



STAFF REPORTS

December 2025 Regular Meeting

Public Safety (Police, Fire/Rescue, Emergency Management).....	2
Public Works.....	15
Finance.....	26
Communications.....	33
Planning and Inspections.....	39
Economic and Community Development.....	46
PRCR.....	47
Human Resources.....	50
Information Technology.....	53
Administration.....	54

Department News

Sergeant Chris Lewis and Officers James Goodson, Nate Hagerman, Conor Montayne, and Richard Porter attended INTOX certification class November 3-7 at the Carolina Fire Department. This course recertifies officers to operate and understand the messages produced on the Intoximeter breath testing instrument for legal breath alcohol tests.

Officer Shannon Walker attended Forensic Analysis of Shooting Incidents class November 3-10 at the North Carolina Justice Academy. This course helps investigators understand how to analyze the evidence related to a shooting incident.

Officer Joe Cappuccilli attended the Radar Training course November 7-9 at Cape Fear Community College. This course certifies officers to operate the Radar instrument for traffic enforcement purposes.

Sergeants Andy Gaston, Chandler Guy, Andrew Terry, and Lewis attended the third week of the Law Enforcement Executive Program November 10-12 at NC State University. This is an ongoing program that builds proactive leadership among law enforcement executives by enabling them to manage their most critical current and future challenges effectively.

Officer Jordan Hutton attended the Lidar Training course November 11 at Cape Fear Community College. This course certifies officers to operate the Lidar instrument for traffic enforcement purposes.

Detective Joe Robeson attended Fundamentals of Crime Scene Investigation November 17-19 at the North Carolina Justice Academy. This class focuses on the procedures for a basic crime scene investigation conducted by detectives, crime scene investigators, and police officers.

Detective Glenn Payne attended Chemical Processing November 20 at the North Carolina Justice Academy. This class concentrates on the use and techniques to utilize chemical materials to process forensic items of interest on a crime scene.

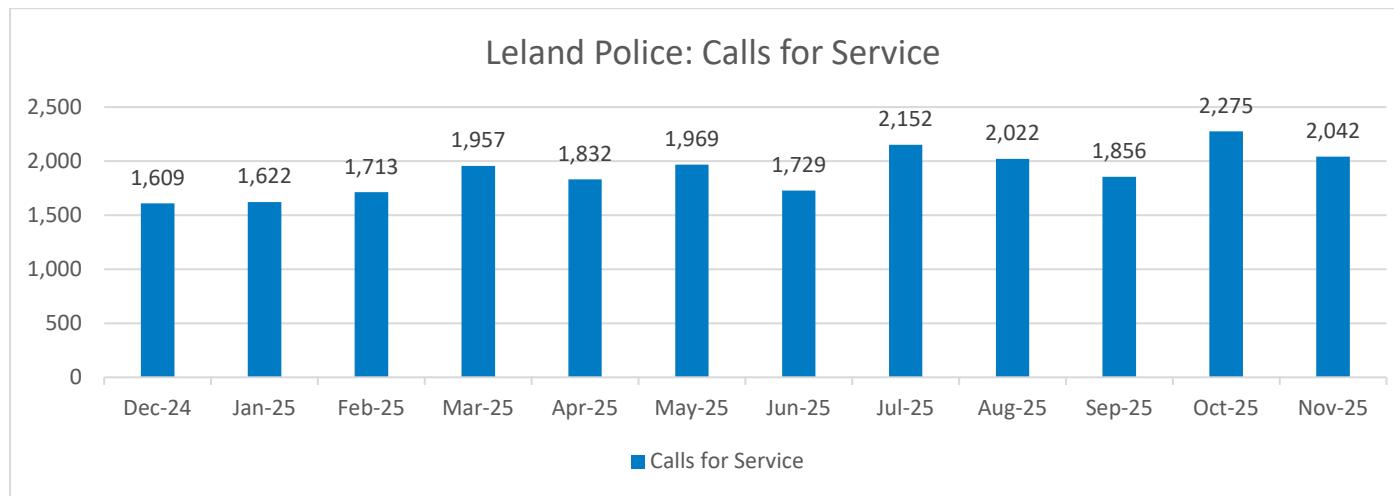
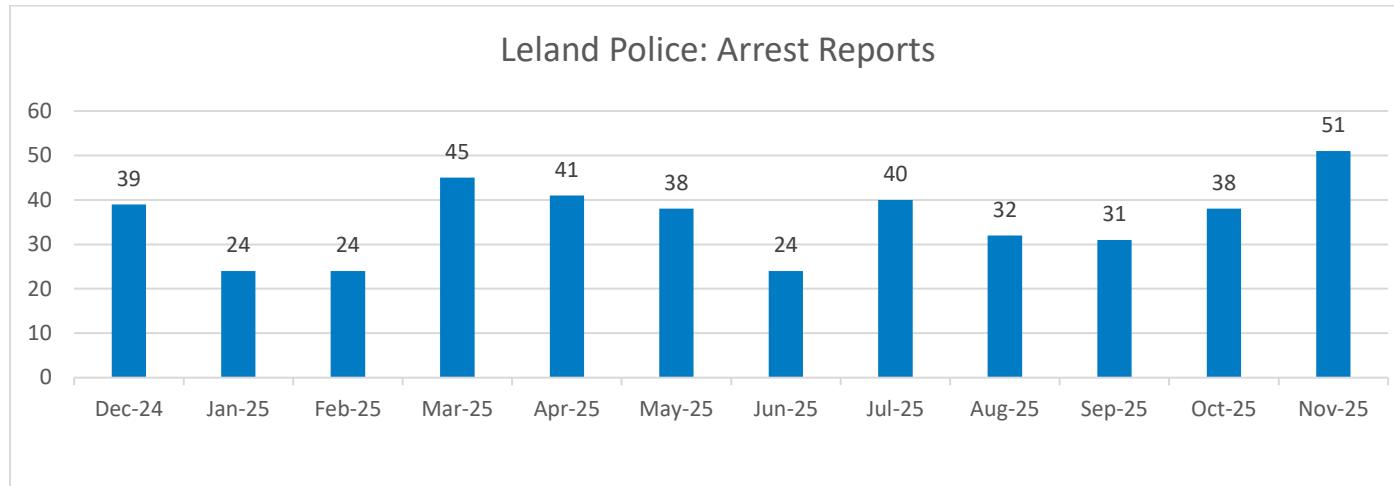
Officer Justin Holland attended Warrantless Searches November 24-25 at the North Carolina Justice Academy. This class reviews the 4th Amendment requirements governing searches, recognizing when a search has occurred, and identifying the correct constitutional standard for conducting warrantless searches.

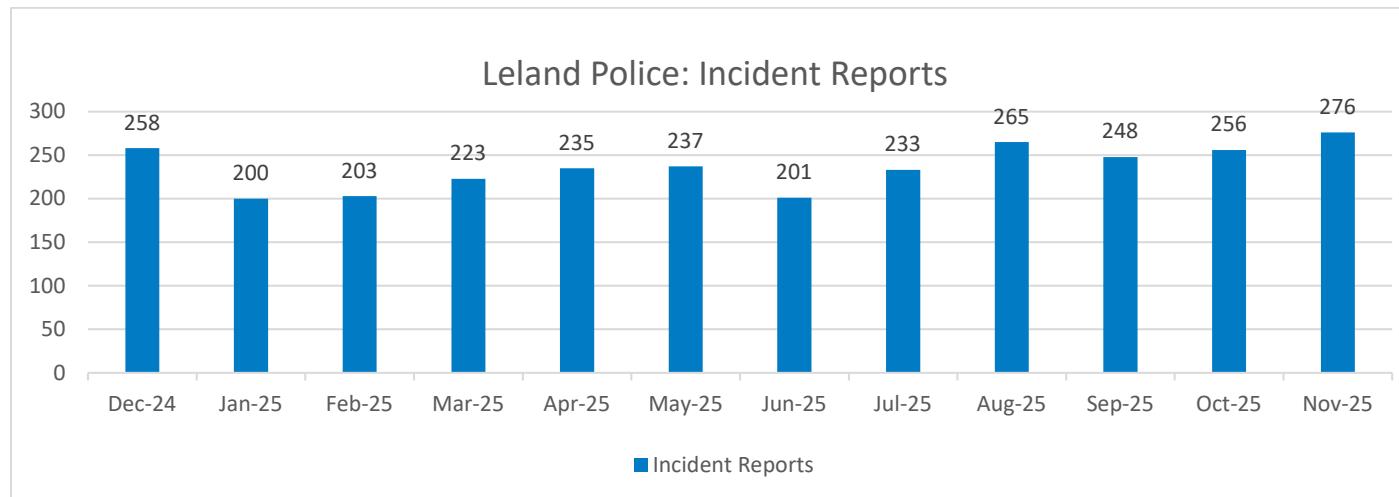
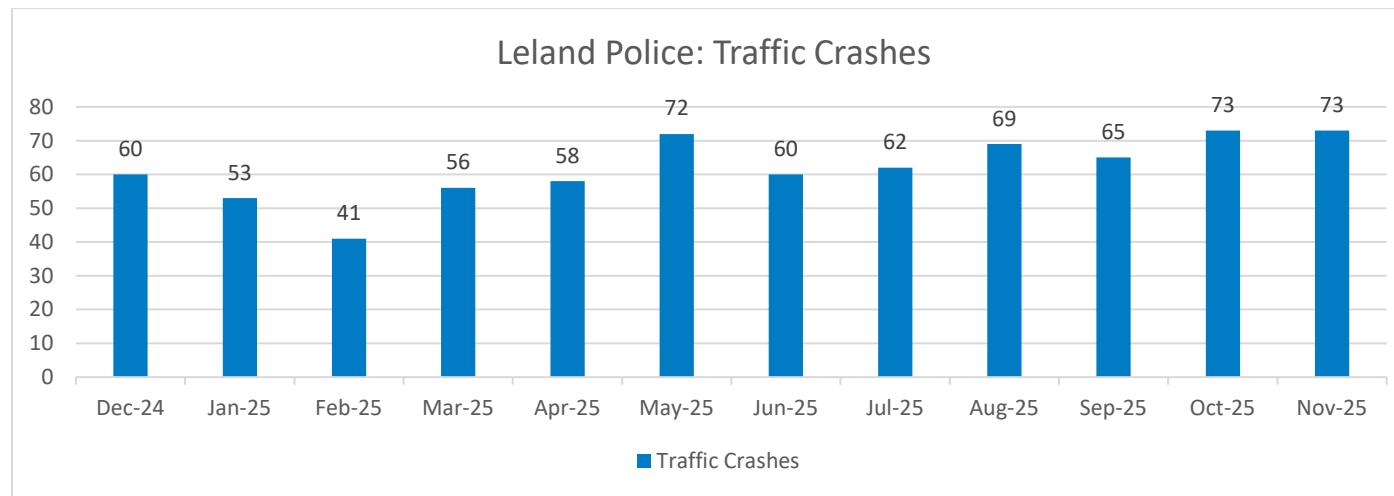
Officers Vincent Bongiorno and Kevin Cardin attended DCI Module 2 and 3 trainings November 25-26 virtually. These certify officers to complete the next levels of DCI transactions in the NCIC system.

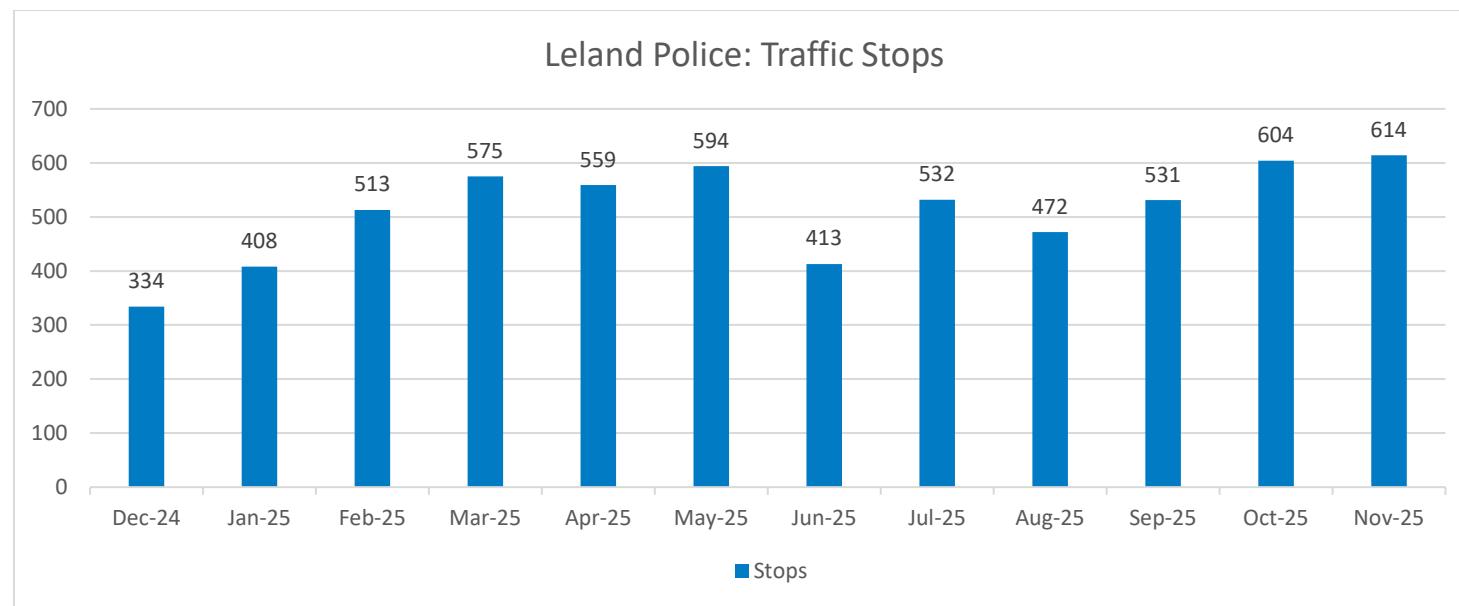
Active Mutual Aid Agreements

- Bald Head Island
- Boiling Spring Lakes
- Brunswick Community College
- Brunswick County
- Carolina Beach
- Caswell Beach
- DCI
- Duke Energy
- Holden Beach
- Jacksonville
- Navassa
- NCDOT
- NCDMV
- New Hanover County
- Northwest
- Oak Island
- Ocean Isle Beach
- SABLE
- Shallotte
- Southport
- Sunny Point
- Sunset Beach
- Wilmington

