



**PROPOSED AGENDA
OAK ISLAND TOWN COUNCIL REGULAR MEETING
TUESDAY, MAY 12, 2026 – 6:00 PM
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL**

CALL TO ORDER - Mayor Chris Brown

INVOCATION AND PLEDGE OF ALLEGIANCE - Mayor Pro Tempore Craft

PUBLIC HEARING(S) AND ACTION

PUBLIC HEARING I (AND ACTION): The purpose of the Public Hearing is to receive citizens' comments on a proposed Text Amendment 26-00294 - Proposal to add Shopping Center less than 40,000 sq ft enclosed floor area as a by-right use in the Community Business zoning district.

[Text Amendment Application.pdf](#)

[Statement of Justification - Text Amendment.docx](#)

[Sec. 6.5 Table of Uses](#)

PUBLIC HEARING II (AND ACTION): The purpose of the Public Hearing is to receive citizens' comments on a Request (26-00293) to Rezone PID 249DI001 from Commercial Recreation to Community Business Zoning District.

[26-00293 - Application](#)

[Statement of Justification - Rezoning.docx](#)

[SECTION 6.5 TABLE OF USES AND ACTIVITIES](#)

PUBLIC HEARING III (AND ACTION): The purpose of the Public Hearing is to receive citizens' comments on a Proposed Text Amendment to Remove Swimming Pools from Section 7.2 and

[Accessory Structure Definition](#)

[SECTION 7.2 ACCESSORY BUILDINGS STRUCTURES..docx](#)

[Accessory Structure Definition.pdf](#)

[Section 7.11.7.pdf](#)

PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

[Presentation -- ABC Board](#)

[Presentation of the Proposed FY 2026-2027 Budget](#)

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 \(April 14, 2026 - Public Hearings & Regular Meeting, April 16, 2026 - Special Meeting - Budget Workshop, and April 21, 2026 - Special Meeting - Budget Workshop\)](#)
[041626Minutes](#)
[041426TownCouncilMinutes](#)
[042126Minutes](#)
- I.2 [Consideration of Adding Stop Signs on Barbee Boulevard at Live Oak Drive](#)
- I.3 [Consideration of Proposed Amendments to Sec. 8-195. Procedure for Enforcement \(Minimum Housing\).](#)
[Sec. 8_195 Proposed Amendment](#)
- I.4 [Approval of Resolution Petitioning the North Carolina Department of Transportation to Reduce the Speed Limit on East Oak Island Drive to 35 mph to SE 19th Street and to Continue to Prohibit LSV Use on that portion of East Oak Island Drive](#)
[SpeedLimitResolution](#)
- I.5 [Consideration of an Agreement for Drafting a Stormwater Master Plan](#)
[2026-05-04 Oak Island Masterplan Professional Services Agreement.pdf](#)
[2026-05-04 Oak Island Masterplan Fee Breakdown](#)

ITEMS REMOVED FROM CONSENT AGENDA, IF ANY

II. COMMITTEE APPOINTMENTS

- II.1 [Appointments to the Recreation Advisory Board \(one unexpired term ending March 2028 and one term ending March 2029\)](#)
[Alison_Matthews](#)
[Ray_McBride](#)
[Cecilia_Riegert](#)
[Colleen_Ziegler](#)
- II.2 [Appointment to the Planning Board \(one unexpired term ending August 2026\)](#)
[Scott_Stephenson](#)
[William_Stewart](#)

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

IV. OLD BUSINESS

- IV.1 Consideration of Sponsorship/Naming Policy
Naming Rights, Sponsorship, Gifts Policy
Proposed Naming and Donation Fee Schedule
- IV.2 Consideration of Adopting the Economic Development Strategic Plan
- IV.3 Consideration of Revisions to the Boards and Committees Handbook
B&C HANDBOOK_2026 REVISION5-6-2026

V. NEW BUSINESS

- V.1 Consideration of Development Finance Initiative (DFI) Pre-Development Analysis Service
DFI_Oak Island Town Center_Phase 1 Feasibility
- V.2 Consideration of Adoption of the 2026 Oak Island Bicycle Plan
Oak Island Bicycle Plan_032026_Final.pdf
- V.3 Consideration of Memorandum of Understanding with Oak Island Water Rescue
MOU with OIWR
- V.4 Consideration of Amendment to Rules of Procedure
RulesOfProcedure_July2022
- V.5 Consideration of Extending the Paid Parking Season through the End of October

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

VII. ADJOURN

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: PUBLIC HEARING I (AND ACTION): The purpose of the Public Hearing is to receive citizens' comments on a proposed Text Amendment 26-00294 - Proposal to add Shopping Center less than 40,000 sq ft enclosed floor area as a by-right use in the Community Business zoning district.

DATE: May 6, 2026

DEPARTMENT: Development Services

Subject Summary: PROPOSAL

Marsh, Parker, Poe, Adams, & Bernstein LLP, applicant, are proposing a text amendment to the Unified Development Ordinance (UDO) to include Shopping Centers less than 40,000 sq ft of enclosed floor area as a by-right use in the CB, Community Business zoning district.

EVALUATION

The CB zoning district is intended for commercial and service uses for the surrounding urban market area. CB zoned parcels are largely located off Oak Island Dr. near the Town's commercial hubs, the addition of shopping centers provides additional opportunity for commercial growth and sought after uses in designated commercially zoned areas of the Town.

Currently, Shopping Centers less than 30,000 sq ft of enclosed space are permitted by-right in the C-LD (Commercial Low-Density) and CR (Commercial Recreation) zoning districts. Shopping Centers greater than 30,000 sq ft are currently permitted by-right in the C-LD zoning district only. The applicants' updated request to allow shopping centers up to 40,000 sq ft is not yet reflected in the ordinance; rather than adding in "shopping centers less than 40,000 sq ft" as a stand alone use, it may be better to amend the existing use to 40,000 sq ft and have it be applicable to both the CB and C-LD districts to prevent three (3) shopping center uses listed in the Table.

PLANNING BOARD

The Planning Board recommended approval of the request to add shopping center less than 30,000 sq ft of enclosed space. There was discussion regarding the overall floor area, and if this should be increased to accommodate Publix Shopping Center as there was some disparity in the existing shopping centers square footage. However, they also indicated they would be supportive of a request that encompassed the existing shopping center's square footage should it be confirmed to be more than what was presented at the meeting. The request to add Publishing and Engraving businesses was dropped from the request as it was determined the use the applicant had in mind actually was best suited towards retail (trophies, t-shirts, memorabilia) rather than a printing or engraving business such as a printing press for a newspaper or some other publication.

COMPREHENSIVE LAND USE PLAN COMPLIANCE

The proposed text amendment is supported by Objective 1.1: Strategically Update the Town’s Unified Development Ordinance (UDO) to Enhance Community Health and Function when additional uses are added to the Table of Uses and Activities that spur sought after commercial development and offered services to the community. The proposal also supports Action Item 6.1.2: Encourage commercial and mixed-use development in strategic areas identified on the future land use map when additional commercial uses are encouraged in designated areas.

Attachments:

[Text Amendment Application.pdf](#)

[Statement of Justification - Text Amendment.docx](#)

[Sec. 6.5 Table of Uses](#)

Suggested Motion: Motion to approve the proposed text amendment adding Shopping Centers less than 40,000 sq ft of enclosed floor space as a by-right use in the Community Business district and to make a finding that the request supports Objective 1.1 and Action 6.1.2 of the Comprehensive CAMA Land Use Plan Update

Financial Impact Statement: N/A

Legal Review: N/A

TEXT AMENDMENT APPLICATION

TOWN OF OAK ISLAND
Planning Department
4601 E. Oak Island Drive
Oak Island, NC 28465



Date: January 29, 2026

Fee: \$500.00

Any application for an amendment to the Unified Development Ordinance shall be filed with the department of development services at least 45 days prior to the date on which it is to be introduced to the planning board. Each application shall be signed by the applicant and be in triplicate.

Section 1: Applicant Information.

Petitioner Name: Collier R. Marsh, Parker Poe Adams & Bernstein LLP

Mailing Address: 301 Fayetteville St #1400, Raleigh, NC 27601

Phone: (919) 835-4663

Email: colliermarsh@parkerpoe.com

Section 2: Text to be Changed.

Article/Chapter 6 Section 6.5 - Table of Uses and Activities

Allowing 'Shopping Center, less than 30,000 sq ft gross enclosed floor area'; 'Shopping Center, greater than 30,000 sq ft gross enclosed floor area'; and 'Printing, Publishing and Engraving Establishments' in the CB Zoning District

Section 3: Type of Text Change.

a change in wording to existing Section(s)

an addition to Section(s)

a deletion of wording at existing Section(s)

Please attach a draft amendment containing the Section number to be amended as well as draft changes, additions, or deletions to that Section.

Section 4: Statement of Justification

Please attach a narrative that justifies the proposed amendment change and promotes the public health, safety, and general welfare.

Section 7: Applicant/Owner Signature

In filing this Text Amendment Petition, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature: Collier Marsh

Date: 1/29/2026

Statement of Justification - Text Amendment

Collier Marsh of Parker Poe Adams & Bernstein LLP (“Applicant”), on behalf of PSM North Carolina Holdings LLC (“Owner”), submits this Statement of Justification in support of a proposed text amendment to the Oak Island Unified Development Ordinance (“UDO”). The Owner holds fee simple title to approximately 6.35 acres located at 5003 E. Oak Island Drive, Oak Island, North Carolina 28465 (“Property”).

The Property is currently zoned Community Recreation District (“CR”). Within the CR district, the UDO permits the use classified as ‘Shopping Center, less than 30,000 square feet gross enclosed floor area’ (“Shopping Center Use”). That same use is also permitted in the Commercial Low Density (“C-LD”) district but is not permitted within the Community Business (“CB”) district.

The Applicant seeks a targeted amendment to the UDO to allow both the Shopping Center Use and Printing, Publishing, and Engraving Establishments’ use by right within the CB district. This amendment is intended to accompany a rezoning of the Property to the CB district, facilitate appropriate commercial development within CB-zoned parcels, and better align permitted uses with the stated purpose and intent of the CB district.

In addition to the existing grocery store, the Property contains ancillary commercial shop space that the Owner intends to lease to a variety of small, neighborhood-serving businesses. To advance this objective, the Owner has submitted a companion rezoning request to rezone the Property from CR to CB. However, under the current UDO framework, the Shopping Center Use is not permitted within the CB district, notwithstanding that the CB district is defined as “a zone in which the use of the land is for commercial and service uses for the surrounding urban market area.” The Shopping Center Use and the Printing, Publishing, and Engraving Establishments is consistent with, and directly advance, this definition.

The proposed amendment is fully aligned with the Oak Island 2045 Charting the Course Comprehensive Land Use Plan (“2045 Plan”). The CB district is contemplated within both the Commercial Core (“CC”) and Mixed Residential Community (“MRC”) future land use designations. The Property is designated for CC future land use, which emphasizes the creation of a vibrant commercial hub, the redevelopment of underutilized properties, support for small businesses, and the enhancement of commercial vitality. Permitting the Shopping Center Use by right within the CB district directly furthers these adopted policy objectives.

Accordingly, the proposed text amendment is reasonable, consistent with the UDO, and supported by the 2045 Plan. Allowing the Shopping Center Use and Printing, Publishing and Engraving Establishments by right in the CB district will promote orderly development, encourage economic activity, and advance the public health, safety, and general welfare of the residents of the Town of Oak Island by expanding access to neighborhood-scale retail and service uses.

Private postal shipping and receiving	-	-	-	-	-	-	P	-	P	-	-	-	-	
Publicly owned parking lots (independent)*	PS	PS	PS	PS	PS	PS	P	P		P	P	-	-	Section 7.85
Radio and TV stations/	-	-	-	-	-	-	-	-	P	-		-	-	
Rental of goods, merchandise, and equipment (no outside storage or display of goods)	-	-	-	-	-	-	P	-	P	-	P	-	-	
Rental of goods, merchandise, and equipment (with outside storage and display of goods)	-	-	-	-	-	-	-	-	PS	-	PS	-	-	Section 7.44
Rental of recreation	-	-	-	-	-	-	P	P	P	-	P	-	-	
Retail services not otherwise listed	-	-	-	-	-	-	P	P	P	-	P	-	-	
Restaurants without drive thru services	-	-	-	-	-	-	P	P	P	-	-	-	-	
Restaurants with drive thru services	-	-	-	-	-	-	SS		PS	-	-	-	-	Section 7.90
Seafood processing, packing, and sales	-	-	-	-	-	-	-	-	PS	-	-	PS	-	Section 7.45
Sexually oriented businesses	-	-	-	-	-	-	-	-	-	-	-	PS	-	Section 7.46
Shopping center, less than 40,000 sq. ft. gross enclosed floor area	-	-	-	-	-	-	P	-	P	-	-	-	-	
Shopping center, greater than 30,000 sq. ft. gross enclosed floor area	-	-	-	-	-	-	-	-	P	-	-	-	-	
Tattoo/body piercing parlors	-	-	-	-	-	-	-	-	PS	-	-	-	-	Section 7.47
Theater housed in a permanent indoor structure	-	-	-	-	-	-	P	-	P	-	-	-	-	
Towing, automobile and truck	-	-	-	-	-	-	-	-	P	-	-	P	-	
Travel agencies	-	-	-	-	-	-	P	-	P	-	-	-	-	
Truck stop	-	-	-	-	-	-	-	-	SS	-	-	P	-	Section 7.91
Truck terminals	-	-	-	-	-	-	-	-		-	-	P	-	
Truck wash	-	-	-	-	-	-	-	-		-	-	P	-	

Created: 2025-11-19 10:54:56 [EST]

(Supp. No. 67)

Created: 2025-11-19 10:54:56 [EST]

(Supp. No. 67)

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: PUBLIC HEARING II (AND ACTION): The purpose of the Public Hearing is to receive citizens' comments on a Request (26-00293) to Rezone PID 249DI001 from Commercial Recreation to Community Business Zoning District.

DATE: May 6, 2026

DEPARTMENT: Development Services

Subject Summary: REZONING PROPOSAL

Marsh, Parker, Poe, Adams & Bernstein LLP, applicant, on behalf of PSM North Carolina Holdings LLC, owner, is requesting approval of a General Use Zoning Map Amendment to rezone an approximately 6.35-acre parcel from the CR, Commercial Recreation, zoning district to the CB, Community Business, zoning district. If approved, all uses allowed by-right or by Special Use Permit in the CB zoning district may be permitted on the subject parcel.

LOCATION

The subject property is located between SE 50th Street and SE 52nd Street and fronts both Oak Island Drive and E Pelican Drive. The parcel may be further identified by Brunswick County PIN 206508992957.

COMMUNITY BUSINESS ZONING DISTRICT

The CB business district is established as a zone in which the use of the land is for commercial and service uses for the surrounding urban market area.

DIMENSIONAL STANDARDS

With a general use rezoning the standard setbacks of the CB zoning district as found in Section 8.1 of the UDO apply.

ALLOWABLE USES

As this is a general use rezoning, all by-right uses in the CB zoning district or those allowable by Special Use Permit as identified in the Table of Uses and Activities found in Section 6.5 of the Oak Island Unified Development Ordinance shall be permitted (a list of all uses are included as Attachment 1). There are only two residential uses permitted in the CB zoning district, Dwelling Attached to a Business and Temporary Emergency, Construction, and Repair Residences, and approximately ≈ 67 commercial uses, including offices, bars, gyms, retail, and recreation equipment rental. The property currently contains a shopping center with grocery store and food service uses.

CHARACTERISTICS OF THE SURROUNDING AREA

The subject property is immediately adjacent to CB zoning to the north, east, and west, as well as CR on the south and west sides, and R-6 on the eastern side.

COMPREHENSIVE LAND USE PLAN COMPLIANCE

The subject property is located within the Commercial Core future land use category as shown on the Future Land Use Map (FLUM) within the Town of Oak Island Comprehensive CAMA Land Use Plan Update. The Commercial Core is intended for areas designated as commercial hubs. Desired uses include upper floor multi-family housing, retail, restaurants, offices, and public gathering spaces. Single-family and uses not conducive to a compact, pedestrian-oriented commercial node of Town are discouraged. Commercial Core is further characterized as areas having access to public/private utilities such as those located on the island. The rezoning to CB is supported by the Commercial Core future land use category, as the desired uses like office and restaurants are permitted by-right within the zoning district along with the subject property's established retail use. A rezoning to CB allows for more sought after uses in the commercial core area that are not permitted under the current CR zoning such as offices. The proposal was found to be consistent with Objective 6.2: Revitalize Oak Island Drive's Commercial Corridor, specifically, Action Item 6.2.2. Continue to monitor the permitted use table to ensure uses listed are reflective of development trends and community needs...are permitted within the town's commercial core. The Rezoning to CB supports the community when sought after uses are permitted to enter commercial spaces not previously available.

REZONING PROCEDURES

4.6.4. Action by the Town Council.

Action to consider a *rezoning* petition, including the scheduling of a public hearing, will be at the discretion of the Town Council.

4.6.4.1. Before an item is placed on the agenda to schedule a public hearing, the Planning Board's recommendation on each proposed zoning amendment must be received by the Town Council. If no recommendation is received from the Planning Board within 30 days from the date when submitted to the Planning Board, the petitioner may take the proposal to the Town Council without a recommendation from the Planning Board. However, the Planning Board may request the Town Council to delay final action on the amendment until such time as the Planning Board can present its recommendations.

4.6.4.2. After receiving a recommendation from the Planning Board on a proposed amendment, the Town Council may proceed to vote on the proposed ordinance, refer it to a committee for further study, or take any other action consistent with its usual rules of procedure.

4.6.4.3. The Town Council is not required to take final action on a proposed amendment within any specific period of time, but it should proceed as expeditiously as practicable on petitions for amendments since inordinate delays can result in the petitioner incurring unnecessary costs.

4.6.4.4. No member of the Town Council shall vote on any zoning map amendment or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial and readily identifiable financial impact on the member or his or her close family, business, and/or associational relationships.

4.6.4.5. When adopting or rejecting any zoning text or map amendment, the Town Council shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan. The requirement for a plan consistency statement may also be met by a clear indication in the minutes of the Town Council that at the time of action on the amendment the Town Council was aware of and considered the Planning Board's recommendations and any relevant portions of an adopted comprehensive plan. If a zoning map amendment is adopted and the action was deemed inconsistent with the adopted plan, the zoning amendment shall have the effect of also amending any future land-use map in the approved plan, and no additional request or application for a plan amendment shall be required. A plan amendment and a zoning amendment may be considered concurrently. The plan consistency statement is not subject to judicial review. If a zoning map amendment qualifies as a "large-scale *rezoning*" under G.S. 160D-602(b), the Town Council statement describing plan consistency may address the overall *rezoning* and describe how the analysis and policies in the relevant adopted plans were considered in the action taken.

4.6.4.5.1. When adopting or rejecting any petition for a zoning map amendment, a statement analyzing the reasonableness of the proposed *rezoning* shall be approved by the Town Council. This statement of reasonableness may consider, among other factors, (i) the size, physical conditions, and other attributes of the area proposed to be *rezoned*, (ii) the benefits and detriments to the landowners, the neighbors, and the surrounding community, (iii) the relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment; (iv) why the action taken is in the public interest; and (v) any changed conditions warranting the amendment. If a zoning map amendment qualifies as a "large-scale *rezoning*" under G.S. 160D-602(b), the Town Council statement on reasonableness may address the overall *rezoning*.

4.6.4.5.2. The statement of reasonableness and the plan consistency statement required by this section may be approved as a single statement.

4.6.4.6. In deciding whether to adopt a proposed amendment to this Ordinance, the central issue before the Town Council is whether the proposed amendment advance the public health, safety, or welfare. All other issues are irrelevant and all information related to other issues at the public hearing may be declared irrelevant by the Mayor and excluded. When considering proposed map amendments:

- 4.6.4.6.1. The Town Council shall not consider any representations made by the petitioner that, if the change is granted, the *rezoned* property will be used for only one of the possible range of uses permitted in the requested classification. Rather, the Town Council shall consider whether the entire range of permitted uses in the requested classification is more appropriate than the range of uses in the existing classification.
- 4.6.4.6.2. The Town Council shall not regard as controlling any advantages or disadvantages to the individual requesting the change, but shall consider the impact of the proposed change on the public at large.

RECOMMENDATION

Planning Staff is submitting the proposed Zoning Map Amendment for Town Council consideration after a recommendation of approval from the Planning Board. The proposal is supported by at least three objectives of the Comprehensive Land Use Plan. Based on the information and evaluation provided in this report, Staff recommends the approval of the proposed Zoning Map Amendment as the proposed commercial zoning is conducive to the subject parcel's surroundings and its location along the island's main thoroughfare and existing commercial use.

Attachments:

[26-00293 - Application](#)

[Statement of Justification - Rezoning.docx](#)

[SECTION 6.5 TABLE OF USES AND ACTIVITIES](#)

Suggested Motion: Motion to approve the Zoning Map Amendment and to make a finding that the approval is consistent with Objective 6.2 of the Town of Oak Island Comprehensive CAMA Land Use Plan Update.

Financial Impact Statement: N/A

Legal Review: N/A

REZONING APPLICATION

TOWN OF OAK ISLAND
Planning Department
4601 E. Oak Island Drive
Oak Island, NC 28465



Date: _____

Fee: _____

Area proposed for rezoning/ project title: _____

Current Zoning: _____

Proposed Zoning: _____

Any application for an amendment to the zoning map shall be filed with the department of development services at least 45 days prior to the date on which it is to be introduced to the planning board. Each application shall be signed by the property owner or the property owner's agent and be in triplicate. (Sec. 18-335).

Process

This is a legislative decision, if there is a conflict of interest (being a financial interest) a board member may not vote but is allowed to participate in the discussion. Conditions cannot be placed on a rezoning decision. Spot zoning is determined and avoided if identified. A Plan Consistency Statement will be provided by staff and signed by the Town for every rezoning hearing at each board meeting. The application first goes to the Planning Board for recommendation and then to Council for final approval. Notification letters are required to be sent to all the adjacent property owners. A sign has to be placed no less than ten (10) or more than twenty-five (25) days before the hearing date. After the final vote, a zoning decision will be delivered (via email, personal delivery or first class mail) to the applicant.

The Planning Board and Town Council may consider the following when deciding: Impact on neighbors and neighborhood, traffic, environment, utilities, suitability of land, harmony with area, schools, economic impact, tax base increase, spot zoning created, road capacity, adequate infrastructure, community opinion, property values, consistency with the Land Use Plan, future land use map, jobs, public services, buffering requirements (if applicable), environmental impact, site limitations, and consistency with plans and prior decisions. The Board cannot consider ethnicity, income, affordable housing, owner versus renter housing, or who the owner is when deciding.

Section 1: Applicant Information

Petitioner Name: _____

Mailing Address:

Phone: _____

Email: _____

Section 2: Property Owner Information (if different than above)

Owner Name(s): _____

Mailing Address:

Phone: _____ Email: _____

Section 3: Property Information

Street Address and/or Description of Location:

Parcel ID #(s): _____

Total Site Acres or Square Feet: _____

Current Zoning District(s): _____

Proposed Zoning District(s): _____

Section 4: Diagram

If the proposed change would require a change in the zoning map, an accurate diagram of the property proposed for rezoning showing:

1. All property lines with dimensions and north arrow.
2. Adjoining streets with rights-of-way and paving widths.
3. The location of all existing structures on the property.
4. The existing land uses associated with the property.
5. The zoning classification of all abutting zoning districts.
6. A list of all abutting property owners.

Section 5: Statement of Justification

Future Land Use Map Designation: _____

Is the proposed zoning consistent with the Land Use Plan? (Please Circle One): Yes No

Please describe the changing conditions in the area or in the town generally that makes the proposed amendment necessary to the promotion of the public health, safety and general welfare, or that identifies an obvious error in the zoning map based upon the zoning classification or current land use of surrounding properties. Also include an explanation on why the proposed zoning is or is not consistent with the Land Use Plan and other adopted plans (Attach separate sheet if necessary). **Note: The Oak Island Land Use Plan and all maps can be found online at <http://www.oakislandnc.com/General-Info.aspx>*

Each rezoning applied for will required the submission of an impact analysis statement. The Planning & Zoning Administrator may waive this requirement for certain rezoning requests such as small areas of land which will negligible impacts.

The applicant's impact analysis may use differnt methods and formats and in many cases should be prepared by a professional. The applicant should discuss the impact statement content and format with the planning staff. In general, issues such as site suitability, surrouding properties, traffic, environment, and economic considertation should be addressed.

Section 6: Applicant/Owner Signature

In filing this Rezoning Petition, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature: 

Date: ___1/29/2026_____

Statement of Justification - Rezoning Application

Collier Marsh of Parker Poe Adams & Bernstein LLP (“Applicant”), on behalf of PSM North Carolina Holdings LLC (“Owner”), submits this Statement of Justification in support of a proposed rezoning according to Section 4.6 of the Oak Island Unified Development Ordinance (“UDO”). The Owner holds fee simple title to approximately 6.35 acres located at 5003 E. Oak Island Drive, Oak Island, North Carolina 28465 (“Property”).

The Property is currently zoned Community Recreation District (“CR”) and allows for the use classified as ‘Shopping Center, less than 30,000 square feet gross enclosed floor area’ (“Shopping Center Use”). In addition to the existing grocery store, the Property contains ancillary commercial shop space that the Owner intends to lease to a variety of small, neighborhood-serving businesses. In the interest of expanding the uses that can be potential lessees, the Owner desires to rezone the Property to the Community Business (“CB”) district.

Simultaneously, the Applicant will be applying for a text amendment because the Shopping Center Use is not permitted in the proposed CB district.

The proposed rezoning is fully aligned with the Oak Island 2045 Charting the Course Comprehensive Land Use Plan (“2045 Plan”). The CB district is contemplated within the Commercial Core (“CC”), which The Property is designated as for CC future land use, which emphasizes the creation of a vibrant commercial hub, the redevelopment of underutilized properties, support for small businesses, and the enhancement of commercial vitality. Permitting the Property to be rezoned to the CB district directly furthers these adopted policy objectives.

Accordingly, the proposed rezoning is reasonable, consistent with the UDO, and supported by the 2045 Plan. Allowing the transition to the CB district will promote orderly development, encourage economic activity, and advance the public health, safety, and general welfare of the residents of the Town of Oak Island by expanding access to neighborhood-scale retail and service uses.

SECTION 6.5 TABLE OF USES AND ACTIVITIES.

P - Permitted Use

PS - Permitted Use with Supplemental Regulations

S - Special Use

SS - Special Use with Supplemental Regulations

— - Not Permitted

	Residential						Commercial			Conservation	Industrial				
	Primary Zoning Districts													Overlay District	Supplemental Regulations
Uses	R-20	R-9	R-7	R-6	R-6MF	R-6MH	CB	CR	C-LD	OS	AD	ID	PCO		
ACCESSORY USES/BUILDINGS															
Accessory buildings/structures	PS	PS	PS	PS	PS	PS	PS	PS	PS	—	—	PS	—	Section 7.2	
Docks, gazebos, bulkheads, living shorelines, and piers	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	—	—	Section 7.5	
Home occupations	PS	PS	PS	PS	PS	PS	—	—	—	—	—	—	—	Section 7.7	
Retaining walls	PS	PS	PS	PS	PS	PS	PS	PS	PS	SS	PS	PS	PS	Section 7.8	
Satellite dish antennas	PS	PS	PS	PS	PS	PS	PS	PS	PS	—	SS	—	—	Section 7.9	
Solar energy generating facility, accessory	PS	PS	PS	PS	PS	PS	PS	PS	PS	—	PS	PS	—	Section 7.10	
Temporary storage facility (portable storage units)	PS	PS	PS	PS		PS	—	PS	PS	—	PS	PS	—	Section 7.12	
Walls and fences	PS	PS	PS	PS	PS	PS	PS	PS	PS	SS	PS	PS	PS	Section 7.57	
Wind energy generating facility, accessory	—	—	—	—	—	—	SS	SS	SS	—	SS	SS	—	Section 7.13	
EDUCATIONAL															
Colleges, universities, community colleges	—	—	—	—	—	—		—	SS	—	—	—	—	Section 7.64	
Libraries, public	P	P	P	P	P	P	P	—	P	—	—	—	—		
Libraries, private	PS	PS	PS	PS	PS	PS	P	—	P	—	—	—	—	Section 7.65	
Schools, K-12	S	S	S	S	S	S	—	—	PS	—	—	—	—	Section 7.66	
School, trade or vocational	—	—	—	—	—	—		—	PS	—	—	P	—	Section 7.67	
INSTITUTIONAL															
Cemetery	—	—	—	—	—	—	—	—	PS	—	—	—	—	Section 7.14	
Religious Institution	PS	PS	PS	PS	PS	PS	PS	PS	PS	—	—	—	—	Section 7.15	

Community or municipal sewage and water treatment plants	SS	SS	SS	SS	SS	SS	SS	SS	SS	—	SS	P	—	Section 7.68
Country clubs	SS	SS	—	—	—	—	—	—	—	—	—	—	—	Section 7.69
Crematorium	—	—	—	—	—	—	—	—	PS	—	—	—	—	Section 7.16
Fire stations	SS	SS	SS	SS	SS	SS	P	P	P	PS	P	P	—	Section 7.70
Government buildings/offices	SS	—	—	—	—	—	P	P	P	—	P	P	—	Section 7.97
Governmental postal processing facilities	SS	—	—	—	—	—	P	P	P	—	—	P	—	Section 7.71
Hospitals	—	—	—	—	—	—	—	—	P	—	—	—	—	
Clinics, and other medical treatment facilities	—	—	—	—	—	—	P	—	P	—	—	—	—	
Military reserve, national guard centers	—	—	—	—	—	—	—	—	—	—	P	P	—	
Non-profit clubs or lodges	—	—	—	SS	—	—	PS	PS	PS	—	—	—	—	Section 7.60
Penal & correctional facilities	—	—	—	—	—	—	—	—	—	—	—	SS	—	Section 7.72
Private clubs or lodges	—	—	—	—	—	—	PS	PS	PS	—	—	—	—	Section 7.17
Public or private utility towers, substations, pumping stations and storage tanks	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	PS	—	Section 7.18
Recycling center	—	—	—	—	—	—	—	—	—	—	—	P	—	
Special events	—	—	—	—	—	—	P	P	P	P	P	—	—	
Utility company (no open-air storage)	—	—	—	—	—	—	P	—	—	—	—	P	—	
MANUFACTURING AND INDUSTRIAL														
Artisan's workshop (3,000 square feet or less)	—	—	—	—	—	—	PS	PS	—	—	—	—	—	Section 7.19
Artisan's workshop (exceeding 3,000 square feet)	—	—	—	—	—	—	SS	—	—	—	—	PS	—	Section 7.19
Building materials sales and storage yards	—	—	—	—	—	—	—	—	P	—	—	P	—	
Cabinet and woodworking establishments	—	—	—	—	—	—	—	—	P	—	—	P	—	
Cold storage plant	—	—	—	—	—	—	—	—	—	—	—	P	—	
Industrial laundries	—	—	—	—	—	—	P	—	P	—	—	P	—	
Fertilizer sales	—	—	—	—	—	—	—	—	—	—	—	P	—	
Laboratories for research and testing	—	—	—	—	—	—	—	—	PS	—	—	PS	—	Section 7.73
Manufacturing, light	—	—	—	—	—	—	—	—	—	—	PS	—	—	Section 7.62
Manufacturing, heavy	—	—	—	—	—	—	—	—	—	—	SS	—	—	Section 7.63

Mining or quarrying operations, including on-site sales of products	—	—	—	—	—	—	—	—	—	—	—	—	P	—	Section 7.98	
Petroleum bulk storage	—	—	—	—	—	—	—	—	—	—	—	—	PS	—	Section 7.20.2	
Reclamation landfill	—	—	—	—	—	—	—	—	—	—	—	—	P	—		
Recycling processing centers	—	—	—	—	—	—	—	—	—	—	—	—	SS	—	Section 7.99	
OFFICES, PROFESSIONAL AND SERVICES																
Contractors offices and equipment storage	—	—	—	—	—	—	—	SS	—	PS	—	—	—	PS	—	Section 7.21
Offices								P		P						
RECREATIONAL																
Automobile and motorcycle racing track	—	—	—	—	—	—	—	—	—	—	—	—	—	P	—	
Recreational campgrounds and RV parks	—	—	—	—	—	—	—	—	PS	PS	—	—	—	—	—	Section 7.23
Coliseums, stadiums designed to accommodate more than 1,000 people	—	—	—	—	—	—	—	—	—	PS	—	—	—	—	—	Section 7.74
Commercial recreation facility, indoor	—	—	—	—	—	—	—	PS	PS	PS	—	—	PS	—	—	Section 7.103
Commercial recreation facility, outdoor	—	—	—	—	—	—	—	SS	SS	PS	—	—	SS	—	—	Section 7.102
Community centers	SS	—	—	—	—	—	—	PS	PS	PS	—	—	—	—	—	Section 7.75
Golf courses	SS	—	—	—	—	—	—	—	—	—	—	—	—	—	—	Section 7.76
Gun range, closed air	—	—	—	—	—	—	—	—	—	PS	—	—	—	—	—	Section 7.24
Gun range, open air	—	—	—	—	—	—	—	—	—	—	—	—	SS	—	—	Section 7.24
Marinas/boatominium	—	—	—	—	—	—	—	—	PS	PS	—	—	—	—	—	Section 7.25
Movie theaters	—	—	—	—	—	—	—	P	—	P	—	—	—	—	—	
Public recreation facility, indoor	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	—	—	Section 7.101
Public recreation facility, outdoor	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	—	—	Section 7.100
RESIDENTIAL																
Multi-unit assisted living with services	PS	PS	PS	PS	PS	PS	PS	—	—	—	—	—	—	—	—	Section 7.77
Dwelling, garage apartment (as accessory)	—	—	—	—	SS	—	—	—	—	—	—	—	—	—	—	Section 7.78
Dwelling, manufactured home Class A (on a single lot)	—	—	—	—		P	—	—	—	—	—	—	—	—	—	
Dwelling, multi-family	—	—	—	—	SS	—	—	—	—	—	—	—	—	—	—	Section 7.79
Dwelling, attached to a business	—	—	—	—		—	PS	PS	PS	—	—	—	—	—	—	
Dwelling, single-family (small)	P	P	P	P	P	P			P	P	—	—	—	—	—	
Dwelling, single-family (large)	SS	SS	SS	SS	SS	SS			SS	SS	—	—	—	—	—	Section 7.27
Dwelling, single-family (mainland)	P	P	P	P	P	P	—	—	P	—	—	—	—	—	—	
Dwelling, three-family apartments	—	—	—	—	P	—	—	—	—	—	—	—	—	—	—	

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Dwelling, townhouse development	—	—	—	—	SS	—	—	—	SS	—	—	—	—	Section 7.81
Dwelling, two-family (duplex)			P		P		—	—	—	—	—	—	—	
Family care home	PS	PS	PS	PS	PS	PS	—	—	—	—	—	—	—	Section 7.28
Family child care home	PS	PS	PS	PS	PS	PS	—	—	—	—	—	—	—	Section 7.4.2
Family foster home	P	P	P	P	P	P	—	—	—	—	—	—	—	
Floating homes	—	—	—	—	—	—	—	SS	—	—	—	—	—	Section 7.104
Manufactured housing parks	—	—	—	—	—	—	—	—	PS	—	—	—	—	Section 7.29
Residential child-care facility	PS	PS	PS	PS	PS	PS	—	—	—	—	—	—	—	Section 7.82
Temporary emergency, construction, and repair residences	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	Section 7.30
Tiny houses	—	—	—	—	—	PS	—	—	—	—	—	—	—	Section 7.31
RETAIL SALES AND SERVICES														
Auction halls	—	—	—	—	—	—	—	—	P	—	—	—	—	
Audio/video production facilities	—	—	—	—	—	—	SS	—	P	—	—	—	—	Section 7.83
Automobile parking garages or parking lots (independent)	—	—	—	—	—	—	P	—	PS	—	—	—	—	Section 7.84
Automobile parts and accessories	—	—	—	—	—	—	—	—	P	—	—	—	—	
Automobile repair shop or body shop	—	—	—	—	—	—	—	—	P	—	—	P	—	
Automobile sales and service	—	—	—	—	—	—	—	—	PS	—	—	—	—	Section 7.32
Automobile service stations	—	—	—	—	—	—	PS	—	PS	—	—	—	—	Section 7.33
Automobile window tinting, stereo or rim installation	—	—	—	—	—	—	—	—	P	—	—	—	—	
Bars	—	—	—	—	—	—	P	—	P	—	—	—	—	
Battery charging station	—	—	—	—	—	—	SS	—	SS	—	—	—	—	Section 7.34
Battery exchange station	—	—	—	—	—	—	—	—	SS	—	—	—	—	Section 7.34
Bed & breakfast	—	—	PS	—	SS	—	—	PS	—	—	—	—	—	Section 7.35
Car wash	—	—	—	—	—	—	SS	—	PS	—	—	—	—	Section 7.86
Child care center	—	—	—	—	SS	SS	SS	—	SS	—	—	—	—	Section 7.4.1
Coffee shop, no food prepared on site	—	—	—	—	—	—	P	—	P	—	—	—	—	
Commercial greenhouse or nursery	—	—	—	—	—	—	—	—	P	—	—	—	—	
Commercial piers	—	—	—	—	—	—	—	PS	—	—	—	—	—	Section 7.36
Mixed use	—	—	—	—	—	—	SS	SS	SS	—	—	—	—	Section 7.56
Convenience stores	—	—	—	—	—	—	PS	—	PS	—	—	—	—	Section 7.38
Daycare facility, adult	—	—	—	—	—	—	SS	—	SS	—	—	—	—	Section 7.39
Distilleries	—	—	—	—	—	—	—	—	PS	—	—	PS	—	Section 7.40

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Dog grooming (no outdoor kennels)	—	—	—	—	—	—	P	—	P	—	—	—	—	
Engine repair, small (including motorcycle)	—	—	—	—	—	—	—	—	P	—	—	—	—	
Exercise and physical fitness centers	—	—	—	—	—	—	P	—	P	—	—	—	—	
Exterminating and pest control services	—	—	—	—	—	—	—	—	PS	—	—	—	—	Section 7.105
Farm, craft, produce markets	—	—	—	—	—	—	SS	SS	SS	—	—	—	SS	Section 7.41
Farm machinery/equipment sales and service	—	—	—	—	—	—	—	—	P	—	—	—	—	
Flea markets	—	—	—	—	—	—	—	—	SS	—	—	—	—	Section 7.42
Florists/garden centers	—	—	—	—	—	—	P	P	P	—	—	—	S	
Food trucks	—	—	—	—	—	—	PS	PS	PS	—	PS	—	—	Section 7.43
Funeral home	—	—	—	—	—	—	—	—	P	—	—	—	—	
Furniture store	—	—	—	—	—	—	P	—	P	—	—	—	S	
Gas sales operations	—	—	—	—	—	—	PS	—	PS	—	—	—	SS	Section 7.33
Golf cart and low speed vehicles sales and rentals	—	—	—	—	—	—	PS	PS	PS	—	—	—	—	Section 7.55
Health spa	—	—	—	—	—	—	P	P	P	—	—	—	—	
Hotels and motels	—	—	—	—	—	—	SS	SS	P	—	—	—	—	Section 7.106
Kennels	—	—	—	—	—	—	PS	—	PS	—	—	—	—	Section 7.107
Laundromat	—	—	—	—	—	—	PS	PS	PS	—	—	—	—	Section 7.108
Manufactured home sales/modular home sales	—	—	—	—	—	—	—	—	P	—	—	—	—	
Microbrewery	—	—	—	—	—	—	PS	PS	PS	—	—	—	—	Section 7.40
Museums	—	—	—	—	—	—	P	—	P	—	—	—	—	
Music studio	—	—	—	—	—	—	—	—	P	—	—	—	—	
Night clubs and social clubs	—	—	—	—	—	—	SS	SS	SS	—	—	—	—	Section 7.87
Nursing home	SS	SS	SS	SS	—	—	—	—	PS	—	—	—	—	Section 7.88
Outdoor sales and displays (principal use)	—	—	—	—	—	—	SS	SS	SS	—	—	—	—	Section 7.44
Outdoor sales and displays (accessory use)	—	—	—	—	—	—	PS	PS	PS	—	—	—	—	Section 7.44
Printing, publishing, and engraving establishments	—	—	—	—	—	—	—	—	P	—	—	P	—	
Private postal shipping and receiving	—	—	—	—	—	—	P	—	P	—	—	—	—	
Publicly owned parking lots (independent)*	PS	PS	PS	PS	PS	PS	P	P	—	P	P	—	—	Section 7.85
Radio and TV stations/studios	—	—	—	—	—	—	—	—	P	—	—	—	—	
Rental of goods, merchandise, and equipment (no outside storage or display of goods)	—	—	—	—	—	—	P	—	P	—	P	—	—	

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Rental of goods, merchandise, and equipment (with outside storage and display of goods)	—	—	—	—	—	—	—	—	PS	—	—	PS	—	—	Section 7.44
Rental of recreation equipment	—	—	—	—	—	—	P	P	P	—	—	P	—	—	
Retail services not otherwise listed	—	—	—	—	—	—	P	P	P	—	—	P	—	—	
Restaurants without drive thru services	—	—	—	—	—	—	P	P	P	—	—	—	—	—	
Restaurants with drive thru services	—	—	—	—	—	—	SS	—	PS	—	—	—	—	—	Section 7.90
Seafood processing, packing, and sales	—	—	—	—	—	—	—	—	PS	—	—	—	PS	—	Section 7.45
Sexually oriented businesses	—	—	—	—	—	—	—	—	—	—	—	—	PS	—	Section 7.46
Shopping center, less than 30,000 sq. ft. gross enclosed floor area	—	—	—	—	—	—	—	P	P	—	—	—	—	—	
Shopping center, greater than 30,000 sq. ft. gross enclosed floor area	—	—	—	—	—	—	—	—	P	—	—	—	—	—	
Tattoo/body piercing parlors	—	—	—	—	—	—	—	—	PS	—	—	—	—	—	Section 7.47
Theater housed in a permanent indoor structure	—	—	—	—	—	—	P	—	P	—	—	—	—	—	
Towing, automobile and truck	—	—	—	—	—	—	—	—	P	—	—	—	P	—	
Travel agencies	—	—	—	—	—	—	P	—	P	—	—	—	—	—	
Truck stop	—	—	—	—	—	—	—	—	SS	—	—	—	P	—	Section 7.91
Truck terminals	—	—	—	—	—	—	—	—	—	—	—	—	P	—	
Truck wash	—	—	—	—	—	—	—	—	—	—	—	—	P	—	
Upholstery—Furniture repair	—	—	—	—	—	—	—	—	P	—	—	—	—	—	
Vendors	—	—	—	—	—	—	PS	PS	PS	—	—	—	—	—	Section 7.48
Vessel (boat) for hire	—	—	—	—	—	—	P	P	—	—	—	—	—	—	
Veterinarian, animal clinic, no outside kennel	—	—	—	—	—	—	SS	—	P	—	—	—	—	—	Section 7.92
Veterinarian, animal clinic, outside kennel	—	—	—	—	—	—	—	—	PS	—	—	—	—	—	Section 7.49
Watercraft and recreational vehicle sales	—	—	—	—	—	—	PS	—	PS	—	—	—	—	—	Section 7.32
TRANSPORTATION															
Airports and related uses	—	—	—	—	—	—	—	—	PS	—	—	P	—	—	Section 7.59
Bus terminal	—	—	—	—	—	—	—	—	P	—	—	—	—	—	
Taxi stands	—	—	—	—	—	—	SS	—	P	—	—	—	—	—	
WHOLESALE SALES AND WAREHOUSING															
Agricultural product warehousing	—	—	—	—	—	—	—	—	—	—	—	—	P	—	
Self-service storage facility	—	—	—	—	—	—	—	—	P	—	—	—	—	—	

Salvage yards, junkyards, automobile graveyards	—	—	—	—	—	—	—	—	—	—	—	P	—	
Storage of goods not related to the sale or use of those goods on the same lot where they are stored	—	—	—	—	—	—	—	—	—	—	—	P	—	
Warehouses	—	—	—	—	—	—	—	—	—	—	—	P	—	
Wholesale sales	—	—	—	—	—	—	—	—	SS	—	—	P	—	Section 7.94
OTHER USES														
Agriculturally-related business	—	—	—	—	—	—	—	—	SS	—	—	—	—	Section 7.96
Community gardens	P	P	P	P	P	P	P	P	P	P				
Solar farm	—	—	—	—	—	—	—	—		—	—	PS	—	Section 7.51
Storage inside completely enclosed structure	—	—	—	—	—	—	—	—	P	—	P	P	—	
Storage outside completely enclosed structure	—	—	—	—	—	—	—	—	SS	—	SS	P	—	Section 7.96
Trash and garbage disposal facilities	—	—	—	—	—	—	—	—		—	—	P	—	
Temporary uses/sales	—	—	—	—	—	—	SS	—	SS	—	—		—	Section 7.52
Wind farm	—	—	—	—	—	—	—	—		—	—	PS	—	Section 7.53
Wireless communication facilities, 50' tall or less	SS	SS	SS	SS	SS	SS	SS	SS	SS	—	SS	SS	—	Section 7.54
Wireless communication facilities, more than 50' tall	—	—	—	—	—	—	—	—	—	—	—	PS	—	Section 7.54
Yard sales	PS	PS	PS	PS	PS	PS	—	PS	PS	—	—		—	Section 7.48

(Ord. of 10-9-2018; Amend. of 4-9-2019; Amend. of 8-11-2020(2); Amend. of 10-13-2020(2); Amend. of 1-29-2021(1); Amend. of 2-9-2021(2); Amend. of 6-8-2021(10); Amend. of 8-10-2021; Amend. of 7-12-2022(3); Amend. of 4-11-2023(2); Amend. of 9-10-2024(3); Amend. of 3-11-2025(2))

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: PUBLIC HEARING III (AND ACTION): The purpose of the Public Hearing is to receive citizens' comments on a Proposed Text Amendment to Remove Swimming Pools from Section 7.2 and Accessory Structure Definition

DATE: May 6, 2026

DEPARTMENT: Development Services

Subject Summary: BACKGROUND

At the March Planning Board regular meeting, the Board unanimously approved a recommendation to Section 7.2 for Accessory Structures within the Supplemental Regulations to remove Swimming Pools from this section; Swimming Pools and their applicable regulations are described in Section 7.11.

PROPOSAL

The proposed text amendment looks to remove the section on swimming pools from Section 7.2 for Accessory Structures.

The proposal also removes "swimming pools" from the Accessory Structure definition in Appendix A of the Unified Development Ordinance (UDO).

Swimming pools are described and regulated in Section 7.11 of the Supplemental Regulations.

The amendment adds a new regulation to Section 7.11 prohibiting residential swimming pools on parcels without a principal structure. This addition prohibits residential swimming pools from being constructed on vacant lots and mirrors the requirement for accessory structures and buildings.

The amendment serves to reduce ambiguity in the interpretation of the ordinance and improve clarity and ease of use for users.

COMPREHENSIVE LAND USE PLAN COMPLIANCE

The proposed text amendment supports Objective 1.1: Strategically Update the Town's Unified Development Ordinance (UDO) to Enhance Community Health and Function when the ordinance is adjusted to better meet the needs of its users.

Attachments:

[SECTION 7.2 ACCESSORY BUILDINGS STRUCTURES..docx](#)

[Accessory Structure Definition.pdf](#)

[Section 7.11.7.pdf](#)

Suggested Motion: Motion to approve the text amendment to remove swimming pools from Section 7.2 and the

definition of accessory structures in Appendix A of the Unified Development Ordinance and to make a finding that the text amendment supports Objective 1.1 of the Comprehensive CAMA Land Use Plan.

Financial Impact Statement: N/A

Legal Review: N/A

SECTION 7.2 ACCESSORY BUILDINGS/STRUCTURES.

7.2.1. Accessory buildings/structures with all dimensions 12 feet or less are exempt from detailed plans, specifications, and certified survey submittal. Zoning permits and inspections of tie downs and setbacks are still required.

7.2.2. Accessory buildings shall not extend beyond the front edge of the principal building or beyond the minimum front building line, whichever is greater, except on flag lots, where pools may be allowed beyond the front edge of the principal building on the water side.

7.2.3. Accessory buildings and uses shall not encroach into any utility easement.

7.2.4. No parcel may contain more than two accessory buildings, unless the property is greater than three quarters of an acre then an additional accessory structure up to four is permitted.

7.2.5. Only two accessory structures are permitted to be side-by-side and any third or fourth accessory structure shall be a minimum of 15 feet from any other accessory structures.

7.2.6. The combined square footage of the accessory buildings shall not exceed ten percent of the total lot area.

7.2.7. The maximum building height shall be 20 feet or not higher than the height of the principal structure, whichever is less.

7.2.8. *Swimming Pools.* All public, commercial, or private outdoor swimming pools of three feet or more in depth, either aboveground or belowground, and of either permanent or temporary construction, shall meet the following requirements in addition to setbacks and other requirements specified elsewhere:

7.2.8.1. The setback for a swimming pool from any lot line shall equal the required setback for accessory structures in the district in which it is located, plus one foot for each foot over five feet of pool depth. Swimming pools are not allowed in the required front yard area.

7.2.8.2. A fence, being an enclosing structure of rails, pickets, wires or the like, shall be erected to a minimum height of four feet and a maximum height of six feet, to completely enclose all sides of the pool not bounded by a building. A gate of equal height with a locking mechanism shall be installed and securely fastened when the pool is not in use.

7.2.8.3. Fencing surrounding swimming pools shall be designed so as to minimize the possibility of unauthorized or unwary persons from entering the pool area. In the case of a semi-open (such as chainlink) fence, the open space between each section of fencing material shall be no larger than 16 square inches. The fence or privacy wall may be constructed of wood, masonry or similar materials or by a chainlink or similar fencing with natural screening, provided that it complies with the requirements of the location of accessory buildings in the district in which it is located. This section shall also apply to day care centers having swimming pools with a depth of 18 inches or more.

7.2.8.4. All mechanical equipment associated with pool maintenance shall be located a minimum of four feet from any property line.

7.2.8.5. All floodlights shall be shielded from adjacent properties to reduce offensive glare.

(Ord. of 10-9-2018; Amend. of 8-11-2020(2); Amend. of 3-11-2025(1))

Accessory structure

A structure detached from the principal structure on the same property and customarily incidental and subordinate to the principal structure or use. An accessory structure includes garages, carports, **swimming pools**, pool houses, greenhouses, gazebos, pergolas, detached solar panels and storage sheds, and other urban accessory structures. Dog houses, tree houses, grade level walkways, and sheds equal to or less than 12 by 12 by 12 feet are not required to have a survey.

SECTION 7.11 SWIMMING POOLS

7.11.7 - Swimming pools shall not be constructed on parcels without a principal structure except those included as part of an approved major or minor site plan.

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Presentation of the Proposed FY 2026-2027 Budget
DATE: May 8, 2026
DEPARTMENT: Administration

Subject Summary:

Council heard presentations from all of the departments and worked through several budget workshops, on April 16, 21, 23, and 28. Changes Council requested have been incorporated, and staff will formally present the proposed FY 2026-2027 budget.

Council will hold a Public Hearing on the proposed budget on Tuesday, May 26, 2026, at 6 pm.

Financial Impact Statement: The Town is required to adopt a budget prior to June 30 of each year.

Legal Review: N/A

Follow up Action Needed: The proposed FY 2026-2027 Budget will be posted on the Town's website.

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Approval of Minutes (April 14, 2026 - Public Hearings & Regular Meeting, April 16, 2026 - Special Meeting - Budget Workshop, and April 21, 2026 - Special Meeting - Budget Workshop)

DATE: May 6, 2026

DEPARTMENT: Administration

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

- April 14, 2026 (Public Hearings & Regular Meeting)
- April 16, 2026 (Special Meeting - Budget Workshop)
- April 21, 2026 (Special Meeting - Budget Workshop)

Attachments:

[041626Minutes](#)

[041426TownCouncilMinutes](#)

[042126Minutes](#)

Financial Impact Statement: N/A

Legal Review: N/A

MINUTES
TOWN COUNCIL SPECIAL MEETING
THURSDAY, APRIL 16, 2026 – 9 AM
POLICE DEPARTMENT TRAINING ROOM

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

Mayor Brown called the meeting to order at 9 a.m.

Ms. Adams introduced the first item, a Letter of support to NCDOT in support of the Next Phase of Sidewalks and Crosswalks. The project will install a full intersection with a traffic signal at 79th Street. NCDOT would not allow a crosswalk there without a traffic light. The Town is working toward securing funding from NCDOT for these projects. If there needs to be some match from the Town, that could be included in the budget at that time. Ms. Adams noted that DOT personnel have been conducting surveys in the area, showing positive movement on the projects. She emphasized that DOT has requested a letter of support from the Council to keep these projects moving forward. Councilman Brown asked for clarification about the 79th Street location, confirming it would be both a pedestrian crossing light and a full traffic intersection with red, yellow, and green lights. Ms. Adams confirmed this was correct, explaining that the other two locations at 58th and 50th Street were easier because they already had red lights, while 79th Street is where the Town's sidewalks naturally switch from the south side to the north side with no crosswalk currently. Councilman Brown inquired whether DOT had considered a simpler hawk light or beacon flashing lights instead of a full intersection. Ms. Adams explained that they had started with that suggestion, including one down near the curve and Rec. Center, but DOT's planning group determined these were the projects they would proceed with based on their various divisions' considerations.

Council discussed potential costs for other similar projects. Councilman Cartner noted that the trouble with adding a crosswalk across Fish Factory for the South Harbour community was that there were no sidewalks on the other side.

Mayor Brown noted the distance between red lights, pointing out that 79th Street would be 21 blocks from the other red light at 58th Street, so it wouldn't create gridlock with red lights every few blocks. Ms. Adams confirmed that DOT staff had considered the distance from the Country Club and Oak Island Drive corner and wouldn't place lights too close together, which is why they didn't choose Crowell Street. Councilman Brown explained that crossing East Oak Island Drive from the beach side to the Yacht side at 79th Street is where Yacht and Elizabeth meet. Connecting the sidewalk that ends at Barbee and May Moore Park to 79th Street would create a continuous sidewalk along Elizabeth, requiring only three additional blocks. Ms. Adams agreed this was a great segmented approach to tackling sidewalk connectivity with DOT's support.

Councilman Cartner motioned to approve the letter to the North Carolina Department of Transportation in support of the Next Phase of Sidewalks and Crosswalks, Councilman Ciullo seconded, and the motion passed unanimously.

Boards and Committees: Councilman Ciullo said that he had some recommendations to add to the Handbook. One of the areas for improvement is the appointment process. He said in Southport, an alderman works with each committee, and that person meets with the applicant. He said it would be an opportunity to appoint the most qualified people as determined by the committee chairman, vice-chairman, and the Council liaison. He said that in Southport, two aldermen work on the Planning Board

applications. Councilman Ciullo said this would eliminate favoritism when council members nominate applicants as favors, creating a more professional and transparent process. Councilman Brown said that he didn't think that was necessary. He said that the Council members could talk to each other and do the necessary work without involving the committee chairmen. Councilman Cartner agreed with Councilman Ciullo. She referenced a UNC School of Government publication, which recommends having a fair and balanced way for selecting community representation. She said that the current process is not efficient and that when she calls applicants, she hears sometimes that they want to be on a committee for a personal agenda or they have a problem with the Town. Mayor Pro Tempore Craft said he was opposed to this concept, and he didn't want them to put in such stringent criteria that they say no to everybody. Councilman Cartner agreed but said that they now have committee members who are unprepared for meetings and don't put in the work. Councilman Brown said that vetting the applicants is something he would prefer to do himself, and that the Council would be in a position at some point to vote against a recommendation from the chairman and vice-chairman of a committee. Council had additional discussion. Councilman Bynum, speaking as someone who had recently gone through the appointment process, said she was never contacted either time she was appointed. She said it made her recognize that there's no accountability to hold Council members to consistent standards for vetting applicants. She noted that while the current Council does excellent work, they can't rely on future councils to maintain the same standards without systematic accountability.

Councilman Ciullo said that the Town should do more to promote open positions and seek candidates with certain backgrounds for specific committees. There is a draft of preferred characteristics for committee members, and Council can consider that. Council members can give their input to Mayor Pro Tempore Craft, and Deputy Clerk Erin Baker will assist.

Another recommendation from Councilman Ciullo was to assign a Council member liaison to each board and committee. He said that Council members would not participate, but report back to Council. Councilman Cartner said that she and Mayor Pro Tempore Craft had worked on some guidelines for that. Councilman Cartner will circulate the draft guidelines to the Council. Council also discussed receiving Minutes from advisory boards. Ms. Stites advised against distributing draft Minutes prior to board approval, saying it wouldn't be fair to the members of a board for their draft Minutes to be circulated before they had a chance to review them. She also said if there were changes to Minutes, then there would be multiple sets of Minutes being circulated.

Regarding the absentee policy, Councilman Ciullo said that the current policy doesn't really serve the committees. Councilman Ciullo suggested that after missing two meetings in a row or three in a calendar year, a committee member is removed. Councilman Cartner said that they could allow a leave of absence for someone with special circumstances. Council consensus was in favor of this.

Regarding adding two alternates to the Planning Board, Council consensus was in favor.

Council also discussed appointment to a board for someone already serving on a board, discussing whether someone should be asked to resign before applying to a different board, if that person should just be expected to resign after a second appointment, or if Council should not consider an application from someone who resigns until the term that person was serving would have expired.

Councilman Ciullo also suggested two changes for the application: removing the question about any formal charges and inserting a statement about abiding by the ethics policy; and adding a statement that being deceitful on an application is reason for denial. Councilman Brown said that there is already a statement that the application information is true, and if it is not, that would be contrary to the ethics policy. Councilman Ciullo will prepare suggested language.

Councilman Cartner suggested adding an introductory paragraph for the state law excerpts. She said she has prepared those and will share them with Council. Councilman Brown suggested also adding page references for where something is mentioned elsewhere in the document. Councilman Cartner also suggested more organization for the Table of Contents, such as moving the acknowledgement of receipt to the end of the book. Council and staff will consider additional content for promoting open positions, including videos from boards, videos from the Mayor, using the email system to push out alerts, and including a brief summary about a committee the month before appointments.

Council took a brief recess and resumed discussion at 10:26 a.m. to begin the budget workshop.

Ms. Adams said that staff started with the Strategic Plan, having departments focus on and build budgets according to their ability to accomplish Strategic Plan items with their departmental goals and objectives. She also said that the General Fund recommendations are presented with a balanced budget, with additional potential items for Council consideration. There are no significant decreases in service levels. There is a 5-percent merit increase for employees and a transfer of \$1 million from capital reserves for one-time capital purchases. The budget absorbs a \$350,000 increase in state employee health insurance and a \$78,000 increase for local government retirement. There is one proposed full-time position and one repurposing of a current position. There will be a wastewater rate increase, primarily to cover the rate increase from Brunswick County. The proposed budget also includes \$1 million for street paving and \$1 million toward a greenway project for Yacht Drive. There is also funding for repairs/ADA accessibility needs at the Rec. Center if building a new one is on pause, and a handicapped-accessible ramp at the west end. The budget also includes replacement HVAC equipment, replacing the playground in Middleton Park (which will be ADA accessible), and the Police Department requests for a surveillance system, K-9 units, and a gun range. The proposed budget also includes \$4.5 million for repairs needed at Fire Station 1. Other items not included in the budget include a mainland fire station, a new Recreation Center, the 6th Place West canal crossover, an operations center at Airport Road, and funding for crosswalks if the Town does not receive funding from NCDOT (which will hopefully be known by June).

Council budget: There is a proposed 5-percent increase in stipends, and Ms. Adams said that Council stipends had not increased in six years. Councilman Brown suggested that if there is an increase in the Council budget, it should be in training rather than the stipends.

Outside Agencies: Ms. Adams explained they have a fair, public, transparent process for outside agency funding. The request from the airport, which is consistent with previous years' requests, is used for courtesy cars for travelers to the airport. Council discussed a desire to build a better relationship with the airport representatives in general.

Economic Development: The proposed budget includes a Placer.ai subscription, not just for Economic Development but also Police, Fire, and Parks and Recreation. It can collect data about numbers of people in an area at a time. Ms. Adams said that this data is important in knowing how to manage the large crowds we have for several months. She also said that it could be funded from Accommodations Tax. There is also a proposed \$35,000 expense for working with a consultant on retail recruitment. This would give access to decision-maker contact information and competitive site selection data not publicly available.

Council also discussed the Town's façade project, including past successes and current projects, and potential changes to the program such as changing the grant amount available. There was a proposed reduction for this year's budget, based on usage of the program. There is also \$35,000 included for a place finding, branding, and wayfinding plan. This would be an effort to create Oak Island as a "destination." This could also be funded by Accommodations Tax. There is also money included for continuing the streetscape project, which would include a survey of Oak Island Drive and a phasing plan. The DFI project can be included in the current budget with a Budget Ordinance Amendment (in May).

Council took a brief recess from 11:24 a.m. to 11:33 a.m.

Admin Budget: Councilman Brown asked to check if the penalty fees the Town charges are the maximum that state will allow. He also asked for proposed revisions to the public records policy to adequately charge for time spent responding to records.

Recreation Budget: Recreation Director Heather O'Brien reviewed the FY 26 objective results. Council discussed fees, and potential increases. Council also discussed possibly adding a chance for sponsors to speak at a concert. Ms. O'Brien also discussed the objectives and goals for the upcoming fiscal year. Staff scheduling was also discussed, including overtime. There are full-time employees, part-time employees, and seasonal employees. At the Community Center, 75 percent of the people served by the senior meals program are Oak Island residents. Transportation for that program is available only for residents on the island. During discussion about potential other uses of the Community Center, Ms. Adams said that there were local nonprofits that would like to use it for meeting space. Ms. O'Brien said that staff was also trying to start a mom's morning out and other similar programs. Discussion covered various operational aspects including credit card fees (transitioning to pass fees to users), facility rentals, programming offerings, and the Community Center's dual role serving seniors and broader community needs.

Par 3: Venue & Special Events Manager Gina Sargese reviewed the goals and objectives for the coming fiscal year, such as improving the greens and developing a long-term course maintenance plan. Ms. Sargese said she'd also like to increase programming, though that is of course, dependent on improving the course. Council discussed other potential marketing possibilities. Ms. Sargese said she was working on a policy for running a tournament. She has also done a lot of work on the fee schedule this year. Council consensus was to move forward with pursuing an alcohol sales permit for the golf course.

Pier: Ms. Sargese said that customer service is important and that the Pier staff often help tourists by providing visitor information. She also reviewed that customer satisfaction feedback has improved for the Pier and 801. There have been some changes at 801, such as moving the office and bridal suite. The amount spent per visitor at the Pier increased, and overall revenues also increased. Councilman Brown suggested charging different fees for fishing passes for residents/nonresidents. Pier fees have not increased in several years, and Ms. Sargese suggested raising fees to at least match the Ocean Crest Pier.

801 Events Center: Ms. Sargese reminded Council that new fees were introduced last year to include time for decorating the venue, etc. During a discussion of fees, Councilman Brown said that he would like to see more of a difference between the resident and non-resident fee. The majority of rentals are from non-residents. Ms. Sargese said she was not recommending fee increases overall, but she wouldn't be opposed to a higher non-resident fee. Council also discussed whether the numbers could be broken out between the Pier and 801, as some of the expenses, such as supplies and salaries, are for both facilities. There will be a facilities assessment done for the Pier building and 801.

Mayor Pro Tempore Craft made a motion to adjourn at 1:23 p.m. Councilman Bynum seconded, and the motion passed unanimously.

Chris Brown, Mayor

Attested: _____

Lisa P. Stites, MMC
Town Clerk

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

MINUTES
TOWN COUNCIL REGULAR MEETING
TUESDAY, APRIL 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, Town Manager Kathryn Adams, Town Attorney Lydia Lavelle, and Town Clerk Lisa P. Stites MMC.

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

PUBLIC HEARING(S) AND ACTION

PUBLIC HEARING I (AND ACTION): The purpose of the Public Hearing was to receive citizens' comments on 26-00097 - Proposed Text Amendment to the Unified Development Ordinance Section(s) - 8.1.1.10.1, 7.2.2., and 7.11.1 (to revise the prescribed setbacks for swimming pools located in the rear on through-lots) (26-00097). ([Section 7.2 - Accessory Structures Section 7.11 - Swimming Pools Section 8.1.1.10.1. - Accessory Building Placement](#))

Development Services Director Matt Kirkland introduced the item, saying a citizen had requested the text amendment to allow swimming pools to be installed in the rear of a through lot utilizing the accessory structure setback allowances rather than the front yard setback, which currently controls the placement. He said the Planning Board recommended a modification of the proposed ordinance to narrow the scope specifically to in-ground swimming pools. The Planning Board voted unanimously (with one member abstaining) to recommend approval.

The proposed amendment would allow in-ground swimming pools to be constructed in the rear of through-lots using accessory structure setbacks from all property lines, rather than being restricted by front setbacks on both street-facing sides. Kirkland emphasized this would only apply to ground-level, in-ground swimming pools - no structures extending above ground would be permitted.

Mr. Kirkland showed visual examples comparing current regulations with the proposed changes, demonstrating how the amendment would provide more usable rear yard space while maintaining safety requirements. Staff found the amendments consistent with the Comprehensive Land Use Plan's objective to strategically update the UDO to enhance community health and function. The fire and police departments were consulted and had no safety concerns with the proposed changes.

There were no citizen comments, and the Public Hearing was closed at 6:42 p.m. **Councilman Cartner made a motion to Motion to approve the text amendments to section(s) 8.1.1.10.1, 7.2.2., and 7.11.1 (of the UDO) as presented. Councilman Ciullo seconded, and the motion passed unanimously.**

PUBLIC HEARING II (AND ACTION): The purpose of the Public Hearing was to receive citizens' comments on Potential Implementation of Blue Ribbon Summit on Pedestrian and Traffic Safety Recommendations (Blue Ribbon Summit Report)

Police Chief Charlie Morris gave a brief recap of the Blue Ribbon Summit on Pedestrian and Traffic Safety's recommendations. He said he led the committee through three meetings, in which members looked at statistical data with the objective of evaluating streets to ensure they are safe for residents and visitors. The group focused on the three main thoroughfares in town. Chief Morris presented traffic volume and speed data showing that East Oak Island Drive averages 8,000 vehicles daily (2.9 million annually), with actual speeds

closely matching posted limits. Yacht Drive sees 1,349 vehicles daily with an average speed of 30 mph in a 35-mph zone. Beach Drive averages 32 mph in a 35-mph zone.

The committee's top recommendations included reducing the speed limit on East Oak Island Drive from 45 to 35 mph between Middleton and SE 38th Street but removing low-speed vehicles from that section, and reducing Yacht Drive's speed limit from 35 to 25 mph with striping improvements.

The Chief answered questions from Council about more education of traffic laws, enforcement, LSVs on Beach Drive, etc.

Councilman Cartner asked why, when considering speed limits, the committee didn't suggest reducing the speed limit on Beach Drive. Chief Morris said that looking at the current 35 mph speed limit and the statistics, there was not a recommendation to reduce the speed limit there. Councilman Cartner said that at the March 19 meeting, Chief Morris was asked if the Town has a speeding problem and that he said no, that the Town has a congestion problem. Chief Morris said he was speaking about Yacht Drive, but that was correct.

Councilman Craft asked if the committee had any recommendations on dealing with inconsiderate passing and improperly parked cars on Yacht Drive. Chief Morris said that a double yellow line down the center would keep that road safer. Chief Morris said that he did not think a double yellow line was needed all the way down Yacht, and that passing zones should be allowed in the straight areas.

Councilman Ciullo asked how effective the mobile radar units were in reducing speed. Chief Morris said it was proven that those signs reduce speeds. Answering another question, Chief Morris said that he would recommend a hashed yellow line on Yacht Drive and double yellow in some areas, but that they'd need to look at the road width to consider white lines.

Mayor Brown said Council had received written comments, phone calls and emails on the topic, and that opinions were all over the place.

Glenn Baker, 110 NE 16th Street, said he opposed most speed limit reductions, citing the 2016 precedent when Council lowered Yacht Drive's speed limit only to rescind it two months later due to ineffectiveness. He argued that primary hazards are created by pedestrians, bicyclists, and LSV operators who don't follow traffic rules, not by responsible motorists.

Martin Bomar, 6900 block of East Beach Drive, said he supported reduced speeds on East Oak Island Drive and Yacht Drive but emphasized that engineering solutions like greenways would be more effective long-term than speed limit changes alone.

Leslie Kash, 404 E. Yacht Drive, spoke in favor of lowering the speed limit on East Yacht Drive. She said her neighbor also supports a reduction, though she could not be here tonight. As a runner, dog walker, and a mimi walking a stroller, she said she follows all the rules of the road. She recounted a close call she had with a vehicle that passed her. She also spoke about the difference in travel time from 35 to 25 mph and the stopping times for those speeds.

Diane Schacht, 201 NE 39th Street, said that although it sounds good, reducing the speed limit, such as on Holly Drive, will not make people slow down where there is no one there to see them. She opposed lowering the speed limit on East Oak Island Drive, citing lack of enforcement capabilities and potential for increased congestion.

Edward Lovett, 36th and Holly, said he often walks across Oak Island Drive to go to the beach, and he also takes his bike with a trailer across. He said it would be nice to have crosswalks at the canal crossover streets,

but the speed limit on Oak Island Drive would have to be 35 mph in those areas. He also suggested adding white stripes on Holly to better highlight the stop signs and asked for the speed limit to be reduced to 25 mph on Holly, Dolphin and Pelican.

Trygue Gaalaas, 2714 West Beach Drive, opposed reducing the 45-mph speed limit on portions of East Oak Island Drive, noting that current data shows good compliance and that the higher speed is important for residents traveling longer distances. He identified LSVs as a key safety concern due to their lack of crash protection and said that expanding 35 mph zones could increase their presence, potentially making roads less safe. He recommended that any expansion of lower speed zones should only occur if LSVs can be restricted from those areas.

Linda Wagner, 218 NE 59th Street, said she was looking for the data that would support such a shift in the infrastructure, such as removing LSVs from Oak Island Drive. She said that removing LSVs from Oak Island Drive would push them to the side streets and that LSVs removed from the roads would be replaced by other vehicles. Ms. Wagner also said that making LSVs cross Oak Island Drive could be dangerous.

Cheryl Gardner, 101 NE 28th Street, said that she didn't think the speed limit needed to be changed anywhere on the island. She said as the Police Chief said, there was a congestion problem, not a speeding problem. She said that the Town of Carolina Beach was eliminating LSV use in its town completely. She suggested adding traffic lights on Oak Island Drive to help create breaks in traffic for cars to get out on Oak Island Drive.

Chip Frazier, 706 West Dolphin Drive, said the report should not be acted on tonight because the data and the recommendations do not add up, and he provided several examples. He recommended doing a comprehensive traffic and pedestrian study before moving forward with ad hoc steps.

Helen Hunt, 167 NW 5th Street, said that Oak Island Drive was the only thoroughfare and it had become very dangerous. She said that LSVs should not be allowed on Oak Island Drive so there was one thoroughfare. She said she also supported lowering the speed limit on East Oak Island Drive to 35 mph down to Middleton.

Rodney Ashley, 315 NE 58th, gave his suggestions for the speed limits on specific roads: reduce the speed limit on East Yacht and Elizabeth Drives to 25 mph; reduce the speed limit on Holly Drive (between 33rd and 66th) to 25 mph; adding 4-way stops at several intersections (Holly and 58th, 51st, and 40th); reduce the speed limit on Beach Drive to 25 mph during tourist season; and keep the speed limit as is for East Oak Island Drive.

Submitted comments:

Michael and Eileen Bushelow, 4203 E. Yacht Drive, supported the proposed traffic safety recommendations, including lowering speed limits on key roads and restricting LSV use in certain areas. They said the impact on travel time would be minimal while safety benefits would be significant, citing both a recent fatal accident and personal experiences with unsafe conditions. They supported reducing speeds on Yacht Drive and Beach Drive due to high pedestrian and mixed-use activity and stressed the importance of ensuring that traffic is not diverted onto residential streets like Yacht Drive as a result of changes elsewhere.

Scott and Nancy McMurray, 6607 W. Beach Drive, opposed reducing the speed limit on Oak Island Drive to 35 mph, emphasizing its role as the main thoroughfare. They noted that the road's design, including a center turn lane, limited opportunities for passing slower vehicles such as golf carts. Based on experience with similar changes on Beach Drive, they said that reduced speeds should be accompanied by designated passing zones to prevent traffic congestion and driver frustration.

Floyd J. (Jerry) Dilsaver, 113 NW 8th Street, expressed concern that allowing LSVs and golf carts on roads with speed limits of 35 mph or lower effectively slows traffic to their operating speeds, creating congestion. He recommended largely restricting LSVs from Oak Island Drive except for short access segments and instead directing them to specific east-west routes such as Yacht, Elizabeth, Beach, and Ocean Drives. He said this approach would maintain traffic flow on major roads while naturally moderating speeds on secondary roads without the need for additional speed limit reductions.

Derek Williams, 125 SW 5th Street, opposed lowering the speed limit on East Oak Island Drive from 45 mph, stressing its importance as a primary transportation corridor and evacuation route. He supported limiting low-speed vehicles (LSVs) to certain areas and keeping them off major corridors. He recommended improving safety on Yacht Drive by adding lane markings rather than reducing speed limits and advocated for a phased plan to build sidewalks, arguing that infrastructure improvements are a more effective long-term solution than speed reductions.

Mayor Brown said the Public Hearing was closed at 7:14 p.m.

Answering a question from Councilman Brown, Chief Morris further described the process of the Blue Ribbon committee.

Councilman Ciullo made a motion to reduce the speed limit on Yacht Drive from 35 to 25, to hash tag stripe it and double yellow stripe in the areas as indicated by the Chief and NCDOT. Councilman Brown seconded. Councilman Ciullo said he'd heard a lot about inconveniences, and that while drivers are inconvenienced every day on Oak Island Drive, those inconveniences were for safety. He said that sidewalks or a greenway were expensive, and that until those can be put in, the speed limit could be reduced and then increased again later. Councilman Brown said that he took a straightforward approach to this. He said that the Blue Ribbon committee was asked to look into these items, so he should have a good reason to go against the recommendations. Councilman Bynum said that she didn't think that lowering the speed limit would fix the problem. She said that the problem was that there were people walking on the road, and that some of them choose to not move over. She said that this was for optics, to look like they were doing something. Mayor Pro Tempore Craft said that plans have long suggested adding bicycle and pedestrian areas on Yacht Drive. He said that it was expensive, but they could at least start, and that would help with the congestion problem. Councilman Cartner called for a vote. Councilman Ciullo asked for a roll call vote, and Ms. Stites polled the Council members. **The motion failed 2-3 with Council members Brown and Ciullo in favor and Mayor Pro Tempore Craft and Council members Bynum and Cartner opposed.**

Councilman Ciullo made a motion to reduce the speed limit on East Oak Island Drive from Middleton to Country Club to 35 mph, leaving the LSV access where it is currently at SE 38th Street. Councilman Brown seconded. Councilman Brown asked for an amendment to add that this would not be implemented until later in the year. Councilman Ciullo said he would agree to that amendment to implement to after tourist season. Councilman Brown said they could hold off on the amendment until Council members could discuss.

Councilman Brown said that residents have to cross East Oak Island Drive to use the sidewalks on the south side and to use the canal crossovers. Mayor Pro Tempore Craft said that said that the data did not support that 45 mph is a problem on Oak Island Drive. He said he would like to see crosswalks at the Rec Center with a caution light. Councilman Bynum said that again, the data did not support reducing the speed limit on Oak Island Drive, though she could support that through the curves near the Rec Center.

The motion failed 2-3 with Council members Brown and Ciullo in favor and Mayor Pro Tempore Craft and Council members Bynum and Cartner opposed.

Councilman Brown made a motion to petition the NCDOT to reduce the speed limit from 19th East to Country Club to 35 mph and to leave the LSV access where it is. Councilman Bynum seconded. The motion passed unanimously.

Council returned after a brief recess.

PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

Presentation -- 2026 OKInsight Survey Results and Key Findings - Economic Development Manager Hallie Willis

Councilman Ciullo asked to move this to next month because Council has previously asked to have the presentation ahead of the meeting. Following a brief discussion, Council agreed to hear the presentation, and Ms. Willis said the presentation and the full report would be posted on the Town's website the next day.

Ms. Willis presented key findings from the 789-response survey conducted in February 2026. The survey showed 97 percent of residents rating quality of life as excellent or good, with notable improvements in perceived value for tax dollars (increasing from 56 percent to 69 percent positive since 2023) and communication with residents (77 percent to 90 percent positive). Public safety remained a top strength with 96.5 percent positive ratings for police and 96.9 percent for fire services.

Areas of concern included development processes (less than 50 percent positive), growth management (33 percent positive), and infrastructure challenges. Transportation showed mixed results - street maintenance improved from 40 percent to 61 percent positive, but bicycle infrastructure remained the lowest-rated item at 17 percent positive. The survey identified infrastructure and capacity maintenance and pace of growth as top resident priorities, both selected by nearly two-thirds of respondents.

ADJUSTMENT/APPROVAL OF THE AGENDA

Councilman Cartner made a motion to approve the agenda as presented. Councilman Brown seconded, and the motion passed unanimously.

PUBLIC COMMENT - GENERAL TOPICS & AGENDA ITEMS

Paul DuBay, 1105 East Oak Island Drive, Chairman of the Parks & Recreation Advisory Board, provided updates on the Parks and Recreation Master Plan and recent projects. The advisory board successfully integrated the Par 3 committee as a subcommittee and worked with Girl Scout Troop 2169 to build three new beach toy boxes. He outlined future budget priorities including beach volleyball courts at Middleton Park, sunshades for the pickleball courts, ADA improvements at the cabana, a feasibility study for the Big Bend Nature Trail, and an ADA walkway at the Point.

Todd Stewart, 330 NE 49th Street, complimented Council for the continued improvement of the business district. He said that there were a handful of properties dragging us down though. He offered some suggestions to reduce the number of vacancies, such as levying a tax on vacant properties.

Tom Hathaway, 211 Barbee Boulevard, spoke about the pickleball tournament this past weekend, which had 278 registered players from nine states. He thanked everyone for their efforts, saying the pickleball courts were first class.

Submitted comments:

Derek Williams, 125 SW 5th Street, said that the Parks and Recreation Plan significantly underestimates demand by counting only full-time residents, ignoring part-time residents, tourists, and visitors, which he believes results in actual usage being two to three times higher than projected. He also emphasized the need to plan for future mainland development and its impact on park demand, noting that developers are unlikely to provide true public recreational facilities. Additionally, he asked for prioritizing ADA accessibility improvements through an independent audit. Overall, he supported revising key portions of the plan rather than a full rewrite and suggests adjusting park standards if necessary to better align costs with the Town's true service population.

COUNCIL REPORTS (MAYOR AND COUNCIL)

Councilman Craft reported attending the first speaker's bureau presentation, calling it "tremendous" with valuable information. He noted the upcoming budget process starting Thursday and expressed sadness at the passing of Bob Greene, a frequent meeting attendee who regularly spoke during public comment.

Mayor Brown said he'd attended the Methodist Church men's group, and that traffic and budget issues were primary discussion topics.

Councilman Ciullo expressed excitement about Council's support for allocating an additional \$125,000 to rebuild holes 2, 3, and 4 on the Par 3 golf course. He reported positive feedback from South Harbour golf community members who confirmed these were the priority holes for renovation.

Councilman Bynum also noted Bob Greene's absence. She said she had attended the Business Advisory Board meeting with the Tourism Development Authority and praised the speaker's insights on driving tourism. She highlighted the success of the pickleball tournament, saying it was an example of how events could attract visitors who might return for vacations.

Council members Brown and Cartner yielded their time.

I. CONSENT AGENDA

- I.1 Approval of Minutes (March 17, 2026 Public Hearings & Regular Meeting, and March 19, 2026 Special Meeting) ([031726TownCouncilMinutes](#) [031926TownCouncilMinutes](#))
- I.2 Approval of Amendment to the Memorandum of Understanding with The Brough Law Firm ([Amendment - The Brough Law Firm PLLC BroughLawFirm_Oct2024](#))
- I.3 Approval of Action to Set the Speed Limit at 25 for all of Holly Drive
- I.4 Consideration of a Resolution Exempting a Particular Project from Article 3d Of Chapter 143 of the North Carolina General Statutes ([Resolution Exempting SDF Work - GS 143-64.32](#))
- I.5 Oak Island Par 3 Greens Rebuild Project - Phase 1 ([Proposal 89 - 2025 Oak Island Par Three Greens Budget Ordinance Amendment Par 3 Sept 2018 Par3 Holes 2-4 Sept 2021 Par3 Holes 2-4 April 2023 Par3 Holes 2-4 SHV_GolfCourse_DeedOfGift_2008](#))
- I.6 Consideration of Amending Sec. 28-42 - Parking on Public Streets and Rights-of Way of the Town Code of Ordinances ([Amend_Sec28-42_ParkingProhibited_4-14-26 IMG_3025 IMG_3032 Overview1](#))
- I.7 Approval of Amendment to GFL Contract ([GFL_ContractAmendment_April2026](#))
- I.8 Consideration of Lease for Koko Cabana ([Koko-Cabana-lease_2026](#))

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

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

Ms. Kathryn Adams praised the conduct of the evening's public hearing, calling it "good government" in action. She outlined upcoming budget workshops starting April 16, leading to formal budget presentation in May and final vote in June.

Ms. Adams highlighted upcoming events including the Coast Wise Living Shoreline project training on April 25, the speaker series continuation in July, and recent emergency preparedness training. She announced upcoming community events including Ride the Tide, Earth Day Festival, the Seafood Festival, and first responder softball tournament.

Assistant Town Manager Kent Jackson provided detailed capital project updates. The off-site borrow area exceedances were cleared by Army Corps and BOEM with no further action required. Public Works staff is planning final beach smoothing for the end of April before turtle nesting season begins in May. Dune planting continues progressing well with regular photo updates. Crosswalks at 58th and 79th Streets have moved into engineering and construction planning with NCDOT, with funding anticipated later in 2026. The Fish Factory water treatment plant Phase 1 improvements are completed, including installation of a new flow meter. Phase 2 planning continues for next budget year. The Little Davis Canal project will have a kickoff meeting on April 30 at Town Hall, including residents who have maintained communication throughout the planning process. Additional PFAS compound testing was added to the project scope. Pier repairs progressed with piling installation completed yesterday after weather delays. The project should be completed by end of April. Mr. Jackson commended pier staff for their assistance with project coordination. There is a vendor selected for the Stormwater Master Plan, with scope and fee negotiations ongoing and an expected May meeting agenda item with completion by end of calendar year. The Crowell Street project continues facing contractual challenges, though some work continues with Town staff. The Streets division completed crosswalk installations at May Moore Park along with irrigation system recovery and overseeding, significantly improving the park's appearance and safety.

Council members asked detailed questions about project costs, timelines, and budget impacts, with Mr. Jackson providing comprehensive responses about funding sources and project status.

III. OLD BUSINESS

III.1 Consideration of Adopting the Parks and Recreation Master Plan ([Recreation Master Plan Presentation_031726](#))

Recreation Director Heather O'Brien presented the finalized Parks and Recreation Master Plan, describing it as a comprehensive roadmap developed through community input, emerging trends, and staff analysis to guide quality of life enhancements while maintaining public facilities as the town grows.

Dr. Jim Hirstine, the consultant who drafted the plan, was available for questions. Councilman Brown asked about ensuring the plan's active use rather than it becoming a shelf document. Dr. Hirstine explained that while not every recommendation would be accomplished in five years, the plan provides essential documentation for grant applications and gives staff prioritization tools. He cited successful implementation examples in Wrightsville Beach and Carolina Beach.

Dr. Hirstine noted that the plan has grown from his first 76-page effort in 2001 to comprehensive documents with nearly 200 pages of appendices, reflecting lessons learned about providing complete rather than minimal guidance. He expressed confidence in the plan's utility given Oak Island's strong advisory board and staff.

Councilman Brown suggested creating a more digestible public version while maintaining the comprehensive document for grants and staff use. Dr. Hirstine agreed this could provide multiple utilities for different audiences.

Councilman Ciullo made a motion to adopt the Parks and Recreation Master Plan as presented, and Mayor Pro Tempore Craft seconded. Councilman Brown said that one thing he struggled with was the vastness of the plan, and he wants to make sure that it won't just sit on a shelf until the Town applies for a grant. **The motion passed unanimously.**

IV. NEW BUSINESS

IV.1 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 ([4919_Ordinance \(1\).doc](#))

Mr. Kirkland said that Development Services staff had been working on this case for quite some time, and he detailed the process. The Town has given notice to the property owners 11 times. Staff has not had any contact from the property owners.

A hearing was held May 1, 2025, which owners did not attend. An additional advertised hearing in February 2026 also received no owner response. Staff documented multiple violations including no hot or cold water, non-functioning heating, roof and flooring holes, vermin evidence, potential mold, soft floors, broken windows, and lack of safe ingress/egress.

The fire department assisted by entering the home and posting a "do not save" notice, meaning the structure would not be saved in a fire emergency. PPE is required to enter due to safety hazards. The electrical service box is rusted out, creating public safety hazards.

Council discussion focused on the extensive notification efforts and legal protections. Councilman Bynum said she appreciated the thorough documentation, given the serious nature of property rights, while Councilman Brown asked about contractor evaluation process for removal and utility status. Property owners would have 90 days to voluntarily demolish or remove the structure, after which the Town may proceed with demolition and place costs as a tax lien on the property.

Councilman Brown made a motion to approve an Ordinance Ordering Further Proceedings under the Town of Oak Island Minimum Housing Code and General Statute 160d Article 12 as presented. Councilman Ciullo seconded, and the motion passed unanimously.

V. CLOSED SESSION to Discuss Specific Personnel pursuant to N.C.G.S. 143-318.11(a)(6). **Councilman Bynum made a motion to go into Closed session (to Discuss Specific Personnel) at 9:04 p.m. Councilman Ciullo seconded, and the motion passed unanimously.**

VI. ADJOURN

There was no action taken in Closed Session. Councilman Bynum made a motion to adjourn at 9:49 p.m. Councilman Ciullo seconded, and the motion passed unanimously.

Chris Brown, Mayor

Attested: _____

Lisa P. Stites, MMC
Town Clerk

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

MINUTES
TOWN COUNCIL SPECIAL MEETING
TUESDAY, APRIL 21, 2026 – 9 AM
POLICE DEPARTMENT TRAINING ROOM

Present: Mayor Chris Brown, Mayor Pro Tempore Bill Craft, Council members Tommy Brown, Terri L. Cartner, and Bob Ciullo, Town Manager Kathryn Adams, Finance Director Helen Brank, and Town Clerk Lisa P. Stites MMC. Council member Chasey Bynum was unable to attend.

Mayor Brown called the meeting to order at 9 a.m.

Ms. Adams said that while some components of public works fall within the general fund, the majority of what they would discuss in this workshop today were in enterprise funds.

Public Utilities:

Utilities Director Tray Bivins reviewed the current objectives and the status of each. He also reviewed the goals and objectives for the coming year's budget, which are largely the same but with some items increased, such as the number of fire hydrants to be tested throughout the year. There are 248 of a type of hydrant that staff was concerned were not reliable, and Councilman Ciullo suggested doing all 248 of those this coming year, instead of the 100 planned, or at least targeting the ones they are most concerned about. Council also discussed a needed additional water tower. The cost for replacing 100 fire hydrants is approximately \$655,000. There is also an additional fee from the County for biosolids, at an upfront cost of \$9 million, or a monthly rate increase of \$1.79 per 1,000 gallons per month per household. Council also discussed leasing trucks versus other options, such as using other vehicles, etc. Councilman Cartner said that she has been asking for a life cycle costing plan, saying it would help with budgeting every year. Mr. Bivins said his staff was doing that with the vac stations. Ms. Adams said that staff was working on that overall, at least for the major components, such as buildings, HVAC, etc. Regarding vehicles, she said that staff could squeeze more out of a 15-year-old truck, but maintenance costs become an issue. She also said that vehicles essentially served as workstations for some employees.

The proposed budget also includes an engineering evaluation for a wet well at the Middleton lift station. The way the station currently operates, if there is a problem, the holding tank is not sufficient. The Town had already purchased adjacent property for expansion.

Regarding the wastewater treatment plant, Mr. Bivins explained the second phase would involve some more valving and piping and clarifier rehabs. When asked about the total number of phases, Mr. Bivins confirmed there would be three phases total, with the first complete and the third phase details still being determined.

Discussing the fats, oil, and grease inspection program, Mr. Bivins reported they had identified 66 businesses with grease traps. He noted they hadn't found any problems but wanted to complete inspections of all 66 businesses by the following year. Councilman Cartner asked about health department requirements for grease trap pumping. Mr. Bivins confirmed restaurants were required to pump grease traps, with most businesses complying once educated about requirements.

Ms. Brank reviewed the major budget items, including the \$655,000 for 100 fire hydrants, \$86,000 for valve work, and wastewater plant rehabilitation costs. She highlighted a significant new expense -- the county biosolids program. The annual increase for the Town is \$530,000. Ms. Adams clarified this translated to \$1.79 per month per thousand gallons of wastewater that would need to be passed along to citizens.

