



Board of Commissioners - Regular Meeting Agenda

October 7, 2025

City Hall - 6:30 PM

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Page

1. Call to Order - Mayor Jeff Winecoff

2. Pledge of Allegiance

3. Approval of Regular Agenda

4. Potential Conflict of Interest/Association Disclosure

If any Board member knows of any conflict of interest or association with any item on this agenda, please so state at this time

5. Presentation on the Venus Flytrap Walkway by Kathy Curtis

6. Public Comments

This is a public meeting that is also being live-streamed and recorded

[Comments are limited to 5 minutes per speaker]

7. Public Hearing

[Comments are limited to 5 minutes per speaker]

7.1 General Text Amendments to the UDO - TX-2025-04

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[2025-09-24 UDO Amendments BOC Staff Report.pdf](#)

[2025-09-24 Adoption Ordinance UDO Amendments.pdf](#)


7.2 Conditional Zoning Text Amendment- TX-2025-05

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[2025-09-24 Conditional Zoning BOC Staff Report.pdf](#)

[2025-09-24 Adoption Ordinance Conditional Zoning.pdf](#)

8. Consent Agenda

- | | | |
|-----|--|-----------|
| 8.1 | Approval of BOC Minutes
Sept. 2nd Regular Meeting 25-0902 Minutes.pdf 
Sept. 18th Citizens Forum 25-0918 Citizens Forum.pdf  | 58 - 68 |
| 8.2 | Public Works
PW And BG Monthly Report 2025 August.pdf  | 69 - 70 |
| 8.3 | Public Safety / Animal Control
Public Safety.pdf  | 71 - 81 |
| 8.4 | Parks & Recreation Department
Monthly Report FY 26.docx 
Activity Report FY 26.pdf 
Monthly Revenue FY 26.pdf  | 82 - 84 |
| 8.5 | Finance Department
Finance Report August 2025.pdf  | 85 - 106 |
| 8.6 | Planning, Zoning and Code Enforcement
planning-zoning-CE-august-2025-sheet 1.pdf 
planning-zoning-CE-august-2025-sheet 2.pdf  | 107 - 108 |
| 8.7 | Building Inspections
Permits and Inspections Report.pdf  | 109 |

9. Committee / Board Reports and Minutes

- | | | |
|-----|--|-----------|
| 9.1 | BSL Fire / Rescue | |
| 9.2 | Planning Board
25-0812 PB Minutes Final.pdf  | 110 - 115 |
| 9.3 | Parks & Recreation Advisory Board
No August Meeting | |
| 9.4 | Special Events Committee
Chair Hogan to provide report | |

10. City Manager's Monthly Report - City Manager Gordon Hargrove**11. Old Business**

None

12. New Business

12.1 WithersRavenel On-Call Services Extension

The agenda will be updated with more information on this item as it becomes available.

12.2 Substantial Completion of Upper Lake and North Lake Dams
City Manager Hargrove to discuss.

12.3 Proposal for Cell Tower Lease

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[Proposal for Cell Tower Lease .pdf](#) 12.4 Special Events Committee Reappointment Mary Pongonis-
3 year term12.5 Special Events Committee , 2nd Alternate Appointment
Sonja Schneider - 3 year term**13. Mayor and Commissioners Reports****14. Announcements**

14.1 Out of School Activity Day, Friday October 17th.

14.2 Fall Festival Community Center on Saturday, October 18th, 5-
8 PM.14.3 Candidate Night at the Community Center, Thursday, October
23rd, 6:30-8:30 PM14.4 Parks and Recreation Open House at the Community Center
on Saturday, October 25th, from 1-4 PM14.5 Trunk or Treat at the Community Center on Friday, October
31st, from 5:30 -7:00 PM. (Looking for more cars to

participate. Contact Parks and Rec.)

14.6 Election Day November 4th

14.7 Next BOC Meeting will be on Wed. Nov. 5th 6:30 PM

14.8 Reminder to take Citizens Input Survey on website or grab form in lobby to help the City with updating the Comprehensive Land Use Plan.

15. Adjourn



To: City of Boiling Spring Lakes Board of Commissioners
From: Anchorpoint Planning: Wes MacLeod, AICP, ASLA
Date: September 24, 2025
Re: Unified Development Ordinance (UDO) Amendments

INTRODUCTION

The following amendments to the Unified Development Ordinance (UDO) have been initiated by the City of Boiling Spring Lakes in coordination with local development partners and stakeholders and as result of pending legislative activity in the General Assembly. These updates are the result of collaborative discussions aimed at identifying practical solutions to streamline the development review process, provide greater flexibility in residential project design, and align regulatory standards with the intent of proposed legislation.

The amendments address specific procedural inefficiencies, clarify dimensional and design requirements, and modify the planned residential development (PRD) district standards to better support market-responsive housing options. Collectively, these changes reflect an ongoing commitment to ensuring the City's land development regulations remain responsive, predictable, and supportive of high-quality development outcomes. Following review and recommendation, the proposed amendments will be sent to the Board of Commissioners for final approval.

The amendments were thoroughly reviewed by the Planning Board during their meetings held on August 12th and September 9th. Following review and incorporation of comments, the Planning Board recommended approval of the following amendments.

AMENDMENTS

Each proposed amendment is outlined below, including a brief summary of the proposal. Language proposed for removal is depicted by a red double strike through and language proposed for insertion is shown in black underline.

1. ***Remove the requirement for a foundation survey due to duplicative efforts. An as-built survey is required following completion of a project.***

Sec. 9-1. Purpose and applicability.

(D) ~~A foundation survey shall be submitted to the UDO administrator by the applicant upon completion of the building foundation to ensure that setbacks and building orientation match~~

~~the approved site plan. If the survey is not received within ten (10) days of the foundation inspection, and/or the survey shows that the placement of the building is incorrect, a stop-work order shall be issued, and all construction shall be halted until the problem is remedied.~~ Prior to the issuance of a zoning compliance certificate and a certificate of occupancy or certificate of completion by building inspections, the UDO administrator, or designee, shall conduct a final zoning inspection. A final as-built survey, completed by a licensed surveyor, shall also be required, and shall indicate the location of all site improvements and impervious square footage and percentage. Accessory structures greater than 400 square feet shall also provide a final as-built survey. If the final as-built survey shows that the placement of the building(s) is/are incorrect, as outlined in section 5-7 table of area, setback, living area and height requirements, then the provisions of article 4-4 and 4-5 shall be followed.

Sec. 7-7. Lake regulations.

(M) *Patricia lake (the big lake):* The setback on this lake shall be from the normal water level. The normal water level for Patricia Lake is thirty-one (31) feet above sea level, i.e., the water level is at the top of the dam spillway. The as-built survey ~~for the foundation footprint~~ shall indicate that the minimum setback is based on the dam spillway elevation.

2. ***Planned Residential Zoning District (PRD) modifications. Include flexibility for the location of housing types to be modified within an approved project so long as there is no increase in density or unit counts. Reduce the minimum lot width to align with housing options more common in today's market. Allow for staff approval of subdivision plats following a duly approved PRD project. PRD projects require initial approval by the Planning Board and Board of Commissioners.***

Sec. 5-3. Primary zoning districts.

- (H) *PRD planned residential development district:* This floating zoning district allows for a single development operation or a definitely programmed series of development operations according to an approved master development plan. All PRDs require an amendment to the city's official zoning map, master development plan approval, followed by ~~the major subdivision approval process as specified in this article~~ staff review and approval of associated major or minor subdivision plats or site plans. The minimum amount of land (unified control to be planned and developed as a whole) required for a PRD district shall be at least ten (10) contiguous acres and shall include the creation of at least five (5) new lots. ~~Single-family, two (2) family, and multi-family residential housing types are permitted. The minimum living area per dwelling unit is seven hundred fifty (750) square feet (minimum square footage requirement does not apply to any structures subject to regulation under the North Carolina Residential Code for one (1) and two (2) family dwellings).~~

Sec. 8-25. Purpose.

For purposes of this section, a planned residential development (PRD), is planned and developed as an integral unit, in a single development operation or a definitely programmed series of development operations and according to an approved master development plan. All PRDs require an amendment to the city's official zoning map, master development plan approval, followed by ~~the major subdivision approval process as specified in this article~~ staff review and approval of associated major or minor subdivision plats or site plans. Planning Board approval of subsequent plat or plan submittal is not required.

Sec. 8-27. PRD review.

Planned residential development districts may hereafter be established by amendment to the city's official zoning map in concurrence with approval of a master development plan, according to the following procedures:

- (1) An application for a planned residential development shall be accompanied by three (3) hard copies and one (1) digital copy of a master development plan. The UDO administrator shall receive a complete application for a planned residential development, including a master development plan, a minimum of ~~thirty (30) calendar~~ days prior to the meeting at which the PRD will be reviewed. The planned residential development master development plan shall include all items contained in appendix B.
- (2) The technical review committee, as needed, shall review the master development plan and provide any received written ~~recommendation~~ comments to the planning board prior to the planning board meeting at which the master development plan is to be reviewed.
- (3) The UDO administrator shall, in writing, provide a recommendation to the planning board ~~within not more than sixty (60)~~ 45 days following receipt of the complete application for a PRD and associated master development plan. Copies of said master development plan will be included with the UDO administrator's recommendation.
- (4) Following receipt of recommendation from the planning board, the board of commissioners shall approve, conditionally approve, or deny the PRD master development plan.
- (5) The application for a planned residential development shall also be accompanied by an application to amend the zoning map (rezoning) to the planned residential development zoning district. The rezoning application shall be submitted concurrently with the prd master development plan. The procedure for such shall be followed as outlined in article 4. The approved master development plan shall provide the framework for development in the planned residential development.
- (6) Upon approval of the zoning map amendment and master development plan, an applicant may submit an application for a major or minor subdivision as provided in this article. The master development plan shall outline the dimensional standards and density for approval of the ~~major~~ subdivision. Following approval of the master development plan, all subdivision are to be approved administratively by staff, including major subdivision preliminary plats.

Sec. 8-29. PRD design standards.

- (A) All PRD development and subsequent subdivision shall substantially comply with part II transportation/street standards and part III, street lighting.
- (B) Density is the number of dwelling units per acre. Density shall be calculated based on net buildable area. Net buildable area is the total land area within the PRD project property boundary less 404 wetlands ~~defined by the state coastal area management act and/or United States Army Corps of Engineers.~~
 - (1) The maximum allowable density for any PRD project shall be twenty (20) dwelling units per acre.
- (C) *Dimensional requirements.* Design and layout of lots within a PRD is intended to allow for flexibility beyond the minimum dimensional requirements of the city's conventional zoning districts.
 - (1) Yards forming the outer boundary of a planned residential development shall be in conformance with the minimum requirements of the applicable residential district. The following dimensional requirements apply to all single-family developments located in a planned residential.
 - (2) *Minimum required lot width:* ~~sixty (60)~~ 40 feet. Cul-de-sac lots located in the PRD district shall not have less than ~~forty (40)~~ 20 feet of frontage on the cul-de-sac and the minimum lot

width at the building setback line shall not be less than ~~sixty (60)~~40 feet. Flag lot configurations are discouraged, but shall be considered on a case by case basis.

(3) *Minimum lot frontage*: forty (40) feet, except on the radius of a cul-de-sac where such distance may be reduced to twenty (20) feet if the project uses zero lot line development.

(4) *Minimum required front yard setback*: ~~twenty (20)~~10 feet.

(5) *Minimum required rear yard setback*: twenty (20) feet.

(6) *Side yard setback*: Shall be a minimum of five (5) feet if not utilizing the zero lot line provision. ~~Five (5) feet side yard setbacks are allowed only if the lot(s) are eight thousand (8,000) square feet or less.~~ No above ground utility units shall be placed inside the five (5) foot side setback. Corner lot side yard setbacks shall be a minimum of ~~twenty (20)~~10 feet.

(7) *Maximum height*: forty (40) feet.

(8) *Corner visibility*: In a corner lot, within the area formed by a triangle twenty-five (25) feet from the intersection of right-of-way lines, there shall be no obstruction to vision between a height of two (2) feet and a height.

(D) Unit counts and residential use types. The location of residential use types within the PRD may be modified subject to developer desires without further approval; provided, however, in no case shall the total unit count, density, or development intensity be increased above the approved maximum number for the development. For example, if the developer desires to move an allotted number of multi-family or single-family units to a different location or phase within the development, then they may do so without further approval so long as the overall density or unit count is not increased.

Sec. 5-7. Table of area, setback, living area, and height requirements.

Zoning District	Minimum Lot Area (SF) [1]	Minimum Lot Width (feet) [1]	Minimum Front Setback (feet) [2]	Minimum Side Setback (feet)	Minimum Rear Setback (feet)	Minimum Living Area per Dwelling (SF)	Maximum Building Height (feet)
PRD Planned Residential District	N/A	N/A	N/A	N/A	N/A	750 [3]	40

- Subdivision plat review timeline and approval authority. Reduce plat review timelines to more closely align with proposals by the General Assembly. Require all final subdivision plats to be reviewed and approved by staff. Extend approval timeline from 24 to 36 months to allow for state and federal permits to be received prior to construction.***

Section 8-3-3 Major subdivision preliminary plat review.

(A) For every subdivision within the city's planning jurisdiction, which does not qualify for the minor subdivision procedure, the applicant shall submit a major subdivision application and preliminary plat which shall be reviewed by the technical review committee and approved by the planning board before any construction or installation of improvements may begin. The UDO administrator shall determine if the application is complete prior to initiating review. Three (3) hard copies of the preliminary plat one (1) digital copy shall be submitted to the UDO administrator at least ~~thirty (30)~~21 days prior to the planning

board meeting at which the applicant desires the planning board to review the preliminary plat. Preliminary plats shall meet the specifications in appendix B.

(B) The UDO administrator shall review the preliminary plat before the next regularly scheduled meeting of the planning board ~~which follows at least thirty (30) days~~ after the UDO administrator receives a complete application for a major subdivision preliminary plat.

(C) The technical review committee, ~~as needed~~, shall review the major subdivision preliminary plat and provide a written recommendation to the planning board prior to the planning board meeting at which the preliminary plat is to be reviewed.

(D) The UDO administrator shall, in writing, provide a recommendation to the planning board ~~within sixty (60) days~~ no later than 45 days following receipt of the complete application for a major subdivision preliminary plat. Copies of said plat will be included with the UDO administrator's recommendation.

(E) Approval of the preliminary plat shall remain valid for ~~twenty-four (24) months~~ 36 months. Final plats can continue to be submitted for subsequent sections of the preliminary plat beyond the ~~twenty-four (24) months~~ 36 months provided the first phase receives final approval during the initial ~~twenty-four (24) month~~ 36 month period. The planning board may grant a one (1) year extension of the preliminary plat approval.

(F) *Preliminary plat review standards.* A preliminary plat shall be approved only upon a finding that all of the following standards are met:

- (1) The preliminary plat complies with all applicable standards in this article;
- (2) The preliminary plat complies with all other applicable standards in this article;
- (3) The preliminary plat complies with all requirements or conditions of any applicable development approvals; and
- (4) The preliminary plat complies with all other applicable city regulations.

Sec. 8-3-4 Major subdivision final plat review.

(A) Preparation of final plat and installation of improvements. Upon approval of the preliminary plat, the applicant may proceed with the preparation of the final plat, and the installation of or arrangement for required improvements (section 8-8) in accordance with the approved preliminary plat. Prior to approval of a final plat, the applicant shall have installed the improvements specified in this article, or guaranteed their installation as provided in section 8-3-5. No final plat will be accepted for review by UDO administrator by written notice by the city attorney and city engineer (or consulting engineer) acknowledging compliance with required installation of improvements. The final plat shall constitute only that portion of the preliminary plat which the applicant proposes to record and develop at this time; such portion shall conform to all requirements of this article. All approvals of improvement guarantees ~~are in the sole discretion of the board of commissioners~~ must be reviewed by the city engineer and attorney prior to approval by the UDO Administrator.

~~(See Section 8-3-5). NOTE: Approval for major subdivision final plats subject to financial guarantees shall be the responsibility of the board of commissioners. An advisory recommendation of the planning board is not required.~~

(B) The applicant shall submit the final plat for the first stage of the subdivision to the UDO administrator not more than ~~twenty-four (24) months~~ 36 months after the date on which the preliminary plat was approved; otherwise such approval shall be null and void. For subdivisions developed in stages, each successive final plat for a stage of the subdivision shall be submitted for approval within ~~twenty-four (24) months~~ 36 months of the date of approval of the previous final plat for a stage of the subdivision. The UDO administrator shall determine if the application is complete prior to initiating review.

- (C) The final plat shall be prepared by a registered land surveyor currently licensed and registered in the state of North Carolina by the North Carolina state board of registration for professional engineers and land surveyors. The final plat shall conform to the provision for plats, subdivisions, and mapping requirements set forth in NCGS 47-30 and the standards of practice for land surveying in North Carolina.
- (D) Three (3) hard copies one (1) digital copy of the final plat shall be submitted, one (1) of these shall be on reproducible material, two (2) shall be in accordance with NCGS 47-30, where applicable, and the requirements of the Brunswick County register of deeds.
- (E) The final plat shall meet the specifications in appendix B of this article.
- (F) The technical review committee, as needed, shall review the final plat ~~at least thirty~~ within (30) 21 days after the UDO administrator receives a complete application for a major subdivision final plat and shall provide a written comments to the UDO administrator.
- (G) The UDO administrator shall approve or disapprove the major subdivision final plat ~~within sixty (60)~~ no later than 45 days following receipt of the complete application. If the UDO administrator approves the final plat, such approval shall be shown on each copy of the plat.
- (H) If the final plat is disapproved by the UDO administrator, the reasons for such disapproval shall be stated in writing, specifying the provisions of this article with which the final plat does not comply. If the final plat is disapproved, the applicant may make such changes as will bring the final plat into compliance and resubmit the same for reconsideration by the technical review committee and UDO administrator.
- (I) The applicant shall file the approved final plat with the register of deeds of Brunswick County within thirty (30) days of the UDO administrator's approval; otherwise, such approval shall be null and void.
- (J) A final plat shall be approved only upon a finding that all of the following standards are met:
 - (1) The final plat is in substantial conformity with the approved preliminary plat (if applicable);
 - (2) The final plat complies with all applicable standards in this article;
 - (3) The final plat complies with all other relevant provisions of this article;
 - (3) The performance guarantee, where applicable, is approved by the city attorney and city engineer;
 - (4) The final plat complies with all other relevant city regulations; and
 - (5) The final plat includes all required certificates

Sec. 8-3-5 Performance guarantee review.

- (A) *Agreement and security required.* In lieu of requiring the completion, installation and dedication of all required improvements prior to final plat approval or approval, the city may enter into an agreement with the applicant whereby the applicant shall agree to complete all required improvements. The cost of completing the improvements should be estimated under seal by an engineer for the applicant and submitted to the city's engineer for review ~~and approval at least thirty (30) days before the final plat is reviewed by the board of commissioners~~ within 21 days of receipt of a complete application. Once said agreement is signed by both parties, and the security required herein is provided, the final plat may be approved by ~~the board of commissioners subject to review and recommendation by the technical review committee and~~ UDO administrator, if all other requirements of this article are met. To secure this agreement, the applicant shall provide, ~~subject to the approval of the board of commissioners,~~ either one (1) or a combination of the following guarantees equal to one and twenty-five one-hundredths (1.25) times the entire cost as provided herein:

- (1) Surety performance bond(s). The applicant shall obtain a performance bond(s) from a surety bonding company authorized to do business in North Carolina. The bond(s) shall be payable to the city of Boiling Spring Lakes, and shall be in the amount equal to one and twenty-five one-hundredths (1.25) times the entire cost of installing all required improvements, as determined through cost estimates provided by the applicant, and ~~approved by the board of commissioners~~ reviewed by the city engineer. The duration of the bond(s) shall be until such time as the improvements are approved by the city engineer and/or accepted by the board of commissioners or appropriate agency. If a performance guarantee is likely to expire prior to the completion of the required improvements, the performance guarantee shall be extended, or a new performance guarantee issued. Such extension shall only be issued for the duration necessary to complete the required improvements. If a new performance guarantee is issued, the amount shall be one and twenty-five one-hundredths (1.25) times the cost of incomplete improvements as determined through cost estimates provided by the applicant. All cost estimates shall be signed and sealed by a licensed engineer.
- (2) Cash or equivalent security. The applicant shall deposit cash or an irrevocable letter of credit, either with the city of Boiling Spring Lakes or in escrow with a financial institution designated as an official depository of the city. The use of any instrument other than cash shall be subject to the approval of the ~~board of commissioners~~ city manager's office. The amount of deposit shall be equal to one and twenty-five one-hundredths (1.25) times the cost, as estimated by the applicant and approved by the city's engineer ~~and board of commissioners~~, of installing all required improvements.
- (B) If cash or other instrument is deposited in escrow with a financial institution as provided above, then the applicant shall file with the board of commissioners an agreement between the financial institution and himself guaranteeing the following:
 - (1) That such escrow account shall be held in trust until released by the ~~board of commissioners~~ city, and may not be used or pledged by the applicant or applicant in any other matter during the term of the escrow; and
 - (2) That in the case of a failure on the part of the applicant to complete said improvements, the financial institution shall, upon notification by the ~~board of commissioners~~ city, and submission by the ~~board of commissioners~~ city to the financial institution of an engineer's estimate of the amount needed to complete the improvements, immediately either pay to the city the funds estimated to complete the improvement, up to the full balance of the escrow account, or deliver to the city any other instruments fully endorsed or otherwise made payable in full to the city.
- (C) The developer/applicant for a project shall make a cash payment to the City for the costs of any and all off-site roadway improvements as a fee before a building permit will be issued for such project, unless the developer/applicant elects to make the improvements as part of the project's costs or other required bond and, in such case, developer/applicant shall bond the costs of such roadway improvements at one and twenty-five one-hundredths (1.25) times the total off-site roadway costs in favor of the city.
- (D) Default. Upon default, meaning failure on the part of the applicant to complete the required improvements in a timely manner as spelled out in the performance bond or escrow agreement, then the surety, or the financial institution holding the escrow account, shall, if requested by the ~~board of commissioners~~ city, pay all or any portion of the bond or escrow fund to the city of Boiling Spring Lakes, up to the amount needed to complete the improvements based on the city engineer's estimate. Upon payment, the board of commissioners, in its discretion, may expend such portion of said funds as it deems necessary to complete all or any portion of the required improvements. The city shall return to the applicant any funds not spent in completing the improvements.

- (E) Release of guarantee security. The ~~board of commissioners~~city may release a portion of any security posted as the improvements are completed, not to exceed once per month. If the ~~board of commissioners~~city engineer approves said improvements, then it shall immediately release any security posted.

4. ***Technical Review Committee (TRC) clarifications. Provide additional information regarding the applicability of the TRC during the development review process.***

Sec. 3-3. Powers and duties.

The UDO administrator or designee may convene the TRC to review and provide recommendations on applications for site-specific development approval including, but not limited to, special use permits, subdivision plats, variances, development agreements, and rezoning's. No staff member shall make a recommendation on an administrative, legislative, or quasi-judicial decision if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member, or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship. ~~When TRC review is required in accordance with development approval, such review~~ shall be ~~mandatory~~ subject to the discretion ~~and the responsibility~~ of the UDO administrator.

Sec. A.3 Definitions.

Technical review committee

The purpose of the Technical Review Committee is to facilitate communication and coordination between departments responsible for development review. A committee established to review technical aspects of proposed development. The Technical Review Procedure may be used to review all applications for any application for development approval. Such procedure shall consist of a review by the appropriate technical staff and departments at the discretion of the UDO Administrator. Any findings or recommendations shall be provided to the applicant and applicable approval authority for review purposes. The UDO Administrator may request the participation of professional experts or a representative from consulting agencies, county, regional, or state agencies if the UDO Administrator determines that such entities can provide expertise concerning the proposed development. Such committee may provide recommendations through digital communications or during a scheduled in-person meeting at the discretion of the UDO Administrator.

5. ***Clarification for the definition of multi-family to include townhomes, condos, and apartments. In addition, clarify that the minimum acreage size is not applicable to multi-family projects that have been approved as part of a Master Development Plan.***

Multi-family residential

A tract or tracts of land containing one or more multi-family dwellings.

Dwelling, multi-family

A building containing three (3) or more dwelling units, except where permitted as an accessory use. Multi-family dwellings shall include townhomes, condos, or apartments where three (3) or more dwelling units are located in a building.

Sec. 6-40. Multi-family residential (including townhouses).

- (A) In the C-1 and C-C zoning district, multi-family residential uses are only permitted on a contiguous tract or tracts of land consisting of five (5) or more contiguous acres. Development subject to an approved Master Development plan is exempt from this requirement.
- (B) A multi-family residential use shall be located on a tract or tracts of land under single, individual, corporate, firm partnership, or association ownership, or under common control evidenced by duly recorded contracts or agreements; planned and developed as an integral unit in a single development operation or in a definitively programmed series of development operations. The development shall have a unified or coordinated design of buildings and/or a coordinated organization of service areas and common open space.
- (C) Any multi-family residential use having more than one hundred (100) dwelling units shall be equipped throughout with two (2) separate and approved fire apparatus access roads. However, multi-family residential projects having up to two hundred (200) dwelling units may be allowed to provide a single approved fire apparatus access road when all buildings (including nonresidential occupancies) are equipped throughout with approved automatic sprinkler systems installed in compliance with state and local fire codes or deviations approved by the North Carolina state fire marshal.
- (D) The maximum allowable density for any multi-family residential use shall be twenty (20) units per acre.
- (E) *Design standards.* Multi-family residential uses shall meet the all applicable design and performance standards or requirements as noted in [articles 7, 8 and 9](#), in addition to the following:
 - (1) Any group of buildings forming a courtyard shall provide adequate access for emergency vehicles to enter such courtyard in compliance with state and local fire codes or deviations approved by the North Carolina state fire marshal.
 - (2) The use of features such as plazas, patios and courtyards should be used when practical. The features and spaces should enhance the development's role as an integral part of the community.
 - (3) Sidewalks and/or paths shall be constructed within the development to link the interior of the development with residential buildings within the development and to other destinations such as, but not limited to, adjoining streets, mailboxes, trash disposal areas, onsite amenity areas and the like.
 - (4) There shall be maintained at least fifteen (15) feet of separation between individual and unattached buildings. Townhomes shall be exempt from this requirement and shall be subject to the most current version of the North Carolina Building Code.

6. *Update language pertaining to dimensional requirements for easements. The specific requirements for utility easements are determined at the discretion of the provider, rather than the City.*

8-6-4 Easements.

- (A) Easements for underground utilities shall be provided, where necessary, ~~across lots or centered on rear or side lot lines and shall be at least twenty (20) feet minimum width for water and sanitary sewer lines and as required by the companies involved for telephone, gas, power lines, and cable TV. The technical review committee (TRC) will determine whether one (1) easement is sufficient or whether~~

~~several easements are necessary to accommodate the various facilities, and the subdivider shall provide the required easements.~~

(B) Where a subdivision is traversed by a stream or drainage way, an easement shall be provided conforming with the ~~lines of the stream and of sufficient width as will be adequate for the purpose~~ regulations of the authority having jurisdiction at the time of development. All easements, including width, shall conform with all state and federal requirements. A professional engineer shall design all major drainage networks. A registered surveyor may design all incidental drainage.

7. ***Revise sidewalk requirements for subdivisions of 10 or more lots to only require installation on one side of the road. This will help reduce overall impervious surface coverage, while still allowing developers to construct sidewalks along both sides of the road at their discretion. In addition, it will reduce potential encroachment of vehicles parked in driveways that may extend into the sidewalk area.***

Sec. 8-7. Required improvements.

(A) Each subdivision of this article shall contain the following improvements, where applicable:

- (8) For subdivisions of ten (10) or more lots, sidewalks as provided in section 8-~~18~~19.

Sec. 8-19. Sidewalks.

(A) Sidewalks shall be required on one side of the street for all subdivisions that cumulatively propose the creation of ten (10) or more lots.

~~(B) Sidewalks shall be required on both sides of the street for all subdivisions that cumulatively propose the creation of more than fifty (50) lots.~~

~~(C) Where residential developments have cul-de-sac or dead-end streets, such streets shall be connected to the closest local or collector street or to cul-de-sac in adjoining subdivisions via a sidewalk or multi-use path, except where deemed impractical by the UDO administrator.~~

~~(D)~~ Sidewalks required shall ~~be constructed to a minimum width of five (5) feet, and shall~~ consist of a minimum thickness of five (5) inches of concrete reinforced with steel concrete reinforcing wire. All sidewalks shall be placed in the right-of-way and shall meet ADA standards. All proposed standards are subject to review and recommendation by the TRC.