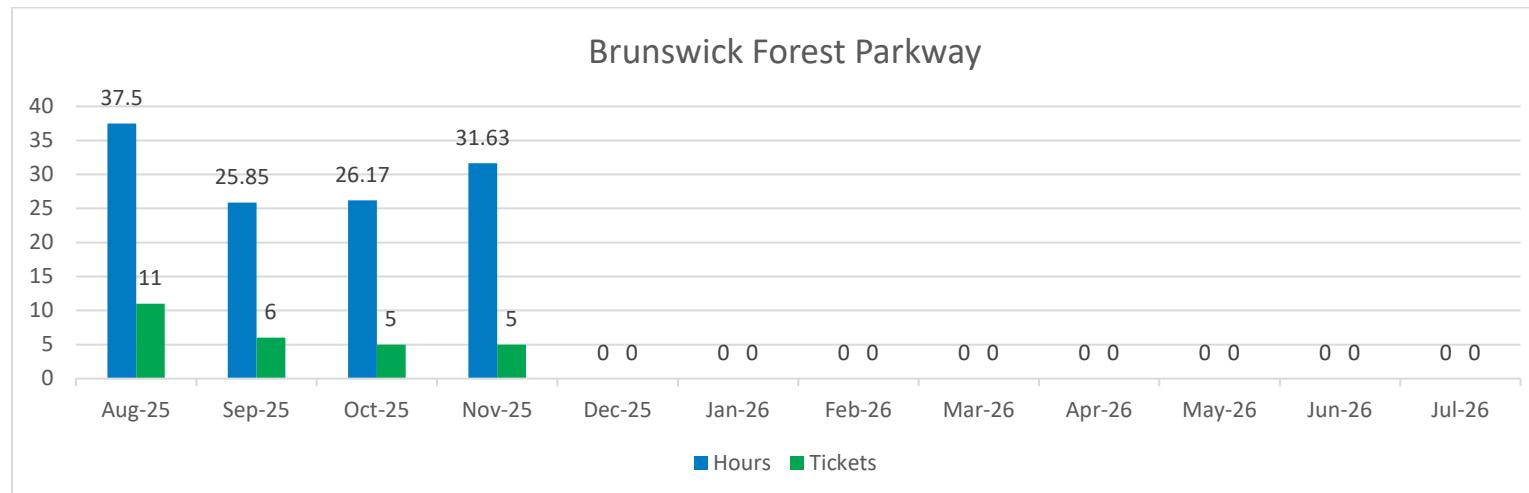
Dashboard

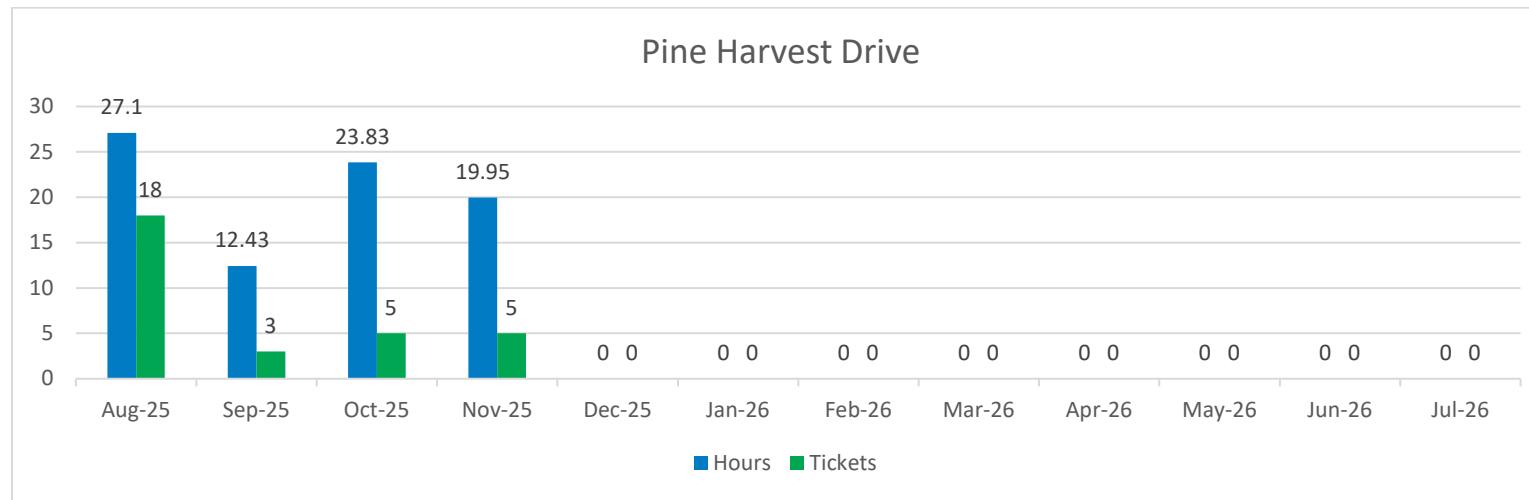
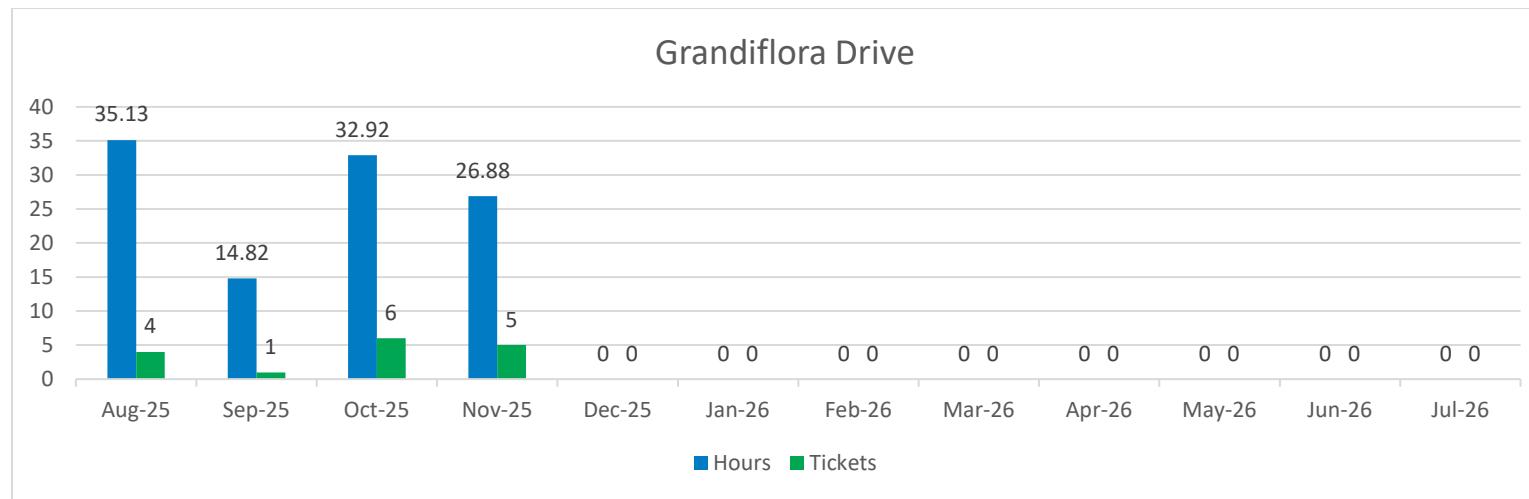


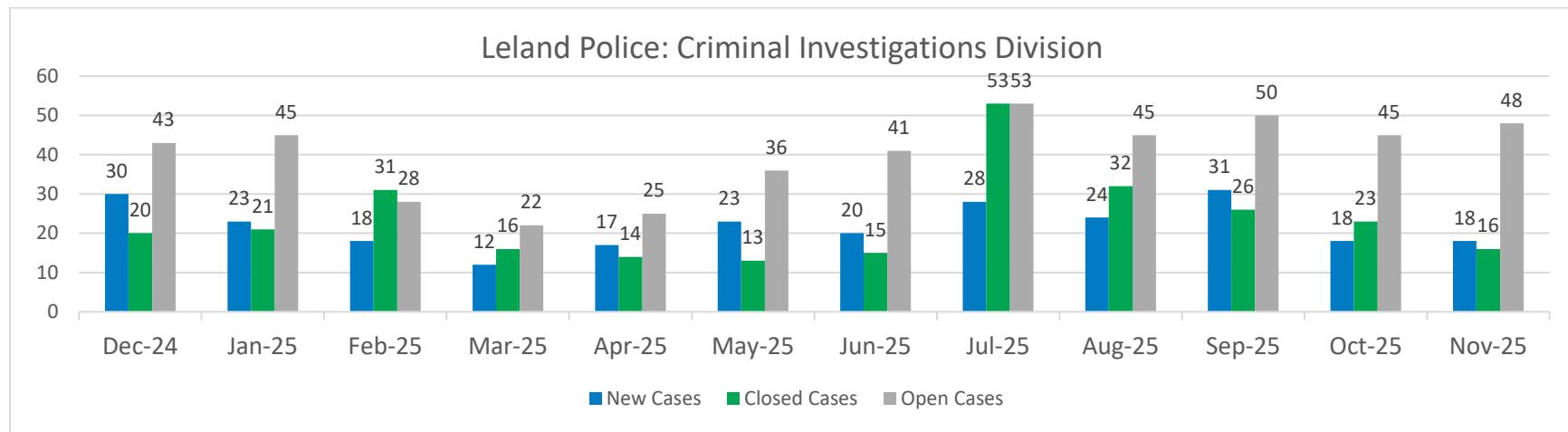
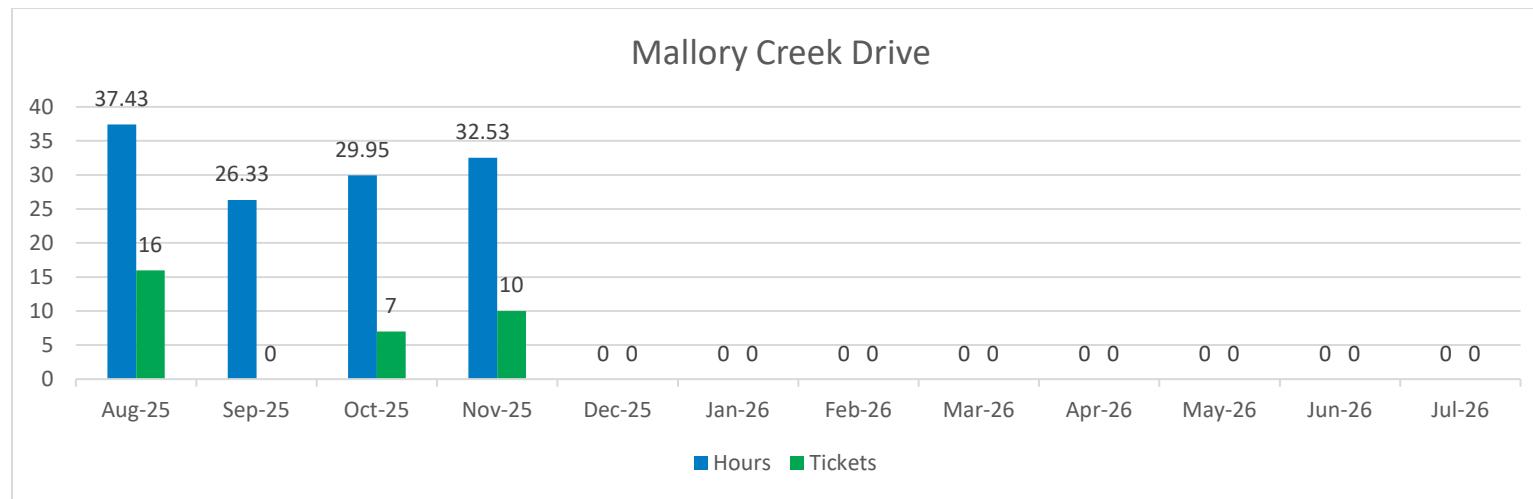




Traffic Focal Areas







Animal Services Report							
2025	CFS	Cats Picked up	Dogs Picked up	Transported	Traps	Citations	Bites
Jan	21	3	1	3	2	0	1
Feb	23	1	3	4	0	1	1
Mar	42	4	5	8	5	2	3
Apr	52	4	1	4	2	0	3
May	67	3	1	4	5	0	5
Jun	47	0	3	3	0	0	3
Jul	42	0	4	4	0	0	1
Aug	38	1	4	2	0	0	4
Sep	43	0	12	12	0	0	4
Oct	42	0	6	5	0	1	6
Nov	43	0	4	4	0	1	6
Totals	460	16	44	43	14	5	37

Department News

In addition to answering calls, staff accomplished numerous tasks in November:

- Assisted 23 homeowners with smoke alarm installations or battery replacements
- Assisted four citizens with car seat checks/installations
- Assisted with one KnoxBox installation
- Conducted a station/engine tour for Bears Den Pack 118
- Participated in a Veterans Day event hosted by the VFW
- Participated in a Toys for Tots toy drive
- Participated in a community event for Little Caesars
- Participated in the Town of Leland Tree Giveaway

Angelo Blake, Brad Orahood, and Joe Tassi were promoted to Senior Firefighters.

Captain Brett Kennedy attended the Carolina Fire Days conference. This four-day educational conference included lectures and hands-on training, bringing firefighters from across the country who strive to hone their skills and better themselves in their profession.

Deputy Chief Shelton James and Battalion Chief Trey Shipp attended the first week of a two-week course for Fire Investigation Technician. After successful completion of this course, they will receive the Fire Investigator Technician Fire and Rescue Commission IFSAC Certification.

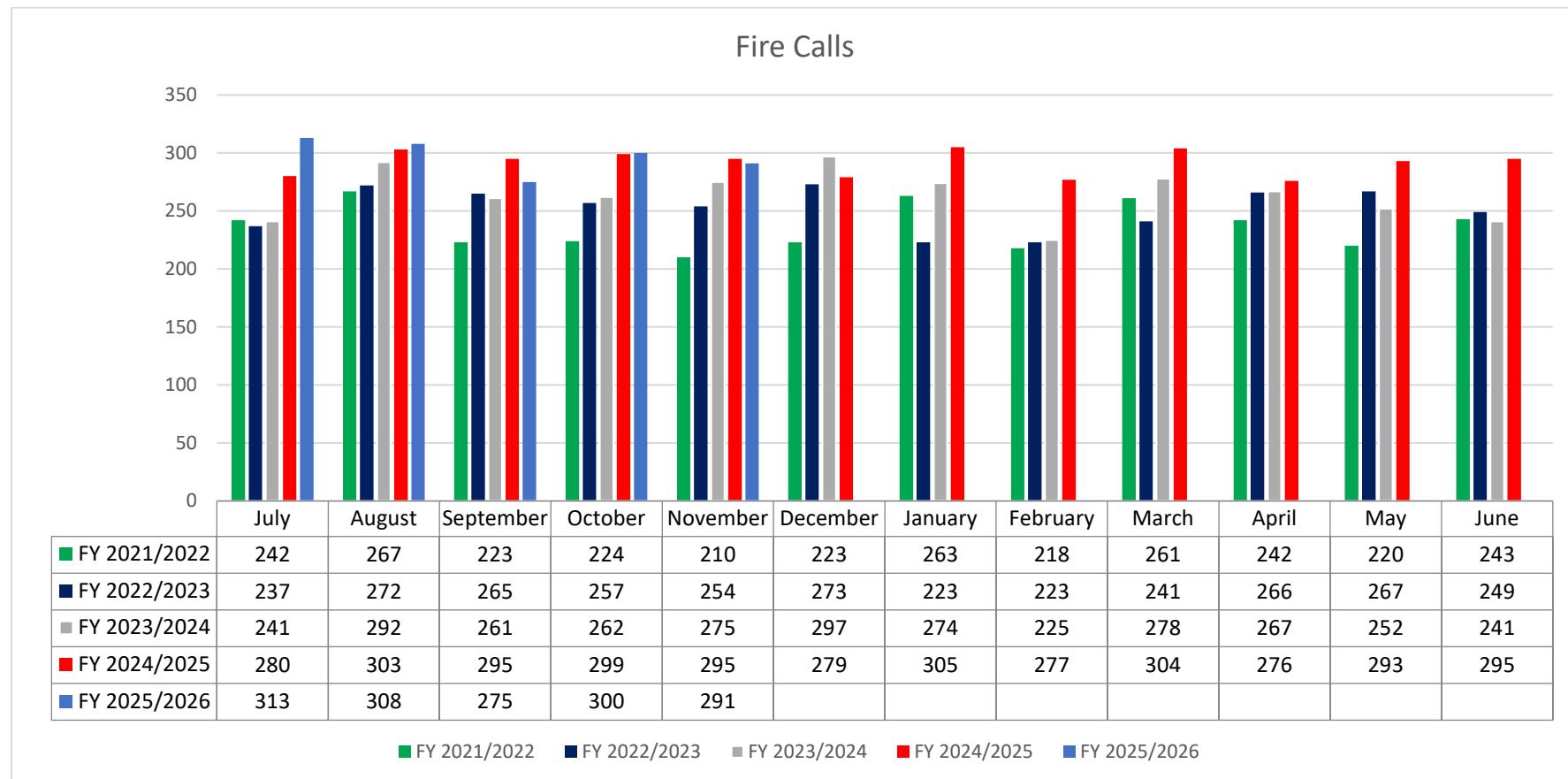
All department members participated in the first part of a two-part series in evidence-based wellness model training hosted by Coastal Horizons.

