



**Board of Commissioners Regular Meeting Minutes
Tuesday, February 3, 2026 at 6:30 PM
City Hall**

1. Call to Order

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

Attendance:

Mayor Jeff Winecoff
Commissioner Kim Sherwood
Commissioner Todd Ausborn
Commissioner Justin Lovin
City Manager Gordon Hargrove
Assistant City Manager Nicole Morgan
Police Chief Kevin Smith
Jim Stachura, Stormwater Engineer
Sara Goodwin, Parks and Rec. Director
Brandon Stevens, Finance Director
City Clerk Tanya Shannon
Absent: Commissioner Teagan Hall

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of the Regular Agenda

Commissioner Lovin made a motion to excuse Commissioner Hall from the meeting, and seconded by Commissioner Sherwood. **Vote 4-0; Motion Carried.**

Commissioner Lovin moved to amend the agenda by adding, under Old Business, item 10.4: Resolution for the Approval of the Capital Projects Committee, and under New Business, item 11.4: Appointment to the Special Events Committee. Seconded by Commissioner Ausborn. **Vote 4-0; 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.

5. Public Comments

1. David Mammay, 911 Palmetto Rd, commented that after the election something came to his attention. He stated that when a city employee is given the option to resign or be terminated, a non-disclosure agreement should be included. He expressed concern that former employees could speak negatively about the city or business after leaving. He emphasized that if the city provides the option to resign, those employees should not, in turn, disparage the city.
2. Shannon Van Derren, 320 Pine Lake Rd, shared that she watched the video of the Commissioner Meeting on Establishing Goals and was pleased to see the amicable atmosphere among Board members. She expressed concern about how budget requests are evaluated, asking whether the Board responds impulsively or emotionally, or if members take the time to thoroughly investigate each departmental request before the meeting. Ms. Van Derren emphasized the importance of making thoughtful, well-researched decisions, especially regarding financial matters and funds that are limited. She also noted that the Board frequently mentions its reliance on grants, which she acknowledged as a valuable resource. However, she cautioned that grants should not be the sole financial strategy, as they often require matching funds and may not always be available. Ms. Van Derren referenced the Board's history with the \$2 million loan the Board hopes would be forgiven, describing this as an ambitious but uncertain goal. She encouraged the Board to develop clear saving and spending strategies in addition to the prioritization efforts already underway, which she finds encouraging. As a resident, she expressed a desire to see how the Board is responsibly managing and preserving financial resources.
3. D. Logan Jr., 2042 Trinity Ave., Wilmington, responded to Ms. Van Derren's question about how the city plans to generate funds and how development will increase these funds. He expressed pride in being a homebuilder and a part of the solution, acknowledging that while homebuilders are not always universally liked, growth does increase tax revenue. He noted that grocery stores are also considering development in the area. He addressed the upcoming agenda item regarding building foundation height requirements, expressing his opposition. While he agreed that changes are necessary, he argued that a one-size-fits-all approach is not appropriate. He supports being part of the solution, but believes imposing a blanket cost of \$10,000 or more on every single lot is not a responsible way to address the issue. He concluded by thanking the city, acknowledging that the relationship has been rocky over the past four to five years, but expressing appreciation for the current administration, Staff, and their collaborative efforts.

6. Public Hearing Development Agreement with Two Creek Homes, LLC

A motion was made by Commissioner Ausborn to open the public hearing and seconded by Commissioner Sherwood. **Vote 4-0; Motion Carried.**

Mr. Hargrove gave an overview of the proposed agreement. He explained that the purpose of this agreement is to advance the mutual goal of the City and the Developer in providing high-quality, attainable housing and coordinating the necessary infrastructure and facilities to ensure that City standards for street construction, stormwater, and drainage management are met. He noted the property is zoned for this type of development and emphasized that this agreement guarantees

the project will be completed to the City's gold standards, with stormwater and drainage requirements met from start to finish.

There were no public comments for this hearing.

Mayor Winecoff said that a development agreement helps make sure everyone understands the requirements and that there is clear documentation showing what developers are responsible for.

