



**PROPOSED AGENDA
OAK ISLAND TOWN COUNCIL REGULAR MEETING
TUESDAY, JULY 14, 2026 – 6:00 PM
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL**

CALL TO ORDER - Mayor Chris Brown

INVOCATION AND PLEDGE OF ALLEGIANCE - Mayor Pro Tempore Bill Craft

PUBLIC HEARING(S) AND ACTION

PUBLIC HEARING I (AND ACTION): The purpose of the Public Hearing is to receive citizens' comments on a proposed Text Amendment to Section 2.12 - Relationship of Building to Lot.
Sec. 2.12 - Relationship of Building to Lot

PUBLIC HEARING II (AND ACTION): The purpose of the Public Hearing is to receive citizens' comments on proposed Text Amendments to Appendix A- Definitions of the Unified Development Ordinance to address Ground Level
Appendix A - Definitions - Ground Level

PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

Presentation -- Business Advisory Board update

Presentation -- Brunswick County Schools

ADJUSTMENT/APPROVAL OF THE AGENDA

PUBLIC COMMENT - GENERAL TOPICS & AGENDA ITEMS *Please state your name and address before addressing Council. Observance of the 3-minute time limit for Public Comments as described in Rule 4 (b) and 24 (2) (a) of the Council Rules of Procedure is appreciated. Written comments are also appreciated and should be submitted to the Town Clerk to be recorded in their entirety in the official Minutes. These may be given to the clerk following comments or via e-mail to lstites@oakislandnc.gov.*

COUNCIL REPORTS (MAYOR AND COUNCIL)

I. CONSENT AGENDA

- I.1 Approval of Minutes for the June 10 (Regular Meeting), June 16 (Special Meeting), June 18 (Special Meeting), June 19 (Special Meeting), June 22, and July 1, 2026, Town Council Meetings.

061026Minutes
061626Minutes
061826Minutes
061926Minutes
062226Minutes
070126Minutes

- I.2 Consideration of Approving Excused Absences for an Advisory Board Member
- I.3 Consideration of Contract for Annual Beach Monitoring
Contract 2026 Annual Monitoring
Proposal Annual Beach Monitoring 2026_Scope of Work
- I.4 Consideration of a Utilities Easement and Property Owner Acknowledgement of the Terms
for the Voluntary Donation Of Property to the North Carolina Department of Transportation
(for the installation of pedestrian signals on East Oak Island Drive at 79th Street)
FRM4-CC
FRM7-U Jackson

ITEMS REMOVED FROM CONSENT AGENDA, IF ANY

II. COMMITTEE APPOINTMENTS

- II.1 Appointment to the Brunswick County Airport Commission (one term expiring June 2030)
Terry_Thrower
- II.2 Appointment to the Board of Adjustment - one Alternate term expiring March 2029
Reece_Simmons

III. ADMINISTRATIVE REPORTS: Department reports are available on the Town's website at www.OakIslandNC.gov/DEPT

IV. OLD BUSINESS

V. NEW BUSINESS

- V.1 Consideration of Amending the 2026 Meeting Schedule to Change the August Meeting Date
Revised 2026 Town Council Meeting Dates
- V.2 Consideration of a Request for Business License - High Tide Powersports (26-00058)
Application
Business Plan Proposal
GS_20-121.1 - UTV Statute
- V.3 Consideration of Amendments to Chapter 28 - Traffic, Article II - Golf Carts as Mobility
Assistance Devices
GolfCartMobilityAssistanceDeviceOrdinances
- V.4 Consideration of Budget Ordinance Amendment for Land Purchase
Budget Amendment for land purchase

VI. CLOSED SESSION to Consult with the Town Attorney to Preserve the Attorney/Client Privilege, to Discuss Land Acquisition, and to Discuss Specific Personnel Pursuant to N.C.G.S. 143-318.11(a)(3), (5) and (6).

VII. ADJOURN

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT:	PUBLIC HEARING I (AND ACTION): The purpose of the Public Hearing is to receive citizens' comments on a proposed Text Amendment to Section 2.12 - Relationship of Building to Lot.
DATE:	July 10, 2026
DEPARTMENT:	Development Services

Subject Summary: As part of the ongoing effort to amend the Unified Development Ordinance to reduce conflicting regulations, increase compliance, and improve clarity to readers, a text amendment to Section 2.12 - Relationship of Building to Lot, is proposed.

The amendment seeks to remove a setback requirement specifically for detached garages and carports that differs from the accessory structure requirements of the district as prescribed in Section 8.1 - Dimensional Requirements Table.

Section 2.12 requires carports and detached garages be constructed utilizing the same setbacks as principal structures of the zoning district rather than the standard accessory structure setbacks and regulations as stated in Article 8 - Zoning District Development Standards and the applicable notes for accessory structures.

The regulation being located in a part of the ordinance where setback regulations are not typically found makes it vulnerable to unintentional omission and increases difficulty for users in navigating the ordinance and locating all applicable regulations for their proposed projects.

Historically, this regulation has not been uniformly enforced and examples of garage and carport type structures can be found in the Town's jurisdiction which do not comply to this regulation.

Additionally, as the regulation is specific to detached garages and carports, the rule is easily circumvented by simply re-labeling the proposed structure as something other than detached garage/carport such as storage building, shed, workshop, etc. in which the standard accessory structure setbacks would apply.

The removal of the text serves to eliminate a regulation on the books that conflicts with what has actually occurred in regard to permit review and issuance for detached garages and carports.

Attachments:

[Sec. 2.12 - Relationship of Building to Lot](#)

Suggested Motion: Motion to approve the text amendment to Section 2.12 - Relationship of Building to Lot and to make a finding that the amendment is consistent with Objective 1.1: Strategically Update the Town's Unified Development Ordinance (UDO) to Enhance Community Health and Function.

Financial Impact Statement: N/A

Legal Review: N/A

Follow up Action Needed: N/A

SECTION 2.12 RELATIONSHIP OF BUILDING TO LOT.

Every building hereafter erected, moved, or structurally altered, shall be located on a lot and in no case shall there be more than one principal building and its customary accessory buildings on the lot except in the case of a designed complex of professional, residential, or commercial buildings with an approved site plan (see Section 5.6) in an appropriate zoning district, i.e., school campus, apartments, condominiums, shopping center, and industrial park. ~~Detached garages and carports must meet the same setback requirements as the principal building, just as if they were attached.~~

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT:	PUBLIC HEARING II (AND ACTION): The purpose of the Public Hearing is to receive citizens' comments on proposed Text Amendments to Appendix A- Definitions of the Unified Development Ordinance to address Ground Level
DATE:	July 10, 2026
DEPARTMENT:	Development Services

Subject Summary: BACKGROUND

In recent months, there has been much conversation surrounding "ground level improvements," mainly, what is considered to be a "ground level" improvement and what is not. The topic was at the forefront of discussion at the February 11, 2026, Board of Adjustment meeting when a variance request was submitted for a concrete slab constructed partially within the side setback of a residential property. However, in this case, the ground sloped downward, resulting in a slab that was of variant height depending on which end it was measured from with its highest side being approximately two and half feet tall. Historically, the Town has allowed ground level improvements within the required yards (setbacks) though the ordinance lacks a definition for "ground level." While the Board of Adjustment ultimately concluded that the slab was an accessory structure due to its height and therefore not permitted within the side setback, the lack of specificity in the ordinance for "ground-level" and "ground-level improvements" was inexplicit and needs clarification to prevent similar development issues and quandaries in the future.

Planning Staff seeks to add definitions for each to provide better guidance to property owners, builders, and Town Boards seeking information on these kinds of structures.

SUMMARY

The proposed text amendment looks to add two definitions to Appendix A of the UDO.

The first creates a definition for Finished Ground Level / Finished Grade that reads *"The level of the land surface after construction, including any grading, paving, or landscaping, as it exists at the time of measurement. The finished ground level shall be calculated by averaging the spot elevations from all corners (or at locations as designated by Staff for irregularly shaped improvements) of a single structure. Multiple, unattached structures on the same site shall have independently calculated average grade for the purposes of measuring the height of each individual structure."*

The second adds a definition for Ground Level Improvement that reads *"A structure constructed no more than five (5) inches above the finished grade."*

While the Planning Department has historically enforced development parameters on ground-level structures in the past, these regulations were not reflected in the UDO. By clearly defining these terms, the unofficial rule

becomes official and therefore improves the administration and enforcement of the regulation and by effect improves the property owners' access and understanding of rules governing development of their property.

COMPREHENSIVE LAND USE PLAN CONSISTENCY STATEMENT

The proposed text amendment was found to be consistent with the 2025 Comprehensive CAMA Land Use Plan Update. Specifically, the amendment supports Objective 1.1: to Strategically Update the Town's Unified Development Ordinance (UDO) to Enhance Community Health and Function when the ordinance is improved for clarity and equitability for property owners and ambiguity is eliminated.

Attachments:

[Appendix A - Definitions - Ground Level](#)

Suggested Motion: Motion to approve the proposed text amendments to Appendix A of the Unified Development Ordinance and to make a finding that the amendment is consistent with Objective 1.1 of the Town of Oak Island Comprehensive CAMA Land Use Plan to strategically update the Town's Unified Development Ordinance (UDO) to Enhance Community Health and Function.

Financial Impact Statement: N/A

Legal Review: N/A

SECTION A.3 DEFINITIONS.

"F"

Finished Ground Level / Finished Grade

The level of the land surface after construction, including any grading, paving, or landscaping, as it exists at the time of measurement. The finished ground level shall be calculated by averaging the spot elevations from all corners (or at locations as designated by Staff for irregularly shaped improvements) of a single structure. Multiple, unattached structures on the same site shall have independently calculated average grade for the purposes of measuring the height of each individual structure.

"G"

Ground Level Improvement

A structure constructed not more than five (5) inches above finished grade.

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Approval of Minutes for the June 10 (Regular Meeting), June 16 (Special Meeting), June 18 (Special Meeting), June 19 (Special Meeting), June 22, and July 1, 2026, Town Council Meetings.

DATE: July 10, 2026

DEPARTMENT: Administration

Subject Summary: Approval of the Minutes from the following meetings is recommended:

- June 10, 2026 (Regular Meeting)
- June 16, 2026 (Special Meeting)
- June 18, 2026 (Special Meeting)
- June 19, 2026 (Special Meeting)
- June 22, 2026 (Special Meeting)
- July 1, 2026 (Special Meeting)

Attachments:

[061026Minutes](#)
[061626Minutes](#)
[061826Minutes](#)
[061926Minutes](#)
[062226Minutes](#)
[070126Minutes](#)

Suggested Motion: I make a motion to approve the Minutes for the June 10, 16, 18, 19, and 22, 2026, meetings as presented.

Financial Impact Statement: N/A

Legal Review: N/A

MINUTES
TOWN COUNCIL REGULAR MEETING
WEDNESDAY, JUNE 10, 2026 - 6:00 PM
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL

Present: Mayor Chris Brown, Mayor Pro Tempore Bill Craft, Council members Tommy Brown, Chasey Bynum, Terri L. Cartner, and Bob Ciullo, Town Manager Kathryn Adams, Town Attorney Lydia Lavelle, and Town Clerk Lisa P. Stites MMC.

Mayor Chris Brown called the meeting to order at 6 p.m. Councilman Ciullo gave the invocation and led the Pledge of Allegiance.

PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

Resolution of Appreciation for Town Manager Kathryn Adams Upon Her Retirement

Mayor Brown invited the full Council to join him in honoring retiring Town Manager Kathryn Adams. Mayor Brown read the Resolution of Appreciation into the record, highlighting Ms. Adams's career trajectory with Oak Island beginning in August 2023 as Finance Director, subsequently serving as Assistant Town Manager and Interim Town Manager, before being named Town Manager in September 2024. The Resolution recognized numerous accomplishments during her tenure, including the implementation of the Oak Island Connect mobile app and citizen inquiry software, a new Town projects web page and GIS capital project tracking, a townwide strategic plan with performance measurements tied to the budget, an increase in the town's credit rating, more than \$1,000,000 in increased interest earnings through improved investing, completion of beach nourishment projects, launch of the Loggerheads OKI baseball team, enhancements to Bill Smith Park, and the Serenity Oak Tree Preservation Project, among many others. Mayor Brown and Council also presented Ms. Adams with the Key to the Town.

Presentation -- ABC Board

Willie Williams, present for the Oak Island ABC Board, spoke about the Board's performance audit. He said the audit was a grade A to A+. He reported that the Board had a budget of approximately \$5.5 million for the year and distributes roughly \$500,000 annually to the Town across several line items, including contributions to the Police Department for law enforcement and education. Mr. Williams also spoke about a bill introduced by Rep. Charlie Miller, which could bring some changes to operations. The bill included a proposal for Sunday opening hours — subsequently removed — as well as discussions around privatization. He noted that the state's investment in a new warehouse made near-term privatization unlikely.

Mr. Williams said that one concern is consolidation. There are nine ABC Boards and 11 ABC stores in Brunswick County, and the state would like to see one board per county. He cautioned that a forced consolidation would likely result in the county absorbing the majority of revenue distributions, potentially diminishing Oak Island's annual contribution over time. He noted that Oak Island's store ranks in the top 10 percent of profit margin statewide and expressed concern that high-performing coastal boards would effectively subsidize underperforming stores elsewhere in the state.

Mr. Williams said he would be glad to answer questions for Council anytime. Answering a question from Mayor Pro Tempore Craft, Mr. Williams said the Board will probably not build on the lot purchased for the new store. He said that they really need a larger store, with a loading dock, so they are considering options. Councilman Ciullo asked about the amount allocated to the Town, and how that might change in the future. Mr. Williams said they have contributed more than that every year, and they see that continuing to happen. Councilman Ciullo asked Mr. Williams to commit to more proactive engagement with Council, particularly given the revenue impact of ABC Board decisions on the town budget. Councilman Brown echoed this sentiment, urging the ABC

Board to embrace the newly established Council liaison program and to bring forecasted changes to Council's attention before decisions are finalized, rather than after.

Presentation on Williamson Tract Development -- Rock Tower Partners

Ms. Lavelle gave a brief recap of where the project is at this point, saying that the last public hearing on the Williamson Tract was held in March 2022, at which time the Council voted unanimously to approve rezoning to a Planned Unit Development (PUD) and a phased development vesting plan. The Council also directed staff to work with the applicant on a new development agreement as required by statute, but that agreement was never completed. The current posture, Ms. Lavelle clarified, is that the tract has been rezoned, a PUD has been adopted, and a development agreement has not yet been renegotiated.

Ben Mathis, with Rock Tower, addressed Council. He spoke about his background in real estate. He also gave an overview of the project, saying they were in the early stages and were here tonight to receive feedback, not present a finalized plan. He said that the PUD was approved for 7,200 homes, including a mix of single-family, townhomes, and multi-family, though they were looking at 6,000 to 6,500 instead. He said that they were hearing concerns about traffic, stormwater, and noted that they would have to abide by all state, county and Town requirements. Regarding the process going forward, Mr. Mathis described the next step as the submission of a development agreement to the Town Manager and Town Attorney for review and negotiation. He committed to being collaborative, saying they wanted to be long-term partners, and emphasized that this will be 15-to-25-year build-out, with a realistic earliest ground-breaking timeline of 2 to 3 years if all permits and approvals proceed ideally.

Councilman Ciullo asked about community engagement, and Mr. Mathis said that they would send a draft of the Development Agreement to the Town for review. Once there is some consensus, the Development Agreement would come to Council with a Public Hearing scheduled. He said they were open to suggestions for how else to involve the public in this process. He said that this was a 25-year development, and that it was a major investment.

Councilman Bynum emphasized the Council's commitment to transparency throughout the process and thanked the developers for coming to the meeting to make this presentation on short notice. She asked about the acreage breakdown and timeline for future site decisions, and Mr. Mathis acknowledged that many moving parts remain related to environmental regulations and state rule changes.

Councilman Brown encouraged Mr. Mathis and his team to spend time experiencing Oak Island — eating, shopping, and engaging with residents directly — to better understand the community's character and why so much public interest surrounds this project.

Mayor Brown asked when was the earliest they'd see a shovel in the ground. Mr. Mathis said two to three years at the earliest, and it's a 25-year buildout.

ADJUSTMENT/APPROVAL OF THE AGENDA

Ms. Stites noted that there was a correction to the Budget Ordinance Amendment in 1.6 on the Consent Agenda (the amount was revised from \$331,500 to \$338,400 due to increased diesel usage). **Councilman Cartner made a motion to approve the agenda as amended, Mayor Pro Tempore Craft second, and the motion passed unanimously.**

PUBLIC COMMENT - GENERAL TOPICS & AGENDA ITEMS

Glenn Baker, 110 NE 16th St., spoke about the Williamson Tract development. He raised concerns regarding environmental impact from deforestation and impervious surface coverage, traffic safety and congestion on

Middleton Avenue and Swain's Cut Bridge, and the strain a near-doubling of population density would place on police, fire, and EMS. He urged the Council to strictly enforce the UDO, coordinate with NCDOT on road infrastructure upgrades ahead of home occupancy, and require the developer to fund all necessary public safety and public works infrastructure so the burden does not fall on existing taxpayers.

