PROPOSED AGENDA
OAK ISLAND TOWN COUNCIL REGULAR MEETING
TUESDAY, AUGUST 18, 2026 – 6:00 PM
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL

CALL TO ORDER - Mayor Chris Brown

INVOCATION AND PLEDGE OF ALLEGIANCE - Councilman Ciullo

PUBLIC HEARING(S) AND ACTION

PUBLIC HEARING I (AND ACTION): The purpose of the Public Hearing is to receive citizens' comments on a proposed Amendment to the Town's Code of Ordinance Sec. 8-197. - Right of appeal.
160D302_305

PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

Presentation -- Introduce U.S. Coast Guard Senior Chief

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 (July 6, 2026 Special Meeting; July 7, 2026 Special Meeting; July 14, 2026 Public Hearing & Regular Meeting; July 20, 2026 Special Meeting; and July 23, 2026 Special Meeting
070626Minutes
070726Minutes
072026Minutes
071426Minutes
072326Minutes

I.2 Consideration of Amendment to Sec. 28-11 and Sec. 28-14 of the Code of Ordinances

SpeedLimitOrdinances

I.3 Proposed Text Amendment to Section 14-93 - Unlawful Actions of the Town of Oak Island Code of Ordinances
Health_and_Safety_Hazard_Ordinance

I.4 Adoption of a Resolution Supporting Adding Crosswalks on East Oak Island Drive and Fish Factory Road
CrosswalksResolution

I.5 Consideration of Construction Renovation Agreements for the Community Center and Recreation Center
Community Center Agreement - Millennium_BKJ_Version2.pdf
Recreation Center Agreement - Millennium_BKJ_Version2.pdf

ITEMS REMOVED FROM CONSENT AGENDA, IF ANY

II. COMMITTEE APPOINTMENTS

II.1 Appointments to the Environmental Advisory Committee (one unexpired term ending June 2027 and one term expiring June 2029)
Joh_ Blevins
Erin_de la Cruz

II.2 Appointments to the Planning Board - three terms expiring August 2029, one Alternate term expiring August 2028, and one Alternate term expiring August 2029.
John_Blevins
Gene_Brooks
Robert_Carpenter
David_Purser
Scott_Stephenson
William_Stewart

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 a Request for Business License - High Tide Powersports (26-00058)
Application
Business Plan Proposal
GS_20-121.1 - UTV Statute

V.2 APPEAL 26-01290 (QUASI-JUDICIAL HEARING) Appeal of Minimum Housing Hearing Determination
26-01290 - Application
Confirmation of Contractor
Property Owner Letter

Building Inspector Evaluation Memo
Signed Notice of MH Hearing 4.6.26
Minimum Housing Hearing Order 5.18.26-signed
Site Photos
GS 160D-1208 - Remedies

V.3 Consideration of Approval for an Ordinance Ordering Further Proceedings Under The Purpose of the Town of Oak Island Minimum Housing Code and G.S. Â§ 160d Article 12
4308 E Oak Island Dr Photos

V.4 Consideration of Facade Improvement Grant Program Policy Updates
Facade_Grant_Revisions.pdf

VI. CLOSED SESSION to Consult with the Town Attorney to Preserve the Attorney/Client Privilege pursuant to N.C.G.S. 143.318-11(a)(3).

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 Amendment to the Town's Code of Ordinance Sec. 8-197. - Right of appeal.
DATE:	August 13, 2026
DEPARTMENT:	Administration

Subject Summary: Through increased code enforcement efforts in recent years, Town staff has utilized minimum housing ordinances as one of the tools available. While the preferred outcome is for properties to be brought into compliance, the minimum housing requirements can be used to force the removal of structures deemed hazardous to the health, safety and welfare of the residents of the town. A property owner may appeal the decision of the hearing officer, but the Town's ordinances need clarification as to what board would hear that appeal. The Board of Adjustment is charged with hearing appeals from staff decisions regarding development ordinances generally, though it seems the intent of the minimum housing ordinances was for the governing board to serve as the housing appeals hearing board as seen in Town ordinance Sec. 8-2. - Unsafe buildings: (a) Finding; intent. It is hereby found that there exists, or may exist, within the town unsafe buildings which the town council finds to be hazardous to the health, safety and welfare of the residents of the town.
An appeal has been filed, and the Town Attorney and staff have brought a proposed ordinance amendment to make it clear that Council will serve as the Housing Appeals Board. G.S. 160D-302 and 305 are attached for reference and the proposed amendment is below:

- Sec. 8-197. - Right of appeal.

Any owner or person who is aggrieved with the ruling or decision of the hearing officer in any matter relative to the interpretation or enforcement of any of the provisions of this article may appeal any such decision, as outlined in G.S. 160D-305 and G.S. 160D-1208. The Town Council shall serve as the Housing Appeals Board, pursuant to G.S. 160D-302(b), and shall comply with requirements for quasi-judicial hearings.
(Ord. of 9-8-2015(2); Amend. of 5-11-2021(3))

Attachments:
160D302_305

Suggested Motion: I make a motion to approve the amendment to Sec. 8-197 of the Town's Code of Ordinances as presented.

Financial Impact Statement: N/A

Legal Review: The Town Attorney has reviewed the proposed amendment.

§ 160D-305.

Housing appeals board. (a) Composition. – The governing board may by ordinance provide for the creation and organization of a housing appeals board. Instead of establishing a housing appeals board, a local government may designate the board of adjustment as its housing appeals board. The housing appeals board, if created, shall consist of five members to serve for three-year staggered terms. (b) Duties. – The housing appeals board shall have the duties specified in G.S. 160D-1208. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

§ 160D-302.

Boards of adjustment. (a) Composition. – A local government may by ordinance provide for the appointment and compensation of a board of adjustment consisting of five or more members, each to be appointed for three-year terms. In appointing the original members or in the filling of vacancies caused by the expiration of the terms of existing members, the governing board may appoint certain members for less than three years so that the terms of all members shall not expire at the same time. The governing board may appoint and provide compensation for alternate members to serve on the board in the absence or temporary disqualification of any regular member or to fill a vacancy pending appointment of a member. Alternate members shall be appointed for the same term, at the same time, and in the same manner as regular members. Each alternate member serving on behalf of any regular member has all the powers and duties of a regular member. (b) Duties. – The board shall hear and decide all matters upon which it is required to pass under any statute or development regulation adopted under this Chapter. The ordinance may designate a planning board or governing board to perform any of the duties of a board of adjustment in addition to its other duties and may create and designate specialized boards to hear technical appeals. If any board other than the board of adjustment is assigned decision-making authority for any quasi-judicial matter, that board shall comply with all of the procedures and the process applicable to a board of adjustment in making quasi-judicial decisions. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

AGENDA ITEM NO. I.1

TOWN COUNCIL REGULAR MEETING
AGENDA ITEM MEMO

SUBJECT:	Approval of Minutes (July 6, 2026 Special Meeting; July 7, 2026 Special Meeting; July 14, 2026 Public Hearing & Regular Meeting; July 20, 2026 Special Meeting; and July 23, 2026 Special Meeting
DATE:	August 10, 2026
DEPARTMENT:	Administration

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

- July 6, 2026 -- Special Meeting
- July 7, 2026 -- Special Meeting
- July 14, 2026 -- Public Hearing & Regular Meeting
- July 20, 2026 Special Meeting
- July 23, 2026 Special Meeting

Attachments:
070626Minutes
070726Minutes
072026Minutes
071426Minutes
072326Minutes

Suggested Motion: I make a motion to approve the Minutes as presented.

Financial Impact Statement: N/A

Legal Review: N/A

MINUTES
TOWN COUNCIL SPECIAL MEETING
MONDAY, JULY 6, 2026 - 2:00 PM
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL

Present: 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 Pro Tempore Craft called the meeting to order at 2 p.m. Mayor Pro Tempore Craft said that Mayor Brown was unable to attend.

Closed Session:
Councilman Cartner made a motion to go into Closed Session at 2 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 3:19 p.m. No action was taken in Closed Session.

Councilman Ciullo 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.

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MINUTES
TOWN COUNCIL SPECIAL MEETING
TUESDAY, JULY 7, 2026 - 2:00 PM
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL

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

Mayor Pro Tempore Craft called the meeting to order at 2 p.m. Mayor Pro Tempore Craft said that Mayor Brown was unable to attend.

Consideration of Contract for a Fire Truck: **Councilman Brown made a motion approve the contract for purchase of a fire truck in the amount of $1,899,519 as presented in our agenda packet and to further authorize our Interim Manager Kent Jacskon to sign the contract in place of our Mayor. Councilman Ciullo seconded the motion, and it passed unanimously.**

Closed Session:
Councilman Bynum made a motion to go into Closed Session at 2:02 p.m. to Discuss Potential Land Acquisition and Specific Personnel Pursuant to N.C.G.S 143-318.11(a)(5) and (6). Councilman Ciullo seconded, and the motion passed unanimously.

Adjourn:
Council returned to open session at 4:08 p.m. No action was taken in Closed Session.

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

_____
Chris Brown, Mayor

Attested:_____
Lisa P. Stites, MMC
Town Clerk

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MINUTES
TOWN COUNCIL SPECIAL MEETING
MONDAY, JULY 20, 2026 – 4:30 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, Interim Town Manager Kent Jackson, and Deputy Town Clerk Erin Baker. Town Attorney Lydia Lavelle participated remotely via Microsoft Teams.

Mayor Chris Brown called the meeting to order at 4:31 p.m.

II. Special Meeting Item

II.1 Consideration of an Amended Water Shortage Response Plan

Interim Town Manager Kent Jackson introduced the item, noting that ongoing drought conditions and water conservation concerns had prompted a review of the Town's Water Shortage Response Plan in coordination with Brunswick County. As a wholesale water customer of the County, the Town is obligated to maintain a Water Shortage Response Plan that is no less stringent than the County's, including an aligned fee and penalty structure.

Assistant Town Manager Jackson explained that the proposed amendment to Town Code Section 30-166, Required Actions Under Water Supply Shortage or Emergency Conditions, would replace the phrase "best professional judgment" in the opening provision with a reference to the Town's "most recently adopted Water Shortage Response Plan." This change ensures that the Town's response is governed by an adopted, codified framework rather than discretionary judgment. Public Utilities Director Tray Bivins explained that the substantive change to the Water Shortage Response Plan itself was the consolidation from five shortage levels to four, mirroring Brunswick County's revised structure, with penalty fees updated to match the County's schedule exactly.

The Council engaged in a thorough discussion regarding the Town's current enforcement posture. Mr. Bivins confirmed that the Town is presently in mandatory Stage 3 restrictions. He noted that the Town operates 1,500 irrigation meters and runs daily reports to identify customers irrigating outside of permitted hours or on unauthorized days. Staff are actively visiting non-compliant properties and leaving informational materials. On first offense, a warning is issued; subsequent violations would be subject to fines. A spreadsheet is maintained to track warnings issued. Mr. Jackson clarified that as of the previous Friday, Brunswick County had issued updated irrigation guidance: odd-numbered addresses may irrigate from 8 p.m. Tuesday through 4 a.m. Wednesday, and even-numbered addresses from 8 p.m. Friday through 4 a.m. Saturday. The Town's forthcoming water bill insert will include a link directing customers to the County's public notice page, which reflects the most current restrictions as they evolve. Mr. Bivins reported that since mandatory notices went into effect, the Town's daily water consumption had decreased from approximately 2,100,000 gallons per day to a reduction of 400,000–600,000 gallons per day, meeting Brunswick County's requested 20 percent reduction target. He also confirmed that the Town has remained within its allowed consumption allocation throughout the shortage period.

Council member Brown raised the importance of prioritizing compliance over revenue generation from fines, and expressed strong support for the Town's educational outreach efforts. He encouraged staff to continue equipping all employees in the field with informational flyers so that anyone observing a violation could leave materials at the property. He also suggested that after the current emergency concludes, the Council revisit the plan to incorporate lessons learned.
Council member Bynum asked about the treatment of short-term rental properties and visitors who may be unaware of the restrictions. She noted that renters turning over week-to-week would not receive a water bill and may not encounter the Town's communications. Mr. Jackson acknowledged this as an area where more direct outreach—such as engagement with the major rental management companies—could be beneficial.

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Council member Cartner suggested that the Water Shortage Response Plan be revised to reference Brunswick County's role more prominently at the outset of the document, rather than deeper within the text, so that readers immediately understand the Town is acting in accordance with County and state requirements rather than unilaterally. Mr. Jackson agreed this had merit and indicated staff could reorder or amend the introductory language accordingly.