8. ***Remove the school site reservation provision as the City does not currently have school sites identified in the Comprehensive Plan. In addition, as part of the TRC process, the school district is notified of any large residential housing projects.***

~~Sec. 8-12. Reservation of school sites.~~

~~When a preliminary subdivision plat is submitted for approval, in which according to the comprehensive plan a school site should be reserved, the board of commissioners shall notify the county board of education that the subdivision has been submitted for approval and that under the article a school site may be reserved therein. In reviewing the subdivision and giving approval thereto, the board of commissioners shall consult the board of education in determining the exact size and location of any school site to be reserved therein. Before the preliminary plat of the subdivision is approved, the board of education shall determine whether or not it wishes to have a school site reserved in the subdivision. If the board of education wishes to have a school site reserved in the subdivision, the subdivision as finally approved shall reserve a school site of a size and location agreeable to the board of education and the board of commissioners. The board of education shall then have eighteen (18) months beginning on the~~

~~date of final plat approval of the subdivision within which to acquire the site. If the board of education has not either purchased or begun proceeding to acquire the site within eighteen (18) months after the subdivision is finally approved, the subdivider shall be immediately notified that he may proceed with the disposition of the land in question in accordance with the subdivision procedures and provisions of this Article~~

9. ***Update requirements for public and private streets. Allow private streets to be installed at the discretion of the developer. Allowance for private streets within subdivisions aligns with the requirements of similar jurisdictions in the area. There is potential for reduced maintenance expenses on behalf of the City due to privately maintained streets.***

Sec. 8-14. Applicability.

New streets ~~will generally be dedicated to the city or NC department of transportation~~ shall be designed and constructed in accordance with the requirements of this ordinance. Public or private streets may be utilized at the discretion of the applicant. ~~Private streets are generally only permitted in minor subdivisions or within attached dwelling developments and are also regulated by this section.~~

Sec. 8-16. Conformance with the comprehensive transportation plan (CTP).

The location and design of streets shall be in conformance with the adopted city of Boiling Spring Lakes comprehensive transportation plan (Brunswick County CTP). ~~Where conditions warrant, right-of-way width and pavement width in excess of the minimum street standards may be required.~~

Sec. 8-17. Street standards—public streets.

- (A) All streets within the proposed subdivision and any street upon which any lot within the proposed subdivision has its required frontage and which is not a city or state maintained street shall be graded and paved by the developer in accordance with the most recent version of the NCDOT subdivision roads minimum construction standards. The standards of construction shall be per NCDOT requirements. A certified letter from a registered professional engineer qualified in the work shall be submitted to the city prior to placement in stone base and prior to installation of asphalt. The letter shall certify the results of a NCDOT quality proof roll as witnessed by that professional engineer. Proof rolling identifies areas of poor compaction, high moisture content that is indicated by the truck tires "pumping" as it passes over the soil and areas where organic material may be present.
- (B) All streets must comply with applicable state and local fire codes or deviations approved by the North Carolina state fire marshall.
- (C) The proposed street layout within a subdivision shall be coordinated with the existing street system of the surrounding area, and where possible, existing principal streets shall be extended. No street shall be created which does not provide continuous connection to the existing public street system.
- ~~(D) Where, in the opinion of the planning board, it is necessary to provide for street access to an adjoining property, proposed streets shall be extended by dedication to the boundary of the property and a temporary turnaround shall be provided.~~
- ~~(E) Any development of more than one hundred (100) residential units or additions to existing developments such that the total number of units exceeds one hundred (100) shall be required to provide vehicular access to at least two (2) public streets unless such provision is deemed impractical by the UDO administrator or city engineer due to topography, natural features, or the configuration of adjacent developments.~~

- (~~F~~D) Where new development is adjacent to vacant land likely to be divided in the future, all streets, bicycle paths, and access ways in the development's proposed street system shall continue through to the boundary lines of the area under the same ownership as the subdivision, as determined by the UDO administrator or the city engineer, to provide for the orderly subdivision of such adjacent land or the transportation and access needs of the community. In addition, all redevelopment and street improvement projects shall take advantage of opportunities for retrofitting existing streets to provide increased vehicular and pedestrian connectivity.
- (~~G~~E) In general, permanent culs-de-sac and dead-end streets are discouraged in the design of street systems,. Where culs-de-sac or dead-end streets are used, a turnaround at the closed street end shall be provided which meets or exceeds fire code requirements.
- (~~H~~F) Where a tract of land to be subdivided adjoins a major thoroughfare, the subdivider may be required to provide a marginal access street parallel to the major thoroughfare or reverse frontage on a local street for the lots to be developed adjacent to the major thoroughfare. Where reverse frontage is established, private driveways shall be prevented from having directing access to the major thoroughfare.
- (~~I~~G) *Street Names.* Proposed streets which are obviously in alignment with existing streets shall be given the same name. In assigning new names, duplication of existing names shall be avoided, and in no case shall the proposed name be phonetically similar to existing names irrespective of the use of a suffix, such as street, road, drive, place, court, and the like. Street names shall be subject to the approval of the UDO administrator after review by the Brunswick County GIS department and the Brunswick County sheriff's office.

- (J) Minimum street right-of-way widths shall not be less than the following:

Street Type	Right-of-Way Width
Major Thoroughfares	120 feet
Minor Thoroughfares	80 feet
Collectors	50 feet
Local streets and cul-de-sacs	50 feet

- (K) Pavement widths and grade standards shall be in accordance with the standards of the NCDOT subdivision roads minimum construction standards for the street type.
- (L) Bicycle lanes and/or wide outside lanes shall be incorporated in the design of all minor collectors. On local streets low traffic speeds and volumes allow bicyclists and motorists to safely share the road. Sidewalks are not acceptable as substitutes for bike lanes. Bike lanes shall be a minimum of four (4) feet in width (excluding adjacent curb and gutter, if applicable).
- (M) Streets shall be laid out so as to intersect as nearly as possible at right angles, and no street shall intersect any other street at an angle less than sixty (60) degrees. Intersections which cannot be aligned should be separated by a minimum length of two hundred (200) feet between survey center lines.
- (N) Property lines at street intersections shall be round with a minimum radius of twenty (20) feet. At an angle of intersection of less than seventy-five (75) degrees, a greater radius may be required. Where a street intersects a highway, the design standards of the NCDOT, division of highways shall apply.
- (O) Alternative street designs may be approved by the UDO administrator with plans and street specifications prepared by a licensed professional engineer and reviewed by the appropriate TRC member(s). In no case shall right-of-way widths be less than twenty-six (26) feet and pavement widths less than twenty (20) feet.

Sec. 8-18. ~~Street standards-private streets~~ Additional Private Street Standards.

- (A) Any private street within an attached dwelling or multi-family development must meet the ~~design standards for public streets~~ street standards of Section 8-17.
- (B) Any private street within a minor residential subdivision must have a minimum right of way width of twenty (20) feet which includes the travel way and associated drainage facilities. Any underground utilities may be located within the road right of way or a separate utility right of way. NOTE: A private street within a minor residential subdivision may be required to provide a right of way of fifty (50) feet if the land and lots are arranged to allow the potential conversion of the road to a public road. If the lot arrangement, surrounding development pattern, zoning, and existing city plans indicate conversion is unlikely, the UDO administrator may allow a private road to reduce the right of way width to no less than twenty (20) feet. Future development will not be permitted to use the private street and will be required to upgrade such to the ~~public~~ street standards outlined herein. For this reason, it is encouraged that a minimum fifty (50) right of way be provided.
- ~~(C) Lots for single family detached dwellings may be created with access to a private street provided that:~~
- ~~(1) No more than four (4) lots may have their sole access to the private street;~~
- ~~(2) A new private street shall not be an extension of any existing public or private street; and~~
- ~~(3) A new private street shall not be aligned with an existing public road in such a way as may interfere with any planned extension of the public road.~~
- ~~(D) The intent of this subsection is primarily to allow the creation of not more than four (4) lots with frontage on a private street for single family development. Therefore, the city may not approve any project served by a private street authorized by this subsection in which one (1) or more of the lots thereby created is intended for:~~
- ~~(1) Two (2) family or multi family residential use; or~~
- ~~(2) Any other residential use or nonresidential use that would tend to generate more traffic than that customarily generated by four (4) single family residences.~~
- ~~(E) To ensure that the intent of this subsection is not subverted, the UDO administrator may, among other possible options, require that the approved plans show the types and locations of buildings on each lot or that restrictive covenants limiting the use of the subdivided property in accordance with this section be recorded before final plat approval.~~
- ~~(F) No final plat that shows lots served by private streets may be recorded unless the final plat contains the following notation: "Further subdivision of any lot shown on this plat as served by a private street may be prohibited by the city of Boiling Spring Lakes unified development article".~~
- (G) The recorded plat of any development that includes a private street shall clearly state that such road is a private street and must be accompanied by a private street maintenance agreement that is also recorded.

- 10. *Revisions to the Submission Requirements of Appendix B. Clarify wetlands may be delineated by an appropriate professional, rather than strictly the Army Corps of Engineers. Revise additional submittal standards to align with other local jurisdictions in the region.***

Appendix B. Submission Requirements

Section B.1 Table of plan/plat requirements

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Proposed or approved name of development, project, subdivision, and/or phase.	✓	✓	✓	✓	✓	✓	✓
Location, including township, county, and state.	✓	✓	✓	✓	✓	✓	
Developer/applicant name(s), including mailing address(es) and telephone number(s).	✓	✓	✓	✓			✓
Property owner name(s), including mailing address(es) and telephone number(s).	✓	✓	✓	✓			✓
Name(s) of person(s) or firm(s) preparing the plat/plan, including mailing address(es) and	✓	✓	✓	✓	✓	✓	✓
Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable)	✓	✓	✓	✓	✓	✓	✓
Date of plat/plan preparation and of surveys.	✓	✓	✓	✓	✓	✓	✓
North arrow and orientation.	✓	✓	✓	✓	✓	✓	✓
Map scale, denoted graphically and numerically.	✓1	✓1	✓1	✓2	✓3	✓3	✓
Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.		✓	✓	✓	✓	✓	✓
Exact existing and proposed or pending property boundary lines by bearings and distances and the location of intersecting boundary lines of adjacent lands.				✓	✓	✓	
Approximate existing and proposed property boundary lines of the site and adjacent lands.							✓

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Tax parcel numbers of all existing tracts comprising the site and adjacent tracts.	✓	✓	✓	✓			✓
Names of owners of adjacent tracts, including applicable book and page numbers.		✓	✓	✓	✓	✓	✓
Names and boundaries of adjacent subdivisions of record or under review.		✓	✓	✓			✓
Total acreage of all tracts comprising the plan or plat and adjacent tracts.		✓	✓	✓			✓
Current zoning of site and adjacent tracts.	✓	✓	✓	✓			✓
Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries.		✓	✓	✓			✓
Boundaries of municipal limits, extraterritorial jurisdiction limits, and township limits.	✓	✓	✓	✓	✓	✓	✓
Proposed lot lines, lot and block numbers, and approximate dimensions.				✓			
Lots numbered consecutively throughout the subdivision.					✓	✓	
Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles, radii, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-		✓	✓	✓	✓	✓	

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
tenth of a foot and all angles to the nearest minute.							
Accurate locations and descriptions of all monuments, markets, and control points in accordance with N.C.G.S. 39-32.1, 39-32.2, 39-32.3, and 39-32.4				✓	✓	✓	
Location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.	✓	✓	✓				✓
Location and dimensions of existing and proposed buildings or structures on the site and all adjacent tracts, including existing buildings or structures to be removed. Total number of stories of all multi-story buildings and height of all building must be indicated.	✓	✓	✓				✗
Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.		✓	✓	✓	✓	✓	
Location of roads appearing on officially adopted plans.				✓	✓		✓
Total square footage of existing and proposed impervious surfaces.	✓	✓	✓	✓			
Names, cross sections, approximate grades, and pavement widths of proposed road rights-of-way, including design engineering data for all corners and curves.		✓	✓	✓			

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Type of street dedication, either public or private.		✓	✓	✓	✓	✓	✓4
Where any street is to be dedicated to the public but has not yet been accepted into the local or state street system before lots are sold, a statement explaining the status of the street shall appear on the plat.					✓	✓	
Location, direction, dimensions, and description of existing driveways and private roads.		✓	✓	✓	✓	✓	✓4
Location and dimensions of parking and loading spaces and drive aisles, including handicapped parking.	✓	✓	✓				
Designation of curb and gutter or non-curb within internal parking areas and along adjacent streets and right-of-ways, including curb and gutter plans.		✗	✗	✗			✗
Location and dimensions of existing and proposed sidewalks and accessible access ways.	✓	✓	✓		✓	✓	
Location and dimensions of existing and proposed pedestrian and/or bicycle paths, riding trails, cart paths, etc.	✓	✓	✓	✓			✓
Location and dimensions of existing and proposed bridges.	✓	✓	✓	✓			✓
Location and dimensions of all trash containers and required screening.	✓	✓	✓				
FEMA-designated flood hazard areas, including flood zone designations and map panels.	✓	✓	✓	✓	✓	✓	✓
Location and description of areas of environmental concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.	✓	✓	✓	✓	✓	✓	✓

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.	✓	✓	✓	✓			
Topographic information showing vertical contour every two (2) feet.	✓		✓	✓			
Water courses and water bodies, including rivers, streams, creeks, ponds, and lakes.	✓	✓	✓	✓	✓	✓	✓
Location and dimensions of natural buffers.	✓	✓	✓	✓			✓
Location, dimensions, and description of all areas to be dedicated to the public or to a property owners association.		✓	✓	✓	✓	✓	
Location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.		✗	✗	✗			
Location and size of stormwater basins or other comparable stormwater management mechanisms.	✓	✓	✓	✓			✓
Location and setback of minimum building setback lines.		✓	✓	✓	✗	✗	
Total number and type of dwelling units, by development phase.		✓	✓	✓	✓	✓	✓5
Total number of lots proposed and acreage of smallest lot.		✓	✓	✓	✓	✓	✓5
Residential density, in units per acre.		✓	✓	✓	✓	✓	✓5
Total floor area for each type of use.		✓	✓	✗			✓5
Total area in passive open space.		✓	✓	✓	✓	✓	✓5
Total area in developed active recreational open space.		✓	✓	✓	✓	✓	✓5

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Total number of off-street parking and loading spaces, including handicapped parking spaces.		✓	✓	✓			
A note placed on the plan stating: "Any deviation in this plan shall require approval of the proper approving body."	✗	✗	✗	✗			
A Traffic Impact Analysis, in accordance with Section 7.17, where applicable, shall accompany the plan or plat.		✓	✓	✓			
A copy of an approved NCDOT driveway permit for any street or driveway proposed to intersect with a state-maintained road or any street or driveway that requires amendment to an existing driveway permit.		✓	✓	✗			
A copy of a sedimentation and erosion control plan submitted to NCDEQ which complies with NCGS 113A, Article 4 where land disturbing activity exceeds one acre.			✓	✓	✓		
A copy of any proposed deed or master restrictions, proposed articles of incorporation and by-laws of property owners association, or any other similar covenant. Such restrictions are mandatory where private recreation areas, open spaces, roads, or other amenities are established.				✓	✓	✓	
All certifications required by Appendix B, Section B.2				✓	✓	✓	✓
Any other information considered pertinent by the applicant, UDO Administrator, TRC, Staff, Planning Board, or Board of Commissioners.	✗	✗	✗	✗			✗

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Digital data of all graphical submissions, including plats, site plans, landscaping plans, utility plans, lighting plans, stormwater plans, master plans, etc. in one or more of the following formats: AutoCAD .DWG or DXF versions 12.x through 18.x; MicroStation DGN versions 5.x through 8.x.; ESRI .SHP, MDB, or GDB.	✓	✓	✓	✓	✓	✓	✓
Detailed <u>as-built</u> utility plans, including water, sewer, and stormwater, and showing connections to existing systems or plans for individual water supply systems and sewage disposal systems. Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, gate valves, utility and maintenance easements, and daily estimated sewer flow figures. (NOTE: Type of construction materials and brand of appurtenances will require approval from the City of Boiling Spring Lakes/ Brunswick County Utilities) Plans shall include profiles based on mean sea level datum for gravity sanitary and storm sewers. (NOTE: Detailed plans may be submitted after site plan or preliminary plat are approved and must be approved by the City prior to the issuance of building permits or approval of a final		✓	✓	✓		✓	
A note indicating providers of natural gas, telephone, cable television, and electric service.				✓	✓	✓	
Architectural drawings (including, but not limited to, floor plan, roof		✓	✓				

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
plan, and exterior building elevations)							
Locations, dimensions, and size of required buffers, street yards, foundation planting, screening, and internal parking lot planting areas.	✓	✓	✓				
Location, species, and size of all significant trees pursuant to Section 7.29	✓	✓	✓	✓			
Location and size of all groves of trees to be protected, including the approximate number and species of protected trees.	✓	✓	✓	✓			
Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.	✓	✓	✓				
Approximate locations and species of all existing trees at least 8" DBH. The canopy drip line of those trees shall be delineated. If groves of protected trees exist that will not be removed or disturbed, it is permitted to label the grove as such on the map, stating the approximate number of protected trees and species mix, without specifying data on each individual tree.	✓	✓	✓	✓			
Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.	✓	✓	✓	✓			

11. *Revise plat certificates to align with proposed procedural amendments for subdivisions.*

Section B.2 Plat certifications

(D) Certification of Approval of the Preliminary Plat ~~by the Boiling Spring Lakes Planning Board.~~

The Boiling Spring Lakes ~~Planning Board~~ hereby approves or approves conditionally the _____ Subdivision. If approved conditionally, the specific conditions shall be listed.

_____\Planning Board Chairman or UDO Administrator, City of Boiling Spring Lakes Date

(K) Certificate of Performance Guarantee for Required Improvements.

"A financial guarantee approved by the City of Boiling Spring Lakes ~~Board of Commissioners~~ in the amount of \$ ____ (equal to 125% of probable cost) has been posted with the City to assure completion of all required improvements in the case of default on the part of the Owner(s)/Developer(s)/Responsible Party(ies).

~~Mayor, City of Boiling Spring Lakes~~ UDO Administrator

Date Seal or Stamp

**Ordinance to Amend Article 5, 6, 7, 8, 9, 6,
Appendix A, and Appendix B of the Unified
Development Ordinance (UDO) of the City of
Boiling Spring Lakes, North Carolina**

THAT WHEREAS, the City has enacted a Unified Development Ordinance that controls land development within the City’s incorporated areas; and

WHEREAS, in order to promote the public health, safety and general welfare and to promote the best interests of the City and community, it is necessary from time to time for the City Board of Commissioners to consider appropriate revisions, modifications and additions to the City’s Unified Development Ordinance and Official Zoning Map; and

WHEREAS, the City has initiated a text amendment to in coordination with local development partners and stakeholders and as result of pending legislative activity in the General Assembly to align regulatory standards with the intent of proposed legislation; and

WHEREAS, the Planning Board initially reviewed and deliberated the amendment, and voted to recommend to the City Board of Commissioners to approve the proposed text amendments; and

WHEREAS, pursuant to N. C. General Statutes and City ordinances, a public hearing, properly noticed, was held on October 7, 2025, where public comment was heard and considered by the City Board of Commissioners regarding this issue; and

WHEREAS, the Planning Board and the Board of Commissioners hereby approves the proposed amendments to the Unified Development Ordinance and finds that it (i) is consistent with the City’s comprehensive plan (2017 Land Use Plan), which states “The City shall update the Unified Development Ordinance (UDO) to address legislative changes, site plan review standards, subdivision regulations, dimensional standards, and other items deemed necessary by the Planning Board, Board of Commissioners, and City staff” and (ii) that it is in the public interest because it will advance the public health, safety, and/or welfare of the City of Boiling Spring Lakes.

NOW, THEREFORE, BE IT ORDAINED by the City Board of Commissioners of Boiling Spring Lakes that Unified Development Ordinance Article 5, 6, 7, 8, 9, 6, Appendix A, and Appendix B are hereby amended as follows:

Each proposed amendment is outlined below, including a brief summary of the proposal. Language proposed for removal is depicted by a red double strike through and language proposed for insertion is shown in black underline.

1. ***Remove the requirement for a foundation survey due to duplicative efforts. An as-built survey is required following completion of a project.***

Sec. 9-1. Purpose and applicability.

(D) ~~A foundation survey shall be submitted to the UDO administrator by the applicant upon completion of the building foundation to ensure that setbacks and building orientation match the approved site plan. If the survey is not received within ten (10) days of the foundation inspection, and/or the survey shows that the placement of the building is incorrect, a stop-work order shall be issued, and all construction shall be halted until the problem is remedied.~~ Prior to the issuance of a zoning compliance certificate and a certificate of occupancy or certificate of completion by building inspections, the UDO administrator, or designee, shall conduct a final zoning inspection. A final as-built survey, completed by a licensed surveyor, shall also be required, and shall indicate the location of all site improvements and impervious square footage and percentage. Accessory structures greater than 400 square feet shall also provide a final as-built survey. If the final as-built survey shows that the placement of the building(s) is/are incorrect, as outlined in section 5-7 table of area, setback, living area and height requirements, then the provisions of article 4-4 and 4-5 shall be followed.

Sec. 7-7. Lake regulations.

(M) *Patricia lake (the big lake)*: The setback on this lake shall be from the normal water level. The normal water level for Patricia Lake is thirty-one (31) feet above sea level, i.e., the water level is at the top of the dam spillway. The as-built survey ~~for the foundation footprint~~ shall indicate that the minimum setback is based on the dam spillway elevation.

2. ***Planned Residential Zoning District (PRD) modifications. Include flexibility for the location of housing types to be modified within an approved project so long as there is no increase in density or unit counts. Reduce the minimum lot width to align with housing options more common in today's market. Allow for staff approval of subdivision plats following a duly approved PRD project. PRD projects require initial approval by the Planning Board and Board of Commissioners.***

Sec. 5-3. Primary zoning districts.

(H) *PRD planned residential development district*: This floating zoning district allows for a single development operation or a definitely programmed series of development operations according to an approved master development plan. All PRDs require an amendment to the city's official zoning map, master development plan approval, followed by ~~the major subdivision approval process as specified in this article~~ staff review and approval of associated major or minor subdivision plats or site plans. The minimum amount of land (unified control to be planned and developed as a whole) required for a PRD district shall be at least ten (10) contiguous acres and shall include the creation of at least five (5) new lots. ~~Single-family, two (2)-family, and multi-family residential housing types are permitted. The minimum living area per dwelling unit is seven hundred fifty (750) square feet (minimum square footage requirement does not apply to any structures subject to regulation under the North Carolina Residential Code for one (1) and two (2)-family dwellings).~~

Sec. 8-25. Purpose.

For purposes of this section, a planned residential development (PRD), is planned and developed as an integral unit, in a single development operation or a definitely programmed series of development operations and according to an approved master development plan. All PRDs require an amendment to the city's official zoning map, master development plan approval, followed by ~~the major subdivision approval process as specified in this article~~ staff review and approval of associated major or minor subdivision plats or site plans. Planning Board approval of subsequent plat or plan submittal is not required.

Sec. 8-27. PRD review.

Planned residential development districts may hereafter be established by amendment to the city's official zoning map in concurrence with approval of a master development plan, according to the following procedures:

- (1) An application for a planned residential development shall be accompanied by three (3) hard copies and one (1) digital copy of a master development plan. The UDO administrator shall receive a complete application for a planned residential development, including a master development plan, a minimum of ~~thirty (30)~~ thirty (30) calendar days prior to the meeting at which the PRD will be reviewed. The planned residential development master development plan shall include all items contained in appendix B.
- (2) The technical review committee, as needed, shall review the master development plan and provide any received written ~~recommendation~~ comments to the planning board prior to the planning board meeting at which the master development plan is to be reviewed.
- (3) The UDO administrator shall, in writing, provide a recommendation to the planning board ~~within not more than sixty (60)~~ sixty (60) days following receipt of the complete application for a PRD and associated master development plan. Copies of said master development plan will be included with the UDO administrator's recommendation.
- (4) Following receipt of recommendation from the planning board, the board of commissioners shall approve, conditionally approve, or deny the PRD master development plan.
- (5) The application for a planned residential development shall also be accompanied by an application to amend the zoning map (rezoning) to the planned residential development zoning district. The rezoning application shall be submitted concurrently with the prd master development plan. The procedure for such shall be followed as outlined in article 4. The approved master development plan shall provide the framework for development in the planned residential development.
- (6) Upon approval of the zoning map amendment and master development plan, an applicant may submit an application for a major or minor subdivision as provided in this article. The master development plan shall outline the dimensional standards and density for approval of the ~~major~~ subdivision. Following approval of the master development plan, all subdivision are to be approved administratively by staff, including major subdivision preliminary plats.

Sec. 8-29. PRD design standards.

- (A) All PRD development and subsequent subdivision shall substantially comply with part II transportation/street standards and part III, street lighting.
- (B) Density is the number of dwelling units per acre. Density shall be calculated based on net buildable area. Net buildable area is the total land area within the PRD project property boundary less 404 wetlands ~~defined by the state coastal area management act and/or United States Army Corps of Engineers.~~
- (1) The maximum allowable density for any PRD project shall be twenty (20) dwelling units per acre.
- (C) *Dimensional requirements.* Design and layout of lots within a PRD is intended to allow for flexibility beyond the minimum dimensional requirements of the city's conventional zoning districts.
 - (1) Yards forming the outer boundary of a planned residential development shall be in conformance with the minimum requirements of the applicable residential district. The following dimensional requirements apply to all single-family developments located in a planned residential.
 - (2) *Minimum required lot width:* ~~sixty (60)~~ forty (40) feet. Cul-de-sac lots located in the PRD district shall not have less than ~~forty (40)~~ twenty (20) feet of frontage on the cul-de-sac and the minimum lot

width at the building setback line shall not be less than ~~sixty (60)~~40 feet. Flag lot configurations are discouraged, but shall be considered on a case by case basis.

(3) *Minimum lot frontage*: forty (40) feet, except on the radius of a cul-de-sac where such distance may be reduced to twenty (20) feet if the project uses zero lot line development.

(4) *Minimum required front yard setback*: ~~twenty (20)~~10 feet.

(5) *Minimum required rear yard setback*: twenty (20) feet.

(6) *Side yard setback*: Shall be a minimum of five (5) feet if not utilizing the zero lot line provision. ~~Five (5) feet side yard setbacks are allowed only if the lot(s) are eight thousand (8,000) square feet or less.~~ No above ground utility units shall be placed inside the five (5) foot side setback. Corner lot side yard setbacks shall be a minimum of ~~twenty (20)~~10 feet.

(7) *Maximum height*: forty (40) feet.

(8) *Corner visibility*: In a corner lot, within the area formed by a triangle twenty-five (25) feet from the intersection of right-of-way lines, there shall be no obstruction to vision between a height of two (2) feet and a height.

(D) Unit counts and residential use types. The location of residential use types within the PRD may be modified subject to developer desires without further approval; provided, however, in no case shall the total unit count, density, or development intensity be increased above the approved maximum number for the development. For example, if the developer desires to move an allotted number of multi-family or single-family units to a different location or phase within the development, then they may do so without further approval so long as the overall density or unit count is not increased.

Sec. 5-7. Table of area, setback, living area, and height requirements.

Zoning District	Minimum Lot Area (SF) [1]	Minimum Lot Width (feet) [1]	Minimum Front Setback (feet) [2]	Minimum Side Setback (feet)	Minimum Rear Setback (feet)	Minimum Living Area per Dwelling (SF)	Maximum Building Height (feet)
PRD Planned Residential District	N/A	N/A	N/A	N/A	N/A	750 [3]	40

3. ***Subdivision plat review timeline and approval authority. Reduce plat review timelines to more closely align with proposals by the General Assembly. Require all final subdivision plats to be reviewed and approved by staff. Extend approval timeline from 24 to 36 months to allow for state and federal permits to be received prior to construction.***

Section 8-3-3 Major subdivision preliminary plat review.

(A) For every subdivision within the city's planning jurisdiction, which does not qualify for the minor subdivision procedure, the applicant shall submit a major subdivision application and preliminary plat which shall be reviewed by the technical review committee and approved by the planning board before any construction or installation of improvements may begin. The UDO administrator shall determine if the application is complete prior to initiating review. Three (3) hard copies of the preliminary plat one (1) digital copy shall be submitted to the UDO administrator at least ~~thirty (30)~~21 days prior to the planning

board meeting at which the applicant desires the planning board to review the preliminary plat. Preliminary plats shall meet the specifications in appendix B.

(B) The UDO administrator shall review the preliminary plat before the next regularly scheduled meeting of the planning board ~~which follows at least thirty (30) days~~ after the UDO administrator receives a complete application for a major subdivision preliminary plat.