Christina Glenn, west end, said that the Rec Center sign doesn't light up anymore and that seemed weird and she thought someone should check it out. She also advocated for programs Brunswick County provides, such as the wellness check program, and a special needs registry for use during evacuations.

Bruce Pitt, 2 Augusta Drive, said that his group was not against development but was against poorly managed development. He said the goal was to try to obtain money from charitable conservation donors to develop a business case to present to the landowner and developer to preserve as much of the land as parkland as possible. He said he was asking for Council support in this effort. He also asked Council to adopt a draft Resolution to create a citizens exploratory committee to secure this support.

Elaine McGee, 6907 E. Oak Island Drive, said that previously they were allowed to drive their golf carts on the beach and she said that was changed and they can't go on the beach at their access. She said if they have to drive a few blocks that would be dangerous because they would have to cross Oak Island Drive. She said it was hard for a lot of people. She also complimented the work done by staff to keep the roadways trimmed and clean.

Charles McWells asked who would pay for water and sewer distribution for the Williamson Tract. He said he didn't think the Town should have to pay for that. He said that fire and rescue services would be strained and they should have their own services in place before it's developed. Mayor Brown responded that water and sewer would be entirely the developer's responsibility and would not connect to the Town's existing systems. Mr. McWells also expressed concern about fire and rescue capacity, stating that dedicated public safety infrastructure should be in place before the development is occupied.

Andy Spradley, representing the Oak Island Beach Preservation Society, announced the organization's two 2026 scholarship recipients: Sadie Baumgard of Southport Christian School, attending The Citadel, and Boris Horton of North Brunswick High School, attending UNCW to study marine biology. He also promoted upcoming flash sweep beach cleanup events, including one scheduled for June 23 at the 70th Street access at 8:30 a.m., and encouraged community members to visit the organization's website to get involved.

Marjorie Burnside, a St. James resident, spoke on behalf of Caswell Beach resident Kathy Kitchings in support of preserving the Williamson Tract. She described the site as a critical portion of the Boiling Springs wetland complex and a designated natural heritage priority area, noting that 47 percent of the tract contains one of the world's largest remaining strands of longleaf pine forest, as well as Carolina Bays and endangered species. She referenced historical environmental impact studies by the Federal Highway Administration and NCDOT that documented the extreme sensitivity of the land, noting that highway construction in the area was designed to use the least environmentally damaging route precisely because the surrounding area was deemed most environmentally sensitive. She urged the Council to prioritize long-term conservation.

Phil Dudley, 218 Sellers St., acknowledged the inevitability of development but urged the Council to ensure natural longleaf pines and wetlands are protected, that Carolina Bays are preserved, and that green spaces and tree-lined sidewalks are incorporated into any plan. He noted that responsibly designed density can actually facilitate better preservation outcomes by concentrating development footprints, and that trees are proven to improve property values and quality of life.

Diane Schacht also spoke about the Williamson Tract development. She asked Council to be mindful of property taxes and potential increases as the development goes through this whole process, noting the difficulty that fixed-

income residents face when costs rise. She asked that the developer be required to bear as much of the infrastructure burden as possible to reduce the tax impact on existing residents.

Cara Greening, 106 SW 30th St., expressed support for the Council's approach and encouraged the developer to provide a detailed presentation with specific plans, as is common in other development processes she has observed. She raised concerns about emergency evacuation capacity and affordable/workforce housing and asked whether the developer had a comparable project that residents could examine as a reference. She thanked the Council for their consideration of the community's interests.

COUNCIL REPORTS (MAYOR AND COUNCIL)

Councilman Ciullo thanked Chief Morris and staff for their efforts on the No Wake Zone campaign to address pedestrian and bicycle safety on Yacht Drive, noting early positive changes in behavior among cyclists, pedestrians, and dog walkers. Regarding Rock Tower Partners, he stated that the Council has submitted a written list of questions to the developers and that the Council will not begin reviewing any future development agreement until written responses to those questions have been received. He also offered a tribute to Ms. Adams, calling her one of a small handful of outstanding leaders and mentors he has encountered in 40 years of professional life.

Councilman Bynum also complimented the No Wake Zone campaign. She thanked Chief Morris for initiating a traffic study with NCDOT to evaluate signal timing at the 211/Middleton intersection, in response to concerns about left-turn capacity during peak season. She also expressed gratitude to Ms. Adams for her service, acknowledging the significant financial improvements made during her tenure, including improved credit standing and favorable refinancing.

Councilman Brown said he'd attended sessions in Washington, D.C. on stormwater and resilience issues. On the first day, he participated in presentations and discussions, gaining insight into strategies used by other municipalities to successfully recover FEMA reimbursements. On the second day, he met with Senators Tillis and Budd, as well as staff from Representative Rouzer's office, to advocate for approximately \$12 million in FEMA money still owed to Oak Island from Hurricanes Florence and Matthew. He expressed continued optimism that this funding will be secured. He also thanked Ms. Adams for her partnership during his first months in office.

Councilman Cartner used her time to speak about Ms. Adams, noting that she had been aware of Ms. Adams's prior service as Secretary of the Department of Administration for the State of North Carolina and a member of the Governor's Council of State, and recognized from the outset that Oak Island had secured an exceptionally accomplished employee. She praised Ms. Adams's visionary leadership, her ability to manage competing demands, her support for staff, and her willingness to tackle difficult challenges.

Mayor Pro Tempore Craft reported attendance at the VFW Memorial Day celebration, a hurricane preparedness event, and a military suicide prevention concert at Bill Smith Park. He proposed that the Council explore expanding its membership from five to seven, suggesting a structure of four on-island districts, two off-island districts, and one at-large seat, and asked Ms. Lavelle to research whether district boundaries must reflect equal population or equal geographic area. He also raised the possibility of allowing Oak Island to join a Brunswick County Pickleball League, noted that paid parking continues to generate revenue, and requested that staff look into the golf cart beach access concerns raised by Ms. McGee.

Mayor Brown said last month Council had approved the Council liaison program, and he announced the assignments: Parks & Rec (and Par 3 subcommittee) – Mayor Pro Tempore Craft; Planning Board – Councilman Ciullo; Business Advisory Board – Councilman Cartner; EAC – Councilman Brown; and the ABC Board -- Councilman Bynum. He also acknowledged departing staff members, including Assistant Town Manager Matt Kirkland, who will become Town Manager of Boiling Spring Lakes, and Finance Director Helen Brank, who was returning to the Charlotte area to be closer to family.

I. CONSENT AGENDA

I.1 Approval of Minutes (April 23, 2026 - Special Meeting/Budget Workshop; April 28, 2026 - Special Meeting/Budget Workshop; May 12, 2026 - Public Hearings & Regular Meeting; and May 26, 2026 - Special Meeting/Budget Public Hearing)

I.2 Approval of Resolution of Appreciation for Kathryn Adams

I.3 Consideration of Resolution Declaring Certain Property Surplus and Authorizing Its Disposition By Private Sale (Fire Truck) ([RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS-FireTruck](#))

I.4 Consideration of Amendment to the Paid Parking Map to Add Paid Parking Spaces at the Canal Crossover Lots ([Exhibit_A_AmendOfficialParkingMap_AddCrossOvers_06-10-26_.pdf](#))

I.5 Consideration of the FY 2025-26 Paving and Resurfacing Contract ([bid_summary_FY2025-26_PAVING_05-29-26 bids_lowtohigh_FY2025-26_PAVING_05-29-26 street_listing_FY2025-26_PAVING_05-29-26 Budget Ordinance Amendment Street Paving PAVING RFP 05-29-26_v5.1REVISED_AGENDA_06-10-26.pdf](#))

I.6 Approval of Budget Ordinance Amendment -- Solid Waste (\$331,500 for Green For Life services) ([Budget Ordinance Amendment Solid Waste](#))

Councilman Ciullo made a motion to approve the Consent Agenda as amended (correcting the amount for the Solid Waste Budget Ordinance Amendment), Councilman Brown seconded, and the motion passed unanimously. Mayor Pro Tempore Craft reminded staff of Council's preference to have one parking space for residents added for every paid parking space added.

II. COMMITTEE APPOINTMENTS

II.1 Appointments to the Environmental Advisory Committee (one unexpired term ending June 2027 and three full terms ending June 2029): **Council unanimously appointed Bill Bracey and Amy Haden Davis to terms ending in June 2029.**

III. ADMINISTRATIVE REPORTS: Department reports are available on the Town's website at www.OakIslandNC.gov/DEPT

Town Manager Kathryn Adams delivered her final administrative report. She opened with brief personal remarks, expressing deep gratitude to the Town's 175-member staff, particularly the leadership team present in the Chambers, and to her husband Chad for his personal support throughout her tenure.

She then reported on several items:

- Best Restored Beach Award: Oak Island has been officially named one of five recipients of the Best Restored Beach Award for 2026 from the American Shore and Beach Preservation Association.
- Big Bend Trail: A lease from the State of North Carolina for the trail project — an initiative of the Parks and Recreation Advisory Board tied to Strategic Plan item 2.4.7 — is expected to be transmitted to the Council of State within the coming month.
- Water Conservation: The county has issued a Phase 1 water conservation alert, recommending odd/even address irrigation scheduling and no irrigation on Mondays.
- Burn Ban: A burn ban took effect June 8, with further information available at oakislandnc.gov.
- Coastwise Program: The second speaker series event is scheduled for July with Dr. Posey in Council Chambers. The Living Shoreline installation at the Nature Center, in partnership with UNCW, is anticipated during the week of August 8, subject to tide and weather conditions.
- Cybersecurity: The Town has implemented phishing simulations, quizzes, and staff training and currently holds a "strong" rating.
- Staffing/Turnover: Turnover rates have leveled out from a high in 2023 and are at or just below the 10 percent general benchmark, including retirements. The Town continues to utilize unpaid interns and part-time seasonal staff.

- Upcoming Event: The Town's annual Beach Day is scheduled for July 1, with expanded activities celebrating America's 250th anniversary, a welcome ceremony at 5:30 p.m., and fireworks at the Pier to close the evening.

Assistant Town Manager Kent Jackson then provided the capital projects update:

- Beach Nourishment Monitoring: Ongoing monitoring continues. A formal agency review determined that current escarpments on the beach do not require physical intervention, particularly given turtle nesting season sensitivity.
- Crosswalk Projects: The 79th Street traffic signal and crosswalk project is moving forward toward funding authorization and construction authorization from the Board of Transportation, with physical construction expected in the last quarter of calendar year 2026. The 58th Street crosswalk project has been delayed due to a complicated right-of-way title issue; NCDOT remains optimistic the matter will be resolved and the project funded in the next cycle.
- Dune Planting: Approximately 300,000 stems have been planted since late April, with the project scheduled to wrap up the following week. Councilman Brown asked about responsibility for monitoring replanting of stems that do not take hold; Mr. Jackson confirmed that primary monitoring responsibility rests with the project manager, Moffatt & Nichol.
- Wastewater Plant (Fish Factory Road): A first phase of repairs was successfully completed over winter. The consultant is now preparing drawings and specifications for a second phase focused on accessibility improvements, including catwalks, stairs, and additional valve replacements.
- Little Davis Canal: In-water surveys were completed the prior month, with crews returning that day to collect additional data points and sediment and water samples for testing. The original permit for the canal contains a maintenance provision, which Mr. Jackson described as encouraging for the likelihood of being authorized to perform dredging.
- Stormwater Master Plan: A startup meeting with the selected firm is scheduled for the following day. A companion drone flyover survey project will proceed in partnership with UNCW, with a final report expected within approximately 10 months.
- Street Paving: Following consent agenda approval of the paving contract, the contractor has been contacted and is already developing a plan for safely executing work during the summer season.
- Kayak Launch at 31st Street: The Town received an increased grant award through DEQ's Public Access and Waterfront Grant program and will be installing a fully ADA-compliant kayak launch at 31st Street. The grant agreement is expected within 2 to 3 weeks, at which time it will be brought to Council for approval.

IV. OLD BUSINESS

IV.1 Consideration of Matthew's Ministry Lease ([MatthewsMinistry_June2026](#))

Councilman Brown made a motion to approve the one-year lease. Councilman Ciullo seconded the motion. Councilman Cartner said that she fully supported the work that this group does. She said last year, numerous people showed up and committed to helping this group find another space, and her question was where those people were now, and what had been accomplished. She said she would support it for one more year, but that the group needed help finding a better situation. Councilman Ciullo agreed, adding that a service of this nature would more appropriately fall under the auspices of Brunswick County. He asked the Town staff to reach out to county commissioners to explore their interest in supporting or funding the ministry's operations. **The motion passed unanimously.**

V. NEW BUSINESS

V.1 Consideration of Adopting the FY 2026-2027 Budget, Approving the FY 20256 -2027 Budget Ordinance, and Adopting the FY 2026-2027 Fee Schedule. ([Budget Ordinance FY 2026-20267 Recommended Fee Schedule](#))

Councilman Brown made a motion to approve the 2026-2027 Budget and to adopt the 2026-2027 Budget Ordinance, setting the tax rate at 20 cents per \$100 of assessed value, which includes 3 cents for the beach nourishment fund and 7 cents for the fire department. Councilman Ciullo seconded. The motion passed unanimously.

Councilman Brown made a motion to approve the 2026-2027 Fee Schedule as presented. Councilman Ciullo seconded the motion. Councilman Brown asked about the cost to file a case with the Board of Adjustment, which was currently \$350. He said he appreciated staff's justification for the increase, but he was concerned that the higher dollar amount would prohibit someone from filing an application. Mayor Pro Tempore Craft agreed. Councilman Ciullo said he would prefer to keep a resident/non-resident fee structure for the Par 3. Mayor Pro Tempore Craft said that the Town was trying to make the Par 3 profitable, and maybe residents would play more if their fees were lower. It was clarified that the fees to be changed would be for the membership fees, and Ms. Adams said that staff had something prepared for Council, which also included a new category for seniors/military/veterans/first responders. **Councilman Brown amended his motion to accept the proposed 2026-2027 draft fee schedule, subject to two edits: reverting to the current 2025-2026 fee schedule for the Board of Adjustment application fee; and an adjustment to the annual membership bifurcation (for the Par 3) as proposed in the draft document provided. Councilman Ciullo seconded the amended motion, and the amended motion passed unanimously.**

V.2 Consideration of Selecting a Realtor

Mayor Pro Tempore Craft made a motion to select Margaurite Greene as the Town's real estate professional and to authorize the Town Manager to execute a written agreement following review by the Town Attorney. Councilwoman Cartner seconded the motion. Councilman Bynum seconded, the motion, and it passed unanimously.

V.3 Consideration of Direction to Staff Regarding the Disposition of Town-Owned Parcels ([Appraisal Card_250CG054](#) [Appraisal Card_250CG056](#) [Property Disposal Procedures Chart_1](#) [Elizabeth Dr parcels](#))

Ms. Adams said at the direction of Council, Town staff had conducted a review of all Town-owned parcels, identifying those needed for future public use and those no longer necessary for such use. The parcels (on Elizabeth Drive) brought before Council represent the latter category. She clarified that staff would work with the newly selected realtor to identify state-authorized methods of sale and would bring the matter back to Council for final approval prior to any transaction being completed. **Mayor Pro Tempore Craft made a motion to direct staff to begin the process to possibly dispose of these properties, Councilman Cartner seconded, and the motion passed unanimously.**

VI. CLOSED SESSION to Consult with the Town Attorney to Preserve the Attorney/Client Privilege and to Discuss Specific Personnel Pursuant to N.C.G.S. 143-318.11(a)(3) and (6).

Councilman Ciullo made a motion to go into Closed Session at 7:57 p.m. to Consult with the Town Attorney to Preserve the Attorney/Client Privilege and to Discuss Specific Personnel Pursuant to N.C.G.S. 143-318.11(a)(3) and (6). Mayor Pro Tempore Craft and Councilman Bynum seconded, and the motion passed unanimously.

VII. ADJOURN

Council returned to open session at 9:14 p.m. **Mayor Pro Tempore Craft made a motion to appoint Kent Jackson as Interim Town Manager effective July 1 and to approve the associated contract. Councilman Cartner seconded, and the motion passed unanimously.**

Councilman Brown made a motion to adjourn, Councilman Ciullo seconded, and the motion passed unanimously.