Council member Ciullo expressed concern about the broader context, noting that the water system stress is attributable in significant part to rapid development across Brunswick County combined with insufficient capacity expansion at the county level. He observed that neighboring New Hanover County, which has twice the supply and has seen less growth, had not yet reached mandatory restrictions. While supportive of compliance, Council member Ciullo questioned whether the enforcement measures were proportionate and inquired about the consequences of not adopting the plan. Town Attorney Lydia Lavelle, participating remotely, confirmed that the Town's bulk water sales agreement with Brunswick County requires the Town to adopt and enforce a water shortage response plan no less stringent than the County's, and that this obligation also flows from state-level reporting requirements placed upon Brunswick County as the regional water provider.

Mayor Pro Tempore Craft noted that the Town had broadly communicated the restrictions through multiple channels and that ignorance of the rules, as with any other law, would not constitute a defense against enforcement.

Council member Bynum raised the question of what a water disconnection for a conservation violation would entail in terms of duration. Superintendent Bivins indicated that the Town's standard practice for non-payment disconnections typically results in reconnection within 24 hours upon resolution. Ms. Lavelle noted that the County's practice includes a reconnection fee in addition to any fine assessed. The reconnection fee was identified as approximately $75.00, meaning a customer could face a fine of up to $300.00 plus a $75.00 reconnection fee. Mr. Jackson acknowledged that a specific disconnection protocol for conservation violations had not yet been formally defined and that current practice defaults to the Town's non-payment disconnection procedures, flagging this as an area for further policy development.

Motion to accept the updated Water Shortage Response Plan as amended and the ordinance amendment to Section 30-166 as drafted in the agenda packet was made by Council member Brown and seconded by Mayor Pro Tempore Craft. The motion carried 4–1, with Mayor Pro Tempore Craft and Council members Brown, Bynum and Cartner in favor and Councilman Ciullo opposed.

Closed Session: **Mayor Pro Tempore Craft made a motion to go into Closed Session at 5:01 p.m. to Discuss Potential Land Acquisition Pursuant to N.C.G.S. 143-318.11(a)(5). Council member Brown seconded and the motion passed unanimously.**

Adjourn: Council returned to open session at 5:43 p.m. No action was taken in Closed Session.

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

_____
Chris Brown, Mayor

Attested: _____
Lisa P. Stites, MMC
Town Clerk

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MINUTES
TOWN COUNCIL REGULAR MEETING
TUESDAY, JULY 14, 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, Interim Town Manager Kent Jackson, Town Attorney Lydia Lavelle, and Town Clerk Lisa P. Stites MMC.

Mayor Chris Brown called the meeting to order at 6 p.m. Mayor Pro Tempore Bill Craft gave the invocation and led the Pledge of Allegiance to the flag of the United States of America.

PUBLIC HEARING(S) AND ACTION

PUBLIC HEARING I (AND ACTION): The purpose of the Public Hearing was 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)

Planning Manager Taylor Davis presented the item, saying the amendment to Section 2.12 would remove a setback requirement for detached garages and detached carports that differed from the standard accessory structure requirements in Section 8.1. She explained that the current regulation required these structures to comply with principal structure setbacks -- most notably a 20-foot rear setback rather than the standard 8-foot accessory structure setback -- but that this rule had historically not been uniformly enforced and could be easily circumvented by relabeling a structure as a shed or workshop. The amendment would bring detached garages and carports in line with all other accessory structures, eliminating an inconsistency rather than removing setbacks altogether. The Planning Board unanimously recommended approval at the April 28, 2026 meeting.

Ms. Davis confirmed that the effect of the amendment would be to apply the same setbacks as those already used for storage buildings, sheds, and workshops, and that no one would experience any practical change since the rule was already being administered under the accessory structure standard.

There were no speakers for the Hearing. Mayor Brown closed the Hearing 6:06 p.m.

Councilman Brown made a 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. Mayor Pro Tempore Craft seconded, and the motion passed unanimously.

PUBLIC HEARING II (AND ACTION): The purpose of the Public Hearing was 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)

Ms. Davis presented the item, speaking about why the item came to Council. Ground level was an issue that arose with a variance request to the Board of Adjustment in which a concrete slab was built partially within a side setback that stood nearly three feet tall at certain points, prompting the question of whether such a structure qualified as a "ground level" improvement in the absence of a definition.

Ms. Davis read the recommended amendments and the plan consistency statement. The proposed definitions were as follows: "Finished Ground Level/Finished Grade" was defined as the level of the land surface after construction, calculated by averaging spot elevations from all corners of the subject improvement or at staff-designated locations for irregular-shaped improvements; "Ground Level Improvement" was defined as a

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structure constructed no more than five inches above the finished grade, with each unattached structure on a site having its height independently calculated. The Planning Board unanimously recommended approval at the May 19, 2026 meeting.

There were no speakers, and Mayor Brown announced that the Hearing was closed at 6:10 p.m.

Councilman Cartner made a 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. Councilman Ciullo seconded, and the motion passed unanimously.

PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

Presentation -- Business Advisory Board update
Joe Yaeger, chairman of the Town's Business Advisory Board, gave Council an update on the Board's activities. He spoke about the Business of the Month program, the medallion hunt, business surveys and workshops. He also said the Board would like to have more of a presence in strategic planning for the Town and to make doing business easier in town. Councilman Brown asked how Council can better leverage this Board. Mr. Yeager asked for more Council involvement, and said the new liaison program would be helpful. He said that they were working toward making Oak Island have a destination feel, and they are looking at what businesses the town could use and how to attract them. He also said they're helping by sharing information about who is available to talk with as resources and how to reach them.

Presentation -- Brunswick County Schools
Brunswick County Schools Board Chairman Steve Gainey spoke on behalf of a November 2026 school bond referendum totaling $349,600,000, of which approximately 91 percent is designated for the construction of a new elementary school (approximately 900 students) and a new high school (approximately 1,300–1,500 students). Mr. Gainey spoke about the district's strong academic trajectory, citing trends in student growth and proficiency over the past three years that he described as the best in at least 10 to 15 years, and emphasized that the vote was not a question of whether schools would be built, but rather how they would be paid for, with the general obligation bond being the most cost-efficient mechanism compared to a limited obligation bond.

Brunswick County Schools Superintendent Dale Cole also addressed Council. Mr. Cole said he is an Oak Island resident, and he was glad to see how many school children live in town. He said that the majority of the bond funding would go toward building a new elementary school and a new high school. He said since the last bond referendum, the County has built a new middle school and added 100 classrooms, and they are still not keeping up. Mr. Cole said that adding classrooms did not make the lunchrooms bugger, and that only so many children would fit in the lunchroom at one time. He said the first lunch period starts at 10:30 a.m. and the last one ends at 1:30 p.m. Mr. Cole spoke about improved graduation rates, improved attendance, growth in the internship program, etc. Mr. Cole also spoke about the population growth in the Council and in school enrollment, saying it's projected that the school system will serve 320 students in modular classrooms in the northern part of the County. Elementary schools across the County are at 93 percent capacity. Mr. Cole also spoke about other items the bonds would cover, such as a new turf field for Shallotte Middle School, a new field house for the softball team at South Brunswick High School, new indoor bleachers, etc. Mr. Cole stated that North Carolina law requires the bond to be advertised at its maximum possible cost assuming zero tax base growth. At that maximum, the full tax impact would phase in through three disbursements in 2028, 2030, and 2032, reaching a ceiling of 5.47 cents per $100 of valuation—equating to a maximum monthly cost of approximately $15.94 for a $350,000 home or $20.50 for a $450,000 home, fully phased in by 2032. He noted that the prior $152,000,000 bond passed in 2016 resulted in no property tax increase due to continued growth

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in the county's tax base. Mr. Cole encouraged support of the bond and said he hoped the Oak Island Town Council would consider signing a letter of support.

ADJUSTMENT/APPROVAL OF THE AGENDA
Councilman Bynum made a motion to remove the request for business license from New Business. Councilman Ciullo asked to move the Budget Ordinance Amendment until after Closed Session. Councilman Brown seconded the combined motion, and it passed unanimously.

PUBLIC COMMENT - GENERAL TOPICS & AGENDA ITEMS

Kerri McCullough, NE 57th Street, spoke to Council about heat-related emergencies for dogs on the beaches in the summer months. She said that Oak Island is among the most permissive coastal towns in North Carolina regarding dog beach access, while neighboring communities such as Holden Beach, Ocean Isle, and Sunset Beach restrict access during peak heat hours. She offered several options for Council consideration: a summer midday access restriction similar to neighboring towns, a heat index advisory communication system, and a public education campaign in partnership with local veterinarians and rental property managers.

Phil Dudley, on behalf of Tree Peace OKI, presented a check of $2,000 to the Town for its tree programs. The group has now donated a total of $10,000 to the Town and Mr. Dudley said the group was glad to work with staff in planting an additional 100 trees on public property.

COUNCIL REPORTS (MAYOR AND COUNCIL)

Councilman Bynum said it had been a busy month. She said she was also able to participate in Beach Day events, and she was also recently appointed to the Brunswick Community College Foundation Board of Directors. She said she was excited to be involved with helping provide higher education for Oak Island children.

Councilman Brown thanked Economic and Community Development Manager Hallie Willis and the Business Advisory Board for their work on the medallion program. He said he would invite Sam Boswell with the Cape Fear Rural Planning Organization to come to the August meeting to explain the process for prioritizing projects for NCDOT consideration.

Councilman Cartner reminded people to be patient and to be the "adults" while we have vacationers in town.

Mayor Pro Tempore Craft also complimented the staff for the Beach Day events. He also spoke about the library's efforts to raise money for expansion.

Councilman Ciullo praised the police and fire departments for their work over the holiday weekend. He also thanked staff who was taking on additional duties while positions are vacant.

Mayor Brown also complimented the Beach Day events, saying the staff was very professional.

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

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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)

Councilman Cartner made a motion to approve the Consent Agenda as presented, Mayor Pro Tempore Craft seconded, and the motion passed unanimously.

II. COMMITTEE APPOINTMENTS

II.1 Appointment to the Brunswick County Airport Commission: **Council unanimously appointed applicant Terry Thrower to a term ending June 2030.**

II.2 Appointment to the Board of Adjustment - one Alternate term expiring March 2029: There were no votes for applicant Reece Simmons.

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

Mr. Jackson recognized the extraordinary efforts of public safety staff over the July 4th weekend and noted that the fire department had assisted neighboring communities with the recent wildfire situation. He also acknowledged the status of Officer Holloman following an incident on July 4th. The audit process was initiated on time, with an organizational meeting held the prior Monday. The audit firm is scheduled for on-site work Aug. 17–20, with a target submission to the Local Government Commission in the first window by the end of October. Permit applications submitted at the permit window are current as of the prior day in the Edmonds system. New permit software is in production with a launch anticipated in late summer or early fall. Additional permitting staff are expected to be recruited in the near term. Mr. Jackson shared a schematic from NCDOT of the planned interchange at Route 906 Midway and N.C. 211, which will feature dual bridges over 211 and jug-handle access ramps. The existing at-grade intersection pavement will be entirely removed. Estimated completion is the end of calendar year 2027. The next speaker Coastwise speaker series event is scheduled for Thursday, July 16 at 6 p.m. in Council Chambers, featuring Dr. Marico Polk and Dr. Martin Posey on the topic of living shorelines and protecting property along waterways. Brunswick County entered Stage 3 mandatory water conservation as of the prior Friday. Key restrictions include a prohibition on automated irrigation, a ban on filling swimming pools, hot tubs, and spas, and strict limits on fire hydrant use. The Town's splash pad was closed in response. Mr. Jackson noted an ongoing burn ban, in effect since approximately June 8, and reported that the county fire marshal has requested the NC Forest Service consider a state-issued burn ban, with no response yet received. A discussion followed regarding communication of the water restrictions to residents not engaged with digital or social media. Councilman Ciullo and others expressed concern that the seriousness of the Stage 3 emergency was not reaching all residents and visitors, particularly second homeowners and non-digital users. Communications Manager Mike Emory confirmed that all available channels -- website, digital signage including a billboard on Long Beach Road, The Current newsletter, and OKInformation email notifications -- had been used to distribute county-issued messaging. He noted that the Town's dedicated webpage at oakislandnc.gov/water had been among the highest-visited pages on the site for two consecutive weeks. Councilman Brown suggested that the Town coordinate with Brunswick County to ensure that county-level communication efforts were equally robust before the Town committed to more expensive notification methods such as mass text alerts. Councilman Ciullo suggested exploring a brief text alert linking to the county's webpage, and recommended outreach to beach rental companies such as Better Beach Rentals and Oak Island Accommodations to incorporate water restriction information into their guest communications. Mr. Jackson acknowledged the discussion and identified

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additional opportunities such as notices at in-person payment windows and a utility account email blast. Mr. Jackson also provided status updates on several active projects:

- 79th Street Pedestrian Signal: Easements approved via the Consent Agenda; contractor selection and construction by NCDOT anticipated in late fall or early 2027.
- Dune Planting: In monitoring stage through early September; the grant was extended through next May, with supplemental planting planned for fall.
- Wastewater Plant: Schematic design progressing for next phase, including new valves, clarifier rehabilitation, and a review of operational strategies to improve plant efficiency.
- Davis Canal: Field work complete; consultant reviewing analytical data and scanning for grant funding opportunities for a potential future dredging project.
- Stormwater Master Plan: Both ground-level and drone-based LiDAR elevation surveys are underway.
- Street Paving: Minor delays in bond and insurance documentation from the contractor; paving expected to begin after Aug. 1 to allow peak tourist traffic to subside.
- Kayak Launch: Design complete and in CAMA permit review; construction bids expected to be issued within the coming weeks upon permit approval.