Public Works:

Public Works Director Scott Thornall reviewed the current budget goals and objectives and the status of each. He noted a goal to repair potholes within 48 hours of being reported and said that was 95 percent on track. Council members noted positive feedback received regarding Public Works' efforts. A new fleet maintenance manual is in review with Town management. The website's "report a concern" function hasn't really added to the department's workload, though Ms. Adams said that now such reports were better tracked. Mr. Thornall said that likely 98 percent of work was tracked through work orders, even when an employee fixes something when seeing out in the field. Money spent on signs will now be seen in its own line item. Regarding streets, Ms. Adams said that the goal was to have \$1 million in the budget for paving, and said that doing so every year would keep street replacement on a 15-year cycle (industry standard best practice). Council also discussed the street condition survey, which directs repaving. A new study is due this coming budget year. Councilman Ciullo asked if the survey considered LSV use or regular vehicle use, saying Dolphin Drive is not usable for LSVs. Mr. Thornall said he was not aware of a particular standard for LSV use.

Council and staff also discussed the yard debris collection program. Adding a third grapple truck is not included in the proposed budget. Councilman Brown said he was not in favor of adding a truck, but he would support providing more information to citizens about the collection schedule and not putting in large items that damage the truck. Ms. Brank said that they would need a \$2.15 monthly rate increase to balance the yard debris collection program. Councilman Cartner said she knew there were multiple pickups on Yacht Drive while there was only one pickup on the side streets. Mr. Thornall said that if there was a traffic safety issue, staff would make additional pickups, or if the area was finished and there was time to do additional collection before moving on to the next area, etc. The increase from GFL (for trash and recycling) is 4.8 percent. Councilman Ciullo asked if there was an opportunity to outsource yard debris collection. Councilman Cartner asked if the County has a convenience site, and Mayor Brown said that there was one by the ballfields in Southport. Ms. Adams said that staff had discussed whether the Town could offer that at the Airport Road facility. Ms. Brank said that some towns allow citizens to contract directly with GFL if they want to recycle. Mayor Pro Tempore Craft expressed frustration that GFL had reduced labor from two-person to one-person trucks while increasing costs.

Mayor Pro Tempore Craft said that besides talking about a potential tax increase, they need to look at the proposed fee increases too.

Council also discussed whether to consider moving the fuel tank this fiscal year rather than fix what is on the island. There was also discussion about possibly moving the public works and utilities departments off island. They are currently in metal buildings a block off the ocean, on what is considered prime real estate. Mr. Thornall detailed needs for airport property development, including water and sewer infrastructure assessment, since current facilities relied on well water and septic systems inadequate for full operations. Councilman Brown asked about collaboration with airport fuel operations for mutual benefit. Ms. Adams said they were discussing options, including cost considerations for private sector fuel partnerships versus the \$750,000 expense for dedicated Town fuel facilities. Mr. Thornall said that in a hurricane, he does not want staff staying in the current public works building. Ms. Adams said that staff didn't need fancy buildings, but that staff deserved to be in safe, healthy conditions. She outlined various short-term alternatives being considered, including construction trailers, Fire Station 1 space, the Community Center, the Matthews Ministry building, and 52nd Street properties. An operations center master plan would address comprehensive relocation to airport property, representing the long-term solution while immediate alternatives addressed current conditions.

In the stormwater fund, there is money requested for a stormwater master plan survey that will tie into the GIS mapping system. Mr. Thornall detailed GIS survey equipment needs, at \$42,000, to create layers for tracking 134 major outfalls required for MS4 permit compliance. The lidar 3D survey for the entire island was budgeted at \$134,500, with UNCW providing services through a pilot program at significantly reduced cost compared to the \$775,000 contractor estimate.

The next phase of dune infiltration (down toward SE 74th) is planned, though the grant award has not been confirmed yet. Councilman Brown said he thought the stormwater master plan should be in place before doing projects. Ms. Adams agreed and said that projects were not included in the proposed budget for that reason. The presentation included drainage projects for 46th, 33rd, and 62nd Streets at \$190,000, with \$150,000 for engineering and design work not covered by grants. Tree planting would be continued at \$100,000 annually for 100 trees including a two-year watering program. Mayor Pro Tempore Craft questioned the rationale for annual tree planting. Councilman Cartner said it was a high Council priority, with previous grant funding no longer available. Ms. Adams said that could be something to consider, continuing \$100,000 for tree planting or redirecting funds toward flooding project solutions. Councilman Cartner asked about confidence in proceeding with drainage projects before the master plan completion. Mr. Thornall confirmed the master plan consultants were aware of proposed projects and hadn't objected. Ms. Adams clarified that stormwater projects would require rate increases, as they couldn't be included in the current budget without such increases. She also mentioned the substantial stormwater rate increase from \$7 to \$10 monthly in the previous year and the pending wastewater and solid waste increases for the current year.

Council took a brief recess from 10:41 am to 10:53 a.m.

Regarding employee salaries, Ms. Adams said that staff was looking at neighboring communities to see what they are doing for merit and/or COLA increases. She said we were on the lower end at 4 or 5 percent. Ms. Adams said that merit raises helped encourage employees to continually improve. Mayor Pro Tempore Craft suggested a COLA for all employees.

Councilman Cartner asked about the 801 complex, specifically whether the Town should be operating a business. Councilman Brown agreed they need to have that conversation, but wanted to do it when Councilman Bynum was present. Councilman Ciullo said he'd like the 801 property rezoned to CB so that a 13-bedroom house wouldn't replace it. Mayor Pro Tempore Craft suggested leasing out management of the Par 3 for \$1 a year and then not have to put \$300,000 toward it every year.

Additional items to consider adding to the budget include a walkway across the canal at SW 6th Street, adding more funding to start the greenway project (\$1 million is already included in the budget), a new Recreation Center, and an operations center master plan.

Councilman Cartner asked Ms. Adams to speak about issues with the Town's financial software. Ms. Adams said the Town was in year three of a five-year contract. She said that the software did not work as well as staff would like, particularly in the permitting area. She said it is clunky and has been understandably frustrating for some users, but it was working and being used. Ms. Brank said there were some web-based upgrades coming as well.

Ms. Adams said they would incorporate Council feedback and concerns into the final budget recommendation for the May presentation. Councilman Cartner requested staff input on any critical items not discussed that they deemed essential to Town operations.

Councilman Cartner made a motion to adjourn at 11:37 a.m. Councilman Ciullo seconded and the motion passed unanimously.

Chris Brown, Mayor

Attested: _____

Lisa P. Stites, MMC
Town Clerk

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DRAFT

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Consideration of Adding Stop Signs on Barbee Boulevard at Live Oak Drive
DATE: May 6, 2026
DEPARTMENT: Council Member

Subject Summary: In the past few months, Council has been discussing a number of traffic items in the town. During the March 19, 2026 Special Meeting, Council came to a consensus in favor of adding stop signs at the intersection of Barbee Boulevard and Live Oak Drive. There are already stop signs on Live Oak Drive (which runs east-west), and this action would allow placement of stop signs on Barbee Boulevard as well. This item is on the agenda to formalize the directive from Council.

The relevant Town ordinance is as follows:

Sec. 28-1. - Traffic control signs and devices.

(a) The town shall adopt and designate locations for stop signs, yield signs, speed limit signs, one-way streets and other traffic control signs and devices as the town council deems appropriate and necessary.

Suggested Motion: I make a motion to add stop signs on Barbee Boulevard at the intersection with Live Oak Drive.

Financial Impact Statement: There will be a minimal cost for the signs.

Legal Review: N/A

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Consideration of Proposed Amendments to Sec. 8-195.
Procedure for Enforcement (Minimum Housing).
DATE: May 6, 2026
DEPARTMENT: Administration

Subject Summary:

Oak Island enforces minimum housing code ordinances pursuant to state statute, which provides comprehensive enforcement procedures that Oak Island's zoning enforcement department is required to follow. In addition to those comprehensive statutory procedures, Oak Island has duly adopted ordinances with its own version of enforcement procedures. The Town's own ordinances almost identically track state statute, but the Town Attorney has identified a difference between them that complicates enforcement procedures.

A basic principle of minimum housing enforcement is that the local governing board must adopt an ordinance that approves the demolition of a structure deemed to be in violation of minimum housing. State statute authority calls for this ordinance adoption to occur after (1) the property owner has been given notice, (2) a fact-finding administrative hearing is held, (3) a written order directing any necessary remedial action is issued, (4) the property owner is given reasonable time to comply, and, only then, (5) an ordinance can be adopted that authorizes Town staff to demolish a structure. But Town Code deviates from this process by requiring the Council's adopted ordinance to occur in the middle of the sequence, squarely between step (2), the administrative hearing, and step (3), the written order being issued. The Town is within its rights to add an ordinance requirement in the middle of the process, but the Town has no authority to remove the written ordinance requirement from the end of the process, which state law still requires.

A two-ordinance process increases the Town's administrative burden. The additional ordinance adds additional notice requirements and waiting periods, causes duplicative work for staff and Town Council, and does not seem to provide meaningful additional due process to property owners. For these reasons, the Town Attorney recommends aligning the Town Code with state statute by removing the duplicative ordinance requirement. The proposed amendment will bring the Town Code into alignment with state statute, which will reduce the administrative burden on Town staff and streamline the minimum housing enforcement process, while still protecting all due process rights that are owed to property owners.

Attachments:

[Sec._8_195 Proposed Amendment](#)

Financial Impact Statement: N/A

Legal Review: N/A

Sec. 8-195. Procedure for enforcement.

- (a) *Preliminary investigation; notice; hearing.* Whenever a petition is filed with the inspector by a public authority or by at least five residents of the town charging that any dwelling or dwelling unit is unfit for human habitation, or whenever it appears to the inspector, upon inspection, on his own motion, that any dwelling or dwelling unit is unfit for human habitation, he shall, if his preliminary investigation discloses a basis for such charges, issue and cause to be served upon the owner of and any parties in interest in such dwellings or dwelling units, a complaint stating the charges in that respect and containing a notice that a hearing will be held before the inspector, or his designated agent, at a place within the county in which the property is located, fixed not less than ten nor more than 30 days after the serving of the complaint. The owner and parties in interest shall have the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint. Notice of the hearing shall also be given to at least one of the persons signing a petition relating to the dwelling. Any person desiring to do so may attend such hearing and give evidence relevant to the matter being heard. The rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the inspector.
- (b) *Procedure after hearing.*
- (1) After notice and hearing pursuant to subsection (a) of this section, the inspector shall state in writing his determination whether such dwelling or dwelling unit is unfit for human habitation, and, if so, whether it is deteriorated or dilapidated.
 - (2) If the inspector determines that the dwelling or dwelling unit is deteriorated, he shall state in writing his findings of fact in support of his determination, and shall issue and cause to be served upon the owner thereof an order directing and requiring the owner to repair, alter or improve the dwelling or dwelling unit to comply with the minimum standards of fitness established by this chapter in order to render it fit for human habitation within a specified period of time, not to exceed 90 days. The order may also direct and require the owner to vacate and close such dwelling or dwelling unit until such repairs, alterations, and improvements have been made.
 - (3) If the inspector determines that the dwelling or dwelling unit is dilapidated, he shall state in writing his findings of fact to support his determination, and shall issue and cause to be served upon the owner thereof an order directing and requiring the owner to vacate and close the dwelling, and to remove or demolish it and clear the debris therefrom, or repair, alter or improve it to comply with the minimum standards of fitness established by this chapter in order to render the dwelling or dwelling unit fit for human habitation within a specified reasonable period of time to obtain conformity with housing code, not to exceed 90 days.
 - (4) If the hearing officer determines that the property owner has failed to comply with a written order as provided pursuant to subsections (b)(2) or (b)(3) of this section within the time allotted, the inspector may cause such action as provided for in the written order, including but not limited to the repair, closing, posting, demolition and/or removal of the dwelling or dwelling unit.
- (c) *Ordinance required to effectuate purpose of article; owner to be given reasonable time to comply.* The duties of the hearing officer set forth in subsections (b)(~~4~~) and (b)(~~3~~) of this section shall not be exercised until the town council has, by ordinance, ordered the hearing officer to proceed to effectuate the purpose of this article with respect to the particular property or properties which the hearing officer has found to be unfit for human habitation and which property or properties shall be described in the ordinance. No such ordinance shall be adopted to require demolition of a dwelling until the owner has first been given a reasonable opportunity to bring it into conformity with the housing code. Such ordinances shall be recorded

in the office of the register of deeds of the county and shall be indexed in the name of the property owner in the grantor index.

- (d) *Cost to be a lien against the real property; procedure for dispensing proceeds from sale of demolished dwelling.* The amount of the cost of such repairs, alterations or improvements; vacating and closing; or demolition and removal by the town shall be a lien against the real property upon which such cost was incurred; which lien shall be filed, have the same priority and be collected as provided by G.S. 160A-216 et seq. If the dwelling is demolished and removed by the town, the hearing officer shall sell the materials of such dwelling and shall credit the proceeds of such sale against the cost of the demolition and removal, and any balance remaining shall be deposited in the superior court by the hearing officer, shall be secured in such manner as may be directed by the court, and shall be disbursed by the court to the persons found to be entitled thereto by final order of decree of the court (in a special proceeding brought before the clerk of superior court for that purpose).
- (e) *Section provisions not to limit power of town to declare nuisances; other remedies.* Nothing in this section shall be construed to impair or limit in any way the power of the town to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise, nor shall enforcement of one remedy provided in this section prevent the enforcement of the other remedies provided in this section.

(Ord. of 9-8-2015(2))

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Approval of Resolution Petitioning the North Carolina Department of Transportation to Reduce the Speed Limit on East Oak Island Drive to 35 mph to SE 19th Street and to Continue to Prohibit LSV Use on that portion of East Oak Island Drive

DATE: May 6, 2026
DEPARTMENT: Administration

Subject Summary: At the April 14 meeting, Town Council approved a motion 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 completed a traffic study last year. The next step in the process is for the Town to take formal action to request the change, and a Resolution is attached for Council's consideration. The Resolution also includes 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). NCDOT would then enact a concurring ordinance before making the change.

Attachments:
[SpeedLimitResolution](#)

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

Town Manager
Kathryn Adams
kadams@oakislandnc.gov

RESOLUTION

WHEREAS, in the fall of 2025, the Town of Oak Island requested the NCDOT do a study regarding changing the speed limit on East Oak Island Drive; and

WHEREAS, the Town Council created a Blue Ribbon Summit to review pedestrian and traffic safety issues in town and to make recommendations; and

WHEREAS, the Blue Ribbon Summit recommendations have been presented to Council; and

WHEREAS, at the April 14, 2026, meeting, the Town Council approved a motion to request the NCDOT extend the 35-mph speed limit on East Oak Island Drive from its current end point, 160 feet east of SE 37th Street, to the intersection with SE 19th Street. Further, the Town Council motion included a directive to request that the change in speed limit on East Oak Island Drive between SE 19th and 160 feet east of SE 37th Street not allow low-speed vehicle traffic on that portion of road.

NOW, THEREFORE, BE IT RESOLVED that the Oak Island Town Council requests the NCDOT change the speed limit on Oak Island Drive between SE 19th Street and a point 160 feet east of SE 37th Street to 35 mph, while not allowing low-speed vehicle use in that area.

Adopted this the 12th day of May, 2026.

Mayor Chris Brown

Attested: _____
Lisa P. Stites, MMC
Town Clerk

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Consideration of an Agreement for Drafting a Stormwater Master Plan
DATE: May 6, 2026
DEPARTMENT: Administration

Subject Summary: The 2025- 2027 Town of Oak Island Strategic Plan highlights the need for infrastructure, equipment, and facilities to meet community needs. A first step toward this goal for stormwater management is to complete a complete system master plan. After issuing a Request for Qualifications in early 2026 staff has reviewed the submitted proposals and selected a preferred firm to conduct the master plan study and report.

Attachments:

- [2026-05-04 Oak Island Masterplan Professional Services Agreement.pdf](#)
- [2026-05-04 Oak Island Masterplan Fee Breakdown](#)

Recommendation/Action Needed: Approve the agreement.

Suggested Motion: A motion to approve a professional services agreement with Ardurra Group North Carolina for the Town of Oak Island Stormwater Master Plan and to authorize the Town Manager to execute the agreement.

Financial Impact Statement: The investment for the proposed scope of work is \$476,500. The FY 2025-26 Stormwater Fund includes up to \$500,000 for the master plan study and report.

Legal Review: Legal review and approval of the professional services agreement is required prior to execution.



PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is effective as of May 15, 2026 (“Effective Date”) between **The Town of Oak Island** (“Client”) and **Ardurra Group North Carolina** (“Consultant”) to provide professional services to Client in support of **Oak Island Comprehensive Stormwater Master Plan** (“Project”). Consultant’s services under this Agreement are described in the Consultant’s proposal provided in Appendix A to this Agreement (“Services”).

- 1.01 *Basic Agreement and Period of Service:* Consultant shall perform the Services set forth in this Agreement. If agreed by the parties, Consultant shall furnish services in addition to those set forth above (“Additional Services”). Consultant shall complete its Services within the time period specified in Appendix A. If no specific time period is indicated, Consultant shall complete its Services within a reasonable period of time. If such periods of time or dates are changed, or the orderly and continuous progress of Consultant’s Services is impaired, or Consultant’s Services are delayed or suspended, then the time for completion of Consultant’s Services, and the rates and amounts of Consultant’s compensation, shall be adjusted equitably.

- 2.01 *Invoicing & Payment:* Consultant may submit its invoices monthly. Invoices are due and payable within 30 days of receipt. If Client fails to make any payment due Consultant for Services, Additional Services, and expenses within 30 days after receipt of Consultant’s invoice, then Consultant may, after giving seven (7) days written notice to Client, suspend Services under this Agreement until Consultant has been paid in full all amounts due. Plans, interim or final documents, reports and attendance at meetings will not be provided unless payment is current. If Consultant is performing services for the Client under multiple agreements, payments must be kept current on all agreements for Services to continue. Should it become necessary to utilize legal or other resources to collect any or all monies rightfully due for services rendered, Consultant shall be entitled to full reimbursement of all such costs, including reasonable attorneys’ fees and costs.

- 2.02 *Basis of Payment—* The OWNER shall pay the CONSULTANT for services set forth in Attachment A, Scope of Services, a total fee of \$476,500. Fees will be lump sum *with Progress or Milestone Payments except for tasks 2.2b.*
 - A. Client shall pay Consultant for Services as follows:
 - 1. A percentage of the Lump Sum Fee will be billed on the last day of each month. The percentage billed will be the percentage of Scope of Services work estimated to be completed as of the day of billing per Task as noted in Table 1. For Task 2.0 Comprehensive Stormwater Asset Inventory, a lump sum fee (2.0a) plus a cost per feature surveyed (2.0b) will be billed. Please refer to Table 2, *Stormwater Mapping Unit Rates and Estimated Structure Count*, included in Appendix A for unit-based billing. For Task 5 Grant Funding Application Assistance, an hourly not to exceed (NTE) fee will be billed.

TABLE 1. Oak Island Stormwater Master Plan Fee

SCOPE ITEM NUMBER	SCOPE TASK ITEM DESCRIPTION	TASK TOTAL
1.0	Project Management	\$20,000
2.0a	Comprehensive Stormwater Asset Inventory - Lump Sum Portion	\$90,000
2.0b	Comprehensive Stormwater Asset Inventory – Not to Exceed Based on Unit Rate	\$176,500
3.0	Hydrologic and Hydraulic Modeling	\$70,000
4.0	Capital Improvement Plan	\$120,000
PROJECT TOTAL		\$476,500



2.03 *Additional Services:* For Additional Services, Client shall pay Consultant either: i) a lump-sum amount agreed by the parties payable in amounts based upon Consultant's estimate of the percentage of such Additional Services completed during the billing period or upon mutually agreed milestones; or ii) an amount equal to the time charged in providing the Additional Services by each class of Consultant's employees, times standard hourly rates in Appendix A for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and subconsultants' charges.

3.01 *Client's Responsibilities*

- A. Client shall provide available information to Consultant regarding the requirements for the Project. Consultant is entitled to rely upon the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by Client pursuant to this Agreement. When requested by Consultant, Client will arrange access to and make provisions for Consultant to enter upon public and private property as required for Consultant to perform Services under this Agreement.
- B. Client shall designate a representative authorized to act on its behalf with respect to the Project. Client, or such authorized representative, shall render decisions in a timely manner pertaining to documents submitted by Consultant in order to avoid unreasonable delay in the orderly and sequential progress of the Services.
- C. Client is alone responsible for payment to Consultant under this Agreement and such duty to pay Consultant shall not be subject to any third party agreement.
- D. If Client designates a construction manager, agent, or an individual or entity to represent Client at the Project site and coordinate the Project, Client will define and set forth the duties, responsibilities, and limitations of authority of such other party and the relation thereof to the duties, responsibilities, and authority of Consultant, but Owner remains responsible for such manager, agent, individual, or other.

4.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:
 - 1. For cause, by either party, upon ten (10) days written notice in the event of substantial failure by the other party to perform in accordance with this Agreement through no fault of the terminating party. Failure to pay Consultant is a substantial failure to perform and a basis for termination.
 - 2. By Consultant:
 - a. upon seven (7) days written notice if Client demands that Consultant furnish or perform services contrary to Consultant's responsibilities as a licensed professional; or
 - b. upon seven (7) days written notice if the Consultant's Services are delayed for more than ninety (90) days for reasons beyond Consultant's control.Consultant shall have no liability to Client on account of a termination for cause by Consultant.
 - 3. By either party, for convenience, upon thirty days written notice to the other party.
- B. This Agreement will not terminate as a result of a substantial failure under Paragraph 4.01.A.1 or 4.01.A.2 if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than thirty (30) days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, sixty (60) days after the date of receipt of the notice. Notwithstanding the foregoing, Client's failure to compensate Consultant shall not be subject to this Paragraph 4.01.B.



- C. In the event of any termination under Paragraph 4.01, Client will compensate Consultant for all Services and Additional Services performed, plus reimbursement of expenses incurred through and including the effective date of termination in connection with providing the Services and Additional Services.
- D. Termination of this Agreement shall not affect any right or obligation of any party which is accrued or vested prior to such termination, and any provision of this Agreement relating to any such right or obligation shall be deemed to survive the termination of this Agreement. The indemnities, audit rights, representations, warranties, covenants, guarantees, confidentiality obligations, insurance requirements, and intellectual property rights provisions set forth herein shall survive termination or expiration of this Agreement, in addition to any other provisions which by their nature should, or by their express terms do, survive or extend beyond termination or expiration of this Agreement.

5.01 *Successors, Assigns, and Beneficiaries*

- A. Client and Consultant and their respective successors, executors, administrators, and legal representatives (and to the extent permitted by Paragraph 5.01.B the assigns of Client and Consultant) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations herein.
- B. Neither party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other; provided, however, that either party may, without consent, assign this Agreement as a result of a merger or a sale of all or substantially all of the assets or stock of that party or to a parent, subsidiary or affiliate as part of any internal reorganization.
- C. Nothing herein shall be construed to create, impose, or give rise to any duty owed by either party to any third party including any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement are for the sole and exclusive benefit of the parties and not for the benefit of any other.

6.01 *Standards; Services; Insurance; Indemnity; Damages*

- A. Standard of Care; Consultant's Performance:
 - 1. The standard of care for all Services performed or furnished by Consultant will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with any Services. Consultant may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards. Consultant shall not at any time supervise, direct, control, or have authority over any party's work, nor shall Consultant have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any party, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a party to comply with laws and regulations applicable to such party's furnishing and performing of its work. Consultant neither guarantees the performance of any party nor assumes responsibility for any party's work.
 - 2. Any opinion offered by Consultant of probable construction cost is made based on Consultant's experience, qualifications, and general familiarity with the construction industry. However, because Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Consultant. If Client requires greater assurance as to probable construction cost, then Client agrees to obtain an independent cost estimate. Consultant shall not be responsible for any decision made regarding construction contract requirements, or any



application, interpretation, clarification, or modification of the construction contract documents other than those made by Consultant or its consultants.

3. Consultant's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Consultant or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Consultant may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services. A "Constituent of Concern" means asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq. ("TSCA"); (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.
- B. **Insurance:** Consultant shall secure and maintain, at its own expense, Workers' Compensation insurance coverage for its employees performing the Work in accordance with statutory limits applicable to the State wherein the Work is completed. Consultant shall also procure and maintain General Liability, Automobile Liability and Professional Liability insurance at the limits and coverages specified below:
1. General Liability coverage of \$1,000,000 per occurrence, and \$2,000,000 in aggregate. General Liability coverage shall include broad-form contractual liability, personal injury, death, damage to property, and destruction of property.
 2. Automobile Liability coverage of \$1,000,000.
 3. Professional Liability coverage of \$1,000,000 per claim and \$1,000,000 in aggregate.

Certificates of insurance will be furnished to Client upon request.

- C. **Indemnification:** To the fullest extent permitted by law, Consultant and Client each agree to indemnify and hold harmless each other from all claims, lawsuits, or legal actions that arise out of, pertain to, or relate to damages, losses, personal injuries, death and property liability to the extent caused by the negligence or willful misconduct of the indemnifying party, its contracted parties, representatives, agents and employees. In no event shall either party indemnify the other party for the other party's own errors, omissions, negligence, willful misconduct, or fault.
- D. **Limit of Liability:** To the fullest extent permitted by law, Client and Consultant agree that Consultant's total liability to Client under this Agreement shall be limited to the lesser of 1) the total amount of compensation received by Consultant, or 2) the limits of applicable insurance coverages described in Paragraph 6.01.B above.
1. If the Project is in the State of Florida, then Client and Consultant agree as follows:
 - a. To the extent Services are subject to Florida Statute 725.06, Engineer's total liability shall be limited to the lesser of 1) the total amount of compensation received by Engineer under this Agreement, or 2) the limits of applicable insurance coverages described above in 6.01.B.
 - b. To the extent Engineer's services are subject to Florida Statute 558.0035, individual design professionals employed by Engineer or agents of Engineer shall not be held individually liable for any



damages resulting from negligence occurring with the course of execution of Work under this Agreement, provided such damages are solely economic in nature and the damages do not extend to personal injury or property not subject to this Agreement. The Engineer shall maintain any and all professional liability insurance required under this Agreement.

2. If the Project is in the State of California, then the Client and Consultant agree as follows:
 - a. To the extent Services are subject to California Civil Code Section 2782.8, the above indemnity shall expressly exclude duty to defend by Engineer, and Engineer's indemnification shall be limited to those damages and losses for claims or actions that arise out of, pertain to, or relate to any negligent act, error, omission, or willful misconduct of Engineer, its officers, directors, agents, or employees, that are determined to be proportionally attributable to Engineer.
- E. Consequential Damages. Client and Consultant waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project.

7.01 Documents

- A. Ownership: All documents, data, and professional work product (collectively "Documents") prepared or furnished by Consultant are instruments of service, and Consultant retains an ownership and property interest (including the copyright and the right of reuse) in such Documents. Consultant grants Client a limited license to use the Documents on and for the Project, extensions of the Project, and for related uses of the Client, subject to receipt by Consultant of full payment for Services and Additional Services, and subject to: 1) Client acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Consultant, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Consultant; 2) any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by Consultant, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Consultant or to its officers, directors, members, partners, agents, employees, and consultants; 3) Client shall indemnify and hold harmless Consultant and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the Documents without written verification, completion, or adaptation by Consultant; and 4) such limited license to Client shall not create any rights in third parties.
- B. Electronic Transmittal: Consultant may, upon Client's request and upon Consultant's receipt of disclaimers or other agreements required by Consultant, provide or grant access to Documents to Client's agents, representatives, or third parties ("Recipients"). No warranty, either expressed or implied, is made by Consultant to Recipients regarding the accuracy or reliability of these documents. Consultant reserves the right to revise, update and improve its electronically stored documents without notice and assumes no responsibility for any damages which may arise as a result of the intended and continued use of this information by Consultant. Use of the Documents by Recipients is subject to the following limitations: 1) Recipients agree to verify the data and to ascertain its accuracy for the intended use; 2) Consultant assumes no responsibility for damages caused by the installation or use of Documents; and 3) Consultant makes no representations as to compatibility, usability, or readability of the Documents resulting from the Recipient's



use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the Documents.

8.01 *Resolution of Disputes; Governing Law*

- A. If the parties fail to resolve a dispute through negotiated reconciliation by senior executives of the parties, Consultant and Client agree that they shall first submit all unsettled claims, counterclaims, disputes, and other matters in question between them, arising out of or relating to this Agreement or the breach thereof (collectively "Disputes"), to mediation conducted by a mutually-agreeable mediator. Client and Consultant agree to participate in the mediation process in good faith. The process shall be conducted on a confidential basis and shall be completed within one hundred twenty (120) days. If such mediation is unsuccessful in resolving a Dispute, then (a) the parties may mutually agree to a dispute resolution of their choice, or (b) either party may seek to have the Dispute resolved by a court of competent jurisdiction.
- B. This Agreement is to be governed by the law of the state in which the Project is located. In the event of any litigation between the parties, it is agreed and stipulated that the case shall be heard and decided by the court, without a jury.

9.01 *Other Agreements*

- A. Neither party shall be held responsible for any delay or failure in performance caused by fire, flood, explosion, war, strike, embargo, government requirement, civil or military authority, acts of God, act or omission of third-parties, vandalism, or other similar causes that are beyond its control. Client's failure to compensate Consultant as required in this Agreement shall not be subject to this Paragraph 9.01.A.
- B. If any provision of this Agreement is held to be void, illegal or unenforceable, then (a) it is severed and the rest of this Agreement remains in force, and (b) the parties will replace the provision with one that is in accordance with applicable law and as close as possible to the parties' original intent.
- C. All section and article headings herein are for convenience of reference only and are not part of this Agreement, and no construction or inference shall be derived therefrom. Wherever required by the context, any gender or neuter shall include the other gender or neuter, the singular shall include the plural, and the plural shall include the singular. Each defined term herein shall be used in its singular or plural form whether or not so defined.
- D. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either party hereto. Consultant's Services under this Agreement are on behalf of and solely for the benefit and exclusive use of the Client for the limited purposes of this Agreement and no person or other. The Client agrees that in the event of a dispute regarding this Agreement or the Services rendered by Consultant hereunder, the Client shall only seek recourse against Consultant and hereby expressly waives any and all right to pursue a claim against Consultant's individual officers, directors, or employees.
- E. Termination of this Agreement for any reason whatsoever shall not affect any right or obligation of any Party which is accrued or vested prior to such termination, and any provision of this Agreement relating to any such right or obligation shall be deemed to survive the termination of this Agreement. The indemnities, audit rights, representations, warranties, covenants, guarantees, confidentiality obligations, insurance requirements, and intellectual property rights provisions set forth herein shall survive termination or expiration of this Agreement, in addition to any other provisions which by their nature should, or by their express terms do, survive or extend beyond termination or expiration of this Agreement.
- F. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Client and Consultant and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly and mutually executed written instrument. The parties acknowledge that each party and, if it so chooses, its counsel, have reviewed and revised this



Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any amendments or exhibits hereto.

[signatures to this Agreement on the following page]



IN WITNESS WHEREOF, the parties voluntarily and knowingly execute and agree to bind the parties to the terms of this Agreement.

Consultant: Ardurra Group North Carolina

CLIENT: Town of Oak Island

Signature

Signature

Name

Name

Title

Title



Town of Oak Island Stormwater Master Plan

Project Description

The Town of Oak Island, as shown in Exhibit A, encompasses approximately 19.3 square miles in area. A large portion of the Town located south of Highway 211 and west of Highway 906 remains undeveloped. Additionally, a portion of the Town located north of Highway 211 and east of Highway 906 is currently undeveloped. This scope assumes that no stormwater mapping or stormwater system evaluation will be performed in these undeveloped areas of the Town. Project goals include developing a townwide inventory of the existing stormwater system, conducting a stormwater infrastructure condition assessment, stormwater modeling evaluation (Island only), and preparing a capital improvement plan focused on flood mitigation strategies (Island only).

1.0 Project Management

The CONSULTANT will manage the project in a manner to be responsive to the needs and schedule of the Town of Oak Island (OWNER) and to assure the quality of the services. The project management and administration efforts will include, but not be limited to, the following items:

- Oversee the Project Team to ensure budget, schedule, and conformance to the project scope on a day-to-day basis.
- Provide a minimum of two project contacts for the OWNER so that, at any time, someone familiar with the project can be available to the OWNER if questions, comments, concerns, or other project needs arise. These points of contact will be Michael Tassitino as Project Manager and Tom Murray.
- Ensure quality control throughout the life of the project.
- Perform project planning and formulation.
- Update the project schedule (formally) if during the life of the project a substantial deviation in the schedule occurs for any reason. All other minor schedule updates will occur in the monthly project reporting.
- Meet with the OWNER's Project Manager as appropriate throughout the life of the project via audio or video call and be available to answer project-related questions on a regular basis via phone calls and email.
- Prepare and submit via email a monthly progress report to update the project schedule, list milestones achieved, provide current status of each major task, support and document



schedule changes, update project costs, and present any proposed changes to the schedule or budgets with justification. Monthly progress reports are due the 15th of each month, and shall approximately coincide with monthly project invoicing.

- Maintain a project cost accounting system throughout the life of the Project.
- Maintain a project filing system throughout the life of the Project to use for storage and retrieval of project documents.

All project final deliverables shall be certified as appropriate (signed, sealed, and dated) by a professional engineer and/or surveyor registered in the state of North Carolina. The CONSULTANT shall participate in project closeout and ensure it is completed on a timely basis.

Project Management is anticipated to occur on an ongoing basis throughout the entire project schedule.

2.0 Comprehensive Stormwater Asset Inventory

Task 1 - Data Collection and Engineering Field Investigation

The CONSULTANT will compile available data and complete a field investigation. Digital data collection may include the following information:

- Brunswick County GIS.
- Town of Oak Island GIS.
- North Carolina GIS.
- FEMA flood mapping and models.
- As-built data.
- Engineering and/or planning documents.

The CONSULTANT, in conjunction with the Town of Oak Island Public Works Department, will complete a field investigation to map the approximate location of the existing stormwater utility infrastructure within the project area as shown in Exhibit A. The field investigation will include but not necessarily be limited to the following:

- General location of stormwater features (structures, pipes, stormwater control measures, etc) to develop a work plan for the Stormwater inventory completed in Task 2.
- Identify highwater marks.
- Measure channel dimensions for hydraulic models.
- Verify land uses (visual).
- Estimate Manning's 'n' values .



- Verify watershed boundaries .
- Identify key hydraulic structures to be modeled.
- Identify problem areas

Task 2 - Stormwater Inventory

The intent of this task is to capture the stormwater utility infrastructure within the project area as shown in Exhibit A. This task will be accomplished using Global Positioning Systems (GPS) as the primary means of data capture with conventional surveying used as needed. Information to be gathered for the inventory include the geographic location of assets and attributes of stormwater system features representative of the drainage system as defined in this scope.

Inventory Specifications

- Elevations should meet the posted standards of the NC RTN network.
- All survey work shall be “Class A” surveying standard (21 NCAC 56.1608) and performed in compliance with the Standards of Practice for Land Surveying in North Carolina as defined for GIS surveys.
- The horizontal datum is NAD 83/2011.
- The coordinate system is State Plane North Carolina 3200.
- The vertical datum is NAVD 88.
- The unit of measurement is the US Survey Foot.

The OWNER will be responsible to notify property owners of work activities.

All GIS data collected will be compiled in geodatabase format using ESRI’s ArcGIS software.

This project will emphasize the collection of the public stormwater drainage system. This will include systems that convey stormwater runoff from public streets or public property, including systems on public or private property that convey runoff originating from public streets or crossing private property. Private driveway pipes are excluded from the inventory unless they are 24” or greater in diameter. The systems, structures, and open channels to be included in the inventory shall be agreed upon with the Town prior to field data collection.

If, during the stormwater inventory, the field crews observe odors, sheens, or potential illicit discharges, CONSULTANT will notify the OWNER’s Project Manager within the same business day, if at all possible, but no later than 24 hours from the time of observation. Additionally, if field crews observe dry weather flows CONSULTANT will record the location of the dry weather flow and report it to the OWNER’s Project Manager within 24 hours from the time of observation.



Closed System Inventory

Survey grade GPS, as defined above, will be used to locate the x,y,z coordinates of each visible stormwater system structure. Stream/open channel and bridge surveys will be limited to those cases which are required to complete connectivity as determined by the hydraulic engineer from CONSULTANT and for modeling purposes. Two photographs of each structure will be taken and stored as an attachment in the geodatabase. Photos will include a surface photo showing the structure and surrounding surface condition. A second photograph will be taken to show the inside configuration of the structure. A unit cost and a specific number structures to be taken have been estimated for budgetary purposes noted in Table 1.

The attributes collected may include but are not limited to the following:

- Unique identification number
- Horizontal location
- Vertical location (structure)
- Street number
- Street name
- Street designation
- Structure type
- Structure size
- Structure material
- Structure age
- Structure condition
- Water quality (odor, sheen, dry weather flow, etc.)
- Obstruction percentage
- Obstruction type
- Pipe shape
- Pipe size
- Pipe invert elevation
- Pipe material
- Pipe end type (projecting from fill, flared end section etc.)
- Headwall type
- Headwall material
- Wingwall configuration (straight or mitered to slope)
- Wingwall angle
- Hyperlinked photo



Open System Inventory

If the CONSULTANT's hydraulic engineer determines that the in-channel area will be significant relative to modeling purposes, a seven-point cross section of the in-channel section will be field surveyed. The seven-point cross sections will be provided as lines and point data. Data will be transferred to the OWNER's channel database if schema allows. Ten (10) cross sections are estimated to complete modeling of the open channel system to supplement FEMA data. Channel slopes will be estimated using bounding structures and cross section data.

A unit cost and a specific number of seven-point cross sections to be taken have been estimated for budgetary purposes noted in Table 1.

Open Channel Measurements

Constructed channels between two bounding structures (i.e., an inventoried pipe crossing or culvert crossing), will be measured with a tape (top width, bottom width, depth, and liner type) at one location between these bounding structures and incorporated into the inventory. Channel sections between bounding structures will be digitized from best available data and the information collected from the channel measurement will be inferred onto the digitized line as a representation of the entire channel length. If bounding structures do not exist, no channel measurements will be taken.

A unit cost and a specific number of channel measurements to be taken have been estimated for budgetary purposes noted in Table 1.

Bridge surveys are NOT anticipated for this analysis and will be limited only to those cases which are required to complete connectivity as determined by the hydraulic engineer from CONSULTANT and for modeling purposes.

Difficult Access (DA) Structures

There will be some structures that cannot be accessed in the field for various reasons. These could be sedimentation, debris, covered or paved structure lids and access problems. CONSULTANT will make reasonable attempt to access the structures. If this is not possible, CONSULTANT will provide OWNER an inventory list with locations of inaccessible structures. If the OWNER makes the structure accessible and it is critical to the modeling effort, then the CONSULTANT will re-visit the structure and collect the missing attributes.

OWNER Redline Review Process

Hard copy maps will be submitted to the Owner for redline review. The CONSULTANT will meet with the Owner to review redlines of the hard copy maps. One (1) meeting and one (1) round of



comments is anticipated for this task. The CONSULTANT will edit the GIS layer to reflect any changes based on redlines from the Owner.

LiDAR Ground Elevation Data

High-resolution ground elevation data will be obtained by others and provided to the CONSULTANT by the OWNER. It is assumed that the LiDAR ground elevation data will be provided in a Civil 3D surface and/or GIS format, and will be sufficiently detailed to delineate watersheds and define overland flow patterns. It is assumed that no coordination with others or quality control review of the ground elevation data will be required.

Deliverables

- Shapefiles of the stormwater system asset inventory.
- Photograph library organized and labeled by structure ID.
- Hard copy maps of the stormwater system inventory in PDF Format.

TABLE 2. Stormwater Mapping Unit Rates and Estimated Structure Count

STRUCTURE TYPE	UNIT RATE	ESTIMATED STRUCTURES
Closed System Structures (manholes, catch basins, outfalls, open ended pipe, etc.)	\$150.00	1,100
Open System Channel Cross-Section (seven-point)	\$150.00	10
Open System Channel Measurements	\$100.00	100

Task 3 - ArcGIS Storymap Creation and Updates

The CONSULTANT shall develop and maintain an ArcGIS StoryMap to facilitate project tracking and public communication. The CONSULTANT shall utilize base mapping GIS data services hosted by the CONSULTANT for layers including (as available):

- Municipal boundaries
- Transportation routes
- Planimetrics
- Existing utilities
- Hydrology boundaries
- Aerial imagery

The CONSULTANT shall update and maintain the ArcGIS StoryMap as project milestones are achieved. Information will be added to the StoryMap to explain the project objectives and approach and to communicate project schedule and possible impacts to service. The CONSULTANT shall add data layers to be developed during the project such as project boundaries, updated



improvement locations, photographs, and analysis results. Data layers that are in progress during the project will be hosted by CONSULTANT in a secured ArcGIS Online account.

Task 4 - Condition Assessment

CONSULTANT will complete a criticality assessment utilizing the surveyed inventory data to identify the areas with the highest likelihood and consequence of failure.

Rating System Review

The CONSULTANT will develop and utilize a rating system with review from the OWNER using the initial approach of Good (no visible defects), Fair (minor defects, no maintenance needed at this time), Poor (noticeable defects requiring maintenance or rehabilitation), and Severe (major defects requiring rehabilitation or replacement). Each asset will be evaluated during the Stormwater Mapping (Phase 2 task 2) to determine its initial evaluation.

Criticality and Resiliency Analysis

Asset inventory data, condition assessment, and field investigation information will be used to conduct a criticality and resiliency analysis to score and prioritize hard infrastructure and nature-based solutions. The CONSULTANT will meet with Town staff to customize risk factors and weighting scores. Criticality will be evaluated based on the likelihood of asset failure and the consequence of asset failure.

Prioritized Operations and Maintenance (O&M) Program

Based on the results of the Criticality and Resiliency Analysis, the CONSULTANT will develop a prioritized maintenance program based on the assets with the highest criticality scores. The CONSULTANT will identify additional data needs that can be used to increase the reliability of the program results in the future as more data becomes available. Assets with high criticality will be evaluated for more detailed condition assessment.

3.0 Hydrologic and Hydraulic Modeling

Task 1 - Hydrologic Modeling

The CONSULTANT will utilize PCSWMM 2D to develop the hydrologic characteristics and peak flows for the systems selected for capacity analysis. These systems will be selected from the Island portion of the Town of Oak Island. Subwatersheds will be delineated as appropriate and shall typically range in size between 20 and 200 acres. Subwatershed divides will occur at significant hydrologic features such as culvert crossings, confluences, and detention facilities. Watershed characteristics will be identified for each subwatershed in a manner consistent with the NRCS (TR-55) and proposed land uses will be developed from land use information provided by the OWNER. Hydrologic parameters will include: subwatershed area, existing land use, future land use, curve number, time of concentration, NRCS soil types, significant detention storage areas, directly connected impervious area, and channel routing characteristics. The CONSULTANT will evaluate



the 2-, 10-, 25-, 50-, and 100-year 24-hour events as part of the modeling efforts. Existing and future land use will be evaluated for the watershed.

Task 2 - Hydraulic Modeling

The CONSULTANT will utilize 2D PCSWMM to develop existing condition hydraulic models of the watersheds selected for capacity analysis. The models will be used to determine hydraulic profiles for the storm events identified above. Systems selected for capacity analysis will be determined as follows:

- Historical flood prone areas identified by Town staff;
- Systems within the project area with identifiable outfall locations;
- Systems identified by the public;
- Areas identified by the Consultant's review of surface topography.

Up to fifteen (15) individual flood prone areas will be included in the Hydraulic modeling as part of this evaluation. The CONSULTANT will meet with the OWNER to identify areas to be modeled prior to initiation of modeling effort. PCSWMM will be the hydraulic model utilized for open, closed and/or hybrid systems. The models will be used to determine hydraulic profiles for the modeled storm events. The effective FEMA model will be utilized to the extent possible to establish and/or check calculated starting water surface elevations, provide a point of verification for model results, and provide hydraulic input data as applicable.

Task 3 - Model Validation

Stormwater models will be validated utilizing high water marks, regression equations and USGS gauges (if available), recent floodplain mapping efforts performed by the State, and USGS Regional Relations developed for peak discharges, as well as other pertinent data provided by the city staff or the public. All validation efforts will be documented and reported to the OWNER. Upon completion of the validation process, runoff hydrographs will be computed with results being presented to the OWNER for their approval prior to beginning any hydraulic modeling.

4.0 Capital Improvement Plan

Task 1 – Alternative Design Development

Based upon the modeling results, portions of the storm drainage system within the island portion of Oak Island that do not meet the established design standards will be identified and prioritized for possible improvements. Town Staff input will be cross-referenced to the model results to determine problems that may have been misidentified, that should be classified as maintenance or nuisance issues, or that may not qualify for service under the established project guidelines.

Once the problem areas have been identified, improvement options will be considered that may include:



- Upgrade of the entire drainage system to meet established design criteria,
- Upgrade of portions of the drainage system to lesser design standards,
- Use of integrative stormwater management practices for water quantity control, and
- Alternative alignments and materials to minimize construction cost and impacts to private property, transportation systems, and other existing infrastructure.

When possible, atypical and innovative solutions will be considered to reduce cost and provide solutions that optimize the drainage system's capacity/functionality and long-term condition while balancing the important issues of neighborhood aesthetics and public relations. Performance standards for the recommended stormwater system improvements under existing land use conditions will be evaluated. The function of the recommended improvements under potential future build-out conditions based upon available zoning will also be considered.

Task 2 - Evaluate Capital Construction Costs

Capital Improvements will be recommended, and a budget (planning level) cost analysis will be computed using recent bid tab information of similar projects and input on the local bid climate from OWNER. Budget costs for improvements shall include, at a minimum, installation of the following elements: storm drainage improvements, channel restoration and stabilization materials, grading, necessary street improvements, water and sewer utility relocations (if the utility is located within a specific utility easement instead of the public right-of-way), erosion and sediment control measures, traffic control measures, permitting, miscellaneous items (e.g., fencing, walls), environmental mitigation costs, and easement acquisition estimates.

Task 3 - Prioritize Projects

The CONSULTANT will work with Town staff to develop a prioritization matrix to rank the recommended projects based on factors such as, public safety, level of service, flood reduction benefits, water quality improvements, capital costs, private property impacts, permitting requirements, and funding availability.

Task 4 - Strategic Funding Plan

The CONSULTANT will develop a Strategic Funding Plan for the capital improvement plan that identifies funding initiatives based on project design elements and schedule. The funding plan will be incorporated into the Capital Improvement Plan Report.

Task 5 - Draft Capital Improvement Plan Report

The draft report will include an executive summary as well as supporting documentation for all the recommended projects. Permitting requirements for each proposed project will be summarized including the expected permits required, potential mitigation requirements, and summarization of any discussions with representatives from regulatory agencies.



Deliverables

- GIS concept figures for proposed projects.
- Ranked capital projects list.
- Draft Capital Improvement Plan Report in digital format, including summaries of each proposed project with descriptions of benefits and capital cost estimates.
- Strategic Funding Plan.

Task 6 – Town Council Presentation

The CONSULTANT and OWNER staff will present the Capital Improvement Plan to the Town Council at the Town Council’s meeting following the draft Capital Improvement Plan Report submittal. The CONSULTANT shall incorporate the Town Council’s input into the final Capital Improvement Plan.

Task 7 - Final Capital Improvement Plan Report

The CONSULTANT will finalize the report with consideration of any comments received during the OWNER review period.

ArcGIS Storymap Update for Capital Improvement Plan

The CONSULTANT will incorporate public comments and recommended capital projects into the ArcGIS Storymap created during the Asset Inventory Phase. The updated storymap will compare the existing conditions and infrastructure with the recommended improvements to aid the public in visualizing the benefits of future capital projects.

Deliverables

- Two (2) hard copies and an electronic copy of the Final Capital Improvement Plan report.
- Updated ArcGIS Storymap comparing the recommended Capital Improvements with the existing stormwater system inventory.



Schedule

Table 3. Oak Island Master Plan Schedule

SCOPE ITEM NUMBER	SCOPE ITEM TASK DESCRIPTION	SCHEDULE
1.0	Project Management	12 months from NTP
2.0	Comprehensive Stormwater Asset Inventory	4 months from NTP
3.0	Hydrologic and Hydraulic Modeling	8 months from NTP
4.0	Capital Improvement Plan	12 months from NTP

Unspecified Additional Services

All services not specifically included above are excluded from the scope of services. Additional services can be negotiated at the CONSULTANT's standard hourly rates. Services not included in the scope of services included but are not limited to the following:

- Meetings not outlined in the scope of services
- Public Meetings and presentations not outlined in the scope of services
- Structure mapping and survey in addition to the units shown in Table 1
- CCTV and NASSCO ratings
- FEMA model updates
- FEMA mapping
- Best Management Practice and/or Stormwater Control Measure mapping
- Hydraulic modeling greater than length specified in the scope of services
- CAMA assessments, studies, or permits
- Grant Funding Application Assistance

Legend

- Roadways
- Town Limits

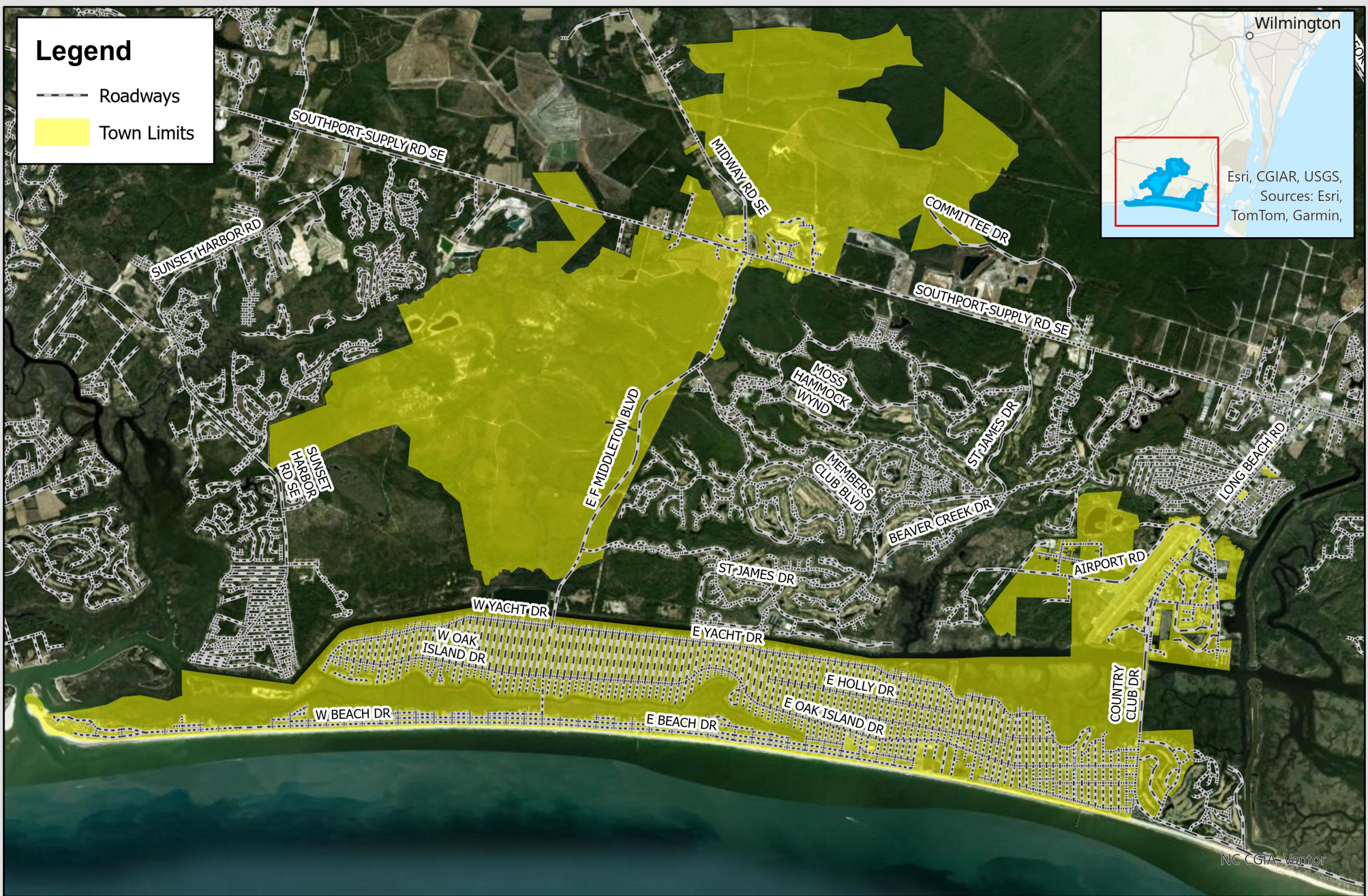
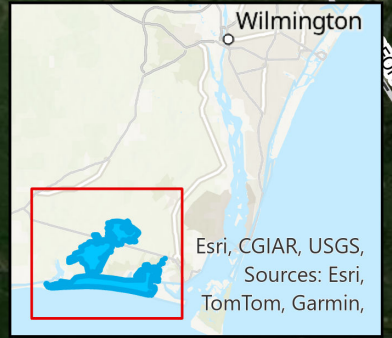
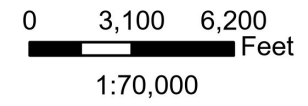


EXHIBIT A
Oak Island Stormwater Master Plan
Scoping Map



ARDURRA FEE BREAKDOWN SUMMARY

Phase	Task	Description	Hrly Fee
1		Project Management	\$ 20,000.00
2		Comprehensive Stormwater Asset Inventory	
	1	Data Collection and Engineering Field Investigation	\$ 15,000.00
	2a	Stormwater Inventory Lump Sum	\$ 25,000.00
	2b	Stormwater Inventory Not to Exceed Based on Unit Rate	\$ 176,500.00
	3	ArcGIS Storymap Creation and Updates	\$ 20,000.00
	4	Condition Assessment	\$ 30,000.00
3		Hydrologic and Hydraulic Modeling	
	1	Hydrologic Modeling	\$ 28,000.00
	2	Hydraulic Modeling	\$ 35,000.00
	3	Model Validation	\$ 7,000.00
4		Capital Improvement Plan	
	1	Alternative Design Development	\$ 38,000.00
	2	Evaluate Capital Construction Costs	\$ 10,000.00
	3	Prioritize Projects	\$ 12,000.00
	4	Strategic Funding Plan	\$ 6,000.00
	5	Draft Capital Improvement Plan Report	\$ 31,000.00
	6	Council Meeting Presentation	\$ 7,000.00
	7	Final Capital Improvement Plan Report	\$ 16,000.00
		Total	\$ 476,500.00

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Appointments to the Recreation Advisory Board (one unexpired term ending March 2028 and one term ending March 2029)
DATE: May 6, 2026
DEPARTMENT: Administration

Subject Summary: There are two positions open on the Recreation Advisory Board: one with an unexpired term of March 2028, and the other with a term ending March 2029. The applicants are as follows:

Alison Matthews
Ray McBride
Cecilia Riegert
Colleen Ziegler

Attachments:

[Alison_Matthews](#)
[Ray_McBride](#)
[Cecilia_Riegert](#)
[Colleen_Ziegler](#)

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: REC Board

Name: Alison Mathews email: lovecarolina realestate@gmail.com

Home Address: 211 NE 58th Street Oak Island 28465
(Street) (City) (Zip Code)

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

Home Phone: _____ Fax: _____ Cell: 704-451-2010 Business: _____

Years resident of Oak Island: 7

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

Applicant's Employer: Better Beach Rentals! Sales

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: Realtor

Relevant Professional Activities: Pickleball ! REC Center

Relevant Volunteer Activities: _____

Why do you wish to serve on this board/committee? I use the REC Center at least 5 times a week and the Pickleball courts almost everyday

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? ~~Other concerns~~ I don't have any concerns but feel that for future improvements I will have good insight

Qualifications for serving: Pickleball ! REC Center user almost everyday

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: MA

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

Date: 3-19-20

Signature Alison Mathews

Applications are kept on file for 12 months

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

Please use reverse side for additional comments

Please provide references' contact information on Page 2.

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: _____

Name: _____ **email:** _____

Home Address: _____
(Street) (City) (Zip Code)

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

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

Years resident of Oak Island: _____

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

Applicant's Employer: _____

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

Occupation: _____

Relevant Professional Activities: _____

Relevant Volunteer Activities: _____

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

***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:

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

Date: _____

Signature _____

Applications are kept on file for 12 months

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

Please use reverse side for additional comments

Please provide references' contact information on Page 2.

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: Recreation Advisory Board

Name: Cecilia Riegert email: ceciliariegert@gmail.com

Home Address: 2222 E Pelican Drive Oak Island, NC 28465
(Street) (City) (Zip Code)

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

Home Phone: _____ Fax: _____ Cell: 540-808-8934 Business: _____

Years resident of Oak Island: 20 plus part-time, 9 full-time

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

Applicant's Employer: Retired last employment - Doshier Memorial Hospital Laboratory

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: Medical Technologist - Blood Bank supervisor - Laboratory Information (computer) specialist for a hospital system

Relevant Professional Activities: chairman for hospital transfusion (oversight) committee developed and implemented policies and procedures

Relevant Volunteer Activities: OI senior center, pledge the pint, parades, pickleball tournaments

Why do you wish to serve on this board/committee? I'd to help keep this island a great place to live.

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'd like to see plans for an updated recreation center become a reality.

Qualifications for serving: Leadership involvement in every community I have lived in caring - I love OI

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: twice as Oak Island Senior Center board member and treasurer.

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

Date: 3/3/2026

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

Applications are kept on file for 12 months

Please use reverse side for additional comments

Please provide references' contact information on Page 2.



TOWN 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: Recreation Advisory Board

Name: Colleen Ziegler **email:** caza@naflach.com

Home Address: 145 NW Second St Oak Island 28465
(Street) (City) (Zip Code)

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

Home Phone: _____ **Fax:** _____ **Cell:** 919 702-3184 **Business:** _____

Years resident of Oak Island: Almost 4

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

Applicant's Employer: _____

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

Occupation: _____

Relevant Professional Activities: see attached page & resume

Relevant Volunteer Activities: see attached page & resume

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

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

Qualifications for serving: see attached

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

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

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

Date: 3/12/2026

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

Applications are kept on file for 12 months

Please use reverse side for additional comments

Please provide references' contact information on Page 2.

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Appointment to the Planning Board (one unexpired term ending August 2026)
DATE: May 6, 2026
DEPARTMENT: Administration

Subject Summary: There is one position open on the Planning Board with an unexpired term ending August 2026. Applicants are as follows:
Scott Stephenson
William P. Stewart, Jr.

Attachments:
[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: Scott Stephenson **email:** scott.stephenson@comcast.net

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

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

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

Years resident of Oak Island: 5

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

Applicant's Employer: Retired/ Owner-Operator Music Mafia Radio

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: Former Operations Manager and Financial, Process and Systems Analyst

Relevant Professional Activities: Financial Analysis, process origination and analysis

Relevant Volunteer Activities: Church leadership including VBS and Sunday School Director, Church Council member

Why do you wish to serve on this board/committee? I have a deep love and respect for the community that makes Oak Island what it is and want to contribute my experiences and skills to ensure Oak Island maintains its charm and family values.

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? Ensure property rights are respected while simplifying the processes encountered by residents wherever possible. Create an environment favorable to business development.

Qualifications for serving: My unique position in a Fortune 500 company gave me experience in system and process design and implementation, financial analysis and revenue recovery, which I believe would be of benefit to the town.

Other Oak Island boards/committees on which you have or are serving: none

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

Date: 3/27/26

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

Applications are kept on file for 12 months
Please use reverse side for additional comments

Please provide references' contact information on Page 2.

TOWN 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@icland.com

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

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

Home Phone: (937) 305-4787 Fax: _____ Cell: (937) 305-4787 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: NONE - 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: 30 YEARS ACTIVE DUTY USAF OPERATIONS; 15 YEARS US GOVT MANAGEMENT

Relevant Volunteer Activities: OAK ISLAND SEA TURTLE PROTECTION PROGRAM

Why do you wish to serve on this board/committee? OAK ISLAND IS RAPIDLY GROWING AND I WOULD LIKE TO HELP STEER THE TOWN IN A DIRECTION THAT ENCOURAGES BUSINESS WHILE MAINTAINING ITS FAMILY-FOCUSED, FRIENDLY ATMOSPHERE

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 & MANAGING PEOPLE; 5+ YEARS AS THE SENIOR CIVILIAN AT RANSTEIN AB GERMANY PLANNING FOR A US COMMUNITY OF ALMOST 50,000 PEOPLE; 2026 OKI CITIZENS ACADEMY GRADUATE

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

Date: 1 April 2026

Applications are kept on file for 12 months

Please use reverse side for additional comments

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

Please provide references' contact information on Page 2.

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Consideration of Sponsorship/Naming Policy
DATE: May 7, 2026
DEPARTMENT: Council Member

Subject Summary: The Town's policy for naming facilities, adopted in June of 2005, was in need of updating. At the September 9, 2025 meeting, Council directed staff to review the policy and provide suggested updates. Staff has reviewed similar policies from other jurisdictions and also considered how such a policy would be best utilized in Oak Island. As the Town considers building a new Recreation Center, for example, there would be opportunities to offer sponsorships of rooms, etc., and having a more specific policy in place will add clarity to the process for accepting sponsorships and naming rights. A draft policy was presented at the February 10 meeting. Council discussed the item further at a work session in March, and a revised draft is included for Council's consideration along with a suggested fee schedule.

Attachments:

[Naming Rights, Sponsorship, Gifts Policy](#)
[Proposed Naming and Donation Fee Schedule](#)

Suggested Motion: I make a motion to approve the Town of Oak Island Naming Rights, Sponsorship, and Donation Policy and the associated fee schedule as presented.

Financial Impact Statement: A new sponsorship/naming policy could assist the Town with the costs of building and maintaining facilities, benches and trees, etc.

Legal Review: The Town Attorney will also review the policy.

Town of Oak Island Naming Rights, Sponsorship, and Donation Policy

Purpose

The purpose of this policy is to establish clear, consistent, and transparent guidelines for the solicitation, evaluation, approval, and administration of sponsorships, naming and dedication opportunities, and donations associated with Town facilities, programs, services, and events.

The Town recognizes that private contributions can enhance public amenities, expand programming, and reduce costs to taxpayers. At the same time, these partnerships must be managed carefully to preserve public trust, ensure fairness, and avoid the appearance of undue influence of commercialization of public assets.

This policy is intended to:

- Provide a unified framework across all departments
- Clearly distinguish between naming rights, donations, and sponsorships
- Establish objective criteria and approval processes
- Ensure consistency in pricing, recognition, and public engagement
- Protect the Town's authority, reputation, and long-term interests

General Policy and Requirements

The Town of Oak Island may accept financial contributions, sponsorships, and donations from individuals, businesses, and organizations when such contributions:

- Serve a clear public purpose
- Provide a measurable community benefit
- Align with the Town's mission, values, and adopted plans

Acceptance of any contribution does not imply endorsement by the Town, nor does it grant the contributor any authority over Town decisions, policies, or operations.

The Town retains full discretion to accept, reject, or condition any proposed sponsorship, naming request or donation.

Written Agreements

All naming arrangements, donations, and sponsorships involving recognition shall be documented through a written agreement outlining:

- Contribution amount and duration

- Recognition details
- Responsibilities of all parties
- Termination provisions
- Compliance and applicable policies

Eligibility and Restrictions

The Town shall not accept contributions that:

- Promote illegal activity, discrimination, or harmful content
- Involve political campaigns or advocacy
- Create conflicts of interest or reputational risk

Departmental Consistency

All departments must adhere to this policy. Existing programs shall be reviewed and brought into compliance to ensure consistency in application and oversight.

Section One: Naming and Dedications of Town Assets

Naming and dedication of Town-owned facilities, spaces, and assets represent significant public actions with long-term implications. These decisions must be made with a high level of scrutiny, transparency, and consistency to ensure they reflect the values and priorities of the community.

Council Authority

All naming and dedication decisions for Town-owned facilities, building, parks, or other permanent assets shall require approval by the Town Council, regardless of the monetary value or nature of the request.

Eligibility and Criteria

Naming may be considered for individuals, organizations, or entities, that demonstrate a meaningful connection to the Town and meet established criteria. Approval should be based on a combination of factors, including:

- A significant financial contribution directly tied to the asset or project
- Demonstrated, long-term service or impact within the community
- Alignment with the Town's mission, values, and adopted plans
- A reputation consistent with community standards and expectations

Financial contribution alone shall not be the sole determining factor.

Valuation and Fee Structure

To ensure consistency and fairness. The Town shall establish and maintain a schedule of suggested contribution levels for naming opportunities. These may be based on factors such as:

- The type and scale of the asset

- Visibility and public use
- Estimated lifespan of the asset
- Capital cost of replacement cost

The Town Council may adopt or amend this schedule periodically to reflect market conditions and community priorities.

Public Engagement

Naming proposals shall include an opportunity for public input prior to Council consideration. This may include public notice, comment periods, or other engagement methods deemed appropriate by the Town.

Terms and Conditions

Naming rights may be granted for a defined period or, in limited cases, in perpetuity. All naming agreements shall be formalized in writing and include:

- The duration of the naming
- The form and placement of recognition
- Conditions for renewal, modification, or termination

Revocation and Protection of Public Interest

The Town reserves the right to revoke or modify naming rights if:

- The name individual or entity becomes inconsistent with community standards
- The terms of the agreement are not fulfilled
- Continued naming is determined to be contrary to public interest

Section Two: Donations and Commemorative Programs

Donations and commemorative programs provide opportunities for individuals and organizations to contribute to community through structured, small-scale recognition programs. These programs are intended to enhance public spaces while maintaining consistency in design, placement, and administration.

The Town currently administers the following donation programs:

Adopt-a-Tree Program

The Adopt-a-Tree Program allows individuals or organizations to support the expansion of the Town's urban tree canopy through one of two participation options:

- **Tree Provider:** A one-time financial contribution to fund the purchase and installation of a tree, with no ongoing maintenance obligation.
- **Tree Manager:** A no-cost participation option that requires a commitment to water and care for a newly planted tree for an initial establishment period (typically 24 months).

Recognition may include inclusion in public registry, participation in Town events such as Arbor Day, and program-related materials.

Note: This program replaces all previous memorial tree donation options.

Memorial Brick Program

The Memorial Brick Program provides an opportunity to honor individuals through engraved bricks installed in designated Town locations, such as Veterans Park.

- Bricks are standardized in size and format
- Engraving options are limited by character count and layout
- All wording is subject to Town approval

Revenue generated through this program is restricted to maintenance and improvement of the associated park or facility.

Memorial Bench Program

The Memorial Bench Program allows donors to fund the installation of a bench in select Town parks in honor or memory of an individual.

- Benches must meet Town specifications for durability and design
- Placement is determined by staff based on site suitability and park needs
- Engraving is permitted within established character limits and subject to approval
- Donors do not receive ownership rights; benches become part of the Town's asset inventory and are maintained accordingly

Administration and Standards

All donation-based programs shall be administered in accordance with standardized guidelines that address:

- Program eligibility and participation requirements
- Fee structures or required commitments
- Design, materials, and installation standards
- Location selection and final approval authority
- Maintenance responsibilities and lifecycle expectations
- Recognition methods and limitations

Participation in these programs:

- Does not confer naming rights to facilities or major assets
- Does not grant ownership or control over Town property
- Must comply with all Town policies regarding appropriate content and public messaging

Departments shall not independently establish donation programs outside of this framework.

Approval Authority

Donations shall be reviewed and approved at the department or Town Manager level, depending on the nature and value of the contribution.

Section Three: Event and Program Sponsorships

Event and program sponsorships are intended to support Town-hosted activities, initiatives, and services through financial contributions in exchange for defined recognition opportunities. These arrangements are temporary in nature and are not intended to confer naming rights to Town-owned facilities or permanent assets.

Structure and Administration

Each department or program offering sponsorship opportunities shall develop a standardized sponsorships structure appropriate to the scale and nature of the activity. These structures should include clearly defined tiers, contribution amounts, and associated recognition benefits.

Sponsorship benefits may include, but are not limited to:

- Recognition in marketing materials
- Event signage or banners
- Digital or social media acknowledgment
- On-site presence at events

All sponsorship materials and recognition elements are subject to Town approval to ensure consistency with branding standards and community expectations.

Limitations

Sponsorships shall not:

- Include naming rights to facilities, buildings, or permanent infrastructure
- Imply endorsement of a business, product, or service
- Grant exclusive rights that limit public access or participation

Naming Rights				
Category	Example	Suggested Range	Term	Approval
Major Facility	park, building, complex	\$250,000	10-25 years or perpetuity	Council
Secondary Facility	pavilion, field, playground	\$50,000 - \$250,000	5-15 years	Council
Interior Space	rooms, halls, meeting spaces	\$10,000-\$50,000	5-10 years	Council
Feature Naming	gardens, trails, small assets	\$5,000 - \$25,000	5-10 years	Council

Donation Programs			
Program	Contribution	Recognition	Notes
Adopt-a-Tree	\$1,000	registry, Arbor Day, signage	Funds tree purchase + install
Memorial Bench	\$1,600	Engraved bench	Includes install, Town-owned asset
Memorial Brick	\$100	Engraved brick	Revenue restricted to park

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Consideration of Adopting the Economic Development Strategic Plan
DATE: May 6, 2026
DEPARTMENT: Administration

Subject Summary: Council previously approved an agreement to work with Samantha Darlington, Community Economic Development Planner for the Southeast Region with the NC Department of Commerce Rural Economic Development. Participating in the NC Main Street & Rural Planning Center’s Rural Planning Program was an opportunity to draft an Economic Development Strategic Plan, which was presented to Council at the March 17 meeting. The Plan is a five-year framework outlining key strategies and actions to support a thriving business environment, revitalize commercial corridors, enhance the off-island gateway district, and strengthen communication, marketing, and business recruitment efforts. Staff recommends adoption of the Plan.

The presentation can be [seen here](#), and the Plan is available for [review here](#).

Suggested Motion: I make a motion to adopt the Economic Development Strategic Plan as presented.

Financial Impact Statement: There was minimal cost to participate in the program.

Legal Review: N/A

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Consideration of Revisions to the Boards and Committees Handbook
DATE: May 8, 2026
DEPARTMENT: Administration

Subject Summary: During the April 16 Special Meeting, Council discussed a number of items regarding the Boards and Committees appointment process and the handbook. Changes have been incorporated into the handbook (changes and new language are highlighted in blue). Some items have been incorporated into the handbook but may still need approval from Council, such as:

- Preferred characteristics for applicants
- A Council liaison program
- Whether a member serving on a board who is appointed to a different board should automatically resign from the current board
- Additional language on the application regarding veracity of the application information

One other item Council discussed but did not reach a consensus on was whether board chairmen and vice-chairmen should be asked to vet applicants and make recommendations to Council. (This was not included in the handbook revisions).

Staff has one additional recommendation, and that is to insert language regarding the two-term limit for board and committee members, to make it clear that partial terms do not count toward the limit. That revision could go in the TOWN OF OAK ISLAND POLICY AND PROCEDURES FOR APPOINTMENTS TO TOWN BOARDS, COMMISSIONS, COMMITTEES, AND AUTHORITIES section:

E. Unless otherwise stated by Statute or Charter, all terms of office shall be three years. No appointees may serve more than two consecutive **full** terms. **(Appointment to a partial/unexpired term shall not count toward the term limit).** This policy may be waived if the Town Council determines that the removal of that individual would be detrimental to the functioning of that board, commission, committee, or authority.

Excerpt from the April 16 Draft Minutes for reference:

Boards and Committees: Councilman Ciullo said that he had some recommendations to add to the Handbook. One of the areas for improvement is the appointment process. He said in Southport, an alderman works with each committee, and that person meets with the applicant. He said it would be an opportunity to appoint the most qualified people as determined by the committee chairman, vice-chairman, and the Council liaison. He said that in Southport, two aldermen work on the Planning Board applications. Councilman Ciullo said this would eliminate favoritism when council members nominate applicants as favors, creating a more professional and transparent process. Councilman Brown said that he didn't think that was necessary. He said that the Council members could talk to each other and do the necessary work without involving the committee chairmen. Councilman Cartner agreed with Councilman Ciullo. She referenced a UNC School of Government publication, which recommends

having a fair and balanced way for selecting community representation. She said that the current process is not efficient and that when she calls applicants, she hears sometimes that they want to be on a committee for a personal agenda or they have a problem with the Town. Mayor Pro Tempore Craft said he was opposed to this concept, and he didn't want them to put in such stringent criteria that they say no to everybody. Councilman Cartner agreed but said that they now have committee members who are unprepared for meetings and don't put in the work. Councilman Brown said that vetting the applicants is something he would prefer to do himself, and that the Council would be in a position at some point to vote against a recommendation from the chairman and vice-chairman of a committee. Council had additional discussion. Councilman Bynum, speaking as someone who had recently gone through the appointment process, said she was never contacted either time she was appointed. She said it made her recognize that there's no accountability to hold Council members to consistent standards for vetting applicants. She noted that while the current Council does excellent work, they can't rely on future councils to maintain the same standards without systematic accountability.

Councilman Ciullo said that the Town should do more to promote open positions and seek candidates with certain backgrounds for specific committees. There is a draft of preferred characteristics for committee members, and Council can consider that. Council members can give their input to Mayor Pro Tempore Craft, and Deputy Clerk Erin Baker will assist.

Another recommendation from Councilman Ciullo was to assign a Council member liaison to each board and committee. He said that Council members would not participate, but report back to Council. Councilman Cartner said that she and Mayor Pro Tempore Craft had worked on some guidelines for that. Councilman Cartner will circulate the draft guidelines to the Council. Council also discussed receiving Minutes from advisory boards. Ms. Stites advised against distributing draft Minutes prior to board approval, saying it wouldn't be fair to the members of a board for their draft Minutes to be circulated before they had a chance to review them. She also said if there were changes to Minutes, then there would be multiple sets of Minutes being circulated.

Regarding the absentee policy, Councilman Ciullo said that the current policy doesn't really serve the committees. Councilman Ciullo suggested that after missing two meetings in a row or three in a calendar year, a committee member is removed. Councilman Cartner said that they could allow a leave of absence for someone with special circumstances. Council consensus was in favor of this.

Regarding adding two alternates to the Planning Board, Council consensus was in favor.

Council also discussed appointment to a board for someone already serving on a board, discussing whether someone should be asked to resign before applying to a different board, if that person should just be expected to resign after a second appointment, or if Council should not consider an application from someone who resigns until the term that person was serving would have expired.

Councilman Ciullo also suggested two changes for the application: removing the question about any formal charges and inserting a statement about abiding by the ethics policy; and adding a statement that being deceitful on an application is reason for denial. Councilman Brown said that there is already a statement that the application information is true, and if it is not, that would be contrary to the ethics policy. Councilman Ciullo will prepare suggested language.

Councilman Cartner suggested adding an introductory paragraph for the state law excerpts. She said she has prepared those and will share them with Council. Councilman Brown suggested also adding page references for where something is mentioned elsewhere in the document. Councilman Cartner also suggested more organization for the Table of Contents, such as moving the acknowledgement of receipt to the end of the book. Council and staff will consider additional content for promoting open positions, including videos from boards, videos from the Mayor, using the email system to push out alerts, and including a brief summary about a committee the month before appointments.

Attachments:

[B&C HANDBOOK_2026 REVISION5-6-2026](#)

Financial Impact Statement: N/A

Legal Review: N/A



HANDBOOK
FOR THE APPOINTED
BOARD AND COMMITTEE MEMBERS OF
THE TOWN OF OAK ISLAND, NORTH CAROLINA
OCTOBER 14, 2025

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INTRODUCTION

Thank you for volunteering to serve on one of the Town of Oak Island's advisory boards or committees! Volunteers serve an important role in Town government, and your elected officials and Town staff look forward to working with you. Serving on a committee is an opportunity to collaborate with local government and to help shape decisions and policies that can affect our Town for years to come.

Boards and committees are appointed by Town Council to advise on a wide variety of subjects by making recommendations on policy matters or on other topics as requested by Council.

The mission, roles and responsibilities, and general information for each board or committee varies. A complete description of all Town committees is included in this handbook. Some of the committees, such as the ABC Board and the Board of Adjustment, have specific guidelines mandated by state law. Others, such as the Planning Board and the Recreation Advisory Board are organized and governed through Town ordinances. The remaining boards and committees were created by, and are organized and governed through, Council action. The Town's policies and ordinances for committee member attendance and other general rules, and the communications guidelines, are also included in this Handbook.

Unless otherwise indicated, serving on a board or committee is restricted to residents of the Town of Oak Island, members must not be an employee of the Town, and per Council policy, residents may only serve on one committee at a time. The policy and process for application and appointment to a board or committee is included in this handbook. Committee vacancies are advertised monthly, and applications are available at Town Hall and on the Town's website, www.oakislandnc.gov. Council considers applications at the regular monthly meetings when positions are available.

Also included are relevant State statutes regarding open meetings and public record laws, Town ordinances, and policies and guidelines for board and committee members. If you have any questions about this information or any of the boards or committees, including serving on a committee, please contact the Deputy Town Clerk, Erin Baker, at (910) 201-8111 or ebaker@oakislandnc.gov, or the Council Liaison who works with the board or committee you are interested in.

Reading and understanding the information in this handbook for your board or committee will be essential in your success as an appointee. We hope you'll find this information valuable, and thank you for your dedicated service to the Town of Oak Island!

EXCERPTS FROM N.C. GENERAL STATUTES

OPEN MEETINGS

All governmental agencies and affiliations, including boards and committees, are subject to North Carolina General Statutes regarding Open Meeting Laws. The following excerpts from the General Statutes Chapter 143, Article 318, Sections 9, 10, 13, and 14 apply to all boards and committees in Oak Island:

§143-318.9. PUBLIC POLICY:

Whereas the public bodies that administer the legislative, policy-making, quasi-judicial, administrative, and advisory functions of North Carolina and its political subdivisions exist solely to conduct the people's business, it is the public policy of North Carolina that the hearings, deliberations, and actions of these bodies be conducted openly. (1979, c. 655, s. 1.)

§143-318.10. ALL OFFICIAL MEETINGS OF PUBLIC BODIES OPEN TO THE PUBLIC:

- (a) Except as provided in G.S. 143-318.11, 143-318.14A, and 143-318.18, each official meeting of a public body shall be open to the public, and any person is entitled to attend such a meeting.
- (b) As used in this Article, "public body" means any elected or appointed authority, board, commission, committee, council, or other body of the State, or of one or more counties, cities, school administrative units, constituent institutions of The University of North Carolina, or other political subdivisions or public corporations in the State that (i) is composed of two or more members and (ii) exercises or is authorized to exercise a legislative, policy-making, quasi-judicial, administrative, or advisory function. In addition, "public body" means the governing board of a "public hospital" as defined in G.S. 159-39 and the governing board of any nonprofit corporation to which a hospital facility has been sold or conveyed pursuant to G.S. 131E-8, any subsidiary of such nonprofit corporation, and any nonprofit corporation owning the corporation to which the hospital facility has been sold or conveyed.
- (c) "Public body" does not include (i) a meeting solely among the professional staff of a public body, or (ii) the medical staff of a public hospital or the medical staff of a hospital that has been sold or conveyed pursuant to G.S. 131E-8.
- (d) "Official meeting" means a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body

does not constitute an official meeting unless called or held to evade the spirit and purposes of this Article.

(e) Every public body shall keep full and accurate minutes of all official meetings, including any closed sessions held pursuant to G.S. 143-318.11. Such minutes may be in written form or, at the option of the public body, may be in the form of sound or video and sound recordings. When a public body meets in closed session, it shall keep a general account of the closed session so that a person not in attendance would have a reasonable understanding of what transpired. Such accounts may be a written narrative, or video or audio recordings. Such minutes and accounts shall be public records within the meaning of the Public Records Law, G.S. 132-1 et seq.; provided, however, that minutes or an account of a closed session conducted in compliance with G.S. 143-318.11 may be withheld from public inspection so long as public inspection would frustrate the purpose of a closed session. (1979, c. 655, s. 1; 1985 (Reg. Sess., 1986), c. 932, s. 4; 1991, c. 694, ss. 1, 2; 1993 (Reg. Sess., 1994), c. 570, s. 1; 1995, c. 509, s. 135.2(p); 1997- 290, s. 1; 1997- 456, s. 27; 2011-326, s. 8.)

§143-318.13. ELECTRONIC MEETINGS; WRITTEN BALLOTS; ACTING BY REFERENCE:

(a) Electronic Meetings. - If a public body holds an official meeting by use of conference telephone or other electronic means, it shall provide a location and means whereby members of the public may listen to the meeting and the notice of the meeting required by this Article shall specify that location. A fee of up to twenty-five dollars (\$25.00) may be charged each such listener to defray in part the cost of providing the necessary location and equipment.

(b) Written Ballots. - Except as provided in this subsection or by joint resolution of the General Assembly, a public body may not vote by secret or written ballot. If a public body decides to vote by written ballot, each member of the body so voting shall sign his or her ballot; and the minutes of the public body shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the clerk or secretary to the public body immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

(c) Acting by Reference. - The members of a public body shall not deliberate, vote, or otherwise take action upon any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the public body to understand what is being deliberated, voted, or acted upon. However, this subsection does not prohibit a public body from deliberating, voting, or otherwise taking action by reference to an agenda, if copies of the agenda, sufficiently worded to enable the public to understand what is being deliberated, voted, or acted upon, are available for public inspection at the meeting. (1979, c. 655, s. 1.)

§143-318.14. BROADCASTING OR RECORDING MEETINGS:

(a) Except as herein below provided, any radio or television station is entitled to broadcast all or any part of a meeting required to be open. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting required to be open.

(b) A public body may regulate the placement and use of equipment necessary for broadcasting, photographing, filming, or recording a meeting, so as to prevent undue interference with the meeting. However, the public body must allow such equipment to be placed within the meeting room in such a way as to permit its intended use, and the ordinary use of such equipment shall not be declared to constitute undue interference; provided, however, that if the public body, in good faith, should determine that the size of the meeting room is such that all the members of the public body, members of the public present, and the equipment and personnel necessary for broadcasting, photographing, filming, and tape-recording the meeting cannot be accommodated in the meeting room without unduly interfering with the meeting and an adequate alternative meeting room is not readily available, then the public body, acting in good faith and consistent with the purposes of this Article, may require the pooling of such equipment and the personnel operating it; and provided further, if the news media, in order to facilitate news coverage, request an alternate site for the meeting, and the public body grants the request, then the news media making such request shall pay any costs incurred by the public body in securing an alternate meeting site. (1979, c. 655, s. 1.)

EXCERPTS FROM N.C. GENERAL STATUTES PUBLIC RECORDS LAW

In addition to Open Meetings Laws, all governmental agencies and affiliations, including boards and committees, are subject to North Carolina General Statutes regarding Public Record Laws. The following excerpts from the General Statutes Chapter 132, Article 1, and Sections 1, 2, and 3 apply to all boards and committees in Oak Island:

§132-1. "PUBLIC RECORDS" DEFINED:

(a) "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

(b) The public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people. Therefore, it is the policy of this State that the people may obtain copies of their public records and public information free or at minimal cost unless otherwise specifically provided by law. As used herein, "minimal cost" shall mean the actual cost of reproducing the public record or public information. (1935, c. 265, s. 1; 1975, c. 787, s. 1; 1995, c. 388, s. 1.)

§132-1.2. CONFIDENTIAL INFORMATION:

Nothing in this Chapter shall be construed to require or authorize a public agency or its subdivision to disclose any information that:

- (1) Meets all of the following conditions:
 - a. Constitutes a "trade secret" as defined in G.S. 66-152(3).
 - b. Is the property of a private "person" as defined in G.S. 66-152(2).
 - c. Is disclosed or furnished to the public agency in connection with the owner's performance of a public contract or in connection with a bid, application, proposal, industrial development project, or in compliance with laws, regulations, rules, or ordinances of the United States, the State, or political subdivisions of the State.
 - d. Is designated or indicated as "confidential" or as a "trade secret" at the time of its initial disclosure to the public agency.
- (2) Reveals an account number for electronic payment as defined in G.S. 147-86.20 and obtained pursuant to Articles 6A or 6B of Chapter 147 of the General Statutes or G.S.

159-32.1.

(3) Reveals a document, file number, password, or any other information maintained by the Secretary of State pursuant to Article 21 of Chapter 130A of the General Statutes.

(4) Reveals the electronically captured image of an individual's signature, date of birth, drivers license number, or a portion of an individual's social security number if the agency has those items because they are on a voter registration document.

(5) Reveals the seal of a licensed design professional who is licensed under Chapter 83A or Chapter 89C of the General Statutes that has been submitted for project approval to (i) a municipality under Part 5 of Article 19 of Chapter 160A of the General Statutes or (ii) to a county under Part 4 of Article 18 of Chapter 153A of the General Statutes.

Notwithstanding this exemption, a municipality or county that receives a request for a document submitted for project approval that contains the seal of a licensed design professional who is licensed under Chapter 83A or Chapter 89C of the General Statutes and that is otherwise a public record by G.S. 132-1 shall allow a copy of the document without the seal of the licensed design professional to be examined and copied, consistent with any rules adopted by the licensing board under Chapter 83A or Chapter 89C of the General Statutes regarding an unsealed document.

(6) Reveals documents related to the federal government's process to determine closure or realignment of military installations until a final decision has been made by the federal government in that process.

(7) Reveals name, address, qualifications, and other identifying information of any person or entity that manufactures, compounds, prepares, prescribes, dispenses, supplies, or administers the drugs or supplies obtained for any purpose authorized by Article 19 of Chapter 15 of the General Statutes. (1989, c. 269; 1991, c. 745, s. 3; 1999-434, s. 7; 2001-455, s. 2; 2001-513, s. 30(b); 2003-226, s. 5; 2004-127, s. 17(b); 2009-346, s. 1; 2014-79, s. 8; 2015-198, s. 6.)

§132-2. CUSTODIAN DESIGNATED:

The public official in charge of an office having public records shall be the custodian thereof. (1935, c. 265, s. 2.)

§132-3. DESTRUCTION OF RECORDS REGULATED:

(a) Prohibition. - No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with G.S. 121-5 and G.S. 130A-99, without the consent of the Department of Natural and Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or alters, defaces, mutilates or destroys it shall be guilty of a Class 3 misdemeanor and upon conviction only fined not less than ten dollars (\$10.00) nor more than five hundred dollars (\$500.00).

(b) Revenue Records. - Notwithstanding subsection (a) of this section and G.S. 121-5, when a record of the Department of Revenue has been copied in any manner, the original record may be destroyed upon the order of the Secretary of Revenue. If a record of the Department of Revenue has not been copied, the original record shall be preserved for at

least three years. After three years the original record may be destroyed upon the order of the Secretary of Revenue.

(c) Employment Security Records. - Notwithstanding subsection (a) of this section and G.S. 121-5, when a record of the Division of Employment Security has been copied in any manner, the original record may be destroyed upon the order of the Division. If a record of that Division has not been copied, the original record shall be preserved for at least three years. After three years the original record may be destroyed upon the order of the Assistant Secretary of Commerce. (1935, c. 265, s. 3; 1943, c. 237; 1953, c. 675, s. 17; 1957, c. 330, s. 2; 1973, c. 476, s. 48; 1993, c. 485, s. 39; c. 539, s. 966; 1994, Ex. Sess., c. 24, s. 14(c); 1997-309, s. 12; 2001- 115, s. 2; 2011-401, s. 3.16; 2015-241, s. 14.30(s).)

TOWN OF OAK ISLAND POLICY AND PROCEDURES FOR APPOINTMENTS TO TOWN BOARDS, COMMISSIONS, COMMITTEES, AND AUTHORITIES

(ADOPTED BY TOWN COUNCIL MARCH 14, 2023; AMENDED OCTOBER 14, 2025)

SECTION 1. THE POLICY OF OAK ISLAND GOVERNING APPOINTMENTS TO THE VARIOUS BOARDS, COMMISSIONS, COMMITTEES, OR AUTHORITIES IS AS FOLLOWS:

- A. Any resident of Oak Island is eligible to serve on the appointed boards, commissions, committees, or authorities of the Town, where such appointment is not prohibited by state statute or Oak Island policy.
- B. No applicant will be considered for appointment to a board, commission, committee or authority where he or she has an immediate family member employed by such agency or department.
- C. All appointments will be made according to the Appointments Statute or Ordinance that created that board, commission, committee, or authority.
- D. No resident of Oak Island may serve in more than one appointed position of Oak Island government, unless exempted by nature of the position he or she may hold in governmental service. In the event a resident wishes to submit a committee application for a seat on a board/committee while already on another board/committee, he/she automatically resigns the term of their previously-held board/committee appointment if Council votes to place them on the new board/committee.
- E. Unless otherwise stated by Statute or Charter, all terms of office shall be three years. No appointees may serve more than two consecutive terms. This policy may be waived if the Town Council determines that the removal of that individual would be detrimental to the functioning of that board, commission, committee, or authority.
- F. Whenever any appointee shall incur three unexcused absences, said appointee's failure to attend shall be reported by the presiding officer of the respective board, committee, commission, or authority to the Town Council. Such unexcused absences on the part of any appointee may, at the election of the Town Council, be deemed to constitute resignation on the part of the appointee from such board,

committee, commission, or authority. Excused absences are defined as absences caused by events beyond one's control and are subject to approval by the Board on which the appointee is serving.

