488.59	\$ 600.00	\$ 600.00
10-330-00-0	Parks and Recreation	\$ 195.00	\$ 1,500.00	\$ 1,500.00	\$ 16,194.75	\$ 10,000.00	\$ 10,000.00
10-330-01-0	Special Events	\$ 300.00	\$ 900.00	\$ 900.00	\$ 19,019.00	\$ 1,500.00	\$ 1,500.00
10-330-02-0	Liberty Fountain	\$ 300.00	\$ 200.00	\$ 200.00	\$ 100.00	\$ 100.00	\$ 100.00
10-330-03-0	Sponsorship Program	\$ -	\$ -	\$ -	\$ -	\$ 26,537.00	\$ 26,537.00
10-335-00-0	Miscellaneous Income	\$ 32,202.55	\$ 7,000.00	\$ 7,000.00	\$ 123,441.86	\$ 15,000.00	\$ 15,000.00
10-335-01-0	ONWASA Satellite Office	\$ 32,083.37	\$ 35,000.00	\$ 35,000.00	\$ 30,366.70	\$ 35,000.00	\$ 35,000.00
10-337-00-0	Utility Franchise Tax	\$ 145,410.14	\$ 120,000.00	\$ 120,000.00	\$ 129,534.14	\$ 110,000.00	\$ 110,000.00
10-345-00-0	Local Option Sales Tax	\$ 943,913.48	\$ 723,214.48	\$ 750,335.02	\$ 1,149,947.36	\$ 1,222,394.02	\$ 1,222,394.02
10-347-00-0	ABC Revenue	\$ 51,372.56	\$ 40,000.00	\$ 40,700.00	\$ 36,842.00	\$ 40,840.00	\$ 40,840.00
10-349-00-0	Solid Waste Tax	\$ 1,444.33	\$ 1,200.00	\$ 1,230.00	\$ 2,594.66	\$ 2,500.00	\$ 2,500.00
10-351-00-0	Court Fees	\$ 2,227.50	\$ 2,200.00	\$ 2,200.00	\$ 1,501.95	\$ 1,500.00	\$ 1,500.00
10-352-00-0	Civil Citations	\$ 190.00	\$ 300.00	\$ 300.00	\$ 100.00	\$ 200.00	\$ 200.00
10-353-00-0	Homeowner Recovery	\$ 207.00	\$ 165.00	\$ 165.00	\$ 93.00	\$ 100.00	\$ 100.00
10-354-00-0	Substance Tax Proceeds	\$ 66.75	\$ 1,500.00	\$ 1,500.00	\$ 1,171.10	\$ 1,500.00	\$ 1,500.00
10-355-01-0	Planning/Zoning Fees	\$ 24,945.00	\$ 24,000.00	\$ 24,000.00	\$ 14,115.00	\$ 20,000.00	\$ 20,000.00
10-357-00-0	Building Fee	\$ 297,670.35	\$ 240,900.00	\$ 280,000.00	\$ 233,627.89	\$ 240,000.00	\$ 240,000.00
10-358-00-0	Sale of Surplus Property	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00
10-359-00-0	Solid Waste Fees	\$ 256,530.87	\$ 313,200.00	\$ 313,200.00	\$ 265,147.15	\$ 427,320.00	\$ 427,320.00

10-361-00-0	Recycling Fees	\$ 74,909.15	\$ 86,400.00	\$ 86,400.00	\$ 81,457.10	\$ 142,440.00
10-367-00-0	Sales Tax Refund	\$ 8,144.08	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 5,000.00
10-399-00-0	Fund Balance Appropriation	\$ -	\$ 568,273.08	\$ 88,200.00	\$ -	\$ 270,561.58
10-400-00-0	Community Building	\$ 430.00	\$ 15,000.00	\$ 15,000.00	\$ 7,338.40	\$ 10,000.00
10-415-00-0	County Tourism Grant	\$ -	\$ 6,000.00	\$ 5,000.00	\$ -	\$ 60,000.00
10-416-00-0	Duke Energy grant	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -
10-417-00-0	CAMA Access Grant ML	\$ -	\$ -	\$ 89,681.00	\$ -	\$ -
10-418-00-0	Balance FWD Capital Imp. Str	\$ -	\$ -	\$ 41,079.46	\$ -	\$ -
10-419-00-0	Fire Tax Onslow County	\$ -	\$ -	\$ -	\$ -	\$ 220,000.00
10-420-00-0	Shooting Range Revenue	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
	Total	\$ 3,555,363.66	\$ 6,103,611.82	\$ 8,765,329.75	\$ 5,382,585.88	\$ 8,041,005.27

Difference                    \$                    0.00

## EXPENDITURES

Line Item #	Description	FY 2022 - 2023 Approved	FY 2023 - 2024 Proposed
10-410-00-0	Governing Board	\$ 290,700.00	\$ 219,000.00
10-420-00-0	Administration	\$ 277,452.32	\$ 356,382.83
10-510-00-0	Police Department	\$ 1,292,861.06	\$ 1,437,350.41
10-540-04-0	Public Buildings & Grounds	\$ 143,600.00	\$ 188,020.00
10-560-13-0	Streets	\$ 205,079.46	\$ 1,820,832.13
10-580-45-0	Sanitation	\$ 421,599.03	\$ 463,594.48
10-610-00-0	Public Works	\$ 542,428.60	\$ 556,616.08
10-620-00-0	Parks and Recreation	\$ 245,358.26	\$ 1,410,445.39
10-660-00-0	Finance	\$ 158,785.80	\$ 169,860.75
10-710-00-0	Community Development	\$ 429,687.77	\$ 471,103.21
10-800-00-0	Fire Services		\$ 220,000.00
10-999-00-0	Non Departmental	\$ 615,700.00	\$ 727,800.00
10-999-00-0	CDIP Phase II	\$ 4,050,279.65	\$ -
10-999-00-1	CAMA Access Grant (ML)	\$ 89,681.00	\$ -
	<b>Total</b>	<b>\$ 8,763,212.95</b>	<b>\$ 8,041,005.27</b>

## GOVERNING BOARD

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-410-01-0	Salaries	\$ 16,200.00	\$ 13,809.84	\$ 25,200.00
	Social Security	\$ 1,300.00	\$ -	\$ 1,800.00
10-410-04-0	Prof Serv Legal	\$ 40,000.00	\$ 4,592.97	\$ 50,000.00
10-410-04-1	Prof Serv Audit	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
10-410-05-0 (10-420-26-0)	Ads/Notices	\$ 3,500.00	\$ 2,636.20	\$ 4,500.00
10-410-06-0	Code Services	\$ 5,000.00	\$ -	\$ 5,000.00
10-410-07-0 (10-560-33)	Contracted Services	\$ 162,000.00	\$ 118,883.35	\$ 63,000.00
10-410-08-0 (10-530-33-1)	Donations to Other Organizations	\$ 12,500.00	\$ 11,474.00	\$ 12,500.00
10-410-09-0	Departmental Supplies	\$ 1,000.00	\$ 282.06	\$ 500.00
10-410-10-0 (10-420-53-0)	Dues & Subscriptions	\$ 5,000.00	\$ 3,033.00	\$ 6,000.00
10-410-11-0	Travel, Training, Meetings	\$ 1,000.00	\$ -	\$ 1,000.00
10-410-12-0	Consumables	\$ 1,200.00	\$ 2,163.39	\$ 1,500.00
10-410-12 (10-420-37-1)	Tax Refunds	\$ 2,000.00	\$ 1,022.41	\$ 2,000.00
10-410-13 (10-430-33-0)	Elections	\$ -	\$ -	\$ 6,000.00
10-410-14-0	Rebranding Initiative	\$ 25,000.00	\$ -	\$ 25,000.00
	Total Department Budget	\$ 290,700.00	\$ 172,897.22	\$ 219,000.00

## ADMINISTRATION

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-420-02-0	Salaries	\$ 173,192.06	\$ 186,579.23	\$ 223,264.49
10-420-02-1	Longevity	\$ 4,503.85	\$ -	\$ 5,044.27
10-420-02-2	Christmas Bonus	\$ 300.00	\$ 150.00	\$ 800.00
10-420-05-0	Social Security	\$ 13,249.19	\$ 3,734.27	\$ 14,044.14
10-420-07-0	Retirement	\$ 24,085.30	\$ 17,709.00	\$ 32,163.50
10-420-08-0	401K	\$ 9,099.80	\$ 7,293.69	\$ 11,655.44
10-420-09-0	Other Fringe Benefits--Ins	\$ 29,066.96	\$ 10,447.69	\$ 40,410.98
10-420-10-0	Training	\$ 2,500.00	\$ 765.42	\$ 3,500.00
10-420-11-1	Telephone	\$ 5,000.00	\$ 3,642.96	\$ 5,000.00
10-420-14-0	Travel & Expenses	\$ 2,000.00	\$ 1,326.57	\$ 3,000.00
10-420-16-0	M/R Equipment	\$ 2,000.00	\$ -	\$ 2,000.00
10-420-26-0	Advertising	\$ 1,455.16	\$ 57.60	\$ 1,500.00
10-420-32-0	Office Supplies	\$ 2,500.00	\$ 1,946.44	\$ 2,500.00
10-420-33-0	Departmental Supplies	\$ 3,500.00	\$ 2,830.33	\$ 3,500.00
10-420-53-0	Dues and Subscriptions	\$ 1,000.00	\$ 929.99	\$ 1,000.00
10-420-57-0	Miscellaneous	\$ 2,500.00	\$ 1,518.66	\$ 2,000.00
10-420-74-0	Capital Outlay Equipment	\$ 1,500.00		\$ 5,000.00
	Total Department Budget	\$ 277,452.32	\$ 238,931.85	\$ 356,382.83

## POLICE DEPARTMENT

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-510-02-0	Salaries	\$ 754,445.76	\$ 652,537.16	\$ 807,442.32
10-510-02-1	Longevity	\$ 3,516.24		\$ 5,054.01
10-510-02-3	Christmas Bonus	\$ 2,100.00		\$ 2,800.00
10-510-02-4	Education/Certification/incentive	\$ 9,058.47		\$ -
10-510-02-5	Overtime Program	\$ 15,500.00		\$ 15,500.00
10-510-03-0	PSA Salary	\$ 19,560.00		\$ 19,560.00
10-510-04-0	Retiree Benefits	\$ 22,000.00	\$ 10,942.60	\$ 22,000.00
10-510-05-0	Social Security	\$ 58,144.74	\$ 11,470.97	\$ 61,633.43
10-510-07-0	Retirement	\$ 106,731.09	\$ 81,683.32	\$ 123,239.50
10-510-08-0	401K	\$ 40,924.50	\$ 31,135.84	\$ 43,888.71
10-510-09-0	Other Fringe Benefits--Ins	\$ 92,874.16	\$ 63,742.33	\$ 98,446.61
10-510-10-0	Training	\$ 9,000.00	\$ 842.00	\$ 10,000.00
10-510-11-1	Telephone	\$ 15,000.00	\$ 13,070.39	\$ 15,000.00
10-510-13-0	K-9 Line Item	\$ -	\$ -	\$ 6,000.00
10-510-14-0	Travel & Expenses	\$ 10,800.00	\$ 1,448.55	\$ 12,000.00
10-510-16-0	M/R Equipment	\$ 7,000.00	\$ 4,649.17	\$ 7,000.00
10-510-17-0	M/R Auto	\$ 5,000.00	\$ 1,459.58	\$ 5,000.00
10-510-18-0	Equipment Leases	\$ -	\$ -	\$ 63,082.96
10-510-31-0	Auto Supplies - Fuel	\$ 40,000.00	\$ 33,283.98	\$ 40,000.00
10-510-33-0	Departmental Supplies	\$ 3,500.00	\$ 3,241.85	\$ 5,000.00
10-510-34-0	Substance Tax Expenditures	\$ 3,630.36	\$ 3,063.00	\$ 500.00
10-510-36-0	Uniforms	\$ 7,000.00	\$ 4,701.16	\$ 10,000.00
10-510-37-0	FMRT	\$ 6,000.00	\$ 5,200.00	\$ 6,000.00
10-510-53-0	Dues and Subscriptions	\$ 15,900.00	\$ 6,411.59	\$ 15,900.00
10-510-57-0	Miscellaneous	\$ 4,000.00	\$ 3,213.60	\$ 5,000.00
10-510-74-0	Capital Outlay	\$ 41,175.74	\$ 51,457.45	\$ 27,302.87
10-510-84-0	Debt Service - Vehicles	\$ -		\$ -
10-510-84-1	Debt Service - Building	\$ -		\$ -
10-510-85-0	Potential salary increase			\$ 10,000.00
	Total Department Budget	\$ 1,292,861.06	\$ 983,554.54	\$ 1,437,350.41

## PUBLIC WORKS

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-610-02-0	Salaries	\$ 304,670.16	\$ 232,981.02	\$ 340,679.54
10-610-02-1	Longevity Pay	\$ 1,839.43		\$ 3,472.74
10-610-02-2	Christmas Bonus	\$ 1,050.00		\$ 1,400.00
10-610-05-0	Social Security	\$ 23,528.31	\$ 5,060.00	\$ 24,940.01
10-610-07-0	Retirement	\$ 37,969.01	\$ 27,802.43	\$ 44,034.44
10-610-08-0	401K	\$ 15,637.98	\$ 7,462.90	\$ 17,067.61
10-610-09-0	Insurance	\$ 38,133.71	\$ 23,754.74	\$ 40,421.73
10-610-10-0	Training	\$ 3,500.00		\$ 3,500.00
10-610-11-1	Telephone	\$ 4,000.00	\$ 3,327.26	\$ 5,000.00
10-610-16-0	M/R Equipment	\$ 9,000.00	\$ 4,802.24	\$ 9,000.00
10-610-17-0	M/R Auto	\$ 6,000.00	\$ 1,621.47	\$ 6,000.00
10-610-31-0	Auto Supplies - Fuel	\$ 16,000.00	\$ 8,603.19	\$ 13,000.00
10-610-33-0	Departmental Supplies	\$ 14,000.00	\$ 11,437.01	\$ 17,000.00
10-610-34-0 (10-700-33-0)	Mosquito Control	\$ 8,000.00		\$ 9,000.00
10-610-36-0	Uniforms	\$ 6,000.00	\$ 5,056.09	\$ 9,500.00
10-610-57-0	Miscellaneous	\$ 1,500.00		\$ 2,000.00
10-610-74-0	Capital Outlay-Equipment	\$ 51,600.00	\$ 44,036.00	\$ 10,600.00
	Total Department Budget	\$ 542,428.60		\$ 556,616.08

## COMMUNITY DEVELOPMENT

Description	Line Item #	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-710-02-0	Salaries	\$279,673.78	\$ 222,311.89	\$ 303,251.67
10-710-02-1	Longevity Pay	\$785.30		\$ 922.18
10-710-02-2	Christmas Bonus	\$750.00		\$ 1,000.00
10-710-05-0	Social Security	\$21,512.49	\$ 4,272.66	\$ 22,803.24
10-710-07-0	Retirement	\$34,138.78	\$ 26,915.71	\$ 39,367.43
10-710-08-0	401K	\$14,060.45	\$ 11,093.04	\$ 15,258.69
10-710-09-0	Insurance	\$30,266.97	\$ 20,971.06	\$ 32,000.00
10-710-10-0	Training	\$4,000.00	\$ 2,067.99	\$ 6,500.00
10-710-11-1	Telephone	\$2,800.00	\$ 2,546.98	\$ 3,200.00
10-710-14-0	Travel & Expense	\$6,000.00	\$ 4,163.46	\$ 6,500.00
10-710-16-0	M/R Equipment	\$4,000.00		\$ 4,000.00
10-710-17-0	M/R Auto	\$700.00	\$ 125.00	\$ 700.00
10-710-31-0	Auto Supplies - Fuel	\$9,000.00	\$ 4,781.33	\$ 9,000.00
10-710-33-0	Department Supplies	\$5,000.00	\$ 1,604.89	\$ 4,000.00
10-710-36-0	Uniforms	\$2,500.00	\$ 199.80	\$ 2,500.00
10-710-45-0	Planning and Zoning Contract	\$7,000.00	\$ 6,137.50	\$ 7,000.00
10-710-46-0	Demolition/Abatement	\$0.00	\$ -	\$ 5,000.00
10-710-53-0	Dues & Subscriptions	\$7,000.00	\$ 4,498.70	\$ 5,000.00
10-710-57-0	Miscellaneous	\$500.00		\$ 500.00
10-710-58-0	Capital Outlay	\$0.00		\$ 2,600.00
	Total Department Budget	\$429,687.77	\$ 311,690.01	\$ 471,103.21

## PARKS & RECREATION

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-620-02-0	Salaries	\$ 50,000.00	\$ 7,470.23	\$ 56,214.00
10-620-02-1	Longevity	\$ -		\$ -
10-620-02-2	Christmas Bonus	\$ 200.00	\$ -	\$ 200.00
10-620-02-3	Part-Time Staff	\$ -	\$ -	\$ 25,000.00
10-620-05-0	Social Security	\$ 3,840.30		\$ 4,070.72
10-620-07-0	Retirement	\$ 6,088.21	\$ 4,239.61	\$ 7,277.41
10-620-08-0	401K	\$ 2,507.50	\$ 1,725.99	\$ 2,820.70
10-620-09-0	Other Fringe Benefits--Ins	\$ 7,466.74	\$ 3,176.40	\$ 7,914.74
10-620-10-0	Training	\$ 2,000.00	\$ 295.00	\$ 2,000.00
10-620-11-0	Telephone	\$ 1,200.00		\$ 1,200.00
10-620-14-0	Travel & Expenses	\$ 1,000.00	\$ 461.58	\$ 1,000.00
10-620-16-0	M/R Equipment	\$ 500.00		\$ 500.00
10-620-26-0	Advertising	\$ 1,200.00		\$ 1,200.00
10-620-32-0	Office Supplies	\$ 500.00		\$ 500.00
10-620-33-0	Departmental Supplies	\$ 600.00	\$ 285.11	\$ 600.00
10-620-45-0	Contracted Services	\$ -		\$ -
10-620-53-0	Dues & Subscriptions	\$ 500.00		\$ 6,500.00
10-620-57-0	Miscellaneous	\$ 500.00	\$ 384.00	\$ 500.00
10-620-74-0	Capital Improvements	\$ 101,255.51	\$ 74,540.03	\$ 104,700.00
10-620-91-0	Sponsorship Program	\$ 15,000.00	\$ 25,837.75	\$ 25,000.00
10-620-91-1	Liberty Festival			\$ 42,807.71
10-620-91-2	Hometown Christmas			\$ 2,067.61
10-620-91-3	Easter			\$ 1,372.50
10-620-91-4	Summer Events			\$ 3,000.00
10-620-91-5	Veteran's & Memorial Day			\$ 2,000.00
10-620-92-0	Summer Camp	\$ 8,000.00	\$ 3,050.60	\$ 30,000.00
10-620-92-1	Summer Camp Salaries			\$ 50,000.00
10-620-92-2	Summer Camp Cleaning			\$ 1,500.00
10-620-93-0	Fireworks	\$ 13,000.00		\$ 15,500.00
10-620-98-0	Town Decorations	\$ 30,000.00	\$ 15,890.23	\$ 15,000.00
10-620-99-0	PARTF			\$ 1,000,000.00
	Total Department Budget	\$ 245,358.26	\$ 137,356.53	\$ 1,410,445.39