IV. OLD BUSINESS (none)

V. NEW BUSINESS

V.1 Consideration of Amending the 2026 Meeting Schedule to Change the August Meeting Date (Revised 2026 Town Council Meeting Dates)
Councilman Brown made a motion to accept the amended schedule as presented. Mayor Pro Tempore Craft seconded, and the motion passed unanimously.

V.2 Consideration of a Request for Business License - High Tide Powersports (26-00058) (Application Business Plan Proposal GS_20-121.1 - UTV Statute): This item was removed from the agenda.

V.3 Consideration of Amendments to Chapter 28 - Traffic, Article II - Golf Carts as Mobility Assistance Devices (GolfCartMobilityAssistanceDeviceOrdinances)

Chief Morris gave a brief presentation on the background of this issue, saying the ordinance allows individuals with a qualifying mobility impairment -- evidenced by a state-issued handicap placard or permanent handicap registration plate -- to operate an approved electric golf cart on certain Town streets and designated beach accesses, with a permit from the Town. Chief Morris reported that 71 mobility device permits had been issued in 2026, and that staff outreach to permit holders revealed only approximately 25 individuals actually take their carts onto the beach, with many parking at access points due to concerns about getting stuck in the sand. Staff, including Chief Morris, Fire Chief Lee Price, and Battalion Chief Wagoner, conducted three separate beach rides to evaluate all beach accesses for suitability. Of the current 8 designated accesses, staff recommended retaining and revising the list to include 9 accesses distributed across the island, with consideration given to sand conditions, emergency vehicle access, the presence of Mobi mats, and overall passability. Key ordinance changes proposed included: requiring golf carts to be parked as close to the designated beach access as possible and not adjacent to turtle nesting areas; limiting beach usage to ingress and egress at designated accesses only; and explicitly prohibiting east-west travel along the beach, travel between accesses, or driving around the Point. Staff also recommended removing the 49th Street access due to its role as the primary emergency access for water rescue and fire department vehicles and equipment.

Councilman Cartner asked if the nine suggested locations had sand conditions to potentially alleviate these mobility carts from getting stuck. Chief Morris said he only knew of one such vehicle getting

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stuck. He also said that existing conditions were among the factors considered in recommending locations.

Councilman Brown said that he had concerns with allowing this at Crowell and Keziah because of the number of people using the golf carts for access compared to the number of people using the mobi mats at those accesses. He asked Council to consider removing one of those locations. He also asked that the fee referenced in Sec. 39 be included in the fee schedule. Councilman Brown also requested clearer enforcement of the program with beach enforcement officers and a specific provision in the enforcement section stating that habitual violators would be subject to permit revocation.

Mayor Pro Tempore Craft expressed strong support for the expanded access, acknowledging that the review had been conducted at his repeated urging, and reminded Council that the program exists to enable people with handicaps to reach and enjoy the beach.

Mayor Pro Tempore Craft made a motion to accept the recommendations from the Police Department to accept these new accesses. Councilman Ciullo seconded the motion. The motion passed 4-1 with Mayor Pro Tempore Craft and Council members Bynum, Cartner and Ciullo in favor and Councilman Brown opposed. Ms. Stites clarified that the motion included adopting the ordinance amendments as presented, and Mayor Brown said that was correct.

V.4 Consideration of Budget Ordinance Amendment for Land Purchase (Budget Amendment for land purchase PropertyLocation): **This item was moved until after the Closed Session, but there was no discussion, and no action was taken.**

VI. CLOSED SESSION: **Mayor Pro Tempore Craft made a motion to go to Closed Session at 8:01 p.m. 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). Councilman Cartner seconded, and the motion passed unanimously.**

VII. ADJOURN

Council returned to open session at 10:18 p.m. There was no action 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. 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.

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MINUTES
TOWN COUNCIL SPECIAL MEETING
THURSDAY, JULY 23, 2026 - 4:00 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, Bob Ciullo, Interim Town Manager Kent Jackson, and Town Clerk Lisa P. Stites MMC.

Mayor Chris Brown called the meeting to order at 4 p.m.

II. CLOSED SESSION: **Councilman Cartner made a motion to go into Closed Session at 4 p.m. to Discuss Potential Land Acquisition and Specific Personnel Pursuant to N.C.G.S. 143-318.11(a)(5) and (6). Councilman Brown seconded, and the motion passed unanimously.**

Council returned to open session at 4:28 p.m.

Councilman Brown made a motion to approve a contract with Katherine Cathey for our new Town Manager, as presented, with her first day to be effective September 28 of this year. Councilman Cartner seconded, and the motion passed unanimously.

III. Adjourn
Councilman Bynum 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.

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AGENDA ITEM NO. I.2

TOWN COUNCIL REGULAR MEETING
AGENDA ITEM MEMO

SUBJECT:	Consideration of Amendment to Sec. 28-11 and Sec. 28-14 of the Code of Ordinances
DATE:	August 13, 2026
DEPARTMENT:	Administration

Subject Summary: At the May 12 meeting, Town Council approved a Resolution to request the NC Department of Transportation (NCDOT) reduce the speed limit from 45 mph to 35 mph in a section of East Oak Island Drive. The speed limit currently changes from 45 mph to 35 mph 160 feet east of SE 37th Street, and the request to NCDOT would move that to the intersection of East Oak Island Drive and SE 19th Street. The NCDOT has approved the Town's request for this change. Once the Town's ordinances are amended accordingly, confirmation of the change will be transmitted to NCDOT. The Resolution also included a request to prohibit LSV use in the new section of East Oak Island Drive with the 35-mph speed limit (between SE 19th Street and 160 feet east of SE 37th Street), and an ordinance amendment for this language is included for Council's consideration as well.

Attachments:
SpeedLimitOrdinances

Financial Impact Statement: N/A

Legal Review: The amendment will be reviewed by the Town Attorney.

The Town of Oak Island Code of Ordinances is hereby amended as follows:

- **Sec. 28-11. - Speed limits.**

(a) The speed limit for vehicular traffic upon the town-owned public streets within the corporate limits of the town shall be 25 m.p.h. unless otherwise posted or otherwise stated in this section. The speed limit for vehicular traffic on Yacht Drive and Dolphin Drive shall be 35 m.p.h.

(b) The speed limit for vehicular traffic on NC 133 (Long Beach Road) from a point 0.1 mile south of the south end of the G.V. Barbee Bridge over the Intracoastal Waterway at 1.6 miles southwest of SR 1101 (Fish Factory Road) northeastward to SR 1101 (Fish Factory Road) in Oak Island shall be 45 m.p.h.

(c) The speed limit for vehicular traffic on SR 1105 (North Middleton Avenue/E.F. Middleton Boulevard) from SR 1190 (Oak Island Drive) to 0.474 miles north of SR 1190 in the Town of Oak Island, shall be 45 m.p.h.

(d) The speed limit on Airport Road from the intersection of Long Beach Road to west of the intersection with Skyview Lane SE shall be 45 m.p.h.

(e) The speed limit on SR 1190 (East Oak Island Drive) shall be 45 mph from the intersection of SR 1105 (North Middleton Avenue/E.F. Middleton Boulevard) to SE 19th Street. The speed limit on SR 1190 (East Oak Island Drive) from SE 19th Street to the intersection with Country Club Drive shall be 35 mph.

(~~e~~f) Violations of this section shall be a misdemeanor as provided by G.S. 14-4.

(Ord. of 4-10-2001(5), § 1; Amend. of 1-12-2005; Amend. of 9-8-2009; Amend. of 5-10-2011; Amend. of 9-13-2016(2); Amend. of 2-11-2020(1); Amend. of 6-20-2023(2))

Sec. 28-14. -Low-speed vehicles

Usage of low-speed vehicles in the 35-m.p.h. zone of SR 1190 (East Oak Island Drive) between SE 19th Street and a point 160 feet east of SE 37th Street shall be prohibited.

This the 18th day of August, 2026.

_____
Chris Brown, Mayor

Attested: _____
Lisa P. Stites, MMC
Town Clerk

AGENDA ITEM NO. I.3

TOWN COUNCIL REGULAR MEETING
AGENDA ITEM MEMO

SUBJECT:	Proposed Text Amendment to Section 14-93 - Unlawful Actions of the Town of Oak Island Code of Ordinances
DATE:	August 10, 2026
DEPARTMENT:	Development Services

Subject Summary: The proposed text amendment Chapter 14, Part II - Nuisances, of the Town of Oak Island Code of Ordinances, serves to correct a gap in administrative requirements in the local ordinance as it pertains to the enforcement of junk vehicles stored on private property. The amendment looks to add health and safety standards for junk vehicles such that if a vehicle were to be found in violation of one of the proposed health and safety standards, the junk vehicle may be removed from the private property as part of Town abatement procedures. The amendment improves the local ordinance by better aligning it to State Statute which requires a vehicle to be declared a health and safety hazard prior to removal from private property per N.C.G.S 160A-303(c). While the current local ordinance does grant the authority for Code Enforcement Staff to tow junk vehicles, it lacks the health and safety standards prescribed by Statute, inhibiting Staff's ability to carry out towing procedures. The inclusion of the proposed health and safety standards corrects this gap in the enforcement process.

N.C.G.S 160A-303(c) - Any junked or abandoned motor vehicle found to be in violation of an ordinance adopted under this section may be removed to a storage garage or area, **but no such vehicle shall be removed from private property** without the written request of the owner, lessee, or occupant of the premises **unless the council or a duly authorized city official or employee has declared it to be a health or safety hazard.**

Attachments:
Health_and_Safety_Hazard_Ordinance

Financial Impact Statement: N/A

Legal Review: The proposed amendment was created in collaboration with the Town attorney.

The Town of Oak Island's Code of Ordinances is hereby amended as follows:

Sec. 14-93. Unlawful actions.

(a) Open storage of one or more junk vehicles shall not be permitted on private property within the town.

(b) A motor vehicle, not currently registered and inspected for operation on public highways, shall not be parked within the required front, rear or side yard setbacks of the zoning district wherein the premises are located.

(c) For the purposes of 160A-303(c), the zoning administrator or his/her designee may declare a vehicle a health or safety hazard when it is found to be:

1. A breeding ground or harbor for mosquitoes or other insects, snakes, rats, or other pests; or
2. A point of concentration of mold or other fungal growth due to excessive moisture infiltration and accumulation; or
3. A point of heavy growth of weeds or other noxious vegetation over one foot in height; or
4. A point of concentration of gasoline, oil, or other flammable or explosive materials; or
5. So located that there is a danger of the vehicle falling or turning over; or
6. A source of danger due to the possibility of entrapment or exposure of sharp surfaces; or
7. So situated as to impede the flow of traffic or to obscure driving visibility on a public right-of-way.

(Ord. of 4-10-2001(8), § 3; Ord. of 10-12-2004; Amend. of 4-8-2014(1))

This the 18th day of August, 2026.

_____
Chris Brown, Mayor

Attested: _____
Lisa P. Stites, MMC
Town Clerk

AGENDA ITEM NO. I.4

TOWN COUNCIL REGULAR MEETING
AGENDA ITEM MEMO

SUBJECT:	Adoption of a Resolution Supporting Adding Crosswalks on East Oak Island Drive and Fish Factory Road
DATE:	August 14, 2026
DEPARTMENT:	Administration

Subject Summary: The Town continues to work with the NC Department of Transportation on adding sidewalks and crosswalks to enhance pedestrian safety. (For more information on completed and planned projects, visit the pedestrian safety page on the Town's website). As staff works on a grant application seeking funding for additional crosswalks across East Oak Island Drive at NE 31st and NE 40th, and across Fish Factory Road near the intersection with Vanessa Drive, a Resolution supporting the project and application for grants is presented to Council. Staff recommends adoption of the Resolution.

Attachments:
CrosswalksResolution

Suggested Motion: I make a motion to adopt the Resolution Supporting Adding Crosswalks on East Oak Island Drive as presented.

