

Jeff Wenzel
Mayor

Joshua Patti
Mayor Pro-Tem

Greg Hines
Councilmember

Carolyn Stanley
Councilmember

Phil Misciagno
Councilmember

Pete Parnian
Councilmember

Town of Holly Ridge

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

*Telephone (910) 329-7081
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Heather Reynolds, CMC
Town Manager

Tracy Martin
Deputy Town Clerk

**HOLLY RIDGE TOWN COUNCIL
REGULAR MONTHLY MEETING AGENDA
April 9th, 2024
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**
5. **Public Hearings**
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**
 - **November 21st, 2023, Special Meeting**
 - **January 16th, 2024, Special Meeting**
 - **February 13th, 2024, Regular Meeting**
 - 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**
 - **Busy Bee Committee**
 - D. **Appointment of Dave Mosey to the Planning Board as a Regular Member for a Term of Three Years.**

8. **Old Business**

- A. Discussion and Possible Action to Appoint Members to the Ordinance Review Committee.
Recommendation: For Discussion and Possible Action to Appoint Members to the Ordinance Review Committee.

9. **New Business**

- A. Discussion Concerning the HOA Requested Repairs at the Entrance to the Neighborhoods of Holly Ridge.
Recommendation: For Discussion and Possible Action.
- B. Discussion Concerning the Completion of the Traffic Circle located within the Neighborhoods of Holly Ridge.
Recommendation: For Discussion and Possible Action.
- C. Discussion Concerning Possible Ordinance Amendments to Prohibit the Sale of Animals Along Roadsides in the Town of Holly Ridge.
Recommendation: For Discussion and the Town Council to Provide Direction to Staff.
- D. Discussion Concerning Possible Ordinance Amendments Pertaining to Building Height Limits in Chapter 7 – Zoning of the Code of Ordinance.
Recommendation: For Discussion and the Town Council to Provide Direction to Staff.
- E. Possible Approval of Budget Amendment # 6 for Fiscal Year 2023 – 2024 for the Purpose of Paying Off the Note the Housing Authority has on the Holly Plaza Property.
Recommendation: For Discussion and Possible Action.

10. **Town Council Comments**

11. **Announcements:**

- Thursday, April 11th, 2024, Eastern Carolina Council of Government – Executive Meeting – 233 Middle St. New Bern
- Saturday, April 13th, 2024, Bee Festival Pageant – at the Holly Ridge Community Center
- Tuesday, April 16th, 2024, Planning Board Meeting – beginning at 6:30 p.m. in the Council Chambers
- Tuesday, April 23rd, 2024, Board of Adjustment Meeting – beginning at 6:00 p.m. in the Council Chambers
- Thursday, April 25th, 2024, Four Town Meeting -Hosted by Surf City – beginning at 9:00 a.m. at the Surf City Welcome Center
- Saturday, April 27th, 2024, Bee Festival – from 10:00 a.m. until 3:00 p.m.- located at 127 Sound Road
- Thursday, May 16th, 2024, ONWASA Board Meeting – beginning at 6:00 p.m. in the Jacksonville City Hall

12. **Closed Session**

13. **Adjournment**

Holly Ridge
Statement of Revenue and Expenditures - Standard

04/05/2024
06:08 PM

Revenue Account Range: First to Last

Include Non-Anticipated: Yes

Year To Date As Of: 04/05/24

Expend Account Range: First to Last

Include Non-Budget: No

Current Period: 07/01/23 to 04/05/24

Print Zero YTD Activity: No

Prior Year: 07/01/22 to 04/05/23

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
10-301-00-0	Property Taxes (Prior Year)	178,714.60	71,400.00	54,830.16	54,830.16	16,569.84 -	77
10-301-91-0	Property Taxes (Current Year)	2,180,183.47	2,308,600.00	2,420,363.54	2,420,363.54	111,763.54	105
10-301-91-1	Dmv Taxes	135,521.70	179,935.00	124,902.63	124,902.63	55,032.37 -	69
10-302-00-0	FEMA Public Assistance	0.00	200,000.00	0.00	0.00	200,000.00 -	0
10-302-01-2	ARPA Funds	450,478.83	900,957.67	0.00	0.00	900,957.67 -	0
10-303-00-1	Demo Grant	150,000.00	0.00	0.00	0.00	0.00	0
10-303-00-2	Golden Leaf	160,000.00	40,000.00	0.00	0.00	40,000.00 -	0
10-303-00-3	IDF	0.00	1,335,000.00	0.00	0.00	1,335,000.00 -	0
10-303-00-4	Industrial Park Lot Sales	7,200.00	1,375,691.04	1,200,334.88	1,200,334.88	175,356.16 -	87
10-304-00-0	PartF Grant	0.00	500,000.00	0.00	0.00	500,000.00 -	0
10-317-00-0	Interest On Taxes	4,846.70	5,000.00	732.43	732.43	4,267.57 -	15
10-325-00-0	Privilege Licenses	15.00	20.00	0.00	0.00	20.00 -	0
10-329-00-0	Interest Income	656.63	600.00	531.46	531.46	68.54 -	89
10-330-00-0	Parks And Recreation	14,459.75	10,000.00	20,168.64	20,168.64	10,168.64	202
10-330-01-0	Special Event	19,019.00	1,500.00	16,542.26	16,542.26	15,042.26	***
10-330-03-0	Sponsorship Program	0.00	26,537.00	0.00	0.00	26,537.00 -	0
10-331-00-0	Liberty Fountain	100.00	100.00	0.00	0.00	100.00 -	0
10-335-00-0	Miscellaneous Income	121,211.86	15,000.00	61,701.95	61,701.95	46,701.95	411
10-335-01-0	ONWASA Satellite Office	27,450.03	35,000.00	14,583.35	14,583.35	20,416.65 -	42
10-337-00-0	Utility Franchise Tax	129,534.14	110,000.00	97,752.24	97,752.24	12,247.76 -	89
10-345-00-0	Local Option Sales Tax	1,016,118.55	1,222,394.02	670,412.38	670,412.38	551,981.64 -	55
10-347-00-0	ABC Revenue	29,129.00	40,840.00	24,764.00	24,764.00	16,076.00 -	61
10-349-00-0	Solid Waste Tax	2,594.66	2,500.00	902.87	902.87	1,597.13 -	36
10-351-00-0	Court Fees	1,353.45	1,500.00	1,607.06	1,607.06	107.06	107
10-352-00-0	Civil Citations	100.00	200.00	100.00	100.00	100.00 -	50

Holly Ridge
Statement of Revenue and Expenditures

04/05/2024
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<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
10-353-00-0	Homeowner Recovery	68.00	100.00	333.00	333.00	233.00	333
10-354-00-0	Substance Tax Proceeds	1,171.10	1,500.00	0.00	0.00	1,500.00 -	0
10-355-00-0	Zoning Permits	0.00	0.00	2,750.00	2,750.00	2,750.00	0
10-355-01-0	Planning/Zoning Fees	10,925.00	20,000.00	29,000.00	29,000.00	9,000.00	145
10-357-00-0	Building Fees	149,195.68	240,000.00	575,660.44	575,660.44	335,660.44	240
10-358-00-0	Sale of Surplus Property	0.00	7,000.00	3,057.32	3,057.32	3,942.68 -	44
10-359-00-0	Garbage Collection (Solid Waste Fees)	236,961.33	427,320.00	250,444.27	250,444.27	176,875.73 -	59
10-361-00-0	Recycling Fees	72,792.47	142,440.00	80,855.18	80,855.18	61,584.82 -	57
10-367-01-0	County/State Sales Tax Refund	0.00	5,000.00	0.00	0.00	5,000.00 -	0
10-399-00-0	Fund Balance Appropriation	0.00	432,561.58	0.00	0.00	432,561.58 -	0
10-400-00-0	Community Building	6,838.40	10,000.00	760.00	760.00	9,240.00 -	8
10-415-01-0	Onslow County Tourism	0.00	60,000.00	0.00	0.00	60,000.00 -	0
10-417-00-0	CAMA Access Grant ML	0.00	10,000.00	0.00	0.00	10,000.00 -	0
10-419-00-0	Fire Tax Onslow County	0.00	220,000.00	210,663.06	210,663.06	9,336.94 -	96
10-420-00-0	Shooting Range Revenue	0.00	5,000.00	0.00	0.00	5,000.00 -	0
Fund 10 Revenue Totals		5,106,639.35	9,963,696.31	5,863,753.12	5,863,753.12	4,099,943.19 -	58

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-410-00-0	Governing Board:	0.00	0.00	0.00	0.00	0.00	0
10-410-01-0	Salaries	12,356.56	25,200.00	20,022.90	20,022.90	5,177.10	79
10-410-02-0	Social Security	0.00	1,800.00	0.00	0.00	1,800.00	0
10-410-04-0	Prof. Serv. Legal	4,592.97	50,000.00	1,602.53	1,602.53	48,397.47	3
10-410-04-1	Prof Serv Audit	15,000.00	15,000.00	11,250.00	11,250.00	3,750.00	75
10-410-05-0	Ads/Notices	2,454.50	4,500.00	1,462.80	1,462.80	3,037.20	33
10-410-06-0	Codes Services	0.00	5,000.00	0.00	0.00	5,000.00	0
10-410-07-0	Contracted Services	81,676.57	63,000.00	19,359.13	19,359.13	43,640.87	31
10-410-08-0	Donations to Other Organizations	11,474.00	12,500.00	10,000.00	10,000.00	2,500.00	80
10-410-09-0	Departmental Supplies	282.06	500.00	257.72	257.72	242.28	52

Holly Ridge
Statement of Revenue and Expenditures

04/05/2024
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-410-10-0	Dues & Subscriptions	1,634.00	6,000.00	1,770.00	1,770.00	4,230.00	30
10-410-11-0	Travel, Training, Meetings	0.00	1,000.00	548.57	548.57	451.43	55
10-410-12-0	Consumables	2,103.39	1,500.00	553.90	553.90	946.10	37
10-410-13-0	Tax Refunds	185.69	2,000.00	0.00	0.00	2,000.00	0
10-410-14-0	Elections	0.00	6,000.00	0.00	0.00	6,000.00	0
10-410-15-0	Rebranding Initiative	0.00	50,000.00	12,608.96	12,608.96	37,391.04	25
10-420-00-0	ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0
10-420-02-0	Salaries	168,793.77	223,264.49	195,967.98	195,967.98	27,296.51	88
10-420-02-1	Longevity	0.00	5,044.27	0.00	0.00	5,044.27	0
10-420-02-2	Christmas Bonus	150.00	800.00	200.00	200.00	600.00	25
10-420-05-0	Social Security	2,373.67	14,044.14	14,991.21	14,991.21	947.07 -	107
10-420-07-0	Retirement	14,005.97	32,163.50	19,048.09	19,048.09	13,115.41	59
10-420-08-0	401K	5,768.55	11,655.44	5,254.87	5,254.87	6,400.57	45
10-420-09-0	Other Fringe Benefits--Ins	13,957.45	40,410.98	11,382.98	11,382.98	29,028.00	28
10-420-10-0	Training	765.42	3,500.00	0.00	0.00	3,500.00	0
10-420-11-1	Telephone	3,266.38	5,000.00	2,130.46	2,130.46	2,869.54	43
10-420-14-0	Travel & Expenses	1,376.57	3,000.00	0.00	0.00	3,000.00	0
10-420-16-0	M/R Equipment	0.00	2,000.00	0.00	0.00	2,000.00	0
10-420-26-0	Advertising	57.60	1,500.00	0.00	0.00	1,500.00	0
10-420-27-0	Bank Service Charges	30.00	0.00	60.00	60.00	60.00 -	0
10-420-32-0	Office Supplies	2,548.95	2,500.00	2,558.52	2,558.52	58.52 -	102
10-420-33-0	Departmental Supplies	3,285.71	3,500.00	1,324.38	1,324.38	2,175.62	38
10-420-53-0	Dues And Subscriptions	649.99	1,000.00	1,003.00	1,003.00	3.00 -	100
10-420-57-0	Miscellaneous	1,518.66	2,000.00	604.90	604.90	1,395.10	30
10-420-74-0	Capital Outlay Equipment	0.00	5,000.00	0.00	0.00	5,000.00	0
10-510-00-0	POLICE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
10-510-02-0	Salaries--Police Dept	595,264.15	807,442.32	615,846.42	615,846.42	191,595.90	76
10-510-02-1	Longevity	0.00	5,054.01	0.00	0.00	5,054.01	0