## FINANCE

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-660-01-0	Salary	\$ 72,300.33	\$ 60,470.20	\$ 77,202.00
10-660-02-0	Longevity	\$ 100.00		\$ 1,149.03
10-660-03-0	Christmas Bonus	\$ 150.00		\$ 200.00
10-660-04-0	Social Security	\$ 5,530.98	\$ 1,263.35	\$ 5,862.83
10-660-05-0	Retirement	\$ 9,836.48	\$ 8,102.89	\$ 11,229.58
10-660-06-0	401K	\$ 4,051.27	\$ 3,337.23	\$ 4,352.55
01-660-07-0	Other Fringe Benefits--Ins	\$ 7,466.74	\$ 4,668.12	\$ 7,914.75
10-660-08-0	Contracted Services	\$ 55,000.00	\$ 19,957.24	\$ 55,000.00
10-660-09-0	Office Supplies	\$ 700.00	\$ 503.19	\$ 700.00
10-660-10-0	Training	\$ 700.00		\$ 1,000.00
10-660-11-0	Travel & Expenses	\$ 800.00	\$ 68.51	\$ 1,000.00
10-660-12-0	Dues & Subscriptions	\$ 250.00		\$ 250.00
10-660-13-0	Telephone	\$ 200.00		\$ 200.00
10-660-14-0	Miscellaneous	\$ 500.00		\$ 500.00
10-660-15-0	Bank Service Charges	\$ 1,200.00	\$ 1,235.68	\$ 1,300.00
10-660-74-0	Capital Outlay	\$ -	\$ -	\$ 2,000.00
	Total Departmental Budget	\$ 158,785.80		\$ 169,860.75

## SANITATION

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-580-45-0	Solid Waste & Recycling Removal Contract	\$ 295,800.00	\$ 270,042.96	\$ 333,594.48
10-580-45-1	Onslow County Tipping Fees	\$ 125,799.03	\$ 51,182.58	\$ 130,000.00
	Total Department Budget	\$ 421,599.03	\$ 321,225.54	\$ 463,594.48

## PUBLIC BUILDINGS & GROUNDS

Line Item #	Description - Admin/General	FY 2023 - 2024 Proposed
10-540-01-0	M/R Buildings and Grounds	\$ 68,000.00
10-540-01-1	Utilities	\$ 11,200.00
10-540-01-2	Cleaning Services	\$ 6,700.00
10-540-01-3	Cleaning Supplies	\$ 1,000.00
10-540-01-4	Pest Control	\$ 1,200.00
10-540-01-5	Contracted Services	\$ 4,920.00
10-540-01-6	Town Hall Renovation	\$ -
10-540-01-7	Miscellaneous	\$ 5,000.00
	Total Department Budget	\$ 98,020.00

Line Item #	Description - Police Department	FY 2023 - 2024 Proposed
10-540-02-0	M/R Buildings and Grounds	\$ 15,000.00
10-540-02-1	Utilities	\$ 11,000.00
10-540-02-2	Cleaning Services	\$ 5,500.00
10-540-02-3	Cleaning Supplies	\$ 1,000.00
10-540-02-4	Contracted Services	\$ -
10-540-02-5	Shooting Range	\$ 2,000.00
	Total Department Budget	\$ 34,500.00

Line Item #	Description - Parks & Rec	FY 2023 - 2024 Proposed
10-540-03-0	Parks, Grounds, & Revitalization	\$ 18,000.00
10-540-03-1	Utilities	\$ 21,000.00
10-540-03-2	Cleaning Services	\$ 1,000.00
10-540-03-3	Cleaning Supplies	\$ 2,000.00
10-540-03-4	Contracted Services	\$ -
10-540-03-5	Liberty Fountain	\$ 3,500.00
10-540-03-6	Community Center	\$ 10,000.00
	Total Department Budget	\$ 55,500.00

\$ 188,020.00

## MUNICIPAL FIRE SERVICES

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-800-01-0	Holly Ridge Fire Salary	\$ 61,000.00		\$ 82,000.00
10-800-02-0	Holly Ridge Fire Equipment	\$ 39,000.00		\$ 33,000.00
10-800-03-0	Turkey Creek Fire Dept	\$ 7,000.00		\$ 22,000.00
10-800-04-0	Future Capital Outlay Fund	\$ -	\$ -	\$ 83,000.00
	Total Departmental Budget	\$ 107,000.00		\$ 220,000.00

## NON-DEPARTMENTAL EXPENSES

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-999-01-0	Insurance & Bonds	\$ 89,700.00	\$ 111,590.06	\$ 125,000.00
10-999-02-0	Contracted Services	\$ 28,000.00	\$ 29,122.36	\$ 30,000.00
10-999-03-0	Website	\$ 5,000.00	\$ 1,125.00	\$ 5,000.00
10-999-04-0	Postage	\$ 2,500.00	\$ 1,727.52	\$ 3,000.00
10-999-05-0	Unemployment Insurance	\$ 3,000.00	\$ 2,739.17	\$ 3,000.00
10-999-06-0	Economic Development Grant	\$ 20,000.00	\$ 18,450.00	\$ 50,000.00
10-999-07-0	Emergency Management	\$ 200,000.00	\$ -	\$ 200,000.00
10-999-08-0	Contengcies	\$ 10,000.00	\$ 8,928.18	\$ 10,000.00
10-999-09-0	Health Reimbursment Arrangement	\$ 31,000.00	\$ 29,323.27	\$ 35,000.00
10-999-10-0	CARES Act	\$ -	\$ -	\$ -
10-999-11-0	Vehicle Fleet Lease	\$ 150,000.00	\$ 185,957.06	\$ 182,000.00
10-999-11-1	Fleet Connect	\$ 4,500.00	\$ 4,500.00	\$ 5,000.00
10-999-12-0	Safety and Health Program	\$ 9,000.00	\$ -	\$ 8,800.00
10-999-13-0	IT Services	\$ 63,000.00	\$ 44,709.68	\$ 71,000.00
	Total Department Budget	\$ 615,700.00	\$ 438,172.30	\$ 727,800.00

## STREETS - Municipal

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
10-560-13-0	Street Lights	\$ 100,000.00	\$ 93,742.01	\$ 130,000.00
10-560-14-0	Debt Service	\$ -		\$ 150,000.00
10-560-15-0	Capital Improvements	\$ 64,000.00		\$ 140,000.00
10-560-16-0	Balance Forward	\$ 41,079.46		\$ 105,079.46
10-560-17-0	Signage	\$ -	\$ -	\$ 4,000.00
10-560-18-0	M/R Street			\$ 1,291,752.67
	Total Department Budget	\$ 205,079.46		\$ 1,820,832.13

**POWELL BILL FUND  
STREETS - State Aid  
REVENUE**

Line Item #	Description	FY 2022 - 2023 Approved	FY 2022 - 2023 YTD 5/15/23	FY 2023 - 2024 Proposed
11-102-00-0	Powell Bill - Balance Forward	\$ 47,000.00		\$ 204,364.87
11-343-00-0	Powell Bill - Allocation	\$ 62,700.00	\$ 63,070.55	\$ 63,070.55
	Total Fund Budget	\$ 109,700.00		\$ 267,435.42

**EXPENDITURES**

Line Item #	Description	FY 2022 - 2023 Approved		
11-570-01-0	Surveys & Engineering	\$ 15,000.00		\$ 20,000.00
11-570-02-0	Salaries	\$ -		
11-570-03-0	Equipment	\$ -		\$ 5,000.00
11-570-18-0	M/R Streets	\$ 49,700.00	\$ 42,062.38	\$ 242,435.42
11-570-19-0	Debt Service	\$ 45,000.00		
	Total Fund Budget	\$ 109,700.00		\$ 267,435.42

Jeff Wenzel  
Mayor

Pamala Hall  
Mayor Pro-Tem

Greg Hines  
Councilmember

Rena Bragg  
Councilmember

Dexter Sholar  
Councilmember

Carolyn Stanley  
Councilmember

# *Town of Holly Ridge*

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

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



Heather Reynolds, CMC  
Town Manager

Tracy Martin  
Deputy Town Clerk

To: Citizens, Mayor Jeff Wenzel, and  
Members of the Town of Holly Ridge Town Council

From: Heather Reynolds, Town Manager

Date: June 9<sup>th</sup>, 2023

Re: Proposed Municipal Fiscal Year 2023 – 2024 Budget Summary  
For Public Hearing

Citizens, Mayor Wenzel, Councilmembers:

A balanced budget for the upcoming fiscal year, or an interim budget, must be adopted by June 30, 2023. Pursuant to N.C.G.S. 159-12, a public hearing on the proposed budget will be held on Tuesday, June 13<sup>th</sup>, 2023, at approximately 6:30 pm at the Holly Ridge Town Hall. This Public Hearing was advertised for public notice and copies of the budget were made available to local news media and are available for public inspection on the Town's website, in the Office of the Town Clerk and at the front desk of the Town Hall.

The proposed budget for Fiscal Year 2023 – 2024 for the Town of Holly Ridge is balanced and totals \$8,041,005.27. The budget includes the General Fund and Powell Bill Fund. The Town Council may edit, remove, and add items as they deem appropriate until the budget is adopted, and the Budget Ordinance approved and voted on.

Below please find a Highlight Summary of the Fiscal Year 2023 – 2024 Municipal Budget.

Best,

Heather Reynolds, CMC, NCCMC  
Town Manager

**Highlights of the FY 23/24 budget include the following:**

### **General Fund:**

- Tax rate lowered by one penny from \$0.35 per \$100 of valuation to \$0.34 per \$100 of valuation.
- Due to the CPI increase that has been requested by the Solid Waste/Recycling Contractor and the increasing cost for Onslow County tipping fees, an increase to garbage and recycling rates are as follows: Garbage: increase to \$15.00 from \$13.00 & Recycling increase to \$5.00 from \$4.00 per month, per cart. This results in an overall increase of \$3.00 per month.
- The tax value of real property for the upcoming year is estimated at \$700,000,000.00.
- This year a penny is worth \$70,000.
- Proposed fund balance appropriation of \$270,561.58.

### **Departmental Requests:**

- A new department for Municipal Fire Services was created within the budget and is reflected as the 10-800 accounts.
- Increase the amount given to Holly Ridge Volunteer Fire Department for salaries to \$82,000, resulting in a net increase of \$15,000.
- Increase the amount given to Turkey Creek Volunteer Fire Department to \$22,000 per year.
- Continue to support JOED's Capital Campaign with our pledged \$5,000 per year over five years and contribute \$5,000 for their continued support and services, for a total of \$10,000.
- Contribution to the Greater Topsail Area Chamber of Commerce remains the same at \$2,500.
- Public Works budget includes the following items as requested: air compressor, employee lockers, laptop, storage containers, weed eaters, cones, additional truck to the lease, replacement of aging tools and equipment, filing cabinet, and painting the exterior of the maintenance garage.
- The Police Department budget includes the batons, and holsters, replacing two computers, a new K-9 line item, and a new video server.
- This year the Community Development Department requested an additional line item for Demolition and Abatement purposes. The amount of \$5,000.00 is reflected in the proposed budget.

### **Personnel:**

- A 4% COLA is proposed for staff and up to 2% for Merit increases based on performance and evaluations.
- The retirement percentage increased to 14.04% for law enforcement and 12.90% for general class to be paid by the Town.
- Request for a newly created position titled Grant Writer. This position is classified as non-exempt and a grade 11. The salary is proposed as \$35,000 in addition to a percentage of successful grants awarded and executed.
- Part-time staffing for Parks and Recreation is proposed in the amount of \$25,000.00 and is included. The purpose for the additional staff is to help facilitate rentals at the Community Center and provide additional coverage for programs and events.
- Increased Christmas bonuses for each employee by \$50.00 for a total of \$200 per employee.
- A modified paygrade proposal for the Police Department is included in the amount of \$10,000.00.

### **Capital Improvements:**

- RMS upgrade for the Police Department in the Amount of \$10,000 is included again this year as these funds were not spent in FY 22/23
- Increase of \$14,500 to add an additional truck to the fleet for the Public Works Department.
- Two cents of the existing tax rate set aside for street maintenance and repair in the amount of \$140,000. This amount combined with the balances from the past three years totals just under \$450,000.00.
- A bond/loan in the amount of \$1,000,000.00 for the street repairs is expected to cost approximately \$126,000 per year for 10 years. The proposed budget includes \$150,000 towards a bond payment.
- The Town Council authorized staff to use the ARP funds in the amount of \$900,957.67 for the purposes of street repairs to be combined with the bond amount to complete the backlog of maintenance and repair identified in the Pavement Condition Survey.
- Funds are appropriated for the paving of S. Smith Street as well as looking to expand the street wider to allow for additional parking for Town events, etc.
- A new line item has been added and funded in the amount of \$4,000.00 for the purpose of Street Signs replacements throughout Town.

### **Parks and Recreation**

- \$50,000 budgeted for the purpose of a new Christmas Tree for the Holly Ridge Hometown Christmas event. Approximately \$45,000 has been requested from Onslow County Tourism from their Capital Expenditure program.
- New LED light fixtures are included in the proposed budget for the softball field.
- Lighting for the Basketball Court is included in the proposed budget.
- \$15,000 set aside for new Town decorations for Christmas and the Liberty Festival.
- \$1,000,000.00 budgeted for the PARTF Grant. PARTF grants are a matching grant of up to \$500,000.00 and are reimbursed, therefore the funds must be expended before receiving.
- An ice machine, sound system, and projector are budgeted for the Community Center.
- A sponsorship expense program is built into the budget for items such as banners, picnic tables, and benches. A sponsorship program is also built into the revenue budget for events such as the Liberty Festival.
- Two sets of bleachers for the baseball field are included.
- A water fountain/bottle refill station/pet fountain is budgeted for the park.
- Funds budgeted for the Town of Holly Ridge to operate their own Summer Camp Program, independent from the Town of Surf City.

**TOWN OF HOLLY RIDGE  
BUDGET ORDINANCE  
FISCAL YEAR 2023/2024**

**BE IT ORDAINED** by the Town Council of the Holly Ridge, North Carolina that the following ordinance be adopted to make appropriations and raise revenue for the current operations of the Town of Holly Ridge for fiscal year beginning July 1, 2023, and ending June 30, 2024.

**SECTION 1. Levy of Taxes.** There is hereby levied for the fiscal year 2023-2024 a tax at the rate of \$0.34 on each one hundred dollars (\$100) assessed valuation of property located within the Town of Holly Ridge as listed as of January 1, 2023, for the purpose of raising revenue in the General Fund Section 1 of this ordinance.

**SECTION 2.** It is estimated that the following revenues will be available in the General Fund for fiscal year beginning July 1, 2023, and ending June 30, 2024:

**GENERAL FUND TOTAL REVENUES \$8,041,005.27**

**SECTION 3.** The following amounts are hereby appropriated in the General Fund for the expenses of the town government and its activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Line Item #	Description	FY 2023 - 2024 Proposed
10-410-00-0	Governing Board	\$ 219,000.00
10-420-00-0	Administration	\$ 356,382.83
10-510-00-0	Police Department	\$ 1,437,350.41
10-540-04-0	Public Buildings & Grounds	\$ 188,020.00
10-560-13-0	Streets	\$ 1,820,832.13
10-580-45-0	Sanitation	\$ 463,594.48
10-610-00-0	Public Works	\$ 556,616.08
10-620-00-0	Parks and Recreation	\$ 1,410,445.39
10-660-00-0	Finance	\$ 169,860.75
10-710-00-0	Community Development	\$ 471,103.21
10-800-00-0	Fire Services	\$ 220,000.00
10-999-00-0	Non Departmental	\$ 727,800.00
10-999-00-0	CDIP Phase II	\$ -
10-999-00-1	CAMA Access Grant (ML)	\$ -
	<b>Total</b>	<b>\$ 8,041,005.27</b>

**GENERAL FUND TOTAL EXPENSES \$8,041,005.27**

**SECTION 4. Powell Bill.** It is estimated that the following revenues will be available in the Powell Bill Fund for fiscal year beginning July 1, 2023, and ending June 30, 2024:

Powell Bill Fund – Allocation.....\$ 267,435.42

Powell Bill Expenditures.....\$ 267,435.42

**SECTION 5.** The Town Manager is hereby authorized to do the following:

- A. May transfer amounts between line-item expenditures within a department without limitation and without a report being required.
- B. May transfer amounts between funds with prior approval by the Governing Board in an amendment to the Budget Ordinance.
- C. May execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- D. May execute contracts for (1) the purchase of apparatus, supplies, materials, or equipment which are within budgeted departmental appropriations; (2) leases of personal property.
- E. May execute grant agreements to or from public and non-profit organizations which are within budgeted appropriations unless a grantor or organization requires execution by Mayor/Council.
- F. Any expenditure over \$2,500 above initial budgeted amounts shall be approved by the Town Council.

**SECTION 6. Fee Schedule.** The Town of Holly Ridge Schedule of Fees for Fiscal Year 2023-2024 is hereby adopted by reference.

**SECTION 7. Utilization of Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Holly Ridge Municipal Government during the 2023-2024 Fiscal Year. The Town Manager shall administer the Annual Operating Budget and shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

The Finance Officer shall establish and maintain all records, which are in consonance with this ordinance, and the appropriate state statues of the State of North Carolina.

**SECTION 8.** This ordinance shall become effective on July 1, 2023, following its adoption, this 13<sup>th</sup>, day of June 2023.

**ATTEST:**

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**Jeff Wenzel**  
Mayor

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**Tracy Martin**  
Deputy Town Clerk



**Community Development  
Staff Report  
Zoning Map Amendment  
Town Council Meeting Date:  
June 13, 2023**

Michael McCafferty, owner/applicant, is requesting a zoning map amendment for two (2) parcels located on US Hwy 17N. The request is to rezone 677 US Hwy 17N (Parcel ID #160393) consisting of 2.18 acres from NB to Commercial and 703 US Hwy 17N (Parcel ID #173039) consisting of .88 acres from LI to Commercial.