Financial Impact Statement: N/A

Legal Review: N/A

Town of Oak Island
4601 E. Oak Island Drive
Oak Island, NC 28465

(910) 201-8001

www.oakislandnc.gov

Mayor
Chris Brown

Mayor Pro Tempore
Bill Craft

Council Members
Tommy Brown
Chasey Bynum
Terri L. Cartner
Bob Ciullo

Interim Town Manager
Kent Jackson
kjackson@oakislandnc.gov

A RESOLUTION OF THE TOWN OF OAK ISLAND SUPPORTING ADDING CROSSWALKS ON EAST OAK ISLAND DRIVE and FISH FCTORY ROAD

WHEREAS, the Town of Oak Island is committed to the planning and construction of pedestrian facilities, including crosswalks; and

WHEREAS, the Town of Oak Island has been working with the North Carolina Department of Transportation on a number of sidewalk and crosswalk plans to enhance pedestrian safety; and

WHEREAS, crosswalks have previously been installed at high-pedestrian traffic areas on Beach Drive, and across East Oak Island Drive at NE 51st Street, with similar plans for NE 58th Street and NE 79th Street; and

WHEREAS, three additional areas have been identified as locations which would benefit from crosswalks to enhance pedestrian safety – across East Oak Island Drive at NE 31st Street (at the Oak Island Recreation Center) and at NE 40th Street (a well-traveled route to the beach from the wooded section of town), and across Fish Factory Road near the intersection with Vanessa Drive; and

WHEREAS, the Town will seek grant funding for this important pedestrian safety project, and the Oak Island Town Council supports staff's efforts to acquire funding; and

NOW THEREFORE, be it resolved that the Town of Oak Island hereby supports the Project to Install Crosswalks on East Oak Island Drive at NE 31st Street and NE 40th Street and across Fish Factory Road near the intersection with Vanessa Drive.

Adopted by the Oak Island Town Council, this 18th day of August 2026.

_____
Mayor Chris Brown

Attested: _____
Lisa P. Stites, MMC
Town Clerk

AGENDA ITEM NO. I.5

TOWN COUNCIL REGULAR MEETING
AGENDA ITEM MEMO

SUBJECT:	Consideration of Construction Renovation Agreements for the Community Center and Recreation Center
DATE:	August 13, 2026
DEPARTMENT:	Parks & Rec

Subject Summary: Several safety and accessibility items were noted by the 2025 Recreation Center Study. Staff has packaged those recommendations into a comprehensive accessibility and safety program for the two facilities.

Attachments:
Community Center Agreement - Millennium_BKJ_Version2.pdf
Recreation Center Agreement - Millennium_BKJ_Version2.pdf

Suggested Motion: Motion to approve the construction renovation agreements with Millennium Contractors, Inc. in the amount of $314,913.

Financial Impact Statement: The total budget impact is $314,913. Funds for this planned activity were appropriated in the FY 2026-27 Annual Budget.

Legal Review: Agreements have been submitted to the Town Attorney for comment.

Follow up Action Needed: If approved by Council the subject agreements should be pre audited, then signed by Mayor Brown.

CONSTRUCTION RENOVATION AGREEMENT

This Construction Renovation Agreement ("Agreement") is entered into on July 31, *2026*, by and between:

Property Owner:
Name: Town of Oak Island
Address: 4601 E Oak Island Drive, Oak Island NC 28465
Phone: 910-278-5011

and

Contractor:
Company Name: Millennium Contractors, Inc.
License Number: L.68947
Address: PO Box 10579, Southport NC 28461
Phone: 910-457-7097
Email: millenniumcontractorsinc@yahoo.com

Collectively referred to as the "Parties."

---

1. PROJECT DESCRIPTION

The Contractor agrees to provide all labor, materials, equipment, supervision, and services necessary to complete the following renovation work:

Project Address:

102 SE 47th Street, Oak Island NC 28465 (Oak Island Community Center)

Scope of Work:

- ADA ramp — remove/replace wood railing components and handrail(s), extend to end of ramp to meet current ADA standards
- Supply and install one (1) ADA wireless door opener w/bollard type high/low exterior controls
- Close off pass-through window opening and patch wall. Frame wall section on opposite side of kitchen area to include pass through window and door opening (no door to be installed, wood frame only)
- Paint new wall section of kitchen area and outside wall area of kitchen enclosure
- Plumbing scope to include:
    - Replace all hot/cold supply piping with pex.

    - Replace water heater in kind
    - Supply/install one (1) ADA two level water fountain w/bottle filler
    - Supply and install one (1) grease interceptor (above grade unit)
    - Replace all bathroom fixtures
- Supply and install one (1) stainless steel work sink (option 2). Install adjacent to water fountain including stainless steel valves, SS connections to pex and braided stainless steel supply lines.AC scope to include:
    - Replace existing residential system with commercial split system
    - Size system to accommodate the building size & occupancy requirements
- Exterior scope of work to include:
    - Clean out gutters/spouts and seal joints as required
    - Pressure wash gutters, soffit and fascia
    - Wire brush, grind rust areas of soffit and fascia, replace panel pieces, as required, where rust has eaten away panel integrity
    - Apply rust prohibitive coating to repaired fascia/soffit
    - Apply two topcoats of DTM satin finish to match existing color as closely as possible
    - Repair/replace damaged panels and those rusted out at bottom
    - Paint replaced/repaired panels to match existing as closely as possible
- trash due to construction to be removed from site and disposed in a legal fashion

The work shall be performed in accordance with approved plans, specifications, applicable building codes, zoning ordinances, permit conditions, and municipal requirements.

---

2. PERMITS AND APPROVALS

1. All required permits shall be obtained before construction begins.
2. The Contractor shall comply with all federal, state, county, and municipal laws, regulations, ordinances, and building codes.
3. The Contractor shall schedule and cooperate with all required inspections.
4. No work shall proceed beyond any stage requiring inspection until approval has been obtained from the relevant authority.

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3. CONTRACT PRICE

The Owner agrees to pay the Contractor:

Total Contract Amount: $182,164.00

No deposit or advance payment shall be required.

The Contractor shall submit an invoice upon **Substantial Completion** of the Work. Payment shall be due **within thirty (30) calendar days** from the date the Town receives a properly submitted invoice, provided the Work has been substantially completed and all required inspections, close-out documentation, and approvals have been obtained.

Substantial Completion shall mean the stage at which the Work is sufficiently complete so that the facility can be occupied or utilized for its intended purpose, subject only to minor punch list items that do not materially affect use of the facility.

Any approved change orders shall be invoiced separately and paid under the same Net 30 payment terms unless otherwise agreed in writing.

Payment Terms: Net Thirty (30) Days from receipt of invoice after Substantial Completion.

---

4. PROJECT SCHEDULE

Start Date: September 1, 2026

Substantial Completion Date: December 1, 2026

The Contractor shall perform the work in a timely manner. Delays caused by weather, permit issues, inspection scheduling, material shortages, or circumstances beyond the Contractor's control shall extend the completion date accordingly.

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5. CHANGES IN WORK

Any modification to the scope of work shall be documented in a written Change Order signed by both Parties, specifying:

- Description of the change
- Additional or reduced cost
- Impact on project schedule

No verbal changes shall be binding.

---

6. CONTRACTOR RESPONSIBILITIES

The Contractor shall:

- Maintain all required licenses and registrations.
- Carry applicable insurance coverage.
- Perform work in a professional and workmanlike manner.
- Keep the project site reasonably clean and safe.
- Comply with all occupational safety regulations.
- Dispose of construction debris in accordance with applicable laws.

---

7. OWNER RESPONSIBILITIES

The Owner shall:

- Provide reasonable access to the property.
- Make timely payments as required by this Agreement.
- Disclose known conditions that may affect construction.
- Cooperate in obtaining approvals or documentation required from the property owner.

---

8. INSURANCE

Prior to commencement of any Work, and throughout the duration of the Project, the Contractor shall maintain insurance with companies authorized to do business in the State of North Carolina and rated acceptable by the Owner. The Contractor shall furnish Certificates of Insurance upon request and before beginning Work.

A. Commercial General Liability

Contractor shall maintain Commercial General Liability Insurance with limits of not less than:

- **$1,000,000 Each Occurrence**
- **$2,000,000 General Aggregate**

- **$2,000,000 Products/Completed Operations Aggregate**
- **$100,000 Fire Damage Legal Liability**
- **$5,000 Medical Expense (Any One Person)**

Coverage shall include premises/operations, independent contractors, products/completed operations, contractual liability, and personal injury liability.

B. Automobile Liability

Contractor shall maintain Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with a minimum combined single limit of:

- **$1,000,000 Combined Single Limit per Accident**

C. Workers' Compensation and Employers Liability

Contractor shall maintain Workers' Compensation Insurance as required by North Carolina law and Employers Liability Insurance with minimum limits of:

- **$100,000 Each Accident**
- **$100,000 Disease, Each Employee**
- **$500,000 Disease, Policy Limit**

North Carolina law generally requires Workers' Compensation coverage for employers with three (3) or more employees.

D. Additional Insured

The **Town of Oak Island, its elected officials, officers, employees, and agents** shall be named as Additional Insureds on the Commercial General Liability policy for operations performed under this Agreement.

E. Subcontractors

The Contractor shall require all subcontractors performing work under this Agreement to maintain insurance coverage meeting the requirements of this Section or shall provide evidence that such subcontractors are covered under the Contractor's policies.

F. Cancellation or Material Change

Contractor shall provide written notice to the Town of Oak Island of any cancellation, non-renewal, or material reduction in required coverage.

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9. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner from claims resulting from the Contractor's negligent acts, errors, or omissions during performance of the work.

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10. WARRANTIES

The Contractor warrants that:

1. All work will be performed in a professional and workmanlike manner.
2. Materials will be new unless otherwise specified.
3. Work will comply with applicable codes and permit requirements.

Warranty Period: **Twenty-four (24)** months from the date of final acceptance for all labor and workmanship. Contractor shall provide all applicable manufacturer warranties to the Town at closeout. Any defects in workmanship or installation identified during the warranty period shall be corrected by the Contractor at no additional cost to the Town.

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11. MUNICIPAL COMPLIANCE

The Parties acknowledge that:

- All renovations are subject to municipal inspections and approvals.
- The Contractor shall correct any code violations directly related to its work.
- A Certificate of Occupancy or Final Inspection Approval, when required, must be obtained before final project closeout.
- Failure to comply with municipal requirements may result in work stoppage, penalties, or permit revocation.

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12. TERMINATION

This Agreement may be terminated:

- By mutual written agreement of the Parties.

- By the Owner for material breach after written notice and failure to cure within **10 calendar days**.
- By the Contractor for non-payment after written notice and failure to cure within **15 calendar days**.
- If Contractor abandons the Work for **seven (7) consecutive calendar days** without justification, becomes insolvent, or otherwise ceases operations, Owner may immediately terminate the Contract upon written notice.

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13. DISPUTE RESOLUTION

Any dispute arising from this Agreement shall first be addressed through good-faith negotiation. If unresolved, any lawsuits related to this contract must be filed in state court in Brunswick County, North Carolina.

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14. GOVERNING LAW

This Agreement shall be governed by the laws of the State of North Carolina.

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15. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the Parties and supersedes all prior discussions, negotiations, or agreements.

SIGNATURES

OWNER

Signature: _____

Printed Name: _____

Date: _____

PRE-AUDIT CERTIFICATION

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act, N.C.G.S. § 159-28(a).

_____

Finance Officer

Date: _____

CONTRACTOR

Signature: _____

Printed Name: _____

Title: _____

Date: _____

CONSTRUCTION RENOVATION AGREEMENT

This Construction Renovation Agreement ("Agreement") is entered into on July 31, *2026*, by and between:

Property Owner:
Name: Town of Oak Island
Address: 4601 E Oak Island Drive, Oak Island NC 28465
Phone: 910-278-5011

and

Contractor:
Company Name: Millennium Contractors, Inc.
License Number: L.68947
Address: PO Box 10579, Southport NC 28461
Phone: 910-457-7097
Email: millenniumcontractorsinc@yahoo.com

Collectively referred to as the "Parties."

---

1. PROJECT DESCRIPTION

The Contractor agrees to provide all labor, materials, equipment, supervision, and services necessary to complete the following renovation work:

Project Address:

3003 E Oak Island Drive, Oak Island NC 28465 (Oak Island Recreation Center)

Scope of Work:

1. Interior Door Replacement

- Replace all interior doors with **fire-rated wood doors**, flush birch, factory-finished to match existing finishes as closely as possible.
- Replace **two (2) interior metal doors**.
- Paint replacement metal doors to match existing doors.
- Supply and install new **ball-bearing hinges** on replacement doors.

2. HVAC Improvements

- Supply and install one new **7.5-ton, three-phase heat pump split system**.
- Connect new HVAC unit to existing ductwork.
- Install:
    - Condensate pan
    - Emergency float switches
    - Copper refrigerant line set
    - New thermostat

3. Plumbing Improvements

- Replace existing water heater in kind.
- Supply and install one (1) **ADA-compliant dual-level drinking fountain with bottle filler**.
- Supply and install one (1) **above-grade grease interceptor**.
- Replace all bathroom fixtures, including fixtures located in exterior restroom facilities.