- G. All appointees have an obligation to conform their behavior to standards of ethical conduct that maintain the trust of the Mayor and Council. While holding a position on an Advisory Board, the appointee will show respect to other Town administration and personnel. The appointee will refrain from commenting or posting anything that would cause the Town disfavor. Each committee member, both newly-appointed and reappointed, will sign an Acknowledgement of Receipt from the Boards & Committees handbook affirming they have received and understand the requirements.

Appointees may be removed from service for violations of the Town's "Code of Ethics for Appointed Board and Committee Members" (adopted March 14, 2023 and as amended thereafter).

In addition, appointees who fail to maintain the trust of Council as outlined in Section 2 of the "Code of Ethics for Appointed Board and Committee Members" (adopted March 14, 2023 and as amended thereafter) may be removed upon a vote of "no confidence" approved by a 4/5ths majority of Town Council.

- H. Upon resignation or removal, the Town Council may select a replacement from the applications of persons who applied for the last vacancy on such board, committee, commission, or authority, with public notice, advertisement, or action by Town Council, or may advertise for applications to fill the vacancy.
- I. Each appointee must uphold Town policies pertaining to the board, committee, commission, or authority on which he/she serves.
- J. 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.
- K. An appointee will not be considered for any employment vacancy in the agency or department he/she is serving, until said appointee resigns his/her seat on the board, committee, commission, or authority, thirty (30) days before being considered for the vacancy. Should the appointee not be selected to fill the vacancy, he/she will not be eligible for reappointment to the board, committee, commission, or authority.

POLICY AND PROCEDURES FOR APPOINTMENTS TO TOWN BOARDS, COMMISSIONS, COMMITTEES, AND AUTHORITIES:

- A. The Town Clerk will maintain a binder containing a list of all Town appointments with the following data provided:
 - 1. Name of the board, commission, committee, or authority.
 - 2. Brief on the functions of each board, commission, committee, or authority.
 - 3. Statute or cause creating the board, commission, committee, or authority.
 - 4. Number of members and terms of office.
 - 5. Current members, addresses, telephone numbers, terms of office, numbers of terms served, and expiration dates.
 - 6. Regular meeting day, time, and location.

SECTION 2. PROCEDURES FOR FILLING VACANCIES FOR APPOINTED POSITIONS:

- A. Notification of Available Appointments
 - 1. A list of available positions and a deadline for receiving applications will be published in the newspaper and on the Town's website. This procedure will be carried out by the Town Clerk.
 - 2. Thirty (30) days prior to the terms expiring, the Town Clerk will mail/email a notice to each person who is eligible for reappointment, requesting information on his or her interest in continuing to serve. If an individual is not eligible for reappointment, he or she will be notified and given the reason for being ineligible.
 - 3. If, because of policy or otherwise, an individual is not reappointed, he or she will be presented a Certificate of Appreciation for service signed by the Mayor.
- B. Selection Process
 - 1. All applications for a particular position must be submitted to the Town Clerk by the date specified in the advertisement. Only complete applications will be considered. The Clerk will check each for eligibility.
 - 2. All applications will be forwarded to the Town Council with those who are ineligible noted and the reasons for ineligibility given. Town Council members should make appointment decisions objectively and rely solely upon the application including the required and requested qualifications of the applicant presented before them.
 - 3. The Town Clerk shall place on the agenda the "Appointments" for action at the next meeting of the Town Council.

C. Notification of Appointment

1. The Town Clerk shall prepare a letter of notification to the appointee and a copy of the affected board, commission, committee, or authority notifying each of the appointment.

D. Applications

1. All applications received shall be retained for 12 months. Applications shall be kept on file for all active appointees. All of the above data shall be maintained by the Town Clerk for use by Town Council.
2. Appointees eligible for reappointment will be required to submit an updated application.

RULES OF PROCEDURE

(ADOPTED OCTOBER 14, 2025. THIS INCORPORATES AND REPLACES THE 2022 RULES OF PROCEDURE)

RULES OF PARLIAMENTARY PROCEDURE:

The Town Council has adopted a Rules of Procedure as its rules of parliamentary procedure and expects the Boards and Committees to follow the same rules.

All appointed Boards and Committees shall comply with these Rules of Procedure, and shall become effective upon enactment by the Town Council of Oak Island. In cases where the Rules of Procedure conflict with any Federal or State laws, or Town Ordinance, said laws and ordinances shall govern.

NOTE: Due to their legislative actions, the Board of Adjustment and Planning Boards have additional Rules of Procedure which are an Addendum to this General Rules of Procedure.

ORDER OF MEETINGS:

Meetings shall follow a prescribed order. During the Adjustment/Approval of the Agenda, Board members may request a re-ordering of specific items on the agenda. A 4/5ths majority approval of the quorum of members present is required to modify the order of the agenda.

Following is the prescribed method for meeting order:

- Call to Order
- Pledge of Allegiance (Board of Adjustment and Planning Board are required)
- Presentations
- Adjustment/Approval of the Agenda
- Approval of Minutes
- Public Comment
- Old Business
- New Business
- Board Member Reports
- Staff Reports
- Adjourn

REGULAR MEETINGS:

Boards and Committees will meet on a regularly scheduled monthly basis as maintained by the Clerk to the Board. The exceptions are the Board of Adjustment which meets subject to having hearings to conduct and the Planning Board in the event there is nothing on the agenda to discuss or requiring a vote. By 4/5ths vote, the Board or Committee may change

its regular meeting date due to holidays and other circumstances. Town staff, in collaboration with the Chairperson and Vice-Chairperson, may amend the meeting date to reschedule as needed.

ADJOURNED AND SPECIAL OR CALLED MEETINGS:

Special meetings may be called by the Chairperson. The Chairperson shall also call a special meeting when requested to do so in writing by a 4/5ths majority of the members of the Board, such instrument containing the subjects to be considered. Written notice of a special meeting shall be given to the Town Clerk and each member of the Board at least 48 hours prior to the time of the meeting. The Town Clerk will notify the media at least 48 hours prior to the time of the meeting. A copy of the notice shall be posted outside of the lobby of Town Hall.

The notice shall specify the time, date, location, and purpose of the meeting and only special meeting topics that were advertised may be transacted at such meeting. Any Board member may waive the requirement of written notice required by this section.

OPEN MEETINGS:

All Board and Committee meetings shall be open to the general public and to the media and shall comply with applicable North Carolina General Statutes. Meetings may be recorded by the public and the media, provided such recordings do not interfere with orderly conduct of the meetings and do not constitute a persistent disruption of the proceedings.

PUBLIC COMMENTS:

All meetings shall have a Public Comment period whereby anyone is allowed to address the Board or Committee on any topic. The speaker will be asked to state their name and address for the record and shall be allowed three minutes to speak. The Chair will notify the speaker when their time limit is reached.

OFFICES

ELECTION AND TERMS OF OFFICE:

Officers shall assume their duties immediately following the election and serve a one-year term, with eligibility for reelection.

In the event of the Chairperson’s resignation, removal, or termination from the Board, the Vice-Chairperson shall assume the role of Chairperson for the remainder of the term. A new Vice-Chairperson shall be elected at the next regular meeting to serve the remainder of the term.

DUTIES OF OFFICERS:

Chairperson: The Chairperson shall preside over all board meetings, ensure orderly and productive discussions, and appoint all committees. The Chairperson, in collaboration with the Secretary, shall ensure that copies of official reports, minutes of all Regular and Special meetings, and agendas are distributed to Board members prior to the next scheduled meeting.

Vice-Chairperson: In the absence of the Chairperson, the Vice-Chairperson shall assume all duties of the Chairperson.

Temporary Chairperson: In the absence of both the Chairperson and Vice-Chairperson, the Board members present, provided a quorum is met, shall select a Temporary Chairperson to preside over the meeting.

Secretary: A member of the Board or Commission shall serve as the Secretary to the Board. The Secretary shall be responsible for maintaining accurate records, preparing official reports and minutes of all Regular and Special meetings, and distributing these documents to Board members in a timely manner prior to the next scheduled meeting.

Staff Liaison: A staff liaison to Boards and Committees is a member of the Town staff and is assigned by the Town Manager or his/her designee. They have knowledge and expertise in the functional area in which the Boards and Committees are involved and provide essential support by serving as a communication link between the Board/Committee and the Town Manager and Town staff. The staff liaison offers resources and information and ensures the Board/Committee operates effectively and aligns with Town Council’s goals.

The staff liaison's key responsibilities include:

1. Providing factual information to help Board/Committee members make their decisions and formulate their advice to the Town Council.
2. Developing the agenda in collaboration with the Chair and ensure, in collaboration with the Town Clerk, meeting schedules, agenda posting and packets, etc., and ensure proper procedure is followed.
3. Serving as a primary point of contact, facilitating communication between the Board, staff, and leadership.
4. Fostering collaborative and positive working relationships within the Committee and with other stakeholders.
5. Supporting consistent and efficient operation of the Board/Commission.
6. Creating a clear channel for communication, ensuring everyone is informed and aligned.
7. Assisting the Board/Committee Chair and Vice-Chair to set-up quarterly meetings with the Mayor and biannual reports to Town Council.
8. Assisting the Board/Committee Secretary to ensure agendas and approved minutes are shared with the Town Clerk's office for Town Council.
9. Presenting the Board's/Committee's budget requests to their department director for inclusion in the annual Town budget request process.

SUBCOMMITTEES:

A subcommittee can be formed with the approval of the Oak Island Town Council to research and make recommendations on special issues or areas in order to carry out the duties of the affiliated Board or Committee.

DIVERSITY OF MEMBERSHIP:

The Town is committed to ensuring that its citizen advisory boards and committees reflect the full diversity of our community. A broad range of perspectives-across age, background, profession, culture, and lived experience-strengthens decision-making and helps ensure that recommendations are inclusive, equitable, and responsive to the needs of all residents.

Diverse membership fosters creativity, innovation, and balanced discussion. It allows boards and committees to better anticipate challenges, identify opportunities, and build trust with the community they serve. By welcoming and valuing different voices, the Town ensures that advisory bodies remain representative, forward-thinking, and deeply connected to the people they are designed to support.

CONFLICT OF INTEREST:

If a Committee 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.

COMPENSATION:

Appointed members of the Town of Oak Island's advisory Boards and Committees, unless specifically stated otherwise in their charter, shall receive no compensation for their services.

LIMITATION OF POWERS:

Compliance with statutes and ordinances:

Nothing contained in this statement of policy and procedures shall be construed to be in conflict with any state law or Oak Island Town ordinance. Should there be an appearance of conflict, the appropriate state law or Town ordinance shall prevail.

Neither the citizen advisory committee, nor any member thereof, shall:

1. Incur Town expense or obligate the Town in any manner.
2. Release any written or oral report of any board activity to any individual or body other than the Office of the Town Manager. The committee Chairperson may issue a press release after consultation with the Town Manager.
3. Independently investigate citizen complaints against a Town department or an employee of a department.
4. Conduct any activity that might constitute or be construed as an official governmental review of department or employee actions.
5. Conduct any activity that might constitute or be construed as establishment of Town or department policy.
6. Violate the confidentiality of any information related to matter involving pending or forth-coming civil or criminal litigation.

Matters pertaining to discipline will be the sole responsibility of the Oak Island Town Council and not the citizen advisory committee. The activities of the citizen advisory committee shall, at all times, be conducted in accordance with all federal, state, and local laws.

COUNCIL LIAISON PROGRAM

INTRODUCTION:

All Oak Island Boards and Committees are established by and serve at the pleasure and direction of Town Council. While boards or committees have a staff liaison who serve in a support role, the Council has exclusive management and oversight of each board and committee, with the exception of the ABC Board. Council’s capacity for achieving established goals is expanded with the assistance of its boards and committees.

Council finds great value in the service of each board and committee when their work is aligned with the Town’s strategic goals. Each party must work hand-in-glove to optimize their collective effectiveness by providing clear direction and support for the accomplishment of the Town’s goals. Improving the frequency and clarity of communications between Council and its boards and committees, and to enhance overall collaboration of efforts, the Council has established this Liaison Program. The Council Liaison Program is pivotal to the broader initiative underway to align the work of its boards and committees with the work of the Council and the Town’s strategic goals.

LIAISON APPOINTMENT:

Each council member will submit their top three preferences in rank order for the boards or committees they wish to serve. The Mayor will determine assignments of each Board/Committee Liaison for each of the following:

- Board of Adjustment
- Business Advisory Board
- Environmental Advisory Committee
- Parks and Recreation Advisory Board
- Par 3 Golf Subcommittee
- Planning Board

The Town Clerk shall keep written track of council member assignments. The first appointment will begin when once this Program passes Council vote. Thereafter, appointments or reappointments will occur on an annual basis with each council member submitting their three preferences in December and the Mayor making assignments shortly thereafter.

The ABC Board operates under the exclusive direction of North Carolina General Statute 18B, and North Carolina ABC rules, and therefore, does not receive direction for their work from Council. As such, the ABC Board will not have an assigned Council liaison. This does not, however, preclude a Town Council member from attending ABC Board meetings, with advance notice to the ABC Board Chair.

ROLE OF A COUNCIL LIAISON:

1. Act as the respective board's Council point of contact.
2. Serve as a resource and mentor to a board or committee and its chairs.
3. Are not participatory or voting members of their respective board or committee.
4. Serve only to listen to conversation, clarify as necessary matters of policy or process related to a particular issue, including that of the established board or committee's mission, and fairly recount board and committee conversations and intents, as may be needed in subsequent Council discussions.
5. Shall encourage productive discussion.
6. Should communicate with their respective Chair and Vice-chair about challenges and other issues of concern, as needed.
7. Shall report to Council on behalf of their respective group on an as needed basis and provide brief updates regarding projects underway or upcoming events.
8. Shall report relevant Council issues to the Board and Committee at their regular meetings during the Liaison Agenda Item section.

RULES OF A COUNCIL LIAISON:

1. Shall make an earnest effort to attend every meeting. If unable to attend a meeting the liaison should let the Chair know in advance, whenever possible.
2. Shall not actively participate in board and committee debates and discussions unless: (a) the board or committee requests the liaison's participation in a particular discussion or (b) the liaison determines that he or she must speak up in order to clarify to the board or committee Council's direction, Rules of Procedure, other Town policies, or NC General Statutes;
3. Shall participate only in ways which endeavor to ensure the freest environment for citizen input, participation, and leadership.
4. Shall not call or cancel meetings, nor amend the agenda of a board or committee meeting.
5. Shall leave meeting facilitation to board and committee chairs.
6. Shall bring challenges and concern(s) to the Council for input when issues have broader implications to the work

7. Shall not provide direction or guidance to the board or committee other than that which clearly represents the direction of the full Council. Any information or decisions that are representative of the full Council shall be discussed and approved by a quorum of the full Council.
8. Shall not engage in the resolution of interpersonal differences.



Code of Ethical Conduct for Appointed Board and Committee Members of the Town of Oak Island, North Carolina

WHEREAS, North Carolina General Statute §160A-86 requires local governing boards to adopt a code of ethics; and

WHEREAS, the Town of Oak Island elected officials have previously adopted a Code of Ethics for the Mayor and Council Members. The Town Council has also determined that it is also appropriate for appointed members of Town Board and Committees (hereinafter collectively referred to as “Board Members”) to adhere to a locally adopted policy of Code of Ethics.

NOW, THEREFORE, in recognition of the privilege and expectations to serve in an advisory capacity to the Town Council of the Town of Oak Island, and in acting pursuant to the requirements of North Carolina General Statute §160A-86, the below principals are written to help guide Board Members in their decision-making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICAL CONDUCT

The stability and proper operation of democratic representative government depends upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.

Government decisions and policy must be made and implemented through proper channels and processes of the governmental structure.

Board Members must be able to act in a manner that maintains their integrity and independence yet are responsive to the interests and needs of the Oak Island Town Council.

Board Members must always remain aware that they may, at various times, play different roles:

- As advisors, who balance the public interest and private rights in considering and recommending, among other things, ordinances, policies, and decision.
- As decision-makers, who arrive at fair and impartial determinations.
- Board Members must know how to distinguish between these roles, to determine when each role is appropriate, and to act accordingly.
- Board Members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of the Mayor and Town Council Members and the citizens of Oak Island.

CODE OF ETHICAL CONDUCT

The purpose of this Code of Ethical Conduct is to establish guidelines for ethical standards of conduct for Board and Committee members and to help determine what conduct is appropriate in particular cases. It should not be considered as a substitute for the law or for a member’s best judgment.

SECTION 1:

Board members should obey all laws applicable to their official actions. Board members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, Board members should feel free to assert policy positions and opinions without fear of reprisal from fellow Board members or citizens. However, in doing so, Board members:

- shall be mindful that they were appointed by Council to a Board or Committee and, therefore, if they are advising or advocating a position that is contrary to a Council policy, that they notify the Mayor, Town Council, and Town Manager of such as soon as practicable;
- who serve in an advisory capacity shall be mindful that their chief responsibility is to advise the Town Council, rather than to advocate to the public at large, particularly when the position of advocacy is contrary to a Council policy;
- Board members shall not represent their individual views as being representative of the full body unless they have been formally authorized by the body to do so.

These guidelines are especially important to Chairpersons who must recognize that they are authorized to speak for the body only to Town Council.

A Board or Committee member may identify a fellow Board or Committee member’s behavior as unethical. Once identified, the Board or Committee member must share their observations with the Town Council. Only the Town Council may remove a Board or Committee member. To declare that a Board or Committee member is behaving unethically because one disagrees on a question of policy is unfair, dishonest, irresponsible, and itself unethical.

SECTION 2:

Board members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values
- Exhibiting trustworthiness

- Using their best independent judgment to remain consistent with the goals of the Town, presenting their opinions to all in a reasonable, forthright, consistent manner
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others
- For Board members who act in a quasi-judicial capacity, disclosing contacts and information about issues that they receive outside of public meetings, refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves, and refraining from reaching decisions until all sides have been heard
- Treating other Board members and the public with respect and honoring the opinions of others even when the Board member disagrees with those opinions
- Showing respect for their offices and not behaving in ways that reflect badly on those offices
- Recognizing that they are part of a larger group and acting accordingly
- Recognizing that individual Board members are not generally allowed to act or speak on behalf of the entire Board, Committee, or the Town and may only do so if specifically authorized by the Town Council.

SECTION 3A:

Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach and they should not use their official position for personal gain. Although opinion may vary about what behavior is inappropriate, the Town Council will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the Board member's action would conclude that the action was inappropriate.

SECTION 3B:

If a Board member believes that his or her actions, while legal and ethical, may be misunderstood, the official should seek the advice of the Town Attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the Town Attorney).

SECTION 3C:

Board members have a duty to disclose any situation that involved personal, familial, or business relationships that may give rise to a real or perceived conflict of interest. A conflict of interest may exist when the interests of an appointed Board member may be seen as competing with the interests of the Town of Oak Island and/or its taxpayers. An appointed Board member may be considered to have a conflict of interest whenever they or their relative has an existing or potential financial or other material interest that impairs or might appear to impair their independence or objectivity in the discharge of their responsibilities to the Town of Oak Island. Additionally, personal and business

relationships may cause “dual loyalties” that are unrelated to personal financial gain, but nonetheless may raise conflict of interest concerns.

SECTION 3D:

Board members are prohibited from accepting gifts, monies, or gratuities from persons receiving benefits or services from the Town, as well as from any person or organization performing or seeking to perform services under contract with the Town.

SECTION 4:

Board members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

- Board members should meet attendance expectations and be prepared for all meetings.
- Board members should be willing to bear their fair share of the body’s workload. Board members should be willing to put the Town’s interests ahead of their own.

SECTION 5:

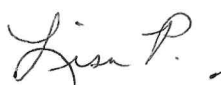
Board members should conduct the affairs of the Board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public’s trust. They should remember when they meet that they are conducting the public’s business. They should also remember that local government records belong to the public and not to them or Town employees.

In order to ensure strict compliance with the laws concerning openness, the Mayor and Town Council have made it clear that an environment of transparency and candor is to be maintained at all times in the governmental unit.

SANCTIONS:

Following the review of an allegation against a Board member that said Board member has violated this policy, the Town Council may choose to remove or censor a member if the Council determines, by way of a 4/5ths majority vote, that a Board member has violated this policy, in the Council’s sole discretion.

Adopted this the 14th day of October, 2025

Attested: 
 Lisa P. Stites, MMC
 Town Clerk




 S. Elizabeth White, Mayor

GUIDELINES FOR COMMUNICATIONS FOR COUNCIL, BOARD, AND COMMITTEE MEMBERS FOR THE TOWN OF OAK ISLAND

(ADOPTED BY TOWN COUNCIL JANUARY 13, 2015)

North Carolina General Statute § 143-318.9. Public policy, provides the following:

WHEREAS, the public bodies that administer the legislative, policy-making, quasi-judicial, administrative, and advisory functions of North Carolina and its political subdivisions exist solely to conduct the people's business, it is the public policy of North Carolina that the hearings, deliberations, and actions of these bodies be conducted openly.

The Town of Oak Island abides by this state law and desires to establish the following guidelines for communications between council members as defined herein:

- These guidelines apply to all members of the Town Council and all members of Council and Town committees, Commissions, Sub-committees, Boards, etc. in the Town of Oak Island.
- For purposes of these guidelines, reference to council members includes members of all other Town committees, boards and groups subject to the Open Meeting Law. Reference to the council shall include all such groups and meetings.
- For purposes of these guidelines, "electronic means" means email, instant messaging, chatrooms, social media, microblogs and related electronic conversation.
- For purposes of these guidelines, "Town Clerk" means the Town Clerk, manager, or his / her designee.
- These guidelines apply regardless of whether the Council member is using a Town-provided email address and account, his/her personal email address or account, or one provided by his/her employer; and to all social media accounts to which a Council member posts.

MEETING MATERIALS:

Electronic communication of meeting materials should generally be conducted in a one-way communication from the Town Clerk to the council.

- Council members may receive agenda materials, background information, and other meeting materials via email attachment or other electronic means (such as file sharing) from the Town Clerk.
- If a Council member has questions or comments about materials received, he/she should inquire via electronic means directly back to the Town Clerk. A Council member should not copy other council members on his/her inquiry. If the clarification is one of value to other Council members, the Town Clerk may send follow-up materials or information to the Council.

Materials relating to agenda items of a meeting must also be made available to the public at the meeting

COMMUNICATION DURING COUNCIL MEETINGS:

- Council members should not communicate with one another via electronic means during a public meeting.
- Council members should not communicate with any member of Town staff via electronic means during a public meeting.
- Council members should not communicate with the public via electronic means during a public meeting.

COMMUNICATION OUTSIDE OF COUNCIL MEETINGS:

- Council members should generally act with caution when using electronic means to communicate with one another, being mindful of the Open Meeting Law.
- If a Council member wishes to share information with all other members, he /she should do so through the Town Clerk. The Council member may request the Town Clerk distribute materials to others. The communication should not invite response to or discussion between any Council members, including replies to the person making the distribution request. This should be considered a method for providing one-way information to other members of the Council. Again, remember that materials relating to agenda items for Town business must be provided to the public at the meeting.

- If a Council member wishes to address only one other member through electronic means on any topic related to Town business, he/she can do so directly, but should be mindful of the following:
 - One-to-one communication is ideal.
 - The recipient of an electronic message or inquiry should reply only to the sender, should not copy others on the reply and should not forward the original communication to other Council members.
 - The sender of an electronic message should not forward or copy the recipient's reply to any other Council member.
- If a Council member receives an electronic communication from any source related to Town business which is distributed to multiple Council members (i.e. an email sent to the entire Council from a member of the public; or an email sent to three Council members from a local business), he/she should reply only to the sender. The reply should not be copied to all on the original distribution or forwarded to any other Council member.
- If a Council member receives listserv distributions, electronic newsletters, or participates in electronic discussion forums, chatrooms, or on Facebook, Twitter, blogs or other social media where other Council members are also likely to participate, the Council member should not reply to any distribution or comment so that the reply is copied to the entire distribution group, or any part of the group that might include other Council members. The Council member should instead respond only to the sender of any message or inquiry.

RETENTION OF ELECTRONIC COMMUNICATIONS:

- Council members should retain electronic communications in keeping with Town policies and procedures, whether such communication takes place on a Town-provided computer, home computer, or other computer system.

POLICY TO ALLOW REMOTE PARTICIPATION AT MEETINGS FOR CERTAIN ADVISORY BOARDS AND COMMITTEES

(ADOPTED BY TOWN COUNCIL MARCH 14, 2023, AMENDED OCTOBER 14, 2025)

The Town of Oak Island hereby adopts this policy to allow remote participation for members of certain advisory boards and committees. This policy shall apply to advisory boards and committees but shall not apply to the Town Council or the Board of Adjustment.

Remote participation via electronic means is hereby allowed for advisory Boards and Committees with the following conditions:

1. A member may participate remotely if the member is experiencing one of the following:
 - Illness
 - Unexpected out-of-town demands such as work-related demands
 - A childcare issue
 - An unexpected family member illness
 - If weather conditions present a peril or a danger
 - Military service
2. The person participating remotely shall not be needed to make quorum for that meeting; there must be a quorum present in the meeting room. If there is a quorum, the person participating remotely may vote.
3. A Board or Committee member may participate remotely no more than three consecutive meetings or no more than three times per calendar year.
4. If the Planning Board will be hearing a citizen's request and a Board member requests to participate remotely, the Town shall give the applicant the opportunity to move the application to another meeting. If the applicant consents to a Planning Board member participating remotely, it shall be noted on the record that the applicant consented to move forward at that meeting.
5. No more than one Board or Committee member may participate remotely during a meeting.

6. A Board or Committee member participating remotely shall do so with video, and shall be visible on screen for the duration of the meeting.
7. A Board or Committee member who would like to participate remotely should notify the Board or Committee Chairperson no later than 24 hours prior to the meeting. If the Board or Committee Chairperson determines that the request meets one or more of the conditions for remote participation listed in number 1 of this policy, the Chairperson shall notify the staff liaison and the Town Clerk so remote participation can be arranged.
 - For the Planning Board, if circumstances do not allow the Board or Committee member to notify the Chairperson more than 24 hours prior to the meeting (such as illness or an emergency situation), if the agenda includes a citizen-initiated agenda item, remote participation will be accommodated if staff can acquire consent from the applicant prior to the meeting.
8. If a member participates in a meeting remotely, that shall be indicated in the Minutes for the meeting.

ARTICLE IV. TOWN ORDINANCES

In addition to the various North Carolina General Statutes that some Boards or Committees are governed by, the Town of Oak Island also has ordinances that apply to all Boards and Committees. Following are excerpts from those Town Ordinances. A complete listing of all ordinances can be found on the Town's website (www.oakislandnc.gov).

SEC. 2-91. – APPOINTMENT/QUALIFICATIONS FOR APPOINTMENT:

- (a) The town council shall appoint the members of ad-hoc or standing committees and boards from written applications submitted to the town clerk, except in the case of special provisions that may be applicable for individual boards as denoted within this article or its cross-references. The town clerk shall advertise all vacancies one week in the local newspaper.
- (b) The town manager or his/her designee shall serve as the staff liaison to each of the town's ad-hoc or standing committees and boards.
- (c) Reserved.
- (d) All members appointed by the town council shall reside within the corporate limits of the town, unless otherwise denoted within this article or its cross-references.
- (e) No applicant will be considered for appointment to a board, commission, committee or authority where he or she has an immediate family member employed by such agency or department.
- (f) Reserved.

(Ord. of 1-12-2005; Amend. of 1-10-2006; Amend. of 10-13-2009; Amend. of 5-13-2014(2); Amend. of 12-17-2019(1); Amend. of 12-17-2019(2))

SEC. 2-92. – REPLACEMENT OF MEMBERS FOR CAUSE; ATTENDANCE REQUIREMENTS:

- (a) Appointees may be removed from service for violations of the Town's "Code of Ethics for Appointed Board and Committee Members" (adopted March 14, 2023 and as amended thereafter). In addition, appointees who fail to maintain the trust of Council as outlined in Section 2 of the "Code of Ethics for Appointed Board and Committee Members" (adopted March 14, 2023 and as amended thereafter) may be removed upon a vote of "no confidence" approved by a 4/5ths majority of Town Council.
- (b) No member of any ad-hoc or standing committee or board shall continue to serve as a member after becoming a town council member and shall resign at the end of the next

committee or board meeting following installation.

(c) Planning Board and Board of Adjustment members' attendance will be logged by the Town Clerk or their designee. Other Boards' and Committees' attendance will be logged by the Chairperson and reported to the Town Clerk or their designee. Upon two consecutive missed meetings by a member or three absences in a twelve-month period, the Town Clerk will have an item added to the next Town Council meeting to formally remove the member.

(d) If a board or committee member requests in writing an extended absence due to family, personal, employment, or medical reasons, a leave of absence may be granted not to exceed the member's term of service. For Planning Board and Board of Adjustment, an alternate will be seated during the regular member's absence.

SEC. 2-93. – VACANCIES:

Vacancies occurring in the membership of any standing committee or board during existing terms shall be filled by the town council for the remainder of the term of the member whose seat becomes vacant, except in the case of special provisions that may be applicable for individual boards as denoted within this article or its cross-references.

(Ord. of 1-12-2005)

SEC. 2-94. - MEMBER TERMS:

Members of all standing committees or boards shall be appointed to three-year staggered terms so that approximately one-third of the membership is appointed annually. However, members may continue to serve until their successors have been appointed. No appointees may serve more than two consecutive terms. This policy may be waived if the Town Council determines that the removal of that individual would be detrimental to the functioning of that board, commission, committee, or authority.

SEC. 2-95. – ESTABLISHMENT OF A QUORUM:

A majority of the voting membership of the ad-hoc or standing committee or board, excluding vacant seats, shall constitute a quorum. A council or staff liaison shall not count toward the calculation of a quorum and shall not vote.

(Ord. of 1-12-2005)

SEC. 2-96. – MEETINGS:

All standing committees and boards shall establish a schedule of regular meetings. Standing committees and boards shall not deviate from their established meeting schedule except by a majority vote of the membership due to holidays or special

circumstances. Notice of a schedule change must be provided to the town clerk at three working days prior to the scheduled meeting, to provide for public notice in accordance with the open meetings law.

Any ad-hoc committee may establish a schedule of regular meetings. Otherwise, ad-hoc committees shall establish a proposed schedule of special meetings. Ad-hoc committees shall not deviate from their established meeting schedules except by a majority vote of the membership due to holidays or special circumstances. Notice of a schedule change must be provided to the town clerk at least three working days prior to the scheduled meeting, to provide for public notice in accordance with the open meetings law.

(Ord. of 1-12-2005)

SEC. 2-97. – OFFICERS:

(a) Election of chairperson/vice-chairperson. Each ad-hoc or standing committee or board shall elect a chairperson and a vice-chairperson from among its voting membership. A council or staff liaison shall not be eligible for any such offices.

(b) Election of secretary.

1. Unless otherwise denoted within this article or its cross-references, each ad-hoc or standing committee or board shall elect a secretary from among its voting membership.
2. The secretary or his/her designee shall notify members of all meetings, keep the minutes of the proceedings and attendance records and shall send a copy of the approved minutes of each meeting to the Town Clerk.

(c) Term of officers. For all standing committees or boards, the term of elected officers shall be for one year. Members may be elected to successive terms of office without limitation.

(Ord. of 1-12-2005)

SEC. 2-98. – COMPENSATION:

Members of all ad-hoc or standing committees or boards shall serve without compensation. (Ord. of 1-12-2005)

SEC. 2-99. – FISCAL RESTRAINT:

Ad-hoc or standing committees or boards shall have not authority to enter into any contract or incur any obligation binding upon the town. Funds appropriated by the town

council and budgeted to any ad-hoc or standing committee or board shall be disbursed by the finance director of the town in accordance with the requirements of the Budget and Fiscal Control Act. (Ord. of 1-12-2005)

SEC. 2-100. – REPORTS:

Unless otherwise required by North Carolina Law, Town Charter or Town Code, ad-hoc or standing committees or boards shall make full and complete written reports to the Town Council at such times as they may be requested to do so.

(Ord. of 1-12-2005)

OAK ISLAND ABC BOARD

MISSION: To serve their localities responsibly by controlling the sale of spirituous liquor and promoting customer-friendly, modern, and efficient stores.

FUNCTION: Oversees the management of the ABC store(s) within Town limits.

GOVERNANCE: Appointed by and reports to Town Council. Governed by the North Carolina General Statutes 18B-700, 18B-701, 18-B706, 18B-805.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES: Familiarity with North Carolina ABC Laws, experience in business management and financial matters, sound judgement, highest ethical standards.

REQUIREMENTS: Ability to attend regular and special meetings of the ABC Board. Willingness to do board work outside of regular meetings, including research, and applicable training that is made available by the Town of Oak Island or other governing entities. Must be a full-time resident of Oak Island and eligible to vote in Brunswick County.

ORGANIZATIONAL MONTH: December

TERM OF OFFICE: 3 years, limit of 2 terms

NUMBER OF SEATS: 3, with staggered terms

MEETING SCHEDULE: Monthly, 2nd Tuesday @ 10:00 AM

MEETING LOCATION: ABC Store (5402 E. Oak Island Drive)

COUNCIL MEMBER LIAISON: n/a

STAFF MEMBER LIAISON: n/a

OAK ISLAND BOARD OF ADJUSTMENT

MISSION: To serve the citizens of Oak Island by listening to evidence as presented and to render fair and equitable decisions by applying the Town Ordinances and North Carolina law, without prejudice or personal bias; thereby upholding the purpose and intent of the development ordinance when there are practical difficulties or unnecessary hardships that result from carrying out the strict letter of the law.

FUNCTION: As a quasi-judicial body, the Board of Adjustment is responsible for hearing and deciding appeals, variance requests, interpretations of the zoning regulations, and appeals of staff and/or Town Council decisions.

GOVERNANCE: Appointed by and reports to Town Council. Is governed by North Carolina General Statutes 160D-302, 160D-405, 160D-705.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES: Familiarity with North Carolina General Statutes in applicable sections, prior experience on a similar board (Adjustment, Equalization, Planning and Zoning), thorough knowledge of local ordinances and state laws, the quasi-judicial process, and the applicable Rules of Procedure. An ability to make fair, impartial, equitable decisions based on general statutes and town ordinances, sound judgement, and highest ethical standards.

REQUIREMENTS: Ability to attend meetings as they are scheduled. Must be a full-time resident of Oak Island and eligible to vote in Brunswick County.

ORGANIZATIONAL MONTH: March

TERM OF OFFICE: 3 years, limit of 2 terms

NUMBER OF SEATS: 6 + 2 alternates, with staggered terms

MEETING SCHEDULE: On an as-needed basis

MEETING LOCATION: Town Council Chambers

COUNCIL MEMBER LIAISON:

STAFF MEMBER LIAISON: Taylor Davis, Planning Director

OAK ISLAND BUSINESS ADVISORY BOARD

MISSION: To represent Oak Island’s greater business community, with a focus on small business development, revitalization of commercial areas, business recruitment, retention, expansion efforts, public/private partnerships, and business customer service.

FUNCTION: Serves as an advisory board for the town to further promote business interests, provides a coordination medium between businesses in the town, and provides a communications path between the business community and the town government and administration. Further, they identify barriers, hindrances, obstructions, and opportunities for existing and new business development.

GOVERNANCE: Appointed by and reports to Town Council.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES: Current or former small business owner, knowledge of best economic development practices, sound business management skills, grant writing.

REQUIREMENTS: Ability to attend regular and special meetings. See residency requirements below.

ORGANIZATIONAL MONTH: September

TERM OF OFFICE: 3 years, limit of 2 terms

NUMBER OF SEATS: 10 (8 business or commercial property owners, no more than 3 of which represent real estate sales or rentals, 2 full-time residents who are not business owners), plus 1 non-voting representative of the town (Economic Development Coordinator), and 1 non-voting representative from the Southport-Oak Island Chamber of Commerce (Appointed by Chamber Board of Directors), with staggered terms

MEETING SCHEDULE: Monthly, 4th Tuesday @ 9:00 AM

MEETING LOCATION: Town Hall, Police Department Training Room

COUNCIL MEMBER LIAISON:

STAFF MEMBER LIAISON: Hallie Willis, Economic Development Coordinator

OAK ISLAND ENVIRONMENTAL ADVISORY COMMITTEE

MISSION: To advocate for and support environmental stewardship and effective practices to protect the environmental and ecological resources in Oak Island's fragile coastal area.

FUNCTION: Works collaboratively with the Town Council on the adaptation and application of appropriate policies which support land uses that enhance, protect, maintain, and preserve natural resources and environmentally fragile areas. Specifically, the Committee is dedicated to the preservation and enhancement of our island's unique and fragile ecosystem. The Committee approaches this task through education of Town residents, including the organization of events such as marsh pick-ups, construction of rain gardens, enhancing the community's awareness of the value of trees, continuing to assist the Town in meeting Tree City USA reporting requirements, achieving Green Initiative objectives, identifying areas of environmental concern, and proposing remediation for those areas.

GOVERNANCE: Appointed by and reports to Town Council.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES: Awareness of coastal vulnerabilities, environmental resources, previous experience with conducting pilot projects and educational programs, either professionally or as a volunteer. Willingness to learn about and understand Oak Island's fragile ecosystem (i.e., shorelines, salt marshes, maritime forests), including the ocean, ICW, and canals.

REQUIREMENTS: Ability to attend regular and special meetings. Actively support the planning and execution of programs and projects. Must be a full-time resident of Oak Island and eligible to vote in Brunswick County.

ORGANIZATIONAL MONTH: June

TERM OF OFFICE: 3 years, limit of 2 terms

NUMBER OF SEATS: 9, with staggered terms

MEETING SCHEDULE: Monthly, 1st Thursday @ 8:30 AM

MEETING LOCATION: Ocean Education Center (4700 E. Oak Island Drive)

COUNCIL MEMBER LIAISON:

STAFF MEMBER LIAISON: Margaret Mendez, Planner I

PARKS AND RECREATION ADVISORY COMMITTEE

MISSION: To enhance the lives of all Oak Island residents and visitors by actively engaging them in a robust, comprehensive leisure services delivery system that continuously promotes holistic well-being and enjoyment within the community.

FUNCTION: Works collaboratively with the Parks & Recreation Department to advise the Town Council on recreation policies, programs, funding needs, and resources on behalf of the citizens of the community in the leisure services area. Makes recommendations for improvements needed to enhance the user experiences at our public parks and recreation facilities. Conducts an annual review and update of the five-year Parks and Recreation Master Plan to present to Town Council.

GOVERNANCE: Appointed by and reports to Town Council.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of, and experience with recreational programming and planning. Has their finger on the pulse of the recreational desires and needs of our citizens across all demographics, and understands the physical, mental, and social benefits an active and engaged population is to a healthy, vibrant community.

REQUIREMENTS: Ability to attend regular and special meetings. Must be a full-time resident of Oak Island and eligible to vote in Brunswick County.

ORGANIZATIONAL MONTH: March

TERM OF OFFICE: 3 years, limit of 2 terms

NUMBER OF SEATS: 7, with staggered terms

MEETING SCHEDULE: Monthly, 2nd Monday @ 4:00 PM

MEETING LOCATION: Community Center (4701 E. Oak Island Drive)

COUNCIL MEMBER LIAISON:

STAFF MEMBER LIAISON: Heather O'Brien, Recreation Director

OAK ISLAND PLANNING BOARD

MISSION: To provide sound advice and recommendation to the Council in matters related to the Town's growth and future development to ensure a coordinated, harmonious, and thriving community.

FUNCTION: Advises Council on matters related to land use planning and zoning; consideration of applications related to zoning and development; the review, development and periodic update of the Town's Unified Development Ordinances in accordance with NCGS 160D-301 and the Town's Consolidated Land Use Plan; and to perform other related duties that the Council may direct.

GOVERNANCE: Appointed by and reports to Town Council. Is governed by North Carolina General Statute 160D.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of the Town's ordinances, particularly the Unified Development Ordinance, the Comprehensive Land Use Plan, and North Carolina General Statutes 160D; a demonstrated ability to work collaboratively through compromise to thoughtfully address complex issues while balancing competing interests; a strong commitment to approach the work of the Board with a community-focused perspective in the best interests of the Town and its future, setting aside individual agendas, preferences and views. Previous relevant experience, a working knowledge of the Board's Rules of Procedure and familiarity with Roberts Rules of Order preferred.

REQUIREMENTS: Must be a resident of Oak Island and registered to vote in local elections; a commitment to complete the Board's orientation along with any required training and recommended readings pertinent to the role of a board member, comprehension of the UDO and Comprehensive Land Use Plan; an ability and commitment to attend regular and special meetings as scheduled. Must faithfully prepare for meetings in accordance with planned agendas; conduct research and pursue answers to questions that enhance one's understanding of the issues presented. As with any appointed board under Chapter 160D, members of the planning board must take an oath of office pursuant to G.S. 153A-26 and 160A-61 (G.S. 160D-309).

ORGANIZATIONAL MONTH: August

TERM OF OFFICE: 3 years, limit of 2 terms

NUMBER OF SEATS: 7 + 2 alternates, with staggered terms

MEETING SCHEDULE: Monthly, last Tuesday of the month @ 6:00 PM

MEETING LOCATION: Town Council Chambers

COUNCIL MEMBER LIAISON:

STAFF MEMBER LIAISON: Taylor Davis, Planning Director

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: _____

Name: _____ **email:** _____

Home Address: _____
(Street) (City) (Zip Code)

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

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

Years resident of Oak Island: _____

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

Applicant's Employer: _____

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

Occupation: _____

Relevant Professional Activities: _____

Relevant Volunteer Activities: _____

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

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:

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 terms unless Council takes action otherwise and (ii) an individual from serving on more than one board/committee at a time. Applicants will automatically resign term of previously-held board/committee appointment if Council votes to place them on the new board/committee.

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

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

List three personal references and phone numbers:

1. _____
2. _____
3. _____

Attendance, Punctuality, and Code of Conduct: All policies and statements contained in the Boards and Committees Handbook are incorporated here by reference and made a part of the Agreement.

Note: Upon election to Town Council or appointment to another Board or Committee, applicant automatically resigns term of previously-held advisory Board or Committee appointment.

Boards/Committees Disclaimer: I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks (if required) and to the investigation and verification of all information contained herein. I also release and discharge the Town of Oak Island from any claims and damages, losses, liabilities, costs, expenses, or any other charges or complaints arising out of the Town's use of any information provided pursuant to this release. I understand and agree that any **intentional** misstatement will be cause for my removal from any Board or Committee. By submitting this application, I agree to adhere to all Town policies pertaining to Boards and Committees, including attendance. I hereby acknowledge that this application and the information provided herein may constitute a public record, and as such, may be released in accordance with all applicable public record laws.

Please check this box after reading the above disclosure statement:*

I Agree*

Date: _____

Applications are kept on file for 12 months

Please use reverse side for additional comments

Signature _____

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



ACKNOWLEDGEMENT OF RECEIPT

Handbook for Appointed Board and Committee Members of the Town of Oak Island, North Carolina

On the date written below, I received the "Handbook for Appointed Board and Committee Members of the Town of Oak Island, North Carolina." I acknowledge this handbook contains pertinent information related to serving as an appointed volunteer on a Town Board or Committee.

I understand that I am responsible for reviewing the contents of this policy and asking questions if I do not understand any part of it.

By signing below, I agree to abide by the policy listed above and hereby acknowledge my responsibilities as a Board Member.

NAME: _____ DATE: _____

NAME OF BOARD OR COMMITTEE: _____

SIGNATURE: _____

(A signed copy of this form will be maintained in the Town Clerk's office once a Board member is appointed to serve.)

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Consideration of Development Finance Initiative (DFI)
Pre-Development Analysis Service
DATE: May 6, 2026
DEPARTMENT: Administration

Subject Summary: Discussions of building a new Recreation Center and where that might be located led to additional discussions about the Town's properties around the Community Center, as well as the Public Works and Public Utilities buildings, and whether these properties are being used to their highest potential. It's an opportunity to take a look at the larger picture and consider possibilities for what this central part of the island portion of town could look like. The Town sought a proposal from the UNC-Chapel Hill School of Government Development Finance Initiative (DFI) to provide pre-development analysis services for Town-owned properties near the existing Town Hall and recreation areas. The study will evaluate market conditions, development feasibility, and potential strategies to attract private investment or public-private partnerships, building on prior planning efforts related to future recreation center and town center development. The timeline for completion is five months, and the cost is \$68,900. A copy of the proposal is included as an attachment, and staff recommends approval.

The following is included in the scope of services:

1. Conduct a community scan, which is an analysis of market-relevant demographic and socioeconomic data, as well as a review of current and historic plans, visioning documents, studies, research, development proposals, conceptual renderings, notes from public input sessions, and other materials relevant to the Project;
2. Conduct small group community engagement activities (estimate fifteen one-on-one and small group conversations) as it relates to stakeholder interests for the Project;
3. Establish priorities to inform potential strategies for development of the Project in collaboration with the Town, and key stakeholders;
4. Collect and analyze relevant data for a parcel analysis to understand current conditions (sales trends, vacancy, land use, ownership, and underutilization) for the area immediately surrounding the Project;
5. Conduct a market analysis to assess the demand for development for the specific Project site, to include an identification of tailored trade areas and an evaluation of market potential and demand drivers for commercial and residential uses in the Project;
6. Conduct a high-level site analysis, examining infrastructure, hydrology, etc., to gain a general understanding of development opportunities and constraints of the Project;
7. Conduct a high-level financial analysis to determine the feasibility of attracting private investment to the Project, including analysis of development finance tools (federal and state tax credits, district designations, etc.); and
8. Based on this analysis, evaluate the general development potential of the Project and make recommendations to the Town regarding next steps.

Attachments:

[DFI_Oak Island Town Center_Phase 1 Feasibility](#)

Suggested Motion: I make a motion to accept the UNC School of Government Development Financial Initiative proposal as presented and to authorize the Town Manager to execute any necessary documents.

Financial Impact Statement: The cost for the feasibility study is \$68,900.

Legal Review: Documents will be reviewed by the Town Attorney prior to being executed.

MEMORANDUM

To: Kathryn Adams, Town Manager, Town of Oak Island
Hallie Willis, Economic Development Manager, Town of Oak Island

From: Marcia Perritt, Director, Development Finance Initiative
Eric Thomas, Associate Director, Development Finance Initiative

Date: January 12, 2026

Re: Proposal to provide pre-development services

UNC-Chapel Hill Development Finance Initiative

The UNC Chapel Hill School of Government (SOG) established the Development Finance Initiative (DFI) in 2011 to assist local governments and their partners in North Carolina and beyond with achieving their community economic development goals. The SOG is the largest university-based local government training, advisory, and research organization in the United States. DFI partners with communities to attract private investment for transformative projects by providing specialized finance and real estate development expertise.

Request for Technical Assistance

The Town of Oak Island requested a proposal for technical assistance from DFI in December 2025 in advancing its vision to redevelop of a collection of Town-owned parcels. These parcels are located near the existing Town Hall and recreation areas, presenting a strategic opportunity to further the Town’s community economic development goals. The Town recently underwent a planning process and conducted a feasibility study for the area, centered on a future Recreation Center. This process, which included significant community engagement, resulted in a shared vision and set of values that will guide the area’s future development as a vibrant, mixed-use town center.

In order to advance the implementation of that vision, Town leadership seek additional pre-development analysis from DFI to test the viability of attracting private investment and/or a public-private partnership for various development scenarios for the properties. To that end, DFI is able to assist the Town of Oak Island by conducting site-specific

high-level pre-development analysis in order to identify market-driven and financially feasible development scenarios for the parcels.

Scope of Services

The following Scope of Services outlines the high-level pre-development activities that DFI would conduct to support the Town of Oak Island (the “Town”) in evaluating the development potential of the Town-owned parcels, herein referred to as the “Project”, and its ability to attract private investment:

1. Conduct a community scan, which is an analysis of market-relevant demographic and socioeconomic data, as well as a review of current and historic plans, visioning documents, studies, research, development proposals, conceptual renderings, notes from public input sessions, and other materials relevant to the Project;
2. Conduct small group community engagement activities (estimate fifteen one-on-one and small group conversations) as it relates to stakeholder interests for the Project;
3. Establish priorities to inform potential strategies for development of the Project in collaboration with the Town, and key stakeholders;
4. Collect and analyze relevant data for a parcel analysis to understand current conditions (sales trends, vacancy, land use, ownership, and underutilization) for the area immediately surrounding the Project;
5. Conduct a market analysis to assess the demand for development for the specific Project site, to include an identification of tailored trade areas and an evaluation of market potential and demand drivers for commercial and residential uses in the Project;
6. Conduct a high-level site analysis, examining infrastructure, hydrology, etc., to gain a general understanding of development opportunities and constraints of the Project;
7. Conduct a high-level financial analysis to determine the feasibility of attracting private investment to the Project, including analysis of development finance tools (federal and state tax credits, district designations, etc.); and
8. Based on this analysis, evaluate the general development potential of the Project and make recommendations to the Town regarding next steps.

This Scope of Services does not include services that require a licensed broker, licensed appraiser, or licensed attorney to perform. In addition, the scope does not include tasks associated with site planning expertise from architects or engineers, nor does it include site preparation expenses such as land survey, geotechnical analysis,

and environmental testing (if such services are required, DFI will advise the Town to obtain such services from third parties).

Deliverables

Deliverables include presentations, summaries, and other documentation intended by DFI to be delivered to the Town of Oak Island regarding the above Scope of Services.

Timeline

The timeline for completing the above Scope of Services is estimated to be 5 months.

Fee

The flat fee for the above Scope of Services is \$68,900. The flat fee is payable over two installments of \$34,450 each, if desired.

Potential for Future Phase 2: Additional Analysis & Identification of a Private Development Partner

Pending the outcome of this analysis and the Town’s interest, DFI is able to provide additional pre-development services for the Project, including additional financial analysis, the identification of a qualified private development partner through a competitive process led by DFI, and support to the Town in negotiating a development agreement with its selected partners. Phase 2 services would require a separate contract and fee, but pricing would reflect efficiencies gained from work already performed so long as DFI is engaged within one year following the completion of this Scope of Services.

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Consideration of Adoption of the 2026 Oak Island
Bicycle Plan
DATE: May 6, 2026
DEPARTMENT: Planning

Subject Summary: Background

In 2024, the Town received a grant from the North Carolina Department of Transportation Integrated Mobility Division for a new Bike Plan. Over the past 12 months, the consultant selected by NCDOT (AECOM) has worked with the Town to produce a new plan.

The primary purpose of the Town of Oak Island Bicycle Plan (or “the Plan”) is to identify the community’s vision and goals surrounding bicycling, evaluate the existing safety conditions and access needs, and develop a bicycle network that achieves the outlined goals. Additionally, an adopted plan is often a prerequisite for obtaining grant funding to support additional planning, design, and construction phases associated with the recommended projects.

The planning effort included working with a selected Steering Committee to set a vision and goals, a community survey, public open house, and NCDOT review.

The resulting plan includes an overview of previous efforts and existing infrastructure as well as recommended improvements to establish a comprehensive network for efficient and safe cycling throughout the Town.

The final draft plan is attached for Town Council's review and consideration for adoption.

Attachments:

[Oak Island Bicycle Plan_032026_Final.pdf](#)

Suggested Motion: Motion to adopt the 2026 Bicycle Plan.

Financial Impact Statement: N/A

Legal Review: N/A



Town of Oak Island Bicycle Plan

March 2026



Acknowledgments

Thank you to the Steering Committee, residents, and Town of Oak Island staff for their involvement and support in this planning process and commitment to bicycle planning. This Plan was funded through the North Carolina Department of Transportation Integrated Mobility Division (NCDOT IMD) Bicycle and Pedestrian Planning Grant Initiative.

Key Partners

Town of Oak Island
NCDOT IMD
Cape Fear Rural Planning
Organization (RPO)

Prepared by: AECOM

Steering Committee

Town of Oak Island

Matt Kirkland, Development Services (Project Contact)
Bill Millard, Parks & Recreation Advisory Board
Bob Ciullo, Town Council
Charlie Morris, Police Department
Heather O'Brien, Recreation Department

NCDOT

Kim Nguyen, NCDOT Integrated Mobility Division
Adrienne Cox, NCDOT Division 3
Eric Ritzel, NCDOT Division 3

Cape Fear Rural Planning Organization

Sam Boswell, Cape Fear RPO





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Appendices

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- Appendix B Design Guidance
- Appendix C Roadway Inventory
- Appendix D Linear Project Cost Estimate Calculations
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Executive Summary

Purpose and Process of this Plan

Located in Brunswick County, coastal North Carolina (NC), the town of Oak Island is a popular destination offering ample opportunities to enjoy the beach and other outdoor recreation activities. While bicycling is a convenient mode of transportation, there is little dedicated bicycle infrastructure. The purpose of the *Town of Oak Island Bicycle Plan* (or “the Plan”) is to evaluate the existing bicycle conditions within Oak Island and to recommend programmatic and infrastructure projects to improve the safety, connectivity, and wellbeing of riding bicycles for transportation, health, or leisure purposes.

This effort was led by the Town of Oak Island, the North Carolina Department of Transportation’s (NCDOT) Integrated Mobility Division (IMD), AECOM as the project consultant, and the locally appointed Steering Committee.



Through the planning and development of this Plan, the Steering Committee approved a vision and corresponding goals that guided the set of recommendations for infrastructure projects, policies, and programs. A community survey and public open house provided opportunities for residents and other stakeholders to participate in the planning efforts and help shape the final Plan.



For the purposes of this Plan, terms such as *cyclists* and *bicyclists* or *bicycling* and *biking* are used interchangeably.



Plan Vision

The Town of Oak Island seeks to create a safe, comfortable, and convenient network of bicycle infrastructure that connects local and regional resources and destinations, allows for safe interaction between cyclists and all other modes of transportation, supports alternatives to vehicular travel, and increases recreational opportunities. The bicycle infrastructure will support cyclists of all levels, including e-bikes, and advance the community's mobility, health, economic development, quality of life, and attractiveness to residents and tourists alike.

Plan Goals



Support safe interactions between cyclists of all levels and abilities and other transportation modes, including golf carts and low speed vehicles (LSVs).



Reduce traffic congestion by providing a convenient and accessible bicycle network with supportive infrastructure and policies so that biking is an integral part of the transportation system and provides an attractive alternative to vehicular travel.



Connect people to local and regional destinations, supporting community economic development and access to employment, recreation, and other opportunities.



Educate the community on rules, legal rights, and responsibilities related to cycling through bicycle initiatives and programs.

Past Planning Efforts

To ensure coordination and consistency with recent and ongoing complementary planning efforts, the following documents were reviewed and considered when developing the recommended bicycle projects, policies, and programs:

- 2045 Charting the Course Comprehensive Land Use Plan (2025)
- Oak Island Drive Streetscape Masterplan (2025)
- Town of Oak Island Strategic Plan 2025-2027
- Brunswick County Comprehensive Transportation Plan (2024)
- NC 211 East Coast Greenway Feasibility Study (2021)
- Town of Oak Island Comprehensive Land Use Plan (2017)
- Cape Fear Regional Bicycle Plan (2017)
- Town of Oak Island, NC Golf Cart Transportation Plan (2010)
- Town of Oak Island Bicycle Transportation Plan (2006)

The documents highlight the importance of both local and regional bicycle connectivity. As such, the Plan seeks to establish a network of bicycle infrastructure that allows bicyclists to reach local destinations within Oak Island while also having the opportunity to connect to regional routes such as the East Coast Greenway.



Key Findings and Recommendations

Bicycling is a popular mode of transportation and recreation in Oak Island; however, the town only offers dedicated bicycle infrastructure along two road segments. Input from the Steering Committee, community survey, and public open house highlighted the need for more bicycle infrastructure to create a safe and convenient network throughout the town and to connect to regional routes.

The planning process identified the importance of well-protected bicycle infrastructure along major north-south and east-west routes, supplemented by options to take lower-speed and lower-traffic alternative routes. Major bicycle thoroughfares were identified as Middleton Boulevard/Avenue, Beach Drive, Oak Island Drive, Yacht Drive, and Country Club Drive/Long Beach Road. This Plan recommends bicycle infrastructure along these corridors as well as treatments such as sharrows on connecting streets. The Plan also recommends treatments at specific locations to further improve safety and access for bicyclists.

To supplement the infrastructure, the Plan includes policy and programmatic recommendations that will help implement the projects in an effective and safe manner.

Recommended Infrastructure Projects

The existing bicycle conditions in the town of Oak Island were analyzed and with input from the Steering Committee and the public, infrastructure recommendations were developed and refined. The plan includes 33 linear projects and 23 spot projects. The linear projects were prioritized based on input from the Steering Committee and the public. Prioritization was based on criteria such as the level of community support, cost, ease of implementation, and impacts on safety and connectivity. Spot projects were not prioritized as they are lower-cost projects that are often coupled with nearby linear projects or can be implemented independently as funding becomes available.

Linear project recommendations in the Plan consist of sharrows, painted bike lanes, separated bike lanes, and shared use paths. The full list of proposed linear projects is included in Table ES-1 and shown on Figure ES-1. The rows highlighted in red indicate the projects that have scored as top priorities, and for which cut sheets have been developed (see Section 4.2.4).

Spot project recommendations include bike racks, bike boxes, and signage at targeted locations. The list of proposed spot projects is included in Table ES-2 and shown on Figure ES-2. Planning-level cost estimates are provided in the tables below. For additional information related to the cost estimate methodology, please see Section 4.1.5 Cost Estimates.

Table ES-1. Recommended Linear Projects Table

Map Label	Street Name	Facility Type	Project Description	Length (Feet)	Cost Estimate
1*	Yacht Dr/ Elizabeth Dr	Shared Use Path	Shared use path to address safety concerns related to vehicle-bicyclist interactions along the popular route.	41,198	\$42,386,000
2	Oak Island Dr	Shared Use Path	Shared use path to address safety concerns related to vehicle-bicyclist interactions along the high-traffic roadway.	37,412	\$39,062,000



Map Label	Street Name	Facility Type	Project Description	Length (Feet)	Cost Estimate
3	Dolphin Dr	Sharrow/Bike Blvd	Sharrow markings to provide an alternative route to Beach Dr.	26,364	\$182,000
4*	Beach Dr	Painted Bike Lane	Improve the existing bike lane/paved shoulder by widening the lanes in both directions and adding painted markings to deter lanes from being obstructed by trash cans, vehicles, and other obstacles.	36,598	\$24,016,000 (\$12,008,000 per side)
5	Kings Lynn Dr	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists riding to the Point.	4,402	\$32,000
6	Holly Dr NE	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists.	8,196	\$58,000
7	E Oak Dr	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists.	6,912	\$50,000
8*	E Pelican Dr	Shared Use Path	Shared use path around popular destination such as Middleton Park and downtown restaurants and shopping.	3,262	\$3,602,000
9	E Beach Dr/ Ocean Dr	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists along route connecting to destinations such as the Oak Island Pier.	5,220	\$40,000
10	NW 1st St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on alternate route to N Middleton Ave.	2,232	\$18,000
11	EF Middleton Blvd/NC 906	Separated Bike Lane	Separated bike lane to connect riders to future developments along NC 906, St James, and NC 211.	19,366	\$29,560,000
12	Middleton Ave/St	Shared Use Path	Shared use path for safe access along key north-south connection and Middleton Beach.	4,461	\$4,932,000
13	NE 1st St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on alternate route to N Middleton Ave.	2,225	\$18,000



Map Label	Street Name	Facility Type	Project Description	Length (Feet)	Cost Estimate
14	NE/SE 9th St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on key north-south access route.	3,049	\$24,000
15	9 PI E	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on key north-south access route.	597	\$8,000
16	NE/SE 20th St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on key north-south access route.	2,910	\$24,000
17	19 PI E	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on key north-south access route.	716	\$10,000
18	NE/SE 31st St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on key north-south access route.	2,757	\$22,000
19	29 PI E	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on key north-south access route.	750	\$10,000
20	NE 33rd St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists.	2,386	\$18,000
21	NE 40th St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on north-south connection to Yacht Dr and Oak Island key routes.	2,657	\$22,000
22	SE 40th St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists.	1,402	\$14,000
23	NE 46th St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on north-south connection to Yacht Dr and Oak Island key routes.	2,872	\$24,000
24	SE 46th St	Shared Use Path	Shared use path connecting popular destinations, including Middleton Park and the Oak Island Cabana.	1,136	\$1,454,000
25	NE 51st St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on north-south connection to Yacht Dr and Oak Island key routes.	2,895	\$24,000
26	SE 58th St	Painted Bike Lane	Improving the existing bike lane/paved shoulder with clear markings to protect	1,270	\$552,000



Map Label	Street Name	Facility Type	Project Description	Length (Feet)	Cost Estimate
			bicyclists along route connecting key destinations.		
27	NE 62nd St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on north-south connection to Yacht Dr and Oak Island key routes.	2,089	\$18,000
28	SE 74th St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists connecting across E Oak Island Dr.	2,112	\$18,000
29	Barbee Blvd	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists connecting across E Oak Island Dr to access popular destinations such as the Oak Island Pier.	2,536	\$22,000
30	McGlamery St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on alternative north-south route to Country Club Dr.	2,596	\$22,000
31*	Country Club Dr/Long Beach Rd/ NC 133	Separated Bike Lane	Separated bike lanes to protect riders along high-traffic roadway connecting Oak Island across the Intracoastal Waterway.	14,483	\$23,554,000
32*	Fish Factory Rd SE	Shared Use Path	Shared use path to protect bicyclists accessing connecting popular destinations such as the Bill Smith Park and marina.	5,326	\$5,532,000
33	Vanessa Dr SE	Shared Use Path	Shared use path to protect bicyclists accessing connecting popular destinations such as the Bill Smith Park and marina.	2,904	\$3,166,000

* The rows highlighted in red reflect projects that have scored as top priorities, and for which cut sheets have been developed.

Table ES-2. Recommended Spot Projects

Map Label	Street Name(s)	Type	Cost Estimate
1	Kings Lynn Dr	Bike Rack (per unit cost)	\$940
2	W Beach Dr	Bike Rack (per unit cost)	\$940



Map Label	Street Name(s)	Type	Cost Estimate
3	Highway 906/Beach Dr	Warning/Safety Signage (per unit cost)	\$430
4	Middleton Beach	Bike Rack (per unit cost)	\$940
5	9th St Scenic Walkway	Informational Signage (cost is for two signs - one on either side of the walkway)	\$1,600
6	Oak Island Dr/9th St	Warning/Safety Signage (per unit cost)	\$430
7	19th/20th St Scenic Walkway	Informational Signage (cost is for two signs - one on either side of the walkway)	\$1,600
8	Oak Island Dr/20th St	Warning/Safety Signage (per unit cost)	\$430
9	29th/31st St Scenic Walkway	Informational Signage (cost is for two signs - one on either side of the walkway)	\$1,600
10	Oak Island Dr/31st St	Warning/Safety Signage (per unit cost)	\$430
11	Oak Island Dr/40th St	Warning/Safety Signage (per unit cost)	\$430
12	Oak Island Dr/46th St	Warning/Safety Signage (per unit cost)	\$430
13	Middleton Park	Bike Rack (per unit cost)	\$940
14	Oak Island Dr/NE 51st St	Bike Box (cost assumes \$11.50/square foot and 200 square foot/traffic lane)	\$9,840
15	Oak Island Dr/58th St	Bike Box (cost assumes \$11.50/square foot and 200 square foot/traffic lane)	\$9,840
16	61st St Beach Access	Bike Rack (per unit cost)	\$940
17	Oak Island Dr/74th St	Warning/Safety Signage (per unit cost)	\$430
18	Oak Island Dr/Barbee Blvd	Warning/Safety Signage (per unit cost)	\$430
19	Oak Island Pier	Bike Rack (per unit cost)	\$940
20	Elizabeth Dr/McGlamery St	Warning/Safety Signage (per unit cost)	\$430
21	Oak Island Dr/McGlamery St	Warning/Safety Signage (per unit cost)	\$430
22	Oak Island Dr/County Club Dr	Warning/Safety Signage (per unit cost)	\$430
23	O'Quinn Blvd	Bike Rack (per unit cost)	\$940



Figure ES-1. Recommended Linear Projects

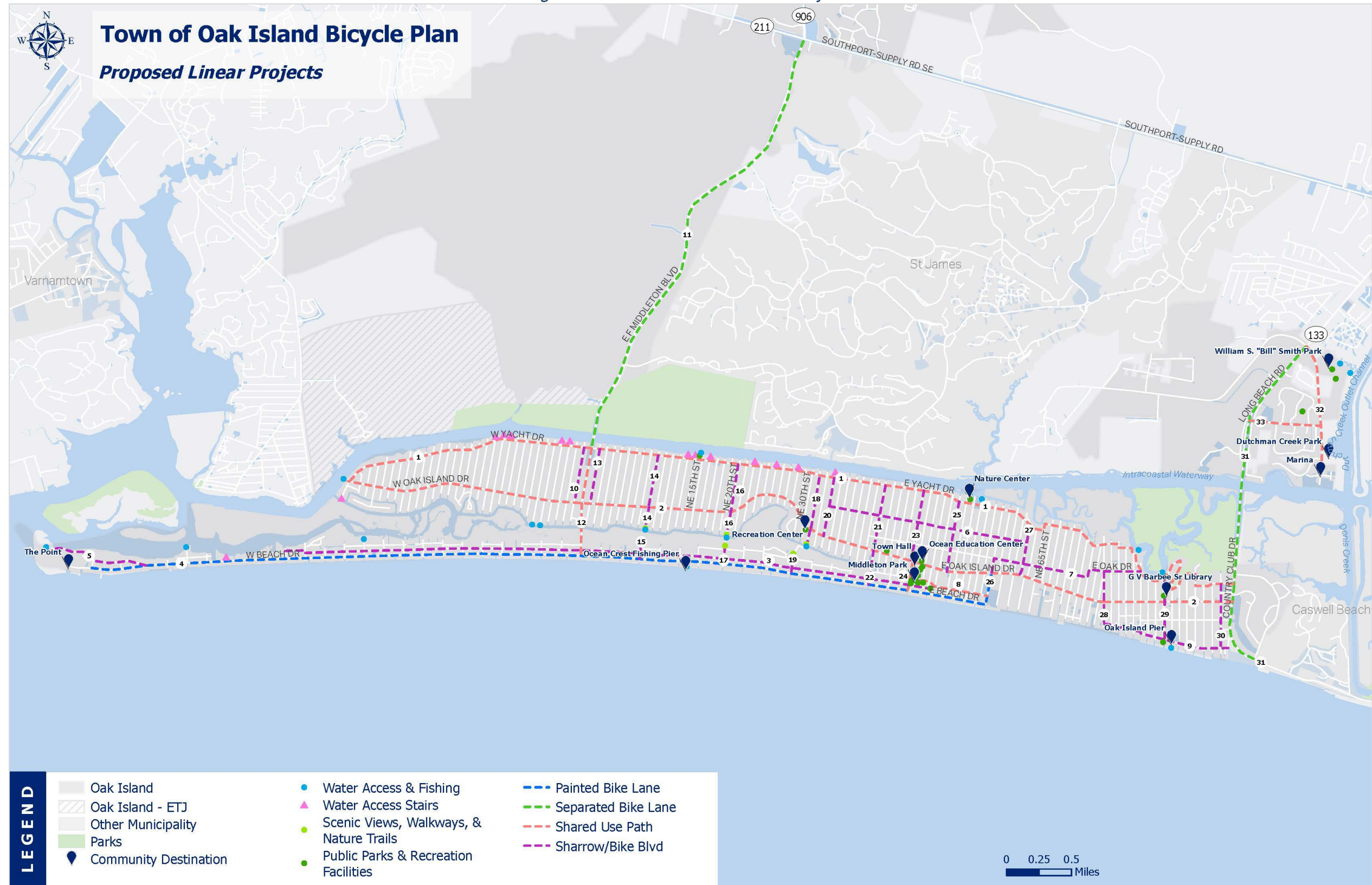
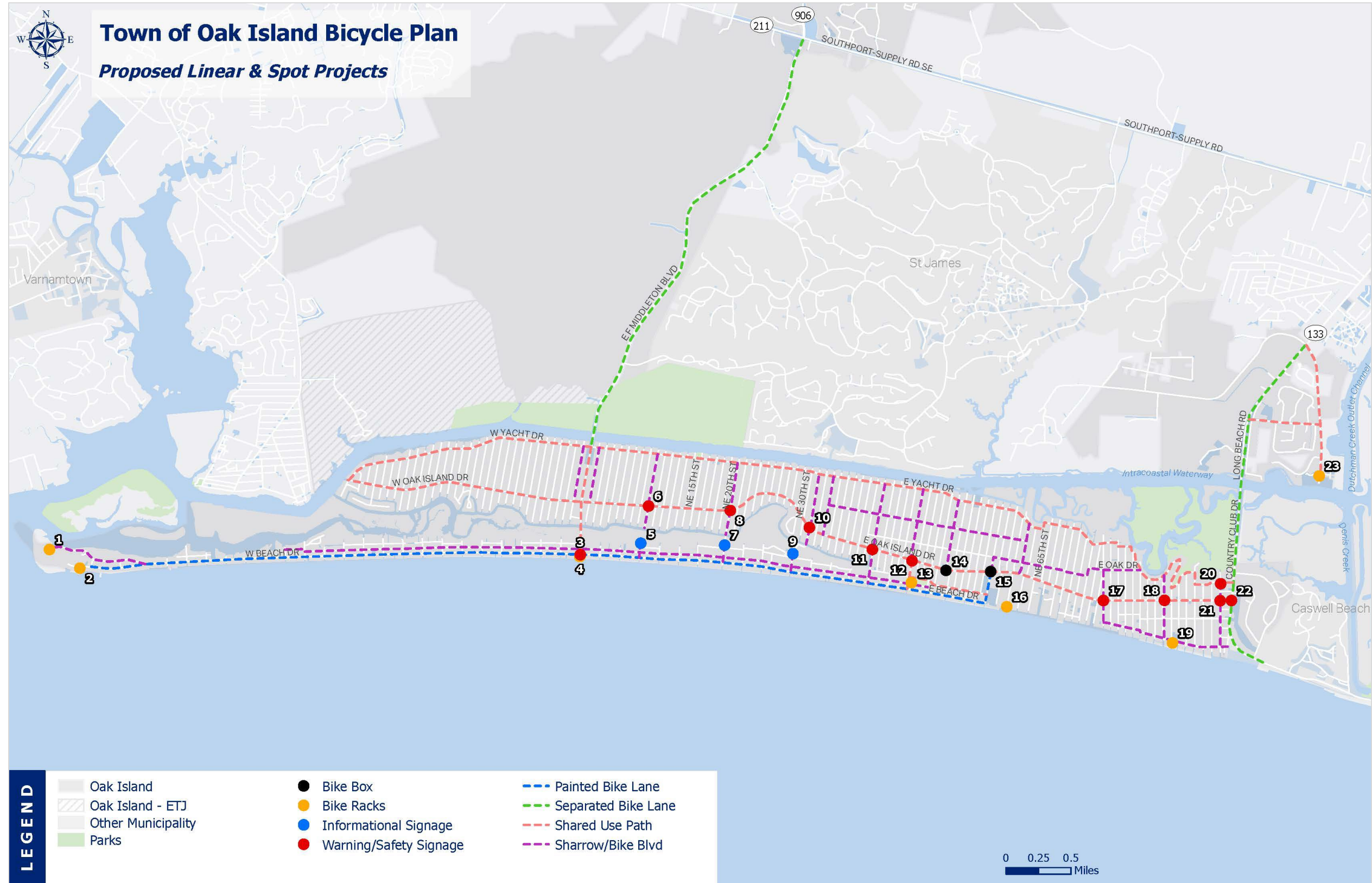




Figure ES-2. Recommended Spot Projects





Policies and Programs

Safety not only depends on physical elements but also requires programmatic and policy changes. Therefore, the infrastructure projects recommended in this Plan should be paired with bicycle policies, ordinances, and programs. Policy and program recommendations include active transportation-friendly ordinances, educational programs, reduction of speed limits, and enforcement of laws. Education, encouragement, and enforcement programs are particularly critical as new infrastructure projects are implemented, but programs can also be done in advance of infrastructure improvements and still provide a tremendous benefit to the community.

Key Action Items

The success of this Plan depends on its implementation. The Plan recommends the formation of an Active Transportation Advisory Committee (ATAC) to oversee the implementation of the Plan with assistance from Town Staff and participation from stakeholders. The ATAC would be responsible for meeting regularly to receive updates and would also author the annual update submitted to Town Staff on progress made to implement bicycle improvements in the town of Oak Island. The key action steps for accomplishing the goals and objectives of this Plan are summarized below.

Table ES-3. Key Action Items

Action	Description	Stakeholder	Timeline
Adopt the <i>Town of Oak Island Bicycle Plan</i>	Present the Plan to Town Council for adoption.	Town Council and Town Staff	Spring 2026
Amend the Comprehensive Transportation Plan (CTP)	Amend the Brunswick County CTP to include the Bicycle Plan projects.	Cape Fear Rural Planning Organization (RPO), North Carolina Department of Transportation (NCDOT) Transportation Planning Division, Town Staff	Spring 2026
Form an Active Transportation Advisory Committee (ATAC)	Create a formal advisory committee that will champion the Plan and be responsible for overseeing its implementation.	Town Council, Town Staff, Plan Steering Committee Members	Spring 2026
Strengthen partnerships with Cape Fear RPO and NCDOT Division 3	Hold an initial meeting with the stakeholders to provide an overview of the Plan's recommendations and identify opportunities for collaboration. Ensure that all recommended linear and spot projects are communicated.	Cape Fear RPO, NCDOT Division 3, and Town Staff	Spring 2026
Coordinate with the East Coast Greenway Alliance (ECGA)	Coordination may help assist with project development.	Town Staff, ECGA	Spring 2026



Action	Description	Stakeholder	Timeline
Partner with local artists, businesses, and Parks Department	Partner with local artists, businesses, and the Parks Department to plan for and implement placemaking, wayfinding, and other projects that highlight local destinations and enhance the bicycling experience.	ATAC, Town Staff, Local Artists, Art Organizations, and Businesses	Spring/Summer 2026
Coordinate with Brunswick County on geographic information system (GIS) updates	Ensure data such as the roadway network is reflective of current conditions (some roads are missing or inconsistent with NCDOT's layer)	Brunswick County	Spring/Summer 2026
Identify potential funding sources during town budget planning	Coordinate timing with town budget workshops in April and adoption by the end of May. Identify potential funding sources for bicycle programs, projects, and maintenance in the town's budget. Identify and maintain funding that can be used towards local match requirements for federal or other grants.	ATAC, Town Council, Town Staff, residents	Spring/Summer 2026
Apply for Watch for Me NC	Apply to participate in NCDOT's Watch for Me NC campaign to raise awareness and provide educational resources to promote bicycle safety to residents, drivers, and law enforcement.	ATAC and Town Staff	Fall 2026
Apply for federal, state, and other funding to implement bicycle projects and programs	Apply for federal, state, and other funding to implement bicycle projects and programs.	ATAC, Town Staff	Fall 2026
Update local ordinances and policies to be bicycle-supportive	Draft and incorporate amendments to town ordinances and policies to include provisions related to bicycle safety and infrastructure.	Town Council and Town Staff	Winter 2026
Prepare the <i>Town of Oak Island Bicycle Plan Annual Report/Memo</i>	Collaborate to prepare a <i>Town of Oak Island Bicycle Plan Annual Report</i> or memo assessing progress made over the past year.	ATAC, Town Staff	Spring 2027



1.0 Introduction

The North Carolina Department of Transportation's (NCDOT) Integrated Mobility Division (IMD) has funded the development of bicycle and pedestrian plans for municipalities across the state. The Town of Oak Island was selected to develop a bicycle plan as part of NCDOT's 2024 Planning Grant Initiative program cycle. This effort was led by NCDOT IMD, AECOM as the project consultant, and the locally appointed Steering Committee.

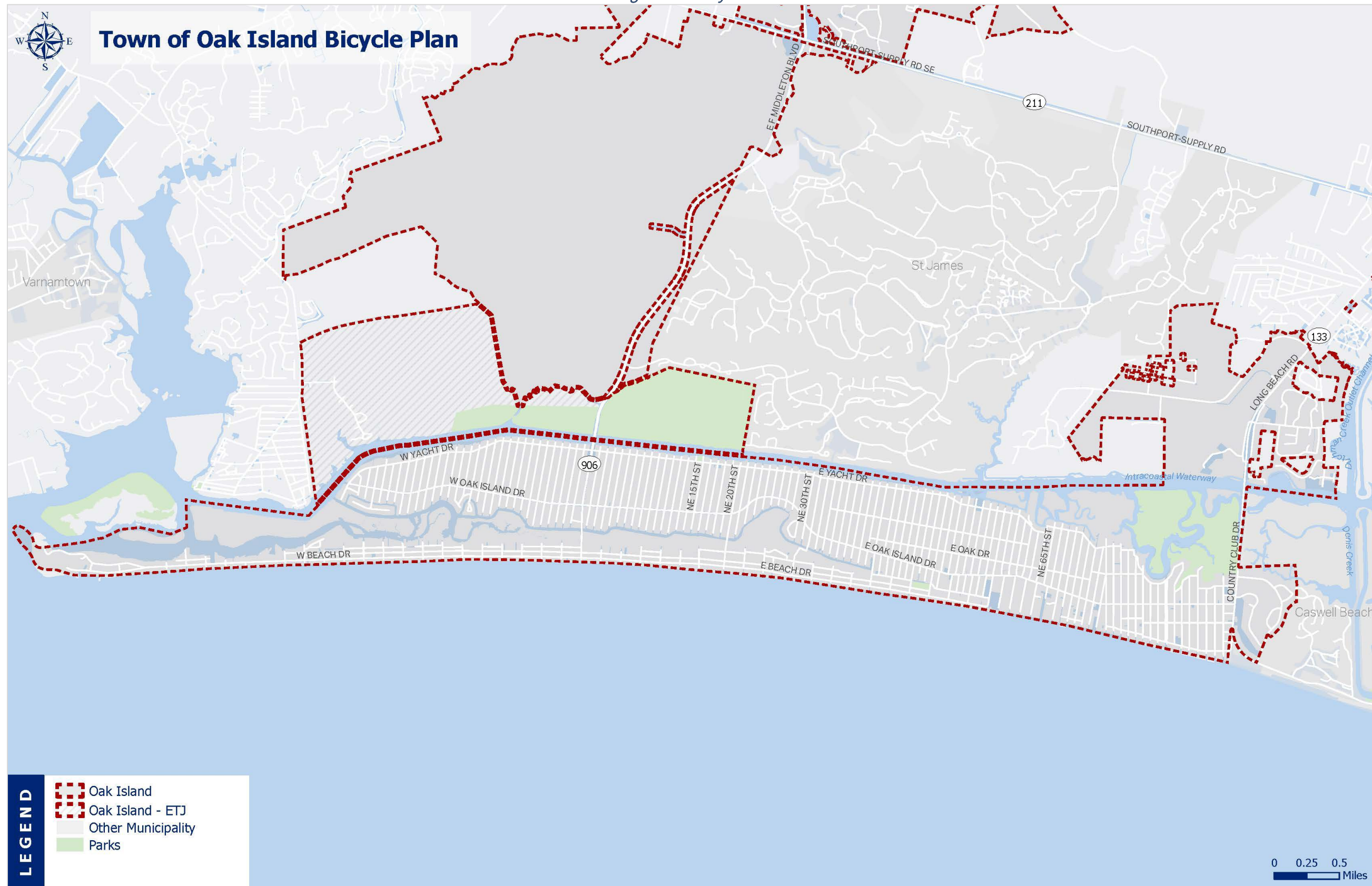
The primary purpose of the *Town of Oak Island Bicycle Plan* (or "the Plan") is to identify the community's vision and goals surrounding bicycling, evaluate the existing safety conditions and access needs, and develop a bicycle network that achieves the outlined goals. Additionally, an adopted plan is often a prerequisite for obtaining grant funding to support additional planning, design, and construction phases associated with the recommended projects.

1.1 History and Project Background

The Plan study area is the entirety of the Town of Oak Island, which is in Brunswick County along the southern portion of coastal North Carolina (see Figure 1). The seaside town has steadily grown over the years and is particularly popular as a tourist destination, offering ample opportunities to enjoy the beaches and other outdoor recreation. Bicycling is a convenient mode of travelling around the town; however, there is currently very little infrastructure to support it. The town completed the *Oak Island Bicycle Transportation Plan* in 2006 but little of the plan was implemented. With the significant technological, economic, social, and other changes that have occurred since the 2006 document was developed, this Plan establishes a new framework of bicycle projects and programs to address the current and future

biking needs in the Town of Oak Island. For the purposes of this Plan, terms such as cyclists and bicyclists or bicycling and biking are used interchangeably.

Figure 1. Study Area



1.2 Active Transportation Benefits

The Town of Oak Island is committed to establishing a bicycle-friendly environment within the town. There are several benefits associated with the creation of such an environment, which are outlined in *WalkBikeNC* (2013)¹, North Carolina's statewide bicycle and pedestrian plan. According to *WalkBikeNC*, the five foundational pillars include the following: Safety, Health, Economy, Mobility, and Environment.

Safety promotes a safeguard for all users through strategic improvements, education, and enforcement approaches. Health promotes physical well-being through active transportation. Economy maximizes economic competitiveness, fostering return on investment, and generating employment opportunities within communities. Mobility ensures equitable access to transportation facilities by connecting individuals that lack access to vehicles to essential services, jobs, and other key destinations. Lastly, Environment focuses on reducing carbon emissions, promoting sustainable modes of travel, supporting the use of greenways, and focusing on leveraging natural and cultural resources for fostering healthier lifestyles. Each pillar from the plan is detailed below.



Safety

Safety for all roadway and non-roadway users is promoted through strategic, consistent, and coordinated bicycle facility improvements, community education, and enforcement initiatives (WalkBikeNC, 2013). The pressing need for enhanced bicycle infrastructure across North Carolina is underscored by the alarming frequency of cyclist-related crashes and fatalities. According to the North Carolina 2023 Traffic Crash Facts, there were 664 reported bicycle crashes, resulting in 624 injuries and 40 fatalities. This reflects a 100 percent increase in deaths from 2022. Notably, 25 percent of the those killed were between the age of 50 and 59 years.²

The high rate of fatalities emphasizes the urgent need to create safer conditions for cyclists. The data reinforces the critical importance of prioritizing cyclist safety in transportation planning and highlights the potential impact of investing in comprehensive bicycle and pedestrian infrastructure improvements.



Health

Health promotes physical well-being through active transportation. Healthy eating—and regular physical activity contribute positively to preventing and managing numerous chronic diseases and conditions, which are significant contributors to mortality rates and healthcare expenses in North Carolina. According to the Centers for Disease Control and Prevention (CDC), 20-25 percent of adults in North Carolina reported no physical activity outside of their regular job from 2017 to 2020.² The 2023 North Carolina Behavioral Risk Factor Surveillance System survey³ also identified that approximately 30 percent (32.9%) of adults achieve the recommended 150 minutes per week of moderate-intensity aerobic physical activity. This data emphasizes the necessity of incorporating active transportation, given the significant portion of adults in North Carolina who do not meet recommended physical activity levels. Investing in infrastructure supporting safe biking routes can not only encourage more active transportation but also contribute to reducing chronic disease rates and associated healthcare costs.

According to the *2022 Brunswick County Community Health Needs Assessment*, heart disease was responsible for 237.4 deaths per 100,000 individuals in the county. In 2019, diabetes accounted for 38.5 deaths per 100,000 individuals.⁴ With heart disease and diabetes ranking as two leading causes of death in Brunswick County, proactive measures are necessary. Engaging in physical activities such as cycling not only mitigates the risk factors associated with prevalent chronic diseases but also promotes weight management, stabilizes mood, and potentially reduces the

¹ <https://www.ncdot.gov/bikeped/walkbikenc/pillars-of-plan/environment/default.aspx>

² <https://connect.ncdot.gov/business/DMV/CrashFactsDocuments/2023%20Crash%20Facts.pdf>

³ <https://www.cdc.gov/physical-activity/php/data/inactivity-maps.html>

⁴ <https://schs.dph.ncdhhs.gov/data/brfss/2023/nc/all/ PA150R4.html>

⁵ <https://www.brunswickcountync.gov/DocumentCenter/View/1486/Brunswick-2022-CHNA-PDF>

likelihood of other types of diseases. Aligning with the county's vision, such efforts not only foster healthier lifestyles but also combat sedentary behaviors such as physical inactivity, contributing to improved public health outcomes.



Economy

Economy enhances economic competitiveness, fostering return on investment, and generating employment opportunities within communities. Greenways offer numerous positive economic impacts, including increased sales for local businesses. The 2018 report titled *Evaluating the Economic Impact of Shared Use Paths in North Carolina* revealed that greenways offer substantial economic advantages to communities.⁵ This supports active transportation by demonstrating the economic benefits associated with greenways, which are often used for activities such as walking, running, and cycling. The report's findings highlight how investment in bicycle infrastructure like greenways not only promotes physical activity but also contributes to local economies, making a compelling case for further development and support of active transportation initiatives.

According to the technical report titled *The Economic Impact of Investments in Bicycle Facilities: A Case Study of the Northern Outer Banks*, the annual economic benefits generated by cyclists are nearly nine times greater than the initial public expenditure required to construct these facilities.⁶ Implementing bicycle paths around the Town of Oak Island could significantly spur economic growth, enhancing prosperity and creating new opportunities for residents.



Mobility

Mobility ensures equitable access to transportation facilities by connecting individuals that lack access to vehicles to essential services, jobs, and other key destinations. In North Carolina, highways are predominantly designed for automobiles, often overlooking bicycling as a viable transportation option. This lack of multimodal connectivity contributes to significant traffic congestion across the state. However, effective transportation and land use planning can mitigate this issue, promoting daily exercise, enhancing accessibility, and improving overall quality of life.

Despite the conducive landscape and scale, according to the American Community Survey 5-year Estimates (2019-2023), only 1.0 percent of Oak Island residents commute to work by walking or riding a bike, which is lower than the state value of 1.8 percent. This underscores the importance of developing a bicycle network in Oak Island that improves access to opportunities such as employment. Moreover, considering the Town of Oak Island's Bike Score of 30 (*Somewhat Bikeable*), prioritizing safe and efficient mobility infrastructure is critical.⁷



Environment

Enhancing the natural environment can be achieved through a variety of strategies. These include focusing on the reduction of carbon emissions, advocating for sustainable travel methods, making use of greenways, and harnessing both natural and cultural resources to encourage healthier lifestyles. Incorporating open space, parks, and greenways into a community generate benefits, such as improvement of air and water quality, biodiversity, wildlife habitat, and a healthy connected network of bicycle amenities (*WalkBikeNC*, 2013).

According to the *2022 Brunswick County Community Health and Needs Assessment*, parks, recreation, and beaches are recognized as key strengths of the community. These findings emphasize the importance of ensuring equitable access to the natural environment for all residents. By connecting residential areas with public parks, beach access points, and recreational facilities, the county can foster a more inclusive and interconnected community. Prioritizing non-motorized methods of access, such as biking can further enhance this environment, promoting greater inclusivity and connectivity.

⁵ https://itre.ncsu.edu/wp-content/uploads/2018/03/NCDOT-2015-44_SUP-Project_Final-Report_optimized.pdf

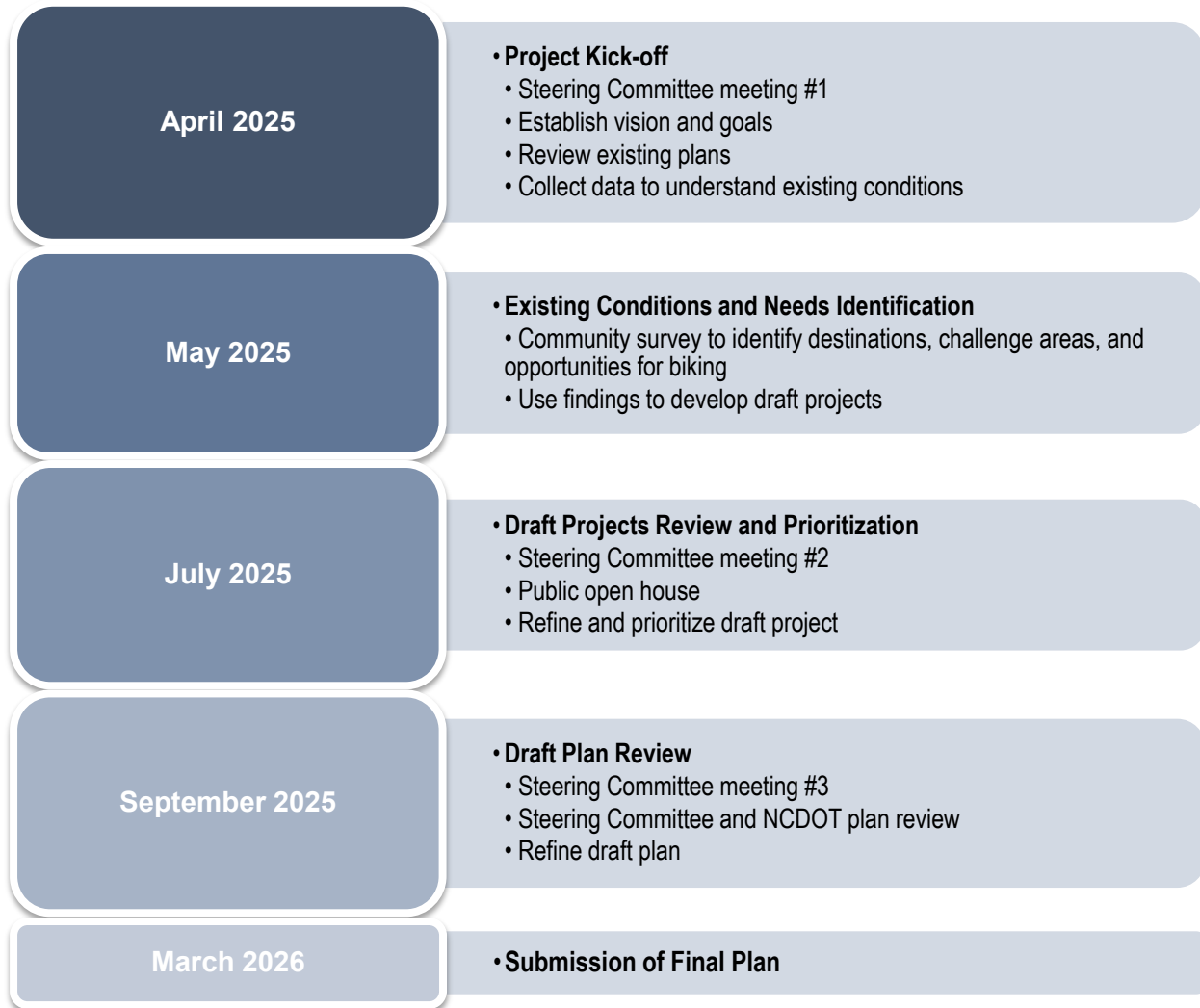
⁶ <https://itre.ncsu.edu/wp-content/uploads/2016/03/OBX-EIS-Tech-Rprt-Full.pdf>

⁷ <https://www.walkscore.com/about.shtml>

1.3 Planning Process

The planning effort for the Plan was led by the NCDOT IMD, a project consultant, and a Steering Committee. The Steering Committee was formed by the town and included representatives from IMD, the Town Council, the Recreation Department, the Parks and Recreation Advisory Board, and the Police Department. One public open house and a community survey were held for residents and stakeholders to provide input on planning efforts.

