



Board of Commissioners Agenda

Town of Swansboro

Tuesday, September 23, 2025

Board Members

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

The Board welcomes community members to attend the meeting in the Community Room; however, please be advised that, in accordance with local fire code and occupancy regulations, the room has a strict capacity limit, and once the maximum number of attendees is reached, no additional entry will be permitted.

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.](#) August 12, 2025, Regular Meeting Minutes
- [b.](#) August 12, 2025, Closed Session Minutes
- [c.](#) August 26, 2025, Regular Meeting Minutes
- [d.](#) August 26, 2025, Closed Session Minutes
- [e.](#) Accepting the Public Beach and Coastal Waterfront Access Funds and Adopting a Grant Project Ordinance for the Replacement of Main Street Dock
- [f.](#) Budget Ordinance Amendment #2026-2
- [g.](#) Tax Refund Request

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$138.63

Vehicle Tax

O'Dell, Kyle Douglas & Catherine Leigh	\$108.01	Tag Surrender
Geddes, Derek Kenneth	\$3.46	Tag Surrender
Skrabacz, Richard Wayne & Robin Erickson	\$27.16	Over Assessment

IV. Appointments/Recognitions/Presentations – *None*

V. Public Hearing

a. CAMA Future Land Use Map Amendment for parcels on W. Corbett Avenue from RA to Suburban Town Center

Presenter: Rebecca Brehmer, CFM, CZO – Town Planner

Flybridge Swansboro LLC has submitted an application for a future land use map amendment. The amendment proposed would change the sites located at Tax Parcel ID 019494 and 027733 from a RA (rural/agricultural) designation to a Suburban Town Center designation.

Recommended Action:

- 1. Hold a public hearing*
- 2. Motion to approve or deny Resolution 2025-R11 for proposed amendment to the CAMA Land Use Plan Map, changing the site from a RA (rural/agricultural) designation to a Suburban Town Center designation.*

b. Zoning Map Amendment to rezone parcels on W. Corbett Avenue from RA to B-1 Conditional Zoning

Presenter: Rebecca Brehmer, CFM, CZO – Town Planner

Flybridge Swansboro LLC seeks a conditional rezoning for +/- 38.92 acres on parcels of land identified as Tax Parcel ID 019494 and 027733, from RA (Residential/Agricultural) to B-1 CZ (Business Conditional Zoning) to develop a proposed multi-family and commercial project.

Recommended Action:

- 1. Hold a public hearing*
- 2. Motion to approve or deny Ordinance 2025-08 for conditional rezoning of Tax Parcel ID 019494 and 027733, from RA (Residential/Agricultural) to B-1 CZ (Business Conditional Zoning).*

VI. Business Non-Consent

a. Interlocal Agreement for IT Services

Presenter: Jon Barlow – Town Manager

The Town of Swansboro and Onslow County Government are proposing to enter into an agreement for the provision of IT Services. The Town currently uses a third-party vendor for service, but that contract expires on September 30, 2025.

Recommended Action: Motion to approve the Interlocal Agreement for IT Services with Onslow County.

b. Monthly Financial Report as of August 31, 2025

Presenter: Sonia Johnson – Finance Director

c. 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.](#) Project Brief

[b.](#) Department Reports

X. Board Comments

XI. Closed Session

- a. *Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.*

XII. Adjournment

Town of Swansboro
Board of Commissioners
August 12, 2025, Regular Meeting Minutes

Item III - a.

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Pat Turner, Commissioner Douglas Eckendorf, Commissioner Tamara Pieratti, and Commissioner Joseph Brown.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm and Mayor Justice led the Pledge of Allegiance.

Public Comment

Richard Galati introduced himself as one of the citizens interested in the vacant planning board seat. He shared details on his family's history in Swansboro and expressed his commitment to continuing his family's legacy of service and mentioned his past role on the Swansboro Historic District Preservation Commission.

Adoption of Agenda and Consent Items

On a motion by Commissioner Turner, seconded by Mayor Pro Tem Conaway, the agenda and consent items below were unanimously approved.

- June 10, 2025, Regular Meeting Minutes
- June 10, 2025, Closed Session Minutes
- June 24, 2025, Regular Meeting Minutes
- June 24, 2025, Closed Session Minutes
- Resolution 2025-R9 ETJ Appointment to Planning Board

Appointments/Recognitions/Presentations

Board Appointments

Town Clerk Alissa Fender reviewed that there was a vacancy on the Planning Board for one in-town seat due to the resignation of Jerry Seddon on July 23, 2025. There were nine in-town applications on file for citizens interested in serving.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf, Frank Jones was appointed to the vacant planning board seat with unanimous approval.

Fire Department – Mid-Year Performance Report

Fire Chief Jacob Randall reviewed the Swansboro Fire Department's Mid-Year Performance Report, highlighting the department's improvement in incident response times as a part of the community risk assessment program. He shared that they had succeeded in reducing the alarm handling time by 48 seconds and the turnout time by 1 minute and 17 seconds, ultimately decreasing the overall response time to 8.5 minutes. Despite improvements, challenges persist when relying on volunteer agencies, which

results in a delay of 2 minutes and 49 seconds. Ongoing efforts focus on enhancing alarm handling, developing a performance data dashboard, and integrating social media. Chief Randall emphasized the need for emergency preparedness, especially with hurricane season approaching.

In response to an inquiry from the board about the department's communication with Onslow County EMS, Chief Randall confirmed that they were working on building relationships and developing a strategic plan for the entire county to ensure all departments were working together effectively.

Business Non-Consent

Request from the ONWASA Board of Directors to amend its Articles of Incorporation
Town Manager Jon Barlow reviewed a request from the ONWASA Board of Directors to amend their Articles of Incorporation. Currently, each governmental member must appoint an elected official as a board representative. The proposed change would allow non-elected individuals to be appointed, offering more choices, especially for those with water and sewer expertise, however, the ability to appoint an elected official remained. If all agencies agree, ONWASA will review this amendment on November 20, 2025.

In response to an inquiry from the board, Manager Barlow shared that it was not specified if the individual appointed had to be a town resident.

On a motion by Commissioner Brown, seconded by Mayor Pro Tem Conaway, Resolution 2025-R10 Amendment to the ONWASA Articles of Incorporation was unanimously approved.

Future Agenda Topics

Future agenda items were shared for visibility and comments. In addition, an opportunity was provided for the board to introduce items of interest and subsequent direction for placement on future agendas. The following items were addressed:

In response to an inquiry from the board, Fire Chief Randall reviewed that he had not heard any news related to the DOD Grant selections.

Town Manager Barlow provided additional information about the upcoming Flybridge item, explaining the time constraints and procedural requirements for considering zoning amendments. He noted that the earliest the board could consider the Flybridge matter would be September 23rd, due to public notification requirements. Manager Barlow also mentioned that there would be a "blackout period" for considering conditional rezoning between November 4, 2025, and December 9, 2025, due to the municipal election.

Additionally, Manager Barlow informed the board that the Main Street Extension closure for necessary sewer maintenance was moving along and as expected would conclude on Friday August 15th.

Public Comment

Mayor Justice addressed the public sharing that this comment period allows comments for no longer than 5 minutes related to items not on the agenda, additionally he directed that applause or clapping after every speaker was not conducive and should be withheld until the end of the meeting.

Matthew Prane of 309 Baffle Court in Swansboro provided the board with a map that he created which highlighted areas the board should consider for annexation near Swansboro, estimating a \$2 million annual tax revenue loss from unincorporated zones. He recommended considering annexation to boost revenue instead of depending only on new projects like Flybridge.

Ashley Gardner of 101 Longwood Drive in Stella voiced concerns about the Flybridge development, stressing the need to preserve Swansboro's character. She urged the board to consider infrastructure strains from rapid growth and shared personal experiences with overcrowded schools and healthcare as community challenges.

Constance Crocker of 111 Jones Road in Hubert shared that around 800 new housing units were planned in Hubert, Queens Creek, and Bear Creek. She mentioned two sizable land parcels that could be developed, raising concerns about traffic and infrastructure.

Terry Herbert of 102 Oyster Bay Road in Swansboro addressed two points: First, she corrected an error she had made in a previous meeting regarding the traffic analysis for Flybridge. Second, she criticized claims made on the Carolina Commercial Contractor site about Flybridge filling a housing gap, pointing out that there are many other communities in the area where people could live.

Todd Gardner of 304 Limbaugh Lane in Swansboro shared personal observations about the impacts of growth on the community, including overcrowding in schools, long bus rides for students, and difficulties accessing healthcare services. He urged the board to consider these issues when making decisions about future development.

Laurent Meilleur of 220 River Reach Drive in Swansboro addressed the board, explaining that he had conducted calculations regarding the potential financial impact of the Flybridge development. He shared that the town's budget was approximately \$7 million, which translates to roughly \$1,300-\$1,400 per person based on a population of 4,000. He highlighted that the tax revenue from Flybridge, projected to be around \$200,000, when

divided among an estimated 500 new residents, would fall short in covering the per-person cost necessary for town services. Meilleur suggested that this would not align with the current per-capita spending, raising concerns that the development might impose additional financial burdens on the town rather than providing the anticipated benefits.

Kathleen Lazo of 108 Oyster Bay Road in Swansboro commented to remind everyone that Peytons Ridge subdivision was also not completed with an estimated 50 houses still to be built.

Joyce Johnson 195 Peninsula Manor Road in Hubert inquired if the fire department's ladder truck request was linked to the Flybridge development and whether the town should perform its own traffic studies rather than relying on those from developers.

David Johnson also of 195 Peninsula Manor Road in Hubert, mentioned the possibility of implementing a moratorium on development, citing North Carolina General Statute 160D-107 and providing an example of the town of Cornelius using a moratorium due to concerns about school systems and traffic.

Board Comments

Commissioner Turner thanked the staff for their work and the citizens for attending and sharing their thoughts. She encouraged continued participation from the public.

Mayor Pro Tem Conaway echoed appreciation for the staff and citizens. He encouraged ongoing public participation in meetings, regardless of the topics being discussed, to help citizens better understand the processes and procedures involved in town governance.

Commissioner Eckendorf thanked everyone for attending and expressed appreciation for public comments, even when critical. He encouraged citizens to educate themselves on various aspects of local government, including school board strategic plans and county responsibilities.

Commissioner Brown thanked the staff and citizens for their participation. He encouraged people to read the land use plan and stay informed about town issues. He also mentioned that he reads Facebook posts about town matters, noting that some are concerning while others are humorous.

Mayor Justice expressed gratitude to the staff for their work within tight budget constraints. He thanked the public for attending and sharing diverse perspectives, emphasizing the value of community input in reaching satisfactory resolutions. The mayor encouraged citizens to reach out to board members with any concerns or questions.

Closed Session

On a motion by Commissioner Eckendorf, seconded by Commissioner Turner and with unanimous approval, the board entered closed session at 7:10 pm pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; and (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Pursuant to a motion duly made and seconded in closed session the board returned to open session with nothing to report.

Adjournment

On a motion by Commissioner Pieratti, seconded by Commissioner Turner, the meeting adjourned at 8:03 pm.

Town of Swansboro
Board of Commissioners
August 26, 2025, Regular Meeting Minutes

Item III - c.

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Pat Turner, Commissioner Douglas Eckendorf, Commissioner Tamara Pieratti, and Commissioner Joseph Brown.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm and Mayor Justice led the Pledge of Allegiance.

Public Comment

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were made.

Adoption of Agenda and Consent Items

On a motion by Commissioner Eckendorf, seconded by Mayor Pro Tem Conaway, the agenda as amended to add an additional closed session pursuant to NCGS 143-318.11 (a) (6) and the consent items below were unanimously approved.

- Tax Refund Request totaling \$362.91
- Budget Ordinance Amendment #2026-1

Appointments/Recognitions/Presentations

Downtown Beautification Committee Proposal

Cynthia LaCorte of 220 South Elm Street presented a proposal for a Swansboro Beautification Committee. She thanked the Mayor, Commissioners, and town staff for the opportunity to present their proposal. Ms. LaCorte mentioned that Mayor Justice had attended their unofficial meetings and provided valuable input.

Other members of the proposed committee introduced themselves.

- Doug Rogers (406 Elm Street) explained that the committee would serve as an advisory body to enhance the appearance of the historic downtown district and surrounding areas. They would rely on grants, town budget funds, sponsorships, and public-private partnerships.
- Karen Miller (401 South Fifth Street) discussed the committee's mission to aesthetically enhance downtown Swansboro, emphasizing charm, history, and coastal elements. She mentioned that improving downtown's appearance could increase tourism and economic development.

- Melissa Seddon (210 South Walnut) shared her perspective on how beautifying surroundings impacts residents' and visitors' feelings about the town.

Ms. LaCorte noted that Kenna Phillips, another member not present, had experience with similar projects in larger towns.

The group presented their overview and mission statement, which focused on enhancing the appearance of historic downtown Swansboro and surrounding areas through various funding sources and partnerships. They also mentioned that they had drafted bylaws, which were included in the proposal packet.

Commissioner Eckendorf suggested that a public-private partnership might be more beneficial than an official town committee, as it would allow more freedom in selecting board members and adjusting their mission. Town Attorney Francis Rasberry clarified that as an advisory board to the Board of Commissioners, the proposed committee would be subject to public records law and open meetings law.

After further discussion, the Board decided to have town staff research the legal and structural considerations for such a committee or partnership. Town Manager Jon Barlow stated that they would bring back options to the Board at a future meeting.

Business Non-Consent

Monthly Financial Report as of July 31, 2025

Finance Director Sonia Johnson presented the July 2025 financial report. She highlighted the following points:

- The General Fund showed a deficit of \$448,694 in revenues over expenditures, which was normal for this time of year as the bulk of ad valorem tax revenues were not collected until November-December.
- Total expenditures were at 9.33% of budget, slightly higher than the monthly projection of 8.33% due to annual payments for property and liability insurance, workers' comp, and some dues and subscriptions.
- The Stormwater Enterprise Fund had a deficit of \$7,245 in revenues over expenditures.
- The Solid Waste Enterprise Fund had a deficit of \$1,846 in revenues over expenditures.

Director Johnson also provided updates on the town's debt and current cash and investment account balances.

Mayor Justice noted that next year, about \$160,000 in debt would be paid off, which would be beneficial for the town.

Future Agenda Topics

Future agenda items were shared for visibility and comments. In addition, an opportunity was provided for the board to introduce items of interest and subsequent direction for placement on future agendas. The following items were addressed:

- In response to inquiries from the Board, Mrs. Fender advised that there were still pending items for the developer to finalize in order to complete the process for Street acceptance of Swansgate.
- The beautification committee proposal would be added to the October 28th agenda if not addressed earlier.

Public Comment

Ralph Kohlmann of 60 Picket Court in Swansboro expressed his concerns about the proposed Flybridge development, highlighting that Swansboro residents generally support the existing land use plan. He urged the Board to respect community consensus and avoid immediate plan changes, emphasizing that Flybridge LLC's property acquisition was knowingly contrary to their business plan and should not create division between the Board and the town.

Becky Mulholland of 122 Bonita Lane in Swansboro shared her recent experience at an upscale apartment complex in Charlotte. She remarked on the luxury amenities such as pools and fitness centers and noted the regular flow of delivery and moving vehicles, typical of an urban environment. Ms. Mulholland expressed concerns about how a similar development might negatively impact Swansboro.

Elaine Sioufi of 717 Phillips Drive in Swansboro, addressed the Board, urging them to consider citizen concerns about the Flybridge development and to prioritize the town's best interests. Drawing on her teaching experience, she recalled how a student's inaccurate report on Moby Dick revealed the danger of officials ignoring informed public opinions. Ms. Cuvee emphasized the community's intelligence and shared goal of preserving the town's integrity. She reminded the Board of their accountability to constituents, noting that their decision on Flybridge would impact their future re-election.

Manager's Comments

Town Manager Jon Barlow briefed the Board on the denial of the town's two defense infrastructure grant applications submitted in July for the EOC/fire station/police station construction and sidewalk projects. This marked the second consecutive year without success, as they competed against other area applications for limited funds, with outcomes dependent on submissions and annual priorities. A debrief meeting was planned after October 1st to understand why the application fell short and gather insight

into funded projects, intending to enhance future applications. Mr. Barlow also mentioned changes in the manager's report format, reorganizing initiatives and projects to improve clarity and added a current planning projects section for better tracking.

Board Comments

Commissioner Turner expressed her gratitude for the consistent hard work of the staff and emphasized her appreciation for the citizens who take the time to attend the meetings regularly. She noted the significance of community involvement and how it contributes to the learning and decision-making process of the Board.

Commissioner Eckendorf expressed gratitude to attendees and commended staff for their agenda preparation. He hopes for more comprehensive agendas to address pending and ongoing issues, highlighting the need for thorough discussions to resolve town matters efficiently.

Commissioner Brown talked about what he promised during his election campaign. He was focused on controlling the town's growth and bringing jobs for local kids once they finished school. He wanted to keep taxes low to help people who might struggle financially stay in Swansboro. Despite some disagreements and conflicts in the community, he stressed the importance of everyone working together to uphold Swansboro's values, no matter how they feel about him personally.

Commissioner Tamara Pieratti extended her gratitude to the staff for their updates and work, as well as to members of the public who were actively participating in the meeting.

Mayor Justice restated his dedication to improving the town and encouraging community involvement. He thanked the citizens for their input and recalled the decision not to spend \$50,000 on updating the land use plan due to budget concerns, highlighting that the plan can be changed as needed. He encouraged ongoing community involvement, noting its important role in shaping the town's future through active participation in meetings and discussions.

Closed Session

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf, and with unanimous approval the board entered closed session at 7:03 pm pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege was hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or

lease ; and (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Pursuant to a motion duly made and seconded in closed session the board returned to open session.

Mayor Justice reported that the Board had decided not to pursue the Rotary property further and would close out negotiations on that matter. The town will start pursuing another piece of land.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, the meeting adjourned at 8:07 pm.



Board of Commissioners Meeting

Agenda Item Submittal

Item To Be Considered: **Accepting the Public Beach and Coastal Waterfront Access Funds and Adopting a Grant Project Ordinance for the Replacement of Main Street Dock**

Board Meeting Date: **September 23, 2025**

Prepared By: **Sonia Johnson – Finance Director**

Overview: The Town was awarded \$127,623 from the North Carolina Division of Coastal Management to support the replacement of the Main Street Dock, including the fishing pier and dinghy dock, within the existing footprint at the end of Main Street.

The total project cost is \$170,164. The grant award covers \$127,623, with the Town providing a 25% match of \$42,541.

In preparation for the grant application, the Town incurred expenses prior to establishing the grant project ordinance for survey work with Lanier Surveying and for design/site plan preparation with Coastal Planning Services, which are eligible for reimbursement per the grant contract.

Background Attachment(s):

- 1. Grant Project Ordinance
- 2. Grand Contract CW#64285

Recommended Action: 1) Accept the Public Beach and Coastal Waterfront Access Funds; and 2) Adopt Grant Project Ordinance; and 3) Authorize the Town Manager to take all actions necessary on behalf of the Town to receive the grant funds.

Action: _____

Grant Project Ordinance
Public Beach and Coastal Waterfront Access Funds

Item III - e.