4. Exterior Building Repairs

- Replace two (2) sections of metal fascia with factory-finished white fascia.
- Remove and clean failed expansion joints and control joints in split-face block walls.
- Install new backer rod and NP-1 sealant at repaired joints.
- Cut out and repoint major cracked mortar joints in split-face block walls.
- Repair cracks in stucco areas by installing backer rod and sealant as required.

5. Construction Cleanup

- Remove all construction-related debris from the site.
- Dispose of waste and debris in accordance with applicable laws and regulations.

Optional Work Items

Option 001

- Replace circulating pump associated with the new water heater.
- Add **$1,572.00** to the base contract amount if required.

Option 002

- Replace the 220-volt timer unit for the circulating pump.
- Add **$433.00** to the base contract amount if required.

The work shall be performed in accordance with approved plans, specifications, applicable building codes, zoning ordinances, permit conditions, and municipal requirements.

---

2. PERMITS AND APPROVALS

1. All required permits shall be obtained before construction begins.
2. The Contractor shall comply with all federal, state, county, and municipal laws, regulations, ordinances, and building codes.
3. The Contractor shall schedule and cooperate with all required inspections.
4. No work shall proceed beyond any stage requiring inspection until approval has been obtained from the relevant authority.

---

3. CONTRACT PRICE

The Owner agrees to pay the Contractor:

Total Contract Amount: $132,749.00

No deposit or advance payment shall be required.

The Base Contract Sum includes all labor, materials, equipment, supervision, and services necessary to complete the Scope of Work identified in this Agreement.

The Base Contract Sum does not include Optional Work Items identified in the Contractor's proposal, including:

- **Option 001:** Replacement of circulating pump for the new water heater: **$1,572.00**
- **Option 002:** Replacement of 220V timer unit for circulating pump: **$433.00**

Optional Work Items shall only be performed upon written authorization by the Town and shall be documented through a written Change Order executed by both parties.

The Contractor shall submit an invoice upon Substantial Completion of the Work. Payment shall be due within thirty (30) calendar days after receipt of a properly submitted invoice and completion of all required inspections, close-out documentation, and approvals.

Payment Terms: Net Thirty (30) Days after receipt of invoice following Substantial Completion.

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4. PROJECT SCHEDULE

Start Date: January 4, 2027

Substantial Completion Date: March 19, 2027

The Contractor shall perform the work in a timely manner. Delays caused by weather, permit issues, inspection scheduling, material shortages, or circumstances beyond the Contractor's control shall extend the completion date accordingly.

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5. CHANGES IN WORK

Any modification to the scope of work shall be documented in a written Change Order signed by both Parties, specifying:

- Description of the change
- Additional or reduced cost
- Impact on project schedule

No verbal changes shall be binding.

---

6. CONTRACTOR RESPONSIBILITIES

The Contractor shall:

- Maintain all required licenses and registrations.
- Carry applicable insurance coverage.
- Perform work in a professional and workmanlike manner.
- Keep the project site reasonably clean and safe.
- Comply with all occupational safety regulations.

- Dispose of construction debris in accordance with applicable laws.

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7. OWNER RESPONSIBILITIES

The Owner shall:

- Provide reasonable access to the property.
- Make timely payments as required by this Agreement.
- Disclose known conditions that may affect construction.
- Cooperate in obtaining approvals or documentation required from the property owner.

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8. INSURANCE

Prior to commencement of any Work, and throughout the duration of the Project, the Contractor shall maintain insurance with companies authorized to do business in the State of North Carolina and rated acceptable by the Owner. The Contractor shall furnish Certificates of Insurance upon request and before beginning Work.

A. Commercial General Liability

Contractor shall maintain Commercial General Liability Insurance with limits of not less than:

- **$1,000,000 Each Occurrence**
- **$2,000,000 General Aggregate**
- **$2,000,000 Products/Completed Operations Aggregate**
- **$100,000 Fire Damage Legal Liability**
- **$5,000 Medical Expense (Any One Person)**

Coverage shall include premises/operations, independent contractors, products/completed operations, contractual liability, and personal injury liability.

B. Automobile Liability

Contractor shall maintain Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with a minimum combined single limit of:

- **$1,000,000 Combined Single Limit per Accident**

C. Workers' Compensation and Employers Liability

Contractor shall maintain Workers' Compensation Insurance as required by North Carolina law and Employers Liability Insurance with minimum limits of:

- **$100,000 Each Accident**
- **$100,000 Disease, Each Employee**
- **$500,000 Disease, Policy Limit**

North Carolina law generally requires Workers' Compensation coverage for employers with three (3) or more employees.

D. Additional Insured

The **Town of Oak Island, its elected officials, officers, employees, and agents** shall be named as Additional Insureds on the Commercial General Liability policy for operations performed under this Agreement.

E. Subcontractors

The Contractor shall require all subcontractors performing work under this Agreement to maintain insurance coverage meeting the requirements of this Section or shall provide evidence that such subcontractors are covered under the Contractor's policies.

F. Cancellation or Material Change

Contractor shall provide written notice to the Town of Oak Island of any cancellation, non-renewal, or material reduction in required coverage.

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9. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner from claims resulting from the Contractor's negligent acts, errors, or omissions during performance of the work.

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10. WARRANTIES

The Contractor warrants that:

1. All work will be performed in a professional and workmanlike manner.

2. Materials will be new unless otherwise specified.
3. Work will comply with applicable codes and permit requirements.

Warranty Period: **Twenty-four (24)** months from the date of final acceptance for all labor and workmanship. Contractor shall provide all applicable manufacturer warranties to the Town at closeout. Any defects in workmanship or installation identified during the warranty period shall be corrected by the Contractor at no additional cost to the Town.

---

11. MUNICIPAL COMPLIANCE

The Parties acknowledge that:

- All renovations are subject to municipal inspections and approvals.
- The Contractor shall correct any code violations directly related to its work.
- A Certificate of Occupancy or Final Inspection Approval, when required, must be obtained before final project closeout.
- Failure to comply with municipal requirements may result in work stoppage, penalties, or permit revocation.

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12. TERMINATION

This Agreement may be terminated:

- By mutual written agreement of the Parties.
- By the Owner for material breach after written notice and failure to cure within **ten (10) calendar days**.
- By the Contractor for non-payment after written notice and failure to cure within **fifteen (15) calendar days**.
- If Contractor abandons the Work for **seven (7) consecutive calendar days** without justification, becomes insolvent, or otherwise ceases operations, Owner may immediately terminate the Contract upon written notice.

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13. DISPUTE RESOLUTION

Any dispute arising from this Agreement shall first be addressed through good-faith negotiation. If unresolved, any lawsuits related to this contract must be filed in state court in Brunswick County, North Carolina.

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14. GOVERNING LAW

This Agreement shall be governed by the laws of the State of North Carolina.

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15. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the Parties and supersedes all prior discussions, negotiations, or agreements.

SIGNATURES

OWNER

Signature: _____

Printed Name: _____

Date: _____

PRE-AUDIT CERTIFICATION

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act, N.C.G.S. § 159-28(a).

_____

Finance Officer

Date: _____

CONTRACTOR

Signature: _____

Printed Name: _____

Title: _____

Date: _____

AGENDA ITEM NO. II.1

TOWN COUNCIL REGULAR MEETING
AGENDA ITEM MEMO

SUBJECT:	Appointments to the Environmental Advisory Committee (one unexpired term ending June 2027 and one term expiring June 2029)
DATE:	August 10, 2026
DEPARTMENT:	Administration

Subject Summary: There are two positions open on the Environmental Advisory Committee, one with an unexpired term ending June 2027 and the other with a term ending June 2029. Applicants are as follows:
John Blevins
Erin de la Cruz, Feb. 2025-June 2026

Attachments:
Joh_ Blevins
Erin_de la Cruz

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: Environmental Advisory Committee

Name: John ***email:*** Blevins

Home Address: 4185 Vanessa Drive Southport NC 28461
(Street) *(City)* *(Zip Code)*

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

Home Phone: _____ ***Fax:*** _____ ***Cell:*** 865 250 1396 ***Business:*** _____

Years resident of Oak Island: <1 year

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

Applicant's Employer: Retired
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: Environmental Engineer

Relevant Professional Activities: 35 years with US EPA- 18 + year in Senior Executive Service for Federal Government

Relevant Volunteer Activities: _____

Why do you wish to serve on this board/ committee? Bring my environmental experience to help the City of Oak Island evaluate and implement environment related projects

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?

Qualifications for serving: 35 years of experience with US EPA

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:

Town policy limits (i) service on volunteer boards/committees to two full consecuitve 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 againstyou in any jurisdiction? No

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

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: Environmental Advisory Committee

Name: Erin de la Cruz **email:** cruz722@yahoo.com

Home Address: 337 NE 60th St (Street) Oak Island (City) 28465 (Zip Code)

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

Home Phone: _____ **Fax:** _____ **Cell:** (206)409-6044 **Business:** _____

Years resident of Oak Island: 9

Do you have a family member employed by Town of Oak Island? If yes, name: no

Applicant's Employer: Retired, U.S. Coast Guard

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: Student

Relevant Professional Activities: _____

Relevant Volunteer Activities: Was an EAC member. My term expired in June 2026.

Why do you wish to serve on this board/ committee? I am retired and have marine biology degree. I would like to help the community by volunteering.

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 do not feel the EAC should be restricted. If an evnironmental topic is introduced, and will impact Oak Island, I feel we should review it and determine if we can have an impact

Qualifications for serving: I am willing to give my time to this committee and it's committments.

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:

Town policy limits (i) service on volunteer boards/committees to two full consecuitve 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 againstyou in any jurisdiction? No

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

AGENDA ITEM NO. II.2

TOWN COUNCIL REGULAR MEETING
AGENDA ITEM MEMO

SUBJECT:	Appointments to the Planning Board - three terms expiring August 2029, one Alternate term expiring August 2028, and one Alternate term expiring August 2029.
DATE:	August 10, 2026
DEPARTMENT:	Administration

Subject Summary: There are five positions open on the Planning Board, three terms expiring August 2029, one Alternate term expiring August 2028, and one Alternate term expiring August 2029. Applicants are as follows:
John Blevins
Gene Brooks, Aug. 2023-Aug. 2026
Robert Carpenter
David Purser, Aug. 2023-Aug. 2026
Scott Stephenson, May 2026-Aug. 2026
William P. Stewart, Jr.

Attachments:
John_Blevins
Gene_Brooks
Robert_Carpenter
David_Purser
Scott_Stephenson
William_Stewart

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: Planning Board

Name: John ***email:*** Blevins

Home Address: 4185 Vanessa Drive Southport NC 28461
(Street) *(City)* *(Zip Code)*

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

Home Phone: _____ ***Fax:*** _____ ***Cell:*** 865 250 1396 ***Business:*** _____

Years resident of Oak Island: <1 year

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

Applicant's Employer: Retired
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: Environmental Engineer

Relevant Professional Activities: 35 years with US EPA- 18 + year in Senior Executive Service for Federal Government

Relevant Volunteer Activities: _____

Why do you wish to serve on this board/ committee? Bring my environmental experience to help the City of Oak Island evaluate and implement environment related projects

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?

Qualifications for serving: 35 years of experience with US EPA

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:

Town policy limits (i) service on volunteer boards/committees to two full consecuitve 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 againstyou in any jurisdiction? No

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

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Telephone 910-201-8111
ebaker@oakislandnc.gov

COMMITTEE APPLICATION

Board/Committee: Planning Board

Name: Gene Brooks **email:** gbplanning101@gmail.com

Home Address: 101 NE 13th St (Street) Oak Island (City) 28465 (Zip Code)

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

Home Phone: 336-266-0889 **Fax:** _____ **Cell:** 336-266-0889 **Business:** _____

Years resident of Oak Island: 6

Do you have a family member employed by Town of Oak Island? If yes, name: NO

Applicant's Employer: Utica National Insurance Group

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: Regional Risk Manager

Relevant Professional Activities: Safety, Risk mgmt

Relevant Volunteer Activities: Current member of planning board/Alamance County Planning board 8 years

Why do you wish to serve on this board/ committee? Continue to work on improvement of UDO, future planning of Oak Island

***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? Continue Rewrite of definitions, classification, definitions in planning/zoning

Qualifications for serving: 3yr member of Oak Island Planning Board
Previous Vice Chair of Alamance County Planning Board

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:

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Has any formal charge of professional misconduct ever been sustained againstyou in any jurisdiction? NO

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

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Telephone 910-201-8111
ebaker@oakislandnc.gov

COMMITTEE APPLICATION

Board/Committee: Planning Board

Name: Robert Carpenter **email:** bobmcarp@yahoo.com

Home Address: 126 NE 36th Street (Street) Oak Island (City) 28465 (Zip Code)

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

Home Phone: _____ **Fax:** _____ **Cell:** 7039196292 **Business:** _____

Years resident of Oak Island: 23

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

Applicant's Employer: Retired

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: Over 20 years experience as a SR Manager for the Federal Government

Relevant Volunteer Activities: AARP Tax volunteer 2013-current, Planning Board 2015-2020, VFW Aux. Pres. 2017-20

Why do you wish to serve on this board/ committee? To bring my experience with the Planning Board, application of the UDO and support the local 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? Application of the UDO. Create an open environment

Qualifications for serving: Past Chairman and Vice Chairman of the Planning Board. My past work in dispute resolution.