<p><b>Applicant:</b> Michael McCafferty</p> <p><b>Property Owner:</b> Michael McCafferty 178 Twining Rose Lane</p> <p><b>Parcel ID#:</b> 160393 (Map #734-115.4) 173039 (Map #734-115.5)</p> <p><b>Current Zone:</b> Neighborhood Business (NB) Light Industrial (LI)</p> <p><b>Proposed Zone:</b> Commercial (C)</p> <p><b>Acreage:</b> 3.06 total acres combined</p> <p><b>Number of Properties:</b> 2</p> <p><b>*Planning Board Action Required:</b> Yes</p> <p><b>*Town Council Action Required:</b> Yes</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. <b>Approve/Deny</b> the proposed rezoning, as presented in the Staff Report.</li> <li>2. <b>Continue</b> to a future date to obtain/consider additional information. The next available meeting date is July 11, 2023.</li> <li>3. <b>Accept</b> consistency with the Holly Ridge Comprehensive Land Use Plan.</li> </ol> <p><b>Planning Board Recommendation:</b> During the Holly Ridge Planning Board meeting on May 16, 2023, the Board unanimously recommended approval of the map amendment as presented and provided the included Consistency Statement.</p>	<p><b>Current Legal Use:</b> Vacant/Undeveloped</p> <p><b>Relevant History:</b> Parcel ID #173039 was previously discussed by Town Council on April 11, 2023. During that time, the applicant requested a map amendment for that property to rezone from Light Industrial to Neighborhood Business. Town Council asked Mr. McCafferty if consideration could be made to rezone both parcels, each owned by Mr. and Ms. McCafferty, to Commercial. Mr. McCafferty agreed and has submitted the current applications with this new request. Found within the Town’s ETJ, the subject property is located along US Hwy 17N and just North of the Buckhorn townhome development. The subject properties involve 2.18 and .88 acres respectively for a combined 3.06 total acres. Tim McCurry, Marine Corps Liaison for Camp Lejeune, has provided that his initial comments have not changed in that there exists no issue with the rezoning requests but that site development regarding traffic concerns remain an issue. This is due to the utilized access drive into the Camp Davis airfield. As stated, the subject properties are vacant and undeveloped and currently zoned as Neighborhood Business and Light Industrial (LI) respectively. LI and R-15 districts are found to the East, along with a 17-acre parcel zoned as NB with an R-5A overlay (approved PUD). NB is also located South with Camp Lejeune property located West. All adjoining properties are also vacant and undeveloped, with the exception of the R-15 District across US Hwy 17 that is currently utilized for a single-family dwelling and the Camp Lejeune property that is currently utilized as an airfield and adjoins the property to the North as well.</p>
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## OVERVIEW

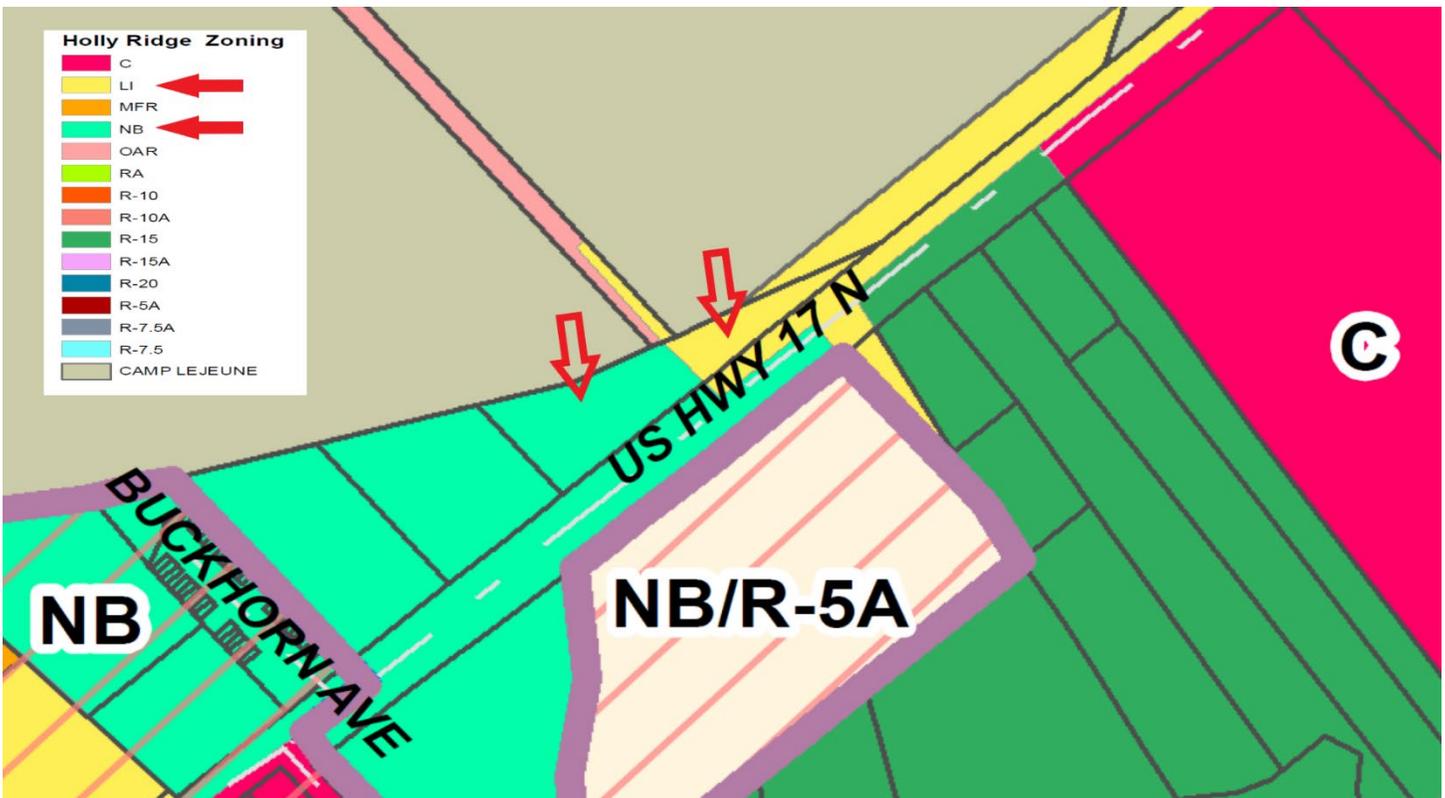
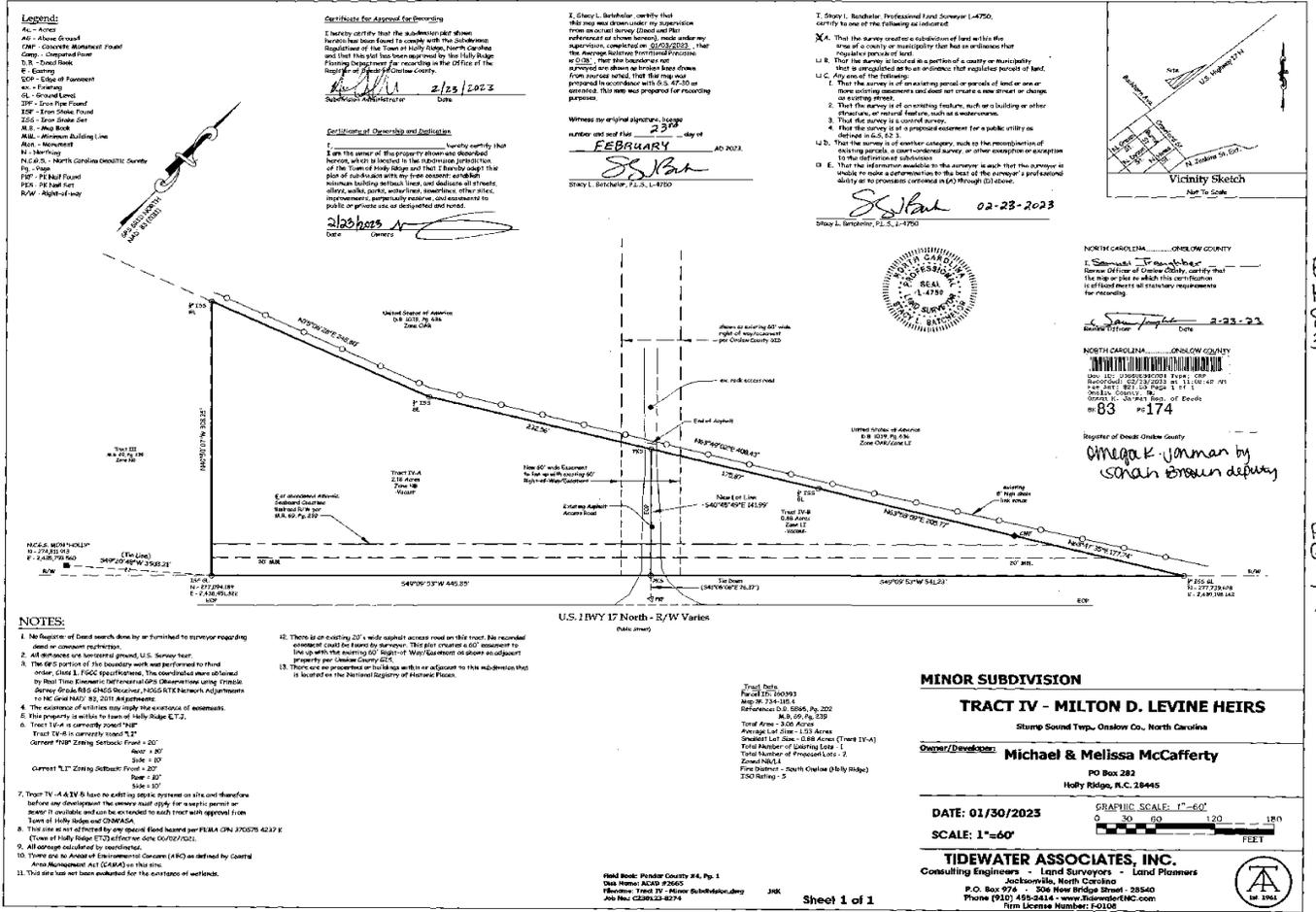
The applicant is requesting a Zoning Map amendment from Neighborhood Business and (NB) Light Industrial (LI) to Commercial (C). The purpose of the Light Industrial district is to provide locations for light industrial and/or manufacturing, processing and assembly uses and to protect adjacent rural/residential areas from such land uses. Minimum lot area within the LI zoning district must be at least 4,500 square feet. The purpose of the NB District is to accommodate retail, service and related businesses that cater to the immediate community and residential districts. The NB District requires parcels to be a minimum of 4,500 square feet and, in addition to retail, sales, services, and related businesses, as well as Planned Unit Developments that could include multi-family residential dwellings. Minimum setback requirements for both zoning districts are 20 feet for the front yard and 10 feet for both the rear and side yards.

The purpose of the Commercial District is to accommodate the development of retail, service and related businesses abutting major roadways throughout the town that cater to the traveling public. There is not a required minimum square footage for lots within the Commercial District nor setback requirements unless such lots abut residentially zoned parcels. In those cases, minimum setback requirements would be 15 feet for the rear yard and 10 feet for the side yard.

The surrounding properties consist of mainly vacant and undeveloped properties. Adjacent to the subject parcel North along US Hwy 17 is property owned by Camp Lejeune, with a portion of this property being utilized as an airfield. The same designation is also assigned to property located directly West of the subject property. East of the property under consideration, and across US Hwy 17, is property that is zoned as Neighborhood Business (NB) with an R-5A overlay. This particular property was subject for discussion before the Planning Board on April 19, 2022 and approved as a requested Planned Unit Development, which included 240 multi-family dwelling units and commercial development in an area along US Hwy 17. No physical progress has been noted on this property and currently remains vacant and undeveloped. Also across US Hwy 17 is property zoned as Light Industrial (LI) and R-15, with the R-15 parcel being utilized with a single-family dwelling.



**Aerial of Property**



Current Zoning of Property

## PERMITTED USES

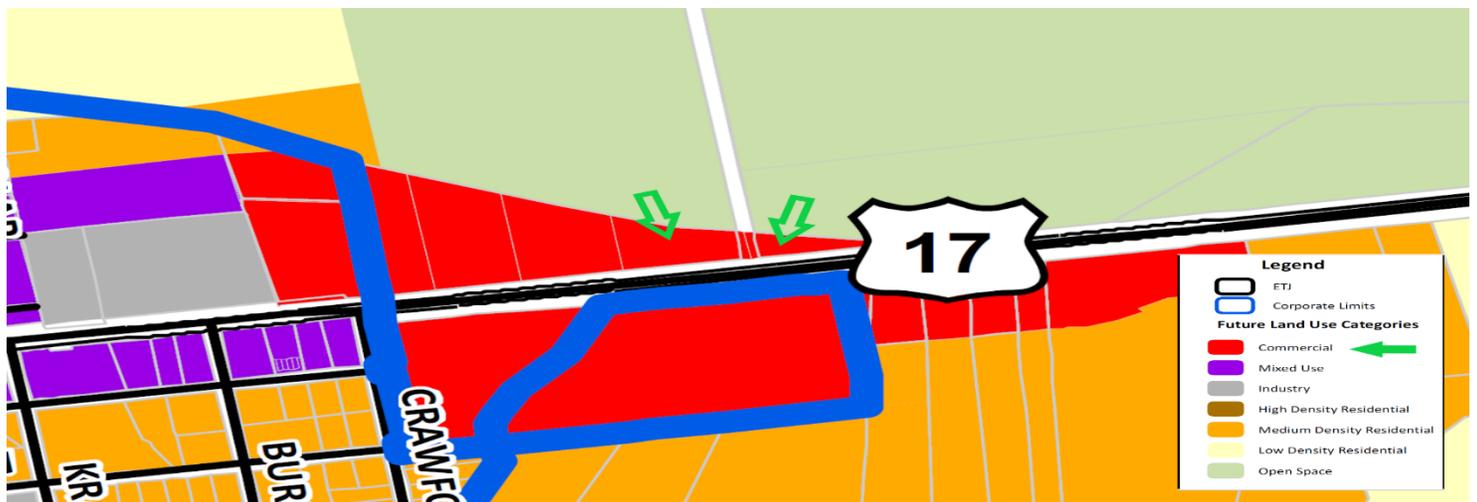
In reviewing a general zoning map amendment, consideration of all permitted uses must take place in approving or denying the request as submitted. The following uses are permitted uses within the Commercial Zoning District:

Planned Unit Development (which could include multi-family dwellings)	Upper-Story Residential	Children's home	Family Care home
Nursing, convalescent, assisted living facility	Rehabilitation Facility	Accessory Apartment (Special Use Permit)	Accessory structures/uses
Temporary construction offices	Hotels/Motels	Greenhouse and/or nurseries (commercial)	Arts and graphics services
Auction house	Auto, truck and motorcycle sales	Auto supplies	Bakery
Banks and finance companies	Blueprints and drafting supplies	Boat repairs, sales, and service	Brick, tile and pottery yard (sales and service)
Camera and photography supplies	Convenience store	Dairy, meat and seafood market	Drinking establishments (bars/lounge/pub) (Special Use Permit)
Equipment rental	Farm supplies	Farm/heavy equipment sales and rental	Flea market (indoor/outdoor [SUP])
Floor covering store (sales and installation)	Food store (under 10,000 sq. ft.)	Gas or service station	Heating and refrigeration sales and service
Industrial supplies and equipment sales	Lawn and garden supplies	Lumber and building material sales	Manufactured home/recreational vehicle sales
Manufacturer's showrooms	Monument works/sales	Plumbing and heating supplies	Rental of vehicles
Residential development sales (office on-site)	Restaurant	Roadside stand/Mobile Vendor	Shopping Center
Supermarket (over 10,000 sq. ft.) (Special Use Permit)	Truck, farm equipment, heavy equipment, sales and service	Winery/Microbrewery	Sales, service, repair and rental, not elsewhere listed
Cabinet shops (Special Use Permit)	Concrete products production	Metal machining, welding and fabrication shop	Woodworking fabrication shop
Animal hospital/veterinarian clinic	Auto detailing	Automatic teller machine	Barber and beauty shops
Building, cleaning and maintenance services	Car wash	Child care center	Coin operated laundry
College/university/technical college (Special Use Permit)	Computer and data processing services	Contractor's office	Detective agency
Dry cleaners (Special Use Permit)	Grading business	Heating and refrigeration repair shop	Kennel and animal shelters
Lawnmower Repair	Mental health, in patient (Special Use Permit)	Publishing and printing	Research activities
Tattoo/body piercing	Tire dealers and service	Office and commercial services not elsewhere listed	Aquarium
Church (including fellowship buildings)	Club and/or Lodge	Community centers-public	Fire and Rescue (EMS)

Government facilities	Hospital (human) (Special Use Permit)	Libraries	Liquor Store (ABC Store)
Museums	Parks and Playgrounds	Police Departments	Schools (elementary, middle, high, private)
US Postal Service	Adult Establishments (Special Use Permit)	Amusement park	Arcade
Baseball hitting ranges	Billiard or pool halls	Boat marina (Special Use Permit)	Bowling alley
Dance schools	Electronic Gaming Operation (Special Use Permit)	Firing Range, indoor (Special Use Permit)	Go-cart track (Special Use Permit)
Golf course, public/private (Special Use Permit)	Golf driving range (Special Use Permit)	Greenways	Health club
Livestock petting zoo	Miniature golf	Movie theaters (indoor)	Private recreation clubs (non-adult)
Skating Rink	Ambulance service	Bus garages	Bus terminal (Special Use Permit)
Convenience center (Special Use Permit)	Mini warehouse	Open storage facility	Parking lot (commercial)
Recycling collection center (Special Use Permit)	Truck/freight terminal (6 or fewer trucks)	Truck/freight terminal (more than 6 trucks) (Special Use Permit)	Vehicle for hire
Warehousing (Special Use Permit)	Wholesale distribution (Special Use Permit)	Public utility facility (substation)	Sewer system (private) (Special Use Permit)
Utility company operation center	Wireless communication tower/substantial modification (Special Use Permit)	Wireless communication facility, small cell/collocation	Commercial Recreation

**FUTURE LAND USE**

The future land use designation for this area is Commercial. Commercial land uses in Holly Ridge’s planning jurisdiction are currently concentrated in close proximity to primary roadways. Future high-impact commercial development is intended to be located along major thoroughfares on NC 50 and US 17 that have easy access for automobiles. Lower intensity commercial uses such as small offices and boutiques are also appropriate. Appropriate uses include high intensity commercial, office, and institutional establishments as well big box retail, such as grocery stores and building supply stores. Inappropriate uses would include industrial uses and single-family residential uses and duplexes. Additionally, as part of the public input priorities included within the Town’s Comprehensive Land Use Plan, it is noted that the Town should make efforts to attract a broad variety of businesses to Holly Ridge to maximize retail diversity.



**Future Land Use Map of Area**

## PLANNING BOARD POLICY CONSIDERATIONS

During their regularly scheduled meeting on May 16, 2023, the Planning Board considered each of the following guidelines, as outlined in the Town's ordinances, in making their recommendation to Town Council.

- (A) The proposal will place all property similarly situated in the area in the same category, or in appropriate complementary categories.

**Surrounding properties found within the area are zoned Light Industrial, Neighborhood Business, and R-15. The majority of adjoining properties are vacant and undeveloped and could be utilized for both residential and commercial uses. Similar uses within the Commercial district could place these properties in the same or complementary categories. This is particularly true as the subject properties are located along a major thoroughfare of the Town.**

- (B) There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.

**As part of the purpose of the Commercial zoning district, the requested rezoning would accommodate the development of retail, service and related businesses abutting major roadways throughout the town that cater to the traveling public. The proposed district classification would be in the general public interest as additional commercial options would be available for them.**

- (C) There is convincing demonstration that all uses permitted under the proposed new district classification are appropriate for the area included in the proposed change.

**Being as the property is located on Hwy. 17, the proposed new district classification would be appropriate as this highway is a major corridor for the traveling public. The variety of permitted uses would afford options directed to commercial endeavors that would both enhance the area for the public that travel or that could potentially conduct business within Holly Ridge.**

- (D) There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.

**Being the districts and land uses currently existing in the area are largely vacant and undeveloped, yet could include more residential and commercial uses, there appears to be no convincing demonstration that the character of the neighborhood would be adversely affected if developed in accord with the listed permitted uses. This is particularly true as the subject properties are located along a major thoroughfare of the Town. However, consideration of military impacts should be given as this location is part of a main access road for the Camp Davis airfield.**

- (E) The proposed change is in accord with the Holly Ridge Comprehensive Plan, and any other officially adopted plan.

**The Holly Ridge Comprehensive Plan designates this area for Commercial development. As such, a concentration of commercial, either with high or low intensity, in this area would be consistent with the Town's Plan. The variety of uses within the Commercial District would be in accord with this designation.**

## **Planning Board Evaluation**

The request is to amend the Town's Zoning Map by rezoning the subject properties from Neighborhood Business (NB) and Light Industrial to Commercial (C).