WHEREAS, the Town of Swansboro has been awarded a \$127,623 grant from the North Carolina Division of Coastal Management for the replacement of Main Street Dock; and

WHEREAS, the Town has a plan for the funding of the Main Street Dock Replacement Project; and

WHEREAS, before receiving a payment, the Town Council is required to formally accept the Public Beach and Coastal Waterfront Access Funds; and

WHEREAS, revenue received under the Public Beach and Coastal Waterfront Access Fund grant must only be spent for purposes authorized by the North Carolina Division of Coastal Management, and applicable regulations in accordance with G.S. 113A-134.3 and by state law;

WHEREAS, the Town of Swansboro must comply with all applicable budgeting, accounting, contracting, reporting, and other compliance requirements for the Public Beach and Coastal Waterfront Access Fund; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Swansboro that we do hereby accept and request Public Beach and Coastal Waterfront Access funding to be distributed by the State of North Carolina; and

FURTHER RESOLVED that the Town of Swansboro affirms that the Public Beach and Coastal Waterfront Access Funds revenue will only be used for the purposes prescribed in the Public Beach and Coastal Waterfront Access Fund grant contract, and any applicable regulations, and in accordance with state law; and

BE IT ORDAINED by the town council of the Town of Swansboro, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. Name. A grant ordinance fund is created, entitled Main Street Dock Replacement Project, to carry out the replacement of Main Street Dock.

Section 2. Revenues. The following revenues are available for this grant project:

North Carolina Division of Coastal Management	\$127,623
Transfer from General Fund	\$ 42,541

Section 3. Expenses. The following amounts are hereby appropriated within the fund for the implementation of the grant ordinance.

Design and Construction	\$170,164
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Section 4. Effective Date. This ordinance shall be effective upon its adoption, to include costs incurred prior to September 23, 2025, in preparation of the grant application.

Adopted by the Swansboro Board of Commissioners in regular session, September 23, 2025.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



NORTH CAROLINA DIVISION OF COASTAL MANAGEMENT

Public Beach and Coastal Waterfront Access Program

GRANTEE'S FINAL RESPONSE TO RFP

TOWN OF SWANSBORO: Main Street Dock Replacement– 2025-26

CW# 64285

Local Government: Town of Swansboro

Local Project Administrator:
Jonathan Barlow, Town Manager
601 W. Corbett Avenue
Swansboro, NC 28584

Phone: O: (910) 326-4428

Email: tnmgr@ci.swansboro.nc.us

Project Budget:

Grant Amount: \$127,623 (75%)

Cash Match: \$35,041 (21%)

In-Kind Match: \$7,500 (4%)

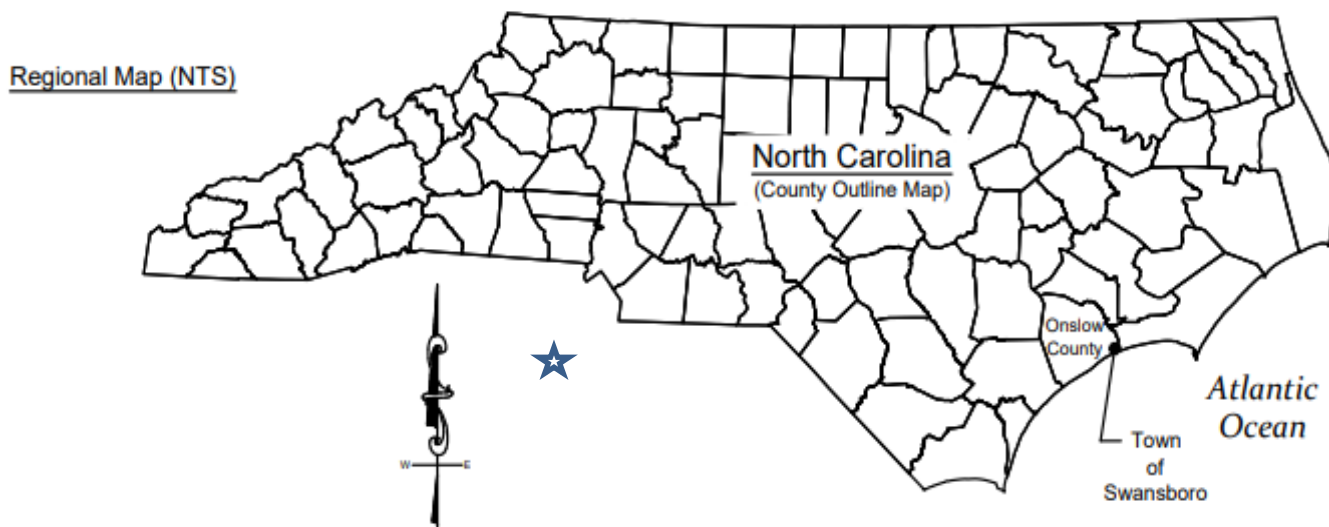
Total Project Cost: \$170,164 (100%)

Site Location: Located at the end of Main Street at its terminus with the White Oak River and the ICW in downtown Swansboro.

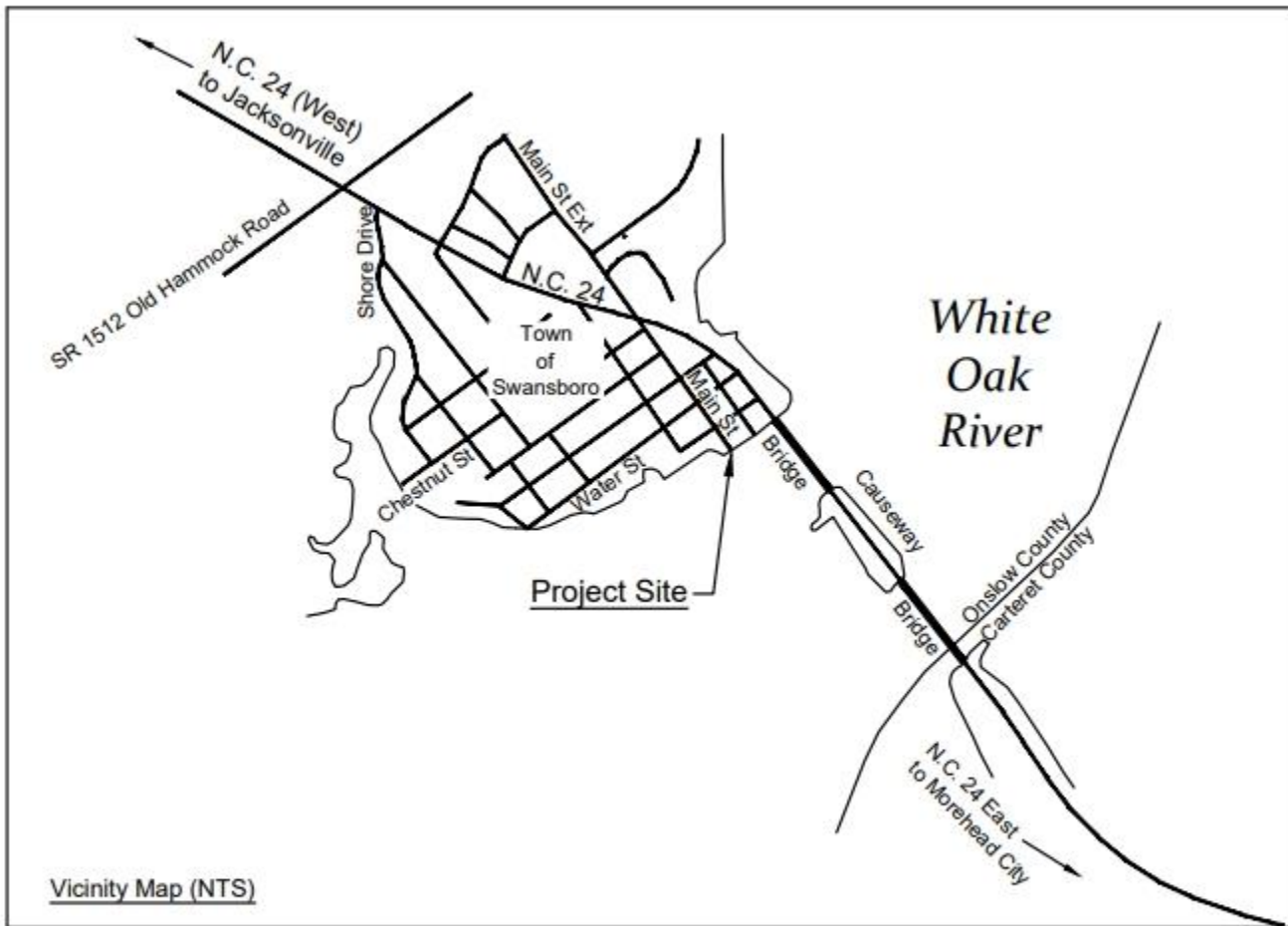
Project Description: Replacement of the Main Street Dock and fishing pier and dinghy dock within the existing footprint at the end of Main Street in downtown Swansboro, consistent with ADA requirements.

Site Description: The project site is located within the White Oak River and adjacent to the Atlantic Intracoastal Waterway at the end of Main Street in downtown Swansboro.

A. REGIONAL LOCATION MAP

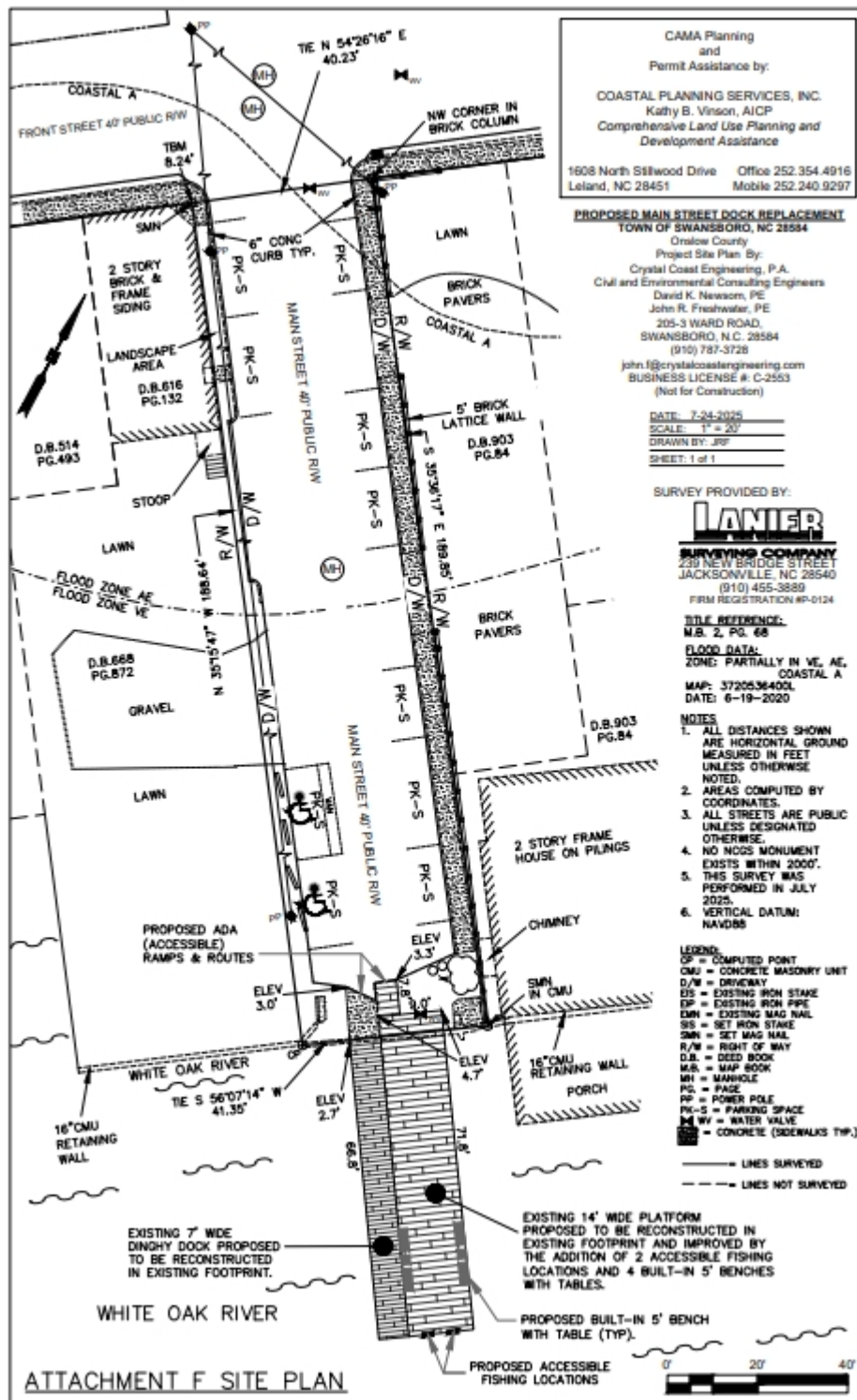


B. VICINITY MAP



Town of Swansboro Main Street Dock

C. PROJECT SITE PLAN: Below is the Project Site Plan submitted by the local community. The site plan is provided for reference only. Only those improvements specifically mentioned in the Project Description on page 1 will be considered under the grant award.



D. BUDGET SUMMARY

Project Elements	Grant	Cash Match	In Kind	Total
Land Acquisition Costs				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Permit and Design Fees				
Survey, site planning & design, and permitting costs	\$	\$ 9,000.00	\$ 7,500.00	\$ 16,500.00
Preparation of bid documents and construction supervision	\$	\$ 6,500.00	\$	\$ 6,500.00
Structural engineering	\$	\$ 3,850.00	\$	\$ 3,850.00
Site Improvement Costs: Materials				
Concrete dock with wooden benches & tables, timber pilings	\$ 59,314.00	\$ 7,826.00	\$	\$ 67,140.00
Wooden handrail system	\$ 7,357.00	\$	\$	\$ 7,357.00
	\$	\$	\$	\$
Site Improvement Costs: Labor				
Demolition of existing dock	\$	\$ 7,865.00	\$	\$ 7,865.00
Concrete Dock with wooden benches & tables, timber pilings	\$ 54,933.00	\$	\$	\$ 54,933.00
Wooden handrail system	\$ 6,019.00	\$	\$	\$ 6,019.00
Local Administrative Costs				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

Totals	\$ 127,623.00	\$ 35,041.00	\$ 7,500.00	\$ 170,164.00
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Match Percentages	75 %	21 %	4 %	100 %
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* The cost ratios represent the percentages of the total project cost. If a project is completed under budget the cost ratios shall be used to adjust the final grant reimbursement.

E. PROJECT SCHEDULE & ACTIVITIES CHART

Below is the Project Timeline for improvements under the grant award, including progress monitoring at six-month intervals throughout the 18-month contract period. Any adjustments to the timeline require approval by the Contract Administrator. The chart illustrates grant and local cash match amounts tied to deliverables for each project period; local funds must be expended before drawing down grant funds. In-kind cash match amounts are not shown in the chart but must still be documented and reported at project closeout.

Grant: \$127,623 **Cash Match:** \$35,041 **In-kind Match:** \$7,500 **Total:** \$170,164
(Local funds include cash match and in-kind match)

<p>% of total work to be completed</p> <p>10%</p> <p>Grant funds to be spent: \$ 0</p> <p>Local funds to be spent: \$17,016</p>	<p>Project Period 1</p> <ul style="list-style-type: none"> • Contract Execution • Prepare final project plans • Submit CAMA permit application • Obtain approval from historic preservation commission
<p>% of total work to be completed</p> <p>75%</p> <p>Grant funds to be spent: \$102,098</p> <p>Local funds to be spent: \$25,525</p>	<p>Project Period 2</p> <ul style="list-style-type: none"> • Complete engineered plans and bid documents • Select contractor • Obtain building permits • Begin construction
<p>% of total work to be completed</p> <p>15%</p> <p>Grant funds to be spent*: \$25,525</p> <p>Local funds to be spent: \$0</p>	<p>Project Period 3</p> <ul style="list-style-type: none"> • Complete construction • Final Inspection • Prepare and submit grant closeout documents

*The final project period includes a holdback of 10% of the grant award, which is retained until a Closeout Package is received and approved by the Contract Administrator.

F. SITE CONTROL

1. **Site Control:** The Grantee must own or have at least a 25-year lease or easement on the property where improvements or renovated facilities will be located. The Grantee must submit copies of the deed or of the signed lease or easement, as well as the opinion by the Grantee's attorney, regarding site control as part of the Final Application submittal. Proposals that include the leasing or acquisition of easements as part of the total project cost must include them in both the project description and budget chart. Leases and easements shall be recorded in a similar manner as Section G., Condition 2.
2. **Joint-Use Agreement:** Where property is owned or controlled by another governmental entity or agency, a joint-use agreement may suffice, subject to approval of DEQ. A local government and a school system or state or federal agency must include a draft Joint Use Agreement with the final application. The agreement must describe the hours of use of the facilities by the public and how the site will be maintained. DCM staff must approve the formal agreement prior to a reimbursement of grant funds. It is the Grantee's responsibility to ensure that the agreement is acceptable to DCM/DEQ prior to the expenditure of local funds to be reimbursed. Recording the Joint Use Agreement may be required.
3. **When to Take Title to Land/Leases/Easements:** All Grantees must sign a contract with the State before accepting title/lease/easement to land that will be purchased or controlled using grant funds, unless otherwise approved by DCM. This also applies to property that is donated to the local government. The exception is when the intent is to use it toward in-kind match.

G. LAND ACQUISITION PROJECTS

1. The acquisition cost or fair market value of real property, including interests in donated lands, must be based on the appraisal of a licensed appraiser, with appraisal reports provided for review and acceptance by DEQ/DCM; grant funds dispersed for acquisition cannot exceed the fair market value of the real property associated with the award, and if the negotiated purchase price or a subsequent appraisal value exceeds the project cost presented in the final application, the Grantee must pay the additional cost.
2. **Dedication for public access:** Land acquired with Public Beach and Coastal Waterfront Access program funds shall be dedicated in perpetuity for public access and benefit of the general public, and the [Notice of Limitation of Use and Restrictions](#) dedication shall be recorded in the local Register of Deeds by the Grantee. Donated property used as a local match, or leases or easements acquired with a grant from DCM will require a similar dedication.
3. **Acquisition and Development of the Site:** The grant may be used to acquire land with plans to make improvements later. The Grantee must provide a "Plan for Future Development" as part of a final application for inclusion in this document. The Plan must include a description of how the public will be able to use the site until improved access facilities are in place; a conceptual site plan showing the proposed development; and a timeline for developing the site. Following acquisition, the Grantee has five years after closing the contract to begin developing facilities that ensure the site is useable for public beach and water access. Failure to ensure the property is accessible for public access after five years will be the basis for meeting Section H. Condition 3(i).
4. **Property lease or easement:** Arrangements must be for the life of the project (25 years).
5. Any tract or parcel of, or interest in, real property subject to being purchased under the provisions of the grant award that is determined by DEQ/DCM for any reason not to be suitable can be the basis for all obligations of the State to cease with regard to the property associated with the award.