(C) The technical review committee, ~~as needed~~, shall review the major subdivision preliminary plat and provide a written recommendation to the planning board prior to the planning board meeting at which the preliminary plat is to be reviewed.

(D) The UDO administrator shall, in writing, provide a recommendation to the planning board ~~within sixty (60) days~~ no later than 45 days following receipt of the complete application for a major subdivision preliminary plat. Copies of said plat will be included with the UDO administrator's recommendation.

(E) Approval of the preliminary plat shall remain valid for ~~twenty-four (24) months~~ 36 months. Final plats can continue to be submitted for subsequent sections of the preliminary plat beyond the ~~twenty-four (24) months~~ 36 months provided the first phase receives final approval during the initial ~~twenty-four (24) month~~ 36 month period. The planning board may grant a one (1) year extension of the preliminary plat approval.

(F) *Preliminary plat review standards.* A preliminary plat shall be approved only upon a finding that all of the following standards are met:

- (1) The preliminary plat complies with all applicable standards in this article;
- (2) The preliminary plat complies with all other applicable standards in this article;
- (3) The preliminary plat complies with all requirements or conditions of any applicable development approvals; and
- (4) The preliminary plat complies with all other applicable city regulations.

Sec. 8-3-4 Major subdivision final plat review.

(A) Preparation of final plat and installation of improvements. Upon approval of the preliminary plat, the applicant may proceed with the preparation of the final plat, and the installation of or arrangement for required improvements (section 8-8) in accordance with the approved preliminary plat. Prior to approval of a final plat, the applicant shall have installed the improvements specified in this article, or guaranteed their installation as provided in section 8-3-5. No final plat will be accepted for review by UDO administrator by written notice by the city attorney and city engineer (or consulting engineer) acknowledging compliance with required installation of improvements. The final plat shall constitute only that portion of the preliminary plat which the applicant proposes to record and develop at this time; such portion shall conform to all requirements of this article. All approvals of improvement guarantees ~~are in the sole discretion of the board of commissioners~~ must be reviewed by the city engineer and attorney prior to approval by the UDO Administrator.

~~(See Section 8-3-5). NOTE: Approval for major subdivision final plats subject to financial guarantees shall be the responsibility of the board of commissioners. An advisory recommendation of the planning board is not required.~~

(B) The applicant shall submit the final plat for the first stage of the subdivision to the UDO administrator not more than ~~twenty-four (24) months~~ 36 months after the date on which the preliminary plat was approved; otherwise such approval shall be null and void. For subdivisions developed in stages, each successive final plat for a stage of the subdivision shall be submitted for approval within ~~twenty-four (24) months~~ 36 months of the date of approval of the previous final plat for a stage of the subdivision. The UDO administrator shall determine if the application is complete prior to initiating review.

(C) The final plat shall be prepared by a registered land surveyor currently licensed and registered in the state of North Carolina by the North Carolina state board of registration for professional

engineers and land surveyors. The final plat shall conform to the provision for plats, subdivisions, and mapping requirements set forth in NCGS 47-30 and the standards of practice for land surveying in North Carolina.

- (D) Three (3) hard copies one (1) digital copy of the final plat shall be submitted, one (1) of these shall be on reproducible material, two (2) shall be in accordance with NCGS 47-30, where applicable, and the requirements of the Brunswick County register of deeds.
- (E) The final plat shall meet the specifications in appendix B of this article.
- (F) The technical review committee, as needed, shall review the final plat ~~at least thirty~~ within (30) 21 days after the UDO administrator receives a complete application for a major subdivision final plat and shall provide a written comments to the UDO administrator.
- (G) The UDO administrator shall approve or disapprove the major subdivision final plat ~~within sixty (60)~~ no later than 45 days following receipt of the complete application. If the UDO administrator approves the final plat, such approval shall be shown on each copy of the plat.
- (H) If the final plat is disapproved by the UDO administrator, the reasons for such disapproval shall be stated in writing, specifying the provisions of this article with which the final plat does not comply. If the final plat is disapproved, the applicant may make such changes as will bring the final plat into compliance and resubmit the same for reconsideration by the technical review committee and UDO administrator.
- (I) The applicant shall file the approved final plat with the register of deeds of Brunswick County within thirty (30) days of the UDO administrator's approval; otherwise, such approval shall be null and void.
- (J) A final plat shall be approved only upon a finding that all of the following standards are met:
 - (1) The final plat is in substantial conformity with the approved preliminary plat (if applicable);
 - (2) The final plat complies with all applicable standards in this article;
 - (3) The final plat complies with all other relevant provisions of this article;
 - (3) The performance guarantee, where applicable, is approved by the city attorney and city engineer;
 - (4) The final plat complies with all other relevant city regulations; and
 - (5) The final plat includes all required certificates

Sec. 8-3-5 Performance guarantee review.

- (A) *Agreement and security required.* In lieu of requiring the completion, installation and dedication of all required improvements prior to final plat approval or approval, the city may enter into an agreement with the applicant whereby the applicant shall agree to complete all required improvements. The cost of completing the improvements should be estimated under seal by an engineer for the applicant and submitted to the city's engineer for review ~~and approval at least thirty (30) days before the final plat is reviewed by the board of commissioners~~ within 21 days of receipt of a complete application. Once said agreement is signed by both parties, and the security required herein is provided, the final plat may be approved by ~~the board of commissioners subject to review and recommendation by the technical review committee and~~ UDO administrator, if all other requirements of this article are met. To secure this agreement, the applicant shall provide, ~~subject to the approval of the board of commissioners,~~ either one (1) or a combination of the following guarantees equal to one and twenty-five one-hundredths (1.25) times the entire cost as provided herein:
 - (1) Surety performance bond(s). The applicant shall obtain a performance bond(s) from a surety bonding company authorized to do business in North Carolina. The bond(s) shall be payable to the city of Boiling Spring Lakes, and shall be in the amount equal to one and twenty-five one-

hundredths (1.25) times the entire cost of installing all required improvements, as determined through cost estimates provided by the applicant, and ~~approved by the board of commissioners~~ reviewed by the city engineer. The duration of the bond(s) shall be until such time as the improvements are approved by the city engineer and/or accepted by the board of commissioners or appropriate agency. If a performance guarantee is likely to expire prior to the completion of the required improvements, the performance guarantee shall be extended, or a new performance guarantee issued. Such extension shall only be issued for the duration necessary to complete the required improvements. If a new performance guarantee is issued, the amount shall be one and twenty-five one-hundredths (1.25) times the cost of incomplete improvements as determined through cost estimates provided by the applicant. All cost estimates shall be signed and sealed by a licensed engineer.

- (2) Cash or equivalent security. The applicant shall deposit cash or an irrevocable letter of credit, either with the city of Boiling Spring Lakes or in escrow with a financial institution designated as an official depository of the city. The use of any instrument other than cash shall be subject to the approval of the ~~board of commissioners~~ city manager's office. The amount of deposit shall be equal to one and twenty-five one-hundredths (1.25) times the cost, as estimated by the applicant and approved by the city's engineer ~~and board of commissioners~~, of installing all required improvements.
- (B) If cash or other instrument is deposited in escrow with a financial institution as provided above, then the applicant shall file with the board of commissioners an agreement between the financial institution and himself guaranteeing the following:
 - (1) That such escrow account shall be held in trust until released by the ~~board of commissioners~~ city, and may not be used or pledged by the applicant or applicant in any other matter during the term of the escrow; and
 - (2) That in the case of a failure on the part of the applicant to complete said improvements, the financial institution shall, upon notification by the ~~board of commissioners~~ city, and submission by the ~~board of commissioners~~ city to the financial institution of an engineer's estimate of the amount needed to complete the improvements, immediately either pay to the city the funds estimated to complete the improvement, up to the full balance of the escrow account, or deliver to the city any other instruments fully endorsed or otherwise made payable in full to the city.
- (C) The developer/applicant for a project shall make a cash payment to the City for the costs of any and all off-site roadway improvements as a fee before a building permit will be issued for such project, unless the developer/applicant elects to make the improvements as part of the project's costs or other required bond and, in such case, developer/applicant shall bond the costs of such roadway improvements at one and twenty-five one-hundredths (1.25) times the total off-site roadway costs in favor of the city.
- (D) Default. Upon default, meaning failure on the part of the applicant to complete the required improvements in a timely manner as spelled out in the performance bond or escrow agreement, then the surety, or the financial institution holding the escrow account, shall, if requested by the ~~board of commissioners~~ city, pay all or any portion of the bond or escrow fund to the city of Boiling Spring Lakes, up to the amount needed to complete the improvements based on the city engineer's estimate. Upon payment, the board of commissioners, in its discretion, may expend such portion of said funds as it deems necessary to complete all or any portion of the required improvements. The city shall return to the applicant any funds not spent in completing the improvements.
- (E) Release of guarantee security. The ~~board of commissioners~~ city may release a portion of any security posted as the improvements are completed, not to exceed once per month. If the ~~board of commissioners~~ city engineer approves said improvements, then it shall immediately release any security posted.

4. ***Technical Review Committee (TRC) clarifications. Provide additional information regarding the applicability of the TRC during the development review process.***

Sec. 3-3. Powers and duties.

The UDO administrator or designee may convene the TRC to review and provide recommendations on applications for site-specific development approval including, but not limited to, special use permits, subdivision plats, variances, development agreements, and rezoning's. No staff member shall make a recommendation on an administrative, legislative, or quasi-judicial decision if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member, or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship. ~~When TRC review is required in accordance with development approval, such review~~ shall be ~~mandatory~~ subject to the discretion ~~and the responsibility~~ of the UDO administrator.

Sec. A.3 Definitions.

Technical review committee

The purpose of the Technical Review Committee is to facilitate communication and coordination between departments responsible for development review. ~~A committee established to review technical aspects of proposed development.~~ The Technical Review Procedure may be used to review all applications for any application for development approval. Such procedure shall consist of a review by the appropriate technical staff and departments at the discretion of the UDO Administrator. Any findings or recommendations shall be provided to the applicant and applicable approval authority for review purposes. The UDO Administrator may request the participation of professional experts or a representative from consulting agencies, county, regional, or state agencies if the UDO Administrator determines that such entities can provide expertise concerning the proposed development. Such committee may provide recommendations through digital communications or during a scheduled in-person meeting at the discretion of the UDO Administrator.

5. ***Clarification for the definition of multi-family to include townhomes, condos, and apartments. In addition, clarify that the minimum acreage size is not applicable to multi-family projects that have been approved as part of a Master Development Plan.***

Multi-family residential

A tract or tracts of land containing one or more multi-family dwellings.

Dwelling, multi-family

A building containing three (3) or more dwelling units, except where permitted as an accessory use. Multi-family dwellings shall include townhomes, condos, or apartments where three (3) or more dwelling units are located in a building.

Sec. 6-40. Multi-family residential (including townhouses).

- (A) In the C-1 and C-C zoning district, multi-family residential uses are only permitted on a contiguous tract or tracts of land consisting of five (5) or more contiguous acres. Development subject to an approved Master Development plan is exempt from this requirement.

- (B) A multi-family residential use shall be located on a tract or tracts of land under single, individual, corporate, firm partnership, or association ownership, or under common control evidenced by duly recorded contracts or agreements; planned and developed as an integral unit in a single development operation or in a definitively programmed series of development operations. The development shall have a unified or coordinated design of buildings and/or a coordinated organization of service areas and common open space.
- (C) Any multi-family residential use having more than one hundred (100) dwelling units shall be equipped throughout with two (2) separate and approved fire apparatus access roads. However, multi-family residential projects having up to two hundred (200) dwelling units may be allowed to provide a single approved fire apparatus access road when all buildings (including nonresidential occupancies) are equipped throughout with approved automatic sprinkler systems installed in compliance with state and local fire codes or deviations approved by the North Carolina state fire marshall.
- (D) The maximum allowable density for any multi-family residential use shall be twenty (20) units per acre.
- (E) *Design standards.* Multi-family residential uses shall meet the all applicable design and performance standards or requirements as noted in [articles 7, 8 and 9](#), in addition to the following:

- (1) Any group of buildings forming a courtyard shall provide adequate access for emergency vehicles to enter such courtyard in compliance with state and local fire codes or deviations approved by the North Carolina state fire marshal.
- (2) The use of features such as plazas, patios and courtyards should be used when practical. The features and spaces should enhance the development's role as an integral part of the community.
- (3) Sidewalks and/or paths shall be constructed within the development to link the interior of the development with residential buildings within the development and to other destinations such as, but not limited to, adjoining streets, mailboxes, trash disposal areas, onsite amenity areas and the like.
- (4) There shall be maintained at least fifteen (15) feet of separation between individual and unattached buildings. Townhomes shall be exempt from this requirement and shall be subject to the most current version of the North Carolina Building Code.

6. *Update language pertaining to dimensional requirements for easements. The specific requirements for utility easements are determined at the discretion of the provider, rather than the City.*

8-6-4 Easements.

- (A) Easements for underground utilities shall be provided, where necessary, ~~across lots or centered on rear or side lot lines and shall be at least twenty (20) feet minimum width for water and sanitary sewer lines and as required by the companies involved for telephone, gas, power lines, and cable TV. The technical review committee (TRC) will determine whether one (1) easement is sufficient or whether several easements are necessary to accommodate the various facilities, and the subdivider shall provide the required easements.~~

(B) Where a subdivision is traversed by a stream or drainage way, an easement shall be provided conforming with the ~~lines of the stream and of sufficient width as will be adequate for the purpose~~ regulations of the authority having jurisdiction at the time of development. All easements, including width, shall conform with all state and federal requirements. A professional engineer shall design all major drainage networks. A registered surveyor may design all incidental drainage.

7. ***Revise sidewalk requirements for subdivisions of 10 or more lots to only require installation on one side of the road. This will help reduce overall impervious surface coverage, while still allowing developers to construct sidewalks along both sides of the road at their discretion. In addition, it will reduce potential encroachment of vehicles parked in driveways that may extend into the sidewalk area.***

Sec. 8-7. Required improvements.

(A) Each subdivision of this article shall contain the following improvements, where applicable:

- (8) For subdivisions of ten (10) or more lots, sidewalks as provided in section 8-~~18~~19.

Sec. 8-19. Sidewalks.

(A) Sidewalks shall be required on one side of the street for all subdivisions that cumulatively propose the creation of ten (10) or more lots.

~~(B) Sidewalks shall be required on both sides of the street for all subdivisions that cumulatively propose the creation of more than fifty (50) lots.~~

~~(C) Where residential developments have cul-de-sac or dead-end streets, such streets shall be connected to the closest local or collector street or to cul-de-sac in adjoining subdivisions via a sidewalk or multi-use path, except where deemed impractical by the UDO administrator.~~

~~(D)~~ Sidewalks required shall ~~be constructed to a minimum width of five (5) feet, and shall~~ consist of a minimum thickness of five (5) inches of concrete reinforced with steel concrete reinforcing wire. All sidewalks shall be placed in the right-of-way and shall meet ADA standards. All proposed standards are subject to review and recommendation by the TRC.

8. ***Remove the school site reservation provision as the City does not currently have school sites identified in the Comprehensive Plan. In addition, as part of the TRC process, the school district is notified of any large residential housing projects.***

~~Sec. 8-12. Reservation of school sites.~~

~~When a preliminary subdivision plat is submitted for approval, in which according to the comprehensive plan a school site should be reserved, the board of commissioners shall notify the county board of education that the subdivision has been submitted for approval and that under the article a school site may be reserved therein. In reviewing the subdivision and giving approval thereto, the board of commissioners shall consult the board of education in determining the exact size and location of any school site to be reserved therein. Before the preliminary plat of the subdivision is approved, the board of education shall determine whether or not it wishes to have a school site reserved in the subdivision. If the board of education wishes to have a school site reserved in the subdivision, the subdivision as finally approved shall reserve a school site of a size and location agreeable to the board of education and the board of commissioners. The board of education shall then have eighteen (18) months beginning on the date of final plat approval of the subdivision within which to acquire the site. If the board of education has not either purchased or begun proceeding to acquire the site within eighteen (18) months after the subdivision is finally approved, the subdivider shall be immediately notified that he may proceed with the~~

~~disposition of the land in question in accordance with the subdivision procedures and provisions of this Article~~

9. *Update requirements for public and private streets. Allow private streets to be installed at the discretion of the developer. Allowance for private streets within subdivisions aligns with the requirements of similar jurisdictions in the area. There is potential for reduced maintenance expenses on behalf of the City due to privately maintained streets.*

Sec. 8-14. Applicability.

New streets ~~will generally be dedicated to the city or NC department of transportation~~ shall be designed and constructed in accordance with the requirements of this ordinance. Public or private streets may be utilized at the discretion of the applicant. ~~Private streets are generally only permitted in minor subdivisions or within attached dwelling developments and are also regulated by this section.~~

Sec. 8-16. Conformance with the comprehensive transportation plan (CTP).

The location and design of streets shall be in conformance with the adopted city of Boiling Spring Lakes comprehensive transportation plan (Brunswick County CTP). ~~Where conditions warrant, right-of-way width and pavement width in excess of the minimum street standards may be required.~~

Sec. 8-17. Street standards~~-public streets.~~

- (A) All streets within the proposed subdivision and any street upon which any lot within the proposed subdivision has its required frontage and which is not a city or state maintained street shall be graded and paved by the developer in accordance with the most recent version of the NCDOT subdivision roads minimum construction standards. The standards of construction shall be per NCDOT requirements. A certified letter from a registered professional engineer qualified in the work shall be submitted to the city prior to placement in stone base and prior to installation of asphalt. The letter shall certify the results of a NCDOT quality proof roll as witnessed by that professional engineer. Proof rolling identifies areas of poor compaction, high moisture content that is indicated by the truck tires "pumping" as it passes over the soil and areas where organic material may be present.
- (B) All streets must comply with applicable state and local fire codes or deviations approved by the North Carolina state fire marshall.
- (C) The proposed street layout within a subdivision shall be coordinated with the existing street system of the surrounding area, and where possible, existing principal streets shall be extended. No street shall be created which does not provide continuous connection to the existing public street system.
- ~~(D) Where, in the opinion of the planning board, it is necessary to provide for street access to an adjoining property, proposed streets shall be extended by dedication to the boundary of the property and a temporary turnaround shall be provided.~~
- ~~(E) Any development of more than one hundred (100) residential units or additions to existing developments such that the total number of units exceeds one hundred (100) shall be required to provide vehicular access to at least two (2) public streets unless such provision is deemed impractical by the UDO administrator or city engineer due to topography, natural features, or the configuration of adjacent developments.~~
- ~~(F)~~ Where new development is adjacent to vacant land likely to be divided in the future, all streets, bicycle paths, and access ways in the development's proposed street system shall continue through to the boundary lines of the area under the same ownership as the subdivision, as determined by the UDO administrator or the city engineer, to provide for the orderly subdivision of such adjacent

land or the transportation and access needs of the community. In addition, all redevelopment and street improvement projects shall take advantage of opportunities for retrofitting existing streets to provide increased vehicular and pedestrian connectivity.

- (G) In general, permanent culs-de-sac and dead-end streets are discouraged in the design of street systems,. Where culs-de-sac or dead-end streets are used, a turnaround at the closed street end shall be provided which meets or exceeds fire code requirements.
- (H) Where a tract of land to be subdivided adjoins a major thoroughfare, the subdivider may be required to provide a marginal access street parallel to the major thoroughfare or reverse frontage on a local street for the lots to be developed adjacent to the major thoroughfare. Where reverse frontage is established, private driveways shall be prevented from having directing access to the major thoroughfare.
- (I) *Street Names.* Proposed streets which are obviously in alignment with existing streets shall be given the same name. In assigning new names, duplication of existing names shall be avoided, and in no case shall the proposed name be phonetically similar to existing names irrespective of the use of a suffix, such as street, road, drive, place, court, and the like. Street names shall be subject to the approval of the UDO administrator after review by the Brunswick County GIS department and the Brunswick County sheriff's office.
- (J) Minimum street right-of-way widths shall not be less than the following:

Street Type	Right-of-Way Width
Major Thoroughfares	120 feet
Minor Thoroughfares	80 feet
Collectors	50 feet
Local streets and cul-de-sacs	50 feet

- (K) Pavement widths and grade standards shall be in accordance with the standards of the NCDOT subdivision roads minimum construction standards for the street type.
- (L) Bicycle lanes and/or wide outside lanes shall be incorporated in the design of all minor collectors. On local streets low traffic speeds and volumes allow bicyclists and motorists to safely share the road. Sidewalks are not acceptable as substitutes for bike lanes. Bike lanes shall be a minimum of four (4) feet in width (excluding adjacent curb and gutter, if applicable).
- (M) Streets shall be laid out so as to intersect as nearly as possible at right angles, and no street shall intersect any other street at an angle less than sixty (60) degrees. Intersections which cannot be aligned should be separated by a minimum length of two hundred (200) feet between survey center lines.
- (N) Property lines at street intersections shall be round with a minimum radius of twenty (20) feet. At an angle of intersection of less than seventy-five (75) degrees, a greater radius may be required. Where a street intersects a highway, the design standards of the NCDOT, division of highways shall apply.
- (O) Alternative street designs may be approved by the UDO administrator with plans and street specifications prepared by a licensed professional engineer and reviewed by the appropriate TRC member(s). In no case shall right-of-way widths be less than twenty-six (26) feet and pavement widths less than twenty (20) feet.

Sec. 8-18. ~~Street standards-private streets~~Additional Private Street Standards.

- (A) Any private street within an attached dwelling or multi-family development must meet the ~~design standards for public streets~~street standards of Section 8-17.
- (B) Any private street within a minor residential subdivision must have a minimum right of way width of twenty (20) feet which includes the travel way and associated drainage facilities. Any underground

utilities may be located within the road right of way or a separate utility right of way. NOTE: A private street within a minor residential subdivision may be required to provide a right of way of fifty (50) feet if the land and lots are arranged to allow the potential conversion of the road to a public road. If the lot arrangement, surrounding development pattern, zoning, and existing city plans indicate conversion is unlikely, the UDO administrator may allow a private road to reduce the right of way width to no less than twenty (20) feet. Future development will not be permitted to use the private street and will be required to upgrade such to the ~~public~~ street standards outlined herein. For this reason, it is encouraged that a minimum fifty (50) right of way be provided.

- ~~(C) Lots for single family detached dwellings may be created with access to a private street provided that:~~
 - ~~(1) No more than four (4) lots may have their sole access to the private street;~~
 - ~~(2) A new private street shall not be an extension of any existing public or private street; and~~
 - ~~(3) A new private street shall not be aligned with an existing public road in such a way as may interfere with any planned extension of the public road.~~
- ~~(D) The intent of this subsection is primarily to allow the creation of not more than four (4) lots with frontage on a private street for single family development. Therefore, the city may not approve any project served by a private street authorized by this subsection in which one (1) or more of the lots thereby created is intended for:~~
 - ~~(1) Two (2) family or multi family residential use; or~~
 - ~~(2) Any other residential use or nonresidential use that would tend to generate more traffic than that customarily generated by four (4) single family residences.~~
- ~~(E) To ensure that the intent of this subsection is not subverted, the UDO administrator may, among other possible options, require that the approved plans show the types and locations of buildings on each lot or that restrictive covenants limiting the use of the subdivided property in accordance with this section be recorded before final plat approval.~~
- ~~(F) No final plat that shows lots served by private streets may be recorded unless the final plat contains the following notation: "Further subdivision of any lot shown on this plat as served by a private street may be prohibited by the city of Boiling Spring Lakes unified development article".~~
- (G) The recorded plat of any development that includes a private street shall clearly state that such road is a private street and must be accompanied by a private street maintenance agreement that is also recorded.

10. *Revisions to the Submission Requirements of Appendix B. Clarify wetlands may be delineated by an appropriate professional, rather than strictly the Army Corps of Engineers. Revise additional submittal standards to align with other local jurisdictions in the region.*

Appendix B. Submission Requirements

Section B.1 Table of plan/plat requirements

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Proposed or approved name of development, project, subdivision, and/or phase.	✓	✓	✓	✓	✓	✓	✓
Location, including township, county, and state.	✓	✓	✓	✓	✓	✓	
Developer/applicant name(s), including mailing address(es) and telephone number(s).	✓	✓	✓	✓			✓
Property owner name(s), including mailing address(es) and telephone number(s).	✓	✓	✓	✓			✓
Name(s) of person(s) or firm(s) preparing the plat/plan, including mailing address(es) and	✓	✓	✓	✓	✓	✓	✓
Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable)	✓	✓	✓	✓	✓	✓	✓
Date of plat/plan preparation and of surveys.	✓	✓	✓	✓	✓	✓	✓
North arrow and orientation.	✓	✓	✓	✓	✓	✓	✓
Map scale, denoted graphically and numerically.	✓1	✓1	✓1	✓2	✓3	✓3	✓
Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.		✓	✓	✓	✓	✓	✓
Exact existing and proposed or pending property boundary lines by bearings and distances and the location of intersecting boundary lines of adjacent lands.				✓	✓	✓	
Approximate existing and proposed property boundary lines of the site and adjacent lands.							✓
Tax parcel numbers of all existing tracts comprising the site and adjacent tracts.	✓	✓	✓	✓			✓

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Names of owners of adjacent tracts, including applicable book and page numbers.		✓	✓	✓	✓	✓	✓
Names and boundaries of adjacent subdivisions of record or under review.		✓	✓	✓			✓
Total acreage of all tracts comprising the plan or plat and adjacent tracts.		✓	✓	✓			✓
Current zoning of site and adjacent tracts.	✓	✓	✓	✓			✓
Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries.		✓	✓	✓			✓
Boundaries of municipal limits, extraterritorial jurisdiction limits, and township limits.	✓	✓	✓	✓	✓	✓	✓
Proposed lot lines, lot and block numbers, and approximate dimensions.				✓			
Lots numbered consecutively throughout the subdivision.					✓	✓	
Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles, radii, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.		✓	✓	✓	✓	✓	
Accurate locations and descriptions of all monuments, markets, and control points in				✓	✓	✓	

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
accordance with N.C.G.S. 39-32.1, 39-32.2, 39-32.3, and 39-32.4							
Location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.	✓	✓	✓				✓
Location and dimensions of existing and proposed buildings or structures on the site and all adjacent tracts, including existing buildings or structures to be removed. Total number of stories of all multi-story buildings and height of all building must be indicated.	✓	✓	✓				✗
Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.		✓	✓	✓	✓	✓	
Location of roads appearing on officially adopted plans.				✓	✓		✓
Total square footage of existing and proposed impervious surfaces.	✓	✓	✓	✓			
Names, cross sections, approximate grades, and pavement widths of proposed road rights-of-way, including design engineering data for all corners and curves.		✓	✓	✓			
Type of street dedication, either public or private.		✓	✓	✓	✓	✓	✓4
Where any street is to be dedicated to the public but has not yet been accepted into the local or state street system					✓	✓	

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
before lots are sold, a statement explaining the status of the street shall appear on the plat.							
Location, direction, dimensions, and description of existing driveways and private roads.		✓	✓	✓	✓	✓	✓4
Location and dimensions of parking and loading spaces and drive aisles, including handicapped parking.	✓	✓	✓				
Designation of curb and gutter or non-curb within internal parking areas and along adjacent streets and right-of-ways, including curb and gutter plans.		✗	✗	✗			✗
Location and dimensions of existing and proposed sidewalks and accessible access ways.	✓	✓	✓		✓	✓	
Location and dimensions of existing and proposed pedestrian and/or bicycle paths, riding trails, cart paths, etc.	✓	✓	✓	✓			✓
Location and dimensions of existing and proposed bridges.	✓	✓	✓	✓			✓
Location and dimensions of all trash containers and required screening.	✓	✓	✓				
FEMA-designated flood hazard areas, including flood zone designations and map panels.	✓	✓	✓	✓	✓	✓	✓
Location and description of areas of environmental concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.	✓	✓	✓	✓	✓	✓	✓
Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.	✓	✓	✓	✓			

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Topographic information showing vertical contour every two (2) feet.	✓		✓	✓			
Water courses and water bodies, including rivers, streams, creeks, ponds, and lakes.	✓	✓	✓	✓	✓	✓	✓
Location and dimensions of natural buffers.	✓	✓	✓	✓			✓
Location, dimensions, and description of all areas to be dedicated to the public or to a property owners association.		✓	✓	✓	✓	✓	
Location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.		✗	✗	✗			
Location and size of stormwater basins or other comparable stormwater management mechanisms.	✓	✓	✓	✓			✓
Location and setback of minimum building setback lines.		✓	✓	✓	✗	✗	
Total number and type of dwelling units, by development phase.		✓	✓	✓	✓	✓	✓5
Total number of lots proposed and acreage of smallest lot.		✓	✓	✓	✓	✓	✓5
Residential density, in units per acre.		✓	✓	✓	✓	✓	✓5
Total floor area for each type of use.		✓	✓	✗			✓5
Total area in passive open space.		✓	✓	✓	✓	✓	✓5
Total area in developed active recreational open space.		✓	✓	✓	✓	✓	✓5
Total number of off-street parking and loading spaces, including handicapped parking spaces.		✓	✓	✓			
A note placed on the plan stating: "Any deviation in this plan shall require approval of the proper approving body."	✗	✗	✗	✗			

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
A Traffic Impact Analysis, in accordance with Section 7.17, where applicable, shall accompany the plan or plat.		✓	✓	✓			
A copy of an approved NCDOT driveway permit for any street or driveway proposed to intersect with a state-maintained road or any street or driveway that requires amendment to an existing driveway permit.		✓	✓	✗			
A copy of a sedimentation and erosion control plan submitted to NCDEQ which complies with NCGS 113A, Article 4 where land disturbing activity exceeds one acre.			✓	✓	✓		
A copy of any proposed deed or master restrictions, proposed articles of incorporation and by-laws of property owners association, or any other similar covenant. Such restrictions are mandatory where private recreation areas, open spaces, roads, or other amenities are established.				✓	✓	✓	
All certifications required by Appendix B, Section B.2				✓	✓	✓	✓
Any other information considered pertinent by the applicant, UDO Administrator, TRC, Staff, Planning Board, or Board of Commissioners.	✗	✗	✗	✗			✗
Digital data of all graphical submissions, including plats, site plans, landscaping plans, utility plans, lighting plans, stormwater plans, master plans, etc. in one or more of the following formats: AutoCAD .DWG or DXF versions 12.x through 18.x; MicroStation DGN versions 5.x through 8.x; ESRI .SHP, MDB, or GDB.	✓	✓	✓	✓	✓	✓	✓

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Detailed <u>as-built</u> utility plans, including water, sewer, and stormwater, and showing connections to existing systems or plans for individual water supply systems and sewage disposal systems. Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, gate valves, utility and maintenance easements, and daily estimated sewer flow figures. (NOTE: Type of construction materials and brand of appurtenances will require approval from the City of Boiling Spring Lakes/ Brunswick County Utilities) Plans shall include profiles based on mean sea level datum for gravity sanitary and storm sewers. (NOTE: Detailed plans may be submitted after site plan or preliminary plat are approved and must be approved by the City prior to the issuance of building permits or approval of a final		✓	✓	✓		✓	
A note indicating providers of natural gas, telephone, cable television, and electric service.				✓	✓	✓	
Architectural drawings (including, but not limited to, floor plan, roof plan, and exterior building elevations)		✓	✓				
Locations, dimensions, and size of required buffers, street yards, foundation planting, screening, and internal parking lot planting areas.	✓	✓	✓				
Location, species, and size of all significant trees pursuant to Section 7.29	✓	✓	✓	✓			
Location and size of all groves of trees to be protected, including	✓	✓	✓	✓			

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
the approximate number and species of protected trees.							
Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.	✓	✓	✓				
Approximate locations and species of all existing trees at least 8" DBH. The canopy drip line of those trees shall be delineated. If groves of protected trees exist that will not be removed or disturbed, it is permitted to label the grove as such on the map, stating the approximate number of protected trees and species mix, without specifying data on each individual tree.	✓	✓	✓	✓			
Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.	✓	✓	✓	✓			

11. *Revise plat certificates to align with proposed procedural amendments for subdivisions.*

Section B.2 Plat certifications

(D) Certification of Approval of the Preliminary Plat ~~by the Boiling Spring Lakes Planning Board.~~

The Boiling Spring Lakes ~~Planning Board~~ hereby approves or approves conditionally the _____ Subdivision. If approved conditionally, the specific conditions shall be listed.