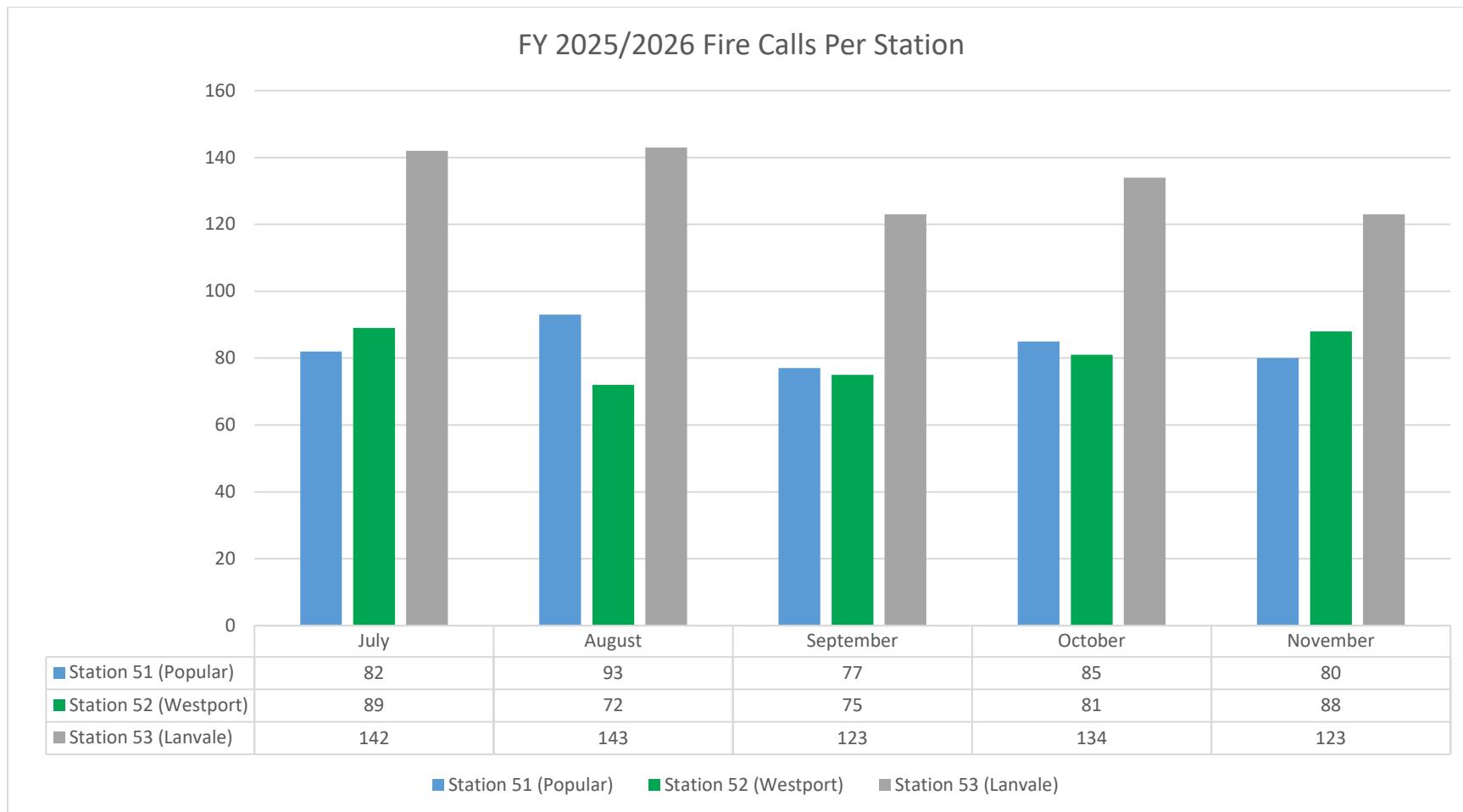
In November, the department continued its transition to a new method of documenting responses, which has caused a delay in this month's data. Future reports will include this information.

Active Mutual Aid Agreements

- Bald Head Island Department of Public Safety
- Boiling Spring Lakes Fire Rescue
- Bolivia Volunteer Fire Department
- Calabash Volunteer Fire Department
- Civietown Volunteer Fire Rescue
- Grissettown Longwood Volunteer Fire & Rescue Department
- Navassa Volunteer Fire Department
- North Carolina Incident Mutual Aid System
- New Hanover County Fire Rescue
- Northwest Volunteer Fire Department
- Oak Island Fire Department
- Ocean Isle Beach Fire Department
- Shallotte Fire & Rescue Department
- Shallotte Point Volunteer Fire Department
- Southport Fire Department
- St. James Volunteer Fire Department
- Sunny Point Military Ocean Terminal
- Sunset Beach Fire Department
- Sunset Harbor & Zion Hill Volunteer Fire Department
- Supply Volunteer Fire Department
- Tri-Beach Volunteer Fire Department
- Waccamaw Volunteer Fire & Rescue Department
- Wilmington Fire Department
- Winnabow Volunteer Fire Department
- Yaupon Beach Volunteer Fire Department

Dashboard





Department News

Staff conducted a tornado drill for all staff at each Town facility. The training is part of the 2030 Strategic Plan. Chief John Grimes also participated in internal meetings with the Innovation Team. The group is looking at ways of encouraging innovation and positive impacts on how the Town operates. Chief Grimes participated in Duke Energy's Storm School training, which gave insight into how Duke Energy manages disasters and events that challenge the electrical grid. He also met with the Communications department to prepare for emergency management events and public information that would be needed for FY 26/27.

Work Priorities and Initiatives

- Threat Hazard Identification and Risk Assessment (THIRA)
- Continuity of Operations Plan (COOP)
- Emergency Operations Plan Annex document updates – Currently working with department stakeholders in an effort to be complete by year end.

Projects Completed

- No major projects were completed in November.

Department News

Staff generated 145 work orders in November and completed 139 (96%).

Joe Piro and Lucas Hall have both been promoted from Streets Maintenance Technician I to Streets Maintenance Technician II.

Streets Updates

Work Priorities and Initiatives

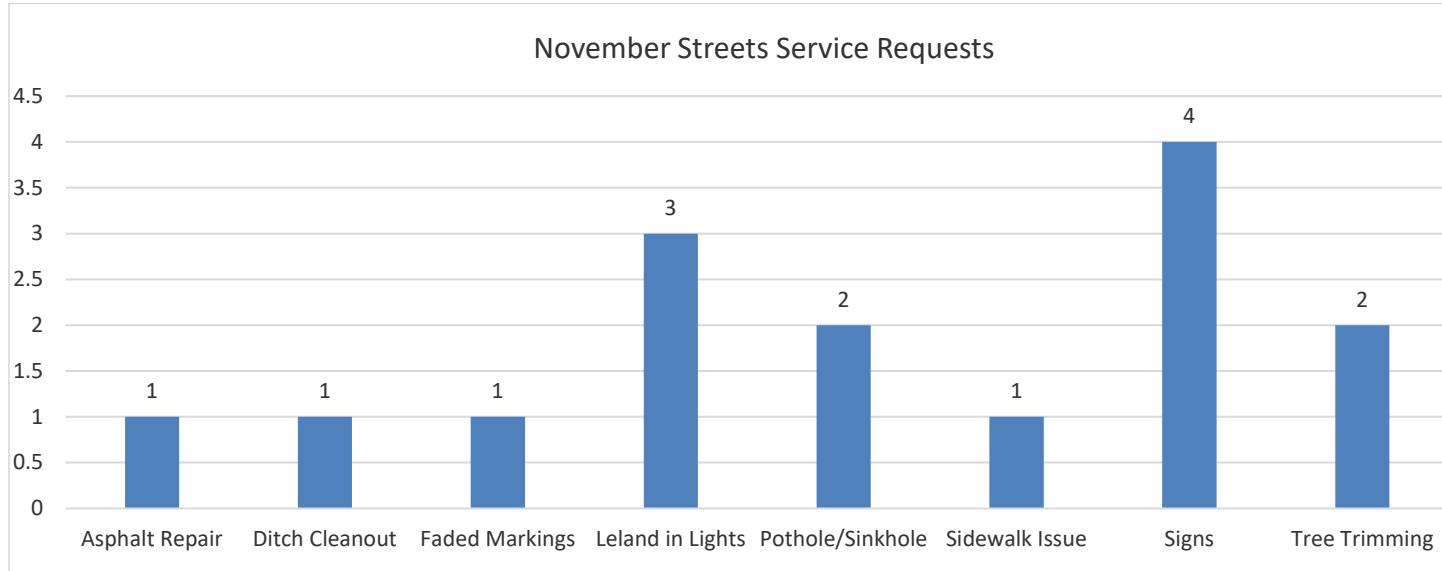
- Staff will continue to focus on repairing storm drain sinkholes, replacing concrete sidewalks and curbs, and cleaning out and clearing ditches.
- Staff will begin a sidewalk replacement project in Magnolia Greens.
- Staff will be working on the final setup for Leland in Lights.

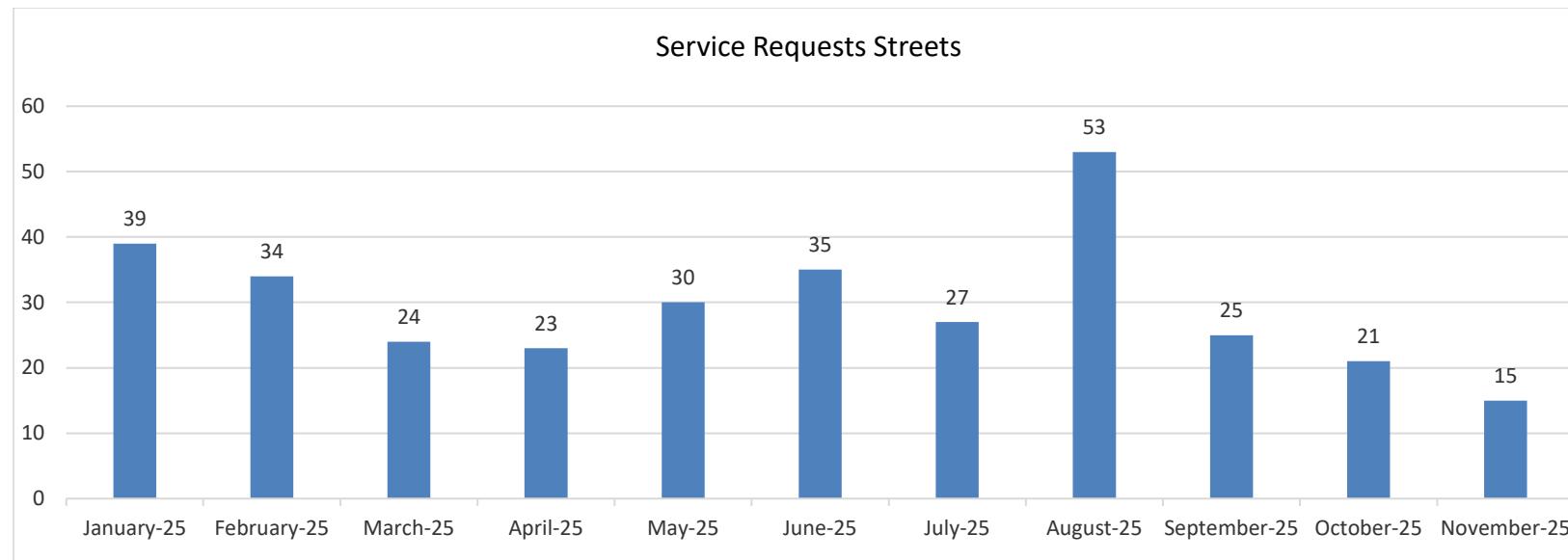
Projects Completed

- Staff repaired ditches on Lewis Road and Blake Circle.
- Staff installed new pedestrian signs, posts, and rectangular rapid flashing beacons on Town Hall Drive. The beacons were obtained through a grant with AARP.
- Staff repaired potholes at various locations throughout Town.
- Staff trimmed several trees and removed several dead trees and stumps in Magnolia Greens.
- Staff cleaned up Founders Park in preparation for Leland in Lights.
- Staff completed major pavement repair projects in Brunswick Forest and Magnolia Greens.
- Staff assisted Operations in relocating the generator from the former Station 51 on Village Road to the MOC. This work included removing and disposing of the block and brick enclosure.
- Staff installed missing signs at various locations throughout Town.
- Staff regraded and repaired the ABC stone on Graham Drive and John Sneed Lane.

Work Order Summary

- Streets generated 15 work orders in November, with the majority being signs (4), Leland in Lights (3), pothole repair (2), and tree removal related (2).
- Streets completed 14 work orders in November, with an approximate expense of \$35,300 in labor, equipment, and materials to complete these work orders. The bulk of this expense was in employee costs (\$19,100) and equipment costs (\$15,200).





Grounds Updates

Work Priorities and Initiatives

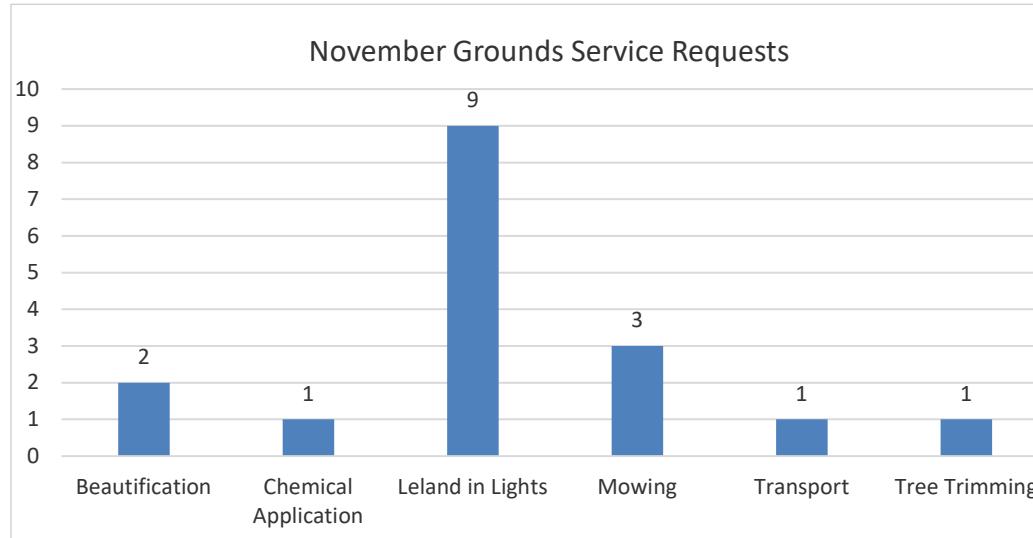
- Staff will continue to maintain vegetation and landscape in Founders Park.
- Staff will continue to set up holiday displays in Founders Park and will continue to assemble the remaining holiday displays as they are delivered in preparation for Leland in Lights.
- Staff will continue to perform lawn maintenance at Town-owned properties and parks.
- Staff will continue to clear underbrush/vegetation on Town-owned properties to enhance their appearance.