A motion to close public comment was made and seconded by Commissioner Ausborn. ***Vote 4-0 Motion Carried.***

A motion was made by Commissioner Ausborn to approve the Development Agreement with Two Creek Homes, LLC, and was seconded by Commissioner Sherwood. ***Vote 4-0; Motion Carried.***

7. Consent Agenda

- 7.1 Approval of BOC Minutes
 - Citizens Forum December 18
 - Regular Meeting January 3
- 7.2 Public Works
- 7.3 Public Safety / Animal Control
- 7.4 Parks & Recreation Department
- 7.5 Finance Department
- 7.6 Planning, Zoning & Code Enforcement
- 7.7 Building Inspections
- 7.8 Stormwater Department

A motion was made by Commissioner Sherwood to approve the consent agenda with an amendment to the minutes for clerical errors and an additional comment, seconded by Commissioner Ausborn. ***Vote 4-0; Motion Carried.***

8. Committee/ Board Report and Minutes

8.1 BSL Fire/ Rescue

Assistant Fire Chief Schaeffer thanked the city and community for helping to get the snow plowed in front of the station, making it easier for emergency vehicles to get out. He reported that in January there were 38 fire calls and 19 EMS calls, for a total of 57 calls.

8.2 Planning Board

Chair Launderville announced that at the January Planning Board Meeting we elected a Chair and Co-Chair for 2026, as well as approved the 2026 Calendar for the meetings. We were provided with the Ward Contractor's Office's major site plan, which was approved by unanimous vote.

8.3 Parks and Recreation Advisory Board

Shannon Biggs announced that, at the most recent meeting, two new members were welcomed: herself and Michael Sollenberger. During the meeting, the Committee elected the Chair and Vice Chair. The Secretary will be elected at the next meeting. Committee assignments were also finalized.

8.4 Special Events Committee

Chair Hogan announced that at their January meeting, they discussed events for the year. The Eggstravaganza will be held on Saturday, March 21st, since the first Sunday in April falls later. The rain date is March 28th. They are planning to return to Spring Lakes and will finalize this at the February meeting. The Mayor's Cup is scheduled for Saturday, August 8th, with a rain date of

August 15th. All dates are confirmed with the golf course. The Fall Festival is set for Saturday, October 17th, at the Community Center, and the Christmas Tree Lighting will take place on Friday, December 4th. Please check the Special Events lighted cabinet in the lobby of City Hall for pictures and information on upcoming events.

8.5 Library Commission

Chair Kuzian reported that they have received the keys to the building. The Library Commission requested Public Works to move library books and shelves from City Hall to the new location, and the team completed the task successfully. The shelving has arrived and is awaiting installation. Workshop days will be scheduled to organize books and load the shelves. An iPad and kiosk for checkout have been purchased, and the book return has been received.

9. City Manager's Monthly Report

Mr. Hargrove noted that the recent snow event was unusual for the area and commended all first responders, public services, and essential Staff for their excellent work before and after the storm. He explained that flagging is being placed where roads were washed out during TC#8 to establish control points for upcoming construction projects, which will soon be put out to bid. The engineering team will meet next week to discuss these plans. Mr. Hargrove reported that many residents are pleased Dam Road is now open to the public. He stated that, per Dam Safety requirements, the dams must remain dry for inspection, and certification is ongoing, though the process is slow. The Citizens Academy received a full list of applicants, and a straw poll was sent to determine preferred days and times for participation. Efforts continue to open the Library and Senior Center, with a goal of holding a Grand Opening in March. The Library Commission requested permission to work in the building on weekends and some evenings to prepare for opening. After consulting with Police Chief Smith, it was agreed to increase evening patrols. The Commission also asked to open the Library on one Saturday each month, staffed by the Library Committee. Mr. Hargrove indicated this decision should be made by the Board. The Board reached a consensus to allow the Library to open one Saturday per month, operated by the Library Committee.