H. ADDITIONAL GRANT REQUIREMENTS, CONDITIONS, AND RESTRICTIONS

1. Costs ineligible for grant award reimbursement or local match, unless specifically included in project description:
 - a. The purchase of tools, maintenance equipment, office equipment and indoor furniture are not eligible for reimbursement with grant funds.
 - b. Environmental Assessments other than preliminary work associated with site planning and wetland delineation.
 - c. Remediation Plans associated with contaminated sites. However, some costs of actual remediation or clean up may be eligible for in-kind match.
 - d. Restoration Plans: Wetland restoration may be eligible for cash or in-kind match.
 - e. Attorney Fees: No fees for permitting, condemnation of other litigation will be considered.
2. Development plans and specifications are required to be available for review by DEQ/DCM upon request. All significant deviations from the project proposal outlined in the grant award will be required to be submitted to DEQ/DCM for prior approval
3. The Grantee is required to allow the inspection of property and facilities acquired or in development pursuant to the grant award by DEQ/DCM to ensure work progress is in accordance with the grant award, including a final inspection upon project completion.
4. Development plans and specifications are required to be available for review by DEQ/DCM upon request. All significant deviations from the project proposal outlined in the grant award will be required to be submitted to DEQ/DCM for prior approval.
5. Other state and federal requirements:
 - a. All utility lines funded with a grant award must be placed underground unless otherwise agreed to within the contract.
 - b. All facilities funded with a grant award must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Prior to closing out a project and receiving final payment of grant funds, the Grantee's local building official will be required to provide a letter certifying compliance.
6. Project signage: The Grantee is required to install CAMA public access signs at the project site(s). The State will provide these signs at no cost to the Grantee.
7. Operation and Maintenance: The Grantee is required to agree to operate and maintain solely at its own expense, insofar as it is legally empowered to do so, for as long as they exist, the facilities and areas covered by the grant award contract. Acquired or developed property is required to be operated and maintained as follows:
 - a. The property must be maintained in such a manner that DEQ/DCM finds it to appear attractive and inviting to the public.
 - b. Sanitation must be kept at reasonable standards for public use. Fire protection and other similar services must be maintained in accordance with applicable state and local public health standards.
 - c. Properties must be kept reasonably safe for public use. The community will determine the level of maintenance and supervision necessary to maintain the facility in a safe condition.
 - d. Buildings, roads, and other structures and improvements must be kept in reasonable repair throughout their estimated lifetime, so as to prevent undue deterioration and not to discourage public use.
 - e. Buildings, roads, and other structures and improvements must be kept open for public use at reasonable hours and times of the year, according to the type of area or facility.
 - f. Local governments with public access sites funded by the Division of Coastal Management pursuant to G.S. 113A-134.3 may charge user fees as long as those fees are used exclusively for the operation,

maintenance, and enhancement of existing public access sites, including trash removal, law enforcement and public safety, beach nourishment projects or the provision of new public access sites through acquisition or easement. Local governments shall prepare annual accounting reports for fees generated by Public Beach and Coastal Waterfront Access Program funded access sites and shall make the report available upon request. Any local government that has not made the most recent required accounting report available shall not receive further funding under this program until the inconsistency is corrected.

8. Use, Retention, and Disposal of Grant-Assisted Property

- a. The use of property acquired or developed with grant assistance may not be changed from that proposed and approved in the grant award, unless approval is obtained from DEQ/DCM. Any future improvements, modifications, or changes to the project site are required to be subject to full review and approval by DEQ/DCM. This can include any changes that require permits or any modifications (reductions or additions) to recreational amenities. Unapproved changes to the project site may be or can be the cause for DEQ to seek repayment of previously granted funds for site acquisition and improvements.
- b. Reasonable Use Limitations: The Grantee may impose reasonable limits on the type and extent of use of areas and facilities acquired or developed with grant assistance when such a limitation is necessary for maintenance or preservation. All limitations will be required to be in accord with the applicable grant contract.
- c. Notice of Limitations of Use and Restrictions: The community and/or owner of the real property acquired or improved with grant funds awarded is required to file in the office of the local Register of Deeds a [Notice of Limitation of Use and Restrictions](#) that sets forth the land-use restrictions outlined in the grant award contract and to provide a copy to DEQ/DCM.
- d. Retention of Use: Any property acquired or developed with grant assistance is required to be retained and used for public access. If the local government uses the property for a purpose other than beach or coastal waters access or elects to sell or otherwise dispose of the property, the local government shall reimburse the State an amount that is the greater of (i) the amount of Program grant funds provided to purchase the property or (ii) an amount equal to the same proportion of the current market value of the property as the proportion of the original purchase price of the property funded with Program grant funds per § 113A-134.3(c).
- a. Use of Proceeds of Sales of assisted areas and facilities: The proceeds of sale of assisted areas and facilities will be required to be held by DEQ/DCM or community and be disposed of only in accordance with a plan approved by DEQ/DCM.

I. PROJECT CONSTRUCTION, MATCH, and REIMBURSEMENT

1. The project and all deliverables outlined in the Project Description and Project Schedule, Budget Summary, and Activities Chart will be required to be completed consistent with 15A NCAC 7M SECTION .0300.
2. Consistent with the Project Schedule & Activities Chart, the grantee will be required to submit reports as to the status and progress of the project. The DCM Contract Administrator will provide the periodic and final closeout report form templates.

3. Required Development permits and Construction Restrictions: Receipt of a grant award shall not constitute or be construed as approval of a CAMA development permit or any other permit required by law. Prior to commencing any construction, site work, or other activities under this Agreement, the Grantee shall obtain all permits required by applicable federal, state, and local laws and regulations. The Grantee shall contact its [DCM Field Representative](#) for guidance on applying for a CAMA permit. A local government Grantee shall not issue a CAMA Minor Permit to itself or grant itself an exemption from CAMA permit requirements. The Grantee shall coordinate with all relevant permitting agencies to ensure compliance with permit conditions and to minimize impacts on coastal resources.

Cash & In-kind Match

4. In general, in-kind contributions are derived from resources already on hand or from donations, whereas, cash contributions will be utilized to purchase new services or equipment necessary for proper completion of the access project.
5. Cash and In-kind Contributions (General): Cash and in-kind contributions may be claimed as part of the Grantee's match when such contributions meet all of the following criteria:
 - a. Are provided for in the project budget approved by DCM;
 - b. Are verifiable from the grantee's records;
 - c. Are necessary and reasonable for proper and efficient completion of the project;
 - d. Are not included as contributions for matching any other state or federally assisted projects or program, except where authorized by state or federal statute;
 - e. Use of other state or federal funds for local cash match must be identified to ensure that double matching does not occur;
 - f. Do not include N.C. state sales tax; and
 - g. Conform to other provisions of these guidelines, as applicable.

Cash Contributions

6. Local cash contributions may be claimed for the following accountable items: planning and project design fees, permit fees, land acquisition (including survey and appraisal), labor (other than local government salaried employees), materials, construction equipment rental, amenities, and infrastructure. These costs must be incurred during the contract period.
7. Site Amenities: The cost of other amenities purchased by the Grantee during a contract period may be included as part of the cash contribution if it is an integral part of the access facility or its construction as presented in this document. Examples include park benches, bike racks, water fountains, trashcans and lights.
8. Construction Equipment Rental: If the local government must rent construction equipment to complete the proposed project, such as front loaders, graders or dump trucks, rental costs may be included as cash contribution.
9. State and Federal Funds: State and federal funds may be counted as cash match, provided the funds are not being used as a match for other programs and are identified within the project's Budget Summary chart.

In-kind Contributions

10. In-kind contributions may be claimed for the following accountable items: project design fees, permit fees, land acquisition (including survey and appraisal), labor (including local government salaried employees and

reasonable local government time), materials, construction equipment rental, amenities, and infrastructure. These costs must be incurred during the contract period, except as specifically indicated below.

- a. **Site Assessments:** Title opinions, property appraisals, boundary surveys, and wetland delineations associated with land acquisitions and site improvements may be counted toward in-kind match, provided the costs are incurred within three (3) years of the grant award date. Please note the DCM Contract Administrator can require a more current appraisal.
- b. **Permits:** Project permit fees and design and engineering fees associated with permits that are expended prior to a contract may be counted toward in-kind match, provided the costs are incurred within three (3) years of the grant award date. Fees for preparing a grant or permit proposal are not eligible.
- c. **Attorney Fees:** Fees associated with the title opinion and other property transaction costs may be included as an in-kind match, provided the costs are incurred within three (3) years of the grant award date.
- d. **FEMA Buyout Properties:** The value of eligible FEMA buyout property may be counted as in-kind match, provided the original buyout conditions do not conflict with the proposed improvements. Such property will be treated the same as previously purchased or donated property for in-kind match purposes.
- e. **Donations of Land/Structures -** If the local government has land that has recently been donated or that will be donated, or structures for an access facility, and the donation is allowed by DCM to be counted as local contribution, the value of the donation for purposes of in-kind contributions shall be established by an independent licensed appraiser. The donor of the land must be a private or non-profit organization, or individual. The Grantee must provide a five-year history of conveyance for the property. Land that is transferred to the Grantee due to a statute or rule is not considered a donation. Donation to, or acquisition of, the property/structure by the local government must have occurred within five (5) years of the grant award date to qualify as an in-kind match. A long-term easement (more than 25 years from the date of the grant award) of land may also be considered under this guideline.
- f. **Bargain Sale Donation:** If a landowner is proposing to sell land to the community for less than the appraised value, the amount of the donation is the difference between the appraised value and the amount paid by the Grantee. Donation to, or acquisition of, the property/structure by the local government must have occurred within five (5) years of the grant award to qualify as an in-kind match. A long-term easement (more than 25 years from the date of the grant award) of land may also be considered.
- g. **Property Lease:** When property is leased to the local government for an annual fee, the first year's lease payment may be considered as in-kind contribution.
- h. **Professional Fees:** If the usual fees of a licensed professional, such as architects and engineers, are waived or donated to the local government for work associated with the access project, the fees may be claimed as in-kind contributions. Rates shall be consistent with local pay scales. Partial contribution of a fee (for example, the balance of a discount rate) will not be considered as in-kind match. All waived or donated services must be documented by invoice showing the billing rate for the service and the number of hours, and that the charges are forgiven.

- i. Construction Equipment: The use of privately-owned construction equipment (graders, loaders, dump trucks, etc.) donated for construction of the access facility may be claimed as in-kind contribution. The use value of the rented equipment shall not exceed its fair rental value.
- j. Donated Building Materials, Site Amenities and Landscaping Materials: Building materials (lumber, hardware, marl, etc.), site amenities (benches, bike racks, water fountains, etc.) and landscaping materials (plants, soil, timbers) donated to the project may be claimed as in-kind contribution. The value of any of these goods shall not exceed fair market value at the time of donation. To be eligible as in-kind contributions, the building material, amenities or landscape materials must be an integral part of the original access project as presented in the Final Application submitted to DCM and specified in the contract.

Reimbursement of project costs

11. If the Grantee subcontracts with a company engaged in another project(s) for the locality, all accounting and reporting specific to the project associated with the grant award will be required to be wholly separate from that of the other project(s).
12. DEQ/DCM will not process any reimbursement requests until the Grantee has met the required local cash match. The initial disbursement of grant funds will be withheld until the Grantee provides documentation verifying the expenditure of the local cash match.
13. Grantees may request partial reimbursements throughout the project or a single final payment upon completion. A 10% holdback of the total grant award will be retained until the Closeout Package is submitted and approved by the DCM Contract Administrator.
14. Grants are disbursed as reimbursements for actual expenses incurred by the Grantee. If a project comes in under budget reimbursements will follow the cost ratios specified in Section. D, based on the final total eligible project cost. Actual payments will be based on the DCM Contract Administrator's approval of a Closeout Package.
15. Final requisitions and invoices for payment shall be submitted to DCM no later than thirty (30) calendar days following the expiration of the grant contract period. Instructions and forms for grant closeout are available on [DCMs website](#). The State shall release the final ten percent (10%) of grant funds, as provided in the contract, upon DCM's approval of the complete Closeout Package. The Grantee shall document the in-kind services match and submit such documentation to DCM as part of the contract closeout materials.
16. Grant funds will not be disbursed until a Title Opinion for the site has been submitted to and approved by the DCM Contract Administrator.
17. The Grantee is required to maintain and make available to DEQ/DCM upon request all bid documents and accurate records of all expenditures for costs applicable to the grant award, and to submit properly certified billings for such costs on forms as may be prescribed by DEQ/DCM. The Grantee will need to keep complete accounting records, including original invoices, payrolls, contracts, or other documents clearly showing the nature and property of all costs incurred under the grant award for a period of six years following project completion, or until an audit has been completed, whichever is later. All accounting records and supporting documents must clearly display the project's contract number assigned by the State.

18. The Grantee will be required to agree to refund to DEQ/DCM, subsequent to an audit of the project financial records by DEQ/DCM, any funds not expended in compliance with the grant contract.

J. SIGNATURE

Signature: _____

Title: _____

Date: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2026-2**

Board Meeting Date: **September 23, 2025**

Prepared By: **Sonia Johnson – Finance Director**

Overview: A Budget Ordinance Amendment is requested for multiple departments.

1. **Non-Departmental**-The Town was awarded \$127,623 from the North Carolina Division of Coastal Management to support the replacement of the Main Street Dock, including the fishing pier and dinghy dock, within the existing footprint at the end of Main Street.

The total project cost is \$170,164. The grant award covers \$127,623, with the Town providing a 25% match of \$42,541. Requesting \$42,541 to be appropriated from fund balance to meet the Town's required match for the Main Street Dock replacement project.

Source of Funds: Appropriated Fund Balance

2. **Parks & Recreation**- (Playground Equipment Repairs) The replacement of the crawl tube slide was budgeted in FY 24/25. However, because the funds were not expended prior to the end of the fiscal year, they reverted back to fund balance. Approval is requested to re-appropriate \$3,700 from fund balance to complete the replacement of the crawl tube slide.

In addition, to address other necessary playground equipment needs—including the replacement of a section of the tube slide, sky surfer bumpers, hand holds on the climbing wall, and the merry-go-round plate replacements and installation—staff is requesting an additional appropriation of \$3,000 from fund balance.

Together, these appropriations will allow staff to complete all needed playground equipment repairs and replacements at Municipal Park.

Source of Funds: Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2026-2

Recommended Action: Motion to approve Budget Ordinance Amendment #2026-2

Action: _____

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 25/26

BUDGET ORDINANCE AMENDMENT #2026-2

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2026:

Section 1. To amend the General Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Non-Departmental- (Transfer to Other Funds) Main Street Dock Replacement Project	\$42,541
Parks & Recreation	\$6,700

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-General Fund	\$49,241

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, September 23, 2025.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Tax Refund Request**

Board Meeting Date: **September 23, 2025**

Prepared By: **Sonia Johnson - Finance Director**

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$138.63

<u>Vehicle Tax</u>		
O'Dell, Kyle Douglas & Catherine Leigh	\$108.01	Tag Surrender
Geddes, Derek Kenneth	\$3.46	Tag Surrender
Skrabacz, Richard Wayne & Robin Erickson	\$27.16	Over Assessment

Background Attachment(s): None

Recommended Action: Motion to approve refunds as recommended by Onslow County.

Action: _____



Board of Commissioners Meeting

Agenda Item Submittal

Item To Be Considered: **CAMA Future Land Use Map Amendment for parcels on W. Corbett Avenue from RA to Suburban Town Center**

Board Meeting Date: **September 23, 2025**

Prepared By: **Rebecca Brehmer, CFM, CZO – Town Planner**

Overview: Flybridge Swansboro LLC has submitted an application for a future land use map amendment. The amendment proposed would change the sites located at Tax Parcel ID 019494 and 027733 from a RA (rural/agricultural) designation to a Suburban Town Center designation.

This is one of three steps (1. CAMA Future Land Use Plan Amendment, 2. Conditional Rezoning, and 3. A Special Use Permit) needing approval for a future mixed-use development project consisting of multifamily housing and commercial outparcels. These parcels of +/- 38.92 acres of land is located directly across from the intersection of W. Corbett Avenue and Belgrade Swansboro Road. The CAMA Future Land Use Map currently designates this land as Rural/Agricultural. Changing the designation to a Suburban Town Center would deem this land suitable for medium to high intensity uses on the NC 24 corridor. It is important to note that this amendment is a crucial step in Flybridge Swansboro, LLC being able to meet one of the four criteria required in a Special Use Permit application, which is needed for multi-family development. The application for a Special Use Permit will be heard at a later date.

This is Flybridge’s second application submittal for this request. The first application was heard by the Planning Board at their January 7, 2025, regular meeting and was denied by the Board of Commissioners at their February 25, 2025, regular meeting. The second submittal for this application was brought before the planning board at their August 5, 2025, regular meeting and tabled until their September 2, 2025, regular meeting for further review. On their September 2, 2025, regular it was recommended for denial to the Board of Commissioners by the Planning Board.

Background Attachment(s):

- 1. Flybridge Future Land Use Map Amendment Application & Narrative
- 2. Aerial Location Map
- 3. CAMA Future Land Use Map
- 4. Resolution 2025-R11 Package

Recommended Action:

- 1. Hold a public hearing
- 2. Motion to approve or deny Resolution 2025-R11 for proposed amendment to the CAMA Land Use Plan Map, changing the site from a RA (rural/agricultural) designation to a Suburban Town Center designation.

Action: _____

Town of Swansboro
601 W. Corbett Avenue Swansboro, NC 28584
 Phone (910) 326-4428 - Fax (910) 326-3101

APPLICATION FOR ZONING & ORDINANCE AMENDMENTS

Check the Appropriate Blank

- ☐ Add a Use to a Zoning District
☐ Remove a Use from a Zoning District
☐ Create a New Zoning District
☒ Future Land Use Map Amendment

Application No. _____

- ☐ Amend Code of Ordinances
☐ Amend Unified Development Ordinance
☒ Zoning District Designation Change

A complete application must be received with the fee by the third Friday prior to the month of review.

Property Owner Name Flybridge Swansboro, LLC Phone # 910-791-6707 (rep)

Address of Zoning Request 1481 W Corbett Ave, Swansboro, NC 28584

Mailing Address PO Box 130, Sanford, NC 27331

Zoning Amendments

Attach a copy of the legal description of the property (including address if assigned) that is requested for a zoning change (i.e. metes and bounds). The application will not be scheduled for review until these items are received.

Provide a list names and mailing address of adjacent property owner on the reverse side of this application. The application will not be scheduled for review until these items are received.

Present Zoning RA (Residential / Agriculture) Desired Zoning Conditional B-1

Probable Use of Property Multi-Family Residential & Commercial

Reason for Zoning Change Request *See attached narrative

Ordinance Amendments

Code Section to be amended _____

Print clearly the code section wordage to be amended _____

Print clearly the code section wordage as suggested _____

Reason for requested amendment _____

Signature Cory Z Date 7/17/25

Future Land Use Map Amendment

Present Future Land Use Category RA Desired Future Land Use Category Suburban Town Center

Use of Property Proposed Multi-Family Residential & Commercial

Reason for Future Land Use Map Change Request *See attached narrative

Town Hall Use Only

Fee Paid \$800 Date Received 7/18/25 Date scheduled for Planning & Zoning Board review 8/5/25

Recommendation from Planning & Zoning Board Denial

Public Hearing Run Dates 9/10 & 9/11 Date of Public Hearing 9/23/25

Effective Date of Change _____ Ordinance Number _____

**Flybridge Swansboro
FLUM Amendment & Conditional Rezoning Narrative**

Subject Site

1481 W Corbett Ave
Swansboro, NC 28584
Tax Parcels: 019494 & 027733
+/- 38.92 Acres

Applicant/Owner Information

Flybridge Swansboro, LLC
PO Box 130
Sanford, NC 27331

Agent Information

Lanier, Fountain, & Ceruzzi
114 Old Bridge St.
Jacksonville, NC 28540
kyle.fountain@lfcattorneys.com
(910) 455-4175

Paramounte Engineering, Inc.
122 Cinema Drive
Wilmington, NC 28403
bschuler@paramounte-eng.com
910-791-6707

Proposal

Flybridge Swansboro, LLC, is requesting to amend the Future Land Use Map and conditionally rezone the subject site in order to construct a mixed-use development consisting of multi-family housing and commercial outparcels. The multi-family housing is also required to obtain a Special Use Permit.