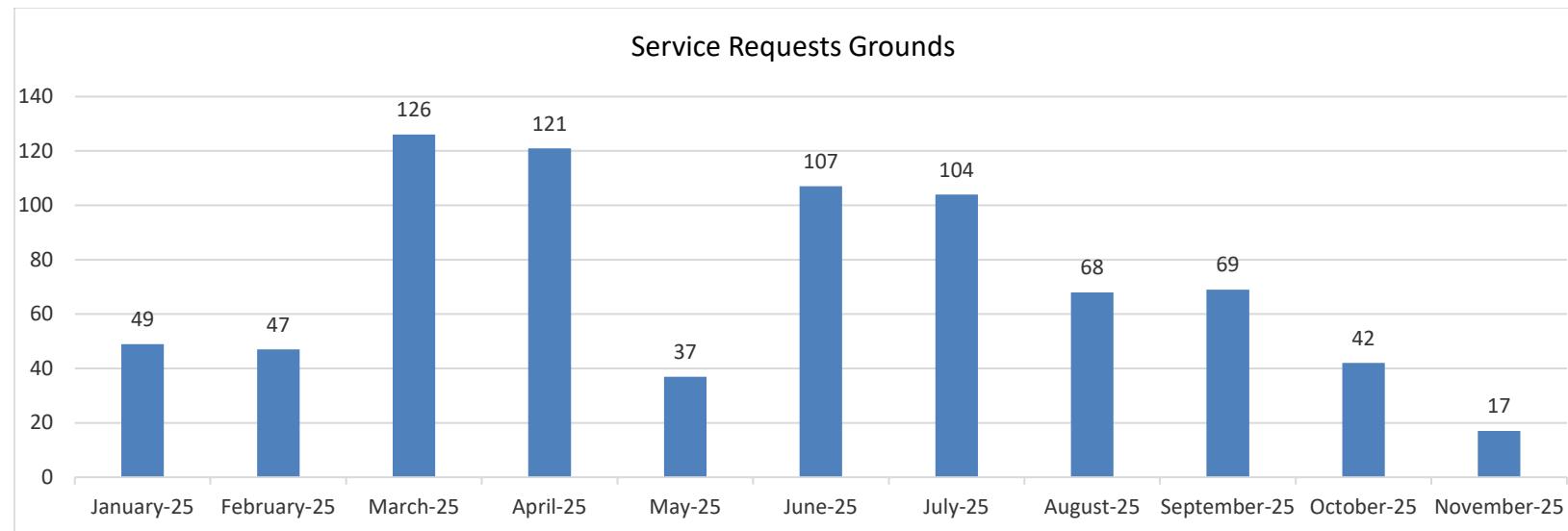
Projects Completed

- Staff replaced deteriorated boards at the classroom and on the bridge at Westgate Nature Park.
- Staff successfully cleaned and removed debris and limbs in Founders Park in preparation for Leland in Lights.
- Staff installed holiday decorations on the Village Road streetlights.
- Staff installed holiday lights and decorations on the Town sign.

Work Order Summary

- Grounds generated 17 work orders in November, with most of them being Leland in Lights (9), mowing (3), and beautification related (2).
- Grounds completed 14 work orders in November, with an approximate expense of \$2,400 in labor and equipment to complete these work orders.





Operations Updates

Work Priorities and Initiatives

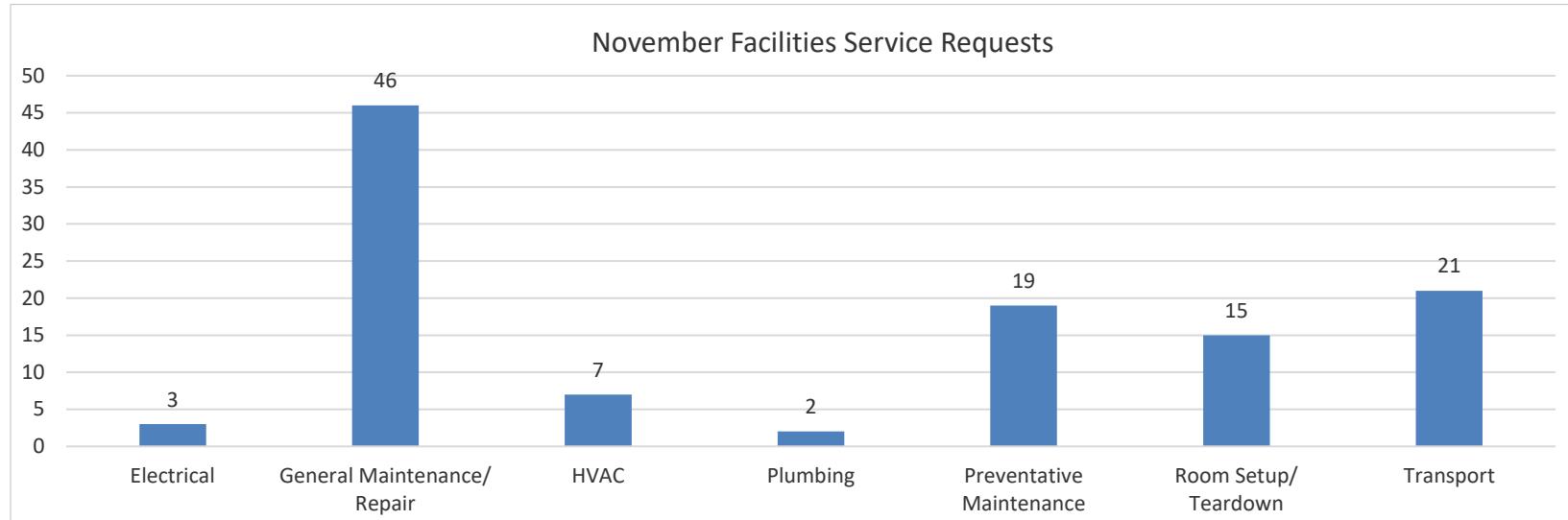
- Staff are working on Founders Park electrical components and preparing the pavilion for Grand Illumination.
- Staff are performing annual maintenance on all Town-owned generators.
- Staff continue to replace fluorescent bulbs with LED at Town Hall and the LCAC.
- Staff continue to work on a final detailed preventative maintenance plan for each Town facility.
- Staff are continuing to help other departments move into new offices at Town Hall, including installing whiteboards, coat racks, and other items.

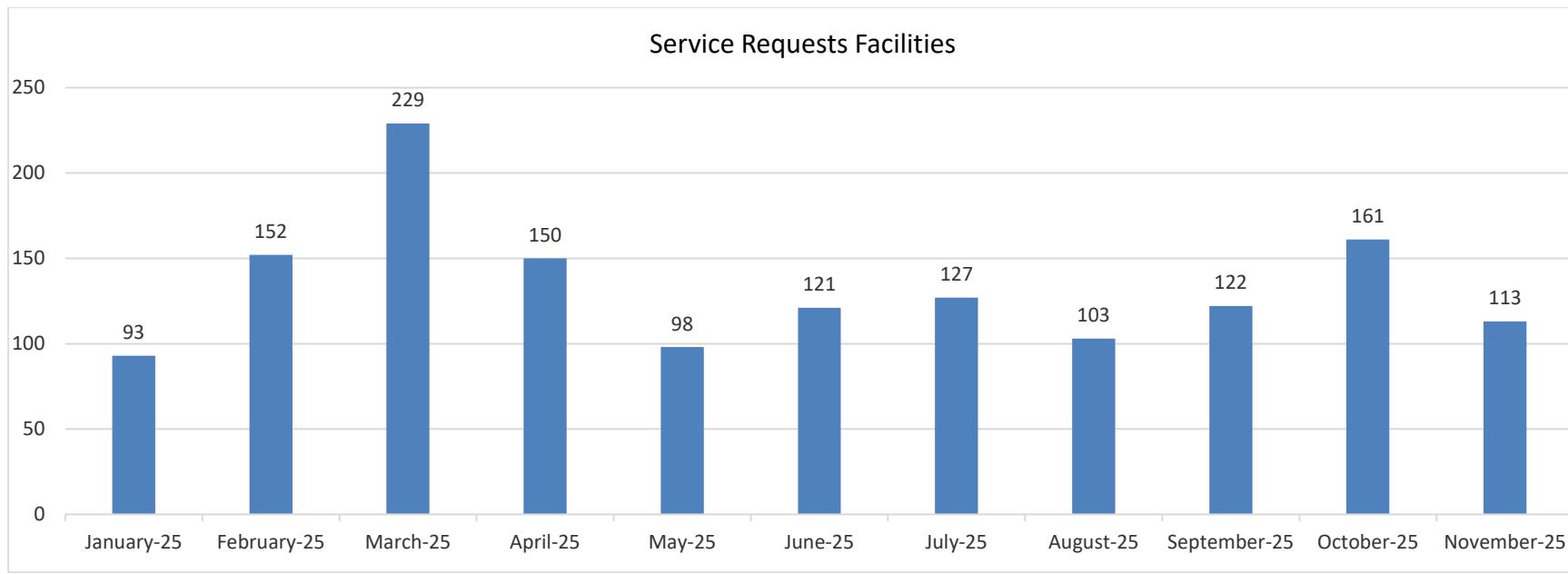
Projects Completed

- Staff have set up multiple events at the LCAC.
- Staff have improved efficiency and cleaning strategies in all Town facilities by inspecting and documenting work priorities, procedures, and schedules.
- Staff introduced the new Work Order Request form (workorders@townofleland.com) to the organization.

Work Order Summary

- Operations generated 113 work orders in November, with most of them being general maintenance/repair (46), transport (21), preventative maintenance (19), and room setup/teardown related (15).
- Operations completed 111 work orders in November, with an approximate expense of \$30,800 in labor and materials.





Town Project Updates

Projects In Design

- Baldwin Drive Improvements
- Gateway District Utility Resiliency
- Leland Unpaved Roads Improvements
- Low Country Boulevard Culvert Improvements
- 2026 Pavement Condition Assessment
- 2025-2026 Roadway Resurfacing
- Sturgeon Creek Park
- U.S. Highway 17 Pedestrian Crossing

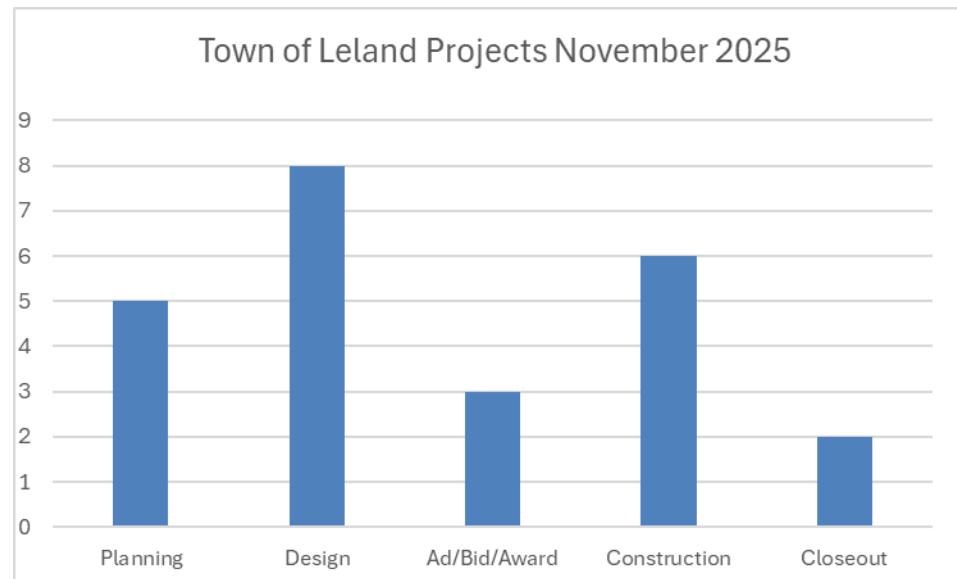
Projects In Ad/Bid/Award

- CDBG Housing Construction
- Ocean Gate Plaza Roundabout
- StRAP Grant Phase 2

Projects In Construction

- AARP Community Challenge Grant – 100% complete
- Founders Park – 99% complete
- Founders Park Amphitheater Rebuild – 10% complete
- 2024-2025 Roadway Resurfacing – 100% complete
- Settler's Village Connector Road – 30% complete
- Town Hall Expansion and Renovation – 85% complete

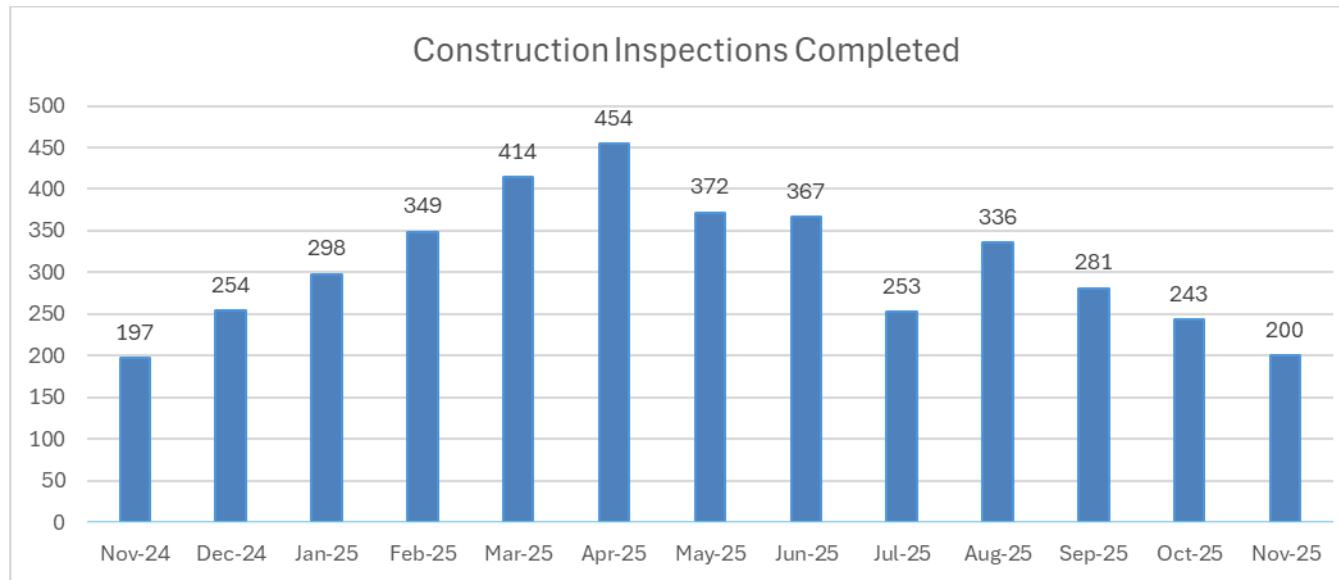
Full project details can be found [on the Town website](#).



Construction Inspections Update

Inspections

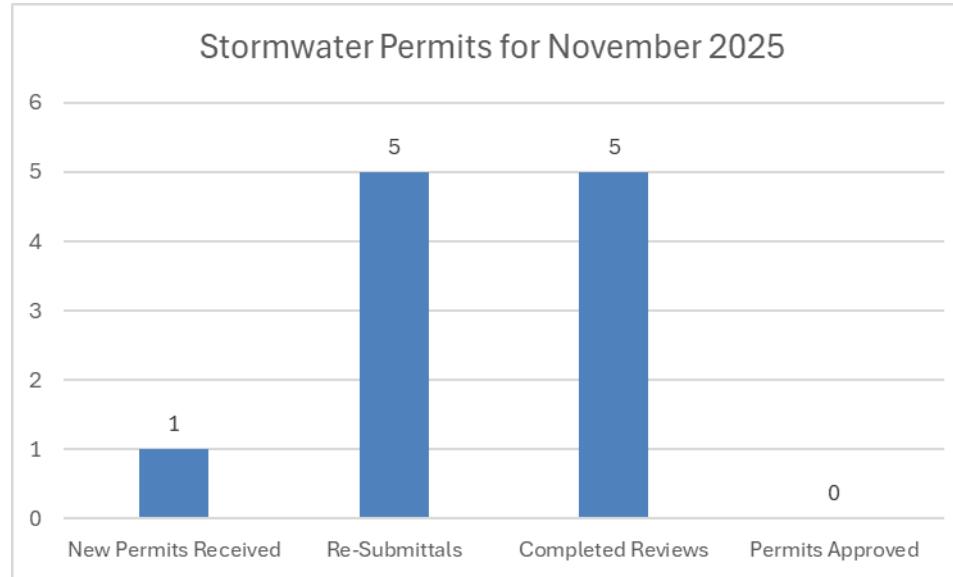
- Staff completed 200 construction inspections in November.
 - Construction inspections include developer and Town projects.