The surrounding parcels appear to be vacant and undeveloped, with a single-family dwelling located across US Hwy 17. Another parcel across US Hwy 17 and consisting of approximately 17 acres was approved for a Planned Unit Development, with commercial development along US Hwy 17, in 2022 but not progress has been physically started on the site at the time of this application. Surrounding properties are similarly zoned NB and LI, causing the uses permitted within the NB District to be compatible with this area, especially being as it is located along a major thoroughfare of Holly Ridge.

During the Board's previous discussion of the single property included in this request, the Marine Corps Liaison, Tim McCurry, spoke of concerns related to access to the property. He maintains that these parcels do have great interest for the military as it is the primary entrance for vehicles accessing the Camp Davis airfield for a host of reasons, including the current repaving of the Camp Davis South runway. Mr. McCurry also notes that the primary concern for the military is because of traffic safety concerns near the main entrance of the airfield. Large military vehicles access this road for military operations where they tend to use convoys for administrative or actual field operations. Having a business entrance/exit close to the Camp Davis entrance raises some concern and Mr. McCurry desires said concerns be considered by NCDOT during the review of a submitted development proposal. Mr. McCurry commented that there are no objections related to the rezoning of the property but more so when it comes to the actual site development. Staff has assured Mr. McCurry that, as with all proposed developments that may have military impacts, they will be afforded the opportunity for comment on preliminary site plans as part of the Town's Technical Review Committee.

The Future Land Use Plan designates this area as Commercial. As such, the Plan states on page 5-6 that future high-impact commercial development is intended to be located along major thoroughfares on NC 50 and US 17 that have easy access for automobiles. It also states that lower intensity commercial uses such as small offices and boutiques are also appropriate within this designation. The uses within the Commercial District appear to be consistent for this area, primarily due to the location along a major thoroughfare of Holly Ridge. The request could also be consistent with the Top 5 Public Input Priorities in that the request could assist in attracting a broad variety of businesses to Holly Ridge to maximize retail diversity.

Based upon the uses that either currently exist or could exist in the area, the proposed amendment would be reasonable and in the public interest as additional uses could afford for more commercial uses that would cater to both citizens and traveling public.

The Planning Board unanimously recommended approval of the map amendment as presented.

The public hearing for this matter was advertised in accordance with local and State requirements.

## **Actions & Consistency Statements**

### **Recommend Approval**

The Town of Holly Ridge Planning Board hereby recommends approval of the proposed amendment of the Holly Ridge Zoning Map and finds that it is consistent with the Town of Holly Ridge Comprehensive Land Use Plan because the permitted uses within the Commercial District allow for uses that qualify for such development within the Commercial designation as noted by the Town's Comprehensive Land Use Plan and would prove to be reasonable and in the public interest by providing additional commercial options along a major thoroughfare of Holly Ridge for both residents and traveling public and forwards this included Consistency Statement to the Holly Ridge Town Council.



# Town of HOLLY RIDGE

PO Box 145 \* Holly Ridge, NC 28445 \* Phone (910) 329-7081 \* Fax (910) 329-1593

## ORDINANCE AMENDING THE OFFICIAL ZONING MAP FOR THE TOWN OF HOLLY RIDGE

**WHEREAS**, the Town of Holly Ridge has enacted a Zoning Ordinance and other land use ordinances that control land development within both the Town's incorporated areas and within its extraterritorial area; and

**WHEREAS**, in order to promote the public health, safety, and general welfare and to promote the best interests of the Town and community, it is necessary from time to time for the Town Council to consider appropriate revisions, modifications, and additions to the Town's Zoning Ordinance and Official Zoning Map; and

**WHEREAS**, the discussion of this zoning map amendment was advertised, and notification was sent to adjoining property owners of the property in question and was the subject of public meeting of the Town of Holly Ridge Planning Board on May 16, 2023, during which a statement of consistency with other Town of Holly Ridge plans was provided and herein included.

**NOW, THEREFORE, BE IT ORDAINED**, by the Town Council of the Town of Holly Ridge, North Carolina, that the Official Zoning Map be amended as follows:

Section 1. The Official Zoning Map of the Town of Holly Ridge is amended by changing the zoning district classification of the following described properties from Neighborhood Business and Light Industrial to Commercial.

Lying and being in the Holly Ridge ETJ, Onslow County, North Carolina and being more particularly as follows:

**US Hwy 17N Parcel ID #160393 (Map #734-115.4)**

**US Hwy 17N Parcel ID #173039 (Map #734-115.5)**

Section 2. All ordinances or parts of ordinances of the Town of Holly Ridge which are in conflict herewith are hereby repealed to the extent of such ordinance.

Section 3. This ordinance shall be effective upon its adoption.

Duly adopted by the Town Council in regular session, upon the motion of Councilmember \_\_\_\_\_ and the second of Councilmember \_\_\_\_\_, this the 13<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Jeff Wenzel, Mayor

**ATTEST:**

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



## Community Development Staff Report Zoning Map Amendment Town Council Meeting Date: June 13, 2023

Andrew Smith, applicant, is requesting a zoning map amendment for two (2) parcels located on Sound Road and identified as Parcel #013907 (Map #900-30) and #013908 (Map #900-37). The request is to rezone these tow (2) parcels from Light Industrial (LI) to Commercial (C).

<p><b>Applicant:</b> Andrew Smith, Hampstead</p> <p><b>Property Owner:</b> Esther S Woolard 162 Biglins Creek Rd, Sneads Ferry</p> <p><b>Parcel ID#:</b> 013907 (Map #900-30) 013908 (Map #900-37)</p> <p><b>Current Zone:</b> Light Industrial (LI)</p> <p><b>Proposed Zone:</b> Commercial (C)</p> <p><b>Acreage:</b> .09 total acres (3,900 sq. ft.) combined</p> <p><b>Number of Properties:</b> 2</p> <p><b>*Planning Board Action Required:</b> Yes</p> <p><b>*Town Council Action Required:</b> Yes</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. <b>Approve/Deny</b> of the proposed rezoning, as presented in the Staff Report.</li> <li>2. <b>Continue</b> to a future date to obtain/consider additional information. The next available meeting date is July 11, 2023.</li> <li>3. <b>Accept</b> consistency with the Holly Ridge Comprehensive Land Use Plan.</li> </ol> <p><b>Planning Board Recommendation:</b> During the Holly Ridge Planning Board meeting on May 16 2023, the Board recommended approval, by way of a 4-1 vote of the map amendment as presented and provided the included Consistency Statement.</p>	<p><b>Current Legal Use:</b> Vacant/Undeveloped</p> <p><b>Relevant History:</b></p> <p>Located along Sound Road and between Green and Cole Street, the subject parcels are currently vacant and undeveloped and found within the Light Industrial (LI) District. Comprised of approximately 3,900 square feet, the request is to rezone these parcels to Commercial (C). Adjoining the subject parcels to the East and South is property zoned as Neighborhood Business with a currently operating business owned by Surf City Guns &amp; Ammo, LLC. Located West of the subject parcels is a vacant and undeveloped lot currently zoned as Light Industrial (LI). North of these parcels is a vacant property that is currently zoned Commercial and directly adjoins property owned by White Dental Properties, LLC.</p> <p>Within the area, multiple commercial and non-residential operations currently exist. These include dental office, surveyor/engineer office, laundry service, vape shop, ax throwing/arcade, church, and barber shop. Single-family residential dwellings are also located within the area as well.</p> <p>The Holly Ridge Comprehensive Land Use Plan, in particular the Future Land Use Map, designates these parcels as “Mixed-Use”. This future land use category should provide a concentration of commercial, service, institutional, and residential uses that will serve residents of Holly Ridge, seasonal visitors, and other permanent residents of Pender and Onslow counties.</p>
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## OVERVIEW

The applicant is requesting a Zoning Map amendment from Light Industrial (LI) to Commercial (C). The purpose of the Light Industrial district is to provide locations for light industrial and/or manufacturing, processing and assembly uses and to protect adjacent rural/residential areas from such land uses. Minimum lot area within the LI zoning district must be at least 4,500 square feet. Minimum setback requirements for LI Districts are 20 feet for the front yard and 10 feet for both the rear and side yards.

The purpose of the Commercial District is to accommodate the development of retail, service and related businesses abutting major roadways throughout the town that cater to the traveling public. There is not a required minimum square footage for lots within the Commercial District nor setback requirements unless such lots abut residentially zoned parcels. In those cases, minimum setback requirements would be 15 feet for the rear yard and 10 feet for the side yard.

The surrounding properties consist of a mixture of commercial or non-residential uses and residential uses. Adjacent to the subject parcel North across Sound Road is property zoned Commercial where a currently operating dental office is located. Located adjacent West of the subject parcels is a vacant and undeveloped parcel currently zoned Light Industrial. East and South of the properties under consideration is property zoned as Neighborhood Business where an ax throwing/gun shop/arcade establishment is currently operating. Additional properties in the area include the Commercial, Neighborhood Business, and R-15A zoning districts.



**Aerial of Property**



## **PERMITTED USES**

In reviewing a general zoning map amendment, consideration of all permitted uses must take place in approving or denying the request as submitted. The following uses are permitted uses within the Commercial Zoning District:

Planned Unit Development (which could include multi-family dwellings)	Upper-Story Residential	Children's home	Family Care home
Nursing, convalescent, assisted living facility	Rehabilitation Facility	Accessory Apartment (Special Use Permit)	Accessory structures/uses
Temporary construction offices	Hotels/Motels	Greenhouse and/or nurseries (commercial)	Arts and graphics services
Auction house	Auto, truck and motorcycle sales	Auto supplies	Bakery
Banks and finance companies	Blueprints and drafting supplies	Boat repairs, sales, and service	Brick, tile and pottery yard (sales and service)
Camera and photography supplies	Convenience store	Dairy, meat and seafood market	Drinking establishments (bars/lounge/pub) (Special Use Permit)
Equipment rental	Farm supplies	Farm/heavy equipment sales and rental	Flea market (indoor/outdoor [SUP])
Floor covering store (sales and installation)	Food store (under 10,000 sq. ft.)	Gas or service station	Heating and refrigeration sales and service
Industrial supplies and equipment sales	Lawn and garden supplies	Lumber and building material sales	Manufactured home/recreational vehicle sales
Manufacturer's showrooms	Monument works/sales	Plumbing and heating supplies	Rental of vehicles
Residential development sales (office on-site)	Restaurant	Roadside stand/Mobile Vendor	Shopping Center
Supermarket (over 10,000 sq. ft.) (Special Use Permit)	Truck, farm equipment, heavy equipment, sales and service	Winery/Microbrewery	Sales, service, repair and rental, not elsewhere listed
Cabinet shops (Special Use Permit)	Concrete products production	Metal machining, welding and fabrication shop	Woodworking fabrication shop
Animal hospital/veterinarian clinic	Auto detailing	Automatic teller machine	Barber and beauty shops
Building, cleaning and maintenance services	Car wash	Child care center	Coin operated laundry
College/university/technical college (Special Use Permit)	Computer and data processing services	Contractor's office	Detective agency
Dry cleaners (Special Use Permit)	Grading business	Heating and refrigeration repair shop	Kennel and animal shelters

Lawnmower Repair	Mental health, in patient (Special Use Permit)	Publishing and printing	Research activities
Tattoo/body piercing	Tire dealers and service	Office and commercial services not elsewhere listed	Aquarium
Church (including fellowship buildings)	Club and/or Lodge	Community centers-public	Fire and Rescue (EMS)
Government facilities	Hospital (human) (Special Use Permit)	Libraries	Liquor Store (ABC Store)
Museums	Parks and Playgrounds	Police Departments	Schools (elementary, middle, high, private)
US Postal Service	Adult Establishments (Special Use Permit)	Amusement park	Arcade
Baseball hitting ranges	Billiard or pool halls	Boat marina (Special Use Permit)	Bowling alley
Dance schools	Electronic Gaming Operation (Special Use Permit)	Firing Range, indoor (Special Use Permit)	Go-cart track (Special Use Permit)
Golf course, public/private (Special Use Permit)	Golf driving range (Special Use Permit)	Greenways	Health club
Livestock petting zoo	Miniature golf	Movie theaters (indoor)	Private recreation clubs (non-adult)
Skating Rink	Ambulance service	Bus garages	Bus terminal (Special Use Permit)
Convenience center (Special Use Permit)	Mini warehouse	Open storage facility	Parking lot (commercial)
Recycling collection center (Special Use Permit)	Truck/freight terminal (6 or fewer trucks)	Truck/freight terminal (more than 6 trucks) (Special Use Permit)	Vehicle for hire
Warehousing (Special Use Permit)	Wholesale distribution (Special Use Permit)	Public utility facility (substation)	Sewer system (private) (Special Use Permit)
Utility company operation center	Wireless communication tower/substantial modification (Special Use Permit)	Wireless communication facility, small cell/collocation	Commercial Recreation

## **FUTURE LAND USE**

The future land use designation for this area is Mixed-Use. The future land use classification is intended to promote social activity and the cultural value of the Town. The preferred land use mix is primarily commercial/retail and office with vertical and horizontal mixed use development.

Appropriate uses include most commercial, retail, office, and institutional uses, small lot single-family uses, and parks, recreation, and open space. Inappropriate uses would include large lot single-family residential uses and duplexes/multi-family and industrial uses. Additionally, as part of the public input priorities included within the Town's Comprehensive Land Use Plan, it is noted that the Town should make efforts to attract a broad variety of businesses to Holly Ridge to maximize retail diversity.



Future Land Use Map of Area

**PLANNING BOARD POLICY CONSIDERATIONS**

During their regularly scheduled meeting on May 16, 2023, the Planning Board considered each of the following guidelines, as outlined in the Town’s ordinances, in making their recommendation to Town Council.

- (A) The proposal will place all property similarly situated in the area in the same category, or in appropriate complementary categories.

**Surrounding properties found within the area are zoned Light Industrial, Neighborhood Business, Commercial, and R-15A. The majority of adjoining properties are currently utilized for commercial uses. Similar uses within the Commercial district could place these properties in the same or complementary categories.**

- (B) There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.

**With the mixture of commercial uses within the area that provide sales and service and being the requested rezoning would accommodate the development of retail, service and related businesses throughout the town that cater to the traveling public, the proposed district classification would be in the general public interest as additional commercial options would be available for them.**

- (C) There is convincing demonstration that all uses permitted under the proposed new district classification are appropriate for the area included in the proposed change.

**Being as multiple commercial operations currently exist in the area, the proposed new district classification would be appropriate for this area. The variety of permitted uses would afford options directed to commercial endeavors that would both enhance the area for the public that travel or that could potentially conduct business within Holly Ridge.**

- (D) There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.

**While some residential districts exist in the area, the majority of districts and land uses currently existing are more commercially designated causing there to appear to be no convincing demonstration that the character of the neighborhood would be adversely affected if developed in accord with the listed permitted uses.**

- (E) The proposed change is in accord with the Holly Ridge Comprehensive Plan, and any other officially adopted plan.

**The Holly Ridge Comprehensive Plan designates this area for Mixed-Use development. As such, this future land use category should provide a concentration of commercial, service, institutional, and residential uses that will serve residents of Holly Ridge, seasonal visitors, and other permanent residents of Pender and Onslow counties. The variety of uses within the Commercial District would be in accord with this designation.**

### **Planning Board Evaluation**

The request is to amend the Town's Zoning Map by rezoning the subject properties from Light Industrial to Commercial (C).

The adjoining parcels contain a mixture of Light Industrial, Neighborhood Business, and Commercial zoning districts with the majority of properties currently being utilized for commercial uses. Within the area of the subject parcels are additional commercially zoned parcels that contain operable businesses and residentially zoned properties that are also currently utilized for single-family dwellings.

The Future Land Use Plan designates this area as Mixed-Use. As such, the Plan states on page 5-7 that this future land use category should provide a concentration of commercial, service, institutional, and residential uses that will serve residents of Holly ridge, seasonal visitors, and other permanent residents of Pender and Onslow Counties. The future land use classification is intended to promote social activity and the cultural value of the Town. The preferred land use mix is primarily commercial/retail and office with vertical and horizontal mixed use development. Appropriate uses within the Mixed-Use designation include most commercial, retail, office, and institutional uses, small lot single-family residential uses, and parks, recreation, and open space. The request could also be consistent with the Top 5 Public Input Priorities in that the request could assist in attracting a broad variety of businesses to Holly Ridge to maximize retail diversity.

Based upon the uses that currently exist in the area, the proposed amendment would be reasonable and in the public interest as additional uses could afford for more commercial uses that would cater to both citizens and traveling public.

The Planning Board recommended approval with a 3-1 vote.

The public hearing for this matter was advertised in accordance with local and State requirements.

### **Actions & Consistency Statements**

#### **Recommend Approval**

The Town of Holly Ridge Planning Board hereby recommends approval of the proposed amendment of the Holly Ridge Zoning Map and finds that (i) it is consistent with the Town of Holly Ridge Comprehensive Land Use Plan because the permitted uses within the Commercial District allow for uses that qualify for such development within the Mixed-Use designation as noted by the Town's Comprehensive Land Use Plan and would prove to be reasonable and in the public interest by providing additional commercial options within Holly Ridge for both residents and traveling public and forwards this included Consistency Statement to the Holly Ridge Town Council.



# Town of HOLLY RIDGE

PO Box 145 \* Holly Ridge, NC 28445 \* Phone (910) 329-7081 \* Fax (910) 329-1593

## ORDINANCE AMENDING THE OFFICIAL ZONING MAP FOR THE TOWN OF HOLLY RIDGE

**WHEREAS**, the Town of Holly Ridge has enacted a Zoning Ordinance and other land use ordinances that control land development within both the Town's incorporated areas and within its extraterritorial area; and

**WHEREAS**, in order to promote the public health, safety, and general welfare and to promote the best interests of the Town and community, it is necessary from time to time for the Town Council to consider appropriate revisions, modifications, and additions to the Town's Zoning Ordinance and Official Zoning Map; and

**WHEREAS**, the discussion of this zoning map amendment was advertised, and notification was sent to adjoining property owners of the property in question and was the subject of public meeting of the Town of Holly Ridge Planning Board on May 16, 2023, during which a statement of consistency with other Town of Holly Ridge plans was provided and herein included.

**NOW, THEREFORE, BE IT ORDAINED**, by the Town Council of the Town of Holly Ridge, North Carolina, that the Official Zoning Map be amended as follows:

Section 1. The Official Zoning Map of the Town of Holly Ridge is amended by changing the zoning district classification of the following described properties from Light Industrial to Commercial.

Lying and being in the Holly Ridge corporate limits, Onslow County, North Carolina and being more particularly as follows:

**Sound Road Parcel ID #013907 (Map #900-30)**

**Sound Road Parcel ID #013908 (Map #900-37)**

Section 2. All ordinances or parts of ordinances of the Town of Holly Ridge which are in conflict herewith are hereby repealed to the extent of such ordinance.

Section 3. This ordinance shall be effective upon its adoption.

Duly adopted by the Town Council in regular session, upon the motion of Councilmember \_\_\_\_\_ and the second of Councilmember \_\_\_\_\_, this the 13<sup>th</sup> day of June, 2023.