_____ \Planning Board Chairman or UDO Administrator, City of Boiling Spring Lakes Date

(K) Certificate of Performance Guarantee for Required Improvements.

"A financial guarantee approved by the City of Boiling Spring Lakes ~~Board of Commissioners~~ in the amount of \$ ____ (equal to 125% of probable cost) has been posted with the City to assure completion of all required improvements in the case of default on the part of the Owner(s)/Developer(s)/Responsible Party(ies).

~~Mayor, City of Boiling Spring Lakes~~ UDO Administrator

Date Seal or Stamp

City of Boiling Spring Lakes

By: Mayor

ATTEST:

City Clerk



To: City of Boiling Spring Lakes Board of Commissioners
From: Anchorpoint Planning: Wes MacLeod, AICP, ASLA
Date: September 24, 2025
Re: Conditional Zoning Amendment

INTRODUCTION

As part of a larger conversation regarding City's development regulations, the Board has indicated an interest in providing an avenue for considering more flexibility in future proposals that may wish to incorporate commercial and residential uses within the same tracts.

In order to broaden the types of proposals that may be presented while allowing the City the discretion to balance additional flexibility with preservation of commercial areas to serve the current and future needs of the community, staff recommend the inclusion of Conditional Zoning as a tool for future development requests.

At their meeting held September 9th, after review, the Planning Board voted to recommend approval of the proposed conditional zoning amendment to the Board of Commissioners.

WHAT IS CONDITIONAL ZONING?

Conditional zoning utilizes site specific standards and conditions to regulate future development based upon a legislatively approved rezoning. In North Carolina, traditionally, any conditions imposed on a development approval came as a result of a special use approval process. That process utilizes a quasi-judicial procedure for applicants seeking approval. While this process is still available to potential applicants, it can be burdensome for staff and decision makers to navigate. In addition, development applicants can be weary of the process and the requirements associated with the quasi-judicial hearing. Because of the complex hearing process, neighbors, who are notified of the hearing by statute, may be confused as to their rights for participating in the decision making process. By law, only the attendees who have special standing per statute are allowed to participate in the deliberations. This inevitably results in some level of alienation and confusion among the attending public.

The conditional zoning procedure utilizes a legislative approval process, allowing any attendees to participate and provide feedback to the development applicants. Moreover, during the required public/legislative hearing any and all comments by the public may be

taken into account by the decision makers. This is a stark difference between the quasi-judicial zoning process whereby only the testimony by individuals with standing that meet the requirements for competent, material, and substantial evidence may be taken into consideration. A few key differences between the conditional zoning and special use approval process are provided below.

Conditional Zoning	Special Use
Legislative Decision based on citizen input.	Quasi-judicial decision based upon substantial, competent, and material evidence and citizens with standing.
Broad discretion to approve or deny a proposal.	Must approve a proposal if burden of proof is met.
Limited recourse following decision on a proposal – elected board’s wisdom is not questioned.	Decision commonly appealed to Superior Court.
No limit on discussion of the proposal.	No undisclosed ex parte communication.
Limited conflict of interest concerns – financial and familial.	Stringent conflict of interest provisions – financial, familial, ex parte, and impartial decision maker.

Conditional zoning strives for “win-win” development solutions. This is due to the negotiated conditions attached to a potential project. Such scenarios result when the development applicant may be able to seek an approval that otherwise would not be permitted in favor of providing some additional benefits to the community based upon public feedback. An example may be the permitting of reduced setbacks in favor of providing a more robust stormwater facility than would otherwise be required.

Key downsides of conditional zoning include the staff time required for administration, approvals which may become null and void due to inactivity.

AMENDMENTS

The proposed amendment is outlined below. Language proposed for removal is depicted by a red double strike through and language proposed for insertion is shown in black underline.

Sec. 4-6. Conditional Zoning Procedure

4-6-1 Application and Conditional Zoning Review Procedure

- (A) The application for a conditional rezoning approval shall also be accompanied by an application to amend the zoning map (rezoning) to the conditional development zoning district. The rezoning application shall be submitted concurrently with the conditional zoning master development plan. The approved master development plan shall provide the framework for development in the conditional zoning district. All applications must include a master development plan, supporting information and text which specifies the use or uses

intended for the property, dimensional standards, and any development standards to be approved concurrently with the rezoning application. Development standards include such things as parking, landscaping, design guidelines, and buffers.

- (B) Applications and proposals for conditional zoning approval within the following nonresidential zoning districts (C-1, C-1A, C-C, and I-1) shall not be subject to a minimum size threshold. No conditional zoning proposals shall be considered within the CON or REC zoning districts. Within residential districts (R-1, R-2, R-3, R-3A, R-4, R-5, R-6), a minimum 10-acre contiguous tract is required for any conditional zoning request. Such tract may consist of individually-owned parcels under single site control through a duly established agent agreement.
- (C) An application for conditional zoning approval shall be accompanied by 3 hard copies and one (1) digital copy of a conditional zoning master development plan.
- (D) The master development plan shall be prepared by and sealed by a licensed land surveyor, landscape architect, or engineer registered to practice in the state of North Carolina. The master development plan shall include the submission requirements contained in Appendix B. For nonresidential projects, the master development plan may be prepared in accordance with the requirements for major site plans to satisfy the site plan approval process thus necessitating only the issuance of a zoning permit following approval.
- (E) The UDO Administrator or his/her designee will review the conditional zoning master development plan and may require a Technical Review Procedure. Comments and review statements shall be included in the UDO Administrator's staff report to the Planning Board which shall be provided no later than 45 days following receipt of a complete application.
- (F) The Planning Board shall provide a recommendation to the Board of Commissioners within 30 days following receipt of the application for a conditional zoning district proposal and associated master development plan.
- (G) Following receipt of recommendation from the Planning Board, the Board of Commissioners shall approve, conditionally approve, or deny the conditional zoning master development plan.
- (H) When evaluating an application for the creation of a conditional zoning district, the Planning Board and Board of Commissioners shall consider the following:

 - (1) The application's consistency to the general policies and objectives of the City's Comprehensive Plan, any other officially adopted plan that is applicable, and the Unified Development ordinance.
 - (2) The potential impacts and/or benefits on the surrounding area, adjoining properties.
 - (3) The report of results from the public input meeting.
- (I) The Board of Commissioners may not vote to rezone property to a conditional zoning district during the time period beginning on the date of a municipal general election and concluding on the date immediately following the date on which the Board of Commissioners holds its organizational meeting following a municipal general election unless no person spoke against the rezoning at the public hearing.

4.6.2 Public Input Meeting

- (A) Prior to the Planning Board meeting on the rezoning application, the applicant must conduct one (1) public input meeting and file a report of the results with the UDO Administrator.
- (B) The report for the Planning Board meeting will include a summary of the public input meeting.

- (C) The applicant shall mail a notice for the public input meeting to the owners of all properties located within 500 feet of the perimeter of the project bounds not less than 10 days prior to the scheduled meeting.
- (D) The notice shall include the time, date, and location of the meeting as well as a description of the proposal.
- (E) The applicant's report of the meeting shall include:
 - (1) A copy of the letter announcing the meeting
 - (2) A list of adjoining property owners contacted
 - (3) An attendance roster
 - (4) A summary of the issues discussed
 - (5) The results of the meeting including changes to the project's proposal, if any.

4.6.3 Conditions to Approval of Petition

- (A) In approving a petition for the reclassification of property to a conditional zoning district, the Planning Board may recommend, and the Board of Commissioners may request that the applicant add reasonable and appropriate conditions to the approval of the petition.
- (B) Any such conditions shall be in accordance with NCGS § 160D-703 and should relate to the relationship of the proposed use to the impact on city services, surrounding property, proposed support facilities such as parking areas and driveways, pedestrian and vehicular circulation systems, screening and buffer areas, the timing of development, street and right-of-way improvements, water and sewer improvements, stormwater drainage, the provision of open space, and other matters that the participants in the public input meeting, staff, Planning Board, and Board of Commissioners find appropriate or the petitioner may propose. Such conditions to approval of the petition may include right-of-way dedication, easements for streets, water, sewer, or other public utilities necessary to serve the proposed development.
- (C) The petitioner shall consider and respond to any such conditions after the Planning Board meeting and within seven (7) days prior to the staff report for the Board of Commissioner meeting being published. If the applicant does not agree with the Planning Board or staff's recommendations of additional conditions, the Board of Commissioners shall have the authority to accept any or all of the conditions forwarded from the review process. All conditions shall be consented to in writing by the applicant.
- (D) If for any reason any condition for approval is found to be illegal or invalid or if the applicant should fail to accept any condition following approval, the approval of the site plan for the district shall be null and void and of no effect and proceedings shall be instituted to rezone the property to its previous zoning classification.

4.6.4 Effect of Approval

- (A) If a petition for conditional zoning is approved, the development and use of the property shall be governed by the predetermined ordinance requirements applicable to the district's classification, the approved master development plan for the district, and any additional approved rules, regulations, and conditions, all of which shall constitute the zoning regulations for the approved district and are binding on the property as an amendment to these regulations and to the zoning maps.
- (B) Following the approval of the petition for a conditional zoning district, the subject property shall be identified on the zoning map by the appropriate district designation. A parallel conditional zoning shall be identified by the same designation as the underlying general district followed by the letters "CZ" (for example "C1-CZ").

- (C) No zoning or building permit shall be issued for any development activity within a conditional zoning district except in accordance with the approved petition and applicable site plan and/or subdivision plat. Residential projects shall follow the subdivision approval process of Article 8 following the approval of conditional zoning request. Staff review and approval of associated major or minor subdivision plats following conditional zoning approval shall be required. Planning Board approval of subsequent plat submittal is not required. Nonresidential projects may comply with the site plan requirements of Article 9 by including said requirements on the approved master development plan. Accordingly, resubmittal of a minor or major site plan is not required.
- (D) Any violation of the approved regulations and conditions for the district shall be treated the same as any other violation of this ordinance and shall be subject to the same remedies and penalties as any such violation.

Sec. 5-3. Primary zoning districts.

CZ conditional zoning district: A conditional zoning district is intended for a specified use or uses on small- and large-scale projects. All uses listed as part of any application must be in the same format and description as listed in the table of uses. All applications to establish a conditional zoning district must follow the regulations prescribed in Section 4-6 in addition to the standard zoning map amendment (rezoning) process as described in Section 4-1.

**Ordinance to Amend Article 4 and 5 of the
Unified Development Ordinance (UDO) of the
City of Boiling Spring Lakes, North Carolina**

THAT WHEREAS, the City has enacted a Unified Development Ordinance that controls land development within the City’s incorporated areas; and

WHEREAS, in order to promote the public health, safety and general welfare and to promote the best interests of the City and community, it is necessary from time to time for the City Board of Commissioners to consider appropriate revisions, modifications and additions to the City’s Unified Development Ordinance and Official Zoning Map; and

WHEREAS, the City has initiated a text amendment for the inclusion of conditional zoning in order to broaden the types of proposals that may be presented while allowing the City the discretion to balance additional flexibility with preservation of commercial areas to serve the current and future needs of the community; and

WHEREAS, the Planning Board initially reviewed and deliberated the amendment, and voted to recommend to the City Board of Commissioners to approve the proposed text amendment; and

WHEREAS, pursuant to N. C. General Statutes and City ordinances, a public hearing, properly noticed, was held on October 7, 2025, where public comment was heard and considered by the City Board of Commissioners regarding this issue; and

WHEREAS, the Planning Board and the Board of Commissioners hereby approves the proposed amendments to the Unified Development Ordinance and finds that it (i) is consistent with the City’s comprehensive plan (2017 Land Use Plan), which states “The City shall update the Unified Development Ordinance (UDO) to address legislative changes, site plan review standards, subdivision regulations, dimensional standards, and other items deemed necessary by the Planning Board, Board of Commissioners, and City staff” and (ii) that it is in the public interest because it will advance the public health, safety, and/or welfare of the City of Boiling Spring Lakes.

NOW, THEREFORE, BE IT ORDAINED by the City Board of Commissioners of Boiling Spring Lakes that Unified Development Ordinance Article 4 and 5 are hereby amended as follows:

The proposed amendment is outlined below. Language proposed for removal is depicted by a red double strike through and language proposed for insertion is shown in black underline.

Sec. 4-6. Conditional Zoning Procedure

4-6-1 Application and Conditional Zoning Review Procedure

- (A) The application for a conditional rezoning approval shall also be accompanied by an application to amend the zoning map (rezoning) to the conditional development zoning district. The rezoning application shall be submitted concurrently with the conditional zoning master development plan. The approved master development plan shall provide the

framework for development in the conditional zoning district. All applications must include a master development plan, supporting information and text which specifies the use or uses intended for the property, dimensional standards, and any development standards to be approved concurrently with the rezoning application. Development standards include such things as parking, landscaping, design guidelines, and buffers.

- (B) Applications and proposals for conditional zoning approval within the following nonresidential zoning districts (C-1, C-1A, C-C, and I-1) shall not be subject to a minimum size threshold. No conditional zoning proposals shall be considered within the CON or REC zoning districts. Within residential districts (R-1, R-2, R-3, R-3A, R-4, R-5, R-6), a minimum 10-acre contiguous tract is required for any conditional zoning request. Such tract may consist of individually-owned parcels under single site control through a duly established agent agreement.
- (C) An application for conditional zoning approval shall be accompanied by 3 hard copies and one (1) digital copy of a conditional zoning master development plan.
- (D) The master development plan shall be prepared by and sealed by a licensed land surveyor, landscape architect, or engineer registered to practice in the state of North Carolina. The master development plan shall include the submission requirements contained in Appendix B. For nonresidential projects, the master development plan may be prepared in accordance with the requirements for major site plans to satisfy the site plan approval process thus necessitating only the issuance of a zoning permit following approval.
- (E) The UDO Administrator or his/her designee will review the conditional zoning master development plan and may require a Technical Review Procedure. Comments and review statements shall be included in the UDO Administrator's staff report to the Planning Board which shall be provided no later than 45 days following receipt of a complete application.
- (F) The Planning Board shall provide a recommendation to the Board of Commissioners within 30 days following receipt of the application for a conditional zoning district proposal and associated master development plan.
- (G) Following receipt of recommendation from the Planning Board, the Board of Commissioners shall approve, conditionally approve, or deny the conditional zoning master development plan.
- (H) When evaluating an application for the creation of a conditional zoning district, the Planning Board and Board of Commissioners shall consider the following:

 - (1) The application's consistency to the general policies and objectives of the City's Comprehensive Plan, any other officially adopted plan that is applicable, and the Unified Development ordinance.
 - (2) The potential impacts and/or benefits on the surrounding area, adjoining properties.
 - (3) The report of results from the public input meeting.
- (I) The Board of Commissioners may not vote to rezone property to a conditional zoning district during the time period beginning on the date of a municipal general election and concluding on the date immediately following the date on which the Board of Commissioners holds its organizational meeting following a municipal general election unless no person spoke against the rezoning at the public hearing.

4.6.2 Public Input Meeting

- (A) Prior to the Planning Board meeting on the rezoning application, the applicant must conduct one (1) public input meeting and file a report of the results with the UDO Administrator.
- (B) The report for the Planning Board meeting will include a summary of the public input meeting.

- (C) The applicant shall mail a notice for the public input meeting to the owners of all properties located within 500 feet of the perimeter of the project bounds not less than 10 days prior to the scheduled meeting.
- (D) The notice shall include the time, date, and location of the meeting as well as a description of the proposal.
- (E) The applicant's report of the meeting shall include:
 - (1) A copy of the letter announcing the meeting
 - (2) A list of adjoining property owners contacted
 - (3) An attendance roster
 - (4) A summary of the issues discussed
 - (5) The results of the meeting including changes to the project's proposal, if any.

4.6.3 Conditions to Approval of Petition

- (A) In approving a petition for the reclassification of property to a conditional zoning district, the Planning Board may recommend, and the Board of Commissioners may request that the applicant add reasonable and appropriate conditions to the approval of the petition.
- (B) Any such conditions shall be in accordance with NCGS § 160D-703 and should relate to the relationship of the proposed use to the impact on city services, surrounding property, proposed support facilities such as parking areas and driveways, pedestrian and vehicular circulation systems, screening and buffer areas, the timing of development, street and right-of-way improvements, water and sewer improvements, stormwater drainage, the provision of open space, and other matters that the participants in the public input meeting, staff, Planning Board, and Board of Commissioners find appropriate or the petitioner may propose. Such conditions to approval of the petition may include right-of-way dedication, easements for streets, water, sewer, or other public utilities necessary to serve the proposed development.
- (C) The petitioner shall consider and respond to any such conditions after the Planning Board meeting and within seven (7) days prior to the staff report for the Board of Commissioner meeting being published. If the applicant does not agree with the Planning Board or staff's recommendations of additional conditions, the Board of Commissioners shall have the authority to accept any or all of the conditions forwarded from the review process. All conditions shall be consented to in writing by the applicant.
- (D) If for any reason any condition for approval is found to be illegal or invalid or if the applicant should fail to accept any condition following approval, the approval of the site plan for the district shall be null and void and of no effect and proceedings shall be instituted to rezone the property to its previous zoning classification.

4.6.4 Effect of Approval

- (A) If a petition for conditional zoning is approved, the development and use of the property shall be governed by the predetermined ordinance requirements applicable to the district's classification, the approved master development plan for the district, and any additional approved rules, regulations, and conditions, all of which shall constitute the zoning regulations for the approved district and are binding on the property as an amendment to these regulations and to the zoning maps.
- (B) Following the approval of the petition for a conditional zoning district, the subject property shall be identified on the zoning map by the appropriate district designation. A parallel conditional zoning shall be identified by the same designation as the underlying general district followed by the letters "CZ" (for example "C1-CZ").
- (C) No zoning or building permit shall be issued for any development activity within a conditional zoning district except in accordance with the approved petition and

applicable site plan and/or subdivision plat. Residential projects shall follow the subdivision approval process of Article 8 following the approval of conditional zoning request. Staff review and approval of associated major or minor subdivision plats following conditional zoning approval shall be required. Planning Board approval of subsequent plat submittal is not required Nonresidential projects may comply with the site plan requirements of Article 9 by including said requirements on the approved master development plan. Accordingly, resubmittal of a minor or major site plan is not required.

- (D) Any violation of the approved regulations and conditions for the district shall be treated the same as any other violation of this ordinance and shall be subject to the same remedies and penalties as any such violation.

Sec. 5-3. Primary zoning districts.

CZ conditional zoning district: A conditional zoning district is intended for a specified use or uses on small- and large-scale projects. All uses listed as part of any application must be in the same format and description as listed in the table of uses. All applications to establish a conditional zoning district must follow the regulations prescribed in Section 4-6 in addition to the standard zoning map amendment (rezoning) process as described in Section 4-1.

City of Boiling Spring Lakes

By: Mayor

ATTEST:

City Clerk



**Board of Commissioners Regular Meeting Minutes
Tuesday, September 2, 2025 at 6:30 PM
City Hall**

1. Call to Order

Mayor Winecoff called the meeting to order at 6:30 p.m.

Attendance:

Mayor Jeff Winecoff
Commissioner David Mammay
Commissioner Kim Sherwood
Commissioner Teagan Hall
Commissioner Justin Lovin
City Manager Gordon Hargrove
Assistant City Manager Nicole Morgan
Police Chief Kevin Smith
Finance Director Brandon Stevens
Sara Goodwin, Parks & Rec. Director
City Clerk Tanya Shannon

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of the Regular Agenda

A motion was made by Commissioner Lovin to approve the agenda, and seconded by Commissioner Hall. **Vote 6-0; Motion Carried.**

4. Potential Conflict of Interest/Association Disclosure

No BOC member indicated any kind of conflict or association with any item on this evening's agenda.

Manager Hargrove welcomed and introduced the new staff members: Mr. Jim Stachura, Stormwater Engineer; Cody Neville, Stormwater Lead Operator; and Heath Harward and Joshua Alanis, Stormwater Crew Members. He noted that since Aug. 13th, the stormwater crew has cleared over 5,000 feet of ditches. Mr. Hargrove emphasized that there are many community projects that need attention. He highlighted that Pine Lake Road is a high-priority area that experiences flooding at Miller Extension, and they are currently working on a design to alleviate that flooding, as well as on Pine Crest. He stated that ensuring clear evacuation routes and access for emergency services is the top priority.

5. Public Comments

1. Kathy Curtis, 720 Colonial Rd., voiced her concerns about negative comments regarding the Parks and Recreation Department. She praised the hard work of its staff, who provide valuable services despite limited resources. Ms. Curtis highlighted that the department is one of only two that generates revenue for the city, operating within a specific budget, with excess funds contributing to the general fund. She clarified misconceptions, noting that citizens fund their own trips and that grants, not city funds, funded the new senior center's renovation. Additionally, she defended the budget for the essential bus service, commending the department and its staff for their contributions to the community.
2. Noah Anderson, 2522 Lumberton Rd., clarified that the comments regarding an officer preventing a person from speaking at the podium during public comments. He emphasized that the removal was due to the manner and content of the person's speech, not for speaking itself. Additionally, he noted that he has observed an increase in litter along the roads and encouraged the community to participate in clean-up efforts, as he believes this is harmful to the environment and visually unappealing.

6. Consent Agenda

Items on the consent agenda are considered routine in nature. Monthly Reports for each of the departments were distributed with the agenda packet and are incorporated herein.

- 6.1 Approval of BOC Minutes
 - Aug. 5th Regular Minutes
 - Aug. 19th Special Minutes
- 6.2 Public Works
- 6.3 Public Safety
- 6.4 Parks and Recreation Department
- 6.5 Finance Department
- 6.6 Planning/Zoning and Code Enforcement
- 6.7 Building Inspections

Commissioner Sherwood made a motion to approve the Consent Agenda, seconded by Commissioner Lovin. **Vote 6-0; Motion Carried.**

7. Committee/ Board Reports/ Minutes

7.1 **BSL Fire/Rescue**

In August, there were a total of 67 calls, of which 43 were fire-related. 24 EMS calls were also recorded. The Fire Department announced that on Sept. 5th, they will be selling hot dogs and hamburgers as a fundraiser at the concert from 6 to 8 p.m. at Spring Lake Park. Additionally, the department will be supporting special events for the 9/11 commemorations around the city and county next week.

7.2 Planning Board

Chair Lauderville announced that last month, the Board received several suggested amendments to the current Unified Development Ordinance (UDO). The Board was informed that Mr. Wes McLeod from Anchor Point Planning would assist in updating the UDO to streamline the development review process. He will work with the Board to modify the UDO to better align with the proposed legislation from the General Assembly. The information provided was extensive and will require further review at the next meeting. Additionally, the Board received information regarding the potential inclusion of Conditional Zoning. However, due to time constraints, the Board did not have an opportunity to review these details. Considering the significance of some of these amendments, the Board agreed that more time for review is necessary.

7.3 Parks & Recreation Advisory Board

Ms. Cheri Funk presented the report. She announced that she has accepted an appointment to the Advisory Board, and there is currently one (1) open alternate position available. She mentioned that the Board is reviewing the Mission Statement and board goals to update them to reflect current circumstances and needs. Additionally, the committee is examining its responsibilities to streamline ideas and promote collaboration throughout the entire Board. The Board has created an amendment to the City Ordinances to clarify reporting responsibilities and establish deadlines for Board members. ****Standing Committee Updates:**** The Facilities Committee reported that the City parks are in good condition. Any minor needs are communicated to the Director of Parks and Recreation in the Director's Monthly Report. However, negative postings on social media are a concern. The summer camp concluded successfully, and adult and senior programs have remained active. The City building crew has provided outstanding support, and the disc golf course now has a PayPal account to accept donations. ****501(c)(3) - BSL Friends of P&R Inc.**** Any fundraising conducted by the Advisory Board, if deemed appropriate and approved, will require the establishment of a new 501(c)(3). Are there budget funds available for this?

Commissioner Lovin, the liaison to the Parks and Recreation Advisory Board, will discuss this matter with the Advisory Board at a later date.

7.4 Special Events Committee

Chair Hogan reported that they cleared the clouds away for the Mayor's Cup Golf Tournament, resulting in a picture-perfect day for the 124 golfers. She mentioned that the event was a huge success; the golfers were happy, and the committee made money from the 50/50 raffle. She proudly announced that they were the first to donate \$300 worth of school supplies to support Bolivia Elementary School, and they thoroughly enjoyed the shopping experience. They presented three full bins of supplies to Teagan Hall, who works at the school.

Ms. Hogan also shared that the committee is now in full planning mode for the Fall Festival, scheduled for Saturday, Oct. 18th, from 5–8 p.m. She urged everyone to save the date for the Candidates Night on Thursday, Oct. 23rd, at the Community Center from 6:30–8:30 p.m. Additionally, she informed everyone that the Special Events Committee operates independently and is not under the Parks and Recreation Department. Although they collaborate and maintain a friendly relationship, the Special Events Committee has its own budget and has kept their trailer parked at the Community Center for eight years. Ms. Hogan reminded everyone that they are all volunteers who dedicate many hours to serve the city because they love what they do and enjoy making all the kids, parents, grandparents, and everyone who attends the events happy. She noted that the Special Events Committee raises a significant amount of money, which is used for supplies and donations to various organizations.