Stormwater Permits Update

Stormwater Permit Review

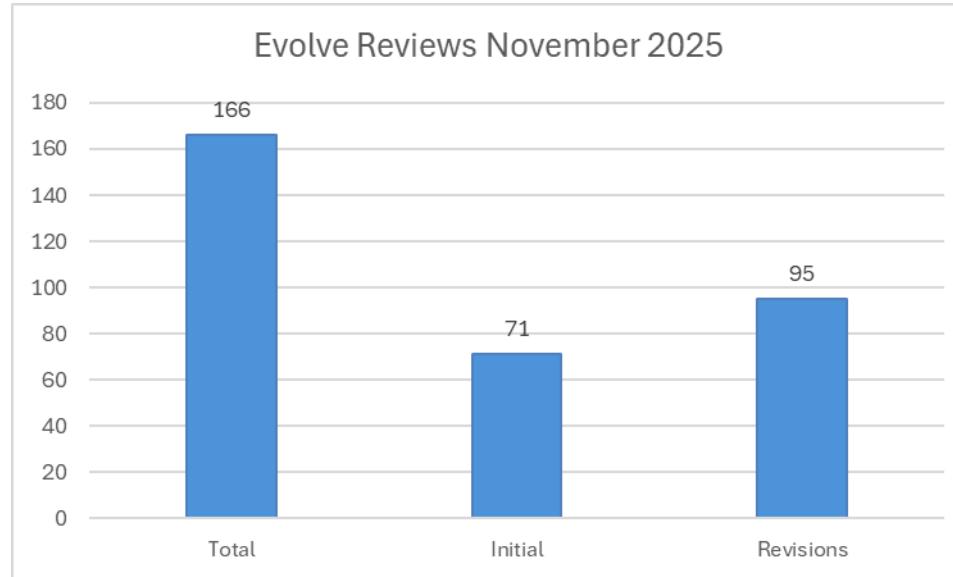
- 100% of stormwater permits submitted within the last 45 business days have either been approved or sent back for comments. No permits were approved in November.



Evolve Reviews

Evolve Reviews

- Evolve reviews confirm that plats align with stormwater plans, performance guarantees cover required infrastructure and costs, and built-upon areas remain within impervious surface limits.



Department News

In November, staff worked to close out the Leland Tourism Development Authority fiscal year end 2025 financial audit, added data for two departments into the transparency portal that will launch in 2026, began initial projections and meetings for next year's budget, determined the department's four new strategic initiatives for the 2030 Strategic Plan, and updated the department's policies.

Samantha Cook attended the final session of the WILMA Leadership Institute program, a local program to grow future leaders, and will graduate next month.

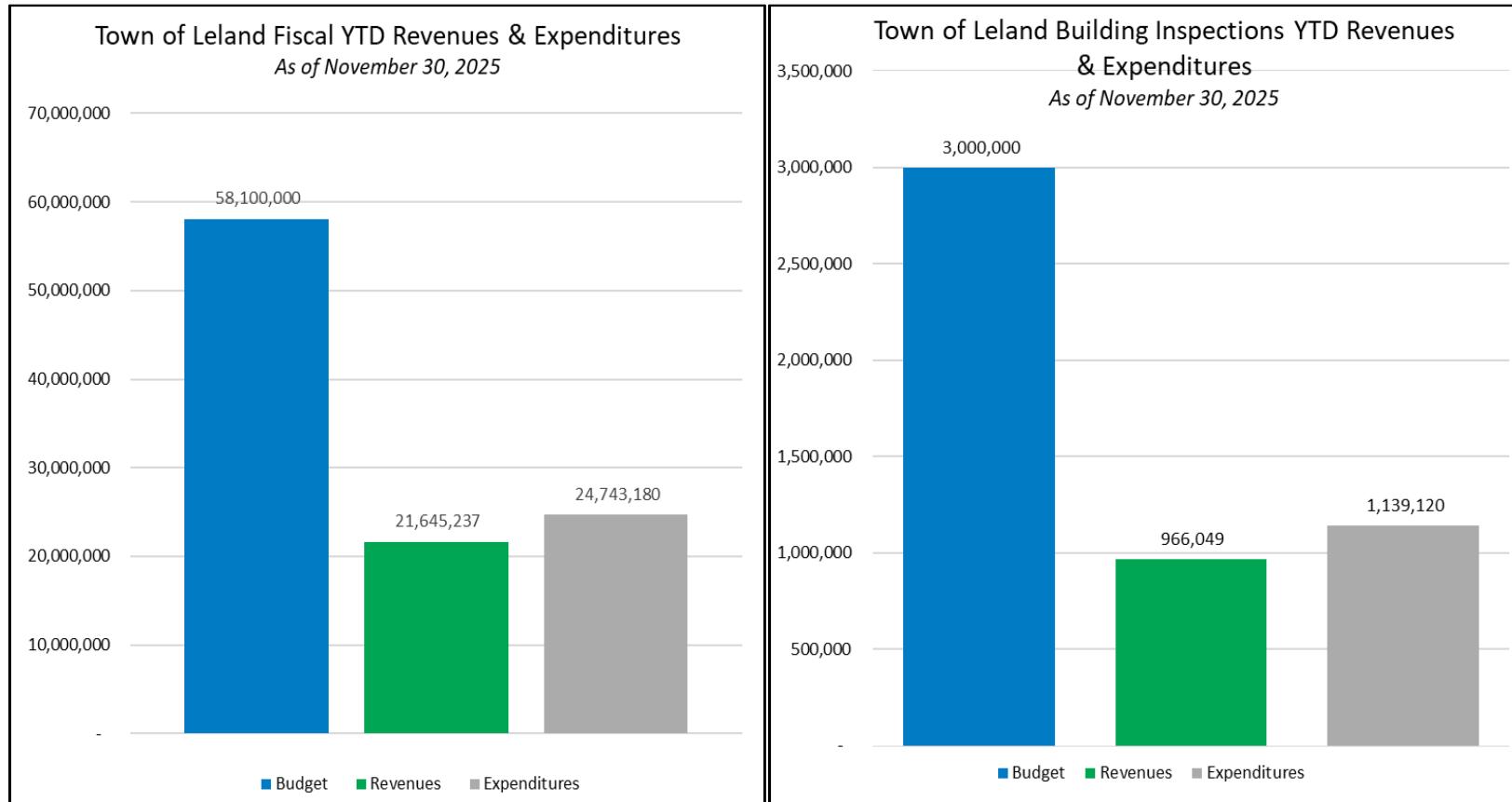
Melissa Norton attended the North Carolina Government Finance Officers Association Fall Conference in Cherokee, which included valuable sessions on local government finance and legislative updates on related topics.

Taraus Deas attended a training session with the North Carolina Association of Governmental Purchasing, highlighting communication and best practices for government procurement.

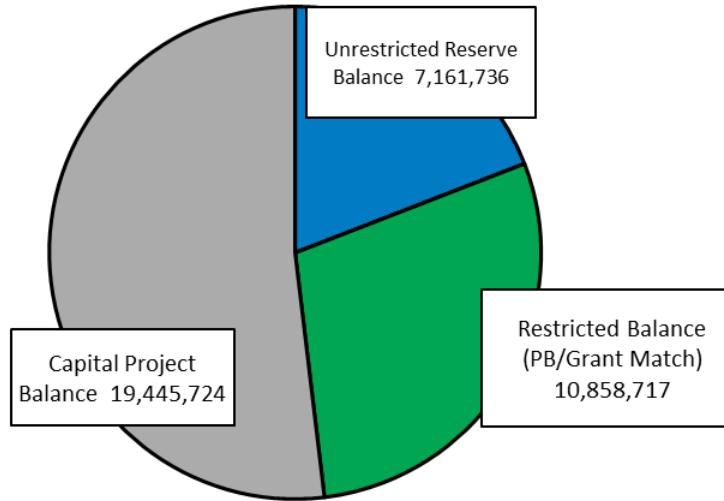
Financial Budget to Actual Report – November 30, 2025

REVENUES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Property Tax	19,280,000	19,280,000	1,230,382	6,248,794	-	13,031,206	67.59%
Sales Tax	14,200,000	14,200,000	1,256,306	6,103,251	-	8,096,749	57.02%
Fire Fees	6,680,000	6,680,000	-	3,217,918	-	3,462,082	51.83%
Municipal Vehicle Tax	950,000	950,000	69,330	373,800	-	576,200	60.65%
Loan Proceeds	2,600,000	2,600,000	-	2,300,000	-	300,000	11.54%
Non-Primary General Fund	4,290,000	11,390,000	145,580	3,401,474	-	7,988,526	70.14%
Building Inspections	3,000,000	3,000,000	176,651	966,049	-	2,033,951	67.80%
REVENUES	51,000,000	58,100,000	2,878,250	22,611,286	-	35,488,714	61.08%
EXPENSES							
	Original Budget	Current Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	Percent Remaining
Governing Body	350,000	350,000	14,455	102,170	9,958	237,872	67.96%
Administration	3,100,000	2,300,000	120,654	1,036,570	127,333	1,136,097	49.40%
Information Technology	4,160,000	4,160,000	135,221	1,146,587	367,342	2,646,071	63.61%
Human Resources	610,000	610,000	30,154	140,601	29,671	439,728	72.09%
Finance	1,270,000	1,270,000	94,801	475,393	18,223	776,384	61.13%
Planning	1,200,000	1,200,000	60,987	322,391	33,310	844,300	70.36%
P&R & Cultural Arts	1,350,000	1,350,000	86,063	463,414	123,049	763,537	56.56%
Operations	1,970,000	1,970,000	144,929	823,391	145,581	1,001,028	50.81%
Streets & Grounds	3,670,000	3,670,000	221,565	1,029,592	182,378	2,458,031	66.98%
Engineering	1,350,000	1,350,000	95,758	380,641	62,198	907,161	67.20%
Police	8,250,000	8,150,000	617,087	2,997,087	217,131	4,935,782	60.56%
Emergency Management	240,000	240,000	14,568	77,709	2,000	160,291	66.79%
Fire	10,630,000	10,530,000	610,769	2,771,069	2,483,865	5,275,067	50.10%
Debt Services	6,900,000	6,900,000	-	3,583,122	-	3,316,878	48.07%
Transfers	2,950,000	11,050,000	1,000,000	9,393,445	-	1,656,555	14.99%
Building Inspections	3,000,000	3,000,000	234,615	1,139,120	53,463	1,807,417	60.25%
EXPENSES	51,000,000	58,100,000	3,481,625	25,882,300	3,855,502	28,362,199	48.82%

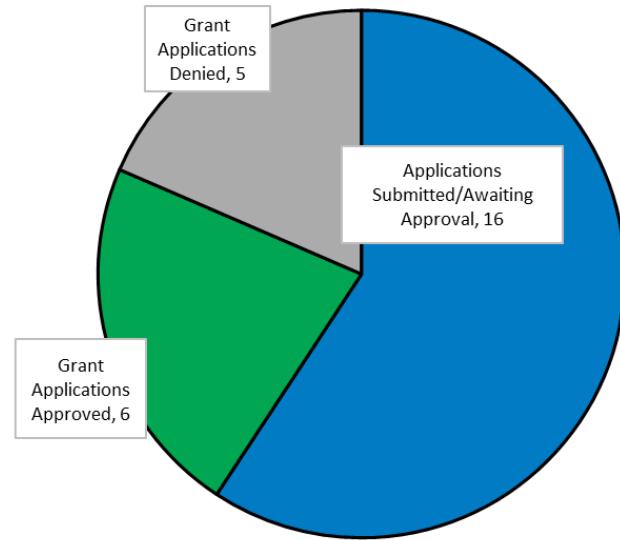
Dashboard



General Fund Cash Balances
As of November 30, 2025



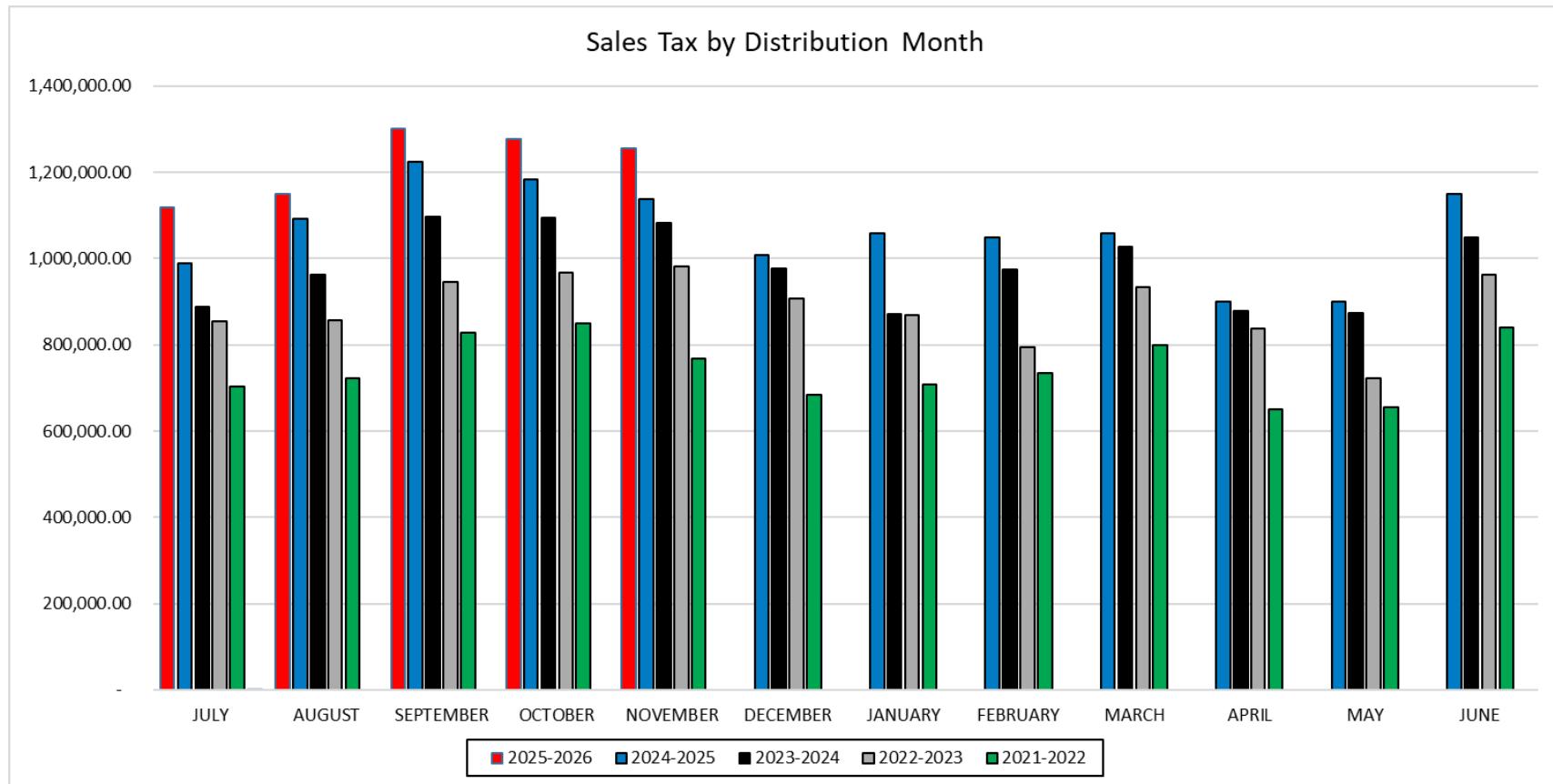
Fiscal YTD Grant Summary*
As of November 30, 2025



*The Fiscal YTD Grant Summary chart reflects grant application data exclusively from the current fiscal year.

FY Sales Tax Distribution

These amounts represent the month/year the Town received the funds from NCDOR.



Grant News

For detailed grant/project information, please visit the [Grants webpage](#).

Donations

There were no donations in November.

Purchase Orders Issued at the Direction of the Town Manager in Excess of \$50,000

Description: Low Country Boulevard – Professional Services; Vendor: Kimley-Horn And Associates Inc.; Amount: \$241,900.00

Intradepartmental and Interdepartmental Budget Transfers

There were no budget transfers in November.

Audit Committee Meeting Summary

The Audit Committee did not meet in November.