Mr. Hargrove stated that at last month's meeting, he provided an overview of the Pine Lake Dam revision. He reported that the cost estimate is significantly higher than anticipated. The initial estimate was based on a rough draft, but after a thorough review, a revised final cost has been submitted. Engineers are currently reviewing the figures for accuracy, so he is not able to share the exact cost yet, as it may be reduced. Mr. Hargrove acknowledged that there is an expectation for work on Pine Lake to begin immediately. Once the change order is executed, much of the initial work will occur behind the scenes. Concrete pouring is not expected to begin until early April. He reminded everyone that Sequoia currently owns the project site and is responsible for it by contract until March 2027, although the city remains the owner. He has requested that Sequoia accelerate work on Pine Lake Dam due to its importance as an evacuation route. At this time, the team is ready to pour concrete at Sanford Dam. The top priority is reopening E. Boiling Spring Rd. Legal counsel is still determining responsibility for the costs associated with the Pine Lake Dam revision.

10. Old Business

10.1 Ordinance to Amend Article 7, Section 7-9 Access and Driveways

Ms. Morgan gave the background of the proposed amendment. The City is updating its driveway construction policy (Article 7, Section 7-9). Currently, applicants buy the driveway culvert and

materials, while City staff determine what is needed and handle installation. The proposed change will require applicants to both purchase and install the culvert and materials. The City will still evaluate the site, approve the design, and ensure compliance. This change aims to reduce the workload on City staff and speed up the process for property owners. The City Stormwater Engineer will review all designs to ensure they meet stormwater requirements. On November 10, 2025, the Planning Board unanimously recommended approval of these changes.

Commissioner Ausborn confirmed with Ms. Morgan that the city would be doing the final inspections.

A motion was made to approve an amendment to Article 7, Section 7-9, Access and Driveways, of the UDO by Commissioner Ausborn. Commissioner Lovin seconded the motion. ***Vote 4-0; Motion Carried.***

10.2 Ordinance to Amend Article 7, Section 7-12 Parking Ratios

Ms. Morgan gave an overview of the proposed amendment. The City is amending Article 7, Section 7-13 of the Unified Development Ordinance to lower or change parking minimums for non-residential uses. The goal is to boost economic growth, encourage sustainable design, and lessen environmental impacts. Currently, minimum parking requirements are set for all non-residential uses based on building size or type. Although these rules were intended to ensure sufficient parking, they can make it harder for new businesses to establish, especially when parking needs have been overestimated.

Commissioner Ausborn stated that some businesses may not require as much parking as will be required. For example, he noted that HVAC businesses typically have fewer customers than banks or other commercial establishments.

Commissioner Lovin moved to approve the amendment to Article 7, Section 7-12 Parking Ratios, of the UDO, and seconded by Commissioner Sherwood. ***Vote 4-0 Motion Carried.***

10.3 Ordinance to Amend Article 7, Section 7-40 Lot Drainage Plans

Ms. Morgan provided an overview of the proposed amendment. The City is suggesting new rules to manage stormwater runoff on stand-alone lots and to establish a minimum finished floor elevation (FFE) for new single-family and two-family homes. These changes aim to enhance public safety, minimize flood risks, and better protect property owners in existing neighborhoods. Currently, the City follows the Brunswick County Stormwater Ordinance, but this only applies in specific situations, such as large non-residential projects, major redevelopments, or developments near water bodies or that alter the ground level by more than four inches. Most single-family and two-family homes on individual lots do not meet these criteria, so County rules generally do not apply. The new plan would require drainage plans for these homes to ensure stormwater is managed on-site. It would also mandate that the lowest floor of new homes be at least 2 feet above the highest adjacent grade. This measure helps prevent flooding while allowing different construction methods. Homes can utilize raised foundations or slab-on-grade, but slab foundations would require raising the ground to meet the new height. The City's plan is based on expert recommendations and aligns with its broader stormwater management objectives. The City Stormwater Engineer would review drainage plans as part of the building permit process to ensure

water drains away from homes and neighboring properties, and that the finished floor meets the height requirement. Approval of the drainage plan must be obtained before issuing a building permit. Ms. Morgan stated the proposed amendment was presented to the Planning Board in November and was tabled for discussion. At the next meeting a motion was made to change some of the verbiage under the purpose section to reduce the FFE from 24 inches to 12 inches. The motion carried 3-2.