7.5 Library Commission – no report

8. City Manager's Report

Mr. Hargrove announced some good news regarding North Lake, stating that E. Boiling Spring Rd at North Lake Dam should reopen next week. He mentioned that the site is currently being cleaned up and that a final walkthrough is taking place. Mr. Hargrove also noted that the notice to proceed with the construction of the Library/Senior Center renovation has been issued, and work is expected to begin on Sept. 15th.

He reported that structural concrete continues to be poured at Sanford Dam, and progress is being made on that site. Regarding the Pine Lake hydrological analysis, Mr. Hargrove stated that it is now with NC Dam Safety, although he is unsure how long their review will take. In his opinion, any delay beyond a day is too long. He mentioned that members of the Board have contacted our representatives in Raleigh, specifically Senator Rabon and Representative Miller, to seek assistance in expediting the process, emphasizing the importance of reopening the road as it is a critical evacuation route.

Mayor Winecoff inquired about the timeline for paving. Mr. Hargrove expressed that he typically prefers not to provide specific time frames, but indicated that in the next few weeks, there will be temporary patching done on all the washouts around town. He also mentioned that FEMA has been slow in moving forward with the obligated projects, so to avoid further delays, they will begin some spot paving and repair certain inside turn radii.

9. Old Business- None

10. New Business

10.1 Resolution Authorizing the Sale of Surplus Property

Mr. Hargrove explained that one of the topics discussed at the budget workshops was the need to dispose of equipment that is no longer needed or used. He reviewed the items on the surplus list and stated that they would be put up for bid on GovDeals. He

asked the Board to consider whether, after the sales are complete, they would prefer the proceeds to be returned to the department from which the surplus items originated or to the city's general fund. From an accounting perspective, he recommended allocating the money to the general fund, with a subsequent budget amendment to distribute the appropriated funds back to the respective departments.

Commissioner Sherwood made a motion to approve the resolution authorizing the sale of surplus property, as stated in the resolution. Commissioner Mammay seconded the motion. **Vote 5-0; Motion Carried.**

11. Mayor and Commissioners Reports

Commissioner Sherwood stated that she and Mayor Winecoff recently met with NES, a company focused on environmental conservation and mitigation. She explained that they are currently working on our stormwater plan, which will be submitted to the company. They will then upload it to a blueprint using a DEQ tool that will assist those in need of mitigation and help identify funding opportunities. The city engineer will also be involved in this process. She mentioned they are applying for a grant for the Holly-Redwood Project and seeking EDA funds. Commissioner Sherwood emphasized that they are working very hard to secure these funds, as many of these projects are quite expensive.

Commissioner Mammay stated that he took a walk along South Shore yesterday and can understand why there are so many complaints about the road. He noted that, during his walk, he observed that the road is structurally unsound underneath. He mentioned that it was never built correctly and did not meet DOT standards. This is why it's crucial to get the stormwater management engineering right and to ensure that all roads comply with DOT regulations. As the city continues to grow, it is essential that our infrastructure can keep pace with this growth.

Commissioner Hall addressed a citizen's concern raised during public comment regarding trash on the side of the road. She reminded everyone that the city will hold its annual Clean Sweep event in September, inviting community members to volunteer for trash pickup along the roadways. Additionally, she expressed appreciation for the Special Events Committee for their creativity and the valuable services they provide to the community. Through the hard work of this committee, many opportunities arise for both visitors and residents to come together and create lasting memories through enjoyable events. She encouraged everyone to stay informed about the various city boards, commissions, and committees, noting that these volunteers make significant contributions to improving the community and fostering unity.

Commissioner Lovin expressed his appreciation for the role of the Parks and Recreation Advisory Board and his involvement with the Brunswick Senior Resources Board. He shared stories about individuals being fed at the community center who might not have had a meal that day and who may lack social engagement. He highlighted the unique opportunity we have to help and serve the community,

especially since many other places are unable to do so. Commissioner Lovin also expressed gratitude for the new bus that accommodates wheelchair transportation, enabling individuals to attend various events. He commended the Parks and Recreation Department for their genuine care for all citizens in the community. However, he noted that the Department and the Parks Advisory Board often face unnecessary criticism and urged people to be more respectful and appreciative of the positive contributions they make to the city.

Mayor Winecoff announced that the Mayor's Cup event was a tremendous success. He expressed his gratitude to the Special Events Committee for their hard work in organizing the event. He also thanked the other board members and commissions, emphasizing their essential role in the city. He mentioned that he and Manager Hargrove recently met with a representative from Senator Ted Budd's office to discuss the ongoing delays with FEMA. They took the representative around to various sites where FEMA has been slow to respond. They pointed out temporary repairs made due to washouts, which occurred even after just a small storm. Additionally, they highlighted other areas that also require urgent attention. Mayor Winecoff stressed that it is crucial for FEMA to expedite the process so the city can receive the necessary funds to complete these projects. Furthermore, he mentioned that they discussed assistance with grants. Mayor Winecoff stated that he had called Representative Miller last week, asking him and Senator Rabon to get involved with Dam Safety to help accelerate the work that needs to be done.

12. Announcements

- 12.1** Concert Sept. 5th featuring 17 South. Spring Lake Park 6–8 p.m. (The BSL Fire Department will be selling hotdogs, hamburgers, chips, and drinks to fundraise.)
- 12.2** Concert Sept. 12th featuring Hoods Creek. Spring Lake Park 6- 8 p.m. (Easy Eats food truck will be there).
- 12.3** Citizens Forum Sept. 18th 6:00 p.m.
- 12.4** Clean Sweep Saturday, September 20th, 8 a.m. - 12 p.m. Meet at the Community Building to pick up supplies.
- 12.5** Next BOC Meeting Oct. 7th

13. Adjourn

Commissioner Sherwood made a motion to adjourn, which was seconded by Commissioner Hall. **Vote 5-0; Motion Carried.**

– 7:00 p.m.

Jeff Winecoff, Mayor

Attest: Tanya Shannon, City Clerk



**Board of Commissioners Citizen's Forum Minutes
Thursday, September 18, 2025, at 6:00 PM
City Hall**

1. Call to Order

Mayor Winecoff called the meeting to order at 6:00 P.M.

Attendance:

Mayor Jeff Winecoff
Commissioner David Mammay
City Manager Gordon Hargrove
Tanya Shannon, City Clerk
Kevin Smith, Police Chief
Brandon Stevens, Finance Director
Sara Goodwin, Parks and Recreation Director

2. The Pledge of Allegiance was recited.

Mayor Winecoff said that he was on an anniversary cruise last week, but he remained in contact with Representative Miller, urging him to continue pushing on Dam Safety. Upon his return, he reached out to Representative Miller again to inquire about the status of the process. Throughout his absence and since his return, he has maintained constant communication with the City Manager and other representatives to expedite progress. He said that Dam Safety has finally responded with the first phase of the project and has sent the information to the engineer. We should expect an update by the end of next week.

Additionally, Mayor Winecoff stated that they have contacted Senator Budd's team regarding FEMA's slow response in providing the funds requested for city projects, and he indicated that there is finally some progress being made on that front.

Manager Hargrove provided an update on the ongoing projects. He mentioned that several of the road washouts caused by Tropical Cyclone #8 have already been addressed, but these projects are generally of lower priority. However, more significant roads—such as Drayton, Queens Road, Pine Lake, South Shore Drive, Fairway, West Boiling Spring Lake, and Sunset Road—are still pending. He noted that South Shore Drive and Fairway have now entered the mitigation process.

Mr. Hargrove pointed out that the areas affected by washouts during Tropical Cyclone #8 also experienced similar damage during Hurricane Florence. To prevent future incidents, the team is

taking measures to mitigate these issues. He shared that there was a meeting with FEMA this week and that progress is being made quite rapidly. Currently, he believes we are working with the fourth or fifth FEMA manager. He explained that most experienced FEMA project managers have been dispatched to Western North Carolina, while the managers assigned to the coastal areas are reservists with less experience than the usual emergency program managers.

Additionally, Mr. Hargrove mentioned that outreach has been made to Congressman Rouzer's office and Senator Budd's office to help expedite the process. FEMA has responded to these contacts, and it appears that progress has accelerated. However, he cautioned that even once funding is secured, there is still significant work to be done to restore the roads properly. The current patches are only temporary solutions to facilitate public travel, and the permanent repairs will look quite different from their present state.

3. Public Comment & Questions

1. Joan Kenney, 793 S. Shore Dr., shared that she moved to the area in 1984 and used to be the AVON lady for the north side of the lake. While she is familiar with the region, she admitted she is not well-acquainted with Drayton Rd. She described it as being out in the boonies. Over the years, she noted that during storms, there were problems on Boiling Spring Rd., which forced people to use Drayton Rd. However, it was just a dirt and sand road and was in terrible condition. She commended the Board for having the foresight to pave Drayton Rd., highlighting that it was particularly commendable that the city didn't have to pay for it with tax dollars. She expressed that many people do not realize how fortunate they are to have the improved road compared to what it was like before.

Mayor Winecoff stated that they are continuously working to secure more grant funding for stormwater retention and other related projects. Manager Hargrove emphasized that flooding can happen even without a hurricane. Currently, one of our main evacuation routes, until E. Boiling Spring Rd. reopens, is Pine Lake Rd., which also experiences significant flooding. He stated that since hiring our stormwater engineer, one of the top priorities has been to find a solution to mitigate flooding in that area. He mentioned that there were concerns about the criteria set by the National Flood Insurance Program (NFIP). But he got word today that we will not have to jump through hoops to get the project moving forward. He said that we will be repiping under the road, which hopefully will eliminate some of the standing water that occurs after a flood.

2. Mr. Paul Brosseau, 1811 Pinehurst Rd., expressed his ongoing concerns about finances and the future use of the golf course/clubhouse property. He inquired whether the overall costs for the project, from start to finish, had been calculated. Commissioner Mammay responded that the Board had discussed the property purchase back in 2018. He mentioned that the property is equivalent to about seven lots and, when the lake is refilled, it will be valued at approximately \$1.2 million. The city had initially purchased the property for \$550,000.

Commissioner Mammay shared that the vision is to create something significant for the city that would also generate revenue, helping to alleviate the tax burden. He emphasized that the property could host various events and play a role in preserving the city's history and heritage, noting that the city was founded around a golf course and a lake. He stressed the importance of maintaining a connection to the city's origins. Commissioner Mammay confirmed that the financial figures had been reviewed. He stated that the exact costs would depend on the finalized vision for the venue.

He reiterated that this project is seen more as a vision and an investment for the city. Additionally, he mentioned that they are exploring recreational grants and other funding opportunities.

Mr. Brosseau followed up by asking if these grants would require matching funds. Mayor Winecoff responded that he is seeking options with no matching funding required.

Manager Hargrove emphasized the importance of maintaining strong relationships with state officials and representatives. He mentioned that the funding for the renovation of the old police department does not come from taxpayers, but rather from appropriations provided by Senator Bill Rabon to remodel the building. Mr. Hargrove highlighted that these relationships are beneficial for guiding the future and preserving the quality of life in the city.

Mr. Brosseau inquired about the property off Highway 87 that is currently being worked on. Mr. Hargrove responded that a stop-work order has been issued for the project as of today. He explained that there are several requirements that need to be addressed to ensure compliance with the city's regulations. Mr. Brosseau pointed out that they are approaching the 24-month deadline for submitting a site plan. Mr. Hargrove confirmed that they still have approximately eight months remaining.

Mr. Brosseau asked about the Pine Lake dam issue. Mr. Hargrove responded that the city believes the design engineers should assume responsibility for the error at no additional cost. He pointed out that the provided data was over 65 years old, meaning conditions may have changed, and emphasized the engineers' duty to conduct due diligence. He also mentioned that the engineers had reference points for other locations but none for the Pine Lake Dam, relying instead on outdated historical data.

3. Rodney Lemasters, 101 N. High Point, questioned whether the pipe underneath S. Shore near Mama C's will be replaced when the money from FEMA arrives. Mr. Hargrove confirmed that FEMA's position is that the pipe has been dislodged from its original location and must be assumed to be damaged. Therefore, he stated that the pipe will be replaced. Mr. Lemasters mentioned that the front area also needs to be cleared to prevent blockages. Mr. Hargrove responded that this work will not be funded by FEMA; instead, it will be carried out by the city's stormwater team. Additionally, Mr. Lemasters noted that the section between Fairway and South Shore during TC#8 was extremely clogged.

Mr. Hargrove stated that we are currently collaborating with Dominion and Logan Builders to lower some pipes on Golf View by 1.5 feet. The city's stormwater crew has cleaned out the cross ditches and is maintaining the front ditches. He emphasized that this is not only an obligation to the Highlands but also part of the maintenance of all the ditches in the city. Mr. Hargrove explained that Dominion and Logan Builders are responsible for lowering the tile and cleaning the ditch from the outfall all the way down through the golf course. He mentioned that the Highlands HOA is responsible for the rear ditch lines in that area.

Mayor Winecoff stated that all the ditches in the Highlands were confirmed to have been engineered by the developer before any approvals were granted. He explained that it would not make sense for the city to redesign the ditches that have already been engineered. The mayor reminded everyone that the Highlands has a Homeowners Association (HOA) established by the developers. He noted that most cities typically interact with the HOA rather than directly with

homeowners, and he mentioned that the city has not received any complaints from the Highlands HOA.

If the HOA encounters an issue and reaches out to the city, the city will investigate the problem. The mayor emphasized that the Highlands HOA is fully aware of all activities involving the city and the developers. He suggested that homeowners should contact the HOA if issues persist. Additionally, he mentioned that for Phase 2, there will be a development agreement between the city and the developer.

4. A resident questioned the plan for ditches that run across private property between the streets. Mr. Hargrove explained that the city is attempting to secure easements to manage those ditches. He indicated that it is a challenging situation. There are areas on South Shore Drive where the city would like to obtain easements, but the ditches must be cleaned first. This is necessary because the cost of cleaning them would amount to thousands of dollars for the taxpayers.

He mentioned that if the property owner chooses to clean the ditch and then grants the city the easement, the city would take care of ongoing maintenance thereafter. Typically, when a ditch runs through private property, the city approaches the homeowner about granting a maintenance easement for that ditch.

- Mr. Brosseau inquired about any updates regarding the turn lane project at Fifty Lakes Drive. Mayor Winecoff responded that the funding for this project was included in the request made to Representative Miller and Senator Rabon for the installation of turn lanes at the intersection of Fifty Lakes Drive and Highway 87. He mentioned that he also serves on the Board of the transportation department, where adding more turn lanes is a high priority in the long-term plan (over the next ten years). Additionally, he noted that the long-term plan includes developing pedestrian walkways connecting City Hall to the Recreation Center and from there to Fifty Lakes Drive. Mr. Hargrove pointed out that the Board has been consistently collaborating with our representatives to secure funding for these projects, and importantly, this initiative will not cost taxpayers any money.
- 5. Laura Dean, 842 Trevino Rd., inquired about the possibility of the city installing speed bumps. Commissioner Mammay explained that speed bumps cannot be added indiscriminately because they significantly impact emergency services. Ms. Dean stressed the need for a solution to slow down speeding vehicles. She frequently observes drivers failing to stop at stop signs while sitting on her porch on Trevino, facing Palmer. Mayor Winecoff assured her that the Police Department is aware of the issue and is doing their best to address it. He noted that officers consistently write tickets and often monitor various intersections. Ms. Dean also mentioned that some trucks are extremely loud. Unfortunately, the police cannot be present at all locations simultaneously. Mr. Hargrove advised residents to call City Hall's front desk to report any concerns as they arise. The front desk will forward the message to him, and he will then contact the Police Department.
- Mr. Lemasters inquired about a dirt mound located near Charlotte Road, noting that a large amount of material surrounds it. He assumed this was related to upcoming work on Drayton Road. Mr. Hargrove confirmed that the mound is situated on the edge of town, on the other side of the railroad tracks. Mr. Lemasters expressed concern that many people walk in that area and mentioned that it becomes very muddy after rain. He requested whether this area could be

cleaned up. Mr. Hargrove stated that he would discuss the issue with the Public Services Department.

As there were no further questions or comments, Mayor Winecoff adjourned the meeting.

Adjournment– 7:00 PM.

Jeff Winecoff, Mayor

Tanya Shannon, City Clerk

August 2025

Public Works/ Building And Grounds Monthly Report

Department: Public Works	Tasks
Administrative	15
Roadwork / Pothole Repair	128
Driveway Evaluations	13
Driveway Installations	8
Driveway Final Inspections	12
DW Pre Pour Inspection	3
General Work Orders/ Emergent Tasks	60
Signage	53
Storm Water Conveyance	50
Mosquito Control Program	3
Total:	345

Department: Building And Grounds	Tasks
Administrative	91
Custodial	70
City Hall Building Maintenance	37
City Hall Grounds Maintenance	48
Community Center Building Maintenance	8
Community Center Grounds Maintenance	36
Park Maintenance	132
Police Department Building Maintenance	1

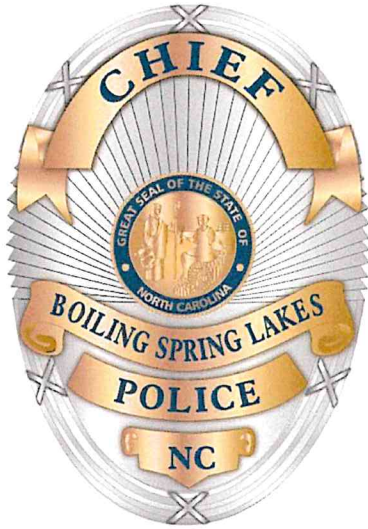
Police Department Grounds Maintenance	6
Roadwork	92*
General Work Orders/ Emergent Tasks	79
Total: 600	

Department: Mechanic	Tasks
Administrative	17
Police Vehicles	3
Community Center Vehicles	2
Public Works Vehicles	4
All Other City Vehicles	7
Heavy Equipment Repairs	22
Small Equipment Repairs	7
Miscellaneous Repairs	8
Total Entries: 70	

* Includes TS-8 Repairs/Maintenance

Logs

Public Works Daily Log for the month of August	10 pages
Building And Grounds Log for the month of August	33 pages
Mechanic Log for the month of August	10 pages
Park Safety and Maintenance Checklists for August	56 pages File 1
	55 pages File 2



Boiling Spring Lakes Police Department

This report provides the reader with information regarding the various units of the Boiling Spring Lakes Police Department and gives them a snapshot of our activities and accomplishments for the reporting period.

Monthly Report August 2025

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Animal Services

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BSLPD Monthly Calls for Service

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Incident Reports

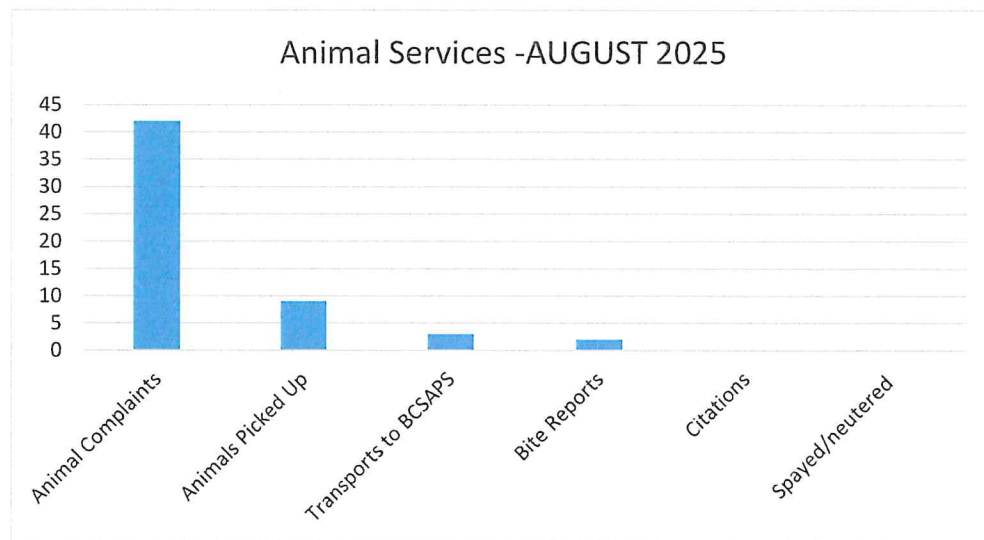
Pages 4-6

Arrests, Citations and Civil Citations

Pages 7-10

Animal Services Report

<u>Activity</u>	
Animal Complaints	42
Animals Picked Up	9
Transports to BCSAPS	3
Bite Reports	2
Citations	0
Spayed/neutered	0



Boiling Spring Lakes Police Department

BSL Police - Monthly CFS Activity.

Printed on September 8, 2025

Code	Totals	
10-D-CHEST PAIN	5	5
12-C-SEIZURE	1	1
13-C-DIABETIC	1	1
17-A-FALLS	3	3
17-A-GOOD INTENT	5	5
17-D-FALLS	1	1
1-A-ABDOMINAL	1	1
1-C-ABDOMINAL	1	1
21-A-HEMORRHAGE	2	2
21-D-HEMORRHAGE	2	2
23-D-OD POISON ACCIDENT	1	1
25-B-SUICIDAL	1	1
25-C-PSYCH	1	1
25-C-PSYCH VIOLENT	1	1
26-A-SICK	1	1
26-C-SICK	5	5
26-O-SICK	1	1
28-C-STROKE	2	2
29-B-MVA MULTIPT	1	1
31-C-UNCONS FAINT	2	2
31-D-UNCONS FAINT	5	5
32-B-MEDICAL ALARM	1	1
32-B-UNK PROBLEM	1	1
34-B-ACN	1	1
4-B-ASSAULT	1	1
4-D-ASSAULT	1	1
52-B-SINGLE RESD FIRE ALARM	5	5
52-C-HIGH LIFE FIRE ALARM	3	3
53-A-ANIMAL RESCUE	1	1
53-A-LIFT ASSIST	1	1
5-A-BACK PAIN	1	1
63-B-LIGHTNING STRIKE	1	1
67-B-OUTSIDE FIRE	1	1
68-A-SMOKE INVESTIGATION	2	2
69-D-SINGLE RESD STRUCTURE FIRE	1	1
6-D-BREATH PROBLEM	2	2
7-B-BURN	1	1
911 HANG UP	1	1
ABANDONED VEHICLE	2	2
ALARM	9	9
ANIMAL CARCASS	1	1
ANIMAL CONTROL	42	42

Code	Totals	
ARMED SUBJECT	1	1
ASSIST OTHER - EMS	5	5
ASSIST OTHER - FIRE	1	1
ASSIST OTHER - LAW	2	2
ATTEMPT TO LOCATE	23	23
B&E IN PROGRESS	1	1
CALL BY PHONE - LAW	55	55
CARELESS & RECKLESS	14	14
CRIME IN PROGRESS	2	2
DEBRIS IN ROAD	1	1
DISABLED MOTORIST	21	21
DISTURBANCE	7	7
DOMESTIC	15	15
DRUNK DRIVER	1	1
ESCORT	1	1
HIT AND RUN NON-INJURY	2	2
IMPROPERLY PARKED VEHICLE	4	4
INTOXICATED SUBJECT	1	1
INVESTIGATE NARCOTICS	1	1
INVESTIGATION - LAW	25	25
LOCKOUT REQUEST	3	3
LOST FOUND PROP	1	1
MEET WITH COMPLAINANT	20	20
MENTAL PATIENT	2	2
MESSAGE DELIVERY	2	2
MISSING PERSON	2	2
MVA NON-INJURY	10	10
NOISE	12	12
OPEN DOOR	1	1
PROWLER	4	4
SHOTS FIRED	2	2
SPECIAL CHECK	176	176
STORM ROADS	3	3
SUSPICIOUS VEHICLE OR SUBJECT	35	35
TAKE WRITTEN REPORT	8	8
TRAFFIC CONTROL	7	7
TRAFFIC LIGHT OUT	1	1
TRAFFIC STOP	137	137
TRESPASSERS	1	1
WARRANT SERVICE	5	5
WELFARE CHECK	20	20
	2	2
Totals	759	759

Boiling Spring Lakes Police Department

BSL Commissioner's Monthly Incident Report

Printed on September 7, 2025

Case Number	Code	Statutes/Offenses
BSL23-00640	ANIMAL CONTROL	ANIMAL CONTROL
BSL25-00457	SUSPICIOUS VEHICLE OR SUBJECT	14-71.1 - POSS STOLEN GOODS/PROP (F)
BSL25-00458	MEET WITH COMPLAINANT	14-277.3A(C) - MISDEMEANOR STALKING
BSL25-00459	ANIMAL CONTROL	ANIMAL CONTROL
BSL25-00460	ASSIST OTHER - EMS	DEATH INVESTIGATION
BSL25-00461	ANIMAL CONTROL	ANIMAL CONTROL
BSL25-00462	DISTURBANCE	Information Only - No Offense
BSL25-00463	ASSIST OTHER - EMS	14-32.5 - MISDEMEANOR CRIME OF DOMESTIC VIOLENCE
BSL25-00464	SHOTS FIRED	8-1 - Boiling Spring Lakes - Discharging firearms/weapons; 14-54(A) - ATTEMPT TO BREAK AND ENTER (M)
BSL25-00465	WELFARE CHECK	14-72(A) - FELONY LARCENY
BSL25-00466	SPECIAL CHECK	90-113.22 - POSS DRUG PARAPHERNALIA; WARRANT SERVICE; 20-7(A) - NO OPERATORS LICENSE; 90-95(D)(2) - SIMPLE POSSESS SCH IV CS (M); 90-95(D)(2) - SIMPLE POSSESS SCH II CS
BSL25-00467	ANIMAL CONTROL	ANIMAL CONTROL
BSL25-00468	6-D-BREATH PROBLEM	DEATH INVESTIGATION
BSL25-00469	CALL BY PHONE - LAW	ANIMAL CONTROL
BSL25-00470	ANIMAL CONTROL	ANIMAL BITE
BSL25-00471	MEET WITH COMPLAINANT	14-113.9 - FINANCIAL CARD THEFT
BSL25-00472	ANIMAL CONTROL	ANIMAL CONTROL
BSL25-00473	TAKE WRITTEN REPORT	14-72(A) - FELONY LARCENY
BSL25-00474	ANIMAL CONTROL	ANIMAL BITE
BSL25-00475	MEET WITH COMPLAINANT	14-127 - INJURY TO REAL PROPERTY
BSL25-00476	LOST FOUND PROP	
BSL25-00477	CALL BY PHONE - LAW	No Offense
BSL25-00478	DOMESTIC	14-72(A) - FELONY LARCENY
BSL25-00479	MENTAL PATIENT	MEDICAL CALL
BSL25-00480	MISSING PERSON	14 - LOCATED MISSING PERSONS
BSL25-00481	DOMESTIC	14-32.5 - MISDEMEANOR CRIME OF DOMESTIC VIOLENCE
BSL25-00482	MVA NON-INJURY	Motor Vehicle Accident
BSL25-00483	INTOXICATED SUBJECT	20-7(E) - FAIL COMPLY LIC RESTRICTIONS; 20-138.1 - DRIVING WHILE IMPAIRED
BSL25-00484	TAKE WRITTEN REPORT	14-127 - INJURY TO REAL PROPERTY
BSL25-00485	INVESTIGATE NARCOTICS	Investigate Narcotics
BSL25-00486	DISABLED MOTORIST	DAMAGE TO REAL PROPERTY; Motor Vehicle Accident
BSL25-00487	TAKE WRITTEN REPORT	DAMAGE TO REAL PROPERTY
BSL25-00488	WELFARE CHECK	WELFARE CHECK
BSL25-00489	ASSIST OTHER - LAW	Information Only - No Offense
BSL25-00490	MISSING PERSON	1 - MISSING PERSONS
BSL25-00491	ANIMAL CONTROL	ANIMAL CONTROL