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Jeff Wenzel, Mayor

**ATTEST:**

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Heather Reynolds, Town Clerk



**Community Development  
Staff Report  
Text Amendment  
Town Council Meeting Date:  
June 13, 2023**

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Request submitted by the Town of Holly Ridge to amend Section 8-36.9 of the Town’s Subdivision Ordinance to add a time period for sidewalk installation for Major Subdivisions

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**Applicant:** Town of Holly Ridge

**\*Planning Board Action Required:** Yes

**\*Town Council Action Required:** Yes

**Actions:**

1. **Approval** of the request as submitted.
2. **Denial** of the request as submitted.
3. **Modification and approval** of the amendment as submitted.
4. **Continue** to a future date to obtain additional information or to further consider information presented. The next available meeting date is July 11, 2023
5. **Accept PB Statement of Consistency** with Holly Ridge Comprehensive Plan.

The Holly Ridge Planning Board discussed this amendment during their regularly scheduled meeting on May 16, 2023 and unanimously recommended approval of the amendment as submitted.

## **OVERVIEW**

Section 8-36.9 of the Town's Subdivision Ordinance pertains to "Design Standards for all Streets." Subsection K provides requirements associated with Major Subdivisions and states:

K. Sidewalks 1. Sidewalks shall be required on at least one (1) side of the street in all new major subdivisions and commercial property. Such sidewalks shall be constructed to a minimum width of five (5) feet and shall consist of a minimum thickness of four (4) inches of concrete. All sidewalks shall be placed in the right-of-way or appropriate easement. Sidewalks shall consist of a minimum of six (6) inches of concrete at driveway crossings or shall be adequately reinforced otherwise. All sidewalks must meet ADA requirements.

The request is to amend this section by including verbiage that sets a time period for when the required sidewalks are installed. The suggested amendment would add that sidewalks are required to be installed along the frontage of lots prior to a Certificate of Occupancy being issued. The amendment would read as follows:

K. Sidewalks 1. Sidewalks shall be required on at least one (1) side of the street in all new major subdivisions and commercial property. Such sidewalks shall be constructed to a minimum width of five (5) feet and shall consist of a minimum thickness of four (4) inches of concrete. All sidewalks shall be placed in the right-of-way or appropriate easement. Sidewalks shall consist of a minimum of six (6) inches of concrete at driveway crossings or shall be adequately reinforced otherwise. All sidewalks must meet ADA requirements. *Prior to the issuance of a Certificate of Occupancy, sidewalks must be installed along the frontage of lots subject to said certificate.*

## **Planning Board Evaluation**

Major subdivisions are defined as subdivisions which do not meet the definition of Minor, Rural, or Utility subdivisions. In essence, Minor Subdivisions are exempt from the Town's standards if lots are under the same owner and recombined, subdivisions of ten (10) or more acres, public acquisition for streets, subdivisions no greater than two (2) acres and not more than three (3) lots with no rights-of-way dedication, or subdivisions part of a probated will. Utility Subdivisions are designated for utility purposes for well sites, communication towers, substations, etc. Rural Subdivisions are ten (10) or fewer lots with each lot at least one (1) acre in size.

The requested amendment would only pertain to Major Subdivisions and would add verbiage to the language currently in place related to sidewalks, as found in Section 8-36.9 of the Town's Ordinance. The requested language is similar to language found in the Town's Zoning Ordinance in Section 7-9-6(B) which states, "pedestrian sidewalks shall be installed prior to the issuance of a certificate of occupancy permit."

The Town offers the option, at the time of Final Plat approval, that a Performance Guarantee (bond, letter of credit, etc.) be issued to developers that do not have required elements installed at the time of said approval. These guarantees are provided to cover roads, infrastructure, sidewalks, etc. Generally, these guarantees expire after one (1) year but are renewable each year. More times than not, these Guarantees are secured for some elements due to funding reasons. Other times, as in the case of sidewalk installation, the reason may be due to potential damage that may be received during construction of the homes. The proposed amendment takes this into consideration as the time period

would allow for installation of sidewalks up to the time final inspections are completed and the home is ready to be occupied.

The 2019 Holly Ridge Comprehensive Land Use Plan sets out on page 5-11 that one of the Town's goals should be to ensure that development avoids risks to public health, safety, and welfare with the objective that polices are provided with clear direction and consistency.

The Planning Board unanimously recommended approval of the amendment as presented.

The public hearing for this matter was advertised in accordance with local and State requirements.

### **Planning Board's Recommendation & Consistency Statement**

#### **Recommend Approval**

The Town of Holly Ridge Planning Board hereby recommends approval of the proposed amendment of Chapter 8 of the Town's Code of Ordinances-Section 8-36.9(K) Sidewalks and finds that (i) it is consistent with the Town's 2019 Comprehensive Land Use Plan, Goal 5.1 and Objective 5.1, which states that the Town should "ensure that development and use of resources or preservation of land balances protection of natural resources and fragile areas with economic development, avoids risks to public health, safety, and welfare" and "to provide policies with clear direction to assist local decision making and consistency findings for zoning, divisions of land, and public and private projects," and (ii) that it is reasonable and in the public interest because it will ensure risks to public health, safety, and welfare are avoided and provide clearer and more concise direction to the Town's ordinances.



# Town of HOLLY RIDGE

PO Box 145 \* Holly Ridge, NC 28445 \* Phone (910) 329-7081 \* Fax (910) 329-1593

## **ORDINANCE AMENDING THE HOLLY RIDGE CODE OF ORDINANCES CHAPTER 8 SECTION 8-36.9 TO ADD REQUIRED TIME PERIOD FOR SIDEWALK INSTALLATION FOR MAJOR SUBDIVISIONS**

WHEREAS, the Town of Holly Ridge has enacted a Zoning Ordinance to protect the safety and welfare of all citizens and visitors of the Town of Holly Ridge through ordinances and regulations related to land use; and

WHEREAS, in efforts to provide more clarity and direction for land uses and development for citizens, developers, Town Staff and other stakeholders; and

WHEREAS, the proposed amendments to the Zoning Ordinance are consistent with the Town's 2019 Comprehensive Land Use Plan because Goal 5.1 and Objective 5.1, states that the Town should "ensure that development and use of resources or preservation of land balances protection of natural resources and fragile areas with economic development, avoids risks to public health, safety, and welfare" and "to provide policies with clear direction to assist local decision making and consistency findings for zoning, divisions of land, and public and private projects," and that it is reasonable and in the public interest because it will ensure risks to public health, safety, and welfare are avoided and provide clearer and more concise direction to the Town's ordinances; and

WHEREAS, this proposed amendment was the subject for discussion during the Holly Ridge Planning Board on January 17, 2023 where it was determined by the Board to recommend approval of the proposed amendment as submitted; and

WHEREAS, this proposed amendment was advertised in accordance with local and State laws for public hearing and was discussed by the Holly Ridge Town Council during their regular meeting on May 16, 2023.

### **NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HOLLY RIDGE:**

1. The Holly Ridge Code of Ordinances is amended as follows:

#### Section 8-36.9(K)(1) Sidewalks

Sidewalks shall be required on at least one (1) side of the street in all new major subdivisions and commercial property. Such sidewalks shall be constructed to a minimum width of five (5) feet and shall consist of a minimum thickness of four (4) inches of concrete. All sidewalks shall be placed in the right-of-way or appropriate easement. Sidewalks shall consist of a minimum of six (6) inches of concrete at driveway crossings or shall be

adequately reinforced otherwise. All sidewalks must meet ADA requirements.  
*Prior to the issuance of a Certificate of Occupancy, sidewalks must be installed along the frontage of lots subject to said certificate.*

2. All ordinances or parts of ordinances of the Town of Holly Ridge which are in conflict herewith are hereby repealed to the extent of such ordinance.
3. This ordinance shall be effective upon its adoption.

Duly adopted by the Town Council in regular session, upon the motion of \_\_\_\_\_ and the second of \_\_\_\_\_ this the 13<sup>th</sup> day of June, 2023 on a vote \_\_\_\_ to \_\_\_\_.

\_\_\_\_\_  
Jeff Wenzel, Mayor

**ATTEST:**

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

Holly Ridge  
Statement of Revenue and Expenditures

Revenue Account Range: First to Last      Include Non-Anticipated: Yes      Year To Date As Of: 06/09/23  
 Expend Account Range: First to Last      Include Non-Budget: No      Current Period: 07/01/22 to 06/09/23  
 Print Zero YTD Activity: No      Prior Year: 07/01/21 to 06/09/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-301-00-0	Property Taxes (Prior Year)	9,075.52	67,200.00	182,598.20	182,598.20	0.00	115,398.20	272
10-301-91-0	Property Taxes (Current Year)	1,645,128.25	2,172,800.00	2,157,025.22	2,157,025.22	0.00	15,774.78-	99
10-301-91-1	Dmv Taxes	135,045.46	168,081.60	149,798.94	149,798.94	0.00	18,282.66-	89
10-302-00-0	FEMA Public Assistance	0.00	200,000.00	0.00	0.00	0.00	200,000.00-	0
10-302-01-1	Cares Act	44,536.53	0.00	0.00	0.00	0.00	0.00	0
10-302-01-2	ARPA Funds	450,478.84	900,957.67	450,478.83	450,478.83	0.00	450,478.84-	50
10-303-00-1	Demo Grant	0.00	200,000.00	150,000.00	150,000.00	0.00	50,000.00-	75
10-303-00-2	Golden Leaf	0.00	200,000.00	160,000.00	160,000.00	0.00	40,000.00-	80
10-303-00-3	IDF	0.00	1,335,000.00	0.00	0.00	0.00	1,335,000.00-	0
10-303-00-4	Industrial Park Lot Sales	0.00	1,605,000.00	7,200.00	7,200.00	0.00	1,597,800.00-	0
10-317-00-0	Interest On Taxes	2,285.33	5,000.00	5,389.04	5,389.04	0.00	389.04	108
10-325-00-0	Privilege Licenses	0.00	300.00	15.00	15.00	0.00	285.00-	5
10-329-00-0	Interest Income	447.40	400.00	488.59	488.59	0.00	88.59	122
10-330-00-0	Parks And Recreation	380.50	1,500.00	16,194.75	16,194.75	0.00	14,694.75	***
10-330-01-0	Special Event	710.00	900.00	19,019.00	19,019.00	0.00	18,119.00	***
10-331-00-0	Liberty Fountain	430.00	200.00	100.00	100.00	0.00	100.00-	50
10-335-00-0	Miscellaneous Income	19,249.39	7,000.00	123,441.86	123,441.86	0.00	116,441.86	***
10-335-01-0	ONWASA Satellite Office	35,485.22	35,000.00	30,366.70	30,366.70	0.00	4,633.30-	87
10-337-00-0	Utility Franchise Tax	117,004.75	120,000.00	129,534.14	129,534.14	0.00	9,534.14	108
10-345-00-0	Local Option Sales Tax	1,042,221.94	750,335.02	1,149,947.36	1,149,947.36	0.00	399,612.34	153
10-347-00-0	ABC Revenue	56,917.67	40,700.00	36,842.00	36,842.00	0.00	3,858.00-	91
10-349-00-0	Solid Waste Tax	2,788.03	1,230.00	2,594.66	2,594.66	0.00	1,364.66	211
10-351-00-0	Court Fees	1,534.50	2,200.00	1,501.95	1,501.95	0.00	698.05-	68
10-352-00-0	Civil Citations	50.00	300.00	100.00	100.00	0.00	200.00-	33
10-353-00-0	Homeowner Recovery	228.00	165.00	102.00	102.00	0.00	63.00-	62
10-354-00-0	Substance Tax Proceeds	0.00	1,500.00	1,171.10	1,171.10	0.00	328.90-	78
10-355-00-0	Zoning Permits	315.00	0.00	0.00	0.00	0.00	0.00	0
10-355-01-0	Planning/Zoning Fees	25,226.15	24,000.00	15,770.00	15,770.00	0.00	8,230.00-	66
10-357-00-0	Building Fees	353,341.40	280,000.00	246,373.47	246,373.47	0.00	33,626.53-	88
10-358-00-0	Sale of Surplus Property	19,343.00	0.00	5,000.00	5,000.00	0.00	5,000.00	0
10-359-00-0	Garbage Collection (Solid Waste Fees)	267,452.46	313,200.00	265,147.15	265,147.15	0.00	48,052.85-	85
10-361-00-0	Recycling Fees	81,772.75	86,400.00	81,457.10	81,457.10	0.00	4,942.90-	94
10-367-01-0	County/State Sales Tax Refund	0.00	7,000.00	0.00	0.00	0.00	7,000.00-	0
10-399-00-0	Fund Balance Appropriation	0.00	88,200.00	0.00	0.00	0.00	88,200.00-	0
10-400-00-0	Community Building	13,390.50	15,000.00	7,338.40	7,338.40	0.00	7,661.60-	49
10-415-01-0	Onslow County Tourism	0.00	5,000.00	0.00	0.00	0.00	5,000.00-	0

Holly Ridge  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-417-00-0	CAMA Access Grant ML	0.00	89,681.00	0.00	0.00	0.00	89,681.00-	0
10-418-00-0	Balance FWD Capital Imp. Str	0.00	41,079.46	0.00	0.00	0.00	41,079.46-	0
	10 Fund 10 Revenue Total	4,324,838.59	8,765,329.75	5,394,995.46	5,394,995.46	0.00	3,370,334.29-	61

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	14,429.52	16,200.00	15,263.12	15,263.12	0.00	936.88	94
10-410-02-0	Social Security	0.00	1,300.00	0.00	0.00	0.00	1,300.00	0
10-410-04-0	Prof. Serv. Legal	26,287.68	40,000.00	18,888.79	18,888.79	0.00	21,111.21	47
10-410-04-1	Prof Serv Audit	8,438.00	15,000.00	15,000.00	15,000.00	0.00	0.00	100
10-410-05-0	Ads/Notices	662.50	3,500.00	2,636.20	2,636.20	0.00	863.80	75
10-410-06-0	Codes Services	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-410-07-0	Contracted Services	87,511.85	162,000.00	124,671.70	124,671.70	0.00	37,328.30	77
10-410-08-0	Donations to Other Organizations	7,000.00	12,500.00	11,474.00	11,474.00	0.00	1,026.00	92
10-410-09-0	Departmental Supplies	886.31	1,000.00	282.06	282.06	0.00	717.94	28
10-410-10-0	Dues & Subscriptions	1,355.00	5,000.00	3,033.00	3,033.00	0.00	1,967.00	61
10-410-11-0	Travel, Training, Meetings	587.66	1,000.00	0.00	0.00	0.00	1,000.00	0
10-410-12-0	Consumables	502.41	1,200.00	2,395.59	2,395.59	0.00	1,195.59-	200
10-410-13-0	Tax Refunds	0.00	2,000.00	1,022.41	1,022.41	0.00	977.59	51
10-410-14-0	Elections	7,147.39	0.00	0.00	0.00	0.00	0.00	0
10-410-15-0	Rebranding Initiative	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0
10-420-00-0	ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-420-02-0	Salaries	174,840.03	173,192.06	213,257.43	213,257.43	0.00	40,065.37-	123
10-420-02-1	Longevity	0.00	4,503.85	0.00	0.00	0.00	4,503.85	0
10-420-02-2	Christmas Bonus	150.00	300.00	150.00	150.00	0.00	150.00	50
10-420-05-0	Social Security	11,878.59	13,249.19	5,775.17	5,775.17	0.00	7,474.02	44
10-420-07-0	Retirement	17,619.10	24,085.30	19,354.79	19,354.79	0.00	4,730.51	80
10-420-08-0	401k	7,093.63	9,099.80	7,293.69	7,293.69	0.00	1,806.11	80
10-420-09-0	Other Fringe Benefits--Ins	14,550.40	29,066.96	10,485.69	10,485.69	0.00	18,581.27	36
10-420-10-0	Training	0.00	2,500.00	765.42	765.42	0.00	1,734.58	31
10-420-11-1	Telephone	4,867.99	5,000.00	4,035.75	4,035.75	0.00	964.25	81
10-420-14-0	Travel & Expenses	0.00	2,000.00	1,376.57	1,376.57	0.00	623.43	69
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	1,455.16	690.10	690.10	0.00	765.06	47
10-420-27-0	Bank Service Charges	79.98	0.00	30.00	30.00	0.00	30.00-	0
10-420-32-0	Office Supplies	1,173.77	2,500.00	2,836.33	2,836.33	0.00	336.33-	113
10-420-33-0	Departmental Supplies	3,804.11	3,500.00	3,741.86	3,741.86	0.00	241.86-	107
10-420-53-0	Dues And Subscriptions	609.00	1,000.00	929.99	929.99	0.00	70.01	93
10-420-57-0	Miscellaneous	2,500.00	2,500.00	1,518.66	1,518.66	0.00	981.34	61

Holly Ridge  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-420-74-0	Capital Outlay Equipment	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
10-500-00-0	PD DEBT SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-500-87-0	Community Building	233.04	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	714,077.72	754,445.76	736,013.13	736,013.13	0.00	18,432.63	98
10-510-02-1	Longevity	0.00	3,516.24	0.00	0.00	0.00	3,516.24	0
10-510-02-3	Christmas Bonus	0.00	2,100.00	0.00	0.00	0.00	2,100.00	0
10-510-02-4	Education/Certification/Incentive	0.00	9,058.47	0.00	0.00	0.00	9,058.47	0
10-510-02-5	Overtime Program	0.00	15,500.00	0.00	0.00	0.00	15,500.00	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	21,204.36	22,000.00	12,668.84	12,668.84	0.00	9,331.16	58
10-510-05-0	Social Security	48,405.97	58,144.74	17,849.93	17,849.93	0.00	40,294.81	31
10-510-07-0	Retirement	77,053.25	106,731.09	88,510.73	88,510.73	0.00	18,220.36	83
10-510-08-0	401K	29,434.38	40,924.50	31,135.84	31,135.84	0.00	9,788.66	76
10-510-09-0	Other Fringe Benefits--Ins	94,806.06	92,874.16	63,789.83	63,789.83	0.00	29,084.33	69
10-510-10-0	Training	320.00-	9,000.00	1,641.00	1,641.00	0.00	7,359.00	18
10-510-11-1	Telephone	12,495.72	15,000.00	14,386.45	14,386.45	0.00	613.55	96
10-510-11-2	Charter/Cable	3,244.18	2,900.00	3,834.77	3,834.77	0.00	934.77-	132
10-510-14-0	Travel & Expenses	1,643.60	10,800.00	2,093.90	2,093.90	0.00	8,706.10	19
10-510-16-0	M/R Equipment	9,104.40	7,000.00	4,813.51	4,813.51	0.00	2,186.49	69
10-510-17-0	M/R Auto	7,764.78	5,000.00	2,040.00	2,040.00	0.00	2,960.00	41
10-510-31-0	Auto Supplies - Fuel	48,739.17	40,000.00	52,359.00	52,359.00	0.00	12,359.00-	131
10-510-33-0	Departmental Supplies	3,946.23	3,500.00	3,963.08	3,963.08	0.00	463.08-	113
10-510-34-0	Substance Tax Expenditures	0.00	3,630.35	3,063.00	3,063.00	0.00	567.35	84
10-510-36-0	Uniforms	9,099.68	7,000.00	5,984.88	5,984.88	0.00	1,015.12	86
10-510-37-0	FMRT	0.00	6,000.00	6,650.00	6,650.00	0.00	650.00-	111
10-510-53-0	Dues & Subscriptions	6,044.00	15,900.00	7,898.46	7,898.46	0.00	8,001.54	50
10-510-57-0	Miscellaneous	3,033.92	4,000.00	3,256.48	3,256.48	0.00	743.52	81
10-510-74-0	Police Capital Outlay	136,354.30	41,175.74	51,457.45	51,457.45	0.00	10,281.71-	125
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	61,873.37	80,000.00	95,202.58	95,202.58	0.00	15,202.58-	119
10-540-00-2	Utilities	9,134.63	16,000.00	12,109.86	12,109.86	0.00	3,890.14	76
10-540-00-3	Cleaning Services	6,300.00	10,400.00	9,500.00	9,500.00	0.00	900.00	91
10-540-00-4	Cleaning Supplies	312.17	1,000.00	322.25	322.25	0.00	677.75	32
10-540-00-5	Pest Control	1,077.00	1,200.00	1,056.50	1,056.50	0.00	143.50	88
10-540-00-6	Capital Outlay	30,627.00	20,000.00	19,770.00	19,770.00	0.00	230.00	99
10-540-00-7	Town Hall Renovations	0.00	35,000.00	0.00	0.00	0.00	35,000.00	0
10-540-04-0	UTILITIES:	0.00	0.00	3,072.12	3,072.12	0.00	3,072.12-	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	46,001.60	100,000.00	96,762.73	96,762.73	0.00	3,237.27	97