Commissioner Ausborn feels that a one-size-fits-all approach is not the way to go. He prefers a 24-inch FFE in some areas but thinks 16 inches would be appropriate. He asked if, after pulling a permit, the Inspector would decide whether a lot needs an engineered drainage plan. Ms. Morgan explained that, aside from the elevation requirement, the FFE is set as proposed, and the zoning department would review the lot. If more drainage information is needed, it would go to the Stormwater Department Engineer. Mayor Winecoff said that about 15 months ago, after TC#8, he spoke with the City Manager about managing stormwater. He said they can't stop flooding, but they need a way to manage it. Over those 15 months, he has visited residents affected by flooding and discussed the issue with the Board and local contractors. He emphasized that new construction should not cause flooding for others. He believes a one-size-fits-all solution is not the way to go, and the proposed amendment should be adjusted to be strong but flexible, without violating state rules. He recommends sending the amendment back to the stormwater engineer and Staff for revisions, so it will protect residents and stand up to zoning requirements.

Commissioner Sherwood stated that last month's Public Hearing on the proposed amendment included one speaker representing the contractors. Later, Mr. Logan requested a one-on-one meeting with her, which she declined. He then asked Commissioner Ausborn to meet, and Commissioner Ausborn arranged a meeting with Mr. Hargrove, Ms. Morgan, Mr. Stachura, Mayor Winecoff, Mr. Logan, and his associates. Commissioner Sherwood noted that Mr. Logan ultimately met privately with Staff and Board members rather than addressing the public hearing.

Commissioner Sherwood made a motion to approve the proposed amendment, with the FFE at 24 inches. Motion failed for a lack of a second.

Mayor Winecoff clarifies that he was asked to attend the discussion as part of his responsibility as Mayor to participate in meetings when requested.

Commissioner Lovin asked Mr. Stachura to clarify the 24-inch FFE and whether it would impose unnecessary costs on homeowners. Mr. Stachura explained that the community is low-lying and prone to flooding. Raising the finished floor protects the structure and belongings. While it increases initial costs, it may reduce long-term insurance expenses if flooding occurs. He emphasized that requirements should be site-specific, taking into account adjacent grades. The Lot Drainage Ordinance is critical for protecting new homes and requires builders to submit plot plans with preferred spot elevations. This allows the Stormwater Department to assess drainage without impacting neighbors or the stormwater system. Commissioner Lovin stressed the importance of a tailored approach rather than a one-size-fits-all solution. Commissioner Ausborn agreed, noting that properties in depressions may need engineered stormwater plans, but not all do. Commissioner Sherwood asked if Mr. Stachura supports this tool, and he confirmed its necessity. Commissioner Ausborn suggested adding language to clarify when site shots or engineered plans are required. Mr. Stachura explained that while most lots would not require

engineered plans, certain low-lying lots would need more careful consideration. He stated that he could review surveyor-provided spot elevations to ensure there is positive drainage away from the house and into the stormwater system prior to approval. Commissioner Ausborn suggested further clarification of the language concerning "stand-alone lots."

Commissioner Ausborn moved to deny the Planning Board's recommendation on the proposed Ordinance to Amend Article 7, Section 7-40 Lot Drainage Plans. He asked for further discussion and review and requested that Staff research and revise the language for clarity. Commissioner Lovin seconded the motion. Vote: Yea: Mayor Winecoff, Commissioner Lovin, and Ausborn. Nay: Commissioner Sherwood. ***Motion Carried 3-1.***

10.4 Resolution for the Approval of the Capital Projects Committee

Mr. Hargrove referred to last month's meeting, where the need to establish a Capital Projects Committee was discussed. A vote approved the Committee's formation, appointing Commissioner Ausborn as Board Liaison. He read the Resolution for the record and announced that those interested in joining the five-member Committee should apply via the City Website under Committees.