The subject site is located on Hwy 24/W Corbett Ave near the intersection of Hwy 24 and Belgrade-Swansboro Rd. The subject site consists of two parcels totaling approximately 39 acres of land. The property was previously used for single-family residential and agricultural purposes.

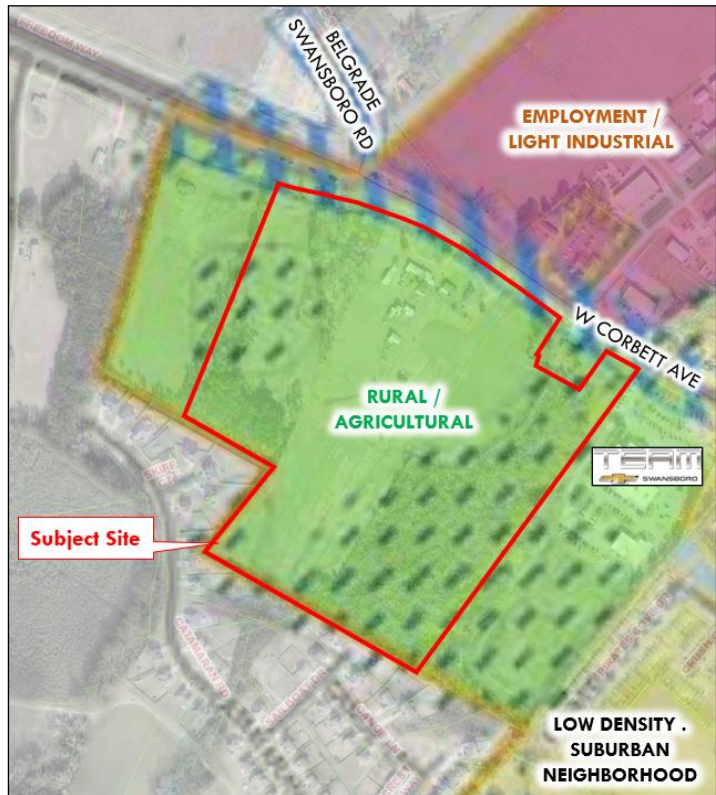
This proposal would amend the site's future land use classification to Suburban Town Center (STC) and rezone the property to a Conditional B1 district.

Future Land Use Map Amendment

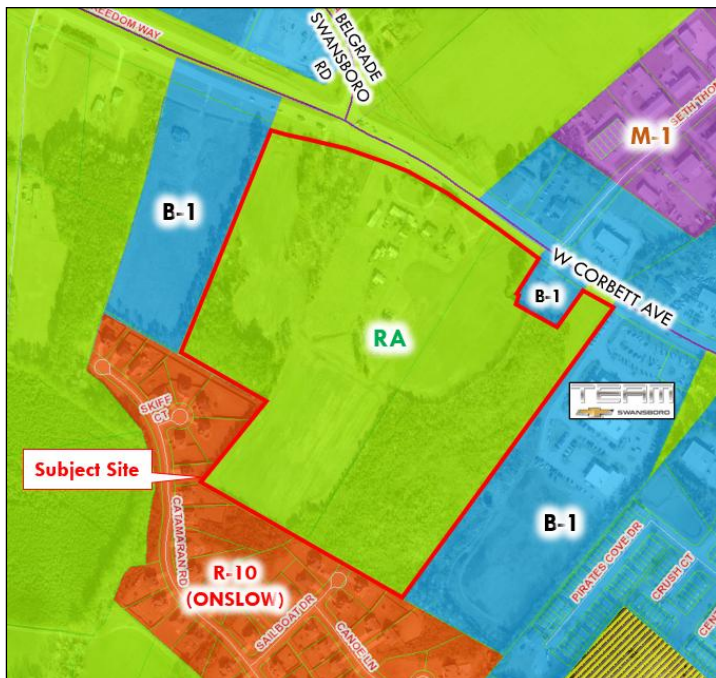
While the subject site is currently classified as Rural / Agricultural on the Future Land Use Map, its direct access to a major commercial corridor at a signalized intersection, along with existing and planned growth of the area make it more suitable for a mixed-use development. The Hwy 24 corridor heading east into Swansboro consists of many highway business land uses including grocery stores and large retailers, restaurants, car dealerships, offices, and auto service businesses. The CAMA Land Use Plan also recommends land directly across of the subject site to be developed for employment and light industrial uses.

In addition, the only other properties in this area classified as Rural / Agricultural are currently zoned for commercial purposes, with one of these properties having been developed with a Chevrolet dealership. The land directly across the site is also classified for Employment and Light Industrial development.

Future Land Use Map:



Zoning Map:



The applicant is requesting to amend the site's classification on the Future Land Use Map from Rural / Agricultural to Suburban Town Center. The Suburban Town Center is a highway commercial designation that promotes medium to high intensity uses on the NC 24 corridor and is in keeping with the existing land uses along the corridor. Specially the Suburban Town Center promotes:

- Commercial activities nodes that are more auto-oriented such as the intersections of Hammocks Beach Road or Queen's Creek Road with NC 24.
- Access to several businesses via easements, sidewalks, or a secondary road network.
- Mix of uses including higher density residential (up to 12 dwellings per acre) including townhomes and market-rate apartments with access to major thoroughfares and existing utilities.
- Development opportunities on greenfields or underutilized sites.
- Commercial services that supply the community and larger geographic area.
- Secondary internal street network to reduce curb cuts and turning movements along the major thoroughfare.
- Sidewalks throughout the development.

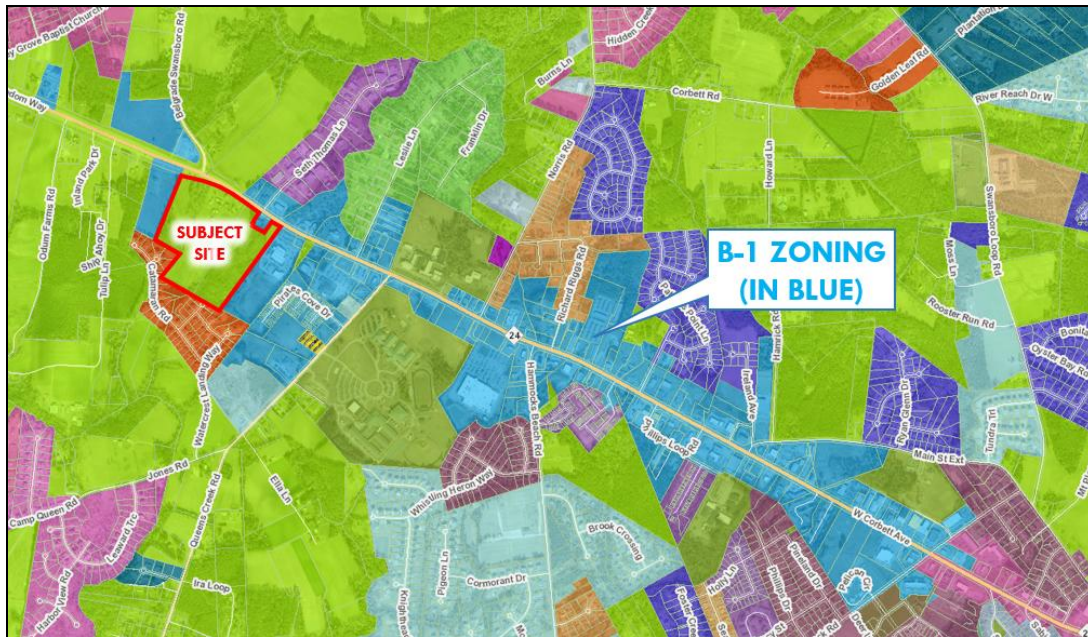
The site's location adjacent to a signalized intersection on NC 24 is consistent with the character of the Suburban Town Center classification, allowing convenient access to the community and surrounding area. In addition, the site's area of +/- 39 acres will allow for a mixture of uses, several commercial businesses, and an internal secondary road network. The mixture of uses positions people closer to the goods and services offered by the current and future commercial development, which helps reduce travel times and promotes alternative travel methods like walking and biking.

Conditional Rezoning

The applicant is requesting to rezone the site to a Conditional B1 district in order to construct a mixed-use development consisting of 300 multi-family units and five commercial outparcels. The multi-family units are proposed to be phased, with 168 units being constructed in the first phase and the remaining 132 units being constructed in the second phase. The proposed commercial district is consistent with the current zoning of the Hwy 24 corridor. As shown below, the vast majority of property along Hwy 24 is currently zoning B-1.

Following the goals of the Suburban Town Center classification, the proposed concept plan has been designed to provide for a secondary street network to reduce curb cuts on NC 24 and includes an internal sidewalk network. In addition, the proposed multi-family density at 9.6 dwellings per acre complies with the recommended maximum of 12 dwellings per acre for the Suburban Town Center classification.

The concept plan has been laid out to provide additional separation between the adjacent residential housing and proposed multi-family buildings. In addition to stormwater facilities being proposed along the rear portion of the site, existing jurisdictional wetlands will be preserved along the eastern side, contributing to a natural buffer.



A Traffic Impact Analysis has been completed for the proposal and approved by NCDOT. The project will make several improvements to the adjacent roadway including the installation of right turn lanes at the project's entrances, and the extension of existing turn lanes at the NC 24/Belgrade-Swansboro Road intersection. Signal timing will also be optimized at this intersection and at the NC 24/Queens Creek Road intersection.

Overall, the proposed rezoning would be consistent with the current zoning of the Hwy 24 corridor and with the Suburban Town Center classification. The proposed development is designed to reduce impact to the surrounding residential housing, and will make improvements to the adjacent roadway system.

Parking Narrative

In accordance with standards for Conditional Rezoning, the proposal includes a variation from the off-street parking requirements for multi-family housing.

According to the Institute of Transportation Engineers (ITE) Parking Generation Manual, the proposed multi-family housing would generate an average parking peak of 1.27 vehicles per unit (381 spaces), and an 85th percentile demand of 1.59 vehicles per unit (477 spaces).

In addition, of the 300 units, 117 will be 1-bedroom units (39% of the units). The remaining units will consist of 150 2-bedrooms units (50%) and 33 3-bedroom units (11%). Overall, the proposal will include 516 bedrooms, which is less than the provided 569 parking spaces.

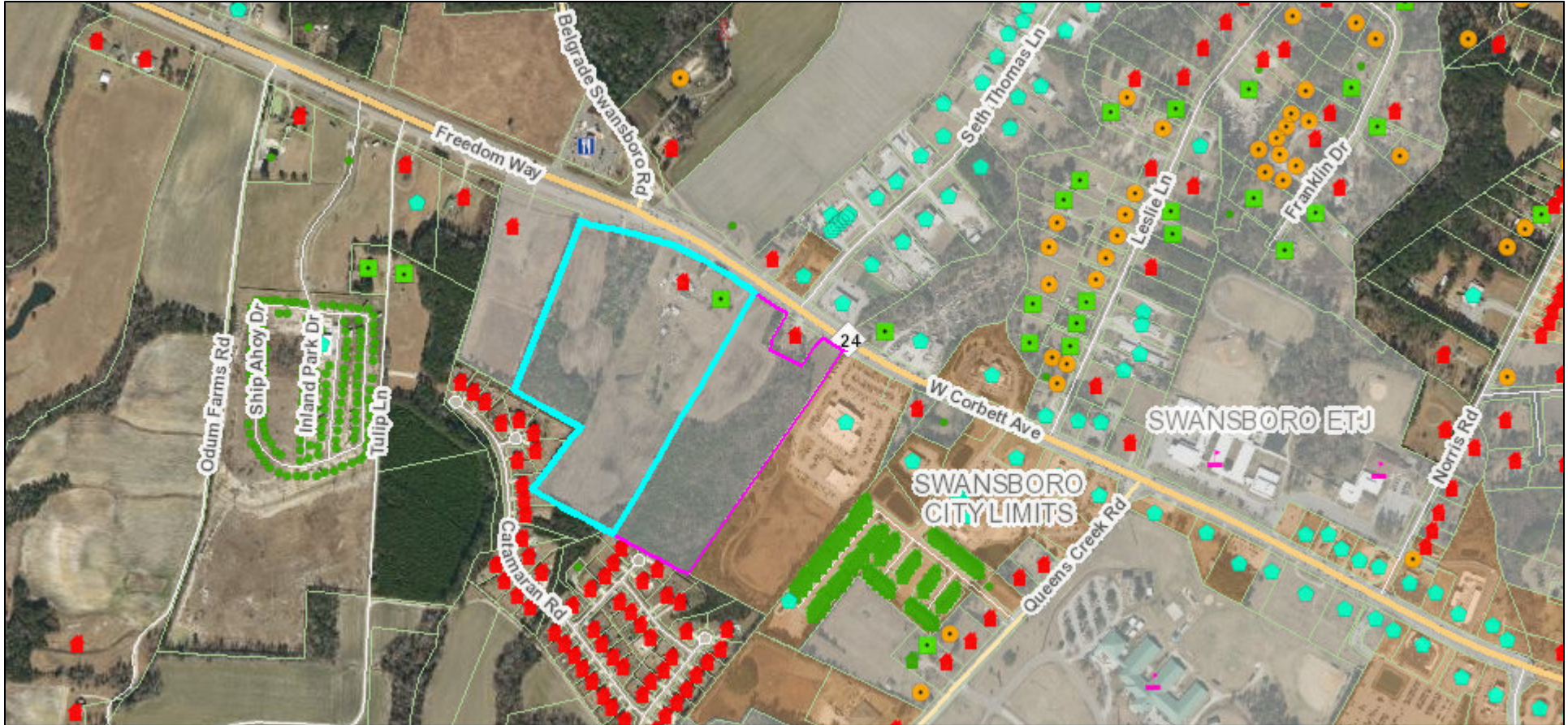
Therefore, the proposed parking ratio of 1.9 spaces per unit (569 spaces) would accommodate the parking need for the proposal. By reducing the required parking, the proposal reduces unneeded impervious surface allowing for additional green/open space to be provided.

Owner:
FLYBRIDGE SWANSBORO LLC

Mailing Address:
PO BOX 130
SANFORD NC 27331-0130

July 31, 2023
Item V - a.

NC PIN: 535503221934
Map Number: 1313-101
Parcel ID: 019494



General Information

Total Acres: 24.33
Land Value: \$ 0
Bldg Value: \$ 0
Market Val: \$ 0
Heated Sqft: 1810
of Bedrooms: 4
Year Built: 0
Nbhd Code: 4276
Improv Code: R
Township: SWANSBORO
City Limit: UNINCORPORATED ONSLOW
Fire District: NORTHEAST
Subdivision: NO SUBDIVISION RECORDED
Property Desc: 24.33AC TR W CORBETT AVE
Plat Book: 00NO-SUBDIV

Physical Address: 1481 W CORBETT AVE

WARNING: THIS IS NOT A SURVEY

This map was prepared for the inventory of real property found within jurisdiction, and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary sources should be consulted for verification of the information contained on this map. The County and mapping company assume no legal responsibility for the information contained on this map.

Last Sale Info:

Deed Ref: 5998 / 846
Sale Price: \$ 2200000
Sale Date: 14-JUL-23



Onslow County
Geographical Information Services
234 NW Corridor Blvd
Jacksonville, NC 28540
(910) 937-1190
gis@onslowcountync.gov



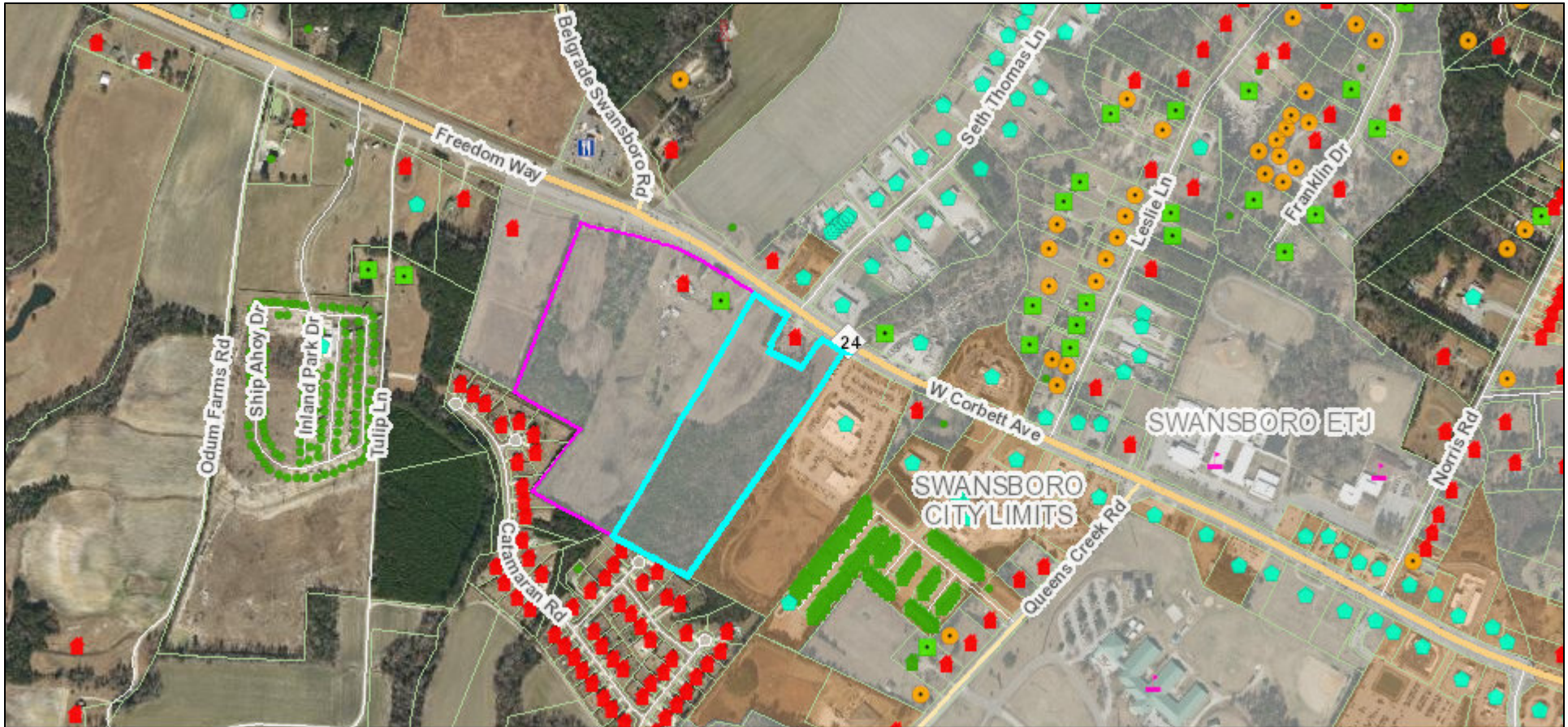
0 285 570 1,140 1,710 Feet

Owner:
FLYBRIDGE SWANSBORO LLC

Mailing Address:
PO BOX 130
SANFORD NC 27331-0130

July 31, 2023
Item V - a.

NC PIN: 535503227635
Map Number: 1313-100
Parcel ID: 027733



General Information

Total Acres: 14.59
Land Value: \$ 0
Bldg Value: \$ 0
Market Val: \$ 0
Heated Sqft:
of Bedrooms:
Year Built:
Nbhd Code: 4276
Improv Code: R
Township: SWANSBORO
City Limit: UNINCORPORATED ONSLOW
Fire District: NORTHEAST
Subdivision: NO SUBDIVISION RECORDED
Property Desc: NC 24
Plat Book: 00NO-SUBDIV

Physical Address:

W CORBETT AVE

WARNING: THIS IS NOT A SURVEY

This map was prepared for the inventory of real property found within jurisdiction, and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary sources should be consulted for verification of the information contained on this map. The County and mapping company assume no legal responsibility for the information contained on this map.