Chris Brown, Mayor

Attested: _____

Lisa P. Stites, MMC
Town Clerk

Clerk's Statement: Minutes are in compliance with the open meetings laws. The purpose of minutes per the open meetings laws is to provide a record of the actions taken by a Council or a Board and evidence that the actions were taken according to proper procedures. All actions of the Council are recorded in the official minutes. Not all portions of Town of Oak Island meetings are recorded verbatim in the official minutes, with general discussion items, reports, presentations, and public comments being paraphrased or summarized in many instances. Public comments in writing should be submitted to the clerk via hard copy, electronic mail, or other means so as to ensure an exact verbatim account. The Town of Oak Island provides full coverage of meetings on Government Channel 8 and the Town website so that the Citizens and the Public may view and listen to the meetings in their entirety.

MINUTES
TOWN COUNCIL SPECIAL MEETING
TUESDAY, JUNE 16, 2026 - 5:00 PM
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL

Present: Mayor Chris Brown, Mayor Pro Tempore Bill Craft, Council members Tommy Brown, Chasey Bynum, Terri L. Cartner, and Bob Ciullo, Town Manager Kathryn Adams, and Town Clerk Lisa P. Stites MMC.

Mayor Chris Brown called the meeting to order at 5 p.m.

Closed Session:

Mayor Pro Tempore Craft made a motion to go into Closed Session at 5:00 p.m. to discuss Specific Personnel Pursuant to N.C.G.S 143-318.11(a)(6). Councilman Brown seconded, and the motion passed unanimously.

Adjourn:

Council returned to open session at 7:27 p.m. No action was taken in Closed Session.

Councilman Bynum made a motion to adjourn. Councilman Brown seconded, and the motion passed unanimously.

Chris Brown, Mayor

Attested:

Lisa P. Stites, MMC
Town Clerk

Clerk's Statement: Minutes are in compliance with the open meetings laws. The purpose of minutes per the open meetings laws is to provide a record of the actions taken by a Council or a Board and evidence that the actions were taken according to proper procedures. All actions of the Council are recorded in the official minutes. Not all portions of Town of Oak Island meetings are recorded verbatim in the official minutes, with general discussion items, reports, presentations, and public comments being paraphrased or summarized in many instances.

MINUTES
TOWN COUNCIL SPECIAL MEETING
TUESDAY, JUNE 18, 2026 - 3:00 PM
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL

Present: Mayor Chris Brown, Mayor Pro Tempore Bill Craft, Council members Tommy Brown, Chasey Bynum, Terri L. Cartner, and Bob Ciullo, and Town Clerk Lisa P. Stites MMC.

Mayor Chris Brown called the meeting to order at 3 p.m.

Closed Session:

Councilman Cartner made a motion to go into Closed Session at 3:00 p.m. to discuss Specific Personnel Pursuant to N.C.G.S 143-318.11(a)(6). Councilman Ciullo seconded, and the motion passed unanimously.

Adjourn:

Council returned to open session at 4:51 p.m. No action was taken in Closed Session.

Mayor Pro Tempore Craft made a motion to adjourn. Councilman Ciullo seconded, and the motion passed unanimously.

Chris Brown, Mayor

Attested:

Lisa P. Stites, MMC
Town Clerk

Clerk's Statement: Minutes are in compliance with the open meetings laws. The purpose of minutes per the open meetings laws is to provide a record of the actions taken by a Council or a Board and evidence that the actions were taken according to proper procedures. All actions of the Council are recorded in the official minutes. Not all portions of Town of Oak Island meetings are recorded verbatim in the official minutes, with general discussion items, reports, presentations, and public comments being paraphrased or summarized in many instances.

MINUTES
TOWN COUNCIL SPECIAL MEETING
TUESDAY, JUNE 19, 2026 - 1:00 PM
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL

Present: Mayor Chris Brown, Mayor Pro Tempore Bill Craft, Council members Tommy Brown, Chasey Bynum, Terri L. Cartner, and Bob Ciullo, and Town Clerk Lisa P. Stites MMC. (Mayor Brown joined Council in Closed Session.)

Mayor Pro Tempore Craft called the meeting to order at 1 p.m.

Closed Session:

Councilman Brown made a motion to go into Closed Session at 1:01 p.m. to discuss Specific Personnel Pursuant to N.C.G.S 143-318.11(a)(6). Councilman Cartner seconded, and the motion passed unanimously.

Adjourn:

Council returned to open session at 4:25 p.m. No action was taken in Closed Session.

Councilman Bynum made a motion to adjourn. Councilman Bown seconded, and the motion passed unanimously.

Chris Brown, Mayor

Attested:

Lisa P. Stites, MMC
Town Clerk

Clerk's Statement: Minutes are in compliance with the open meetings laws. The purpose of minutes per the open meetings laws is to provide a record of the actions taken by a Council or a Board and evidence that the actions were taken according to proper procedures. All actions of the Council are recorded in the official minutes. Not all portions of Town of Oak Island meetings are recorded verbatim in the official minutes, with general discussion items, reports, presentations, and public comments being paraphrased or summarized in many instances.

MINUTES
TOWN COUNCIL SPECIAL MEETING
TUESDAY, JUNE 22, 2026 - 2:00 PM
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL

Present: Mayor Chris Brown, Mayor Pro Tempore Bill Craft, Council members Tommy Brown, Chasey Bynum, Terri L. Cartner, and Bob Ciullo, Town Manager Kathryn Adams, and Town Clerk Lisa P. Stites MMC. Town Attorney Lydia Lavelle and Bob Hornik, also with the Brough Law Firm, attended the Closed Session via Teams.

Mayor Chris Brown called the meeting to order at 2 p.m.

Report from Manager: Ms. Adams reported to Council that a typographical error had been fixed in the Fee Schedule. The amount for the Sewer District Fee was discussed throughout the budget process as being reduced from \$601.78 to \$600, and that has been corrected in the 2026-2027 Fee Schedule.

Closed Session:

Councilman Ciullo made a motion to go into Closed Session at 2:02 p.m. to Consult with the Town Attorney to Preserve the Attorney/Client Privilege and to Discuss Specific Personnel Pursuant to N.C.G.S 143-318.11(a)(3) and (6). Councilman Cartner seconded, and the motion passed unanimously.

Adjourn:

Council returned to open session at 4:13 p.m. No action was taken in Closed Session.

Councilman Bynum made a motion to adjourn. Councilman Cartner seconded, and the motion passed unanimously.

Chris Brown, Mayor

Attested:

Lisa P. Stites, MMC
Town Clerk

Clerk's Statement: Minutes are in compliance with the open meetings laws. The purpose of minutes per the open meetings laws is to provide a record of the actions taken by a Council or a Board and evidence that the actions were taken according to proper procedures. All actions of the Council are recorded in the official minutes. Not all portions of Town of Oak Island meetings are recorded verbatim in the official minutes, with general discussion items, reports, presentations, and public comments being paraphrased or summarized in many instances.

MINUTES
TOWN COUNCIL SPECIAL MEETING
WEDNESDAY, JULY 1, 2026 - 3:00 PM
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL

Present: Mayor Chris Brown, Mayor Pro Tempore Bill Craft, Council members Tommy Brown, and Chasey Bynum, Interim Town Manager Kent Jackson, and Town Clerk Lisa P. Stites MMC.

Mayor Chris Brown called the meeting to order at 3 p.m. Mayor Brown said that Council members Cartner and Ciullo were not present but were excused.

Closed Session:

Councilman Bynum made a motion to go into Closed Session at 3 p.m. to Discuss Potential Land Acquisition Pursuant to N.C.G.S 143-318.11(a)(5). Councilman Brown seconded, and the motion passed unanimously.

Adjourn:

Council returned to open session at 3:24 p.m. No action was taken in Closed Session.

Mayor Pro Tempore Craft made a motion to adjourn. Councilman Bynum seconded, and the motion passed unanimously.

Chris Brown, Mayor

Attested:

Lisa P. Stites, MMC
Town Clerk

Clerk's Statement: Minutes are in compliance with the open meetings laws. The purpose of minutes per the open meetings laws is to provide a record of the actions taken by a Council or a Board and evidence that the actions were taken according to proper procedures. All actions of the Council are recorded in the official minutes. Not all portions of Town of Oak Island meetings are recorded verbatim in the official minutes, with general discussion items, reports, presentations, and public comments being paraphrased or summarized in many instances.

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT:	Consideration of Approving Excused Absences for an Advisory Board Member
DATE:	July 10, 2026
DEPARTMENT:	Administration

Subject Summary: Recent changes to the Town's Boards and Committees Handbook included changes to the absentee policy for advisory board members. The policy now states the following: "Whenever any appointee shall miss two consecutive meetings or three meetings in a 12-month period, the Town Clerk will send an email and/or letter notifying the member of their removal from the board."

The Town Clerk has received a request from Lisa Fitzgerald, member of the Business Advisory Board, for a brief leave of absence from that board due to two consecutive absences. One of the meetings missed, June 30, was not the normal meeting date for the board, and had the date not been changed, she would have been able to attend. The rescheduled date was during an already planned vacation. The July meeting date coincides with an important work meeting Ms. Fitzgerald must attend.

Ms. Fitzgerald is in her third year serving on this Board, and in her request for consideration, she wrote that she values the opportunity to serve in this capacity and that she remains committed to contributing to the important work of the group.

Suggested Motion: I make a motion to excuse the absences of Lisa Fitzgerald, member of the Business Advisory Board.

Financial Impact Statement: N/A

Legal Review: N/A

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT:	Consideration of Contract for Annual Beach Monitoring
DATE:	July 10, 2026
DEPARTMENT:	Administration

Subject Summary: Since 2015, the Town has contracted annually with Moffatt & Nichol for monitoring the beach. The Caswell Beach/Fort Caswell survey was added in 2020 to comply with permit conditions from federal and state regulatory agencies related to the use of Jay Bird Shoals as a borrow source for the 2020/2021 and 2021/2022 beach nourishment projects, and 2025 was the last year for that requirement. The cost for this year's monitoring is \$71,919, which includes subcontracting the survey work. The proposed contract is attached for Council's consideration, along with the proposal from Moffatt & Nichol.

Attachments:

[Contract 2026 Annual Monitoring](#)

[Proposal Annual Beach Monitoring 2026_Scope of Work](#)

Suggested Motion: I make a motion to approve the contract with Moffatt & Nichol for annual beach monitoring in the amount of \$71,919, and to authorize the Interim Town Manager to execute the contract.

Financial Impact Statement: Money included in the budget for this project.

Legal Review: The Town Attorney has reviewed the contract.

AGREEMENT BETWEEN CLIENT AND ENGINEER FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made on the ____ day of July, 2026, by and between, Town of Oak Island hereinafter called CLIENT, and Moffatt & Nichol, hereinafter called ENGINEER, for the following Project (the "Project"):

Year 2026 Annual Beach Monitoring Surveys

The CLIENT and ENGINEER for mutual consideration agree as set forth below:

1.0 ENGINEER'S SERVICES

The ENGINEER shall perform professional services in connection with the Project, as set forth below, and as may be further described in Exhibit "A".

- Topographic and hydrographic surveys of transect stations within the Town Boundary.
- Topographic and hydrographic surveys of transect stations within Eastern Channel and Lockwoods Folly Inlet.
- Preparation of annual beach monitoring report.

2.0 ENGINEER'S CHARGE

In accordance with this Agreement, the ENGINEER shall provide professional services for which the CLIENT shall compensate Engineer and the total compensation shall not exceed the dollar amount indicated herein, and as may be further described in Exhibit "B".

☒ LUMP SUM. Compensation for these services shall be a Lump Sum of \$71,919.

3.0 INSURANCE AND LIABILITY PROVISIONS

- 3.1 The ENGINEER shall acquire and maintain statutory workmen's compensation insurance coverage, employer's liability with limits of \$1,000,000, commercial general liability insurance coverage with limits of \$1,000,000 each occurrence/\$2,000,000 aggregate, automobile liability with limits of \$1,000,000 combined single limit, and professional liability insurance coverage with limits of \$1,000,000 per claim and aggregate.
- 3.2 The ENGINEER agrees to indemnify and hold harmless CLIENT against any damages, liability, costs or expenses ("Claims") to the extent such Claims are caused by a negligent act, error or omission of ENGINEER.
- 3.3 The CLIENT agrees to limit the ENGINEER's liability to the CLIENT and to any other contractor, consultant, subcontractor or subconsultant working on the Project, such that the total aggregate liability of the ENGINEER to those named shall not exceed the ENGINEER's total fee for services rendered under this Agreement.

4.0 CLIENT'S RESPONSIBILITY

The CLIENT shall, unless otherwise provided for in this Agreement, at no cost to the ENGINEER:

- 4.1 Furnish to the ENGINEER all survey and all soils data, as well as other Project documentation as may be requested by ENGINEER, and upon which ENGINEER may reasonably rely.
- 4.2 The ENGINEER makes no representations concerning soil conditions and is not responsible for any liability that may arise out of the performance or failure to perform soils investigations and testing.

- 4.3 Guarantee full and free access for the ENGINEER to enter upon all property required for the performance of the ENGINEER's services.
- 4.4 Give prompt written notice to the ENGINEER whenever the CLIENT observes or otherwise becomes aware of any defect in the Project or other event which may substantially affect the ENGINEER's performance of services under this Agreement.

5.0 REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to ENGINEER's compensation for *reasonably necessary* services performed on an Hourly Rate basis and include expenditures made by the ENGINEER, his employees or his consultants in the interest of the Project.

6.0 PAYMENTS TO THE ENGINEER

- 6.1 Progress payments shall be made in proportion to services rendered or as otherwise indicated within this Agreement and shall be due and owing upon the ENGINEER's submittal of any invoice. Past due amounts owed shall include a late payment Finance Charge which will be computed at the periodic rate of 1% per month, which is an Annual Percentage Rate of 12%, and will be applied to any unpaid balance 30 days after the date of the original invoice.
- 6.2 The ENGINEER may, upon seven days written notice, suspend services if CLIENT fails to make payments.
- 6.3 No deductions shall be made from the ENGINEER's compensation on account of penalty or other sums withheld from payments to Contractors.
- 6.4 Hourly Rates and Reimbursable Expenses shall be subject to periodic revision as stated on the Rate Schedule. In the event revisions are made during the lifetime of this Agreement, the increased or decreased Hourly Rates and Reimbursable Expenses shall apply to all remaining compensation for services performed by the ENGINEER when such rates provide the basis for the ENGINEER's compensation.
- 6.5 If the Project is delayed or if the ENGINEER's services for the Project are delayed or suspended for more than three months for reasons beyond the ENGINEER's control, the ENGINEER may, after giving seven days written notice to the CLIENT, terminate this Agreement and the CLIENT shall compensate the ENGINEER in accordance with the termination provision contained hereinafter in this Agreement.

7.0 GENERAL PROVISIONS

- 7.1 The CLIENT shall not reuse any of the ENGINEER's instruments of service on extensions of this Project or on any other project without the prior written permission of the ENGINEER. Any unauthorized reuse shall be at the CLIENT's risk and the CLIENT agrees to defend, indemnify and hold harmless the ENGINEER from all claims, damages, and expenses including attorney's fees arising out of such unauthorized reuse of the ENGINEER's instruments of service by the CLIENT OR BY OTHERS ACTING THROUGH THE CLIENT OR BY OTHERS WORKING THROUGH THE CLIENT. Provided however, all drawings, specifications and other work data of the ENGINEER for this Project shall become property of CLIENT once CLIENT has compensated ENGINEER for said drawings, specifications, and other work data pursuant to the terms of this Agreement.
- 7.2 Neither the CLIENT nor the ENGINEER shall delegate his duties under this Agreement without the written consent of the other.
- 7.3 **TERMINATION FOR CAUSE.** This Agreement may be terminated by either party by seven days written notice in the event of substantial failure to perform in accordance with the terms of this Agreement by the other party through no fault of the terminating party. If this Agreement is terminated, the ENGINEER shall be paid for *non-defaulting* services performed to the termination notice date including Reimbursable Expenses due plus Termination Expenses. Termination Expenses are defined as *the reasonable and necessary* Reimbursable Expenses

directly attributable to termination.

TERMINATION FOR CONVENIENCE. CLIENT may terminate this Agreement for any reason upon sixty (60) day written notice to ENGINEER. If this Agreement is terminated by CLIENT without cause, the ENGINEER shall be paid for services performed to the termination notice date including Reimbursable Expenses due plus Termination Expenses. Termination Expenses are defined as the reasonable and necessary Reimbursable Expenses directly attributable to termination.