The timeline for the planning process is depicted in the graphic below. Key project milestones included in the timeline are the project kick-off, the community survey, a public open house, a presentation of the draft Plan, and the submission of the final Plan. The project began in April 2025 and concluded in March 2026.



1.4 Plan Vision and Goals

Plan Vision

A Plan vision statement was formed in collaboration with the Steering Committee to guide the recommended bicycle projects, policies, and programs in Oak Island. While specific to the *Town of Oak Island Bicycle Plan*, the vision statement aligns with complimentary planning efforts to ensure the implementation of recommendations in a cohesive manner.

The Town of Oak Island seeks to create a safe, comfortable, and convenient network of bicycle infrastructure that connects local and regional resources and destinations, allows for safe interaction between cyclists and all other modes of transportation, supports alternatives to vehicular travel, and increases recreational opportunities. The bicycle infrastructure will support cyclists of all levels, including e-bikes, and advance the community's mobility, health, economic development, quality of life, and attractiveness to residents and tourists alike.

Plan Goals



Support safe interactions between cyclists of all levels and abilities and other transportation modes, including golf carts and low speed vehicles (LSVs).



Reduce traffic congestion by providing a convenient and accessible bicycle network with supportive infrastructure and policies so that biking is an integral part of the transportation system and provides an attractive alternative to vehicular travel.



Connect people to local and regional destinations, supporting community economic development and access to employment, recreation, and other opportunities.



Educate the community on rules, legal rights, and responsibilities related to cycling through bicycle initiatives and programs.

1.5 Bicycle Rider Profiles

A critical element of bicycle network development is recognizing the varying degrees of comfort cyclists experience when sharing space with motor vehicles. These comfort levels - commonly referred to as *bicycle rider profiles*- play a crucial role in shaping infrastructure that is inclusive and responsive to diverse needs. Additionally, planning a bicycle network that accommodates the different rider profiles enhances accessibility and encourages broader use of bicycle infrastructure across the population.

Cyclists' comfort levels are influenced by factors such as roadway conditions, traffic volumes, and trip purpose. These variables often cause rider categories to overlap, making it essential to approach planning with flexibility. The following section provides an overview of three primary rider profiles to support the design of bicycle infrastructure that serves both confident commuters and those who prefer low-stress environments (see Figure 2).

Highly Confident Bicyclist

Highly confident bicyclists make up the smallest segment of rider profiles and typically cycle less frequently than other groups. These riders prioritize efficiency, often seeking direct routes to their destinations and identifying preferred paths based on speed and convenience. While they may appreciate dedicated bikeways separated from motor traffic, they tend to avoid routes perceived as unsafe or congested with pedestrians or slower-moving cyclists. Importantly, this group is comfortable operating in mixed traffic environments and does not shy away from sharing the road with motor vehicles when necessary.



Examples of *highly confident bicyclists* include:

- A daily commuter who chooses the fastest route even if it lacks bicycle infrastructure
- Road cyclist training on highways or arterial roads with high traffic volume
- Bike messengers or couriers who choose the fastest route even if it lacks bicycle infrastructure

Somewhat Confident Bicyclist

Somewhat confident bicyclists represent the second smallest of rider profiles. While they are generally comfortable using most bicycle facility types, they have a lower tolerance for operating in mixed traffic. This group's comfort with bikeways is closely tied to perceived safety. While they tend to favor low-stress residential streets, they are generally comfortable using striped or separated bike lanes on busier roads. Their willingness to ride on higher-volume roadways often depends on factors like trip length and whether alternative routes would significantly increase travel time or distance.



Examples of *somewhat confident bicyclists* include:

- A college student riding to campus via residential streets and avoiding major roadways with high volume traffic
- Recreational riders prioritizing greenways but occasionally use bike lanes on roads with higher traffic volume
- Weekend cyclists choosing routes based on traffic volume and time of day

Interested but Concerned Bicyclist

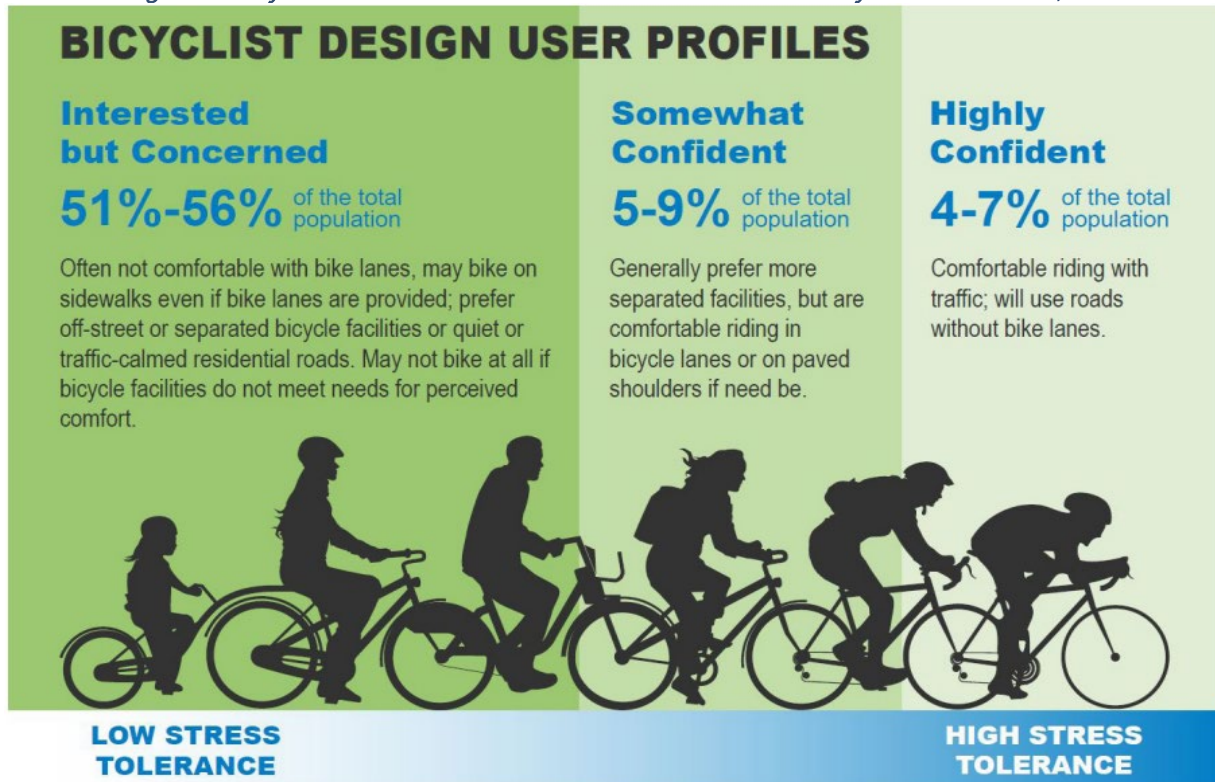
Interested but Concerned bicyclists represent the largest share of potential riders and have the lowest tolerance for traffic stress. They typically avoid bicycling unless they can access networks of separated bike lanes with safe crossings or greenways. However, they may also feel comfortable riding on very low-volume residential streets when those routes offer a safe and direct alternative.



Examples of *interested but concerned bicyclists* include:

- A child or senior who only rides on separated bikeways, greenways, or occasionally, quiet residential streets
- A casual rider who bikes exclusively on separated bike lanes and off-street trails such as greenways.

Figure 2. Bicyclists User Profiles. Source: USDOT FHWA Bikeway Selection Guide, 2019





2.0 Existing Conditions

Assessing the existing conditions in the study area is crucial to gaining a comprehensive understanding of the local community and its needs. Transportation planning plays a pivotal role in connecting community resources and anticipating future development and growth. By conducting a thorough assessment, the project team can facilitate more efficient and sustainable movement to and from resources within the Town of Oak Island. The information gathered on existing conditions serves as the foundation for formulating and prioritizing bicycle infrastructure, policies, and programs recommended in this Plan.

This chapter includes the following sections:

- Community Demographics
- Roadway Infrastructure
- Bicycle Facilities
- Bicycle Crashes
- Natural Environment
- Utilities
- Opportunities and Constraints
- Community Planning and Programming

2.1 Community Demographics

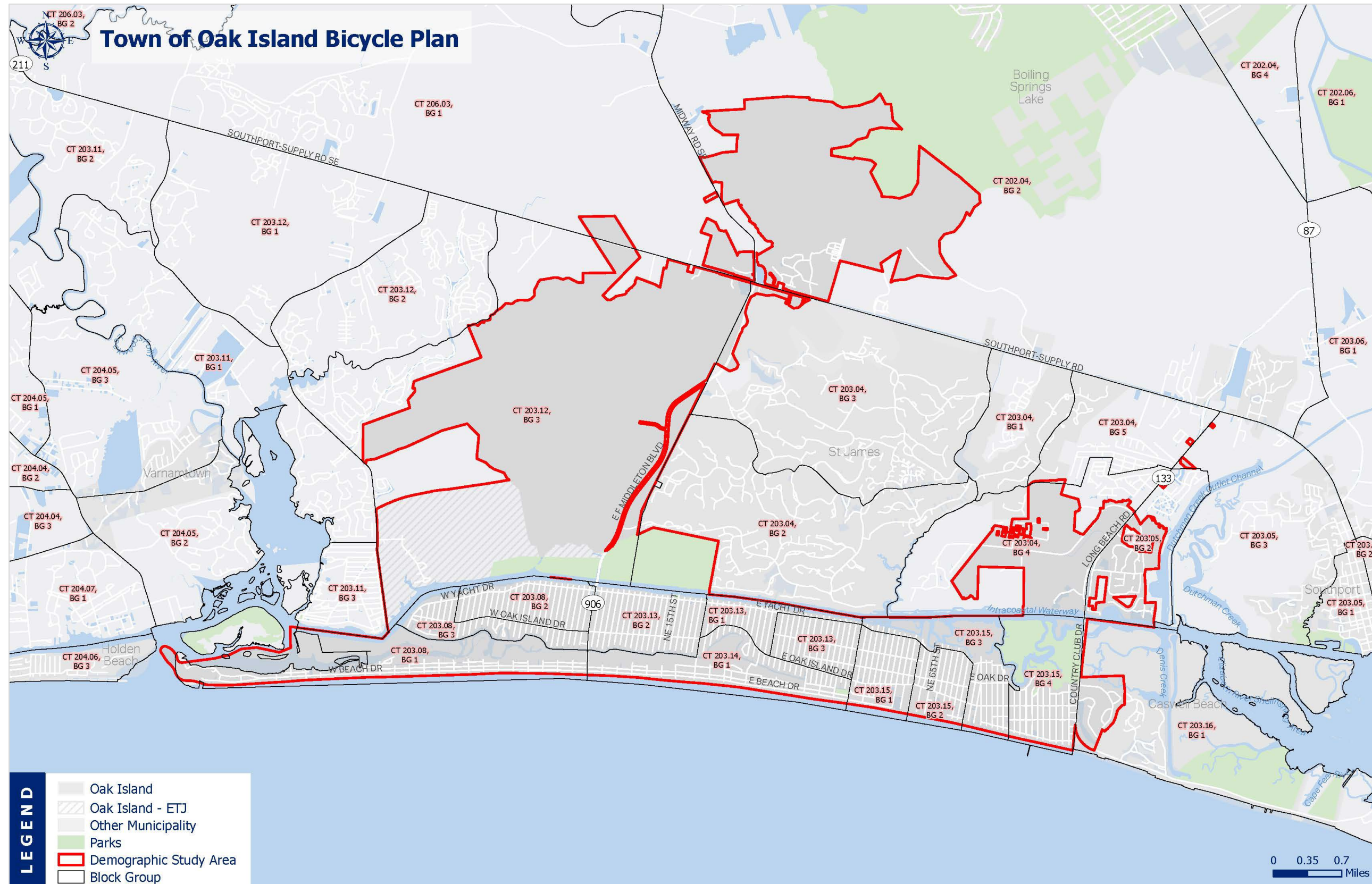
Title VI of the Civil Rights Act of 1964 requires that each federal agency ensure that no person is excluded, denied, or discriminated based on race, color, national origin, age, sex, or disability. Executive Order 12898, signed by President Bill Clinton in 1994, requires that each federal agency make achieving environmental justice part of its mission. This is relevant to the town since it may be required to coordinate with federal agencies if it applies for federal funds to implement the programs and projects recommended in this Plan.

Datasets studied in this section include the following: population, age, race characteristics, Hispanic/Latino and minority populations, poverty rates, limited English proficiency (LEP) populations, disabled populations, and zero-car households. The demographic analysis was based on 2020 US Decennial Census data and 2019-2023 American Community Survey (ACS) 5-year estimate data analyzed at the place, county, and state levels. All data is based on the US Census Bureau unless noted otherwise.

The results of the demographic analysis can provide an understanding of the community makeup of the region and can be used to inform not only the location of bicycle facilities, but also the specific types of facilities. The demographic data can also help ensure that recommendations include areas that are traditionally underserved, such as minority and low-income areas, and are dispersed geographically amongst all ages.

The demographic analysis is conducted using US Census Bureau Census Tracts (CT) and Block Groups (BG) data for areas that fall within the study area and is referred to as the Demographic Study Area (DSA). The DSA for this Plan and the corresponding CTs and BGs are displayed in Figure 3. Although the extra-territorial jurisdiction (ETJ) is included in the study area, its data is not reflected in the demographic analysis as the U.S. Census Bureau does not collect this information. As such, the DSA data for this Plan will correspond to data for the town of Oak Island.

Figure 3. Demographic Study Area



2.1.1 Population

According to the *Town of Oak Island's Comprehensive Land Use Plan (2017)*, coastal beach towns like Oak Island have experienced tremendous growth in their permanent populations over the last 30 years, with some towns doubling or tripling their populations since 1980. At an annualized growth rate of 2.5 percent, the population within the town has grown at a slightly smaller rate than the comparison area of Brunswick County (2.8%) since 2010 (see Table 1). However, planned developments are expected to bring more residents to the area (Pine Forest Phases I and II off Midway Road SE and the Williamson Development north of West Yacht Drive).

Between 2020 and 2030, Brunswick County is projected to experience substantial population growth of 47.4 percent, according to the North Carolina Office of State Budget and Management (NC OSBM). Between 2030 and 2040, Brunswick County's population is projected to grow by 19.1 percent, indicating a shift toward more stable, yet still significant, expansion.

For the Town of Oak Island, located within Brunswick County, these trends suggest increasing demand for infrastructure that supports both permanent residents and seasonal visitors. As the town continues to attract newcomers, particularly older adults and families, planning for safe, accessible, and connected bicycle infrastructure will be essential to accommodate changing mobility needs and promote sustainable transportation.

Table 1. Population Change (ACS 5-year Estimates, 2009-2013, 2014-2018, 2019-2023)

Geography	ACS 2009-2013 Population	ACS 2014-2018 Population	ACS 2019-2023 Population	Difference	Percent Change	Annualized Growth Rate
Oak Island	6,970	7,612	8,888	1,918	27.5%	2.5%
Brunswick County	110,324	126,859	145,889	35,565	32.2%	2.8%
North Carolina	9,651,255	10,155,602	10,584,340	933,085	9.7%	0.9%

Source: US Census Bureau, American Community Survey 5-year Estimates (2009-2013, 2014-2018, and 2019-2023), Table B01003, "Total Population."

2.1.2 Age

Overall, the high proportion of individuals aged 18 to 64 within the town likely reflects the working population in the region, while the lower proportion of those under 18 suggests the presence of fewer families with children who live in Oak Island year-round. The high percentage of population ages 18 and older is consistent with the town's Comprehensive Land Use Plan (2017) which notes that beach communities typically have a higher median age than mainland communities due to large retirement aged populations that live in coastal communities. To encourage equitable access to bicycling for all age groups, it is important to consider how age may impact the need for certain bicycle facilities.

Table 2. Age (ACS 5-year Estimates, 2019-2023)

Geography	Total Population	Under 18 Years	18 to 64 Years	65 Years or Older
Oak Island	8,888	7.5%	53.6%	38.9%

Geography	Total Population	Under 18 Years	18 to 64 Years	65 Years or Older
Brunswick County	145,889	14.4%	52.4%	33.3%
North Carolina	10,584,340	21.9%	61.2%	16.9%

Source: US Census Bureau, American Community Survey 5-year Estimates (2019-2023), Table B01001, "Sex by Age."

2.1.3 Race

The racial composition of each geography is shown in Table 3 and breaks down the population into the following racial categories: *White, Black or African American, American Indian and Alaska Native Alone, Asian, Native Hawaiian/Pacific Islander, Some Other Race, or Two or More Races*. The racial makeup of the town is less diverse than the comparative areas of Brunswick County and North Carolina. The town's percentage of white residents (94.2%) is higher than Brunswick County (82.3%) and North Carolina (63.3%).

Table 3. Racial Composition (ACS 5-year Estimates, 2019-2023)

Geography	Total Population	White	Black or African American	American Indian & Alaska Native Alone	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Two or More Races	Total Non-White
Oak Island	8,888	94.2%	0.9%	0.4%	0.7%	0.0%	0.2%	3.6%	5.8%
Brunswick County	145,889	82.3%	8.1%	0.3%	0.6%	0.0%	2.3%	6.2%	17.7%
North Carolina	10,584,340	63.3%	20.6%	1.0%	3.2%	0.1%	4.8%	7.1%	36.7%

Source: US Census Bureau, American Community Survey 5-year Estimates (2019-2023), Table B02001, "Race."

Each geography contains a low percentage of *Hispanic or Latino* populations with the highest being 10.9 percent for the state (see Table 4). Out of the three geographies, the Town of Oak Island contains the lowest percentage of *Hispanic or Latino* populations at 1.3 percent.

Table 4. Hispanic or Latino Populations (ACS 5-year Estimates, 2019-2023)

Geography	Total Population	Hispanic or Latino	Not Hispanic or Latino
Oak Island	8,888	1.3%	98.7%
Brunswick County	145,889	5.5%	94.5%
North Carolina	10,584,340	10.9%	89.1%

Source: US Census Bureau, American Community Survey 5-year Estimates (2019-2023), Table B03002, "Hispanic or Latino Origin by Race."

2.1.4 Minority

The minority population includes all races that are *Non-White and Hispanic* populations that are also *White*. The minority percentage for the town is 6.0 percent and is significantly less than that of the county (18.9%) and the state (39.4%) (see Table 5).

Table 5. Minority Population (ACS 5-year Estimates, 2019-2023)

Geography	Total Population	Minority Population #*	Minority Population %*
Oak Island	8,888	533	6.0%
Brunswick County	145,889	27,561	18.9%
North Carolina	10,584,340	4,165,055	39.4%

* Minority population includes all races that are Non-White and Hispanic populations that are also White.

Source: US Census Bureau, American Community Survey 5-year Estimates (2019-2023), Table B03002, "Hispanic or Latino Origin by Race."

2.1.5 Poverty

In the Town of Oak Island, approximately 9.7 percent of the population for whom poverty status is determined – or 864 out of 8,866 people – live below the poverty line. This percentage is comparable to Brunswick County and lower than the state. The largest demographic living in poverty are *Males aged 55 to 64*, followed by *Females age 55 to 64*, and *Females age 65 to 74*. The most common racial group living below the poverty line in Oak Island is *White*, followed by *Two or More Races*, and *Black*.

In Brunswick County, 9.4 percent of the population – or 13,570 out of 144,672 people – live below the poverty line. Like the Town of Oak Island, the largest demographic living in poverty are *Females age 55 to 64*, followed by *Males age 55 to 64*, and *Females age 65 to 74*. The most common racial group living below the poverty line in Brunswick County is *White*, followed by *Black*, and *Hispanic*.

Statewide in North Carolina, 13.2 percent of the population – or 1.36 million out of approximately 10.3 million people – live below the poverty line, which is higher than the national average of 12.4 percent. The largest demographic living in poverty are *Females age 25 to 34*, followed by *Females age 18 to 24*, and *Females age 35 to 44*. The most common racial group living below the poverty line in North Carolina is *White*, followed by *Black*, and *Hispanic* (see Table 6).

Active modes like bicycling can be an important form of affordable transportation for low-income populations who may not have access to a private vehicle or the funds to pay for transportation services.

Table 6. Population Living Below the Poverty Line (ACS 5-year Estimates, 2019-2023)

Geography	Total Population	Population for whom Poverty Status is Determined	Below Poverty Line	% Below Poverty Line
Oak Island	8,888	8,866	864	9.7%
Brunswick County	145,889	144,672	13,570	9.4%

Geography	Total Population	Population for whom Poverty Status is Determined	Below Poverty Line	% Below Poverty Line
North Carolina	10,584,340	10,297,193	1,355,827	13.2%

Source: US Census Bureau, American Community Survey 5-year Estimates (2019-2023), Table C17002, "Ratio of Income to Poverty Level."

2.1.6 Limited English Proficiency

Within the Town of Oak Island, most residents speak English very well as shown Table 7. Of those *Who Speak English Less than Very Well*, Spanish and *Other Indo-Euro* languages are the most common primary language spoken (0.3%). While this may be a comparatively small population, recognizing the presence of residents with limited English proficiency is a critical step in ensuring inclusive and equitable access to information about bicycle routes, signage and safety materials, or encouragement programs. This recognition helps ensure that all community members—regardless of language ability—can enjoy and safely access the bicycle network.

Table 7. Limited English Proficiency Population (ACS 5-year Estimates, 2019-2023)

Geography	Total Adult Population, 18 Years and Older	Primary Language Group of Persons Who Speak English Less than Very Well			
		Spanish	Other Indo-Euro	Asian/Pacific	Other
Oak Island	8,224	0.3%	0.3%	0.2%	0.0%
Brunswick County	124,942	1.6%	0.3%	0.1%	0.1%
North Carolina	8,261,517	3.6%	0.5%	0.8%	0.2%

Source: US Census Bureau, American Community Survey 5-year Estimates (2019-2023), Table B16004, "Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over."

2.1.7 Disabled Population

The population of disabled individuals in the Town of Oak Island is 14.3 percent, which falls between that of the comparative areas of Brunswick County and the state at 15.3 percent and 13.4 percent, respectively (see Table 8). Planning for protected and Americans with Disabilities Act (ADA)-compliant multimodal facilities may support those with mobility challenges in the town. Dedicated programs and events (e.g., open street days) can also help to support bicyclists who may require special accommodations.

Table 8. Disabled Population (ACS 5-year Estimates, 2019-2023)

Geography	Civilian Noninstitutionalized Population	Persons with a Disability	Persons without a Disability
Oak Island	8,888	14.3%	85.7%
Brunswick County	144,864	15.3%	84.7%

Geography	Civilian Noninstitutionalized Population	Persons with a Disability	Persons without a Disability
North Carolina	10,366,704	13.4%	86.6%

Source: US Census Bureau, American Community Survey 5-year Estimates (2019-2023), Table B18101, "Sex by Age by Disability Status."

2.1.8 Vehicular Access and Commute

Vehicle ownership and commuting patterns can be an important contributor to bicycling in a community. Active transportation infrastructure projects would benefit residents that do not have access to vehicles or share vehicles within a household. Similarly, the share of commuters that bicycle to work is important to understand because active transportation improvements can enhance commuters' safety and entice additional commuters to bike to work.

Zero-Car Households

Most households in the Town of Oak Island have access to a vehicle, with only 2.9 percent of households not having access to a vehicle compared to the 5.3 percent for the state (see Table 9). In fact, 67.5 percent of households within the town have two or more vehicles. Although vehicle access may not be an issue, offering a robust and convenient bicycle network can encourage residents to opt to ride a bicycle for travel within town and for recreation. This can help to reduce congestion on the roadways.

Table 9. Zero-Car Households (ACS 5-year Estimates, 2019-2023)

Geography	Occupied Housing Units	No Vehicle Available	One Vehicle Available	Two or More Vehicles Available
Oak Island	4,304	2.9%	29.6%	67.5%
Brunswick County	64,436	2.3%	29.5%	68.2%
North Carolina	4,186,924	5.3%	31.3%	63.4%

Source: US Census Bureau, American Community Survey 5-year Estimates (2019-2023), Table B25044, "Tenure by Vehicles Available."

Commuting Mode

Table 10 shows the commuting modes for the town, Brunswick County, and the state. In Oak Island, the percentage of those who *Commute Alone by Automobile* is the largest, which is similar to Brunswick County and the state. Just over 2.0 percent of commuters in the state *Commute by Bicycling or Walking*. This is the highest percentage for this category while Oak Island and Brunswick County are lower at 1.2 percent and 1.0 percent, respectively. The low percentage may reflect employment patterns where Oak Island residents work in areas past the distance of being able to bicycle or walk; however, improvements to the bicycle network could encourage those who work within the town to shift their commuting mode.

Table 10. Commuting Mode (ACS 5-year Estimates, 2019-2023)

Geography	Oak Island	Brunswick County	North Carolina
Commute Alone by Automobile	90.7%	87.1%	85.7%
Commute by Carpool	4.4%	9.3%	9.9%
Commute by Public Transportation	2.5%	1.0%	0.8%
Commute by Bike/Ped	1.2%	1.0%	2.1%
Commute by Other Mode	1.2%	1.6%	1.5%

Source: US Census Bureau, American Community Survey 5-year Estimates (2019-2023), Table B08301

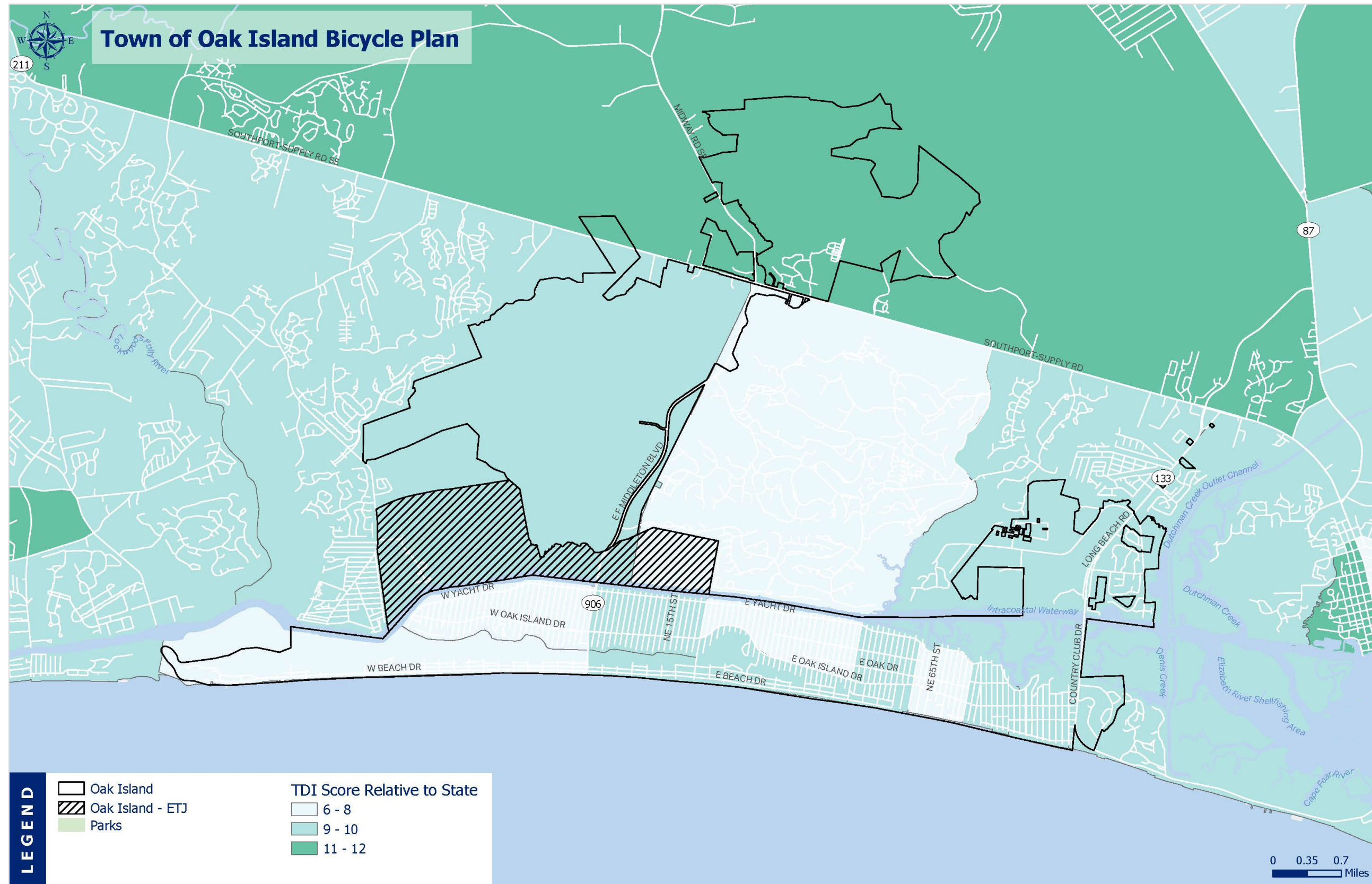
2.1.9 Transportation Disadvantage Index

NCDOT's Transportation Disadvantage Index (TDI) Tool may be used to determine the concentration of transportation disadvantaged populations within a selected geographic area based on specific demographics. The TDI focuses on populations that have been shown to be more vulnerable to transportation issues and have a harder time overcoming barriers to transportation. These populations include those who do not own a vehicle, have low-income, are under 15 years old, are 65 years old or older, have mobility impairments, or are members of racial and ethnic minorities.

These populations sometimes reside in places with few multimodal transportation alternatives and are more dependent on public transportation, walking, or biking to access jobs and essential services. A comprehensive score ranging from 0 to 21 is assigned to each BG, which indicates the relative share of these demographics in comparison to the county, division, state, and metropolitan planning organization (MPO). The percentage of these demographic categories in the area and the degree of transportation disadvantage increase with an index score for a certain BG. The TDI provides a comprehensive outlook on the transportation challenges faced by individuals and communities, which can be used to help inform the bicycle project recommendations and priorities for the town.

The TDI data presented in Figure 4 represents the study area's index score relative to the state. According to the TDI map, the town has relatively low levels of transportation disadvantage, with most of the town's scores ranging from 6 to 10 out of the possible 21. Slightly higher levels of TDI are present in the northern area of the town.

Figure 4. NCDOT TDI Map



2.1.10 Community Features and Destinations

Oak Island is a community rich in outdoor recreation destinations associated with the waterfront and beach, the Davis Canal, and the Intracoastal Waterway. There are also many important town facilities and local businesses that should be considered when developing a bicycle network that connects the various community destinations.

The community provided insight into these many destinations as part of the public survey (see Section 3.2.1), which were refined to the key destinations listed below and shown in Figure 5:

- Businesses along E. Oak Island Drive
- Businesses along South Harbour Village
- Public parks and recreation facilities
 1. The Point
 2. Veterans Park
 3. Scenic Walkway
 4. Ocean Crest Fishing Pier
 5. Tidalwaves Kayak and Canoe Launch
 6. Oak Island Recreation Center
 7. Heron Lookout Park
 8. Middleton Park
 9. Ocean Education Center
 10. Oak Island Cabana
 11. Malcolm Register Park
 12. Oak Island Nature Center
 13. May Moore Park
 14. Oak Island Pier
 15. William S. "Bill" Smith Park
 16. Dutchman Creek Park
 - Community facilities
 17. Town Hall
 18. Oak Island Community Center
 19. G.V. Barbee, Sr. Library



Figure 5. Community Features and Destinations



2.2 Roadway Infrastructure

The Town of Oak Island features a diverse roadway network that supports both local and regional travel. Major corridors such as Southport-Supply Road (NC 211), Middleton Boulevard/Avenue (NC 906), East Oak Island Drive, and Country Club Drive/Long Beach Road SE (NC 133) serve as primary thoroughfares, accommodating significant volumes of vehicular traffic and acting as key connectors to surrounding communities. The roadway system includes a mix of state-maintained highways and locally managed streets – many of which traverse residential neighborhoods, commercial districts, and recreational areas.

The central portion of Oak Island is organized around a grid-like street network, which enhances connectivity and accessibility throughout the community. Oak Island Drive serves as the primary east-west corridor, bisecting the length of the island and linking residential areas, commercial nodes, and public amenities. NC 133 crosses the Intracoastal Waterway via a bridge, providing a vital connection between Oak Island and the mainland, and serving as a key access point for regional travel.

Within the Town of Oak Island, there are several NCDOT-maintained roads, which are listed in Table 11.

Table 11. NCDOT State Maintained Roads in Oak Island

NCDOT State Maintained Road	Classification
Southport-Supply Rd SE/NC 211	NC Route
Midway Rd SE	NC Route
Middleton Blvd/Ave/NC 906	NC Route
East Oak Island Dr	Secondary Route
Kings Lynn Dr	Secondary Route
Beach Dr	Secondary Route
SE 58 th St	Secondary Route
Country Club Dr/Long Beach Rd SE/NC 133	Secondary Route/NC Route
Old Bridge Rd SE	Secondary Route
Fish Factory Rd	Secondary Route

A comprehensive roadway inventory by street within the town is provided in Appendix C. The inventory highlights roadway name, ownership, length, average annual daily traffic (AADT), right-of-way (ROW), the presence of curb and gutter, existing multimodal facilities, and constraints. The information provided in the roadway inventory is based on data collected by NCDOT, the Town of Oak Island, Brunswick County, and observations from the site visit.

Most of the roads within the study area are local roads with no markings but with roadway space for one lane of travel in each direction. ROW measurements were collected from [Town of Oak Island geographic information system \(GIS\) data](#). Including the roadway width, ROW in the town ranges from 20 feet to 100 feet, with most of the roads having 60 feet of ROW. These estimates would need to be verified during the feasibility and engineering phases of future projects.

The speed limits were collected from NCDOT [AADT Traffic](#) GIS data as well as the Town’s [Code of Ordinances](#). On NCDOT-maintained roads, speed limits range from 25 miles per hour (mph) to 55 mph. The town has established a speed limit of 25 mph on most town roads, with several exceptions where speeds can reach up to 45 mph.

This section highlights information related to the following additional roadway characteristics within the study area:

- Traffic volume
- Speed limit
- Bridge locations

2.2.1 Traffic Volume

Average Annual Daily Traffic is a critical factor in designing safe and effective multimodal infrastructure. The traffic volume on a road should be considered when selecting the appropriate bicycle facility. For example, the Federal Highway Administration (FHWA) Bikeway Selection Guide uses a combination of traffic volume and speed to identify the appropriate bicycle infrastructure treatment for a roadway (see Section 4.1.44.1.3 for more information). By considering traffic volume, the recommendations in this Plan can create tailored projects to the specific needs of a roadway, thereby creating safer solutions for bicyclists.

Figure 6 depicts the 2023 AADT data collected on NCDOT-maintained roads in the town. Based on this data, Southport-Supply Road SE (NC 211) and a segment of Country Club Drive (NC 133) experience the highest traffic volumes within the study area. East Oak Island Drive also carries a significant amount of traffic, indicating its importance as a key corridor for local mobility within the town. Planning for appropriate bicycle infrastructure along these roadways will promote safe cycling corridors within and around the town.

Figure 6. NCDOT 2023 Roadway Traffic Volume (AADT)

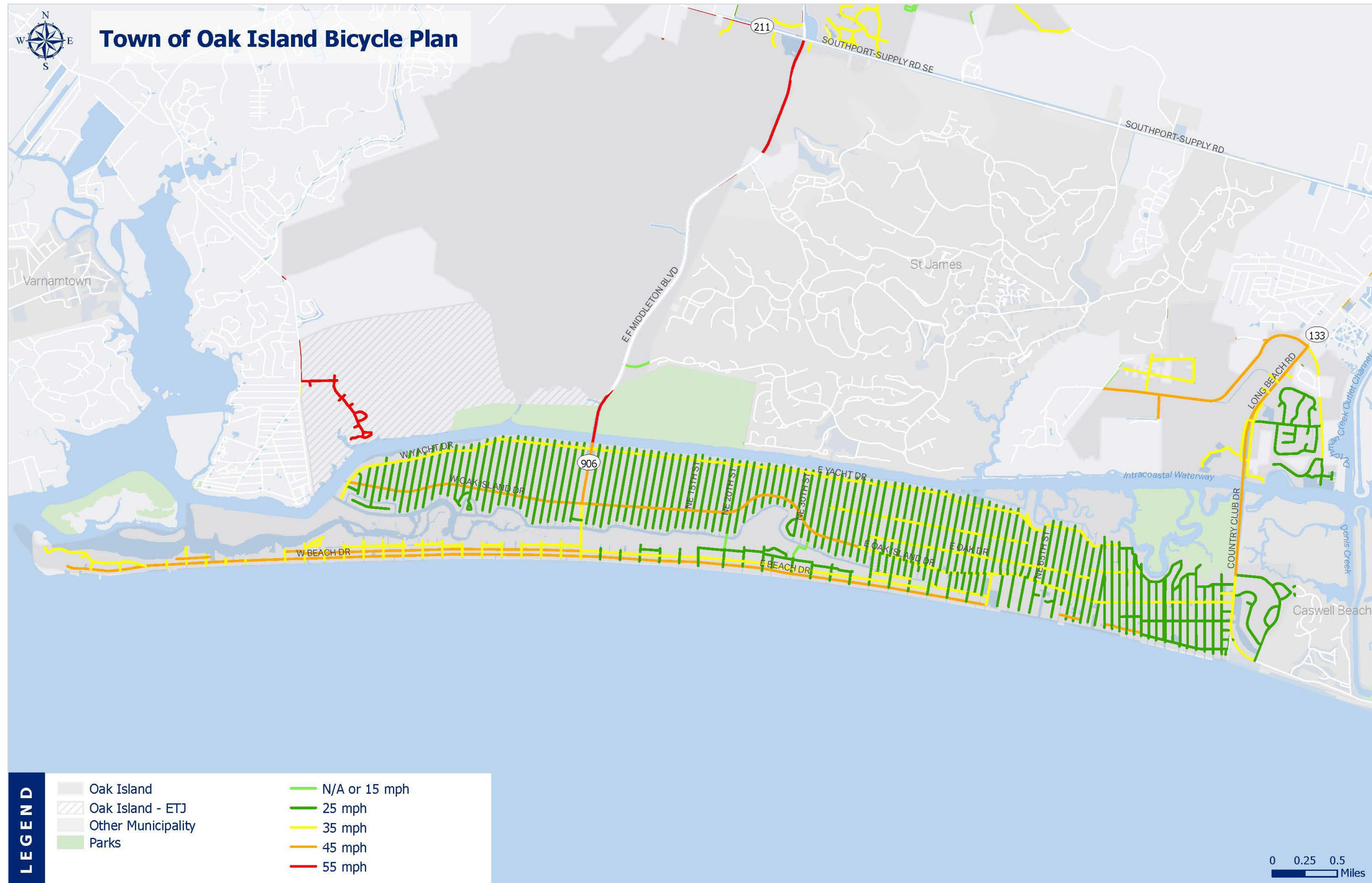


2.2.2 Speed Limit

Like AADT data, speed limit data plays a crucial role in assessing roadways to identify the appropriate type of bicycle infrastructure. NCDOT's posted roadway speed limits for the town and surrounding area are depicted in Figure 7. According to the data, Southport-Supply Road SE (NC 211) and most of Middleton Boulevard/Avenue (NC 906) are two high speed roads (55 mph), but most of the local residential roads have a town-established speed limit of 25 mph. According to the National Association of City Transportation Officials (NACTO), most people are not comfortable riding a bicycle immediately next to motor vehicles driving at speeds over 25 mph.⁸ Roads that are 25 to 30 mph may be more suitable for protected bikeways.

⁸ NACTO Designing for All Ages & Abilities - Contextual Guidance for High-Comfort Bicycle Facilities (December 2017): https://nacto.org/wp-content/uploads/NACTO_Designing-for-All-Ages-Abilities.pdf

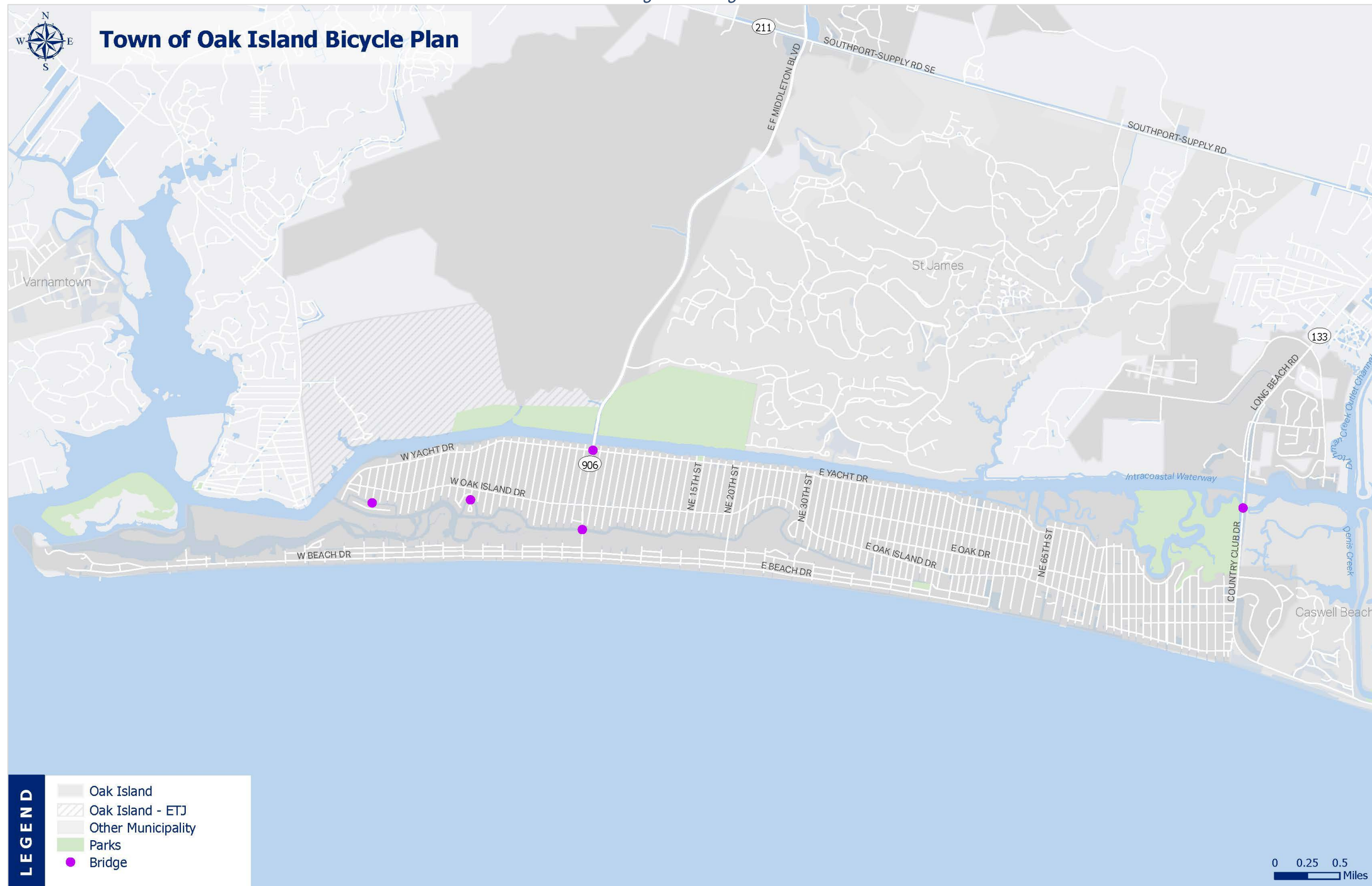
Figure 7. NCDOT Roadway Speed Limit



2.2.3 Bridges

A review of the bridges that accommodate vehicular traffic indicates that the town has two *functionally obsolete* bridges, both spanning the tidal canals (bridge 090245 on SW 28th Street and bridge 090246 on SW 15th Street). A rating of *functionally obsolete* means that the design no longer meets current standards or needs. When replacing an insufficient bridge, the town should consider whether bicycle accommodations should be included. As these *functionally obsolete* bridges are not maintained by NCDOT, any proposed bicycle infrastructure for these bridges will not receive funding from NCDOT. However, other major bridges such as bridge 090014 along Country Club Drive/Long Beach Road SE (NC 133) and bridge 090229 along Middleton Boulevard/Avenue (NCV906) are NCDOT-maintained. When upgrading or improving these bridges, the town should collaborate with NCDOT to consider including bicycle infrastructure. Figure 8 depicts the locations of the five bridges on Oak Island.

Figure 8. Bridges



2.3 Bicycle Facilities

While many people bike in Oak Island, the town has limited existing bicycle infrastructure. The only designated bike facility is a bike lane along the length of Beach Drive and on a portion of SE 58th Street. The town does not currently have any shared use paths, although several were recommended in recent plans.

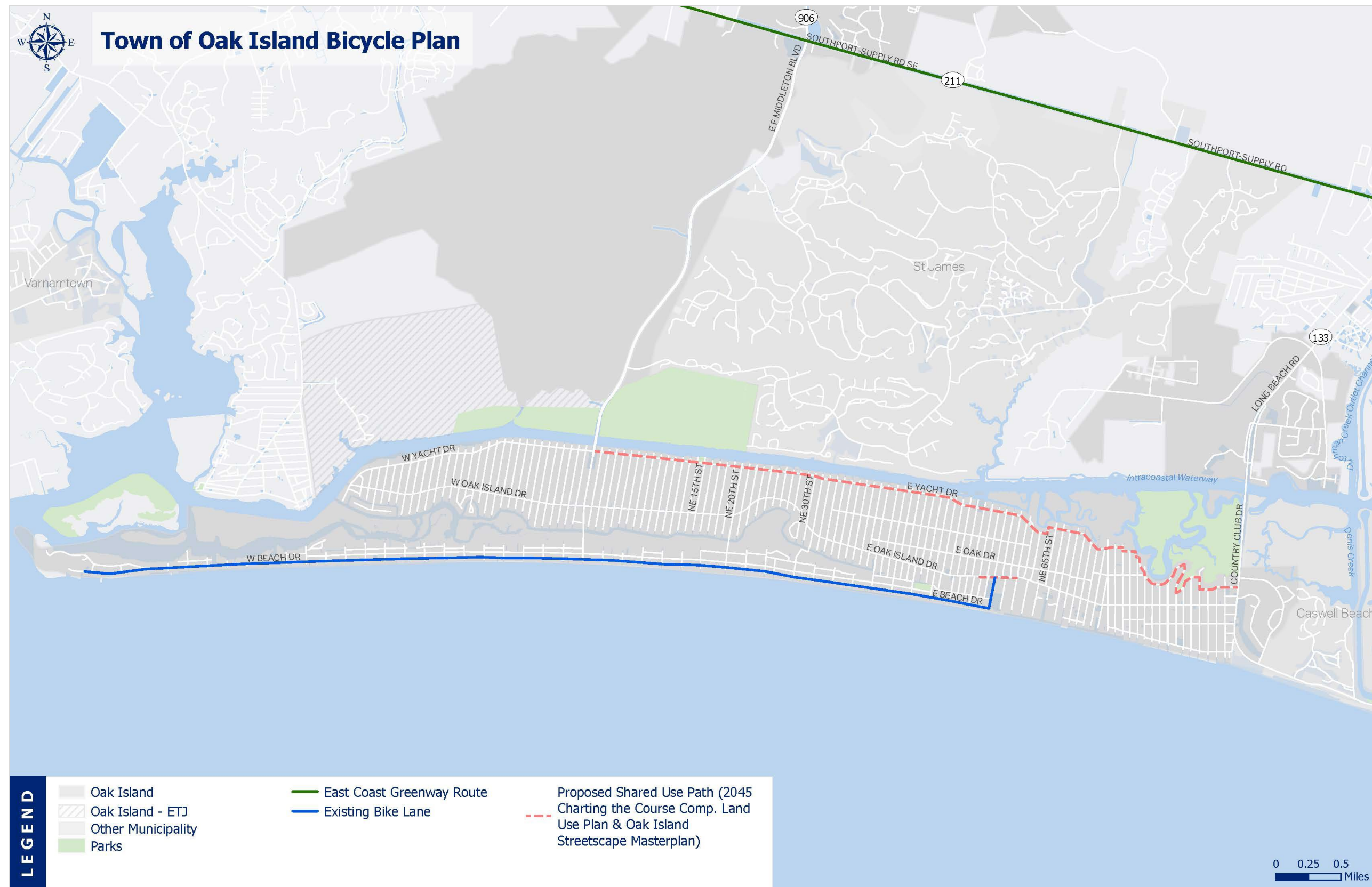
The *2045 Charting the Course Comprehensive Land Use Plan* proposes a 7.5-mile greenway along Yacht Drive, which would consist of a 10-foot-wide shared use path along the northern side of the road. The *Oak Island Streetscape Masterplan* – a subset of *2045 Charting the Course* – also includes a recommendation for a 10-foot shared use path on the portion of East Oak Island Drive from SE 56th Street to NE 61st Street.

Although there are no dedicated bicycle facilities, NC 211/Southport-Supply Road is a route along the East Coast Greenway. The Greenway map currently identifies this road as a high-stress road where riders should exercise extreme caution.

In addition, there are several advocacy cycling groups like the Cape Fear Cyclists and the Brunswick County Pedalers who use informal routes throughout the Town of Oak Island.

Figure 9 highlights the existing bicycle infrastructure as well as bicycle projects proposed within recent plans.

Figure 9. Existing and Planned Multimodal Facilities



2.4 Bicycle Crashes

Bicycle crash data can be used to identify problem areas and can further help the town understand common causes, such as lack of dedicated bike infrastructure, poor lighting, or speed limit issues. This data allows planners to evaluate the effectiveness of existing safety measures, identify ongoing issues, and adjust based on quantitative data. The data-based approach can also help to allocate resources efficiently and support funding requests with concrete evidence of safety issues. Overall, crash data is an essential tool for developing safer and more efficient bicycle infrastructure.

NCDOT data on non-motorist crashes between 2007 and 2024 was reviewed. This data captures all the crashes involving a bicyclist that have been recorded since the Town of Oak Island’s 2006 Bicycle Plan was completed.

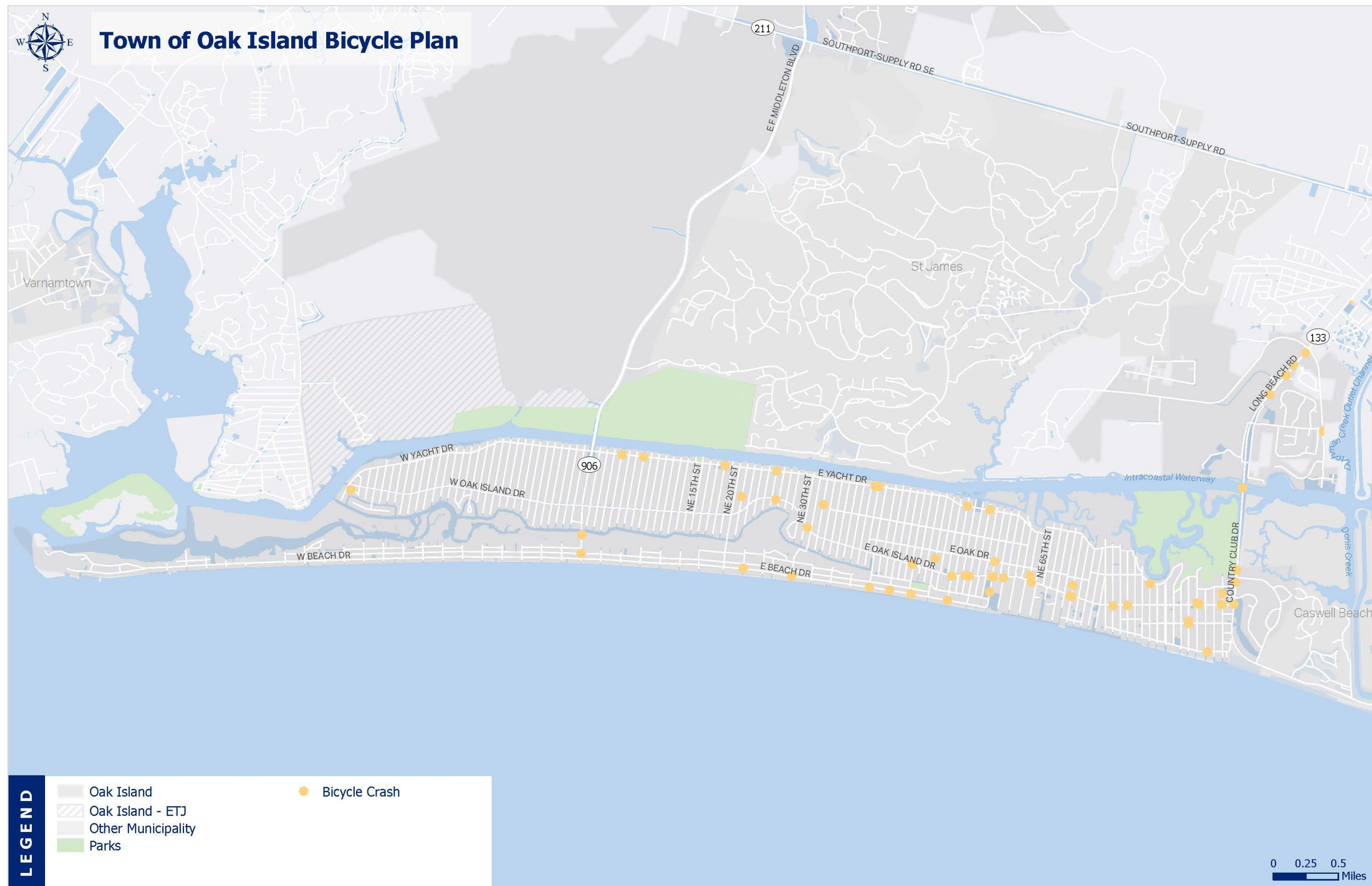
Figure 10 displays locations of crashes involving bicyclists from 2007 to 2024, and the details of each crash are outlined in Table 12. Although there were just over 40 bicyclist crashes recorded within the Town of Oak Island during this time, none of these resulted in a fatality. Most non-motorist crashes (15 crashes) took place along East Oak Island Drive and the most common crash type in Oak Island was bicyclists failing to yield at midblock crossings.

Table 12. NCDOT Bicycle Crashes (2007-2024)

Main Road	Number	Type	Years
SE Middleton Ave	2	<ul style="list-style-type: none"> Motorist overtaking bicyclist Type not coded 	2017, 2019
E Yacht Dr	5	<ul style="list-style-type: none"> Motorist drive out - sign-controlled intersection Motorist overtaking - misjudged space bicyclist ride out - sign-controlled intersection 	2008, 2014, 2016, 2020, 2023
Elizabeth Dr	1	<ul style="list-style-type: none"> Bicyclist left turn - same direction 	2007
E Oak Island Dr	15	<ul style="list-style-type: none"> Backing vehicle Unusual circumstances Bicyclist ride through - sign-controlled intersection Bicyclist ride out - commercial driveway / alley Bicyclist left turn - opposite direction Motorist right turn - opposite direction Motorist drive through - signalized intersection Motorist lost control - other / unknown Motorist drive out - signalized intersection Motorist drive out - sign-controlled intersection Motorist drive out - sign-controlled intersection Type not coded 	2007, 2013, 2008, 2009, 2010, 2011, 2012, 2014, 2015, 2018, 2021, 2022
E Beach Dr	6	<ul style="list-style-type: none"> Bicyclist lost control - surface conditions Bicyclist ride through - sign-controlled intersection Bicyclist ride out - other midblock Bicyclist overtaking - other / unknown Crossing paths - intersection - other / unknown Motorist drive out - sign-controlled intersection 	2009, 2010, 2012, 2015, 2020, 2022
E Pelican Dr	1	<ul style="list-style-type: none"> Bicyclist lost control - mechanical problems 	2024
SE 58th St	1	<ul style="list-style-type: none"> Bicyclist ride out - residential driveway 	2015

Main Road	Number	Type	Years
E Oak Dr	1	<ul style="list-style-type: none"> • Sign-controlled intersection - other / unknown 	2016
NE 32nd St	1	<ul style="list-style-type: none"> • Bicyclist ride out - other midblock 	2009
NE 63rd St	1	<ul style="list-style-type: none"> • Bicyclist ride out - commercial driveway / alley 	2013
Live Oak Dr	1	<ul style="list-style-type: none"> • Bicyclist ride out - sign-controlled intersection (intersection with Trott St) 	2020
Ocean Dr	1	<ul style="list-style-type: none"> • Crossing paths - uncontrolled intersection 	2012
Country Club Dr	3	<ul style="list-style-type: none"> • Motorist drive-in / out parking • Motorist overtaking - other / unknown • Type not coded 	2011, 2014, 2021
Long Beach Rd SE	2	<ul style="list-style-type: none"> • Motorist overtaking - undetected bicyclist • Type not coded 	2011, 2015

Figure 10. Bicycle Crashes (2007-2024)

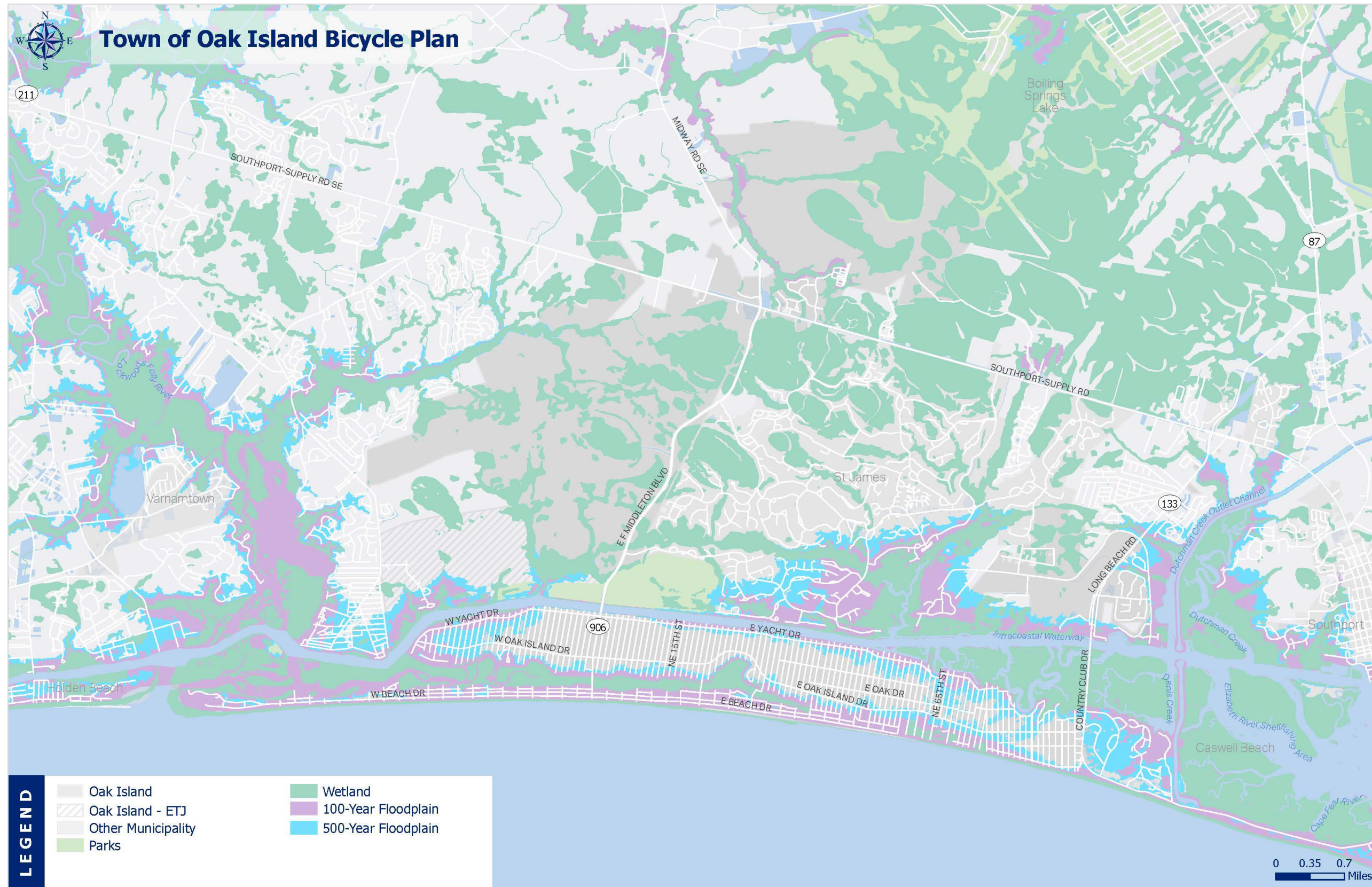


2.5 Wetlands and Floodplains

Evaluating wetlands and floodplain areas is crucial for the conservation of biodiversity since it aids in identifying and safeguarding vital habitats for a variety of plant and animal species. By evaluating these places, planners and developers can make decisions about development and land use that will limit environmental degradation and retain ecosystem services by managing sensitive areas well. The protection of environmentally sensitive property that is vulnerable to floods and unsuitable for other types of development can be achieved by carefully placing paths like greenways close to areas that are frequently flooded.

Figure 11 depicts wetlands and floodplains within the study area. The majority of the wetlands and floodplains are found close to the bodies of water that define Oak Island, such as the Intracoastal Waterway. Boardwalks, bridges, green infrastructure, and other treatments to mitigate flood impacts may be appropriate in these areas to provide safe and accessible connectivity for bicyclists traversing ecologically sensitive environments and flood-prone areas. These structures help minimize damage to the ecosystem while connecting residents to the natural environment. In addition, areas served by bridges and boardwalks may also serve as educational centers for learning about native flora and fauna.

Figure 11. Wetlands and Floodplains



2.6 Utilities

During the implementation of the recommended projects outlined in this Plan, it is essential to ensure that all utilities are accurately identified and mapped prior to construction. Proper utility mapping prevents costly relocations and minimizes disruptions to service. Given the significant expenses often associated with utility relocation, early and precise documentation is critical.

To avoid conflicts with the development of bicycle facilities, the town should proactively review and record the locations of key infrastructure such as water and sewer lines, electrical systems (both overhead and underground), and other utilities. Maintaining access to utility points is equally important to support future maintenance needs.

Additionally, co-locating greenways with utility corridors presents a strategic opportunity to optimize land use. This approach not only reduces the need for separate land acquisitions but also facilitates easier access for utility maintenance crews. At the same time, it enhances community connectivity by providing safe, accessible spaces for bicycling and recreation. The dual-purpose design supports environmental sustainability, promotes active transportation, and can lead to cost savings in both construction and long-term operations.

2.7 Opportunities and Constraints

Prior to the first Steering Committee meeting in Oak Island, the project team conducted a site visit to collect data on existing conditions and to identify opportunities and constraints. These findings were discussed with the Steering Committee, and meeting attendees contributed by identifying additional challenges and barriers to biking. The opportunities and constraints findings helped to inform the preliminary set of project recommendations for the Plan. The opportunities and constraints for the main roadways discussed during the meeting are documented below in Table 13 and select site visit photos are shown in Figure 12.

Table 13. Opportunities and Constraints

Road/General Location	Opportunities ad Constraints
Beach Dr	<ul style="list-style-type: none"> Existing paved shoulder/bike lanes are narrow and are frequently obstructed by sand and other debris
Yacht Dr/Elizabeth Dr	<ul style="list-style-type: none"> Dangerous interactions between cars, golf carts, pedestrians, and bicyclists all traveling in the road Speed limit is too high Stormwater/drainage issues
EF Middleton Ave/NC 906	<ul style="list-style-type: none"> The bridge shoulders do not feel safe Very little surrounding development but several planned developments are in the pipeline Adjacent NC 211 is an East Coast Greenway route but does not feel safe
Middleton Ave/St	<ul style="list-style-type: none"> A key crossing point over the Davis Canal A sidewalk is present for a portion but only very narrow shoulder
Oak Island Dr	<ul style="list-style-type: none"> Bicyclists often ride on the sidewalks Speed limit and interactions with vehicles and golf carts create a dangerous environment for bicyclists to ride in the road
Country Club Dr/Long Beach Rd/ NC 133	<ul style="list-style-type: none"> The bridge shoulders do not feel safe Connects to residential and recreational areas in the northern part of Oak Island as well as the Cape Fear Regional Jetport and Southport. Connects to Caswell Beach

Road/General Location	Opportunities ad Constraints
Ocean Dr	<ul style="list-style-type: none">• Connects popular destinations, including restaurants and the Oak Island Pier

Figure 12. Site Visit Photos



2.8 Community Planning and Programming

The *Town of Oak Island Bicycle Plan* fits into a broader network of planning and programming efforts in the Town of Oak Island, Brunswick County, the region, and the state. It is essential that the bicycle projects, policies, and programs that are recommended in the *Town of Oak Island Bicycle Plan* align with other existing and future plans and programs. An understanding of other initiatives not only prevents future conflicts but can create a unified vision for the community, encourage opportunities for coordination, and ultimately lead to more efficient and effective planning outcomes.

To understand the planning context, various plans from the Town of Oak Island, the Cape Fear Rural Planning Organization, and Brunswick County were reviewed. The State Transportation Improvement Program (STIP) and the Highway Maintenance Improvement Program (HMIP) were also reviewed for potential interactions with proposed bicycle projects.

Finally, the Town of Oak Island's policies and ordinances were assessed. These may include regulations related to infrastructure maintenance, new developments, design standards, and other requirements that should be considered when identifying recommendations within the Plan.

2.8.1 Programmed Roadway Projects

The STIP and the HMIP are two state programs that may support the funding of bicycle projects identified within this Plan. The STIP identifies transportation projects that are eligible for funding while the HMIP outlines the schedules for state highway maintenance projects. Under NCDOT's [Complete Streets Policy](#) established in 2019, all state-funded transportation projects must consider incorporating bicycle and pedestrian accommodations. Reviewing projects in the STIP and HMIP may identify opportunities to fund the desired bicycle infrastructure through a state-funded project, reducing cost-related burdens on the Town of Oak Island.

State Transportation Improvement Program

The North Carolina Board of Transportation adopted the [2026-2035 STIP](#) in July, 2025. This program includes the transportation projects that have been identified to receive funding from 2026 to 2035. This STIP is the fifth 10-year plan since the 2013 Strategic Transportation Investments law established the new process based on data-driven scoring and local input.

The only prioritized project near Oak Island is the ongoing highway widening improvement to NC 211, located at the northern edge of the Plan study area.

Highway Maintenance Improvement Program

Through G.S. 143B-350(f)(4a), NCDOT is required to publish a schedule of state highway maintenance projects and their anticipated costs. These details are published in the 2026-2030 HMIP, which includes the anticipated funding sources for improvement projects included in the HMIP, a list of any changes made from the previous year's HMIP, and the reasons for the changes. The HMIP includes the following three project types: preservation, resurfacing, and rehabilitation. Each is described further below:

Preservation: A treatment applied to a road in high fair to good condition that extends the pavement service life without substantially increasing the pavement structure (thickness). Typical pavement preservation treatments include bituminous surface treatments (chip seals), thin lift asphalt overlays, crack sealing, microsurfacing, and diamond grinding on concrete roadways.

Resurfacing: A hot mix asphalt overlay of an existing roadway. Resurfacing may consist of one or two lifts of asphalt surface course and may also consist of milling and replacing asphalt layers, microsurfacing, and other treatments. To minimize cost, a road should be resurfaced prior to the need for significant patching. The maximum thickness of resurfacing is 2 inches.

Rehabilitation: Significant work done on a road in poor to low fair condition, or to a road requiring additional structure due to increased traffic loads. Rehabilitation frequently includes full-depth patching, leveling, deep milling, or multiple lift overlays.

Figure 13 displays HMIP projects within and around the study area. Depending on the project timelines, if there are any bicycle and pedestrian projects recommended along the HMIP project roadways within the study area, they could be funded as part of the HMIP project. The following projects are considered within the study area:

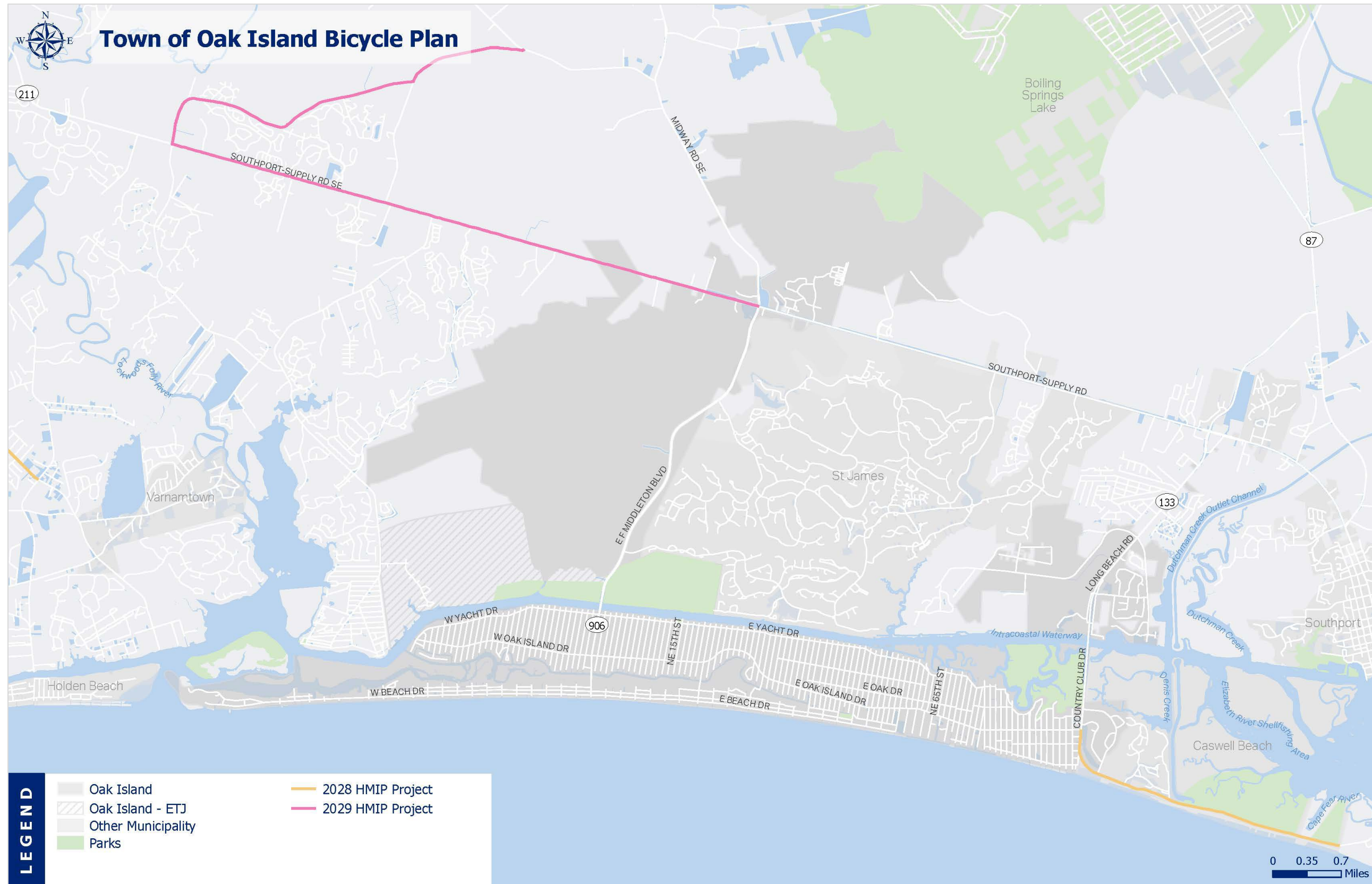
Preservation Projects:

- 2028 - SR 1100 (Country Club Road)

Resurfacing Projects:

- 2029 - NC 211 (Southport Supply Road SE)

Figure 13. HMIP Projects (2026-2030)



2.8.2 Land Use and Development

The Town of Oak Island is subject to the Coastal Area Management Act (CAMA), which requires the Comprehensive Land Use Plans (or “Comp Plan”) to include set conditions and analysis to ensure the preservation, protection, management, and orderly development of coastal communities. The Town of Oak Island previously adopted its Comp Plan in 2017 and is currently receiving public input on the draft updated 2045 *Charting the Course* plan. The town also has a *Strategic Plan 2025-2027* with near term action items related to multimodal infrastructure. Finally, there are several planned developments within the study area.

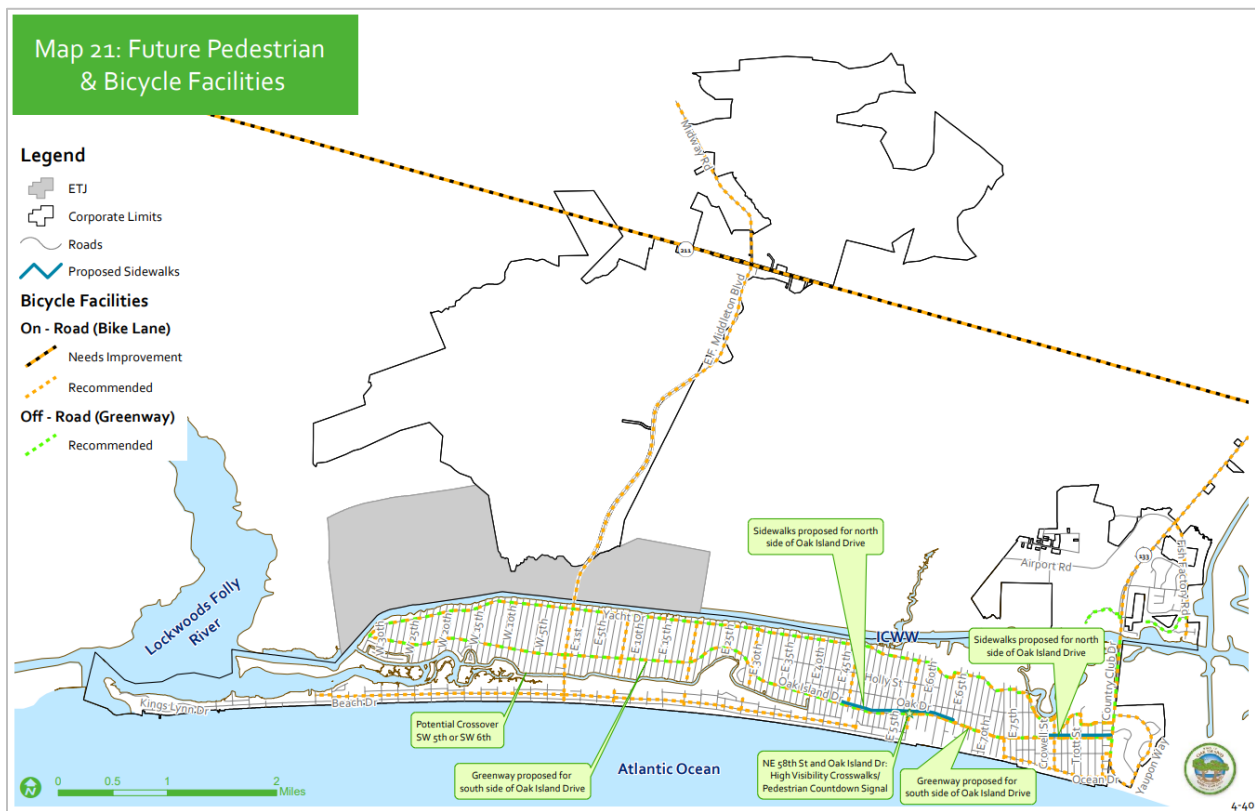
Town of Oak Island Comprehensive Land Use Plan (2017)

The Town of Oak Island Comprehensive Land Use Plan guides long-term growth and development in Oak Island and fulfills the CAMA requirements for coastal communities. The plan documents the community profile and existing conditions before providing goals and implementation actions to guide future growth. The plan includes a transportation goal that states: “Oak Island will support fiscally responsible increases in its multi-modal transportation opportunities.”

The plan notes that around 90 percent of residential units are located within a 5-minute bicycle trip from a commercial establishment (within a 1-mile radius) and notes an increased demand for multimodal travel – particularly to access the beach, parks, and commercial areas. The plan indicates maintenance concerns for the on-road bicycle facility on Beach Drive, which is often obstructed by sand and other debris. The document also highlights a desire to widen the sidewalks on Oak Island Drive so they can be used by both pedestrians and bicyclists.

Figure 14 identifies the future bicycle facilities and projects highlighted in the plan.

Figure 14. Future Pedestrian and Bicycle Facilities Map



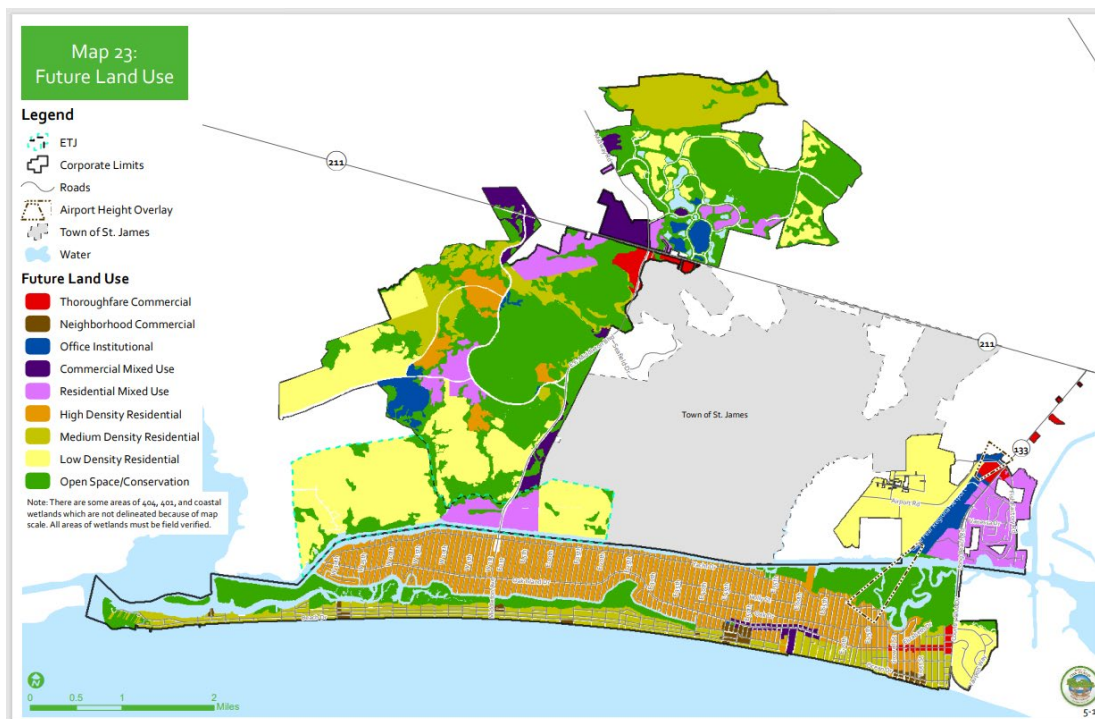
The Existing Land Use map (see Figure 15) highlights that much of Oak Island is used as single-family residential space with a concentration of commercial and office uses along East Oak Island Drive and Long Beach Road. In

comparison, the Future Land Use Map (see Figure 16) presents a plan for more housing diversity, mixed uses, and distributed areas of commercial and office spaces. A comprehensive bicycle network could support access to connect these new land uses.

Figure 15. Existing Lan Use Map from the 2017 Comprehensive Land Use Plan



Figure 16. Future Land Use Map from the 2017 Comprehensive Land Plan



2045 Charting the Course

In September 2024, the town began the *2045 Charting the Course* efforts to update the 2017 Comprehensive Land Use Plan. The plan outlines the progress made since the previous plan and identifies new initiatives based on the evolving needs of the community. Although planning efforts are still underway, the Plan incorporates considerations from the 2045 Charting the Course Plan and aims to align with its overall vision.

Oak Island Drive Streetscape Masterplan (2025)

The *Oak Island Drive Streetscape Masterplan* is included in the *2045 Charting the Course* plan as a project to reimagine Oak Island Drive, the town's commercial corridor. The plan identifies improvements to support safety, access, and aesthetics for all modes. In addition to pedestrian treatments such as a pedestrian path and lighting, the masterplan recommends a 10-foot multiuse path on the south side of East Oak Island Drive between SE 56th Street and SE 60th Street where the ROW is 100 feet wide.

Town of Oak Island Strategic Plan 2025-2027

The Town of Oak Island *Strategic Plan 2025-2027* identifies specific objectives and actions to be accomplished during the 2025 to 2027 period. The category *Plan for Orderly, Sustainable Growth* includes a goal to *enhance multi-modal transportation* with actions to update and initiate implementation of the *Town of Oak Island Bicycle Plan*. It also includes an action to begin developing a Greenway Plan for Yacht Drive.

Planned Developments

Several developments are planned within the Oak Island study area. The Pine Forest Plantation is proposed to the north of Southport-Supply Road/NC 211 and east of Midway Road. The development includes mixed-use areas with a walkable environment and connections to the major roadways. The Williams Development is proposed to the south of Southport-Supply Road/NC 211 and west of Middleton Boulevard/NC 906. The development includes a mix of housing types, open space, and commercial areas. The Williams Development is also proposed to connect to adjacent major roadways, including Middleton Boulevard/Highway 906.

2.8.3 Transportation Plans and Studies

Relevant local, regional, and state transportation plans and programs were reviewed to understand the context and ensure alignment. Bicycle related plans that were reviewed include the Town of Oak Island's previous *Bicycle Transportation Plan*, the Cape Fear Council of Government's *Cape Fear Regional Bicycle Plan*, the Brunswick County *Comprehensive Transportation Plan*, the *NC 211 East Coast Greenway Feasibility Study*, and the town's *Golf Cart Transportation Plan*.

Oak Island Bicycle Transportation Plan (2006)

The *Oak Island Bicycle Transportation Plan* is the previous effort to plan out the bicycle network in the Town of Oak Island. The plan notes the increase in visitors and subsequent increase in traffic to the area. Bicycle routes and supportive facilities are identified to ease some of the on-road congestion and support access to community destinations. The plan indicates that bicyclists primarily use wide shoulders along roadways such as Oak Island Drive as there are few formal bicycle facilities.

Key projects recommended in the plan include:

- Signed-shared roadways along Yacht Drive
- Signed-shared roadways along Dolphin Drive
- Signed-shared roadways along 9th, 27th, 30th, and 47th Streets
- Bike lanes along Middleton Avenue
- Bike lanes along Beach Drive

- Shared-use path near Brunswick County Airport

Cape Fear Regional Bicycle Plan (2017)

The *Cape Fear Regional Bicycle Plan* was completed in 2017 and envisions a bicycle network that covers the Cape Fear region (see Figure 17). This includes Brunswick, Columbus, New Hanover, and Pender Counties as well as portions of Bladen, Onslow, and Sampson Counties. Within the Town of Oak Island, the plan proposes off-road sidepaths along NC 906/E.F. Middleton Boulevard, NC 133/Country Club Drive, and along Oak Island Drive. A shared use path is also proposed along Southport Supply Road, which is noted as an East Coast Greenway Route as well as a State Bike Route. The plan also identifies improvements across the length of Oak Island as a short-term priority project.

Figure 17. The Cape Fear Regional Bicycle Plan Long-Term Recommendations

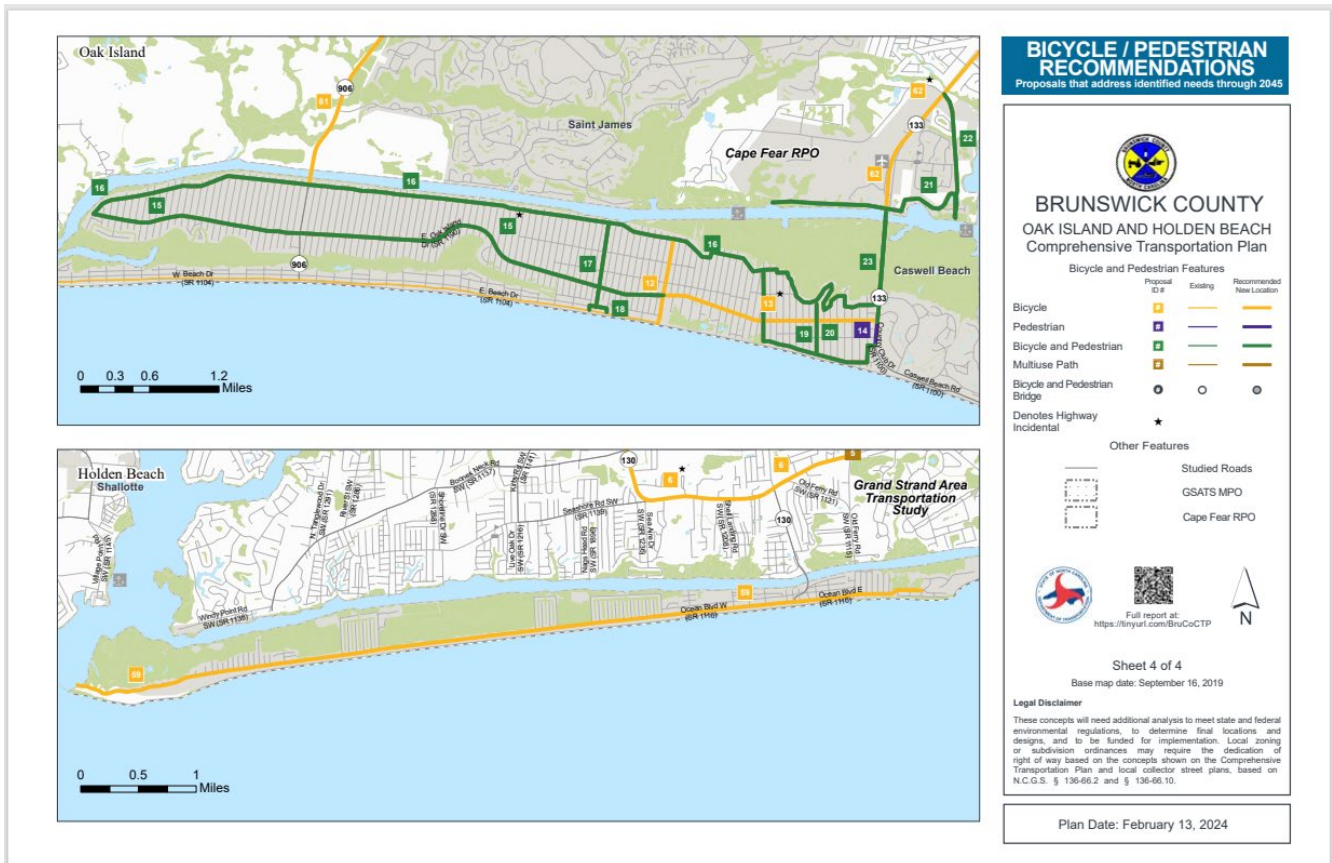


Brunswick County Comprehensive Transportation Plan (2024)

The 2024 *Brunswick County Comprehensive Transportation Plan (CTP)* outlines a long-term plan to improve the transportation system, which includes highway, public transportation, bicycle, and pedestrian infrastructure and networks. The CTP goals highlight a desire to improve connectivity and safety and encourage all modes of transportation for all user groups. The Bicycle and Pedestrian Analysis Summary notes that the existing bicycle network in the county is limited and lacks connectivity.