Holly Ridge
Statement of Revenue and Expenditures

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-510-02-3	Christmas Bonus	0.00	2,800.00	0.00	0.00	2,800.00	0
10-510-02-5	Overtime Program	0.00	15,500.00	9,600.00	9,600.00	5,900.00	62
10-510-03-0	Psa Salary	0.00	19,560.00	12,036.48	12,036.48	7,523.52	62
10-510-04-0	Retiree Benefits	10,942.60	22,000.00	12,067.04	12,067.04	9,932.96	55
10-510-05-0	Social Security	7,094.25	61,633.43	47,977.83	47,977.83	13,655.60	78
10-510-07-0	Retirement	66,063.43	123,239.50	79,479.85	79,479.85	43,759.65	64
10-510-08-0	401K	25,115.95	43,888.71	19,700.28	19,700.28	24,188.43	45
10-510-09-0	Other Fringe Benefits--Ins	84,800.89	98,446.61	52,056.06	52,056.06	46,390.55	53
10-510-10-0	Training	842.00	10,000.00	246.87	246.87	9,753.13	2
10-510-11-1	Telephone	11,910.94	15,000.00	8,544.24	8,544.24	6,455.76	57
10-510-11-2	Charter/Cable	2,891.61	0.00	0.00	0.00	0.00	0
10-510-13-0	K-9 Line Item	0.00	6,000.00	13,486.28	13,486.28	7,486.28 -	225
10-510-14-0	Travel & Expenses	1,448.55	12,000.00	1,138.91	1,138.91	10,861.09	9
10-510-16-0	M/R Equipment	4,650.55	7,000.00	5,523.24	5,523.24	1,476.76	79
10-510-17-0	M/R Auto	1,959.58	5,000.00	554.52	554.52	4,445.48	11
10-510-18-0	Equipment Leases	0.00	63,082.96	7,524.25	7,524.25	55,558.71	12
10-510-31-0	Auto Supplies - Fuel	44,678.76	40,000.00	17,545.01	17,545.01	22,454.99	44
10-510-33-0	Departmental Supplies	3,241.85	5,000.00	1,914.56	1,914.56	3,085.44	38
10-510-34-0	Substance Tax Expenditures	3,063.00	500.00	0.00	0.00	500.00	0
10-510-36-0	Uniforms	4,561.82	10,000.00	4,240.04	4,240.04	5,759.96	42
10-510-37-0	FMRT	4,500.00	6,000.00	6,000.00	6,000.00	0.00	100
10-510-53-0	Dues & Subscriptions	7,536.59	15,900.00	6,319.42	6,319.42	9,580.58	40
10-510-57-0	Miscellaneous	3,235.04	5,000.00	710.23	710.23	4,289.77	14
10-510-74-0	Police Capital Outlay	32,196.66	27,302.87	34,831.74	34,831.74	7,528.87 -	128
10-510-85-0	Potential salary increase	0.00	10,000.00	0.00	0.00	10,000.00	0
10-540-00-0	Public Buildings & Grounds	0.00	0.00	0.00	0.00	0.00	0
10-540-00-1	M/R Buildings and Grounds	60,495.26	0.00	167.96	167.96	167.96 -	0
10-540-00-2	Utilities	10,317.51	0.00	0.00	0.00	0.00	0

Holly Ridge
Statement of Revenue and Expenditures

04/05/2024
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-540-00-3	Cleaning Services	7,700.00	0.00	100.00	100.00	100.00 -	0
10-540-00-4	Cleaning Supplies	306.47	0.00	0.00	0.00	0.00	0
10-540-00-5	Pest Control	685.50	0.00	0.00	0.00	0.00	0
10-540-00-6	Capital Outlay	19,770.00	0.00	0.00	0.00	0.00	0
10-540-01-0	M/R Building and Grounds Admin/General	0.00	68,000.00	16,051.95	16,051.95	51,948.05	24
10-540-01-1	Utilities Admin/General	0.00	11,200.00	6,061.91	6,061.91	5,138.09	54
10-540-01-2	Cleaning Services Admin/General	0.00	6,700.00	3,500.00	3,500.00	3,200.00	52
10-540-01-3	Cleaning Supplies Admin/General	0.00	1,000.00	169.60	169.60	830.40	17
10-540-01-4	Pest Control Admin/General	0.00	1,200.00	726.00	726.00	474.00	60
10-540-01-5	Contracted Services	0.00	4,920.00	0.00	0.00	4,920.00	0
10-540-01-7	Miscellaneous	0.00	5,000.00	0.00	0.00	5,000.00	0
10-540-02-0	M/R Buildings amd Grounds Police Dept	0.00	15,000.00	1,956.04	1,956.04	13,043.96	13
10-540-02-1	Utilities Police Dept	0.00	11,000.00	8,109.18	8,109.18	2,890.82	74
10-540-02-2	Cleaning Services Police Dept	0.00	5,500.00	3,600.00	3,600.00	1,900.00	65
10-540-02-3	Cleaning Supplies Police Dept	0.00	1,000.00	0.00	0.00	1,000.00	0
10-540-02-5	Shooting Range Police Dept	0.00	2,000.00	0.00	0.00	2,000.00	0
10-540-03-0	Parks, Grounds & Revitalization P&R	0.00	18,000.00	3,179.61	3,179.61	14,820.39	18
10-540-03-1	Utilities P&R	0.00	21,000.00	3,643.49	3,643.49	17,356.51	17
10-540-03-2	Cleaning Services P&R	0.00	1,000.00	0.00	0.00	1,000.00	0
10-540-03-3	Cleaning Supplies P&R	0.00	2,000.00	0.00	0.00	2,000.00	0
10-540-03-5	Liberty Fountain P&R	0.00	3,500.00	0.00	0.00	3,500.00	0
10-540-03-6	Community Center P&R	0.00	10,000.00	3,068.94	3,068.94	6,931.06	31
10-540-04-0	UTILITIES:	3,072.12	0.00	0.00	0.00	0.00	0
10-560-00-0	Streets - Municipal	0.00	0.00	0.00	0.00	0.00	0
10-560-13-0	STREET LIGHTS	82,726.88	130,000.00	80,250.72	80,250.72	49,749.28	62
10-560-14-0	Debt Services	0.00	150,000.00	0.00	0.00	150,000.00	0
10-560-15-0	Capital Improvements	0.00	140,000.00	0.00	0.00	140,000.00	0
10-560-16-0	Balance Forward	0.00	105,079.46	0.00	0.00	105,079.46	0

Holly Ridge
Statement of Revenue and Expenditures

04/05/2024
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-560-17-0	Sinage	0.00	4,000.00	0.00	0.00	4,000.00	0
10-560-18-0	M/R Street	0.00	341,752.67	10,500.00	10,500.00	331,252.67	3
10-580-45-0	SANITATION:	222,411.08	333,594.48	202,862.16	202,862.16	130,732.32	61
10-580-45-1	Onslow County Tipping Fees	34,774.56	130,000.00	74,951.01	74,951.01	55,048.99	58
10-610-00-0	MAINTENANCE:	0.00	0.00	0.00	0.00	0.00	0
10-610-02-0	Salaries Maintenance	208,826.90	340,679.54	238,178.93	238,178.93	102,500.61	70
10-610-02-1	Longevity Pay Maintenance	0.00	3,472.74	0.00	0.00	3,472.74	0
10-610-02-2	Christmas Bonus	0.00	1,400.00	0.00	0.00	1,400.00	0
10-610-05-0	Social Security Maintenance	3,220.00	24,940.01	18,146.75	18,146.75	6,793.26	73
10-610-07-0	Retirement Maintenance	21,204.73	44,034.44	27,980.37	27,980.37	16,054.07	64
10-610-08-0	401K	5,826.27	17,067.61	4,654.60	4,654.60	12,413.01	27
10-610-09-0	Insurance	37,208.82	40,421.73	29,290.10	29,290.10	11,131.63	72
10-610-10-0	Training	0.00	3,500.00	0.00	0.00	3,500.00	0
10-610-11-1	Telephone	2,966.76	5,000.00	3,077.87	3,077.87	1,922.13	62
10-610-15-0	M/R Building & Grounds	0.18	0.00	0.00	0.00	0.00	0
10-610-16-0	M/R Equipment	5,442.89	9,000.00	3,107.17	3,107.17	5,892.83	35
10-610-17-0	M/R Auto	1,953.52	6,000.00	2,581.94	2,581.94	3,418.06	43
10-610-31-0	Auto Supplies	11,932.73	13,000.00	6,041.17	6,041.17	6,958.83	46
10-610-33-0	Departmental Supplies	10,778.68	17,000.00	6,838.80	6,838.80	10,161.20	40
10-610-34-0	Mosquito Control	0.00	9,000.00	7,530.00	7,530.00	1,470.00	84
10-610-36-0	Uniforms	3,890.48	9,500.00	4,082.89	4,082.89	5,417.11	43
10-610-57-0	Miscellaneous	0.00	2,000.00	0.00	0.00	2,000.00	0
10-610-74-0	Capital Outlay-Equipment	44,036.00	10,600.00	10,858.87	10,858.87	258.87	102
10-620-00-0	PARKS AND RECREATION:	0.00	0.00	0.00	0.00	0.00	0
10-620-01-0	Part-Time Staff	0.00	25,000.00	99.12	99.12	24,900.88	0
10-620-02-3	Christmas Bonus	0.00	200.00	308.00	308.00	108.00	154
10-620-05-0	Social Security	0.00	4,070.72	1,926.48	1,926.48	2,144.24	47
10-620-07-0	Retirement	3,136.52	7,277.41	5,868.30	5,868.30	1,409.11	81

Holly Ridge
Statement of Revenue and Expenditures

04/05/2024
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-620-08-0	401-K	1,271.65	2,820.70	1,319.20	1,319.20	1,501.50	47
10-620-09-0	Other Fringe Benefits - Insurance	4,931.28	7,914.74	4,184.30	4,184.30	3,730.44	53
10-620-10-0	Training	295.00	2,000.00	0.00	0.00	2,000.00	0
10-620-11-0	Telephone	0.00	1,200.00	0.00	0.00	1,200.00	0
10-620-14-0	Travel & Expenses	461.58	1,000.00	55.86	55.86	944.14	6
10-620-16-0	M/R Equipment	0.00	500.00	0.00	0.00	500.00	0
10-620-26-0	Advertising	0.00	1,200.00	0.00	0.00	1,200.00	0
10-620-32-0	Office Supplies	0.00	500.00	249.90	249.90	250.10	50
10-620-33-0	Departmental Supplies	285.11	600.00	68.65	68.65	531.35	11
10-620-57-0	Miscellaneous	384.00	500.00	0.00	0.00	500.00	0
10-620-90-0	Sponsorship Program	0.00	25,000.00	0.00	0.00	25,000.00	0
10-620-90-1	Liberty Festival	0.00	42,807.71	27,726.88	27,726.88	15,080.83	65
10-620-90-2	Hometown Christmas	0.00	2,067.61	0.00	0.00	2,067.61	0
10-620-90-3	Easter	0.00	1,372.50	1,081.00	1,081.00	291.50	79
10-620-90-4	Summer Events	0.00	3,000.00	0.00	0.00	3,000.00	0
10-620-90-5	Veteran's & Memorial Day	0.00	2,000.00	0.00	0.00	2,000.00	0
10-620-91-0	Events	27,698.30	0.00	27,415.71	27,415.71	27,415.71 -	0
10-620-91-1	Salaries	6,970.23	0.00	31,491.43	31,491.43	31,491.43 -	0
10-620-91-2	Parks, Grounds, Revitalization	13,098.14	0.00	4,030.61	4,030.61	4,030.61 -	0
10-620-91-4	Retirement (Park and Rec)	0.00	0.00	374.51	374.51	374.51 -	0
10-620-92-0	Dues & Subscriptions	170.00	6,500.00	5,895.00	5,895.00	605.00	91
10-620-93-0	Community Building	1,711.28	0.00	158.18	158.18	158.18 -	0
10-620-94-0	Liberty Fountain	231.51	0.00	0.00	0.00	0.00	0
10-620-95-0	Fireworks	0.00	15,500.00	0.00	0.00	15,500.00	0
10-620-96-0	Capital Improvements	71,419.66	284,700.00	151,897.11	151,897.11	132,802.89	53
10-620-97-0	Summer Camp	3,050.60	30,000.00	625.00	625.00	29,375.00	2
10-620-97-1	Summer Camp Salaries	0.00	50,000.00	0.00	0.00	50,000.00	0
10-620-97-2	Summer Camp Cleaning	0.00	1,500.00	0.00	0.00	1,500.00	0