- 7.4 This Agreement represents the entire and integrated agreement between the CLIENT and the ENGINEER and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the CLIENT and the ENGINEER.
- 7.5 Any dispute or claim arising out of this Agreement shall be determined as follows: CLIENT and ENGINEER will negotiate in good faith to reach agreement. If negotiations are unsuccessful, ENGINEER and CLIENT agree the dispute shall be settled by mediation. In the event the dispute or any issues remain unresolved, the disagreement shall be decided by such remedies of law as they are available to the parties. This Agreement shall be governed by the laws of the State of North Carolina. *Brunswick County Superior Court shall be the exclusive venue to adjudicate any suites arising out or pertaining to this Agreement.*
- 7.6 Neither Party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.
- 7.7 In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
- 7.8 The ENGINEER is not responsible for design and construction review services relating to the Contractor's safety precautions or to means, methods, techniques, sequences, or procedures required for the Contractor to perform his work. Omitted services include but are not limited to shoring, scaffolding, underpinning temporary retainment of excavations and any erection methods and temporary bracing.
- 7.9 The ENGINEER intends to render his services under this Agreement in accordance with generally accepted professional practices for the intended use of the Project and makes no warranty either express or implied.
- 7.10 Any estimate of construction costs prepared by the ENGINEER represents his judgment as a design professional and is supplied for the general guidance of the CLIENT. Since the ENGINEER has no control over the cost of labor and material, or over competitive bidding or market conditions, the ENGINEER does not guarantee the accuracy of such estimates as compared to Contractor bids or actual cost to the CLIENT.
- 7.11 (a) The parties shall comply with all applicable federal, state, and local laws, ordinances, rules, regulations, and orders in effect on the date of this Agreement, including applicable non-U.S. laws and regulations.

(b) Neither party shall, directly or indirectly, undertake, cause or permit to be undertaken any activity related to this Agreement that is illegal under any applicable law, regulation, ordinance or other governmental requirement, including without limitation, the U.S. Foreign Corrupt Practices Act and the UK Bribery Act. In addition, no Party shall give, offer, promise or authorize, directly or indirectly, in connection with this Agreement, anything of value to an official, officer, employee or any other person in an official capacity for or on behalf of any government, state-owned enterprise, agents or advisors to other international organizations.

(c) If either party breaches any of the covenants contained in this Article, the non-breaching

party shall have the right to immediately terminate this Agreement without penalty and shall be indemnified by the breaching party against all losses arising under this Article 7.12.

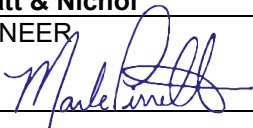
8.0 NOTICES

Any notices required to be given under this Agreement may be given by enclosing the same in a sealed envelope, postage prepaid, addressed as follows:

CLIENT:	Town of Oak Island
	4601 E. Oak Island Drive
	Oak Island, NC 28465
Attention:	Kathryn Adams, Town Manager
ENGINEER:	Moffatt & Nichol
	4700 Falls of Neuse Road, Suite 300
	Raleigh, NC 27609
Attention:	Brandon Grant, PE

Notices shall be deposited in the U.S. Postal Service. When so given, such notice shall be given from the time of mailing the same.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement which is in effect as of the day and year first above written when signed by both parties.

Moffatt & Nichol
ENGINEER
By: 
Name: Mark A. Pirrello, P.E.
Title: Managing Principal
Date: 06/30/2026

Town of Oak Island
CLIENT
By: _____
Name: _____
Title: _____
Date: _____

EXHIBIT “A”

STATEMENT OF SERVICES

Provide hydrographic and topographic surveys and prepare report on annual beach monitoring as described in the proposal dated May 14, 2026.

May 14, 2026

Kathryn Adams
Town Manager
Town of Oak Island
4601 E. Oak Island Dr
Oak Island, NC 28465

**Subject: Year 2026 Annual Beach Monitoring Surveys
Oak Island, North Carolina**

Dear Ms. Adams:

Moffatt & Nichol (M&N) has prepared this proposal to conduct the Year 2026 annual beach monitoring survey of the Town, and collection of survey data along the Caswell Beach shoreline. Annual beach monitoring surveys have been conducted since 2015 by M&N to assess shoreline and volumetric changes due to background accretional/erosional trends and storm events. The 2026 analysis will incorporate the recently adopted Beach Management Plan trigger volume analysis for the Oak Island Oceanfront to monitor the level of protection based on the survey. Note that the Caswell Beach monitoring surveys and analysis required by a federal permit condition on the 2021/2022 beach nourishment project were completed in 2025 and have been removed from this scope of work. Additionally, the post construction borrow area monitoring of the OSOKI Borrow Area, as required by a federal permit condition on the 2025/2026 beach nourishment project, is not included in this scope of work.

Scope of Work:

Task 1 – Year 2026 Annual Beach Monitoring Surveys – Oak Island

Topographic/hydrographic surveys will be collected along transect stations established in 2015 within the Town boundary and in Lockwoods Folly Inlet and Eastern Channel. The transects will extend from the baseline (past landward toe of dune) out to a depth of approximately 30 feet of water (well past the depth of closure). Topographic (land) and hydrographic (water) survey methods will be used to collect the data. The location and number of transects are summarized below:

- Lockwoods Folly Inlet (29 profiles)
- Eastern Channel (102 profiles)
- Beach Monitoring Oak Island (52 profiles) Station 210+00 to 700+00
- Beach Monitoring Oak Island hotspot (12 profiles) Station 652+00 to 678+00

Deliverables:

- Survey data in x, y, z format. Data is referenced to North American Datum of 1983 (NAD83 2011) – North Carolina State Plane Zone 3200 horizontal datum and North American Vertical Datum of 1988 (NAVD88) vertical datum.

Task 2 – Year 2026 Annual Beach Monitoring Report – Oak Island

Shoreline change will be computed between Year 2025 and Year 2026 for the Oak Island shoreline surveys based on the Mean High Water (MHW) elevation. M&N will report these results at each transect as well as the average changes for each geographic shoreline reach.

Volume changes will also be computed at strategically selected profile elevations to capture tracking of sand movement along the profile. These volume changes are calculated from the approximate structure location to the following elevations on the profile:

- Mean High Water (+1.8 ft NAVD88)
- Wading Depth (-5 ft NAVD88)
- Offshore Bar (-12 ft NAVD88)
- Offshore – Seaward Bar (-20 ft NAVD88)
- Approximate Depth of Closure (-25 ft NAVD88)

M&N will report these volume changes at each transect as well as the overall changes for each geographic shoreline reach. Additionally, the recently adopted Beach Management Plan trigger analysis will be incorporated into this report in order to monitor the current level of protection at the time of survey. Relative volume changes, associated with shoaling, in Eastern Channel and Lockwoods Folly Inlet will also be calculated. A report will be prepared that summarizes the shoreline and volume change analyses, with a discussion on consistency with the objectives of Oak Island Beach and Inlet Management Plan.

Deliverables:

- Annual beach monitoring assessment report in PDF format.

Fee:

We have provided a summary of lump sum fees for the tasks below. A more detailed breakdown of the fees is attached.

Task	Fee
TASK 1: Year 2026 Annual Beach Monitoring Survey – Oak Island	\$27,143
TASK 2: Year 2026 Annual Beach Analysis & Monitoring Report – Oak Island	\$44,776
TOTAL	\$71,919

May 14, 2026

If you have any questions or concerns, please feel free to contact me or Beth Sciaudone anytime. As always, thank you for the opportunity to serve the Town of Oak Island.

Sincerely,

MOFFATT & NICHOL

Brandon Grant, P.E.
Project Manager

Mark Pirrello, P.E.
Managing Principal



Fee Proposal
Year 2026 Annual Beach Monitoring



Town of Oak Island
 Year 2026 Annual Beach Monitoring
 Town of Oak Island, NC

Proposal No: 10128/18

Date: May 14, 2026

I. MAN-HOUR BUDGET BY LABOR COSTS

Task	Classification	Rate	Princ.	Project Manager	Superv. Engineer	Senior Engineer	Eng. III	Eng. II	Eng. I	Staff Engineer	Senior Tech.	ACAD Designer	ACAD CADD II	ACAD CADD I	Project Control	Word Proc.	General Clerical	Total Hours	Total Labor Cost
1	Year 2026 Annual Beach Monitoring Surveys																		
2	Year 2026 Annual Beach Assessment Report		2	-	-	24	-	-	52	126	-	-	12	-	-	-	-	216	\$ 44,556.00
3																			
4																			
5																			
6																			
7																			
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20																			
			Total Labor Budget	\$ 700.00	\$ -	\$ -	\$ 7,176	\$ -	\$ -	\$ 11,648	\$ 22,680	\$ -	\$ -	\$ 2,352	\$ -	\$ -	\$ -	216	\$ 44,556.00
			Labor Budget Distribution	2%	0%	0%	16%	0%	0%	26%	51%	0%	0%	5%	0%	0%	0%		
			Total Labor Hours	2	-	-	24	-	-	52	126	-	-	12	-	-	-		
			Labor Hours Distribution	1%	0%	0%	11%	0%	0%	24%	58%	0%	0%	6%	0%	0%	0%	100%	
			Man-weeks	0.1	0.0	0.0	0.6	0.0	0.0	1.3	3.2	0.0	0.0	0.3	0.0	0.0	0.0	5.4	

II. SUMMARY

Task	Total Cost Labor	Total Cost Subconsultants	Total Cost Travel	Total Cost Miscellaneous	Total Cost
1	\$ -	\$ 27,143.00	\$ -	\$ -	\$ 27,143.00
2	\$ 44,556.00	\$ -	\$ 220.00	\$ -	\$ 44,776.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
					\$ 71,919.00

Date: May 14, 2026

I. MAN-HOUR BUDGET BY LABOR COSTS FOR TASK 1

35

Fee Proposal
Year 2026 Annual Beach Monitoring



Town of Oak Island
Year 2026 Annual Beach Monitoring
Town of Oak Island, NC

Proposal No: 10128/18

Date: May 14, 2026

Task

1 Year 2026 Annual Beach Monitoring Surveys

II. SUBCONSULTANTS COSTS FOR TASK 1

					Cost	Markup	Fee		Total Cost
1	GBA NC Oaks Island				\$ 25,850	5%	\$ 1,293		\$ 27,142.50
2					\$ -	5%	\$ -		\$ -
3					\$ -	5%	\$ -		\$ -
4					\$ -	5%	\$ -		\$ -
5					\$ -	5%	\$ -		\$ -
Subtotal Subconsultants									\$ 27,143.00

III. TRAVEL COSTS FOR TASK 1

									Total Cost
Gas for Rental Car	0	miles	@	\$ 0.20	per mile				\$ -
Rental Vehicle	0	days	@	\$ 100.00	per day				\$ -
Airfare	0	trips	@	\$ -	per trip				\$ -
Lodging	0	days	@	\$ 150.00	per day				\$ -
Meals	0	days	@	\$ 25.00	per day				\$ -
Parking	0	days	@	\$ 20.00	per day				\$ -
Subtotal Travel									\$ -

IV. MISCELLANEOUS COSTS FOR TASK 1

IV. MISCELLANEOUS COSTS FOR TASK 1										Total Cost
						Cost	Markup	Fee		
Mylar Plots (B/W)	0	SFs	@	\$ 2.50	per SF	\$ -	-	\$ -		\$ -
Color Plots	0	SFs	@	\$ 4.50	per SF	\$ -	-	\$ -		\$ -
Vellum Plots (B/W)	0	SFs	@	\$ 1.50	per SF	\$ -	-	\$ -		\$ -
Bond Plots (B/W)	0	SFs	@	\$ 1.00	per SF	\$ -	-	\$ -		\$ -
Document Reproduction	0	sheets	@	\$ 0.15	per sheet	\$ -	-	\$ -		\$ -
Delivery	0	pkgs	@	\$ 50.00	per pkg	\$ -	-	\$ -		\$ -
Telephone/Fax	0	mins	@	\$ 0.15	per min	\$ -	-	\$ -		\$ -
I&R/Diving Equipment	0	days	@	\$ 1,000	per day	\$ -	-	\$ -		\$ -
Outside Services						\$ -	-	\$ -		\$ -
						\$ -	-	\$ -		\$ -
						\$ -	-	\$ -		\$ -
						\$ -	-	\$ -		\$ -
Adv. Services Fee	-	none	@	2.0%		\$ -	-			\$ -
Subtotal Miscellaneous										\$ -

V. SUMMARY FOR TASK 1

									Total Cost
Total Engineering Services									\$ -
Total Subconsultant Services									\$ 27,143.00
Total Travel									\$ -
Total Miscellaneous Costs									\$ -
Total Fee for Task 1									\$ 27,143.00

Date: May 14, 2026

[illegible]

Fee Proposal
Year 2026 Annual Beach Monitoring



Town of Oak Island
Year 2026 Annual Beach Monitoring
Town of Oak Island, NC

Proposal No: 10128/18

Date: May 14, 2026

Task
2 Year 2026 Annual Beach Assessment Report

II. SUBCONSULTANTS COSTS FOR TASK 2

						Cost	Markup	Fee		Total Cost
1							5%	\$ -	\$	-
2							5%	\$ -	\$	-
3						\$ -	5%	\$ -	\$	-
4						\$ -	5%	\$ -	\$	-
5						\$ -	5%	\$ -	\$	-
Subtotal Subconsultants										\$ -

III. TRAVEL COSTS FOR TASK 2

										Total Cost
Gas for Rental Car	350	miles	@	\$ 0.20	per mile				\$	70.00
Rental Vehicle	1	days	@	\$ 100.00	per day				\$	100.00
Airfare	0	trips	@	\$ -	per trip				\$	-
Lodging	0	days	@	\$ 150.00	per day				\$	-
Meals	2	days	@	\$ 25.00	per day				\$	50.00
Parking	0	days	@	\$ 20.00	per day				\$	-
Subtotal Travel										\$ 220.00

IV. MISCELLANEOUS COSTS FOR TASK 2

						Cost	Markup	Fee		Total Cost
Mylar Plots (B/W)	0	SFs	@	\$ 2.50	per SF	\$ -	-	\$ -	\$	-
Color Plots	0	SFs	@	\$ 4.50	per SF	\$ -	-	\$ -	\$	-
Vellum Plots (B/W)	0	SFs	@	\$ 1.50	per SF	\$ -	-	\$ -	\$	-
Bond Plots (B/W)	0	SFs	@	\$ 1.00	per SF	\$ -	-	\$ -	\$	-
Document Reproduction	0	sheets	@	\$ 0.15	per sheet	\$ -	-	\$ -	\$	-
Delivery	0	pkgs	@	\$ 50.00	per pkg	\$ -	-	\$ -	\$	-
Telephone/Fax	0	mins	@	\$ 0.15	per min	\$ -	-	\$ -	\$	-
I&R/Diving Equipment	0	days	@	\$ 1,000	per day	\$ -	-	\$ -	\$	-
Misc						\$ -	-	\$ -	\$	-
						\$ -	-	\$ -	\$	-
						\$ -	-	\$ -	\$	-
Adv. Services Fee	-	none	@	2.0%		\$ -	-	\$ -	\$	-
Subtotal Miscellaneous										\$ -

V. SUMMARY FOR TASK 2

		Total Cost
Total Engineering Services	\$	44,556.00
Total Subconsultant Services	\$	-
Total Travel	\$	220.00
Total Miscellaneous Costs	\$	-
Total Fee for Task 2		\$ 44,776.00

April 24, 2026

Brandon Grant
Moffatt & Nichol
4700 Falls of Neuse Road, Suite 300
Raleigh, NC 27609

RE: Quotation – Oak Island Shoreline Mapping, Oak Island and Vicinity, Brunswick County, North Carolina

Dear Mr. Grant,

Please find Gahagan & Bryant Associates' (GBA) quotation for the Oak Island Shoreline Mapping located in Oak Island and Vicinity, Brunswick County, North Carolina. GBA anticipates the surveys to occur summer of 2026 (June – August). As envisioned, GBA estimates one to two weeks of data collection. Deliverables will be provided within two weeks of completing the survey. All work will be performed under the supervision of a Certified Hydrographer and North Carolina PLS.

Lump Sum Tasks

The following items will be provided on a lump sum basis:

Data processing, QAQC, internal GBA crew scheduling, mobilization, setup of project files, CAD files for internal GBA use, final survey report and deliverables will be included in each lump sum task.

Deliverables include: xyz and BMAP files in standard format and certified survey report. If requested, additional surveys, deliverables, volumes, office support, or reporting will be billed at the attached rates.

Oak Island Oceanfront \$12,900

Includes topographic and single-beam hydrographic surveys of 64 beach profiles, station 210+00 - 700+00 as listed on the project quote request. Surveys will extend landward to the baseline provided and to the seaward extent of the provided transects.

Eastern Channel \$4,990

Includes single-beam hydrographic surveys of eastern channel stations 00+00 - 101+00 (102 lines in total) as listed on the project request. Survey lines will extend from bank to bank or to the extent of the provided transects whichever occurs first. The survey within Reach 1 of the Eastern Channel will extend from the northern bank to the southern bank and will include topographic surveys of any exposed sandbars.

