



Board of Commissioners Agenda

Town of Swansboro

Monday, July 10, 2023

Board Members

John Davis, Mayor | Frank Tursi, Mayor Pro Tem | Pat Turner, Commissioner | Harry PJ Pugliese, Commissioner | Larry Philpott, Commissioner | Jeffrey Conaway, 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. **Text Amendment/Town Code Chapter 74 Schedule V. One Way Streets and Chapter 75 Parking Schedules; Ordinance 2023-08**

IV. Appointments/Recognitions/Presentations

a. Employee Introduction

Presenter: Alissa Fender - Town Clerk

b. Employee Recognitions

Presenter: Dwayne Taylor - Police Chief

Presentation of Advanced Law Enforcement Certification to Lieutenant Ben Brim and Detective Jeremy McNeil.

c. Parks & Recreation Month Proclamation

Presenter: Mayor John Davis

d. Waterfront Plan Presentation

Presenter: Commissioner Philpott

Commissioner Philpott requested to provide a presentation to refresh the board on the Waterfront Plan.

Recommended Action: Receive presentation

V. Public Hearing - None

VI. Business Non-Consent

a. EOC/PSB Feasibility Report

Presenters: Ernie Olds and Brice Reid with Becker Morgan

The final draft feasibility study was presented to the Emergency Operations Center Committee on June 21, 2023. The Committee made some suggested clarification points that Becker Morgan incorporated. The study includes four options that capture the space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

Recommended Action: Receive report and provide further guidance.

b. 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

X. Board Comments

XI. Closed Session

Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege.

XII. Adjournment



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Text Amendment/Town Code Chapter 74 Schedule V. One Way Streets and Chapter 75 Parking Schedules**

Board Meeting Date: **July 10, 2023**

Prepared By: **Dwayne Taylor – Police Chief**

Overview: At its June 26, 2023, regular meeting the Board of Commissioners approved a recommendation on a one-way directional change to Moore Street and parking restrictions during certain hours.

The directional change institutes a one-way direction on Moore Street traveling northwest from Front to Water Street from 5 am to 11 am with no parking, then from 11 am to 5 am the direction would change to traveling southeast with parking permitted. The direction of traffic for Moore Street from Water Street to Elm will be one-way traveling northwest all hours of the day.

Background Attachment(s): Ordinance 2023-O8

Recommended Action: Approval of Ordinance 2023-O8 amending the Town Code Chapter 74 Schedule V. One Way Streets and Chapter 75 Parking Schedules

Action: _____

**AN ORDINANCE AMENDING THE SWANSBORO TOWN CODE OF
ORDINANCES TO MODIFY ONE-WAY STREETS
(2023-08)**

THE BOARD OF COMMISSIONERS OF THE TOWN OF SWANSBORO ORDAINS:

Section 1. “That the following section of the Code of Ordinances, Town of Swansboro, North Carolina, be hereby amended to read as follows:

§ Chapter 74 TRAFFIC SCHEDULES SCHEDULE V. ONE-WAY STREETS.

<i>Location</i>	<i>Ord. No.</i>	<i>Date Passed</i>
Church Street from Front Street to Water Street	2022-O2	01-10-2022
Front Street from N.C. Highway 24 to Church Street	2022-O2	01-10-2022
Main Street from Water Street to Front Street	2022-O2	01-10-2022
Moore Street traveling (northwest) from Water Street to Elm Street (all hours)	2022-O2	01-10-2022
Moore Street traveling (northwest) from Front Street to Water Street from 5 am to 11 am	2023-O8	07-10-2023
Moore Street traveling (southeast) from Water Street to Front Street from 11 am to 5 am		
Sabiston Drive from N.C. Highway 24 to Church Street	–	10-11-88
Water Street along Ward Shore Park (westbound) from Spring Street to Elm Street	2019-O1	1-22-19

§ CHAPTER 75: PARKING SCHEDULES

Schedule

- I. Parking prohibited at all times
- II. ~~Overnight parking prohibited~~ Parking prohibited at designated times
- III. ~~Overnight parking prohibited~~

SCHEDULE I. PARKING PROHIBITED AT ALL TIMES.

Parking shall be prohibited at all times on the following streets.

<i>Location</i>	<i>Ord. No.</i>	<i>Date Passed</i>
Church Street from Webb Street to Sabiston Drive	–	11-10-88
Church Street, southwest side, from Front Street northwest to Webb Street	2011-O19; 2013-O16	6-21-11; Am. Ord. 8- 20-13
Water Street, east side, from Church Street to Drudy Lane	2013-O16	8-20-13
North side of Main Street from the entrance to Second Wind on Main Street West to the easternmost entrance to the First Citizen’s Bank and Trust Company parking lot on Main Street	–	5-3-84
On that part of Elm Street between Church Street and Highway 24	–	5-3-84
The northern part of Main Street from the mean high water mark of the White Oak River a distance of fifty feet towards the intersection of Main Street and Front Street	2013-O16	11-10-88; Am. Ord. 8- 20-13
South side of Moore Street to the dead end	2005-O7	6-21-05
The west side of Water Street, south from the intersection with Spring Street for approximately 466 feet to the intersection with Elm Street	2014-O8	4-15-14

SCHEDULE II: OVERNIGHT PARKING PROHIBITED. PARKING PROHIBITED AT DESIGNATED TIMES.

Overnight parking shall be prohibited in the following areas. Designated parking times will be in effect for the following areas.

Location	Ord. No.	Date passed
All municipal parks/parking lots	2007-8	11-20-07

Location	Ord. No.	Date passed
Moore Street from Front Street to Water Street Daily from 5 am to 11 am	2023-08	07-10-2023

(Ord. 2007-8, passed 11-20-07)

SCHEDULE III: OVERNIGHT PARKING PROHIBITED.

Overnight parking shall be prohibited in the following areas.

Location	Ord. No.	Date passed
All municipal parks/parking lots	2007-8	11-20-07

Section 2. This ordinance shall become effective upon adoption.

Adopted this 10th day of July 2023.

John Davis, Mayor

Attest:

Alissa A. Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Employee Recognitions**

Board Meeting Date: **July 10, 2023**

Prepared By: **Dwayne Taylor – Police Chief**

Overview: Presentation of Advanced Law Enforcement Certification to Lieutenant Ben Brim and Detective Jeremy McNeil.

Lieutenant Brim and Detective McNeil have obtained their Advanced Law Enforcement Certifications. This is the highest level of certification a law enforcement officer can achieve in the state of North Carolina.

Action: _____



Designation of July as Park and Recreation Month

WHEREAS parks and recreation is an integral part of communities throughout this country, including Swansboro, North Carolina; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

WHEREAS parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation is a leading provider of healthy meals, nutrition services and education; and

WHEREAS park and recreation programming and education activities, such as out- of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS The Town of Swansboro recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT PROCLAIMED, that I, Mayor John Davis, on behalf of the Board of Commissioners of the Town of Swansboro, do here by proclaim that July is recognized as Park and Recreation Month in the Town of Swansboro and urge all citizens to join me in celebrating.

Witness my hand and seal on this 10th day of July 2023.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Waterfront Plan Presentation**

Board Meeting Date: **July 10, 2023**

Prepared By: **Alissa Fender – Town Clerk**

Overview: Commissioner Philpott requested to provide a presentation to refresh the board on the Waterfront Plan.

Background Attachment(s):

1. Spring 2012 Waterfront Access and Development Plan PowerPoint
2. September 2013 Waterfront PowerPoint by Susan Hatchell, Landscape Architecture, PLLC
3. [Waterfront Access and Development Plan](#) (click to view document)

Recommended Action: Receive presentation

Action: _____

SWANSBORO

Item IV - d.

WATERFRONT ACCESS AND DEVELOPMENT PLAN

SPRING 2012



Project Origin



- ✿ **A Master Plan was last developed in 1993.**
- ✿ **The 2010 Downtown Renaissance Committee reported a need for more waterfront access.**
- ✿ **The Board of Commissioners' goals for FY12 included an updated waterfront plan.**
- ✿ **The Board of Commissioners appointed an 11-member committee to formulate recommendations.**

Committee Duties and Planning Process



- ☀ Identify key issues and concerns that affect development.
- ☀ Discuss concepts used in other communities.
- ☀ Provide opportunities for public comment and input.
- ☀ Develop a future vision.
- ☀ Identify factors that would help implement the vision.
- ☀ Submit recommendations to the Board of Commissioners.

Development History



Completed Projects

- ❁ Bicentennial Park
- ❁ Ward's Shore Park
- ❁ Town Dinghy Dock
- ❁ Riverview Park Phases I and II
- ❁ Two waterfront properties from NCDOT
- ❁ Olde Towne Square



Proposed Projects

- ❁ 2009 CRFL Grant effort for a boat landing facility
- ❁ 2010 CAMA Grant effort to build docking facilities at Bicentennial Park
- ❁ Moore Street dock is in progress
- ❁ A Port O Swansborough docking facility is being considered

Waterfront Models

- ☼ Charleston, SC
- ☼ Oriental
- ☼ Southport
- ☼ Beaufort – North and South Carolina
- ☼ Wrightsville Beach
- ☼ Murrells Inlet, SC



Oriental, NC

Committee members observed that few communities had to traverse as many small parcels as Swansboro.



Beaufort, SC



Southport, NC

Waterfront Regulations

- ☼ Riparian Rights
- ☼ Coastal Management Rules
- ☼ Urban Waterfront Designation
- ☼ Federal Channel Issues
- ☼ Flood Zone Restrictions



Waterfront Analysis



Strengths

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Restaurants and End Streets



Visitor Center



Historic District and Merchants



Commercial Marina and Charter Boat

Weaknesses

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Lack of Public Boat Docks



Limited Access to Shoreline



Underused End Streets (Elm St.)



Marginal Parking for Visitors

Opportunities

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Pedestrian Route Designation



End Street Development



Formal Connection of Waterfront Features



Front Street and Historic District

Challenges

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Linear Dock-walk Concept



Maintaining Village Atmosphere



Facilitating Boaters



Parking and Pedestrian Crosswalks

Conclusions

Waterfront Access Needs:

- ❁ For pedestrians and boaters
- ❁ Parking to support merchants and pedestrian waterfront access

Plan Needs to:

- ❁ Guide waterfront development
- ❁ Help qualify the Town for grants

Public Comment:

- ❁ Public comment suggests a *continuous* public dock-walk is not feasible
- ❁ At best, limited sections of waterfront walkways may be achievable

Riparian Rights:

- ❁ Any substantial waterfront improvement will require riparian rights

Funding

- ❁ Little local funding has been set aside for waterfront property acquisition and grant sources have become more limited.

Street Ends:

- ❁ Provide basic public access, but the potential for structural improvements is limited

Pier Head Line:

- ❁ The Town has the ability to adopt a municipal pier head line

Urban Waterfront:

- ❁ The existing urban waterfront designation can be extended to the causeway area

Federal Channel:

- ❁ De-authorization could be a lengthy process, but would not change the existence of a strong tidal current

Amenities:

- ❁ Downtown has an array of conveniences for tourists, shoppers, local boaters, and transient boaters

Concerns

- ⚙️ **Parking limitations**
- ⚙️ **Scarce public docking**
- ⚙️ **State and Federal regulations**
- ⚙️ **Lack of awareness by beach visitors**
- ⚙️ **Appearance issues**
- ⚙️ **Resistance to public waterfront improvements**
- ⚙️ **Funding Improvements**

Vision and Recommendations

The vision for the Swansboro downtown waterfront should be to create a continuous waterfront trail from Riverview Park to Ward Shore Park – consisting of segments that are either on the water, adjacent to the water, or near the water – and to create multiple significant points of interest and access to the waterfront, for both pedestrians and boaters, along the waterfront trail.

Waterfront Trail

Continuous Route

- Use a combination of existing dock walks, sidewalks, and publicly-owned properties to create a designated pedestrian route from Riverview Park to Ward Shore Park.

Improvements

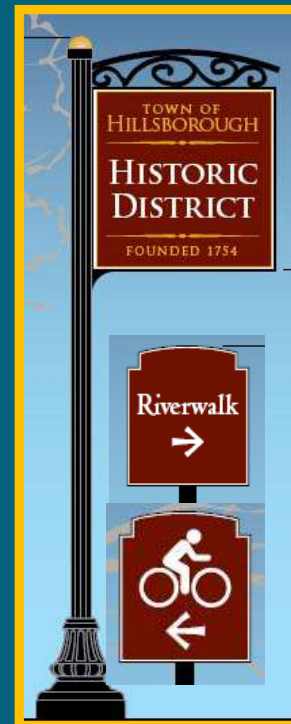
- Should seek easements, construct dock walks or waterside walks where feasible.
- Construct sidewalks along Water Street if feasible.
- Install lighting underneath the Corbett Ave. bridge.