Many of the recommended bicycle improvements in Oak Island refer to and mirror the proposed projects from the 2006 *Town of Oak Island Bicycle Plan* (see Figure 18).

Figure 18. Brunswick County CTP Bicycle Recommendations in Oak Island



NC 211 East Coast Greenway Feasibility Study (2021)

The NC 211 Feasibility Study assesses the feasibility of locating bicycle and pedestrian infrastructure along a 17-mile stretch of the NC 211/Southport-Supply Road. The study also looks at the potential to connect the East Coast Greenway through coastal North Carolina. The NC 211 corridor runs across the northern portion of the Town of Oak Island and serves as an important east-west connection to other communities, including the town of Southport.

The study considers the NC 211 route as well as several alternative routes – several of which pass through Oak Island, including segments on Zion Hill Road SE, E Middleton Boulevard, East Oak Island Drive, Country Club Drive, Long Beach Road SE, Live Oak Drive, Caswell Beach Road, and Vanessa Drive (see Figure 19).

Figure 19. NC 211 Greenway Feasibility Study Project Map and Alternative Routes



Overall Project Map and Alternative Routes

Town of Oak Island, NC Golf Cart Transportation Plan (2010)

The *Golf Cart Transportation Plan* was developed following the August 2009 legislation that allows local governments to regulate golf carts. The plan explores aspects surrounding the use of golf carts, including integrating golf carts with vehicular traffic, safety considerations, and relevant policies that should be developed for local ordinance.

The plan outlines golf cart rules related to shared use paths, indicating that normal rules of the road apply – such as any passing taking place on the left side of the path and giving pedestrians the right-of-way.

The plan recommends a network of golf cart facilities that include paved shoulders, shared use paths, and side paths. The document notes opportunities and challenges each, with particular emphasis on potential safety concerns around the side paths. Finally, the plan provides a draft golf cart ordinance, with rules that include operating on roads or streets with a posted speed limit of 35 mph or less and yielding to all vehicular and pedestrian traffic.

2.8.4 Policies, Ordinances, and Zoning

State-level policies, such as NCDOT's Complete Streets Policy promote the development of bicycle infrastructure by requiring the integration of bicycle accommodations into all state-funded transportation projects. Furthermore, at the local level, regulatory tools such as zoning maps, zoning ordinances, unified development ordinances (UDO), and mobility-specific guidance like low speed vehicle (LSV) guidelines play a more direct role in shaping how and where bicycle infrastructure is implemented. These local ordinances along with state-level policies influence the placement, design, and feasibility of bicycle infrastructure, underscoring the importance of aligning bicycle plans with established zoning and development guidance. To explore these influences, this section reviews NCDOT's Complete Streets Policy and the Town of Oak Island's regulatory framework.

NCDOT Complete Streets Policy

In 2009, NCDOT introduced its "Complete Streets" Policy, which was subsequently updated in 2019 to reinforce its commitment to inclusive transportation planning. This policy emphasizes the integration of all travel modes including pedestrians, cyclists, transit users, motorists, as well as individuals of all ages and abilities, into the design and improvement of transportation infrastructure for state-funded transportation projects.

To support implementation, NCDOT created a Complete Streets Project Sheet, requiring project sponsors to identify and evaluate multimodal components within proposed transportation projects. If no such elements are included, the form mandates a justification for their exclusion.

Applying Complete Streets principles involves an understanding of how street design influences travel behavior, connectivity, intersection function, and user experience. Streets designed under this framework offer significant advantages for non-motorized users, particularly cyclists and pedestrians. These benefits go beyond safety and convenience, encompassing improved accessibility for children and individuals with disabilities, enhanced public health, better transit service, economic vitality, equitable mobility, and the creation of more livable communities.

Once adopted, a bicycle plan can bolster consideration of bicycle infrastructure when roadway projects are developed, serving as a valuable reference under the Complete Streets Policy and guiding infrastructure decisions that support inclusive and sustainable transportation networks. Bicycle infrastructure can be considered for projects funded through the STIP, where multimodal elements are evaluated, and in some cases, maintenance projects under the HMIP, where minor enhancements may be considered (see section 2.8.1). Table 11 highlights the state-maintained roadways in the project area.

Town of Oak Island Code of Ordinances

The Town of Oak Island's Code of Ordinances, adopted in 2002, outlines local regulations related to public safety, infrastructure, and land use. Several provisions within the code include guidelines and restrictions that can influence bicycle infrastructure projects and programming. These provisions may relate to safety and accessibility, bicycle use in public spaces, and general roadway or ROW management. Reviewing these ordinances helps identify relevant considerations for planning and implementing bicycle-related improvements.

Several sections of the code place restrictions on bicycle use in specific public areas, such as beach cabana access points, scenic walkways, and the Oak Island Pier. These limitations may affect route planning and access to recreational destinations. Additionally, regulations governing golf cart operations reinforce the separation of motorized and non-motorized travel on bicycle paths and shared-use facilities.

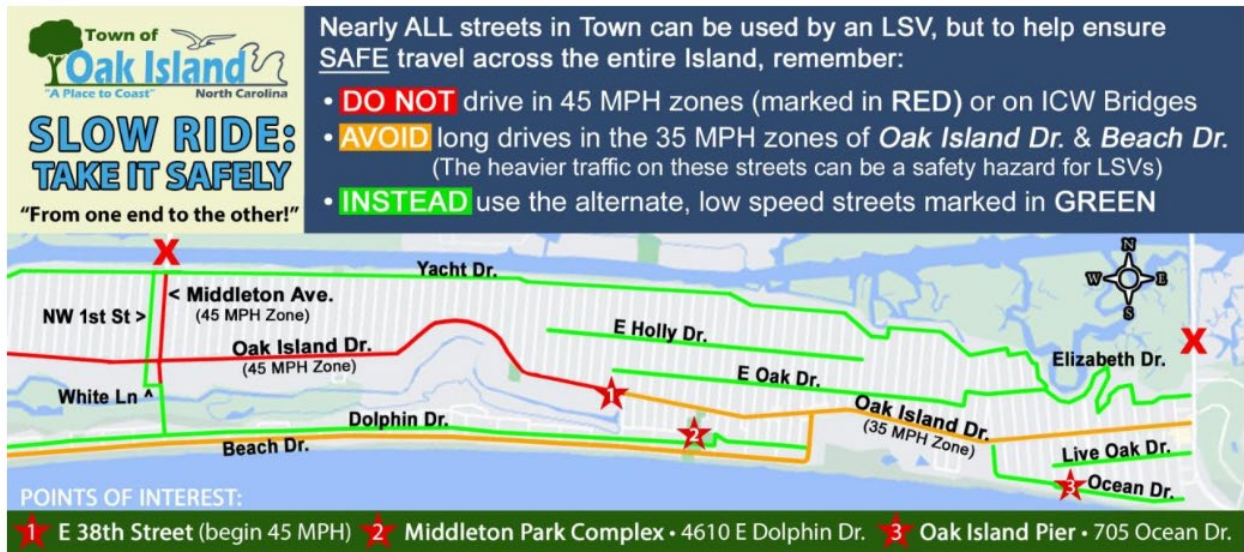
Other provisions support bicycle infrastructure more directly. Off-street parking requirements include minimum standards for bicycle rack installation in larger lots, and street connectivity guidelines emphasize the importance of nonvehicular travel, including bicycles, in creating a safe and accessible transportation network.

The Code of Ordinances also includes a Unified Development Ordinance (UDO) that was added in 2018. The UDO serves as the primary regulatory tool governing land use, zoning, and design standards for development. While the Town of Oak Island's UDO does not explicitly reference bicycle infrastructure, it includes provisions that indirectly support multimodal transportation. For example, sidewalks are required for all new non-residential and major subdivision developments, and outdoor public recreation facilities are permitted in all zoning districts except industrial. These elements, while not bicycle-specific, contribute to a more walkable and potentially bike-friendly environment.

Zoning Districts Map

The Town of Oak Island's Zoning Map outlines the zoning districts within its boundaries. These designations determine the types of land use permitted and the specific regulations guiding development, such as setbacks, lot coverage, building height, and density. Figure 20 illustrates the designated districts within the town's jurisdiction. While zoning maps do not directly dictate bicycle infrastructure, they influence where such facilities may be most feasible or appropriate. For example, areas zoned for mixed-use or higher-density development often present greater opportunities for multimodal connectivity, whereas industrial zones may be less conducive to bicycle infrastructure due to limited public access or safety concerns.

Figure 21. LSV Route Map





3.0 Engagement

Robust engagement is critical to developing a plan that effectively addresses the needs of the community. Engagement for the *Town of Oak Island Bicycle Plan* was supported by a Steering Committee of key stakeholders as well as through input from the general public. In addition to the Plan vision and goals, engagement helped to identify the recommended projects as well as the criteria used to prioritize them. Outreach and feedback opportunities were designed to reach the maximum number of community members, to support the access needs of different user groups, and to capture as many diverse perspectives as possible.

Several engagement activities took place throughout the study process:

- 3 Steering Committee Meetings
- 1 Community Open House
- 1 Community Survey

Supporting materials and detailed survey findings are recorded at the end of the Plan in Appendix A .

3.1 Steering Committee

The locally appointed Steering Committee was composed of representatives from the Town of Oak Island, Cape Fear RPO, town departments, and NCDOT. The Steering Committee met three times throughout the planning process to

review and confirm the Plan vision and goals, discussed pertinent data, community engagement initiatives, bicycle network recommendations, prioritization criteria, priority projects, program and policy recommendations, and implementation strategies. Steering Committee members also supported the planning process by disseminating project information, including promotion of the survey and open house (see Figure 22).

Steering Committee Members

Town of Oak Island

Matt Kirkland, Development Services (Project contact)
Bill Millard, Parks and Recreation Advisory Board
Bob Ciullo, Town Council
Charlie Morris, Police Department
Heather O'Brien, Recreation Department

NCDOT

Kim Nguyen, NCDOT Integrated Mobility Division
Adrienne Cox, NCDOT Division 3
Eric Ritzel, NCDOT Division 3

Cape Fear Rural Planning Organization

Sam Boswell, Cape Fear RPO

Figure 22. The First Steering Committee Meeting



3.1.1 Steering Committee Meeting #1

The first Steering Committee meeting was held on Wednesday, May 14th from 2:00 p.m. to 3:00 p.m. in the Town of Oak Island's Police Training Room. Nine individuals attended the meeting. Below are the meeting agenda and summary.

Agenda

- Introductions
- Plan Overview/Project Background
- Mapping Work Session
- Adjourn the Steering Committee Meeting

Summary

The consultant team provided a brief overview of the Plan, including the role of the Steering Committee, the study area, Plan components, and types of projects that may be recommended. The Steering Committee also reviewed and provided preliminary comments on the draft Plan vision and goals. Following the presentation, the Steering Committee moved to an interactive mapping activity, which was conducted in two groups. Table maps were prepared so that Steering Committee members could confirm existing bicycle infrastructure and help to identify key destinations, origins, opportunities, and constraints.

3.1.2 Steering Committee Meeting #2

The second Steering Committee meeting was held on Wednesday, July 30th from 2:00 p.m. to 3:00 p.m. in the Town of Oak Island's Police Training Room. Four individuals attended the meeting. Members who could not attend were provided with the meeting materials, including the presentation slides. Below are the meeting agenda and summary.

Agenda

- Project Updates
- Survey Review
- Prioritization Criteria Discussion
- Draft Project Review
- Adjourn the Steering Committee Meeting

Summary

The consultant team provided an update on the project schedule and progress made to-date. The consultant team then presented key findings and summary graphs from the public survey. As homework for the Steering Committee, the consultant team requested that the Steering Committee review and provide feedback on the draft criteria that will be used to prioritize the projects. The majority of the meeting consisted of a review and discussion of the draft linear and spot projects. The Steering Committee used table maps to refine or confirm the draft projects.

3.1.3 Steering Committee Meeting #3

The third Steering Committee meeting was held virtually on Friday, September 26th from 2:00 p.m. to 3:00 p.m. 6 members of the Steering Committee and 2 guests attended the meeting. Below are the meeting agenda and summary.

Agenda

- Introductions
- Plan Review
- Next Steps

Summary

The primary purpose of the third steering committee was to orient Steering Committee members to the draft Plan. The consultant team provided a high-level overview of the different sections of the Plan so that Steering Committee members would understand the Plan approach as they begin their review. The consultant team wrapped up the meeting by identifying next steps, which included a review of the draft plan by the Steering Committee as well as NCDOT IMD. Following the meeting, the Steering Committee was sent draft copies of the Plan. The consultant team requested that the Steering Committee provide any comments or feedback by October 13th, 2025 (for a two-week review period).

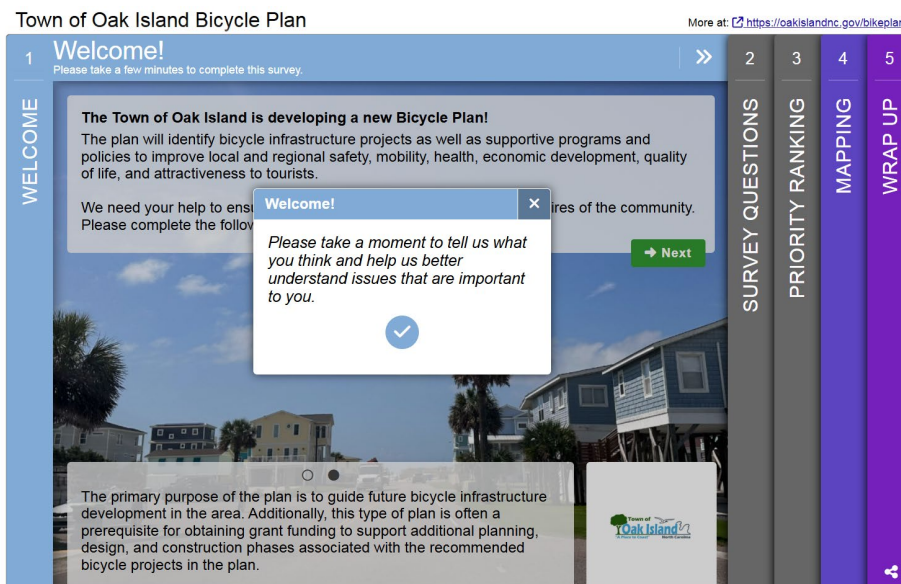
3.2 Community Survey

The town conducted a survey to gather community input and ideas to help with Plan development. The survey was advertised on the town’s website and with flyers distributed through various town channels (see Figure 23). It was made available online via MetroQuest (see Figure 24) and was also available in hard copy form at the Town Hall. There were 16 questions in the survey including a mapping question and optional participant demographic questions. The survey was active between June 1st and June 30th, 2025, and received 529 responses. The results are described below.

Figure 23. Survey Flyer



Figure 24. MetroQuest Survey



3.2.1 Survey Findings

Respondents primarily live in Oak Island with many also owning property in the town. The demographic breakdown of the respondents largely aligns with that of the town, with most being over the age of 45 years old. Most respondents indicated that they frequently ride a regular bicycle – primarily for exercise or recreation purposes – and would consider themselves to be comfortable or confident riders. The top three concerns as it relates to biking in Oak Island are the lack of bicycle infrastructure, heavy traffic, and speeding vehicles. In addition, respondents indicated that they would be more likely to bike if these challenges were addressed. Furthermore, respondents expressed that they would also bike for additional purposes such as accessing the beach, other destinations, and for shopping. Survey participants would like to see protective improvements such as separated/protected bike lanes, trails, and shared use paths. For the mapping activity, respondents marked many local destinations as well locations with challenges and opportunities. The area around Middleton Park and the Bill Smith Park were frequently mapped as areas with both opportunities and challenges.

Select Comments

“We plan to move to the island soon, currently visiting about once a month.”

“I lived on OKI for 10 years and biked daily for exercise and beach access. I now live in Arbor Creek but still interested in seeing a good plan come to fruition.”

“We ride our bikes almost daily except for the colder months. Rides average between 5 to 10 miles, often using bikes to go to the library, drug or grocery stores.”

“I bike in our local neighborhood but would bike in more places if I felt safer.”

“I rarely use my automobile when I am at the property I own. I use my bike, but I am concerned about being so close to the fast-moving traffic without a bike lane. There is nowhere to ride except in the traffic lanes on most of the island.”

“I am a resident on Glen Cove Drive SE. I would like to see Fish Factory Rd and bridge access to ride my bike to the Island.”

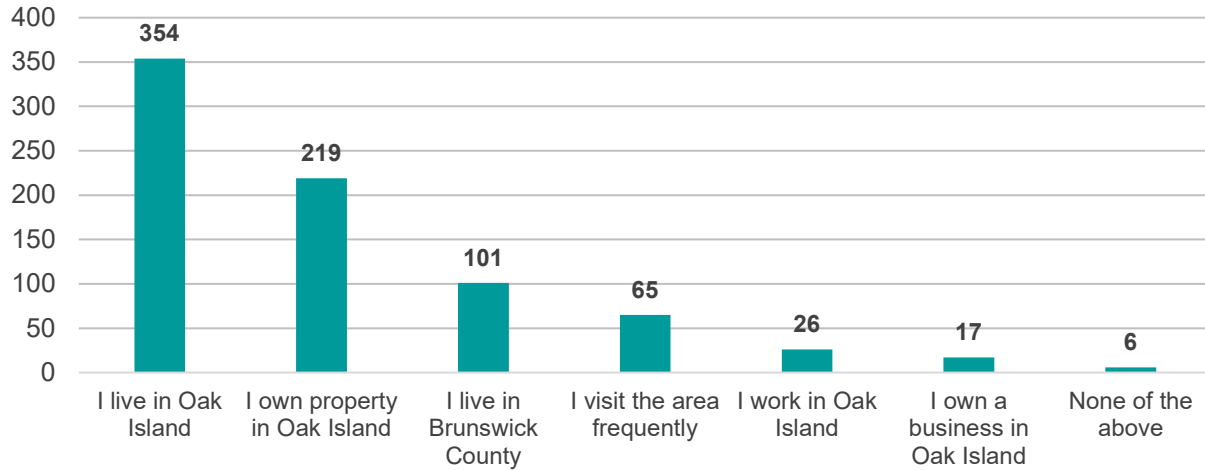
“My family and I frequently visit the parks on Fish Factory Road. The Parks are within walking distance from my home, and enjoying a walk along Fish Factory is a dangerous situation. A path for Walkers and Bikers would be a GREAT safety move!”

“I use an electric wheelchair in South Harbour Village and would like to travel safely on Vanessa Dr and Fish Factory Rd. Cars go too fast and it is dangerous. We need a safe pedestrian/bike/wheelchair lane! Please! Thank you for the survey!”

Responses by Question

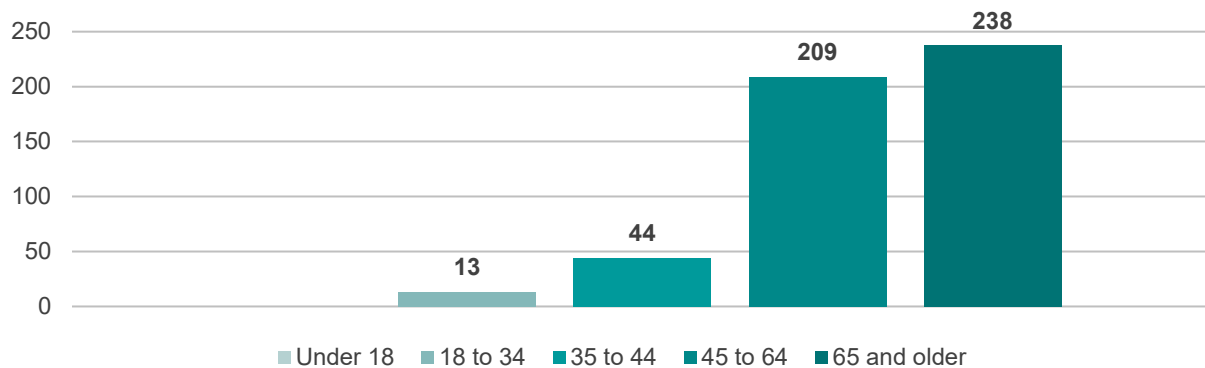
What is Your Relationship to Oak Island? (Select all that apply)

Respondents primarily live within the town, followed by those who own property in Oak Island. Very few respondents selected that they own a business in the area, while even fewer chose *None of the above*. Respondents could provide additional information related to their selections for the question.



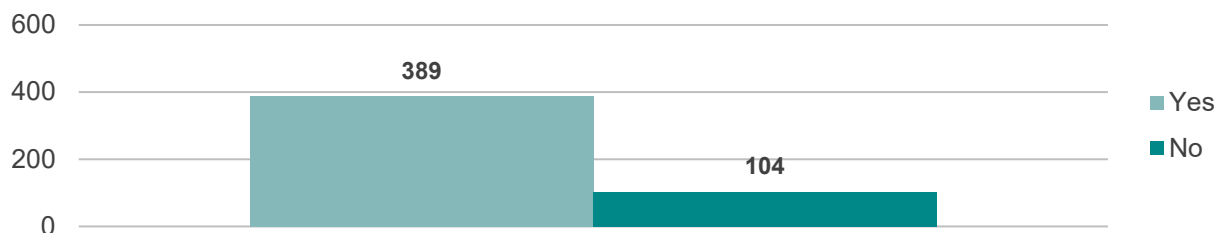
Please Provide Your Age Group?

When asked to provide information related to respondents' age, the majority selected that they are 65 years or older followed closely by those between 45 and 64 years of age. Zero respondents were under 18 years of age.



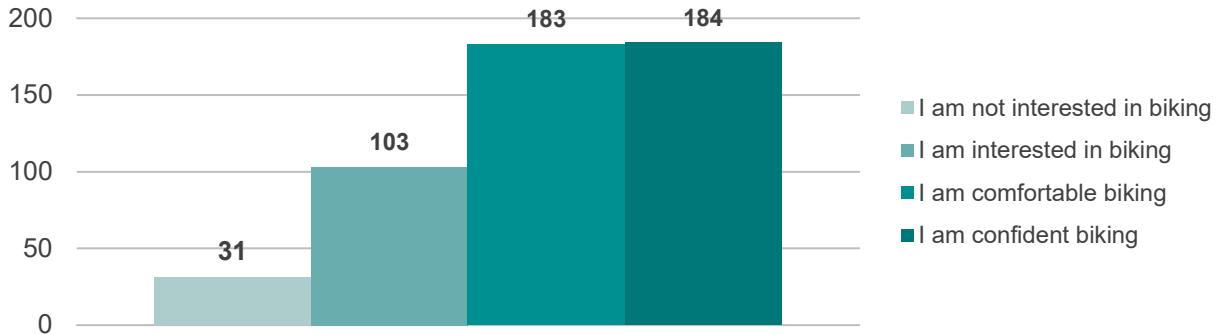
Do You Bike in Oak Island?

Seventy-nine percent (79%) of respondents selected 'Yes', meaning that they ride their bike in Oak Island.



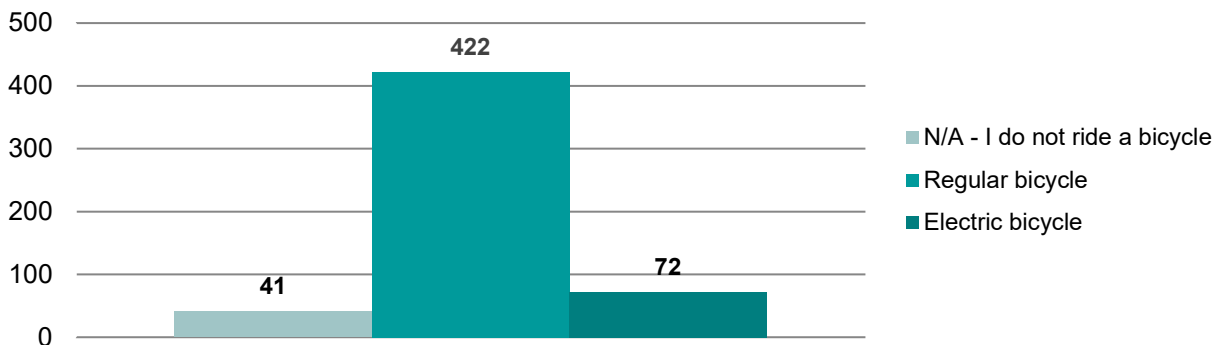
Which Best Describes Your General Feelings About Biking?

The majority of respondents said that they are confident bikers, followed closely by those who are comfortable while biking. Only 6 percent of respondents selected that they are not interested in biking.



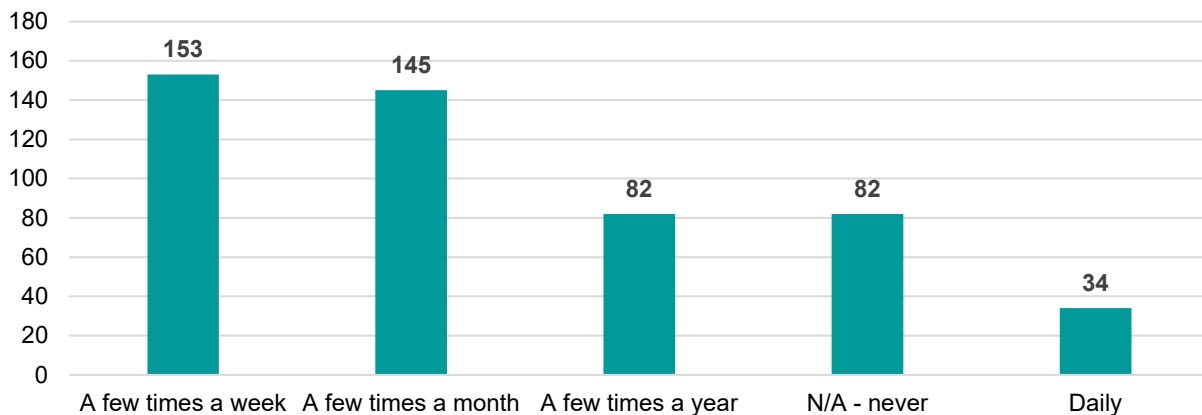
What Type of Bicycle do You Ride? (Select all that apply)

The majority of respondents (422) ride using a regular bicycle while only 72 use an electric bicycle.



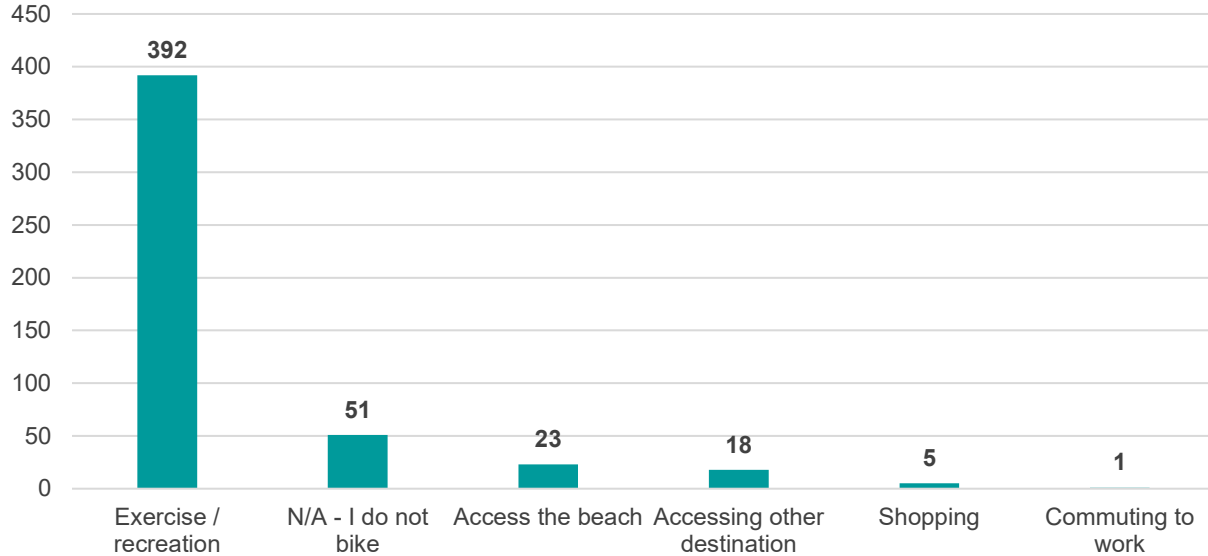
How Often do You Bike in Oak Island?

The majority of respondents said that they bike a few times a week followed closely by those who bike a few times a month. Respondents rarely bicycle daily, and the same number of respondents said that they do not bicycle or they bike once a year (82 respondents).



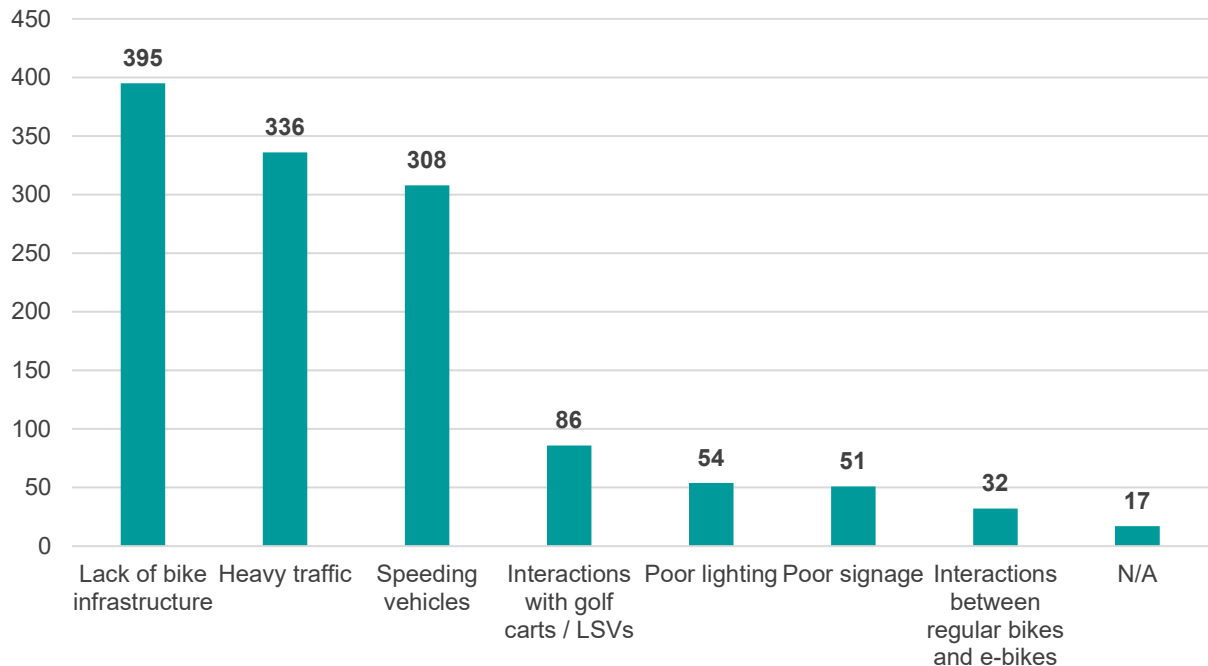
What is Your Primary Reason for Biking?

Exercise and recreation were the top reasons that respondents choose to bike. Not using a bike was the second most popular choice, followed by accessing the beach, accessing other destinations, and biking to shop. Respondents do not use bicycles to commute to work.



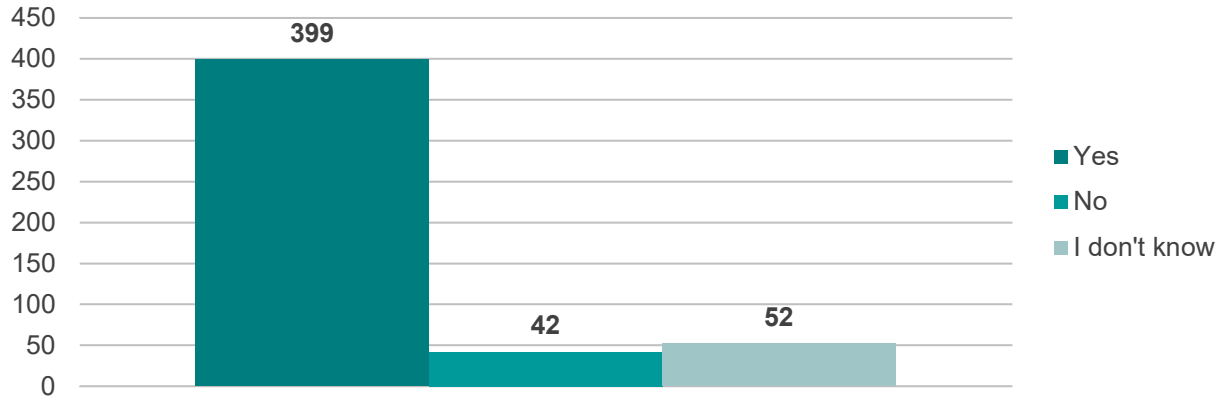
Are There Conditions that Make it Difficult to Bike in Oak Island?

For this 'select all that apply' question, the top three conditions that contribute to difficulties with biking around the town include the lack of bike infrastructure, heavy traffic, and speeding vehicles. Poor signage was selected by the fewest number of respondents.



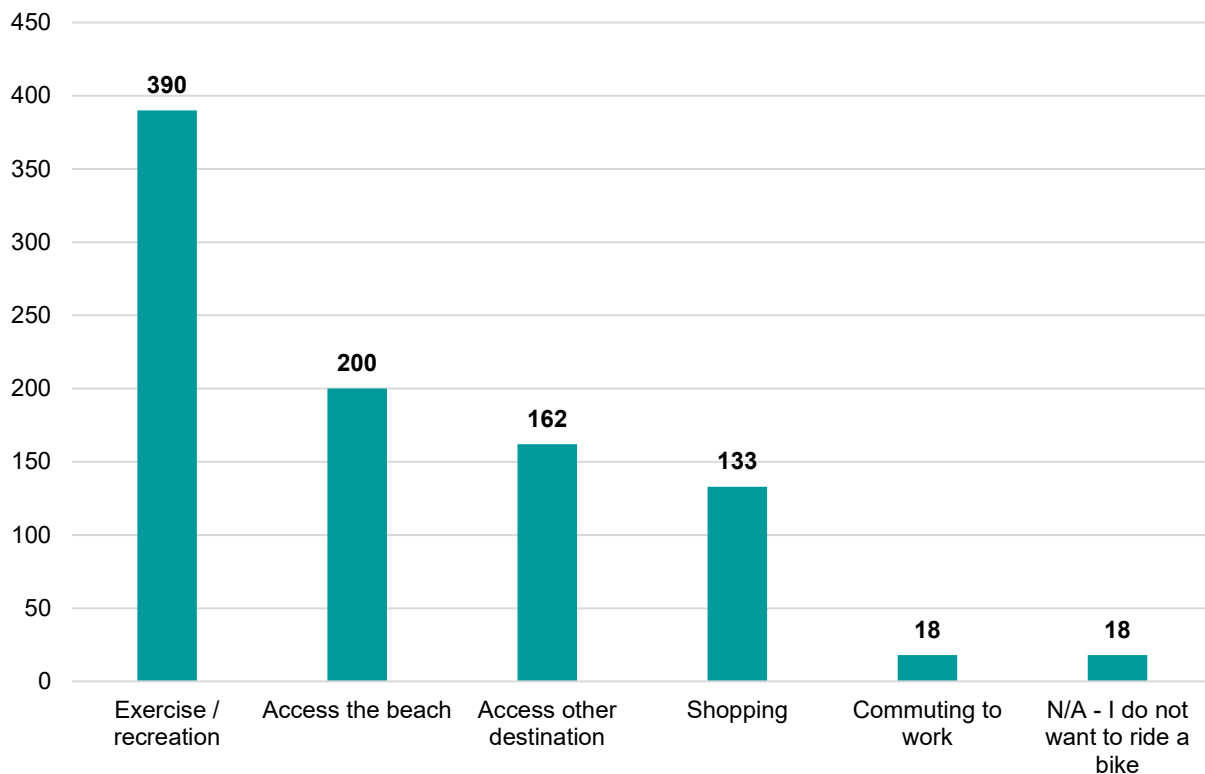
Would You Bike More Often if the Above Challenges were Addressed?

Eighty-one percent (81%) of respondents said that they would bike more often if barriers to bicycling around the town were addressed. Approximately 9 percent still said they would not bike even if the improvements were made. Almost 11 percent marked that they were undecided on the topic.



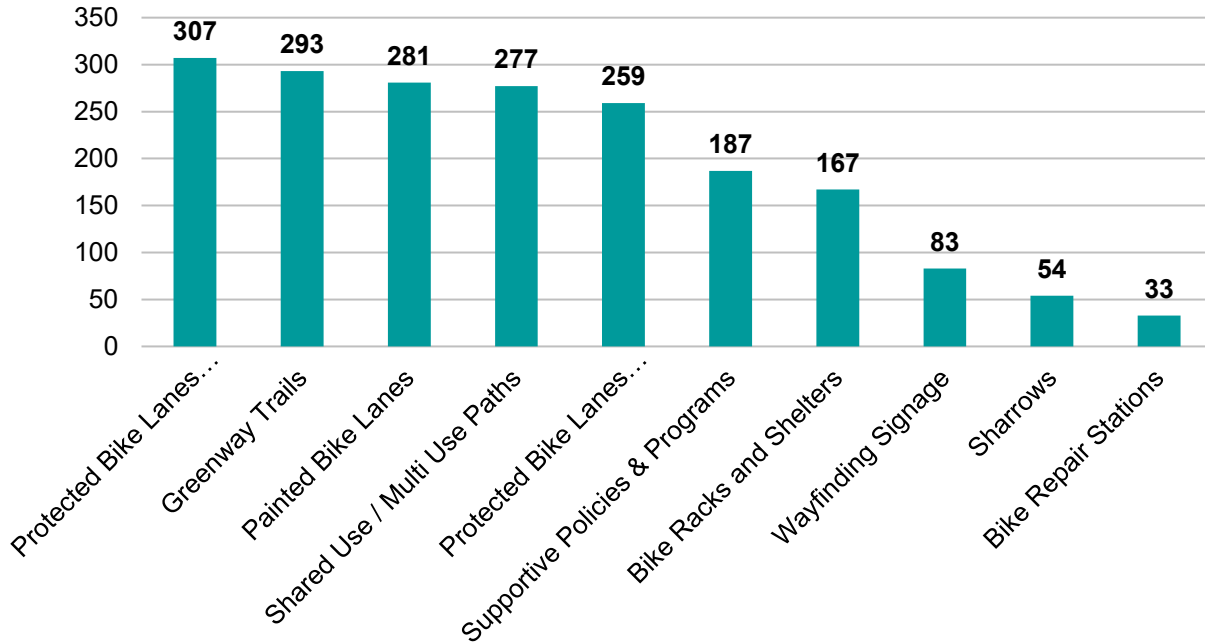
If You Answered 'Yes' to the Previous Questions, for What Purpose Would You Like to Ride a Bike?

Most respondents want to ride their bike for recreation or exercise, accessing the beach, or accessing other destinations. Very few respondents want to bike to work or do not want to bike in general. This pattern is consistent with how respondents currently use their bikes.



Help us Understand Your Priorities to Improve Biking Conditions in Oak Island - Please rank the top 5 items from the list in order of preference (Place a number from 1-5 next to your top 5 priorities with 1 being the highest)

Protected bike lanes, greenway trails, and painted bike lanes were the top three priorities for respondents. Wayfinding signage, sharrows, and bike repair stations were the three lowest priorities to respondents.



Please Use the Map to Show us Locations with Key Destinations, Challenges, and Opportunities for Biking within Oak Island?

Respondents placed just over 1,000 markers (1,069) on the map representing community destinations, opportunities for new bicycle infrastructure, safety concerns related to bicycling, and other points of interest. Almost 500 (481) safety concerns were recorded. Respondents had the ability to provide comments with each marker they placed on the map. These comments are summarized below by topic and are mapped in Figure 25, Figure 26, and Figure 27. Note that some points appear to be in the water due to the zoom level at which the marker was placed; however, in most cases, comments provided clarity on the intended marker placement.

Community Destinations (204 points marked)

1. Bike Racks and Parking:

- More bicycle racks are needed throughout the island, especially at parks, tennis courts, the rec center, and other community destinations.
- Safe and accessible bike racks are essential at locations like Middleton Park, beach accesses, grocery stores, and restaurants.

2. Key Destinations:

- Parks: Middleton Park, Bill Smith Park, Dutchman’s Creek Park, and Veteran’s Park.
- Recreational Areas: Tennis courts, pickleball courts, community center, kayak input, and the beach.
- Public Facilities: Public library, town hall, and community clubhouse.
- Commercial Areas: Grocery stores, restaurants, and marinas.
- Attractions: Pier, lighthouse, and Loggerhead baseball games.

3. Bike Lanes and Paths:

- Safe bike lanes are needed on Oak Island Drive, Beach Drive, and other major roads.
- A bike lane leading to the public library, with added bike shelters and repair stations, would be beneficial.
- A scenic bike path loop connecting Yaupon Pier, Yacht Drive, and the main business area is suggested.
- Multiuse paths around Dutchman’s Creek Park and along Fish Factory Road would enhance safety and accessibility.

4. Safety and Accessibility:

- Improved lighting and protected bike lanes are necessary for safety.
- Safe crossings and pathways are needed to access shopping, dining, and community events.
- Better pedestrian access to parks and recreational areas would encourage greater usage.

5. Community Support:

- Encouraging biking to community events, farmers markets, and concerts.
- Making it easier to bike to the beach, especially during peak seasons.
- Providing bike storage and parking at key destinations to support bikers.

Opportunities (367 points marked):

1. Infrastructure Enhancements

- Fish Factory Road and Country Club Drive: Adding [painted] bike lanes to improve connectivity and safety.
- Painted Bike Lanes: Implementing painted bike lanes over bridges and on Fish Factory Road.
- Intracoastal Riding: Enhancing bike paths along the Intracoastal Waterway on Yacht Drive.
- Oak Island Drive: Allowing bikes and golf carts and improving bike lanes.
- Beach Drive: Addressing safety concerns for bikes and pedestrians.
- Crosswalks and Sidewalks: Adding crosswalks and sidewalks for safer transit.
- Golf Cart Path: Paving golf cart paths to make them bike-friendly and adding right-of-way.
- Bike Trails: Connecting Dutchman Creek to Smith Park and down to Rusty Hooks.
- Publix Access: Creating a bike lane to Publix for shopping and beach access.
- South Harbour Village: Improving safety and accessibility for walkers and bikers and enhancing access to parks.

2. Connectivity and Convenience

- Bike Path from Safe Harbor Marina to Bill Smith Park: Developing a bike path parallel to Fish Factory Road.
- Under Bridge Road: Creating bike lanes and racks to help with event traffic at the park.

- Vanessa Path: Establishing dedicated bike/walk paths on Vanessa Drive.
- Greenway Paths: Developing greenway or bike paths to safely access Bill Smith Park, Dutchman Creek Park, and the Marina area.
- Connecting Parks: Creating paths to connect Bill Smith Park and Dutchman Creek Park.
- Fish Factory Road: Extending bike lanes all the way to the marina.

3. Community and Education

- Public Education: Educating the public on the need to walk bicycles over the Davis Canal walkways.
- Encouraging Biking: Promoting biking to local grocery stores and other amenities.
- Signage: Adding signage to redirect bikes and pedestrians to safer routes and to indicate bike share lanes.

4. Safety and Accessibility

- Protected Paths: Creating protected bike and pedestrian paths along busy roads and bridges.
- Crosswalks with Flashing Lights: Adding crosswalks with flashing lights on Oak Island Drive at key intersections.
- Widening Sidewalks: Widening sidewalks on Oak Island Drive to accommodate both bikes and pedestrians.
- Enforcing State Laws: Ensuring enforcement of state laws requiring 4 feet of space for cyclists.

5. Additional Opportunities

- Bike Racks: Installing more bike racks at beach accesses, businesses, and parks.
- Bike Shelter and Repair Station: Adding a bike shelter and repair station near the old Blue Water Point Marina.
- Greenway Paths on Mainland: Developing greenway paths on the mainland to connect with existing paths.
- Nature Trails: Creating nature trails for biking and walking.
- Bike-Friendly Parks: Enhancing bike-friendliness around parks with paths and racks.
- Triathlon Events: Exploring the potential for triathlon events with bike loops around Oak Island and both bridges.

Safety Concerns (481 points marked):

1. Lack of Infrastructure:

- No bike lanes or sidewalks from 79th Street to Long Beach Road and McGlamery.
- Entirety of Oak Island Drive, Yacht Drive, and Beach Drive lack crosswalks, bike lanes, or crossing lights.
- No crosswalks to safely access the north and south sides of Oak Island Drive.
- No sidewalk or bike lane coming off the bridge.

- Lack of dedicated bike lanes or greenway access to the West End, lighthouse, and public Caswell Beach.
- Adding a bike lane and protected sidewalk to Oak Island Drive is critical.
- Narrow lanes along Beach Drive need widening or dedicated bike lanes.

2. Traffic and Speed Issues:

- Heavy traffic congestion on Oak Island Drive and Yacht Drive.
- High vehicle speeds, especially on Yacht Drive (35 mph is considered too fast).
- Speeding vehicles and lack of shoulders on Yacht Drive.
- Drivers speeding down Yacht Drive, not giving space to bikers, and passing on blind curves.
- Speeding vehicles on Fish Factory Road, making it treacherous for bikers.
- Traffic signal needed for safe bike crossing at 133 near Elizabeth Drive.

3. Crossing Difficulties:

- Dangerous crossings at Oak Island Drive, Long Beach Road, and intersections like 40th Street.
- Need for crosswalks or safety rests in the middle of Oak Island Drive to manage high-speed traffic.
- Unsafe street crossings at scenic crosswalks and intersections.
- Difficulties crossing at intersections like Middleton/Oak Island Drive and Augusta.
- Need crosswalks every few blocks and at major intersections.

4. Driver Behavior:

- Drivers not yielding to cyclists or pedestrians.
- Vehicles parked in bike lanes or driveways obstructing paths.
- Construction vehicles and trailers speeding and taking up roadway.
- Drivers ignoring ROWs and not looking both ways at intersections.
- "Exit ramp" style driveways encouraging higher vehicle speeds entering and exiting parking lots.
- Drivers do not respect the 3 to 4 feet of space required when passing cyclists.

5. Biker and Pedestrian Safety:

- Bikers forced to use sidewalks, causing conflicts with pedestrians.
- Reckless cycling and lack of bike etiquette.
- Need for bike signage and lower speed limits to ensure safety.
- Bikes riding side by side, making it difficult for vehicles to pass safely.
- Narrow lanes and vehicle conflicts, especially on Fish Factory Road and Beach Drive.
- Heavy traffic and lack of respect for cyclists make biking unsafe.

6. General Safety Enhancements:

- Need for painted pathways at intersections to guide vehicles.
- Additional sidewalks and signed crosswalks along Oak Island Drive.
- Caution lights and walk signs are needed for better visibility and safety.
- Designated bike lanes on Oak Island Drive, Beach Drive, and other busy roads.
- Regular cleaning of bike lanes to remove sand and debris.
- Protected lanes and safer crossings for bikers and pedestrians.
- More speed bumps or stop signs on Vanessa and Fish Factory Roads to slow down traffic.

7. Specific Areas of Concern:

- Fish Factory Road: Narrow road with heavy boat traffic, no bike lanes, and dangerous conditions for bikers, pedestrians, and wheelchairs.
- Bridge crossings: Lack of safe paths for getting on or off the bridge.
- Vanessa Drive: Busy street with many bikes and dangerous intersections.
- South Harbour Village: Difficult and dangerous to bike across the bridge due to heavy traffic.
- Middleton/Oak Island Drive intersection: Nightmare for walkers and runners, needs better markings and lanes for bikes.
- East and West Beach Drive: Need bike lanes, as riding is dangerous due to traffic and speed of vehicles.
- Oak Island Drive between 58th and Long Beach Road: Heavy traffic, need protected bike lanes.
- Yacht Drive: Speeding traffic, heavy congestion, and dangerous conditions for bikers and pedestrians.

Other (17 points marked):

1. Parking and Street Design:

- Create more parking spaces for bikes and fewer for cars to encourage biking.
- Implement two-way streets for bikes while keeping them one-way for cars.

2. Accessible Bike Lanes:

- Prioritize accessible bike lanes in areas like South Harbour, Fish Factory Road, Vanessa Drive, and near Bill Smith Park.
- Include bike lanes in the South Haven Marina area.

3. Lighting and Safety:

- Improve lighting to enhance safety for bikers.
- Bike lanes on Oak Island Drive would help with safety and driver awareness.

4. Beach Area and Traffic:

- Riding on streets along the beach is difficult due to traffic; bike lanes are needed.
 - Boaters and trailers parked on the side of the road block views, making it unsafe for bikers and pedestrians.
5. **Bridge and Pathways:**
- Walking/bike paths should have been included during the bridge updates.
 - Build a loop along Long Beach Drive, Southport Supply, 906-Midland, and Oak Island Drive.
6. **Separated Bike Lanes:**
- Painted bike lanes are not enough; separated bike lanes are needed for protection.
 - Families need to feel confident that children can ride safely in bike lanes.
 - Good bike lanes will reduce vehicle traffic.
7. **General Enhancements:**
- Walkways could include bike lanes.
 - Roads need shoulders to accommodate bikers.

Figure 25. Survey Mapping Exercise - All Categories

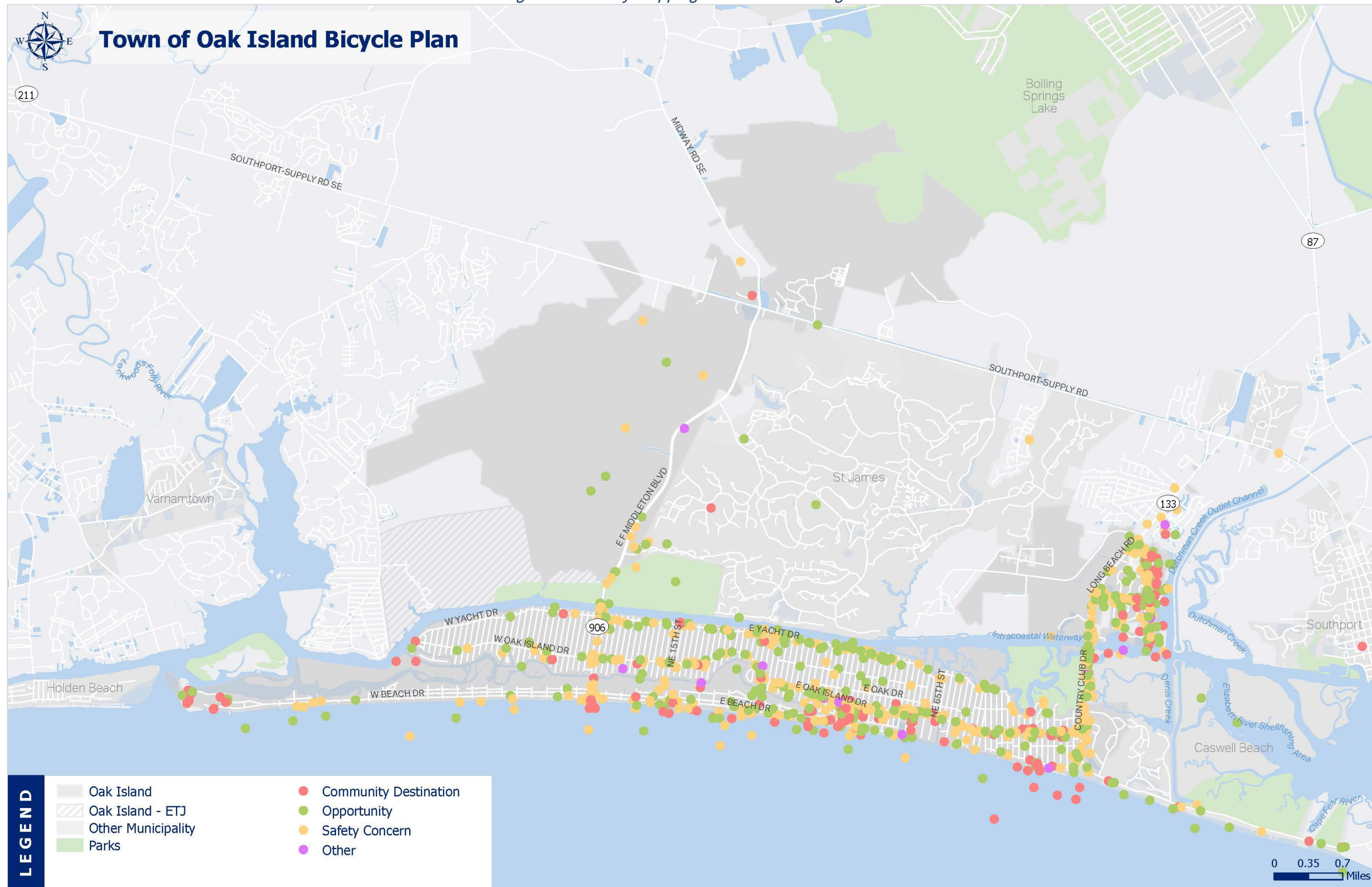


Figure 26. Survey Mapping Exercise – Community Destinations and Opportunities

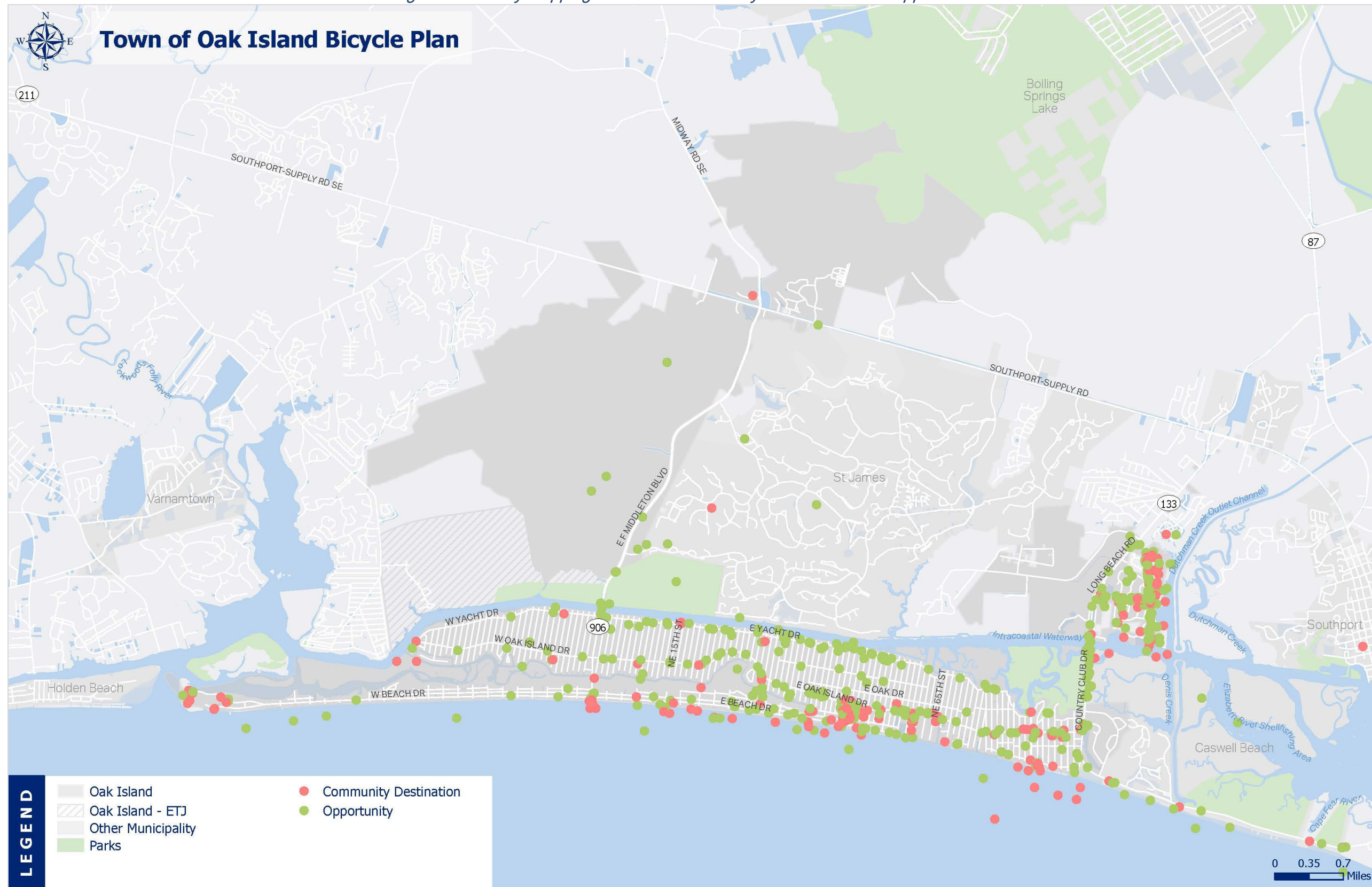
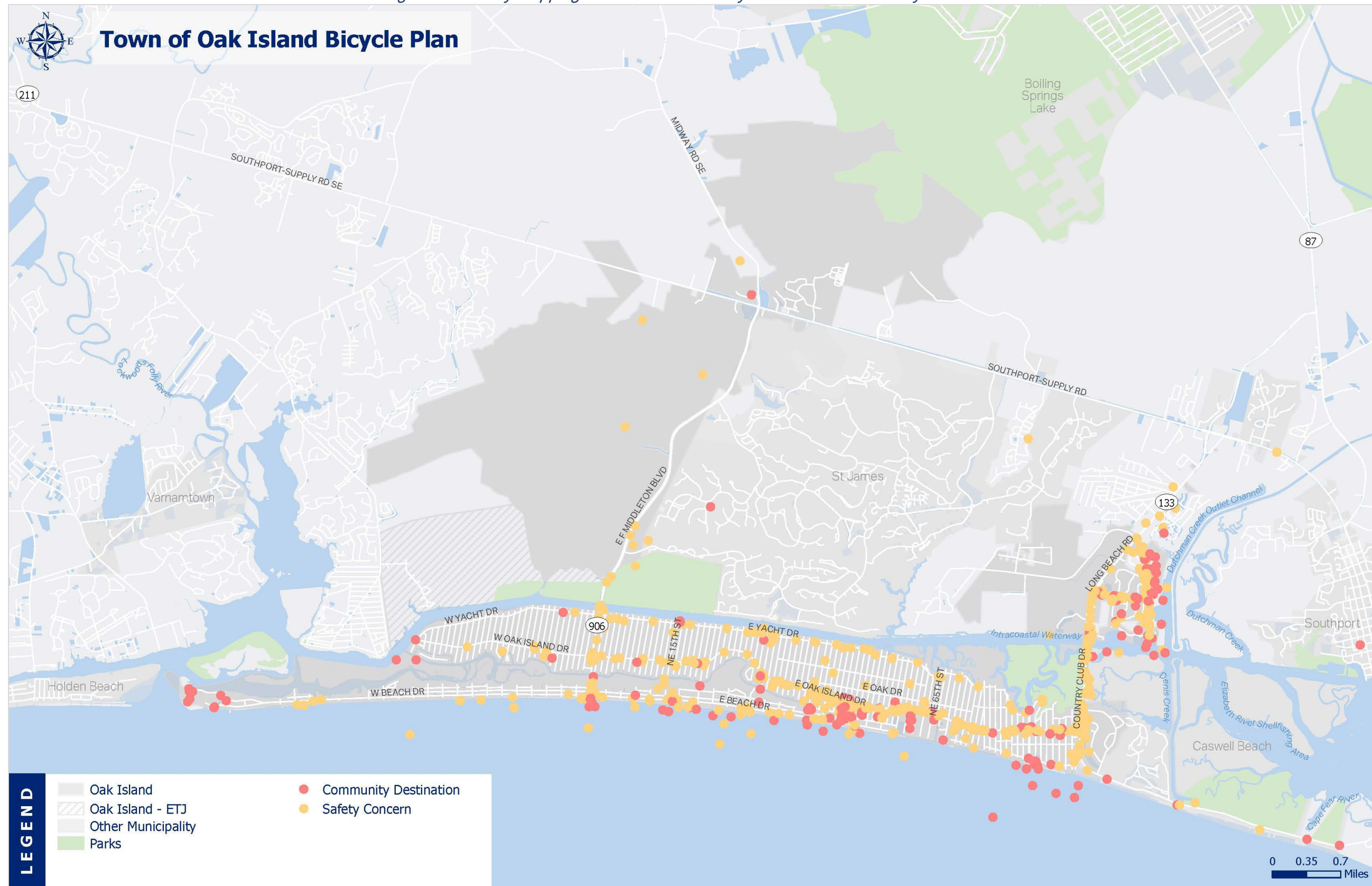


Figure 27. Survey Mapping Exercise – Community Destinations and Safety Concerns



3.3 Community Open House

The Community Open House was held on Wednesday, July 30th from 5:00 p.m. to 7:00 p.m. in the Town of Oak Island’s Council Chambers. The event was advertised on the town’s website and through email newsletters to the community (see Figure 28). The consultant team developed poster boards with information on the *Town of Oak Island Bicycle Plan* goals, the project survey results, potential linear and spot project types, and the draft network of projects.

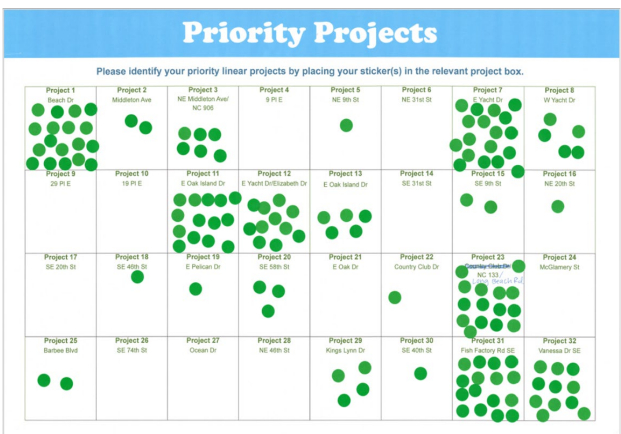
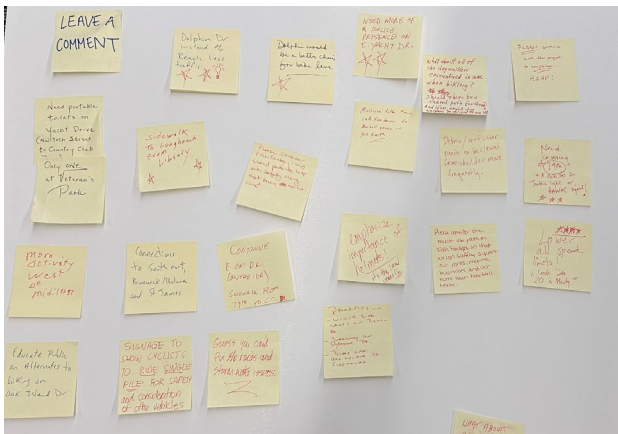
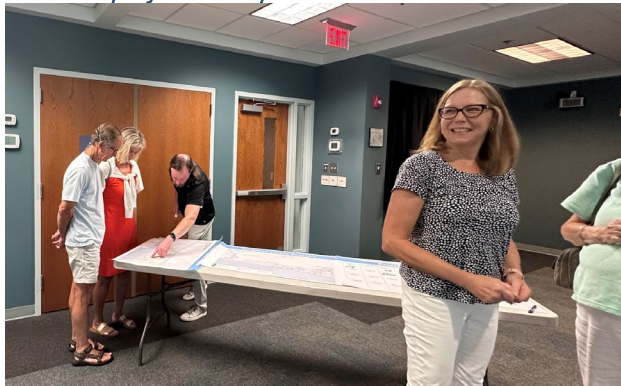
The event provided an opportunity for the community to learn about the Plan and to provide one-on-one feedback to the consultant team. Community members were also encouraged to participate in a project prioritization activity and to provide any outstanding comments or questions. The findings from the prioritization activity as well as the general feedback helped to refine the draft projects and to identify high-priority projects.

The event was attended by around 30 people (see Figure 29) and covered by the State Port Pilot local newspaper.

Figure 28. Event Flyer



Figure 29. Open house attendees learn about the projects and provide feedback





4.0 Recommendations

The recommendations in this section are based on findings from the project’s engagement activities, which included input from the community and the Steering Committee. These insights were analyzed to develop a prioritized list of bicycle infrastructure projects, along with planning-level cost estimates. The recommendations are intended to guide planners, city officials, and other stakeholders in making informed decisions about bicycle infrastructure investments that reflect the community’s vision and values as outlined in this Plan.

4.1 Facility Types

Bicycle infrastructure projects recommendations in this Plan are categorized into two primary types: Linear and Spot improvements. Linear projects refer to continuous facilities that extend along a roadway or corridor. Spot projects are localized improvements at specific locations, such as intersections, crossings, trailheads, or signage upgrades. This distinction helps clarify the scale, function, and implementation approach for each recommendation, as outlined in the sections that follow.

4.1.1 Linear Improvements

Linear improvements address bicycle challenges along portions of roadway corridors and include facilities such as standard bicycle lanes, separated bicycle lanes, shared use paths, and greenway trails. These types of improvements are generally larger infrastructure projects that require longer implementation timeframes and involve higher costs. Collectively, they form a network of safe transportation choices for the community and accommodate a range of bicycle rider profiles. Specific linear improvements are described below.



Bicycle Boulevards: Bicycle Boulevards are multimodal facilities that emphasize safety over speed. They are designed to prioritize cyclist travel by effectively using pavement markings, signage, and traffic calming measures to encourage low automobile volumes and speed.



Painted Bike Lanes: Bike lanes are designated travel lanes designed exclusively for bicyclists using pavement markings and signage. Bike lanes are located alongside standard travel lanes and typically flow in the same direction as motor vehicle traffic. Bike lanes provide separation that may be preferred by cyclists; however, cyclists are still permitted to ride in the general travel lane regardless of the presence of bike lanes.



Buffered Bicycle Facility: Buffered bike facilities consist of a standard bike lane with the addition of a designated buffer space separating the bicycle lane from the adjacent travel or parking lanes, providing additional space for cyclists. The buffer may consist of pavement markings or physical barriers.



Shared Use Paths: A shared use path – also known as a multi-use path – is designed to meet ADA standards for use by active transportation users. The shared use path is separated from the roadway by an open space, a physical barrier, or within an independent ROW. The path should be designed with an adequate width for two-directional use by cyclists and pedestrians.



Greenway Trails: Greenway trails are linear parks or bicycle paths designed to connect people with nature, neighborhoods, and key destinations. They may be paved with asphalt or concrete for accessibility and smooth riding, or unpaved, using natural surfaces like dirt, gravel, or grass for a more rustic experience. Often

following rivers, creeks, or ridgelines, greenways offer scenic and comfortable routes for recreational and commuter bicycling.



Separated Bicycle Facility: Separated or protected bicycle facilities allow bicycle movement in one direction or both directions depending on the design. A separated bicycle facility may be constructed within the roadway ROW but is fully separated from other travel lanes and modes of traffic.



Sharrows: Shared Lane Markings, or “sharrows,” are roadway markings used to communicate that the lane is a shared environment for cyclists and motorists. A sharrow communicates the legality and legitimacy of a cyclist riding in the lane and may provide a positioning recommendation for cyclists. Sharrows do not change the ROW of a roadway facility as cyclists are permitted to ride on any public roadway aside from highways with full control of access.



Signed Bicycle Routes: Signed bicycle routes include directional and informational markers that direct bicyclists to less-congested roadways that may follow the same general corridor as more heavily traveled arterial highways. Bicycle routes do not inherently require physical changes to the roadway but should only be located along roadways with minimal risk to cyclists.



Wide Paved Shoulders: Wide paved shoulders provide a space outside of the travel lanes that a cyclist may choose to ride if he or she wishes to ride separately from other traffic. This may result in more predictable riding behavior and increased comfort levels for cyclists and motorists. Space permitting, rumble strips may be placed between the travel lane and paved shoulder to provide greater protection for cyclists.



Yield Roadway: Yield roadways are roadways that are designed to be a low-speed, shared space for all transportation modes (motorists, cyclists, pedestrians,). They are characterized by facilitating bidirectional travel while having no lane markings in the travel area aside from markings for on-street parking.

4.1.2 Spot Improvements

Spot improvements are intended to address specific barriers or needs at key locations that affect the comfort, safety, and convenience of bicyclists. These localized upgrades – often lower in cost – can include enhancements such as improved bicycle parking, surface treatments, signage, or access at crossings and intersections. Spot improvements make bicycling more accessible and intuitive, especially at decision points or areas of potential conflict. Examples of spot improvements are described below.



Bicycle Racks: Bicycle racks provide a location for cyclists to park and secure their bicycles. Bicycle racks can come in various shapes and sizes to best fit the location, surrounding aesthetic, and demand. Bicycle racks should be placed in visible locations close to popular destinations.



Bicycle Shelters: Bicycle shelters provide covered, secure areas for short- or long-term bicycle parking. These facilities protect bicycles from the weather and can include features such as racks, lockers, or enclosures. While they do not require changes to the roadway, bicycle shelters are best located in areas with high demand, such as transit stops, schools, parks, or commercial centers, to support and encourage regular bicycle use.



Bicycle Box: A bicycle/bike box is a dedicated area for bicyclists to wait at signalized intersections, particularly at high-traffic or high-stress intersections. They are placed in front of vehicular traffic and are often marked with green paint. **Bicycle** boxes improve visibility for bicyclists and seek to reduce conflicts with crossing pedestrians or turning traffic.



Lighting Improvements: Lighting improvements for active transportation typically includes street lighting such as light poles, lampposts, or streetlamps, or other raised source of light along a multi-use path or sidewalk. High-quality and well-placed lighting, including supplementing pedestrian-scale lighting at night-time crossing areas, increases safety and security for nonmotorized and vehicular users. Dark sky lighting options should also be considered in response to sensitive natural areas and wildlife.



Bicycle Repair Stations: Bicycle repair stations provide a location where commonly needed tools are kept and available for public use. These stations can provide an important resource for bicyclists in need of quick repairs while cycling as well as cyclists that do not own certain tools.



Wayfinding Signage: Wayfinding includes comprehensive signage and/or markings to guide travelers to their destinations along preferred routes. It usually comprises four types of signs that are informational (e.g., opening hours), directional (e.g., trail route information), provide identification (e.g., name of a park entrance), or regulatory (e.g., restricted areas).



Bicycle Counters: Bike counters are devices used to measure the number of cyclists passing a specific point. Counters may be used to help identify areas in need of safety improvements. They also help provide reliable and accurate data for planning and analysis.

4.1.3 Green Infrastructure

Green infrastructure is an important consideration when constructing bicycle and multimodal infrastructure. Particularly for coastal communities that can experience increased instances of natural hazards such as flooding or heavy rainfall, green infrastructure can enhance resilience and environmental sustainability by managing stormwater, lowering temperatures, and supporting wildlife habitat. These improvements can also improve the quality of the user’s experience and create economic benefits by reducing maintenance costs. Where possible, green infrastructure solutions such as the use of native landscaping and permeable pavement should be considered when implementing infrastructure recommended in this Plan.

4.1.4 Bicycle Facility Selection

The public survey indicated that 29 percent of respondents currently bike in Oak Island and that most respondents are either confident or comfortable biking. However, 81 percent of respondents indicated that they would bike more often if challenges were addressed. The top three challenges identified in the survey are a *lack of bike infrastructure*, *heavy traffic*, and *speeding vehicles*. It is also important to note that there are different types of bicycle rider profiles (see Section 1.5) and that infrastructure should not only accommodate the highly confident riders but the full range, including riders who are interested but concerned as this group typically makes up a majority of the total population. Providing adequate protective infrastructure for the community not only supports existing riders but promotes biking for new riders.

The projects recommended within this Plan are tailored to each location and a variety of factors were considered to identify the appropriate facility type. Past planning information, crash data, and community feedback were analyzed to understand the nature of the existing challenges along each roadway of interest. The FHWA speed and traffic volume thresholds for bicycle infrastructure (see Figure 30), the roadway classification, land use, and coordination with complementary planning efforts were considered to identify the appropriate treatment.

The proposed projects were refined with feedback from the Steering Committee and from the public during the open house.

4.1.5 Cost Estimates

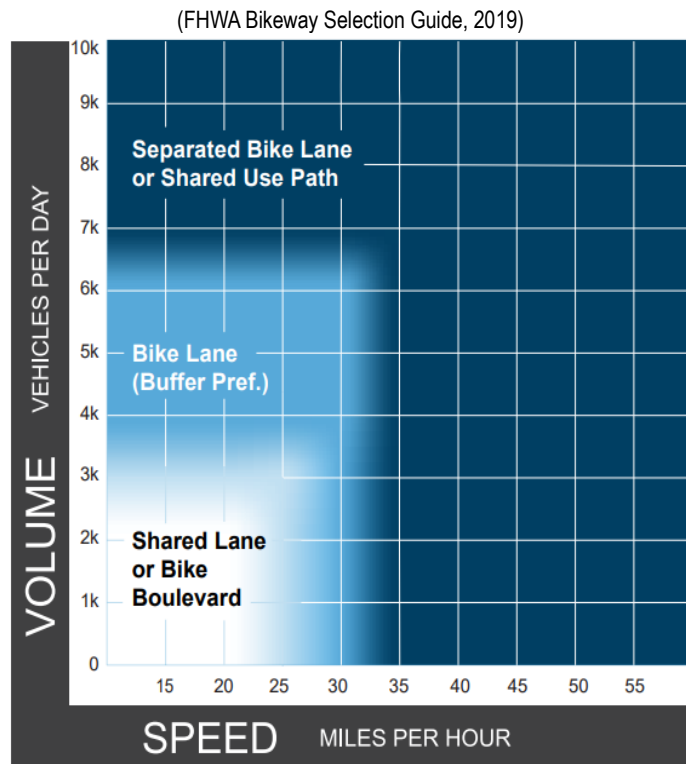
Costs for recommended linear bicycle infrastructure projects were estimated using [NCDOT's Bicycle and Pedestrian Cost Estimation \(BPCE\) Tool](#). Based on guidance from the NCDOT Strategic Prioritization Office of Transportation (SPOT), all linear output costs from the tool have been doubled to more accurately reflect realistic project costs recently seen by the office.

The BPCE Tool was adopted in July 2019 and updated in 2023 to assist NCDOT divisions, MPOs, and RPOs in developing reasonable and comparable bicycle and pedestrian cost estimates for submittal through the Prioritization 7.0 (P7.0) process. The costs reported in this Plan include design, permitting, utility relocation, and construction. The following are goals of the tool:

- Promote simple tools for submitters to use.
- Accommodate those who are unfamiliar with the project design and construction processes.
- Provide transparent calculations.
- Produce estimates broken into components to match the inputs needed for the SPOT Online
- Produce estimates in a format appropriate for easy explanation to elected and appointed officials.
- Support simple maintenance for NCDOT personnel.

The BPCE Tool represents a combination of computational technology and cost estimation philosophy. To leverage these two areas of expertise, the tool was developed simultaneously. For instance, the technical development of an advanced Microsoft Excel-based tool was coordinated with the transportation project (theory-based) development of bicycle and pedestrian project cost estimation formulas. Critical in the development of the tool was the desire to take complex computations and simplify them using assumptions based on a minimized number and complexity of user inputs in a format that matched the business needs of the P7.0 process. Cost estimates generated through the BPCE Tool are provided in Appendix D .

Figure 30. Preferred Bikeway Type for Urban, Urban Core, Suburban and Rural Town Contexts



- Notes**
- 1 Chart assumes operating speeds are similar to posted speeds. If they differ, use operating speed rather than posted speed.
 - 2 Advisory bike lanes may be an option where traffic volume is <3K ADT.
 - 3 See page 32 for a discussion of alternatives if the preferred bikeway type is not feasible.

Cost estimates for spot projects were obtained from PEDBIKESAFE. Estimates were in 2012 dollars and were escalated to 2025 dollars using the U.S. Bureau of Labor Statistics Consumer Price Index Inflation Calculator.

Assumptions and Disclaimers

The BPCE Tool is intended for use as an aid to estimating project costs for bicycle and pedestrian projects associated with P7.0. The tool should not be used to estimate projects of other modes (roadways or other). The tool contains estimations for design services, utilities, ROW, and construction with contingencies based on limited project knowledge and inputs. Due to the conceptual nature of project descriptors, the accuracy of cost estimates will be limited. More accurate cost estimates would result from an engineered feasibility study for the recommended projects.

Estimated cost outputs are designed to assume federal transportation funding is used in compliance with all federal transportation regulations and FHWA approved NCDOT Local Program Management Office oversight requirements. These requirements are in place as of the date of this tool's publication. All costs are based on 2023 prices and cost components are rounded to the next \$1,000. For the purposes of this Plan and based on NCDOT SPOT guidance, all linear output costs from the tool have been doubled to more accurately reflect realistic project costs recently seen by the office.

The tool assumes established ecoregion typologies, construction market regions, and average land values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations. This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen specific improvement type, project type, project length, and project facility width. This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land requisition only.

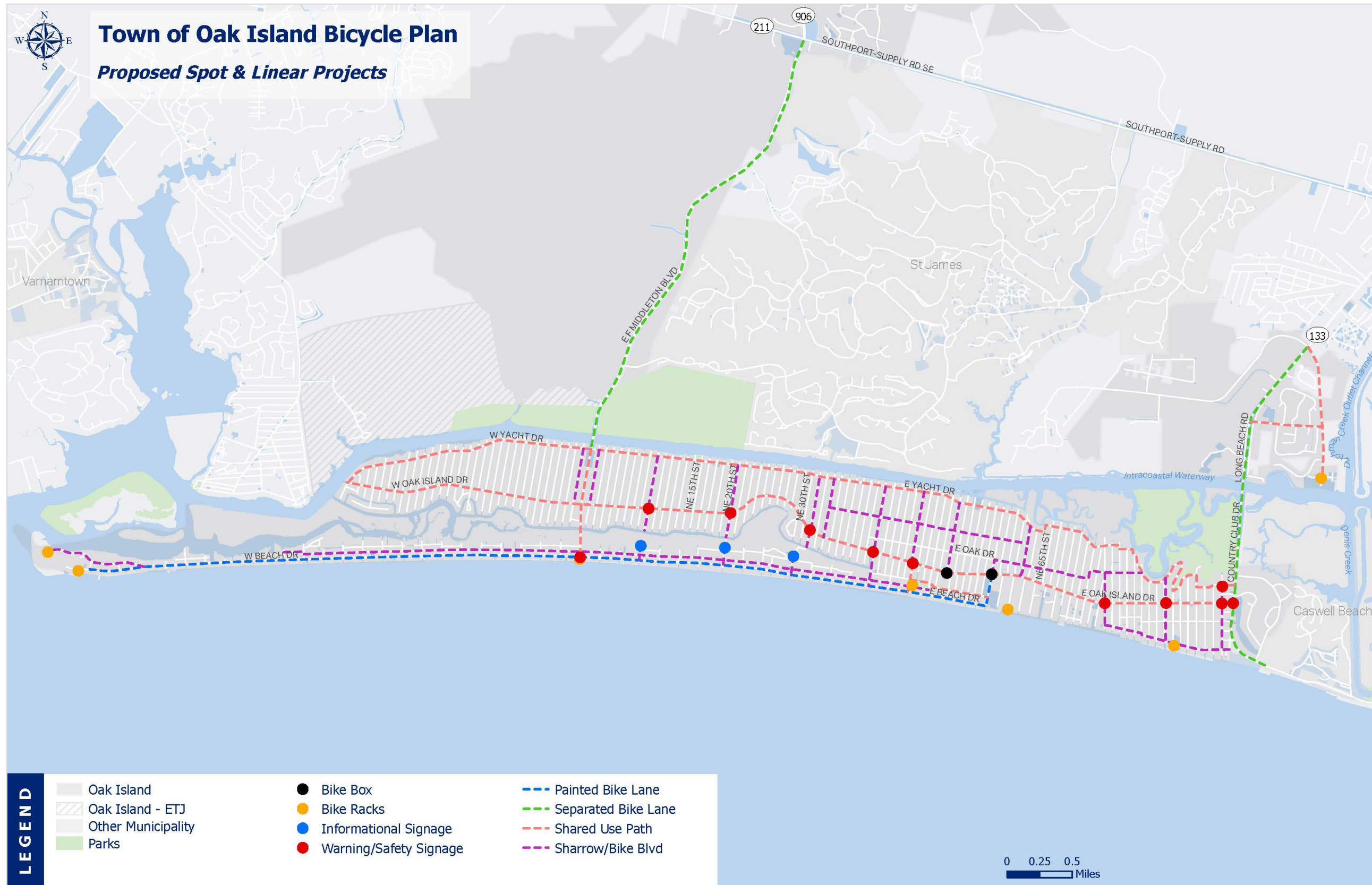
The tool includes assumptions based on past market conditions and is not designed to accurately predict future market values. The estimates provided are intended to serve as a relative guide for a rough order of cost magnitude. Estimated costs for bicycle infrastructure projects are included in Section 4.2.

4.2 Network Recommendations

This Bicycle Plan recommends 33 linear projects and 23 spot projects across the town of Oak Island. Linear recommendations are discussed in Section 4.2.1 while spot projects are discussed in Section 4.2.2. The proposed projects were identified through a combination of factors documented in earlier sections of this Plan, including an assessment of the existing transportation network, a review of proposed or planned projects in other planning documents, an analysis of crash locations, survey feedback, and input from the Steering Committee. The linear and spot recommendations are not only intended to improve safety, connectivity, and access along the project locations, but also to create a bicycle network that connects key destinations across Oak Island as well as neighboring communities. The linear and spot recommendations for the Oak Island bicycle network are shown in Figure 31.

The following section outlines both linear and spot projects in detail, including the type, length of linear projects, cost estimates, and locations. The linear projects are also prioritized to support a phased implementation. The prioritization process is discussed in Section 4.2.3 and several of the priority projects are further explored in Section 4.2.4.

Figure 31. Recommended Linear and Spot Projects



4.2.1 Recommended Linear Projects

The recommended linear projects are listed in Table 14 and shown in Figure 32 and Figure 33. The linear project recommendations within the Plan include sharrow roadway markings, painted bike lanes, separated bike lanes, and shared use paths. The methodology for determining the appropriate linear treatment was based on factors that include the roadway classification, AADT, speed, right-of-way available, and feedback from the community. The detailed methodology is discussed in Section 4.1.3. Cost estimates for the linear projects were obtained by doubling outputs from the NCDOT’s BPCE Tool (updated in 2023).