Lockwood Folly Inlet**\$7,960**

This lump sum includes a single beam survey of the Lockwood Folly Inlet stations 0+00 – 56+00 on the provided survey transects (29 lines in total). Surveys will run bank to bank inside the throat of the inlet or to the extent of the provided survey transects, whichever is first.

Survey Cost Summary

Oak Island Oceanfront	\$12,900
Eastern Channel	\$4,990
Lockwood Folly Inlet	\$7,960
<u>Total</u>	<u>\$25,850</u>

**Unless otherwise mutually agreed in writing, the pricing validity period will be 120 days from submission of GBA's survey services quotation. Should the pricing validity period expire before a notice to proceed is issued for the quoted work, GBA reserves the right to review and adjust pricing in accordance with resource availability and current market conditions. Any adjustments to the quoted pricing will be mutually agreed upon prior to the commencement of work.

GBA personnel will be capable of performing all required surveys as established by the USACE in *Engineering Manual 1110-2-1003, Hydrographic Surveys* and *Engineering Manual 1110-1-1005, Topographic Surveys*, as well as any necessary control surveys. If you have any questions, or require further information regarding this proposal, please do not hesitate to call me at 910.313.3338 or 704.252.0315.

Best regards,



Tyler Littlefield, PE
Division Manager

GAHAGAN & BRYANT ASSOCIATES, INC.
PERSONNEL BILLING RATES - AS OF June 2025

	Billing Rates \$/Hour
<i>Engineering Rates:</i>	
Principal	320.00
Sr. Associate	360.00
Associate	232.00
Sr. Engineer / Scientist	188.00
Engineer / Scientist 2	141.00
Engineer / Scientist 1	116.00
Sr. Technician	145.00
Technician 2	109.00
Technician 1	92.00
Administrative	121.00

Rates may be adjusted for escalation during each calendar year

Direct cost items, travel and expenses will be billed at at cost plus 5%.

EXHIBIT “B”

COMPENSATION AND PAYMENT

The work will be performed for a lump sum fee of \$71,919 as described in the proposal dated May 14, 2026.

May 14, 2026

Kathryn Adams
Town Manager
Town of Oak Island
4601 E. Oak Island Dr
Oak Island, NC 28465

**Subject: Year 2026 Annual Beach Monitoring Surveys
Oak Island, North Carolina**

Dear Ms. Adams:

Moffatt & Nichol (M&N) has prepared this proposal to conduct the Year 2026 annual beach monitoring survey of the Town, and collection of survey data along the Caswell Beach shoreline. Annual beach monitoring surveys have been conducted since 2015 by M&N to assess shoreline and volumetric changes due to background accretional/erosional trends and storm events. The 2026 analysis will incorporate the recently adopted Beach Management Plan trigger volume analysis for the Oak Island Oceanfront to monitor the level of protection based on the survey. Note that the Caswell Beach monitoring surveys and analysis required by a federal permit condition on the 2021/2022 beach nourishment project were completed in 2025 and have been removed from this scope of work. Additionally, the post construction borrow area monitoring of the OSOKI Borrow Area, as required by a federal permit condition on the 2025/2026 beach nourishment project, is not included in this scope of work.

Scope of Work:

Task 1 – Year 2026 Annual Beach Monitoring Surveys – Oak Island

Topographic/hydrographic surveys will be collected along transect stations established in 2015 within the Town boundary and in Lockwoods Folly Inlet and Eastern Channel. The transects will extend from the baseline (past landward toe of dune) out to a depth of approximately 30 feet of water (well past the depth of closure). Topographic (land) and hydrographic (water) survey methods will be used to collect the data. The location and number of transects are summarized below:

- Lockwoods Folly Inlet (29 profiles)
- Eastern Channel (102 profiles)
- Beach Monitoring Oak Island (52 profiles) Station 210+00 to 700+00
- Beach Monitoring Oak Island hotspot (12 profiles) Station 652+00 to 678+00

Deliverables:

- Survey data in x, y, z format. Data is referenced to North American Datum of 1983 (NAD83 2011) – North Carolina State Plane Zone 3200 horizontal datum and North American Vertical Datum of 1988 (NAVD88) vertical datum.

Task 2 – Year 2026 Annual Beach Monitoring Report – Oak Island

Shoreline change will be computed between Year 2025 and Year 2026 for the Oak Island shoreline surveys based on the Mean High Water (MHW) elevation. M&N will report these results at each transect as well as the average changes for each geographic shoreline reach.

Volume changes will also be computed at strategically selected profile elevations to capture tracking of sand movement along the profile. These volume changes are calculated from the approximate structure location to the following elevations on the profile:

- Mean High Water (+1.8 ft NAVD88)
- Wading Depth (-5 ft NAVD88)
- Offshore Bar (-12 ft NAVD88)
- Offshore – Seaward Bar (-20 ft NAVD88)
- Approximate Depth of Closure (-25 ft NAVD88)

M&N will report these volume changes at each transect as well as the overall changes for each geographic shoreline reach. Additionally, the recently adopted Beach Management Plan trigger analysis will be incorporated into this report in order to monitor the current level of protection at the time of survey. Relative volume changes, associated with shoaling, in Eastern Channel and Lockwoods Folly Inlet will also be calculated. A report will be prepared that summarizes the shoreline and volume change analyses, with a discussion on consistency with the objectives of Oak Island Beach and Inlet Management Plan.

Deliverables:

- Annual beach monitoring assessment report in PDF format.

Fee:

We have provided a summary of lump sum fees for the tasks below. A more detailed breakdown of the fees is attached.

Task	Fee
TASK 1: Year 2026 Annual Beach Monitoring Survey – Oak Island	\$27,143
TASK 2: Year 2026 Annual Beach Analysis & Monitoring Report – Oak Island	\$44,776
TOTAL	\$71,919

May 14, 2026

If you have any questions or concerns, please feel free to contact me or Beth Sciaudone anytime. As always, thank you for the opportunity to serve the Town of Oak Island.

Sincerely,

MOFFATT & NICHOL

Brandon Grant, P.E.
Project Manager

Mark Pirrello, P.E.
Managing Principal



Fee Proposal
Year 2026 Annual Beach Monitoring



Town of Oak Island
 Year 2026 Annual Beach Monitoring
 Town of Oak Island, NC

Proposal No: 10128/18

Date: May 14, 2026

I. MAN-HOUR BUDGET BY LABOR COSTS

Task	Classification	Rate	Princ.	Project Manager	Superv. Engineer	Senior Engineer	Eng. III	Eng. II	Eng. I	Staff Engineer	Senior Tech.	ACAD Designer	ACAD CADD II	ACAD CADD I	Project Control	Word Proc.	General Clerical	Total Hours	Total Labor Cost
1	Year 2026 Annual Beach Monitoring Surveys																		
2	Year 2026 Annual Beach Assessment Report		2	-	-	24	-	-	52	126	-	-	12	-	-	-	-	216	\$ -
3																			\$ 44,556.00
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			
			Total Labor Budget	\$ 700.00	\$ -	\$ -	\$ 7,176	\$ -	\$ -	\$ 11,648	\$ 22,680	\$ -	\$ -	\$ 2,352	\$ -	\$ -	\$ -	216	\$ 44,556.00
			Labor Budget Distribution	2%	0%	0%	16%	0%	0%	26%	51%	0%	0%	5%	0%	0%	0%		
			Total Labor Hours	2	-	-	24	-	-	52	126	-	-	12	-	-	-		
			Labor Hours Distribution	1%	0%	0%	11%	0%	0%	24%	58%	0%	0%	6%	0%	0%	0%	100%	
			Man-weeks	0.1	0.0	0.0	0.6	0.0	0.0	1.3	3.2	0.0	0.0	0.3	0.0	0.0	0.0	5.4	

II. SUMMARY

Task	Total Cost Labor	Total Cost Subconsultants	Total Cost Travel	Total Cost Miscellaneous	Total Cost
1	\$ -	\$ 27,143.00	\$ -	\$ -	\$ 27,143.00
2	\$ 44,556.00	\$ -	\$ 220.00	\$ -	\$ 44,776.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
					\$ 71,919.00

Fee Proposal
Year 2026 Annual Beach Monitoring



Town of Oak Island
Year 2026 Annual Beach Monitoring
Town of Oak Island, NC

Proposal No: 10128/18

Date: May 14, 2026

Task

1 Year 2026 Annual Beach Monitoring Surveys

II. SUBCONSULTANTS COSTS FOR TASK 1

					Cost	Markup	Fee		Total Cost
1	GBA NC Oaks Island				\$ 25,850	5%	\$ 1,293		\$ 27,142.50
2					\$ -	5%	\$ -		\$ -
3					\$ -	5%	\$ -		\$ -
4					\$ -	5%	\$ -		\$ -
5					\$ -	5%	\$ -		\$ -
Subtotal Subconsultants									\$ 27,143.00

III. TRAVEL COSTS FOR TASK 1

									Total Cost
Gas for Rental Car	0	miles	@	\$ 0.20	per mile				\$ -
Rental Vehicle	0	days	@	\$ 100.00	per day				\$ -
Airfare	0	trips	@	\$ -	per trip				\$ -
Lodging	0	days	@	\$ 150.00	per day				\$ -
Meals	0	days	@	\$ 25.00	per day				\$ -
Parking	0	days	@	\$ 20.00	per day				\$ -
Subtotal Travel									\$ -

IV. MISCELLANEOUS COSTS FOR TASK 1

IV. MISCELLANEOUS COSTS FOR TASK 1										Total Cost
						Cost	Markup	Fee		
Mylar Plots (B/W)	0	SFs	@	\$ 2.50	per SF	\$ -	-	\$ -		\$ -
Color Plots	0	SFs	@	\$ 4.50	per SF	\$ -	-	\$ -		\$ -
Vellum Plots (B/W)	0	SFs	@	\$ 1.50	per SF	\$ -	-	\$ -		\$ -
Bond Plots (B/W)	0	SFs	@	\$ 1.00	per SF	\$ -	-	\$ -		\$ -
Document Reproduction	0	sheets	@	\$ 0.15	per sheet	\$ -	-	\$ -		\$ -
Delivery	0	pkgs	@	\$ 50.00	per pkg	\$ -	-	\$ -		\$ -
Telephone/Fax	0	mins	@	\$ 0.15	per min	\$ -	-	\$ -		\$ -
I&R/Diving Equipment	0	days	@	\$ 1,000	per day	\$ -	-	\$ -		\$ -
Outside Services						\$ -	-	\$ -		\$ -
						\$ -	-	\$ -		\$ -
						\$ -	-	\$ -		\$ -
						\$ -	-	\$ -		\$ -
Adv. Services Fee	-	none	@	2.0%		\$ -	-			\$ -
Subtotal Miscellaneous										\$ -

V. SUMMARY FOR TASK 1

									Total Cost
Total Engineering Services									\$ -
Total Subconsultant Services									\$ 27,143.00
Total Travel									\$ -
Total Miscellaneous Costs									\$ -
Total Fee for Task 1									\$ 27,143.00

Date: May 14, 2026

[illegible]

Fee Proposal
Year 2026 Annual Beach Monitoring



Town of Oak Island
Year 2026 Annual Beach Monitoring
Town of Oak Island, NC

Proposal No: 10128/18

Date: May 14, 2026

Task
2 Year 2026 Annual Beach Assessment Report

II. SUBCONSULTANTS COSTS FOR TASK 2

						Cost	Markup	Fee		Total Cost
1							5%	\$ -	\$	-
2							5%	\$ -	\$	-
3						\$ -	5%	\$ -	\$	-
4						\$ -	5%	\$ -	\$	-
5						\$ -	5%	\$ -	\$	-
Subtotal Subconsultants										\$ -

III. TRAVEL COSTS FOR TASK 2

										Total Cost
Gas for Rental Car	350	miles	@	\$ 0.20	per mile				\$	70.00
Rental Vehicle	1	days	@	\$ 100.00	per day				\$	100.00
Airfare	0	trips	@	\$ -	per trip				\$	-
Lodging	0	days	@	\$ 150.00	per day				\$	-
Meals	2	days	@	\$ 25.00	per day				\$	50.00
Parking	0	days	@	\$ 20.00	per day				\$	-
Subtotal Travel										\$ 220.00

IV. MISCELLANEOUS COSTS FOR TASK 2

						Cost	Markup	Fee		Total Cost
Mylar Plots (B/W)	0	SFs	@	\$ 2.50	per SF	\$ -	-	\$ -	\$	-
Color Plots	0	SFs	@	\$ 4.50	per SF	\$ -	-	\$ -	\$	-
Vellum Plots (B/W)	0	SFs	@	\$ 1.50	per SF	\$ -	-	\$ -	\$	-
Bond Plots (B/W)	0	SFs	@	\$ 1.00	per SF	\$ -	-	\$ -	\$	-
Document Reproduction	0	sheets	@	\$ 0.15	per sheet	\$ -	-	\$ -	\$	-
Delivery	0	pkgs	@	\$ 50.00	per pkg	\$ -	-	\$ -	\$	-
Telephone/Fax	0	mins	@	\$ 0.15	per min	\$ -	-	\$ -	\$	-
I&R/Diving Equipment	0	days	@	\$ 1,000	per day	\$ -	-	\$ -	\$	-
Misc						\$ -	-	\$ -	\$	-
						\$ -	-	\$ -	\$	-
						\$ -	-	\$ -	\$	-
Adv. Services Fee	-	none	@	2.0%		\$ -	-	\$ -	\$	-
Subtotal Miscellaneous										\$ -

V. SUMMARY FOR TASK 2

										Total Cost
Total Engineering Services									\$	44,556.00
Total Subconsultant Services									\$	-
Total Travel									\$	220.00
Total Miscellaneous Costs									\$	-
Total Fee for Task 2										\$ 44,776.00

Gahagan & Bryant Associates of NC, PLLC

295-A N. Green Meadows Drive
Wilmington, NC 28405
(910) 313-3338
NC LICENSE # P: 0743



April 24, 2026

Brandon Grant
Moffatt & Nichol
4700 Falls of Neuse Road, Suite 300
Raleigh, NC 27609

RE: Quotation – Oak Island Shoreline Mapping, Oak Island and Vicinity, Brunswick County, North Carolina

Dear Mr. Grant,

Please find Gahagan & Bryant Associates' (GBA) quotation for the Oak Island Shoreline Mapping located in Oak Island and Vicinity, Brunswick County, North Carolina. GBA anticipates the surveys to occur summer of 2026 (June – August). As envisioned, GBA estimates one to two weeks of data collection. Deliverables will be provided within two weeks of completing the survey. All work will be performed under the supervision of a Certified Hydrographer and North Carolina PLS.

Lump Sum Tasks

The following items will be provided on a lump sum basis:

Data processing, QAQC, internal GBA crew scheduling, mobilization, setup of project files, CAD files for internal GBA use, final survey report and deliverables will be included in each lump sum task.

Deliverables include: xyz and BMAP files in standard format and certified survey report. If requested, additional surveys, deliverables, volumes, office support, or reporting will be billed at the attached rates.

Oak Island Oceanfront

\$12,900

Includes topographic and single-beam hydrographic surveys of 64 beach profiles, station 210+00 - 700+00 as listed on the project quote request. Surveys will extend landward to the baseline provided and to the seaward extent of the provided transects.

Eastern Channel

\$4,990

Includes single-beam hydrographic surveys of eastern channel stations 00+00 - 101+00 (102 lines in total) as listed on the project request. Survey lines will extend from bank to bank or to the extent of the provided transects whichever occurs first. The survey within Reach 1 of the Eastern Channel will extend from the northern bank to the southern bank and will include topographic surveys of any exposed sandbars.

Lockwood Folly Inlet

\$7,960

This lump sum includes a single beam survey of the Lockwood Folly Inlet stations 0+00 – 56+00 on the provided survey transects (29 lines in total). Surveys will run bank to bank inside the throat of the inlet or to the extent of the provided survey transects, whichever is first.

Survey Cost Summary

Oak Island Oceanfront	\$12,900
Eastern Channel	\$4,990
Lockwood Folly Inlet	\$7,960
<u>Total</u>	<u>\$25,850</u>

**Unless otherwise mutually agreed in writing, the pricing validity period will be 120 days from submission of GBA's survey services quotation. Should the pricing validity period expire before a notice to proceed is issued for the quoted work, GBA reserves the right to review and adjust pricing in accordance with resource availability and current market conditions. Any adjustments to the quoted pricing will be mutually agreed upon prior to the commencement of work.