Holly Ridge
Statement of Revenue and Expenditures

04/05/2024
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-620-98-0	Town Decorations	15,890.23	15,000.00	625.69	625.69	14,374.31	4
10-620-99-0	PartF	0.00	1,000,000.00	45,511.00	45,511.00	954,489.00	5
10-660-00-0	FINANCE:	0.00	0.00	0.00	0.00	0.00	0
10-660-01-0	Salary	54,908.74	77,202.00	57,817.80	57,817.80	19,384.20	75
10-660-02-0	Longevity	0.00	1,149.03	0.00	0.00	1,149.03	0
10-660-03-0	Christmas Bonus	0.00	200.00	0.00	0.00	200.00	0
10-660-04-0	Social Security	803.95	5,862.83	4,869.44	4,869.44	993.39	83
10-660-05-0	Retirement	6,447.20	11,229.58	7,468.50	7,468.50	3,761.08	67
10-660-06-0	401K	2,655.32	4,352.55	2,070.36	2,070.36	2,282.19	48
10-660-07-0	Other Fringe Benefits--Ins	6,423.00	7,914.75	4,184.30	4,184.30	3,730.45	53
10-660-08-0	Contracted Services	18,907.24	55,000.00	51,476.49	51,476.49	3,523.51	94
10-660-09-0	Office Supplies	503.19	700.00	669.82	669.82	30.18	96
10-660-10-0	Training	0.00	1,000.00	550.00	550.00	450.00	55
10-660-11-0	Travel and Expenses	68.51	1,000.00	609.35	609.35	390.65	61
10-660-12-0	Dues & Subscriptions	0.00	250.00	0.00	0.00	250.00	0
10-660-13-0	Telephone	0.00	200.00	0.00	0.00	200.00	0
10-660-14-0	Miscellaneous	0.00	500.00	0.00	0.00	500.00	0
10-660-15-0	Bank Service Charges	768.06	1,300.00	1,652.07	1,652.07	352.07 -	127
10-660-74-0	Capital Outlay	0.00	2,000.00	0.00	0.00	2,000.00	0
10-660-79-0	Sales Tax Distribution	351.12	0.00	0.00	0.00	0.00	0
10-710-00-0	INSPECTIONS:	0.00	0.00	0.00	0.00	0.00	0
10-710-02-0	Salaries Inspections	200,312.45	303,251.67	236,481.13	236,481.13	66,770.54	78
10-710-02-1	Longevity Pay Inspections	0.00	922.18	0.00	0.00	922.18	0
10-710-02-2	Christmas Bonus	0.00	1,000.00	0.00	0.00	1,000.00	0
10-710-05-0	Social Security	2,589.71	22,803.24	18,090.80	18,090.80	4,712.44	79
10-710-07-0	Retirement	21,241.07	39,367.43	27,511.52	27,511.52	11,855.91	70
10-710-08-0	401K	8,755.88	15,258.69	7,654.63	7,654.63	7,604.06	50
10-710-09-0	Other Fringe Benefits--Insurance	28,575.54	32,000.00	17,996.70	17,996.70	14,003.30	56

Holly Ridge
Statement of Revenue and Expenditures

04/05/2024
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-710-10-0	Training	2,527.99	6,500.00	538.42	538.42	5,961.58	8
10-710-11-1	Telephone	2,285.52	3,200.00	2,014.96	2,014.96	1,185.04	63
10-710-14-0	Travel & Expense	4,111.28	6,500.00	3,026.00	3,026.00	3,474.00	47
10-710-16-0	M/R Equipment	0.00	4,000.00	0.00	0.00	4,000.00	0
10-710-17-0	M/R Auto	125.00	700.00	70.03	70.03	629.97	10
10-710-31-0	Auto Supplies	5,457.76	9,000.00	1,401.28	1,401.28	7,598.72	16
10-710-33-0	Department Supplies	1,604.89	4,000.00	1,073.25	1,073.25	2,926.75	27
10-710-36-0	Uniforms	89.84	2,500.00	0.00	0.00	2,500.00	0
10-710-45-0	Planning and Zoning Contract	4,997.50	7,000.00	937.50	937.50	6,062.50	13
10-710-46-0	Demolition/Abatement	0.00	5,000.00	0.00	0.00	5,000.00	0
10-710-53-0	Dues & Subscriptions	4,583.70	5,000.00	549.00	549.00	4,451.00	11
10-710-57-0	Miscellaneous	0.00	500.00	0.00	0.00	500.00	0
10-710-58-0	Capital Outlay	0.00	2,600.00	0.00	0.00	2,600.00	0
10-800-00-0	Municipal Fire Services	0.00	0.00	0.00	0.00	0.00	0
10-800-01-0	Holly Ridge Fire Salary	0.00	82,000.00	53,830.59	53,830.59	28,169.41	66
10-800-02-0	Holly Ridge Fire Equipment	0.00	39,000.00	1,792.18	1,792.18	37,207.82	5
10-800-03-0	Turkey Creek Fire Dept	0.00	22,000.00	21,000.00	21,000.00	1,000.00	95
10-800-04-0	Future Capital Outlay Fund	0.00	220,000.00	167,121.13	167,121.13	52,878.87	76
10-999-00-0	ORGANIZATIONAL EXPENSES:	0.00	0.00	0.00	0.00	0.00	0
10-999-01-0	Insurance & Bond	76,805.07	125,000.00	101,333.83	101,333.83	23,666.17	81
10-999-02-0	Contracted Services	11,949.48	30,000.00	18,272.69	18,272.69	11,727.31	61
10-999-03-0	Website	0.00	5,000.00	3,694.20	3,694.20	1,305.80	74
10-999-03-1	IT Services	56,243.65	71,000.00	42,280.43	42,280.43	28,719.57	60
10-999-04-0	Postage	1,507.41	3,000.00	1,179.84	1,179.84	1,820.16	39
10-999-05-0	Unemployment Insurance	2,739.17	3,000.00	1,063.28	1,063.28	1,936.72	35
10-999-06-0	Economic Development Grant	0.00	50,000.00	7,835.43	7,835.43	42,164.57	16
10-999-07-0	Emergency Management	0.00	200,000.00	1,125.00	1,125.00	198,875.00	1
10-999-08-0	Contingencies	8,775.69	960,000.00	768,582.43	768,582.43	191,417.57	80

Holly Ridge
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-999-09-0	Health Reimbursement Arrangement	29,115.27	35,000.00	28,300.00	28,300.00	6,700.00	81
10-999-11-0	Fleet Contract - Enterprise	131,637.34	182,000.00	54,032.63	54,032.63	127,967.37	30
10-999-11-1	Fleet Contract	4,500.00	5,000.00	0.00	0.00	5,000.00	0
10-999-12-0	Safety and Health Program	99.00	8,800.00	2,970.14	2,970.14	5,829.86	34
10-999-14-0	Phase 2 Water	32,210.84	65,551.16	0.00	0.00	65,551.16	0
10-999-15-0	Phase 2 Sewer	53,282.87	35,556.13	0.00	0.00	35,556.13	0
10-999-16-0	Phase 2 Demo	2,330.11	0.00	0.00	0.00	0.00	0
10-999-17-0	Phase 2 Grading	11,843.13	0.00	0.00	0.00	0.00	0
10-999-18-0	Phase 2 Stormwater	991,409.30	0.00	0.00	0.00	0.00	0
10-999-19-0	Phase 2 Demobilization	23,225.16	0.00	0.00	0.00	0.00	0
10-999-20-0	Phase 2 Erosion Control	108,166.79	0.00	0.00	0.00	0.00	0
10-999-21-0	Phase 2 Road Construction	304,571.80	20,769.20	0.00	0.00	20,769.20	0
10-999-23-0	Land Acquisition	0.00	1,500,000.00	156,900.00	156,900.00	1,343,100.00	10
10-999-24-0	Phase 2 Engineering/Gen	17,442.70	129,796.37	5,814.00	5,814.00	123,982.37	4
10-999-30-0	Engineering/Design/Permits	2,356.29	0.00	0.00	0.00	0.00	0
10-999-31-0	Site Materials	0.00	2,018.18	2,097.76	2,097.76	79.58 -	104
10-999-32-0	Site Improvements/Labor	38,000.00	5,000.00	1,849.27	1,849.27	3,150.73	37
10-999-33-0	Maintenance/Const./Oversite	1,072.58	2,000.00	835.50	835.50	1,164.50	42
Fund 10 Expenditure Totals		4,505,236.83	10,093,482.29	4,274,109.81	4,274,109.81	5,819,372.48	42

10 Fund	Prior	Current	YTD
Revenues:	5,106,639.35	5,863,753.12	5,863,753.12
Expenditures:	4,505,236.83	4,274,109.81	4,274,109.81
Net Income:	601,402.52	1,589,643.31	1,589,643.31

Holly Ridge
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
11-343-00-0	Powell Bill Allocation	126,141.08	63,070.55	65,814.05	65,814.05	2,743.50	104
Fund 11 Revenue Totals		126,141.08	63,070.55	65,814.05	65,814.05	2,743.50	104

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
11-570-00-0	MAINTENANCE REPAIR/AUTO:	0.00	0.00	0.00	0.00	0.00	0
11-570-01-0	Surveys & Engineering	0.00	20,000.00	0.00	0.00	20,000.00	0
11-570-03-0	Equipment	0.00	5,000.00	0.00	0.00	5,000.00	0
11-570-18-0	M/R Streets	24,625.18	242,435.42	15,600.34	15,600.34	226,835.08	6
Fund 11 Expenditure Totals		24,625.18	267,435.42	15,600.34	15,600.34	251,835.08	6

11 Fund	Prior	Current	YTD
Revenues:	126,141.08	65,814.05	65,814.05
Expenditures:	24,625.18	15,600.34	15,600.34
Net Income:	101,515.90	50,213.71	50,213.71

Grand Totals	Prior	Current	YTD
Revenues:	5,232,780.43	5,929,567.17	5,929,567.17
Expenditures:	4,529,862.01	4,289,710.15	4,289,710.15
Net Income:	702,918.42	1,639,857.02	1,639,857.02

Holly Ridge Vol Fire Rescue**FEB 2024**

Date/Time	Call Type	Location
3/31/2024 8:28	Medical Emergency	Holly Ridge
3/30/2024 12:06	Medical Emergency	Holly Ridge
3/29/2024 15:42	Medical Emergency	Holly Ridge
3/27/2024 8:20	Medical Emergency	Holly Ridge
3/25/2024 12:33	Medical Emergency	Holly Ridge
3/23/2024 2:35	Structure Fire	Mutual Aid
3/22/2024 11:35	Fire Alarm	Mutual Aid
3/22/2024 10:54	Medical Emergency	Holly Ridge
3/21/2024 14:10	Medical Emergency	Holly Ridge
3/21/2024 1:19	Structure Fire	Onslow County
3/19/2024 17:16	Medical Emergency	Onslow County
3/19/2024 12:29	Motor Vehicle Collision	Holly Ridge
3/19/2024 10:05	Medical Emergency	Holly Ridge
3/18/2024 8:34	Medical Emergency	Holly Ridge
3/17/2024 12:24	Medical Emergency	Holly Ridge
3/17/2024 11:56	Medical Emergency	Holly Ridge
3/16/2024 8:51	Medical Emergency	Holly Ridge
3/15/2024 2:42	Medical Emergency	Holly Ridge
3/14/2024 16:54	Outside Fire	Onslow County
3/14/2024 11:38	Medical Emergency	Holly Ridge
3/13/2024 17:05	Medical Emergency	Holly Ridge
3/13/2024 15:05	Medical Emergency	Onslow County
3/13/2024 14:17	Structure Fire	Mutual Aid
3/13/2024 5:11	Medical Emergency	Holly Ridge
3/13/2024 2:52	Medical Emergency	Holly Ridge
3/12/2024 3:59	Structure Fire	Mutual Aid
3/11/2024 12:14	Medical Emergency	Holly Ridge
3/10/2024 18:03	Medical Emergency	Holly Ridge
3/10/2024 17:28	Medical Emergency	Onslow County
3/10/2024 3:20	Medical Emergency	Holly Ridge
3/9/2024 11:25	Medical Emergency	Onslow County
3/9/2024 9:23	Medical Emergency	Mutual Aid
3/5/2024 14:37	Motor Vehicle Collision	Holly Ridge
3/4/2024 9:47	Medical Emergency	Holly Ridge
3/3/2024 23:33	Medical Emergency	Holly Ridge
3/3/2024 19:01	Fire Alarm	Onslow County