Table 14. Recommended Linear Projects

Map Label	Street Name	Facility Type	Project Description	From	To	Length (Feet)	Cost Estimate
1	Yacht Dr/ Elizabeth Dr	Shared Use Path	Shared use path to address safety concerns related to vehicle-bicyclist interactions along the popular route.	W Oak Island Dr	Country Club Dr	41,198	\$42,386,000
2	Oak Island Dr	Shared Use Path	Shared use path to address safety concerns related to vehicle-bicyclist interactions along the high-traffic roadway.	W Yacht Dr	Country Club Dr	37,412	\$39,062,000
3	Dolphin Dr	Sharrow/Bike Blvd	Sharrow markings to provide an alternative route to Beach Dr.	39th PI W	SE 49th St	26,364	\$182,000
4	Beach Dr	Painted Bike Lane	Improve the existing bike lane/paved shoulder by widening the lanes in both directions and adding painted markings to deter lanes from being obstructed by trash cans, vehicles, and other obstacles.	69th PI W	SE 58th St	36,598	\$24,016,000 (\$12,008,000 per side)

Map Label	Street Name	Facility Type	Project Description	From	To	Length (Feet)	Cost Estimate
5	Kings Lynn Dr	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists riding to the Point.	The Point	W Beach Dr	4,402	\$32,000
6	Holly Dr NE	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists.	NE 33rd St	NE 62nd St	8,196	\$58,000
7	E Oak Dr	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists.	E Oak Island Dr	Yacht Dr/ Elizabeth Dr	6,912	\$50,000
8	E Pelican Dr	Shared Use Path	Shared use path around popular destination such as Middleton Park and downtown restaurants and shopping.	SE 46th St (Along Middleton Park)	SE 58th St	3,262	\$3,602,000
9	E Beach Dr/ Ocean Dr	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists along route connecting to destinations such as the Oak Island Pier.	SE 74th St	Jack B Cook Rd	5,220	\$40,000
10	NW 1st St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on alternate route to N Middleton Ave.	W Yacht Dr	W Oak Island Dr	2,232	\$18,000
11	EF Middleton Blvd/NC 906	Separated Bike Lane	Separated bike lane to connect riders to future developments along NC 906, St James, and NC 211.	Yacht Dr	NC 211/ Southport-Supply Rd	19,366	\$29,560,000

Map Label	Street Name	Facility Type	Project Description	From	To	Length (Feet)	Cost Estimate
12	Middleton Ave/St	Shared Use Path	Shared Use Path for safe access along key north-south connection and Middleton Beach.	Yacht Dr	W Beach Dr	4,461	\$4,932,000
13	NE 1st St	Sharrows/Bike Blvd	Sharrows markings to alert drivers to bicyclists on alternate route to N Middleton Ave.	E Yacht Dr	E Oak Island Dr	2,225	\$18,000
14	NE/SE 9th St	Sharrows/Bike Blvd	Sharrows markings to alert drivers to bicyclists on key north-south access route.	E Yacht Dr	Scenic Walkway	3,049	\$24,000
15	9 PI E	Sharrows/Bike Blvd	Sharrows markings to alert drivers to bicyclists on key north-south access route.	Scenic Walkway	E Beach Dr	597	\$8,000
16	NE/SE 20th St	Sharrows/Bike Blvd	Sharrows markings to alert drivers to bicyclists on key north-south access route.	E Yacht Dr	Scenic Walkway	2,910	\$24,000
17	19 PI E	Sharrows/Bike Blvd	Sharrows markings to alert drivers to bicyclists on key north-south access route.	Scenic Walkway	E Beach Dr	716	\$10,000
18	NE/SE 31st St	Sharrows/Bike Blvd	Sharrows markings to alert drivers to bicyclists on key north-south access route.	E Yacht Dr	Scenic Walkway	2,757	\$22,000

Map Label	Street Name	Facility Type	Project Description	From	To	Length (Feet)	Cost Estimate
19	29 PI E	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on key north-south access route.	Scenic Walkway	E Beach Dr	750	\$10,000
20	NE 33rd St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists.	E Yacht Dr	E Oak Island Dr	2,386	\$18,000
21	NE 40th St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on north-south connection to Yacht Dr and Oak Island key routes.	E Yacht Dr	E Oak Island Dr	2,657	\$22,000
22	SE 40th St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists.	E Oak Island Dr	E Beach Dr	1,402	\$14,000
23	NE 46th St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on north-south connection to Yacht Dr and Oak Island key routes.	E Yacht Dr	E Oak Island Dr	2,872	\$24,000
24	SE 46th St	Shared Use Path	Shared use path connecting popular destinations, including Middleton Park and the Oak Island Cabana.	E Oak Island Dr	E Beach Dr	1,136	\$1,454,000
25	NE 51st St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on north-south connection to Yacht Dr and Oak Island key routes.	E Yacht Dr	E Oak Island Dr	2,895	\$24,000
26	SE 58th St	Painted Bike Lane	Improving the existing bike lane/paved shoulder with clear markings to protect	E Beach Dr	E Oak Island Dr	1,270	\$552,000

Map Label	Street Name	Facility Type	Project Description	From	To	Length (Feet)	Cost Estimate
			bicyclists along route connecting key destinations.				
27	NE 62nd St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on north-south connection to Yacht Dr and Oak Island key routes.	E Yacht Dr	E Oak Island Dr	2,089	\$18,000
28	SE 74th St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists connecting across E Oak Island Dr.	E Oak Dr	E Beach Dr	2,112	\$18,000
29	Barbee Blvd	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists connecting across E Oak Island Dr to access popular destinations such as the Oak Island Pier.	Elizabeth Dr	Ocean Dr	2,536	\$22,000
30	McGlamery St	Sharrow/Bike Blvd	Sharrow markings to alert drivers to bicyclists on alternative north-south route to Country Club Dr.	Elizabeth Dr	Ocean Dr	2,596	\$22,000
31	Country Club Dr/Long Beach Rd/NC 133	Separated Bike Lane	Separated bike lanes to protect riders along high-traffic roadway connecting Oak Island across the Intracoastal Waterway.	Fish Factory Rd SE/ Airport Rd SE	Yaupon Way	14,483	\$23,554,000
32	Fish Factory Rd SE	Shared Use Path	Shared use path to protect bicyclists accessing connecting popular	Long Beach Rd SE	O'Quinn Blvd	5,326	\$5,532,000

Map Label	Street Name	Facility Type	Project Description	From	To	Length (Feet)	Cost Estimate
			destinations such as the Bill Smith Park and marina.				
33	Vanessa Dr SE	Shared Use Path	Shared use path to protect bicyclists accessing connecting popular destinations such as the Bill Smith Park and marina.	Long Beach Rd SE	Fish Factory Rd SE	2,904	\$3,166,000

Figure 32. Recommended Linear Projects

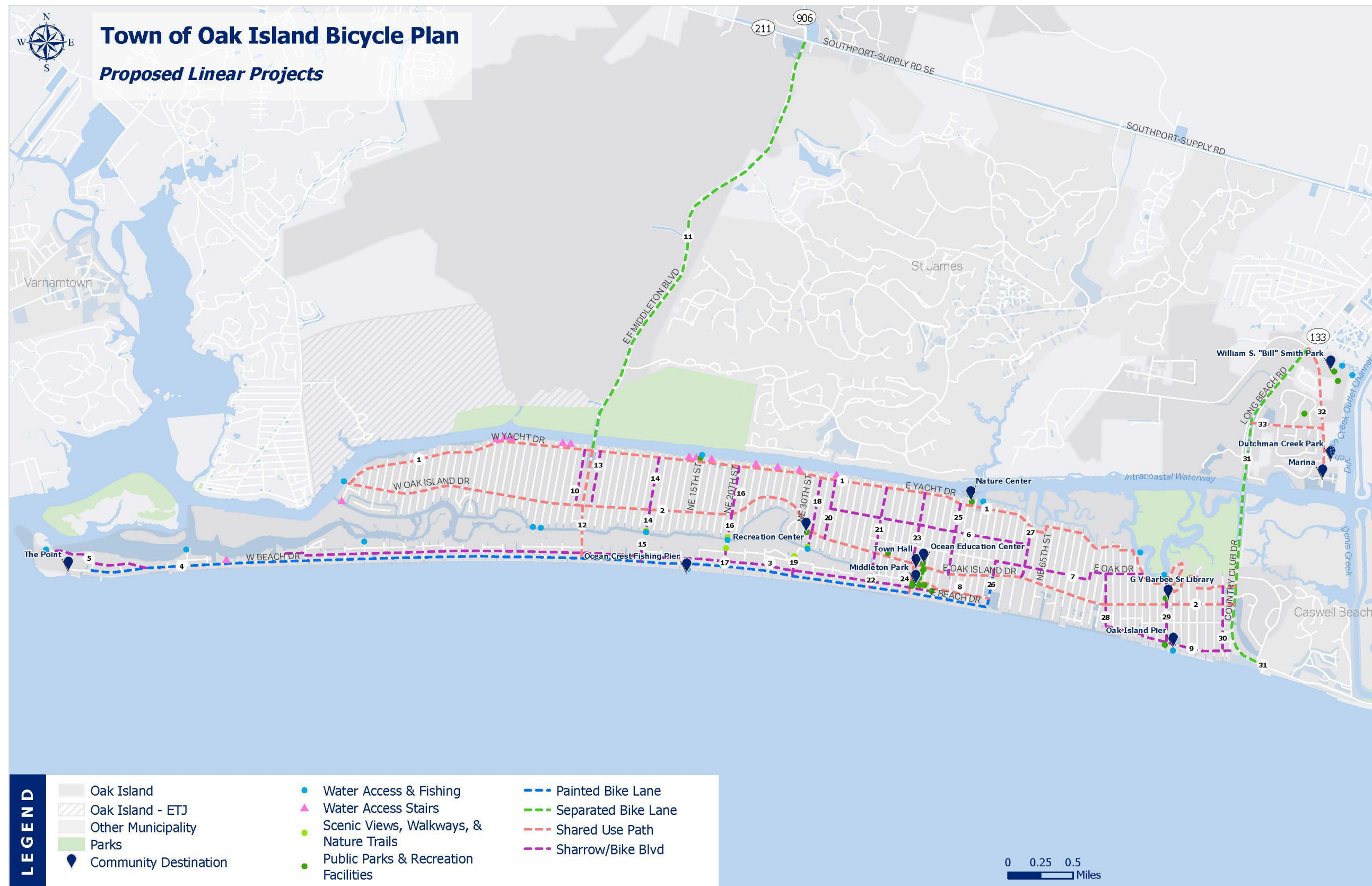
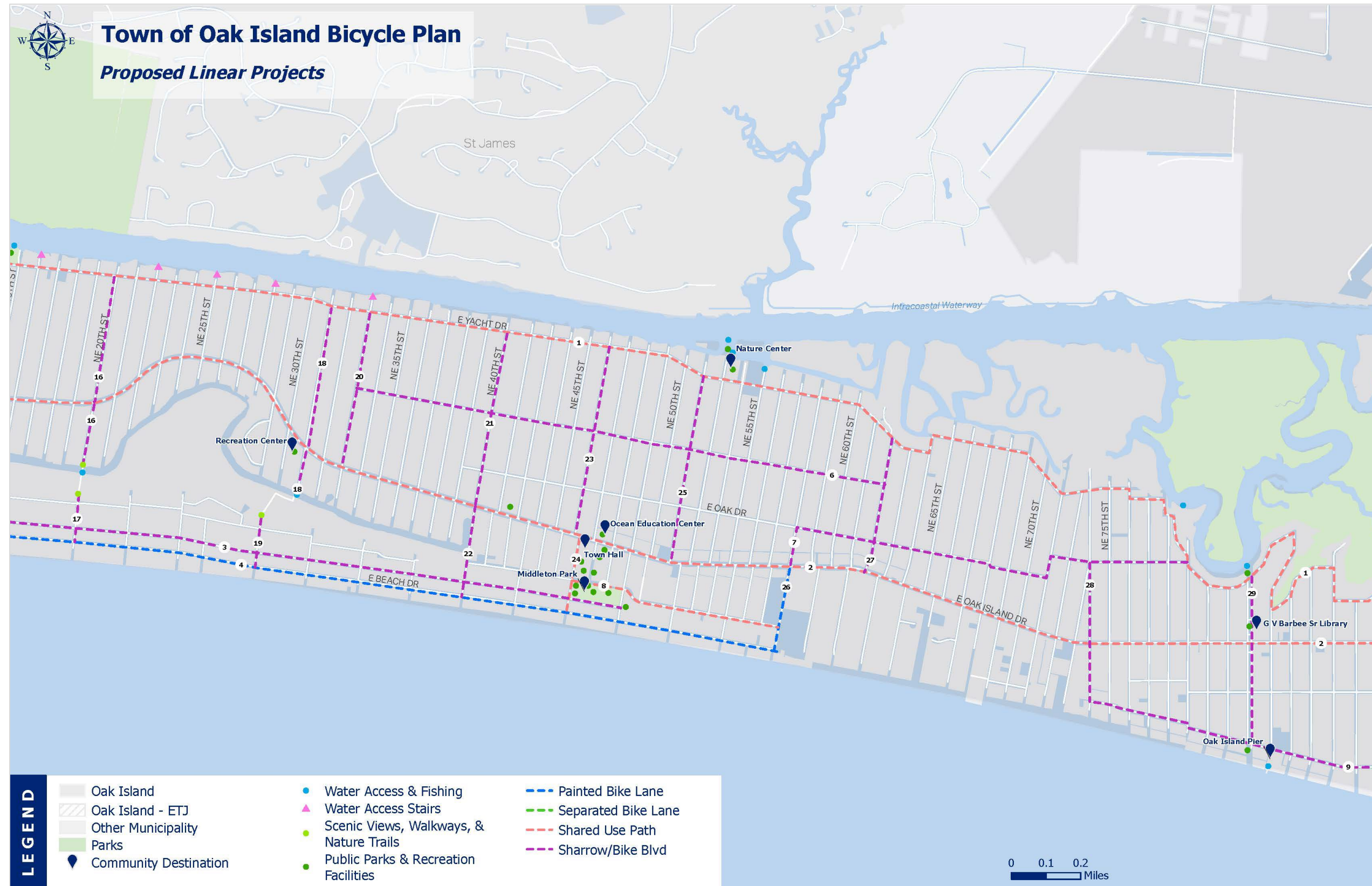


Figure 33. Recommended Linear Projects (Downtown District)



4.2.2 Recommended Spot Projects

The recommended spot projects are listed Table 15 and displayed in Figure 34. The spot projects recommended for Oak Island include bicycle racks, bike boxes, warning/safety signage, and informational signage.

Bike racks are proposed at key community destinations while the bike boxes are recommended for signalized intersections where bicyclists would be using the roadway. Warning/safety signage should be placed throughout the community; however, priority locations are proposed within this Plan near intersections to alert drivers to the potential presence of a bicyclist crossing. The scenic walkways across the Davis Canal offer useful north-south connections across Oak Island, but survey respondents indicate challenges with people riding their bicycles across the walkways despite regulations against doing so. The Plan proposes more prominent signs directing riders to walk their bicycles across the walkways.

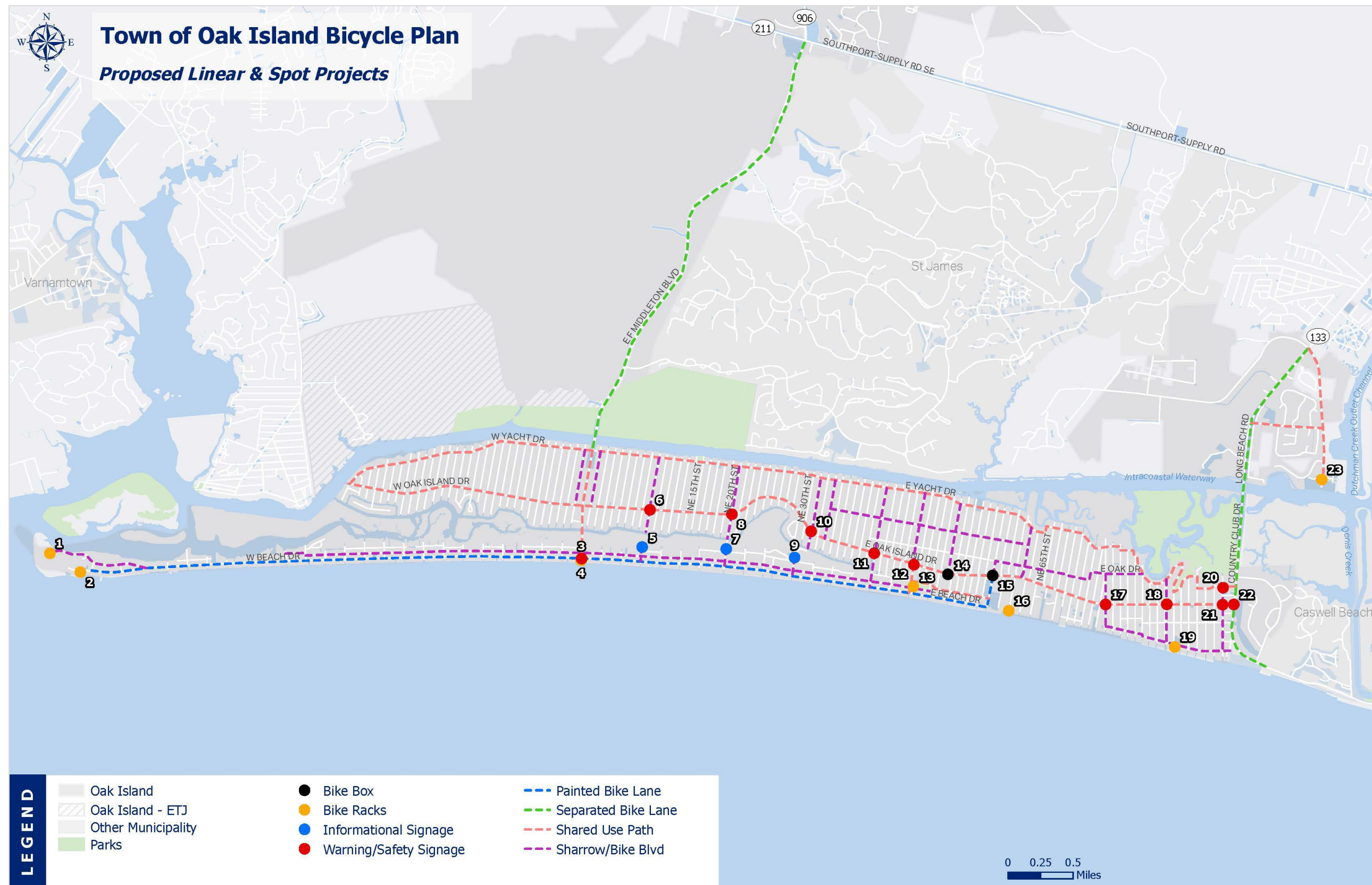
Cost estimates for bicycle racks, bike boxes, and signage were obtained from PEDBIKESAFE, a USDOT tool for bicycle and pedestrian planning. Estimates were in 2012 dollars and were escalated to 2025 dollars using the U.S. Bureau of Labor Statistics Consumer Price Index Inflation Calculator.

Table 15. Recommended Spot Projects

Map Label	Street Name(s)	Type	Cost Estimate
1	Kings Lynn Dr	Bike Rack (per unit cost)	\$940
2	W Beach Dr	Bike Rack (per unit cost)	\$940
3	Highway 906/Beach Dr	Warning/Safety Signage (per unit cost)	\$430
4	Middleton Beach	Bike Rack (per unit cost)	\$940
5	9th St Scenic Walkway	Informational Signage (cost is for two signs - one on either side of the walkway)	\$1,600
6	Oak Island Dr/9th St	Warning/Safety Signage (per unit cost)	\$430
7	19th/20th St Scenic Walkway	Informational Signage (cost is for two signs - one on either side of the walkway)	\$1,600
8	Oak Island Dr/20th St	Warning/Safety Signage (per unit cost)	\$430
9	29th/31st St Scenic Walkway	Informational Signage (cost is for two signs - one on either side of the walkway)	\$1,600
10	Oak Island Dr/31st St	Warning/Safety Signage (per unit cost)	\$430
11	Oak Island Dr/40th St	Warning/Safety Signage (per unit cost)	\$430
12	Oak Island Dr/46th St	Warning/Safety Signage (per unit cost)	\$430

Map Label	Street Name(s)	Type	Cost Estimate
13	Middleton Park	Bike Rack (per unit cost)	\$940
14	Oak Island Dr/NE 51st St	Bike Box (cost assumes \$11.50/square foot and 200 square foot/traffic lane)	\$9,840
15	Oak Island Dr/58th St	Bike Box (cost assumes \$11.50/square foot and 200 square foot/traffic lane)	\$9,840
16	61st St Beach Access	Bike Rack (per unit cost)	\$940
17	Oak Island Dr/74th St	Warning/Safety Signage (per unit cost)	\$430
18	Oak Island Dr/Barbee Blvd	Warning/Safety Signage (per unit cost)	\$430
19	Oak Island Pier	Bike Rack (per unit cost)	\$940
20	Elizabeth Dr/McGlamery St	Warning/Safety Signage (per unit cost)	\$430
21	Oak Island Dr/McGlamery St	Warning/Safety Signage (per unit cost)	\$430
22	Oak Island Dr/County Club Dr	Warning/Safety Signage (per unit cost)	\$430
23	O'Quinn Blvd	Bike Rack (per unit cost)	\$940

Figure 34. Recommended Spot Projects



4.2.3 Prioritization

The prioritization of the recommended projects provides the town with guidance on how projects may be implemented based on agreed upon criteria. The prioritization provides a flexible framework, and projects can and should be implemented as opportunities – such as new funding mechanisms or road improvement projects – make the implementation of a certain project feasible.

The prioritization process combines a qualitative and quantitative approach that is based on feedback from the Steering Committee, the public survey, the community open house event, existing conditions, and the proposed project type. The prioritization criteria were identified in collaboration with the Steering Committee and align with NCDOT criteria that are used to prioritize projects. The projects were scored based on a methodology that rated each criterion on a scale from 1-3 based on both a qualitative and quantitative assessment. The scoring is designed to prioritize projects that are strongly supported by the community, are lower cost, have a high impact on safety and connectivity, and are relatively simple to implement.

The linear projects have been prioritized according to the criteria (see Table 16); however, the spot projects were not included as they are lower cost, lower effort projects that can also be coupled with linear projects as they are implemented (e.g., adding a bike box to a bike lane being added as a linear project along the same road).

The following criteria and scoring thresholds were used to prioritize the recommended bicycle projects in this Plan:






	<p>Community/Stakeholder Support Gathered from the Steering Committee members, the survey, and through feedback collected during the open house.</p>	<p>Low support - 1 Moderate support - 2 High support - 3</p>
	<p>Cost Considers the estimated cost of the project.</p>	<p>High cost - 1 (over \$10M) Moderate cost - 2 (\$1-\$10M) Low cost - 3 (under \$1M)</p>
	<p>Ease of Implementation Assesses the availability of right-of-way, the length and scale of the project, terrain, impediments, and potential utility relocations that may be needed because of the proposed project.</p>	<p>Complex - 1 Moderate complexity - 2 Simple - 3</p>
	<p>Safety Impact Considers locations with past and present bicycle safety challenges and crashes documented in police reports. Also takes into consideration anecdotal information shared through the survey and other public engagement.</p>	<p>Low impact - 1 Moderate impact - 2 High impact - 3</p>
	<p>Connectivity Impact Evaluates how the proposed project may connect to existing and future destinations within the town. Consider the location of existing community sites as well as findings from the public survey where participants indicated destinations that they would like to be able to bike to.</p>	<p>Low impact - 1 Moderate impact - 2 High impact - 3</p>

Table 16. Prioritization Results

Map Label	Street Name	Facility Type	Score	Details
4	Beach Dr	Painted Bike Lane	12	<ul style="list-style-type: none"> Project to improve existing bike lane More formalized bike lane is recommended in the <i>Cape Fear Regional Bicycle Plan</i> Popular east-west connection Highly prioritized during open house activity Six crashes involving bicyclist documented on roadway NCDOT-owned and maintained road Recommend combining with an NCDOT resurfacing project
32	Fish Factory Rd SE	Shared Use Path	12	<ul style="list-style-type: none"> Connects to community destinations, including the Bill Smith Park, Dutchman Creek Park, and the marina Mapping exercise in public survey indicated road as opportunity location with safety concerns Highly prioritized during open house activity NCDOT-owned and maintained road
8	E Pelican Dr	Shared Use Path	11	<ul style="list-style-type: none"> Connects to Middleton Park and other key destinations Mapping exercise in public survey indicated road as opportunity location with many multi-modal road users attending events One crash involving bicyclist documented on roadway
31	Country Club Dr/Long Beach Rd/ NC 133	Separated Bike Lane	11	<ul style="list-style-type: none"> Connects across the Intracoastal Waterway The <i>Cape Fear Regional Bicycle Plan</i> indicates that the road is frequently used by the Cape Fear Cyclists group The <i>Cape Fear Regional Bicycle Plan</i> proposes as an off-road shared use path facility as part of the regional bikeway network <i>NC 211 Greenway Feasibility Study</i> suggests assessing a potential road diet and lane conversion to a future side path Northern part of the Long Beach Road segment has recommended road improvement in Comprehensive Transportation Plan (CTP) Recommend breaking up into segments for phased implementation Cost does not include bridge improvements – any future bridge replacement should include separate space for bicyclists Highly prioritized during open house activity Four crashes involving bicyclist documented on this segment of roadway NCDOT-owned and maintained road
1	Yacht Dr/Elizabeth Dr	Shared Use Path	11	<ul style="list-style-type: none"> Greenway recommended along Yacht Dr. in the <i>2045 Charting the Course Comprehensive Land Use Plan</i>

Map Label	Street Name	Facility Type	Score	Details
				<ul style="list-style-type: none"> Recommend breaking up into segments for phased implementation Mapping exercise in public survey indicated road as opportunity location with safety concerns Highly prioritized during open house activity Six crashes involving bicyclist documented on roadway
33	Vanessa Dr SE	Shared Use Path	11	<ul style="list-style-type: none"> Connects to many community destinations, including the Bill Smith Park, Dutchman Creek Park, and the marina Mapping exercise in public survey indicated road as opportunity location with safety concerns Highly prioritized during open house activity
2	Oak Island Dr	Shared Use Path	11	<ul style="list-style-type: none"> Shared use path is included in <i>Streetscape Masterplan</i> Side path is recommended in the <i>Cape Fear Regional Bicycle Plan</i> Identified as part of the proposed regional bicycle network in the <i>Cape Fear Regional Bicycle Plan</i> Recommend breaking up into segments for phased implementation Mapping exercise in public survey indicated road as opportunity location with safety concerns Highly prioritized during open house activity Fifteen crashes involving bicyclist documented on roadway NCDOT-owned and maintained road from Middleton Ave to Country Club Rd
3	Dolphin Dr	Sharrow/Bike Blvd	11	<ul style="list-style-type: none"> Popular east-west connection and alternative to Beach Dr
6	Holly Dr NE	Sharrow/Bike Blvd	11	<ul style="list-style-type: none"> Interest in the route highlighted by the Steering Committee
7	E Oak Dr	Sharrow/Bike Blvd	11	<ul style="list-style-type: none"> One crash involving bicyclist documented on roadway
10	NW 1st St	Sharrow/Bike Blvd	11	<ul style="list-style-type: none"> Provides an alternative to Middleton Ave
13	NE 1st St	Sharrow/Bike Blvd	11	<ul style="list-style-type: none"> Provides an alternative to Middleton Ave
14	NE/SE 9th St	Sharrow/Bike Blvd	11	<ul style="list-style-type: none"> Provides a north-south route and connection to the scenic walkway
16	NE/SE 20th St	Sharrow/Bike Blvd	11	<ul style="list-style-type: none"> Provides a north-south route and connection to the scenic walkway
21	NE 40th St	Sharrow/Bike Blvd	11	<ul style="list-style-type: none"> Provides a north-south route
22	SE 40th St	Sharrow/Bike Blvd	11	<ul style="list-style-type: none"> Provides a north-south route and connection to the beach

Map Label	Street Name	Facility Type	Score	Details
23	NE 46th St	Sharrow/Bike Blvd	11	<ul style="list-style-type: none"> Connects to Middleton Park
26	SE 58th St	Painted Bike Lane	11	<ul style="list-style-type: none"> One crash involving bicyclist documented on roadway NCDOT-owned and maintained road
5	Kings Lynn Dr	Sharrow/Bike Blvd	10	<ul style="list-style-type: none"> Shared lane markings are recommended in the <i>Cape Fear Regional Bicycle Plan</i>
18	NE/SE 31st St	Sharrow/Bike Blvd	10	<ul style="list-style-type: none"> Provides a north-south route and connection to the scenic walkway
20	NE 33rd St	Sharrow/Bike Blvd	10	<ul style="list-style-type: none"> Provides a north-south route and connection to E Holly Dr NE
25	NE 51st St	Sharrow/Bike Blvd	10	<ul style="list-style-type: none"> Provides a north-south route and connection to E Holly Dr NE
27	NE 62nd St	Sharrow/Bike Blvd	10	<ul style="list-style-type: none"> Provides a north-south route and connection to E Holly Dr NE
29	Barbee Blvd	Sharrow/Bike Blvd	10	<ul style="list-style-type: none"> Provides a north-south route
30	McGlamery St	Sharrow/Bike Blvd	10	<ul style="list-style-type: none"> Provides a north-south route and alternative to Country Club Rd
9	E Beach Dr/Ocean Dr	Sharrow/Bike Blvd	9	<ul style="list-style-type: none"> Mapping exercise in public survey indicated road as location with safety concerns One crash involving bicyclist documented on roadway North-South connection across the island
12	Middleton Ave/St	Shared Use Path	9	<p>The <i>Cape Fear Regional Bicycle Plan</i> indicates that the road is frequently used by the Cape Fear Cyclists group</p> <ul style="list-style-type: none"> The <i>Cape Fear Regional Bicycle Plan</i> proposes as an off-road shared use path facility as part of the regional bikeway network <i>NC 211 Greenway Feasibility Study</i> suggests assessing a potential road diet and lane conversion to a future side path Mapping exercise in public survey indicated road as location with safety concerns Two crashes involving bicyclist documented on roadway NCDOT-owned and maintained road
15	9 PI E	Sharrow/Bike Blvd	9	<ul style="list-style-type: none"> Provides a north-south route and connection to the scenic walkway and beach
17	19 PI E	Sharrow/Bike Blvd	9	<ul style="list-style-type: none"> Provides a north-south route and connection to the scenic walkway and beach
19	29 PI E	Sharrow/Bike Blvd	9	<ul style="list-style-type: none"> Provides a north-south route and connection to the scenic walkway and beach
28	SE 74th St	Sharrow/Bike Blvd	9	<ul style="list-style-type: none"> Provides connection between E Oak Island Dr and E Beach Dr

Map Label	Street Name	Facility Type	Score	Details
24	SE 46th St	Shared Use Path	8	<ul style="list-style-type: none"> • Connects to Middleton Park • Mapping exercise in public survey indicated road as leading to popular destinations
11	EF Middleton Ave/ NC 906	Separated Bike Lane	7	<ul style="list-style-type: none"> • Future planned communities but currently little development • Would connect Oak Island to the NC 211 East Coast Greenway route • The <i>Cape Fear Regional Bicycle Plan</i> proposes as an off-road shared use path facility as part of the regional bikeway network • Cost does not include bridge improvements – any future bridge replacement should include separate space for bicyclists • NCDOT-owned and maintained road

4.2.4 Priority Project Cut Sheets

The prioritization process resulted in the following breakdown of scores:

• Score of 12: Two projects
• Score of 11: Sixteen projects
• Score of 10: Seven projects
• Score of 9: Six projects
• Score of 8: One project
• Score of 7: One project

The following section provides a cut sheet for each of the top five projects identified through the prioritization process. A cut sheet was developed for each of the two projects that received a score of 12. In the next tier, there were sixteen projects that received a score of 11. A number of these projects scored highly due to the relatively low cost and ease of implementation but would not have as strong of an impact. These projects are primarily sharrow pavement markings to alert drivers to bicyclists on low-speed and low-traffic streets. For this reason, cut sheets have been developed for three of the projects that received a score of 11 due to their high safety and connectivity impacts and strong community support.

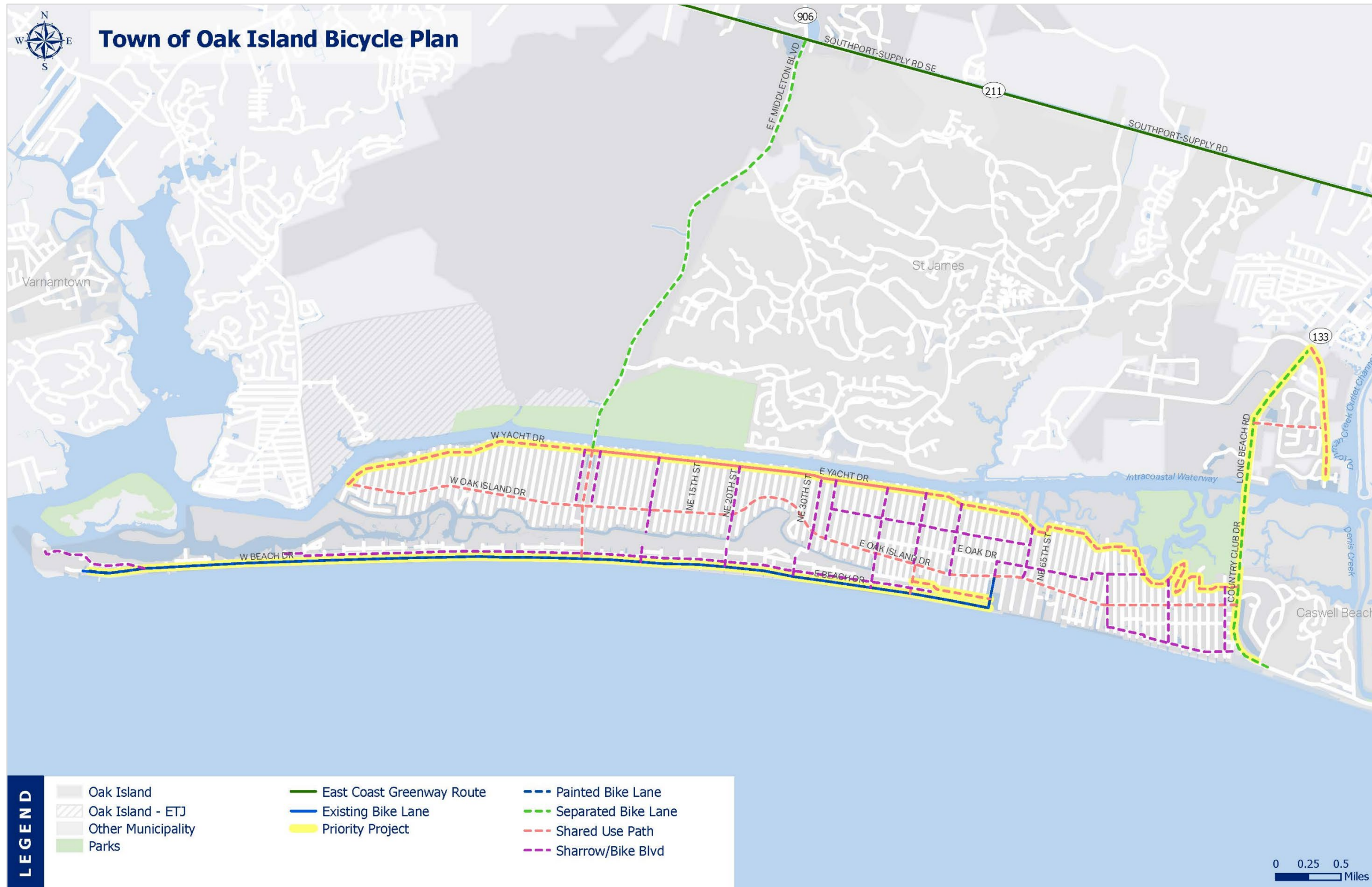
The five cut sheets illustrate shared use paths, painted bike lanes, and separated bike lanes so that community members can begin to imagine what these different treatments may look like in the context of Oak Island.

Cut sheets for the following projects are included in the following section:

- Beach Dr Painted Bike Lane
- E Pelican Dr Shared Use Path
- Fish Factory Rd SE Shared Use Path
- Country Club Dr/Long Beach Rd/NC 133 Separated Bike Lane
- Yacht Dr/Elizabeth Dr Shared Use Path

The cut sheets include details on the scoring, planning-level cost estimates, discussion of potential barriers to implementation, and before and after visual renderings of the proposed treatment. The priority projects with cut sheets are highlighted in Figure 35.

Figure 35. Priority Projects with Cut Sheets



Project #1: Beach Drive Painted Bike Lanes

Project Type	Map Label	Recommendation	From	To	Length (Feet)	Cost Estimate
Painted Bike Lane	4	Improve the existing bike lane/paved shoulder by widening the lanes in both directions and adding painted markings to deter lanes from being obstructed by trash cans, vehicles, and other obstacles.	69th PI W	SE 58th St	36,598	\$24,016,000 (\$12,008,000 per side)

Summary of Prioritization Score					
Community/ Stakeholder Support	Cost	Ease of Implementation	Safety Impact	Connectivity Impact	Total
3	1	3	2	3	12

Existing Conditions

Beach Drive runs parallel to the beach front and is a local road with two lanes of bidirectional traffic. The NCDOT-collected AADT ranges from 1,100 to 3,400 across the different segments of the roadway and the posted speed limit is 35 mph.

The land use around Beach Drive is primarily residential with areas providing beach access. Parts of Beach Drive also pass by restaurants and connect to other community destinations such as the Ocean Crest Fishing Pier.

Portions of the roadway have a paved shoulder with marked bike lanes, and the route is a popular east-west connection across the Oak Island beach front.



*“Bike lanes on Beach Drive can be covered with sand and gravel.”
- Survey comment*

Project Origin (Opportunities and Challenges)

Although the roadway is a popular bike route for community members traveling across the beach front of Oak Island, community members report that the paved shoulder/marked lane is frequently obstructed by debris such as sand or blocked by trash cans and parked vehicles. In addition, the existing bike lane is very narrow, making the presence of any obstruction even more disruptive to bicyclists.

According to NCDOT Non-Motorist Crash data, there have been six reported crashes involving bicyclists on Beach Drive, including an instance where a bicyclist lost control due to surface conditions.

Proposed Improvements

An improved and more formalized painted bike lane is recommended along Beach Drive to clearly indicate where bicyclists will be occupying the roadway (see Figure 36 and Figure 37). The existing lanes are very narrow, so in

In addition to the painted markings, it is recommended that the bike lanes be widened to add approximately 2 feet of additional bike lane space in each direction.

This painted bike lane – combined with signage and education – will help to deter obstructions in the bike lane. In addition, regular maintenance is recommended to remove sand and other debris. Since Beach Drive is not recommended for LSVs, this would also provide a dedicated route and space for bicyclists to avoid potential interactions with LSVs. Beach Drive is an NCDOT maintained road, so the project should be coordinated with NCDOT and could be combined with a resurfacing project.

Prioritization Details

Although the length of the project makes it one of the more costly projects, the project scored highly under the other criteria. Improvements along the roadway were frequently noted in the public survey and a more formalized bike lane is recommended in the *Cape Fear Regional Bicycle Plan*. The project was also highly prioritized during the open house prioritization activity. In terms of ease of implementation, the project is building on and improving an existing foundation. Improvements to Beach Drive will support riders safely reaching destinations and enjoying the scenic beach front route.

Figure 36. Beach Drive Painted Bike Lanes

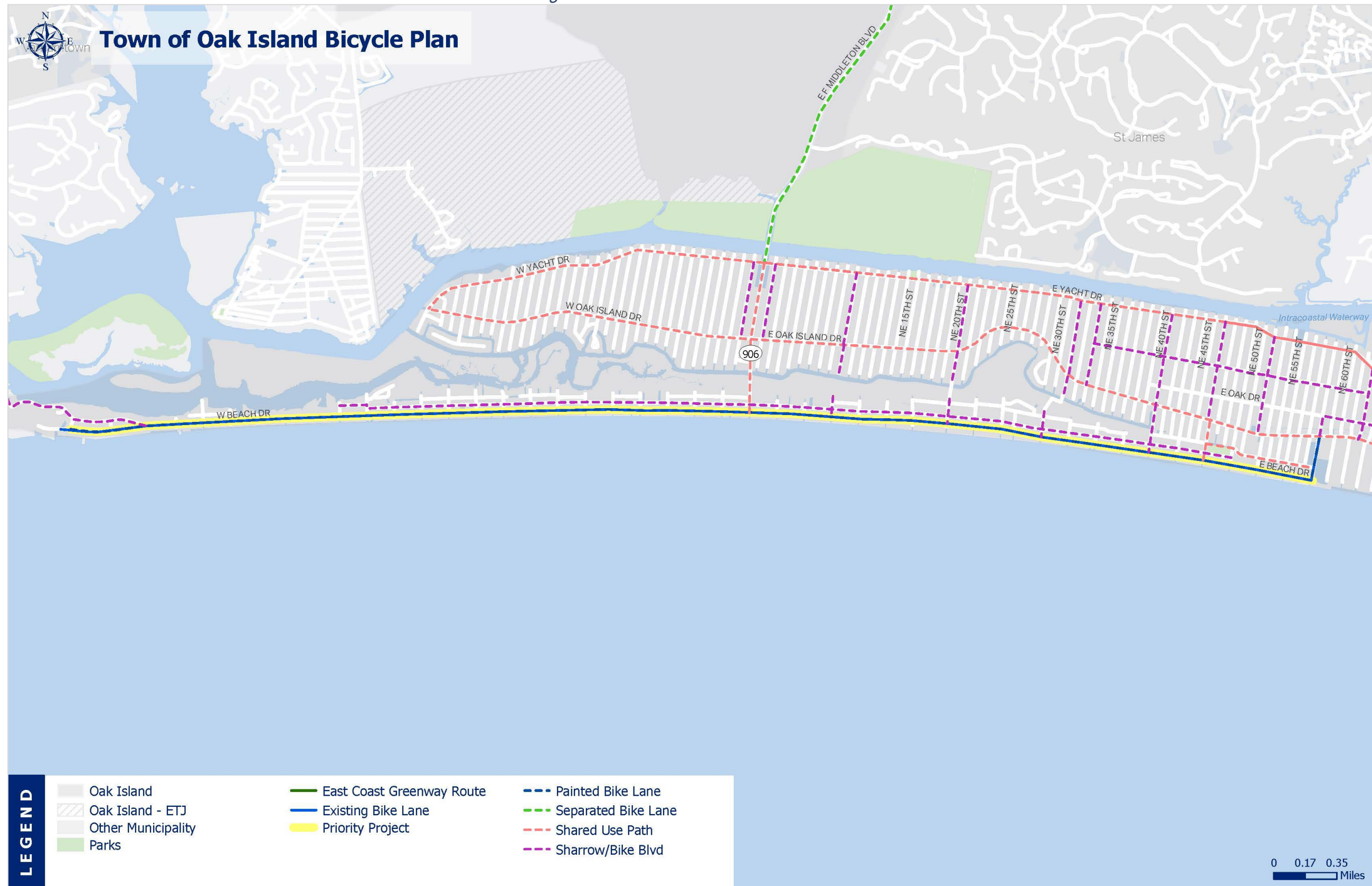


Figure 37. Beach Drive Painted Bike Lanes Rendering



Beach Dr – Painted Bike Lane

Project #2: Fish Factory Road SE Shared Use Path

Project Type	Map Label	Recommendation	From	To	Length (Feet)	Cost Estimate
Shared Use Path	32	Shared use path to protect bicyclists accessing connecting popular destinations such as the Bill Smith Park and marina.	Long Beach Rd SE	O'Quinn Blvd	5,326	\$5,532,000

Summary of Prioritization Score					
Community/ Stakeholder Support	Cost	Ease of Implementation	Safety Impact	Connectivity Impact	Total
3	2	1	3	3	12

Existing Conditions

Fish Factory Road SE runs parallel to the portion of the Intracoastal Waterway that separates Oak Island from the Town of Southport. It is a local road with two lanes of bidirectional traffic. The portion of Fish Factory Road from Long Beach Road SE to Barnes Bluff Drive SE is maintained by NCDOT and the lanes in this segment are marked. The NCDOT-collected AADT is 2,300 and the posted speed limit is 35 mph.

The land use around Fish Factory Road SE is a mix of residential and open spaces, with dining and shopping spaces on the nearby Long Beach Road SE. Much of the development in this area is set back from the road and there is no paved shoulder or existing bicycle infrastructure.



“You cannot even walk along Fish Factory Road, much less bike. We have beautiful parks that are inaccessible by foot and or bike!”

*-Survey comment
Image from Google Earth*

Project Origin (Opportunities and Challenges)

Fish Factory Road SE connects to many popular recreational spaces including the South Harbour Village and marina, the Dutchman Creek Park and boat ramp, and the William S. “Bill” Smith Park where the Oak Island Loggerheads baseball team plays. Although there are many residential developments within biking distance, there is no infrastructure to protect bicyclists from the vehicular traffic. Survey responses indicate a strong desire to be able to reach these destinations on foot or by bicycle.

Proposed Improvements

A shared use path is proposed along Fish Factory Road SE to support multimodal access to the many recreational spaces (see Figure 38 and Figure 39). The public survey feedback indicated that many drivers drive faster than the posted speed limit, making a designated and protected space particularly important. A shared use path is recommended based on public feedback to support both pedestrian and bicycle access from residential areas to the community spaces. Bike racks were also recommended as a spot project in this area for riders to have a place to park their bikes. The shared use path would also connect to any future trails that are developed throughout the Bill Smith Park.

Prioritization Details

The project scored highly due to the strong community support, for the potential to connect bicyclists (and pedestrians) to many local destinations, and for the safety impact. The area was frequently mapped in the public survey as a high need and high opportunity area and the project was highly prioritized during the open house prioritization activity.

While there appears to be sufficient right-of-way for the project, implementation may be more complex due to potential considerations around utilities, drainage, and coordination with NCDOT.

Figure 38. Fish Factory Road SE Shared Use Path

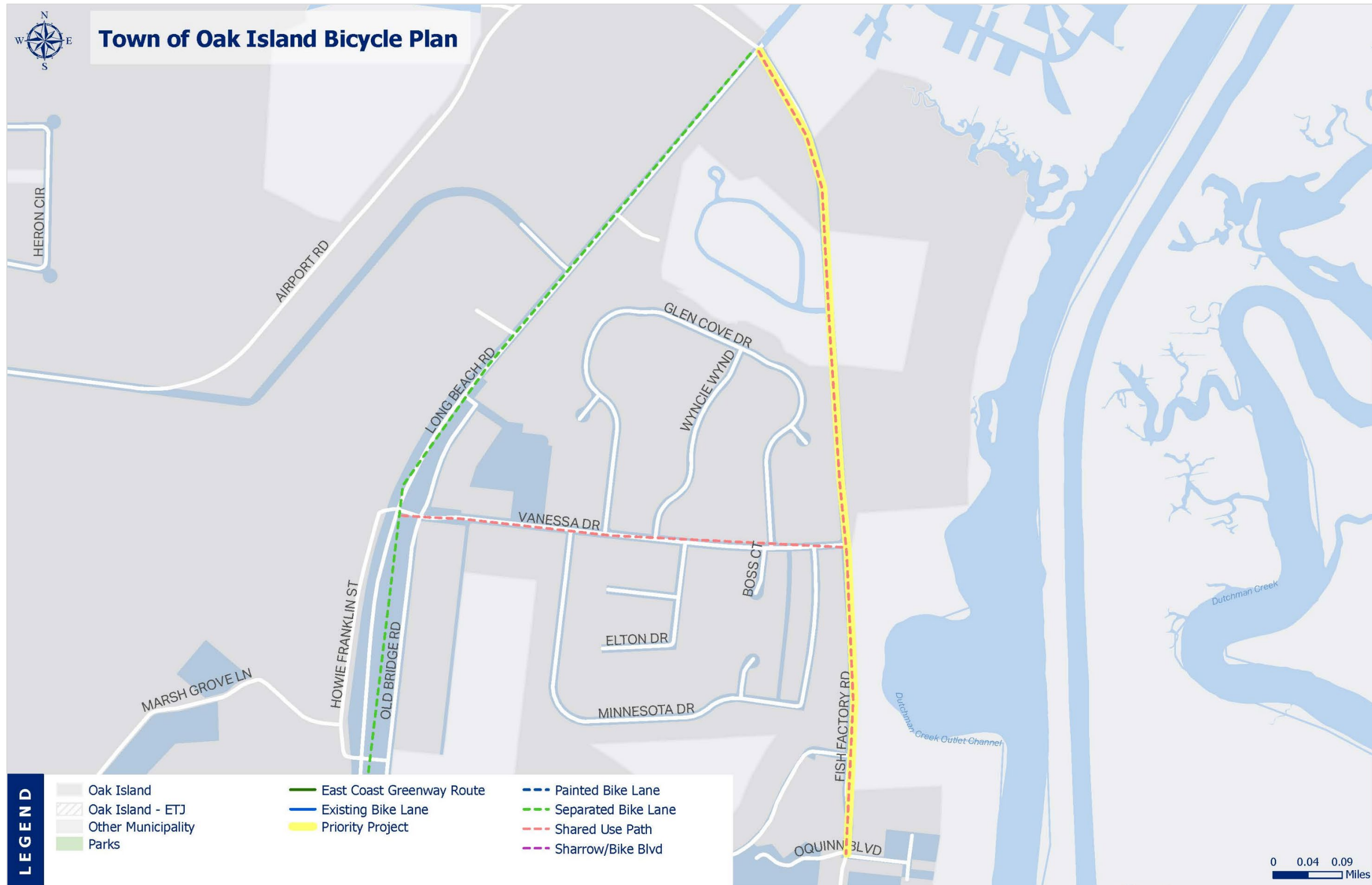


Figure 39. Fish Factory Road SE Shared Use Path Rendering



Fish Factory Rd SE – Shared Use Path

Project #3: East Pelican Drive Shared Use Path

Project Type	Map Label	Recommendation	From	To	Length (Feet)	Cost Estimate
Shared Use Path	8	Shared use path around popular destinations such as Middleton Park and downtown restaurants and shopping.	SE 46th St (Along Middleton Park)	SE 58th St	3,262	\$3,602,000

Summary of Prioritization Score					
Community/ Stakeholder Support	Cost	Ease of Implementation	Safety Impact	Connectivity Impact	Total
3	2	1	2	3	11

Existing Conditions

East Pelican Drive runs parallel to East Oak Island Drive and is a local road with unmarked space for two lanes of bidirectional traffic. The speed limit on the town-maintained road is 25 mph. The north side is bound by water flowing from the Davis Canal while the south side has a drainage ditch and residential driveways.

The land use around East Pelican Drive is primarily residential with Middleton Park, Oak Island town offices, and the downtown dining and shopping options nearby.



*“Backstreets could connect to shopping.”
-Survey comment
Image from Google Earth*

Project Origin (Opportunities and Challenges)

The area around East Pelican Drive was among the most mapped areas in the public survey. The Middleton Park complex was noted as a popular destination with many community events that people frequently bike and walk to. Many popular shops and restaurants line the nearby East Oak Island Drive, and survey feedback indicated an opportunity and desire to use the low-traffic and low-speed side roads to safely access these businesses.

According to NCDOT Non-Motorist Crash data, there has been one reported crash involving a bicyclist on East Pelican Drive; however, this was related to the cyclist losing control due to mechanical problems.

Proposed Improvements

A shared use path is recommended along a segment of the East Pelican Drive roadway to connect community members to key community destinations (see Figure 40 and Figure 41). A shared use path is recommended due to the combined pedestrian and bicycle traffic reported in this area. The project recommends converting the Middleton Park sidewalk to a shared use path for a seamless bicycle connection from 46th Street to SE 52nd Street. Bike racks are also recommended as a spot project in this area so riders will have a place to park their bikes while at Middleton Park.

Prioritization Details

The project scored highly due to the strong community support and interest, the safety impact for the many pedestrians and bicyclists in the area, and for connecting many local destinations. While the project length is among the shorter of the proposed projects and there appears to be sufficient right-of-way available, implementation may be complex due to considerations related to the drainage ditch, utilities, and driveways. It will be crucial to consider stormwater management solutions for this project and access to residences that will not create new points of conflict for pedestrians and cyclists.

Figure 40. East Pelican Drive Shared Use Path

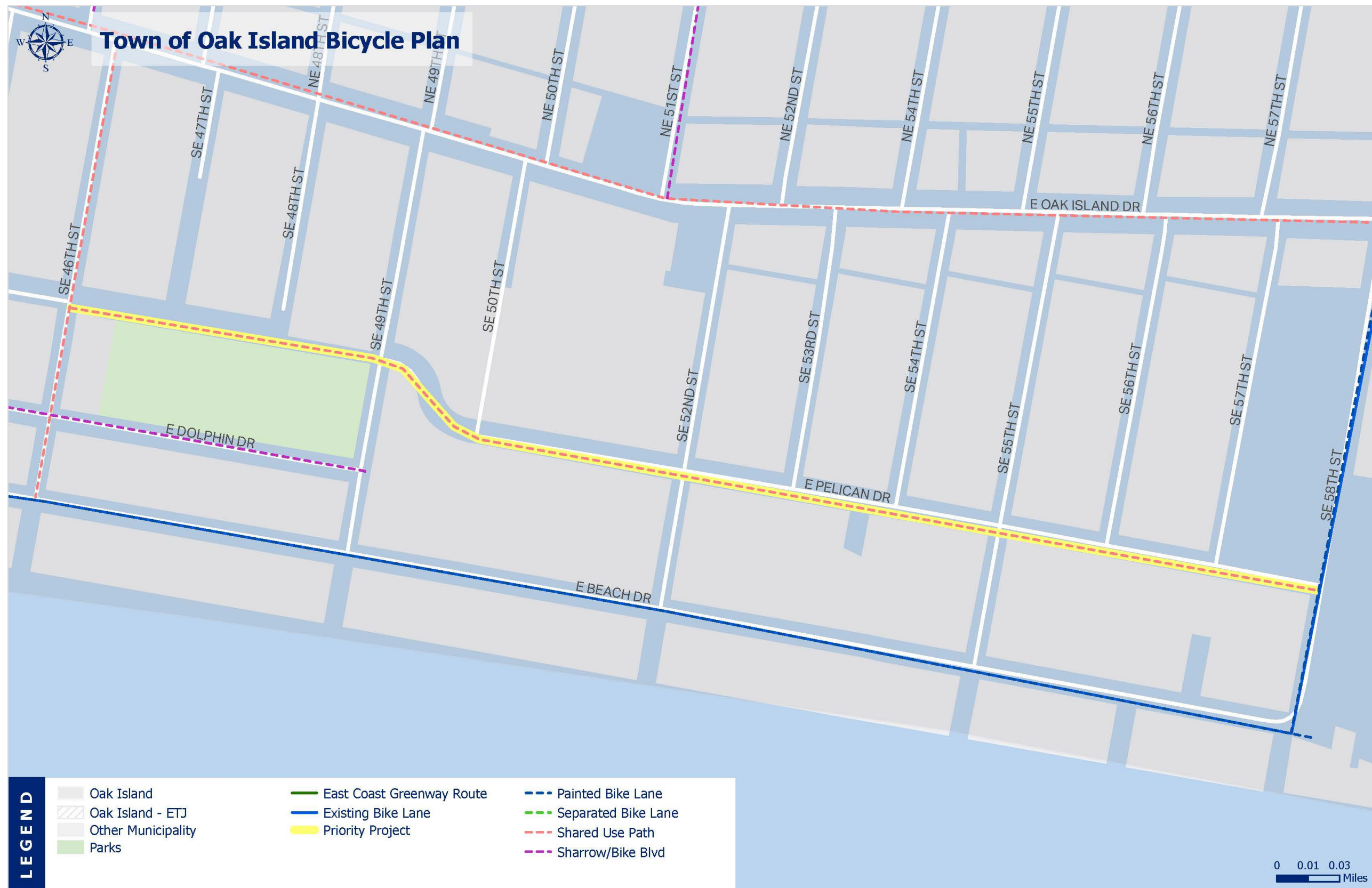


Figure 41. East Pelican Drive Shared Use Path Rendering



E Pelican Dr – Shared Use Path

Project #4: Country Club Drive, Long Beach Road/NC 133 Separated Bike Lane

Project Type	Map Label	Recommendation	From	To	Length (Feet)	Cost Estimate
Separated Bike Lane	31	Separated bike lanes to protect riders along high-traffic roadway connecting Oak Island across the Intracoastal Waterway.	Fish Factory Rd SE/ Airport Rd SE	Yaupon Way	14,483	\$23,554,000 (does not include cost for bridge replacement)

Summary of Prioritization Score					
Community/ Stakeholder Support	Cost	Ease of Implementation	Safety Impact	Connectivity Impact	Total
3	1	1	3	3	11

Existing Conditions

The proposed project spans the portion of Country Club Drive, Long Beach Road (NC 133) from Yaupon Way to Fish Factory Road SE. This route connects Oak Island across the Intracoastal Waterway and to the neighboring Caswell Beach. The project road is maintained by NCDOT and classified as a major collector until it reaches East Oak Island Drive, where it becomes a local road. The project road has two marked lanes for bidirectional traffic.

The AADT ranges from 15,000 to 15,500 on the major collector portion and 3,600 on the local road portion. Similarly, the posted speed limit is 45 mph and 35 mph on the respective segments.

The project segment includes the bridge over the Intracoastal Waterway, which has a narrow strip of shoulder on either side.

The land use around the project corridor varies – with retail and residences around the Long Beach Road portion and some housing located along Country Club Drive. This area primarily serves as a connection to the eastern side of Oak Island.



“Need regularly cleaned road and dedicated protected bike lane.”

*-Survey comment
Image from Google Earth*

Project Origin (Opportunities and Challenges)

The project corridor serves as a key connection to the areas of Oak Island on either side of the Intracoastal Waterway; however, it is currently only safely accessible by vehicle. The public survey indicated a strong interest in bicycle facilities along the corridor but noted concerns related to speeding vehicles and dangerous interactions with cyclists.

According to NCDOT Non-Motorist Crash data, there have been four reported crashes involving a bicyclist along the proposed project corridor.

Proposed Improvements

A separated bike lane is recommended along the Country Club Drive and Long Beach Road project corridor (see Figure 42 and Figure 43). The separated bike lane was identified based on the traffic volumes, speed, and safety concerns expressed by community members. Warning/safety signage is also recommended as a spot project along the corridor.

Given the length, estimated cost, and complexity of implementation, the project could be phased and developed in segments. Implementing the project in segments on either side of the bridge would support safe access across those areas until the full corridor and bridge are able to be developed.

Other planning documents have proposed project ideas, including the *NC 211 Greenway Feasibility Study*, which recommends assessing a potential road diet and lane conversion to a future side path along Country Club Drive. The study further notes that any future bridge replacement should include a road separated side path; however, vertical tubular barriers can also serve as a barrier.

Prioritization Details

The project scored highly in community and stakeholder support as a frequently mapped location and was prioritized highly in the open house activity. The route is also identified as part of the proposed regional bicycle network in the *Cape Fear Regional Bicycle Plan*. Implementing the project would protect bicyclists along a major, high traffic route in and out of Oak Island and would connect two key areas.

While there appears to be sufficient right-of-way for the project roadway, implementation is complex due to consideration regarding the bridge, potential utility relocations, the scale and length of the project, the cost, and coordination with NCDOT. The project will also need to consider the existing drainage ditches along the northern portion of the alignment and numerous residential driveways along the southern portion.

Figure 42. Country Club Drive, Long Beach Road/NC 133 Separated Bike Lane

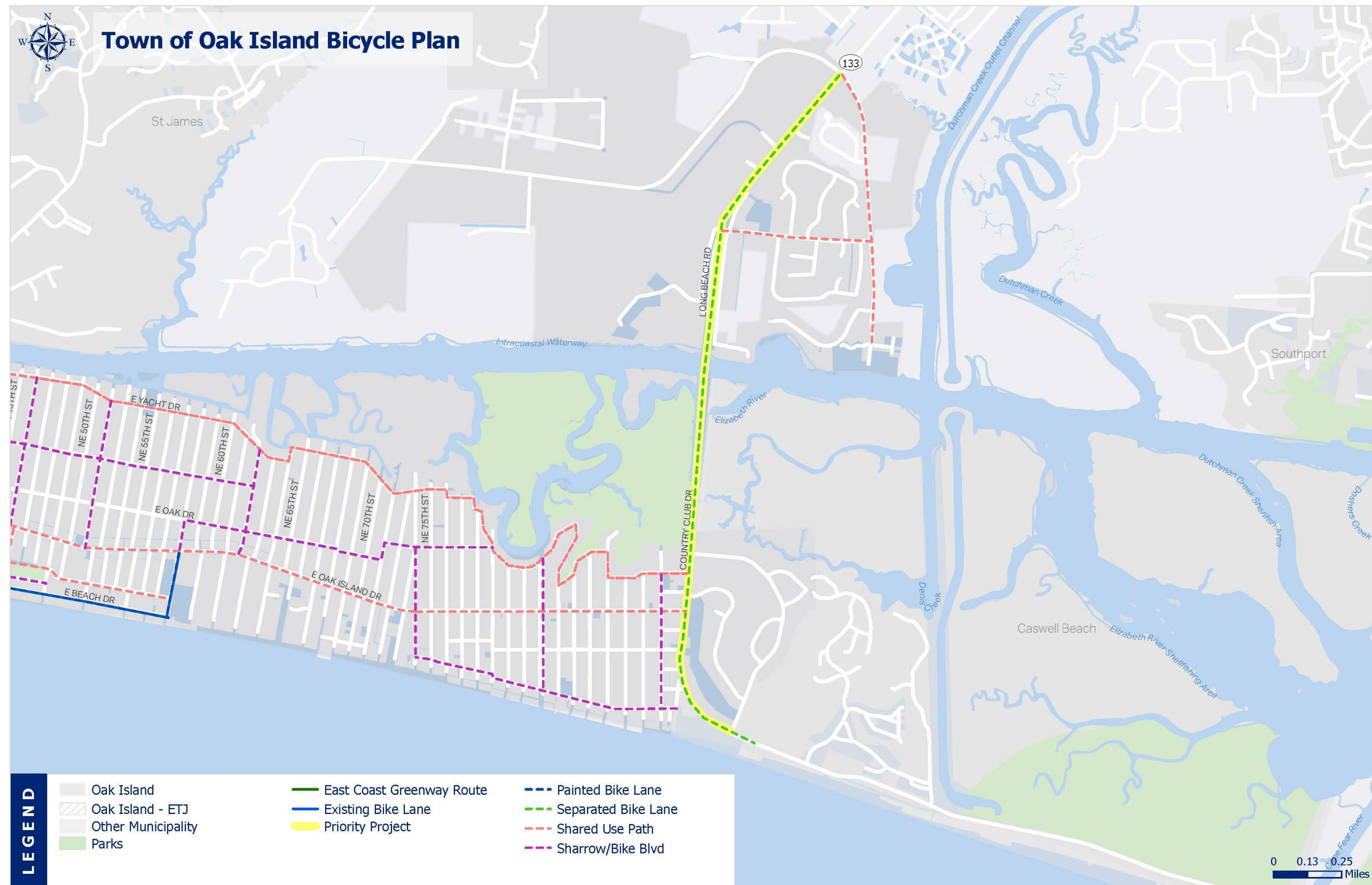


Figure 43. Country Club Drive, Long Beach Road/NC 133 Separated Bike Lane Rendering



Country Club Dr/Long Beach Rd – Separated Bike Lane

Project #5: Yacht Drive/Elizabeth Drive Shared Use Path

Project Type	Map Label	Recommendation	From	To	Length (Feet)	Cost Estimate
Shared Use Path	1	Shared use path to address safety concerns related to vehicle-bicyclist interactions along the popular route.	W Oak Island Dr	Country Club Dr	41,198	\$42,386,000

Summary of Prioritization Score					
Community/ Stakeholder Support	Cost	Ease of Implementation	Safety Impact	Connectivity Impact	Total
3	1	1	3	3	11

Existing Conditions

Yacht Drive and Elizabeth Drive run alongside the Intracoastal Waterway and are town-maintained local roads with unmarked space for two lanes of bidirectional traffic. The posted speed limit for Yacht Drive is 35 mph while Elizabeth Drive is 25 mph.

The land use around Yacht Drive and Elizabeth Drive is primarily residential with access points to the Intracoastal Waterway and community green spaces such as Veterans Park.



“Yacht Drive is the best place on the island to ride bikes. We could create a greenway here!”
 - Survey comment

Project Origin (Opportunities and Challenges)

Yacht Drive is a popular east-west route across Oak Island for bicyclists seeking to take a more scenic route and avoid riding on Oak Island Drive. Despite its popularity, community feedback notes safety concerns surrounding the lack of protective infrastructure on a road shared with cars, golf carts, pedestrians, and cyclists. Community members also noted challenges around the higher speed limit on Yacht Drive.

According to NCDOT Non-Motorist Crash data, there have been six reported crashes involving a bicyclist along the proposed project corridor.

Proposed Improvements

A shared use path is proposed along Yacht Drive and Elizabeth Drive (see Figure 44 and Figure 45). The project would create a dedicated space for bicyclists and pedestrians to safely enjoy the route – providing access to many residents who live along these and adjacent streets.

Given the length, estimated cost, and complexity of implementation, it is recommended that the project is developed and implemented by key segments.

Prioritization Details

The project scored highly for its community and stakeholder support, with many respondents to the public survey highlighting the route as a location of both opportunities and challenges. The project was also highly prioritized during the open house activity. This project is also supported in other planning documents – with the new *2045 Charting the Course* Comprehensive Land Use Plan highlighting portions of Yacht Drive and Elizabeth Drive for a future greenway. The project also scored highly in its safety and connectivity impacts as it would provide a protected connection along the entirety of the popular east-west route.

While there appears to be sufficient right-of-way for the project, implementation is complex due to the scale, length, and cost of the project. Other factors such as the many driveways, utilities, and drainage ditches also add complexity to the project.

Figure 44. Yacht Drive/Elizabeth Drive Shared Use Path

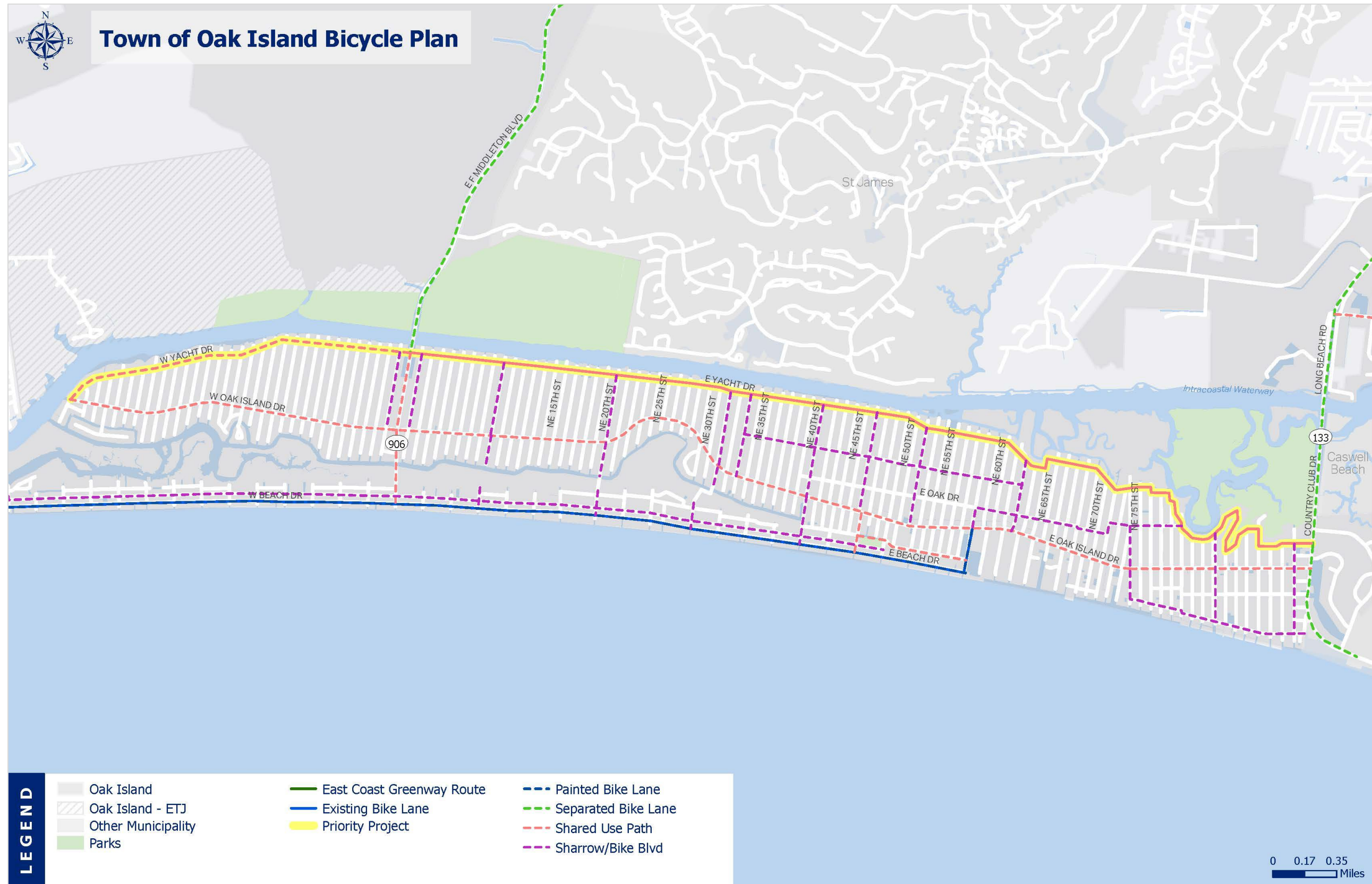


Figure 45. Yacht Drive/Elizabeth Drive Shared Use Path Rendering



Yacht Dr/Elizabeth Dr – Shared Use Path

4.3 Policy and Program Recommendations

To ensure a safe and effective implementation, operation, and maintenance of the bicycle network, the projects proposed within the Plan should be coupled with complimentary policies and programs. The following section presents a comprehensive list of potential policies and programs for the Town of Oak Island to consider implementing alongside network recommendations.

The following components are covered in this section:

- Policy Recommendations
- Program Recommendations
 - Active Transportation Advisory Committee
 - Educational Programs
 - Encouragement Programs
 - Enforcement Programs
 - Project Based Programs
 - Evaluation Programs

4.3.1 Recommended Policies

Bicycle-friendly policies formalize measures to ensure the safe interaction of bicyclists and other road users and improve overall multi-modal access and connectivity. Town ordinances and guidance documents should be evaluated as an ongoing process to make sure they continue to support biking in Oak Island. The following policies and actions have been identified as important initial steps for the town to consider alongside the project recommendations.

Table 17. Recommended Policies

Proposed Policy	Description
Establish a maintenance and operations plan for the facilities	<p>The town should establish a maintenance and operations plan to ensure existing and future facilities are well-maintained and provide seamless and safe access for users. The plan should address both routine (e.g., debris removal) and special (e.g., damage repair) maintenance needs.</p> <p>The maintenance plan may consider identifying priority or special attention roadways such as Beach Drive, which has had many reports of sand and other debris in the bike lane.</p>
Incorporate bicycle considerations into the Town of Oak Island's existing Traffic Calming Evaluation	Update the town's Traffic Calming Evaluation Program to include a review process for roads – such as those with sharrows – to be assessed for traffic calming measures to protect bicyclists. The updated review process would create a clear mechanism to assess the need for and identify additional bicycle safety treatments as the Plan is implemented.
Reevaluate speed limits on town-owned roads	<p>Most of the town-owned roads have a speed limit of 25 mph while select roads such as Dolphin Drive, Yacht Drive, and Oak Island Drive have higher speed limits.</p> <p>Movements such as the Vision Zero Network, which seeks to eliminate all traffic fatalities and serious injuries, highlight the important role that speed limits play in safety outcomes. For example, the Vision Zero Network highlights the difference between a 20 mph and 30 mph speed limit. A</p>

Proposed Policy	Description
	pedestrian who is hit by a car moving at 20 mph has a 90% chance of survival compared to a 50% chance if hit by a car traveling at 30 mph.
Develop a town landing page for bicycle policies and recommended bike routes throughout the town	Like the <i>Slow Ride: Take It Safely</i> initiative and web page, develop a map to promote bicycle routes with sharrows and other bicycle infrastructure. Include policies and other town information related to biking in Oak Island.
Update the <i>Slow Ride: Take It Safely</i> handout to mention shared use paths	As shared use path projects are implemented, update <i>Slow Ride: Take It Safely</i> to include shared use paths in the list of infrastructure where low-speed vehicle (LSV) usage is not allowed.
Work with NCDOT, Brunswick County, and the Cape Fear RPO to establish dedicated funding for bicycle projects	Establishing a dedicated funding source for bicycle projects will allow the Town of Oak Island to efficiently implement recommendations from this Plan and proactively pursue and match state and federal funding opportunities.
Adopt a Complete Streets Ordinance (or Program) like NCDOT's.	Adopting a Complete Streets policy will reinforce the town's commitment to promoting multimodal transportation. The policy may include guidance to ensure that multimodal additions are considered for all new projects, or any improvements made to the existing network.
Define bicycle facility types in town policies and guidance documents	Incorporating definitions and guidance for bicycle facilities in town policies and documents will establish a clear and unified understanding of the various facility types, which can be referenced by policymakers, the public, and others.
Create standard guidelines and typical sections for bicycle infrastructure within the town's policies and guidance documents to implement seamless projects with similar look and feel	Establishing uniform standards for the various facility types will allow for streamlined implementation as well as consistent user experience across the town.
Offer incentives or require developer-built multimodal facilities within new developments and redevelopment projects	Incentivizing or requiring developers to include multimodal facilities will help ensure that new developments and projects are immediately accessible by bike. It may also help to manage congestion by reducing the number of trips that are made by cars.
Use native plants and trees in landscaping along multimodal projects	Incorporating native landscaping alongside multimodal projects can support local biodiversity as well as improve the user experience. In addition to being aesthetically pleasing, landscaping such as street trees can provide shade and protection against the sun. Landscaping can also serve as green infrastructure with benefits such as minimizing flooding following rain.

Proposed Policy	Description
Encourage conservation and open space subdivision design within the town	Open space subdivisions preserve natural areas within residential neighborhoods that can be used for recreation and provide connections to greenways. The open space may also be protected land such as wetlands or wildlife habitats that serve conservation and resilience purposes.
Establish wayfinding signage standards	Wayfinding signage helps bicyclists to access trails and major destinations safely and efficiently. Establishing signage standards will ensure visual cohesion across the town and can also serve as a form of branding to highlight the town's unique destinations.

4.3.2 Recommended Programs

Active transportation-related programs may bolster a community's culture of biking. Bicycling rates increase among residents when these programs are funded alongside infrastructure improvements. *WalkBikeNC*, the statewide bicycle and pedestrian plan, advocates for targeted programs through education, encouragement, enforcement, and evaluation strategies. Together, these efforts promote the health and safety of North Carolina citizens and foster a greater capacity for daily walking and biking. The robust selection of bicycle program recommendations in *WalkBikeNC* can be explored at the following link: <https://www.ncdot.gov/bikeped/walkbikenc/default.aspx>. In addition, NCDOT sponsors and participates in various bicycle programs across the state to engage drivers and cyclists.

Several key programs that may be beneficial to the town of Oak Island are described below.

Active Transportation Advisory Committee

The town should consider establishing an Active Transportation Advisory Committee (ATAC) to encompass all multimodal activities and for alignment with NCDOT's IMD nomenclature and multimodal directives. This group will be important to organize and maintain the proposed projects and programs in this Plan and identify and seek out funding sources that will help the town achieve its goal of becoming a more bikeable community.

The ATAC will serve to research funding opportunities, assist with submission of grant applications, and play a role in selecting and monitoring the work of consultants and contractors designing and constructing bicycle infrastructure. It would also serve to form partnerships between businesses, advocacy groups, and neighboring municipalities. The ATAC should continue to meet regularly and provide updates to elected officials. In addition to helping implement proposed projects, the ATAC should promote education, safety, encouragement, enforcement and evaluation, events, and beautification programs.

Educational Programs

Information on how to use community bicycle facilities safely can be given to users through educational programs. These programs should encompass individuals of all ages, cultural backgrounds, and abilities. They should also involve motorists, cyclists, and pedestrians. According to *WalkBikeNC*, a primary goal of educational programs is to teach about the rights and duties of road users. Watch for Me NC, Let's Go NC, Safe Routes to School, Eat Smart, and Move More NC are some examples of established educational programs.

Scenic Walkway Etiquette

Promoting proper etiquette along Oak Island's scenic walkways is essential to ensuring a safe, welcoming, and enjoyable experience for everyone. These pathways are shared by a diverse group of users – including seniors, children, dog walkers, and visitors seeking a peaceful stroll. Not everyone can quickly move aside for a passing cyclist, which is why walking your bike in these areas is important to maintain a safe environment for everyone. It helps prevent accidents, reduces stress for other users, and preserves the tranquil atmosphere that makes Oak Island's walkways so special.

Local Business Promotion of Bicycle Infrastructure

Local businesses, such as bike shops, can play a valuable role in promoting active transportation by offering bike route maps to customers interested in exploring Oak Island's cycling infrastructure. Providing this information at bike shops strategically reaches individuals who are already engaged in biking and are more likely to use local routes. This not only supports safer and more informed travel but also strengthens the connection between the cycling community and the town's transportation resources.

Watch for Me NC

Watch for Me NC is a statewide safety campaign aimed at reducing pedestrian and bicyclist injuries and fatalities by promoting safer behaviors among all road users. Through targeted educational messaging, the program raises awareness of traffic laws and encourages responsible decision-making by drivers, cyclists, and pedestrians. Launched by NCDOT in 2012, the initiative was funded through federal Transportation Enhancement Funds provided by the National Highway Traffic Safety Administration. This funding was secured in response to consistently high rates of pedestrian and bicyclist collisions across the state (*WalkBikeNC*, 2013).



Visit the following link for more information: <https://www.watchformenc.org/>.

Let's Go NC

The North Carolina State University Institute for Transportation Research and Education (ITRE) developed Let's Go NC to teach bicycle and pedestrian safety skills to children in North Carolina. The curriculum's section on bicycles came from the Basics of Bicycling Curriculum, which was developed in the 1990s with fourth and fifth graders in mind. Overall, the program is considered an all-in-one package that includes lesson plans, resources, exercises, and instructional videos. The educational materials are designed to help teachers teach and motivate kids to practice and develop safe bicycle and pedestrian behaviors while encouraging them to make healthy transportation choices and lead active lives so that they can continue into adulthood.

Visit the following link for more information: <https://www.ncdot.gov/divisions/integrated-mobility/safety/lets-go-nc/Pages/default.aspx>.

Safe Routes to School

Safe Routes to School (SRTS) is designed to encourage students to bike and walk to school. The goal of the program is to make it safer and more appealing for children to walk or bike to school. Since 2007 NCDOT has granted funding for 95 SRTS projects, benefiting 154 school zones throughout North Carolina (*WalkBikeNC*, 2013). These projects will enhance bicycle and pedestrian infrastructure within a two-mile radius of designated schools and typically include projects such as sidewalks, delineating crosswalks, and other improvements.



Although the Town of Oak Island does not currently have any schools, with new development in the pipeline and a potential change in demographic, it is worth noting programs that could be implemented should new schools be constructed.

Visit the following link for more information: <https://www.ncdot.gov/divisions/integrated-mobility/safety/Pages/safe-routes-school.aspx>.

Eat Smart, Move More NC

Eat Smart, Move More NC is a statewide initiative that promotes healthy eating and physical activity in North Carolina. It targets businesses, schools, and communities to help increase access to healthy food options and physical activity opportunities. Several active transportation-related policies and environmental strategies were developed through Eat Smart, Move More NC to prevent overweight, obesity, and related chronic diseases:

- Expand opportunities for physical activity including recreational facilities, parks, playgrounds, sidewalks, bike paths and safe streets in neighborhoods.

- Involve worksites, coalitions, agencies, and communities in attempts to change the local environment to create opportunities for physical activity. Such changes include creating walking trails, building exercise facilities, or providing access to existing nearby facilities.
- Build new bike paths, sidewalks, accessible walking trails and parks where the need exists. Review transportation policies and traffic patterns and revise to facilitate safe walking and biking.
- Adopt local policy that sets standards for green space and sidewalks in new developments (Eat Smart, Move More NC, 2012).

Visit the following link for more information: <https://www.eatsmartmovemorenc.com/>.

Environmental Education

Environmental education engages communities, promotes awareness, and fosters an understanding and action toward environmental stewardship and sustainability. An example of environmental education could be an activity along a trail or bike route that passes through a park or other green spaces.

Encouragement Programs

Encouragement programs help to increase and promote biking for recreational or transportation purposes for riders of all ages and abilities. Encouragement initiatives also play a part in fostering a culture of environmentally conscious and physically active commuting. Incentives will also encourage healthier habits and reduce travel congestion.

Adaptive Cycling

Adaptive cycling supports cyclists who are not able to ride a traditional bicycle. 3Wheel Therapy, based in nearby New Hanover County, is a registered 501(c)(3) nonprofit organization dedicated to making the joy of bike riding accessible to all. Through the use of adaptive tricycles, the organization offers free rides to individuals who are unable to ride traditional bicycles due to age, ability, or other challenges. Powered by a passionate team of volunteers, 3Wheel Therapy strives to create inclusive, memorable experiences that promote mobility, independence, and community connection. Learn more about 3Wheel Therapy: <https://www.3wheeltherapy.org/>.

North Carolina Adapted Sports (NCAS) is a 501(c)(3) nonprofit organization that supports athletic programs for individuals with disabilities. NCAS offers an adapted cycling program that includes training to use different cycling solutions and rides on greenways and trails. Learn more about NCAS: <https://www.ncadaptedsports.org/>.

Learn more about adaptive cycling: <https://www.bikesforeverybody.com/>.

Open Street Events

Open street events foster health by promoting secure and inviting environments for physical activity and social interaction. These events offer a cost-efficient alternative to constructing new parks with similar objectives. Events are typically held on Sundays and are held weekly or monthly depending on resources and the level of engagement in the community. These events typically have a widespread popularity and high attendance rates. In 2013, the Carrboro Open Streets was started by the Bicycle Coalition. The purpose of the open streets is to encourage community building with activities and redesign the street (Carrboro Open Streets, 2024).

Visit the following link for more information: <https://nc-carrboro.civicplus.com/745/Carrboro-Earth-Day-Open-Streets>.

Bike to School Days

Bike to School Days are events that remind adults and students about the enjoyment associated with biking to school. In North Carolina, people interested in biking to school continue to grow. Bike to School Days could be considered for any future schools that are constructed in the town of Oak Island.

Visit the following link for more information: <https://connect.ncdot.gov/projects/bikeped/documents/nchowtoplan.pdf>.

Enforcement Programs

Enforcement programs are designed to uphold adherence to common laws among motorists, bicyclists, and pedestrians. The primary goal of these programs is to have bicyclists, pedestrians, and motorists acknowledge and uphold each other's rights on all roads (*WalkBikeNC*, 2013).

Community Trail Watch

A community trail watch program may help engage local community members to bike on local trails while simultaneously keeping an eye out for safety concerns. Volunteers may partner with town police to patrol and maintain clean, safe, and accessible local trails.

Visit the following link for more information: <https://trails.nc.gov/about-north-carolina-trails-program>.

Installation of Cameras

Cameras could be installed to a traffic signal or sensors at an intersection to regulate the laws among motorists, bicyclists, and pedestrians. The town could benefit from this program by implementing cameras for enforcement on the busiest roads and intersections as well as other areas with safety concerns. This could reduce traffic speeds and regulate wrongful behaviors.

Visit the following link for more information: <https://www.ncdot.gov/bikeped/walkbikenc/pictures/ChapterSeven.pdf>.

Automated Speed Enforcement Devices and Systems

Automated speed enforcement devices and systems are tools that could be used to manage speed and reduce crashes on the road. These devices can either capture a visible display of vehicle speed or a real-time photo of traffic with vehicle speed (*WalkBikeNC*, 2013). New York City developed a pilot program for automated speed enforcement and later included school zone locations (*Speed Safety Camera Program Planning and Operations Guide*, 2023). According to the article, *Speed Safety Camera Program Planning and Operations*, after implementing these devices in the selected locations, speeding during school hours decreased to 63 percent and pedestrian crashes decreased to 17 percent.

There are also programs that promote speed enforcement in a more equitable manner. For instance, instead of receiving a speeding ticket and paying a fine, participants can attend a class. This option is less burdensome for lower-income individuals, providing a fairer alternative to traditional penalties.

Visit the following link for more information: <https://ops.fhwa.dot.gov/publications/fhwahop24063/fhwahop24063.pdf>.

Project Based Programs

Project based programs aim to create a hands-on experience between community members and local bicycle projects. This type of program may foster collaboration, critical thinking, and creativity while emphasizing practical learning experiences.

Paint the Pavement Program

The Paint the Pavement Program was established to showcase local artists of all ages and allows them to submit their designs. The first Paint the Pavement project took place in 2022 in the Salisbury, North Carolina, downtown Railwalk Arts District. The project consisted of five murals at the intersections of Lee and Kerr Street. Creating art through painting pavement can beautify the community and raise awareness about local issues. The program contributes to traffic calming by creating a sense of security that reduces traffic congestion. According to the City of Salisbury, North Carolina's article on *Paint the Pavement*, art installations create a "sense of place" that encourages more people to walk on foot (Paint the Pavement, 2022). This is important because creating a community's sense of security will allow people to connect with the community, build trust, a feeling of belonging, and reduce traffic flow.

Asphalt art can also be used to indicate a bike lane buffer – particularly as an interim solution before the construction of a physical barrier.

Visit the following link for more information: <https://salisburync.gov/Government/Planning-and-Neighborhoods/Urban-Design/Paint-The-Pavement>.

Bike-Repair Program

Bike-repair programs are designed to encourage more people to ride bikes and to create hands-on-experience performing repairs on bikes. The Durham Bicycle Cooperative is a 501(c)(3) nonprofit community bicycle project that includes hands-on repair skills. The organization also has a program to assist people on how to earn a bike and engage in community outreach opportunities (Durham Bicycle Cooperative, 2016). Promoting fitness, engaging in recycling and reuse, operating a mobile clinic are just a few of the Durham Bicycle Cooperative’s mission to encourage people to participate in bicycling. Visit the following link for more information: <https://www.durhambikecoop.org/>.

Special Pedals Inc. is a 501(c)(3) nonprofit bike shop based out of Wilmington that employs adults with disabilities to develop skills in refurbishing and repairing bicycles. Special Pedals offers a variety of maintenance and repair services. Visit the following link for more information: <https://specialpedalsinc.org/>.

Keep America Clean

Keep American Clean is a national nonprofit organization that focus on educating people to beautify their community environment. Since 1953, the organization has provided programs and resources for “*people to End Littering, Improve Recycling, Beautify America’s public spaces, and restore and support communities*” (Keep America Beautiful, 2024). Most of the work in the organization is done by passionate individuals, community-based Keep America Beautiful affiliates, municipalities, elected officials, and corporate partners. The town could benefit from Keep America Clean by joining the organization and participating once a month in the events held. Participants could bike to the event.

Visit the following link for more information: <https://kab.org/about-keep-america-beautiful/>.

Evaluation Programs

Evaluation Programs are structured programs used to assess the effectiveness and impact of a project. These programs use methodical approaches to gather, analyze, and interpret data. Programs for evaluation ensure policies and projects are working.

Bicycle Count Programs

Bicycle count programs are designed to count the number of bicyclists that travel through a particular area. NCDOT’s North Carolina Non-Motorized Volume Data Program is one example of a count program. The North Carolina Non-Motorized Volume Data Program started as a research project that was used to test pedestrian and bicycle counts for replication across the state. This program is currently managed by ITRE. A bicycle count program can provide valuable data on usage patterns and trends. This sort of program would enable implementation of safer solutions to improve accessibility and encourage active transportation in communities by having a better understanding of how walkers and bicyclists interact with their surroundings.

Trail User Surveys

Trail user surveys collect data on current trail issues, usage, and more. Collecting this data is important because it could be used to “*support the development of additional trails*” (Trail User Surveys and Counting, 2024) and benefit active transportation in communities. The completion of these surveys is also beneficial for trail organizations, such as Rails to Trails Conservancy (RTC).

RTC is a (501)(c)(3) nonprofit organization with dedicated experienced professionals, volunteers, and leaders that are passionate about making “*trails a reality*”. Since 1986, the organization has “*served as the national voice for the rail-*

trail movement" (Trail User Surveys and Counting, 2024). As of today, RTC continues to advocate, connect, and protect trails worldwide.

The town can participate in this program by joining RTC and implementing trail user surveys for their local community trails. It could also host annual public meetings regarding the trail user surveys to inform the community and to increase participation from the community.

Visit the following link for more information: <https://www.railstotrails.org/trail-building-toolbox/trail-user-surveys-and-counting/>.



5.0 Implementation Strategy

The implementation of the recommended projects within this Plan will require a methodical and comprehensive approach with collaboration from key stakeholders, funding for projects, and targeted actions. The implementation strategy for this Plan includes several components to assist with translating this document into constructed bicycle facilities and implemented complementary programs:

- **Partner Roles:** Identifying key partners and their respective responsibilities in the implementation of the projects recommended in this Plan
- **Key Action Steps:** Describing actions to help Oak Island implement the recommendations of this Plan and improve overall bicycle and pedestrian facilities
- **Project Development Strategies:** Using key action steps to implement specific projects
- **Funding Process and Sources:** Identifying and mobilizing funding for projects
- **Performance Evaluation Measures:** Evaluating the effectiveness of projects

5.1 Partner Roles

To achieve success in developing Oak Island's bicycle network, collaboration with community partners and stakeholders at the local, state, and regional levels is essential. Implementation will necessitate both individual and

coordinated efforts from all project stakeholders. Key roles in the implementation of Oak Island's bicycle network are outlined below.

The following key partners are recommended to support the implementation of the bicycle network:

- Town of Oak Island
- Brunswick County
- Cape Fear RPO
- NCDOT
 - IMD
 - Division 3
- East Coast Greenway Alliance (ECGA)
- Interest and Advocacy Groups
- Residents and community organizations
- Private sector

Town of Oak Island

Through the Plan adoption, the Town will express its commitment to expanding the bicycle infrastructure within Oak Island. The Town will play a critical role in the implementation of the bicycle projects in the Plan. Town staff will likely serve as the primary coordinators for project development, community engagement, policy formulation, funding strategies, and ongoing maintenance.



Collaboration across various Town departments will be essential. Relevant departments may include the Planning, Recreation, Public Works, and Public Safety Departments. The Town departments should also coordinate with local boards and committees.

Select Anticipated Roles and Responsibilities:

- Adopt the Town of Oak Island Bicycle Plan
- Coordinate with the ECGA to support coordination and project development, as well as branding and wayfinding
- Form an ATAC
- Coordinate with NCDOT Division 3 on the programmed projects to incorporate project recommendations
- Coordinate with Cape Fear RPO and NCDOT on any potential phasing of projects
- Coordinate with Cape Fear RPO and NCDOT on submitting projects to NCDOT SPOT

Brunswick County

The Brunswick County Parks and Recreation Department focuses on offering safe parks and facilities, creative recreation programs, quality community relations and fostering a sense of stewardship toward the environment. Given their involvement, they could play a significant role in coordinating and promoting biking events related to their facilities.



BRUNSWICK COUNTY
NORTH CAROLINA

While Brunswick County itself does not directly own, construct, or maintain roads according to North Carolina state statutes, the Planning & Community Enforcement Department can still play a crucial role. They are well-positioned to identify regional bicycle connections and contribute to planning efforts within county-owned land. Their expertise can help enhance biking infrastructure in the study area.

The County will take responsibility for coordinating with partners regarding funding opportunities and leading the development of facilities that fall within the County’s jurisdiction such as trail connectors. This process will involve land acquisition, design, construction, and ongoing maintenance. The town will also collaborate with the county to integrate the planning process results in the update of the county’s CTP.

Select Anticipated Roles and Responsibilities:

- Coordinate with the town to develop a maintenance plan for the proposed projects

Cape Fear Rural Planning Organization

The Cape Fear RPO was established in 2001 through a memorandum of understanding between NCDOT, Brunswick, Columbus, and Pender Counties, and the Cape Fear Council of Governments. The RPO’s key goals and duties include:



- Developing long-range local and regional transportation plans, covering highways, railways, aviation, and ferries. These plans are created in collaboration with other area planning organizations and NCDOT.
- Providing a platform for public participation in the rural transportation planning process.
- Identifying and prioritizing transportation projects for inclusion in the State Transportation Improvement Program (STIP).
- Disseminating transportation-related information to local governments and other interested organizations.
- Conducting transportation-related studies and surveys for local governments and interested entities.
- Incorporating study recommendations into planning documents such as the CTP.

Select Anticipated Roles and Responsibilities:

- Coordinate with the town on the planning and implementation of projects – particularly those with a regional impact – and ensure alignment with other bicycle planning efforts

North Carolina Department of Transportation



The North Carolina Department of Transportation (NCDOT) plays a pivotal role in transportation improvements across communities in North Carolina. Every two years, NCDOT develops the STIP, which identifies projects eligible for funding over a 10-year period. NCDOT’s policies, including the Complete Streets Policy adopted in August 2019, provide

guidance and oversight for implementing active transportation projects. Under this policy, NCDOT considers and incorporates multimodal facilities in the design and enhancement of state transportation projects. As the lead state agency responsible for allocating funding, guiding Complete Streets implementation, and approving multimodal projects along NCDOT-maintained roadways, NCDOT is critical to the successful execution of the *Town of Oak Island Bicycle Plan*. Key NCDOT Divisions involved in project development include Division 3 and the IMD.

Select Anticipated Roles and Responsibilities:

- Provide guidance and technical assistance on the design of the proposed projects
- Coordinate with the town on any programmed projects

East Coast Greenway Alliance

The East Coast Greenway Alliance will play a crucial role in the implementation of multimodal projects from the *Town of Oak Island Bicycle Plan*. As a nonprofit organization, they lead the development of the trail network, working with volunteers, partner organizations, and officials at local, state, regional, and national levels. Their efforts focus on moving more of the route onto protected paths, fostering a safe walking and biking route spanning 15 states and 450 cities for 3,000 miles from Maine to Florida. They advocate for greenway development, provide technical support, and collaborate with local partners to complete the East Coast Greenway.



Select Anticipated Roles and Responsibilities:

- Coordination on projects that connect to or are part of planned East Coast Greenway route

Interest and Advocacy Groups

Bicycle interest and advocacy groups can help to provide valuable input as projects are further developed and moved into implementation. They can also help to promote the facilities through information sharing and using the infrastructure for group rides and other events.



BikeWalk NC is a statewide bicycle and pedestrian advocacy organization that offers education, hosts events, and provides input on active transportation infrastructure.

There are also various cycling groups that operate in Oak Island and Brunswick County.

Select Anticipated Roles and Responsibilities:

- Engagement during the planning phase to provide expertise
- Support in promoting the implemented infrastructure

Residents and Community Organizations

The community was engaged in the development of the Plan through opportunities to provide feedback, including through a survey and public open house. It will be important to continue engaging residents and community organizations to adopt and implement the Plan.

Select Anticipated Roles and Responsibilities:

- Support Town Council in the adoption of the *Town of Oak Island Bicycle Plan*
- Participate in engagement opportunities to further develop and implement the bicycle facilities, including any future feasibility studies
- Participate in volunteer opportunities to help maintain the future bicycle facilities
- Advertise and promote bicycling events throughout Oak Island

Private Entities

Private entities will play a crucial role in developing bicycle facilities within Oak Island. Key private sector partners include local businesses and private landowners. Given that the town's local businesses serve as essential destinations and potential generators of bicycle travel, they possess the resources to advance project phases and advocate for increased investment in such facilities within Oak Island. Additionally, developers may be required to construct planned shared use paths, trails, and bike lanes as part of development within municipal and county limits, if it is specified in the local code of ordinances.