Wayfinding

- Should devise a way-finding system to clearly designate the trail and its features.



Wayfinding Concepts



Funding



Riparian Rights

- ☀ Set aside and seek funds for acquisition of waterfront properties and/or riparian easements.

Local Funding

- ☀ Establish a capital reserve for waterfront property rights acquisition.

Grants

- ☀ Seek grants to help fund waterfront property and riparian rights acquisition.

Tourism Funding

- ☀ Work with the Swansboro Tourism Development Authority to identify projects for tourism-related funding.

County Funding

- ☀ Pursue County tourism funding to help construct facility improvements.

Partnerships

The Town should work to develop cooperative projects with private property owners. Examples of possible partnerships are:

Boat Dock

- ❁ Negotiate an agreement with the Port O Swansborough to construct a transient boat docking facility.

Riverside Walkway

- ❁ Work with the owner of the White Oak Bistro to acquire a public walkway easement.
- ❁ A related consideration is to acquire the Valente property. It would provide additional downtown parking, and an alternate site for a public boat dock and/or kayak launch.
- ❁ The two actions would provide a shoreline connection at the end of Elm Street to the public sidewalk near Trattoria Restaurant and Bicentennial Park.



Port O Swansborough



White Oak Bistro

Facilities Improvements

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Riverview Dock Walk Extension:

- ☀ A dock walk connection should be constructed from the large covered deck at Riverview Park back up towards and connecting to the Corbett Avenue sidewalk.



Riverview Dock Walk

Bicentennial Park Pier, Dock, and Kayak Launch:

- ☀ Construct an additional (non-fishing) pier, small boat dock and kayak launch at Bicentennial Park. Other potential kayak launch sites could also be explored.



Bicentennial Park and Front Street

Facilities Improvements

Boat Docking Facility

- ❁ Work with the property owners at the Port O Swansborough to construct an extension from their existing dock facility.
- ❁ Facility could also provide a docking facility, in the heart of the downtown waterfront, for tour and cruise boats.



Port O Swansborough

Sidewalk Extensions

- ❁ Construct sidewalks along the southeast side of Water Street to provide a continuous wayfinding connection, from Church Street and the Visitor Center to Ward Shore Park, forming the southwestern section of the Trail.
- ❁ Explore the potential for a wayfinding sidewalk on the north side of Moore and Main Streets, from Front St. to the water.



Water Street

Supporting Amenities

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- ❁ *Additional public parking*
- ❁ *No Wake Zone*
- ❁ *Shade Shelters at end streets*
- ❁ *Benches along walks and end streets*
- ❁ *Decks/Kayak Launches at end streets*
- ❁ *Building Maintenance*
- ❁ *Museum*
- ❁ *Historic Info & Wayfinding Kiosks*
- ❁ *Marketing*
- ❁ *Access Signage*



End Street and Kiosk Concepts



Swansboro Waterfront Trail

Item IV - d.



Policy Action



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- ❁ **Urban Waterfront Designation:** The Town should extend its urban waterfront area designation to include the causeway business area.
- ❁ **CBRA Zone:** The Town should remain vigilant regarding efforts to extend Coastal Barrier Resource Areas into the Swansboro harbor area.
- ❁ **Pier Head Line:** The Town should, if it appears necessary to accomplish access facility projects, adopt a municipal pier head line that maximizes the potential lengths of piers.
- ❁ **Federal Channel De-Authorization:** The Town should initiate a process to seek de-authorization of that portion of the federal channel and turning basin that is adjacent to the Swansboro waterfront.
- ❁ **Fishing Areas:** The Town should designate specific areas for fishing and should limit fishing in other areas of municipally-controlled waterfront access.
- ❁ **Plan Coordination** Waterfront-area improvements should keep in mind and be consistent with the recommendations of the Downtown Renaissance Report.

Summary

- ☀ **The proposed linear concept incorporating end streets would *formally* link waterfront parks, restaurants, retail shops, overnight accommodations, public access areas and public/commercial docking facilities.**
- ☀ **In an effort to attract more boaters, the committee recommends constructing a dock for small boats and a kayak launch at Bicentennial Park; and identified the Port of Swansborough as the best location for expanding public dock facilities along Front Street.**
- ☀ **The committee recommends implementing a consistent Swansboro themed design scheme that would not detract from the town's historic seaside character, but showcase it.**
- ☀ **Intended for the enjoyment of its local citizens and as a tourist attraction, the “walk” could easily be promoted as The White Oak River Walk of Swansboro, or some other unique tag line.**
- ☀ **With the exception of Port O Swansborough, the concept does not require the use of any private property.**

Waterfront Advisory Committee

Larry Philpott, Chair, Town Commissioner
Junior Freeman, Vice-Chair, Town Commissioner
W. T. Casper, Waterfront property owner
Hal Silver, Waterfront property owner
Kathy Zuccarelli, Downtown business operator
Jerry Stevenson, Downtown property owner
Cirilla Cothran, Real estate broker
Lee Manning, Waterfront property owner
Joe Rhue, Waterfront property owner
John Freshwater, Hawkins Creek property owner

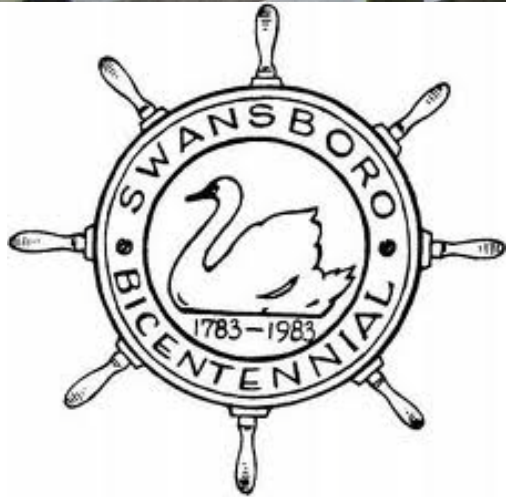
Town Staff:

Patrick Thomas, Former Town Manager
Jennifer Holland, Town Planner

Consultants:

Kathy Vinson, Coastal Planning Services, Inc.
Joann Carter, Coastal Carolina Comm. College





Swansboro's Waterfront

Swansboro, NC

Agenda

Item IV - d.

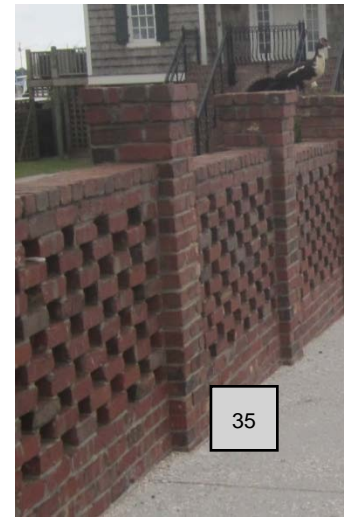
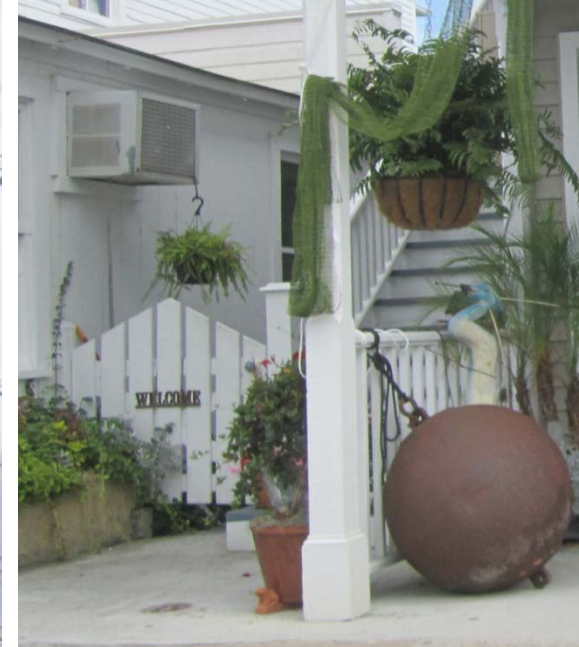
Creating a Great Place
Implementing the Waterfront Access
and Development Plan
 Current waterfront plan
 Other planning efforts
 Look for connections
Existing Palette
Unified Palette
Concepts for four Waterfront
 Access Points
Discussion



Creating a Great Place

Focus on Placemaking

- Connectivity
- Framed views
- Public and green space
- Wayfinding
- Detail – fences, pots, paving, etc.
- Delight and whimsy
- Geometry, texture, color, pattern, scale
- Unified palette of site amenities and materials



Our Project Focus

Investigate Current Waterfront Plans and other planning efforts

- Waterfront Access and Development Plan
- Swansboro Bike Plan
- Historic Walking Trail

Investigate potential pedestrian route from parking areas

- Church Street and Main Street
- Crossing busy HWY 24
- Pedestrian attractions
- Tight ROW



Waterfront Access and Development Plan

Item IV - d.



Making Connections

Connections: physical, visual, or cultural

- Pedestrian routes
- Bike routes, bike rentals
- Paddle trails, kayak rentals
- Shopping
- Festivals
- Restaurants
- Churches
- Historic buildings, Town history
- Boat docks and ship building
- Parks and Recreation



Making Connections

Different users are looking for different experiences

“Trail” can be enjoyed by pedestrians, bicyclists, and somewhat by vehicles

Self guided tour of unique and special historic buildings, parks, cemeteries, docks, and shops

Repeat an iconic symbol located along the trail that is instantly recognizable that “connects” important sites

Audio tour podcasts and downloadable information on smart phones can inform visitors

Capitalize on the beautiful and scenic corridors

Emphasize the special qualities of the environmental resources – the river, streams, creeks, and wetlands

Economic development is improved with streetscape improvements

Tap into new technology – GPS triggered audio tours, podcasts, and other innovations








Making Connections

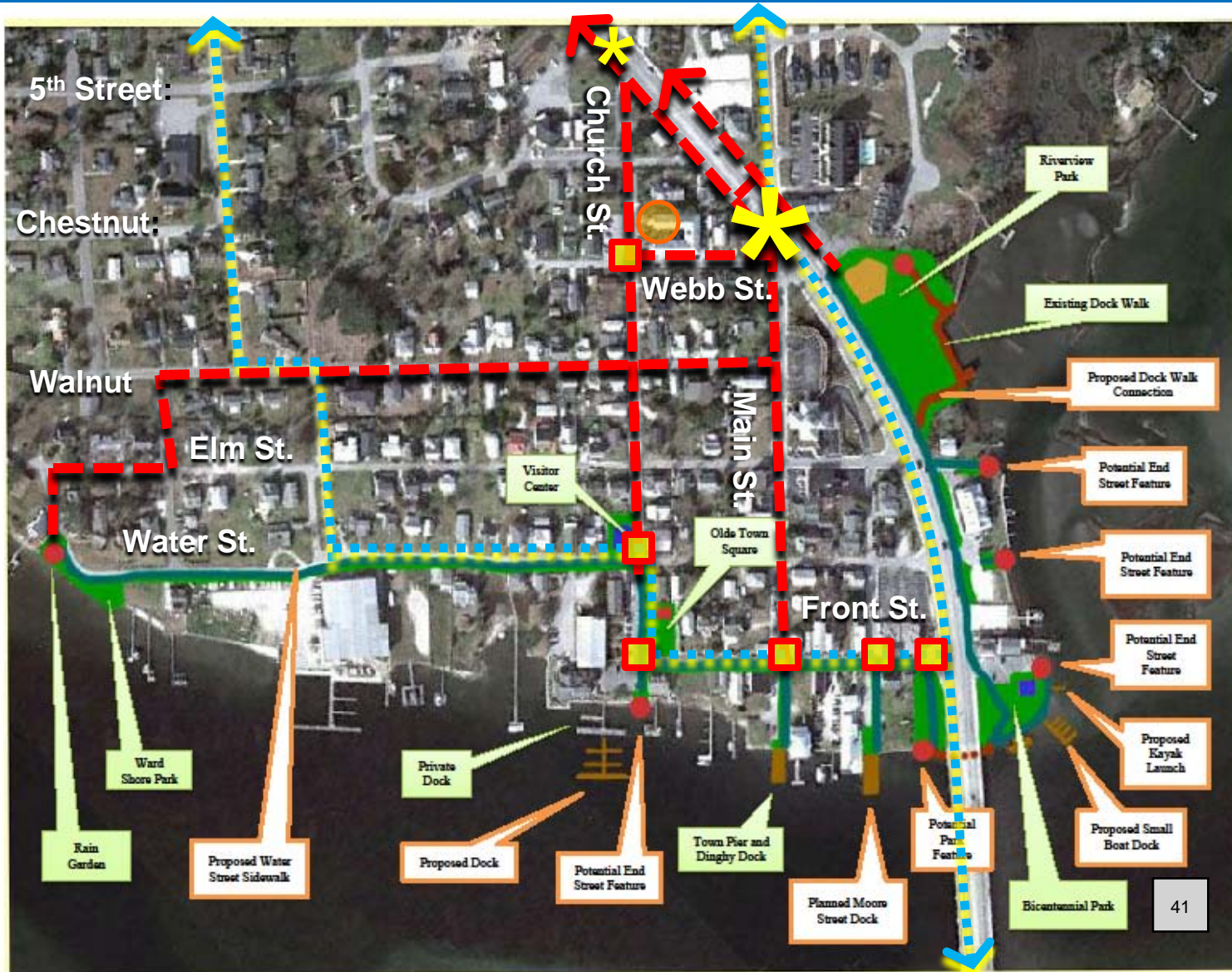
- Sign panels
- Brochures
- Maps
- Kiosks
- Public art
- Paving
- Site amenities
- Rubbings & etchings
- Geocaching/letterboxing
- QR Codes
- Possible interpretive themes:
 - Historic Properties
 - Riparian ecosystem of the White Oak River
 - Huggins Island Fort
 - Shipbuilding history
 - Sustainability