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: Planning Board

Town policy limits (i) service on volunteer boards/committees to two full consecuitve 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 againstyou in any jurisdiction? No

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

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Telephone 910-201-8111
ebaker@oakislandnc.gov

COMMITTEE APPLICATION

Board/Committee: Planning Board

Name: David Purser **email:** purserdavid4@gmail.com

Home Address: 106 Lucas Cove (Street) Oak Island (City) NC 28465 (Zip Code)

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

Home Phone: _____ **Fax:** _____ **Cell:** 980-254-1489 **Business:** LPM

Years resident of Oak Island: 12 years

Do you have a family member employed by Town of Oak Island? If yes, name: no

Applicant's Employer: self employeed

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: Builder / dercloper

Relevant Professional Activities: dereloperment experience

Relevant Volunteer Activities: _____

Why do you wish to serve on this board/ committee? to continue to serve residents of Oak Island

***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? protection of mainland

Qualifications for serving: development / builder experience

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: Current Planning board member

Town policy limits (i) service on volunteer boards/committees to two full consecuitve 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 againstyou in any jurisdiction? no

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

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

COMMITTEE APPLICATION

Board/Committee: Oak Island Planning Board

Name: Scott Stephenson **email:** scott.stephenson@comcast.net

Home Address: 103 NW 1st St (Street) Oak Island (City) 28465 (Zip Code)

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

Home Phone: _____ **Fax:** _____ **Cell:** 303-210-2414 **Business:** _____

Years resident of Oak Island: 6

Do you have a family member employed by Town of Oak Island? If yes, name: No

Applicant's Employer: Retired/ Self-Employed

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/ Small Business Owner

Relevant Professional Activities: Corporate Data and financial process analysis, corporate operations management

Relevant Volunteer Activities: Current member- Oak Island Planning Board

Why do you wish to serve on this board/ committee? See attached response.

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? See attached response.

Qualifications for serving: See attached response.

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: Current member- Oak Island Planning Board

Town policy limits (i) service on volunteer boards/committees to two full consecuitve 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 againstyou in any jurisdiction? No

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

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: PLANNING BOARD

Name: WILLIAM P. STEWART JR **email:** williampstewart@icloud.com

Home Address: 4505 W. BEACH DRIVE (Street) OAK ISLAND (City) 28465 (Zip Code)

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

Home Phone: 9373054787 **Fax:** _____ **Cell:** 9373054787 **Business:** _____

Years resident of Oak Island: 6

Do you have a family member employed by Town of Oak Island? If yes, name: NO

Applicant's Employer: RETIRED

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 MILITARY / CIVIL SERVICE

Relevant Professional Activities: 30 yrs ACTIVE DUTY IN Operations, 15 yrs Civil Service

Relevant Volunteer Activities: OKI Sea Turtle Protection (5 YEARS)

Why do you wish to serve on this board/ committee? I WOULD LIKE TO HELP SHAPE OKI DEVELOPMENT IN A RAPIDLY GROWING ENVIRONMENT - ENCOURAGE SMALL BUSINESS WHILE MAINTAINING A FAMILY-FOCUSED AND FRIENDLY ENVIRONMENT

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? INFRASTRUCTURE MODERNIZATION, PLANNED DEVELOPMENT AND TRANSPORTATION SYSTEM IMPROVEMENTS

Qualifications for serving: 45 years of LEADING PEOPLE; COMMUNITY PLANNING FOR LARGE AND SMALL POPULATIONS

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: NONE

Town policy limits (i) service on volunteer boards/committees to two full consecuitve 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 againstyou in any jurisdiction? NO

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

AGENDA ITEM NO. V.1

TOWN COUNCIL REGULAR MEETING
AGENDA ITEM MEMO

SUBJECT:	Consideration of a Request for Business License - High Tide Powersports (26-00058)
DATE:	August 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 55 mph 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 at 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): Dustin Owens	Phone: (980) 241-3118
Street Address (mailing): 124 NW 20th St	City/State/Zip Code: Oak Island, NC 28465
Email: info@hightidepowersports.com	

Section 2: Business Information

Name of Business: High Tide Powersports	Business Email: info@hightidepowersports.com
Business Type: **Circle One (1)** Corporation / (LLC) Partnership / Sole Proprietorship / Non-Profit	Business Location: 124 NW 20th St, Oak Island NC 28465
Zoning District:	Previous Use of Structure/Unit:
Business Phone: (980) 241-3118	Business Mailing Address: 124 NW 20th St, Oak Island, NC 28465
Days/Hours of Operation: 0800-1900 - 7 Days A week	Business Type: **Circle All Applicable** (Service) / 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 35 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:	Dustin Owens	Date:	05/27/26
Owner Signature:	Rebecca Jarvis	Date:	5/27/26

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).)

AGENDA ITEM NO. V.2

TOWN COUNCIL REGULAR MEETING
AGENDA ITEM MEMO

SUBJECT:	APPEAL 26-01290 (QUASI-JUDICIAL HEARING) Appeal of Minimum Housing Hearing Determination
DATE:	August 10, 2026
DEPARTMENT:	Development Services

Subject Summary: APPEAL SUMMARY
David Wallace, applicant, on behalf of Arthur "Burt" Lea, owner, is requesting an Appeal of a Minimum Housing hearing order made by the Hearing Officer that requires the demolition of a residential structure determined to be in dilapidated condition on May 13, 2026.

LOCATION
The subject property is located at 4906 E. Beach Dr. and adjacent to the Kevin Bell Skate Park. The property may be further identified by Brunswick County PID: 249DC003.

BACKGROUND
The subject property was identified as being in violation of the Town's Minimum Housing Code, as found in Chapter 8 Article V, of the Town Code of Ordinances. Specifically, the property was determined to be unfit for human habitation due to unsafe conditions such as wiring and electrical fixtures in a state of disrepair, lack of heating facilities in good working condition, lack of exterior weatherproofing, interior floors, walls and partitions in an unsound condition, sanitary facilities in non-working condition, lack of hot and cold-water supply, the property being in an unsanitary condition, unsafe foundation, means of egress, stairs, and porch, and broken windows among other issues.

An administrative warrant was served on the property on April 7, 2026, which allowed Development Services Staff and Oak Island Police to access the interior of the property for inspection.

A Minimum Housing Hearing was scheduled for April 29, 2026. Notice of the hearing was sent to the tax mailing address per the Brunswick County tax record, posted notice was placed on the property, and it was advertised in the local newspaper.

Assistant Town Manager Kent Jackson acted as the Hearing Officer, and Brook Russell served as the Housing Inspector. Planning Manager, Taylor Davis, and Zoning Technician II, John Anderson, also assisted in the hearing and provided evidence.

Following review of the inspection notes, photographs, and other evidence by Staff, the owner was given the opportunity to present explanation or justification for the condition of the property. The property owner stated that he intended to repair the structure but had not been able to in recent years and that he was looking to hire a contractor to begin the work. The Hearing Officer continued the Hearing to May 13, 2026, to allow the property owner time to assemble additional information that may be provided in support of a possible determination to

repair rather than demolition such as proof of financing and procurement of a construction professional for the project.

The Hearing resumed on May 13, 2026, and the property was determined to be in a dilapidated condition, meaning the required repairs exceed fifty percent (50%) of the tax value of the structure and was therefore ordered to be demolished or removed within ninety (90) days. The property owner did not attend the Hearing.

The Minimum Housing Hearing Order was mailed to the property owner and posted on the property.

About a week later, Staff was notified by a contractor hired by Mr. Lea that the property owner had gotten the hearing dates mixed up and had mistakenly missed the continued hearing. However, since the hearing had already occurred and a determination had been made, a re-hearing by Staff could not occur. Staff informed the applicant that he must apply for an Appeal to have the determination reconsidered.

Attachments:
26-01290 - Application
Confirmation of Contractor
Property Owner Letter
Building Inspector Evaluation Memo
Signed Notice of MH Hearing 4.6.26
Minimum Housing Hearing Order 5.18.26-signed
Site Photos
GS 160D-1208 - Remedies

Financial Impact Statement: N/A

Legal Review: N/A

TOWN OF OAK ISLAND
APPEAL APPLICATION

RECEIVED
MAY 27 2026

Section 1: Applicant Information

Name(s): David Wallace	Phone: 910-279-3880
Street Address (mailing): 107 SE 36th	City/State/Zip Code: Oak Island NC 28465
Email: David@Wallacehomesoki.com	Business/Firm Name (If applicable): DavidWallacehomesoki.com

Section 2: Property Owner Information

Name(s): Arthur Burton Lee Jr.	Phone: 910-512-5924
Street Address (mailing): 4906 E Beach	City/State/Zip Code: Oak Island, NC 28465
Email: N/A	Legal Relationship of Applicant to Landowner: Contractor

Section 3: Subject Property Information

PID:	249DC003	**Zoning District:**	CR
Total Acreage:	.19	**List Existing Structures (dwellings, pools, sheds, etc.):**	House, Pilings

Section 4: Appeal Request

Select One (1):

☐ Issued Permit ☐ Denied Permit ☒ Hearing Order ☐ Administrative Decision ☐ Violation

Section 5: Required Supplemental Materials

Check all included

	Narrative describing the request with evidence supporting the appeal
	Photos (include pictures of structure included in request or area of property applicable to request)
	Application fee (to be paid at time of application)
	Supporting documentation (contracts, invoices, professional reports, etc.)

Applicant Signature:	David Wallace	Date:	5/27/2026
Owner Signature:	Arthur Burton Lee Jr.	Date:	5/27/26

David WALLACE
HOME BUILDERS, LLC.
CUSTOM HOMES
SINCE 1999
www.wallacehomesoki.com

7804 E Beach Drive
Oak Island, NC 28465
(910) 201-1152 office
(910) 279-3890 mobile
yourhome@wallacehomesoki.com

To whom it may concern,

David Wallace Home builders, Inc has been contracted by Arther Burton Lea, Jr to bring his property at 4906 E Beach Drive into compliance with town ordinances and building codes.

Mr. Lea and I have already met with Brooks Russell and reviewed the file. I am ready to move forward as soon as we get town approval.

Sincerely,

David Wallace
David Wallace Home Builders, Inc

5/26/2026

To: David Wallace

From: Burt Lea

As you are aware Hurricane Isaias knocked my house of the foundation on August 4, 2020. The house was in a family trust that I brought it from. The family dropped the insurance and I was unaware. Therefore, there was no insurance on the house.

Two weeks prior to the storm I had Quadruple Bypass surgery which limited my ability to function for an extended time. I was due to start medical rehab but could not because of this.

Once I could function, I hired Milligan home movers to help me get the house back on the foundation. Milligan jacked the house up but moved in the way of the foundation. Eventually they returned and moved house so we could get the pilings installed. We had to wait for months for people to arrive because of all the storm damage. I know I waited 6 months for the required survey to set the pilings.

I had Collier foundation install the piling per the plans that Pyramid Engineering provided. Once the pilings were install, I tried to get Milligan's back to determine piling heights and a time frame. We were unsuccessful in getting this accomplished.

During this time my daughter lost her transportation. I became her means of transportation to get her to her nursing job. Also, I became responsible for her daughter's transportation and after school care. This became basically a full-time job.

During this time, I became sick with covid and depression. I have been on medicine and suffered from depression since my twenties. I have always had periodic lapses into depression.

Other reasons I have not gotten back on the house is my wife got sick and I had to care for her. My daughter passed away unexpectedly. I then took on the responsibility of my granddaughter. I had to relocate the household from Kings Mountain.

Then I became sick with RSV and was unable to proceed until I recently recovered. I am ready to fix my house.

I never intended not to fix the house, in hopes of living there again. I look for to working with you and getting my house livable and up to code.

Sincerely,



Arthur Burton Lea

4601 E. Oak Island Drive
Oak Island, NC 28465-5211

MEMO

Date: April 6, 2026

To: Ms. Taylor Davis

From: Brook Russell

Subject: Minimum housing issues 4906 E. Beach Dr

- ☐ **Maintenance:**
- ☐ Free from garbage
- ☐ Free from wildlife?
- ☑ Access to property?
- ☐ Building occupied?
- ☐ Access to interior? Was unsafe To go in

- ☐ **Structural Integrity:**
- ☐ Foundation
- ☐ Floors ?
- ☐ Exterior Walls No weather proof Siding
- ☐ Roof ?