Last Sale Info:

Deed Ref: 6000 / 183
Sale Price: \$ 525000
Sale Date: 17-JUL-23















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Geographical Information Services
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0 285 570 1,140 1,710 Feet



Legend

-  Urban Waterfront
 -  Road Centerlines
 -  Town Limits
 -  Extraterritorial Jurisdiction (ETJ)
- ### Future Land Use Designations
-  Traditional Town Center (TTC)
 -  Suburban Town Center (STC)
 -  Coastal Traditional Neighborhood (CTN)
 -  Low Density / Suburban Neighborhood (LDSN)
 -  Rural / Agricultural (RA)
 -  Employment / Light Industrial (ELI)
 -  Conservation Priority Area (CPA)
 -  Gateway Corridor (GC)

SWANSBORO CAMA LAND USE PLAN UPDATE

- Future Land Use -

Date printed: 2/12/2020



Adopted: January 22, 2019
Amended: June 8, 2020

STAFF-SUGGESTED BOC FORM OF ACTION *(RESOLUTION)
TO NOT APPROVE THE COMP PLAN AMENDMENT

“RESOLUTION # 2025-R11

A RESOLUTION TO NOT APPROVE AN APPLICATION TO AMEND THE COMPREHENSIVE (CAMA)
 PLAN OF THE TOWN OF SWANSBORO

WHEREAS, Flybridge Swansboro, LLC (“the Applicant”) has submitted a proposal to amend the CAMA Land Use Plan of the Town of Swansboro, specifically, the Future Land Use Plan Component (FLUP) with respect to approximately 39 acres having Tax Parcel ID 019494 & 027733, and situated on U.S Highway# 24 /W. Corbett Avenue near the intersection of #24 and Belgrade-Swansboro Road (“the subject property”); and

WHEREAS, the Applicant has proposed that the FLUP be amended from a Rural/Agricultural to a Suburban Town Center classification;

WHEREAS, in accordance with applicable statutes and Town ordinances, the Applicant’s proposal to amend the FLUP, together with the Applicant’s proposal to rezone the subject property from its current zoning to a B-1 Conditional zoning classification, has been referred to and considered by the Planning Board for a recommendation;

WHEREAS, on September 2, 2025, the Planning Board voted to recommend to the Board of Commissioners that the Applicant’s proposal to amend the FLUP be disapproved;

WHEREAS, on September 23, 2025, a public hearing was held pursuant to N.C.G.S 160D, Article 6, to consider the Applicant’s proposal that the FLUP be amended;

WHEREAS, at the public hearing, the Applicant presented its proposal to amend the FLUP, and presentations for and against the proposal were received.

NOW, THEREFORE, following the conclusion of the public hearing, and after full consideration of the Applicant’s proposal, all materials submitted and arguments for and against the proposal, and with due consideration given to the Planning Board’s recommendation on the proposal, the Board of Commissioners has determined and hereby Resolves that the Applicant’s proposal that the Comprehensive (CAMA) Plan of the Town of Swansboro be amended to provide that the subject property be re-classified in the Future Land Use Plan from Rural/Agricultural to Suburban Town Center, is hereby **DENIED.**”

Adopted this 23rd day of September 2025.

 William Justice, Mayor

Attest:

 Alissa Fender, Town Clerk

Effective: Upon adoption.

**Staff note:* While the above resolution is suggested and recommended, non-approval/denial is not legally required to be in resolution form. Also, failure to achieve a majority vote is tantamount to denial, that is, the Comprehensive Plan remains unchanged.

STAFF-SUGGESTED BOC FORM OF ACTION (RESOLUTION)
TO APPROVE THE COMP PLAN AMENDMENT

“RESOLUTION # 2025-R11

**A RESOLUTION TO AMEND THE COMPREHENSIVE (CAMA) PLAN OF
 THE TOWN OF SWANSBORO**

WHEREAS, Flybridge Swansboro, LLC (“the Applicant”) has submitted a proposal to amend the CAMA Land Use Plan of the Town of Swansboro, specifically, the Future Land Use Plan Component (FLUP) with respect to approximately 39 acres having Tax Parcel ID 019494 and 027733, and situated on U.S Highway# 24/W. Corbett Avenue near the intersection of #24 and Belgrade-Swansboro Road (“the subject property”); and

WHEREAS, the Applicant has proposed that the FLUP be amended from a Rural/Agricultural to a Suburban Town Center classification;

WHEREAS, in accordance with applicable statutes and Town ordinances, the Applicant’s proposal to amend the FLUP, together with the Applicant’s proposal to rezone the subject property from its current zoning to a B-1 Conditional zoning classification, has been referred to and considered by the Planning Board for a recommendation;

WHEREAS, on September 2, 2025, the Planning Board voted to recommend to the Board of Commissioners that the Applicant’s proposal to amend the FLUP be disapproved;

WHEREAS, on September 23, 2025, a public hearing was held pursuant to N.C.G.S 160D, Article 6, to consider the Applicant’s proposal that the FLUP be amended;

WHEREAS, at the public hearing, the Applicant presented its proposal to amend the FLUP, and presentations for and against the proposal were received.

NOW, THEREFORE, following the conclusion of the public hearing, and after full consideration of the Applicant’s proposal, all materials submitted and arguments for and against the proposal, and with due consideration given to the Planning Board’s recommendation on the proposal, the Board of Commissioners has determined and hereby Resolves as follows:

1. The Comprehensive (CAMA) Plan of the Town of Swansboro should be, and hereby is, Amended to provide that the subject property be re-classified in the Future Land Use Plan component of the CAMA Plan, from Rural/Agricultural to Suburban Town Center; and
2. This Amendment to the Plan be noted by addenda in published and on-line versions of the Town’s Comprehensive Plan.”

Adopted this 23rd day of September 2025.

 William Justice, Mayor

Attest:

 Alissa Fender, Town Clerk

Effective: Upon CAMA approval of amendment



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Zoning Map Amendment to rezone parcels on W. Corbett Avenue from RA to B-1 Conditional Zoning**

Board Meeting Date: **September 23, 2025**

Prepared By: **Rebecca Brehmer, CFM, CZO – Town Planner**

Overview: Flybridge Swansboro LLC seeks a conditional rezoning for +/- 38.92 acres on parcels of land identified as Tax Parcel ID 019494 and 027733, from RA (Residential/Agricultural) to B-1 CZ (Business Conditional Zoning) to develop a proposed multi-family and commercial project.

This is Flybridge's second application submittal for this request. The first application was heard and recommended for denial to the Board of Commissioners by the Planning Board at their January 7, 2025, regular meeting and was withdrawn by developer at the Board of Commissioners February 25, 2025, regular meeting. The second submittal for this application was brought before the Planning Board at its August 5, 2025, regular meeting and tabled until their September 2, 2025, regular meeting for further review at which time it was recommended for denial to the Board of Commissioners by the Planning Board. Please see attached Staff Analysis for further details.

Background Attachment(s):

1. Staff Analysis
2. TRC (Technical Review Committee) Comments
3. Flybridge Conditional rezoning Application & Narrative
4. Flybridge Concept Plan
5. Flybridge Building Elevations
6. Community meeting report
7. Traffic Impact Analysis (The updated TIA was required by the Town, but not initially by the NCDOT. The updated study has yet to be thoroughly reviewed.)
8. Sealed memo & addendum from town traffic engineer on TIA approval
9. Comprehensive Plan Consistency Statement
10. Ordinance 2025-O8 & Motion Package

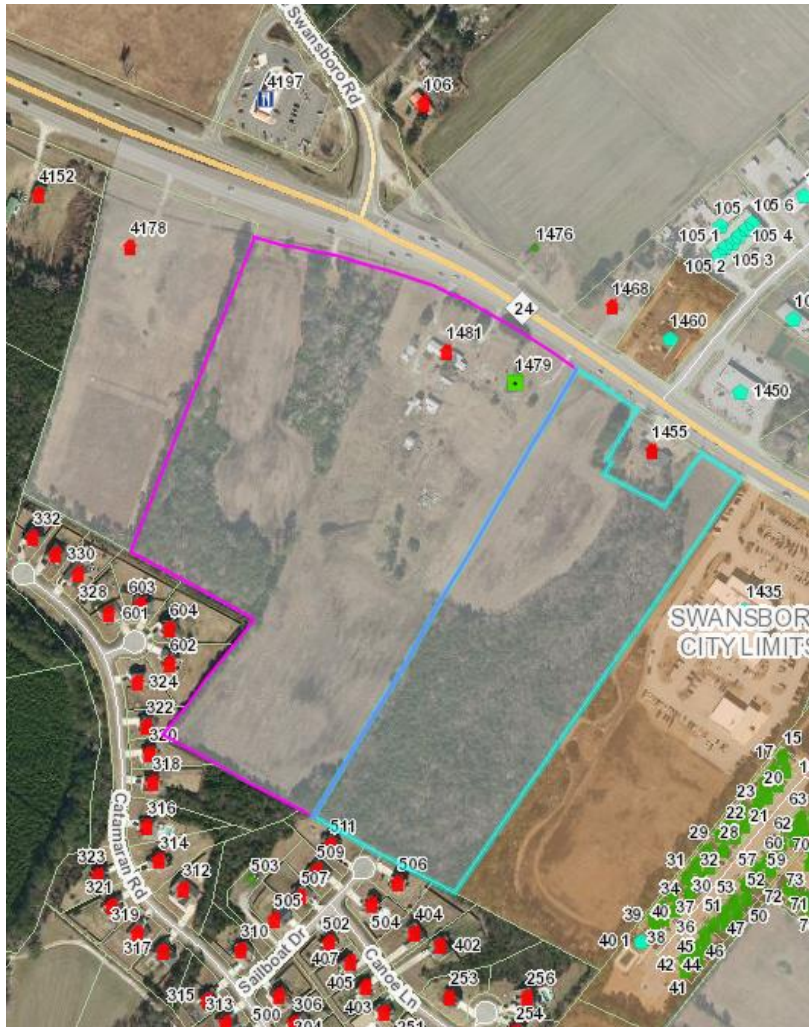
Recommended Action:

1. Hold a public hearing
2. Motion to approve or deny Ordinance 2025-O8 for conditional rezoning of Tax Parcel ID 019494 and 027733, from RA (Residential/Agricultural) to B-1 CZ (Business Conditional Zoning).

Action: _____

Flybridge

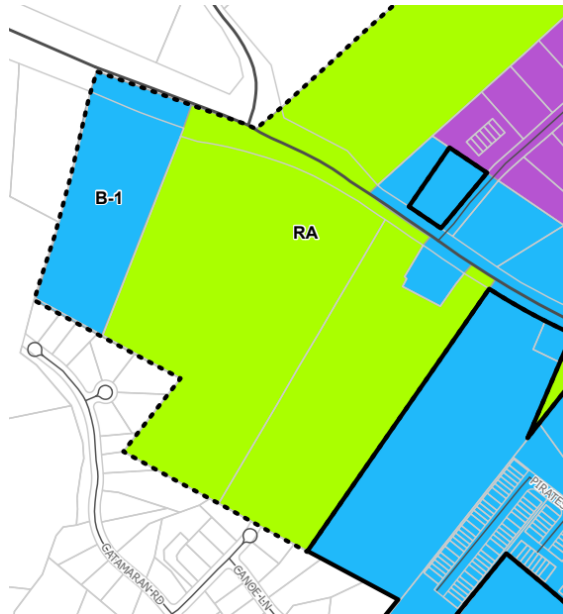
At Tax Parcel ID 019494 and 027733, the proposed mixed-use development will consist of 300 multi-family units, and five commercial outparcels on approximately +/- 38.92 acres of land. This parcel of land is in Swansboro's extra territorial jurisdiction and does fall under Swansboro's planning jurisdiction.



To start, developers for Flybridge have applied for a conditional rezoning and a future land use map amendment (please see application attached). Currently, the parcel is zoned RA (residential-agricultural) and is also labeled as RA (rural/agricultural) on Swansboro's Future Land Use Map. In order to meet zoning and planning requirements, they are requesting to be rezoned to Conditional B-1 (business) and have the Future Land Use Map be amended to Suburban Town Center (highway commercial). These parcels are surrounded on either side by properties zoned B-1. Conditional rezonings differ from your standard rezoning process in that it allows the Town to enter in discussion with the developer to agree on conditions in order to meet desired development and typically is used to preserve environmentally sensitive areas such as wetlands. In return, the developers are granted some flexibility in zoning requirements such as lot sizes,

setbacks, and building heights. It is important to note that developers must offer these conditions or officially indicate, on the record, that it consents to any revised or additional condition under consideration.

Town Zoning Map and Legend



Town Limits	ZONING	CON	O-I	R-6
Extraterritorial Jurisdiction	B-1	G/E	PUD	R-6SF
Swansboro Historic District	B-2	M-1	R-10SF	R-8SF
Parcels	B-2HDO	MHS	R-20SF	RA
	B-3	MHS-15SF	R-40SF	

Swansboro Future Land Use Map and Legend



Legend

Urban_Waterfront
Road Centerlines
Town Limits
Extraterritorial Jurisdiction (ETJ)
Future Land Use Designations
Traditional Town Center (TTC)
Suburban Town Center (STC)
Coastal Traditional Neighborhood (CTN)
Low Density / Suburban Neighborhood (LDSN)
Rural / Agricultural (RA)
Employment / Light Industrial (ELI)
Conservation Priority Area (CPA)
Gateway Corridor (GC)

Steps needed for approval:

1. Two community meetings held by developers to inform citizens on proposed development (this is a requirement of conditional rezoning and mailed notice was sent out to all who live in a mile radius of the site). This is not a Town sponsored meeting, and no decisions are made at this meeting.

After community meetings are completed:

2. Future Land Use Map amendment to Suburban Town Center and;
3. Conditional rezoning to B-1

Items 2 and 3 will be heard first at the Planning Board and then at the Board of Commissioners in September depending on if the Planning Board decides to table discussion/recommendation for any reason. With approval of both step 2 and 3 from the Board of Commissioners, they will then move to step 4.

4. Technical Review Committee which is a staff level review of Site Plan.

Once TRC review is complete and Site Plan is approved;

5. Special Use Permit will need to be granted. Multi-family development, apartments in this case, is only a permitted use with a Special Use Permit in B-1.

The Special Use Permit application will first go to the Planning Board for review and recommendation and then go to the Board of Commissioners for approval or denial.

History:

This is Flybridge's second application submittal for this request of a CAMA Future Land Use amendment and conditional rezoning. The first application for a CAMA Future Land Use amendment was heard by the Planning Board at their January 7, 2025, regular meeting and was denied by the Board of Commissioners at their February 25, 2025, regular meeting. The first application for conditional rezoning was heard and recommended for denial to the Board of Commissioners by the Planning Board at their January 7, 2025, regular meeting and was withdrawn by developer at the Board of Commissioners February 25, 2025, regular meeting.

The second submittal for these items was brought before the Planning Board at their August 5, 2025, regular meeting and was tabled for further review until their September 2, 2025, regular meeting. At their September 2, 2025, regular meeting, the Planning Board recommended denial to the Board of Commissioners for both items.

TIA review by town traffic engineer and NCDOT:

Regarding the required traffic impact analysis for this project, Jeff Hochanadel with the Timmons Group (town traffic engineer) along with engineers at NCDOT reviewed, made comments, and required improvements be made by the developer. The NCDOT approval letter (attached in agenda) of Flybridge TIA was reviewed and approved by our town engineer as well. The sealed report outlining this review and approval from our traffic engineer is included in the agenda.

See excerpts from the CAMA Future Land Use Plan for Rural/Agricultural (current designation) and Suburban Town Center (proposed designation)

5

RURAL / AGRICULTURAL (RA)

Respect for agricultural lands was determined to be an important character of the Swansboro area. Rural views and working farms were once a major component of the landscape. Contrary to common conception, farms are not idyllic gardens or “neighborhoods waiting to develop” but are an almost industrial-type use where soil is worked and food/products are grown and harvested by large machines. Higher, flatter, drier areas are often the first to be consumed by development, and that has occurred in Swansboro, even as recently as the construction of the new high school. Preservation of existing agricultural areas was therefore prioritized with the creation of a FLU designed to protect these landscapes.

CHARACTER

Residential structures are typically separated from each other by large yards and/or working farms that may contain industrial-style structures like pole barns or large metal sheds. Farm equipment and machinery is likely to be found stored outside either year-round or in between jobs. Landscaping is often sparse and generally is subservient to the uses on the farms.

ACCESS AND CIRCULATION

Characterized by rural roads with ditches and very little accommodation for pedestrians. Additional right-of-way may be reserved if the road is a rural thoroughfare, or likely to be widened and improved in the future.



Example of a rural homestead



Agricultural field

SETBACKS

Setbacks for residential structures often mimic Low Density/Suburban Neighborhood (LDSN), but setbacks for industrial structures should be closer to or greater than those found in Employment / Light Industrial (ELI). Minimum setbacks are often exceeded by nonresidential structures, which are located to facilitate work operations. Farm buildings often also function as repair shops, storage facilities, and limited processing operations, and so should be treated (and buffered) as such.

MASSING AND BUILDING HEIGHTS

Usually lower height structures, especially for residential, although some non-residential structures will likely be two stories tall to accommodate larger farm equipment.

BLOCKS

Maximum block lengths must not exceed twice the specifications found in Coastal Traditional Neighborhoods, regardless of density of development. This is especially relevant when connecting to existing roads which are or will be thoroughfares or collectors of any sort, including residential collectors. The appropriate block length will allow the neighborhood to evolve as the town grows and changes through time.

PARKING

Off-street parking is prevalent in this area. It is not uncommon to have informal parking areas associated with farm operations. Residential uses will have parking consistent with their zoning.

APPROPRIATE DENSITY

- » Lower densities that are separated by working agricultural areas.
- » Up to 4 dwellings per acre of any type of residential within a 1/2-mile walking distance of any Town Center area or within 1/4 mile walking distance of a Coastal Traditional Neighborhood area, whichever is greater (i.e. - allows increased densities to more property).
- » Up to 4 dwellings per acre of any type residential within a 1/4-mile walking distance



Example of Rural Agricultural (RA)

of a public park of 5 acres or more in size, if there is improved pedestrian access.

- » Up to 0.2 dwellings per acre in all other areas.

REPRESENTATIVE AREAS

- » Farmland and residential homes on Howard Lane
- » And to a lesser degree, on Corbett Road, Ella Lane, and some areas along Swansboro Loop Road

OTHER CONCERNS

The lower density of development in RA will quickly consume land in this area when it is developed and may inadvertently displace residential demand and development to just outside the town's ETJ. This may be exacerbated by the availability of water and sewer services, and potentially lower lot size requirements. The Town should coordinate with the County and ONWASA to avoid this outcome.

Additionally, a restriction on density within the town which provides municipal services (i.e. - parks, streets, water, sewer, police, etc.) may consume a large amount of land and return a lower amount of revenue (property taxes) that is used to support those municipal services. Generally speaking, higher density lots will provide greater return on investment (property taxes) to support the services that the town provides.

5

SUBURBAN TOWN CENTER (STC)

These areas are meant to be commercial activity nodes that are more auto-oriented such as the intersections of Hammocks Beach Road or Queen's Creek Road with NC 24. In well-designed projects, a person can patronize several businesses via access easements between businesses, a secondary road network, or on foot. Uses may be mixed, generally are larger in scale and include higher density residential including townhomes, market-rate apartments with access to major thoroughfares and existing utilities. Office, civic and institutional uses may be incorporated into this land use class. Development opportunities may occur on greenfields or sites with underutilized uses ripe for redevelopment.