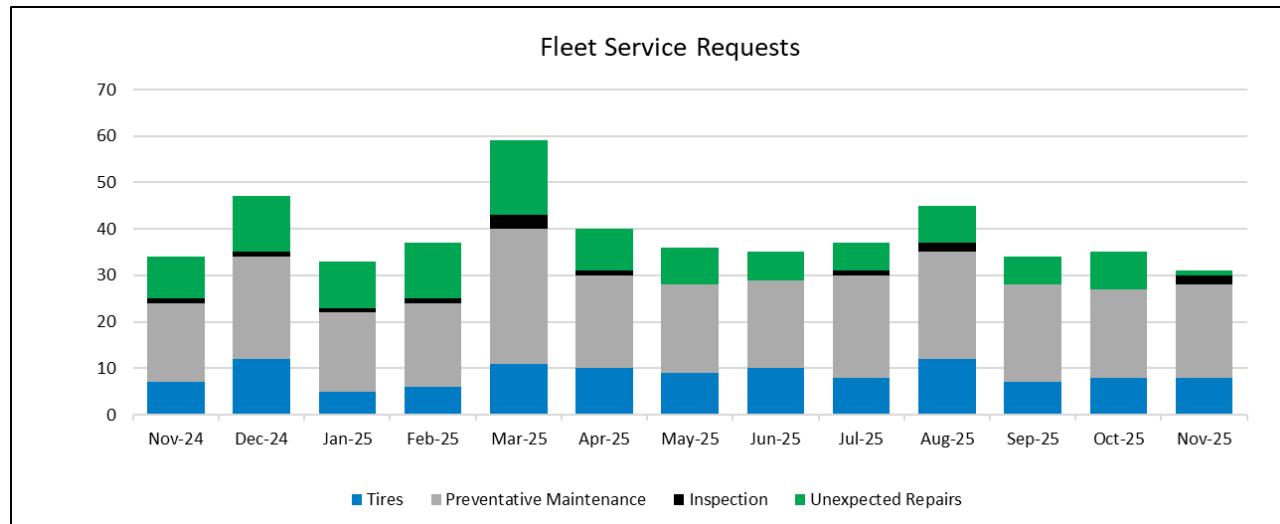
Investment Portfolio

The Town has a diversified investment portfolio across four wealth management banking institutions. The November overview is below:

	Average Monthly Yield	Dividend Reinvestment / Interest Earned	Fiscal YTD Dividend Reinvestment / Interest Earned	Month End Statement Balance or Market Value
First Citizens Bank	0.040	6,872.52	35,110.31	2,130,179.34
NC Capital Management Trust	0.039	54,545.09	313,529.57	16,377,587.69
NC Class	0.040	14,068.54	74,910.59	4,271,266.68
Atlantic Union Bank 36m CD	0.037	23,839.81	96,509.34	8,096,509.34
Total		99,325.96	520,059.81	30,875,543.05

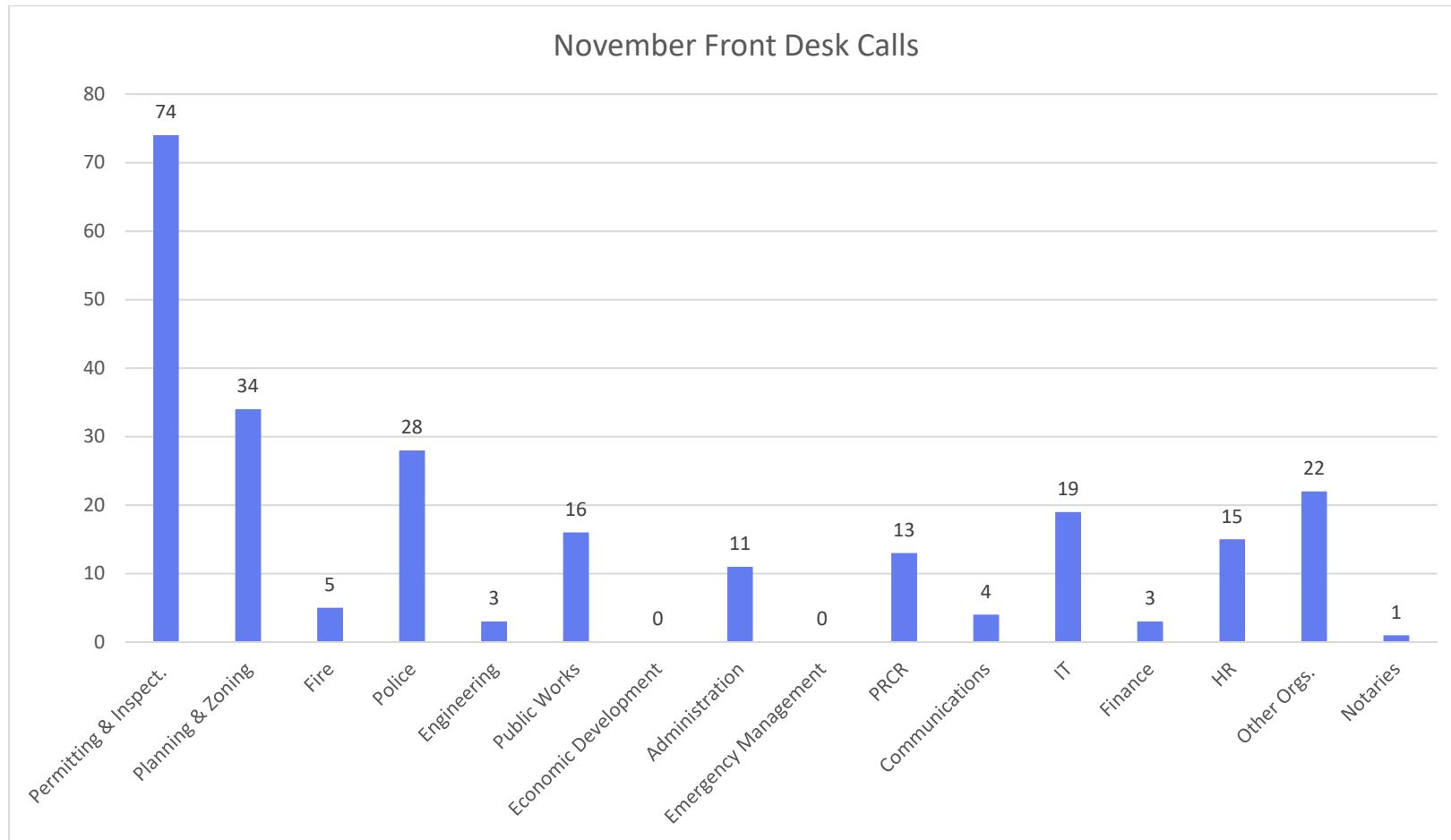
Fleet Updates

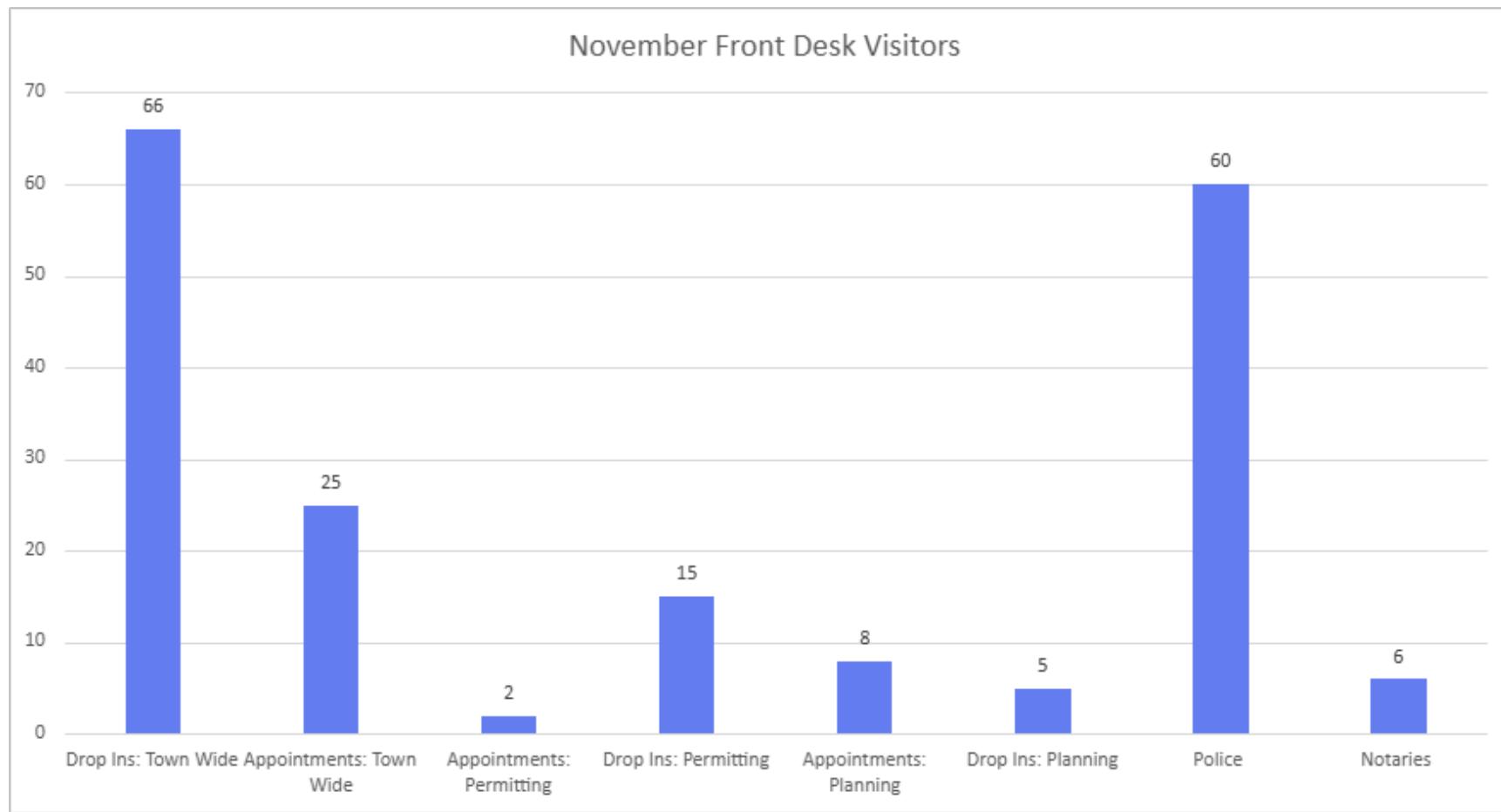
Fleet generated 31 work orders in November with an approximate expense of \$15,085.12.



Department News

In November, the department facilitated responses to 27 contact forms submitted through the website, 248 calls, and 187 visitors to Town Hall. Jessica Jewell participated in an NC3C webinar titled How North Carolina Local Governments Can Keep Websites Fresh and Accessible and a 3CMA webinar titled Finding Our Commons – Reconnecting Through Communication. The hiring process continues for two positions: Administrative Assistant – Reception Desk and Communications Specialist II – Digital Communications. Staff from multiple departments are assisting in covering the front desk while the position is vacant.





Social Media Update

- Facebook Highlights (November 1 – 30, 2025)
 - Added 523 new page followers
 - Impressions – 353,922

- Top post (Largest reach): “🌟✨ The moment is almost here! Founders Park is reopening for the Grand Illumination of Leland in Lights! ✨🌟 Join us Saturday, Dec. 6, at 6 p.m. to be among the first to explore the newly renovated park. Visit Santa under the new pavilion, stroll the dazzling light displays along the multi-use path, and enjoy the updated playground. Learn more about the reopening of Founders Park 👉 <https://ow.ly/8A6f50XuLui>”
- Twitter/X Highlights (November 1 – 30, 2025)
 - Impressions/Reach – 1,364
 - Top tweet (Largest reach): “🎄 We’re making progress toward Leland’s very first nature preserve. Nearly 1,000 acres of natural landscape will be preserved for hiking, wildlife observation, and environmental education programs. Learn more about the future preserve 👉 <https://ow.ly/bIXM50xtN6Q> #LelandNC”
- Nextdoor Highlights (November 1 – 30, 2025)
 - Impressions/Reach – 16,629
 - Likes/Comments – 190
 - Top post (Largest reach): “Please join us in congratulating Leland Hyer and Frank Pendleton, the newest members of the Leland Town Council!”
- Instagram Highlights (November 1 – 30, 2025)
 - Added 64 new page followers
 - Post reach – 3,770
 - Top post (Largest reach): “🌟✨ The moment is almost here! Founders Park is reopening for the Grand Illumination of Leland in Lights! ✨🌟 Join us Saturday, Dec. 6, at 6 p.m. to be among the first to explore the newly renovated park. Visit Santa under the new pavilion, stroll the dazzling light displays along the multi-use path, and enjoy the updated playground. Learn more about the reopening of Founders Park under Town news at the link in our bio. #LelandNC #TownofLelandNC”
- LinkedIn Highlights (November 1 – 30, 2025)
 - Added 21 new followers
 - Page views – 150
 - Page impressions – 6,076
 - Reactions/Comments/Shares – 241
 - Top post (Largest reach): “✨🎄 We’re kicking off a full month of holiday fun, headlined by the return of Leland in Lights at Founders Park! Join us Dec. 6 from 6 to 8 p.m. for Grand Illumination with dazzling light displays, a visit with Santa under the picnic shelter, and rides on the Leland Express.”

 Holiday events this season include:

- Pack the Patrol Car
- Holiday Art Market
- Wilmington Big Band
- Santa Visits and Sensory-Friendly Experiences

 The lights will be on every night through Jan. 4 at Founders Park.

Learn more about all of our events  <https://ow.ly/gnvH50Xx0ug>

Project Updates

- Created posts that resulted in 549,171 impressions across social media platforms.
- Staff began meeting with each department to review Communications goals, timelines, strategies, and anticipated needs for the next fiscal year. These meetings aim to improve budget projections and foster proactive collaboration across departments to achieve engagement and outreach objectives.
- Staff continue working with the new website vendor to determine next steps and a timeline for migrating and rebuilding the Town's website.
- Continued a comprehensive marketing campaign for Leland in Lights, including working with a local graphic designer to create a logo and brand guide for the event, preparing and executing social media campaigns, and managing the website.
- Continued working with IT to create an employee intranet site.
- Continued working with Engineering and Planning and Inspections to create a homeowner's resource guide.
- Continued collaborating with Engineering and Planning on videos for the AARP Community Challenge Grant, Town-wide pedestrian safety, and the Leland 2045 quarterly update.
- Continued conversations about various strategies to make the Public Safety annual reports more engaging.

Website Articles/Media Coverage

- Town of Leland Website
 - [Town of Leland Recognized for Excellence in Budget Presentation and Financial Reporting](#)

- [Town of Leland Receives Grant for Police Body Armor](#)
- [Town of Leland Announces Progress toward First Nature Preserve, 1,000 Acres Combined](#)
- [Town of Leland to Celebrate Reopening of Founders Park During Grand Illumination](#)
- [Leland in Lights Returns as Town of Leland Unveils Holiday Celebrations](#)
- WECT
 - [Leland Brewing Company to hold all-day charity concert and food drive](#)
 - [Leland officials hold public workshop for open burning ban](#)
 - [Town of Leland moves forward with nearly 1,000-acre nature preserve](#)
 - [Town of Leland announces reopening of Founders Park](#)
 - [Community remembers nearly 400 victims of violent crime at 30th annual service in Leland](#)
 - [Advanced Care to hold groundbreaking ceremony for new facility in Leland](#)
- WWAY
 - [Novant Health Brunswick Medical Center filed certificate of need for Leland hospital](#)
 - [Leland Town Council holds open burning workshop](#)
 - [Leland SmokeHouse closing after 5 years as new BBQ restaurant opens in its place](#)
 - ["Cape Fear Fish Sticks:" Summer baseball team coming to Leland in 2026](#)
 - [Town of Leland announces progress towards first nature preserve](#)
 - [Town of Leland to reopen Founders Park during grand illumination event](#)
- StarNews
 - [New growth, updates and project extensions continue in Brunswick County for November](#)
 - [Another chain convenience store to build in the Leland area](#)
 - [Brunswick homes are being demolished after seven years of waiting](#)
- Port City Daily
 - [The Agenda: Local government meetings this week](#)
 - [2025 Brunswick Election Results: New mayors in Southport and Oak Island, Leland council member replaced](#)
 - [Leland votes in council change, surge in turnout ousts incumbent](#)

- [The Agenda: Local government meetings this week](#)
- ['Uncharted territory': Leland needs state to validate burn ban, a first among municipalities](#)
- [The Agenda: Local government meetings this week](#)
- Wilmington Biz
 - [Analysis Compares Toll Options For Cape Fear Memorial Bridge Replacement](#)

TDA Marketing

- Began working with Springer Studios on brand development, which includes logo design.
- Staff continue working on ideas and identifying content needs for spring ads in Our State magazine.