3/3/2024 8:48	Medical Emergency	Holly Ridge
3/3/2024 6:30	Medical Emergency	Holly Ridge
3/2/2024 20:15	Medical Emergency	Holly Ridge
3/2/2024 20:03	Medical Emergency	Onslow County
3/2/2024 14:17	Medical Emergency	Holly Ridge
3/2/2024 11:50	Medical Emergency	Holly Ridge
3/2/2024 7:11	Medical Emergency	Onslow County
3/2/2024 6:29	Medical Emergency	Mutual Aid
3/2/2024 1:12	Medical Emergency	Holly Ridge
3/2/2024 0:24	Fire Alarm	Holly Ridge
3/1/2024 23:54	Medical Emergency	Onslow County
3/1/2024 4:21	Structure Fire	Onslow County

Total: 48

Staff On Duty: 29

Holly Ridge Vol Fire and Rescue

FEB 24

	Holly Ridge	Onslow County	Mutual Aid	Total
FIRE	1	4	4	9
EMS	28	7	2	37
RESCUE	2			2
	31	11	6	48

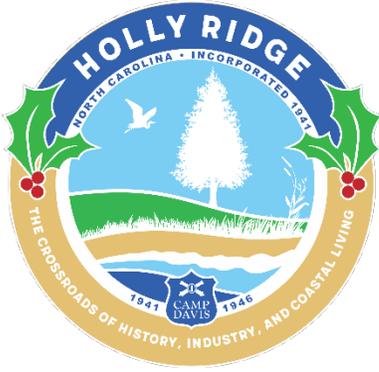
Activity Log Event Summary (Cumulative Totals)

Holly Ridge Police Department

(03/01/2024 - 03/31/2024)

# 5 Break/Enter	3	# 6 Larceny	11
#11 Fraud	1	#13 DWLR	17
#15 Weapon Offense	1	#18 Narcotics	3
#19 Disturbance	7	#20 Domestic	5
#21 DWI	3	#23 ABC Violation	1
#26 Alarm Activation	2	#27 Suspicious Person	8
#27 Suspicious Vehicle	6	#29 Animal	1
#33 Traffic	32	#34 Crash Report	1
#35 E-Citation	40	#35 Traffic Citation Other	5
#35 Traffic Citation-C&R	7	#35 Traffic Citation-Expired inspection	8
#35 Traffic Citation-Expired registration	30	#35 Traffic Citation-Fail to register motor vehicle	1
#35 Traffic Citation-No Insurance	10	#35 Traffic Citation-NOL	7
#35 Traffic Citation-Revoked/Fictitious/Altered regi	14	#35 Traffic Citation-Speeding	54
#35 Traffic Citation-Stop light	10	#35 Traffic Citation-Stop sign/flashing red light	1
#36 Funeral Escort	2	#38 Assist Motorist	3
#41 Vehicle Unlock	1	#44 Property Damage	1
#46 Open Door	5	#47 Building Check	2
#48 Welfare Check	3	#51 Transport Subject	1
#52 Assist EMS	4	#52 Assist Fire Dept.	4
#52 Assist O.C.S.D.	2	#53 Arrest Warrant/Wanted	6
#54 Trespassing	4	#55 Harassment	1
#58 General Police Service	25	#59 Parade/Town Function	1
#66 Juvenile Incident	2	Arrest	3
Business Check	964	Residential Check	4
Vehicle Stop	206	Verbal Warning	84

Total Number Of Events: 1,617

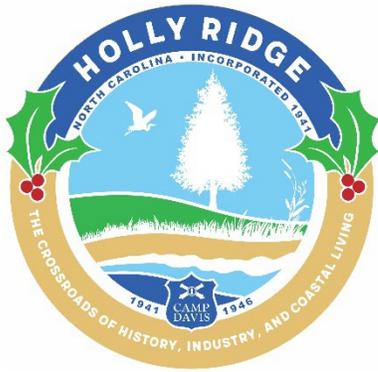


Town Council Regular Meeting Agenda

Agenda Item:	7-B4
Date:	04/09/2024

Subject: Building and Inspections Department Report for the Month of March 2024

26	New Residential SFD
01	New DWMH
20	Residential Permits
64	Total Permits Issued
16	Commercial
01	New Commercial
05	Residential CC
03	Residential CO
08	Total Certificates Issued
263	Inspections performed over 96 Permits
20	Type II Fire Inspections
	Total Permit Fees Collected \$40,482.98
	Total Cost of Construction \$5,370,213.40

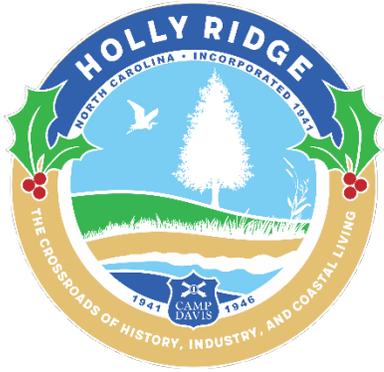


Town Council Regular Meeting Agenda

Agenda Item:	7-B5
Date:	4/09/2024

Subject: Department Head Report - Parks & Recreation

- **Shred Event Review**
 - Despite the rain, we had a great turnout for this event and the residents were so thankful for the service. We plan to continue to offer this service annually.
- **Adult Pickleball**
 - Our spring session has been a great success with 19 participants registered for the entire session and an average of 2 additional drop-in participants per day.
- **Paint & Drank**
 - Our March Sip & Paint had 9 participants and they provided positive feedback with the hopes that we continue to provide arts & crafts classes. We have scheduled our next Paint & Drank for Thursday, April 18th from 5-7pm to include a bee theme in honor of the upcoming festival!
- **Summer Camp**
 - Summer Camp registration opened on Wednesday, March 13th, and is half full with 141/280 spaces filled. As summer continues to approach, we project that this program will sell out. There are two weekly field trips scheduled with pizza on Fridays!
 - We are hiring camp counselors, so if you know anyone who is interested, please send them our way!
- **Easter Egg Hunt**
 - Our Easter Egg Hunt had an EGGcellent turnout! Postponing the event to Wednesday, March 27th and moving the location from the ballfield to the playground area was no issue, and we received many positive remarks about the event.
- **Community Center & Field Reservations - February**
 - Community Center: 6
 - Field Reservations: 30



Town Council Regular Meeting Agenda

Agenda
Item:

7-C1

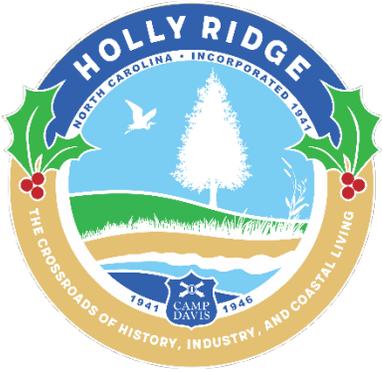
Date:

04/09/2024

Subject: Planning Department Report

A Planning Board Meeting was held in March 2024.

The next Planning Board Meeting is scheduled for Tuesday, April 16th, 2024, beginning at 6:30 p.m. in the Council Chambers.



Town Council Regular Meeting Agenda

Agenda
Item:

7-C2

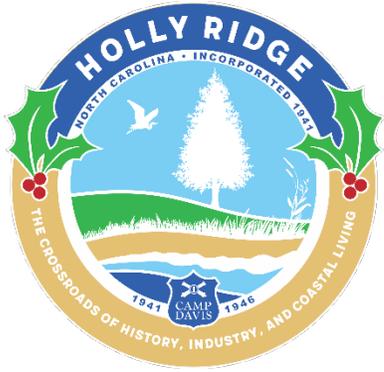
Date:

04/09/2024

Subject: Committee Report – Board of Adjustment

A Board of Adjustment Meeting was held in March 2024.

The next Board of Adjustment meeting will be Tuesday, April 23rd, 2024,
beginning at 6:30 in the Council Chambers



Town Council Regular Meeting Agenda

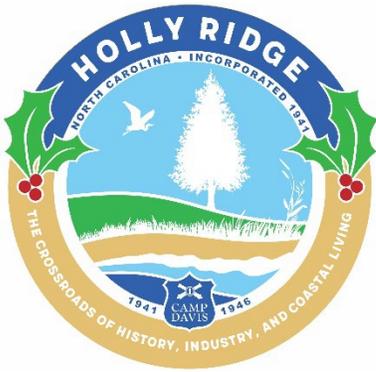
Agenda
Item: 7-C3

Date: 04/09/2024

Subject: Committee Report – ONWASA

The next scheduled meeting for ONWASA will be held on Thursday, May 16th, 2024.

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-B5
Date:	4/09/2024

Subject: Busy Bee Committee Report

- *Bee Festival: April 27th*
 - On track for a *bee*-autiful festival!
 - Fifty-two (52) vendor spots are reserved with eighteen (18) on the waitlist.
 - Road closure has been approved for the section of Sound Road requested.
 - Sponsorship packets are available. Thirteen (13) sponsors – Coastal Bank & Trust (\$100), Java Estate Roastery (\$250), and Lake Valley Seeds donation of 500 packs of pollinator friendly seeds valued at \$1,290, Weston Lyall (\$500), Cape Fear Commercial (\$500), Holtzman Corp (\$250), Absolute Moving (\$250), Southern Roots (\$250), Coral Cottage (\$250), Sandpiper (in-kind), and Cornerstone Employee Benefits (\$500).
 - Banners have arrived, and digital billboards are on display.
 - Festival T-shirts have been ordered.
- Next meeting: April 4th at 4pm



TOWN OF HOLLY RIDGE

Town Committees, Boards and Appointments

The Town of Holly Ridge and the Town Council encourages your participation in governmental decisions. A list of the various committees are listed on this form. Some of our committee memberships are reserved for residents and the ETJ (Extra-Territorial Jurisdiction) areas but there are other committees that you may qualify to serve on. Individuals are encouraged to serve on only one committee at a time. If you have an interest in serving on one of the various boards or committees, please complete this form and return it to the Town Clerk, Town Hall, 212 N. Dyson Street, Holly Ridge, NC 28445. Acceptance of an appointment indicates that you are willing to attend meetings faithfully and are willing to make a conscientious commitment to contribute to the success of the committee. Prior to appointment criminal history will be conducted on all applicants.

Please indicate the Committee you are Applying for:

Planning Board: Board of Adjustment:

Personal History

Name: David D Mosey Male: Female:

Occupation/Qualifications: current member of both boards

Home Address: 815 Lenox Dr Holly Ridge NC 28445

Home Phone: _____ Work Phone: _____ Cell Phone: 610 217 5345

Email Address: ddm7@iccc.org

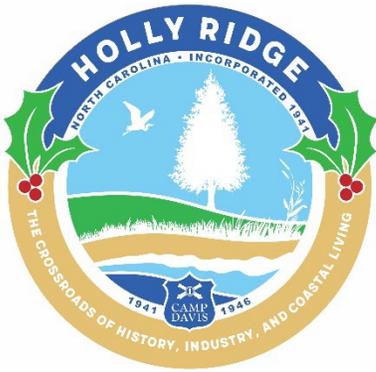
Do you live within the corporate limits of Holly Ridge? Yes No

How long have you lived in the area? 5 years

Have you previously served on a Town committee, if so, please list which and when: Planning Board, Board of Adjustment

Are you presently serving on any local committees, commissions, associations, civic organizations or boards? If so please list: _____

(Note) This information may be used by the Town Council in making appointments to committees/positions. In the event you are appointed, it may be used as a basis for a news release to identify you to the community. Thank you.



Town Council Regular Meeting Agenda

Agenda Item:	8-A
Date:	04/09/2024

Subject: Discussion and Possible Action to Appoint Members to the Ordinance Review Committee.

Issue Statement

During the December Regular Meeting it was suggested by Mayor Pro-Tem Patti that the Town Council and the Planning Board hold a joint meeting to discuss the Town's ordinances. As we have experienced in the past, both Board's meeting together has resulted in lengthy discussions, frustration, and confusion as to what direction and specifications were decided.

Nathan reached out to our contact with the Cape Fear Council of Governments to inquire about the cost of their services to lead this project if the Town Council wishes to move in this direction. During the January Regular Meeting, the Town Council directed staff to inquire about these services with the Eastern Carolina Council of Governments as well. Their proposal is attached within.

During the February Regular Meeting the Town Council agreed to the makeup of the Committee as follows: two residents, two business owners, and two ETJ residents. The deadline to make application was also extended and additional applications have been received which are attached below.

In March during the Regular Meeting, the application deadline was once again extended – no additional applications have been received to date.