Making Connections

LEGEND:

-  Pedestrian Route
-  Bike Route
-  Museum
-  Pedestrian Crossing
-  Important Intersections



Pedestrian to Parking Link - Church Street

Pedestrian crossing at HWY 24
can be difficult (no light)

Tight right of way along street

Historic buildings, Visitor Center
and Museum connections






Primarily residential
neighborhood

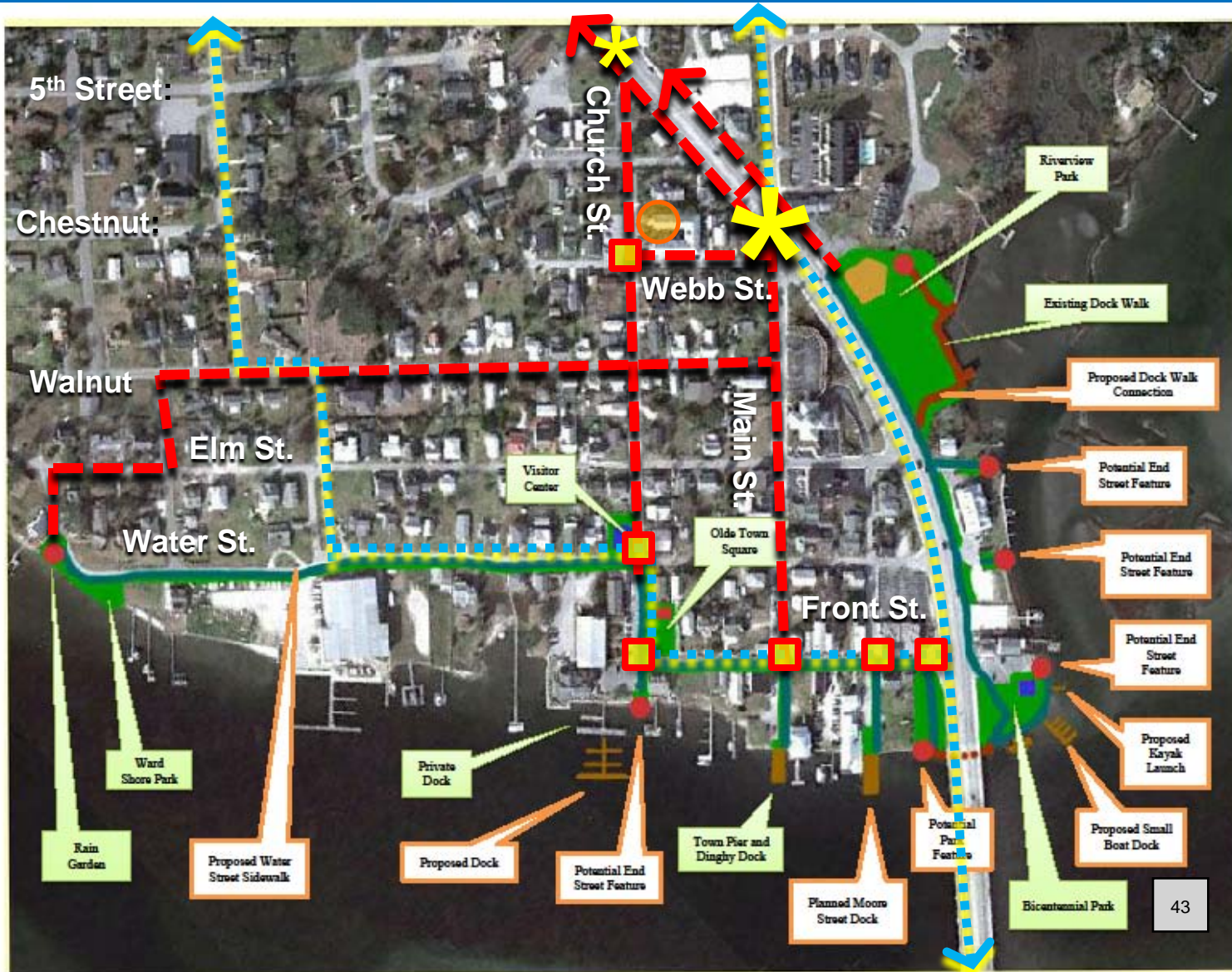
Direct link to the waterfront at
Church Street



Making Connections

LEGEND:

-  Pedestrian Route
-  Bike Route
-  Museum
-  Pedestrian Crossing
-  Important Intersections



Pedestrian to Parking link - Main Street

- Pedestrians could cross at light at HWY 24 with an improved intersection
- Along current bike route
- Historic structures
- Residential/commercial mix
- Opportunity to team with business owners to improve streetscape?
- Direct link to the Town Dinghy Dock



Streetscape Improvements

New pedestrian pavement, lighting and bollards
– visual clues

Improved intersection(s) at HWY 24

Seating and other site amenities where room
exists – work with neighbors

Signage at historic district gateways

Directional signage to waterfront, cemetery,
parks, shopping and parking

Public art along route – gates, seats, lights,
planters and pots, pavement can all
incorporate public art

Bike racks, bike parking

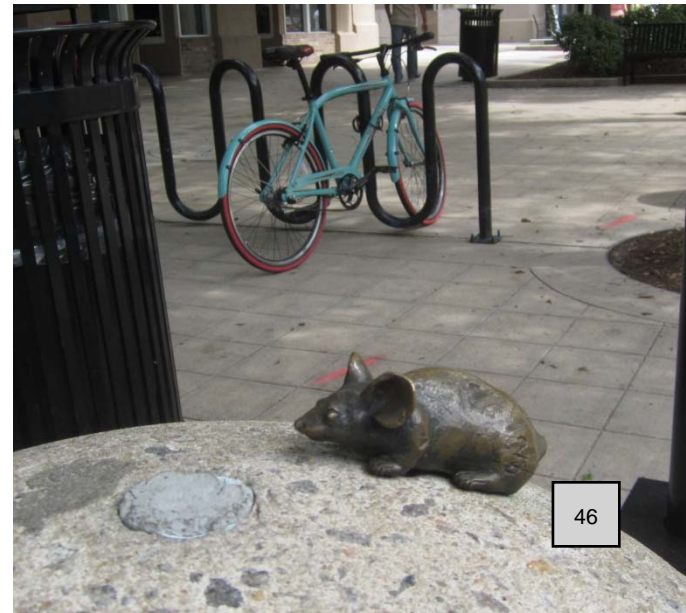
Historic route, fitness route, “treasure hunt”



Streetscape Improvements

Item IV - d.

Historic routes
Fitness route
“Treasure Hunt” - letterboxing
Art Walks



Existing Palette

Item IV - d.

Seating/Tables
Trash/recycling receptacles
Lighting
Paving
Banners
Signs



Creating a Unified Palette

Item IV - d.

Shade Structures
Paving
Lighting
Seating and other amenities
Flags and banners
Public art
Signs/wayfinding



Shade Structures

Item IV - d.

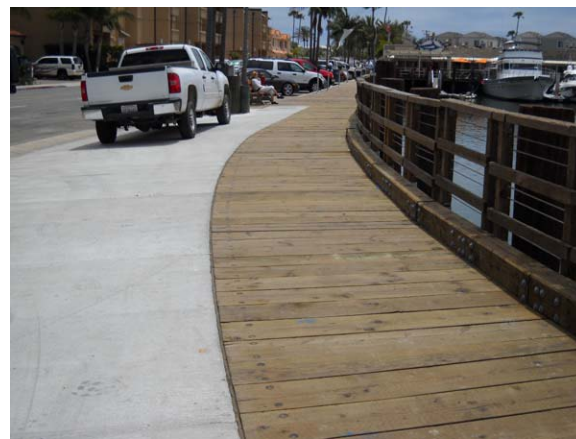
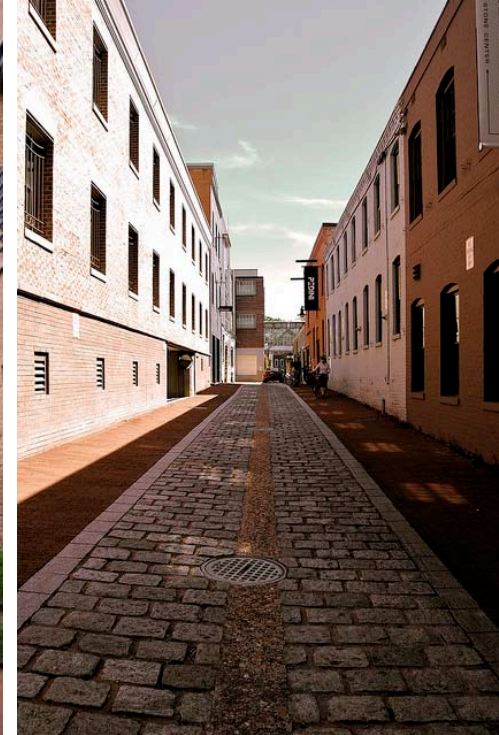


Shade Structures

Item IV - d.