GBA personnel will be capable of performing all required surveys as established by the USACE in *Engineering Manual 1110-2-1003, Hydrographic Surveys* and *Engineering Manual 1110-1-1005, Topographic Surveys*, as well as any necessary control surveys. If you have any questions, or require further information regarding this proposal, please do not hesitate to call me at 910.313.3338 or 704.252.0315.

Best regards,



Tyler Littlefield, PE
Division Manager

GAHAGAN & BRYANT ASSOCIATES, INC.
PERSONNEL BILLING RATES - AS OF June 2025

	Billing Rates \$/Hour
Engineering Rates:	
Principal	320.00
Sr. Associate	360.00
Associate	232.00
Sr. Engineer / Scientist	188.00
Engineer / Scientist 2	141.00
Engineer / Scientist 1	116.00
Sr. Technician	145.00
Technician 2	109.00
Technician 1	92.00
Administrative	121.00

Rates may be adjusted for escalation during each calendar year

Direct cost items, travel and expenses will be billed at at cost plus 5%.

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT:	Consideration of a Utilities Easement and Property Owner Acknowledgement of the Terms for the Voluntary Donation Of Property to the North Carolina Department of Transportation (for the installation of pedestrian signals on East Oak Island Drive at 79th Street)
DATE:	July 10, 2026
DEPARTMENT:	Administration

Subject Summary: The Town has been working with the NC Department of Transportation (NCDOT) on a number of projects aimed at improving pedestrian safety on heavily-traveled roads in town. Lighted crosswalks have been added at nine locations along Ocean Drive and Beach Drive, a new crosswalk was added on East Oak Island Drive at 51st Street, and new sidewalks have been added as well. To read more about the Town's pedestrian safety efforts, visit OakIslandNC.gov.

In order to move forward with the crosswalks project at 79th Street and Oak Island Drive, the NCDOT requires a utility easement. NCDOT staff have prepared the proposed easement and it is included for Council's consideration.

Attachments:

[FRM4-CC](#)

[FRM7-U Jackson](#)

Suggested Motion: I make a motion to approve the Utilities Easement for the North Carolina Department of Transportation and to authorize the Interim Town Manager to sign the Easement and the Property Owner Acknowledgement of the Terms for the Voluntary Donation Of Property to the North Carolina Department of Transportation on the Town's behalf.

Financial Impact Statement: n/a

Legal Review: The paperwork has been reviewed by the Town Attorney.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

DANIEL H. JOHNSON
SECRETARY

DATE:
WBS ELEMENT: 52073.03.7
FA PROJECT:
TIP/PARCEL: BN-0031CB
COUNTY: Brunswick
DESCRIPTION: INSTALL PEDESTRIAN SIGNALS EAST OAK ISLAND DRIVE AT
79th STREET, OAK ISLAND, BRUNSWICK COUNTY, NC

Property Owner Acknowledgement of the Terms for the Voluntary Donation Of Property to the North Carolina Department of Transportation.

The undersigned property owner and/or the undersigned property owner's legal representatives freely acknowledge their desire and willingness to voluntarily transfer their ownership of privately-owned real property to the North Carolina Department of Transportation for the benefit of the above sited public transportation project without receipt of just compensation. It is further agreed and acknowledged by the undersigned property owner and/or the property owner's legal representative that the property owner and/or legal representative has been advised that he/she is entitled to have an appraisal made on his/her property to determine just compensation and the owner releases the Department from this obligation and waives any compensation in exchange for the donation of property as right of way in full settlement of his/her claim. The purpose of this document is to ensure compliance under Title 23 of the United States Code of Federal Regulations (CFR), Subchapter H (Right-of-Way and Environment), Part 710 (Right-of-Way and Real Estate), Subpart E (Property Acquisition Alternatives), Subsection .505 (Real Property Donations).

Kent Jackson – Interim Town Manager

(SEAL)

(SEAL)

Town of Oak Island

(CORPORATE SEAL)

BY: _____
Kent Jackson
Interim Town Manager
Town of Oak Island

ATTEST: _____
Lisa P. Stites
Clerk of Town of Oak Island
Town Council

ACCEPTED FOR THE DEPARTMENT OF TRANSPORTATION BY: _____

(Official Seal)	North Carolina, _____ County
	I, _____, a Notary Public for _____ County, North Carolina, certify that
	Lisa P. Stites _____ personally came before me this day and acknowledged that he/she is the CLERK of the Town of Oak Island Board of Commissioners, and that by authority duly given, the foregoing instrument was signed in its name by Kent Jackson _____, its Interim Town Manager of the Town of Oak Island, sealed with its corporate seal, and attested by Lisa P. Stites _____ as its CLERK.
	Witness my hand and official seal this the _____ day of _____, 20 _____. _____ Notary Public My commission expires: _____

Revenue Stamps \$ 0.00

PERMANENT UTILITY EASEMENT

THIS INSTRUMENT DRAWN BY Austin G. Godwin CHECKED BY Benjamin M. Sox

RETURN TO: NCDOT: Benjamin M. Sox - Division Right of Way Agent
5501 Barbados Boulevard
Castle Hayne, NC 28429

NORTH CAROLINA	TIP/PARCEL NUMBER:	<u>BN-0031CB</u>
COUNTY OF <u>Brunswick</u>	WBS ELEMENT:	<u>52073.03.7</u>
TAX PARCEL <u>79th Street</u>	ROUTE:	<u>E. Oak Island Dr. & 79th Street</u>

THIS EASEMENT, made and entered into this the _____ day of _____ 20 _____
by and between The Town of Oak Island
4601 E. Oak Island Dr.
Oak Island, NC 28465

hereinafter referred to as GRANTORS, and the Department of Transportation, an agency of the State of North Carolina, 1546 Mail Service Center, Raleigh, NC 27611, hereinafter referred to as the Department;

WITNESSETH

THAT WHEREAS, the DEPARTMENT desires to construct and maintain a utility facility through and across the property of GRANTORS,

AND WHEREAS, GRANTORS, recognizing the benefits accruing to their said property through the construction and maintenance by the DEPARTMENT of roads and highways upon or in the vicinity of said property of GRANTORS,

NOW, THEREFORE, in consideration of said benefits, and further consideration of \$ 1.00
and other valuable considerations, GRANTORS hereby release the DEPARTMENT, its successors and assigns, from any and all claims for damages by reason of the construction and maintenance of said utility facility across and through the lands of GRANTORS, and GRANTORS hereby give, grant, bargain, sell and convey unto the DEPARTMENT, its successors, and assigns, an easement for the construction and maintenance of a utility facility across and through the property of GRANTORS located in Smithville
Township, Brunswick County, and being more fully described in a deed recorded in Book _____
, Page _____, _____ County Registry, said easement being

described as follows:

Area One:

Point of beginning being N 39°10'54" W, 74.45 feet from monument "GPS1" having North Carolina State Plane coordinates (NAD83/2011) of Northing 59060.1158, Easting 2277364.3985 and located in the Northern right of way line of SR 1190 (East Oak Island Drive) (60' R/W) as it intersects the western right of way line of 79th Street (60' R/W); thence from the point of beginning and with the western right of way line of 79th Street to a point on a bearing and distance of N 00°01'53" W 30.00 feet; thence leaving the western right of way line of 79th Street to a point on a bearing and distance of N 89°58'07" E 60.00 feet in the eastern right of way line of 79th Street; thence with the eastern right of way line of 79th Street to a point on a bearing and distance of S 00°01'53" E 30.00 feet as it intersects the northern right of way line of SR 1190; thence to a point on a bearing and distance of S 89°58'07" W 0.00 feet; returning to the point and place of beginning.

Area Two:

Point of beginning being S 87°12'30" W, 47.06 feet from monument "GPS1" having North Carolina State Plane coordinates (NAD83/2011) of Northing 59060.1158, Easting 2277364.3985 and located in the Southern right of way line of SR 1190 (East Oak Island Drive) (60' R/W) as it intersects the western right of way line of 79th Street (60' R/W); thence from the point of beginning to a point on a bearing and distance of N 89°58'07" E 60.00 feet in the eastern right of way line of 79th Street as it intersects with the southern right of way line of SR 1190; thence along the eastern right of way of 79th Street to a point on a bearing and distance of S 00°01'53" E 30.00 feet; thence leaving the eastern right of way line of 79th Street to a point on a bearing and distance of S 89°58'07" W 60.00 feet in the western right of way line of 79th Street; thence with the western right of way line to a point on a bearing and distance of N 00°01'53.0" W 30.00 feet; returning to the point and place of beginning.

The final right of way plans showing the above described areas are to be certified and recorded in the Office of the Register of Deeds for said county pursuant to N.C.G.S. 136-19.4, reference to which plans is hereby made for purposes of further description and for greater certainty.

A Permanent Utility Easement (PUE) in perpetuity for the installation and maintenance of utilities as described below. The DEPARTMENT and its agents or assigns shall have the right to construct and maintain in a proper manner in, upon and through said utility easement area(s) a utility line or lines, with all necessary pipes, poles and appurtenances, together with the right at all times to enter said utility easement area(s) for the purpose of inspecting said utility line or lines and making all necessary repairs and alterations thereon: together with the right to cut away and keep clear of said utility line or lines, all trees and other obstructions inside the utility easement area(s) and to cut, fell and remove any and all trees on the premises that are or may become tall enough, in the DEPARTMENT’S, and its agents’, or assigns’ opinion, to endanger a line or other facility within the utility easement area(s) (“Danger Trees”). The DEPARTMENT and its agents or assigns shall also have the right to access the utility easement area(s) and Danger Trees at any time and from time to time by vehicles, equipment, and pedestrians, provided that such access to the utility easement area(s) and Danger Trees from outside of the utility easement area(s) shall be confined to then-existing streets, roads, and driveways to the extent they provide sufficient access.

The DEPARTMENT shall have the right to use the Permanent Utility Easement area(s) for additional working area during the above-described project. The underlying fee owner retains the right to continue to use the Permanent Utility Easement area(s) in any manner and for any purpose, provided that such use does not unreasonably interfere with the rights granted to the DEPARTMENT in this document. For example, it shall not be unreasonable for the fee owner to safely use the Permanent Utility Easement area(s) to access the easement area or the remainder of the property, or for parking.

The DEPARTMENT’S acquisition of the Permanent Utility Easement(s), by itself, does not constitute new control of access (C/A) pursuant to N.C.G.S. §§ 136-89.51 or 136-89.52. Further, this easement does not allow the DEPARTMENT or any utility to prevent the landowner from accessing the easement or the remainder of the property outside the easement.

Upon completion and acceptance by the DEPARTMENT of the above-described project, no utilities, appurtenances, or work performed by a utility or other assigns pursuant to the rights granted under the easement within the Permanent Utility Easement(s), shall be added or modified in a manner that interferes with the underlying fee owner's existing points of ingress, egress, and parking, unless appropriate substitute access or parking is provided or the DEPARTMENT provides just compensation for the taking of those rights. If existing points of ingress or egress do not exist, or if additional points of ingress or egress are desired, nothing in this easement prohibits the underlying fee owner from applying for a driveway permit from the DEPARTMENT in the ordinary course. A court of competent jurisdiction shall at all times retain the authority to determine whether the DEPARTMENT or its agents or assigns have exceeded the scope of the rights granted under the easement.

IN ADDITION, and for the aforestated consideration, the GRANTORS further hereby convey to the DEPARTMENT, its successors and assigns the following described areas and interests:

None.

This easement is subject to the following provisions only:

None.

There are no conditions to this EASEMENT not expressed herein.

To HAVE AND TO HOLD said perpetual easement for highway purposes unto the DEPARTMENT, its successors and assigns, and the GRANTORS, for themselves, their heirs, successors, executors and assigns, hereby warrant and covenant that they are the sole owners of the property; that they solely have the right to grant the easement; and that they will forever warrant and defend title to the same against the lawful claims of all persons whomsoever;

The Grantors acknowledge that the project plans for Project # 52073.03.7 have been made available to them. The Grantors further acknowledge that the consideration stated herein is full and just compensation pursuant to Article 9, Chapter 136 of the North Carolina General Statutes for the acquisition of the said interests and areas by the Department of Transportation and for any and all damages to the value of their remaining property; for any and all claims for interest and costs; for any and all damages caused by the acquisition for the construction of Department of Transportation Project # 52073.03.7 , Brunswick County; and for the past and future use of said areas by the Department of Transportation, its successors and assigns for all purposes for which the said Department is authorized by law to subject the same.

IN WITNESS WHEREOF, GRANROR, pursuant to a resolution dated _____, has caused this instrument to be signed in its corporate name by its TOWN MANAGER OF THE TOWN OF OAK ISLAND, its corporate seal hereto affixed, and attested by the CLERK OF THE TOWN OF OAK ISLAND BOARD OF COMMISSIONERS, by order of the TOWN OF OAK ISLAND BOARD OF COMMISSIONERS, this the day and year first above written

This instrument does not transfer the herein described interests unless and until this document is accepted by an authorized agent of the Department of Transportation.

Town of Oak Island

(CORPORATE SEAL) BY: _____
Kent Jackson
Interim Town Manager
Town of Oak Island

ATTEST: _____
Lisa P. Stites
Clerk of Town of Oak Island
Town Clerk

ACCEPTED FOR THE DEPARTMENT OF TRANSPORTATION BY: _____

(Official Seal)	North Carolina, _____ County
	I, _____, a Notary Public for
	_____ County, North Carolina, certify that
	Lisa P. Stites _____ personally came before me this day
	and acknowledged that he/she is the CLERK of the Town of Oak Island Board of Commissioners, and that by authority duly given, the foregoing instrument was signed in its name by Kent Jackson _____, its Interim Town Manager of the Town of Oak Island, sealed with its corporate seal, and attested by Lisa P. Stites _____ as its CLERK.
	Witness my hand and official seal this the _____ day of _____, 20 ____.
	_____ Notary Public
	My commission expires: _____

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Appointment to the Brunswick County Airport
Commission (one term expiring June 2030)
DATE: July 10, 2026
DEPARTMENT: Administration

Subject Summary: There is one position open on the Brunswick County Airport Commission with a term ending June 2030. Applicant is as follows:

Terry Thrower

Attachments:

[Terry_Thrower](#)

Financial Impact Statement: n/a

Legal Review: n/a

TOWN OF OAK ISLAND**Deputy Town Clerk**

4601 E. Oak Island Dr.
Oak Island, NC 28465
Telephone 910-201-8111
ebaker@oakislandnc.gov

COMMITTEE APPLICATION

Board/Committee: Brunswick County Airport Commission

Name: Terry Thrower **email:** terry@terrythrower.com

Home Address: 112 SE53RD St OKI 28465
(Street) (City) (Zip Code)

Mailing Address if different: _____
(Street) (City) (Zip Code)

Home Phone: _____ **Fax:** _____ **Cell:** 919-880-2310 **Business:** _____

Years resident of Oak Island: 5

Do you have a family member employed by Town of Oak Island? If yes, name: N/A

Applicant's Employer: N/A

In accordance with the Town of Oak Island Personnel Policy, a person currently employed by the agency or department for which this application is made must resign his/her position with Oak Island upon appointment. Furthermore, the applicant should have no immediate family member employed by such agency or department.

Occupation: Retired

Relevant Professional Activities: Commercial & Residential real estate development for 35+ yrs prior to retirement.

Relevant Volunteer Activities: _____

Why do you wish to serve on this board/committee?

I wish to serve on the Airport Commission to support safe operations, thoughtful long-term development, and to contribute my aviation & technical experience to the county's oversight needs

Conflict of Interest: *If a board member believes he/she has a conflict or potential conflict of interest on a particular issue, that member should state this belief to the other members of his/her respective board during a public meeting. The member should state the nature of the conflict, detailing that he/she has a separate, private, or monetary interest, either direct or indirect, in the issue under consideration. The member should then excuse himself/herself from voting on the matter.*

What areas of concern would you like to see addressed by this committee?

I would support continued focus on infrastructure upkeep, safety, balanced growth for efficiency and alignment with community needs.

Qualifications for serving:

Extensive business background with over 35 yrs of commercial, residential development and brokerage. I've been a private pilot for over 30 years with an avid interest in aviation.

Qualifications: What knowledge, skills, experience or other abilities do you have to contribute?

Other Oak Island boards/committees on which you have or are serving:

N/A

Town policy limits (i) service on volunteer boards/committees to two full consecutive terms unless Council takes action otherwise and (ii) an individual from serving on more than one board/committee at a time. Applicants will automatically resign term of previously-held board/committee appointment if Council votes to place them on the new board/committee.

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction? No

Are you willing to provide details to Town Council in a confidential setting?