Leland TDA Meeting Summary

The Leland Tourism Development Authority met on November 3 and heard the following:

- FYE2025 audit presentation
- Fiscal year 25-26 Strategic Plan priorities discussion
- Adopted a resolution approving payment to CivicPlus for website migration
- Adopted a resolution authorizing the LTDA chair to enter into an agreement for logo design and brand packaging
- Adopted the 2026 regular meeting schedule

The next LTDA meeting is scheduled for January 5.

Department News

Brooke Maynard attended the third of three sessions for the Planning and Development Regulation course with the UNC School of Government. This course focused on reviewing how the public and private sectors can create partnerships and how towns should implement form-based codes. Ms. Maynard successfully passed the exam for this course and is now a North Carolina Certified Zoning Official.

Ben Watts successfully passed the certification exam and is now a candidate to become a member of the American Institute of Certified Planners through the American Planning Association. Mr. Watts will be eligible to become a member in December when he meets the years of experience requisite. This certification marks his dedication as a professional planner and his knowledge of the principles and skills compulsory to the planning profession.

Andrew Neylon attended Implementing Sustainable Growth: Maryland's Place Principle in Action, a webinar hosted by the Maryland Department of Planning. This webinar included panelists that discussed how they incorporate placemaking into their work and implement a sense of place in their communities.

Planning Board Meeting Summary

The Planning Board met on November 18, 2025, and heard the following item:

1. Master Land Use Plan Amendment – The Planning Board voted 6 to 0 to recommend approval of a master land use plan amendment for the Terrapin Planned Unit Development to include an additional 4.98 acres and change land use designations from multifamily and commercial to office and institutional for 56.74 acres.

The Planning Board's next meeting is scheduled for December 16, 2025, at 6 p.m.

Board of Adjustment Meeting Summary

The Board of Adjustment met on November 4, 2025 to hear draft rules of procedure, approve the 2026 meeting schedule, and participate in training. The next meeting is scheduled for December 2, 2025, at 6 p.m.

Current Planning Update

Technical Review Committee (TRC) Report

In addition to project revisions, the Technical Review Committee (TRC) reviewed the following new items:

1. Site Specific Plan for Brunswick Forest Phase 1 Section 7 – Proposal for 10 duplex lots on 4.8 acres off Rice Gate Way in Brunswick Forest.
2. Preliminary Subdivision Plat for Brunswick Forest – Proposal for dividing out 3.63 acres on Evangeline Drive.
3. Preliminary Subdivision Plat for Brunswick Forest Commercial Village – Proposal for dividing out 1.44 acres on Provision Parkway.
4. Development Site Plan for Texas Roadhouse – Proposal for 7,926-square-foot casual sit-down restaurant on Tradeway Drive in Leland Town Center.
5. Development Site Plan for Chase Bank – Proposal for 3,333-square-foot bank on U.S. Highway 17 within the Savannah Branch commercial development.
6. Site Specific Plan Revision for Terrapin Phase 1A – Proposal to update the Malmo Loop Road entrance on Terrapin Parkway to reflect the approved entry features and add a school bus shelter and associated parking lot.

Number of Reviews by Stage – Permitting Applications

<u>Stage/Plan Type</u>	<u>Initial</u>		<u>Revisions</u>		<u>Total</u>	
	No.	Avg. Days	No.	Avg. Days	No.	Avg. Days
Building/ Flood (3 Day Review)	3	1.7	2	1.5	5	1.6
Chief Building Official Review	0		1	2.0	1	2.0
Commercial Building / Flood / Zoning	0		19	3.5	19	3.5
Commercial Building / Flood / Zoning / Pub Serv	0		4	2.5	4	2.5
Commercial Building / Zoning	4	5.8	10	2.8	14	3.6
Commercial Building Fire	1	5.0	1	2.0	2	3.5
Electrical (5-Day Review)	5	1.8	2	1.0	7	1.6
Permit Building/Zoning	5	4.0	10	1.8	15	2.5
Permit Flood	2	7.5	1	1.0	3	5.3
Residential Building / Flood	6	8.0	4	2.0	10	5.6
Residential Building / Zoning / Flood	50	7.6	55	1.8	105	4.6
Residential Flood	2	1.5	0		2	1.5
Residential Zoning / Flood	0		1	4.0	1	4.0

Total Initial: 78

Total Revisions: 110

Total Plans: 188

Number of Reviews by Stage – Planning Applications

<u>Stage/Plan Type</u>	<u>Initial</u>	<u>Revisions</u>	<u>Total</u>
Address Request	6	0	6
Development Site Plan	0	4	4
Exempt Plat	0	4	4
Final Plat with New Performance Guarantee	3	0	3
Final Plat without a Performance Guarantee	3	4	7
General Rezoning	1	0	1
Performance Guarantee Extension	1	0	1
Performance Guarantee Reduction	2	4	6
Performance Guarantee Release	1	1	2
Performance Guarantees New	3	2	5
Preliminary Plat-Major Subdivision	1	3	4
PUD Master Land Use Plan Amendment	0	1	1
PUD Site Specific Plan and Master Land Use Plan Update	0	1	1
PUD Site Specific Plan Revision/Master Land Use Plan Update	0	4	4
Sketch Plan	4	0	4
Zoning Letter	8	0	8
Total Initial: 33		Total Revisions: 28	
			Total Plans: 61

Floodplain Development Update

Floodplain Development Permits	Floodplain Development Inspections
1	5

Other Information

Performance Guarantees

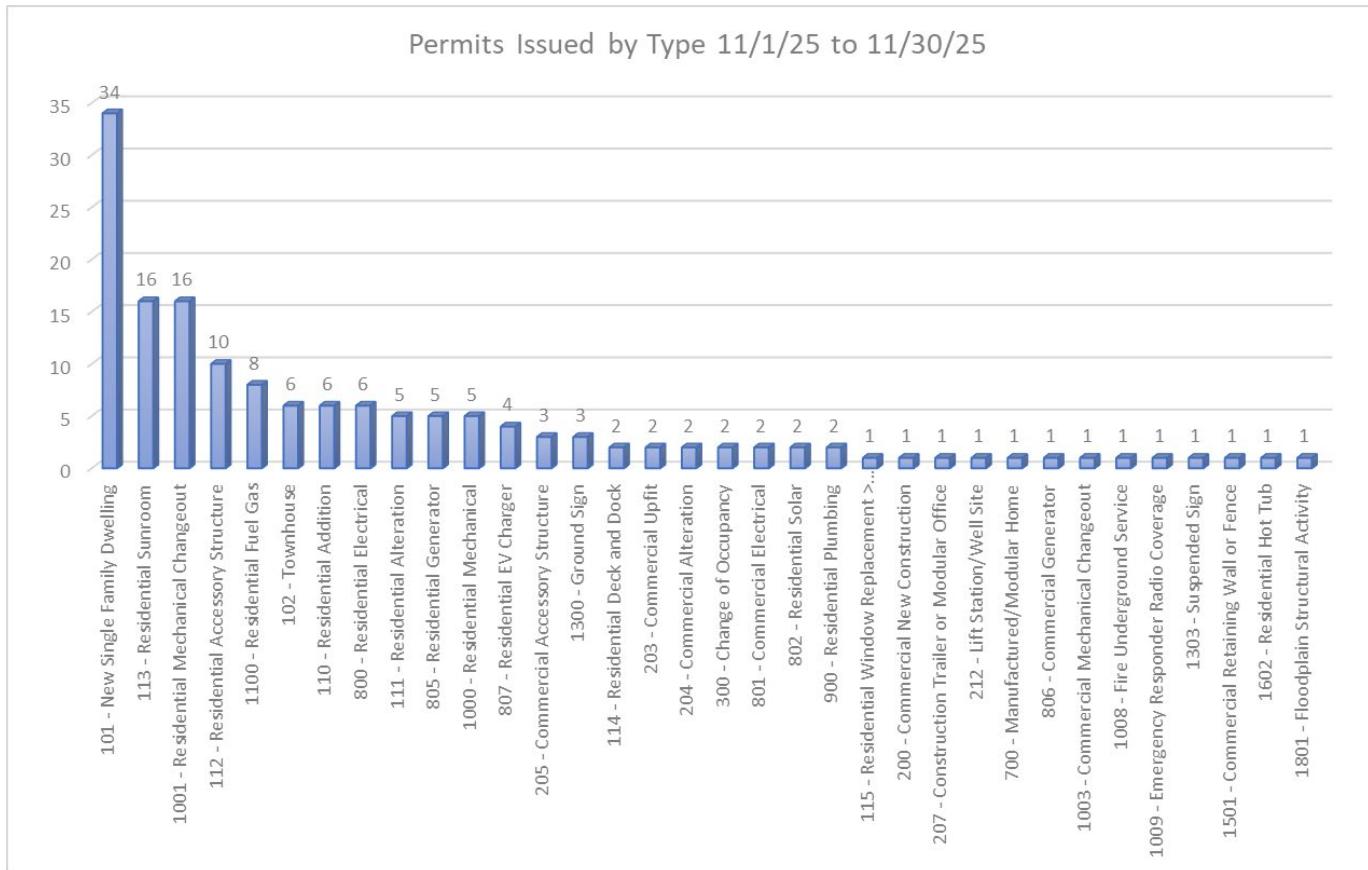
Subdivision		Number of Agreements	Total per Agreement Type	Change from Previous Month
<i>Beckington Townhomes</i>				
	Surety Bonds	2	\$139,964.38	\$0.00
<i>Bellamy Place</i>				
	Cash Bond	1	\$1,037,615.00	\$0.00
<i>Bishops Ridge</i>				
	Cash Bond	1	\$14,875.84	\$0.00
<i>Brunswick Forest</i>				
	Surety Bonds	16	\$10,654,295.12	-\$562,796.88
<i>Charleston Commons</i>				
	Cash Bond	2	\$171,490.62	\$0.00
<i>Grand Park</i>				
	Surety Bond	2	\$895,602.23	\$0.00
<i>Grayson Park</i>				
	Cash Bonds	3	\$50,860.15	\$0.00
	Surety Bonds	8	\$1,225,669.38	\$0.00
<i>Highland Hills Village</i>				
	Letters of Credit	1	\$56,250.00	\$0.00
<i>Leland Corners</i>				
	Surety Bond	1	\$181,343.75	\$0.00
<i>Mallory Creek</i>				
	Letters of Credit	1	\$92,285.00	\$0.00
	Cash Bonds	5	\$329,716.44	\$0.00
	Surety Bonds	8	\$2,099,791.45	\$0.00
<i>Night Harbor Dr</i>				
	Cash Bond	1	\$7,650.00	\$0.00
<i>Pinewood</i>				
	Surety Bond	4	\$2,218,289.76	\$0.00
<i>Riverwalk Point</i>				
	Surety Bond	2	\$481,560.00	\$481,560.00
<i>Savannah Branch</i>				
	Surety Bond	1	\$854,407.50	\$0.00
<i>Seabrooke</i>				
	Cash Bond	1	\$144,035.00	\$0.00
<i>Terrapin</i>				
	Surety Bond	2	\$109,287.50	\$0.00
<i>Townes at Seabrooke</i>				
	Surety Bond	2	\$683,850.25	\$0.00
<i>Westgate Townes</i>				
	Surety Bond	4	\$1,490,956.30	\$0.00
Total Cash Bonds		14	\$1,756,243.05	\$0.00
Total Surety Bonds		52	\$21,035,017.62	-\$81,236.88
Total Letters of Credit		2	\$148,535.00	\$0.00
Total Performance Guarantee Sureties		68	\$22,939,795.67	-\$81,236.88

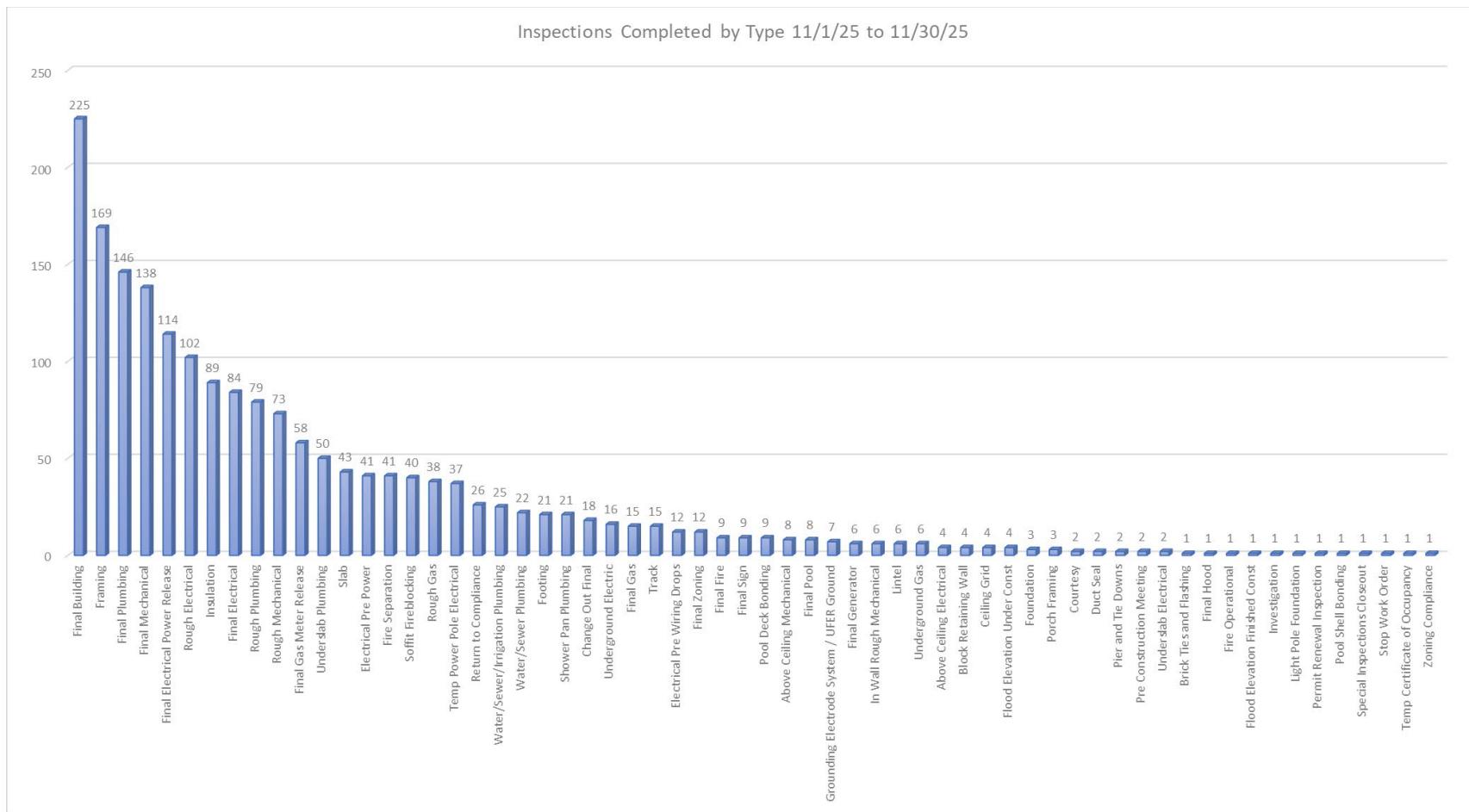
Long Range Planning and Community Development Update

Due to a staff vacancy, there are no long range planning or community development updates for November.

Building Permitting and Inspections Update

Total Permits Issued	Total Inspections	Total Value of Construction
196	1,888	\$37,425,825





Code Enforcement Update

Case Summary

11/1 Through 11/30	Minimum Housing	Nuisance	Zoning	Vehicle	Total
Cases Carried over from October	1	2	21	0	24
Cases Opened November 2025	0	6	17	2	25
Cases Closed November 2025	1	2	8	2	12
Active Cases (Evolve) 2025	0	6	30	0	36

Department News

Staff met with the new Executive Director for the North Brunswick Chamber of Commerce to discuss how to better align with the Chamber and Leland's economic and tourism development efforts. Staff also met with District Attorney Jon David to discuss the potential for commemorating April 26 as George Washington Day in Leland, based on records indicating that Washington visited Benjamin Smith, a landowner in Leland, during the Southern Tour of the 13 colonies. Staff also met individually with small business owners and local artists to discuss opportunities to make an impact on Leland's small business ecosystem and arts community, respectively.