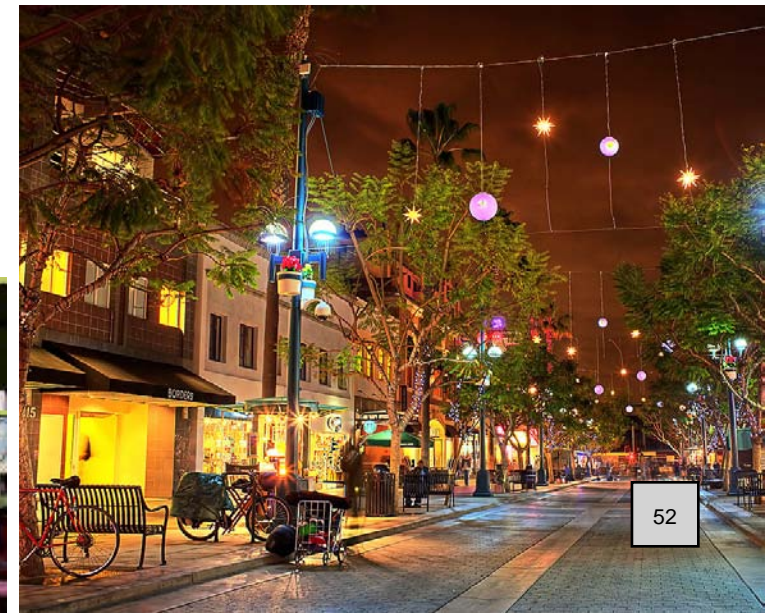


Paving



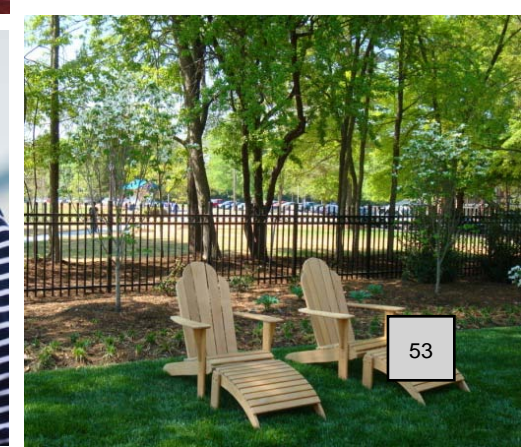
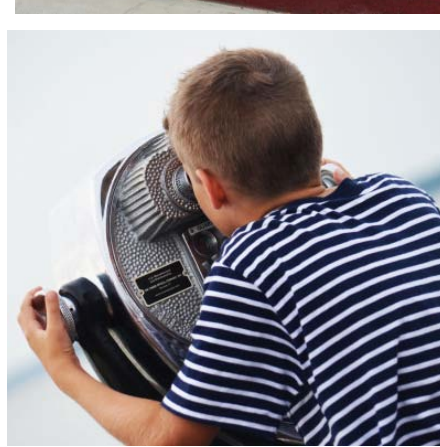
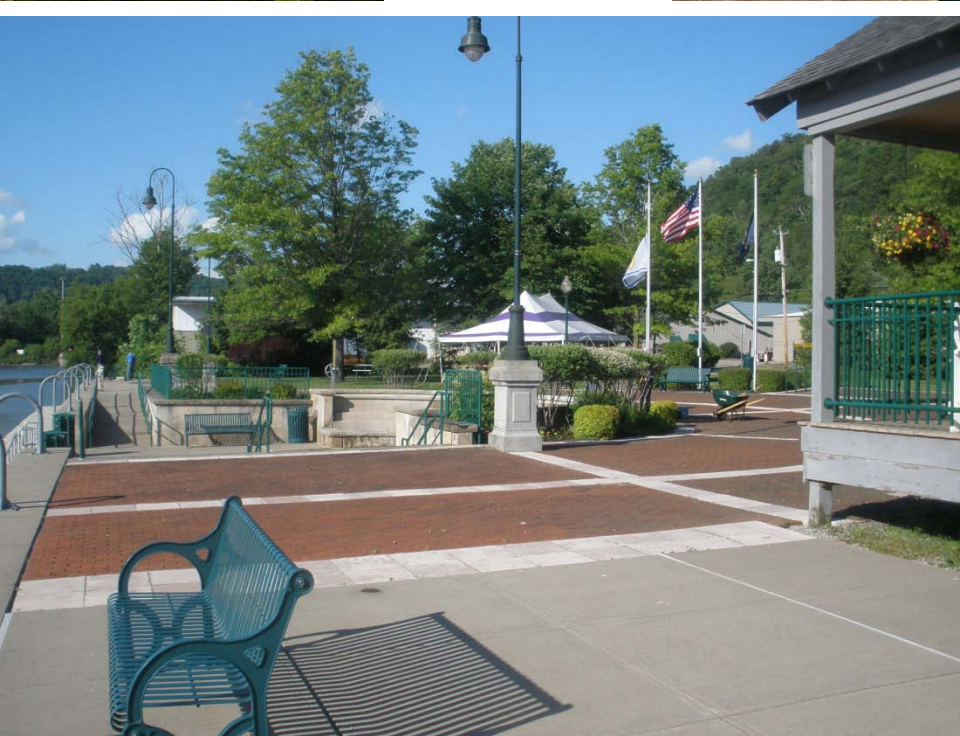
Lighting

Item IV - d.



Seating and Other Amenities

Item IV - d.



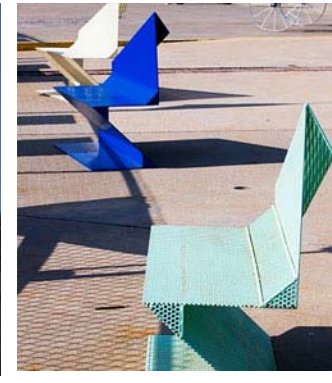
Flags and Banners

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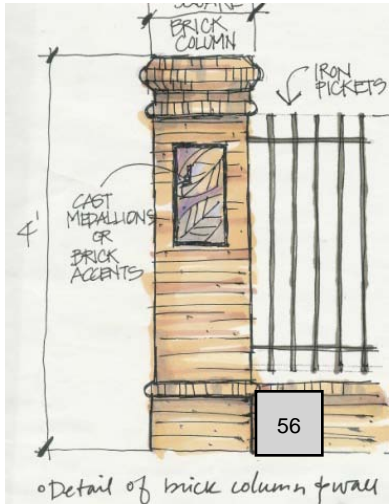
Public Art

Item IV - d.



Signs/Wayfinding

Item IV - d.



Waterfront Access Points

Conceptual plans for:

1. Church Street
2. Main Street Town Pier and Dinghy Dock
3. Moore Street Dock
4. West Bicentennial Park



Church Street – Existing Conditions

Item IV - d.

Terminus of Church Street
Great existing connection to Olde Town Square
“Fulcrum” of two important streets
Adjacent to shopping, restaurants and residential
Parking configuration is somewhat confusing
Narrow space available for pedestrian walk
Nice vegetation on either side of access



Church Street Concept

Item IV - d.

Olde Towne Square
Waterfront

Pedestrian crossings

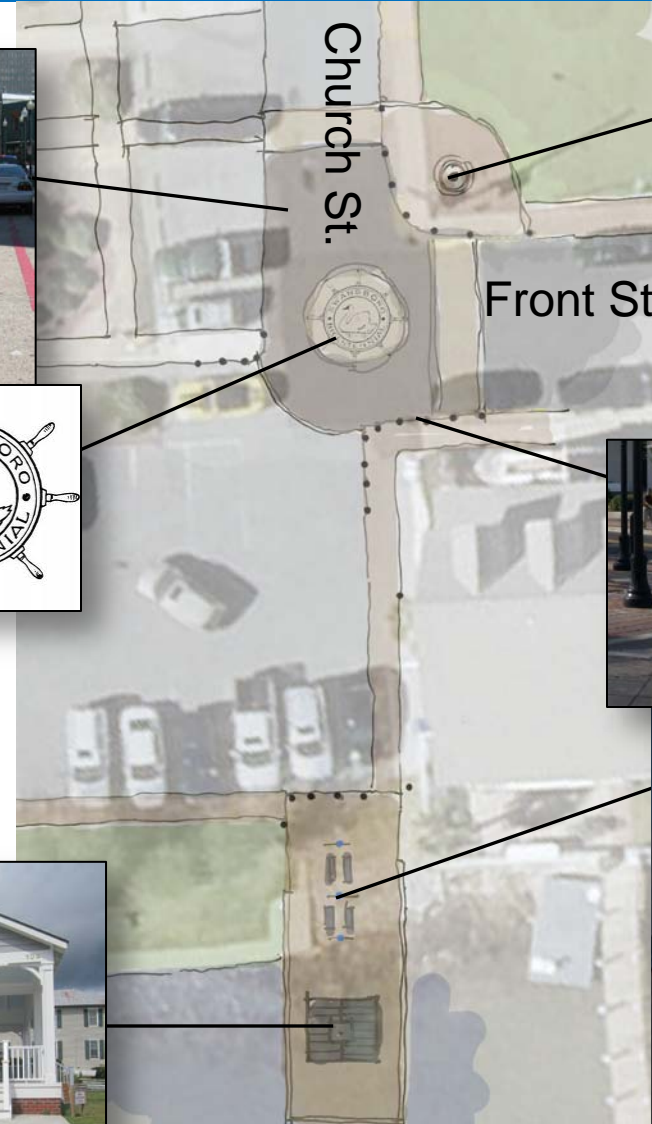
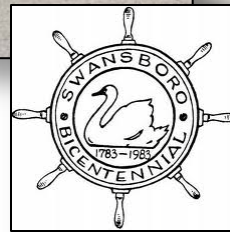
Special paving, bollards, inset
logo

Public art

Seating, lights and banners

Gazebo/shade structure that
mimics the architecture of
the existing structure

Cupola and weathervane



Main Street – Existing Conditions

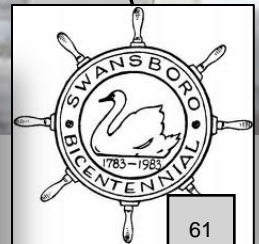
Item IV - d.

- Terminus of Main Street
- Great potential for historic interpretation
- Location of Town Dinghy Dock
- Important gateway into Town for boaters
- Existing concrete sidewalk
- Very sunny, little shade provided



Main Street Landing Concept

“Gateway” to Swansboro
Pedestrian crossings at intersection
Special paving, bollards, inset logo
Information kiosk with maps and history
Trellis with swing, bike racks
Seating, lights, banners, telescope
Two entry arches



Main Street

Moore Street – Existing Conditions

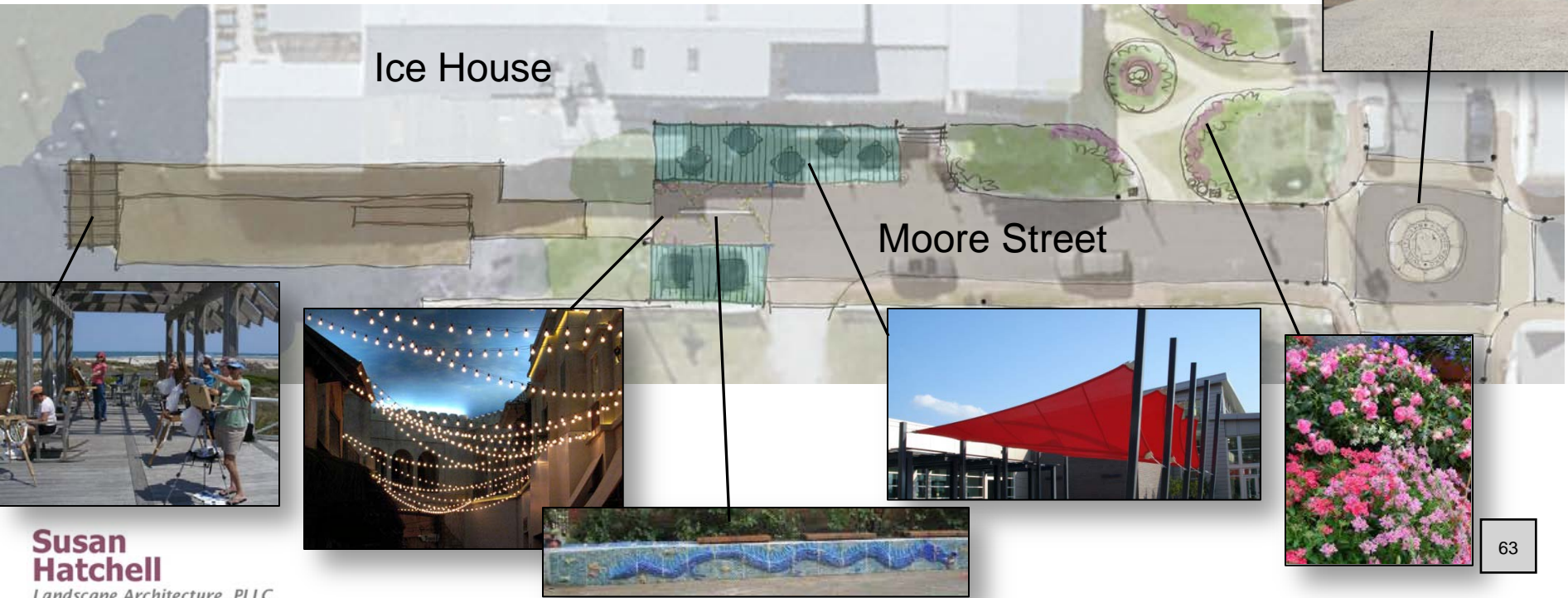
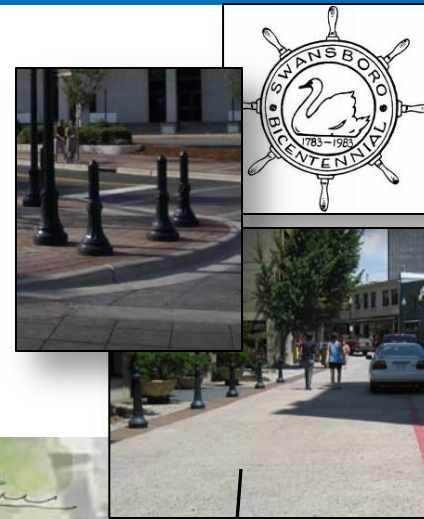
Item IV - d.