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Appointment to the Board of Adjustment - one Alternate
term expiring March 2029
DATE: July 10, 2026
DEPARTMENT: Administration

Subject Summary: There is one position open on the Board of Adjustment for an Alternate with a term expiring March 2029. Applicant is as follows:
Reece Simmons

Attachments:
[Reece_Simmons](#)

Financial Impact Statement: n/a

Legal Review: n/a

TOWN OF OAK ISLAND**Deputy Town Clerk**

4601 E. Oak Island Dr.
 Oak Island, NC 28465
 Telephone 910-201-8111
 ebaker@oakislandnc.gov

COMMITTEE APPLICATION

64

Board/Committee: Board OF Ajustment
Name: Reece Simmons **email:** reece@betterbeachrentals.com
Home Address: 5111 Boss Ct. Southport 28461
 (Street) (City) (Zip Code)

Mailing Address if different: _____
 (Street) (City) (Zip Code)

Home Phone: _____ **Fax:** _____ **Cell:** 9105231734 **Business:** _____

Years resident of Oak Island: 30
Do you have a family member employed by Town of Oak Island? If yes, name: _____
Applicant's Employer: _____

In accordance with the Town of Oak Island Personnel Policy, a person currently employed by the agency or department for which this application is made must resign his/her position with Oak Island upon appointment. Furthermore, the applicant should have no immediate family member employed by such agency or department.

Occupation: Retired
Relevant Professional Activities: _____

Relevant Volunteer Activities: OI Firemans Relief Fund
Why do you wish to serve on this board/committee?
Service to the Community

Conflict of Interest: *If a board member believes he/she has a conflict or potential conflict of interest on a particular issue, that member should state this belief to the other members of his/her respective board during a public meeting. The member should state the nature of the conflict, detailing that he/she has a separate, private, or monetary interest, either direct or indirect, in the issue under consideration. The member should then excuse himself/herself from voting on the matter.*

What areas of concern would you like to see addressed by this committee?
Property rights
Qualifications for serving:
Extensive experiance in Town structure and operations

Qualifications: What knowledge, skills, experience or other abilities do you have to contribute?

Other Oak Island boards/committees on which you have or are serving:
OI Town Council, OI Planning Board (Chair), OI Board of Adjustment (Chair) Long Beach and Yaupon Beach consolidation Committee, OI Fire and EMS, OI Firemans Relief Fund

Town policy limits service on volunteer boards/committees to two terms unless Council takes action otherwise.

Date: 05/28/2026
Signature

I understand that any board or committee appointee may be removed without cause by a majority of Town Council.

Applications are kept on file for 12 months

Please use reverse side for additional comments

Please provide references' contact information on Page 2.

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT:	Consideration of Amending the 2026 Meeting Schedule to Change the August Meeting Date
DATE:	July 10, 2026
DEPARTMENT:	Council Member

Subject Summary: There is a request from Council member Cartner to move the August meeting from its regular date (Aug. 11) to the following week, August 18. The change from the second Tuesday schedule would be for August only. A revised 2026 meeting schedule is included for Council's consideration.

Attachments:

[Revised 2026 Town Council Meeting Dates](#)

Suggested Motion: I make a motion to approve the revised meeting schedule for 2026 as presented.

Financial Impact Statement: N/A

Legal Review: N/A

2026 Town Council Meeting Dates
(second Tuesdays, 6 pm – except for the January retreat, and the regular
meetings for January, March, and June;
workshops, special meetings, and/or reconvened meetings will be scheduled
for 1 pm on the Thursday following a Tuesday regular meeting)

January 20, 2026

January 29, 2025, 9 a.m. (Council retreat)

February 10, 2026

March 17, 2026

April 14, 2026

May 12, 2026

June 10, 2026 (Wednesday)

July 14, 2026

~~August 11, 2026~~ August 18, 2026

September 8, 2026

October 13, 2026

November 10, 2026

December 8, 2026

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT:	Consideration of a Request for Business License - High Tide Powersports (26-00058)
DATE:	July 10, 2026
DEPARTMENT:	Development Services

Subject Summary: PROPOSAL

Dustin Owens, applicant, is requesting approval of a business license to operate a UTV rental business within the Town of Oak Island. The business is proposed to operate seven days a week between 8 am and 5 pm. The UTVs are proposed to be stored off site and delivered directly to customers who are renting them for short-term use while on vacation.

According to the applicant, UTVs are a safer option for recreation vehicle when compared to golf carts as UTVs or "side by sides" feature reinforced caging, doors, and seats that all face forward in the direction of travel.

STATE REGULATIONS

§20-121.1. Operation of a low-speed vehicle, mini-truck, or modified utility vehicle on certain roadways., makes certain UTVs street legal on roads with a posted speed limit of 55mph or less when modified with specific equipment (Attachment 3).

TOWN COUNCIL REVIEW

Section 10-35 of the Town of Oak Island Code of Ordinances requires business license requests which propose the operation of any motorized recreational riding device whether for use on land or water be heard before the board and issued as the discretion of Town Council.

Attachments:

[Application](#)

[Business Plan Proposal](#)

[GS_20-121.1 - UTV Statute](#)

Financial Impact Statement: N/A

Legal Review: N/A

TOWN OF OAK ISLAND BUSINESS LICENSE / CHANGE OF USE APPLICATION

Section 1: Applicant Information

Name(s): <u>Dustin Dwerns</u>	Phone: <u>(980) 241-3118</u>
Street Address (mailing): <u>124 NW 20th St</u>	City/State/Zip Code: <u>OAK Island, NC 28465</u>
Email: <u>info@Hightidepowersports.com</u>	

Section 2: Business Information

Name of Business: <u>High Tide Powersports</u>	Business Email: <u>info@Hightidepowersports.com</u>
Business Type: Circle One (1) Corporation / <u>(LLC)</u> Partnership / Sole Proprietorship / Non-Profit	Business Location: <u>124 NW 20th St, Oak Island NC 28465</u>
Zoning District:	Previous Use of Structure/Unit:
Business Phone: <u>(980) 241-3118</u>	Business Mailing Address: <u>124 NW 20th St, Oak Island, NC 28465</u>
Days/Hours of Operation: <u>0800-1700 - 7 DAYS A WEEK</u>	Business Type: Circle All Applicable <u>(Service)</u> / Retail / Office / Medical

Section 3: Business Description

Brief description of business & services/products offered

We would like to offer UTV Rentals for families that are on vacation giving a much safer option than golf carts with reinforced cages, less hazardous on roadways by moving with flow of traffic on 55 mph and below zones, and preferred by property managers due to less risk of electrical fire. Will be stored at remote location and delivered to customer.

Section 4: Licenses Issued at Direction of Town Council

If the proposed business includes any of the below, please check the corresponding box

Specialty market (formerly flea market, farmers/open air market).	☒	Any motorized recreational riding device whether for use on land or in water
Beach Bingo	☐	Public Dancehall
Carnivals and/or Amusement Rides	☐	Any business not fitting an established category of the article (UDO)
Arcades	☐	

If one of the above uses is selected, please provide supplemental materials describing the business such as the operations plan, safety protocol, equipment, staff training, pictures, etc. that may be provided to the Council in their review of the permit request. Please reference the meeting dates and deadlines calendar to determine the applicable Town Council meeting.

Applicant Signature:	<u>Dustin Dwerns</u>	Date:	<u>05/27/26</u>
Owner Signature:	<u>Rebecca Janitz</u>	Date:	<u>5/27/26</u>

High Tide Motorsports is a safer and more efficient way of transportation around Oak Island. Our services will offer UTV's (commonly known as side by sides) for rental use while tourist are on vacation. The benefits of our equipment will offer a much safer option for families because of the reinforced cage offering superior structural protection, all seats facing forward and provides closable doors. They are preferred by short-term rental property owners and host over golf carts due to golf carts posing a greater risk of electrical fires. By law they are allowed to travel on roadways 55 MPH and below, allowing traffic to flow smoothly vs creating a traffic hazard on our busy roads. Operations of the business will work remotely with storage of the equipment off of Oak Island. Customers will book through our website and upon arrival/departure we will deliver and pick up the equipment at the property. Customers will agree to the many terms and conditions of use with a few being a minimum 25 years of age to rent, no off-road use, no speeding or reckless driving, etc. With GPS tracking speed and location failure to comply with terms and conditions will result in immediate repossession of equipment and fines being issued. Insurance will include specialized coverage of Commercial General Liability at \$1,000,000, fleet insurance and also provide customers with the highly recommended option to purchase 3rd party coverage to give an extra blanket of coverage as they will be fully responsible for the equipment, themselves and any other damage or bodily harm they may cause. At checkout they will acknowledge and accept all terms and conditions. Our projected plan is to maintain an inventory of 5-10 vehicles. Thank you.

§ 20-121.1. Operation of a low-speed vehicle, mini-truck, or modified utility vehicle on certain roadways.

The operation of a low-speed vehicle, mini-truck, or modified utility vehicle is authorized with the following restrictions:

- (1) A low-speed vehicle may be operated only on streets and highways where the posted speed limit is 35 miles per hour or less. A mini-truck or modified utility vehicle may be operated only on streets and highways where the posted speed limit is 55 miles per hour or less. This subdivision does not prohibit a low-speed vehicle, mini-truck, or modified utility vehicle from crossing a road or street at an intersection where the road or street being crossed has a posted speed limit of more than 35 miles per hour.
- (2) A low-speed vehicle or mini-truck shall be equipped with headlamps, stop lamps, turn signal lamps, tail lamps, reflex reflectors, parking brakes, rearview mirrors, windshields, windshield wipers, speedometer, seat belts, and a vehicle identification number. Any such required equipment shall be maintained in proper working order.
- (2a) A modified utility vehicle shall be equipped with headlamps, stop lamps, turn signal lamps, tail lamps, reflex reflectors, parking brakes, rearview mirrors, a speedometer, seat belts, and a vehicle identification number. Any such required equipment shall be maintained in proper working order. If a modified utility vehicle does not have a vehicle identification number, upon application by the owner, the Division shall assign a vehicle identification number to the modified utility vehicle prior to registration. The operator of and all passengers on a modified utility vehicle that is not equipped with a windshield and windshield wipers shall wear a safety helmet, with a retention strap properly secured, that complies with Federal Motor Vehicle Safety Standard (FMVSS) 218.
- (3) A low-speed vehicle, mini-truck, or modified utility vehicle shall be registered and insured in accordance with G.S. 20-50 and G.S. 20-309.
- (4) Notwithstanding the provisions of any other subdivision of this section, the Department of Transportation may prohibit the operation of low-speed vehicles, mini-trucks, or modified utility vehicles on any road or highway if it determines that the prohibition is necessary in the interest of safety.
- (5) Low-speed vehicles must comply with the safety standards in 49 C.F.R. § 571.500.
- (6) Regardless of age, a mini-truck shall not qualify as an antique vehicle or historic vehicle as described in G.S. 20-79.4(b). (2001-356, s. 5; 2019-34, s. 3; 2020-40, s. 3; 2021-33, s. 2; 2024-46, s. 1(c).)

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT:	Consideration of Amendments to Chapter 28 - Traffic,
DATE:	Article II - Golf Carts as Mobility Assistance Devices
DEPARTMENT:	July 10, 2026
	Council Member

Subject Summary: Mayor Pro Tempore Bill Craft placed this item on the agenda. At the June 10 meeting, Council heard from a resident who asked the Town to allow golf carts used as mobility assistance devices to be able to access the beach at SE 70th Street. Currently, there are four sections of town where such access is allowed: the last beach access on West Beach Drive and west to a point as designated by signage reflecting no further vehicle traffic; from McGlamery Street to the Oak Island Pier Complex; from SE 55th Street to SE 49th Street; and 10th Place West to 13th Place West.

Staff took the opportunity to review not only the map of the Town, but to also physically asses all of the Town's beach accesses to ensure that not only are access points equitably distributed along the beach, but that the accesses identified for such use are suitable (not too narrow, etc.). Staff has prepared a list of access points for Council's consideration, and they have been incorporated into the proposed ordinance amendments. There are a number of other "housekeeping" amendments included for Council's consideration, such as removing language about parking decals, which the Town no longer uses.

History of the golf cart as mobility assistance device ordinances and access to the beach for handicapped persons:

In 2014, the Town adopted ordinances to allow unregistered golf carts to be used as mobility assistance devices on Town streets. At the time, it came to the attention of the Police Department that the Town could no longer allow unregistered golf carts on the roads without local ordinances. (Low-speed vehicles, or LSVs, are different from golf carts -- LSVs must be registered with the NCDMV, and are treated the same as cars and trucks.) The ordinance enacted in 2014 allowed the Police Department to issue an annual permit for unregistered golf carts to be used as mobility assistance devices, and provided specific rules for use on Town streets (such as safety equipment and insurance being required, etc.).

In 2023, a few ordinance amendments were adopted. One of those changes was to Sec. 28-6, such as changing the title from “Exceptions for Motorized Wheelchairs” to “Exceptions for Mobility Assistance Devices.” Prior to changes made in 2023, motorized wheelchairs were allowed to be taken on the beach, but only in certain areas, and golf carts being used as mobility assistance devices were not specifically addressed for beach access. It appears that some of the language in that section was meant to apply to golf carts being used as mobility assistance devices, but it doesn’t state that – the ordinance limited the number of passengers, though a wheelchair would only have one person using it, for example. The changes made to Sec. 28-6 in 2023 were done with the idea that the Town should not limit where someone wants to take a wheelchair, and the beach areas included in this section were moved to Article II - Golf Carts as Mobility Assistance Devices. The allowed access areas were expanded when included in Article II. The areas included in 28-6, when the Section title was “Exceptions for Motorized Wheelchairs,” were the last beach access on West Beach Drive and west to a point as designated by signage reflecting no further vehicle traffic, and from 58th Street SE to 69th Street SE. When relocated to Article

II, the access areas were expanded and listed as follows: the last beach access on West Beach Drive and west to a point as designated by signage reflecting no further vehicle traffic; from McGlamery Street to the Oak Island Pier Complex; from SE 55th Street to SE 49th Street; and 10th Place West to 13th Place West. The idea was to add locations and have locations spread throughout the Town, making reasonable accommodations while also trying to minimize damage to the dunes and beach.

Since 2014, the Town has made numerous improvements in making the beach more accessible for handicapped persons. In addition to expanding the number of places where golf carts may be used as mobility assistance devices, the Town installed mobi mats, and currently, there are 10. More handicapped parking has also been added, including a drop-off area for loading and unloading at the cabana (SE 46th). There are also five locations with ramps and/or a structure, such as the gazebo at 10th Place West (parking in the street end beach access here is designated as handicapped spaces).

Attachments:

[GolfCartMobilityAssistanceDeviceOrdinances](#)

Financial Impact Statement: n/a

Legal Review: The Town Attorney will review the proposed ordinance amendments prior to the Town Council meeting.

- **Sec. 28-6. - Exception for mobility assistance devices.**

Notwithstanding the restricted areas listed in [section 28-5](#), person(s) who have been issued a state handicapped permit and/or a permanent handicapped registration plate may operate an approved beach accessible vehicle on the beach. Operation is permitted by the handicapped person or his/her designated driver who shall at all times operate in a safe and prudent manner, who shall give way to pedestrians at all times and who shall give warning before starting, stopping, turning his vehicle and remain clear of the federally-protected turtle nesting areas. The number of passengers shall be limited to the design of the approved vehicle. Golf carts used as mobility assistance devices shall be subject to article II of this chapter. Motor vehicles, low-speed vehicles, all-terrain vehicles, ~~and~~ utility task vehicles, ~~and other non-electric powered vehicles~~ shall be prohibited from operating on the beach as a mobility assistance device.

(Ord. of 10-10-2000(3), § 1(e); Amend. of 1-12-2005; Amend. of 2-8-2005; [Amend. of 6-20-2023\(1\)](#))

Sec. 28-10. - Designated restricted parking areas.

(a) When signs are placed, erected or installed giving notice thereof, parking in designated spaces shall be restricted to Oak Island residents and property owners ~~with a valid parking permit~~ ~~by display of a valid Oak Island resident or property owner parking decal issued by the Town.~~

(b) A schedule of locations for subsection (a) above as established, amended and deemed appropriate by the town council from time to time will be maintained and available for inspection at the police department and on file in the office of the town clerk.

(c) It shall constitute a violation of this chapter for any person to falsely represent himself as eligible for or to furnish any false information in an application to the Town in order to obtain an Oak Island resident or property owner parking ~~decal~~ ~~permit~~.

~~(d) Oak Island resident or property owner parking decals may be obtained at the Oak Island Town Hall upon completion of an application and furnishing of proof of residency and property ownership.~~

(e) Enforcement shall be the duty of the police department ~~or the town's parking vendor~~. The purpose of this section is to:

- (1) Reduce hazardous traffic conditions resulting from the use of streets within areas that have historically experienced high volume vehicular traffic with a shortage of parking spaces;
- (2) Protect the subject areas from polluted air, excessive noise and trash and refuse caused by the entry of such vehicles;
- (3) Protect the residents of those areas from unreasonable burdens in gaining access to their residences;
- (4) Promote efficiency in the maintenance of those streets in a clean and safe condition;
- (5) Preserve the value of the property in the subject areas; and
- (6) Preserve the safety of children and other pedestrians and traffic safety, and the peace, good order, comfort, convenience and welfare of the inhabitants of the town.