CHARACTER

This auto-oriented business district, located at nodes along NC 24, supplies goods and services used by the community over the course of a week or month. These businesses are often supported by customers over a large geographic area and may be a regional draw. Uses may be mixed - often mixed horizontally - outlots and larger-scale (ex - grocery, larger-scale retail up to a certain square footage, etc.). While vehicular traffic dominates, all modes of travel are accommodated.

ACCESS AND CIRCULATION

Access management from major thoroughfares is key and the creation of a secondary internal street network can relieve or reduce the number of curb cuts and turning movements. Access to private or shared

Variety of scale and character for commercial development





Example of Suburban Town Center (STC)

parking, cross-access and shared driveways between adjacent businesses should be required in order to reduce traffic congestion. There are limited on-street parking opportunities.

Complete streets should be utilized, including bicycle and pedestrian infrastructure. Sidewalks should be included on all roads and from the main roads to business entrances. Ideally, sidewalks will be separated from traffic lanes by landscaping which is also used to screen the parking areas. Inter-parcel access is paramount for improving traffic circulation between developments and adjacent parcels of land.

SETBACKS

Large developments should be presented as a cohesive plan and can be implemented in phases. Smaller lot development is characterized by moderate setbacks which can accommodate vehicular circulation. Access between parcels is required. Parking may be either allowed or discouraged between the main structure and the streets, depending on context, but should be screened with landscaping.

MASSING AND BUILDING HEIGHTS

Scale is important. Large buildings setback behind a field of parking a couple hundred feet from the road is not the desired aesthetic expressed by the community. Minimum heights and maximum setbacks should be considered along thoroughfares. The orientation of entrances

to other buildings to create "spaces" that are "places" is important.

PARKING

Parking is primarily accommodated in private lots for each business or building. Some on-street parking may be present, but likely only in targeted areas.

APPROPRIATE DENSITY / INTENSITY

This district has a moderate level of density with:

- » Up to eight dwellings per acre single family detached residential.
- » Up to 12 dwellings per acre multi-family residential.
- » Development of this intensity should employ stormwater control measures that exceed the State stormwater control standards, and may include solutions that are shared between several properties. With increased density, the minimum elements of the Watershed Plan should be addressed:
 - » Identify pollution sources that need control measures
 - » Identify and detail reduction load and measures necessary to meet water quality standards
 - » Detailed management activities and the expected outcome
 - » Utilize green infrastructure



• Friendly City by the Sea •
Established 1783

www.swansboro-nc.org

Board of Commissioners

John Davis
Mayor

William Justice
Mayor Pro Tem

Jeffrey Conaway
Commissioner

Douglas Eckendorf
Commissioner

Joseph Brown
Commissioner

Patricia Turner
Commissioner

Interim Town Manager

Jon Barlow
tnmgr@ci.swansboro.nc.us

Town Clerk

Alissa A. Fender, MMC
afender@ci.swansboro.nc.us

9/16/24

Flybridge
1481 W Corbett Ave
TRC 1st Submittal Comments

Provide the following items and required changes and notes on your site plan:

Fire Department- Jacob Randall, Fire Chief

- Comments attached on separate page.

ONWASA- Wynnee Ray, Technical Operations Supervisor

- Plans need to be submitted separately, and comments will be sent to you by ONWASA under separate cover. ONWASA plan approval is needed in order for site plan to be signed off on.

Public Works- Gerlad Banks, Public Works Director

- Further review of stormwater plans needed after complete stormwater details are submitted.

Building Department-Paul Ingram, Building Inspector

- No comments at this point in the process, further review needed with more detailed Site Plan and with Building Plans.

Police Department-Dwanve Taylor, Police Chief

- Updates need to be made to the site plan to reflect TIA (see notes from traffic engineer attached).
- What are the proposed speed limits for the streets?
- Please provide a detailed lighting plan.

Planning Department- Rebecca Brehmer, Planner

- More detail needs to be provided, please refer to Appendix IV from our UDO (attached) and review all requirements needed in the Zoning Permit/Site Plan column.
- The Site Plan needs to be sealed by an engineer.
- Please check the numbering of buildings, there is no building 2.
- Is this a gated community? If so, there will need to be further discussion with the Fire Chief as well as ONWASA.
- Swansboro has a max height of 35' for all new buildings, please reflect that on Site Plan.
- Please provide proposed Street names.
- All State sign offs and permits needed before Site Plan approval.



Town of Swansboro Fire Department
609 West Corbett Avenue
Swansboro, NC 28584
(910)326-5908



Item V - b.

August 26, 2024

Plan Review Comments (Fly Bridge)

Site Plan

1. Due to the project's complexity, please provide a dedicated page of the plans that provides the following items.
 - a. Fire Hydrants
 - b. Size and location of water mains
 - c. Fire Department Connections (FDCs) – Sprinklers & Standpipes
 - i. Located within 50' of a Fire Hydrant
 - ii. Remotely Located outside of the Collapse Zone
 - iii. Properly Labeled
 - iv. Equipped with a 5" Storz Adapter
 - d. Fire Lane/Access Roadway Widths
 - i. Minimum Width 26' {In Front of All Structures and Fire Protection Features}
 - ii. It shall have surface material rated for 75,000 lbs and be maintained during all weather conditions.
 - e. Fire Flow for each building
 - f. Egress-Access Roads – Shall not be spaced closer than ½ the distance of the parcel (Measured Diagonally).
 - g. Plan Legend
2. Any dead-end road exceeding 150' shall be designed to have a turnaround for all emergency vehicles.
3. All areas designated as Fire Apparatus Roads, directly in front of Fire Protection Equipment (Hydrants, FDCs), shall have appropriate street signs and markings identifying them as Fire Lane.
4. Is this a gated community?
5. Provide tentative addressing (Building 2 Label is Missing) – if applicable.



Town of Swansboro Fire Department
609 West Corbett Avenue
Swansboro, NC 28584
(910)326-5908



Item V - b.

6. No Traffic Calming Devices shall be permitted unless approved by the Chief Fire Code Official.
7. Please ensure landscaping is designed to provide clear working space and at least 36" visibility around all fire protection equipment/fire hydrants.
8. Identify any "community grilling" locations (if applicable) construction to provide a clear and defensible space, not less than 6', around the area with an approved charcoal disposal container. These shall not be constructed within 50' of a structure.

Building Plan – Include

Below are a few items, not all, to ensure they are included on the building plans.

1. Identify the location of the Knox Box Key System for each structure.
2. Location of all sprinkler Riser Rooms and Alarm Panel Locations.
3. Fire Suppression System Drawings (Sprinkler & Standpipes)
4. Fire Alarm Drawings
5. Fire Extinguisher Locations (Will require one by the community grilling area – if applicable)

Town of Swansboro
601 W. Corbett Avenue Swansboro, NC 28584
 Phone (910) 326-4428 - Fax (910) 326-3101

APPLICATION FOR ZONING & ORDINANCE AMENDMENTS

Check the Appropriate Blank

- ☐ Add a Use to a Zoning District
☐ Remove a Use from a Zoning District
☐ Create a New Zoning District
☒ Future Land Use Map Amendment

Application No. _____

- ☐ Amend Code of Ordinances
☐ Amend Unified Development Ordinance
☒ Zoning District Designation Change

A complete application must be received with the fee by the third Friday prior to the month of review.

Property Owner Name Flybridge Swansboro, LLC Phone # 910-791-6707 (rep)

Address of Zoning Request 1481 W Corbett Ave, Swansboro, NC 28584

Mailing Address PO Box 130, Sanford, NC 27331

Zoning Amendments

Attach a copy of the legal description of the property (including address if assigned) that is requested for a zoning change (i.e. metes and bounds). The application will not be scheduled for review until these items are received.

Provide a list names and mailing address of adjacent property owner on the reverse side of this application. The application will not be scheduled for review until these items are received.

Present Zoning RA (Residential / Agriculture) Desired Zoning Conditional B-1

Probable Use of Property Multi-Family Residential & Commercial

Reason for Zoning Change Request *See attached narrative

Ordinance Amendments

Code Section to be amended _____

Print clearly the code section wordage to be amended _____

Print clearly the code section wordage as suggested _____

Reason for requested amendment _____

Signature Cory Z Date 7/17/25

Future Land Use Map Amendment

Present Future Land Use Category RA Desired Future Land Use Category Suburban Town Center

Use of Property Proposed Multi-Family Residential & Commercial

Reason for Future Land Use Map Change Request *See attached narrative

Town Hall Use Only

Fee Paid \$800 Date Received 7/18/25 Date scheduled for Planning & Zoning Board review 8/5/25

Recommendation from Planning & Zoning Board Denial

Public Hearing Run Dates 9/10 & 9/11 Date of Public Hearing 9/23/25

Effective Date of Change _____ Ordinance Number _____

**Flybridge Swansboro
FLUM Amendment & Conditional Rezoning Narrative**

Subject Site

1481 W Corbett Ave
Swansboro, NC 28584
Tax Parcels: 019494 & 027733
+/- 38.92 Acres

Applicant/Owner Information

Flybridge Swansboro, LLC
PO Box 130
Sanford, NC 27331

Agent Information

Lanier, Fountain, & Ceruzzi
114 Old Bridge St.
Jacksonville, NC 28540
kyle.fountain@lfcattorneys.com
(910) 455-4175

Paramounte Engineering, Inc.
122 Cinema Drive
Wilmington, NC 28403
bschuler@paramounte-eng.com
910-791-6707

Proposal

Flybridge Swansboro, LLC, is requesting to amend the Future Land Use Map and conditionally rezone the subject site in order to construct a mixed-use development consisting of multi-family housing and commercial outparcels. The multi-family housing is also required to obtain a Special Use Permit.

The subject site is located on Hwy 24/W Corbett Ave near the intersection of Hwy 24 and Belgrade-Swansboro Rd. The subject site consists of two parcels totaling approximately 39 acres of land. The property was previously used for single-family residential and agricultural purposes.

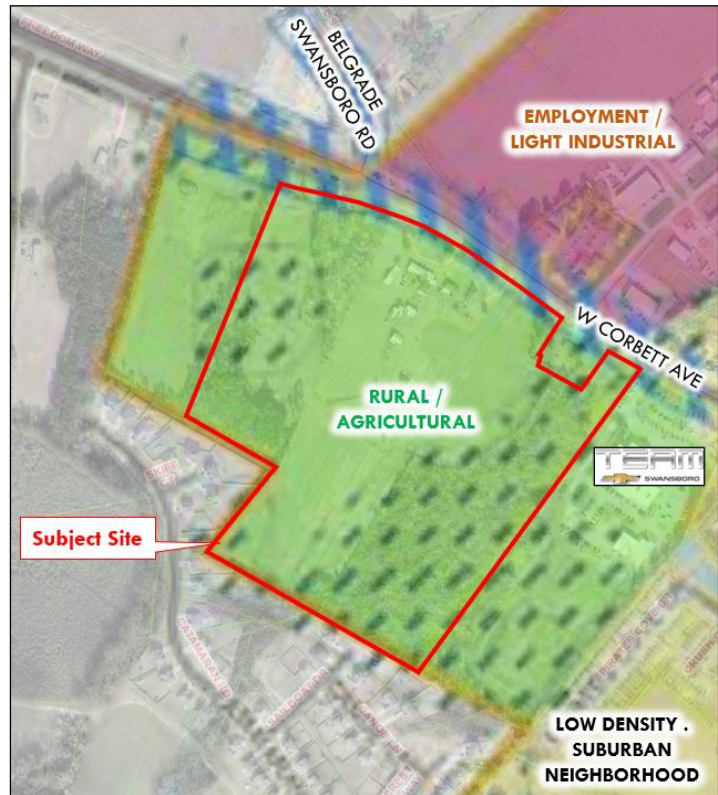
This proposal would amend the site's future land use classification to Suburban Town Center (STC) and rezone the property to a Conditional B1 district.

Future Land Use Map Amendment

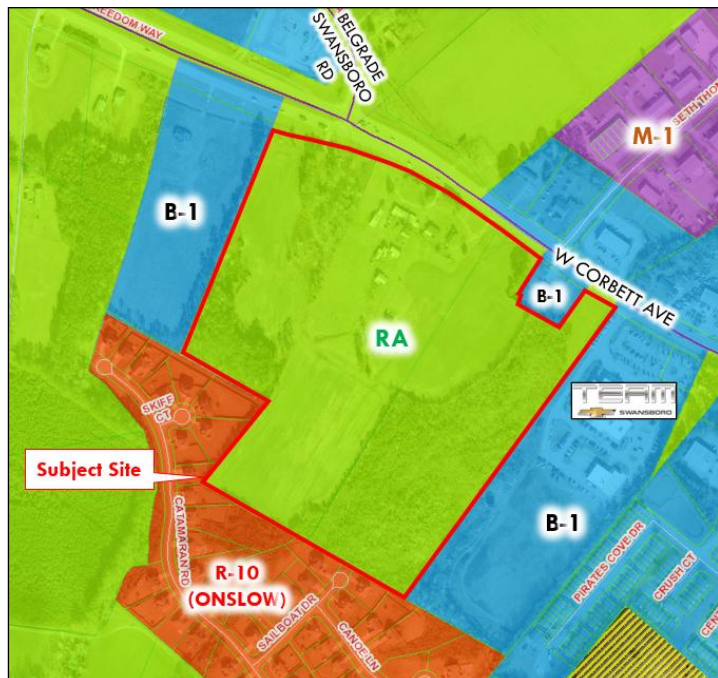
While the subject site is currently classified as Rural / Agricultural on the Future Land Use Map, its direct access to a major commercial corridor at a signalized intersection, along with existing and planned growth of the area make it more suitable for a mixed-use development. The Hwy 24 corridor heading east into Swansboro consists of many highway business land uses including grocery stores and large retailers, restaurants, car dealerships, offices, and auto service businesses. The CAMA Land Use Plan also recommends land directly across of the subject site to be developed for employment and light industrial uses.

In addition, the only other properties in this area classified as Rural / Agricultural are currently zoned for commercial purposes, with one of these properties having been developed with a Chevrolet dealership. The land directly across the site is also classified for Employment and Light Industrial development.

Future Land Use Map:



Zoning Map:



The applicant is requesting to amend the site's classification on the Future Land Use Map from Rural / Agricultural to Suburban Town Center. The Suburban Town Center is a highway commercial designation that promotes medium to high intensity uses on the NC 24 corridor and is in keeping with the existing land uses along the corridor. Specially the Suburban Town Center promotes:

- Commercial activities nodes that are more auto-oriented such as the intersections of Hammocks Beach Road or Queen's Creek Road with NC 24.
- Access to several businesses via easements, sidewalks, or a secondary road network.
- Mix of uses including higher density residential (up to 12 dwellings per acre) including townhomes and market-rate apartments with access to major thoroughfares and existing utilities.
- Development opportunities on greenfields or underutilized sites.
- Commercial services that supply the community and larger geographic area.
- Secondary internal street network to reduce curb cuts and turning movements along the major thoroughfare.
- Sidewalks throughout the development.

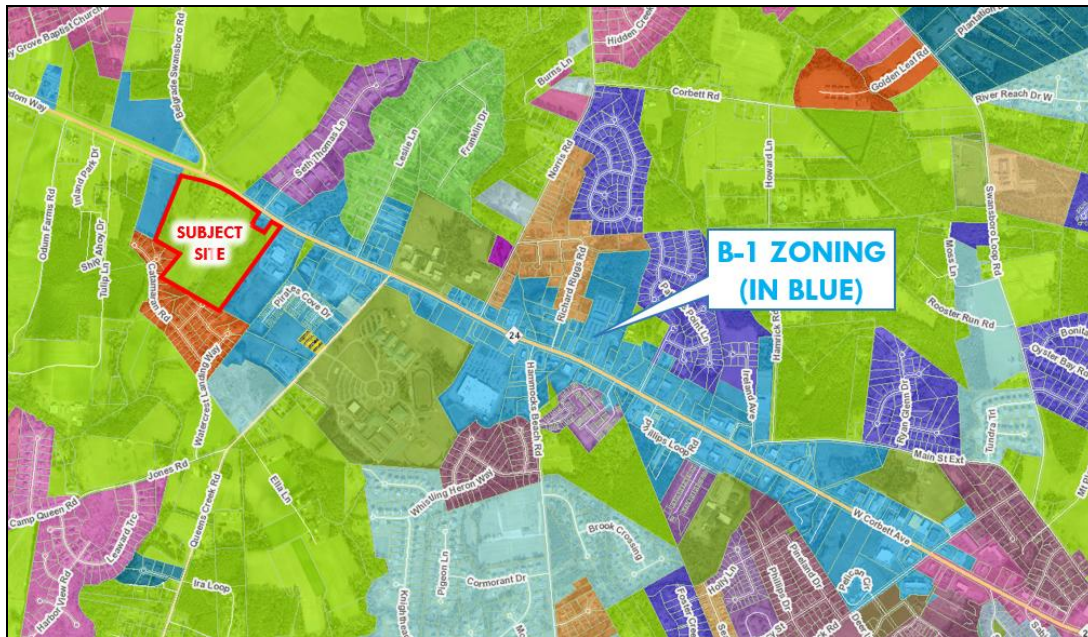
The site's location adjacent to a signalized intersection on NC 24 is consistent with the character of the Suburban Town Center classification, allowing convenient access to the community and surrounding area. In addition, the site's area of +/- 39 acres will allow for a mixture of uses, several commercial businesses, and an internal secondary road network. The mixture of uses positions people closer to the goods and services offered by the current and future commercial development, which helps reduce travel times and promotes alternative travel methods like walking and biking.

Conditional Rezoning

The applicant is requesting to rezone the site to a Conditional B1 district in order to construct a mixed-use development consisting of 300 multi-family units and five commercial outparcels. The multi-family units are proposed to be phased, with 168 units being constructed in the first phase and the remaining 132 units being constructed in the second phase. The proposed commercial district is consistent with the current zoning of the Hwy 24 corridor. As shown below, the vast majority of property along Hwy 24 is currently zoning B-1.

Following the goals of the Suburban Town Center classification, the proposed concept plan has been designed to provide for a secondary street network to reduce curb cuts on NC 24 and includes an internal sidewalk network. In addition, the proposed multi-family density at 9.6 dwellings per acre complies with the recommended maximum of 12 dwellings per acre for the Suburban Town Center classification.

The concept plan has been laid out to provide additional separation between the adjacent residential housing and proposed multi-family buildings. In addition to stormwater facilities being proposed along the rear portion of the site, existing jurisdictional wetlands will be preserved along the eastern side, contributing to a natural buffer.



A Traffic Impact Analysis has been completed for the proposal and approved by NCDOT. The project will make several improvements to the adjacent roadway including the installation of right turn lanes at the project's entrances, and the extension of existing turn lanes at the NC 24/Belgrade-Swansboro Road intersection. Signal timing will also be optimized at this intersection and at the NC 24/Queens Creek Road intersection.

Overall, the proposed rezoning would be consistent with the current zoning of the Hwy 24 corridor and with the Suburban Town Center classification. The proposed development is designed to reduce impact to the surrounding residential housing, and will make improvements to the adjacent roadway system.