Select Anticipated Roles and Responsibilities:

- Landowners and Businesses:
 - Support the town and regional agencies in developing partnerships to fund the design and construction of the proposed projects
 - Support marketing efforts and participate in future funding campaigns
- Developers:
 - Include bicycle facilities in future site plans that provide connections to the proposed projects in this Plan and assist with funding

5.2 Key Action Steps

The newly formed ATAC will be entrusted with overseeing the implementation of the Plan with assistance from Town Staff and participation by the stakeholders. The ATAC would be responsible for meeting regularly to receive updates and guide progress on the action steps. It would also author the annual progress update submitted to Town Council on improvements to the bicycle network within the town.

In addition, all infrastructure recommendations along NCDOT-maintained roadways would require review and approval by NCDOT Division 3 prior to implementation. All roadway projects along NCDOT owned roads should be compliant with the NCDOT Complete Streets Policy and consider the bicycle recommendations in this Plan. The key actions are listed in Table 18. The timeline for the action steps is meant as a general guide and can be modified as necessary.

Table 18. Key Steps to Implementation

Action	Description	Stakeholder	Timeline
Adopt the <i>Town of Oak Island Bicycle Plan</i>	Present the Plan to Town Council for adoption.	Town Council and Town Staff	Spring 2026
Amend the Comprehensive Transportation Plan (CTP)	Amend the Brunswick County CTP to include the Bicycle Plan projects.	Cape Fear Rural Planning Organization (RPO), North Carolina Department of Transportation (NCDOT) Transportation Planning Division, Town Staff	Spring 2026
Form an Active Transportation Advisory Committee (ATAC)	Create a formal advisory committee that will champion the Plan and be responsible for overseeing its implementation.	Town Council, Town Staff, Plan Steering Committee Members	Spring 2026
Strengthen partnerships with Cape Fear RPO and NCDOT Division 3	Hold an initial meeting with the stakeholders to provide an overview of the Plan’s recommendations and identify opportunities for collaboration. Ensure that all recommended linear and spot projects are communicated.	Cape Fear RPO, NCDOT Division 3, and Town Staff	Spring 2026

Action	Description	Stakeholder	Timeline
Coordinate with the East Coast Greenway Alliance (ECGA)	Coordination may help assist with project development.	Town Staff, ECGA	Spring 2026
Partner with local artists, businesses, and Parks Department	Partner with local artists, businesses, and the Parks Department to plan for and implement placemaking, wayfinding, and other projects that highlight local destinations and enhance the bicycling experience.	ATAC, Town Staff, Local Artists, Art Organizations, and Businesses	Spring/Summer 2026
Coordinate with Brunswick County on geographic information system (GIS) updates	Ensure data such as the roadway network is reflective of current conditions (some roads are missing or inconsistent with NCDOT's layer)	Brunswick County	Spring/Summer 2026
Identify potential funding sources during town budget planning	Coordinate timing with town budget workshops in April and adoption by the end of May. Identify potential funding sources for bicycle programs, projects, and maintenance in the town's budget. Identify and maintain funding that can be used towards local match requirements for federal or other grants.	ATAC, Town Council, Town Staff	Spring/Summer 2026
Apply for Watch for Me NC	Apply to participate in NCDOT's Watch for Me NC campaign to raise awareness and provide educational resources to promote bicycle safety to residents, drivers, and law enforcement.	ATAC and Town Staff	Fall 2026
Apply for federal, state, and other funding to implement bicycle projects and programs	Apply for federal, state, and other funding to implement bicycle projects and programs.	ATAC, Town Staff	Fall 2026
Update local ordinances and	Draft and incorporate amendments to town ordinances and policies to	Town Council and Town Staff	Winter 2026

Action	Description	Stakeholder	Timeline
policies to be bicycle-supportive	include provisions related to bicycle safety and infrastructure.		
Prepare the <i>Town of Oak Island Bicycle Plan Annual Report/Memo</i>	Collaborate to prepare a <i>Town of Oak Island Bicycle Plan Annual Report</i> or memo assessing progress made over the past year.	ATAC, Town Staff	Spring 2027

5.3 Project Development Strategy

The development process to prepare for a project’s construction involves six key components listed below and described in the following section. This strategy can be used to implement infrastructure projects proposed in this Plan. When applicable, each component of the strategy will incorporate action steps described in Section 5.2.

- Identification of funding source(s)
- Public involvement
- Feasibility study (ROW availability and needs)
- Engineering and design
- Analysis of affected property owners
- Design-level cost estimates

The project development process will vary depending on whether the project is on-road or off-road in a new location. Roadway re-striping and traffic calming measures, such as speed tables, are on-road improvements typically constructed within the road ROW. However, adding shared use paths may involve obtaining additional ROW and/or easements from adjacent property owners.

5.3.1 Identification of Funding Sources

Funding for off-road bicycle infrastructure projects like trails and greenways should be identified early in project development. Many funding options are presented in Section 5.4 of this Plan. Relevant action steps include the following:

- Coordinate with Cape Fear RPO to include infrastructure projects in the regional planning process
- Align municipal budget planning
- Apply for alternative funding sources for the Plan’s projects and programs
- Partner with North Carolina Department of Commerce for grants and technical assistance
- Form public-private partnerships

5.3.2 Scoping Report/Feasibility Study

The projects recommended in this Plan will require a project scoping report or a feasibility study. These documents are prepared for each project, a small group of inter-related projects, or an entire project corridor (project bundling). The studies may examine utility and ROW constraints associated with a proposed facility, provide conceptual plans, typical sections, and high-level cost estimates, as well as potential partnerships and paths for implementation. These studies may also determine if ROW acquisition is necessary for a project. Such studies should be conducted in consultation with NCDOT if projects are located within NCDOT’s ROW.

Some of the projects proposed in this Plan would be on-road facilities within NCDOT ROW and require coordination with NCDOT. On NCDOT roads within Oak Island, roadway re-striping to reallocate road space may be accomplished

cost-effectively through the division's resurfacing projects. As identified in the key action steps table, coordination with NCDOT Division 3 should be initiated following the adoption of this Plan. There may be opportunities to include multimodal facilities proposed by this Plan in road repaving and widening projects.

An important role for the ATAC would be to monitor the NCDOT Division 3 resurfacing schedule. This could be accomplished through arranging quarterly check-ins with the Division Operations and Maintenance personnel to determine upcoming resurfacing plans or coordinating with the Cape Fear RPO. Although NCDOT communicates with local municipalities concerning upcoming resurfacing plans and the Complete Streets Policy ensures multimodal projects are considered in resurfacing projects, coordination with NCDOT is recommended to ensure projects in this Plan can be implemented through resurfacing.

Project scoping reports or feasibility studies may require coordination at several different governance levels. The following actions would assist in coordinating and conducting feasibility studies:

- Adopt the *Town of Oak Island Bicycle Plan*
- Strengthen partnerships with Brunswick County and Cape Fear RPO
- Coordinate with NCDOT Division 3
- Coordinate with Cape Fear RPO to include the bicycle projects in the regional planning process and in the CTP
- Include projects and studies in municipal budget planning

5.3.3 Engineering and Design

In the engineering and design phase, concepts developed in a feasibility study will be developed and advanced using more in-depth engineering to develop a preliminary design. During this phase, additional, more specific information on ROW and utility constraints will be developed. As with the feasibility study, the planning and design phase should be conducted in consultation with NCDOT when it occurs within an NCDOT ROW. Since engineering and design follow feasibility studies closely, many applicable action steps are the same:

- Coordinate with NCDOT Division 3
- Coordinate with Cape Fear RPO to include infrastructure projects in the regional planning process
- Align efforts with town budgeting and planning

5.3.4 Analysis of Affected Property Owners

It is best to develop projects within existing town or NCDOT ROW to minimize ROW acquisition and costs. Typically, bicycle infrastructure projects use existing roadways and ROW, as the acquisition of private property would reduce the feasibility of the project. Shared use paths are an example of a project that often requires ROW acquisition. However, if a project requires the acquisition of additional ROW, the feasibility study, engineering, and design identify property owners who could be impacted by a project's alignment and construction. Once those property owners are identified, town officials should coordinate with NCDOT (if on a NCDOT road) on the process to initiate contact with impacted property owners and acquire ROW. As part of the project selection process, this Plan considered available ROW and based on high-level analysis, proposes projects that would primarily fit within the existing ROW.

5.3.5 Design-level Cost Estimates

A critical component of a project's engineering and design is developing the design-level cost estimates for proposed project alternatives. Detailed cost estimates allow elected officials to evaluate alternatives, present options to the public, receive public input, and ultimately decide on the alternative that best fits the town's goals and budget. Design-level cost estimates are generated by the project engineers tasked with designing the project alternatives. Cost estimates include the following details, at a minimum:

- Roadway/path construction

- Utility construction or relocation
- ROW acquisition
- Contingencies that could arise during project construction

5.3.6 Public Involvement

This is a critical component for soliciting community input on the location, design, and function of the proposed facility. In addition, public involvement is critical in forming partnerships with local advocacy organizations and educating the community about the overall benefits of active transportation. Public involvement should be included in all phases of project development. Practical action steps include the following:

- Form an ATAC
- Carry out programs that educate residents about the health benefits of active transportation
- Conduct wayfinding and traffic calming studies
- Participate in Watch for Me NC

5.4 Funding Sources

This section discusses potential federal, state, and other funding sources. Funding for bicycle projects will likely come from a combination of several funding sources that can be used for a variety of activities, including feasibility studies, planning, design, implementation, and maintenance. Although funding is available from outside sources, it is highly recommended that the Town of Oak Island establish a source of local matching funds that may be required of certain grants. Even small amounts of local funding are essential for matching and leveraging outside sources. Local matching funds can be achieved through allocations to a reserve fund from the capital budget. In addition, many grants allow in-kind matching (e.g., local staff time).

5.4.1 Federal Funding

Competitive and Formula Grants

The Infrastructure Investment and Jobs Act (IIJA) – also known as the Bipartisan Infrastructure Law (BIL) – was signed into law on November 15, 2021, and authorized \$1.2 trillion for transportation and infrastructure initiatives across the country. The law further designates that \$550 billion of the spending goes toward new programs and investments. The law builds on existing federal funding sources and creates new opportunities for a diversity of transportation projects, including those used to promote active modes of transportation. Note that many of the federal funding sources are distributed by NCDOT through the prioritization process and are not directly attributed to municipalities or MPOs/RPOs.

The Pedestrian and Bicycle Information Center tracks bicycle funding opportunities through USDOT surface transportation funding programs here: https://www.pedbikeinfo.org/downloads/funding_opportunities1.pdf. Table 19 includes a selection of potential federal sources.

Table 19. Potential Federal Funding Sources

Federal Funding Sources	Description & Eligible Activities	Characteristics & Requirements
Safe Streets and Roads for All (SS4A) Grant	<ul style="list-style-type: none"> • Projects that prevent roadway fatalities and serious injuries • Bicycle lanes 	<ul style="list-style-type: none"> • Annual, competitive grant program that is merit-based
Active Transportation Infrastructure Investment Program (ATIIP)	<ul style="list-style-type: none"> • Active transportation planning and design grants • Active transportation construction grants 	<ul style="list-style-type: none"> • Annual, competitive grant program that is merit-based

Federal Funding Sources	Description & Eligible Activities	Characteristics & Requirements
Carbon Reduction Program (CRP)	<ul style="list-style-type: none"> Bicycle lanes Projects designed to reduce transportation emissions from on-road highway sources 	<ul style="list-style-type: none"> A formula program with funds apportioned directly to states
Better Utilizing Investments to Leverage Development (BUILD) Grant	<ul style="list-style-type: none"> Surface transportation capital projects Planning, preparation, or design of eligible surface transportation capital projects 	<ul style="list-style-type: none"> Annual, competitive grant program that is merit-based
Highway Safety Improvement Program (HSIP)	<ul style="list-style-type: none"> Projects to reduce traffic fatalities and serious injuries on all public roads Road diets 	<ul style="list-style-type: none"> Typically requires a 10% match
Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Formula Program	<ul style="list-style-type: none"> Planning activities to build transportation resilience Resilience improvements to existing surface transportation assets 	<ul style="list-style-type: none"> Formula grants and competitive, merit-based grants Federal share is generally up to 80% but the non-federal share may be reduced under certain conditions
INFRA (the Nationally Significant Multimodal Freight & Highway Projects)	<ul style="list-style-type: none"> Multimodal freight and highway projects of national or regional significance Separated bicycle lanes Signs, signals Bicycle lanes on road 	<ul style="list-style-type: none"> Annual, competitive grant program that is merit-based
National Priority Safety Program (Section 405)	<ul style="list-style-type: none"> Training law enforcement on state laws applicable to bicycle safety Enforcement mobilizations and campaigns designed to enforce those state laws Public education and awareness programs designed to inform motorists, pedestrians, and bicyclists of those state laws 	<ul style="list-style-type: none"> Only states where the annual combined pedestrian and bicyclist fatalities exceed 15% of the total annual crash fatalities are eligible Requires a 20% state match
State and Community Highway Safety Grant Program (Section 402)	<ul style="list-style-type: none"> Education, enforcement, and research programs designed to reduce traffic crashes, deaths, injuries, and property damage 	<ul style="list-style-type: none"> Administered by the Governor's Representative for Highway Safety
Surface Transportation Block Grant (STBG) Program	<ul style="list-style-type: none"> Recreational trail projects eligible under 23 United States Code (U.S.C.) 206 Bicycle projects in accordance with 23 U.S.C. 217 Modifications to comply with accessibility requirements under the Americans with Disabilities Act (ADA) 	<ul style="list-style-type: none"> Project must be identified in the State Transportation Improvement Program (STIP) and consistent with the Long-Range Statewide Transportation Plan and

Federal Funding Sources	Description & Eligible Activities	Characteristics & Requirements
	<ul style="list-style-type: none"> • Safe Routes to School Program 	the Metropolitan Transportation Plan(s)
Transportation Alternatives (TA) Set-aside of the STBG Program	<ul style="list-style-type: none"> • Smaller-scale transportation projects • Recreational trails • Safe Routes to School projects • Technical assistance • Programmed through the Strategic Transportation Investments • Strategic Mobility Formula process 	<ul style="list-style-type: none"> • Typically requires 20% match • Can be received directly by local governments • Competitive funding process
National Endowment for the Arts (NEA) Our Town Program	<ul style="list-style-type: none"> • Projects that integrate arts, culture, and design activities into efforts that strengthen communities by advancing local economic, physical, and/or social outcomes 	<ul style="list-style-type: none"> • Applicant organizations must have completed at least 3 years of arts programming prior to the application deadline • Applicants may request an amount between \$25,000 to \$150,000, with a required minimum nonfederal cost share/match equal to the grant amount

5.4.2 State Funding

Process for Transportation Improvements

In June 2013, the North Carolina General Assembly overhauled the process for funding state transportation projects with the Strategic Transportation Investments law (House Bill 817). This law establishes the Strategic Mobility Formula to allocate funds through a competitive process based on quantitative criteria and local input. The formula is intended: “to maximize North Carolina’s existing transportation funding to enhance the state’s infrastructure and support economic growth, job creation and high quality of life.” This formula is applied in creating the STIP, which is NCDOT’s 10-year transportation improvement plan for the state. The STIP is updated every 2 years and includes projects across six transportation modes: highway, aviation, bicycle/pedestrian, public transportation, ferry, and rail. Stand-alone active transportation projects that are submitted through the NCDOT project prioritization process must meet the following requirements based on the current round of prioritization (P8.0):

- Minimum project cost of \$100,000 (this does not apply for active transportation elements that are part of a roadway project).
- Bicycle and pedestrian projects that are independent of larger roadway projects are only funded through the Division Needs category. Projects in this category compete equally against all six transportation modes within the division. The formula funds projects according to the three following categories:
 - Statewide Mobility (40 percent)
 - Regional Impact (30 percent)
 - Division Needs (30 percent)

Selection is based on 50 percent on the quantitative score and 50 percent on local input. Local input is split evenly between the NCDOT division and MPO or RPO. The public may comment on the local input point assignment, which the Division Engineer will review prior to final local input point assignment. The Cape Fear RPO also provides a public comment period.

According to the 2019 Complete Streets Policy, for roadway projects with multimodal elements, if the bicycle or pedestrian facility is recommended for the roadway in an adopted local plan (pedestrian plans, bicycle plans, greenway plans, Safe Routes to School action plans, CTPs, and long-range transportation plans), the town will not be responsible for the cost. If the pedestrian project component is not included in a plan, the town will have to provide a local match.

Additional potential state funding sources are listed in Table 20.

Table 20. Potential State Funding Sources

State Funding Sources	Description & Eligible Activities	Characteristics & Requirements
Clean Water Management Trust Fund (CWMTF)	<ul style="list-style-type: none"> Projects that enhance or restore degraded waters, acquire land with ecological, cultural, and historic significance Greenway (shared use path) projects are eligible Innovative stormwater projects 	<ul style="list-style-type: none"> Requires matching funds Annual grant cycle
Downtown Associate Community Program	<ul style="list-style-type: none"> Technical assistance for downtown revitalization projects from the NC Main Street & Rural Planning Center 	<ul style="list-style-type: none"> Competitive application process every other year Municipalities with populations less than 50,000 that are not already designated as an active Main Street or Small Town Main Street
Land and Water Conservation Fund (LWCF)	<ul style="list-style-type: none"> Land acquisition and/or development projects for public outdoor recreation and/or to protect outstanding natural or scenic resources Can include new or renovated outdoor recreational facilities and support facilities 	<ul style="list-style-type: none"> Requires 50% match Projects must be on a single site Administered by the Division of Parks and Recreation
Parks and Recreation Trust Fund (PARTF)	<ul style="list-style-type: none"> Acquisition and/or development of park and recreational projects 	<ul style="list-style-type: none"> Requires 50% match Administered by the Division of Parks and Recreation
Powell Bill	<ul style="list-style-type: none"> Municipalities may use Powell Bill funds to resurface, repair, or widen streets, or for the planning, construction and maintenance of bikeways or greenways 	<ul style="list-style-type: none"> Annual allocation from the state to qualifying municipalities
Recreational Trails Program (RTP)	<ul style="list-style-type: none"> Trail construction Trail facilities and amenities Programs that promote safety and environmental protection as they relate to recreational trail projects 	<ul style="list-style-type: none"> Requires 25% match Federal funds managed by the Division of Parks and Recreation

State Funding Sources	Description & Eligible Activities	Characteristics & Requirements
Safe Routes to School (SRTS)	<ul style="list-style-type: none"> • Infrastructure projects within 2 miles of a K-8 school • Project must be within the public ROW 	<ul style="list-style-type: none"> • No match required • Currently funding with leftover SRTS funds, once expended TA funds will be used and programmed through the Strategic Transportation Investments • Strategic Mobility Formula process

5.4.3 Local Funding Sources

Select local funding sources are summarized below in Table 21 and may help fund bicycle projects when state or federal funding sources are unavailable.

Table 21. Potential Local Funding Sources

Local Funding Sources	Description & Eligible Activities	Characteristics & Requirements
Capital Reserve Fund	<ul style="list-style-type: none"> • May be used to fund bicycle infrastructure projects 	<ul style="list-style-type: none"> • Town Council would establish the fund through an ordinance • May be financed through town budget allocations, grants, and donation
Community Crowd Funding	<ul style="list-style-type: none"> • Unrestricted source of funds, would apply to bicycle infrastructure projects and programs 	<ul style="list-style-type: none"> • Residents make monetary contributions through online platforms such as Indiegogo • Town would pay a nominal fee
Fees	<ul style="list-style-type: none"> • The fee ordinance would establish which projects are eligible 	<ul style="list-style-type: none"> • Would require adoption by Town Council • Fee types may include stormwater fees assessed per area of impervious surface or streetscape fees assessed per length of street frontage
General Obligation Bonds	<ul style="list-style-type: none"> • May be used to fund pedestrian infrastructure projects 	<ul style="list-style-type: none"> • Would require adoption by Town Council • Would require approval by town residents
Special Tax District	<ul style="list-style-type: none"> • May be levied by the municipality to raise funds to provide services or fund projects such as pedestrian infrastructure projects 	<ul style="list-style-type: none"> • Would require adoption by Town Council
Tax Increment Financing	<ul style="list-style-type: none"> • Bicycle infrastructure improvements, land acquisition, utilities, and other improvements 	<ul style="list-style-type: none"> • Increased property values resulting from the constructed facility are used to pay the debt borrowed to build the facility
Developer-Built Bicycle Facilities/In-Lieu Fees	<ul style="list-style-type: none"> • Greenways • Natural surface trails • Bridges 	<ul style="list-style-type: none"> • Municipalities may require developers to dedicate land or make payments in-lieu of public parks and/or greenway developments to serve the recreational needs of residents

Local Funding Sources	Description & Eligible Activities	Characteristics & Requirements
		(residential development) or employees (commercial development)
Municipal Service Districts (MSDs)	<ul style="list-style-type: none"> • Pavement repairs • Repairs to curb and gutter • Public street repairs 	<ul style="list-style-type: none"> • Municipal service districts provide a method for funding special improvements to public ROW areas • This method is more equitable because property owners share in the cost
Local Trail Sponsors/Adopt-A-Trail	<ul style="list-style-type: none"> • Signs • Benches • Lighting • Manual cleanup • Supply donations 	<ul style="list-style-type: none"> • Individuals and businesses can contribute donations towards trail sponsorship opportunities
Volunteer Work	<ul style="list-style-type: none"> • Invasive plant removals • Trail construction • Outdoor educational programs • Litter cleanup events 	<ul style="list-style-type: none"> • Free of cost • Supports community building • Helps support general facility maintenance
Public/Private Partnerships	<ul style="list-style-type: none"> • Greenways • Bike lanes 	<ul style="list-style-type: none"> • The town can assume ownership and maintenance of the infrastructure from the developer

Private Funding Sources

The town may consider alternative funding sources to augment state funds for pedestrian and bicycle projects, which are limited and competitive. Miscellaneous sources may help to fund entire projects or be directed towards covering the cost of spot improvements like bike boxes or amenities such as bicycle racks. Table 22 identifies potential private funding sources.

Table 22. Potential Private Funding Sources

Private Funding Sources	Eligible Activity Examples	Characteristics & Requirements
The Conservation Fund	<ul style="list-style-type: none"> • Natural area cleanups • Establish, connect, and extend trails, as well as protect viewsheds • Purchasing and protecting land that may be used for trails 	<ul style="list-style-type: none"> • The Conservation Fund works with public, private, and nonprofit partners to protect land and water resources through land acquisition, sustainable community and economic development, and leadership training
North Carolina GlaxoSmithKline Foundation	<ul style="list-style-type: none"> • Educational programming or events (e.g., coastal habitat education program) • Outdoor-based learning environments • Landscaping 	<ul style="list-style-type: none"> • Amounts range from \$25,000 and up • Grant requests must be for programs that benefit a large geographical region or provide a statewide impact

Private Funding Sources	Eligible Activity Examples	Characteristics & Requirements
	<ul style="list-style-type: none"> • Trails 	<ul style="list-style-type: none"> • Proposals may be submitted for one year of funding or multi-year funding with a maximum duration of 5 years • Proposals should advance science, health, or educational attainment, but not provide medical assistance
Blue Cross Blue Shield of North Carolina Foundation	<ul style="list-style-type: none"> • Supports initiatives that focus on early childhood, healthy communities, and others 	<ul style="list-style-type: none"> • No specific application period. Foundation invites applications based on specific strategic objectives or announces broader opportunities to apply for funding on a periodic basis. • No maximum award amounts. • The foundation does not provide funding for events or sponsorship
People for Bikes Community Grants	<ul style="list-style-type: none"> • Bicycle infrastructure projects (e.g., trails, shared use paths, pump tracks) • Quick-build or demonstration projects that provide temporary infrastructure leading up to permanent implementation • Land or easement acquisition costs for bicycle infrastructure • Events or programs to promote newly constructed bicycle infrastructure 	<ul style="list-style-type: none"> • Amounts range from \$5,000 to \$10,000
National Association of Realtors Smart Growth and Placemaking Grants	<ul style="list-style-type: none"> • Public gathering spaces • Benches • Playground equipment • Wayfinding signage • Trails • Trailheads • Lighting 	<ul style="list-style-type: none"> • Fund state and local REALTOR® association-led projects that create new, outdoor public spaces and destinations in a community on unused or underused sites • Level One maximum grant awards: \$3,000 • Level Two maximum grant awards: \$7,500
AARP Community Challenge Grant	<ul style="list-style-type: none"> • Permanent physical improvements, temporary demonstrations that lead to long-term change, or new and innovative programming that: <ul style="list-style-type: none"> – Delivers improved transportation and mobility options – Improves parks and other open spaces 	<ul style="list-style-type: none"> • Amounts range from \$500 to \$50,000

Private Funding Sources	Eligible Activity Examples	Characteristics & Requirements
	– Improves community health outcomes	

5.5 Performance and Evaluation Measures

To evaluate the progress and effectiveness of the *Town of Oak Island Bicycle Plan*, Table 23 lists evaluation criteria and examples of achieved progress that the ATAC and elected town officials can use. These criteria and milestones are based on the goals and objectives of this Plan. The table is intended to serve as a general guide – the ATAC should tailor these evaluation criteria to the community by adopting more specific, locally applicable quantitative metrics. The evaluation of the Plan should occur annually and be published in the form of a memo or report made available to the residents of Oak Island. The report should detail the progress made to date and the priorities for the coming year. This annual report will demonstrate the benefits of multimodal infrastructure and programs as well as generate further support for the ongoing work of the ATAC.

Table 23. Implementation Evaluation Criteria

Goals	Performance Evaluation	Examples of Progress Achieved
Coordinate with stakeholders such as the Cape Fear Rural Planning Organization (RPO) and the North Carolina Department of Transportation (NCDOT) to advance the recommendations within the Plan	Successful adoption the <i>Town of Oak Island Bicycle Plan</i>	Plan is approved by NCDOT and the Oak Island Town Council
	Number of Active Transportation Advisory Committee (ATAC) meetings held	ATAC meets quarterly
Implement bicycle infrastructure projects to improve safety and enhance connectivity within the town	Implementation of projects proposed in the <i>Town of Oak Island Bicycle Plan</i>	Number of infrastructure projects implemented following the adoption of the Plan
	Miles of bicycle facilities constructed and number of spot improvements	Miles of bicycle facilities constructed in a specific period of time (e.g., 1 mile within 5 years)
	Number of local stores along Oak Island Drive that can be accessed from bicycle facilities	Increase number of stores that are accessible from shared use paths (e.g., five additional local businesses adjacent)
Update town policies and public information to promote the safe use of bicycle infrastructure	Completed update of the Town of Oak Island Code of Ordinances and other regulations to include bicycle infrastructure	Update <i>SLOW RIDE: Take It Safely</i> Rules and Safety Information to regulate interactions with bicycles
		Established design standards and typical sections for bicycle infrastructure
		Established policies related to the use of e-bikes on designated bicycle infrastructure (e.g., maximum speeds on shared use paths)
		Bicycle infrastructure is included in new development plans

Goals	Performance Evaluation	Examples of Progress Achieved
	Reduction in the number of crashes involving bicyclists	Speed limits on bike routes are reassessed
Implement education, enhancement, and other bicycle programs to support the safe use of the bicycle infrastructure	Number of programs, campaigns, or events annually in the community meant to encourage bicyclist activity	Participation in the Watch for Me NC program (or similar program) annually or bi-annually
		Collaboration with local bike shops to place bike route maps
Provide wayfinding for bicyclist navigation between community origins and destinations, including Middleton Park, Bill Smith Park, and local piers.	Implementation of wayfinding system	Town adopted wayfinding design and strategy
	Number of wayfinding signs located within the town	Wayfinding signs that direct tourists to destinations via established bicycle routes
Recognize and promote the health, economic, safety, and mobility benefits of active transportation	Clear bicycle routes to encourage bicycling to resources as well as bicycling for recreational purposes	Establishment of a town bike route map similar to the SLOW RIDE: Take It Safely map for low-speed vehicles (LSVs)

Appendices

- Appendix A – Engagement
- Appendix B – Design Guidance
- Appendix C – Roadway Inventory
- Appendix D – Linear Project Cost Estimate Calculations
- Appendix E – Prioritization Calculations

Appendix A Engagement

Steering Committee Meeting #1

Agenda – Steering Committee Meeting #1

Project Name Town of Oak Island Bicycle Plan	Meeting Date 5/14/25	Time 2:00 PM – 3:00 PM	Meeting Location Police Training Room, Oak Island Town Hall
---	--------------------------------	----------------------------------	--

2:00 PM	INTRODUCTIONS <ul style="list-style-type: none"> • Introductions: Town staff, Steering Committee, NCDOT, and the AECOM team. • Introduce the purpose of the meeting.
2:10 PM	PLAN OVERVIEW Discuss the plan study area, the role of the Steering Committee, the plan vision and goals, and the types of projects that may be recommended.
2:30 PM	WORKING SESSION The Steering Committee will be asked to participate in a working session using maps that are intended to lay the groundwork for developing projects that will be presented in the plan. The Committee will help to identify bicycle opportunities, constraints, and community features or destinations.
3:00 PM	ADJOURN THE STEERING COMMITTEE MEETING

Sign-in Sheet – Steering Committee Meeting #1

Project Name Town of Oak Island Bicycle Plan	Meeting Date 5/14/25	Time 2:00 PM – 3:00 PM	Meeting Location Police Training Room, Oak Island Town Hall
--	--------------------------------	----------------------------------	--

Name	Organization/Affiliation	Email (Optional)
Eric Ritzel	Div. 3 - NCDOT	
ADRIENNE COX	DIV 3 - NCDOT	
Bill Millard	OKI Parks + Rec. Adv. Board	
Sam Boswell	Cape Fear RPO	
BOB CIULLO	OKI TOWN COUNCIL	
Matt Kirkland	OKI Development Services	m.kirkland@oak-island.nc.gov
Andy Sneed	OKI - Asst Town Mgr	
Charlie Morris	OKI - Police Chief	
Kim Nguyen	NCDOT - IMD	

Town of Oak Island Bicycle Plan

Steering Committee Meeting #1
05.14.2025







1

Agenda

- **Introductions**
- **Project Overview**
 - Study Area
 - Schedule
 - Project Types
- **Role of the Steering Committee**
- **Vision & Goals**
- **Mapping Activity**
- **Next Steps**

2

Introductions

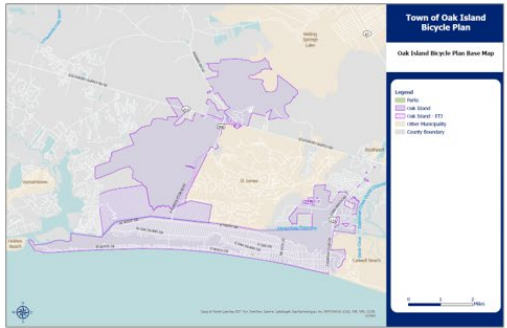
- **AECOM**
 - Siobhan Nelson
 - Kory Wilmot
- **NCDOT Integrated Mobility Division**
 - Kim Nguyen
- **Town Lead**
 - Matt Kirkland
- **Steering Committee**




Project Overview

- Comprehensive bicycle plan funded through NCDOT's Planning Grant Initiative program.
- The plan includes infrastructure, policy, and programmatic recommendations.
- This plan will help the Towns prioritize bicycle projects.
- The project list can be used to apply for funding for design or construction purposes.
- Planning for bicycling – whether for recreation, exercise or transportation – helps to create a safer, more efficient network everyone can use.

Study Area



Town of Oak Island Bicycle Plan
Oak Island Bicycle Plan Base Map

Legend

- 100' Buffer
- Oak Island
- Oak Island - RTD
- Oak Island - County
- County Boundary






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Schedule







Deliverable/Milestone	Date
Project Kick-off Meeting	April 2025
Steering Committee Mtg #1	May 2025
Community Survey	May 2025
Steering Committee Mtg #2 / Public Open House	July 2025
Draft Plan	September 2025
Steering Committee Mtg #3	September 2025
Final Plan	November 2025

6

Example Project Types - Linear

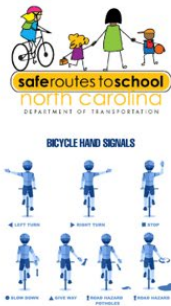






Example Project Types - Spot

Example Programs & Policies

- Recommend Safe Routes to School study
- Town festivals to promote biking
- Educating drivers, cyclists, and pedestrians about traffic safety laws
- Ordinances and town policies to improve safety for cyclists



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Role of the Steering Committee

- Provide input on the plan vision, goals, and objectives.
- Identify needs, opportunities, and constraints in the study area.
- Review the preliminary plan.
- Attend two additional steering committee meetings and comment on the draft final plan.
- Serve as champions of the final plan. We recommend developing an active transportation advisory committee to oversee plan implementation.



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Draft Plan Vision

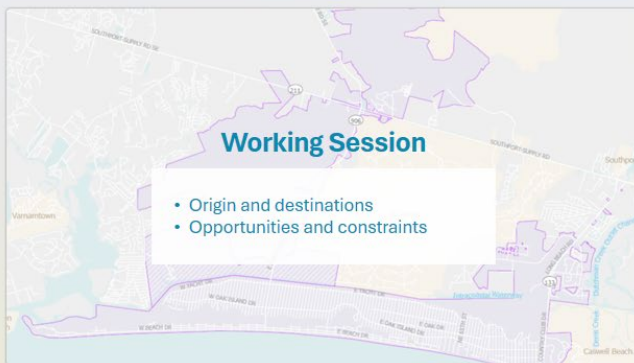
The Town of Oak Island seeks to create a safe, comfortable, and convenient network of bicycle infrastructure that connects local and regional resources and destinations, allows for safe interaction between cyclists and all other modes, supports alternatives to automobile travel, and increases recreation opportunities. The bicycle infrastructure will support cyclists of all levels and advance the community's mobility, health, economic development, quality of life, and attractiveness to tourists.



Draft Plan Goals

- **Support safe interactions** between cyclists of all levels and abilities and other transportation modes.
- **Connect people to local and regional destinations**, supporting community economic development and access to employment, education, recreation, and other opportunities.
- **Reduce traffic congestion** by providing a convenient and accessible bicycle network that serves as an integral part of the transportation system and provides an attractive alternative to vehicular travel.
- **Educate the community** on rules, legal rights, and responsibilities related to cycling through bicycle initiatives and programs.

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Next Steps

- Refine plan vision and goals
 - Feedback by **Wednesday, May 21st** via email
- Update base map
- Prepare and launch public survey
- Begin identifying potential projects
- Continue drafting plan sections

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Thank you!

- **AECOM:** Siobhan Nelson (siobhan.nelson@aecom.com)
Kory Wilmot (korywilmot@aecom.com)
- **NCDOT IMD:** Kim Nguyen (kpnguyen1@ncdot.gov)
- **Town of Oak Island:** Mattew Kirkland (mkirkland@oakislandnc.gov)

Steering Committee Meeting #2

Agenda – Steering Committee Meeting #2

Project Name Town of Oak Island Bicycle Plan	Meeting Date 7/30/25	Time 2:00 PM – 3:00 PM	Meeting Location Police Training Room, Oak Island Town Hall
---	--------------------------------	----------------------------------	--

2:00 PM	PROJECT UPDATES <ul style="list-style-type: none"> Schedule Next Steps
2:10 PM	SURVEY REVIEW Review survey findings
2:25 PM	CRITERIA HOMEWORK Review and confirm criteria to prioritize projects
2:30	PROJECT REVIEW Review draft linear and spot projects
3:00 PM	ADJOURN THE STEERING COMMITTEE MEETING

Sign-in Sheet – Steering Committee Meeting #2

Project Name Town of Oak Island Bicycle Plan	Meeting Date 7/30/25	Time 2:00 PM – 3:00 PM	Meeting Location Police Training Room, Oak Island Town Hall
--	--------------------------------	----------------------------------	--

Name	Organization/Affiliation	Email (Optional)
Sam Boswell	Cape Fear COG	sboswell@capefearcog.org
BOB CIULLO	OKI TOWN COUNCIL	B.CIULLO@OAKISLANDNC.GOV
Heather Osborne	OKI Rec	H Osborne@oakislandnc.gov

Town of Oak Island Bicycle Plan

Steering Committee Meeting #2
07.30.2025







1

Agenda

- Project Updates
- Survey Review
- Prioritization Criteria
- Next Steps
- Project Review

2

Project Updates




Completed Activities

- Steering Committee Meeting #1
- Vision and Goal Setting
- Public Survey
- Development of Draft Projects

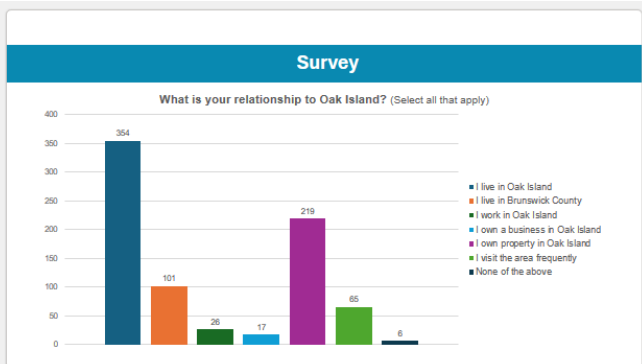
Schedule

Deliverable/Milestone	Date
Project Kick-off Meeting	April 2025
Steering Committee Mtg #1	May 2025
Community Survey	May 2025
Steering Committee Mtg #2 / Public Open House	July 2025
Draft Plan	September 2025
Steering Committee Mtg #3	September 2025
Final Plan	November 2025

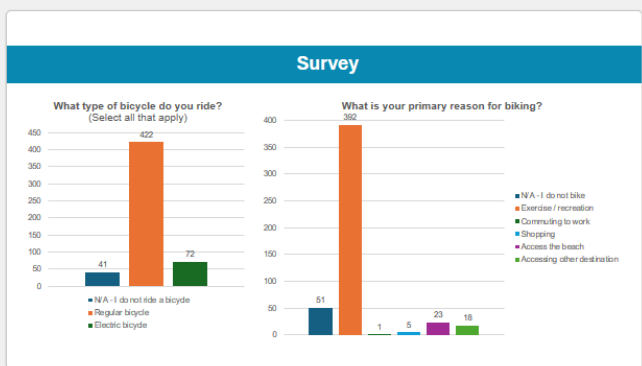
Survey Review

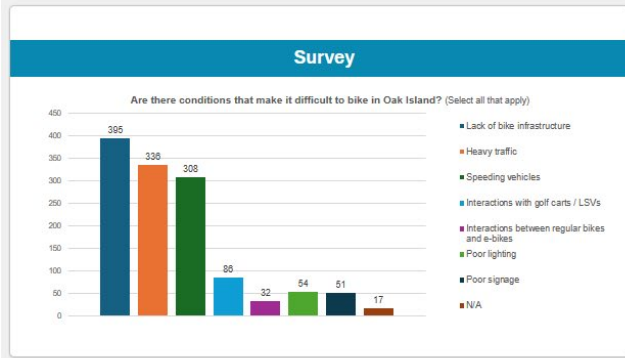
-  **Survey Period**
June 1st to June 30th, 2025
-  **529 Participants**
-  **Advertisement**
The survey was available online and in paper format. A flyer was posted on social media outlets and distributed to community members.

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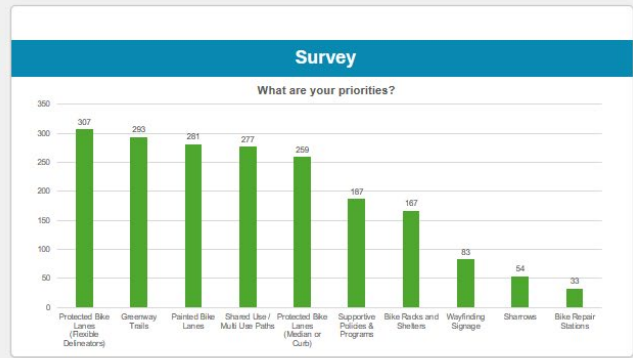


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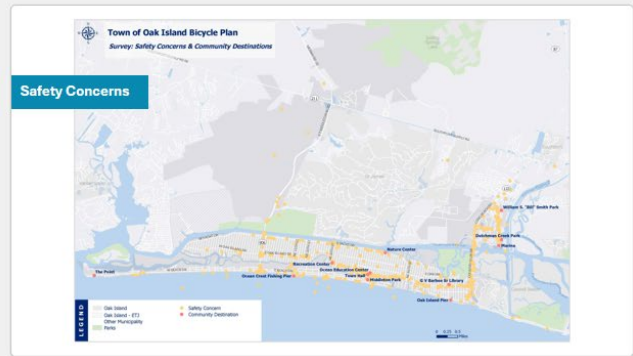
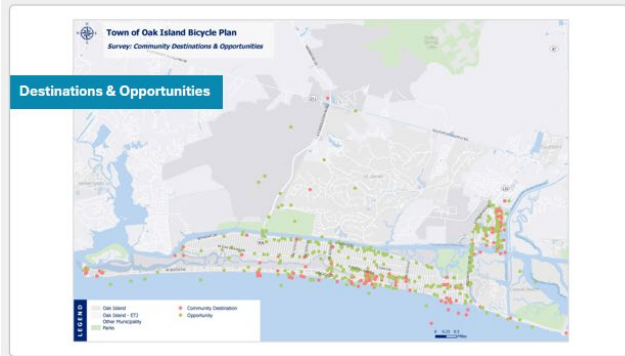




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Prioritization Criteria

- Community/Stakeholder Support
- Ease of Implementation
- Cost
- Connectivity Impact
- Safety Impact
- Others?

Town of Oak Island Bicycle Plan
Project Prioritization Criteria
 The following criteria have been identified to help guide the prioritization of a transportation project implementation. Please review them and provide any additions, adjustments, or general feedback.

Community/Stakeholder Support
 Defined from the Steering Committee members, the survey, and through feedback received during the open house.

Ease of Implementation
 Assess the feasibility of right-of-way, the length and scale of the project, terrain, environmental, and potential public objections that may be resolved as a result of the proposed project.

Cost
 Considered the estimated cost of the project.

Connectivity Impact
 Evaluate how the proposed project may connect to existing and future destinations within the town. Consider the location of existing community uses as well as findings from the public survey where participants indicated destinations that they would like to be able to reach.

Safety Impact
 Evaluate potential safety and potential project safety challenges and consider development in close quarters. How can this consideration provide additional information shared through the survey and other public engagement.

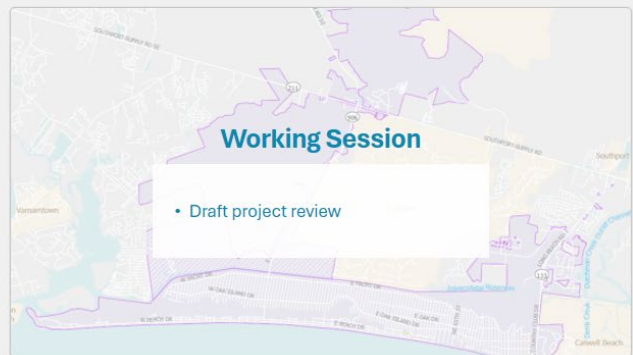
Are there any?

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Next Steps

- Refine draft projects based on feedback
- Develop draft Bicycle Plan
- Schedule Steering Committee Meeting #3

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Steering Committee Meeting #3

Agenda – Steering Committee Meeting #3

Project Name	Meeting Date	Time	Meeting Location
Town of Oak Island Bicycle Plan	9/26/25	2:00 PM – 3:00 PM	Teams (link in email)

2:00 PM	PLAN REVIEW
	<ul style="list-style-type: none"> Discuss plan sections and key findings
2:50 PM	NEXT STEPS
	<ul style="list-style-type: none"> Discuss review timeline and platform
3:00 PM	ADJOURN THE STEERING COMMITTEE MEETING

Town of Oak Island
Bicycle Plan

Steering Committee Meeting #3
09.26.2025

Logos: Town of Oak Island, M, and a bicycle icon.

1

Agenda

- Introductions
- Plan Review
- Next Steps

2

Plan Review

Plan Approach

- Introduction**
 - Project history; vision and goals; active transportation benefits
- Existing Conditions**
 - Analysis of community demographics, infrastructure, and environmental factors
- Engagement**
 - Summary of community involvement: Steering Committee, open house, and public survey
- Recommendations**
 - Key facility types, network, policy, and program recommendations
- Implementation Strategy**
 - Partner roles, action steps, funding sources, and evaluation measures
- Appendices**



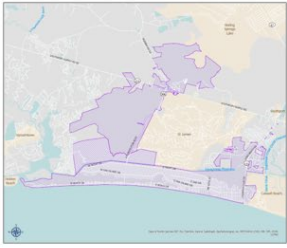
Introduction

- 1.0 Introduction
- 1.1 History & Project Background
- 1.2 Active Transportation Benefits
- 1.3 Planning Process
- 1.4 Plan Vision & Goals
- 1.5 Bicycle Rider Profiles

5

Project Overview

- Comprehensive bicycle plan funded through NCDOT's Planning Grant Initiative program.
- Last Bicycle Plan completed in 2006.
- The plan includes bicycle infrastructure, policy, and programmatic recommendations.
- Covers the Town of Oak Island and the ETJ.




Deliverable/Milestone	Date
Project Kick-off Meeting	April 2025
Steering Committee Mtg #1	May 2025
Community Survey	May 2025
Steering Committee Mtg #2 / Public Open House	July 2025
Draft Plan	September 2025
Steering Committee Mtg #3	September 2025
Final Plan	November 2025

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Plan Vision

The Town of Oak Island seeks to create a safe, comfortable, and convenient network of bicycle infrastructure that connects local and regional resources and destinations, allows for safe interaction between cyclists and all other modes, supports alternatives to vehicular travel, and increases recreation opportunities. The bicycle infrastructure will support cyclists of all levels, including e-bikes, and advance the community's mobility, health, economic development, quality of life, and attractiveness to residents and tourists alike.



Plan Goals

- Support safe interactions** between cyclists of all levels and abilities and other transportation modes, including golf carts and low speed vehicles (LSVs).
- Connect people to local and regional destinations**, supporting community economic development and access to employment, recreation, and other opportunities.
- Reduce traffic congestion** by providing a convenient and accessible bicycle network with supportive infrastructure and policies so that biking is an integral part of the transportation system and provides an attractive alternative to vehicular travel.
- Educate the community** on rules, legal rights, and responsibilities related to cycling through bicycle initiatives and programs.



Existing Conditions

- 2.0 Existing Conditions
- 2.1 Community Demographics
- 2.2 Roadway Infrastructure
- 2.3 Bicycle Facilities
- 2.4 Bicycle Crashes
- 2.5 Wetlands & Floodplains
- 2.6 Utilities
- 2.7 Opportunities & Constraints
- 2.8 Community Planning & Programming

9

Community Demographics

Population: 8,888

Race	White	Black or African American	American Indian & Alaska Native	Asian	Native Hawaiian / Other Pacific Islander	Some Other Race	Two or More Races
Oak Island	94.2%	0.9%	0.4%	0.7%	0.0%	0.2%	3.6%

Age: 65 Years or Older: 9%

Zero-Vehicle Households: 2.9% (No Vehicle Available), 25.6% (One Vehicle Available), 67.8% (Two or More Vehicles Available)


Commute by Bike/Ped: Oak Island (1.2%), Brunswick County (1.0%), North Carolina (2.1%)

ACS 5-year Estimates, 2019-2023

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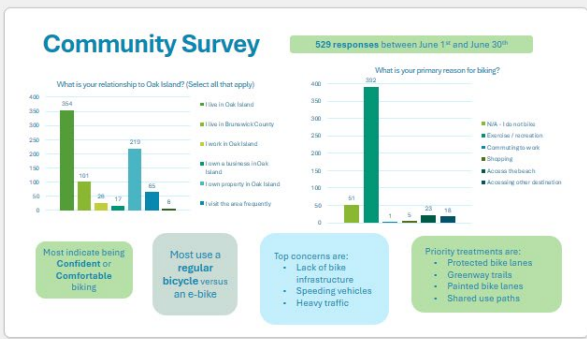
Bicycle Crashes

- 2007 – 2024
- No fatalities
- Most crashes along E. Oak Island Drive
- Most common crash type: bicyclists falling to yield at midblock crossings




Engagement

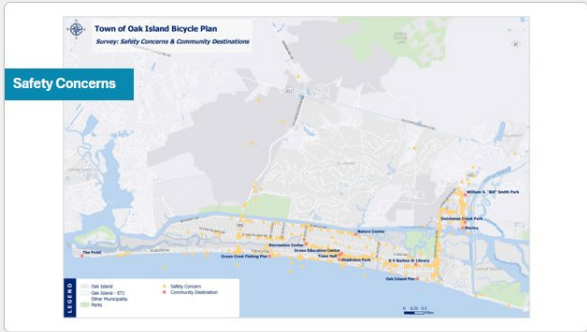
- 3.0 Engagement
- 3.1 Steering Committee
- 3.2 Community Survey
- 3.3 Community Open House



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Community Open House

Public Open House
 Council Chambers
 401 E. Oak Street
 Wednesday, July 26, 2018
 5:00 PM - 7:00 PM

Priority Projects

Recommendations

4.0 Recommendations

- 4.1 Facility Types
- 4.2 Network Recommendations
- 4.3 Policy & Program Recommendations

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Treatment Selection

- Crash data
- Roadway classification
- Roadway AADT
- Roadway speed limit
- Surrounding land use
- Community feedback
- Other planning efforts

FHWA Bikerway Selection Guide, 2019

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Plan Recommendations

- 33 Linear Projects**
 - Painted bike lanes
 - Shared use paths
 - Separated bike lanes
 - Sharrows
- 23 Spot Projects**
 - Bike racks
 - Bike boxes
 - Warning/safety signage
 - Informational signage





Implementation Strategy

- 5.0 Implementation Strategy.....
- 5.1 Partner Roles.....
- 5.2 Key Action Steps.....
- 5.3 Project Development Strategy.....
- 5.4 Funding Sources.....
- 5.5 Performance & Evaluation Measures.....

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Partners

- Town of Oak Island
 - Departments
 - Boards and Committees
- Brunswick County
- Cape Fear RPO
- NCDOT
 - IMD
 - Division 3
- East Coast Greenway Alliance (ECGA)
- Interest and Advocacy Groups
- Residents and community organizations
- Private sector
 - Landowners and businesses
 - Developers



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Key Action Items

Action	Stakeholder	Timeline
Adopt the Town of Oak Island Bicycle Plan	Town Council and Town Staff	Winter/Spring 2025
Amend the Comprehensive Transportation Plan (CTP)	Cape Fear RPO, NCDOT Transportation Planning Division, Town Staff	Winter/Spring 2025
Form an Active Transportation Advisory Committee (ATAC)	Town Council, Town Staff, Plan Steering Committee Members	Winter/Spring 2025
Strengthen partnerships with Cape Fear RPO and NCDOT Division 3	Cape Fear RPO, NCDOT Division 3, and Town Staff	Winter/Spring 2025
Coordinate with the East Coast Greenway Alliance (ECGA)	Town Staff, ECGA	Spring 2025
Partner with local artists, businesses, and Parks Department	ATAC, Town Staff, Local Artists, Art Organizations, and Businesses	Spring 2025
Coordinate with Brunswick County on geographic information system (GIS) updates	Brunswick County	Spring 2025
Identify potential funding sources during town budget planning	ATAC, Town Council, Town Staff	Summer 2025
Apply for Watch for Me NC	ATAC and Town Staff	Summer 2025
Apply for federal, state, and other funding to implement bicycle projects and programs	ATAC, Town Staff	Summer/Fall 2025
Update local ordinances and policies to be bicycle-supportive	Town Council and Town Staff	Fall 2025
Prepare the Town of Oak Island Bicycle Plan Annual Report/Hemo	ATAC, Town Staff	Winter 2026

Project Development Process



- Identification of funding source(s)
- Public involvement
- Feasibility study (ROW availability and needs)
- Engineering and design
- Analysis of affected property owners
- Design-level cost estimates

Funding Sources

Federal Funding

- The Infrastructure Investment and Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL) authorized \$1.2 trillion for transportation and infrastructure initiatives across the country. Many of the federal funding sources are distributed by NCDOT through the prioritization process.
- Competitive/Discretionary Federal Grant Programs: Active Transportation Infrastructure Investment Program (ATIP), Better Utilizing Investments to Leverage Development (BUILD) Grant, Safe Streets and Roads for All (SS4A) Grant, etc.

State Funding

- STIP: NCDOT's 10-year transportation improvement plan for the state that is updated every 2 years and includes projects across 6 transportation modes.
- Other State Funding Programs: Powell Bill, Recreational Trails Program (RTP), etc.

Local Funding

- General obligation bonds, public-private partnerships, developer-built bicycle facilities/in-lieu fees, etc.

Private Sources

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Performance & Evaluation Measures

The ATAC should develop tailored evaluation criteria to assess the progress and effectiveness of the Plan. The evaluation of the Plan should occur annually and be published in the form of a memo or report made available to the residents of Oak Island.

Example implementation evaluation criteria:

Goals	Performance Evaluation	Examples of Progress Achieved
Implement bicycle infrastructure projects to improve safety and enhance connectivity within the town	Implementation of projects proposed in the Town of Oak Island Bicycle Plan	Number of infrastructure projects implemented following the adoption of the Plan
	Miles of bicycle facilities constructed and number of spot improvements	Miles of bicycle facilities constructed in a specific period of time (e.g., 1 mile within 5 years)
	Number of local stores along Oak Island Drive that can be accessed from bicycle facilities	Increase number of stores that are accessible from shared use paths (e.g., five additional local businesses adjacent)

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Appendices

- Appendix A: Engagement
- Appendix B: Design Guidance
- Appendix C: Roadway Inventory
- Appendix D: Linear Project Cost Estimate Calculations
- Appendix E: Prioritization Calculations

Next Steps

- AECOM will send out the draft plan and presentation following the Steering Committee meeting.
 - Adobe Cloud Link
- The Steering Committee will provide comments on the Plan by **Monday, October 13th**.
- NCDOT IMD will review and provide comments on the Plan.
- The project team will address all comments and send the final Plan to Oak Island for adoption (Late November 2025).

Community Open House

Project Overview

About the Bicycle Plan

The Town of Oak Island received a planning grant from the North Carolina Department of Transportation's Integrated Mobility Division to develop a comprehensive Bicycle Plan. The plan will include project recommendations as well as guidance on accompanying policies and programs, funding sources, and implementation steps.

Plan Goals

- **Support safe interactions** between cyclists of all levels and abilities and other transportation modes, including golf carts and LSVs.
- **Connect people to local and regional destinations**, supporting community economic development and access to employment, recreation, and other opportunities.
- **Reduce traffic congestion** by providing a convenient and accessible bicycle network with supportive infrastructure and policies so that biking is an integral part of the transportation system and provides an attractive alternative to vehicular travel.
- **Educate the community** on rules, legal rights, and responsibilities related to biking through bicycle initiatives and programs.

Project Schedule

The anticipated completion date for the final plan is Fall 2025. The full project schedule is detailed below.



Open House


The purpose of today's Public Open House is to share the community survey results and gather input on the proposed projects to include within the Bicycle Plan.

Next Steps

The input you provide at today's meeting will be used to refine the draft projects.





Survey Results




Survey Period

June 1st to June 30th, 2025



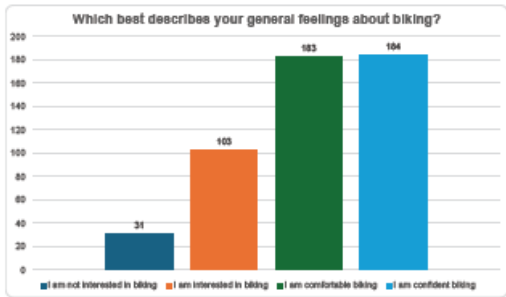
529 Participants



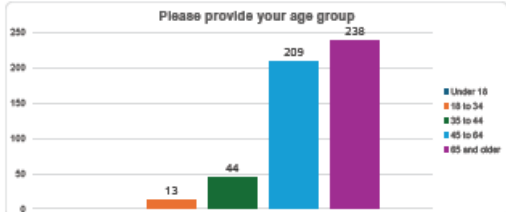
Advertisement

The survey was available online and in paper format. A flyer was posted on social media outlets and distributed to community members.



About the Participants



Feeling	Count
I am not interested in biking	31
I am interested in biking	103
I am comfortable biking	183
I am confident biking	104



Age Group	Count
Under 10	13
10 to 34	44
35 to 44	209
45 to 64	238
65 and older	0

Survey Results

Destinations

- "Middleton park! Bike racks needed and support for bikers during events."
- "We love biking to the library."
- "The parks on fish factory road (Bill Smith Park, etc.), and the marina, are wonderful biking destinations."
- "Basically, would be nice to ride to the beach, just too stressful and dangerous unless it is winter time."

Opportunities

- "Bike trails ending at the Dutchman Creek Park would be very convenient."
- "Open the crossovers on the canals to non-motorized bikes & trikes (9th street, by the rec center)."
- "Yacht Drive is already highly utilized for both pedestrian and bicycles. Lower the speed limit and add add signage and painted shareable on the road here."

Concerns

- "Bike Lane on Beach Dr has vehicles parked in it (mostly construction) and lots of debris (sand rocks glass) accumulates making it dangerous for bicycles."
- "Fish Factory road is a dangerous place to bike with all the boats headed to the launch point."
- "All of Yacht Drive is a safety concern due to speeding vehicles not sharing the road."

Other

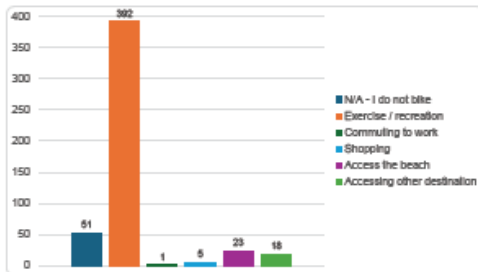
- "More bike racks at the beach accesses would be great."
- "It would be nice to be able to ride your bike the entire length of the island."
- "Educate the public on the need to walk bicycles over the Davis Canal walkways."
- "Vehicles parked in driveways hanging out into bike lane."



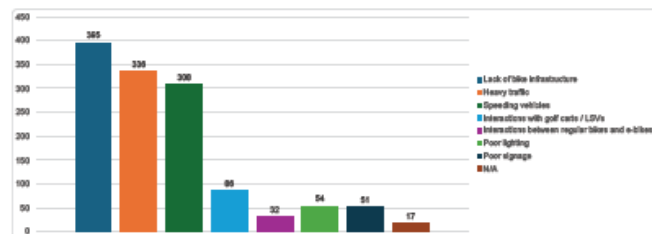
Community destinations mapped by survey participants have been streamlined and consolidated into single points on this map.

Survey Results

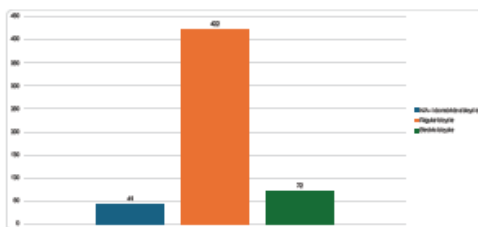
What Is Your Primary Reason for Biking?



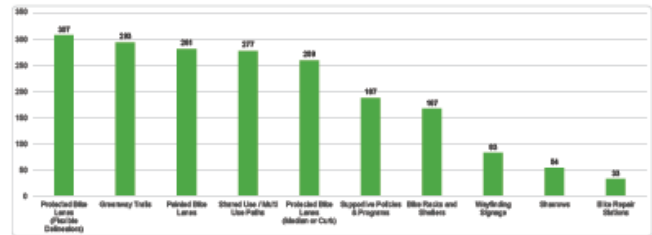
Are There Conditions That Make It Difficult to Bike in Oak Island? (Select All That Apply)



What Type of Bicycle Do You Ride? (Select All That Apply)



What Are Your Priorities?



Project Types

Linear Projects



These improvements address biking challenges along segments of a roadway through infrastructure such as bicycle lanes or shared use paths. In some cases, solutions may include facilities separated from the roadway such as greenway trails. These types of improvements are generally larger infrastructure projects with higher costs and longer implementation timeframes.



Sharrow

Shared Use/
Multi Use Path

Greenway Trail



Bike Lane

Separated/Protected
Bike Lane

Spot Projects



These improvements are made to address needs at particular sites. These upgrades, which often come at a minimal cost, might be made to improve bicycle parking, bicycle amenities, surface treatments, signage, or access.



Bike Racks



Bike Shelters



Bike Repair Stations



Wayfinding Signage



Bike Box & Other
Intersection Markings



Safety/Warning Signs



Proposed Projects



Proposed Projects



Proposed Linear Projects



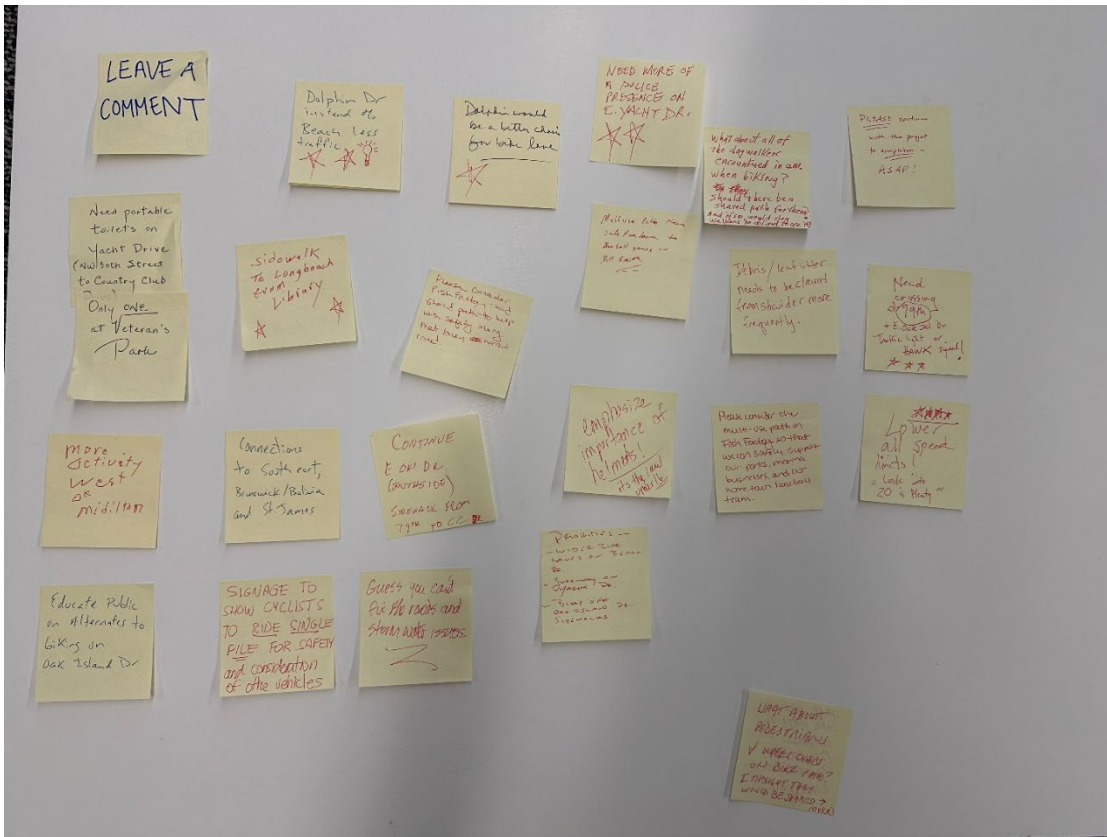
Proposed Linear Projects



Priority Projects

Please identify your priority linear projects by placing your sticker(s) in the relevant project box.

Project 1 Beach Dr 	Project 2 Middleton Ave 	Project 3 NE Middleton Ave/ NC 906 	Project 4 9 PI E	Project 5 NE 9th St 	Project 6 NE 31st St	Project 7 E Yacht Dr 	Project 8 W Yacht Dr
Project 9 29 PI E	Project 10 19 PI E	Project 11 E Oak Island Dr 	Project 12 E Yacht Dr/Elizabeth Dr 	Project 13 E Oak Island Dr 	Project 14 SE 31st St	Project 15 SE 9th St 	Project 16 NE 20th St
Project 17 SE 20th St	Project 18 SE 48th St 	Project 19 E Pelican Dr 	Project 20 SE 58th St 	Project 21 E Oak Dr	Project 22 Country Club Dr 	Project 23 Country Club Dr NC 133 / Long Beach Rd 	Project 24 McGlamery St
Project 25 Barbee Blvd 	Project 26 SE 74th St	Project 27 Ocean Dr	Project 28 NE 46th St	Project 29 Kings Lynn Dr 	Project 30 SE 40th St 	Project 31 Fish Factory Rd SE 	Project 32 Vanessa Dr SE



Sign-in Sheet – Public Open House

Project Name
Town of Oak Island Bicycle Plan

Meeting Date
7/30/25

Time
5:00 PM – 7:00 PM

Meeting Location
Council Chambers,
Oak Island Town Hall

Name	Name	Name
Carol Schroeder	Leslie + Randy Johnson	Lynn McDawell
Pam Buckovich	JOHN HENDERSON	David Soper
Mike + Judy Osborne	Sue + John Schweikart	Taylor Davis
Jan + Bill Murray	Jan + Candi McKeay	Fay + Ron Wayne
Dennis + Julie Keane	Jean Wabe	Linda Schoeni
MARVIN BOMAR	MIKE MANGINI	Gregory Petrowski
Brady Golden	Barbara Textoris	John Petrowski
Sam Boswell	Sharon Brown	
Debbie Spring	Tom Brown	
TED WIES	Meredith + Todd Moyer	
Eileen Clare	Ron Mustard	
JUDY GREGSON	Jeweleen Mustard	
Shamma Mont. celli		

Appendix B Design Guidance

The following design guidance documents can be referenced for the development of multimodal facilities as recommended in this plan. These documents provide information related to design guidance, types of bicycle accommodations, bicycle route signing, mapping, and more. The guidance is also categorized into North Carolina guidelines and national guidelines and is described below. Additional information may be located on the North Carolina Department of Transportation's (NCDOT's) Bicycle & Pedestrian Project Development & Design Guidance [webpage](#).

North Carolina Guidelines

- Manual on Uniform Traffic Control Devices (MUTCD)
- NCDOT

National Guidelines

- American Association of State Highway and Transportation Officials (AASHTO)
- Federal Highway Administration (FHWA)
- MUTCD
- National Association of City Transportation Officials (NACTO)
- Safe Routes to School (SRTS) Non-Infrastructure

North Carolina Guidelines

MUTCD

2009 NC Supplement to MUTCD

Municipal streets that are not part of the state highway system fall under the municipality's responsibility, particularly regarding traffic control devices. This document provides additional details related to authorization over installing and maintaining traffic control devices and signage within various jurisdictions.

NCDOT

Statewide Pedestrian and Bicycle Plan

WalkBikeNC, North Carolina's comprehensive bicycle and pedestrian plan, serves as the state's blueprint for improving walking and bicycling within North Carolina's communities. This plan is organized into the following five pillars: Safety, Health, Economy, Mobility, and the Environment. It also provides an overview of existing conditions within the state as it pertains to biking and walking infrastructure, infrastructure, policy, and program recommendations, as well as a design toolbox, programming options, and a guide for implementation.

Glossary of North Carolina Terminology for Active Transportation

The Glossary of North Carolina Terminology for Active Transportation offers an alphabetized list of common active transportation terms, complete with photos. This glossary serves as a starting point for communities looking to incorporate bicycle and pedestrian terms into their policies and ordinances.

NC Local Programs Handbook

The North Carolina Local Programs Management (LPM) Handbook outlines the requirements of NCDOT and the Federal Highway Administration for federally-funded projects. Developed by the Division of Technical Service Transportation Program Management LPM Office in 2009, this handbook provides an overview of the LPM's purpose, as well as information on state-funded projects and their specific implementation requirements. While NCDOT's role is to advise, approve, and oversee the proper expenditure of funds by a Local Government Agency (LGA) on an eligible

project or program, the LGA is responsible for carrying out the design and construction of the project or the implementation of the program.

Traditional Neighborhood Development Guidelines

The Traditional Neighborhood Development (TND) Guidelines support development that encourages walking and biking, enhances transit service, and improves traffic safety by promoting low-speed, cautious driving while fully accommodating the needs of pedestrians and bicyclists. The guidance covers various aspects, including street design, parking, planting strips and street trees, utilities, lighting, and more.

NCDOT Roadway Design Manual

The NCDOT Roadway Design Manual provides comprehensive guidelines for the design and preparation of roadway plans. It is intended to ensure a consistent design approach for both the department and private engineering firms working on NCDOT projects. The manual covers a wide range of topics, including general design information, plan preparation procedures, and specific design elements.

NCDOT Bridge Policy

NCDOT’s Bridge Policy (2000) specifies the governing design components for both newly constructed and renovated bridges on the North Carolina Highway System. Design guidance related to sidewalks, bikeways, curb and gutter, and vertical clearance are outlined below.

NCDOT Bridge Policy - Multimodal Design Guidance

Design Component	Specifications
Bikeways	<ul style="list-style-type: none"> When a bikeway is required, the bridge shall be designed in accordance with AASHTO standard bicycle accommodations and North Carolina Bicycle Facilities Planning and Design Guidelines to give safe access to bicycles where feasible. A minimum handrail height of 54 is required where bicyclists will be riding next to the handrail.
Curb and Gutter	<ul style="list-style-type: none"> The clear width for new bridges on streets with curb and gutter approaches shall be the same as the curb-to-curb approach width except where bikeways are carried across the structure; in such instances, AASHTO standard bicycle safety accommodations should be provided. The 2’ gutter widths shown in this policy are based upon the use of the standard 2’-6” curb and gutter. If other curb and gutter widths are used, bridge widths will be adjusted accordingly.
Vertical Clearance	<ul style="list-style-type: none"> Vertical clearances for new structures shall be designed above all sections of pavement including the useable shoulder. Future widening and pavement cross slope will be considered in design clearance. Vertical clearances for facilities are as follows: over interstates, freeways, and arterials: 16’-6” to 17’-0”; over local and collector roads and streets: 15’-0” to 15’-6”; over all railroads: 23’-0” to 23’-6” or less if approved by Railroads; pedestrian overpasses and sign structures vertical clearance: 17’-0” to 17’-6”.

National Guidelines

AASHTO

Guide for the Development of Bicycle Facilities

The AASHTO Guide for the Development of Bicycle Facilities, released in its fourth edition in 2012, provides comprehensive guidelines for planning, designing, and operating bicycle facilities. It covers both on-road and off-road bikeways, addressing the fundamental operating characteristics of bicyclists and the geometric design of bicycle facilities. The guide aims to create safe, efficient, and accessible bicycle infrastructure that promotes cycling as a viable mode of transportation.

FHWA

The FHWA offers a comprehensive webpage of [guidance](#) recommended for state and local governments to support the implementation of best practices for bicycle and pedestrian facilities. This guidance focuses on accessibility, design, facilities, and the operation of these facilities. FHWA also provides a [list of publications](#) to help provide quick access to references that may provide insight into the planning and decision process comment to building connections, multimodal transportation system that focuses on accessibility and safety.

MUTCD

Part 9. Traffic Controls for Bicycle Facilities

Part 9 of the MUTCD focuses on traffic controls such as signage, markings, and signals for bicycle facilities. This guidance also provides detailed figures with examples such as pavement markings for bicycle lanes on a two-way street.

NACTO

Urban Bikeway Design Guide

NACTO's Urban Bikeway Design Guide includes case studies and real-world applications to illustrate how cities across the United States and internationally have successfully implemented various bikeway designs. The guide provides detailed descriptions, plan drawings, 3D renderings, and project photos to help cities understand and apply best practices. The design of bicycle lanes, cycle tracks, intersection treatments, bicycle signals, bikeway signage and marking, as well as bicycle boulevards are specific treatments that are highlighted in the guide. This guide also stresses the need for jurisdiction to design bicycle and pedestrian facilities with all age and abilities in mind.

Urban Street Design Guide

The NACTO Urban Street Design Guide offers cities innovative solutions for designing safe, vibrant, and livable streets. Drawing on the experiences of leading cities, it provides practical strategies for creating streets that accommodate all users, including pedestrians, cyclists, transit riders, and motorists. The guide specifically highlights design guidance related to streets, interim design strategies, intersections, and design controls.

SRTS Non-Infrastructure

National Center for Safe Routes to School

The National Center for Safe Routes to School is dedicated to improving the safety and accessibility of routes for children walking and biking to school. The center provides resources, technical support, and guidance to help communities create safe, active travel environments for students. Key programs include Walk & Roll to School Day, Bike & Roll to School Day, and Vision Zero for Youth. The center uses research-based evidence to highlight effective practices and translates this research into educational materials, professional development tools, and training. By

focusing on underserved neighborhoods, the center prioritizes equity in access to safe routes. Additionally, the center aims to make walking and biking to school safer and more appealing, thereby promoting healthier lifestyles and reducing traffic congestion around schools.

National Partnership for Safe Routes to School

The National Partnership for Safe Routes to School, also known as the Safe Routes Partnership, is an initiative aimed at making it safe, convenient, and fun for children to walk and bicycle to and from school. The partnership works to improve kids' safety, increase physical activity, and promote healthier lifestyles. The Safe Routes Partnership aims to reverse the decline in walking and biking to school, which has dropped significantly over the past few decades.

Appendix C Roadway Inventory

Information in the Roadway Inventory was extracted from North Carolina Department of Transportation and Town of Oak Island geographic information systems (GIS) datasets such as the *NCDOT Speed Limits* data, the *NCDOT Average annual daily traffic (AADT) Traffic* data layers, the Town Code of Ordinances, and Town *Right-of-Way Widths* data. Right-of-way widths include the width of the existing roadway. Information was also collected through in-person observations during the site visit and from Google Earth imagery.

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
10TH PL W	Oak Island	0.11	35	n/a	50	No	None	Driveways, vegetation, utilities
11TH PL E	Oak Island	0.10	25	n/a	50	No	None	Unpaved (sand), parking, signage
13TH PL W	Oak Island	0.09	35	n/a	50	No	None	Parking, signage
14TH PL E	Oak Island	0.11	25	n/a	50	No	None	Parking, signage
16TH PL E	Oak Island	0.14	25	n/a	50	No	None	Unpaved (sand), parking, signage
17TH PL W	Oak Island	0.10	35	n/a	50	No	Sidewalk	Unpaved (sand), parking, signage
19TH PL E	Oak Island	0.25	25	n/a	50	No	Sidewalk	Unpaved (sand), parking, signage
19TH STREET SCENIC WALKWAY	Oak Island	0.09	1	n/a	n/a	No	Boardwalk	Water and marsh area
20TH PL W	Oak Island	0.12	35	n/a	50	No	None	Unpaved (sand), parking, signage
22ND PL E	Oak Island	0.15	25	n/a	50	No	None	Unpaved (sand), parking, signage
23RD PL W	Oak Island	0.13	35	n/a	n/a	No	None	Signage
25TH PL E	Oak Island	0.19	25	n/a	50	No	None	Unpaved (sand), signage
25TH PL W	Oak Island	0.11	35	n/a	50	No	None	Unpaved (sand), signage
26TH PL E	Oak Island	0.11	25	n/a	50	No	None	Parking, signage
27TH PL W	Oak Island	0.14	35	n/a	50	No	None	Parking, signage
29TH PL E	Oak Island	0.14	25	n/a	50	No	Sidewalk	Unpaved (sand), parking, signage
2ND PL W	Oak Island	0.12	35	n/a	50	No	None	Unpaved (sand) parking, signage
30TH PL W	Oak Island	0.14	35	n/a	50	No	None	Unpaved (sand) parking, signage, vegetation
32ND PL E	Oak Island	0.12	25	n/a	50	No	None	Unpaved (gravel), signage
33RD PL W	Oak Island	0.11	35	n/a	50	No	None	Unpaved, parking, signage

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
35TH PL E	Oak Island	0.12	25	n/a	50	No	None	Unpaved, parking, signage
36TH PL W	Oak Island	0.08	35	n/a	50	No	None	Parking, signage
37TH PL E	Oak Island	0.11	25	n/a	n/a	No	None	Unpaved, parking, signage
39TH PL W	Oak Island	0.13	35	n/a	50	No	None	Parking, signage vegetation
3RD PL E	Oak Island	0.06	25	n/a	50	No	None	Unpaved, parking, signage
42ND PL W	Oak Island	0.07	35	n/a	50	No	Wide Paved Shoulders	Parking, vegetation, slope, signage
48TH PL W	Oak Island	0.02	35	n/a	50	No	None	Unpaved, parking, signage
51ST PL W	Oak Island	0.04	35	n/a	50	No	None	Unpaved, parking, signage
54TH PL W	Oak Island	0.08	35	n/a	50	No	None	Mailboxes
57TH PL W	Oak Island	0.12	35	n/a	50	No	None	Parking, signage
5TH PL W	Oak Island	0.12	35	n/a	50	No	None	Unpaved, parking, signage
69TH PL W	Oak Island	0.06	35	n/a	60	No	None	Unpaved, mailboxes, vegetation
6TH PL E	Oak Island	0.07	25	n/a	50	No	None	Unpaved, parking
7TH PL W	Oak Island	0.11	35	n/a	50	No	None	Unpaved, parking, signage
9TH PL E	Oak Island	0.13	25	n/a	50	No	None	Unpaved, parking, signage
AIRPORT RD	Oak Island	1.83	45	n/a	60	No	None	Ditches, standing water
AIRPORT RD SE	Oak Island	0.00	45	n/a	n/a	No	None	Utilities, ditches
ALYSSUM AVE	Oak Island	0.10	20	n/a	n/a	No	None	Mailboxes, vegetation
ANDERSON DR	Oak Island	0.19	25	n/a	60	No	None	Mailboxes, vegetation
AUGUSTA DR	Oak Island	0.61	25	n/a	60	No	None	Mailboxes, vegetation
BARBEE BLVD	Oak Island	0.96	25	n/a	100	No	None	Vegetation
BARNES BLUFF DR	Oak Island	0.47	25	n/a	40	No	None	Vegetation
BLUE STAR RUN	Oak Island	0.06	35	n/a	n/a	N/A	None	Parking
BOSS CT	Oak Island	0.06	25	n/a	60	No	Sidewalk	Mailboxes
BROADWAY LN	Oak Island	0.06	35	n/a	60	N/A	None	N/A
BUTTERFLYFISH DR	Oak Island	0.09	35	n/a	n/a	N/A	Sidewalk	Parking

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
CASWELL BEACH RD	Oak Island	0.30	35	n/a	n/a	No	None	Mailboxes
COLFAX LN	Oak Island	0.06	35	n/a	60	No	None	Utilities, fencing
COUNTRY CLUB DR	NCDOT	1.45	35-45	15,500	67	No	None	Bridge, guardrail, signage, marsh, utilities
COUNTRY CLUB DR	Oak Island	1.43	35-45	n/a	70-80	No	Trail / Wide Paved Shoulders	Bridge, guardrail, signage, marsh, utilities
CROWELL ST	Oak Island	0.44	25	n/a	60	No	None	Vegetation, mailboxes, signage
DEERWOOD CIR	Oak Island	0.04	25	n/a	60	No	None	Mailboxes
E BEACH DR	Oak Island	3.60	45	n/a	70	No	On-road bike facility	Signage, utilities, mailboxes
E DOLPHIN DR	Oak Island	2.69	35	n/a	60	No	None	Drainage ditches, signage, utilities
E F MIDDLETON BLVD	Oak Island	1.49	55	n/a	100	Partial curb	None	Ditches, vegetation
E HOLLY DR	Oak Island	1.55	35	n/a	60	No	None	Signage, vegetation
E ISLAND DR	Oak Island	0.14	25	n/a	60	No	None	Mailboxes, vegetation
E OAK DR	Oak Island	2.12	35	n/a	60	No	None	Signage, lighting, vegetation
E OAK ISLAND DR	Oak Island	5.26	35-45	n/a	100	No	Sidewalk	Signage, business driveways, utilities
E PELICAN DR	Oak Island	2.12	25-35	n/a	60	No	None	Utilities, mailboxes
E YACHT DR	Oak Island	4.45	25-35	n/a	60	No	None	Mailboxes, signage, drainage ditches
E. F. MIDDLETON BLVD	NCDOT	5.25	35-55	3,800-14,000	83	No	Trail	Vegetation, utilities, topography, drainage ditches
ELIZABETH DR	Oak Island	1.02	25	n/a	60	No	None	
ELTON DR	Oak Island	0.21	25	n/a	60	No	Sidewalk	Utilities, vegetation, fencing
FISH FACTORY RD	Oak Island	0.92	25-35	n/a	50	No	None	Vegetation, signage
FISH FACTORY RD SE	Oak Island	0.16	35	n/a	50	No	None	Vegetation, utilities, ditches
GLEN COVE DR	Oak Island	0.77	25	n/a	60	No	None	Parking, vegetation, mailboxes
GLEN CT	Oak Island	0.77	35	n/a	60	No	None	Mailboxes, vegetation, drainage

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
GREENWOOD CIR	Oak Island	0.08	35	n/a	n/a	No	None	Vegetation, fencing, utilities
HERON CIR	Oak Island	0.85	35	n/a	60	No	None	Ditches, vegetation
HORNADAY ST	Oak Island	0.06	25	n/a	60	No	None	Mailboxes, vegetation
HOWIE FRANKLIN ST	Oak Island	0.38	35	n/a	n/a	N/A	None	N/A
ISLAND LAKES DR	Oak Island	0.44	35	n/a	n/a	Yes	Sidewalk	None
JACK B COOK RD	Oak Island	0.03	25	n/a	n/a	No	None	Parking, signage, vegetation
KEZIAH ST	Oak Island	0.48	25	n/a	60	No	None	Utilities, vegetation, signage, mailboxes
KINGS LYNN CT	Oak Island	0.05	35	n/a	80	No	None	Mailboxes, signage
KINGS LYNN DR	Oak Island	0.84	35	n/a	60	No	Wide Paved Shoulders	Mailboxes, signage
LAKE CLUB CIR	Oak Island	0.26	35	n/a	50	Yes	None	N/A
LIVE OAK DR	Oak Island	0.69	25	n/a	60	No	None	Signage, vegetation, mailboxes
LOGGERHEAD CT	Oak Island	0.07	25	n/a	60	No	None	Ditches, mailboxes, signage
LONG BEACH RD	NCDOT	2.84	45	15,000-23,500	82	No	None	Utilities ditches, signage
LONG BEACH RD	Oak Island	1.24	45	n/a	70	No	Trail	Utilities ditches, signage
LONG BEACH RD SE	Oak Island	0.02	45	n/a	70	No	None	Utilities ditches, signage
LOWES FOOD BLVD	Oak Island	0.25	35	n/a	n/a	No	None	Utilities ditches, signage
LUCAS COVE	Oak Island	0.09	35	n/a	60	Yes	Sidewalk	Utilities, vegetation
MARSH GROVE LN	Oak Island	0.39	35	n/a	40	No	None	Vegetation, utilities, bridge
MARSH HEN DR	Oak Island	0.22	25	n/a	50	No	None	Vegetation, mailboxes, slope
MARTIN LN	Oak Island	0.04	25	n/a	40	No	None	Fencing, poor drainage
MAXWELL DR	Oak Island	0.20	15	n/a	n/a	Yes	None	Utilities, signage
MCDUGLE ST	Oak Island	0.08	25	n/a	60	No	None	Fencing, utilities, vegetation, drainage
MCGLAMERY ST	Oak Island	0.61	25	n/a	60	No	None	Mailboxes, ditch

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
MELINDA CT	Oak Island	0.05	25	n/a	60	No	None	Mailboxes, vegetation
MERCER ST	Oak Island	0.50	25	n/a	60	No	None	Mailboxes
MIMOSA PL	Oak Island	0.13	20	n/a	n/a	No	None	Mailboxes, vegetation
MINNESOTA DR	Oak Island	0.73	25	n/a	60	No	None	Mailboxes
N MIDDLETON AVE	Oak Island	0.47	45	n/a	70	N/A	None	N/A
N. MIDDLETON AVE	NCDOT	2.11	35-45	3,800	130	N/A	None	N/A
NE 10TH ST	Oak Island	0.43	25	n/a	60	No	None	Slope, mailboxes, vegetation
NE 11TH ST	Oak Island	0.42	25	n/a	60	No	None	Mailboxes
NE 12TH ST	Oak Island	0.42	25	n/a	60	No	None	Mailboxes
NE 13TH ST	Oak Island	0.42	25	n/a	60	No	None	Mailboxes
NE 14TH ST	Oak Island	0.43	25	n/a	60	No	None	Mailboxes
NE 15TH ST	Oak Island	0.43	25	n/a	60	No	None	Mailboxes
NE 16TH ST	Oak Island	0.41	25	n/a	60	No	None	Mailboxes, fencing, vegetation
NE 17TH ST	Oak Island	0.41	25	n/a	60	No	None	Mailboxes
NE 18TH ST	Oak Island	0.40	25	n/a	60	No	None	Mailboxes
NE 19TH ST	Oak Island	0.41	25	n/a	60	No	None	Mailboxes, vegetation
NE 1ST ST	Oak Island	0.46	25	n/a	60	No	None	Mailboxes, vegetation
NE 20TH ST	Oak Island	0.40	25	n/a	60	No	None	Mailboxes, vegetation
NE 21ST ST	Oak Island	0.38	25	n/a	60	No	None	Fencing, mailboxes
NE 22ND ST	Oak Island	0.32	25	n/a	60	No	None	Mailboxes
NE 23RD ST	Oak Island	0.25	25	n/a	60	No	None	Mailboxes
NE 24TH ST	Oak Island	0.24	25	n/a	60	No	None	Mailboxes, signage
NE 25TH ST	Oak Island	0.23	25	n/a	60	No	None	Mailboxes
NE 26TH ST	Oak Island	0.25	25	n/a	60	No	None	Mailboxes, signage
NE 27TH ST	Oak Island	0.25	25	n/a	60	No	None	Mailboxes
NE 28TH ST	Oak Island	0.27	25	n/a	60	No	None	Mailboxes

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
NE 29TH ST	Oak Island	0.32	25	n/a	60	No	None	Mailboxes
NE 2ND ST	Oak Island	0.45	25	n/a	60	No	None	Mailboxes
NE 30TH ST	Oak Island	0.40	25	n/a	60	No	None	Mailboxes, vegetation
NE 31ST ST	Oak Island	0.45	25	n/a	60	No	None	Mailboxes
NE 32ND ST	Oak Island	0.48	25	n/a	60	No	None	Mailboxes, vegetation
NE 33RD ST	Oak Island	0.49	25	n/a	60	No	None	Mailboxes
NE 34TH ST	Oak Island	0.50	25	n/a	60	No	None	Mailboxes
NE 35TH ST	Oak Island	0.49	25	n/a	60	No	None	Mailboxes
NE 36TH ST	Oak Island	0.51	25	n/a	60	No	None	Mailboxes
NE 37TH ST	Oak Island	0.52	25	n/a	60	No	None	Mailboxes
NE 38TH ST	Oak Island	0.53	25	n/a	60	No	None	Mailboxes
NE 39TH ST	Oak Island	0.53	25	n/a	60	No	None	Mailboxes, vegetation
NE 3RD ST	Oak Island	0.45	25	n/a	60	No	None	Mailboxes, vegetation
NE 40TH ST	Oak Island	0.54	25	n/a	60	No	None	Mailboxes, vegetation
NE 41ST ST	Oak Island	0.55	25	n/a	60	No	None	Mailboxes, vegetation
NE 42ND ST	Oak Island	0.56	25	n/a	60	No	None	Mailboxes, vegetation
NE 43RD ST	Oak Island	0.56	25	n/a	60	No	None	Mailboxes, vegetation, utilities
NE 45TH ST	Oak Island	0.57	25	n/a	60	No	None	Mailboxes
NE 46TH ST	Oak Island	0.58	25	n/a	60	No	None	Mailboxes, vegetation
NE 47TH ST	Oak Island	0.58	25	n/a	60	No	None	Mailboxes
NE 48TH ST	Oak Island	0.59	25	n/a	60	No	None	Mailboxes
NE 49TH ST	Oak Island	0.60	25	n/a	60	No	None	Mailboxes, vegetation
NE 4TH ST	Oak Island	0.45	25	n/a	60	No	None	Mailboxes, vegetation
NE 50TH ST	Oak Island	0.59	25	n/a	60	No	None	Mailboxes, vegetation
NE 51ST ST	Oak Island	0.59	25	n/a	60	No	None	Mailboxes
NE 52ND ST	Oak Island	0.61	25	n/a	60	No	None	Mailboxes, vegetation
NE 54TH ST	Oak Island	0.59	25	n/a	60	No	None	Mailboxes, vegetation, drainage ditch

