



**North Topsail Beach Public Works Department**

3315 Gray Street  
 North Topsail Beach, NC 28460

**STAFF REPORT**

**Background**

Town Hall Staff have begun the application process for an NCDOT Encroachment Permit to install **Lighted Pedestrian Crosswalk** devices along NCDOT SR 1658 (aka “New River Inlet Road”) and Hwy 210 (aka “Island Drive”). The process entails the submittal of the application document together with any/all Plans, Specifications and Estimates (PS&Es) for the project. STANTEC Engineering are the Engineering Consultant selected by Town Staff to provide the required PS&Es for this installation.

**Analysis**

The table below lists the latest efforts for the existing pedestrian crosswalk located at 790 New River Inlet Road (aka SR 1658) known as the Villa Capriani Crosswalk.

<b>Date(s)</b>	<b>Description of Action/Efforts</b>	<b>Result(s)</b>
<b>Friday, 7/26</b>	Notified by NCDOT District Staff of the final preparations of the PS&Es for the subject location. Town Staff projects to have the permit application filed between Friday, 7/25 and Monday, 7/29.	~ NCDOT District Staff indicated the current backlog being 120 Encroachment Permit applications. ~ NCDOT Traffic Division Staff have formally requested that NCDOT District Staff <b>expedite</b> this application.
<b>Monday, 7/29</b>	Town Staff due date of the on-line submittal of an NCDOT Encroachment Permit.	~ Submittal to be confirmed by NCDOT District Staff via email. ~ NCDOT District Staff unable to provide an estimated time for this step.
<b>7/29 – 8/02</b>	TAPCO “Safewalk Lighted Pedestrian System” equipment received and stored at Public Works Facility 3315 Gray Street.	~ Approved Contractor, Terry Spell Mechanical notified of TAPCO Equipment being stored at NTB Public Works Facility.
<b>8/05 – 8/09</b>	No Action awaiting NCDOT notification.	~ NCDOT Permit Technician on vacation.
<b>8/19 – 8/23</b>	NCDOT requested signed permit and additional information.	~ Executed Permit and TAPCO System specifications uploaded to NCDOT Portal.
<b>Friday, 8/23</b>	Discussion with NCDOT.	~ NCDOT Permit Staff will review asap.



Upon NCDOT's issuance of the Encroachment Permit, the installation will be conducted between the Contractor (Terry Spell Mechanical Services) and NCDOT Construction and Traffic Services Divisions. Installation can take place immediately with the scheduling subject to only the Contractor's and NCDOT's Inspection availability.

## **RECOMMENDATION**

Receive and File Update.