- Terminus of Moore Street
- New dock and observation area
- Busy location next to the Ice House
- Utility poles and manholes
- Great views of the causeway



Moore Street Concept

- Pedestrian crossings at intersection
- Special paving, bollards, inset logo
- Garden entrance for the restaurant
- Vibrant waterfront access with shade structures and picnicking
- Outdoor seating area for restaurant with strung lights and mosaic seat wall, bike racks
- Wood shade structure at end of pier



West Bicentennial Park – Existing Conditions

Bisected by HWY 24 ROW

Great existing connection to Bicentennial Park
Entrance/Gateway to Front Street/downtown
area

Very visible from the causeway

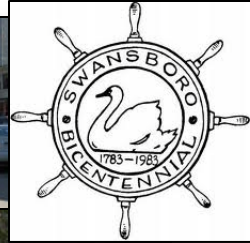
Some utility poles, drainage structures



West Bicentennial Park Concept

- Pedestrian crossings at intersection
- Special paving, bollards, inset logo
- Pathway through lawn and garden
- Picnicking areas, bike racks
- Gazebo/Shade structure overlooking water
- Could be used for small performances, weddings, other gatherings
- Flags and banners
- Swings

Front St.



To East Bicentennial Park



Discussion...





Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **EOC/PSB Feasibility Report**

Board Meeting Date: **July 10, 2023**

Prepared By: **Alissa Fender – Town Clerk**

Overview: The final draft feasibility study was presented to the Emergency Operations Center Committee on June 21, 2023. The Committee made some suggested clarification points that Becker Morgan incorporated. The study includes four options that capture the space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

Ernie Olds and Brice Reid with Becker Morgan will present the report and answer any questions.

Staff recommends Option C or D as both provide opportunity for the preferred drive thru bays and allows for the existing building to be re-purposed in the future for another use.

Background Attachment(s): Becker Morgan Public Safety Building Feasibility Report

Recommended Action: Receive report and provide further guidance.

Action: _____



PUBLIC SAFETY BUILDING FEASIBILITY REPORT

For the

TOWN OF SWANSBORO NORTH CAROLINA

Prepared by:



ARCHITECTURE
ENGINEERING

June 28, 2023

BMG Project No. 2022295.00

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Overall Project Summary

The Town of Swansboro, Onslow County, North Carolina is located on the Intracoastal Waterway at the mouth of the White Oak River. The Town is 1.3 square miles in land area and includes 3,605 year-round residents¹. Fire and police dispatch calls are routed from Onslow County E-911 in Jacksonville, North Carolina. The County population is expected to grow almost 12% by 2030² with expectations the coastal communities will enjoy much of that growth.

The Town is served by a combined sworn and volunteer fire service of 38 members stationed at 609 West Corbett Avenue. The department services the Swansboro and White Oak Fire Districts. The fire service employs 3 firefighters operating in multiple shifts, on a 48-hours on/96-hours off basis. The department chief is Jacob Randall.

Law enforcement is provided by a sworn police force of 13 full time and 4 reserve officers. Currently all police operations are housed at 609 West Corbett Avenue in a facility shared with the fire department. The police department employs shifts of 2 patrol officers and 1 supervisor operating on a 12-hour basis. The department chief is Dwayne Taylor.

The combined fire and police station is now known as the Swansboro Public Safety Facility. It was constructed in 1989 and additions were placed in 2014 and in 2016.

The facility is situated on a single parcel of land totaling 3.98 acres. Per Onslow County GIS records, the parcel ID is 040096. Several town-owned municipal structures occupy the parcel including Town Hall, the Public Works Department and related vehicle parking.

The Town of Swansboro, along with many other coastal communities, have suffered from tropical storms and hurricanes. Since 2013 (10 years) the region has seen 11 such named storms including Hurricanes Arthur (2014), Hermine (2016), Matthew (2016), Florence (2018), and Dorian (2019)³. Specifically, during Florence the Swansboro team was required to evacuate their current facility after only the first day of the storm. Preparing for and responding to these potentially catastrophic events has led the Town to evaluate their facilities, develop an Emergency Operations Plan (EOP), and prepare to design an Emergency Operations Center (EOC) with improvements to enhance the safety of their first responders. It is the goal of the Town to construct an EOC and associated spaces capable of resisting a Category 4 hurricane (131 – 155mph).

It is important to state that all public safety facilities (fire, police, 911, rescue, etc.) are considered Level IV essential facilities by the NC Building Code 2018. As such, higher design standards are applied to allow them to survive and function as intended during emergency events. Other codes and standards from NFPA and FEMA also apply. The results of adhering to such standards is a facility that is secure, resilient, and continuously operational, allowing the public to trust they will be protected and well served under extreme circumstances. Such facilities are expensive, but their public value is immeasurable.

Notes:

- 1 – https://www.northcarolina-demographics.com/cities_by_population
- 2 – <https://www.osbm.nc.gov/facts-figures/population-demographics/state-demographer/countystate-population-projections/population-growth-2020-2030>
- 3 – <https://coast.noaa.gov/hurricanes/>

This report will investigate four options to develop an EOC, enhance current fire and police space and develop a budget for planning purposes. Options will include adding space to the existing facility, two options for building a free-standing new facility to replace the existing facility and building a new free-standing facility on an alternate site.

The engagement between the Town of Swansboro and Becker Morgan Group occurred from December 6 to May 24, 2023, for the purposes of the Feasibility Study, contained herein. This report will address the present and future sites, the present and future space uses and needs, options to achieve those needs and budget that reflects the options presented.

1. Site Summary

The purpose of this narrative is to summarize the civil-related improvements associated with any new public safety building construction at 609 West Corbett Avenue, Swansboro, North Carolina. This summary includes recommendations for design, water, and sewer availability, permits, site constraints, and options to meet building and parking requirements.

The Town of Swansboro owns the subject area including one parcel totaling ~3.98 acres, all within B-2 (General Business) zoning (Parcel: 040096, PIN: 536410471278). The subject facility (Swansboro Public Safety) is approximately 10,946 square feet (sf) at grade and provides 55 parking spaces. Parking requirements are 1 space per employee. Current parking serves all buildings on site.

Setbacks for B-2 are 25 ft front, 10 ft rear, 0 ft side (West Corbett Avenue), and 10 feet side yard (Sabiston Heights) at corners. The maximum building height is 35 feet. Town regulations require adherence to landscaping and lighting requirements.

Becker Morgan Group noted that the right-of-way for South Fifth Street, located off Sabiston Drive, intrudes into the overall Town parcel and action is required to resolve and return the section of the ROW to the Town.

Currently the site includes a one-story pre-engineered metal building with four apparatus bays facing West Corbett Avenue (NC Highway 24). Site features include generator, HVAC equipment, rain barrel, underground propane tank, overhead power, antenna, and a flagpole. The vehicle slab elevation is ~30 ft above sea-level and falls quickly to +25 ft and less to the east of the building. Per the relevant FIRM map (panel 3720536400L) the site is in an X-zone, indicative of a low flood risk.

Site soils consist of Norfolk (fine sandy loam), which have a high infiltration rate and very rapid permeability. There are no wetlands located on site.

Runoff from impervious areas sheet flows to a central drainage basin where it infiltrates into the sandy soils, and at overtopping conditions conveys via an inlet and pipe to a catch basin on west side of NC Highway 24. The general area drains to the White Oak River across NC Highway 24. The existing stormwater management facility has an NCDEQ issued permit.

Utilities are as follows. Electricity Provider – Duke Energy, Natural Gas – Piedmont Natural Gas, Water – ONWASA, and Sewer – Town of Swansboro. Capacities have not been verified but are assumed sufficient.

Existing Site Constraints

- Significant topography, potentially limiting locations for additional pavements and internal driveways and adding complexity to new building construction.
- Existing structures limit placement of new building and site features. Occupied structures require phasing to ensure Owner's continued and uninterrupted use. Removed structures may involve subsurface storage tanks, foundations, slabs and utilities that must be located and mitigated.
- Existing utilities may or may not be in conflict with proposed structures, pavements and proposed utilities.
- Stormwater management features should remain intact but new improvements may trigger an expansion of such structures.
- Proper public safety accessibility and priority require careful planning during design and phases of construction.

Design/Permitting Assumptions:

No Traffic Impact Analysis (TIA) is anticipated as less than 200 trips/day are expected. Site is not within FEMA floodplain or wetlands, thus no permitting impact. Proposed uses are permitted within the present zoning class, so rezoning is not required. As a new vehicular entrance is not being proposed, no NCDOT permitting is required. Soil types and observed drainage suggests suitable infiltration rates for stormwater facility design.

The following permits are expected. Town of Swansboro – Site Plan (TRC) and Building Permit, NCDEQ – Erosion Control Permit (including submittal of eNOI documents), and NCDEQ – State Stormwater (Coastal County, High Density requirements).

In summary, there are few negative factors limiting development of the current site other than the constraints of having several active operational buildings on the present site.

New Site

Logically, consideration should be given to developing a 'green field' site, or a site that is otherwise unimproved. Factors related to this option include the cost of land acquisition, availability of suitable utilities, proper site characteristics (elevation, topography, vegetation, wetlands, zoning restrictions), access to significant roadways, absence of neighboring hazards or threats (industrial, chemical, heavy transportation, environmental, etc.), and extent of present or abandoned structures. Proper due diligence is necessary as led through the engagement of legal and real estate professionals. Further, engineering disciplines (land survey, environmental assessment, geotechnical, etc.) may be needed as part of this due diligence process.

2. Architecture Summary

The purpose of the feasibility study is to determine how a new Emergency Operations Center (EOC) could be integrated into the present Public Safety operations while providing enhanced safety and security during storm events and expanding space for fire and police operations. This requires understanding how the current space is used, what additional spaces are required, and how that integration could benefit the Town in providing significant efficiencies by sharing space.

Should such integration not provide the desired degree of efficiencies or structural integrity incorporating the current facility, what space would be required to provide a completely new facility as a replacement for the current facility or either in a 'green field' site?

Background

The current Public Safety Building is 10,946 sf of ground floor area. The original section of the fire department is an 80 ft x 100 ft building. It was constructed in 1989 and is a one-story pre-engineered metal structure on a concrete slab with large sectional overhead doors. To that an elevated mezzanine of about 3,000 sf was added for use as storage. Later, wood framed additions were placed in 2014 (1,354 usf) to accommodate police activities and another addition in 2016 (1,079 usf) for additional fire bunk rooms. Note, usable square footage (usf) or net area is the actual area of space measured within the demising exterior walls, while gross square footage includes usable areas plus all circulation, structure, voids, and wall thicknesses.

The fire and police chiefs have reported certain space inadequacies and insufficiencies they believed needed to be addressed.

Initial Space Program

Becker Morgan Group provided then-Fire Chief David Degnan and Police Chief Dwayne Taylor space needs surveys in February 2023. Their responses provided data as to the number of staff, the functional areas required, and their physical space needs. We independently developed allocations for the Emergency Operations Center (EOC) space and reviewed fire and police spaces using several methods including industry standards for EOC, fire and police stations; our experience in design of public safety and other public buildings; and code prescriptions for occupied areas. We used staffing numbers to produce requirements for support spaces such as break and toilet rooms and rule-of-thumb loads to determine the mechanical, electrical and data room sizes.

In conjunction with the department surveys, Becker Morgan Group staff visited the site and Public Safety Building. Using a copy of drawings prepared for the latest additions (Swansboro Public Safety Facility Bunk Room Addition - October 4, 2016), and a site plan completed by Bell & Phillips Surveying, PLLC – June 24, 2014, we determined the space functions and areas of the present building.

Using both existing space uses/areas and survey results, Becker Morgan Group developed a spreadsheet to quantify the areas for the EOC, Fire and Police departments.

Our initial space summaries were provided to Town Manager Paula Webb on February 8, 2023, and discussed at meetings on 02/08, 02/22, 03/07, 04/05 and 05/24/2023. From 04/19/2023 forward new Fire Chief Jacob Randall provided valuable comments and input regarding space needs and future plans.

When going through the process of data gathering, site inspections and meeting conversations, it was clear the three primary departments (EOC, Fire, Police) had certain common needs and certain unique ones. Expected shortcomings were confirmed.

Within the current building the Fire Department has 7,568 usf (including 4,280 usf for apparatus bays) and the Police Department has 1,654 usf. The two departments share an additional 1,298 usf including public entry, a large meeting room, toilets/showers, and some utility spaces.

The space needs surveys revealed needs for both departments that reflected functional deficiencies due to a lack of space, or activities contrary to currently accepted methods of operating. Further these deficiencies are exacerbated by an increase in calls for response or an increase in staffing resulting primarily from population growth.