Holly Ridge  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-560-15-0	Capital Improvements	1,562.20	64,000.00	0.00	0.00	0.00	64,000.00	0
10-560-16-0	Balance Forward	0.00	41,079.46	0.00	0.00	0.00	41,079.46	0
10-580-45-0	SANITATION:	275,711.05	295,800.00	293,967.96	293,967.96	0.00	1,832.04	99
10-580-45-1	Onslow County Tipping Fees	13,082.64	125,799.03	51,182.58	51,182.58	0.00	74,616.45	41
10-610-00-0	MAINTENANCE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-610-02-0	Salaries Maintenance	224,512.55	304,670.16	269,212.20	269,212.20	0.00	35,457.96	88
10-610-02-1	Longevity Pay Maintenance	0.00	1,839.43	0.00	0.00	0.00	1,839.43	0
10-610-02-2	Christmas Bonus	0.00	1,050.00	0.00	0.00	0.00	1,050.00	0
10-610-05-0	Social Security Maintenance	15,269.38	23,528.31	7,820.00	7,820.00	0.00	15,708.31	33
10-610-07-0	Retirement Maintenance	23,199.08	37,969.01	30,734.74	30,734.74	0.00	7,234.27	81
10-610-08-0	401K	9,397.44	15,637.98	7,462.90	7,462.90	0.00	8,175.08	48
10-610-09-0	Insurance	32,682.30	38,133.71	23,778.49	23,778.49	0.00	14,355.22	62
10-610-10-0	Training	1,249.90	3,500.00	0.00	0.00	0.00	3,500.00	0
10-610-11-1	Telephone	3,689.70	4,000.00	4,436.16	4,436.16	0.00	436.16-	111
10-610-15-0	M/R Building & Grounds	0.00	0.00	0.18-	0.18-	0.00	0.18	0
10-610-16-0	M/R Equipment	8,286.77	9,000.00	7,133.28	7,133.28	0.00	1,866.72	79
10-610-17-0	M/R Auto	9,567.72	6,000.00	2,598.12	2,598.12	0.00	3,401.88	43
10-610-31-0	Auto Supplies	12,845.28	16,000.00	14,834.43	14,834.43	0.00	1,165.57	93
10-610-33-0	Departmental Supplies	9,365.19	14,000.00	13,131.79	13,131.79	0.00	868.21	94
10-610-34-0	Mosquito Control	0.00	8,000.00	0.00	0.00	0.00	8,000.00	0
10-610-36-0	Uniforms	3,303.57	6,000.00	6,020.76	6,020.76	0.00	20.76-	100
10-610-57-0	Miscellaneous	691.10	1,500.00	119.99	119.99	0.00	1,380.01	8
10-610-74-0	Capital Outlay-Equipment	221,340.36	69,303.35	61,739.35	61,739.35	0.00	7,564.00	89
10-620-00-0	PARKS AND RECREATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-620-02-3	Christmas Bonus	0.00	150.00	0.00	0.00	0.00	150.00	0
10-620-05-0	Social Security	0.00	3,836.48	0.00	0.00	0.00	3,836.48	0
10-620-07-0	Retirement	0.00	6,088.21	4,729.88	4,729.88	0.00	1,358.33	78
10-620-08-0	401-K	0.00	2,507.50	1,725.99	1,725.99	0.00	781.51	69
10-620-09-0	Other Fringe Benefits - Insurance	0.00	7,466.74	3,176.40	3,176.40	0.00	4,290.34	43
10-620-10-0	Training	0.00	2,000.00	295.00	295.00	0.00	1,705.00	15
10-620-11-0	Telephone	0.00	1,200.00	0.00	0.00	0.00	1,200.00	0
10-620-14-0	Travel & Expenses	0.00	1,000.00	461.58	461.58	0.00	538.42	46
10-620-16-0	M/R Equipment	0.00	500.00	0.00	0.00	0.00	500.00	0
10-620-26-0	Advertising	0.00	1,200.00	612.00	612.00	0.00	588.00	51
10-620-32-0	Office Supplies	0.00	500.00	0.00	0.00	0.00	500.00	0
10-620-33-0	Departmental Supplies	0.00	600.00	323.54	323.54	0.00	276.46	54
10-620-57-0	Miscellaneous	0.00	500.00	384.00	384.00	0.00	116.00	77
10-620-91-0	Events	8,724.79	36,994.00	29,684.97	29,684.97	0.00	7,309.03	80
10-620-91-1	Salaries	16,629.54	50,000.00	8,220.23	8,220.23	0.00	41,779.77	16
10-620-91-2	Parks,Grounds, Revitalization	12,467.41	14,600.00	19,730.92	19,730.92	0.00	5,130.92-	135

Holly Ridge  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-620-92-0	Dues & Subscriptions	0.00	500.00	170.00	170.00	0.00	330.00	34
10-620-93-0	Community Building	2,887.83	10,000.00	4,380.76	4,380.76	0.00	5,619.24	44
10-620-94-0	Liberty Fountain	363.00	3,300.00	231.51	231.51	0.00	3,068.49	7
10-620-95-0	Fireworks	12,720.00	13,000.00	0.00	0.00	0.00	13,000.00	0
10-620-96-0	Capital Improvements	33,372.63	101,255.51	75,727.19	75,727.19	0.00	25,528.32	75
10-620-97-0	Summer Camp	5,501.68	8,000.00	5,545.97	5,545.97	0.00	2,454.03	69
10-620-98-0	Town Decorations	0.00	30,000.00	15,890.23	15,890.23	0.00	14,109.77	53
10-660-00-0	FINANCE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-660-01-0	Salary	64,101.54	72,300.33	68,812.40	68,812.40	0.00	3,487.93	95
10-660-02-0	Longevity	0.00	100.00	0.00	0.00	0.00	100.00	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	5,183.49	5,530.98	1,952.45	1,952.45	0.00	3,578.53	35
10-660-05-0	Retirement	8,158.99	9,836.48	8,838.75	8,838.75	0.00	997.73	90
10-660-06-0	401k	3,283.04	4,051.27	3,337.23	3,337.23	0.00	714.04	82
10-660-07-0	Other Fringe Benefits--Ins	6,610.96	7,466.74	4,672.87	4,672.87	0.00	2,793.87	63
10-660-08-0	Contracted Services	37,477.55	55,000.00	39,080.42	39,080.42	0.00	15,919.58	71
10-660-09-0	Office Supplies	494.07	700.00	725.15	725.15	0.00	25.15-	104
10-660-10-0	Training	430.00	700.00	0.00	0.00	0.00	700.00	0
10-660-11-0	Travel and Expenses	753.43	800.00	133.52	133.52	0.00	666.48	17
10-660-12-0	Dues & Subscriptions	0.00	250.00	0.00	0.00	0.00	250.00	0
10-660-13-0	Telephone	0.00	200.00	0.00	0.00	0.00	200.00	0
10-660-14-0	Miscellaneous	472.22	500.00	4.22	4.22	0.00	495.78	1
10-660-15-0	Bank Service Charges	1,084.55	1,200.00	1,285.68	1,285.68	0.00	85.68-	107
10-660-79-0	Sales Tax Distribution	77.92	0.00	1,652.52	1,652.52	0.00	1,652.52-	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	206,537.17	279,673.78	255,024.51	255,024.51	0.00	24,649.27	91
10-710-02-1	Longevity Pay Inspections	0.00	785.30	0.00	0.00	0.00	785.30	0
10-710-02-2	Christmas Bonus	0.00	750.00	0.00	0.00	0.00	750.00	0
10-710-05-0	Social Security	13,731.16	21,512.49	6,775.15	6,775.15	0.00	14,737.34	31
10-710-07-0	Retirement	21,861.06	34,138.78	29,562.47	29,562.47	0.00	4,576.31	87
10-710-08-0	401k	8,455.18	14,060.45	11,093.04	11,093.04	0.00	2,967.41	79
10-710-09-0	Other Fringe Benefits--Insurance	28,689.60	30,266.97	20,990.06	20,990.06	0.00	9,276.91	69
10-710-10-0	Training	2,633.51	4,000.00	2,547.99	2,547.99	0.00	1,452.01	64
10-710-11-0	Postage	405.00	0.00	0.00	0.00	0.00	0.00	0
10-710-11-1	Telephone	2,317.71	2,800.00	2,840.82	2,840.82	0.00	40.82-	101
10-710-14-0	Travel & Expense	4,871.67	6,000.00	5,709.71	5,709.71	0.00	290.29	95
10-710-16-0	M/R Equipment	715.04	4,000.00	0.00	0.00	0.00	4,000.00	0
10-710-17-0	M/R Auto	305.45	700.00	724.00	724.00	0.00	24.00-	103
10-710-31-0	Auto Supplies	5,403.66	9,000.00	5,902.94	5,902.94	0.00	3,097.06	66
10-710-33-0	Department Supplies	1,652.45	5,000.00	3,566.22	3,566.22	0.00	1,433.78	71

Holly Ridge  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-710-36-0	Uniforms	946.95	2,500.00	492.76	492.76	0.00	2,007.24	20
10-710-45-0	Planning and Zoning Contract	120.00-	7,000.00	6,137.50	6,137.50	0.00	862.50	88
10-710-53-0	Dues & Subscriptions	4,435.00	7,000.00	4,633.70	4,633.70	0.00	2,366.30	66
10-710-57-0	Miscellaneous	0.00	500.00	0.00	0.00	0.00	500.00	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	59,938.72	89,700.00	111,590.06	111,590.06	0.00	21,890.06-	124
10-999-02-0	Contracted Services	54,324.45	28,000.00	19,351.90	19,351.90	0.00	8,648.10	69
10-999-03-0	Website	228.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-999-03-1	IT Services	0.00	63,000.00	67,780.29	67,780.29	0.00	4,780.29-	108
10-999-04-0	Postage	1,617.92	2,500.00	2,194.75	2,194.75	0.00	305.25	88
10-999-05-0	Unemployment Insurance	0.00	3,000.00	2,739.17	2,739.17	0.00	260.83	91
10-999-06-0	Economic Development Grant	0.00	20,000.00	18,450.00	18,450.00	0.00	1,550.00	92
10-999-07-0	Emergency Management	0.00	200,000.00	0.00	0.00	0.00	200,000.00	0
10-999-08-0	Contingencies	7,768.82	10,000.00	8,928.18	8,928.18	0.00	1,071.82	89
10-999-09-0	Health Reimbursement Arrangement	25,736.86	31,000.00	29,427.27	29,427.27	0.00	1,572.73	95
10-999-11-0	Fleet Contract - Enterprise	134,333.85	150,000.00	185,957.06	185,957.06	0.00	35,957.06-	124
10-999-11-1	Fleet Contract	0.00	4,500.00	4,500.00	4,500.00	0.00	0.00	100
10-999-12-0	Safety and Health Program	1,368.42	9,000.00	507.94	507.94	0.00	8,492.06	6
10-999-13-0	Duke Energy Living Shoreline	1,000.00	0.00	0.00	0.00	0.00	0.00	0
10-999-14-0	Phase 2 Water	0.00	97,762.00	32,210.84	32,210.84	0.00	65,551.16	33
10-999-15-0	Phase 2 Sewer	0.00	88,849.00	53,282.87	53,282.87	0.00	35,566.13	60
10-999-16-0	Phase 2 Demo	0.00	212,752.00	2,652.38	2,652.38	0.00	210,099.62	1
10-999-17-0	Phase 2 Grading	83,704.13	14,063.87	743,247.31	743,247.31	0.00	729,183.44-	***
10-999-18-0	Phase 2 Stormwater	74,102.13	1,487,546.87	230,160.02	230,160.02	0.00	1,257,386.85	15
10-999-19-0	Phase 2 Demobilization	42,175.09	28,070.91	61,372.89	61,372.89	0.00	33,301.98-	219
10-999-20-0	Phase 2 Erosion Control	0.00	115,894.00	130,265.72	130,265.72	0.00	14,371.72-	112
10-999-21-0	Phase 2 Road Construction	0.00	325,341.00	550,964.61	550,964.61	0.00	225,623.61-	169
10-999-23-0	Acquisition Note	0.00	1,605,000.00	0.00	0.00	0.00	1,605,000.00	0
10-999-24-0	Phase 2 Engineering/Gen	0.00	150,000.00	19,645.69	19,645.69	0.00	130,354.31	13
10-999-30-0	Engineering/Design/Permits	0.00	9,500.00	5,196.04	5,196.04	0.00	4,303.96	55
10-999-31-0	Site Materials	0.00	31,722.00	31,722.00	31,722.00	0.00	0.00	100
10-999-32-0	Site Improvements/Labor	0.00	43,975.00	43,975.00	43,975.00	0.00	0.00	100
10-999-33-0	Maintenance/Const./Oversite	0.00	4,484.00	3,674.78	3,674.78	0.00	809.22	82
<b>10 Fund 10 Expend Total</b>		<b>3,651,355.32</b>	<b>8,928,656.47</b>	<b>5,629,870.23</b>	<b>5,629,870.23</b>	<b>0.00</b>	<b>3,298,786.24</b>	<b>63</b>

10 Fund

	Prior	Current	YTD
Revenues:	4,324,838.59	5,394,995.46	5,394,995.46
Expended:	3,651,355.32	5,629,870.23	5,629,870.23

Holly Ridge  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	Net Income:	673,483.27	234,874.77-	234,874.77-				

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	117,601.52	62,700.00	63,070.55	63,070.55	0.00	370.55	101
11-343-01-0	Fund Balance Appropriated - Powell Bill	0.00	47,000.00	0.00	0.00	0.00	47,000.00-	0
	11 Fund 11 Revenue Total	117,601.52	109,700.00	63,070.55	63,070.55	0.00	46,629.45-	57

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	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
11-570-18-0	M/R Streets	10,395.12	49,700.00	42,062.38	42,062.38	0.00	7,637.62	85
11-570-19-0	Debt Services	0.00	45,000.00	0.00	0.00	0.00	45,000.00	0
	11 Fund 11 Expend Total	10,395.12	109,700.00	42,062.38	42,062.38	0.00	67,637.62	38

11 Fund

	Prior	Current	YTD
Revenues:	117,601.52	63,070.55	63,070.55
Expended:	10,395.12	42,062.38	42,062.38
Net Income:	107,206.40	21,008.17	21,008.17

Grand Totals

	Prior	Current	YTD
Revenues:	4,442,440.11	5,458,066.01	5,458,066.01
Expended:	3,661,750.44	5,671,932.61	5,671,932.61
Net Income:	780,689.67	213,866.60-	213,866.60-

### Holly Ridge Vol Fire Rescue

Date	Time	Call Type	Location
1	0409	Medical Emergency	Holly Ridge
1	1157	Medical Emergency	Holly Ridge
2	0707	Medical Emergency	Holly Ridge
3	0235	Structure Fire	Mutual Aid
3	1005	Medical Emergency	Holly Ridge
3	1149	Structure Fire	Mutual Aid
4	0807	Medical Emergency	Holly Ridge
4	2022	Medical Emergency	Onslow County
5	1711	Medical Emergency	Holly Ridge
6	1330	Medical Emergency	Holly Ridge
7	2040	Medical Emergency	Holly Ridge
8	0417	Medical Emergency	Holly Ridge
8	1253	Medical Emergency	Holly Ridge
8	2140	Medical Emergency	Onslow County
9	0459	Outside Fire	Holly Ridge
9	0605	Medical Emergency	Holly Ridge
10	1232	Medical Emergency	Onslow County
11	1554	Electrical Hazard	Holly Ridge
11	1959	Medical Emergency	Holly Ridge
12	0844	Medical Emergency	Onslow County
12	1445	Outside Fire	Mutual Aid
13	1458	Medical Emergency	Holly Ridge
13	1756	Medical Emergency	Holly Ridge
13	2155	Medical Emergency	Onslow County
13	2234	Medical Emergency	Holly Ridge
14	1426	Medical Emergency	Holly Ridge
14	1709	Structure Fire	Mutual Aid
14	2249	Medical Emergency	Onslow County
15	0116	Medical Emergency	Holly Ridge
16	2313	Traffic Crash	Onslow County
16	1406	Medical Emergency	Holly Ridge
16	1629	Smoke Investigation	Mutual Aid
18	1636	Traffic Crash	Holly Ridge
19	0703	Traffic Crash	Onslow County
19	1819	Medical Emergency	Onslow County
19	1849	Medical Emergency	Holly Ridge

20	0215	Fire Alarm Activation	Holly Ridge
20	0923	Live Fire Training	Onslow County
21	1022	Fire Alarm Activation	Mutual Aid
21	1618	Medical Emergency	Holly Ridge
22	1514	Structure Fire	Mutual Aid
24	1018	Fire Alarm Activation	Mutual Aid
24	2021	Outside Fire	Holly Ridge
25	1017	Medical Emergency	Holly Ridge
25	0954	Traffic Crash	Mutual Aid
25	1322	Aircraft LZ Standby	Holly Ridge
27	0620	Traffic Crash	Mutual Aid
27	1505	Medical Emergency	Onslow County
28	2351	Structure Fire	Mutual Aid
28	1656	Traffic Crash	Onslow County
28	1758	Medical Emergency	Onslow County
28	2003	Smoke Investigation	Mutual Aid
29	0851	Structure Fire	Holly Ridge
29	1954	Medical Emergency	Holly Ridge
30	1142	Medical Emergency	Holly Ridge
30	1253	Traffic Crash	Onslow County
30	2132	Medical Emergency	Holly Ridge
31	2059	Medical Emergency	Holly Ridge

**Total** **58**

**Staff On Duty** **29**

# Holly Ridge Vol Fire and Rescue

May-23

	Holly Ridge	Onslow County	Mutual Aid	Total
<b>FIRE</b>	6	1	10	17
<b>EMS</b>	25	9		34
<b>RESCUE</b>	1	4	2	7
	<b>32</b>	<b>14</b>	<b>12</b>	<b>58</b>

# Activity Log Event Summary (Cumulative Totals)

Holly Ridge Police Department

(05/01/2023 - 05/31/2023)