Commissioner Ausborn moved to approve the Resolution, seconded by Commissioner Lovin. ***Vote 4-0; Motion Carried.***

11. New Business

11.1 Usage of Tobacco/Smoking Around Playgrounds

Ms. Goodwin explained that currently the city ordinance bans smoking or tobacco use within 50 feet of municipal buildings and in city vehicles. She also proposes "No Smoking" signs near playgrounds.

Commissioner Lovin asked about penalties for smoking near playgrounds. Chief Smith replied that there is none unless littering occurs. Commissioner Lovin said an ordinance should set penalties for violations. Ms. Morgan noted that an amendment must go to the Board for approval. Ms. Goodwin suggested the ordinance simply include "playgrounds."

A motion was made by Commissioner Lovin to table the issue until new language on playground smoking penalties can be added to the ordinance. Commissioner Ausborn seconded. ***Vote 4-0; Motion Carried.***

11.2 Proposal to Establish a City-Owned Infrastructure Resilience Endowment

Mr. Hargrove explained that this is a proposal to provide a reliable long-term funding source to maintain the repair and upgrade of the city's Dam system. He said there is currently no financial impact, and we want to get approval so we can move this to the city attorney for legal review of the proposal. He said that if we move it forward at this time, there will be a financial impact on attorney fees.

A motion was made by Lovin to approve the Proposal to Establish a City-Owned Infrastructure Resilience Endowment and seconded by Commissioner Sherwood. **Vote 4-0; Motion Carried.**

11.3 Approval to reschedule the Board of Commissioners Regular Meeting from May 5 to May 12 due to the Board's attendance at the CityVision Conference in Raleigh.

A motion was made by Commissioner Lovin to reschedule the Board of Commissioners' regular meeting from May 5 to May 12, and seconded by Commissioner Sherwood. **Vote 4-0; Motion Carried.**

11.4 Appointment to the Special Events Committee

One applicant applied for the open extra volunteer position for the Special Events Committee.

A motion was made by Commissioner Lovin to appoint Veronica Foley as a special volunteer to the Special Events Committee. Seconded by Commissioner Sherwood. **Vote 4-0; Motion Carried.**

12. Mayor and Commissioners Reports

Commissioner Sherwood- no report

Commissioner Lovin said he would speak on behalf of his previous liaison position with the Parks and Recreation Department. He announced that remote learning will be held from 7:30 am to 5:30 pm tomorrow at the Community Center.

Commissioner Ausborn thanked Mr. Stachura and the Stormwater Department for their work and praised their services. He said people may not realize how much they accomplish. He said he is very impressed with their accomplishments, given the available resources. He praised the Police Department for their good work during the snowstorm and for checking on people who needed assistance.

Mayor Winecoff emphasized that the city's budget workshops are not the result of hasty decisions. He explained that each budget item is reviewed line by line in open sessions, allowing the public to attend and observe the process. According to Mayor Winecoff, departmental requests are based on genuine needs rather than wants. The budget is compared to previous years to ensure consistency and to identify what truly needs immediate attention.

He also encouraged everyone to review the responsibilities of the Mayor, adding that before taking office, he committed to being proactive in addressing residents' needs. Mayor Winecoff stated that he remains well-informed and involved in all city matters, continually asking questions and staying engaged. He maintains regular communication with Brunswick County officials, who have identified stormwater management as the county's top priority.

13. Announcements

13.1 Out of School Activity Day February 9th

13.2 All City Buildings will be closed February 16th in honor of Presidents' Day.

13.3 Chili Cook Community Center February 21st (space is limited)

13.4 Next BOC Meeting March 3rd.

A motion to adjourn was made by Commissioner Lovin and seconded by Commissioner Ausborn.

Vote 4-0; Motion Carried.

Adjournment – 7:49 pm.

Jeff Winecoff, Mayor

Tanya Shannon, City Clerk