Case Number	Code	Statutes/Offenses
BSL25-00492	TAKE WRITTEN REPORT	14-160 - INJURY TO PERSONAL PROPERTY
BSL25-00493	29-B-MVA MULTIPT	Motor Vehicle Accident
BSL25-00494	INVESTIGATION - LAW	14-2.4(A) - FELONY CONSPIRACY; 14-209 - PERJURY
BSL25-00495	MEET WITH COMPLAINANT	14-72(A) - FELONY LARCENY
BSL25-00496	MVA NON-INJURY	Motor Vehicle Accident
BSL25-00497	ANIMAL CONTROL	ANIMAL CONTROL
BSL25-00498	TAKE WRITTEN REPORT	14-72(A) - MISDEMEANOR LARCENY
BSL25-00499	TRAFFIC STOP	20-28(A1) - DWLR IMPAIRED REV; 20-183.8(A)(1) - EXPIRED/NO INSPECTION; 20-111(2) - EXPIRED REGISTRATION CARD/TAG
BSL25-00500	TAKE WRITTEN REPORT	Information Only - No Offense
BSL25-00501	CALL BY PHONE - LAW	14-277.1 - COMMUNICATING THREATS; 14-118.4 - EXTORTION
BSL25-00502	MEET WITH COMPLAINANT	14-225(A) - FALSE REPORT TO POLICE STATION; 14-111.4 - MISUSE OF 911 SYSTEM; 14-159.13 - SECOND DEGREE TRESPASS; 14-277.3A(C) - MISDEMEANOR STALKING; 14-196.3 -
BSL25-00503	WELFARE CHECK	WELFARE CHECK
BSL25-00504	LOCKOUT REQUEST	
BSL25-00505	TRAFFIC STOP	Warrant Service Other Jurisdiction
BSL25-00506	ANIMAL CONTROL	ANIMAL CONTROL
BSL25-00507	4-D-ASSAULT	14-32.5 - MISDEMEANOR CRIME OF DOMESTIC VIOLENCE; 14-33(A) - SIMPLE ASSAULT
BSL25-00508	CALL BY PHONE - LAW	ANIMAL CONTROL
BSL25-00509	ATTEMPT TO LOCATE	Information Only - No Offense
BSL25-00510	MVA NON-INJURY	DAMAGE TO REAL PROPERTY; Damage to Property
BSL25-00511	HIT AND RUN NON-INJURY	20-166.1 - FAIL TO REPORT ACCIDENT
BSL25-00512	MVA NON-INJURY	Motor Vehicle Accident
BSL25-00513	MVA NON-INJURY	Information Only - No Offense
BSL25-00514	ATTEMPT TO LOCATE	WARRANT SERVICE
BSL25-00515	MVA NON-INJURY	Motor Vehicle Accident
BSL25-00517	TRAFFIC STOP	WARRANT SERVICE
BSL25-00518	TRAFFIC STOP	20-28(A) - DWLR NOT IMPAIRED REV; FAILURE TO APPEAR
BSL25-00519	MVA NON-INJURY	Motor Vehicle Accident
BSL25-00520	25-C-PSYCH	14-33(A) - SIMPLE ASSAULT; 14-127 - INJURY TO REAL PROPERTY; 14-33(B)(2) - ASSAULT ON A FEMALE
BSL25-00521	4-B-ASSAULT	14-72(A) - FELONY LARCENY; 14-89.1 - SAFECRACKING; 14-54(A1) - BREAK/ENTER TERRORIZE/INJURE; 14-72(A) - FELONY LARCENY
BSL25-00522	DOMESTIC	14-32.5 - MISDEMEANOR CRIME OF DOMESTIC VIOLENCE
BSL25-00523	DOMESTIC	14-33(A) - SIMPLE ASSAULT
BSL25-00524	MENTAL PATIENT	INVOLUNTARY COMMITMENT ORDER
BSL25-00525	TRAFFIC STOP	90-95(A)(3) - POSSESS METHAMPHETAMINE; 20-28(A) - DWLR NOT IMPAIRED REV; 90-113.22 - POSS DRUG PARAPHERNALIA; 90-95(D)(4) - SIMPLE POSSESS SCH VI CS (M); 90-95(D)(2) -
BSL25-00526	TAKE WRITTEN REPORT	14-72(A) - MISDEMEANOR LARCENY; 14-54(B) - BREAKING OR ENTERING (M)

Case Number	Code	Statutes/Offenses
BSL25-00528	23-D-OD POISON ACCIDENT	OVERDOSE (NON-LETHAL)
BSL25-00530	MVA NON-INJURY	Motor Vehicle Accident
BSL25-00531	ASSIST OTHER - LAW	14-277.1 - COMMUNICATING THREATS; 14-160 - INJURY TO PERSONAL PROPERTY
BSL25-00532	MVA NON-INJURY	DAMAGE TO REAL PROPERTY; Motor Vehicle Accident
BSL25-00533	INVESTIGATION - LAW	14-127 - INJURY TO REAL PROPERTY
BSL25-00534	DOMESTIC	14-33(C)(1) - ASSAULT WITH A DEADLY WEAPON
BSL25-00535	CRIME IN PROGRESS	14-127 - INJURY TO REAL PROPERTY; 14-54(B) - BREAKING OR ENTERING (M)
BSL25-00537	MVA NON-INJURY	Motor Vehicle Accident
BSL25-00538	CALL BY PHONE - LAW	Information Only - No Offense
BSL25-00539	TRAFFIC STOP	90-95(D)(4) - SIMPLE POSSESS SCH VI CS (M); 90-95(D)(2) - FELONY POSSESSION OF COCAINE

Total Records: 80

Boiling Spring Lakes Police Department

BSL Commissioner's Monthly Arrest Report

Printed on September 7, 2025

Arrest Date/Time	Statutes/Charges
08/31/25 17:13	90-95(D)(2) - FELONY POSSESSION OF COCAINE; 90-95(D)(4) - SIMPLE POSSESS SCH VI CS (M)
08/05/25 15:44	WARRANT SERVICE; 90-95(D)(2) - SIMPLE POSSESS SCH IV CS (M); 90-95(D)(2) - SIMPLE POSSESS SCH II CS (M); 90-95(A)(3) - POSSESS METHAMPHETAMINE
08/12/25 19:30	20-138.1 - DRIVING WHILE IMPAIRED
08/17/25 17:46	Warrant Service Other Jurisdiction
08/17/25 17:46	Warrant Service Other Jurisdiction
08/22/25 14:39	FAILURE TO APPEAR
08/24/25 22:37	90-95(D)(2) - SIMPLE POSSESS SCH II CS (M); 90-95(D)(4) - SIMPLE POSSESS SCH VI CS (M); 90-113.22 - POSS DRUG PARAPHERNALIA; 20-28(A) - DWLR NOT IMPAIRED REV; 90-95(A)(3) - POSSESS

Total Records: 7

Boiling Spring Lakes Police Department

BSL Commissioner's Monthly Citation/Warning
Report

Printed on September 7, 2025

Type	Statutes/Charges
20-111(1) - DRIVE/ALLOW MV NO REGISTRATION; 20-28(A) - DWLR Total: 1	
20-111(2) - EXPIRED REGISTRATION CARD/TAG Total: 1	
20-111(2) - EXPIRED REGISTRATION CARD/TAG; 20-183.8(A)(1) - EXPIRED/NO INSPECTION Total: 1	
20-111(2) - EXPIRED REGISTRATION CARD/TAG; 20-57(C) - FAIL CARRY REGISTRATION CARD Total: 1	
20-127(D) - WINDOW TINTING VIOL Total: 1	
20-135.4(d) - Alter Suspension of Motor Vehicle Total: 1	
20-141(A) - EXCEEDING SAFE SPEED; 20-158(B)(1)(3) - FAIL STOP STOPSIGN/FLSH RED LT Total: 1	
20-141(B) - SPEEDING Total: 16	
20-141(B) - SPEEDING; 20-146(A) - DRIVE LEFT OF CENTER Total: 1	
20-141(J1) - SPEEDING Total: 5	
20-141 - SPEED IN EXCESS OF 25 MPH Total: 1	
20-141 - SPEED IN EXCESS OF 35 MPH Total: 1	
20-158(B)(1)(3) - FAIL STOP STOPSIGN/FLSH RED LT Total: 2	
20-158(B)(1)(3) - FAIL STOP STOPSIGN/FLSH RED LT; 20-141(B) - SPEEDING Total: 1	
20-183.8(A)(1) - EXPIRED/NO INSPECTION; 20-111(2) - EXPIRED REGISTRATION CARD/TAG Total: 5	
20-183.8(A) - IMPROPER VEHICLE INSPECTION Total: 1	
20-28(A1) - AID&ABET DWLR IMPAIRED REV; 20-129(B) - DRIVE WITHOUT TWO HEADLAMPS Total: 1	
20-28(A) - DWLR Total: 3	
20-28(A) - DWLR NOT IMPAIRED REV Total: 2	
20-309 - NO LIABILITY INSURANCE; 20-28(A) - DWLR NOT IMPAIRED REV Total: 1	
20-7(A) - NO OPERATORS LICENSE Total: 3	

Type

Statutes/Charges

**20-7(A) - NO OPERATORS LICENSE; 20-141 - SPEED IN EXCESS OF 35 MPH Total:
1**

ANIMAL CONTROL Total: 1

Total Records: 52

Boiling Spring Lakes Police Department

BSL Commissioner's Civil Tickets Monthly Report

Printed on September 7, 2025

Violation Notice Number	Offense	Date and Time of Offense	Street Name	Date Paid
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Total Records: 0



Boiling Spring Lakes Parks & Recreation

Director's Report for August 2025

*Summer Camp ended on the 15th. We had 10 weeks of fun with over 90 kids throughout the summer. Many new faces to the program. Some of the new kids signed up for our before/after school program. Currently we have 11 enrolled in BS and 21 in our AS program.

*Two concerts were cancelled due to rain. Rescheduled for the 5th and 12th of September.

*Senior adult programs continue to do well. Pelicans baseball game was a hit as was the craft fair in Myrtle Beach. Amy had 26 for BINGO and 9 ladies joined her for the free craft of the month, sand candle making. Lunches continue to bring in new faces. We averaged around 42 on each MWF for the month. BSRI (Brunswick Senior Resources, Inc) donations were steady. Lunches are a suggested \$2 donation. All of the money goes right back to BSRI. The Brew Crew met at the VFW to brainstorm future programs and trips. Brew Crew meets the last Tuesday of the month at either The Kozy Bean or VFW at 3pm and is open to all BSL residents.

*Our fall/winter months bring us lots of events. Clean Sweep on 9/20, Trunk or Treat on 10/31, Railroad to the Holidays on 11/22 and our annual Pancake Breakfast on 12/6.

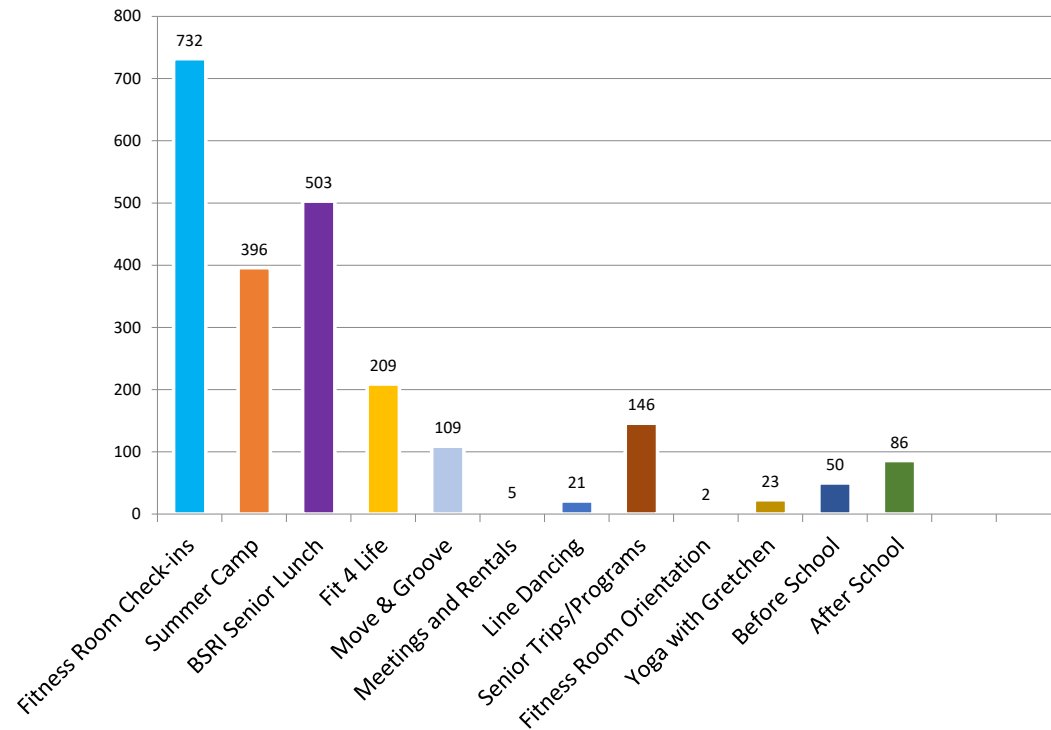
*The Parks and Rec dept will be hosting an Open House on Saturday, October 25th and all are welcome. We will be providing transportation to those folks that cannot drive or have the means to get to the Community Center. (Registration for transportation will be required). We are excited to share all that our department offers. The event will be from 1-3pm. More info to follow soon.

August 2025 Parks & Recreation Activity Totals

Fitness Room Check-ins	732
Summer Camp	396
BSRI Senior Lunch	503
Fit 4 Life	209
Move & Groove	109
Meetings and Rentals	5
Line Dancing	21
Senior Trips/Programs	146
Fitness Room Orientation	2
Yoga with Gretchen	23
Before School	50
After School	86

Activity Total

2282



Parks & Recreation Total Revenue FY 2025-2026											
		10-365-00 Rentals	10-365-01 Fitness Room	10-365-02 Donations	10-365-06 BSRI	10-365-07 Sponsorships	10-365-08 Dreammakers Scholarships	10-365-10 Misc Income	10-365-20 Adult Programs	10-365-30 Youth Programs	Total Revenue
July		\$30.00	\$1,930.00		\$312.00			\$131.50	\$3,416.00	\$16,630.19	\$22,449.69
Aug		\$482.50	\$990.00	\$20.00	\$464.00	\$30.00		\$101.00	\$1,449.00	\$11,669.47	\$15,205.97
Sept											\$0.00
Oct											\$0.00
Nov											\$0.00
Dec											\$0.00
Jan											\$0.00
Feb											\$0.00
Mar											\$0.00
Apr											\$0.00
May											\$0.00
June											\$0.00
											\$0.00
											\$0.00
Total		\$512.50	\$2,920.00	\$20.00	\$776.00	\$30.00	\$0.00	\$232.50	\$4,865.00	\$28,299.66	\$ 37,655.66
BUDGET REQ		\$ 6,000.00	\$ 15,000.00	\$ 1,500.00			\$ 1,500.00	\$ 1,000.00	\$ 42,000.00	\$ 65,000.00	\$ 132,000.00
											\$ 37,655.66
									BUDGETED REVENUE		\$ 132,000.00
									ACTUAL REVENUE		\$ 37,655.66
									ADDITIONAL REVENUE		\$ (94,344.34)
									% OF BUDGET		29%



Financial Statements for the Month ending August 31, 2025

Brandon Stevens
Finance Director

City of Boiling Spring Lakes
Summary of Cash Balances
August 31, 2025

	August 31, 2025	June 30, 2025
General Fund Checking Account	\$ 565,219	\$ 575,572
Powell Bill Savings Account	\$ 380,028	\$ 408,553
General Fund Savings Account (Debt-Setoff)	\$ 3,514,141	\$ 3,489,066
SCIF Grant from NC General Assembly	\$ 1,974,709	\$ 3,942,973
2024 SCIF Grant from NC General Assembly	\$ 8,583,981	\$ 8,522,731
2025 SCIF Grant from NC General Assembly	\$ 267,521	\$ 265,612
Total Cash	\$ 15,285,597	\$ 17,204,508

Range of Checking Accts: First to Last Range of Check Dates: 08/01/25 to 08/31/25 Outstanding As Of: 08/31/25
Report Type: Outstanding Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
10-CHECKING				
42403	08/06/25	AIRRE005 AIR REPAIR SERVICES INC	1,247.50	584
42404	08/06/25	ANCHO005 ANCHORPOINT PLANNING,LLC	2,875.00	584
42405	08/06/25	BLACK005 BLACK'S TIRE SERVICE	749.54	584
42406	08/06/25	BRUCE005 BILL BRUCE	1,200.00	584
42407	08/06/25	BRUNS205 BRUNSWICK PAWN & FIREARMS	6,661.07	584
42408	08/06/25	CAVAN010 CAVMAC	355.15	584
42409	08/06/25	DANAS005 DANA SAFETY SUPPLY, INC...	2,475.75	584
42410	08/06/25	DELAG010 DELAGE LANDEN FINANCIAL SVCS	414.73	584
42411	08/06/25	GALLS005 GALLS LLC	606.65	584
42412	08/06/25	GRETCH005 GRETCHEN STEPHENS	420.00	584
42413	08/06/25	KENWO010 MHC KENWORTH	58.08	584
42414	08/06/25	KRIST005 KRISTIN WALSH	158.85	584
42415	08/06/25	LAKES010 THE LAKES COUNTRY CLUB	2,160.00	584
42416	08/06/25	LOWES005 LOWE'S HOME IMPROVEMENT	537.01	584
42417	08/06/25	MARTHA MARTHA SAMSON	83.22	584
42418	08/06/25	MARY MARY PONGONIS	22.47	584
42419	08/06/25	MCGIL005 MCGILL ENGINEERING & ASSOCIATE	3,400.00	584
42420	08/06/25	NASHE010 NASH EQUIPMENT CO	131.37	584
42421	08/06/25	NCAHC005 NCAHCO	40.00	584
42422	08/06/25	NCDMV005 NCDMV	6.00	584
42423	08/06/25	PVIEN005 PVI ENTERPRISES	1,900.00	584
42424	08/06/25	SAFEL005 SAFE LIFE DEFENSE	2,686.24	584
42425	08/06/25	SPRIN010 SPRINGER-EUBANK COMPANY INC.	2,108.05	584
42426	08/06/25	SUSAN005 SUSANA EVANS	100.00	584
42427	08/06/25	TELEP005 FOCUS BROADBAND	1,300.59	584
42428	08/06/25	THEBR005 THE BROUGH LAW FIRM, PLLC	4,136.00	584
42429	08/06/25	WOLFCOM WOLFCOM ENTERPRISES	3,690.00	584
42430	08/13/25	AUTO AUTO ZONE	558.72	585
42431	08/13/25	BART BARTLOMIEJ WANCZYK	119.49	585
42432	08/13/25	BRUNS030 BRUNS CO PUBLIC UTILITIES	44.68	585
42433	08/13/25	BRUNS040 BRUNS CO SOLID WASTE	120.36	585
42434	08/13/25	CANAD005 CANADY'S	550.00	585
42435	08/13/25	CAPIT005 CAPITAL FORD LINCOLN OF WILMIN	570.37	585
42436	08/13/25	CAPIT010 CAPITAL FORD OF RALEIGH	286.37	585
42437	08/13/25	CHEMI005 ENVIRONMENTAL CHEMISTS, INC	750.00	585
42438	08/13/25	COAST005 COASTAL DOCUMENT SOLUTIONS LLC	1,439.72	585
42439	08/13/25	EZBEV005 INDIAN SPRING WATER CO.	144.83	585
42440	08/13/25	FORMS005 FORMS & SUPPLY, INC	237.68	585
42441	08/13/25	GOVPI005 GOVPILOT	26,664.00	585
42442	08/13/25	LELAN010 LELAND ACE HARDWARE	7.64	585
42443	08/13/25	LINST005 LINSTAR	25.60	585
42444	08/13/25	LLTEN005 L & L Tent Rentals & Sales LLC	926.60	585
42445	08/13/25	NAPAA005 NAPA DICKSON AUTO PARTS	295.95	585
42446	08/13/25	NCLIC005 NC LICENSING BOARD FOR GEN CON	207.00	585
42447	08/13/25	SEQUO005 SEQUOIA SERVICES, LLC	331,147.61	585
42448	08/13/25	STATE010 STATE PORT PILOT	43.05	585
42449	08/13/25	VERIZ005 VERIZON	1,776.23	585
42450	08/13/25	VERIZ010 VERIZON CONNECT FLEET USA LLC	475.42	585
42451	08/13/25	VOYAG005 US BANK VOYAGER FLEET SYSTEMS	6,040.27	585

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
10-CHECKING		Continued			
42452	08/13/25	WAKES005 WAKE STONE CORP	14,649.96		585
42453	08/22/25	BADIA005 MARGARET DELLA BADIA	34.67		586
42454	08/22/25	BFPEI005 BFPE INTERNATIONAL FIRE	709.74		586
42455	08/22/25	BRUNS030 BRUNS CO PUBLIC UTILITIES	479.98		586
42456	08/22/25	BRUNS035 BRUNS CO REVENUE DEPT	5,860.00		586
42457	08/22/25	CROAK005 CROAKER, INC	367.88		586
42458	08/22/25	DELAG010 DELAGE LANDEN FINANCIAL SVCS	291.43		586
42459	08/22/25	FIRST020 FIRST POINT	88.97		586
42460	08/22/25	GALLS005 GALLS LLC	491.71		586
42461	08/22/25	GARYS005 GARY SEGEN	17.00		586
42462	08/22/25	GFL GFL Environmental	630.56		586
42463	08/22/25	GORDO005 GORDON HARGROVE	153.30		586
42464	08/22/25	GREGO005 GREGORY POOLE EQUIPMENT	8,432.90		586
42465	08/22/25	INTER035 INTERACTIVE MEDICAL SYSTEMS	50.00		586
42466	08/22/25	MCGIL005 MCGILL ENGINEERING & ASSOCIATE	722.50		586
42467	08/22/25	NCINT005 NC INTERLOCAL RISK MGMT AGENCY	35,516.86		586
42468	08/22/25	PHILL015 PHILLIPS ENTERPRISE TRUCKING I	524.62		586
42469	08/22/25	RAPID005 JUNGLE RAPIDS	3,758.12		586
42470	08/22/25	SHRED005 STERICYCLE, INC.	93.56		586
42471	08/22/25	SINGL015 SINGLETARY CERTIFICATIONS	435.00		586
42472	08/22/25	SOLLE010 TAMMY SOLLENBERGER	30.33		586
42473	08/22/25	STATE010 STATE PORT PILOT	725.95		586
42474	08/22/25	THOMP030 THOMPSON, PRICE, SCOTT ADAMS &	5,500.00		586
Checking Account Totals		Outstanding as of 08/31/25	Void since 08/31/25		
	Checks:	72 491,519.90	0	0.00	
	Direct Deposit:	0 0.00	0	0.00	
	Total:	72 491,519.90	0	0.00	
Report Totals		Outstanding as of 08/31/25	Void since 08/31/25		
	Checks:	72 491,519.90	0	0.00	
	Direct Deposit:	0 0.00	0	0.00	
	Total:	72 491,519.90	0	0.00	

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	5-10	7,229.86	0.00	213.42	7,443.28
GENERAL FUND	6-10	127,424.53	188.97	985.53	128,599.03
POWELL BILL FUND	6-20	22,797.52	0.00	1,532.46	24,329.98
Dam Reconstruction Project	6-35	0.00	0.00	723.06	723.06
Year Total:		150,222.05	188.97	3,241.05	153,652.07
Dam Reconstruction Project	X-35	330,424.55	0.00	0.00	330,424.55
Total of All Funds:		487,876.46	188.97	3,454.47	491,519.90

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	10	134,654.39	188.97	1,198.95	136,042.31
POWELL BILL FUND	20	22,797.52	0.00	1,532.46	24,329.98
Dam Reconstruction Project	35	330,424.55	0.00	723.06	331,147.61
Total of All Funds:		487,876.46	188.97	3,454.47	491,519.90

City of Boiling Spring Lakes
Statement of Revenue and Expenditures - Standard

09/29/2025
10:29 AM

Revenue Account Range: 10-000-00 to 10-999-99

Include Non-Anticipated: Yes

Year To Date As Of: 08/31/25

Expend Account Range: 10-000-00 to 10-999-99

Include Non-Budget: No

Current Period: 08/01/25 to 08/31/25

Print Zero YTD Activity: No

Prior Year: 08/01/24 to 08/31/24

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-301-00	Current Year Ad Valorem Taxes	74,399.46	2,449,200.00	0.00	0.00	2,449,200.00-	0
10-301-05	Prior Years' Ad Valorem Taxes	3,677.58	25,000.00	0.00	0.00	25,000.00-	0
10-301-30	NCVTS Motor Vehicle Ad Valorem Taxes	29,420.26	185,000.00	0.00	0.00	185,000.00-	0
10-301-40	Municipal Motor Vehicle Fees	27,900.00	160,000.00	0.00	0.00	160,000.00-	0
10-301-99	Special Assessment Interest	85.44	0.00	0.00	0.00	0.00	0
10-317-00	Tax Penalties & Interest	730.65	10,000.00	0.00	0.00	10,000.00-	0
10-323-00	Driveway Permits	1,125.00	20,000.00	1,375.00	3,250.00	16,750.00-	16
10-329-00	Investment Earnings	0.00	30,000.00	0.00	0.00	30,000.00-	0
10-331-00	Rental Income / Concessions	3,613.77	33,750.00	0.00	0.00	33,750.00-	0
10-335-00	Miscellaneous Income - Admin	871.03-	0.00	3.47-	393.46	393.46	0
10-335-66	Library Donations	8.00	0.00	0.00	0.00	0.00	0
10-335-81	Mayor's Cup Golf Tournament	684.00	0.00	1,123.00	4,913.00	4,913.00	0
10-337-00	Utilities Franchise Tax	0.00	270,000.00	0.00	0.00	270,000.00-	0
10-341-00	Beer & Wine Tax	0.00	30,000.00	0.00	0.00	30,000.00-	0
10-343-00	NC DOT - Right of Way	0.00	3,700.00	0.00	0.00	3,700.00-	0
10-345-00	Sales Tax Distributions	249,222.08	2,875,000.00	0.00	0.00	2,875,000.00-	0
10-347-00	ABC Store - Profits	0.00	20,000.00	0.00	0.00	20,000.00-	0
10-347-01	ABC Store - Law	0.00	1,000.00	0.00	0.00	1,000.00-	0
10-352-01	Code Enforcement Penalties	0.00	3,500.00	0.00	0.00	3,500.00-	0
10-357-00	Inspection Plan Reviews	400.00	1,500.00	0.00	0.00	1,500.00-	0
10-357-10	Building Permits	9,093.00	150,000.00	8,458.00	28,439.00	121,561.00-	19
10-357-20	Electrical Permits	4,430.00	44,000.00	3,610.00	8,729.00	35,271.00-	20
10-357-30	Mechanical Permits	4,180.00	39,000.00	2,480.00	6,065.00	32,935.00-	16
10-357-40	Plumbing Permits	1,325.00	31,000.00	1,175.00	4,585.00	26,415.00-	15

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-357-50	Reinspection & Penalty Fees	2,855.00	7,500.00	465.00	735.00	6,765.00-	10
10-357-60	Fire Inspection Fees	340.00	500.00	0.00	150.00	350.00-	30
10-357-70	Electronic Permitting / Technology Fees	635.00	4,000.00	320.00	2,699.00	1,301.00-	67
10-360-00	Planning & Zoning Fees	3,835.00	35,000.00	8,580.00	12,725.00	22,275.00-	36
10-360-10	Planning & Development Fees	440.00	2,500.00	595.00	1,045.00	1,455.00-	42
10-360-20	Board of Adjustment Fees	0.00	500.00	0.00	0.00	500.00-	0
10-360-30	Electronic Permitting / Technology Fees	290.00	1,800.00	400.00	640.00	1,160.00-	36
10-365-00	Community Center Rental	1,248.75	6,000.00	482.50	512.50	5,487.50-	9
10-365-01	Community Center Memberships	1,675.50	15,000.00	990.00	2,920.00	12,080.00-	19
10-365-02	Community Center Donations	0.00	0.00	20.00	20.00	20.00	0
10-365-06	Brunswick Co Senior Resource Donation	367.00	0.00	464.00	776.00	776.00	0
10-365-07	Sponsorships	0.00	0.00	30.00	30.00	30.00	0
10-365-10	P/R Misc Income, water,maps,copies, etc.	153.00	1,000.00	101.00	232.50	767.50-	23
10-365-20	Adult Programs	8,236.00	42,000.00	1,349.00	4,450.00	37,550.00-	11
10-365-30	Youth Programs	3,420.31	65,000.00	11,669.47	25,171.66	39,828.34-	39
10-383-00	Sale of Fixed Assets	0.00	2,500.00	0.00	0.00	2,500.00-	0
10-393-01	Water Assessment Phase I	500.00	0.00	0.00	0.00	0.00	0
10-393-02	Water Assessment Phase II	500.00	0.00	0.00	500.00	500.00	0
10-393-03	Water Assessment Interest	499.15	5,000.00	498.24	974.70	4,025.30-	19
10-393-05	Special Assessment Fifty Lakes/Goldsboro	2,133.00	2,500.00	0.00	0.00	2,500.00-	0
10-399-00	Fund Balance Appropriated	0.00	51,892.00	0.00	0.00	51,892.00-	0
GENERAL FUND Revenue Totals		436,550.92	6,624,342.00	44,181.74	109,955.82	6,514,386.18-	1

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-410-00	GOVERNING BODY:	0.00	0.00	0.00	0.00	0.00	0
10-410-02	Salaries	0.00	16,000.00	0.00	0.00	16,000.00	0