- ☐ **Plumbing & Sanitation:** NOT Connected to water & Sewer
- ☐ Potable water supply
- ☐ A working toilet
- ☐ A sink
- ☐ A bathtub/shower
- ☐ Kitchen

- ☐ **Heating & Electrical:** No Meter
- ☐ A functional heating system
- ☐ Electrical systems must be safe and functional.
- ☐ Electrical Meter

- ☐ **Light & Ventilation:** Every room must have
  DID NOT ENTER

- ☐ **Safety & Security:**
- ☐ Windows Some Broken Out
- ☐ Doors must be lockable,
- ☐ Egress in case of fire.
- ☐ Doors
- ☐ Stairs

Building ceased on Temporary Cribbing Awaiting Re-location on ADJacent Newly Installed Pilings

EMAIL brussell@oakislandnc.gov
PHONE (910) 278-5024
FAX (910) 278-1811

At the request of Ms. Taylor Davis I visited the site and deemed the building thereon unfit for human habitation for the reasons listed on the previous page.

4.16.2026

Background: Minimum housing standards are local, state, or federal regulations ensuring residential dwellings are safe, sanitary, and fit for human habitation. Key requirements typically include structural integrity (roofs, walls, foundations), functional plumbing and heating, adequate electrical systems, weatherproofing, pest control, and proper sanitation. Properties failing to meet these standards may be deemed "unfit for human habitation," leading to orders for repairs or demolition.

Core Minimum Housing Standards

- **Structural Integrity:** Foundations, floors, walls, and roofs must be in good repair, safe, and not have cracks allowing rodents.
- **Plumbing & Sanitation:** Dwellings must have a potable water supply, a working toilet, sink, and bathtub/shower connected to a proper disposal system.
- **Heating & Electrical:** A functional heating system is required (often mandated to maintain specific temperatures between November and March). Electrical systems must be safe and functional.
- **Light & Ventilation:** Every room must have adequate lighting and ventilation, typically via windows or mechanical means.
- **Safety & Security:** Windows and doors must be lockable, and there must be safe egress in case of fire.
- **Maintenance:** Structures must be free from garbage and, in many cases, rodents or insect infestation.

Access to

EMAIL brussell@oakislandnc.gov
PHONE (910) 278-5024
FAX (910) 278-1811

April 06, 2026
Arthur B. Lea Jr.
4906 E Beach Dr.
Oak Island, NC 28465-5233

RE: **Minimum Housing Violation & Scheduled Hearing**

SUBJECT PROPERTY:	4906 E Beach Dr.
PID:	249DC003
ORDINANCE(S):	Chapter 8, Article V Sec. 8-162 – Sanitary facilities required in good working condition Sec. 8-163 – Failure to provide hot and cold water supply Sec. 8-168 – Electrical systems not maintained in state of good repair Sec. 8-169 – Unsafe foundation, means of egress, stairs, porches & appurtenances, non-weathertight windows and doors, broken windows and window sashes, missing hardware, interior floors, walls, and partitions, structural supports, and lack of protective railings Sec. 8-171 – Property not in unmaintained and unsanitary condition

On April 2, 2026, the above referenced property was inspected for compliance with the Oak Island Minimum Housing Code and was found to be in violation of the above Section(s) a copy of which is/are enclosed. Specifically, the house was found to be unfit for human habitation due to the presence of unsafe and unsanitary living conditions on the property such as broken windows and doors, lack of structural supports, exposure to elements, and lack of utilities.

Per Sec. 8-195 a minimum housing hearing shall be held not more than thirty (30) days for the date the complaint was served.

Hearing Information:
Hearing Date: **Wednesday, April 29th, 2026**
Hearing Time: **9:00 AM**
Location: **Town Hall - 4601 E Oak Island Dr.**

Please check-in with the front desk receptionist upon arrival.

The hearing shall determine the status of the structure as either deteriorated or dilapidated and the Order shall reflect one of the findings below:

- Property is deteriorated – The cost of repair is less than fifty percent (50%) of the structures tax value. The property must be repaired within ninety (90) days.

- Property is dilapidated – The cost of repair exceeds fifty percent (50%) of the structures tax value. The structure shall be demolished/removed and all debris cleared from the property.

MINIMUM HOUSING HEARING ORDER

By First Class Mail and Certified Mail, Return Receipt Requested

Arthur B. Lea
4906 E Beach Dr.
Oak Island, NC 28465-5233

Violation Case: 24-130

May 18, 2026

Dear Mr. Lea,

On April 29 and May 13, 2026, the Town of Oak Island Hearing Officer conducted a hearing to consider the condition of the house on the property located at 4906 E Beach Dr. Based on the evidence presented, I make the following Findings of Fact:

1. Oral, photographic, and documentary evidence was presented by the Housing Inspector or Town Staff.
2. The owner was present and was not represented by counsel.
3. The owner presented testimony.
4. The building is not currently occupied.
5. Based on the evidence presented, the Hearing Officer finds that the following dangerous and/or unsafe conditions make the dwelling unfit for human habitation:
   Failure to maintain heating facilities in safe and good working condition. Failure to maintain electrical fixtures, equipment, and wiring in a state of good repair. No exterior weatherproofing. Failure to maintain interior floors, walls, and partitions in sound condition and good repair. Failure to maintain sanitary facilities in good working condition. Failure to provide hot and cold water supply. Failure to maintain the property in a sanitary condition. Unsafe foundation, means of egress, stairs, porches & appurtenances, non-weathertight windows and doors, broken windows and window sashes, missing hardware, interior floors, walls, and partitions, structural supports, and lack of protective railings. Failure to provide operable sanitary facilities.
6. These conditions are violations of the following provisions of the Town of Oak Island Minimum Housing Code: Section(s) 8-161 – 171.
7. I make the following additional Findings of Fact: Structure is not permanently affixed to the ground or other foundational structure. Structure currently poses a safety hazard to those who may encounter it. Deceased vermin or other wildlife and foul odors associated with decaying animal matter were observed on the property a the time of inspection. The property sustained storm damage from Hurricane Isaias in 2020 and remains in a state of disrepair and is uninhabitable.

Based on these Findings of Fact, I hereby determine that the house **CANNOT** be repaired, altered or improved to comply with the requirements of the Town of Oak Island and all applicable requirements of the North Carolina State Building Code for less than fifty percent

(50%) of its value. **The house is, therefore, determined to be DILAPIDATED. The owner is hereby ORDERED to do the following:**

Dilapidated House

- **Remove or demolish the house within 90 days.** Failure to make timely repairs as directed by this Order shall subject the House to removal or demolition by the Town of Oak Island and a possible lien against the property.

Please note that you must obtain the proper permits from the Town of Oak Island before any demolition or repair work can begin, and all required inspections must be completed within the timeframe listed above.

If you have any questions, please contact Oak Island Code Enforcement immediately at the contacts listed below.

John Anderson, Zoning Technician II
jjanderson@oakislandnc.gov
(910) 201-8059

We look forward to your timely cooperation in this matter.

Thank you,

Taylor Davis

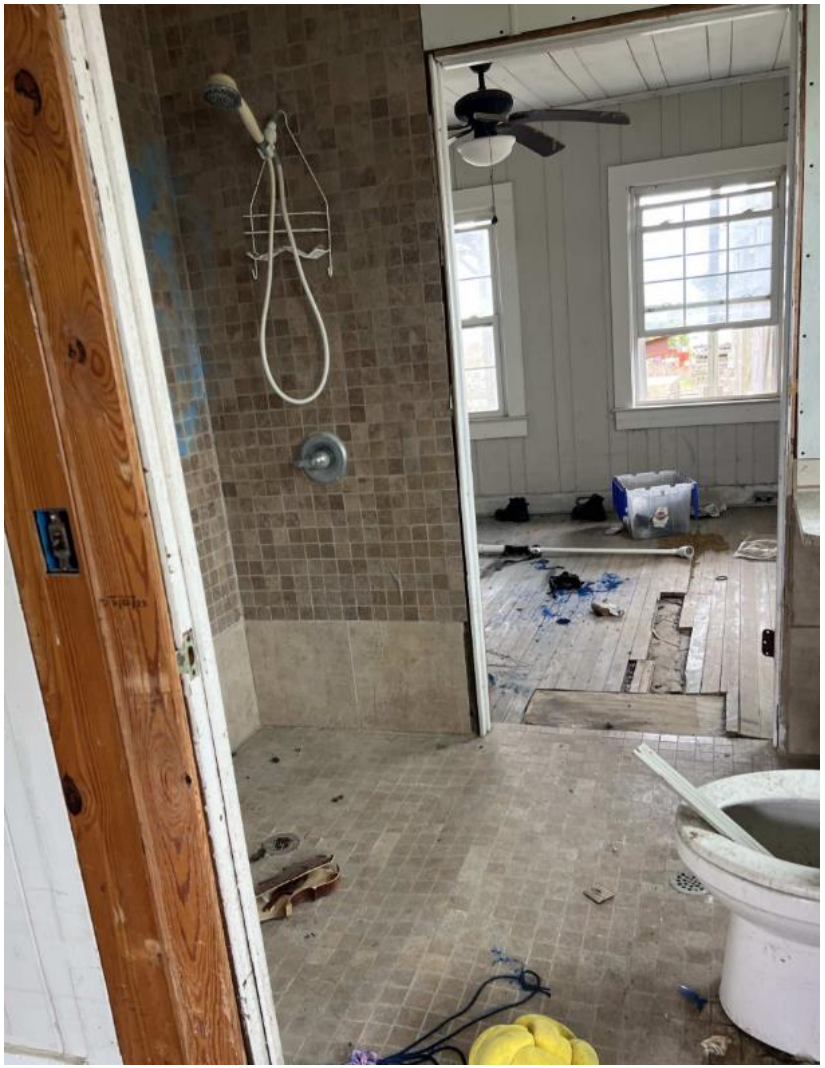
Taylor Davis, MPA, CZO
Planning Manager
Town of Oak Island Development Services
tdavis@oakislandnc.gov















§ 160D-1208. Remedies.

(a) An ordinance adopted pursuant to this Article may provide for a housing appeals board as provided by G.S. 160D-305. An appeal from any decision or order of the public officer is a quasi-judicial matter and may be taken by any person aggrieved thereby or by any officer, board, or commission of the local government. Any appeal from the public officer shall be taken within 10 days from the rendering of the decision or service of the order by filing with the public officer and with the housing appeals board a notice of appeal that shall specify the grounds upon which the appeal is based. Upon the filing of any notice of appeal, the public officer shall forthwith transmit to the board all the papers constituting the record upon which the decision appealed from was made. When an appeal is from a decision of the public officer refusing to allow the person aggrieved thereby to do any act, the decision remains in force until modified or reversed. When any appeal is from a decision of the public officer requiring the person aggrieved to do any act, the appeal has the effect of suspending the requirement until the hearing by the board, unless the public officer certifies to the board, after the notice of appeal is filed with the officer, that because of facts stated in the certificate, a copy of which shall be furnished to the appellant, a suspension of the requirement would cause imminent peril to life or property. In that case the requirement is not suspended except by a restraining order, which may be granted for due cause shown upon not less than one day's written notice to the public officer, by the board, or by a court of record upon petition made pursuant to subsection (f) of this section.

(b) The housing appeals board shall fix a reasonable time for hearing appeals, shall give due notice to the parties, and shall render its decision within a reasonable time. Any party may appear in person or by agent or attorney. The board may reverse or affirm, wholly or partly, or may modify the decision or order appealed from, and may make any decision and order that in its opinion ought to be made in the matter, and, to that end, it has all the powers of the public officer, but the concurring vote of four members of the board is necessary to reverse or modify any decision or order of the public officer. The board also has power in passing upon appeals, when unnecessary hardships would result from carrying out the strict letter of the ordinance, to adapt the application of the ordinance to the necessities of the case to the end that the spirit of the ordinance is observed, public safety and welfare secured, and substantial justice done.

(c) Every decision of the housing appeals board is subject to review by proceedings in the nature of certiorari instituted within 15 days of the decision of the board, but not otherwise.

(d) Any person aggrieved by an order issued by the public officer or a decision rendered by the housing appeals board may petition the superior court for an injunction restraining the public officer from carrying out the order or decision and the court may, upon such petition, issue a temporary injunction restraining the public officer pending a final disposition of the cause. The petition shall be filed within 30 days after issuance of the order or rendering of the decision. Hearings shall be had by the court on a petition within 20 days and shall be given preference over other matters on the court's calendar. The court shall hear and determine the issues raised and shall enter such final order or decree as law and justice may require. It is not necessary to file bond in any amount before obtaining a temporary injunction under this subsection.