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
NE 55TH ST	Oak Island	0.57	25	n/a	60	No	None	Mailboxes, vegetation
NE 56TH ST	Oak Island	0.56	25	n/a	60	No	None	Mailboxes
NE 57TH ST	Oak Island	0.53	25	n/a	60	No	None	Mailboxes, vegetation
NE 58TH ST	Oak Island	0.52	25	n/a	60	No	None	Mailboxes
NE 59TH ST	Oak Island	0.50	25	n/a	60	No	None	Mailboxes
NE 5TH ST	Oak Island	0.45	25	n/a	60	No	None	Mailboxes
NE 60TH ST	Oak Island	0.51	25	n/a	60	No	None	Mailboxes, vegetation
NE 61ST ST	Oak Island	0.44	25	n/a	60	No	None	Mailboxes, vegetation
NE 62ND ST	Oak Island	0.39	25	n/a	60	No	None	Mailboxes, vegetation, ditch
NE 63RD ST	Oak Island	0.38	25	n/a	60	No	None	Mailboxes
NE 64TH ST	Oak Island	0.44	25	n/a	60	No	None	Mailboxes
NE 65TH ST	Oak Island	0.49	25	n/a	60	No	None	Mailboxes
NE 66TH ST	Oak Island	0.50	25	n/a	60	No	None	Mailboxes, vegetation
NE 67TH ST	Oak Island	0.47	25	n/a	60	No	None	Mailboxes
NE 68TH ST	Oak Island	0.51	25	n/a	60	No	None	Mailboxes
NE 69TH ST	Oak Island	0.47	25	n/a	60	No	None	Mailboxes, vegetation, slope
NE 6TH ST	Oak Island	0.45	25	n/a	60	No	None	Mailboxes
NE 70TH ST	Oak Island	0.43	25	n/a	60	No	None	Mailboxes, vegetation
NE 71ST ST	Oak Island	0.40	25	n/a	60	No	None	Mailboxes
NE 72ND ST	Oak Island	0.43	25	n/a	60	No	None	Mailboxes
NE 73RD ST	Oak Island	0.22	25	n/a	60	No	None	Mailboxes
NE 74TH ST	Oak Island	0.50	25	n/a	60	No	None	Mailboxes, signage
NE 75TH ST	Oak Island	0.47	25	n/a	60	No	None	Mailboxes
NE 76TH ST	Oak Island	0.46	25	n/a	60	No	None	Mailboxes
NE 77TH ST	Oak Island	0.42	25	n/a	60	No	None	Mailboxes
NE 78TH ST	Oak Island	0.42	25	n/a	60	No	None	Mailboxes
NE 79TH ST	Oak Island	0.22	25	n/a	60	No	None	Mailboxes

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
NE 7TH ST	Oak Island	0.43	25	n/a	60	No	None	Mailboxes, vegetation
NE 8TH ST	Oak Island	0.44	25	n/a	60	No	None	Mailboxes, vegetation
NE 9TH ST	Oak Island	0.43	25	n/a	60	No	None	Mailboxes, vegetation
NESTER DR	Oak Island	0.05	25	n/a	60	No	None	Mailboxes, vegetation, parking
NORTON ST	Oak Island	0.67	25	n/a	60	No	None	Mailboxes, vegetation
NW 10TH ST	Oak Island	0.45	25	n/a	60	No	None	Mailboxes, vegetation
NW 11TH ST	Oak Island	0.02	25	n/a	60	No	None	Mailboxes
NW 12TH ST	Oak Island	0.43	25	n/a	60	No	None	Mailboxes
NW 13TH ST	Oak Island	0.41	25	n/a	60	No	None	Mailboxes
NW 14TH ST	Oak Island	0.38	25	n/a	60	No	None	Mailboxes, vegetation
NW 15TH ST	Oak Island	0.34	25	n/a	60	No	None	Mailboxes
NW 16TH ST	Oak Island	0.32	25	n/a	60	No	None	Mailboxes, vegetation
NW 17TH ST	Oak Island	0.29	25	n/a	60	No	None	Mailboxes
NW 18TH ST	Oak Island	0.30	25	n/a	60	No	None	Mailboxes
NW 19TH ST	Oak Island	0.31	25	n/a	60	No	None	Mailboxes
NW 1ST ST	Oak Island	0.47	25	n/a	60	No	None	Mailboxes
NW 20TH ST	Oak Island	0.32	25	n/a	60	No	None	Mailboxes
NW 21ST ST	Oak Island	0.32	25	n/a	60	No	None	Mailboxes
NW 22ND ST	Oak Island	0.29	25	n/a	60	No	None	Mailboxes, vegetation
NW 23RD ST	Oak Island	0.32	25	n/a	60	No	None	Mailboxes, parking
NW 24TH ST	Oak Island	0.31	25	n/a	60	No	None	Mailboxes, vegetation
NW 25TH ST	Oak Island	0.23	25	n/a	60	No	None	Mailboxes, parking
NW 26TH ST	Oak Island	0.21	25	n/a	60	No	None	Mailboxes, parking
NW 27TH ST	Oak Island	0.23	25	n/a	60	No	None	Mailboxes
NW 28TH ST	Oak Island	0.17	25	n/a	60	No	None	Mailboxes
NW 29TH ST	Oak Island	0.15	25	n/a	60	No	None	Mailboxes
NW 2ND ST	Oak Island	0.47	25	n/a	60	No	None	Mailboxes, vegetation

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
NW 30TH ST	Oak Island	0.10	25	n/a	60	No	None	Mailboxes, signage
NW 3RD ST	Oak Island	0.47	25	n/a	60	No	None	Mailboxes
NW 4TH ST	Oak Island	0.47	25	n/a	60	No	None	Mailboxes, vegetation
NW 5TH ST	Oak Island	0.47	25	n/a	60	No	None	Mailboxes, vegetation
NW 6TH ST	Oak Island	0.47	25	n/a	60	No	None	Mailboxes, vegetation
NW 7TH ST	Oak Island	0.46	25	n/a	60	No	None	Mailboxes, vegetation
NW 8TH ST	Oak Island	0.46	25	n/a	60	No	None	Mailboxes, vegetation
NW 9TH ST	Oak Island	0.46	25	n/a	60	No	None	Mailboxes, vegetation
OAKWOOD DR	Oak Island	0.30	35	n/a	60	No	None	Mailboxes, vegetation
OCEAN DR	Oak Island	0.68	25	n/a	60	No	None	Utilities, signage, parking, vegetation
OLD AIRPORT RD	Oak Island	0.08	35	n/a	60	No	None	Dead end, ditch, vegetation
OLD BRIDGE RD	Oak Island	0.74	35	n/a	70	N/A	None	N/A
OQUINN BLVD	Oak Island	0.20	25	n/a	40	No	None	Vegetation, signage
PAULA CIR	Oak Island	0.20	25	n/a	60	No	None	Mailboxes, vegetation
PEBBLE BEACH DR	Oak Island	0.17	25	n/a	60	No	None	Mailboxes, vegetation
PINE PLANTATION PKWY	Oak Island	0.47	35	n/a	75	Yes	None	Vegetation, signage, utilities
PINETOP DR	Oak Island	0.07	35	n/a	n/a	Yes	None	Signage, vegetation
PRICE ST	Oak Island	0.09	35	n/a	60	No	None	Vegetation, signage, utilities, mailboxes
QUAIL HOLLOW DR	Oak Island	0.24	25	n/a	60	No	None	Mailboxes, vegetation
ROBERT L JONES ST	Oak Island	0.04	25	n/a	n/a	No	None	Signage, utilities mailboxes
S MIDDLETON AVE	Oak Island	0.42	35	n/a	100	Yes	On-road bike facility / Wide Paved Shoulders	Marsh
S. MIDDLETON AVE	NCDOT	0.81	35-45	3,800	100	Yes	On-road bike facility/Wide Paved Shoulders	Marsh
SE 10TH ST	Oak Island	0.16	25	n/a	60	No	None	Vegetation, mailboxes

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
SE 11TH ST	Oak Island	0.15	25	n/a	60	No	None	Mailboxes
SE 12TH ST	Oak Island	0.17	25	n/a	60	No	None	Vegetation, mailboxes
SE 13TH ST	Oak Island	0.14	25	n/a	60	No	None	Vegetation, mailboxes
SE 14TH ST	Oak Island	0.14	25	n/a	60	No	None	Vegetation, mailboxes
SE 15TH ST	Oak Island	0.13	25	n/a	60	No	None	Vegetation, mailboxes, signage
SE 16TH ST	Oak Island	0.14	25	n/a	60	No	None	Vegetation
SE 17TH ST	Oak Island	0.13	25	n/a	60	No	None	Vegetation, mailboxes
SE 18TH ST	Oak Island	0.15	25	n/a	60	No	None	Vegetation, mailboxes
SE 19TH ST	Oak Island	0.14	25	n/a	60	No	None	Vegetation, mailboxes
SE 1ST ST	Oak Island	0.15	25	n/a	60	No	None	Vegetation, mailboxes
SE 20TH ST	Oak Island	0.18	25	n/a	60	No	Sidewalk	Vegetation, mailboxes
SE 21ST ST	Oak Island	0.18	25	n/a	60	No	None	Vegetation, mailboxes, parking
SE 22ND ST	Oak Island	0.15	25	n/a	60	No	None	Vegetation, mailboxes, parking
SE 23RD ST	Oak Island	0.12	25	n/a	60	No	None	Vegetation, mailboxes
SE 24TH ST	Oak Island	0.09	25	n/a	60	No	None	Mailboxes, signage
SE 25TH ST	Oak Island	0.06	25	n/a	60	No	None	Parking, mailboxes, partially unpaved
SE 26TH ST	Oak Island	0.05	25	n/a	60	No	None	Utilities, signage, vegetation, mailboxes
SE 27TH ST	Oak Island	0.06	25	n/a	60	No	None	Mailboxes
SE 28TH ST	Oak Island	0.04	25	n/a	60	No	None	Mailboxes, vegetation
SE 29TH ST	Oak Island	0.20	25	n/a	60	No	None	Mailboxes, vegetation, slope
SE 2ND ST	Oak Island	0.15	25	n/a	60	No	None	Mailboxes, vegetation
SE 30TH ST	Oak Island	0.12	25	n/a	60	No	None	Mailboxes, vegetation
SE 31ST ST	Oak Island	0.11	25	n/a	60	No	None	Parking, mailboxes
SE 32ND ST	Oak Island	0.10	25	n/a	60	No	None	Vegetation, mailboxes
SE 33RD ST	Oak Island	0.09	25	n/a	60	No	None	Ditches, slope, vegetation, mailboxes
SE 34TH ST	Oak Island	0.10	25	n/a	60	No	None	Vegetation, mailboxes
SE 35TH ST	Oak Island	0.11	25	n/a	60	No	None	Utilities, signage, mailboxes

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
SE 36TH ST	Oak Island	0.09	25	n/a	60	No	None	Vegetation, mailboxes
SE 37TH ST	Oak Island	0.09	25	n/a	60	No	None	Vegetation, mailboxes
SE 38TH ST	Oak Island	0.11	25	n/a	60	No	None	Mailboxes
SE 39TH ST	Oak Island	0.11	25	n/a	60	No	None	Vegetation, mailboxes
SE 3RD ST	Oak Island	0.17	25	n/a	60	No	None	Vegetation, mailboxes
SE 40TH ST	Oak Island	0.26	25	n/a	50	No	Yes	Fencing, signage, vegetation, utilities
SE 41ST ST	Oak Island	0.16	25	n/a	50	No	None	Ditches, mailboxes, vegetation
SE 42ND ST	Oak Island	0.15	25	n/a	50	No	None	Vegetation, mailboxes
SE 43RD ST	Oak Island	0.24	25	n/a	50	No	None	Ditches, signage, utilities, vegetation
SE 44TH ST	Oak Island	0.14	25	n/a	50	No	None	Ditches, vegetation, mailboxes
SE 45TH ST	Oak Island	0.13	25	n/a	50	No	None	Vegetation, mailboxes
SE 46TH ST	Oak Island	0.18	25	n/a	50	No	Sidewalk	Parking, signage
SE 47TH ST	Oak Island	0.05	25	n/a	50	No	None	Fencing, parking, utilities
SE 48TH ST	Oak Island	0.10	25	n/a	50	No	None	Fencing, parking, utilities, signage
SE 49TH ST	Oak Island	0.21	25	n/a	50	No	None	Parking, utilities, vegetation
SE 4TH ST	Oak Island	0.14	25	n/a	60	No	None	Mailboxes, vegetation
SE 50TH ST	Oak Island	0.13	25	n/a	50	Yes	None	Vegetation, signage, business driveways, utilities
SE 52ND ST	Oak Island	0.20	25	n/a	50	No	None	Signage, utilities, ditches
SE 53RD ST	Oak Island	0.14	25	n/a	50	No	None	Mailboxes, vegetation
SE 54TH ST	Oak Island	0.14	25	n/a	50	No	None	Mailboxes, vegetation
SE 55TH ST	Oak Island	0.22	25	n/a	50	No	None	Mailboxes, vegetation, ditch, signage
SE 56TH ST	Oak Island	0.16	25	n/a	50	No	None	Mailboxes, vegetation, signage
SE 57TH ST	Oak Island	0.17	25	n/a	50	No	None	Vegetation, ditch, signage
SE 58TH ST	Oak Island	0.24	35	n/a	60	No	On-road bike facility (bike lanes) and sidewalk	Vegetation, ditch
SE 59TH ST	Oak Island	0.25	25	n/a	50	No	None	Vegetation, utilities
SE 5TH ST	Oak Island	0.11	25	n/a	60	No	None	Mailboxes, vegetation

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
SE 61ST ST	Oak Island	0.25	25	n/a	n/a	No	None	Mailboxes, signage, ditch
SE 63RD ST	Oak Island	0.26	25	n/a	60	No	None	Mailboxes, signage, drainage, vegetation
SE 64TH ST	Oak Island	0.25	25	n/a	50	No	None	Parking, marsh, drainage, signage
SE 67TH ST	Oak Island	0.23	25	n/a	50	No	None	Mailboxes, parking
SE 68TH ST	Oak Island	0.11	25	n/a	50	No	None	Mailboxes, vegetation, ditches
SE 69TH ST	Oak Island	0.20	25	n/a	50	No	None	Mailboxes, ditches
SE 6TH ST	Oak Island	0.11	25	n/a	60	No	None	Mailboxes
SE 70TH ST	Oak Island	0.20	25	n/a	50	No	None	Mailboxes, vegetation, ditches
SE 71ST ST	Oak Island	0.19	25	n/a	50	No	None	Mailboxes, vegetation, ditches
SE 72ND ST	Oak Island	0.17	25	n/a	50	No	None	Mailboxes, vegetation
SE 73RD ST	Oak Island	0.18	25	n/a	50	No	None	Mailboxes, vegetation
SE 74TH ST	Oak Island	0.19	25	n/a	50	No	None	Mailboxes, ditches
SE 75TH ST	Oak Island	0.20	25	n/a	50	No	None	Signage, vegetation, ditches
SE 76TH ST	Oak Island	0.22	25	n/a	50	No	None	Mailboxes, vegetation, ditches
SE 77TH ST	Oak Island	0.24	25	n/a	50	No	None	Mailboxes, vegetation, ditches
SE 78TH ST	Oak Island	0.25	25	n/a	50	No	None	Mailboxes
SE 79TH ST	Oak Island	0.26	25	n/a	60	No	None	Mailboxes, signage
SE 7TH ST	Oak Island	0.13	25	n/a	60	No	None	Mailboxes, vegetation
SE 8TH ST	Oak Island	0.14	25	n/a	60	No	None	Mailboxes, vegetation
SE 9TH ST	Oak Island	0.16	25	n/a	60	No	None	Mailboxes, vegetation
SELLERS ST	Oak Island	0.53	25	n/a	60	No	None	Mailboxes
SHERRILL ST	Oak Island	0.45	25	n/a	60	No	None	Mailboxes, vegetation
SHORELINE DR	Oak Island	0.17	35	n/a	50	No	None	Mailboxes, vegetation
SOUTHPORT-SUPPLY RD	Oak Island	0.49	55	n/a	n/a	N/A	Trail (ECG)	N/A
SOUTHPORT-SUPPLY RD SE	NCDOT	0.99	35	17,500	150	No	None	Driveways, vegetation, signage, drainage ditches, utilities

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
SOUTHPORT-SUPPLY RD SE	Oak Island	0.21	55	n/a	150	N/A	None	N/A
ST ANDREWS DR	Oak Island	0.11	25	n/a	60	No	None	Ditch, vegetation, mailboxes
ST JAMES DR	Oak Island	0.15	15	n/a	n/a	N/A	None	N/A
SW 10TH ST	Oak Island	0.08	25	n/a	60	No	None	Mailboxes
SW 11TH ST	Oak Island	0.09	25	n/a	60	No	None	Mailboxes
SW 12TH ST	Oak Island	0.16	25	n/a	60	No	None	Vegetation, mailboxes
SW 13TH ST	Oak Island	0.16	25	n/a	60	No	None	Mailboxes
SW 14TH ST	Oak Island	0.09	25	n/a	60	No	None	Mailboxes, vegetation
SW 15TH ST	Oak Island	0.25	25	n/a	60	No	None	Vegetation, signage
SW 16TH ST	Oak Island	0.14	25	n/a	60	No	None	Mailboxes, vegetation
SW 17TH ST	Oak Island	0.11	25	n/a	60	No	None	Mailboxes, signage
SW 18TH ST	Oak Island	0.09	25	n/a	60	No	None	Mailboxes, vegetation, fencing
SW 19TH ST	Oak Island	0.07	25	n/a	60	No	None	Mailboxes, vegetation
SW 1ST ST	Oak Island	0.14	25	n/a	60	No	None	Mailboxes, vegetation
SW 20TH ST	Oak Island	0.10	25	n/a	60	No	None	Mailboxes, vegetation
SW 21ST ST	Oak Island	0.15	25	n/a	60	No	None	Mailboxes, vegetation
SW 22ND ST	Oak Island	0.14	25	n/a	60	No	None	Mailboxes, vegetation
SW 23RD ST	Oak Island	0.16	25	n/a	60	No	None	Mailboxes
SW 24TH ST	Oak Island	0.16	25	n/a	60	No	None	Mailboxes, vegetation
SW 25TH ST	Oak Island	0.07	25	n/a	60	No	None	Mailboxes, signage, vegetation
SW 26TH ST	Oak Island	0.07	25	n/a	60	No	None	Mailboxes, vegetation
SW 27TH ST	Oak Island	0.10	25	n/a	60	No	None	Mailboxes, vegetation
SW 28TH ST	Oak Island	0.16	25	n/a	60	No	None	Mailboxes, vegetation
SW 29TH ST	Oak Island	0.09	25	n/a	60	No	None	Vegetation
SW 2ND ST	Oak Island	0.15	25	n/a	60	No	None	Mailboxes, vegetation
SW 30TH ST	Oak Island	0.07	25	n/a	60	No	None	Mailboxes, signage
SW 3RD ST	Oak Island	0.14	25	n/a	60	No	None	Mailboxes

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
SW 4TH ST	Oak Island	0.16	25	n/a	60	No	None	Mailboxes
SW 5TH ST	Oak Island	0.17	25	n/a	60	No	None	Mailboxes, vegetation
SW 6TH ST	Oak Island	0.19	25	n/a	60	No	None	Mailboxes
SW 7TH ST	Oak Island	0.14	25	n/a	60	No	None	Mailboxes, vegetation
SW 8TH ST	Oak Island	0.09	25	n/a	60	No	None	Mailboxes, signage
SW 9TH ST	Oak Island	0.08	25	n/a	60	No	None	Mailboxes, vegetation
SW YACHT DR	Oak Island	0.13	35	n/a	60	No	None	Mailboxes, vegetation
SWAIN DR	Oak Island	0.07	25	n/a	40	No	None	Mailboxes
SWEETFERN ROW	Oak Island	0.22	35	n/a	50	Yes	Sidewalk	Parking, signage, vegetation
THOMAS CT	Oak Island	0.04	25	n/a	60	No	None	Mailboxes
THROCKMORTON ST	Oak Island	0.07	25	n/a	60	No	None	Mailboxes
TORTOISE SHELL CT	Oak Island	0.05	25	n/a	60	No	None	Parking, signage, marsh
TROTT ST	Oak Island	0.57	25	n/a	60	No	None	Vegetation, mailboxes
TROY AVE	Oak Island	0.06	25	n/a	40	No	None	Vegetation, signage
VANESSA DR	Oak Island	0.56	20-35	n/a	n/a	No	None	Ditches, vegetation, signage
VILLANOVA LOOP	Oak Island	0.04	45	n/a	60	No	None	Unpaved
VILLANOVA LOOP SE	Oak Island	0.21	45	n/a	60	No	None	Unpaved
W BEACH DR	Oak Island	3.96	45	n/a	60	No	On-road bike facility/Wide Paved Shoulders	Mailboxes, utilities
W DOLPHIN DR	Oak Island	2.54	45	n/a	60	No	None	Signage
W ISLAND DR	Oak Island	0.15	25	n/a	60	No	None	Vegetation, mailboxes
W OAK ISLAND DR	Oak Island	1.82	45	n/a	100	No	Sidewalk	Vegetation, signage
W PELICAN DR	Oak Island	1.58	35	n/a	60	No	None	Signage, vegetation, mailboxes
W YACHT DR	Oak Island	1.95	35	n/a	60	No	None	Signage, ditches
WHITE LN	Oak Island	0.08	25	n/a	40	No	None	Vegetation, utilities

Street	Ownership	Length (miles)	Speed Limit (mph)	AADT	ROW (feet)	Curb/Gutter	Existing Multimodal Facilities	Constraints
WOMBLE ST	Oak Island	0.64	25	n/a	60	No	None	Vegetation, mailboxes
WOODEDGE WAY SE	Oak Island	0.18	55	n/a	n/a	N/A	None	N/A
WOODSIA WAY	Oak Island	0.35	35	n/a	n/a	N/A	Sidewalk	Parking
WYNCIE WYND	Oak Island	0.27	25	n/a	60	No	None	Mailboxes, parking
XING	Oak Island	0.03	25	n/a	100	N/A	None	N/A
YAUPON WAY	Oak Island	0.95	25	n/a	60	No	None	Vegetation, mailboxes
ZACHARY CT	Oak Island	0.03	25	n/a	60	No	None	Mailboxes

Appendix D Linear Project Cost Estimate Calculations

SIT 2: Off-Road/Separated Linear Bicycle Facility

Project Name:

SPOT ID:

Facility Type:

Shared Use Path, Multi Use Path, Rail Trail, or Sidewalk

Start Over

1 Project Length:

2 Proposed Facility Width (Default is 10 feet):

3 County:

4 City:

5 Surrounding Development Type:

6 Registered Historic District: YES NO

7 Impacts to Existing Curb & Gutter: YES NO

8 Number of FEMA Stream Crossings Impacted:

9 Percentage of ROW Area Needed:

10 Impact to Active Railroad Track or Railroad ROW: YES NO

11 Roadways Intersected:

Interstate	<input type="text" value="0"/>	Major Collector	<input type="text" value="0"/>
Freeway	<input type="text" value="0"/>	Collector	<input type="text" value="0"/>
Major Arterial	<input type="text" value="0"/>	Local Road	<input type="text" value="110"/>
Arterial	<input type="text" value="0"/>	Total	<input type="text" value="110"/>

12 Signalized Intersections Crossed:

13 Level of Complexity for Signalized Intersections Crossed:

14 Number of Utility Poles Requiring Re-occupation:

15 No Utilities Associated with This Project: No Utilities

Submitted by:

Cost Estimate Summary

Total	\$ 21,193,000
Design	\$ 2,036,000
ROW	\$ 356,000
Utilities	\$ 1,113,000
Construction	\$ 17,688,000

Enter Any Desired Notes in the Box Below:

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.
 This tool assumes established ecoregion typologies, construction market regions, and average values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.
 This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.
 This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.
 This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 2: Off-Road/Separated Linear Bicycle Facility

Project Name:

SPOT ID:

Facility Type:

Shared Use Path, Multi Use Path, Rail Trail, or Sidewalk

Start Over

1 Project Length:

2 Proposed Facility Width (Default is 10 feet):

3 County:

4 City:

5 Surrounding Development Type:

6 Registered Historic District: YES NO

7 Impacts to Existing Curb & Gutter: YES NO

8 Number of FEMA Stream Crossings Impacted:

9 Percentage of ROW Area Needed:

10 Impact to Active Railroad Track or Railroad ROW: YES NO

11 Roadways Intersected:

Interstate	<input type="text" value="0"/>	Major Collector	<input type="text" value="0"/>
Freeway	<input type="text" value="0"/>	Collector	<input type="text" value="0"/>
Major Arterial	<input type="text" value="0"/>	Local Road	<input type="text" value="119"/>
Arterial	<input type="text" value="0"/>	Total	<input type="text" value="119"/>

12 Signalized Intersections Crossed:

13 Level of Complexity for Signalized Intersections Crossed:

14 Number of Utility Poles Requiring Re-occupation:

15 No Utilities Associated with This Project: No Utilities

Submitted by:

Cost Estimate Summary

Total	\$ 19,531,000
Design	\$ 1,575,000
ROW	\$ 323,000
Utilities	\$ 1,413,000
Construction	\$ 16,220,000

Enter Any Desired Notes in the Box Below:

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.
 This tool assumes established ecoregion typologies, construction market regions, and average values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.
 This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.
 This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.
 This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility

Project Name: SPOT ID:

Facility Type: Shared Lane Marking (Shoulder)

Start Over

① Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Cost Estimate Summary

Total	\$ 91,000
Design	\$ 11,000
ROW	\$ 3,000
Utilities	\$ 0
Construction	\$ 77,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.
 This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.
 This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.
 This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.
 This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 3: On-Road Designated Bicycle Facility

Project Name: SPOT ID:

Facility Type: Bicycle Lane

Start Over

① Project Length:

② Proposed Facility Width (Default is 5 feet):

③ County:

④ City:

⑤ Surrounding Development Type:

⑥ Registered Historic District: YES NO

⑦ Impacts to Existing Curb & Gutter: YES NO

⑧ Number of FEMA Stream Crossings Impacted:

⑨ Percentage of ROW Area Needed:

⑩ Impact to Active Railroad Track or Railroad ROW: YES NO

Submitted by:

⑪ Roadways Intersected:

Interstate	<input type="text" value="0"/>
Freeway	<input type="text" value="0"/>
Major Arterial	<input type="text" value="0"/>
Arterial	<input type="text" value="0"/>
Local Road	<input type="text" value="37"/>
Total	37

⑫ Signalized Intersections Crossed:

⑬ Level of Complexity for Signalized Intersections Crossed:

⑭ Number of Utility Poles Requiring Re-orientation:

⑮ No Utilities Associated with This Project: No Utilities

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.
 This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.
 This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.
 This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.
 This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

Linear Project Cost Estimate Calculations

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SIT 4: On-Road Bicycle Facility

Project Name:

Facility Type: Shared Lane Marking (Sharrow)

SPOT ID:

Start Over

Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Generate Cost
Edit
Clear

Cost Estimate Summary

Total	\$ 16,000
Design	\$ 2,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 13,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost; components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.

This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility

Project Name:

Facility Type: Shared Lane Marking (Sharrow)

SPOT ID:

Start Over

Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Generate Cost
Edit
Clear

Cost Estimate Summary

Total	\$ 29,000
Design	\$ 4,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 24,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost; components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.

This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility
Facility Type:

Project Name:
7_E Oak Dr
SPOT ID:
NA
Shared Lane Marking (Sharrow):
[Dropdown]

Start Over

① Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Generate Cost
Edit
Clear

Cost Estimate Summary	
Total	\$ 25,000
Design	\$ 3,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 21,000

Go to Calculation Tab
Print PDF

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.

This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 2: Off-Road/Separated Linear Bicycle Facility
Facility Type:

Project Name:
08_Pelican Dr
SPOT ID:
NA
Shared Use Path, Multi-Use Path, Rail Trail, or Separation:
[Dropdown]

Start Over

① Project Length:

② Proposed Facility Width (Default is 10 feet):

③ County:

④ City:

⑤ Surrounding Development Type:

⑥ Registered Historic District: YES NO

⑦ Impacts to Existing Curb & Gutter: YES NO

⑧ Number of FEMA Stream Crossings Impacted:

⑨ Percentage of ROW Area Needed:

⑩ Impact to Active Railroad Track or Railroad ROW: YES NO

⑪ Roadways Intersected:
 Interstate: [Dropdown] Major Collector: [Dropdown]
 Freeway: [Dropdown] Collector: [Dropdown]
 Major Arterial: [Dropdown] Local Road: [Dropdown]
 Arterial: [Dropdown] Total: 9

⑫ Signalized Intersections Crossed:

⑬ Level of Complexity for Signalized Intersections Crossed:

⑭ Number of Utility Poles Requiring Relocation:

⑮ No Utilities Associated with This Project: No Utilities

Submitted by:

Generate Cost
Edit
Clear

Cost Estimate Summary	
Total	\$ 1,801,000
Design	\$ 235,000
ROW	\$ 47,000
Utilities	\$ 115,000
Construction	\$ 1,404,000

Go to Calculation Tab
Print PDF

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

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This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.

This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility

Project Name:

Facility Type:

SPOT ID: Shared Lane Marking (Sharrow)

Total Length of Roadway to be Improved by Sharrows

Submitted by:

Generate Cost
Edit
Clear

Cost Estimate Summary

Total	\$ 20,000
Design	\$ 3,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 16,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost; components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.

This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility

Project Name:

Facility Type:

SPOT ID: Shared Lane Marking (Sharrow)

Total Length of Roadway to be Improved by Sharrows

Submitted by:

Generate Cost
Edit
Clear

Cost Estimate Summary

Total	\$ 9,000
Design	\$ 1,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 7,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost; components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.

This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 2: Off-Road/Separated Linear Bicycle Facility
Facility Type:

Project Name: 13. NE Middleton Ave
SPOT ID: NA
Start Over

① Project Length:

② Proposed Facility Width (Default is 14 feet):

③ County:

④ City:

⑤ Surrounding Development Type:

⑥ Registered Historic District: YES NO

⑦ Impacts to Existing Curb & Gutter: YES NO

⑧ Number of FCMA Stream Crossings Impacted:

⑨ Percentage of ROW Area Needed:

⑩ Impact to Active Railroad Track or Railroad ROW: YES NO

⑪ Roadways Intersected: Interstate Major Collector
 Freeway Collector
 Major Arterial Local Road
 Arterial Total

⑫ Signalized Intersections Crossed:

⑬ Level of Complexity for Signalized Intersections Crossed:

⑭ Number of Utility Poles Requiring Relocation:

⑮ No Utilities Associated with This Project: No Utilities

Submitted by:

Cost Estimate Summary

Total	\$ 14,780,000
Design	\$ 1,216,000
ROW	\$ 427,000
Utilities	\$ 0
Construction	\$ 13,137,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

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This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.

This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 2: Off-Road/Separated Linear Bicycle Facility
Facility Type:

Project Name: 12. Middleton Ave
SPOT ID: NA
Start Over

Shared Use Path, Multi-Use Path, Rail Trail, or Separat

① Project Length:

② Proposed Facility Width (Default is 10 feet):

③ County:

④ City:

⑤ Surrounding Development Type:

⑥ Registered Historic District: YES NO

⑦ Impacts to Existing Curb & Gutter: YES NO

⑧ Number of FCMA Stream Crossings Impacted:

⑨ Percentage of ROW Area Needed:

⑩ Impact to Active Railroad Track or Railroad ROW: YES NO

⑪ Roadways Intersected: Interstate Major Collector
 Freeway Collector
 Major Arterial Local Road
 Arterial Total

⑫ Signalized Intersections Crossed:

⑬ Level of Complexity for Signalized Intersections Crossed:

⑭ Number of Utility Poles Requiring Relocation:

⑮ No Utilities Associated with This Project: No Utilities

Submitted by:

Cost Estimate Summary

Total	\$ 2,466,000
Design	\$ 358,000
ROW	\$ 39,000
Utilities	\$ 121,000
Construction	\$ 1,968,000

Enter Any Desired Notes in the Box Below

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This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility

Project Name: SPOTID:

Facility Type: Shared Lane Marking (Sharrow)

[Start Over](#)

Total Length of Roadway to be Improved by Sharrows

Submitted by:

Cost Estimate Summary		Enter Any Desired Notes in the Box Below
Total	\$ 9,000	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Design	\$ 1,000	
ROW	\$ 1,000	
Utilities	\$ 0	
Construction	\$ 7,000	

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.
 This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.
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 This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility

Project Name: SPOTID:

Facility Type: Shared Lane Marking (Sharrow)

[Start Over](#)

Total Length of Roadway to be Improved by Sharrows

Submitted by:

Cost Estimate Summary		Enter Any Desired Notes in the Box Below
Total	\$ 12,000	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Design	\$ 2,000	
ROW	\$ 1,000	
Utilities	\$ 0	
Construction	\$ 9,000	

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.
 This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.
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SIT 4: On-Road Bicycle Facility

Project Name:

Facility Type: Shared Lane Marking (Sharrow)

SPOT ID:

Start Over

ⓘ Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Generate Cost
Edit
Clear

Cost Estimate Summary

Total	\$ 4,000
Design	\$ 1,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 2,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

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SIT 4: On-Road Bicycle Facility

Project Name:

Facility Type: Shared Lane Marking (Sharrow)

SPOT ID:

Start Over

ⓘ Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Generate Cost
Edit
Clear

Cost Estimate Summary

Total	\$ 12,000
Design	\$ 2,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 9,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

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SIT 4: On-Road Bicycle Facility

Project Name:

Facility Type: Shared Lane Marking (Sharrows)

SPOT ID:

Start Over



Total Length of Roadway to be Improved by Sharrows

Submitted by:

Cost Estimate Summary

Total	\$ 5,000
Design	\$ 1,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 3,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

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SIT 4: On-Road Bicycle Facility

Project Name:

Facility Type: Shared Lane Marking (Sharrows)

SPOT ID:

Start Over



Total Length of Roadway to be Improved by Sharrows

Submitted by:

Cost Estimate Summary

Total	\$ 11,000
Design	\$ 2,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 8,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

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Linear Project Cost Estimate Calculations

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SIT 4: On-Road Bicycle Facility

Project Name:

Facility Type: Shared Lane Marking (Sharrow)

SPOT ID:

Start Over

ⓘ Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Generate Cost
Edit
Clear

Enter Any Desired Notes in the Box Below

Cost Estimate Summary	
Total	\$ 5,000
Design	\$ 1,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 3,000

Go to Calculation Tab
Print PDF

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

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SIT 4: On-Road Bicycle Facility

Project Name:

Facility Type: Shared Lane Marking (Sharrow)

SPOT ID:

Start Over

ⓘ Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Generate Cost
Edit
Clear

Enter Any Desired Notes in the Box Below

Cost Estimate Summary	
Total	\$ 9,000
Design	\$ 1,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 7,000

Go to Calculation Tab
Print PDF

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

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This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility

Project Name:

SPOT ID:

Facility Type:

Start Over

① Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Generate Cost
Edit
Clear

Cost Estimate Summary

Total	\$ 11,000
Design	\$ 2,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 8,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost; components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

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This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility

Project Name:

SPOT ID:

Facility Type:

Start Over

① Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Generate Cost
Edit
Clear

Cost Estimate Summary

Total	\$ 7,000
Design	\$ 1,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 5,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost; components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

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This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility

Project Name: SPOT ID: Facility Type: Start Over

① Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Enter Any Desired Notes in the Box Below

Cost Estimate Summary

Total	\$ 12,000
Design	\$ 2,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 9,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

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This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 2: Off-Road/Separated Linear Bicycle Facility

Project Name: SPOT ID: Facility Type: Start Over

① Project Length:

② Proposed Facility Width (Default is 10 feet):

③ County:

④ City:

⑤ Surrounding Development Type:

⑥ Registered Historic District: YES NO

⑦ Impacts to Existing Curb & Gutter: YES NO

⑧ Number of FEMA Stream Crossings Impacted:

⑨ Percentage of ROW Area Needed:

⑩ Impact to Active Railroad Track or Railroad ROW: YES NO

⑪ Roadways Intersected: Interstate Major Collector Freeway Collector Major Arterial Local Road Arterial Total

⑫ Signalized Intersections Crossed:

⑬ Level of Complexity for Signalized Intersections Crossed:

⑭ Number of Utility Poles Requiring Relocation:

⑮ No Utilities Associated with This Project: No Utilities

Submitted by:

Cost Estimate Summary

Total	\$ 727,000
Design	\$ 188,000
ROW	\$ 10,000
Utilities	\$ 41,000
Construction	\$ 488,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

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This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

Linear Project Cost Estimate Calculations

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SIT 4: On-Road Bicycle Facility

Project Name:

SFOTID:

Facility Type: Shared Lane Marking (Shoulder)

Start Over

① Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Cost Estimate Summary

Total	\$ 12,000
Design	\$ 2,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 9,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.

This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 3: On-Road Designated Bicycle Facility

Project Name:

SFOTID:

Facility Type: Bicycle Lane

Start Over

① Project Length:

② Proposed Facility Width (Default is 5 feet):

③ County:

④ City:

⑤ Surrounding Development Type:

⑥ Registered Historic District: YES NO

⑦ Impacts to Existing Curb & Gutter: YES NO

⑧ Number of FEMA Stream Crossings Impacted:

⑨ Percentage of ROW Area Needed:

⑩ Impact to Active Railroad Track or Railroad ROW: YES NO

Submitted by:

⑪ Roadways Intersected:

Interstate	<input type="text" value="0"/>	Major Collector	<input type="text" value="0"/>
Freeway	<input type="text" value="0"/>	Collector	<input type="text" value="0"/>
Major Arterial	<input type="text" value="0"/>	Local Road	<input type="text" value="0"/>
Arterial	<input type="text" value="0"/>	Total	<input type="text" value="0"/>

⑫ Signalized Intersections Crossed:

⑬ Level of Complexity for Signalized Intersections Crossed:

⑭ Number of Utility Poles Requiring Relocation:

⑮ No Utilities Associated with This Project: No Utilities

Cost Estimate Summary

Total	\$ 276,000
Design	\$ 04,000
ROW	\$ 11,000
Utilities	\$ 0
Construction	\$ 171,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.

This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility
Facility Type:

Project Name:

SFOT ID:

Shared Lane Marking (Sharrow)

[Start Over](#)

Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Generate Cost
Edit
Clear

Cost Estimate Summary

Total	\$ 9,000
Design	\$ 1,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 7,000

Go to Calculation Tab
Print PDF

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.

This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility
Facility Type:

Project Name:

SFOT ID:

Shared Lane Marking (Sharrow)

[Start Over](#)

Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Generate Cost
Edit
Clear

Cost Estimate Summary

Total	\$ 9,000
Design	\$ 1,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 7,000

Go to Calculation Tab
Print PDF

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

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Linear Project Cost Estimate Calculations

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SIT 4: On-Road Bicycle Facility

Project Name: SPOT ID:

Facility Type:

Shared Lane Marking (Sharrow)

Start Over

Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Cost Estimate Summary

Total	\$ 11,000
Design	\$ 2,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 8,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost; components are rounded up to the next \$1,000.
 This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.
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 This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 4: On-Road Bicycle Facility

Project Name: SPOT ID:

Facility Type:

Shared Lane Marking (Sharrow)

Start Over

Total Length of Roadway to be Improved by Sharrows:

Submitted by:

Cost Estimate Summary

Total	\$ 11,000
Design	\$ 2,000
ROW	\$ 1,000
Utilities	\$ 0
Construction	\$ 8,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost; components are rounded up to the next \$1,000.
 This tool assumes established ecoregion typologies, construction market regions, and average and values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.
 This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.
 This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.
 This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 2: Off-Road/Separated Linear Bicycle Facility Facility Type:

Project Name: SPOT ID: Buffered Bicycle Lane

[Start Over](#)

① Project Length: ft

② Proposed Facility Width (Default is 14 feet): ft

③ County:

④ City:

⑤ Surrounding Development Type:

⑥ Registered Historic District: YES NO

⑦ Impacts to Existing Curb & Gutter: YES NO

⑧ Number of FEMA Stream Crossings Impacted:

⑨ Percentage of ROW Area Needed:

⑩ Impact to Active Railroad Track or Railroad ROW: YES NO

⑪ Roadways Intersected: Interstate Major Collector
 Freeway Collector
 Major Arterial Local Road
 Arterial Total

⑫ Signalized Intersections Crossed:

⑬ Level of Complexity for Signalized Intersections Crossed:

⑭ Number of Utility Poles Requiring Relocation:

⑮ No Utilities Associated with This Project: No Utilities

Submitted by:

Cost Estimate Summary

Total	\$ 1,777,000
Design	\$ 1,162,000
ROW	\$ 329,000
Utilities	\$ 458,000
Construction	\$ 9,838,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average land values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.

This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 2: Off-Road/Separated Linear Bicycle Facility Facility Type:

Project Name: SPOT ID: Shared Use Path, Multi-Use Path, Rail Trail, or Sidewalk

[Start Over](#)

① Project Length: ft

② Proposed Facility Width (Default is 10 feet): ft

③ County:

④ City:

⑤ Surrounding Development Type:

⑥ Registered Historic District: YES NO

⑦ Impacts to Existing Curb & Gutter: YES NO

⑧ Number of FEMA Stream Crossings Impacted:

⑨ Percentage of ROW Area Needed:

⑩ Impact to Active Railroad Track or Railroad ROW: YES NO

⑪ Roadways Intersected: Interstate Major Collector
 Freeway Collector
 Major Arterial Local Road
 Arterial Total

⑫ Signalized Intersections Crossed:

⑬ Level of Complexity for Signalized Intersections Crossed:

⑭ Number of Utility Poles Requiring Relocation:

⑮ No Utilities Associated with This Project: No Utilities

Submitted by:

Cost Estimate Summary

Total	\$ 2,766,000
Design	\$ 280,000
ROW	\$ 46,000
Utilities	\$ 144,000
Construction	\$ 2,287,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average land values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

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This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

SIT 2: Off-Road/Separated Linear Bicycle Facility

Project Name: SPOT ID:

Facility Type:

Shared Use Path, Multi Use Path, Rail Trail, or Sidewalk

Start Over

1 Project Length:

2 Proposed Facility Width (Default is 10 feet):

3 County:

4 City:

5 Surrounding Development Type:

6 Registered Historic District: YES NO

7 Impacts to Existing Curb & Gutter: YES NO

8 Number of FEMA Stream Crossings Impacted:

9 Percentage of ROW Area Needed:

10 Impact to Active Railroad Track or Railroad ROW: YES NO

11 Roadways Intersected: Interstate Major Collector Freeway Collector Major Arterial Local Road Arterial Total: 6

12 Signalized Intersections Crossed:

13 Level of Complexity for Signalized Intersections Crossed:

14 Number of Utility Poles Requiring Relocation:

15 No Utilities Associated with This Project: No Utilities

Submitted by:

Cost Estimate Summary	
Total	\$ 1,585,000
Design	\$ 251,000
ROW	\$ 26,000
Utilities	\$ 79,000
Construction	\$ 1,229,000

Enter Any Desired Notes in the Box Below

All costs are based on 2023 prices and cost components are rounded up to the next \$1,000.

This tool assumes established ecoregion typologies, construction market regions, and average values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in ROW, construction, and environmental mitigation calculations.

This tool assumes a project impact area for ROW and environmental mitigation calculations based on chosen SIT, facility type, project length, and project facility width.

This tool is limited in accuracy by user inputs and the complexity of questions presented for each project. If the inputs are incorrect, the tool's accuracy will be diminished.

This tool does not estimate costs associated with the purchase or taking of buildings within its ROW estimate calculations. It is assumed that projects would require land acquisition only.

Appendix E Prioritization Calculations

Project ID	Linear/Spot	Project Type	Primary Road	Length (ft)	Total Cost	Community Support	Cost	Ease of Implementation	Safety Impact	Connectivity Impact	Total Score
4	Linear	Painted Bike Lane	Beach Dr	36,598	\$24,016,000	3	1	3	2	3	12
32	Linear	Shared Use Path	Fish Factory Rd SE	5,326	\$5,532,000	3	2	1	3	3	12
8	Linear	Shared Use Path	E Pelican Dr	3,262	\$3,602,000	3	2	1	2	3	11
31	Linear	Separated Bike Lane	Country Club Dr/Long Beach Rd	14,483	\$23,554,000	3	1	1	3	3	11
1	Linear	Shared Use Path	Yacht Dr/Elizabeth Dr	41,198	\$42,396,000	3	1	1	3	3	11
2	Linear	Shared Use Path	Oak Island Dr	37,412	\$39,052,000	3	1	1	3	3	11
3	Linear	Sharrow/Bike Blvd	Dolphin Dr	26,364	\$182,000	2	3	2	2	2	11
6	Linear	Sharrow/Bike Blvd	Holly Dr NE	8,196	\$58,000	2	3	3	1	2	11
7	Linear	Sharrow/Bike Blvd	E Oak Dr	6,912	\$50,000	2	3	3	1	2	11
10	Linear	Sharrow/Bike Blvd	NW 1st St	2,232	\$18,000	2	3	3	1	2	11
13	Linear	Sharrow/Bike Blvd	NE 1st St	2,225	\$18,000	2	3	3	1	2	11
14	Linear	Sharrow/Bike Blvd	NE/SE 9th St	3,049	\$24,000	2	3	3	1	2	11
16	Linear	Sharrow/Bike Blvd	NE/SE 20th St	2,910	\$24,000	2	3	3	1	2	11
21	Linear	Sharrow/Bike Blvd	NE 40th St	2,657	\$22,000	2	3	3	1	2	11
22	Linear	Sharrow/Bike Blvd	SE 40th St	1,402	\$14,000	2	3	3	1	2	11
23	Linear	Sharrow/Bike Blvd	NE 46th St	2,872	\$24,000	2	3	3	1	2	11
26	Linear	Painted Bike Lane	SE 56th St	1,270	\$552,000	2	3	3	1	2	11
33	Linear	Shared Use Path	Vanessa Dr SE	2,904	\$3,166,000	3	2	1	3	2	11
5	Linear	Sharrow/Bike Blvd	Kings Lynn Dr	4,402	\$32,000	2	3	3	1	1	10
18	Linear	Sharrow/Bike Blvd	NE/SE 31st St	2,757	\$22,000	1	3	3	1	2	10
20	Linear	Sharrow/Bike Blvd	33rd St	2,386	\$18,000	2	3	3	1	1	10
25	Linear	Sharrow/Bike Blvd	NE 51st St	2,896	\$24,000	2	3	3	1	1	10
27	Linear	Sharrow/Bike Blvd	NE 62nd St	2,089	\$18,000	2	3	3	1	1	10
29	Linear	Sharrow/Bike Blvd	Barbee Blvd	2,536	\$22,000	2	3	3	1	1	10
30	Linear	Sharrow/Bike Blvd	McGlamery St	2,596	\$22,000	1	3	3	1	2	10
9	Linear	Sharrow/Bike Blvd	Ocean Dr	5,220	\$40,000	1	3	3	1	1	9
12	Linear	Shared Use Path	Middleton Ave	4,461	\$4,932,000	1	2	1	2	3	9
15	Linear	Sharrow/Bike Blvd	9 PLE	597	\$8,000	1	3	3	1	1	9
17	Linear	Sharrow/Bike Blvd	19 PLE	716	\$10,000	1	3	3	1	1	9
19	Linear	Sharrow/Bike Blvd	29 PLE	750	\$10,000	1	3	3	1	1	9
28	Linear	Sharrow/Bike Blvd	SE 74th St	2,112	\$18,000	1	3	3	1	1	9
24	Linear	Shared Use Path	SE 46th St	1,136	\$1,454,000	1	2	1	1	3	8
11	Linear	Separated Bike Lane	NE Middleton Ave	19,366	\$29,560,000	2	1	1	2	1	7

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Consideration of Memorandum of Understanding with
Oak Island Water Rescue
DATE: May 6, 2026
DEPARTMENT: Fire Department

Subject Summary: For the past few years, the Town's Fire Department and Oak Island Water Rescue have been working hard on building a stronger, more cooperative relationship. Both agencies are working toward the same goal -- providing emergency services when needed in our area waters and providing assistance and support in a number of other ways. With the expansion of the Town's beach services unit to include rescue patrols, it seems to be a logical time to combine efforts instead of trying to duplicate services. Oak Island Water Rescue volunteers will still play an important role, but the Fire Department will lead emergency response. A proposed Memorandum of Understanding is included for Council's consideration. This document has been drafted by the two agencies and includes a phased work plan for consolidation.

Attachments:
[MOU with OIWR](#)

Suggested Motion: I make a motion to adopt the Memorandum of Understanding with Oak Island Water Rescue as presented.

Financial Impact Statement: The Town already includes funding for the the Beach Safety Division in the annual budget.

Legal Review: The Town Attorney has reviewed the MOU.

NORTH CAROLINA
BRUNSWICK COUNTY

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into this the ____ day of _____, 2026, between the TOWN OF OAK ISLAND, a municipal corporation of the State of North Carolina (Town), and OAK ISLAND WATER RESCUE, INC., of Brunswick County (OIWR).

This MOU outlines the collaborative and operational relationship between the Town's Fire Department (OIFD) and OIWR to ensure the effective and efficient provision of water rescue and related emergency services within the Town of Oak Island.

RULES AND RESPONSIBILITIES

1. The Town is the Primary Authority Having Jurisdiction (AHJ) for all rescue services within the Town of Oak Island. The Town assigns all rescue services under the OIFD.
2. The Town of Oak Island is responsible for overall emergency response coordination and command within Town limits.
3. OIFD will provide rescue, fire suppression, emergency medical services, and other necessary support services during water rescue incidents.
4. OIWR will provide specialized water rescue services in conjunction with OIFD.
5. OIWR will maintain a high level of readiness and proficiency in water rescue techniques.
6. OIWR will comply with all applicable local, state, and federal laws and regulations.
7. OIWR will adhere to all OIFD and Town of Oak Island policies and procedures.

OPERATIONS

Dispatch and Response:

8. OIWR will adhere to dispatch protocols established by the Town of Oak Island Fire Department and Brunswick County Communications.
9. OIWR will respond to water-related emergencies within the Town limits upon dispatch.
10. All drone operations performed in the Town shall be done in conjunction with and under the supervision of the OIFD Drone Division.

Command/Control and Operations:

11. OIFD will maintain overall command and control during all emergency incidents.
12. OIWR will integrate its operations with OIFD under the unified command structure.
13. OIFD and OIWR will utilize a common "TAC" (Tactical Operating Guideline) as approved by the Town Manager, Fire Chief, Police Chief, and OIWR Chief for effective operations during incidents.

Public Information:

14. OIWR will coordinate with the Town of Oak Island Communications Manager on all media releases related to water rescue incidents within the Town limits.
15. OIWR may independently promote community programs, fundraising efforts, and public assistance initiatives.

TRAINING, CERTIFICATION, AND INSURANCE

16. OIWR personnel shall maintain the following certifications and provide OIFD with copies of all training records for its personnel upon request:
 - a. NIMS-ICS Training (NIMS, 100,200,700 and 800)
 - b. Bloodborne Pathogens Training
 - c. Boater Safety Course or equivalent
 - d. Emergency Vehicle Driving (EVD) or equivalent
 - e. Current CPR Certification
 - f. Current Training in Ocean Rescue, Surf Rescue, and Water Rescue
 - g. Officer Training for Department Officers (as applicable)
17. All drone operators shall be certified in accordance with state laws and regulations. Drone operators shall complete the OIFD Public Safety Drone Operators course.
18. Additional provisions, certifications and/or qualifications may be requested as directed by OIFD Fire Chief or Town Manager.
19. OIWR will maintain the following insurance coverage: (Certification of Insurance shall be provided upon request)
 - a. Workers' compensation in the amount required by law.
 - b. Employers' liability insurance of not less than \$100,000.
 - c. Automobile liability insurance including non-ownership and hired car coverage of not less than \$1,000,000 combined single limits.
 - d. Automobile physical damage coverage.

e. Comprehensive general liability insurance including premises/operations, contractual liability and completed operations of not less than \$1,000,000 combined single limits.

f. OIFD will provide property insurance for the building located at 4901 E. Pelican Drive, Oak Island. OIWR will continue to utilize the building in conjunction with OIFD for water rescue operations. (Time of transfer of insurance on building will be determined by OIWR and OIFD administrative staff)

20. OIWR agrees to indemnify and hold harmless the Town of Oak Island, its officers, employees, and agents from all claims, losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses arising from OIWR's performance of water rescue duties under this MOU.

EQUIPMENT, ASSETS, AND FACILITIES

21. The Town owns the building located at 4901 E. Pelican Drive, Oak Island, NC. OIWR uses this building as its Station. OIWR agrees to maintain the building and keep it in good order.

22. The Town and/or OIFD may utilize a portion of the building located at 4901 E. Pelican Drive, Oak Island, for emergency response, staging, equipment storage or operations for the Beach Safety Unit as agreed upon by both parties.

23. In the event of OIWR's dissolution, cessation of operation, or if this MOU is not renewed, OIWR will vacate the building, and the Town will oversee the use of the building.

24. In the event of OIWR's dissolution, the Town shall have the right of first refusal of equipment.

TERM, TERMINATION, AND AMENDMENT

25. This MOU shall be effective from the date it is executed until December 31st, 2026. This MOU may be renewed annually for 12-month terms (January - December) upon mutual written agreements of both parties. This MOU will be reviewed and sent for approval by December 15th each year.

26. Either party may terminate this MOU with ninety (90) days' written notice to the other party.

27. This MOU may be amended upon the mutual written consent of both parties.

OIFD / OIWR PLAN OF CONSOLIDATION PHILOSOPHY

28. It has been agreed upon by both parties, and a plan of consolidation was initiated in FY 25-26. This plan works on a 3-year timeline, and in the following suggested process:

a. Operational consolidation: (FY 25-26)

1. OIFD and OIWR have been and will continue working under one consolidated plan of operations.

2. This follows the “TAC” tactical operating guideline and provides a clear operational guidance for emergency calls, training and operating. (Addendum – A)

3. OIWR Drone specialists have integrated periodic assignment of regular Drone operational responsibilities for special operations when staffing needs are required (being operations other than Water Rescue Specific)

Design and configuration of OIWR Drone operational platform embraces standardization and use of similar equipment, techniques and tactical operations. (This statement recognizes that the OIWR may be utilized in additional operations including, fire response, search, and/or any other needs by the Town of Oak Island).

b. Consolidation Philosophy: (FY26-27)

1. October 2026 CONSOLIDATION MEETINGS: OIWR Legacy should retain ownership of currently/previously owned pieces of apparatus, boats, and Motor Vehicles until operational exhaustion and or needed replacement.

2. OIWR & OIFD will work on appropriate language on the “migrating” of OIWR Volunteers under the current 501(c)(3) document. This process can be focused near the end of the 2026 season in the OIFD/OIWR Consolidation group.

3. Suggested subject matter for 2026 September / October CONSOLIDATION MEETINGS: Phraseology / Volunteer title to embrace Legacy OIWR branding in conjunction with OIFD organization.

4. OIFD will create a schedule of maintenance and replacement of assets with OIWR assistance.

c. Consolidation Philosophy: (FY 27-28)

1. Upon the termination of the 2027 MOU, the OIFD and the OIWR will complete the consolidation plan, utilizing the guidance provided through the Consolidation Group.

Signatures:

FOR TOWN OF OAK ISLAND:

Kathryn Adams, Town Manager _____ Date: _____

FOR OAK ISLAND FIRE DEPARTMENT:

Kenan Lee Price, Fire Chief _____ Date: _____

For OAK ISLAND WATER RESCUE:

Terry Hoben, Rescue Chief _____ Date: _____

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Consideration of Amendment to Rules of Procedure
DATE: May 8, 2026
DEPARTMENT: Council Member

Subject Summary:

Councilman Ciullo placed this item on the agenda and will suggest amending Motion 12 to match the language used in Robert's Rules of Order. The Town uses and adopted Rules of Procedure (adopted in February 2003 and amended periodically), which are based on the School of Government's suggested rules for local government boards.

Motion 12 is copied below, and the entire Rules of Procedure document is included as an attachment.

Motion 12. For the Previous Question, Not in order until there have been at least 20 minutes of debate, and every council member has had an opportunity to speak once.

The motion is debatable, but not amendable.

Attachments:

[RulesOfProcedure_July2022](#)

Suggested Motion:

I make a motion that our Town Council amend its Rules of Procedure and replace the current language regarding Calling the Question with the standard outlined in Robert's Rules of Order.

Financial Impact Statement: N/A

Legal Review: The Town Attorney will be available at the meeting to answer questions.

Town of Oak Island

Council Rules of Procedure

Rule 1. Regular Meetings

The council shall hold a regular meeting on the second Tuesday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on another day as selected by Town Council. The meeting shall be held in council chambers at the Oak Island Town Hall and shall begin at 6:00 p.m. A copy of the council's current meeting schedule shall be filed with the town clerk. The town council may revise the regular meeting schedule by majority vote during a regular meeting as provided in G.S. 143-318.12(a).

Rule 2. Special, Emergency and Recessed Meetings

(a) Special Meetings. The mayor, the mayor pro-tempore, or a majority of council members may at any time call a special council meeting by signing and filing with the town clerk for distribution a written notice stating the time and place of the meeting and the subjects to be considered. Appropriate background information for each item of business specified in the notice shall be delivered to the town clerk as soon as possible. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be (1) delivered to the mayor and each council member; (2) posted on the council's principal bulletin board, or if none, at the door of the council's usual meeting room; and (3) delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the town clerk. Only those items of business specified in the notice may be discussed or transacted at a special meeting called in this manner.

A special council meeting may also be called or scheduled by a majority vote of the town council in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place and purpose. Appropriate background information for each item of business specified in the notice shall be delivered to the town clerk as soon as possible. At least forty-eight hours before a special meeting called in this manner, written notice of the time, place and purpose of the meeting shall be (1) posted on the council's principal bulletin board, or if none, at the door of the council's usual meeting room; and (2) delivered to each newspaper, wire service, radio station, television station and person who has filed a written request for notice with the town clerk. Such notice shall also be delivered at least forty-eight hours before the meeting to each council member not present at the meeting at which the special meeting was called or scheduled and to the mayor if he or she was not present at that meeting. Only those items of business specified in the notice may be discussed or transacted at a special meeting called in this manner.

The town clerk shall prepare and distribute an agenda package for a special meeting as soon as possible that includes appropriate background information for each item of business specified in the notice.

(b) Emergency Meetings. Emergency meetings of the council may be called only because of generally unexpected circumstances that require immediate consideration by the town council.

Only business connected with the emergency may be considered at an emergency meeting. One of the following two procedures must be followed to call an emergency meeting of the council.

(1) The mayor, the mayor pro-tempore or a majority of council members may at any time call an emergency meeting by signing and filing with the town clerk for distribution a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each council member at least six hours before the meeting.

(2) An emergency meeting may be held at any time when the mayor and all council members are present and consent thereto, or when those not present have signed a written waiver of notice, but only in either case if the council complies with the notice provisions of the next paragraph.

Notice of an emergency meeting under (1) or (2) shall be given to each local newspaper, local wire service, local radio station and local television station that has filed a written emergency meeting notice request, which includes the newspaper's, wire service's or station's telephone number, with the town clerk. This notice shall be given either by telephone or by the same method used to notify the mayor and the council members and shall be given at the expense of the party notified.

The town clerk may or may not prepare and distribute an agenda package for an emergency meeting depending on the nature of the business connected with the emergency and the procedure followed to call the meeting.

(c) Recessed Meetings. A properly called regular, special or emergency council meeting may be recessed to a time and place certain by a procedural motion made and adopted as provided in Rule 17(b), Motion 2, in open session during the regular, special or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of a recessed session of a properly called regular, special or emergency meeting. An agenda or agenda package will not be prepared for a recessed meeting.

Rule 3. Organizational Meeting

On the date and at the time of the regular meeting in December following a general election in which the mayor and council members are elected, or at an earlier date, if any, set by the incumbent town council, the newly elected mayor and council members shall take and subscribe the oath of office as the first order of new business. As the second order of new business, the town council shall elect from its members a mayor pro-tempore who shall serve a one-year term. As the third order of business, the town council shall adopt a regular meeting schedule for the next calendar year as provided in Rule 1. As its fourth order of business, the town council shall call and schedule a council retreat as provided for in Rule 24(3). This organizational meeting shall not be held before the municipal election results are officially determined, certified and published in accordance with Subchapter IX of Chapter 163 of the North Carolina General Statutes.

Rule 4. Regular Meeting Agenda

(a) Proposed Agenda. The town clerk shall prepare a proposed agenda for each regular meeting. A request to have an item of business placed on the proposed agenda must be delivered to the town clerk by 12 noon on the Wednesday two weeks preceding the Council meeting, and be accompanied by appropriate background information. Any council member, the mayor or the

town manager may, by a timely request, have an item placed on the proposed agenda. An agenda package shall be prepared by the town clerk that includes appropriate background information for each item of business placed on the proposed agenda. A copy of the proposed agenda and agenda package shall be placed in the mayor's and each council member's box in town hall by 4:00 p.m. on the Friday immediately preceding the council meeting. A copy of the proposed agenda and agenda package shall be available in the lobby of town hall for public inspection and/or copying. An electronic copy of the agenda shall be distributed to the official interested parties list as established in Rule 24(4) when they are distributed to the mayor and council members.

(b) Public Comments to the Council. The town council shall provide a public comment period to receive citizen requests and comments on any proposed agenda item and to receive general comments. The public comment period shall be conducted according to the rules for public hearings as provided for in Rule 24(2)(a), (b) and the Rules for Public Comment Period.

(c) Presentations to the Council. Any individual or group who wishes to make a presentation to the council shall make a written request to be on the agenda to the town manager by 12 noon on the Wednesday a week and a half preceding the council meeting. The request shall include a brief description of the topic, the length of time requested to make the presentation, appropriate background information, and suggestions for town council action, if any. Presentations shall be limited to 10 minutes. The request may be placed on the agenda at the town manager's discretion.

(d) Additional Agenda Items or Changes to Proposed Agenda Items. Agenda items with appropriate background information delivered to the town clerk after 12 noon on the Wednesday a week and a half preceding the council meeting but before the agenda package is prepared may be placed on the proposed agenda and included in the agenda package at the town clerk's discretion.

As its first order of business after presentations, proclamations and recognitions, at each regular meeting, the town council shall briefly discuss and revise the proposed agenda, if needed, and adopt the agenda for the meeting. The town council by majority vote may add items to, subtract items from, or change the order of items on the proposed agenda. A copy of all relevant documents must be provided to the mayor, all council members, the town manager, the town attorney, the town clerk, and the media (if present) when additions to the agenda are proposed at the meeting. The town council may designate certain agenda items "for discussion and possible action." Such designation means that the town council intends to discuss the general subject area of that agenda item before making any motion concerning that item.

(e) Consent Agenda. The town council may designate a part of the agenda as the "consent agenda." Items shall be placed on the consent agenda by those preparing the proposed agenda if the items are judged to be non-controversial and routine. Any council member may remove an item from the consent agenda and place it on the regular agenda while the proposed agenda is being discussed and revised prior to its adoption. The consent agenda shall be adopted by unanimous vote of those council members present at the meeting in a single motion without debate.

(f) Committee Reports. Advisory boards and committees are encouraged to provide written reports for inclusion in the regular council meeting agenda packets. Representatives from the Town's advisory boards and committees may make reports to council during a regular meeting once or twice per fiscal year. Scheduling reports on an agenda shall be coordinated with the town clerk. There should be no more than two committee reports per meeting, and reports shall be limited to ten minutes. An outline or summary of the presentation should be submitted to the town clerk prior to the agenda packet preparation.

Rule 5. Open Meetings Requirements

The town council shall not deliberate, vote or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a regular, special, emergency or recessed meeting of the council to understand what is being deliberated, voted or acted on. The town council may, however, deliberate, vote or otherwise take action by reference to an agenda, if copies of the agenda -- sufficiently worded to enable the public to understand what is being deliberated, voted or acted on -- are available for public inspection at the meeting.

Rule 6. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as published and may be amended as necessary as provided in Rule 4(d).

Rule 7. Office of Mayor

The mayor is elected as such by the voters. The mayor shall execute documents as approved by the town council on behalf of the town. The mayor shall preside at all meetings of the council but shall have the right to vote only when there is a tie. In order to make a motion or speak during discussion or debate, a council member must be recognized by the mayor except as otherwise provided in Rule 17(b).

The mayor or other presiding officer shall have the following powers:

- (a) To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
- (b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other council members on this ground;
- (c) To entertain and answer questions of parliamentary law or procedure;
- (d) To call a brief recess at any time;
- (e) To adjourn in an emergency.

A decision by the presiding officer under (a), (b) or (c) may be appealed to the town council upon motion of any council member, pursuant to Rule 17(b), Motion 1. Such a motion is in order immediately after a decision under (a), (b) or (c) is announced and at no other time. The council

member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

Rule 8. Office of Mayor pro-tempore

As the second order of business at the December regular meeting, the town council shall elect from among its members a mayor pro-tempore to serve a one-year term. A council member who serves as mayor pro-tempore shall be entitled to vote on all matters and shall be considered a council member for all purposes, including the determination of whether a quorum is present. If the mayor is absent from a council meeting, the mayor pro-tempore shall perform the mayor's powers and duties as presiding officer. If both the mayor and mayor pro-tempore are absent from a council meeting, the town council may elect from among its members a temporary chairman to preside at the meeting. If the mayor should become physically or mentally unable to perform the duties of his or her office, the town council may by unanimous vote declare that the mayor is incapacitated and confer any of the mayor's powers and duties on the mayor pro-tempore. When a mayor declares that he or she is no longer incapacitated, and a majority of the town council concurs, the mayor shall resume the exercise of his or her powers and duties.

Rule 9. When the Presiding Officer Is in Active Debate

If the mayor or other presiding officer becomes actively engaged in debate on a particular proposal, he or she may designate another member of council to preside over the debate. The mayor or other presiding officer shall resume presiding as soon as action on the matter is concluded.

Rule 10. Action by the Town Council

The town council shall proceed by motion, except as otherwise provided for in Rule 4(d) and in Rule 30(a). Any council member may make a motion.

Rule 11. Second Required

All motions except a call to follow the agenda, parliamentary inquiry and point of information shall require a second.

Rule 12. One Motion at a time

A council member may make only one motion at a time.

Rule 13. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Rule 14. Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 26 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

Rule 15. Debate

The mayor shall state the motion and then open the floor to debate on it. The mayor shall preside over the debate according to the following general principles:

- (a) The maker of the motion is entitled to speak first;
- (b) A council member who has not spoken on the issue shall be recognized before someone who has already spoken;
- (c) To the extent possible, the debate shall alternate between proponents and opponents of the motion.

Rule 16. Ratification of Actions

To the extent permitted by law, the town council may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 17. Procedural Motions

(a) Certain Motions Allowed. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, a procedural motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) Order of Priority of Motions. In order of priority (if applicable), the procedural motions are:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. (Not amendable) A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the town council, as specified in Rule 7. This appeal is in order immediately after such a decision is announced and at no other time. The council member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Recess to a Time and Place Certain. This motion may be made only at the conclusion of town council consideration of a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess to a time and place certain shall also comply with the requirements of Rule 2(c).

Motion 3. To Take a Brief Recess. (Not debatable or amendable) In order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending.

Motion 4. Call to Follow the Agenda. (Not debatable or amendable) The motion must be made at the first reasonable opportunity, or the right to make it is waived for the out-of-order item in question. The council member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order. The motion does not require a second and no vote is taken.

Motion 5. Parliamentary Inquiry. (Not debatable or amendable) A request for the presiding officer's opinion on a matter of procedure as it relates to the business at hand not involving a ruling. The council member making the motion need not be recognized by the presiding officer. The motion does not require a second and no vote is taken.

Motion 6. Point of Information. (Not debatable or amendable) A request for information relevant to the business at hand but not related to procedure directed to the presiding officer or through the presiding officer to a council member, the town manager or his designee, the town attorney, or the town clerk. The council member making the motion need not be recognized by the presiding officer. The motion does not require a second and no vote is taken.

Motion 7. To Suspend the Rules. (Not debatable or amendable) The town council may not suspend provisions of the rules that state requirements imposed by law on the council. For adoption, the motion requires a vote equal to two-thirds of the actual membership of the council, excluding the mayor, unless he or she may vote in all cases, and vacant seats.

Motion 8. To Go into Closed Session. The council may go into closed session for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) shall also state the name or citation of that law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318.11(a)(3) shall identify the parties in each existing lawsuit concerning which the council expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 9. To Leave Closed Session. (Not debatable or amendable)

Motion 10. To Divide a Complex Motion and Consider It by Paragraph. The motion is in order whenever a council member wishes to consider and vote on subparts of a complex motion separately.

Motion 11. To Defer Consideration. (Not amendable) The town council may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires 100 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A council member who wishes to revisit the matter during that time must take action to revive consideration of the original motion [Rule 17(b), Motion 16], or else move to suspend the rules [Rule 17(b), Motion 7].

Motion 12. For the Previous Question. (Not amendable) The motion is not in order until there have been at least 20 minutes of debate, and every council member has had an opportunity to speak once.

Motion 13. To Postpone to a Certain Time or Day. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A council member who wishes to revisit the matter must either wait until the specified time, or move to suspend the rules [Rule 17(b), Motion7].

Motion 14. To Refer a Motion to a Committee. The town council may vote to refer a substantive motion to a committee for its study and recommendations. Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the motion by the town council, whether or not the committee has reported the matter to the town council.

Motion 15. To Amend.

(a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.

(b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

(c) Any amendment to a proposed ordinance, order, policy or resolution shall be reduced to writing before the vote on the amendment.

Motion 16. To Revive Consideration. (Not amendable) The board may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 11 of Rule 17(b). The motion is in order at any time within 100 days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires 100 days after the deferral unless a motion to revive consideration is adopted.

Motion 17. To Reconsider. (Not amendable) The town council may vote to reconsider its action on a matter. The motion to do so must be made by a council member who voted with the prevailing side (the majority side except in the case of a tie; in that case the “nos” prevail) and at the meeting during which the original vote was taken, including any continuation of that meeting through recess to a time and place certain. The motion cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment of the meeting.

Motion 18. To Rescind or Repeal. The town council may vote to rescind actions it has previously taken or to repeal items that is has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Motion 19. To Prevent Reintroduction for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to two-thirds of the actual membership of the council, excluding the mayor, unless he or she may vote in all cases, and vacant seats. If adopted, the

restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the council, whichever occurs first.

Rule 18. Renewal of Motion

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reintroduction has been adopted.

Rule 19. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

Rule 20. Duty to Vote

Every council member must vote unless excused by the remaining council members according to law. A council member who wishes to be excused from voting shall so inform the presiding officer, who shall take a vote of the remaining council members. No council member shall be excused from voting except upon matters involving the consideration of his or her own financial interest or official conduct. In all other cases, a failure to vote by a council member who is physically present in the council chamber, or who has withdrawn without being excused by a majority vote of the remaining council members present, shall be recorded as an affirmative vote.

Rule 21. Introduction of Ordinances

A proposed ordinance shall be deemed to be introduced on the date the subject matter is first voted on by the town council.

Rule 22. Adoption of Ordinances and Approval of Contracts

(a) Generally. An affirmative vote equal to a majority of all council members not excused from voting on the question in issue (including the mayor's vote in case of an equal division) shall be required to adopt an ordinance, to take any action that has the effect of an ordinance, or to make, ratify or authorize any contract on behalf of the town. In addition, no ordinance or action that has the effect of an ordinance may be finally adopted on the date on which it is introduced except by an affirmative vote equal to or greater than two-thirds of all the actual membership of the council, excluding vacant seats, and not including the mayor unless he or she has the right to vote on all questions before the council. No ordinance shall be adopted unless it has been reduced to writing before a vote on adoption is taken. No member shall be excused from voting except upon matters involving the consideration of the member's own financial interest or official conduct or on matters on which the member is prohibited from voting under G.S. 14-234, 160A-381(d), or 160A-388(e)(2). In all other cases, except votes taken under G.S. 160A-385, a failure to vote by a member who is physically present in the council chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote. The question of the compensation and allowances of

members of the council is not a matter involving a member's own financial interest or official conduct.

Rule 23. Adoption of the Budget Ordinance

Notwithstanding the provisions of any town charter, general law or local act:

(1) Any action with respect to the adoption or amendment of the budget ordinance may be taken at any regular or special meeting of the council by a simple majority of those present and voting, a quorum being present;

(2) No action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the town council; and

(3) The adoption and amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any town charter or local act concerning initiative or referendum.

During the period beginning with the submission of the budget to the council and ending with the adoption of the budget ordinance, the council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as (a) each member of the council has actual notice of each special meeting called for the purpose of considering the budget, and (b) no business other than consideration of the budget is taken up. This rule does not allow, and may not be construed to allow, the holding of closed meetings by the council if it is otherwise prohibited by law from holding such a meeting.

Rule 24. Special Rules of Procedure

(1) Filling Council Vacancies. Council vacancies shall be publicized in the local newspaper and/or other media for two consecutive weeks and application(s) accepted by the town clerk. Consideration shall be given first to applicants, if any, who ran in the most recent election and received significant voter support. If no one from the election applies, or is selected, then council may proceed to consider all other applicants. Council should close the procedure and fill the vacancy(ies) within two regular scheduled council meetings. Appointment(s) to fill vacancy(ies) shall be made only at regular scheduled monthly council meetings. The town council may not consider or fill a vacancy in the mayor's seat or among its own membership except in open session.

(2) Public Hearings - Speakers and Written Comments.

(a) The mayor will recognize all persons who indicate a desire to speak by directing each person, one at a time, to proceed to the podium. Each speaker will be allotted 3 minutes to comment. The designated timekeeper will be the town clerk, who will begin timing the speaker after recording the speaker's name and address for the public record. At the end of the allotted time, a speaker may also submit written comments to the town clerk, who will copy written comments to the mayor and all council members the following business day, if a sufficient

number of copies is not provided by the speaker. The town clerk will not read submitted comments during the meeting but the comments will be included in the Minutes.

(b) All persons may also submit written comments to the town clerk at Town Hall via e-mail, fax or letter delivered in person or by the postal service no later than 12 noon on the date the public hearing is scheduled. The town clerk will copy written comments submitted prior to the public hearing to the mayor and all council members before the hearing is called to order. The town clerk will not read submitted comments during the hearing but the comments will be included in the Minutes.

(c) The following statement will be published in every public hearing notice: "Each speaker will be allotted 3 minutes. Written comments may be submitted for the record to the town clerk no later than 12 noon the day of the hearing, or during the hearing."

(d) Quasi-judicial hearings are exempt from these procedures.

(3) Annual Council Retreat. As an order of new business at its December regular meeting, the town council shall call and schedule the annual council retreat as provided in Rule 2(a) specifying a time during regular business hours in the month of January at a place within the corporate limits of the town for the purpose of informal discussion of town business, without public comment, to develop a list of items for future action by town council during the coming year. Items will be placed on the list by consensus or a majority vote of council members. A request to have a topic for discussion placed on the retreat agenda must be delivered to the town clerk no later than 5 business days prior to the date of the retreat and be accompanied by appropriate background information. The mayor, any council member or the town manager may, by a timely request, have a topic for discussion placed on the retreat agenda.

(4) Official Interested Parties List. The town clerk shall maintain a distribution list of interested parties who submit a written request to receive a copy of the proposed agenda and/or agenda package for a regular, special and/or emergency council meeting.

All interested parties except the media will be charged for the cost of reproduction of the agenda package according to the fee schedule for general charges.

Rule 25. Closed Sessions

The council may hold closed session as provided by law. The council shall only commence a closed session after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(a)(1) (closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record), it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3) (consultation with attorney; handling or settlement of claims, judicial actions or administrative procedures), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The town council shall terminate the closed session by a majority vote.

Only those actions authorized by statute may be taken in closed session. A motion to adjourn or recess shall not be in order during a closed session.

The mayor, a council member or other person in attendance shall not divulge to any person not in attendance the nature of discussions or any information obtained during any closed session

or any information received in any confidential communication whether or not the same was obtained during the course of any closed session.

Closed session minutes, once subject to public inspection, should serve to inform the public of the content of the closed session.

Rule 26. Quorum

A majority of the membership of the town council, plus the mayor, excluding vacant seats, shall constitute a quorum. A majority is more than half. The mayor or a council member who has withdrawn from a meeting without being excused by majority vote of the remaining council members present shall be counted as present for purposes of determining whether or not a quorum is present.

Rule 27. Public Hearings

Public hearings required by law or deemed advisable by the town council shall be organized by a special order (adopted by a majority vote) that sets forth the subject, date, place and time of the hearing, as well as any rules regarding the length of time allotted for each speaker, and other pertinent matters. The rules may include, but are not limited to, rules (a) fixing the maximum time allotted to each speaker; (b) providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; (c) providing for the selection of delegates from groups of persons supporting or opposing the same position when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the hall to listen to the hearing); and (d) providing for the maintenance of order and decorum in the conduct of the hearing.

All notice and other requirements of the open meetings law applicable to council meetings shall also apply to public hearings at which a majority of the council is present; such a hearing is considered to be part of the regular or special meeting of the council. These requirements also apply to hearings conducted by appointed or elected committees of the town council, if a majority of the committee is present. A public hearing for which any notices required by the open meetings law or other provisions of law have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(c) shall be followed in continuing a hearing at which a majority of the council is present.

The town council may vote to delegate to town staff members, as appropriate, the authority to schedule, call and give notice of public hearings required by law or the town council. The town council shall provide adequate guidelines to assist staff members in fulfilling this responsibility, and it shall not delegate the responsibility in cases where the town council itself is required by law to call, schedule or give notice of the hearing.

At the time appointed for the hearing, the mayor or his or her designee shall call the hearing to order and then preside over it. When the allotted time expires or when no one wishes to speak who has not done so, the presiding officer shall entertain a motion to end the hearing.

Rule 28. Quorum at Public Hearings

A quorum of the council shall be required at all public hearings required by state law. If a quorum is not present at such a hearing, the hearing shall be continued until the next regular council meeting without further advertisement.

Rule 29. Minutes

Full and accurate minutes of the council proceedings, including closed sessions, shall be kept by the town clerk. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any council member, the “ayes” and “nos” upon any question shall be taken. Comments may be included in the minutes if the town council approves.

The town clerk shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. Minutes and general accounts of closed sessions may be sealed by action of the town council. Such sealed minutes and general accounts may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session.

Rule 30. Committees and Boards

(a) Establishment and Appointment. The town council may establish and appoint members for such ad-hoc and standing town committees and boards as are needed to help carry on the work of town government. Any specific provision of law relating to particular committees and boards shall be followed.

The town council may consider and make appointment to other bodies, including its own committees and boards, if any, only in open session during regular scheduled monthly council meetings.

Ad-hoc committees shall be given a specified period of time to accomplish their objectives and shall give progress reports to council at regular intervals. Ad-hoc committees shall be automatically dissolved upon the presentation of a final report to council.

Members of all standing committees shall be appointed to three-year staggered terms of office so that approximately one-third of the membership is appointed annually.

No member of any ad-hoc or standing committee or board shall continue to serve as a member after becoming the mayor or a council member and shall resign at the end of the last committee or board meeting preceding installation.

Advertisements to solicit applications from citizens for appointment to all ad-hoc and standing committees and boards shall initially be published in the local newspaper for at least one week prior to the regular monthly meeting and posted on the town website and GTV-8 until the opening is filled. The deadline for receiving applications for consideration by town council shall be the same as the deadline for proposed agenda items in Rule 4(a). Applications received after the deadline may be added to the agenda as provided in Rule 4(d).

All applications for appointment to any ad-hoc or standing committee or board shall be placed in nomination by the mayor and may be debated. When the debate ends, as the mayor calls the roll of the nominees, each council member may cast his or her vote. If more than one appointment is to be made, then each council member shall have as many votes as there are positions to be filled. A council member may cast all of his or her votes or fewer than all of

them, but he or she shall not cast more than one vote for a single nominee. Votes from a majority of the council members present shall be required for appointment. The mayor shall not have a right to vote on appointments that come before the town council.

Town council sub-committees of up to two council members may be established as needed to focus on a specific task and/or make recommendations to the full council on a particular subject. One or more administrative staff liaisons may also be assigned, if appropriate, upon recommendation by the Town Manager. Town council sub-committees shall be approved by a majority vote of the town council only in open session during regular scheduled monthly council meetings. Consideration shall be given to requests for appointment by individual council members and to nomination by the mayor or any council member.

(b) Open Meetings Law. The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, councils or other bodies of the town that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative or advisory functions. However, the law’s requirements shall not apply to a meeting solely among the town’s professional staff.

Rule 31. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the town charter, general law and generally accepted principles of parliamentary procedure. Adoption of an amendment shall require an affirmative vote equal to or greater than two-thirds of all the actual membership of the council, excluding vacant seats, and not including the mayor unless he or she has the right to vote on all questions before the council.

Rule 32. Interpretation of Terms

The terms listed below shall be interpreted as follows to be consistent with the Charter for the Town of Oak Island:

“Town council” means all council members and does not include the mayor.

“Council” means the mayor and all council members

“Council member” means a member entitled to vote on all matters and includes the mayor pro-tempore.

“Delivered” includes but is not limited to via e-mail or fax.

APPENDIX

Permitted Procedural Motion in Order of Precedence¹

Motion	Vote			
	Required ²	Special Requirements	Debatable	Amendable
1. To Appeal a Procedural Ruling of the	Majority	Is in order immediately after the presiding officer announces a procedural ruling, as specified in	Y	N

Presiding Officer		Rule 7, and at no other time. The council member making the motion need not be recognized by the presiding officer, and the motion if timely made may not be ruled out of order.		
2. To Recess to a Time and Place Certain	Majority	May not interrupt deliberation of pending substantive matter. Motion to recess to a time and place certain must also comply with Rule 2(c).	Y	Y
3. To Take a Brief Recess	Majority	None	N	N
4. Call to Follow the Agenda	None	Must be made at first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.	N	N
5. Parliamentary Inquiry	None	The council member making the motion need not be recognized by the presiding officer. No second required. No vote taken.	N	N
6. Point of Information	None	The council member making the motion need not be recognized by the presiding officer. No second required. No vote taken.	N	N
7. To Suspend the Rules	Two-Thirds	The town council may not suspend provisions of the rules that state requirements imposed by law on the council	N	N
8. To Go into Closed Session	Majority	Motion must cite one or more of the permissible purposes for closed sessions listed in G.S. 143-318.11(a) and must be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) must also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-381.11(a)(3) must identify the parties in each existing lawsuit concerning which the council expects to receive advice during the closed session, if in fact, such advice is to be received.	Y	Y

Motion	Vote Required ²	Special Requirements	Debatable	Amendable
9. To Leave Closed Session	Majority		N	N
10. To Divide a Complex Motion and Consider It by Paragraph	Majority	None	Y	Y
11. To Defer Consideration	Majority	A substantive motion the consideration of which has been deferred expires 100 days thereafter unless a motion to revive consideration (Motion 16) is adopted. While a deferred motion remains pending, a new motion with the same effect cannot be introduced. CAUTION: Do not confuse with Motion 13.	Y	N
12. For the Previous Question	Majority	Not in order until there have been at least 20 minutes of debate, and every council member has had an opportunity to speak once.	Y	N
13. To Postpone to a Certain Time or Day	Majority	None. While a postponed motion remains pending, a new motion with the same effect cannot be introduced. CAUTION: Do not confuse with Motion 11.	Y	Y
14. To Refer a Motion to a Committee	Majority	60 days or more after a motion is referred to a committee, the introducer may compel consideration of the measure by the town council, regardless of whether the committee has reported the matter to the town council.	Y	Y
15. To Amend	Majority	(a) Amendments must be pertinent to the subject matter of the motion being amended. An amendment is improper if adoption of the motion with that amendment added has the same effect as rejection of the original motion. A proposal to substitute a different motion shall be treated as a motion to amend. (b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote. (c) Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.	Y	Y

Motion	Vote Required ²	Special Requirements	Debatable	Amendable
16. To Revive Consideration	Majority	In order at any time within 100 days after the day of a vote to defer consideration (Motion 11). Failure to adopt Motion 16 within the 100 day period results in expiration of the deferred substantive motion.	Y	N
17. To Reconsider	Majority	Must be made by a council member who voted with the prevailing side (the majority side except in the case of a tie; in that case, the "nos" prevail). May only be made at the meeting at which the original vote was taken, including any continuation of that meeting through recess to a time and place certain. Cannot interrupt deliberation on a pending matter before final adjournment of a meeting.	Y	N
18. To Rescind or Repeal	Majority	Not in order if rescission or repeal of an action is forbidden by law.	Y	Y
19. To Prevent Reintroduction for Six Months	Two-Thirds	In order immediately following defeat of a substantive motion and at no other time. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the council, whichever occurs first.	Y	Y

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1. Except where indicated otherwise, procedural motions may interrupt deliberations on a pending substantive matter.
 2. The required vote for adoption of a procedural motion is generally a majority of the votes cast, a quorum being present. In a few cases, the required vote is a vote equal to two-thirds of the actual membership of the council, excluding the mayor, unless he or she may vote in all cases, and vacant seats. In a few cases, no vote is taken.

Adopted the 11th day of February 2003

Revised the 8th day of July 2003

Revised the 10th day of December 2003

Revised the 11th day of February 2004

Revised the 13th day of April 2004

Revised the 13th day of July 2004 (Revision deleted - did not pass by 2/3 vote)

Revised the 13th day of December 2005

Revised the 10th day of January 2006

Revised the 14th day of March 2006

Revised the 4th day of December 2009

Revised the 8th day of December 2009

Revised the 14th day of December, 2010

Revised the 14th day of January, 2014

Revised the 15th day of February, 2016

Revised the 12th day of July, 2022

NOTE: Adapted from Suggested Rules of Procedure for a City Council, 3rd ed., 2000 by A. Fleming Bell, II

Town of Oak Island
Rules for Public Comment Period

Purpose

The Town of Oak Island Council is committed to affording the members of the public an opportunity to offer comments and suggestions for the wise, efficient and effective government of the Town of Oak Island. Council encourages and welcomes the input of citizens. A Public Comment Period will be provided at the monthly regular meeting for the Council to receive comments and suggestions from the public on topics pertaining to town business. In order to balance the need and desire for such citizen input with the necessity of disposing of its regular business in the course of the meeting, the Oak Island Town Council does hereby establish the following Rules for Public Comment Period pursuant to North Carolina General Statutes 160A-81.1.

Rules

1. Time and Location: Unless posted otherwise as required by law, Council convenes its monthly public hearings and regular meeting on the second Tuesday of each month at 6:00 p.m. in the Council Chambers at the Oak Island Town Hall. The agenda will include an item entitled "Public Comment Period" after Adjustment/Approval of the agenda.
2. Sign-up Sheet: Any person who wishes to address the Council during the Public Comment Period must register on the sign-up sheet located in the Council Chambers between 5:30 p.m. and 5:55 p.m. on the night of the meeting by listing his/her name, address and comment topic(s). Any person unable to be present in time to sign up due to circumstances beyond his/her control may be allowed to speak at the discretion of the Mayor.
3. Speaking Order: Speakers will be called on in the order in which the names appear on the sign-up sheet. The mayor will recognize all persons who indicate a desire to speak by directing each person, one at a time, to proceed to the podium. Before beginning comments, each speaker will state his/her name and address.
4. Time Allotted for Each Speaker: Each speaker will be allotted 3 minutes to comment.
5. Timekeeper: The designated timekeeper will be the town clerk, who will begin timing the speaker after recording the speaker's name and address for the public record.
6. Written Comments: At the end of the allotted time, a speaker may also submit written comments to the town clerk, who will copy written comments to the mayor and all council members the following business day, if a sufficient number of copies are not provided by the speaker. The clerk will not read submitted comments into the record.
7. Number of Speakers on Each Topic: It is recommended that large groups or delegations select their spokespersons in advance of the meeting.
8. Topic Exclusions: Speakers will not comment on any topic which is the subject of a public hearing for the same meeting; matters which concern the candidacy of any person seeking public office, including the candidacy of the speaker; discussion of the sale or lease of fixed assets if the speaker is a party to the transaction; matters which are closed session topics including, but not limited to, matters within the attorney-client privilege and land acquisition; and/or all other matters which are made confidential by law.
9. Address to the Council: Speakers will address all comments to the Council as a whole, not

to one or more members as individuals, and not to any town staff member or audience member. Speakers will address the Council with respect and courtesy and will not do or say anything that will interfere with the dignity and decorum of the meeting. Discussions between speakers and the audience will not be allowed.

10. Response to Comments: At the end of a speaker's comments, any member of the council may request that the Town Manager or town attorney respond to a concern raised by the speaker.
11. Questions on Comments: At the end of a speaker's comments, any member of the council may ask the speaker such questions as they might deem necessary and appropriate for clarification.
14. Action by Town Council: Speakers should not expect town council deliberation or action on any subject matter brought up during the Public Comment Period. Topics requiring further investigation will be referred to the appropriate town staff and may be scheduled for consideration as an agenda item during a future regular meeting.

**TOWN COUNCIL REGULAR
MEETING
AGENDA ITEM MEMO**

SUBJECT: Consideration of Extending the Paid Parking Season through the End of October
DATE: May 6, 2026
DEPARTMENT: Council Member

Subject Summary: Councilman Ciullo placed this item on the agenda. Currently, the Town's paid parking season ends September 30. Information about the Town's paid parking program can be found on the Town's website at OakIslandNC.gov/Residents-Visitors/Parking-Information. During his end-of-season report for 2025, Jim Varner with Otto Connect estimated the Town could see between \$40,000 and \$50,000 in revenue by adding October to the paid parking season. The paid parking season ends on October 31 in Ocean Isle Beach and Sunset Beach, while Holden Beach uses paid parking year-round. In New Hanover County, the paid parking season ends October 31 in Carolina Beach and Wrightsville Beach, and on September 30 in Kure Beach.

Financial Impact Statement: If Council authorizes adding a month of paid parking, the Town will see increased revenue for the season.

Legal Review: N/A