Shortcomings within the fire section include offices for command staff, workspace for firefighters, EMS storage, separate spaces for PPE (clean, soiled and backup), breathing air system (SCBA) and decontamination. These spaces should be separated from the vehicle bays to ensure minimum exposure to carcinogens and other harmful substances. Sleeping accommodations and toilet facilities do not comport with present standards with regards to size, number, and gender. Becker Morgan Group confirmed the Fire Department's cooking and eating areas were minimally sized given the number of present and projected staff.

Shortcomings within the police section include proper and secure handling of detainees and related evidence, weapons and munitions storage, duty gear storage and device charging. Among the spaces that could be shared, lockers/toilets/showers are not adequate, and do not address gender concerns. There is no conference space other than the large Training Room, and the shared physical fitness space is housed within the apparatus bay. Presently, a shared corridor between fire and police allows for possible interface between detainees and other public safety staff. For example, if a detainee were to get free in the station, one is not strictly contained to the police section. There is the possibility of escaping into the fire section. This causes an operational security imbalance that should be addressed.

Within the original section of the Fire Department is the elevated mezzanine used for miscellaneous storage. That space was deemed structurally inadequate by engineer Alex R. Wood, PE, in his 2019 report. Along with the structural deficiencies there are envelop concerns that have led to moisture damage. Becker Morgan Group will not consider the area in any calculations of required space but will plan to relocate certain storage needs to the ground floor.

Building services, such as mechanical, electrical and data, are marginally adequate and generally not secure. The spaces do not provide any ability for expansion.

The surveys (without considering the shared spaces) suggest the Police Department requires 2,802 usf (69% increase) of space, and the Fire Department needs 9,658 usf (28% increase) of space.

The EOC/shared spaces require 2,008 usf and will contain a separate entrance, an office to be staffed by the Town Manager and Town Clerk during times of activation, an operations center for 30 people that can double as a Training Room, a break-out conference room, toilets, showers and sleeping spaces, a kitchen, and significant space for telecommunications, electrical/UPS and mechanical. Many of the spaces anticipated could be used during times of non-activation by the other departments or for Town needs and will be factored as such within the space needs study.

In summary, a facility of 14,788 sf of usable area will be required to satisfy the space requirements of all three departments. Compared with the current facility, the need represents a 4,368 usf (42% increase) in usable, or net area.

See Table 1 – Space Allocations under Supplementary Information for the full spreadsheets.

Options

Becker Morgan Group has prepared four site plan diagram options that capture the space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

Option A is a concept that identifies all the critical functions of each department and places them in a new secure building or in the more recent additions that do meet current code. The remaining existing spaces would largely be used for less critical functions such as physical fitness, storage, and minor work areas. This option should provide the least costly alternative while improving safety and addressing the EOC component fully. This option would include certain structural enhancements to the existing, original metal building frame housing fire apparatus. If this option is selected improvements to the mezzanine will be required, ensuring there is no future leakage or damage to the renovated spaces below. Such enhancements cannot bring the original building to current standards but would extend the utility of the present structure to a future date. It is worth noting the fire apparatus bay houses a significant investment in equipment that will be in the most vulnerable area.

Option B is a concept to build a new facility in place of the present Public Safety Facility. This would require demolishing the existing facility and building back a new free-standing building at the same location. This building would incorporate all the needs of each department. Limited parking in the town center is an important consideration during festivals and the summer season. Rebuilding in the current location allows continued use of the existing parking while also allowing potential expansion of the Town Hall. Phasing or providing temporary quarters might have to be considered to maintain continuous operations. This option should provide the middle ground in terms of costs as existing utilities, pavements, and stormwater management features are largely in place and adequate.

Option C is a concept that also builds a new facility, however, investigates using another location on the town owned site. This eliminates the need to provide temporary quarters or the acquisition of new land while maintaining continuous operation at the existing facility. Once the newly constructed facility is complete, operations can be relocated from the existing building and the building can be demolished or repurposed. To minimize impacts on the existing storm water management system, we need to minimize impervious area additions. Thus, we would recommend demolition of the present public safety building. Depending on the final design, expansion to the Town Hall or new Public Safety Facility could be limited. Larger fire apparatus require additional area to maneuver properly applying further constraints on the exact location of the new facility. Consideration, for impact on daily activities at Town Hall due to regular movement of large fire apparatus should be considered. This option should also provide middle ground in terms of costs, but may require extension or improvements to existing utilities, and pavements.

Option D is a concept that provides a new free-standing building that incorporates all the needs of each department constructed on a 'greenfield' site; an off-campus location. This option is likely the costliest. Along with the site concerns noted previously in the New Site section, careful consideration will need to be given to site selection regarding impacts and expenses of land acquisition, utilities, drainage, flood plain, and wetlands. While determining the appropriate site, a deployment analysis should be conducted to examine the potential effect on response time and ISO ratings. This could present the opportunity to strengthen the ISO Class rating or at least preserve the current Class 4 rating. This rating has a direct effect on community insurance rates. Any site considered would likely be within a few miles of the present site, near significant roadways, suggesting a higher land value should be expected.

All proposed construction will be designed to meet the requirements of the 2018 NC Building Code (NCBC) and NFPA standards applicable to the fire service. The EOC will meet NFPA 1221 *Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems* and the North Carolina 911 Board standards.

3. Engineering Summary

Structural

The proposed new construction will be designed in accordance with ASCE 7 *Minimum Design Loads for Buildings and Other Structures*.

Occupancy Category and Design Flood Class

The building will be classified as a Risk Category IV facility, buildings designated as essential facilities.

Wind Loading

The building will be designed for wind forces with a minimum Basic Wind Speed (3-second gust) of 154 mph, Exposure Category C. An Importance Factor of 1.15 will be used.

Seismic Loading

The building will be designed for seismic forces based on the Equivalent Lateral Force Procedure. All dead loads, partition loads, and operating loads of permanent equipment will be included in the weight of the building for seismic load calculations.

Roof Loading

The building will be designed for a Ground Snow Load of 10 psf with an Importance Factor of 1.2. The minimum Flat Roof Snow Load will be 12 psf. The minimum Roof Live Load will be 20 psf or 300 lb. concentrated load.

Floor Loading

The minimum floor live loading will be as specified in the 2018 NCSBC and ASCE 7.

Existing Structure

The present building (c. 1989) shall be improved as noted in the report dated November 8, 2019, and prepared by Alex R. Wood, PE.

Mechanical, Electrical and Plumbing Engineering

The project will be designed in accordance with the following codes and Standards:

1. 2018 North Carolina Building Code
2. 2018 North Carolina Mechanical Code
3. 2018 North Carolina Plumbing Code
4. 2018 North Carolina Energy Code
5. National Electrical Code (NFPA 70)
6. National Fire Alarm Code (NFPA 72)
7. Illuminating Engineering Society of North America (IESNA),

Mechanical systems will include heating and air conditioning provided by one of several methods depending upon budget, owner input and preference. Two preferred alternatives include variable volume split or packaged rooftop DX cooling units and variable refrigerant flow with dedicated outdoor air system. Critical facilities require a modular approach to any selected system to allow for additional capacity during periods of EOC activation, and redundancy to facilitate maintenance and limit impacts of component failure. In the equipment bays overhead LP gas-fired infrared radiant heaters are an excellent option.

Ventilation will be provided such that the occupied portions of the building will be positively pressurized to prevent infiltration from sources of contamination. Vehicle exhaust systems using CO sensors and tied into area ventilation are needed. Additional outside air must be available to support needs during activation.

Electrical systems should be fed by underground feeders wherever possible due to the cost savings and their physical reliability. Panelboards and feeders will be designed with approximately 25% spare capacity. Parallel hybrid MOV type transient voltage surge suppression (SPD) devices will be provided at the main switchgear and in all sensitive load distribution and low voltage branch circuit panelboards throughout the facility.

Lighting will be LED lighting throughout the facility. The lighting controls for this project will include occupancy sensors.

The emergency standby power system will provide power for emergency egress and exit lighting upon utility power failure. The existing emergency generator capacity will need to be evaluated to confirm whether it is suitable for the upgraded facility. If this is not the case, an emergency standby power system will be provided for the facility. The system will consist of a diesel fueled engine-generator set and automatic power transfer switches (ATS).

An automatic, intelligent, addressable fire detection and alarm system will be provided to monitor individually addressable manual and automatic detection devices where required by NFPA 72.

A complete EIA/TIA 568 and 569 compliant telecommunications cabling system will provide a pre-wired voice/data system for the facility. The horizontal cabling system will consist of Category 6 (CAT 6) unshielded twisted pair (UTP) cable and CAT 6 jacks. The system will be complete with all fiber and copper cables terminated at each end.

Other significant systems include access control; public address; cable/closed circuit television; room-based audio/visuals; fire station alerting; and an emergency shut-off for all cooking circuits including stoves, coffee pots and microwaves and all countertop receptacles in kitchen/cooking area for use when fire fighters need to leave quickly.

Plumbing systems are generally straightforward and reliable as services are municipally available including domestic water and sewer. Special to this occupancy includes supply for a local fire hydrant, vehicle wash down, and capacities for EOC use. It is recommended supplemental drinking water be provided. To support extended power outages consideration should be given to propane for water heating, clothes drying and cooking.

4. Proposed Budget

The many assumptions made and the difference in time between planning and construction make providing estimates of probable construction early in the design process challenging. Early estimates must include a relatively large margin of error due to these factors.

It is particularly noteworthy that at the time of this report construction costs are escalating as the economy expands rapidly while the effects of the global pandemic subside. We understand, for example, that steel prices have increased approximately 30% since 2021. These increases have been attributed to issues with the continuity of the supply chain, the availability of labor and certain anomalies in production. We recommend engaging a professional cost estimator or qualified general contractor to assist in monitoring project costs during further design.

The summary of probable construction costs, based on the program of spaces for each option, is included under Supplementary Information as Table 2 – Cost Breakdowns.

Based on our recent experience with public safety construction, we estimate the costs of the facility to be approximately \$475/sf for all spaces. This accounts for approximately 12% of inflation and contingency for the building construction. The EOC is required to not only survive a major hurricane but is also expected to remain operational throughout the duration of the emergency. For the purposes of this budget exercise, we suggest allowing \$200/sf for renovated areas.

Site construction is budgeted separately and varies greatly due to availability of services, extent of vegetation or wetlands, excavation, fill, grading, and paving required. Additional construction expenses could include demolition of existing above or below-grade structures, improvements to the site, potential emergency generator/UPS systems, communications/technology, and furnishings/equipment for the building.

Additionally, we have provided estimates for soft costs and contingency that includes a range for economic uncertainty. We did not provide an estimate for the acquisition of any additional land.

Budget Summary

Option A – \$4.2M in building construction, renovation and demolition costs, 13,658 usable square footage. Site improvements of \$500,000; additional/potential costs of \$374,000 and soft cost of \$535,000. Total budget range (+/- 15%) = \$5.4M to \$7.3M.

Option B – \$8.8M in building construction, renovation, demolition, and temporary quarters costs, 14,788 usable square footage. Site improvements of \$500,000; additional/potential costs of \$533,000 and soft cost of \$908,000. Total budget range (+/- 15%) = \$9.2M to \$12.4M.

Option C – \$8.7M in building construction, renovation and demolition costs, 14,788 usable square footage. Site improvements of \$750,000; additional/potential costs of \$376,000 and soft cost of \$917,000. Total budget range (+/- 15%) = \$9.3M to \$12.6M.

Option D – \$8.8M in building construction and renovation costs, 14,788 usable square footage. Site improvements of \$1,500,000; additional/potential costs of \$376,000 and soft cost of \$1.01M. Total budget range (+/- 15%) = \$9.9M to \$13.4M. Note, budget summary does not include land acquisition.

Funding

The initial expectations for full project costs are in the range of \$5 - 14 million. It will be the Town's obligation to secure funding, administer design and construction above the \$6 million identified and available. The Town may obligate taxpayers through bonds, capital improvements program, or other means. Loans from the U.S. Department of Agriculture are available for up to 40-year terms with no down payment required. Other grants may also be available through the Golden Leaf Foundation, FEMA, and other sources.

Recommendation

Each of the four options provided address many of the needs for each department, however there are both advantages and disadvantages.

Option A is the most budget conscious decision although it doesn't allow the entire facility to be brought up to current standards or code, exposing the Town to greater risk (failure in service) during a major storm event.

Option B offers a middle ground solution that provides a new public safety facility on the already town-owned campus. For both Options A and B relocation measures will have to be considered.

Option C will address all needs of each department however, Town Hall and the new Public Safety Facility expansion would be impacted.

