



Board of Commissioners Agenda

Town of Swansboro

Tuesday, April 23, 2024

Revised 4/23/2024

Board Members

John Davis, Mayor | William Justice, Mayor Pro Tem | Pat Turner, Commissioner
Jeffrey Conaway, Commissioner | Douglas Eckendorf, Commissioner | Joseph Brown, Commissioner

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

Citizens have an opportunity to address the Board for no more than three minutes per speaker regarding items listed on the agenda. There is a second opportunity at the end of the agenda for the public to address the Board on items not listed on the agenda.

III. Adoption of Agenda and Consent Items

The Town Clerk respectfully submits to the Board, the Regular Agenda and the below consent items, which are considered to be of general agreement and little or no controversy. These items may be voted on as a single group without Board discussion "or" if so desired, the Board may request to remove any item(s) from the consent agenda and placed for consideration separately.

III. Consent Items:

- a. December 15, 2024, Special Meeting Minutes
- b. December 15, 2023, Closed Session Minutes
- c. December 19, 2023, Special Meeting Minutes
- d. December 19, 2023, Closed Session Minutes
- e. January 8, 2024, Special Meeting Minutes
- f. January 8, 2024, Closed Session Minutes
- g. Budget Ordinance Amendment #2024-9
- h. Tax Refund Requests

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$314.95.

Vehicle Tax

Hickey, Brenton Thomas & Stephanie Erin	\$119.92	Military
Ocampo, Cresencio	\$3.44	Tag Surrender
Schrufer, Justin Philip & Jeni Lee	\$93.55	Tag Surrender
Cribbs, Tim Alan	\$71.56	Tag Surrender
Moore, Mary Melissa & Thomas Edward	\$26.48	Tag Surrender

IV. Appointments/Recognitions/Presentations

- a. **Recognition of Swansboro High School Boys Basketball Team**
Presenter: Mayor John Davis

- b. **BackPack Friends**
Presenter: Danielle Abraham - BackPack Friends Director

c. **ONWASA Community and Partner Agency Update**

Presenter: Franky Howard –ONWASA CEO

d. **Employee Introduction**

Presenter: Anna Stanley –Parks & Rec

e. **Administrative Professionals Week**

Presenter: Mayor John Davis

f. **Municipal Clerks Week**

Presenter: Mayor John Davis

V. **Public Hearing**

a. **Re-zoning Request- 140, 144, ~~150~~, 160 Queens Creek Road (*Parcel removed by applicant*)**

Presenter: Rebecca Brehmer – Projects/Planning Coordinator, CFM, CZO

Emerald Coast, Inc., on behalf of themselves and other property owners have submitted a rezoning request for four parcels located on Queens Creek Road from O/I (Office and Institutional) to B-1 (Business). The areas are further identified as 140 Queens Creek Road containing 0.48 acres (tax parcel ID 1313-88), 144 Queens Creek Road containing one acre (tax parcel ID 1313-87), ~~150 Queens Creek Road containing 1.35 acres (tax parcel ID 1313-85)~~, and 160 Queens Creek Road containing 5 acres (tax parcel ID 1313- 85.1). The total acreage requested for rezoning is +/-~~7.83~~ 6.49 acres.

Recommended Action:

1. Hold a public hearing

2. Motion to approve or deny Ordinance 2024-06 to rezone the four parcels identified along Queens Creek Road from O/I (Office Institutional) to B-1 (Business).

b. **Text Amendment to Section § 152.179 Table of Permitted/Special Uses and § 152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales**

Presenter: Andrea Correll, AICP – Town Planner

The purpose of this text amendment is to enable food, beverage, and craft processing and production with retail sales in the B2HDO and MI zoning districts.

Recommended Action:

1. Hold a public hearing

2. Motion to approved Ordinance 2024-07 amending section §152.179 Table of Permitted/Special Uses and §152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales.

c. **Text Amendment to Section §152.009 (E) Maintenance of the Official Zoning Map**

Presenter: Andrea Correll, AICP – Town Planner

The purpose of text amendment is to enable the time that official zoning maps are to be changed from two weeks to sixty days of notification.

Recommended Action:

1. Hold a public hearing

2. Motion to approve Ordinance 2024-08 amending Section §152.009 (E) Maintenance of the Official Zoning Map

d. **Text Amendment to Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors**

Presenter: Rebecca Brehmer –Projects/Planning Coordinator, CFM, CZO

The Historic Preservation Commission has recommended amendments to Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors.

Recommended Action:

1. Hold a public hearing
2. Motion to approve Ordinance 2024-09 amending Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors.

VI. Business Non-Consent

a. **Request to Proceed with Cost-Recovery Program**

Presenter: Jacob Randall – Fire Chief

The cost of emergency services is continuously increasing. After evaluating the service users, not residents of Swansboro or Onslow County, further exploration of cost-recovery revenue programs was initiated. Further administrative support and changes are required before officially starting the cost-recovery process.

Recommended Action:

- 1) Approval of Resolution 2024-R6, outlining the establishment of a cost-recovery program.
- 2) Provide the ability to the Town Manager or their designee to enter into an agreement with Fire Recovery USA, LLC to perform the collections.

b. **Digital Sign Discussion**

Presenter: Alissa Fender – Town Clerk

Discussion and direction on replacement of the digital sign.

Recommended Action: Discuss and direct staff on replacing the digital sign during FY 23-24 budget or submit for consideration in FY 24-25 budget.

c. **Monthly Financial Report as of March 31, 2024**

Presenter: Sonia Johnson –Finance Director

d. **Future Agenda Topics**

Presenter: Alissa Fender – Town Clerk

Future agenda items are shared for visibility and comment. In addition, an opportunity is provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

Citizens have an opportunity to address the Board for no more than five minutes regarding items not listed on the Agenda.

IX. Manager's Comments

- a. Projects Brief
- b. Departments Report

X. Board Comments

XI. Closed Session – None

XII. Adjournment