# 1 Death	1	# 4 Assault	2
#11 Fraud	3	#13 DWLR	3
#18 Narcotics	2	#19 Disturbance	5
#20 Domestic	2	#21 DWI	2
#26 Alarm Activation	3	#27 Suspicious Person	6
#27 Suspicious Vehicle	2	#29 Animal	1
#33 Traffic	1	#34 Crash Report	1
#35 E-Citation	15	#35 Traffic Citation	1
#35 Traffic Citation Other	2	#35 Traffic Citation-Expired inspection	2
#35 Traffic Citation-Expired registration	4	#35 Traffic Citation-No Insurance	3
#35 Traffic Citation-NOL	5	#35 Traffic Citation-Revoked/Fictitious/Altered regi	5
#35 Traffic Citation-Speeding	21	#35 Traffic Citation-Stop sign/flashing red light	2
#40 Remove Road Hazard	2	#41 Vehicle Unlock	2
#44 Property Damage	1	#46 Open Door	4
#48 Welfare Check	4	#52 Assist EMS	2
#52 Assist Fire Dept.	2	#52 Assist N.T.B.P.D.	1
#52 Assist O.C.S.D.	6	#53 Arrest Warrant/Wanted	1
#54 Trespassing	1	#55 Harassment	1
#58 General Police Service	31	#62 Noise Violation	2
<No Event Type Specified>	1	Arrest	3
Business Check	599	Residential Check	14
Vehicle Stop	77	Verbal Warning	40
Written Warning	1		

**Total Number Of Events: 889**



# Town Council Regular Meeting Agenda

Agenda Item:	<b>7-B4</b>
Date:	06/13/2023

**Subject: Building and Inspections Department Report for the Month of May 2023**

<b>14</b>	<b>New Residential SFD</b>
<b>25</b>	<b>Residential Permits</b>
<b>01</b>	<b>New Double Wide Mobile Home</b>
<b>43</b>	<b>Total Permits Issued</b>
<b>11</b>	<b>Residential CO</b>
<b>03</b>	<b>Commercial</b>
<b>02</b>	<b>Residential CC</b>
<b>13</b>	<b>Total Certificates Issued</b>
<b>421</b>	<b>Inspections performed over 118 Permits</b>



# Town Council Regular Meeting Agenda

Agenda Item:	7-B5
Date:	06/13/2023

## Subject: Department Head Report – Parks and Recreation

- **Surf City Summer Camp – Holly Ridge**  
Summer Camp started on Monday, June 5<sup>th</sup> and has gotten off to a great start! Both the campers and counselors have had a great week and we are looking forward to a great year!
- **Surf City Adult Softball**  
Surf City Adult Softball season ended on Monday, May 18<sup>th</sup> and was a fun and successful program. This season, the Town received \$774.34, covering the cost of all services provided.
- **Community Center & Field Rentals - May**
  - 7 Community Center Rentals
  - 21 Field Reservations (not including Surf City Softball)
  - 1 Pavilion Rentals
- **Memorial Day Ceremony**
  - Holly Ridge partnered with VFW Post 9983 for the annual Memorial Day Ceremony. It was a successful event and attendance despite being relocated to the inside of the Community Center and thank you to Councilman Hines for speaking at the event.
- **Liberty Festival & Fireworks**
  - Preparations have begun for the Annual Liberty Festival & Fireworks, with sponsor & vendor opportunities opening beginning July 5<sup>th</sup>.



# Town Council Regular Meeting Agenda

Agenda Item:	7-C1
Date:	06/13/2023

**Subject: Planning Department Report**

There was a Planning Board Meeting held May 2023.

The next Planning Board Meeting is scheduled for Tuesday, June 20th, 2023, beginning at 6:30 p.m. in the Council Chambers.



# Town Council Regular Meeting Agenda

Agenda Item:	7-C2
Date:	06/13/2023

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

A Board of Adjustment Meeting was held in May 2023.

The next Board of Adjustment meeting will be Tuesday, June 27th, 2023.



# Town Council Regular Meeting Agenda

Agenda Item:	7-C3
Date:	06/13/2023

**Subject: Committee Report – ONWASA**

The next scheduled meeting for ONWASA will be held on Thursday, June 15th, 2023.

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



# Town Council Regular Meeting Agenda

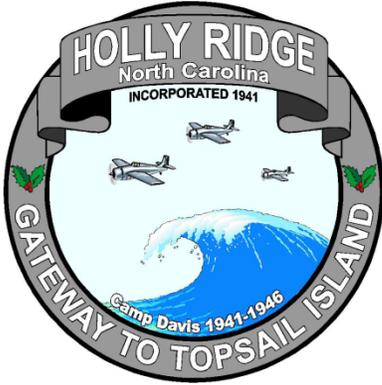
Agenda Item:	7-C4
Date:	6/13/2023

## **Subject: Committee Report – Re-Branding**

The Re-Branding Committee met on May 17<sup>th</sup>, 2023, at 5:00 p.m. and discussed the timeline, went over the completed patches, discussed how to apply the new brand, the wayfinding sign program and trademarking the seal. The Committee also scheduled the following meetings:

- June 12<sup>th</sup>, 2023
- July 10<sup>th</sup>, 2023
- July 31<sup>st</sup>, 2023
- August 14<sup>th</sup>, 2023
- August 21<sup>st</sup>, 2023 \*tentative\*

All meetings begin at 5:00 p.m. in the Council Chambers of the Town Hall.



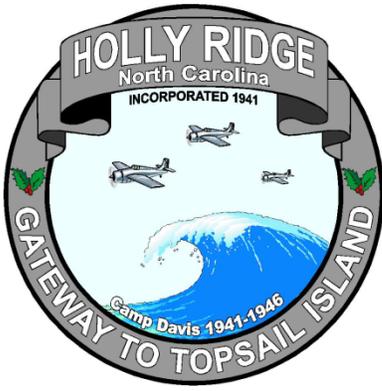
# Town Council Regular Meeting Agenda

Agenda Item:	7-C5
Date:	06/13/2023

**Subject: Committee Report – Greater Topsail Area Committee**

**Meeting Summary:**

The GTAC did not hold a meeting in the month of May.



# Town Council Regular Meeting Agenda

Agenda Item:	<b>8-A</b>
Date:	06/13/2023

**Subject: Discussion and Possible Approval of Proposal with Estimates for Renovations to the Community Development Department and for Controlled Access Areas in Town Hall**

### Issue Statement

In March I received a request from Nathan Rhue, Community Development Director, to use a portion of the budgeted renovation funds to make changes to the Community Development office layout. It was requested that the walled partition be removed, and the large front window be minimized. In addition to these changes, it was also requested the funds be used towards creating controlled access areas.

During the March Regular Town Council Meeting, the Town Council directed the staff to solicit estimates from contractors for the scaled down renovations. The Town Council also motioned to table this item for discussion at the April Regular Meeting, the May Regular Meeting, and now the June Regular Meeting. We have received two quotes for both the original proposal and the scaled down version of the renovation.

A table summary of both estimates from both companies are below for convenience:

	Ten Nails Construction, Inc.	Custom Craft Design & Construction
<b>Original Renovation</b>	\$125,516.00	\$104,942.71
<b>Scaled Down Renovation</b>	\$25,738.00	\$53,970.00

### Action Needed

Discussion

### Recommendation

For discussion and possible action.

### Attachments:

- A. Memo from Nathan Rhue, Community Development Director
- B. Proposal from Ten Nails Construction, Inc.
- C. Layout Options
- D. Proposal from Custom Craft Design & Construction

Jeff Wenzel  
Mayor

Pamala Hall  
Mayor Pro-Tem

Greg Hines  
Councilmember

Rena Bragg  
Councilmember

Carolyn Stanley  
Councilmember

Dexter Sholar  
Councilmember

# Town of Holly Ridge

Post Office Box 145  
Holly Ridge, North Carolina 28445

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



Heather Reynolds, CMC  
Town Manager

Tracy Martin  
Deputy Town Clerk

## MEMORANDUM

Date: March 9, 2023

To: Heather Reynolds, Town Manager

From: Nathan Rhue, Community Development Director 

Re: Community Development Office Renovation

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Due to the uncertainty of renovations/expansion of office area, I want to request that the previously approved budget amount for Town Hall renovations be utilized to open more area within the Community Development Department; primarily, in the Permitting/Inspections area.

In attempts to open this area for more availability of space, ease of communication amongst team members and citizens, and modernization of the area, it is requested that the walled "partition" be removed and the large front window be minimized and replaced with a smaller controlled opening in attempts to improve conversations/communication with the public. Due to space limitations, the area is currently utilized with older workspaces and limitations of storage space for materials that need to be readily available. The service window that is currently in place has proven to be a hinderance during conversations with the public, which include contractors and citizens, on a daily basis.

It is also requested that the budgeted amount be utilized towards controlled access areas. This would include moving the existing doorway leading to the restrooms to the beginning of the hallway leading to the Employee Entrance, moving the doorway into the Finance area within the same hallway, and removing the doorway located outside the restrooms that lead to the Permitting/Inspections area and insulating that existing wall.

This request is based upon the reasons of functionality within the Department and, at the same time, providing an additional level of controlled access to sensitive areas and more ease for the public accessing the facilities.

The attached layout, hopefully, illustrates this request. The red curve line denotes remove of obstructions within that noted area.

If you have any questions, please feel free to contact me at your convenience.

Nathan Rhue

# TEN NAILS CONSTRUCTION, INC.

December 6, 2022

Town of Holly Ridge  
212 North Dyson Street  
Holly Ridge, NC 28445  
Att: Mike McFann

RE: Office Renovation Proposal

Dear Mr. McFann,

Please see the scope of work to renovate certain offices and areas of the Municipal Building as per the drawings by Weston Lyall, PE dated 7/7/2022.

## Scope of Work:

Install plastic dust walls as needed to remove existing walls. Remove doorway to the Council meeting area off of the Lobby hallway, remove the partition in between Office # 1 and Planning and Inspections office. Remove the drywall from the front facing wall in planning and Inspections office. Remove service glass window and discard. Remove door partition to the breakroom hallway. Remove a portion of the partitions in office # 2 in order to provide a new hallway to the Council Meeting Room. Remove and discard window in office # 2. Remove the entry door partition to office # 2. Remove doorway to office #3. Remove 4ft of hallway partition near the storage room in office # 3 to install new doorway. Remove window in office # 3 and discard. Remove ceiling above office 4. Frame new offices # 1, 2,4,5, planning and inspections. Construct walls using standard 2x4 studs every 16o.c. Install ceiling and wall blocking as needed. All floor plates to be pressure treated yellow pine. Install new doorway partition outside the breakroom. Install new service windows in office # 3 and # 5. Install 5/8" drywall through out project walls and ceilings. Install new doors with solid jambs and hardware as per plan. The type and style to be discussed. Remove and replace all of the interior doors. Install new 3.25" colonial base and 2.25" colonial casing.

## Paint:

All ceilings flat white. Prime bare drywall and paint two coats. Doors, frames and trim-prime, prep and paint two coats.

## Flooring:

Remove and discard carpeting. Remove and discard VCT. Add Ardex feather finish leveling compound as needed for smooth flat surface. Install glue down 6x 48 LVP flooring as selected by the Town of Holly Ridge. Install primed white 3/4" quarter round in all offices. Podium area floor in the Council Meeting Area to remain.

## Plumbing:

Relocate hot water heater to the attic space. Extend water line as needed. Install pan and drainpipe to the outside. Install new 40-gallon electric AO Smith with a 6-year warranty. Pull toilets in the men's and ladies' bathrooms if required to change out the flooring.

## HVAC:

Relocated low voltage wiring and T stat as needed.

Electrical:

Council Meeting area relocate switches for new door way, move receptacles switches, low voltage and fixtures in Office 2 turning into office 4, Move lighting devices, switches in reshaped lobby and new hall way, add lighting to devices to newly proposed office 5, Add office space between office 1 and planning and inspections includes hanging new lighting fixture and devices, add switch for new door by side door, switches and wire extensions to be made up and labeled in junction boxes in ceiling. All fixtures to be provided by contractor. Relocate hot water heater circuit into the attic space.

General Conditions:

Clean-up of exterior work areas daily  
Secure and Safe off site daily

Clarifications:

Office trailer to be provided at an additional cost  
Working hours are scheduled for Monday thru Friday 8:00am to 4:30pm  
Work to be done without interruption- for the exception of weather and unforeseen circumstances  
Dimensions given above are approximate. Actual sizes maybe larger/smaller  
Daily clean-up of disturbed areas to contractor waste containers

Items that are not include: site work, on site security, permits, project sign, portable toilets, Architectural/Engineered drawings, services or fees, landscaping, gutter and leaders, roofing, concrete repairs, structural repairs, insulation, plumbing fixtures, exterior lighting, security system, specialty hardware, smoke detectors, CO2 detector, replacement. Moving of furniture, displays, signs, artwork, and all interior items necessary to access the project area. Please note unforeseen issues may be revealed. Should that occur, Ten Nails Construction will assess the issue and promptly inform you of any changes and any costs that may occur.

The estimated cost for the improvements described above can be accomplished for the sum of: **One Hundred Twenty-Five Thousand, Five Hundred Sixteen and 00/100 Dollars (\$125,516.00)**

Thank you for the opportunity to prepare this proposal for you. Please contact me with any questions.

Sincerely,

Jon Ford, President  
Ten Nails Construction, Inc.

# TEN NAILS CONSTRUCTION, INC.

May 10, 2023

Town of Holly Ridge  
212 North Dyson Street  
Holly Ridge, NC 28445  
Att: Nathan Rhue, Director  
Planning and Zoning

RE: Office Renovation Proposal

Dear Mr. Rhue,

Please see the scope of work to renovate certain offices and areas of the Municipal Building as per the modified drawings by Nathan Rhue dated 3/29/2023.

## Scope of Work:

As per our walk through on 3/29/2023 is the revised scope of work with add alternates:

- Install plastic dust walls as needed to remove existing walls. Remove the partition in between the Office Planning and Inspections. Install drywall to fill in the space left by the removal in the ceiling and walls.
- Remove the drywall from the right facing wall in the planning and Inspections office.
- Relocate outlets to the right-side wall if needed, or the existing circuit will be terminated into a junction box in the attic. Communication circuits, internet lines to be relocated by Owner's contractor.
- Remove and save door in facing of the breakroom. Frame in doorway opening with 2x4 studs.
- Install sound batt insulation and install 5/8" drywall. Finish drywall and make ready for paint.
- Install new colonial base to match as close as possible to the existing.
- Remove drywall around the service window and discard. Remove and discard service window.
- Reframe service window opening to 36" x 35". Install new service window with non-bullet proof glass.
- Rock return the 1/2" drywall around service window. Add corner bead and finish drywall and make ready for paint.
- Raise planning and inspection countertop to window height. Install new supports as needed.
- Construct new adjustable shelving area to the left of the service window.
- Remove the existing door partition to the bathrooms, breakroom, and offices # 3,4 and 5.
- Install new 2x4 door partition even with the outside wall of the breakroom wall as per plan. Install the door removed from the planning and inspection office. Install drywall on both sides to accommodate the relocated door. Finish drywall and make ready for paint. Install new colonial base and casing to match as close as possible to the existing.
- Remove entry door to office # 3 and save. Reframe door opening and install drywall on both sides to match the existing material. Relocate existing outlets and light switches as needed. Finish drywall and make ready for paint. Install new colonial base and casing to match as close as possible to the existing.
- Remove drywall both sides from the right side of Office #3 facing the breakroom hallway.
- Frame new opening to accommodate the existing office #3 entry door. Install new drywall to match the existing material. Finish drywall and make ready for paint. Install new colonial base and casing to match as close as possible to the existing.
- Provide final deep cleaning of Office # 3 and planning / inspection.

Add Alternates:

Hallway door:

Install new solid core 3/0 x 6/8 x 1 3/4" birch veneer door (stain grade) with solid wood frame. Stain and apply finish to match as close as possible the existing doors. Install new casing trim to match as close as possible to the existing.  
\$ 925.00

Paint:

All ceilings flat white. Prime bare drywall and paint two coats. Doors, frames and trim-prime, prep and paint two coats. The wall sections that were installed, repaired, and filled in will be painted to match as close as possible to the existing finish and color.

\$ 2,797.00

Flooring:

Fill in the area where the planning and Inspections wall was removed. Install accent strip. Color to be selected by owner. Fill in the sill area of the relocated door in office # 3. Install accent strip. Color to be selected by owner.

\$ 600.00

Plumbing:

Remove and discard existing hot water heater. Drain system and relocate new electric hot water heater to the attic space. Extend water lines as needed. Install pan and drainpipe to the outside. Install 40-gallon electric AO Smith with a 6-year warranty.

\$ 3,284.00

Electrical:

Relocate hot water heater circuit to the attic space.

\$ 200.00

General Conditions:

Work to be done on weekends only.

Clean-up of work areas daily

Secure and Safe off site daily

The dimensions given above are approximate. Actual sizes maybe larger/smaller

Clarifications:

Drywall to installed on the public side for safety, prior to rough inspections.

**Working hours are on selected nights, Saturday, and Sunday 8:00am to 4:30pm**

Work to be done without interruption- for the exception of weather and unforeseen circumstances.

Owner to relocate contents before and after each area for weekend work sessions on Fridays.

Daily clean-up of disturbed areas to contractor waste containers

Light cleaning occurs prior to the start of each work week on Sunday night.

Items that are not include: On site security, permits, project sign, portable toilets, Architectural/Engineered drawings, services or fees, concrete repairs, structural repairs, flooring unless the add alternate is approved, painting unless the add alternate is approved, insulation unless otherwise noted, windows and doors unless otherwise noted, hardware, lockset's, specialty hardware, signage, HVAC, plumbing unless the add alternate is approved, plumbing fixtures, lighting fixtures, security system, communications, computer systems, smoke detectors and CO2 detector, **Moving the following items from the work zones: computers, office equipment, displays, signs, artwork, personnel items from furniture, and all interior items necessary to access the project area.**

Please note, unforeseen issues may be revealed. Should that occur, Ten Nails Construction will assess the issue and promptly inform the owner of any changes and any costs that may occur.