Option D, the costliest option, does not impact day-to-day operations during construction although there are a multitude of unknowns associated with a new site.

After consideration of the available information, research and group discussion, we recommend Option B.

Supplementary Information

Table 1 – Space Allocations

	Space Titles	Exg USF	Unit SF	Qty	Option A Total USF	Req'd	Option B-D Total USF	Notes
	Police	1,654			2,802		2,702	
p f	Entry / Vestibule	78	100	1	100	x	0	1,9
p f	Administrative Assistant	143	120	1	120	x	120	4
p	Chief Office	208	220	1	220	x	220	
p	Lieutenant Office	150	120	1	120	x	120	
p	Storage	121	100	0	0		0	
p	Officer Record		50	1	50	x	50	
p	Criminal Records (Stored Electronically)		50	0	0	x	0	
p	Office		120	0	0		0	
p	Weapons / Munitions storage / Tactical gear		144	1	144	x	144	
p	Duty Gear		120	1	120	x	120	
p	PD Storage	142	142	1	142	x	142	
p	Detective Office	175	180	1	180	x	180	
p	Interview (hard)	64	64	1	64	x	64	
p	Officer walk up/evid prep	111	80	1	80	x	80	
p	Evidence Processing		64	1	64	x	64	
p	Evidence / Narc / Arms / Large storage	30	150	1	150	x	150	
p	Kitchenette		50	1	50	x	50	2
p	Patrol Division Sgt (space for 2)	99	140	1	140	x	140	
p	PD Duty Room	242	168	1	168	x	168	
p	Squad Room		120	1	120	x	120	
p	Photography/Fingerprint area / Intox	91	120	1	120	x	120	
p	Receiving		100	1	100	x	100	
p	Sally Port		400	1	400	x	400	
p	Holding (attended) toilet		50	1	50	x	50	
p	Single Person Bathroom		50	2	100	x	100	
	Fire	7,568			8,278		9,658	
f	Chief Office	167	150	1	150	x	150	
f	Captain Office (Rotating)		125	1	125	x	100	
f	Fire Marshall Office (Future)		125	1	125	x	100	
f	Personnel Records / Storage	187	100	1	100	x	100	
f	Assist Chief Office	286	100	1	100	x	100	
f	Common Work Area / Radio	100	150	1	150	x	150	
f	Misc. / Office Storage	500	100	1	100	x	100	5
f	EMS Storage		80	1	80	x	80	
	Apparatus Bay							
f	Engine Bays	4280	1070	4	4280	x	5760	
f	SCBA - Tank Storage/refill		88	1	88	x	88	
f	PPE Turnout	327	300	1	300	x	300	
f	Decontamination		100	1	100	x	100	
f	Decon Toilet		0	1	0		0	
f	Tool Room	92	150	1	150	x	150	
	House							
p f e	Kitchen	291	300	1	300	x	300	4
p f e	Day Room	455	300	1	300	x	300	4
p f e	Bunk Rooms Compartments	528	78	12	936	x	936	
f e	Shared Bunk Room		175	0	0		0	
p f e	Gym/Fitness		400	1	400	x	400	1
	Female Locker/Shwr room	118	336		0		0	7
	Male Locker/Shwr room	118	336		0		0	7
p f e	Unisex Bathrooms / Showers		80	4	320	x	320	5
p f e	Janitors closet		64	1	64	x	64	4
p f e	Washer / Dryer	73	60	1	60	x	60	4
f	Radio Room	46	50	1	50	x	0	8
	EOC	1,298			2,008		2,008	
p f e	Entry / Vestibule		100	1	100	x	100	4
p f e	Lobby/Waiting	173	100	1	100	x	100	4
p f e	Training Room / EOC	1059	800	1	800	x	800	4
p f e	Conference Room / Quiet Room		200	1	200	x	200	4
e	EOC Office / PIO		120	1	120	x	120	
f e	Bunk Rooms Compartments (Mainly Fire Use)		78	6	468	x	468	5
e	Single Person Bathroom		50	2	100	x	100	
e	Storage		120	1	120	x	120	
	Building Systems							
p f e	Electrical		120	1	120	x	120	4
p f e	Mechanical		100	0	0	x	0	10
p f e	Riser/Sprinkler room	6	50	1	50	x	50	4
p f e	Generator(s)			1	0	x	0	11
p f e	Data / Telecom	60	400	1	400	x	250	4
	Useable Area Required	10,520				13,658	14,788	Delta = 4,268
	Grossing Factor	25%					25%	41%
	GF Area	3,431					3,697	
	Gross Area Projected							Delta =
	Existing Gross Area	13,951					18,485	4,534

p = police	1 = shared b/w police and fire only	7 = eliminate and replacing with unisex bathroom / showers
f = fire	2 = shared b/w police and EOC only	8 = in options B-D radio room to be located in common work area
e = EOC	3 = shared b/w fire and EOC only	9 = additional entry would be required in option A based on existing layout
r = renovated	4 = shared b/w all depart. during activation	10 = depending on final system could be located on mezzanine or rooftop
c = critical	5 = typically fire use, shared during activation	11 = located at exterior of building, no interior space required
n = new	6 = could be located on apparatus bay mezz.	

Table 2 – Cost Breakdowns

OPTION A (renovation/addition)

Description	Qty	Units	Unit Cost	Sub T Total	Total
Construction					
	USF	GSF			
Existing Bldg - Renovated	2,244	2,558	sf \$200	\$511,632	
New Building	7,134	8,918	sf \$475	\$4,235,813	
Existing Bldg - Unrenovated	4,280	4,280	sf \$0	\$0	
*structural improvements		1	ea \$100,000	\$100,000	
Existing Demolition (limited)		1	ea \$50,000	\$50,000	
Relocation / 6 mos		\$7.50	sf 10,520	\$78,900	
Site Development		1.00	ac \$500,000	\$500,000	
Emergency Generator		1	ea \$100,000	\$100,000	
Furnishings & Equipment		1	ea \$94,949	\$94,949	
subtotal	13,658	15,756			\$5,671,293
Communications					
Radio, Security, IT, Comms		1	ea \$100,000	\$100,000	
subtotal					\$100,000
Soft Costs					
Professional Fees		9	%	\$510,416	
Permits / Survey / Services		5	ea \$5,000	\$25,000	
subtotal					\$535,416
Total Project Costs					\$6,306,710
Summaries			+15%	0%	-15%
Total			\$7,252,716	\$6,306,710	\$5,360,703

OPTION B (new building, existing site)

Description	Qty	Units	Unit Cost	Sub T Total	Total
Construction					
	USF	GSF			
New Building	14,788	18,485	sf \$475	\$8,780,375	
Existing Demolition		1	ea \$100,000	\$100,000	
Relocation / 12 mos		\$15.00	sf 10,520	\$157,800	
Site Development		1.00	ac \$500,000	\$500,000	
Emergency Generator		1	ea \$100,000	\$100,000	
Furnishings & Equipment		1	ea \$175,608	\$175,608	
subtotal	14,788	18,485			\$9,813,783
Communications					
Radio, Security, IT, Comms		1	ea \$100,000	\$100,000	
subtotal					\$100,000
Soft Costs					
Professional Fees		9	%	\$883,240	
Permits / Survey / Services		5	ea \$5,000	\$25,000	
subtotal					\$908,240
Total Project Costs					\$10,822,023
Summaries			+15%	0%	-15%
Total			\$12,445,326	\$10,822,023	\$9,198,719

OPTION C (new building, new location on existing site)









Description	Qty	Units	Unit Cost	Sub T Total	Total
Construction					
	USF	GSF			
New Building	14,788	18,485	sf \$475	\$8,780,375	
Existing Demolition		1	ea \$100,000	\$100,000	
Relocation / 12 mos		\$15.00	sf -	\$0	
Site Development		1.00	ac \$750,000	\$750,000	
Emergency Generator		1	ea \$100,000	\$100,000	
Furnishings & Equipment		1	ea \$175,608	\$175,608	
subtotal	14,788	18,485			\$9,905,983
Communications					
Radio, Security, IT, Comms		1	ea \$100,000	\$100,000	
subtotal					\$100,000
Soft Costs					
Professional Fees		9	%	\$891,538	
Permits / Survey / Services		5	ea \$5,000	\$25,000	
subtotal					\$916,538
Total Project Costs					\$10,922,521
Summaries					
			+15%	0%	-15%
Total			\$12,560,899	\$10,922,521	\$9,284,143

OPTION D (new building, new site)

Description	Qty	Units	Unit Cost	Sub T Total	Total
Construction					
	USF	GSF			
New Building	14,788	18,485	sf \$475	\$8,780,375	
Land Acquisition			0 \$0	unknown	
Existing Demolition		0	ea \$100,000	\$0	
Relocation / 12 mos		\$15.00	sf 0	\$0	
Site Development		2.00	ac \$750,000	\$1,500,000	
Emergency Generator		1	ea \$100,000	\$100,000	
Furnishings & Equipment		1	ea \$175,608	\$175,608	
subtotal	14,788	18,485			\$10,555,983
Communications					
Radio, Security, IT, Comms		1	ea \$100,000	\$100,000	
subtotal					\$100,000
Soft Costs					
Professional Fees		9	%	\$950,038	
Permits / Survey / Services		6	ea \$10,000	\$60,000	
subtotal					\$1,010,038
Total Project Costs					\$11,666,021
Summaries					
			+15%	0%	-15%
Total			\$13,415,924	\$11,666,021	\$9,916,118

Site Plan Diagrams

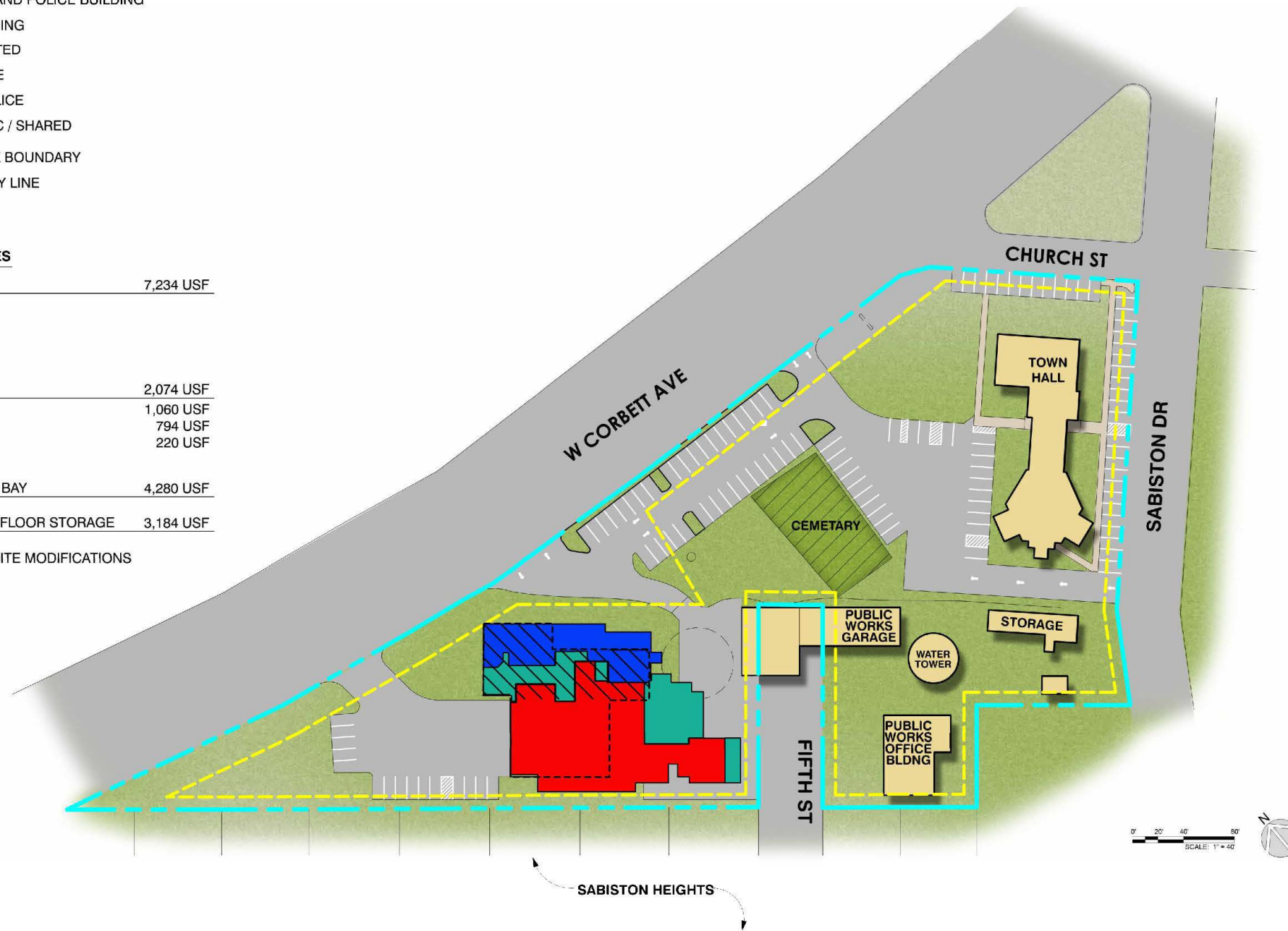
LEGEND

-  EXISTING FIRE AND POLICE BUILDING
-  EXISTING BUILDING
-  TO BE RENOVATED
-  PROPOSED FIRE
-  PROPOSED POLICE
-  PROPOSED EOC / SHARED
-  SET BACK BOUNDARY
-  PROPERTY LINE