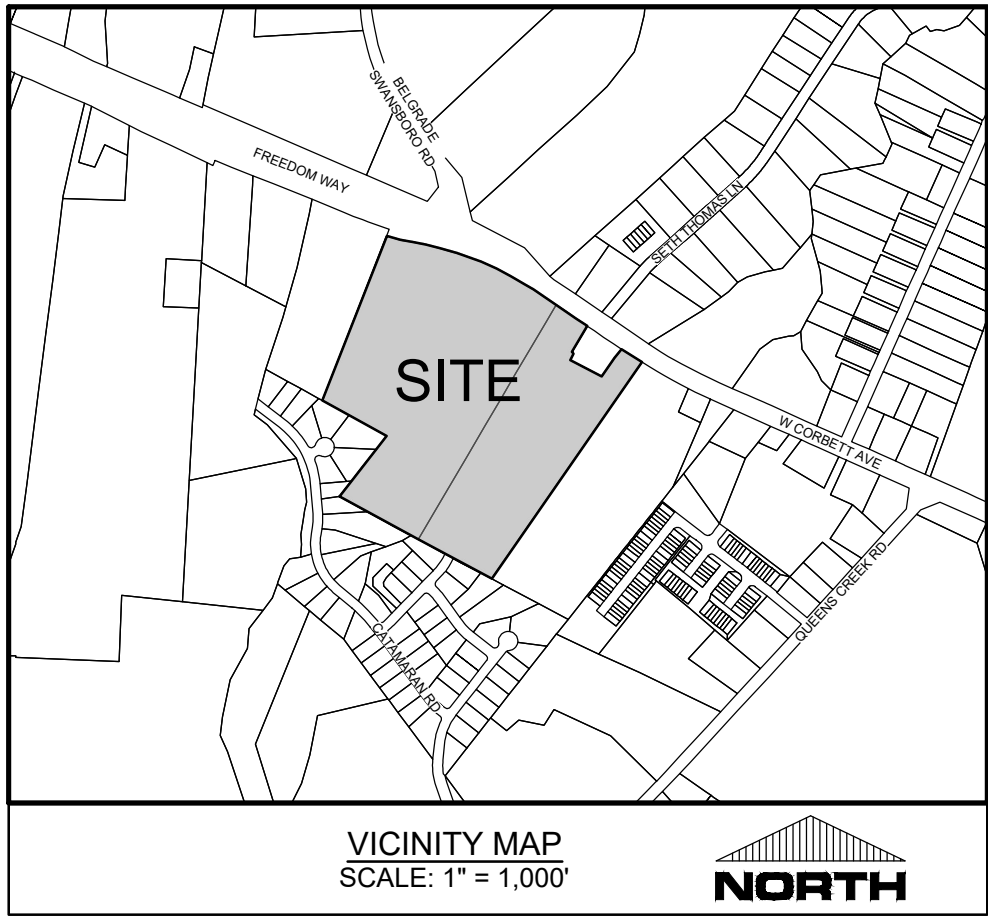
Parking Narrative

In accordance with standards for Conditional Rezoning, the proposal includes a variation from the off-street parking requirements for multi-family housing.

According to the Institute of Transportation Engineers (ITE) Parking Generation Manual, the proposed multi-family housing would generate an average parking peak of 1.27 vehicles per unit (381 spaces), and an 85th percentile demand of 1.59 vehicles per unit (477 spaces).

In addition, of the 300 units, 117 will be 1-bedroom units (39% of the units). The remaining units will consist of 150 2-bedrooms units (50%) and 33 3-bedroom units (11%). Overall, the proposal will include 516 bedrooms, which is less than the provided 569 parking spaces.

Therefore, the proposed parking ratio of 1.9 spaces per unit (569 spaces) would accommodate the parking need for the proposal. By reducing the required parking, the proposal reduces unneeded impervious surface allowing for additional green/open space to be provided.



SITE DATA TABULATION

PROJECT ADDRESS:	1481 W CORBETT AVE SWANSBORO, NC 28584
PROPERTY OWNER:	FLYBRIDGE SWANSBORO, LLC PO BOX 130 SANFORD, NC 27331
PARCEL ID:	019494 027733
PIN:	535503221934 535503227635
DEED BOOK / PAGE:	5998 / 846 6000 / 183
CURRENT ZONING:	RA (RESIDENTIAL / AGRICULTURAL)
TOTAL SITE AREA:	±38.92 ACRES OR 1,695,500 SF
PROPOSED USE:	MULTI-FAMILY / COMMERCIAL OUTPARCELS
PROPOSED ZONING:	CONDITIONAL B1
FLOOD INFORMATION:	THIS SITE IS NOT LOCATED IN A SPECIAL HAZARD AREA AS DETERMINED BY FEMA FLOOD PANEL 3720535500K, DATED JUNE 19, 2020
SOIL TYPES:	Ra - RAINS FINE SANDY LOAM GoA - GOLDSBORO FINE SANDY LOAM

DEVELOPMENT DATA

ACREAGE	
MULTI-FAMILY:	±31.37 AC
COMMERCIAL OUTPARCEL 1:	±1.68 AC
COMMERCIAL OUTPARCEL 2:	±0.66 AC
COMMERCIAL OUTPARCEL 3:	±1.17 AC
COMMERCIAL OUTPARCEL 4:	±1.04 AC
COMMERCIAL OUTPARCEL 5:	±1.28 AC
ROADWAYS:	±1.72 AC
TOTAL:	±38.92 AC

PRIVATE ROADWAY LENGTH:	1,484 LF
PROPOSED WATER LINE LENGTH:	4,028 LF
PROPOSED SEWER LINE LENGTH:	3,602 LF

MULTI-FAMILY (MF):	
PROPOSED RESIDENTIAL UNITS:	300 UNITS
PROPOSED RESIDENTIAL DENSITY:	9.6 DU / AC

SETBACKS:	
FRONT:	25'
SIDE:	13'
CORNER SIDE:	18'
REAR:	15'

MAX BUILDING HEIGHT:	40' (BUILDINGS LOCATED MORE THAN 200' FROM THE HWY 24 / CORBETT AVE CORRIDOR)
----------------------	---

PARKING PROVIDED:	569 TOTAL SPACES (1.9 SPACES PER UNIT) 28 ADA SPACES (11 REQUIRED)
-------------------	---

COMMERCIAL OUTPARCELS

SETBACKS:	
FRONT:	25'
INTERNAL SIDE:	0'
CORNER SIDE:	10'
SIDE ADJ. RESIDENTIAL:	10'
REAR:	10'

MAX BUILDING HEIGHT:	35'
----------------------	-----

- ALLOWABLE USES:
- USES SHALL BE LIMITED TO THOSE PERMITTED IN THE B1 ZONING DISTRICT. REFER TO THE TABLE OF PERMITTED / SPECIAL USES (UDO SECTION 152.179) FOR USES PERMITTED BY-RIGHT AND BY SPECIAL USE.
 - CERTAIN USES MAY BE SUBJECT TO ADDITIONAL USE STANDARDS AS NOTED ON THE TABLE OF PERMITTED / SPECIAL USES.
 - THE APPLICABLE PERMITS AND ZONING APPROVALS SHALL BE OBTAINED FOR THE COMMERCIAL OUTPARCELS AT THE TIME OF THE DEVELOPMENT PROPOSAL.

ACCESSORY USES:

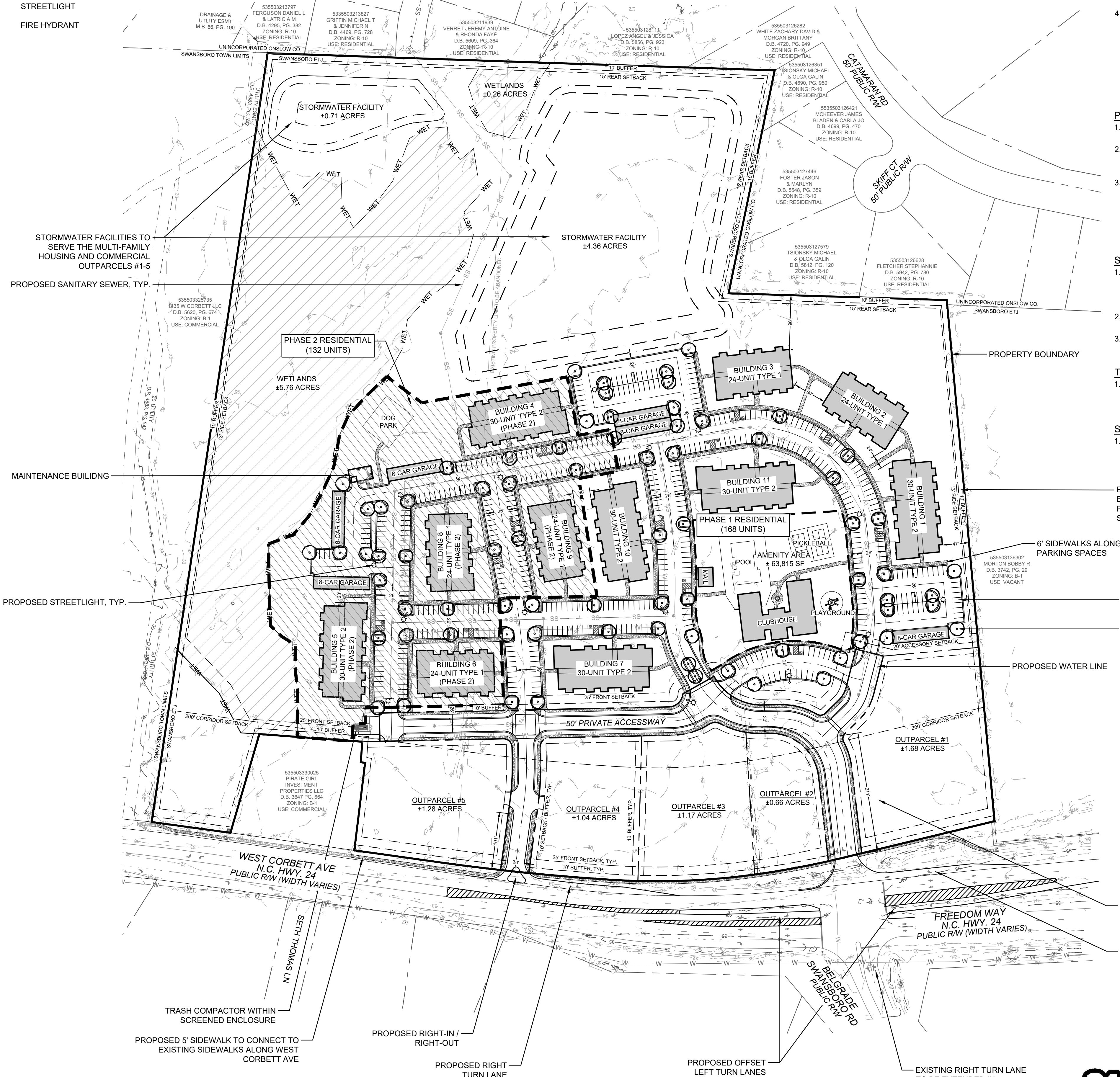
- ACCESSORY STRUCTURES SHALL BE SUBJECT TO THE SETBACKS LISTED IN TABLE 152.195 OF THE UDO.

LEGEND

---	PROPERTY BOUNDARY
---	ADJACENT PROPERTY BOUNDARY
---	WET
---	WETLAND BOUNDARY
---	WATER LINE
---	SEWER LINE
---	STREETLIGHT
---	FIRE HYDRANT

GENERAL NOTES

- NO CHANGES TO ANY ASPECT OF THE THIS SITE PLAN, INCLUDING BUT NOT LIMITED TO, LANDSCAPING, GRADING, BUILDING ELEVATIONS, LIGHTING OR UTILITIES WILL BE MADE WITHOUT THE APPROVAL OF THE TOWN.
- THE SITE SHALL BE STABILIZED AND SEEDED PRIOR TO THE ISSUANCE OF A CERTIFICATION OF OCCUPANCY OR GUARANTEED BY APPROVED METHODS IF APPLICABLE.
- ALL REQUIRED IMPROVEMENT SHALL COMPLY WITH THE STANDARDS OF THE CODE OF ORDINANCES.



PHASING:

- MULTI-FAMILY BUILDINGS SHALL BE CONSTRUCTED IN TWO PHASES. BUILDING PERMITS FOR THE SECOND PHASE SHALL BE OBTAINED AT LEAST ONE YEAR AFTER THE INITIAL BUILDING PERMITS HAVE BEEN ISSUED FOR THE FIRST PHASE.

PHASE ONE:	BUILDINGS 1-3, 7, 10 & 11 (168 UNITS)
PHASE TWO:	BUILDINGS 4-6, 8 & 9 (132 UNITS)



PRELIMINARY DESIGN - NOT RELEASED FOR CONSTRUCTION

REVISIONS:

NO.	DATE	DESCRIPTION

CLIENT INFORMATION:

FLYBRIDGE SWANSBORO LLC
PO BOX 130
SANFORD, NC 27331

PARAMOUNT ENGINEERING

122 Cinema Drive
Wilmington, North Carolina 28403
(910) 791-6707 (O) (910) 791-6760 (F)
NC License #: C-2846

SITE PLAN

FLYBRIDGE SWANSBORO
1481 W CORBETT AVE
SWANSBORO, NC 28584

PROJECT STATUS

CONCEPTUAL LAYOUT:
FINAL DESIGN:
RELEASED FOR CONST:

DRAWING INFORMATION

DATE: 08/12/25
SCALE: 1" = 100'
DESIGNED: BWS
CHECKED: TCC

SEAL

PROFESSIONAL ENGINEER
STATE OF NORTH CAROLINA
028847
TIMOTHY G. CLARK
08/12/25

C-2.0

PEI JOB#: 23124.PE

Item V - b.



FLYBRIDGE

SWANSBORO

SCHEMATIC ELEVATION
FLYBRIDGE SWANSBORO
SEPTEMBER 27, 2023



PLAGEMAN
ARCHITECTURE



FLYBRIDGE

SWANSBORO

SCHEMATIC ELEVATION
FLYBRIDGE SWANSBORO
SEPTEMBER 27, 2023



PLAGEMAN
ARCHITECTURE



SCHEMATIC ELEVATION
FLYBRIDGE SWANSBORO
SEPTEMBER 27, 2023





PLAGEMAN
ARCHITECTURE
BURLINGTON
SWANSBORO

FOR REVIEW
ONLY

NOT FOR
CONSTRUCTION

SCHEMATIC DESIGN DRAWINGS FOR
FLYBRIDGE SWANSBORO
SWANSBORO, NORTH CAROLINA

REVISIONS

JOB NUMBER
PA2304

DRAWN BY: (PARCH)

SHEET NAME
COVER SHEET

SHEET NUMBER

AP000

EXTERIOR ELEVATION
MATERIALS LEGEND

TAG	DESCRIPTION
1	HARDIE PLANK LAP SIDING (CEDARMILL): 7" EXPOSURE
2	HARDIE PANEL SIDING (SMOOTH) WITH 2" BATTENS ("RUSTIC GRAIN")
3	HARDIE PANEL SIDING (SMOOTH) WITH 2" BATTENS ("RUSTIC GRAIN") AT 24" O.C.
4	30 YEAR ARCHITECTURAL ASPHALT SHINGLES
5	HARDIE PLANK 3 1/2" TRIM BOARD, "RUSTIC GRAIN"
6	HARDIE PLANK 5 1/2" TRIM BOARD, "RUSTIC GRAIN"
7	HARDIE PLANK 7 1/4" TRIM BOARD, "RUSTIC GRAIN"
8	HARDIE PLANK 9 1/4" TRIM BOARD, "RUSTIC GRAIN"
9	HARDIE PLAN 11 1/4" TRIM BOARD, "RUSTIC GRAIN"
10	PRESSURE TREATED WOOD GUARDRAIL PAINTED WHITE
11	AWNING WITH METAL ROOF



FLYBRIGE APARTMENTS
BUILDING TYPE ONE EXTERIOR ELEVATION

PARAMOUNT

ENGINEERING, INC.

Community Meeting Report for Flybridge Swansboro

Conditional Rezoning by Flybridge Swansboro, LLC

Two community meetings were held by the applicant to discuss the Flybridge Swansboro proposal with interested neighbors. Notice of the meetings was mailed to owners of all properties located within one mile of the perimeter of the parcel boundaries as listed on the Onslow County tax records. The meetings were held on July 28, 2025 at 6:00pm & 7:00pm at the Swansboro Recreation Center, 830 Main Street Ext, Swansboro, NC 28584.

In addition to the below summary of the meeting, the following items are attached:

1. A list of the adjacent property owners to whom written notice was mailed;
2. A copy of the written notice; and
3. A list of the parties who attended the meeting.

General information on the project was provided at the meeting including wetland preservation, project architecture, number of bedrooms, use of the commercial outparcels, proposed stormwater facilities, site access points, as well as discussion on the Traffic Impact Analysis and the proposed roadway improvements.

- Traffic
 - Several neighbors had concerns about the existing traffic back up, specifically near the Food Lion area and school traffic.
 - The proposed development has completed a Traffic Impact Analysis (TIA) which was reviewed and approved by NCDOT. As a result of the TIA, the developer is required to install several roadway improvements along the Hwy 24 corridor. The improvements include the installation of right turn lanes at the project's entrances, and the extension of existing turn lanes at the NC 24/Belgrade-Swansboro Road intersection. Signal timing will also be optimized at this intersection and at the NC 24/Queens Creek Road intersection. With the proposed improvements, the studied intersections can operate at the same or better level of services as without the development.
- Buffering
 - Many neighbors asked how the project would be buffered.
 - The Town's zoning regulations require a buffer to be installed around the project. The buffer will include a 6-foot wooden fence abutting residentially zoned property (except in areas that contain existing wetlands). Existing vegetation will be retained within the preserved wetlands and in buffer areas. It was noted that our concept plan showed less preservation than discussed – we have altered that graphic for Board review. Additional landscaping will be installed within the buffer in areas where existing vegetation is inadequate to provide the required screening. In addition, stormwater facilities are proposed in the rear of the site resulting in the multi-family buildings to be located farther from the adjacent single-family homes.