Action Needed

Discussion

Recommendation

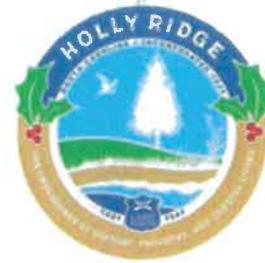
Discussion and Possible Action.

Attachments:

- A. Applications for Appointment

Town of Holly Ridge

Post Office Box 145
Holly Ridge, North Carolina 28445
Telephone (910) 329-7081 Fax (910) 329-1593



APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

Name: Hubert BRANNAN Male: Female:

Which Board or Committee are you applying for? Ordinance review committee

Occupation/Qualifications: 9 years Virginia State Police Trooper / Special Agent BCI

37 yrs Heavy Civil Construction as Owner / Safety / Personnel Director

Home Address: 213 Everett Park Trail Holly Ridge, NC 28445

Home Phone: _____ Work Phone: _____ Cell Phone: 703 946 9406

Do you live within the corporate limits of Holly Ridge? Yes

How long have you lived in the area? April 2023

Have you previously served on a Town Committee, if so please list which and when? No

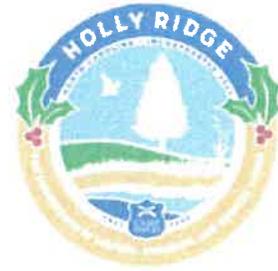
Are you presently serving on any local committees, commissions, associations, civic organizations or boards? If so, please list: No

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NOTE: This information may be used by the Town Council in making appointments to committees/positions. In the event you are appointed, it may be used as a basis for a news release to identify you to the community. Thank you.

Town of Holly Ridge

Post Office Box 145
Holly Ridge, North Carolina 28445
Telephone (910) 329-7081 Fax (910) 329-1593



APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

Name: Roy T. Cooley-Sassano Male: Female:

Which Board or Committee are you applying for? ORDINANCE REVIEW

Occupation/Qualifications: RETIRED GEOGRAPHICAL INTELLIGENCE ANALYST
BUSINESS EXECUTIVE FOR DOD MARITIME SAFETY OFFICE, CONTRACT SPECIALIST,
PROGRAM MANAGER, BUDGET AND MANPOWER / SUMMERHOUSE BID MEMBER, (FORMER)

Home Address: 237 MARSHSIDE LANDING, HOLLY RIDGE, NC 28445

Home Phone: 7 Work Phone: _____ Cell Phone: 703 675-8807

Do you live within the corporate limits of Holly Ridge? SUMMERHOUSE SUBDIVISION

How long have you lived in the area? 5 yrs.

Have you previously served on a Town Committee, if so please list which and when? No

Are you presently serving on any local committees, commissions, associations, civic organizations or boards? If so, please list: No

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Town of Holly Ridge

Post Office Box 145

Holly Ridge, North Carolina 28445

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



APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

Name: Christopher Andrew Buffalino Male: Female:

Which Board or Committee are you applying for? Ordinance Committee

Occupation/Qualifications: Developer, Business owner, Consultant

Home Address: 439 Whitebridge rd Hampstead NC 28443

Home Phone: _____ Work Phone: _____ Cell Phone: 9107958674

Do you live within the corporate limits of Holly Ridge? NO

How long have you lived in the area? _____

Have you previously served on a Town Committee, if so please list which and when? NO

Are you presently serving on any local committees, commissions, associations, civic organizations or boards? If so, please list: JOED board, Charitable boards.

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Holly Ridge, North Carolina 28445
Telephone (910) 329-7081 Fax (910) 329-1593



APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

Name: Christopher G. Rackley Male: Female:

Which Board or Committee are you applying for? Ordinance Review

Occupation/Qualifications: See Attached Email

Home Address: 113 Coral Pl. Rd Holly Ridge NC 28445

Home Phone: _____ Work Phone: 910-328-5211 Cell Phone: 910-538-2145

Do you live within the corporate limits of Holly Ridge? NO

How long have you lived in the area? 46 years

Have you previously served on a Town Committee, if so please list which and when?
See Attached list - Other Towns

Are you presently serving on any local committees, commissions, associations, civic organizations or boards? If so, please list: Ocean City Jazz Festival Committee

The Town of Holly Ridge and the Town Council encourages your participation in governmental decisions. Some of our committee memberships are reserved for residents and the ETJ (Extra-Territorial Jurisdiction) areas but there are other committees you may qualify to serve on. Individuals are encouraged to serve on only one committee at a time. If you have an interest in serving on one of the various boards or committees, please complete this form and return it to the Town Clerk, Town Hall, 212 N. Dyson Street, PO BOX 145, Holly Ridge, NC 28445. Acceptance of appointment indicates that you are willing to attend meetings faithfully and are willing to make a conscientious commitment to contribute to the success of the committee. Prior to appointment, criminal history will be conducted on all applicants.

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APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

Name: Dorothy Royal Male: _____ Female: X

Which Board or Committee are you applying for? Ordinance Committee

Occupation/Qualifications: NC General Contractor, Developer, Builder,
Holly Ridge Business Owner, Holly Ridge property owner

Home Address: 521 Atkinson Point Road, Surf City, NC

Home Phone: ⁽⁹¹⁰⁾ 279-0717 Work Phone: ⁽⁹¹⁰⁾ 803-2300 Cell Phone: (910) 279-0717

Do you live within the corporate limits of Holly Ridge? NO

How long have you lived in the area? 35 years

Have you previously served on a Town Committee, if so please list which and when? _____

Are you presently serving on any local committees, commissions, associations, civic organizations or

boards? If so, please list: Busy Bee Committee

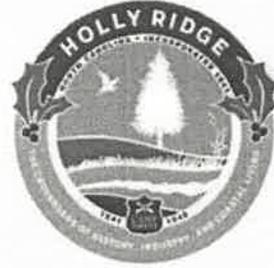
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APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

Name: Richard Lee Royal Jr. Male: Female:

Which Board or Committee are you applying for? Ordinance Committee

Occupation/Qualifications: NC Licensed Realtor, Builder, Developer
Business Owner, Holly Ridge property owner, born here

Home Address: 521 Atkinson Point Road Surf City, NC

Home Phone: (910) 803-8008 Work Phone: (910) 803-2300 Cell Phone: (910) 803-8008

Do you live within the corporate limits of Holly Ridge? No. Born here

How long have you lived in the area? 53 years

Have you previously served on a Town Committee, if so please list which and when? _____

NO

Are you presently serving on any local committees, commissions, associations, civic organizations or boards? If so, please list: _____

NO

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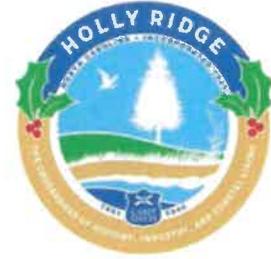
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Holly Ridge, North Carolina 28445

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APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

Name: James Derrick Skolar Male: Female:

Which Board or Committee are you applying for? Ordinance Committee

Occupation/Qualifications: Business owner, in town, Developer,

land lord for in town properties, Regularly attends town meetings and understands issues and ordinances that have been voted on.

Home Address: 417 S Hince St Holly Ridge NC 28445

Home Phone: 910-330-3055 Work Phone: — Cell Phone: —

Do you live within the corporate limits of Holly Ridge? Yes

How long have you lived in the area? 38 Years

Have you previously served on a Town Committee, if so please list which and when? NO

Are you presently serving on any local committees, commissions, associations, civic organizations or boards? If so, please list: NO

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Town of Holly Ridge

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APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

Name: Harold Hall Male: Female:

Which Board or Committee are you applying for? Ordinance Review Comm

Occupation/Qualifications: Retired / Working knowledge of statutes
& Regulations and ability to comprehend & apply

Home Address: 758 US Hwy 17 N Holly Ridge

Home Phone: N/A Work Phone: N/A Cell Phone: 910 381-9697

Do you live within the corporate limits of Holly Ridge? No

How long have you lived in the area? 63 YEARS

Have you previously served on a Town Committee, if so please list which and when? No

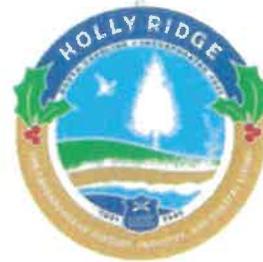
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Town of Holly Ridge

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APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

Name: Frances Whitney Male: _____ Female: X

Which Board or Committee are you applying for? Ordinance Review Committee

Occupation/Qualifications: Accounting dept AnA Builders

Home Address: 514 N. Dyson St. Holly Ridge

Home Phone: _____ Work Phone: 910 329-9819 Cell Phone: 910 789-0552

Do you live within the corporate limits of Holly Ridge? yes

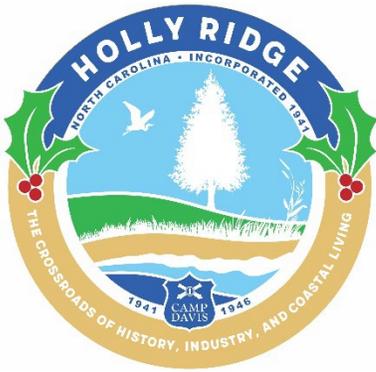
How long have you lived in the area? 5 years

Have you previously served on a Town Committee, if so please list which and when? NO

Are you presently serving on any local committees, commissions, associations, civic organizations or boards? If so, please list: NO

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Town Council Regular Meeting Agenda

Agenda Item:	9-A
Date:	04/09/2024

Subject: Discussion Concerning the HOA Requested Repairs at the Entrance to the Neighborhoods of Holly Ridge

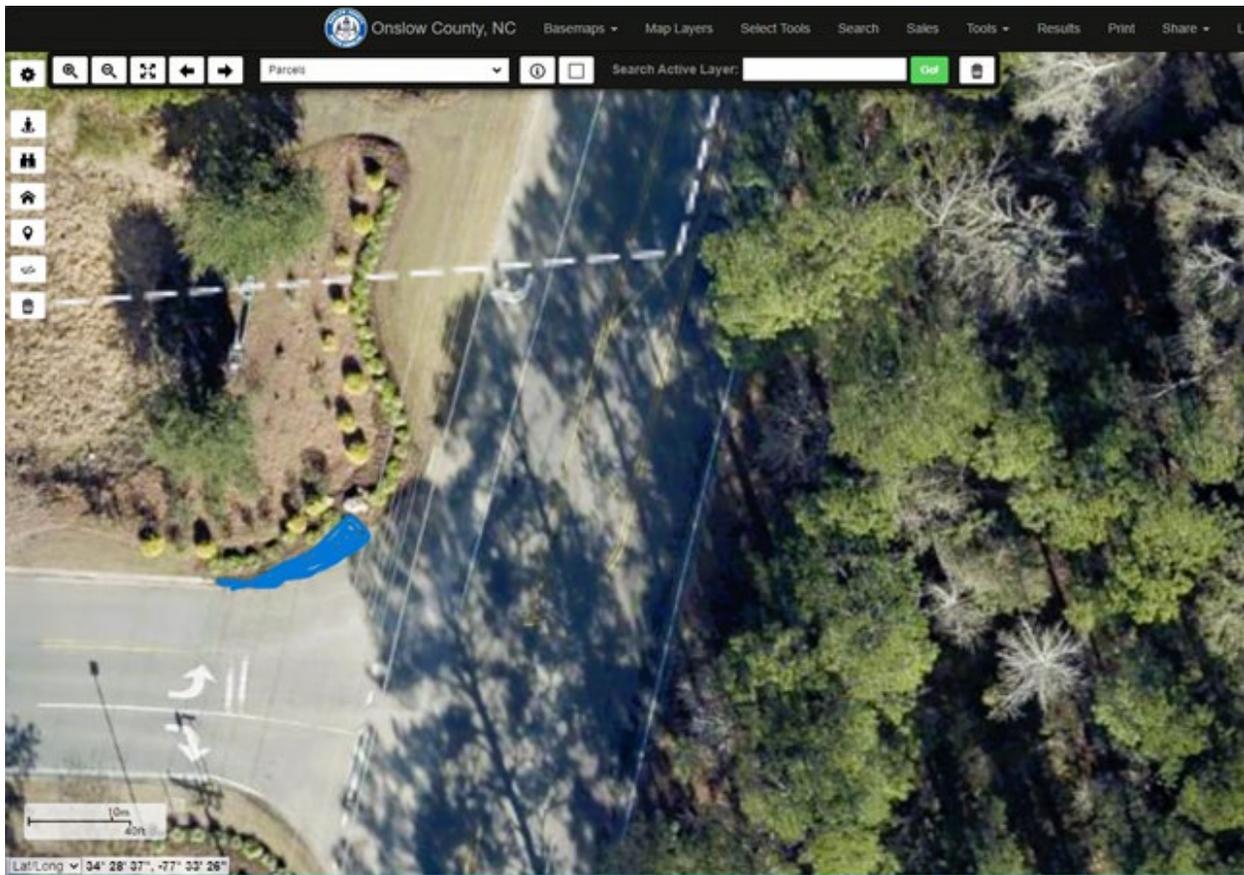
Issue Statement

Mr. Jeff Barton, who in addition to being a citizen is also on the HOA Board for the Neighborhoods of Holly Ridge has contacted the Town to express concerns regarding the entrance to the community from Highway 50. Mr. Barton also provided photos (included in the attachment) following our initial meeting to provide additional context.