(e) If any dwelling is erected, constructed, altered, repaired, converted, maintained, or used in violation of this Article or of any ordinance or code adopted under authority of this Article or any valid order or decision of the public officer or board made pursuant to any ordinance or code adopted under authority of this Article, the public officer or board may institute any appropriate action or proceedings to prevent the unlawful erection, construction, reconstruction, alteration, or use; to restrain, correct, or abate the violation; to prevent the occupancy of the dwelling; or to prevent any illegal act, conduct, or use in or about the premises of the dwelling. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 42, 51(a), (b), (d).)

AGENDA ITEM NO. V.3

TOWN COUNCIL REGULAR MEETING
AGENDA ITEM MEMO

SUBJECT:	Consideration of Approval for an Ordinance Ordering Further Proceedings Under The Purpose of the Town of Oak Island Minimum Housing Code and G.S. § 160d Article 12
DATE:	August 10, 2026
DEPARTMENT:	Development Services

Subject Summary: **MINIMUM HOUSING VIOLATION**

The residential structure located at 4308 E. Oak Island Dr. was inspected for and found to be in violation of the Town of Oak Island Minimum Housing ordinance. The intent of the Minimum Housing ordinance is to secure the public safety, health and general welfare of persons habitating within or near residential structures by administering a minimum building and maintenance code. The structure located on the subject property was found to be in violation of multiple minimum requirements. Specifically, the owner failed to maintain heating facilities in a safe and good working condition, failed to maintain electrical fixtures, equipment, and wiring in a state of good repair, failed to maintain the roof such that it provided a sufficient barrier to prevent dampness or moisture from intruding the home and damaging walls/floors, failed to maintain sanitary facilities in a good working condition, failed to provide a hot and cold water supply, and failed to maintain the property in a sanitary condition.

With an issued Administrative Warrant, Development Services Staff, with assistance from the Oak Island Police Department, were able to access the interior of the home. During that inspection, evidence of possible trespassing and breaking and entering was observed. Mainly, while the doors to the home were secured, a large hole through a side screened porch area was seen; the screen porch provided access to the interior of the home. Additionally, certain paraphernalia often associated with illegal drug use was observed in a bedroom.

Lastly, the exterior of the property is extremely overgrown, offering very limited visibility of the structure from the street. A driveway or pedestrian access to the structure has not been maintained, putting the property and those who may reside within it at risk during emergencies due to the increased difficulties emergency management personnel would have not only locating the structure but simply being able to access it with life saving or firefighting equipment and vehicles.

On April 29, 2026, the Town of Oak Island Hearing Officer conducted a hearing to consider the condition of the house on the subject property. Neither the owners nor their counsel attended the meeting. After reviewing the oral, photographic, and documentary evidence provided by Staff the Hearing Officer determined the property to be in a **DILAPIDATED** condition. As such, the owner of the property was ordered to " **Remove or demolish the house within 90 days."**

The Hearing Order was sent by certified mail to all known owners of record at the time which included four related individuals and included notification that a failure to abide by the order may result in a lien on the property

for costs associated with completing the removal of the structure by the Town or the Town's contractor.

Staff recommends approval of the Ordinance Ordering Further Proceedings Under the Purpose of the Town of Oak Island Minimum Housing Code and G.S. § 160d Article 12 as presented.

Attachments:
4308 E Oak Island Dr Photos

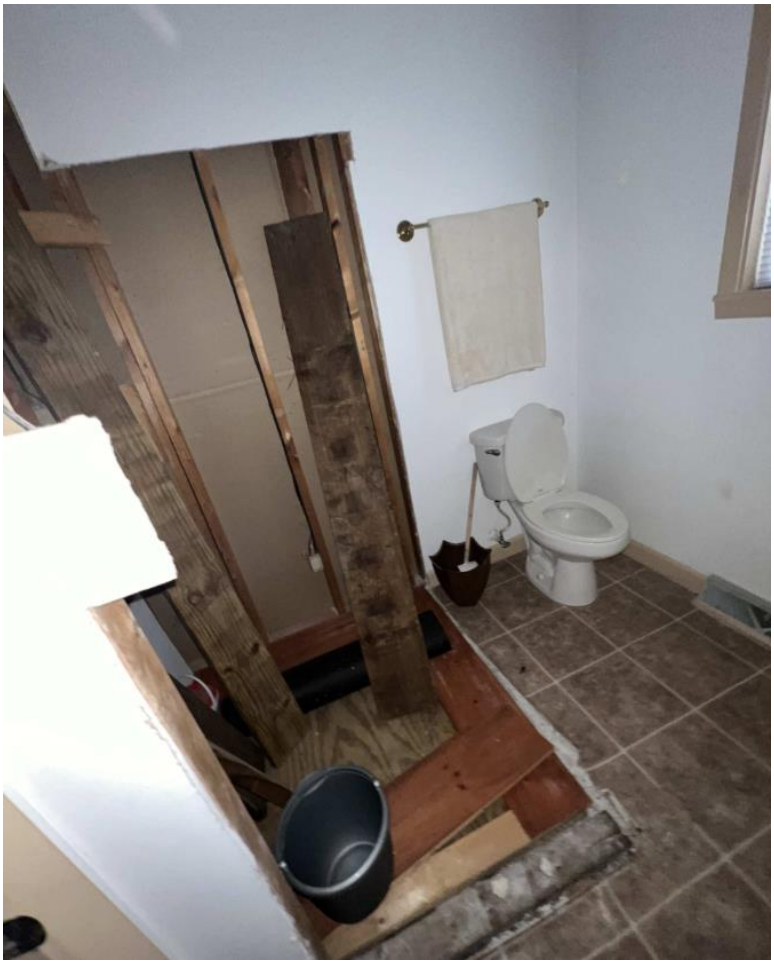
Suggested Motion: I make a motion to approve the Ordinance Ordering Further Proceedings Under the Purpose of The Town of Oak Island Minimum Housing Code and G.S. § 160d Article 12 as presented.

Financial Impact Statement: Upon failure to abide by the order to demolish by the property owner, the Town may incur costs associated with the demolition and removal of materials from the property which may then be assessed on the land as a lien. Should the owner fail to satisfy the lien, the Town may pursue a foreclosure to recoup money owed.

Legal Review: The Town Attorney assisted with preparing the Ordinance and has advised staff throughout the process.

Follow up Action Needed: If the Ordinance is approved, the Town will take additional action as described.











AGENDA ITEM NO. V.4

TOWN COUNCIL REGULAR MEETING
AGENDA ITEM MEMO

SUBJECT:	Consideration of Facade Improvement Grant Program Policy Updates
DATE:	August 10, 2026
DEPARTMENT:	Administration

Subject Summary: The proposed amendments update the Town's Façade Improvement Grant Program to improve transparency, consistency, and administration of the program. Major revisions include establishing an annual application period (October 1 - November 30) with award decisions made in December, replacing the first-come, first-served funding approach with a standardized evaluation and scoring matrix, and establishing objective criteria for project selection. Additional changes include extending the project completion deadline to May 1, requiring arm's-length contractor quotes, encouraging the use of Oak Island contractors when practical, clarifying that only active commercial uses are eligible, and reorganizing the program guidelines for improved clarity and administration. These revisions are intended to strengthen the program, ensure a fair and competitive application process, and provide greater consistency in the administration of public grant funds.

Attachments:
Facade_Grant_Revisions.pdf

Financial Impact Statement: No additional financial impact. The Façade Improvement Grant Program is funded through the Town's annual General Fund budget, and the proposed amendments do not modify the program's budget or funding level.

Legal Review: The Town Attorney has reviewed the policy revisions.

Town of Oak Island
Façade Improvement Grant Program Guidelines

Purpose

The Town of Oak Island's Façade Improvement Grant (FIG) Program encourages investment in commercial properties by providing financial assistance for exterior building improvements that enhance the appearance of the community, strengthen commercial corridors, and support economic vitality.

The program provides matching reimbursement grants for eligible façade improvements that contribute to the Town's aesthetic character and long-term economic development goals.

Funding

The Façade Improvement Grant Program provides reimbursement of up to 50% of eligible project costs.

- Maximum Grant Award: $10,000

Grant awards are subject to annual budget appropriations and available funding.

Only one application per property per fiscal year will be considered.

Grant funds are provided as reimbursements after the approved work has been completed, inspected, and all required documentation has been submitted.

Eligible Properties

Applicants must meet all of the following requirements:

- Property must be located within the Town of Oak Island.
- The property must contain an active commercial use. Residential properties, including dwelling units located within commercial zoning districts, are not eligible.
- Property must be located within the CB, CLD, or CR zoning districts.
- Applicant must be the property owner or an authorized tenant with written property owner approval.
- Applicant must be current on all Town taxes, fees, fines, and code enforcement matters.
- Proposed work must comply with the Town's Unified Development Ordinance, building codes, and all applicable regulations.

Eligible Improvements

Eligible improvements may include, but are not limited to:

- Exterior painting or repainting
- Exterior renovations and repairs
- Storefront restoration
- Exterior cleaning
- Code-compliant signage
- Decorative architectural features
- Public art
- Outdoor lighting
- Landscaping
- Outdoor seating areas
- Other exterior improvements approved by the Town

The Town reserves the right to determine eligibility of proposed improvements.

Application Period

Applications will be accepted annually during the following funding cycle:

October 1 – November 30

Applications must be received no later than 5:00 PM on November 30.

Applications received outside of the application period will be considered during the following funding cycle.

Pre-Application Meeting

Applicants are required to meet with the Economic & Community Development Manager before submitting an application to discuss:

- Project eligibility
- Eligible expenses
- Permit requirements
- Program requirements

- Application materials

Required Application Materials

Applications shall include:

- Completed application form
- Project description
- Estimated project budget
- Drawings or renderings when appropriate
- Property owner authorization (if applicant is a tenant)
- Photographs of the existing conditions
- Completed W-9
- Two contractor quotes meeting program requirements

Incomplete applications may not be considered.

Quote Requirements

Applicants must submit **two itemized contractor quotes** for all proposed work.

Each quote shall:

- Include a detailed description of the proposed work.
- Itemize labor and materials.
- Identify products and materials to be used.
- Include paint colors when applicable.
- Describe cleaning methods when façade cleaning is proposed.

Arm's-Length Requirement

Quotes must be obtained through arm's-length transactions.

Quotes **may not** be provided by:

- The applicant
- The property owner
- Immediate family members
- Businesses owned or controlled by the applicant or property owner

- Any person or entity with a financial interest in the project

The Town may request additional documentation to verify compliance.

Local Contractors

Applicants are encouraged to obtain quotes from businesses or contractors located or registered within the Town of Oak Island whenever practical.

Selection of the lowest quote is not required.

Application Review

After the application period closes, Town staff will review all complete applications.

Applications will first be reviewed for eligibility and completeness.

Eligible applications will then be evaluated using the Town's Facade Improvement Grant Evaluation Criteria.

Meeting minimum eligibility requirements does not guarantee funding.

The Town reserves the right to fully fund, partially fund, or deny any application based upon available funding and evaluation results.

Evaluation Criteria

Applications will be evaluated using the following scoring matrix.

Criteria	**Maximum Points**
Overall visual improvement to the property	25
Enhancement of the surrounding commercial area	20
Quality and completeness of the proposed project	15
Project readiness and ability to complete by May 1	15
Consistency with Town design standards and UDO	10
Level of private investment	10
Use of Oak Island contractors or businesses (when practical)	5
Total Possible Score	**100**

Award Notification

Applicants will be notified of funding decisions during December.

Award letters will include:

- Approved grant amount
- Conditions of approval
- Permit requirements
- Project completion deadline

No work may begin before written approval is issued if reimbursement is expected.

Project Completion

Approved projects may begin after written approval.

Projects must:

- Be completed as approved.
- Receive all required inspections.
- Be completed and reimbursement documentation submitted by May 1 of the fiscal year.

Any changes to the approved scope of work must receive prior written approval from the Town.

Extensions

Applicants may request an extension in writing due to circumstances beyond their control.

Extension requests must be submitted before the project completion deadline.

Approval of an extension is at the discretion of the Town.

Reimbursement Requirements

Upon project completion, applicants shall submit:

- Copy of the approved application
- Paid invoices
- Proof of payment (cancelled checks, receipts, or equivalent documentation)
- Before & after photographs
- Any additional documentation requested by the Town

Reimbursement will not occur until Town staff has verified that the approved work has been completed.

General Conditions

The Town reserves the right to:

- Approve, partially fund, or deny any application.
- Request additional information.
- Verify all application materials.
- Conduct site inspections before and after construction.
- Reject applications that contain false or misleading information.
- Modify program guidelines for future funding cycles.

Grant approval does not waive any permit, zoning, or code requirements.