The estimated cost for the improvements described above can be accomplished for the sum of: **Twenty-Five Thousand, Seven Hundred Thirty-Eight and 00/100 Dollars (\$25,738.00)**

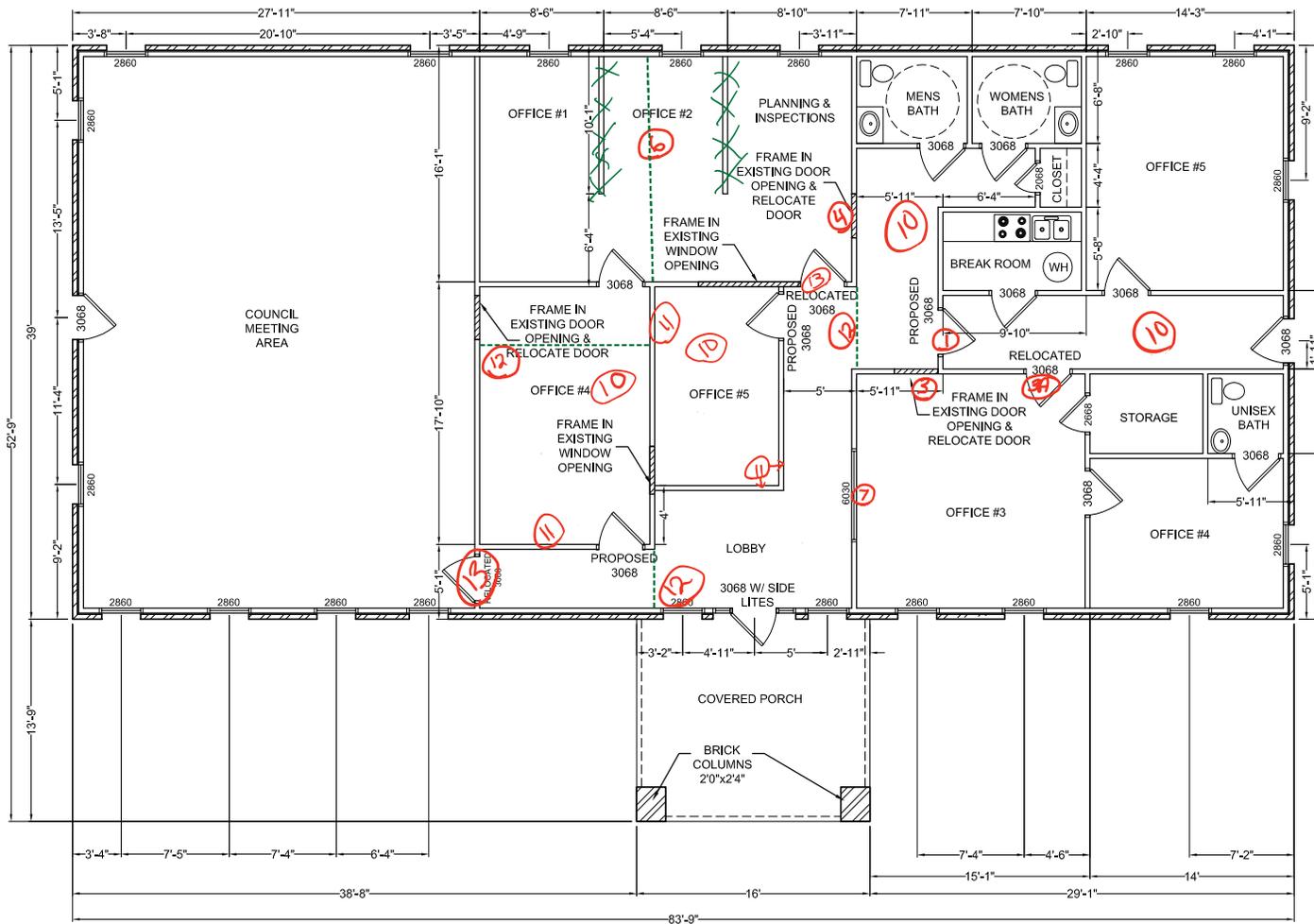
Thank you for the opportunity to prepare this proposal for you. Please contact me with any questions.

Sincerely,

Jon Ford, President  
Ten Nails Construction, Inc.



# Option 2



**PROPOSED FLOOR PLAN**  
SCALE: 1/8"=1'-0"

- EXISTING OR PROPOSED 2x4 WOOD FRAMED WALL
- BRICK VENEER

**PRELIMINARY FOR REVIEW ONLY NOT FOR CONSTRUCTION**

IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD BUILDING PRACTICES. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.

THESE PLANS CANNOT BE REDRAWN OR REPRODUCED IN ANY WAY WITHOUT THE EXPRESS CONSENT OF WESTON LYALL, PE, PLS, PLLC. ANY PARTY THAT TAKES PART IN DOING SO IS IN VIOLATION OF COPYRIGHT LAWS.

<b>WESTON LYALL, PE, PLS, PLLC</b>	
TOWN OF HOLLY RIDGE 212 N. DYSON ST. HOLLY RIDGE, NC	WESTON LYALL, PE, PLS, PLLC 214 US HIGHWAY 17N, SUITE 1 HOLLY RIDGE, NC, 28445 PHONE: 910,329-9961 FIRM #P-0937
EXISTING FLOOR PLAN	STRUCTURAL & CIVIL ENGINEERING & LAND SURVEYING
DATE: 7/7/2022	DRAWN BY: GP
FILENAME: TOWN OF HR.dwg	SHEET: 1 OF 2

### **Holly Ridge scope if work Option 1 & 2**

- 1 Closes off hallway by Office 3 and reuses door that will be removed from (4).
- 2 Create cased opening at Lobby to Hall doorway (do not disturb flooring)
- 3 Relocate existing door to far end of the Office 3 (3A) close where door is currently
- 4 Remove door relocate to (1) close opening
- 5 Remove wall/this will require electrical work, sheetrock repair for wall and ceiling
- 6 New flooring in office 1 /Planning (area where wall was removed)
- 7 Close down service windows and add speaker hole to both windows from 9' to 3'
- 8 Add customer counter to front of window

### **Additional work included in Option 2**

- 9 Electrical in new office spaces
- 10 New flooring in public hall, new offices, and lobby
- 11 Framing for new office
- 12 Remove wall
- 13 Relocate door
- 14 HVAC- for new offices



May 4, 2023

**The Town of Holly Ridge  
Town Hall Building  
212 N Dyson Street  
Holly Ridge, NC 28445**

**Holly Ridge Town Hall Remodel**

116 W. Hargett St. Richlands, NC. 28574  
Phone: 910.324.2879 – Fax: 910.324.3180

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# ESTIMATE

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May 4, 2023

Between the Owner:

**Town of Holly Ridge**

And the Contractor:

**Custom Craft Design & Construction, Inc.**  
**116 W. Hargett St.**  
**Richlands, NC 28574**  
**Lic. No. 69518**  
**910.324.2879**

For the Project:

**Holly Ridge Town Hall**  
**212 Dyson Street**  
**Holly Ridge, NC 28445**

## **Project Overview:**

Project consisting of removing a wall between (2) offices and relocating personnel doors to provide better access to the offices and to the public bathroom. This project would also include rearranging the foyer area to include relocating the existing office and adding a new 8'x14' office. The entrance and hallway to the Council Chambers will be relocated.

## **SCOPE OF WORK:**

- Labor and material to remove wall in Planning Department & Office 1
- Remove doorway from Lobby to Hall
- Close door opening in Office 3
- Add doorway in Hall to offices. Re-use door that is being removed from Planning
- Re-locate door in Office 3 to far left of office
- Replace flooring with LVP in Lobby, Office 1, Planning, Office 2, New office, Hall to Bathrooms, Hall to offices
- Close window in planning add doorway into planning from lobby
- Reduce size of window in Office 3 and add a speaker microphone opening
- Rework office 2 and create a new office in the lobby area
- Relocate door to Council Meeting Area

- Add HVAC and electrical to new office and rework Office 2 when moving walls
- Relocate electrical outlets and switch from wall being removed
- Paint walls in Office 2, New office, Planning, Office 1, Lobby, Halls
- Erect temp wall so work can be done during office hours
- Add check counter to visitor side of payment window

**SPECIAL CONDITIONS:**

It will be the responsibility of The Town of Holly Ridge to remove all furniture and electronics from the proposed work areas prior to the start of construction. The Town will also be responsible for refurbishing the rooms and reinstalling all equipment once construction has been completed.

**EXCLUSIONS:**

- No HVAC or low voltage/network is included in this estimate
- Relocation of furniture and equipment

**TOTAL BASE PRICE:**

**\$104,942.71**

**BASE PRICE INCLUDES:**

Materials & Labor

**STANDARD ALLOWANCES (INCLUDED IN BASE PRICE):**

- 1.1. Building Materials – \$ 23,350.00
- 1.2. Painting- \$10,487.00
- 1.3. Flooring- \$10,045.00

Actual prices may vary depending on pricing at time of order.

Any work listed outside of the scope of work will be considered & will be billed on a time & material bases.



May 4, 2023

**The Town of Holly Ridge  
Town Hall Building  
212 N Dyson Street  
Holly Ridge, NC 28445**

**Holly Ridge Town Hall Wall Removal And Door Relocation**

116 W. Hargett St. Richlands, NC. 28574  
Phone: 910.324.2879 – Fax: 910.324.3180

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# ESTIMATE

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May 4, 2023

Between the Owner:

**Town of Holly Ridge**

And the Contractor:

**Custom Craft Design & Construction, Inc.**  
**116 W. Hargett St.**  
**Richlands, NC 28574**  
**Lic. No. 69518**  
**910.324.2879**

For the Project:

**Holly Ridge Town Hall**  
**212 Dyson Street**  
**Holly Ridge, NC 28445**

**Project Overview:** Project consisting of removing a wall between (2) offices and relocating personnel doors to provide better access to the offices and to the public bathroom.

## SCOPE OF WORK:

- Labor and material to remove wall in Planning Department & Office 1
- Make doorway a cased opening at the Hall/Lobby doorway. -Flooring will not be disturbed
- Close door opening in Office 3
- Add doorway in Hall to offices. Re-use door that is being removed from Planning
- Re-locate door in Office 3 to far left of office
- Replace carpet with LVP in Planning/Office 1
- Reduce the size of window in Planning Department and Office 3
- Relocate electrical outlets and switch from wall being removed
- Paint walls that have had drywall repairs

**SPECIAL CONDITIONS:**

It will be the responsibility of The Town of Holly Ridge to remove all furniture and electronics from the proposed work areas prior to the start of construction. The Town will also be responsible for refurbishing the rooms and reinstalling all equipment once construction has been completed.

**EXCLUSIONS:**

- Relocation of furniture and equipment
- No HVAC or low voltage/network is included in this estimate

**TOTAL BASE PRICE:**

**\$53,970.00**

**BASE PRICE INCLUDES:**

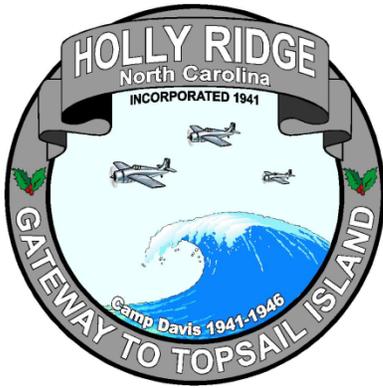
Materials & Labor

**STANDARD ALLOWANCES (INCLUDED IN BASE PRICE):**

- 1.1.** Building Materials – \$ 16,600.00
- 1.2.** Painting- \$3,500.00
- 1.3.** Flooring- \$3,200.00

Actual prices may vary depending on pricing at time of order.

Any work listed outside of the scope of work will be considered & will be billed on a time & material bases



# Town Council Regular Meeting Agenda

Agenda Item:	9-A
Date:	06/13/2023

## Subject: Discussion and Possible Approval of Resolution Number 23-06: Opposition to Senate Bill 675 – Land Use Clarification and Changes

### Issue Statement

In April of this year Senator Lee introduced a bill to eliminate the extraterritorial jurisdiction for municipalities. We collect revenues from the ETJ for building and permitting. That ETJ bill now heads to the House. The NCLM stated the following: “Although lawmakers scaled-back its language from a more stringent proposal, we ask that you read the update below and consider the bill's language in light of your city's or town's planning and development code and contact your House members with concerns.”

### ***The following summary was also included in the NCLM's League Bulletin:***

*The voice of municipal officials proved effective again this week: the bill that affects cities with extra-territorial jurisdictions, or ETJs, saw improved language as it moved through Senate committees. [SB 675 Land Use Clarification and Changes](#) underwent more changes this week before receiving favorable reports in both the Senate Finance and Senate Rules committees, and then passing out of the full Senate on Thursday. Last week, we shared that the ETJ roll-back would only apply to cities in counties of less than 50,000 in population. While those rolled-back provisions remain in the bill, this week, problematic land use provisions that would have mandated minimum lot size standards of five homes per acre for residential zoning districts and loosened open space requirements for residential development were removed from the bill.*

*Although improved, the bill still affects all cities with ETJs to some degree. In addition to eliminating the authority for those cities in low-population counties, SB 675 also freezes in place all current ETJ boundaries (Section 3.2(a)). And for those cities with local acts regarding ETJ authority, those local acts would be repealed under this bill (Section 3.1(w)).*

*NCLM's Government Affairs staff asks that you continue to consider this updated bill in light of your city's planning and development code, and communicate any remaining concerns to your state House members ([with suggested talking points here](#)). The bill now moves to the House, where it awaits committee assignments.*

**Action Needed**

Discussion

**Recommendation**

Action to approve Resolution No.23-06 in Opposition to Senate Bill 675 "Land Use Clarification and Changes".

**Attachments:**

- A. Draft Resolution
- B. Information Sheet on Senate Bill 675

Jeff Wenzel  
Mayor

Pamala Hall  
Mayor Pro-Tem

Greg Hines  
Councilmember

Rena Bragg  
Councilmember

Dexter Sholar  
Councilmember

Carolyn Stanley  
Councilmember

# *Town of Holly Ridge*

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

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



Heather Reynolds, CMC  
Town Manager

Tracy Martin  
Deputy Town Clerk

## **RESOLUTION NO. 23-06 OPPOSITION TO SB 675 “LAND USE CLARIFICATION AND CHANGES”**

**WHEREAS**, the use of Extra-Territorial Planning and Zoning serves to protect the property values of communities by regulating the types of uses that can be constructed in areas that transcending from rural to urban in nature; and

**WHEREAS**, it is vital to protect residents of such jurisdictions by regulating the establishment of incompatible uses adjacent to their residential neighborhoods; and

**WHEREAS**, the residents of Extra-Territorial areas are represented on the Town’s Planning and Zoning Board of Adjustment by members appointed by the Onslow County Commissioners, thereby providing a voice in the future development of the Extra-Territorial Areas; and

**WHEREAS**, the elimination of Extra-Territorial areas in Onslow County will result in residents of the Extra-Territorial areas having no voice in the development of properties immediately adjacent to their residences; and

**WHEREAS**, the sponsor of SB 675 has not consulted with local elected Boards of Onslow County’s municipalities to determine the impact of the elimination of Extra-Territorial Jurisdictions in Onslow County and

**WHEREAS**, one of the guiding principles of North Carolina government is that local elected officials are the elected bodies closest to the people and know best the needs of their communities; and

**WHEREAS**, as presented Senate Bill 675 prevents the Holly Ridge Town Council from having the ability to react to the needs of our community’s residents, business owners, and taxpayers in future land use and zoning decisions; and

**NOW THEREFORE BE IT RESOLVED** by the Holly Ridge Town Council that it opposes SB675 in the strongest language possible; and

**BE IT FURTHER RESOLVED THAT THE** Holly Ridge Town Council respectfully requests that this bill be withdrawn from the Senate docket and referred to the appropriate Senate committee for a thorough discussion of the impact the elimination of Extra-Territorial Jurisdictions would have on the residents of such districts in North Carolina and more specifically the impact of the proposed revisions to manage growth effectively and efficiently within NC municipalities.

This resolution was duly passed on **June 13<sup>th</sup>, 2023**, by the Town of Holly Ridge Town Council.

**Attest:**

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**Jeff Wenzel, Mayor**

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**Tracy Martin, Deputy Clerk**

# EXTRATERRITORIAL JURISDICTION

## Why It Matters

Since the post-World War II residential development boom, North Carolina and other states have authorized cities to enact what was then called “perimeter zoning” and is today known as extraterritorial jurisdiction.

ETJ authority came about due to chaotic and unregulated development along the urban fringe, with incompatible uses endangering both the health and property values of those living inside municipal boundaries. Today, with counties adopting their own land-use policies, questions have arisen about the continued importance of extraterritorial jurisdiction. In some ways, ETJ has become a more important planning tool than ever before, especially in fast-growing areas where taxpayer-funded resources for infrastructure must be carefully apportioned to meet the needs of residents.



**Here are some important considerations regarding ETJ and why it continues to be a crucial planning tool in many cities and towns:**

- A community’s land-use planning tools, including ETJ, are vital as infrastructure investments are made that pave the way for economic growth.
- The maximum size of an ETJ is determined by a municipality’s population. The extraterritorial area may extend up to one mile from the city limits for cities with populations of less than 10,000. Extension to up to two miles and three miles, based on population, is allowed with county approval.
- A city may only extend its extraterritorial jurisdiction after mailed notice to residents and a public hearing process.
- Residents of ETJs do not pay municipal taxes. They do receive proportional representation on city planning boards and boards of adjustment.
- Several municipalities across North Carolina enter into interlocal agreements, carefully negotiated and planned among each other and the county government, to set their ETJs. These agreements allow each to anticipate service needs for the future. Some of these have been memorialized into local legislative acts.
- Protecting homes and businesses from incompatible uses continues to be an important feature of ETJs. As of 2022, at least 14 counties in North Carolina had no zoning restrictions, with several others being only partially zoned. Tourism communities are especially vulnerable to incompatible uses.



# Town Council Regular Meeting Agenda

Agenda Item:	9-B
Date:	06/13/2023

**Subject: Possible Adoption of Budget Amendment # 5 for Fiscal Year 2022 – 2023**

## Issue Statement

This Budget Amendment is requested to clean up the accounts in preparation for the year-end as we work to close out this Fiscal Year. This amendment will result in an increase to the following department(s): Administration (Salaries) and Public Buildings & Grounds (M/R Buildings and Grounds) - This Budget amendment is to increase the Salaries line item for Administration due to Parks and Recreation Salaries coming out of this line item by mistake. Also requested is an increase to M/R Buildings and Grounds due to unexpected repairs that had to be made.

Alisha, CPA will be onsite Tuesday morning and there may be additional line items added to the amendment for that evening. Staff will notify the Town Council as soon as that information is available.

## Action Needed

Discussion

## Recommendation

Action to approve budget amendment 2022 – 2023.5.

## Attachments:

- A. Proposed Budget Amendment

**TOWN OF Holly Ridge**  
**212 North Dyson St**  
**Holly Ridge, N.C. 28445**

FISCAL YEAR 2022-2023

**AMENDMENT TO THE BUDGET ORDINANCE**

**BA 2022-2023.5**

**BE IT ORDAINED** by the Governing Board for the Town of Holly Ridge, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2023:

**Section 1:** To amend the General Fund appropriations with increases as follows:

<u>DEPARTMENT NO:</u>	<u>ACCOUNT</u>	<u>Debit</u>	<u>Credit</u>
10-620-91-1	Salaries	\$ 40,065.37	
10-620-96-0	Capital Improvements	\$ 15,202.58	
10-420-02-0	Salaries		\$ 40,065.37
10-540-00-1	M/R Buildings and Grounds		\$ 15,202.58
<b>Total Expenditures</b>		<b>\$</b>	<b>55,267.95</b>

This amendment will result in an increase to the following department(s): Administration (Salaries) and Public Buildings & Grounds (M/R Buildings and Grounds) - This Budget amendment is to increase the Salaries line item for Administration due to Park and Rec Salaries coming out of this line item by mistake. Also increase to M/R Buildings and Grounds due to unexpected repairs that had to be made.

**Section 2:** Copies of the budget ordinance amendment shall be furnished to the Town Clerk, the Council, the Budget Officer, and the Finance Officer for their direction.

Adopted this 13th Day of June, 2023

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

**VOTE: FOR AGAINST ABSENT**

\_\_\_\_\_  
 Jeff Wenzel, MAYOR

\_\_\_\_\_  
 CHARLES E. STRICKLAND II, FINANCE OFFICER

**Budget Amendment**

<b>ORIGINAL BUDGET</b>	<b>7/1/2022</b>	\$ 8,080,329.75
Budget Amendment 1	7/12/2022	\$ 700,100.00
Budget Amendment 2	7/12/2022	\$ 21,994.00
Budget Amendment 3	2/10/2023	\$ 108,529.38
Budget Amendment 4	5/9/2023	\$ 17,703.35
Budget Amendment 5	6/9/2023	\$ 55,267.95
		\$ -
New Budget Ordinance for FY 22-23		<b>\$ 8,983,924.43</b>