The Public Works Department would be able to complete the repairs and extension in-house, but the materials would need to be purchased. This repair was not budgeted for in the current FY 23/24 budget and the cost of materials fell outside of the Town Manager's approval level, requiring Town Council action if approved.

The cost for materials would not require a budget amendment because there are funds in the expense line items for streets, but these funds were not intended to fund this specific project.

Mike McFann provided the picture below of the main entrance to the Neighborhoods of Holly Ridge. Highlighted in blue is the area the is being affected by the repair/extension.



Below is a summary of the scope of the work including material costs:

Widen the entrance turn late six feet and extend the turn lane by twenty-five feet to where the Town's right of way ends and NCDOT begins.

- Install 4tons of ABC gravel - \$220.00
- Extend concrete curbing twenty-five feet - \$1,600.00
- Install four tons of asphalt at 4" thickness - \$1,000.00
- Install topsoil, seed and erosion matting - \$500.00

Total cost for project - \$3,320.00

Action Needed

Discussion

Recommendation

For discussion and possible action.

Attachments:

- A. Email Correspondence Concerning Entrance between Mr. Jeff Barton with the NHHR HOA and Town Staff.

From: [Jeff Barton](#)
To: [Mike McFann](#)
Cc: [Heather Reynolds](#); dppettit1@ncdot.gov; blhaste@ncdot.gov
Subject: Re: Entrance to the Neighborhoods of Holly Ridge
Date: Friday, March 8, 2024 9:32:52 PM
Attachments: [image001.png](#)

Hey Mike,

I certainly appreciate the time you and Heather took to review our neighborhood road concerns when we met last Tuesday.

I wanted to share a few more photos of the Right turn Deceleration lane into our 500 home neighborhood. As a member of our HOA Board, I believe it would be beneficial for the NCDOT to consider collaborating with the Town of Holly Ridge to improve the only entrance and exit for our residents, which was put in place over 18 years ago. You can see how the pavement has had to be repaired due to erosion and traffic over time. It appears to be in the early stages of collapse again. Keep in mind the number of delivery trucks, large moving semi trucks (for Military families relocating) and several school buses (not including roughly a thousand residential vehicles) that utilize this entrance daily. The current three lanes (2 exit and 1 entrance) is not sufficiently wide enough for longer vehicles like school buses to safely make a right turn when another vehicle is waiting to make a left turn onto Highway 50.

For safety reasons we are requesting the right turn lane width be increased to sufficiently accommodate a safe turning width. I have witnessed buses having to come to a complete stop while waiting for the vehicles turning left to safely turn or backup to allow the bus to enter our neighborhood.

Another request from our residents is a proposal for the NCDOT to install a traffic light at our community entrance to enable safer access to and from Highway 50 into our neighborhood.

I look forward to working with all of you in the near future regarding these projects.

Jeff Barton



On Mar 5, 2024, at 3:12 PM, Mike McFann <publicworks@hollyridgenc.org> wrote:

Good afternoon, Mr. Barton. As we discussed earlier this morning, I have spoken with NCDOT Road Supervisor David Pettit and told him what we are trying to accomplish at the main entrance. That decision would not be made by him but by the County Maintenance Engineer Brad Haste. Below is contact information to both. We are proceeding forward with the Town's portion and will wait to hear back from NCDOT. Mr. Pettit advised that Mr. Haste will be at conferences this week and will have limited availability. I will get back with you when I have more information on the proposed project.

David Pettit
dppettit1@ncdot.gov
910-467-0553

Brad Haste
blhaste@ncdot.gov
910-467-0550

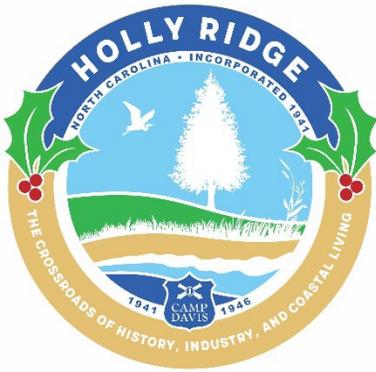
Thank you,

Mike McFann
Public Works Director
Town of Holly Ridge

From: Heather Reynolds <manager@hollyridgenc.org>
Sent: Monday, March 4, 2024 2:24 PM
To: Jeff Barton <jsbarton2@gmail.com>
Cc: Mike McFann <publicworks@hollyridgenc.org>
Subject: RE: Entrance to the Neighborhoods of Holly Ridge

Great! I will send a calendar invite.

Heather Reynolds, CMC, NCCMC
Town Manager
Town of Holly Ridge
PO BOX 145
Holly Ridge, NC 28445
910.329.7081 Phone
910.329.1593 Fax
www.hollyridgenc.org



Town Council Regular Meeting Agenda

Agenda Item:	9-B
Date:	04/09/2024

Subject: Discussion Concerning the Completion of the Traffic Circle located within the Neighborhoods of Holly Ridge

Issue Statement

A request was made to the Town to complete or remove the incomplete roundabout at the intersection of W. Azalea and the 300-400 blocks of Belvedere Dr. in the Neighborhoods of Holly Ridge Development. Residents were citing that the incomplete roundabout was a traffic hazard. The roundabout was previously controlled by three Yield signs at each intersection. The roundabout has been constructed for it to have a much higher grade level than the roadway itself causing blind spots at the Yield signs. The Town has removed the Yield sign at the 400 block of the Belvedere intersection and replaced it with a Stop sign. The Stop sign has been moved closer to the three-way intersection allowing drivers to fully see oncoming traffic. Staff feels adding this Stop sign will solve any further problems and by far is the most economical way in comparison to removing or completing the roundabout. To complete or remove the roundabout would involve removing former infrastructure such as water, sewer, and components of the community sprinkler system.

An aerial of the roundabout is attached below.

Currently, there are no plans to connect this neighborhood to Highway 17 by way of the roundabout and the access road that belongs to the Homeplace subdivision. Department of Transportation approved the stoplight at Highway 17 and Drag Strip Road as a three-legged intersection. Department of Transportation was not in favor of this intersection being a full four-legged intersection. An aerial of how the roundabout connects to the Homeplace subdivision and Highway 17 is attached below as well.

Action Needed

Discussion

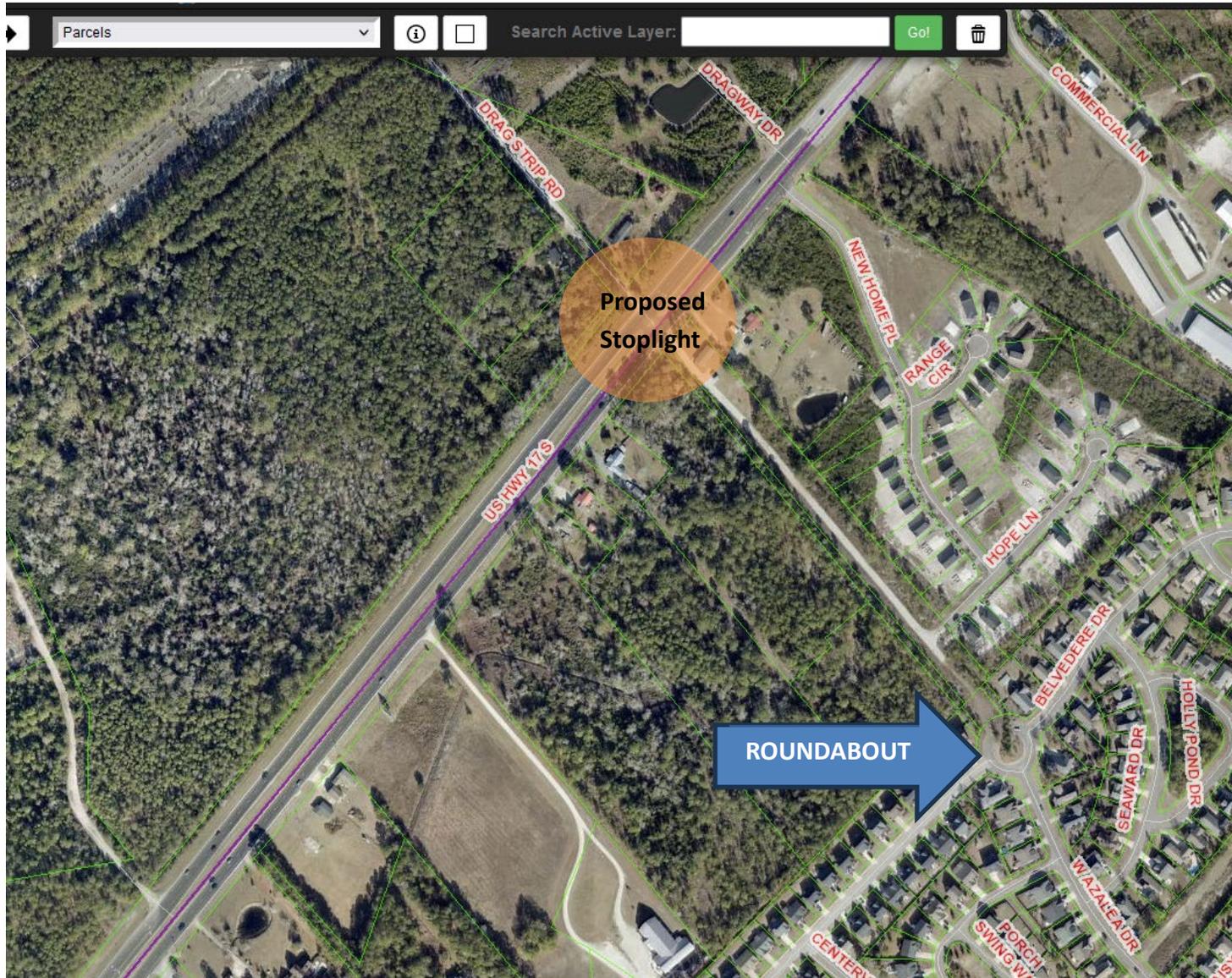
Recommendation

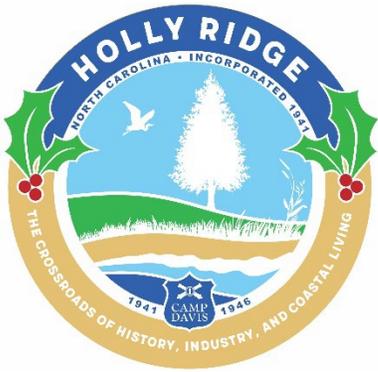
For discussion and possible action.

Attachments:

- A. Aerials of Roundabout & Homeplace Subdivision Connection







Town Council Regular Meeting Agenda

Agenda Item:	9-C
Date:	04/09/2024

Subject: Discussion Concerning Possible Ordinance Amendments to Prohibit the Sale of Animals Along Roadsides in the Town of Holly Ridge.

Issue Statement

Mayor Pro-Tem Patti has requested this item be added to the agenda for discussion. The staff would need direction on any proposed amendments. Those amendments would then be presented to the Planning Board.

Action Needed

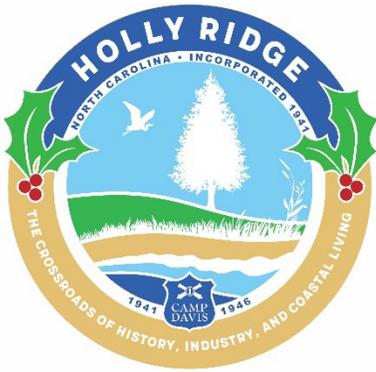
Discussion

Recommendation

For discussion and possible action.