SQUARE FOOTAGES









NEW A	7,234 USF
POL	
FIR	
EOC	
RENOVATION	2,074 USF
POLICE	1,060 USF
FIRE	794 USF
EOC / SHARED	220 USF
EXISTING FIRE APP BAY	4,280 USF
EXISTING SECOND FLOOR STORAGE	3,184 USF

NOTE: REQUIRED SITE MODIFICATIONS
NOT SHOWN



OPTION A

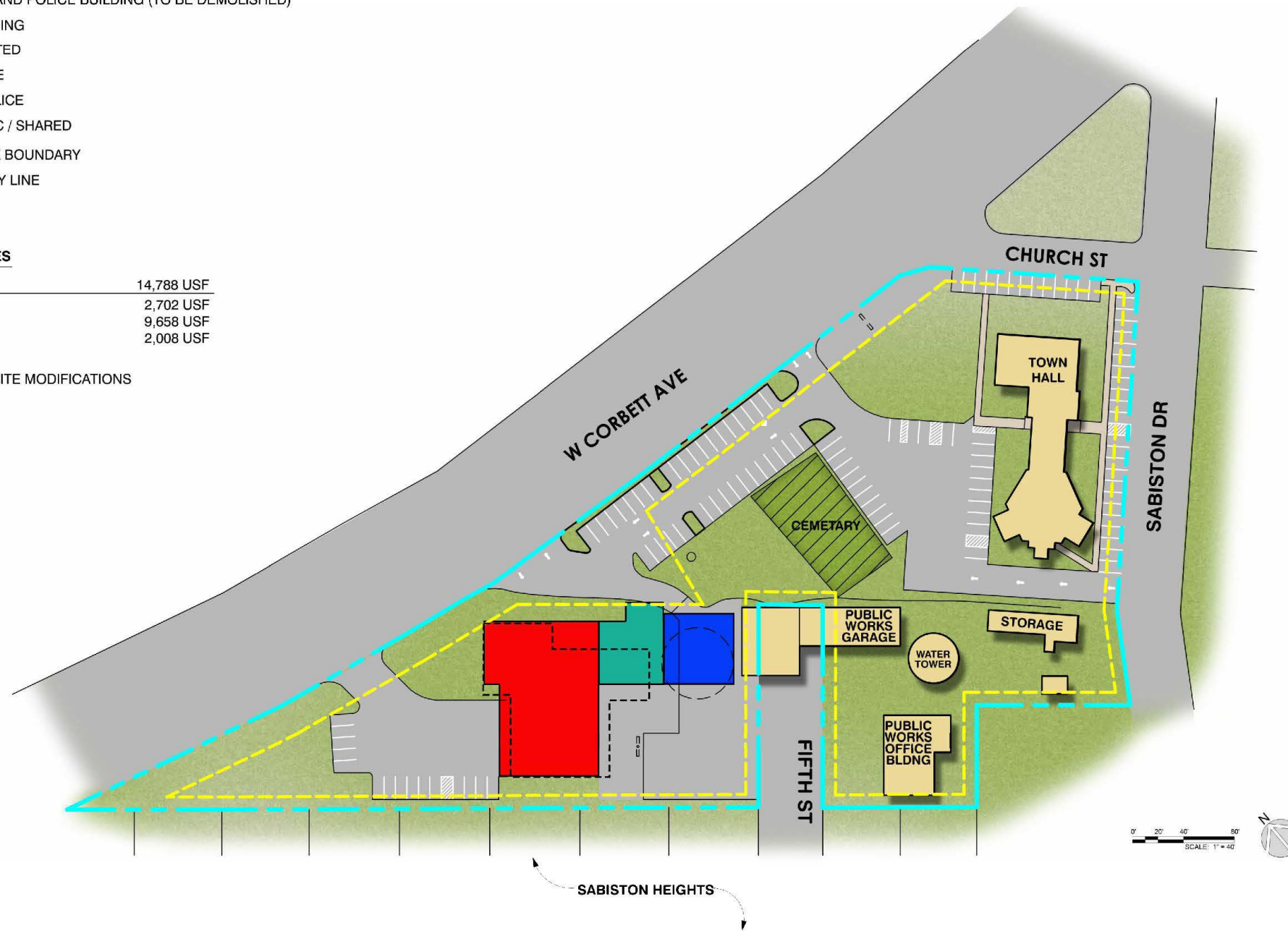
LEGEND

-  EXISTING FIRE AND POLICE BUILDING (TO BE DEMOLISHED)
-  EXISTING BUILDING
-  TO BE RENOVATED
-  PROPOSED FIRE
-  PROPOSED POLICE
-  PROPOSED EOC / SHARED
-  SET BACK BOUNDARY
-  PROPERTY LINE

SQUARE FOOTAGES









NEW BUILDING	14,788 USF
POLICE	2,702 USF
FIRE	9,658 USF
EOC / SHARED	2,008 USF

NOTE: REQUIRED SITE MODIFICATIONS
NOT SHOWN



OPTION B

LEGEND

-  EXISTING FIRE AND POLICE BUILDING (TO BE DEMOLISHED)
-  EXISTING BUILDING
-  TO BE RENOVATED
-  PROPOSED FIRE
-  PROPOSED POLICE
-  PROPOSED EOC / SHARED
-  SET BACK BOUNDARY
-  PROPERTY LINE

SQUARE FOOTAGES

NEW BUILDING	14,788 USF
POLICE	2,702 USF
FIRE	9,658 USF
EOC / SHARED	2,008 USF

NOTE: REQUIRED SITE MODIFICATIONS
NOT SHOWN



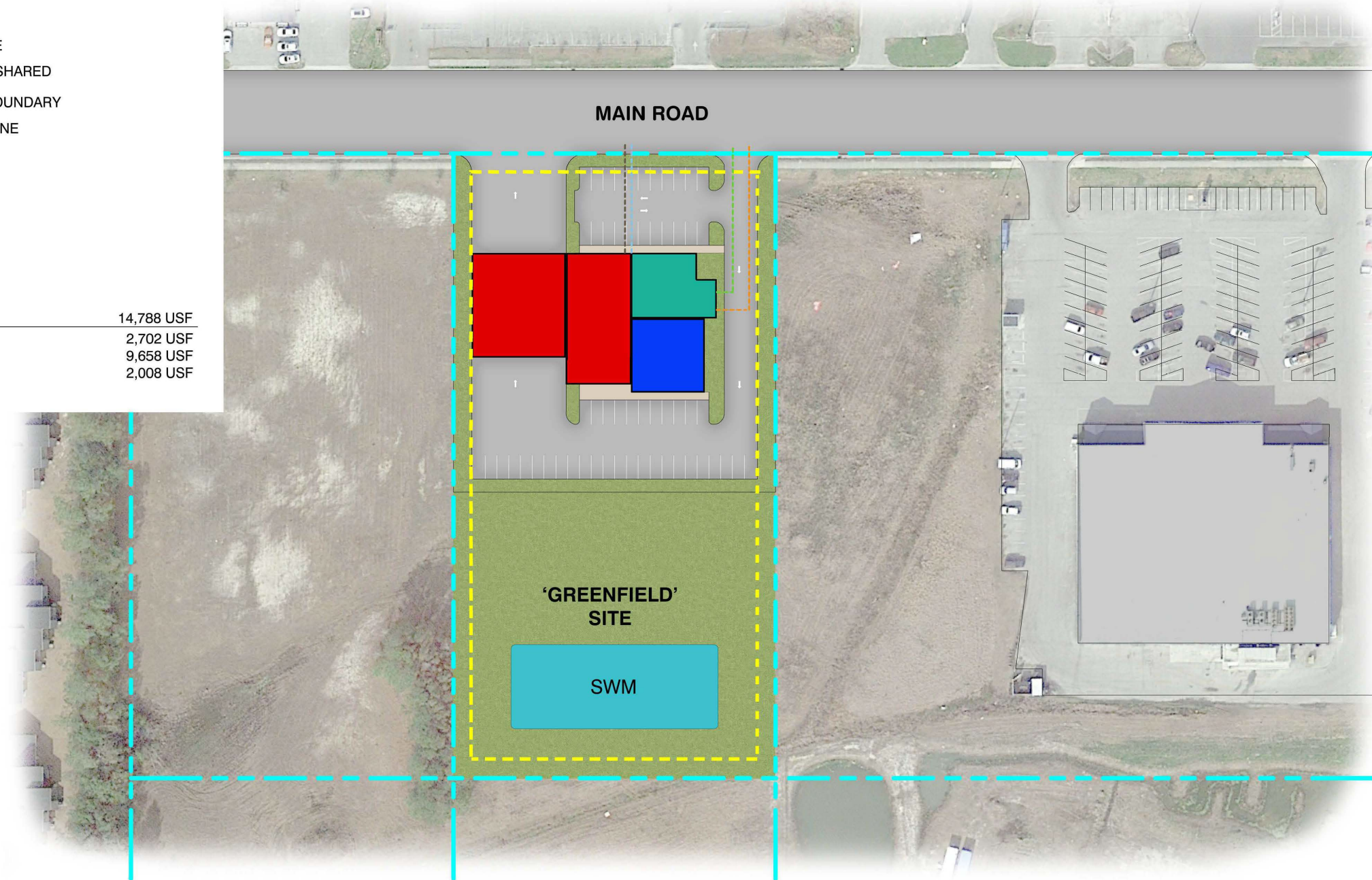
OPTION C

LEGEND

- EXISTING FIRE AND POLICE BUILDING
- EXISTING BUILDING
- TO BE RENOVATED
- PROPOSED FIRE
- PROPOSED POLICE
- PROPOSED EOC / SHARED
- SET BACK BOUNDARY
- PROPERTY LINE
- SEWER LINE
- WATER LINE
- POWER LINE
- DATA LINE

SQUARE FOOTAGES

NEW BUILDING	14,788 USF
POLICE	2,702 USF
FIRE	9,658 USF
EOC / SHARED	2,008 USF



OPTION D



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Future Agenda Topics**

Board Meeting Date: **July 10, 2023**

Prepared By: **Alissa Fender – Town Clerk**

Overview: The purpose of this memo is to provide the Board with matters that staff anticipates/proposes for upcoming meetings. It should be noted that these items are tentatively scheduled for the specified monthly agenda but are subject to change due to preparation of materials, public notice requirements, etc.

In providing this memo each month, we hope it will also provide an opportunity for the Board to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

July 24th

- * Town Code Amendments to Fire Chapter 34
- * Town Code Amendments to Trash/Refuse related to containers
- * Parking Ordinance Review (Downtown, Festivals)
- * Text Amendment/Table of Permitted Uses

<u>September Meeting Dates</u>
Regular – 11th
Regular – 25th

August 14th or 28th

- * Samuel Swann Bland Community Service Award policy revisions

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments – Comprehensive Transportation Plan Revisions
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- * Building Standards (*Concerns with tarps and homes in poor repair all around town brought up 2.14 meeting*)
- * Board Meeting Alternatives for Public viewing (*undergoing further research*)
- * Swimming Pool/Consideration for Establishing a Pool Committee (*on hold for P&R Master Plan*)
- * Samuel Swann Bland Community Service Award policy revisions (*ongoing*)
- * Wetlands Policy (*creation & review by planning board*)
- * Duke Energy Presentation
- * Major Subdivision Final Plat – Parrish Green
- * Onslow County Soil & Water Presentation
- * Wayfinding Signs
- * High School Recognitions – *revisit/revise*
- * Swansgate Street Acceptance
- * Text Amendment – Airbnb regulations
- * Highway 24 Superstreet Presentation - *rescheduled to later date*