New Businesses

- **Little Caesars** held a ribbon cutting on November 15.

New Construction/Development

- No new projects were submitted in November.

Economic Development Committee Meeting Summary

The Economic Development Committee met on November 13 to discuss the integration of software that provides insights related to the Town's trade area, visitation, and stratified market segments. The next meeting is scheduled for January 8, 2026.

Department News

The department had a busy month of programs in November. PRCR hosted the Friends of the Leland Cultural Arts Center Watercolor Workshop on November 7 and the North Brunswick Chamber of Commerce annual Veterans Day breakfast on November 11. Staff have been busy planning December holiday events and look forward to the exciting month of holiday programs.

Parks and Recreation Board Summary

The Parks and Recreation Board met on November 19, 2025. Barnes Sutton, Tim McNeilly, and Molly Prosser presented updates on the 2024-25 financial and participation data. Mr. Sutton provided an update on Founders Park, including Leland in Lights. Mr. Sutton also provided an update on the Town's purchase of additional property with its intended usage as a nature preserve. The next meeting is scheduled for January 28, 2026.

Upcoming Events

December 2-20 – Kirsten Dorsey Gallery, LCAC

December 4, 6-8 p.m. – Gallery Reception, LCAC

December 6, 10 a.m.-3 p.m. – Holiday Art Market, LCAC

December 6, 6-8 p.m. – Grand Illumination, Founders Park

December 6-January 4 – Leland in Lights, Founders Park

December 19, 6-8 p.m. – Leland Express Train Rides, Founders Park

December 20, 12-3 p.m. – Sensory Friendly Santa Visits, LCAC

December 20, 6-8 p.m. – Leland Express Train Rides, Founders Park

January 6-29 – Chanaey Ficken, Gail Marcus Gallery, LCAC

January 6, 10 a.m.-12 p.m. – Homeschool Studio, LCAC

January 8, 6-8 p.m. – Gallery Reception, LCAC

January 10, 12-1:30 p.m. – Storytime, LCAC

January 13, 10-11 a.m. – Little Learners, LCAC

January 17, 11 a.m.-1 p.m. – Improv Let's Laugh, LCAC

Social Media Update

- PRCR Facebook Highlights (November 1 – 30, 2025)
 - Followers/Likes – 6,699
 - Page reach – 39,570
 - Top post (Largest reach): “Swing into the holiday season with a special holiday performance by the Wilmington Big Band on Friday, Dec. 12, from 6 to 8 p.m. at the Leland Cultural Arts Center. Tickets are \$15 per person, on sale now through Dec. 12. Tickets can be purchased in person at the Leland Cultural Arts Center or online.”
- LCAC Facebook Highlights (November 1 – 30, 2025)
 - Followers/Likes – 5,407
 - Page reach – 2,533
 - Top post (Largest reach): “Swing into the holiday season with a special holiday performance by the Wilmington Big Band on Friday, Dec. 12, from 6 to 8 p.m. at the Leland Cultural Arts Center. Tickets are \$15 per person, on sale now through Dec. 12. Tickets can be purchased in person at the Leland Cultural Arts Center or online.”
- PRCR Instagram (November 1 – 30, 2025)
 - Followers/Likes – 2,141
 - Post reach – 1,169
 - Top post (Largest reach): “The holiday season is shining bright with the return of Leland in Lights and a full lineup of festive traditions for the whole family. Holiday Highlights: Holiday Art Market: Saturday, Dec. 6, Grand Illumination: Saturday, Dec. 6, Cookies with Santa: Tuesday, Dec. 9, Leland Express Train Rides: Dec. 6, 12-13, and 19-20, Wilmington Big Band Holiday Concert: Friday, Dec. 12, Sensory-Friendly Visits with Santa: Saturday, Dec. 20.”
- LCAC Instagram (November 1 – 30, 2025)
 - Followers/Likes – 2,136
 - Post reach – 126
 - Top post (Largest reach): “The holiday season is shining bright with the return of Leland in Lights and a full lineup of festive traditions for the whole family. Holiday Highlights: Holiday Art Market: Saturday, Dec. 6, Grand Illumination: Saturday, Dec. 6,

Cookies with Santa: Tuesday, Dec. 9, Leland Express Train Rides: Dec. 6, 12-13, and 19-20, Wilmington Big Band Holiday Concert: Friday, Dec. 12, Sensory-Friendly Visits with Santa: Saturday, Dec. 20."

Department News

In November, the Town welcomed one new employee to the Public Works Department. Six employees were promoted and one ended their service. The department hosted its annual Thanksgiving Potluck for employees on November 21, which was very well attended. Annual performance reviews were launched on November 24 and will run through January 2. Stay interviews are continuing and Internal Support departments should be concluded by end of year. The North Carolina League of Municipalities conducted the Town's annual Worker's Compensation Audit in mid-November. Claims have been improving so the Town will see an improvement in the experience modification rate and has received a refund from excellent payroll estimates from the Finance Department.

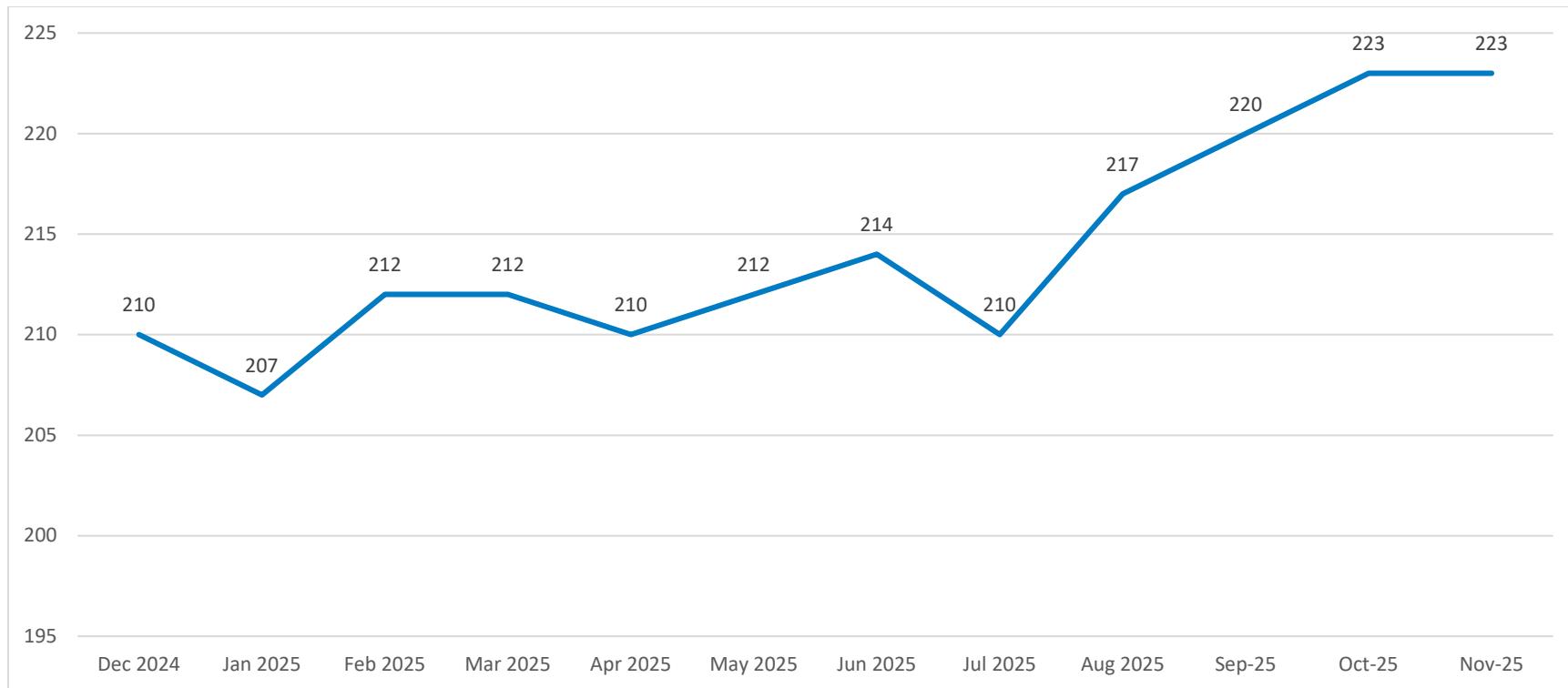
Personnel Updates

Name of Employee	Department	Type of Change	Date of Change	Position Title	From Position	To Position
Liam Mikeal	Engineering	New Hire	11/10/2025	Transportation Planning Engineer I		
Joe Piro	Street Maintenance	Promotion	11/22/2025		Street Maintenance Technician I	Street Maintenance Technician II
Lucas Hall	Street Maintenance	Promotion	11/22/2025		Street Maintenance Technician I	Street Maintenance Technician II
Ethan Scott	Street Maintenance	Promotion	11/22/2025		Grounds Maintenance Technician I	Grounds Maintenance Technician II
Angelo Blake	Fire/Rescue	Promotion	11/22/2025		Firefighter	Senior Firefighter
Brad Orahood	Fire/Rescue	Promotion	11/22/2025		Firefighter	Senior Firefighter
Joe Tassi	Fire/Rescue	Promotion	11/22/2025		Firefighter	Senior Firefighter
Amity Cecil	Building Inspections	Termed	11/26/2025	Permit Technician		

Workers Comp Data November 2025

Number of Incidents	Loss Time (Y or N)	Brief Description of Incident and Injury/Illness
1	N	Motor vehicle accident/back injury
1	Y	Shoulder injury

Headcount (FT and PT Employees) December 2024 – November 2025



Headcount i

223

As of Nov 2025

Hired i

45

Termed i

30

Growth Rate i

7.2%

Turnover Rate i

14.0%

Average Tenure i

4.3

(Years)

Terminations include voluntary and involuntary separations of employment.

Department News

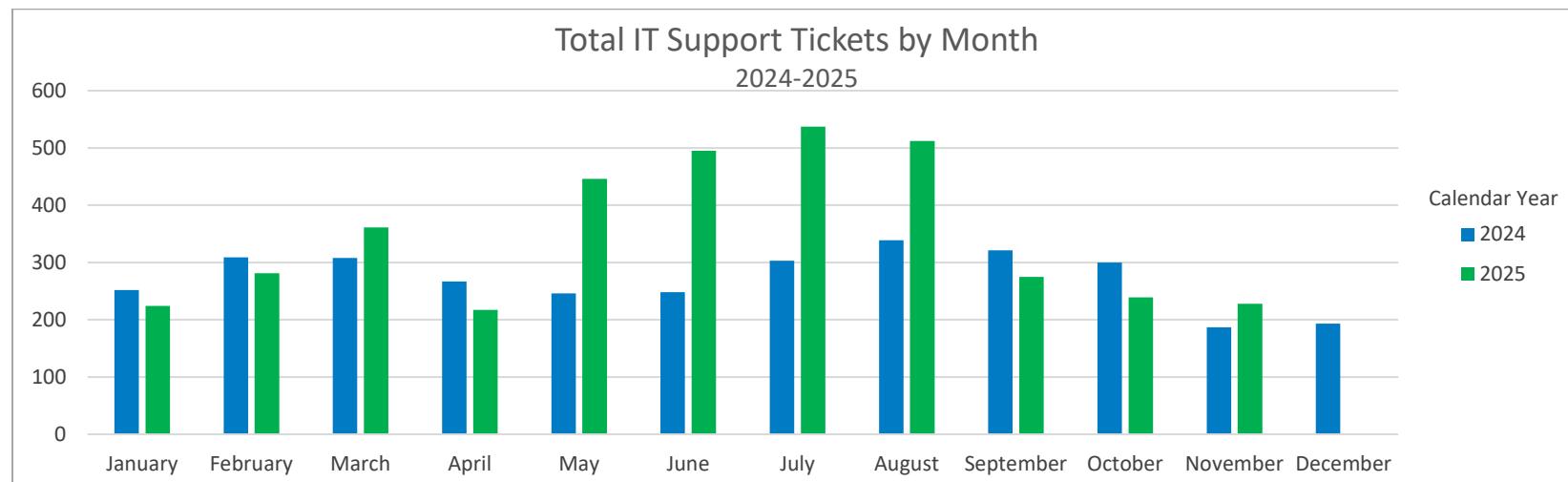
Josh Wescott attended Boost Your Productivity with ArcGIS for Microsoft 365, a webinar focused on creating efficiencies through integrating GIS software with standard business applications and data.

Major Work Priorities

- New Computer Provisioning: Staff continue to set up and deploy new computers across departments.
- Town Hall Renovation: Staff continue to support office relocations and oversee door access control changes as phases of the Town Hall renovation are completed.
- Elevation Certificate Map Upgrade: Staff are developing an updated online mapping application providing public access to elevation certificate data.
- Electronic Forms: Staff continue to develop and enhance electronic forms for internal and external data collection purposes.

Projects Completed

- 4 employees onboarded/offboarded
- Tree Inventory Mapping Setup: Staff worked with the Planning Department to develop a solution for using GPS data collection to map and inventory trees for coverage analysis.



Property Closings

The Town closed on the purchase of tax parcels 03600007 and 0460000603, totaling 535 acres, on November 13 for \$1.25 million. The purchase of these parcels begins the creation of the Town's first-ever nature preserve, a major investment in conservation, recreation, and the well-being of the community.

The Town also closed on the purchase of tax parcel 029LA01803 at 1.69 acres on November 17 for \$225,000. This property will expand Cypress Cove Park and allow for installation of stormwater features necessary for entrance road improvements.

Town Clerk's Office

On November 7, the Town partnered with the American Red Cross to host a community blood drive at Fire Station 51. The event was well attended by residents and staff, demonstrating strong community support for this life-saving effort. A total of 24 whole blood donations were collected, which has the potential to help up to 72 patients in need of critical care. The Town appreciates the collaboration with the American Red Cross and the Town Clerk's Office for providing assistance throughout the event. This partnership reflects the Town's continued commitment to community engagement and public service initiatives that positively impact the lives of others.

Sabrena Reinhardt attended the UNC School of Government Master Clerks Academy November 12-14. The training included managing citizen incivility, contracting and procurement, managing up, clerk panel on lessons learned, changing technology in the Clerk's Office, clerks panel on election year debrief, local government finance, personnel records and closed sessions, and fundamental supervisory practices.

Work Priorities

- The Town Clerk published meeting agendas and prepared minutes for the following meetings:
 - November 3 Leland Tourism Development Authority Meeting
 - November 4 Board of Adjustment Meeting
 - November 10 Special Council Meeting
 - November 13 Economic Development Committee Meeting - Canceled
 - November 17 Agenda Council Meeting
 - November 17 Closed Session Meeting
 - November 18 Planning Board Meeting
 - November 19 Parks & Recreation Board Meeting
 - November 20 Regular Council Meeting

- Action Items:
 - Budget Amendments – 2
 - Budget Ordinances – 0
 - Minutes – 7
 - Agendas – 8
 - Resolutions – 13
 - Ordinances – 2
 - Proclamations – 1
 - Presentations – 2
 - Public Hearing Notices for the Council Meetings – 1
 - Current Board/Committee Vacancies: Economic Development Committee Member, Tourism Development Authority Member, and Parks & Recreation Board Student Representative (2)

Government Portal (iCompass) Transparency Update

- Portal Visits – 5,090
- Portal Unique Visits – 2,727
- Leland Tourism Development Authority Meeting November 3 Agenda Views – 228
- Board of Adjustment Meeting November 4 Agenda Views – 166
- Special Council Meeting November 10 Agenda Views – 470
- Economic Development Committee Meeting November 13 Agenda Views – 261
- Agenda Council Meeting November 17 Agenda Views – 269
- Planning Board Meeting November 18 Agenda Views – 285
- Parks and Recreation Board Meeting November 19 Agenda Views – 175
- Regular Council Meeting November 20 Agenda Views – 570
- November 2025 Monthly Staff Reports – 20