(f) Violation of the provisions of this section shall be punishable with a civil penalty in an amount set out in the fee schedule and maintained at town hall.

(Ord. of 5-13-2008; Amend. of 7-10-2018; [Amend. of 1-10-2023\(1\)](#))

- **ARTICLE II. - GOLF CARTS AS MOBILITY ASSISTANCE DEVICES^[3]**

Footnotes:

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Editor's note— *An ordinance adopted Oct. 7, 2014, did not specify manner of inclusion in the Code and has therefore been included as herein set out in art. II, §§ 28-36—28-40, at the editor's discretion.*

State Law reference— *Regulation of golf carts on streets, roads, and highways, G.S. 160A-300.6.*

- **Sec. 28-36. - Purpose.**

The purpose of this article shall be to establish a golf cart ordinance within the Town of Oak Island to promote the health, safety and welfare of persons operating golf carts within the town and to protect the safety of their passengers and other users of roads. Electric golf carts that comply with this article can be used for individuals with mobility impairment as an "other power-driven mobility device" subject to the rules and regulations contained in this article.

(Ord. of 10-7-2014, intro ¶)

- **Sec. 28-37. - Definitions.**

For the purpose of this article, the following words and phrases shall have the following meanings.

Golf cart means a vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of 20 miles per hour.

State Law reference— Definition of same, G.S. 20-4.01(12a**b**).

Driver's license means a valid license issued to operate a motor vehicle issued by North Carolina or any other state.

Financial responsibility means liability insurance coverage on a golf cart in an amount not less than required by North Carolina law for motor vehicles operated on public highways in the State of North Carolina.

Low speed vehicle ~~means a four wheeled vehicle whose top speed is greater than 20 miles per hour but less than 25 miles per hour.~~ four wheeled vehicle that is either electrically powered or propelled by a gasoline engine whose top speed is greater than 20 miles per hour but less than 25 miles per hour.

State Law reference— Definition of same, G.S. 20-4.01(27**hg**).

Mobility impairment means the same as handicapped and shall be defined the same as G.S. 20-37.5(2). "Handicapped" shall mean a person with a mobility impairment who, as determined by a licensed physician:

- (1) Cannot walk 200 feet without stopping to rest;
- (2) Cannot walk without the use of, or assistance from, a brace, cane, crutch, another person, prosthetic device, wheelchair, or other assistive device;
- (3) Is restricted by lung disease to such an extent that the person's forced (respiratory) expiratory volume of one second, when measured by spirometry, is less than one liter, or the arterial oxygen tension is less than 60 mm/hg on room air at rest;
- (4) Uses portable oxygen;
- (5) Has a cardiac condition to the extent that the person's functional limitations are classified in severity as Class III or Class IV according to standards set by the American Heart Association;
- (6) Is severely limited in their ability to walk due to an arthritic, neurological, or orthopedic condition; or
- (7) Is totally blind or whose vision with glasses is so defective as to prevent the performance of ordinary activity for which eyesight is essential, as certified by a licensed ophthalmologist, optometrist, or the Division of Services for the Blind.

Operator. Only persons **more than** at least 16 years old **or older** and holding a valid driver's license may operate a golf cart on roads.

Utility vehicle means a motor vehicle that is (i) designed for off-road use and (ii) used for general maintenance, security, agricultural, or horticultural purposes. "Utility vehicle" does not include an all-terrain vehicle or golf cart, as defined in this section, or a riding lawn mower.

State Law reference— Definition of same, G.S. 20-4.01(48c).

(Ord. of 10-7-2014, intro ¶)

- **Sec. 28-38. - Qualifications.**

(a) Golf carts that are not equipped and registered as a low speed vehicle as required by the state motor vehicle law may only be operated within the Town of Oak Island by individuals with a mobility impairment. Those that are operating golf carts in areas other than the golf course, must do so in accordance with the following rules and regulations:

- (1) Golf carts shall not be operated on or alongside a public road or street with a posted speed limit greater than 35 miles per hour. Golf carts shall not be operated on Oak Island Drive, Beach Drive or Ocean Drive.
- (2) Golf carts may cross a road with a posted speed limit greater than 35 miles per hour at designated intersections or in a manner that is the most direct route in order to decrease crossing distance, i.e., no riding along a road or crossing at an angle. However, once this segment of road has been traversed, the golf cart is still required to travel only on or along a roadway with a speed limit of 35 miles per hour or less.
- (3) Any person who operates a golf cart must be responsible for all liability associated with operation of the golf cart and must have liability insurance coverage which will cover the use of a golf cart in an

amount not less than required by North Carolina law for motor vehicles operated on public highways in the State of North Carolina. The liability insurance shall remain in full force and effect and continuously throughout any period of registration with the Town of Oak Island.

(4) Any person who operates a golf cart must be at least 16 years of age or older. No person may operate a golf cart unless that person is licensed to drive upon the public streets, roads and highways of North Carolina and then, only in accordance with such valid driver's license. Golf cart operators must carry their driver's license on their person at all times while operating a golf cart on public roads.

(5) Any person who operates a golf cart on public streets and roads must adhere to all applicable state and local laws, regulations and ordinances, including but not limited to those banning the possession and use of alcoholic beverages and all impairing substances. In addition, no golf cart containing any open container of alcohol shall be operated on public roads.

(6) The operator of the golf cart shall comply with all traffic rules and regulations adopted by the State of North Carolina and the Town of Oak Island which govern the operation of motor vehicles.

(7) An operator may not allow the number of people in the golf cart at any one time to exceed the maximum capacity specified by the manufacturer. The operator shall not allow passengers to ride on any part of a golf cart not designed to carry passengers, such as the part of the golf cart designed to carry golf bags. No one is allowed to stand on a golf cart while it is in operation.

(8) In no instance shall a golf cart be operated at a speed greater than 20 miles per hour. No golf cart may be operated at a speed greater than reasonable and prudent for the existing conditions. No golf cart may be operated in a careless or reckless manner.

(9) Golf carts must be operated at the right edge of the roadway and must yield to all vehicular and pedestrian traffic.

(10) Parking:

a. Golf carts must park in designated spaces. All parking rules and limits apply. No parking on sidewalks is allowed.

b. Golf carts ~~are allowed to~~ may be parked in handicapped parking spaces if there is a valid handicap parking sticker or placard displayed on the golf cart.

(11) Golf carts must have basic equipment supplied by the manufacturer, including a vehicle identification or serial number. Such equipment must include all safety devices as installed by said manufacturer, including rear view mirror and a low speed caution triangle with a minimum size of 12 inches or greater on all three sides that shall be made of reflective material. The triangle shall be mounted on the rear of the vehicle and permanently installed. In addition to the manufacturer installed equipment, golf carts must have the following safety features:

a. One reflector per side (reflectors must be at least three inches in width and height);

b. A parking brake;

c. Seat belts for all seating positions;

d. A windshield; and

e. The cart is limited to a maximum of three rows of seats.

(12) Golf carts may be operated only during daylight hours from one-half hour after sunrise to one-half hour before sunset.

(13) If the golf cart is not equipped with brake lights and/or mechanical turn signals, the operator must use standard hand signals to signal stopping or turning.

(14) Golf carts may not be operated when fog, smog, smoke or other conditions reduce visibility so that the golf cart is not visible for a distance of 250 feet.

(15) No golf cart shall operate on any street, roadway, or other public vehicle area that is closed due to special events, parades, or construction. The chief of police, or his designee, may prohibit the operation of golf carts on any street or road if the chief determines that the prohibition is necessary in the interest of safety.

(16) Golf carts may not be operated on any sidewalk, multi-use path, or designated bicycle path, except for golf carts operated by governmental or public service agencies for official purposes.

(17) Golf carts may not be used for the purpose of towing another cart, trailer, wagon or vehicle of any kind, including a person on roller skates, skateboard, or bicycle.

(18) Disqualified vehicles. All-terrain vehicles, four-wheel utility vehicles, go-karts, and other similar utility vehicles which are not manufactured for operation on a golf course, and/or a golf cart which has been modified so that it no longer meets the definition of golf cart may not be registered as a golf cart under this article nor shall such vehicles be operated on the public roads, streets, and highways within the town, unless such vehicles are registered and permitted under the motor vehicle laws of North Carolina.

(19) Operation of golf carts as a mobility assistance devices on the public beach shall be limited to:

a. Electric powered golf carts

b. ~~The last beach access on West Beach Drive and west to a point as designated by signage reflecting no further vehicle traffic;~~ The following beach accesses: Keziah Street, Crowell Street, SE 70th Street, SE 52nd Street, 32nd Place East, 16th Place East, 13th Place West, 30th Place West and the last beach access on West Beach Drive. On the beach, golf carts shall be parked as close to the beach access as possible. Parking must also comply with distance rules at the emergency accesses and shall not be adjacent to turtle nests.

c. ~~From McGlamery St. to the Oak Island Pier Complex;~~ Usage of golf carts used as mobility assistance devices for beach access shall be limited to ingress and egress at one of the designated beach accesses. Golf carts shall not be used for east-west travel along the beach, to travel between beach accesses, or to drive around The Point.

d. ~~From SE 55th St to SE 49th St.~~

e. ~~10th Pl W to 13th Pl W;~~

f. From dawn to dusk.

(20) A golf cart used as a mobility assistance device may only be used as described in this Article when the handicapped person for whom the town's permit is issued is present and riding in the cart.

(b) Exceptions. The following are exemptions from the provisions of this article:

- (1) The operation of golf carts on private property, with the consent of the owner;
- (2) The operation of golf carts within private, gated, or limited access communities, unless the streets of the community are dedicated for public use and maintained by the town;
- (3) The use of a golf cart in connection with a parade, a festival, or other special event provided the consent of the sponsor is obtained, the police department is notified, and provided the golf cart is only used during such event; and
- (4) The use of golf carts by town personnel, other governmental agencies, and/or public service agencies on official business.

(Ord. of 10-7-2014, § 1; [Amend. of 6-20-2023\(1\)](#))

• **Sec. 28-39. - Registration, inspection and fee prior to usage.**

(a) All golf carts must complete a golf cart registration application and submit to the Town of Oak Island for approval. Before driving on public roads, the operator of a golf cart must have a valid issued registration/permit from the Town of Oak Island.

(1) Golf carts must be registered to a physical address in the Town of Oak Island. A vacation rental address may be used for registration.

(2) The application for a golf cart permit shall be accompanied by a certification of a licensed physician, ophthalmologist, or optometrist or of the Division of Services for the Blind that the applicant is handicapped. A valid removable windshield placard issued by any state within the United States can be used in lieu of this certification.

(b) Each owner must provide proof of ownership, liability insurance, and a completed waiver of liability, releasing the Town of Oak Island from liability that may arise as a result of operation of a golf cart inside the Town of Oak Island. Copies of these documents must be in the golf cart at all times while in operation on public roads.

(c) All applicants applying for a permit to operate a golf cart under this article are, by virtue of their application, representing to the Town of Oak Island that their golf cart has been inspected and is in good working order and meets all requirements of this article.

(d) The registration sticker/permit shall be valid for no more than one year and must be placed upon the required low speed caution triangle.

(e) Town staff is hereby authorized to issue a permit to all appropriate applicants, one per golf cart to be operated. When issuing this permit, town staff shall require the applicant to sign a statement certifying he or she has read the provisions of town's ordinance on golf cart usage as set forth in this article.

(f) Lost or stolen permit/stickers are the responsibility of the owner and must be replaced before the golf cart is operated on a public road.

(Ord. of 10-7-2014, § 3; Amend. of 7-10-2018)

- **Sec. 28-40. - Enforcement.**

(a) Violation of the provisions of this article shall be punishable with a civil penalty in an amount set out in the fee schedule and maintained at town hall.

(b) The town may refuse to register and issue a permit, or revoke an issued permit, for the operation of a golf cart if the application contains any material misrepresentation.

(c) Any person who knowingly allows an underage driver to operate a golf cart shall have their permit revoked. In addition, the town may also refuse to issue a future permit to someone who allowed an underage driver to operate a golf cart on public streets.

(d) The town may refuse to register and issue a permit for the operation of a golf cart, or may revoke a previously issued permit, if equipment required by this article, especially safety equipment, has been removed from the golf cart or the vehicle identification or serial number removed.

(e) The town may refuse to register and issue a permit for the operation of a golf cart, or may revoke a previously issued permit.

(Ord. of 10-7-2014, § 4)

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT:	Consideration of Budget Ordinance Amendment for Land Purchase
DATE:	July 10, 2026
DEPARTMENT:	Administration

Subject Summary: The Town has an excellent opportunity to purchase a property adjacent to multiple pieces of Town property near Middleton Park and the Public Services buildings. The Town is working with DFI for pre-development analysis services for Town-owned properties near the existing Town Hall and recreation areas, and this property can be a key part of any plans the Town has for this area. (See this memo from the [May 12, 2026](#) meeting for more information about the DFI project). There is money available in the General Fund for this purchase. Also, the Town has already started working with its new real estate agent to sell a couple of residential lots on Elizabeth Drive, and proceeds from that sale would be deposited back into the General Fund.

Plan Consistency

The proposed acquisition of 133 SE 48th Street is consistent with and advances several adopted Town plans and strategic initiatives, including:

Development Finance Initiative Project: The subject parcel has been identified by UNC DFI as a private parcel within the core project area, making it a strategic opportunity to consolidate ownership within the Town's primary redevelopment area and improve the feasibility of future redevelopment.

Comprehensive Plan: Acquisition of parcel supports implementation of the Comp Plan by advancing revitalization of the commercial core, encouraging commercial and mixed-use development in strategic locations, enhancing walkability and placemaking, and creating opportunities to attract future private investment.

- Action Item 5.1.3 – Require pedestrian-oriented commercial redevelopment with walkability, access from parking areas, and interconnected development.
- Action Item 6.1.1 – Identify opportunities to improve the residential-to-commercial land use ratio and strengthen the commercial tax base.
- Action Item 6.1.2 – Encourage commercial and mixed-use development in strategic areas identified on the Future Land Use Map.
- Action Items 6.2.1–6.2.3 – Revitalize the commercial core through improved aesthetics, gathering spaces, pedestrian access, appropriate commercial uses, and social districts.

Town Strategic Plan: The proposed acquisition advances the Town's strategic priorities by developing amenities and infrastructure that create a stronger sense of place, promoting compatible land development and balancing preservation of existing commercial areas with new development opportunities.

- 4.3 Develop Amenities and Infrastructure to Create a Sense of Place
- 4.4.3 Develop a Town-Owned Land Plan to determine what can be acquired or sold to encourage a business-friendly environment.
- 5.1 Promote Compatible Land Development

Economic Development Strategic Plan: The acquisition aligns with the Plan's goals of revitalizing legacy business districts, positioning priority sites for redevelopment, supporting long-term economic resilience, and fostering strategic public-private investment in Oak Island's commercial areas.

- Strategy 2 – Revitalize Legacy Business Districts – Focuses on transforming the Long Beach and Yaupon commercial corridors into connected destinations rather than pass-through corridors.

Attachments:

[Budget Amendment for land purchase](#)

[Property Location](#)

Suggested Motion: I make a motion to approve the Budget Ordinance Amendment for \$858,000 for the purchase of property at 133 SE 48th Street as presented.

Financial Impact Statement: The Town must transfer the funds from the General Fund for this purchase.

Legal Review: The Town Attorney has been working with Town staff and the real estate agent throughout this process.



TOWN OF OAK ISLAND
BUDGET ORDINANCE AMENDMENT
FISCAL YEAR 2026-2027

BE IT ORDAINED by the Town Council of the Town of Oak Island, North Carolina, in Council assembled, July 14, 2027, that the following Budget Ordinance Amendment be adopted for the purpose of appropriating funds from the General Fund Balance for the purchase of land at 133 SE 48th Street, (Parcel 235MD004), which is adjacent to the Town's properties at Middleton Park.

I. GENERAL FUND

		Budget <u>Amendment</u>	Budget As <u>Amended</u>
A. <u>Revenue Anticipated</u>			
Transfer from Appropriated Fund Balance	10-300-9800	\$350,000	\$491,447
B. <u>Expenditures Authorized</u>			
Capital Outlay - Land Acquisition	10-420-7400	\$350,000	\$1,081,447

Adopted this the 14th day of July 2027

Chris Brown, Mayor

Attest: _____
Lisa P. Stites, MMC
Town Clerk