Attachments:

N/A



Town Council Regular Meeting Agenda

Agenda Item:	9-D
Date:	04/09/2024

Subject: Discussion Concerning Possible Ordinance Amendments Pertaining to Building Height Limits in Chapter 7 – Zoning of the Code of Ordinance.

Issue Statement

Mayor Wenzel requested this item be added to the agenda for discussion and consideration. The building height limits are regulated through Chapter 7 – Zoning of the Code of Ordinances. For each Zoning District the building heights are limited to 40 feet. Currently the ordinance allows for the following exceptions:

Section 7-3-25 Height Limit Exceptions

Church steeples, chimneys, belfries, water tanks or towers, fire towers, flag poles, spires, wireless and broadcasting towers, monuments, cupolas, domes, antennas (except satellite dish antennas) and similar structures and necessary mechanical appurtenances may be erected to any height, unless otherwise regulated.

Any proposed amendments would be required to be considered by the Planning Board and then a Public Hearing must be held by the Town Council.

Action Needed

Discussion

Recommendation

For discussion and possible action.

Attachments:

- A. Pages 21-30 of the Zoning Ordinance

ARTICLE III. ZONING DISTRICTS

- Section 7-3-1 Zoning Districts Established
- Section 7-3-2 District Boundaries Shown on Zoning Map
- Section 7-3-3 Rules Governing Interpretation of District Boundaries
- Section 7-3-4 Intent of Zoning Districts
- Section 7-3-5 OAR - Open Area/Recreation District
- Section 7-3-6 R-20 Residential District
- Section 7-3-7 R-15 Residential District
- Section 7-3-8 R-15A Residential District
- Section 7-3-9 R-10 Residential District
- Section 7-3-10 R-10A Residential District
- Section 7-3-11 R-7.5 Residential District
- Section 7-3-12 R-7.5A Residential District
- Section 7-3-13 R-5A Residential District
- Section 7-3-14 Commercial District
- Section 7-3-15 NB Neighborhood Business
- Section 7-3-17 MFR Residential District
- Section 7-3-18 RA Rural Agriculture
- Section 7-3-19 Overlay Districts

DIMENSIONAL REQUIREMENTS

- Section 7-3-21 Exemptions and Modifications
- Section 7-3-22 Front Yard Modifications in Residential Districts
- Section 7-3-23 Other Yard Modifications
- Section 7-3-24 Height Limit Exceptions
- Section 7-3-25 Zero Lot Lines

PERMITTED USES

- Section 7-3-26 Permitted Use Table

Section 7-3-1 Zoning Districts Established

For purposes of this Ordinance, the Town of Holly Ridge is hereby divided into zoning districts with designations as listed below:

OAR	Open Area/Recreation District
R-20	Residential District
R-15	Residential District
R-15A	Residential District
R-10	Residential District
R-10A	Residential District
R-7.5	Residential District
R-7.5A	Residential District
R-5A	Residential District
C	Commercial Business District
NB	Neighborhood Business District

LI	Light Industrial District
MFR	Multiple Family Residential District
RA	Rural Agriculture

Section 7-3-2 District Boundaries Shown on Zoning Map

The boundaries of the districts are shown and made a part of the map accompanying this Ordinance, entitled “Zoning Map of Town of Holly Ridge.” The Zoning Map and all notations, references and amendments thereto, and other information shown thereon are hereby made part of this Ordinance the same as if such information set forth on the map were fully described and set out herein. The Zoning Map is posted at the Town Hall of Holly Ridge and is available for inspection and review by the public.

Section 7-3-3 Rules Governing Interpretation of District Boundaries

Where uncertainty exists as to the boundaries of any of the aforesaid districts as shown on the zoning map, the following rules shall apply:

- (A) Where such district boundaries are indicated as following street or highway lines, such lines shall be construed to be such boundaries.
- (B) Where district boundaries are so indicated that they approximately follow lot lines, such lot lines shall be construed to be said boundaries.

Section 7-3-4 Intent of Zoning Districts

Listed below is the intent of each zoning district. Each district was formulated using goals and recommendations of the Planning Board and Town Council. See the Table of Uses for permitted Special Uses for each district. Exemptions to dimensional standards are found in this article.

Section 7-3-5 OAR - Open Area/Recreation District

This district is established to protect wetlands and prevent development in areas of potential flood hazard, where such development would be detrimental to both the natural and economic environment of the community. It is also the purpose of this district to provide both passive and active recreational opportunities to the public.

Minimum required lot area	20,000 square feet
Minimum required front yard setback (Must not differ more than 10 feet from the average of adjacent buildings)	30 feet
Minimum required side yard	12 feet

(Provided, on corner lots the side yard adjacent to the street shall not be less than fifty (50) percent of the front yard required on lots in rear of such corner lots)

Minimum required rear setback 30 feet

Building Height Limits 40 feet

Section 7-3-6 R-20 Residential District

The purpose of this district is to stabilize established and/or planned single-family residential neighborhoods by providing a place for low density stick-built homes, modular homes and recreational uses and light agricultural purposes.

Minimum requirement lot area 20,000 square feet

Minimum required front yard setback 35 feet
(Must not differ more than 10 feet from the average of adjacent buildings)

Minimum required side yard 12 feet
(Provided, on corner lots the side yard adjacent to the street shall not be less than fifty (50) percent of the front yard required on lots in rear of such corner lots)

Minimum required rear setback 30 feet

Building Height Limits 40 feet

Section 7-3-7 R-15 Residential District

The purpose of this district is to stabilize established and planned single-family residential neighborhoods by providing a place for low density stick-built and modular homes uses, and to be protected from undesirable future development and residential developments.

Minimum required lot area 15,000 square feet

Minimum required front yard setback 25 feet
(Must not differ more than ten (10) feet from the average of adjacent buildings)

Minimum required side yard 12 feet
(Provided, on corner lots the side yard adjacent to the street shall not be less than fifty (50) percent of the front yard required on lots in rear of such corner lots)

Minimum required rear setback 25 feet

Building Height Limits 40 feet

Section 7-3-8 R-15A Residential District

The purpose of this district is to stabilize established and planned single-family residential

neighborhoods by providing a place for low density stick-built homes, modular homes and manufactured homes and to be protected from undesirable future development and residential developments.

Minimum required lot area	15,000 square feet
Minimum required front yard setback (Must not differ more than ten (10) feet from the average of adjacent buildings)	25 feet
Minimum required side yard (Provided, on corner lots the side yard adjacent to the street shall not be less than fifty (50) percent of the front yard required on lots in rear of such corner lots)	12 feet
Minimum required rear setback	25 feet
Building Height Limits	40 feet

Section 7-3-9 R-10 Residential District

The purpose of this district is to stabilize established and planned single-family residential neighborhoods by providing a place for medium density stick-built and modular homes.

Minimum required lot area	10,000 square feet
Minimum required front yard setback (Must not differ more than ten (10) feet from the average of adjacent buildings)	25 feet
Minimum required side yard (Provided, on corner lots the side yard adjacent to the street shall not be less than fifty (50) percent of the front yard required on lots in rear of such corner lots)	12 feet
Minimum required rear setback	25 feet
Building Height Limits	40 feet

Section 7-3-10 R-10A Residential District

The purpose of this district is to stabilize established and planned single-family residential neighborhoods by providing a place for medium density stick-built, modular and manufactured homes and campers and recreational vehicles contained within an approved park.

Minimum required lot area	10,000 square feet
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Minimum required front yard setback (Must not differ more than ten (10) feet from the average of adjacent buildings)	25 feet
Minimum required side yard (Provided, on corner lots the side yard adjacent to the street shall not be less than fifty (50) percent of the front yard required on lots in rear of such corner lots)	12 feet
Minimum required rear setback	25 feet
Building Height Limits	40 feet

Section 7-3-11 R-7.5 Residential District

The purpose of this district is to stabilize established and planned single-family neighborhoods by providing a place for medium density stick-built and modular homes.

Minimum required lot area	7,500 square feet
Minimum required front yard setback (Must not differ more than ten (10) feet from the average of adjacent buildings)	25 feet
Minimum required side yard (Provided, on corner lots the side yard adjacent to the street shall not be less than fifty (50) percent of the front yard required on lots in rear of such corner lots)	12 feet
Minimum required rear setback	25 feet
Building Height Limits	40 feet

Section 7-3-12 R-7.5A Residential District

The purpose of this district is to stabilize established and planned single-family neighborhoods by providing a place for medium density stick-built, modular and manufactured homes.

Minimum required lot area	7,500 square feet
Minimum required front yard setback (Must not differ more than ten (10) feet from the average of adjacent buildings)	25 feet
Minimum required side yard (Provided, on corner lots the side yard adjacent on the street shall not be less than fifty (50) percent of the front yard required on lots in rear of such corner lots)	12 feet
Minimum required rear setback	25 feet
Building Height Limits	40 feet

Section 7-3-13 R-5A Residential District

The purpose of this district is to stabilize established and planned single-family neighborhoods by providing a place for higher density stick-built, modular and manufactured homes

Minimum required lot area	5,000 square feet
Minimum required front yard setback (Must not differ more than ten (10) feet from the average of adjacent buildings)	25 feet
Minimum required side yard (Provided, on corner lots the side yard adjacent to the street shall not be less fifty (50) percent of the front yard required on lots in rear of such corner lots)	10 feet
Minimum required rear setback	25 feet
Building Height Limits	40 feet

Section 7-3-14 Commercial District

The purpose of this district is to accommodate the development of retail, service and related businesses abutting major roadways throughout the town that cater to the traveling public.

Minimum required lot area	0 square feet
Minimum required front yard setback	0 feet
Minimum required side yard (Eight (8) feet mandatory if structure does not meet NC State Building Code)	0 feet

Where the rear of a lot abuts a residential district, there shall be fifteen (15) foot rear yard and where a lot abuts upon the side of lot zoned residential, there shall be a side yard of not less than ten (10) feet in width.

Building Height	40 feet
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Off Street Loading and Unloading Space - No off street loading space is required in the C Commercial District except for hotels, motels, guest houses and any residential uses.

Section 7-3-15 NB Neighborhood Business

The purpose of this district is to accommodate retail, service and related businesses that cater to the immediate community and residential districts. Neighborhood business districts in which traffic and parking congestion can be reduced to a minimum in order to preserve residential values and promote the general welfare of the surrounding residential district.

Minimum required lot area	4,500 square feet
Minimum required front yard setback	20 feet
Minimum required side yard (Common walls shall be allowed)	10 feet
Minimum required rear setback	10 feet
Building Height Limits	40 feet

Section 7-3-16 LI Light Industrial District

The purpose of this 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 required lot area	4,500 square feet
Minimum required front yard setback	20 feet
Minimum required side yard	10 feet
Minimum required rear setback	10 feet
Building Height Limits	40 feet

Whenever an industrial lot which abuts a residential district is developed, there shall be fifteen (15) foot rear yard and where a lot abuts upon the side of lot zoned residential, there shall be a side yard of not less than ten (10) feet in width.

Section 7-3-17 MFR Residential District

This district is established to provide for high density residential development such as townhouses, condominiums, apartments, assisted living facility, duplex or multi-family dwellings excluding manufactured homes and travel trailers.

Minimum required additional lot area for each dwelling unit above two (2) up to a maximum density of ten (10) units per acre

Minimum required front yard setback	20 feet
Minimum required side yard (This distance required between principal buildings)	10 feet
Minimum required rear yard	20 feet

Building Height Limits 40 feet

Section 7-3-18 RA Rural Agriculture

The purpose of this district is to maintain a rural development pattern where low and medium density single-family, modular, on frame modular and manufactured homes are intermingled with agricultural uses. This district is also designed to protect rural areas from the intrusion of non-agriculture land uses that could create a nuisance, detract from the quality of life, and/or present a danger to the natural environment.

Minimum required lot area	20,000 square feet
Minimum required lot width	60 feet
Minimum required front yard setback (easement)	25 feet (from a right-of-way or easement)
Minimum required side yard	8 feet
Minimum required rear yard	15 feet
Building Height Limits	40 feet
Accessory Building - Setback from property line	5 feet

Section 7-3-19 Overlay Districts

The Town reserves the right to adopt overlay districts to achieve zoning purposes consistent with this ordinance.