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-410-03	Legal Fees	2,860.00	55,000.00	4,136.00	4,136.00	50,864.00	8
10-410-05	FICA Taxes	0.00	1,250.00	0.00	0.00	1,250.00	0
10-410-14	Travel & Training	0.00	10,000.00	0.00	0.00	10,000.00	0
10-410-15	Employee Award	0.00	4,000.00	0.00	0.00	4,000.00	0
10-410-18	City Auditor Fees	9,838.65	41,000.00	5,855.15	10,855.15	30,144.85	26
10-410-26	Legal Advertising	420.00	3,000.00	43.05	43.05	2,956.95	1
10-410-42	Ordinance Codification	0.00	5,000.00	0.00	0.00	5,000.00	0
10-410-45	Contracted Services	18.67	8,000.00	0.00	0.00	8,000.00	0
10-410-53	Collection Fees (Taxes)	587.93	16,000.00	0.00	0.00	16,000.00	0
10-410-55	Vehicle Tax Collection Fees	2,219.98	13,000.00	0.00	0.00	13,000.00	0
10-410-57	Miscellaneous	0.00	10,000.00	0.00	426.77	9,573.23	4
10-420-00	ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0
10-420-01	Overtime Wages	0.00	1,000.00	0.00	0.00	1,000.00	0
10-420-02	Salaries	62,173.65	711,000.00	43,599.92	108,335.25	602,664.75	15
10-420-04	Professional Services	402.00	5,000.00	0.00	0.00	5,000.00	0
10-420-05	FICA Taxes	4,563.41	56,000.00	3,232.55	8,037.19	47,962.81	14
10-420-06	Group Insurance Coverage	3,072.78	63,000.00	50.00	50.00	62,950.00	0
10-420-07	Retirement Contribution	8,450.99	103,000.00	6,232.59	15,305.22	87,694.78	15
10-420-08	401(k) Contribution	3,095.61	37,000.00	2,164.11	5,314.34	31,685.66	14
10-420-09	Unemployment Compensation	0.00	3,000.00	0.00	0.00	3,000.00	0
10-420-10	Retiree Supplemental Insurance	1,087.96	18,000.00	0.00	0.00	18,000.00	0
10-420-11	Telephone & Postage	465.50	11,000.00	156.92	339.50	10,660.50	3
10-420-12	Volunteer Appreciation	1,327.62	3,000.00	0.00	0.00	3,000.00	0
10-420-13	Electric & Water Utility Charges	1,538.05	16,000.00	122.13	122.13	15,877.87	1
10-420-14	Travel & Training	0.00	9,000.00	153.30	1,903.30	7,096.70	21
10-420-17	Vehicle Maintenance	45.93	1,000.00	0.00	0.00	1,000.00	0
10-420-31	Fuel, Oil & Tires	198.62	3,000.00	123.41	123.41	2,876.59	4

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-420-32	Office Supplies	684.80	5,000.00	176.71	176.71	4,823.29	4
10-420-34	JANITORIAL SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0
10-420-35	Emergency Response	0.00	7,000.00	0.00	0.00	7,000.00	0
10-420-36	Fire Department Contingency	0.00	5,000.00	0.00	0.00	5,000.00	0
10-420-45	Contracted Services	9,963.42	68,500.00	884.83	939.57	67,560.43	1
10-420-53	Dues & Subscriptions	2,445.00	12,950.00	0.00	8,172.00	4,778.00	63
10-420-54	General & Property Insurance	0.00	107,800.00	0.00	111,901.98	4,101.98-	104
10-420-55	Workers Compensation Insurance	0.00	65,000.00	35,516.86	35,516.86	29,483.14	55
10-420-57	Miscellaneous Expense	7,222.53	11,000.00	5,860.00	5,860.00	5,140.00	53
10-420-75	Debt Service Payments	6,666.67	80,000.00	0.00	0.00	80,000.00	0
10-420-76	Debt Service Interest Payments	589.83	7,000.00	0.00	0.00	7,000.00	0
10-490-00	ANIMAL CONTROL:	0.00	0.00	0.00	0.00	0.00	0
10-490-11	Telephone & Postage	41.42	700.00	41.46	41.46	658.54	6
10-490-14	Travel & Training	0.00	500.00	0.00	0.00	500.00	0
10-490-17	Vehicle Maintenance	0.00	1,100.00	0.00	0.00	1,100.00	0
10-490-31	Fuel, Oil & Tires	50.82	3,000.00	61.82	61.82	2,938.18	2
10-490-32	Office Supplies	0.00	500.00	0.00	0.00	500.00	0
10-490-33	Supplies	41.86	500.00	0.00	0.00	500.00	0
10-490-36	Uniform Allowance	0.00	1,000.00	0.00	0.00	1,000.00	0
10-490-57	Miscellaneous	0.00	250.00	0.00	0.00	250.00	0
10-490-72	Non-Capital Outlay	0.00	1,000.00	0.00	0.00	1,000.00	0
10-500-00	BUILDING AND GROUNDS:	0.00	0.00	0.00	0.00	0.00	0
10-500-01	Overtime Wages	53.55	1,000.00	0.00	0.00	1,000.00	0
10-500-02	Salaries	23,875.35	190,000.00	13,611.45	33,597.70	156,402.30	18
10-500-03	Part Time Salaries	0.00	10,000.00	0.00	0.00	10,000.00	0
10-500-05	FICA Taxes	1,703.27	15,000.00	1,000.65	2,470.80	12,529.20	16
10-500-06	Group Insurance Coverage	2,183.51	36,000.00	0.00	0.00	36,000.00	0

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-500-07	Retirement Contribution	2,886.17	27,400.00	1,960.04	4,838.06	22,561.94	18
10-500-08	401(k) Contribution	1,057.22	10,000.00	680.56	1,679.87	8,320.13	17
10-500-11	Telephone & Postage	30.88	1,000.00	0.00	0.00	1,000.00	0
10-500-13	Generator Maintenance	0.00	5,000.00	0.00	0.00	5,000.00	0
10-500-14	Travel & Training	0.00	1,000.00	0.00	0.00	1,000.00	0
10-500-16	Equipment & Maintenance	37.98	3,000.00	0.00	0.00	3,000.00	0
10-500-17	Vehicle Maintenance	2,317.34	10,000.00	274.31	274.31	9,725.69	3
10-500-18	Lawn Care	27.74	1,000.00	0.00	0.00	1,000.00	0
10-500-19	Landscaping	8.53	2,000.00	0.00	250.00	1,750.00	12
10-500-20	Park Repair & Maintenance	385.68	5,000.00	0.00	326.10	4,673.90	7
10-500-21	Police Dept. Building Repair & Maint	90.96	5,000.00	962.35	1,312.35	3,687.65	26
10-500-22	City Hall Building Repair & Maintenance	1,377.36	12,000.00	771.55	17,563.35	5,563.35-	146
10-500-23	Community Ctr Bldg Repair & Maint	167.52	15,000.00	772.03	772.03	14,227.97	5
10-500-24	Public Works Garage Bldg Repair & Maint	563.67	7,000.00	253.95	253.95	6,746.05	4
10-500-25	Club House Repair & Maintenance	0.00	2,500.00	0.00	0.00	2,500.00	0
10-500-31	Fuel, Oil & Tires	2,102.83	9,000.00	609.29	609.29	8,390.71	7
10-500-32	Office Supplies	426.00	1,000.00	0.00	0.00	1,000.00	0
10-500-33	Janitorial Supplies City Hall	190.48	0.00	0.00	0.00	0.00	0
10-500-34	Janitorial Supplies	234.46	1,500.00	0.00	0.00	1,500.00	0
10-500-36	Uniform Allowance	0.00	3,000.00	0.00	0.00	3,000.00	0
10-500-45	Contracted Services	617.88	3,500.00	1,664.00	2,164.00	1,336.00	62
10-500-46	Pest & Termite Control	75.00	2,000.00	0.00	60.00	1,940.00	3
10-500-57	Miscellaneous Expenses	11.38	500.00	0.00	0.00	500.00	0
10-500-72	Non-Capital Outlay	0.00	2,000.00	0.00	0.00	2,000.00	0
10-500-74	Capital Outlay	0.00	21,000.00	0.00	19,997.19	1,002.81	95
10-510-00	PUBLIC SAFETY:	0.00	0.00	0.00	0.00	0.00	0
10-510-01	Overtime Wages	1,326.17	19,000.00	1,674.03	4,885.99	14,114.01	26

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10-510-02	Salaries	94,612.77	1,110,000.00	81,959.49	201,239.43	908,760.57	18
10-510-03	Part Time Salaries	623.70	22,000.00	150.00	1,250.00	20,750.00	6
10-510-04	Professional Services	0.00	2,000.00	0.00	0.00	2,000.00	0
10-510-05	FICA Taxes	7,216.48	90,000.00	6,475.46	15,885.99	74,114.01	18
10-510-06	Group Insurance Coverage	9,864.16	162,000.00	0.00	0.00	162,000.00	0
10-510-07	Retirement Contribution	13,834.17	180,000.00	13,378.74	32,836.74	147,163.26	18
10-510-08	401(k) Contribution	4,670.22	57,000.00	4,181.69	10,264.03	46,735.97	18
10-510-09	Retiree Supplemental Insurance	178.00	1,500.00	0.00	0.00	1,500.00	0
10-510-10	LEO -Separation Allowance	0.00	22,000.00	1,689.76	3,379.52	18,620.48	15
10-510-11	Telephone & Postage	1,305.02	22,000.00	1,225.41	1,225.41	20,774.59	6
10-510-13	Electric & Water Utility Charges	2,136.40	14,000.00	162.78	162.78	13,837.22	1
10-510-14	Travel & Training	0.00	5,000.00	0.00	0.00	5,000.00	0
10-510-16	Equipment & Maintenance	227.90	3,000.00	0.00	0.00	3,000.00	0
10-510-17	Vehicle Maintenance	3,566.32	15,000.00	1,054.05	1,054.05	13,945.95	7
10-510-18	Communication Equipment Maintenance	0.00	5,000.00	0.00	0.00	5,000.00	0
10-510-31	Fuel, Oil & Tires	9,049.14	55,000.00	4,176.97	4,176.97	50,823.03	8
10-510-32	Office Supplies	111.96	2,500.00	358.62	425.62	2,074.38	17
10-510-34	Janitorial Supplies	234.46	2,000.00	101.55	101.55	1,898.45	5
10-510-36	Uniform Allowance	689.91	16,900.00	3,662.38	3,662.38	13,237.62	22
10-510-37	Crime Prevention	0.00	4,000.00	0.00	0.00	4,000.00	0
10-510-45	Contracted Services	5,087.76	90,000.00	1,704.67	17,405.61	72,594.39	19
10-510-51	Special Investigations	0.00	6,500.00	0.00	0.00	6,500.00	0
10-510-52	Fees for Investigations	0.00	2,000.00	0.00	0.00	2,000.00	0
10-510-53	Dues & Subscriptions	0.00	1,800.00	0.00	0.00	1,800.00	0
10-510-57	Miscellaneous Expense	90.40	3,000.00	0.00	0.00	3,000.00	0
10-510-61	Small Fry Fishing Tournament	0.00	1,800.00	0.00	0.00	1,800.00	0
10-510-72	Non-Capital Outlay	0.00	10,000.00	6,661.07	8,980.27	1,019.73	90

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-510-75	Debt Service Payments	1,811.58	183,000.00	0.00	0.00	183,000.00	0
10-530-00	CODE ENFORCEMENT:	0.00	0.00	0.00	0.00	0.00	0
10-530-01	Overtime Wages	0.00	500.00	0.00	0.00	500.00	0
10-530-02	Salaries	6,996.57	66,000.00	4,924.46	12,194.08	53,805.92	18
10-530-05	FICA Taxes	519.60	5,000.00	350.14	874.47	4,125.53	17
10-530-06	Group Insurance Coverage	732.08	9,000.00	0.00	0.00	9,000.00	0
10-530-07	Retirement Contribution	955.02	9,500.00	709.12	1,755.95	7,744.05	18
10-530-08	401(k) Contribution	349.83	3,500.00	246.22	609.70	2,890.30	17
10-530-11	Telephone & Postage	77.92	1,900.00	41.46	41.46	1,858.54	2
10-530-14	Travel & Training	0.00	1,200.00	0.00	0.00	1,200.00	0
10-530-17	Vehicle Maintenance	422.91	2,000.00	239.23	239.23	1,760.77	12
10-530-31	Fuel, Oil & Tires	1,008.27	1,200.00	77.61	77.61	1,122.39	6
10-530-32	Office Supplies	0.00	200.00	0.00	0.00	200.00	0
10-530-33	Departmental Supplies	0.00	100.00	0.00	0.00	100.00	0
10-530-36	Uniform Allowance	0.00	100.00	0.00	0.00	100.00	0
10-530-45	Contracted Services	326.70	9,800.00	5,000.00	5,000.00	4,800.00	51
10-530-46	Contracted Serv Demolition Abatement	0.00	20,000.00	0.00	0.00	20,000.00	0
10-530-53	Dues & Subscriptions	0.00	200.00	40.00	40.00	160.00	20
10-530-57	Miscellaneous Expense	0.00	100.00	0.00	0.00	100.00	0
10-530-75	Debt Service Payments	535.72	7,250.00	0.00	0.00	7,250.00	0
10-540-00	INSPECTIONS:	0.00	0.00	0.00	0.00	0.00	0
10-540-01	Overtime Wages	0.00	500.00	0.00	0.00	500.00	0
10-540-02	Salaries	21,821.97	219,000.00	9,240.66	22,980.53	196,019.47	10
10-540-05	FICA Taxes	1,625.85	16,300.00	676.40	1,686.20	14,613.80	10
10-540-06	Group Insurance Coverage	2,196.24	27,000.00	0.00	0.00	27,000.00	0
10-540-07	Retirement Contribution	2,978.70	30,000.00	1,330.66	3,309.21	26,690.79	11
10-540-08	401(k) Contribution	1,091.10	10,700.00	462.04	1,149.03	9,550.97	11

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10-540-11	Telephone & Postage	257.11	3,300.00	158.94	158.94	3,141.06	5
10-540-14	Travel & Training	405.31	6,500.00	0.00	0.00	6,500.00	0
10-540-16	Office Equipment	0.00	500.00	0.00	0.00	500.00	0
10-540-17	Vehicle Maintenance	0.00	1,000.00	0.00	0.00	1,000.00	0
10-540-31	Fuel, Oil & Tires	207.72	1,200.00	68.67	68.67	1,131.33	6
10-540-32	Office Supplies	0.00	500.00	0.00	0.00	500.00	0
10-540-33	Departmental Supplies	0.00	1,600.00	0.00	0.00	1,600.00	0
10-540-36	Uniform Allowance	0.00	600.00	0.00	0.00	600.00	0
10-540-45	Contracted Services	1,008.93	22,000.00	8,700.00	8,700.00	13,300.00	40
10-540-53	Dues & Subscriptions	250.00	1,000.00	0.00	0.00	1,000.00	0
10-540-57	Miscellaneous Expense	0.00	250.00	0.00	0.00	250.00	0
10-550-00	PLANNING & ZONING	0.00	0.00	0.00	0.00	0.00	0
10-550-01	Overtime Wages	0.00	500.00	0.00	0.00	500.00	0
10-550-02	Salaries	10,875.85	61,000.00	4,450.01	11,039.68	49,960.32	18
10-550-04	Professional Services	0.00	42,500.00	2,875.00	2,875.00	39,625.00	7
10-550-05	FICA Taxes	824.92	5,500.00	332.50	827.26	4,672.74	15
10-550-06	Group Insurance Coverage	1,437.16	9,000.00	0.00	0.00	9,000.00	0
10-550-07	Retirement Contribution	1,484.57	9,500.00	640.80	1,589.71	7,910.29	17
10-550-08	401(k) Contribution	543.81	4,000.00	222.50	551.98	3,448.02	14
10-550-11	Telephone & Postage	105.38	2,000.00	38.01	38.01	1,961.99	2
10-550-14	Travel & Training	0.00	4,000.00	0.00	0.00	4,000.00	0
10-550-16	Office Equipment	0.00	500.00	0.00	0.00	500.00	0
10-550-17	Vehicle Maintenance	0.00	500.00	0.00	0.00	500.00	0
10-550-31	Fuel, Oil & Tires	0.00	750.00	33.98	33.98	716.02	5
10-550-32	Office Supplies	0.00	500.00	0.00	0.00	500.00	0
10-550-33	Departmental Supplies	0.00	200.00	0.00	0.00	200.00	0
10-550-36	Uniform Allowance	0.00	150.00	0.00	0.00	150.00	0

City of Boiling Spring Lakes
Statement of Revenue and Expenditures

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-550-45	Contracted Services	724.79	18,300.00	7,500.00	7,500.00	10,800.00	41
10-550-53	Dues & Subscriptions	0.00	500.00	0.00	0.00	500.00	0
10-550-57	Miscellaneous Expense	0.00	250.00	0.00	0.00	250.00	0
10-560-00	STREET REPAIR & CONSTRUCTION:	0.00	0.00	0.00	0.00	0.00	0
10-560-01	Overtime Wages	0.00	1,000.00	0.00	0.00	1,000.00	0
10-560-02	Salaries	45,977.46	303,000.00	27,152.32	71,442.27	231,557.73	24
10-560-03	Part Time Salaries	0.00	18,000.00	0.00	0.00	18,000.00	0
10-560-04	Professional Services	0.00	6,000.00	0.00	0.00	6,000.00	0
10-560-05	FICA Taxes	3,376.79	25,000.00	2,012.51	5,301.82	19,698.18	21
10-560-06	Group Insurance Coverage	3,841.48	45,000.00	0.00	0.00	45,000.00	0
10-560-07	Retirement Contribution	5,958.30	44,000.00	3,593.55	9,538.31	34,461.69	22
10-560-08	401(k) Contribution	2,026.60	15,292.00	1,247.77	3,311.92	11,980.08	22
10-560-09	Retiree Insurance Supplement	1,273.49	14,000.00	0.00	0.00	14,000.00	0
10-560-10	Street Light Utility Charges	2,137.37	18,500.00	0.00	0.00	18,500.00	0
10-560-11	Telephone & Postage	99.76	1,700.00	38.01	38.01	1,661.99	2
10-560-12	Propane	0.00	3,500.00	0.00	0.00	3,500.00	0
10-560-13	Electric & Water Utility Charges	913.29	7,000.00	84.53	84.53	6,915.47	1
10-560-14	Travel & Training	0.00	4,000.00	0.00	0.00	4,000.00	0
10-560-16	Equipment Maintenance	1,511.86	30,000.00	184.50	184.50	29,815.50	1
10-560-17	Office Equipment & Repairs	538.33	0.00	0.00	0.00	0.00	0
10-560-31	Fuel, Oil & Tires	4,703.86	25,000.00	2,560.62	2,560.62	22,439.38	10
10-560-32	Office Supplies	28.76	1,000.00	0.00	0.00	1,000.00	0
10-560-33	Shop Supplies	397.73	6,000.00	325.02	325.02	5,674.98	5
10-560-34	Janitorial Supplies	0.00	500.00	0.00	0.00	500.00	0
10-560-36	Uniform Allowance	149.88	2,000.00	0.00	0.00	2,000.00	0
10-560-37	Safety Signs	0.00	5,000.00	121.48	121.48	4,878.52	2
10-560-38	Safety Supplies	289.94	2,500.00	26.12	197.07	2,302.93	8

City of Boiling Spring Lakes
Statement of Revenue and Expenditures

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-560-44	Debris Removal	0.00	5,000.00	120.36	120.36	4,879.64	2
10-560-45	Contracted Services	1,336.33	25,000.00	5,631.65	7,663.39	17,336.61	31
10-560-53	Dues & Subscriptions	0.00	200.00	0.00	0.00	200.00	0
10-560-57	Miscellaneous Expense	11.36	1,500.00	0.00	0.00	1,500.00	0
10-560-74	Capital Outlay	0.00	49,000.00	0.00	0.00	49,000.00	0
10-560-75	Debt Service Payments	706.87	9,000.00	0.00	0.00	9,000.00	0
10-570-00	STORMWATER:	0.00	0.00	0.00	0.00	0.00	0
10-570-02	Salaries	0.00	154,000.00	5,639.24	5,639.24	148,360.76	4
10-570-04	Professional Services	0.00	5,000.00	0.00	0.00	5,000.00	0
10-570-05	FICA Taxes	0.00	12,000.00	426.72	426.72	11,573.28	4
10-570-06	Group Insurance Coverage	0.00	27,000.00	0.00	0.00	27,000.00	0
10-570-07	Retirement Contribution	0.00	22,600.00	812.05	812.05	21,787.95	4
10-570-08	401(k) Contribution	0.00	8,200.00	281.96	281.96	7,918.04	3
10-570-13	Electric & Water Utility Charges	130.31	2,000.00	0.00	0.00	2,000.00	0
10-570-33	Departmental Supplies	0.00	100,000.00	0.00	0.00	100,000.00	0
10-570-59	Water Testing Lakes	123.18	0.00	0.00	0.00	0.00	0
10-570-72	Non-Capital Outlay	1,632.00	5,000.00	0.00	0.00	5,000.00	0
10-570-74	Capital Outlay	0.00	8,000.00	0.00	0.00	8,000.00	0
10-580-00	ENVIRONMENTAL PROTECTION:	0.00	0.00	0.00	0.00	0.00	0
10-590-00	PUBLIC HEALTH MOSQUITO CONTROL:	0.00	0.00	0.00	0.00	0.00	0
10-590-14	Travel & Training	0.00	1,500.00	0.00	0.00	1,500.00	0
10-590-17	Equipment & Maintenance	0.00	500.00	0.00	297.26	202.74	59
10-590-34	Chemical Supplies	1,860.00	3,000.00	0.00	0.00	3,000.00	0
10-590-36	NPDES Permit Fees	0.00	300.00	0.00	0.00	300.00	0
10-590-73	Capital Outlay	0.00	12,000.00	0.00	0.00	12,000.00	0
10-600-00	PLANNING BOARD	0.00	0.00	0.00	0.00	0.00	0
10-600-32	Planning Board Supplies	0.00	500.00	0.00	0.00	500.00	0

City of Boiling Spring Lakes
Statement of Revenue and Expenditures

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-620-00	SPECIAL EVENTS	0.00	0.00	0.00	0.00	0.00	0
10-620-32	Office Supplies	0.00	100.00	0.00	0.00	100.00	0
10-620-35	Special Events Projects	0.00	0.00	22.47	67.29	67.29-	0
10-620-77	Eggstravaganza	0.00	1,200.00	0.00	0.00	1,200.00	0
10-620-78	High School Graduation Recognition	0.00	600.00	0.00	0.00	600.00	0
10-620-81	Mayor's Cup Golf Tournament	240.00	0.00	2,160.00	2,245.97	2,245.97-	0
10-620-82	Fall Festival / Haunted Hayride	0.00	2,500.00	0.00	0.00	2,500.00	0
10-620-83	Candidates Night	0.00	100.00	0.00	0.00	100.00	0
10-620-84	Christmas Festival/Tree Lighting	0.00	1,500.00	0.00	0.00	1,500.00	0
10-630-00	PARKS & RECREATION:	0.00	0.00	0.00	0.00	0.00	0
10-630-01	Overtime Wages	0.00	0.00	229.95	249.66	249.66-	0
10-630-02	Salaries	34,256.55	283,000.00	18,834.81	48,904.56	234,095.44	17
10-630-03	Part Time Salaries	4,922.66	75,000.00	7,964.66	26,048.70	48,951.30	35
10-630-05	FICA Taxes	2,989.10	26,500.00	2,055.63	5,726.07	20,773.93	22
10-630-06	Group Insurance Coverage	2,994.32	45,000.00	0.00	0.00	45,000.00	0
10-630-07	Retirement Contribution	3,578.01	41,000.00	3,052.66	7,353.58	33,646.42	18
10-630-08	401(k) Contribution	1,310.64	15,000.00	1,059.94	2,553.31	12,446.69	17
10-630-10	Retiree Supplemental Insurance	654.00	18,000.00	0.00	0.00	18,000.00	0
10-630-11	Telephone & Postage	210.78	3,000.00	76.02	76.02	2,923.98	3
10-630-13	Electric & Water Utility Charges	1,464.94	14,000.00	110.54	110.54	13,889.46	1
10-630-14	Travel & Training	240.00	3,000.00	0.00	0.00	3,000.00	0
10-630-16	Equipment & Maintenance	205.37	4,000.00	0.00	0.00	4,000.00	0
10-630-17	Vehicle Maintenance	2,060.63	5,000.00	0.00	0.00	5,000.00	0
10-630-18	Park Equipment	0.00	2,200.00	0.00	0.00	2,200.00	0
10-630-26	Advertising	380.00	2,500.00	0.00	0.00	2,500.00	0
10-630-31	Fuel, Oil & Tires	1,579.35	5,500.00	799.93	799.93	4,700.07	15
10-630-32	Office Supplies	73.46	2,800.00	0.00	0.00	2,800.00	0

City of Boiling Spring Lakes
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-630-34	Janitorial Supplies	899.56	3,500.00	243.64	243.64	3,256.36	7
10-630-36	UNIFORM ALLOWANCE	0.00	2,000.00	725.95	725.95	1,274.05	36
10-630-42	Adult Programs	1,881.38	25,000.00	17.00	17.00	24,983.00	0
10-630-43	Youth Programs	6,944.38	28,000.00	3,758.12	3,758.12	24,241.88	13
10-630-45	Contracted Services	10,445.51	65,000.00	3,998.30	7,488.15	57,511.85	12
10-630-53	Dues & Subscriptions	0.00	1,600.00	0.00	0.00	1,600.00	0
10-630-57	Miscellaneous Expense	37.52	500.00	0.00	0.00	500.00	0
10-630-59	Water Testing Lakes	0.00	3,000.00	750.00	750.00	2,250.00	25
10-630-75	Debt Service Payments	8,050.85	150,000.00	0.00	0.00	150,000.00	0
10-630-76	Debt Service Interest Payments	1,540.12	0.00	0.00	0.00	0.00	0
10-630-77	Programs	500.00	10,000.00	868.00	1,868.00	8,132.00	19
10-640-00	BOARD OF ADJUSTMENTS:	0.00	0.00	0.00	0.00	0.00	0
10-640-14	Travel & Training	0.00	1,000.00	0.00	0.00	1,000.00	0
10-660-00	LIBRARY	0.00	0.00	0.00	0.00	0.00	0
10-660-32	Library Supplies	284.18	3,000.00	113.55	113.55	2,886.45	4
10-660-53	Dues & Subscriptions	0.00	350.00	0.00	0.00	350.00	0
GENERAL FUND Expenditure Totals		553,667.27	6,624,342.00	405,045.65	1,011,554.32	5,612,787.68	15

10 GENERAL FUND	Prior	Current	YTD
Revenues:	436,550.92	44,181.74	109,955.82
Expenditures:	553,667.27	405,045.65	1,011,554.32
Net Income:	117,116.35-	360,863.91-	901,598.50-

Grand Totals	Prior	Current	YTD
Revenues:	436,550.92	44,181.74	109,955.82

City of Boiling Spring Lakes
Statement of Revenue and Expenditures

Expenditures:	553,667.27	405,045.65	1,011,554.32
Net Income:	117,116.35 -	360,863.91 -	901,598.50 -

City of Boiling Spring Lakes
Statement of Revenue and Expenditures - Standard

Revenue Account Range: 20-000-00 to 20-999-99	Include Non-Anticipated: Yes	Year To Date As Of: 08/31/25
Expend Account Range: 20-000-00 to 20-999-99	Include Non-Budget: No	Current Period: 08/01/25 to 08/31/25
Print Zero YTD Activity: No		Prior Year: 08/01/24 to 08/31/24

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
20-343-00	State Street Aid Allocation	0.00	400,000.00	0.00	0.00	400,000.00-	0
POWELL BILL FUND Revenue Totals		0.00	400,000.00	0.00	0.00	400,000.00-	0

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
20-560-00	STREET REPAIR & CONST.:	0.00	0.00	0.00	0.00	0.00	0
20-560-04	PROFESSIONAL SERVICES	0.00	40,000.00	722.50	722.50	39,277.50	2
20-560-15	STREET SURFACING & MAINT.	7,729.01	50,000.00	14,093.02	19,820.84	30,179.16	40
20-560-16	MAINTENANCE - EQUIPMENT	0.00	0.00	7,982.00	7,982.00	7,982.00-	0
20-560-19	PAVING PROJECTS	0.00	290,000.00	0.00	0.00	290,000.00	0
20-560-33	STREET DEPT. SUPPLIES	0.00	10,000.00	0.00	0.00	10,000.00	0
20-560-34	STREET CULVERTS	0.00	10,000.00	0.00	0.00	10,000.00	0
POWELL BILL FUND Expenditure Totals		7,729.01	400,000.00	22,797.52	28,525.34	371,474.66	7