Section 7-3-20 Planned Unit Developments

The intent of this overlay district is to achieve site design and land development of superior quality by encouraging flexibility and creativity while achieving the purposes of other districts in this zoning ordinance by departing from the strict application of use and dimensional requirements under certain conditions and imposing other requirements in lieu thereof. The objective of the planned unit development is to encourage ingenuity, imagination, and flexibility of design efforts on the part of builders, architects, site planners, and developers to produce developments which are in keeping with density from the strict application of use, setback, height, and minimum lot size requirements of the zoning ordinance, which:

- * Permit a creative approach to the development of residential communities,
- * Accomplish a more desirable environment than would be possible through the strict application of minimum requirements of the zoning ordinance,
- * Provide for an efficient use of land resulting in smaller networks of utilities and streets and therefore lower housing costs,
- * Enhance the appearance of neighborhoods through the preservation of natural features, the provision of underground utilities and the provision of recreation areas and open space in excess of

existing zoning, subdivisions, and comprehensive plan requirements,

- * Provide an opportunity for new approaches to home ownership, and
- * Provide an environment of stable character compatible with surrounding residential areas

Section 7-3-21 Camp Davis Industrial Park Overlay

The Camp Davis Industrial Park Overlay is primarily intended to accommodate a wide range of assembling, fabricating, manufacturing, and distribution activities. The district is established for the purpose of providing appropriate locations and development regulations for uses which may have significant environmental impacts or require special measures to ensure compatibility with adjoining properties. As established, the Camp Davis Industrial Park Overlay will apply to parcels within the Camp Davis Industrial Park as indicated by Onslow County Register of Deeds, Onslow County GIS Maps, the Official Zoning Map of Holly Ridge, and/or as determined by the Town of Holly Ridge. The overlay shall apply to currently existing parcels within as well as any/all proposed expansion of the Camp Davis Industrial Park. Properties directly adjoining US Hwy 17 and part of Camp Davis, as defined by parcel record, are omitted from the Camp Davis Industrial Park Overlay.

DIMENSIONAL REQUIREMENTS

Section 7-3-22 Exemptions and Modifications

The dimensional requirements of this Ordinance shall be adhered to in all respects except that under the specified conditions as outlined in this Ordinance the requirements may be waived or modified as stated; and in addition, the dimensional requirements may be changed or modified by the Town Council as provided for in this ordinance.

Section 7-3-23 Front Yard Modifications in Residential Districts

Where fifty (50) percent or more of the lots in any block or within six hundred (600) feet on both sides of the proposed structure, whichever is less, is composed of lots which have been developed with buildings whose front yard are less than the minimum required front yard as specified in this ordinance, the required front yard shall be the average depth of front yards of the developed lots, or the minimum front yard as specified in this ordinance, whichever is less.

Provided further that, if any lot lies between two (2) buildings, which are less than one hundred (100) feet apart, the required front yard for such lot shall be no greater than the average front yard of the two adjoining lots or twenty-five (25) feet, whichever is more.

Section 7-3-24 Other Yard Modifications

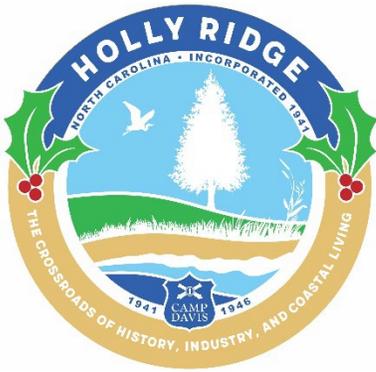
Where through lots occur, the required front yard shall be provided on both streets. Architectural features such as open or enclosed fire escapes, steps, outside stairways, balconies and similar features and uncovered porches may not project more than four (4) feet into any required yard setback. Sills, cornices, eaves, gutters, buttresses, ornamental features and similar items may not project into any required yard setback more than thirty (30) inches.

Section 7-3-25 Height Limit Exceptions

Church steeples, chimneys, belfries, water tanks or towers, fire towers, flag poles, spires, wireless and broadcasting towers, monuments, cupolas, domes, antennas (except satellite dish antennas) and similar structures and necessary mechanical appurtenances may be erected to any height, unless otherwise regulated.

Section 7-3-26 – Permitted Use Table

See Attachment A



Town Council Regular Meeting Agenda

Agenda Item:	9-E
Date:	04/09/2024

Subject: Possible Approval of Budget Amendment # 6 for Fiscal Year 2023 – 2024 for the Purpose of Paying Off the Note the Housing Authority has on the Holly Plaza Property.

Issue Statement

On March 21st, 2024, the Town was notified by the USDA of the acceleration of debt to the Rural Housing Service due to the Housing Authority being condemned due to mold. This notice demands payment in full of the debt on the note that was received by the Housing Authority to build Holly Plaza in 1980. The original promissory note was \$1.5 million and was recorded in Book Number 578, Page 772 of the Register of Deeds.

The indebtedness due is \$695,001.32 and is due immediately. The current fiscal year budget included \$1.5 million for land acquisition in connection with Camp Davis Industrial Park. Since this funding was included in the adopted budget, a fund balance appropriation is not required. Since the line items affected fall under the same control account, staff can make the transfer. Due to the large amount and nature of the expenditure staff have submitted a formal request in the form of a budget amendment. Staff requests approval from the Town Council for Budget Amendment 2023 – 2024.6 in the amount of \$700,000.00 from account number 10-999-23-0 Land Acquisition to account number 10-999-08-0 Contingencies. The contingency line item is the line item we are paying for any expenses pertaining to the Housing Authority.

Action Needed

Discussion

Recommendation

Discussion and Possible Action.

Attachments:

- A. Acceleration Letter from USDA
- B. Proposed Budget Amendment



Rural Development

March 21, 2024

SENT VIA EMAIL

Michelle Torres
Loan Specialist
Southern Region
Troubled Assets Unit
Field Operations Division
Multifamily Housing
Rural Housing Service

RETURN RECEIPT REQUESTED

Hon. Jeff Wenzel, Mayor
Town of Holly Ridge
P.O. Box 145
Holly Ridge, North Carolina 28445

Michelle.torres@usda.gov

(787) 766-5412

SUBJECT: NOTICE OF ACCELERATION OF YOUR DEBT TO THE RURAL HOUSING SERVICE, DEMAND FOR PAYMENT OF THAT DEBT, AND NOTICE OF YOUR OPPORTUNITY TO HAVE A HEARING CONCERNING THIS ACTION

PLEASE TAKE NOTE that the entire indebtedness due on the promissory note which evidences the loan received by you from the United States of America, acting through the Rural Housing Service, United States Department of Agriculture, is now declared immediately due and payable. The loan is described as follows:

<u>Date of Instrument</u>	<u>Amount</u>
6-30-1980	\$1,500,000

The promissory note is secured by real estate mortgage described as follows:

Date of Instrument	Place of Recording	Book No.	Page No.
6-30-1980	Register of Deeds of Onslow County, North Carolina	578	772

This acceleration of your indebtedness is made in accordance with the authority granted in the above-described real estate instrument.

The reason for this acceleration of your indebtedness is as follows:

- 1) In accordance with 7 CFR §3560.452 Monetary default. A monetary default exists when any amount due to the Agency or a third party (such as real estate taxes and insurance) under a promissory note, loan or grant agreement, workout agreement, or other agreement remains due more than 30 days after the due date.

The indebtedness due is \$695,001.32 as of March 21, 2024, plus additional interest, plus any advances to be made by the United States for the protection of its security and interest accruing on any such advances.

Unless full payment of your indebtedness is received and all actions as outlined in the attachment entitled “Tenant Protection Actions” are taken within 30 days of the date of this letter, the United States will take action to foreclose the above described real estate instrument, take possession of any project accounts, suspend any rental assistance, cancel any interest credit, notify tenants that foreclosure will be pursued, and pursue any other available remedies. Project rent rate levels shall not be increased due to loss of subsidies.

The Rural Housing Service Servicing Office should be contacted immediately to discuss the steps to take to remedy the deficiencies in the account or pay the loan in full. Payment should be made by cashier’s check, certified check, or postal money orders to the order of the United States of America, Rural Housing Service at your local Servicing Office. If you do not comply with all requirements to prepay, or do not submit to the United States any payment sufficient to pay the entire indebtedness or comply with any arrangements agreed to between the Rural Housing Service and yourself, the action of payment WILL NOT CANCEL the effect of this notice. Acceptance of such payment will be subject to agency regulations governing payments in full and the provision of the Housing and Community Development Act of 1987. Such provisions normally require restrictive-use covenants be placed in effect at the time of the prepayment. If insufficient payments are received and credited to your account, or payment without tenant displacement protection actions are accepted, no waiver or prejudice of any rights which the United States may have for breach of any promissory note or covenant in the real estate instrument will result, and the Rural Housing Service may proceed as though no such payment had been made.

However, you have the opportunity to have an informal meeting with the decision maker, USDA, Rural Development, ATTN: Byron Waters Regional Director, Email: Byron.Waters@usda.gov, Phone: 919-873-2055, and/or administrative appeal hearing before the foreclosure takes place. This is an opportunity to discuss why you believe the United States is in error in accelerating your account(s) and proceeding with foreclosure. If you request an informal meeting with the decision maker or have any questions concerning the decision and/or facts used in making our decision, you should contact this office in writing to request a meeting. The requests for an informal meeting must be sent to the undersigned no later than 15 days from the date noted below. Requests which are postmarked by the U.S. Postal Service on or before that date will be considered as timely received.

You also have the right to an administrative appeal hearing with a hearing officer in lieu of, or in addition to, a meeting with the decision. If you request an informal meeting with the decision maker, and the meeting does not result in a decision in which you concur, you will be given a separate timeframe in which to submit your request for an administrative appeal. See attachment for your appeal rights.

If you do not wish to have an informal meeting with the decision maker as outlined above, you may request an administrative appeal hearing with a member of the National Appeals Staff. The request for an administrative appeal must be sent to the National Appeals Division – Southern Regional Office, P.O. Box 1508, Cordova, TN 38088, no later than 30 days from the date noted below. Requests which are postmarked by the U.S. Postal Service on or before that date will be considered as timely received. If requesting an administrative appeal, please include a copy of this letter with your request.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, handicap or age (provided that the applicant has the capacity to enter into a binding contract), because all or part of the applicant's income derives from any public assistance program, or because the applicant has, in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with the law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

UNITED STATES OF AMERICA

By: **ERIC HIXSON**
ERIC HIXSON

Digitally signed by ERIC HIXSON
Date: 2024.03.21 11:04:05 -04'00'

MFH Southern Region, Troubled Assets
Division

Date: March 21, 2024

TENANT PROTECTION ACTIONS

- (1) Provide the USDA Rural Housing Service Servicing Office with a current list of all tenants showing their adjusted income. The USDA Rural Housing Servicing Office will:
 - (a) Notify tenants that the project is being prepaid;
 - (b) Send eligible tenant in the project Letters of Priority entitlement (LOPE), for priority placement in other USDA Rural Development projects.
- (2) Extend all tenant leases for 180 days after the date the accelerated loan was paid off at the same rental rates and terms that were in effect on the day of the acceleration. (If the tenant is receiving RA, the tenants' share of the rent will be reflected on the lease.)
- (3) Execute restrictive-use provisions, as appropriate, for incorporation into releases of security instrument to be filed. (NOTE: Any tenants or applicants for occupancy protected by these restrictions may not have total shelters costs (rent and utilities) raised above 30 percent of adjusted income or current shelter costs, whichever is higher.) If the loan on the project is build or acquire new units was made on or after December 15, 1989, the restrictive-use provisions will remain for the term of the loan.

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

FISCAL YEAR 2023-2024

AMENDMENT TO THE BUDGET ORDINANCE

BA 2023-2024.6

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, 2022:

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>
Contingencies	10-999-08-0		\$ 700,000.00
Land Acquisition	10-999-23-0	\$ 700,000.00	\$ -

Total Expenditures \$ 700,000.00

This amendment will result in an increase to the following department(s): Non-Departmental Contingencies. The \$700,000 would allow the town to pay off the note that the Housing Authority has on the Holly Plaza property.

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 09th Day of April, 2024

Motion made by _____, 2nd by _____

VOTE: FOR AGAINST ABSENT

 Jeff Wenzel, MAYOR

 CHARLES E. STRICKLAND II, FINANCE OFFICER

Budget Amendment

ORIGINAL BUDGET	7/1/2023	\$	8,178,005.27
Budget Amendment 1	8/8/2023	\$	1,785,691.04
Budget Amendment 2	9/15/2023	\$	180,000.00
Budget Amendment 3	11/14/2023	\$	430,000.00
Budget Amendment 4	12/12/2023	\$	700,000.00
Budget Amendment 5	12/12/2023	\$	20,000.00
Budget Amendment 6	4/9/2024	\$	700,000.00
		\$	-
New Budget Ordinance for FY 23-24		\$	<u>11,993,696.31</u>