20 POWELL BILL FUND		Prior	Current	YTD
Revenues:		0.00	0.00	0.00
Expenditures:		7,729.01	22,797.52	28,525.34
Net Income:		7,729.01-	22,797.52-	28,525.34-

Grand Totals		Prior	Current	YTD
Revenues:		0.00	0.00	0.00
Expenditures:		7,729.01	22,797.52	28,525.34

City Of Boiling Spring Lakes - Library Renovation Project
Project Revenues & Expenditures as of August 31, 2025

Account Id	Account Description	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit	%Expd/%Real
36-329-00	Investment Earnings	0.00	956.26	17,520.99	17,520.99	0
36-348-00	NC OSB&M SCIF Funds	250,000		250,000	0.00	100%
Library Renovation Revenue Totals		0.00	956.26	267,520.99	17,520.99	
36-630-04	Professional Services	40,000	0	15,000	25,000	38%
36-630-74	Construction	210,000		0	210,000	0%
Library Renovations Expenditure Totals		250,000.00	0.00	15,000.00	235,000.00	

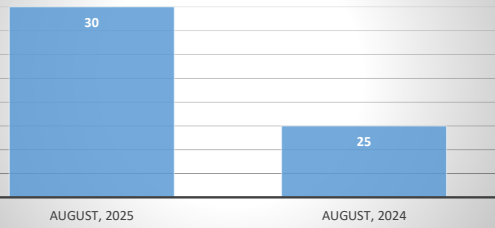
City of Boiling Spring Lakes - Dam Project
Project Revenues & Expenditures as of August 31, 2025

Account Id	Account Description	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit	%Expd/%Real
35-329-00	Investment Earnings	0.00	38,278.55	1,798,712.00	1,798,712.00	0
35-348-00	FEMA Grant Funds	17,894,770.00	0	13,421,100.36	-4,473,669.64	75%
35-348-01	NC OSB&M SCIF Funds	22,000,000.00	0	22,000,000.00	0.00	100%
35-348-02	DCIP Grant Funds	14,900,000.00	0	7,865,824.31	-7,034,175.69	53%
35-348-03	Brunswick County Grant Funds	3,000,000.00	0	1,500,000.00	1,500,000.00	50%
Dam Reconstruction Project Revenue Total		57,794,770.00	38,278.55	46,585,636.67	-8,209,133.33	
35-000-00	Dam Reconstruction Project	0	0	0	0	0
35-570-00	FEMA Expenditures	0	0	0	0	68%
35-570-70	Engineering	2,607,366.00	4,650	251,114.49	2,356,251.51	
35-570-72	Lakebed Management	0.00	0	86.20	-86.20	
35-570-74	Construction	15,287,404.00	0	11,890,382.34	3,397,021.66	
FEMA Expenditures Total		17,894,770.00	4,650.00	12,141,583.03	5,753,186.97	
35-571-00	NC OSB&M SCIF Expenditures	0	0	0	0	60%
35-571-04	Professional Services	96,500.00	0	58,037.14	38,462.86	
35-571-70	Engineering	5,727,870.00	0.00	2,588,731.23	3,139,138.77	
35-571-71	Utility Relocation	1,089,338.00	0	328,554.43	760,783.57	
35-571-72	Lakebed Management	917,815.00	0	637,393.25	280,421.75	
35-571-74	Construction	11,561,844.00	330,424.55	9,503,810.30	2,058,033.70	
35-571-99	Contingency	2,606,633.00	0	0	2,606,633.00	
NC & OSB&M SCIF Expenditures Total		22,000,000.00	330,424.55	13,116,526.35	8,883,473.65	
35-572-00	DCIP Expenditures	0	0	0	0	60%
35-572-70	Engineering	0.00	0	310,589.26	-310,589.26	
35-572-74	Construction	14,900,000.00	0	8,608,385.15	6,291,614.85	
DCIP Expenditures Total		14,900,000.00	0.00	8,918,974.41	5,981,025.59	
35-573-00	Brunswick County Expenditures	0	0	0	0	50%
35-573-70	Engineering	0.00		62,379.26	-62,379.26	
35-573-71	Utility Relocation	0.00	0	134,036.66	-134,036.66	
35-573-74	Construction	3,000,000.00		1,303,584.08	1,696,415.92	
Brunswick County Expenditures Total		3,000,000.00	0.00	1,500,000.00	1,500,000.00	
35-574-00	City Paid Expenditures	0	0	0	0	0
35-575-04	Grant Administration	0.00	0	9,120.00	-9,120.00	
City Expenditures Total		0.00	0.00	9,120.00	-9,120.00	
Dam Reconstruction Proj Expenditure Total		57,794,770.00	335,074.55	35,686,203.79	22,108,566.21	

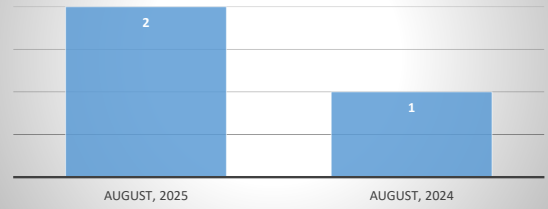
PLANNING & ZONING					
August 2025					
ZONING					
APPLICATIONS SUBMITTED = 46 PERMITS ISSUED = 30					
		Applications Submitted	Permits Issued	Denied/Expired Incomplete Application	
RESIDENTIAL		46	29	5	
NON-RESIDENTIAL		0	1	0	
TOTAL		46	30	5	
~RESIDENTIAL ZONING PERMITS ISSUED BY TYPE~					
Single-family Residential	Manuf Home	Accessory Bldgs	Additions	Habitability Compliance	Total Res Issued
7	0	20	2	0	29
~NON-RESIDENTIAL ZONING PERMITS ISSUED BY TYPE~					
Commercial Building	Zoning Compliance	Accessory Bldgs	Additions	Other (signs, food trucks)	Total Non-Res Issued
0	0	0	0	1	1
FLOODPLAIN DEVELOPMENT					
APPLICATIONS SUBMITTED = 2 PERMITS ISSUED = 2					
	Applications Submitted August	Issued August	USACE PCN Required	USACE NWP Issued	Section 13-81 (Excavation) Approval Issued
RESIDENTIAL	2	2	0	0	0
NON-RESIDENTIAL	0	0	0	0	0
TOTAL	2	2	0	0	0
TREE REMOVAL					
Applications Submitted = 39 Permits Issued = 13					
		Applications Submitted	Issued	Denied/Incomplete Application	
RESIDENTIAL		39	13	0	
NON-RESIDENTIAL		0	0	0	
TOTAL		39	13	0	
TREE REMOVAL APPLICATIONS PROCESSED BY RCW ZONE TYPE - AUGUST 2025					
TREE REMOVAL APPLICATIONS			Green - No USFWS	Red - USFWS Coord	Blue - USFWS Coord
Green - City Permit Only			9	0	9
DRIVEWAY PERMITS ISSUED					
8					
RIGHT-OF-WAY PERMITS ISSUED					
0					
ZONING/CODE ENFORCEMENT			~FEES COLLECTED~		
		TOTAL		August 2025	Fiscal-YTD
ZONING/CLEARING INSPECTIONS		47	ZONING PERMITS	\$8,580.00	\$12,725.00
C.E. INSPECTIONS		69	PLANNING&DEV/BOA	\$595.00	\$1,045.00
C.E. CASES OPENED		14	CODE ENFORCEMENT	\$0.00	\$0.00
C.E. CASES CLOSED		24	ABATEMENTS	\$0.00	\$0.00
NOV/Door Hanger		34	DRIVEWAY PERMITS	\$1,375.00	\$3,250.00
C.E. CASES IN PROGRESS		35	TECHNOLOGY FEES	\$400.00	\$640.00
REFERRED (ATTY/ABATEMENT)		1			
ADMIN. SEARCH WARRANTS		0	TOTAL	\$10,950.00	\$17,660.00

PLANNING & ZONING

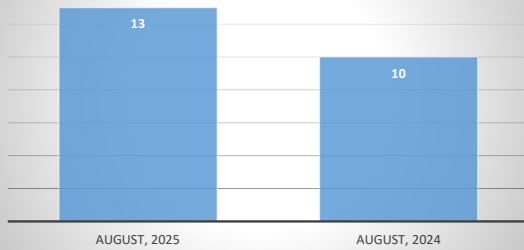
ZONING PERMITS ISSUED



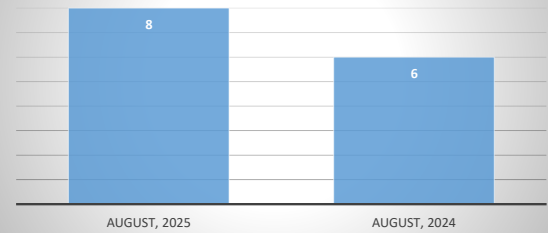
FLOODPLAIN/ROW PERMITS ISSUED



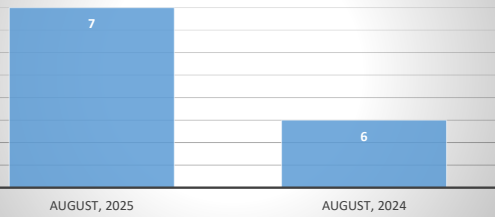
TREE PERMITS ISSUED



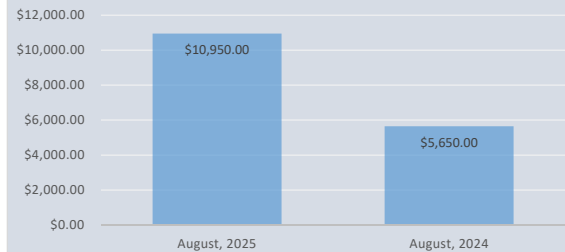
DRIVEWAY PERMITS ISSUED



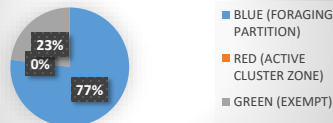
NEW HOME CONSTRUCTION PERMITS



FEES COLLECTED ~ PLANNING & ZONING



USFWS Requests by Type



UPDATES

BOC - Text Amendment - UDO Article 5 - Restaurants in C-1A / July Planning Board - General UDO Amendments & Conditional Zoning Inclusion

SENC Regional Hazard Mitigation Plan Update - Risk Assessment Meeting September 23, 2025

Pre-application Meetings: 2 / NOV Appeals: 0 / Minimum Housing Hearings: 0

Major Site Plan - 21 Lot Subdivision - Final Plat Review Underway

Major Site Plan (2024-10-0001) - Contractor's Office / Retail - Second Review Complete - Awaiting Revisions

Minor Site Plan (2024-07-0001) - Contractor Office & Storage - Preliminary Review Complete - Awaiting Revisions

Minor Site Plan (2024-05-0002) - Contractor's Office & Storage - Preliminary Review Complete - Awaiting Revisions

Fire Management Assistance Grant - City Documentation Submitted - Confirmed Complete - NCEM Awaiting Remaining Countywide Documentation for Submission

PTC 8 - PA - Category B/Lumbee/Redwood-Obligated//Roads & Culverts - Under Review//Dams - Under Review//Cat B Mgmt Costs - Under Review

NC 133 Drainage Upgrades Completed - Road Reopened

NCDOT - NC 87 Milling, Resurfacing, Shoulder Reconstruction Underway / Turn Lane Project NC 87 & Fifty Lakes Dr. to be Incorporated

Building and Inspections Department

Month	August		2025	
~ Housing & Commercial Building ~				
	2024	2025	New Home Construction Value This Month	New Home Construction Value Fiscal Year to Date
New Construction - Residential	26	4	\$962,000.00	\$5,163,000.00
Manufactured Homes	1	1	\$0.00	
New Construction ~ Non- Residential	0	0		
All Other Building Permits	10	16		
Total Building Permits This Month	37	21		
~ Permitting ~				
Trade Permits	Storage/Utility	Garages	Addition ~ 1	Carports
Electrical (19) * Plumbing (5) * Mechanical (18)	Buildings		Remodel / Renovation ~ 1	
42	3	2	2	0
Swimming Pools	Ramps	Docks Piers	Decks	Miscellaneous ~ 2 Demolition ~ 2
2	0	0	0	4
Porches	Sunrooms	Roof	New Home Construction	Manufactured Homes
1	0	0	4	1
~ Commercial ~				
New Building	Addition	Renovation	Ramps	Miscellaneous
0	1	0	0	1
~ Totals ~				
	Building	Trade	Total Permits Issued This Month	Building Inspections This Month
	21	42	63	194
~ Other ~				
Fire Inspections Inspections This Month	Fire Inspections Re Inspects	Fire Inspections Passed	Fire Inspections Working Toward Compliance	Burn Permits Issued
2	0	0		599
~ Fees Collected ~				
Fees Collected	2024	2025	Fiscal ~ Year to Date 2024	Fiscal - Year to Date 2025
Permitting				
Building Permit Fees (094)	\$9,093.00	\$8,458.00	\$39,289.00	\$30,333.00
Electrical (095)	\$4,700.00	\$3,610.00	\$8,535.00	\$8,729.00
Mechanical / HVAC / Fuel Gas (096)	\$4,180.00	\$2,480.00	\$4,910.00	\$6,065.00
Plumbing (097)	\$1,325.00	\$1,175.00	\$5,395.00	\$4,585.00
Re-Inspect & Penalty Fees (098)	\$2,855.00	\$465.00	\$1,510.00	\$735.00
Fire Inspection Fees (099)	\$340.00	\$0.00	\$75.00	\$150.00
Building Plan Review Fees (106)	\$0.00	\$0.00	\$0.00	\$0.00
Technology Fees (109)	\$365.00	\$320.00	\$610.00	\$805.00
Total Fees Collected	\$22,858.00	\$16,508.00	\$60,324.00	\$51,402.00
~ Updates ~				
Fiscal Year to Date Housing ~ 07/01/2025-08/31/2025 Site Built = 17 / Modular = 1 / Manufactured =1			Fiscal YTD Total New Homes = 19	



**Planning Board Meeting Minutes
August 12, 2025
City Hall – 6:30 PM.**

A. Call to Order

Chair Lucille Launderville called the meeting to order at 6:30 PM.

Ms. Launderville welcomed new member Ms. Chris Sekula.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call

Attendance:

Lucille Launderville

Sharon Zakszeski

Travis Cruse

Stephanie Bodmer

David Van der Vossen

Chris Sekula

Assistant Manager Nicole Morgan

City Clerk Tanya Shannon

Wes MacLeod, Anchorpoint Planning

Absent: Carrie Moffett (excused)

C. Approval of Agenda

A motion was made by Mr. Van der Vossen to approve the agenda, and seconded by Ms. Zakszeski. **Vote 5-0; Motion Carried.**

D. Potential Conflict of Interest/Association Disclosure

No Planning Board member indicated any conflict or association with any item on this evening's agenda.

E. Approval of the Minutes

Ms. Launderville pointed out an error in the vote count recorded in the minutes. She stated that all motions were listed as 6-0 when they should have been 5-0.

Mr. Van der Vossen made a motion to approve the minutes from June 10, 2025, with the amendment to reflect a vote tally of 5-0 for all counts. The motion was seconded by Ms. Zakszeski. **Vote 5-0; Motion Carried.**

F. Public Comment

None

G. Old Business

None

H. New Business

A. UDO Text Amendment – TX-2025-04, Various Amendments Addressing Procedures, Clarifying Dimensional & Design Requirements, and Modifying the PRD District Standards.

Mr. MacLeod announced that the City of Boiling Spring Lakes is requesting changes to the Unified Development Ordinance (UDO) with input from local developers and stakeholders, in response to new legislative activity. These updates aim to simplify the development review process, allow more design flexibility in residential projects, and align with proposed laws.

The amendments focus on fixing procedural issues, clarifying design requirements, and updating the standards for planned residential developments (PRDs) to better accommodate housing needs. Overall, these changes demonstrate the city's commitment to keeping land development regulations responsive and supportive of quality development. After recommendations are made, the proposed amendments will be sent to the Board of Commissioners for final approval.

Mr. MacLeod identified eleven topic areas that are currently under review, and amendments that have been suggested for these topics. He went through each of those proposed amendments.

- 1. *Remove the requirement for a foundation survey due to duplicative efforts. An as-built survey is required following completion of a project. Remove the lake setback and foundation requirement for Patricia Lake. The Army Corps of Engineers is responsible for oversight of the lake setback requirements. (Sec. 9-1. Purpose and applicability.***

Mr. Van der Vossen asked why the city's requirements, related to Patricia Lake Regulations, wouldn't be kept alongside the Army Corps of Engineers' oversight of lake setbacks. Ms. Morgan explained that the Army Corps sets regulations for the lake and determines where bulkheads should be placed based on the high water mark. She mentioned the 31 feet referenced in the UDO, but the Army Corps ultimately decides the elevation for the bulkhead. Mr. Van der Vossen pointed out that the document specifically mentions "bulkhead" instead of "foundation footprint." He wanted to retain the existing language and not remove it. The

Board agreed to maintain the language and not eliminate it. It was also the consensus of the Board to remove the last sentence of Sec. 7-7 (M). ~~The survey for the foundation footprint shall indicate that the minimum setback is based on the dam spillway elevation.~~ An as-built survey is already required, alleviating the need for this provision.

2. ***Planned Residential Zoning District (PRD) modifications. Include flexibility for the location of housing types to be modified within an approved project, so long as there is no increase in density or unit counts. Reduce the minimum lot width to align with housing options more common in today's market. Allow for staff approval of subdivision plats following a duly approved PRD project. PRD projects require initial approval by the Planning Board and Board of Commissioners.***

Mr. MacLeod provided an overview of the proposed amendments. He explained that the amendments would apply only to plots of at least 10 acres for a Planned Residential Development (PRD) and that a state-engineered and approved stormwater management plan would be required. Mr. MacLeod noted that the current environment poses significant challenges, as much of the land has already been developed. Municipalities often lack the authority to prevent further construction. He also mentioned that there has been considerable pressure from the General Assembly, which feels that municipalities are being overly restrictive. Striking a balance in this situation is indeed difficult.

The Board's consensus was to leave the proposed amendment as is.

3. ***Subdivision plat review timeline and approval authority. Reduce plat review timelines to more closely align with proposals by the General Assembly. Require all final subdivision plats to be reviewed and approved by staff. Extend approval timeline from 24 to 36 months to allow for state and federal permits to be received prior to construction.***

Mr. MacLeod reviewed the current approval process for subdivisions and proposed an amendment to extend the timeline. It was noted that obtaining permit approval can sometimes take up to a year before any construction can begin.

In Section 8-3-4 regarding Major Subdivision Plat Review (A) on page 5, there was a discussion about the language stating, "All approvals of improvement guarantees are at ~~the sole discretion of the Board of Commissioners~~ and must be reviewed by the City Engineer and Attorney during the approval process."

The consensus for this section is to modify and clarify that improvement guarantees must be reviewed by the City Engineer and City Attorney "before approval by the UDO Administrator".

4. ***Technical Review Committee (TRC) clarifications. Provide additional information regarding the applicability of the TRC during the development review process.***

Mr. MacLeod stated that the modifications in this section aim to clarify the definition and function of the TRC. Ms. Morgan pointed out that not all agencies need to review plans for every project. For instance, if a property is located in the Woodpecker Zone, Fish and Wildlife would have to be part of the review process. She emphasized that it is up to the discretion of the UDO Administrator to determine which agencies are required to review those plans.

However, some agencies, such as stormwater management, utilities, and Brunswick County engineering, will always be included in the review.

The Board was in consensus in approving these amendments.

5. ***Clarification for the definition of multi-family to include townhomes, condos, and apartments. In addition, clarify that the minimum acreage size is not applicable to multi-family projects that have been approved as part of a Master Development Plan.***

Mr. MacLeod explained that this is a formality. It clarifies that a Planned Residential Development (PRD) would be a larger project, and within that framework, it is specified that there is no requirement to allocate a total of 5 acres for multi-family housing. He also mentioned that there is a separation requirement in place, ensuring that townhomes with zero lot lines or attached units are not subject to this separation requirement since they are attached. However, these townhomes will still need to comply with the North Carolina Building Codes.

There were no questions or concerns regarding this item.

6. ***Update language pertaining to dimensional requirements for easements. The specific requirements for utility easements are determined at the discretion of the provider, rather than the City.***

Mr. Macleod stated that the dimensional requirements for easements depend on the utility provider, as they have their own specific requirements rather than those set by the city.

There were no concerns from the Board with this item.

7. ***Revise sidewalk requirements for subdivisions of 25 or more lots to only require installation on one side of the road. This will help reduce overall impervious surface coverage, while still allowing developers to construct sidewalks along both sides of the road at their discretion. In addition, it will reduce potential encroachment of vehicles parked in driveways that may extend into the sidewalk area.***

Mr. MacLeod provided a brief overview. Ms. Morgan explained that the current Unified Development Ordinance (UDO) requires subdivisions with 10 or more lots to include sidewalks on at least one side, while those with 50 or more lots must include sidewalks on both sides. She noted that their proposed revision would not prevent a developer from installing sidewalks on both sides if they choose to do so. However, she pointed out that increasing the number of required sidewalks would also increase the amount of impervious surface coverage. Additionally, sidewalks can be placed in the right-of-way (ROW), which means that the City would then take responsibility for maintaining those sidewalks.

There was a discussion about the minimum width of sidewalks, which currently stands at five feet. Mr. Vander der Vossen expressed a preference for a three-foot width on both sides of the road. Ms. Bodmer pointed out that previous discussions had emphasized encouraging the use of sidewalks to enhance health and safety. She mentioned ongoing efforts to advocate

for sidewalks on Fifty Lakes Drive and East Boiling Spring Road, emphasizing her commitment to protecting the safety of citizens. Ms. Morgan clarified that the proposed changes would not eliminate the requirements for sidewalks in commercial zoning districts; rather, they would only apply to subdivisions. However, she raised concerns about whether a three-foot width would comply with ADA requirements. Ms. Lauderville expressed her preference for maintaining the minimum sidewalk width at five feet.

The majority of the board was to remove 8.19 (B) and (C) and change (D) to read 8.19 (B) Sidewalks required shall consist of a minimum thickness to five (5) inches of concrete reinforced with steel concrete reinforcing wire. All sidewalks shall be placed in the right-of-way and shall meet ADA standards. All proposed standards are subject to review and recommendation by the TRC:

8. ***Remove the school site reservation provision as the City does not currently have school sites identified in the Comprehensive Plan. In addition, as part of the TRC process, the school district is notified of any large residential housing projects.***

Mr. MacLeod explained that since this is not included in the City's Comprehensive Plan, and the Board of Commissioners for Brunswick County is responsible, this provision does not need to be included and is recommended for removal. The board agreed.

9. ***Update requirements for public and private streets. Allow private streets to be installed at the discretion of the developer. Allowance for private streets within subdivisions aligns with the requirements of similar jurisdictions in the area. There is potential for reduced maintenance expenses on behalf of the City due to privately maintained streets.***

Mr. MacLeod stated that there is currently a limitation on the number of lots that can be served by a private street. However, if the streets are constructed to Department of Transportation (DOT) standards, they can be maintained privately by the homeowners' association (HOA) instead of being handed over to the city for maintenance. Mr. MacLeod mentioned that some developers prefer to have the streets managed by the HOA rather than being officially adopted by the government. Mr. MacLeod will add a clause under Section 8-17, Street, that will clarify the most recent standards.

10. ***Revisions to the Submission Requirements of Appendix B. Clarify wetlands may be delineated by an appropriate professional, rather than strictly the Army Corps of Engineers. Revise additional submittal standards to align with other local jurisdictions in the region.***

Mr. MacLeod stated that there are just a couple of modifications to the submission requirements on this item. This includes eliminating duplicate engineering requirements and clarifying that the wetlands may be delineated by an appropriately qualified professional rather than strictly by the U.S. Army Corps of Engineers.

There were no concerns from the board on these proposed amendments.

11. *Revise plat certificates to align with proposed procedural amendments for subdivisions.*

This provision will simplify the Certification of Approval for the Preliminary Plat and the Certificate of Performance Guarantee for Required Improvements.

The board was in agreement with this modification.

Mr. MacLeod expressed his gratitude to the Board for the opportunity to review the proposed amendments. He asked how they would like to move forward. The Board reached a consensus to bring the final draft of the proposed amendments back for review once all the recommendations and changes have been made.

B. UDO Text Amendment – TX-2025-05, Amendment for the Inclusion of Conditional Zoning.

Mr. MacLeod provided a brief overview highlighting the Board's interest in allowing more flexible proposals for combining commercial and residential uses in the City's development regulations. To broaden the types of proposals while balancing flexibility with the preservation of commercial areas for community needs, staff recommend adopting Conditional Zoning as a development tool. This approach uses site-specific standards and conditions guided by a legislative approval process, unlike the traditional special use approval process, which can be burdensome and confusing for both applicants and the public. The conditional zoning process allows all attendees to participate and provide feedback during public hearings, ensuring that community comments are considered by decision-makers. This contrasts with the quasi-judicial process, where only individuals with special legal standing can participate, often leaving the public feeling alienated and confused.

The board agreed to table the proposed text amendment until the next meeting for further review.

I. Other Business: None

J. Announcements:

Ms. Bodmer announced that on August 16th, a nature talk will be held at the Community Center, led by various conservationists and Venus Flytrap champions. She encouraged everyone to attend.

Ms. Bodmer made a motion to adjourn, and Mr. Van der Vossen seconded it. **Vote 5-0; Motion Carried.**

K. Adjourn – 8:10 p.m.

Respectfully Submitted by Tanya Shannon, City Clerk



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Library Commission Boiling Spring Lakes City Hall August 14, 2025, 9:30AM MINUTES OF THE MEETING

ATTENDANCE: Sherrie Kuzian, Tammy Sollenberger, Marlene DeFrancesco, Margaret Boyne

ABSENT: Martha Samson (excused)

COMMISSIONER LIAISON: Kimberly Sherwood (excused)

I. CALL TO ORDER

Chair Sherrie Kuzian called the regular monthly meeting to order 9:50 AM

II. APPROVAL OF AGENDA

MOTION to accept Agenda as is: Tammy Sollenberger. SECOND: Margaret Boyne.

Vote: 4-0

III. APPROVAL OF MINUTES

MOTION to accept Minutes as is: Tammy Sollenberger. SECOND: Marlene DeFrancesco

Vote: -0

IV. PUBLIC COMMENT

None

V. OLD BUSINESS

A. Update on renovation of new space

- a. Ashley Turner met with the Library Commission in the new library space to discuss the custom shelving he has offered to build once the renovation is completed.
- b. The contract to renovate the space has not yet been signed and a start date has not been determined.

B. Library Purchases for New Space

- a. Book purchases continue to be made, and the books are processed into the system when received.
- b. New labels have been purchased to replace the existing book labels that have faded.

VI. NEW BUSINESS

No new business

VII. PURCHASES & DONATIONS & BUDGET REVIEW

- A. A new Microsoft 365 account and license will be established to keep the Library laptop functional and up to date. The license cost is approximately \$100.

VIII. ANNOUNCEMENTS

- A. Eileen Herkes has resigned from the Library Commission
- B. Martha Samson will be on extended leave of absence
- C. Two alternate positions are open on the commission
- D. Next meeting of the Library Commission is September 11 at 9:30 am.
- E. Next meeting of the Board of Commissioners is September 2 at 6:30 pm.
- F. All City buildings will be closed on September 1 for the Labor Day Holiday

IX. NEXT MEETING AGENDA ITEMS

Library purchases

Update on renovation of new space

X. ADJOURNMENT

MOTION: Margaret Boyne, SECOND: Marlene DeFrancesco

Sherrie Kuzian adjourned the meeting at 10:45 AM

Vote: 4-0

Respectfully submitted,

Margaret E Boyne, Secretary



City of Boiling Spring Lakes
9 East Boiling Spring Road
Southport, NC 28461

STAFF REPORT

Agenda Date:

October 7, 2025

Title:

Proposed Cell Tower Lease with Everest Infrastructure Partners.

Department:

City Manager
Finance Director

Background Information:

Associate Terri Price from Everest Infrastructure Partners proposed a cell tower lease on the City's property located at 117 Garage Road, Southport, NC 28461. The following information was provided regarding long-term lease purchase options for the City's consideration, based on the current rent of approximately \$3,614.00 per month, which escalates by 3% annually. The lease is set to expire around 2063. The options are:

1. Lump sum payment: \$810,000.00
2. Five-year installment plan: \$910,000.00 (5 annual payments of \$182,000.00)
3. Ten-year installment plan: \$1,080,000.00 (10 annual payments of \$108,000.00)