- **Stormwater**
 - *Neighbors expressed concerns about flooding.*
 - *The project is required to comply with local and State stormwater regulations. Stormwater facilities will be provided within the development that are designed to collect and treat all stormwater runoff generated by the site. In addition, our engineers are examining designing the system for a 200-year storm event.*
- **Commercial Uses**
 - *Neighbors were interested in the types of proposed commercial uses.*
 - *The exact uses that will occupy the commercial outparcels are unknown at this time but would be limited to businesses permitted in the B1 zoning district. The TIA studied a range of commercial uses including a convenience store with gas sales, restaurants, and strip-style commercial that would typically have a mixture of office, retail, and restaurant establishments.*
- **Concerns with Multi-Family Housing**
 - *Many residents expressed fear and concern over apartments, but when it was explained they were market-rate, some were relieved. Not everyone wanted apartments in their community.*
 - *Because the apartments are market rate, the exact rental rates are not known at this time but will likely average approximately \$1,500 a month. The site has been designed with stormwater facilities in the rear resulting in increased setbacks for the multi-family buildings. The multi-family building closest to an existing residential lot is setback approximately 90 feet from the project boundary. This will allow for additional buffering to be preserved along the boundary. The multi-family housing is also required to obtain a Special Use Permit which is considered by the Board of Commissioners at a separate public hearing.*
- **School Impact**
 - *Many residents were concerned about the impact of the development on area schools.*
 - *The proposed multi-family housing will consist of approximately 50% 2-bedroom units, 40% 1-bedroom units, and 10% 3-bedroom units. While school children are expected to live within the development, the proposed unit sizes would typically result in smaller household sizes and less school age children than a typical single-family development of the same size. In addition, one target demographic for the apartments would be government workers, such as entry-level teachers. The proposed development will also increase the tax base providing more funds that could be made available to the school system.*
- **Tax Base / Municipal Funding**
 - *Several residents had concerns about the development utilizing Town services and their overall funding.*
 - *While it cannot be a condition of the rezoning and is subject to the property owner's request and Town approval, it is the intention of the owner to petition for annexation into the Town. Doing so will provide additional tax revenue to the town to help pay for needed services.*
- **Timeline**
 - *If the rezoning is approved, it is anticipated that construction would begin in 2026.*

- Concerns with existing Infrastructure
 - *Several residents had concerns that existing infrastructure is not adequate to support the proposed development.*
 - *It is the intention of the property owner/developer to annex the site which will increase the tax base and revenue for the Town. The developer also must make roadway improvements in accordance with the approved TIA. Water and sewer services will be provided to the site in accordance with applicable regulations.*
- Concerns with Affordability
 - *This development, while not subsidized housing, will provide needed housing for residents who are not ready to buy a home. Exact rental rates will be reflective of the market conditions of the Town. This development will also provide for a housing option that is not readily available in the Town.*
- Current Zoning / Proposed Amendment
 - *The current zoning of the site RA (Residential / Agricultural). The request is to rezone the site to a Conditional B1 district. The proposal also seeks to amend the Future Land Use Map, which concerned residents. The Land Use Plan includes policies that support the requested Future Land Use Map amendment. The site's location on the NC 24 corridor make it more suitable for a mixed-use development.*



TRAFFIC IMPACT ANALYSIS

FOR

FLYBRIDGE

LOCATED

IN

SWANSBORO, NC

Prepared For:

Carolina Commercial Contractors
1600 Colon Road
Sanford, NC



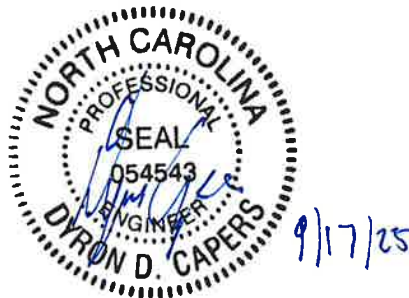
September 2025

DRMP Project No. 23103

Prepared By: GB

Reviewed By: DC

**TRAFFIC IMPACT
ANALYSIS
FOR
FLYBRIDGE
LOCATED IN
SWANSBORO, NC**



Prepared For:

Carolian Commercial Contractors
1600 Colon Road
Sanford, NC

Prepared By:

DRMP, Inc.
License #F-1524

TRAFFIC IMPACT ANALYSIS FLYBRIDGE

Swansboro, North Carolina

EXECUTIVE SUMMARY

1. Development Overview

A Traffic Impact Analysis (TIA) was conducted for the proposed Flybridge development in accordance with the Swansboro (Town) Unified Development Ordinance (UDO) and North Carolina Department of Transportation (NCDOT) capacity analysis guidelines. The proposed Flybridge development to be located south of NC 24 and east of Queens Creek Road in Swansboro, North Carolina. The proposed development, anticipated to be completed in 2026, is assumed to consist of 300 apartments, 25,000 square feet (s.f.) shopping plaza, 7,000 s.f. high-turnover restaurant, 3,000 s.f. fast-food restaurant with drive-through, and a convenience store with a gas station with 12 fueling positions. Site access is proposed via one full movement driveway creating a fourth leg to the intersection of NC 24 and Belgrade Swansboro Road and one right-in/right-out driveway along NC 24.

2. Existing Traffic Conditions

The study area for the TIA was determined through coordination with the North Carolina Department of Transportation (NCDOT) and the Town of Swansboro (Town) and consists of the following existing intersections:

- NC 24 & Belgrade Swansboro Road (signalized)
- NC 24 & Queens Creek Road (signalized)
- NC 24 & Norris Road (signalized)
- NC 24 & Hammocks Beach Road (signalized)
- Belgrade-Swansboro Road & Swansboro Loop Road (unsignalized)

Existing peak hour traffic volumes were determined based on traffic counts conducted at the study intersection listed above, in May of 2023 during a typical weekday AM (7:00 AM – 9:00 AM) and PM (4:00 PM – 6:00 PM) peak periods. Traffic volumes were balanced between study intersections, where appropriate.

3. Future Traffic Conditions

Through coordination with the NCDOT and the Town, it was determined that an annual growth rate of 3% would be used to generate 2026 projected weekday AM and PM peak hour traffic volumes. It was also determined that a seasonal growth of 7% in addition to the annual growth rate of 3% would be used to generate 2027 (Build year +1) projected weekday AM and PM peak hour traffic volumes. The following adjacent developments were identified to be included as an approved adjacent development in this study:

- Swansboro Wawa
- West Corbett Avenue Starbucks

4. Site Trip Generation

Average weekday daily, AM peak hour, and PM peak hour trips for the proposed development were estimated using methodology contained within the ITE Trip Generation Manual, 11.1 Edition. Table E-1, on the following page, provides a summary of the trip generation potential for the site.

Table E-1: Site Trip Generation

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Multifamily Housing Low Rise (220)	300 Units	1,998	28	88	96	54
Strip Retail Plaza (822)	25,000 s.f.	1,286	32	21	75	74
High-Turnover Restaurant (932)	7,000 s.f.	750	37	30	38	25
Fast-Food Restaurant with Drive- Through (934)	3,000 s.f.	1,402	68	66	52	47
C-Store with Gas Station (945)	12 VFP	3,182	97	97	111	111
Total Trips		8,618	262	301	371	311
<i>Internal Capture (16% AM & 30% PM) *</i>			-43	-47	-111	-94
Total External Trips			243	274	357	306
<i>Pass-By Trips: Shopping Center (29% PM)</i>			-0	-0	-15	-15
<i>Pass-By Trips: High-Turnover Restaurant (43% PM)</i>			-0	-0	-9	-9
<i>Pass-By Trips: Fast-Food Restaurant with Drive-Through (49% AM, 50% PM)</i>			-28	-28	-19	-19
<i>Pass-By Trips: C-Store with Gas Station (76% AM, 75% PM)</i>			-61	-61	-58	-58
Total Primary Trips			130	165	159	116

*Utilizing methodology contained in the NCHRP Report 684.

To estimate traffic conditions with the site fully built-out, the total site trips were added to the 2026 and 2027 no-build traffic volumes to determine the 2026 and 2027 build traffic volumes. The study analyzes traffic conditions during the weekday AM and PM peak hours for the following scenarios:

- 2023 Existing Traffic Conditions
- 2026 No-Build Traffic Conditions
- 2026 Build Traffic Conditions
- 2026 Build Traffic Conditions with Improvements
- 2027 No-Build Traffic Conditions
- 2027 Build Traffic Conditions
- 2027 Build Traffic Conditions with Improvements

5. Capacity Analysis Summary

The analysis considered weekday AM and PM peak hour traffic for 2023 existing, 2026 and 2027 no-build, and 2026 and 2027 build conditions. Refer to Section 7 of the TIA for the capacity analysis summary performed at each study intersection.

6. Recommendations

Based on the findings of this study, specific geometric and traffic control improvements have been identified at study intersections. The improvements are summarized below and are illustrated in Figure E-1.

Recommended Improvements by Developer

NC 24 & Belgrade-Swansboro Road/Access A

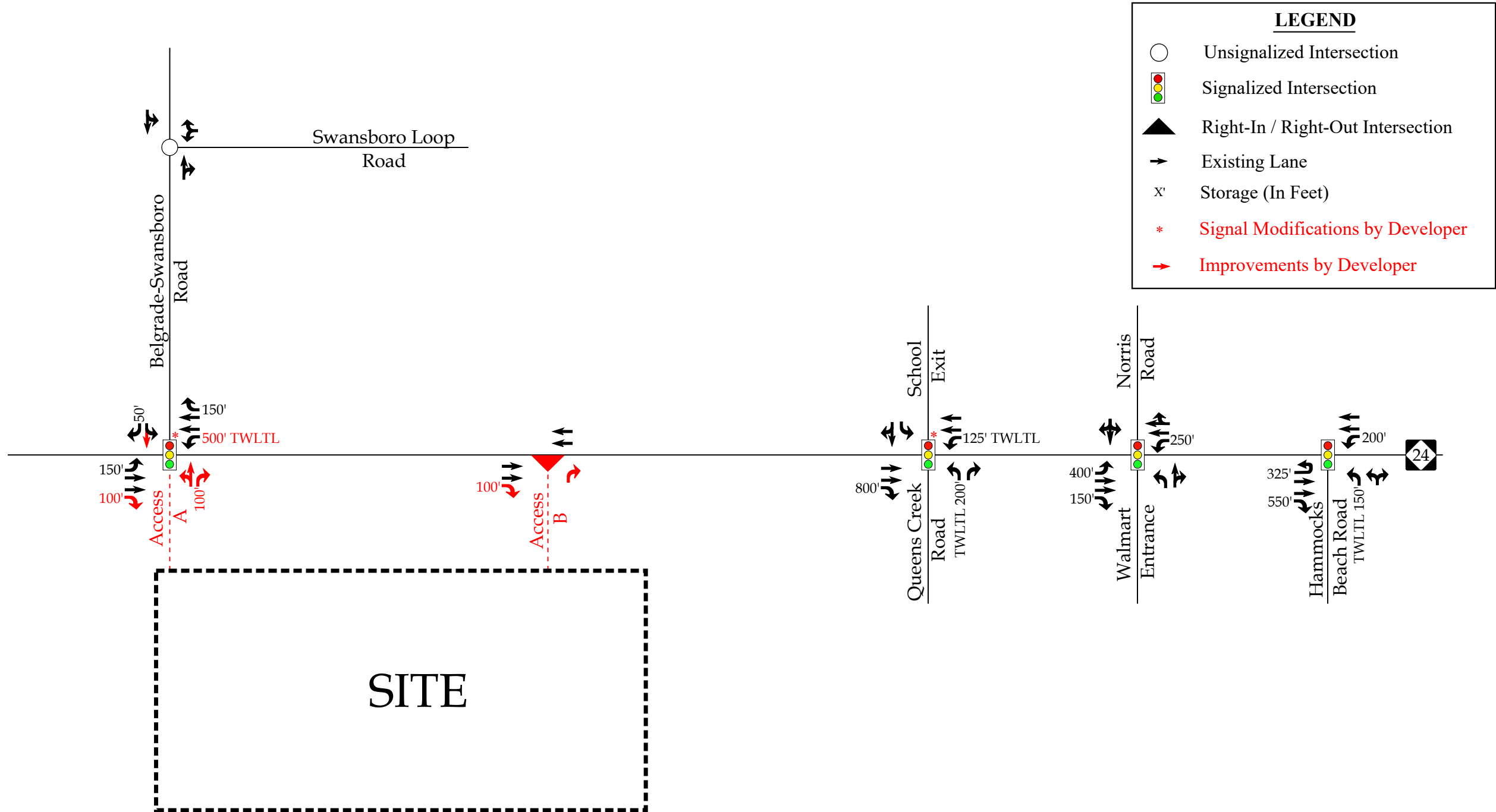
- Restripe the existing southbound left-turn lane to a shared left-through lane.
- Extend the westbound left-turn lane to 500 feet of storage and appropriate taper length.
- Construct the northbound approach with one ingress lane and two egress lanes striped as a shared left-through lane and a right-turn lane.
- Construct an eastbound right-turn lane with 100 feet of storage and appropriate taper length.
- Signal timing modifications.

NC 24 & Queens Creek Road/School Exit

- Signal timing modifications.

NC 24 & Access B

- Construct the northbound approach with one ingress lane and one egress lane striped as a right-turn lane.
- Provide stop control for the northbound approach.
- Construct an eastbound right-turn lane with 100 feet of storage and appropriate taper length.




	Flybridge Swansboro, NC	Recommended Lane Configurations	
		Scale: Not to Scale	Figure E-1

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TRAFFIC IMPACT ANALYSIS

FLYBRIDGE Swansboro, North Carolina

1. INTRODUCTION

The contents of this report present the findings of the updated Traffic Impact Analysis (TIA) conducted for the proposed development to be located south of NC 24 and west of Queens Creek Road in Swansboro, North Carolina. The purpose of this study is to determine the potential impacts to the surrounding transportation system created by traffic generated by the proposed development, as well as recommend improvements to mitigate the impacts.

The proposed development, anticipated to be completed in 2026, is assumed to consist of the following uses:

- 300 apartment units
- 25,000 s.f. shopping plaza
- 7,000 s.f. high-turnover restaurant
- 3,000 s.f. fast-food restaurant with drive-through
- Convenience store with gas station with 12 fueling positions

The study analyzes traffic conditions during the weekday AM and PM peak hours for the following scenarios:

- 2023 Existing Traffic Conditions
- 2026 No-Build Traffic Conditions
- 2026 Build Traffic Conditions
- 2026 Build Traffic Conditions with Improvements
- 2027 No-Build Traffic Conditions
- 2027 Build Traffic Conditions
- 2027 Build Traffic Conditions with Improvements

1.1. Site Location and Study Area

The development is proposed to be located south of NC 24 and east of Queens Creek Road in Swansboro, North Carolina. Refer to Figure 1 for the site location map.

The study area for the TIA was determined through coordination with the North Carolina Department of Transportation (NCDOT) and the Town of Swansboro (Town) and consists of the following existing intersections:

- NC 24 & Belgrade Swansboro Road (signalized)
- NC 24 & Queens Creek Road (signalized)
- NC 24 & Norris Road (signalized)
- NC 24 & Hammocks Beach Road (signalized)
- Belgrade-Swansboro Road & Swansboro Loop Road (unsignalized)

Refer to Appendix A for the approved scoping documentation.

1.2. Proposed Land Use and Site Access

The site is expected to be located south of NC 24 and west of Queens Creek Road. The proposed development, anticipated to be completed in 2026, is assumed to consist of the following uses:

- 300 apartment units
- 25,000 s.f. shopping plaza
- 7,000 s.f. high-turnover restaurant
- 3,000 s.f. fast-food restaurant with drive-through
- Convenience store with gas station with 12 fueling positions

Site access is proposed via one full movement driveway creating a fourth leg to the intersection of NC 24 and Belgrade Swansboro Road and one right-in/right-out (RIRO) driveway along NC 24. Refer to Figure 2 for a copy of the preliminary site plan.

1.3. Adjacent Land Uses

The proposed development is located in an area consisting primarily of commercial development and residential development.

1.4. Existing Roadways

Existing lane configurations (number of traffic lanes on each intersection approach), speed limits, storage capacities, and other intersection and roadway information within the study area are shown in Figure 3. Table 1, on the following page, provides a summary of this information, as well.

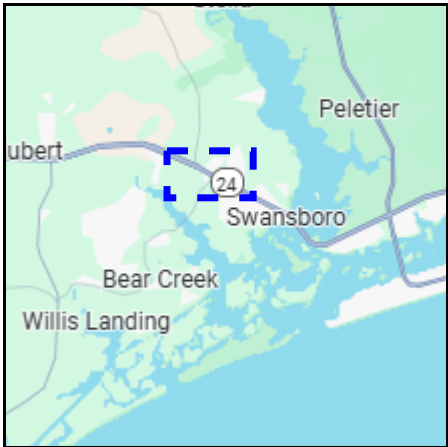
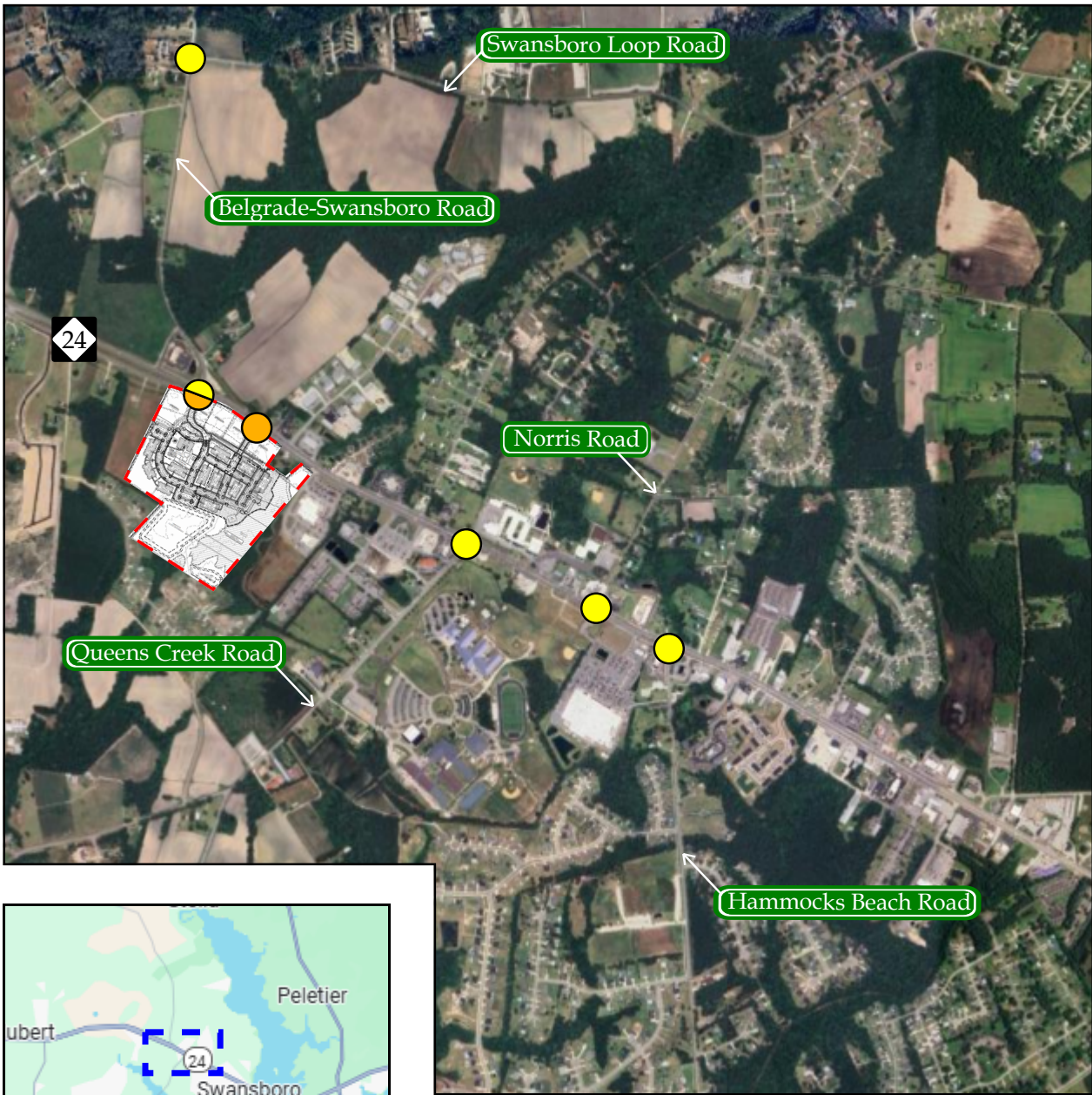
Table 1: Existing Roadway Inventory

Road Name	Route Number	Typical Cross Section	Speed Limit	2019 AADT (vpd)
W Corbett Avenue	NC 24	4-lane divided	35 mph/45 mph	29,000
Belgrade Swansboro Road	SR 1434	2-lane undivided	50 mph	5,400**
Queens Creek Road	1509	2-lane undivided	45 mph	14,000
Norris Road	SR 1445	2-lane undivided	45 mph	710***
Hammocks Beach Road	SR 1511	2-lane undivided	45 mph	3,400*
Swansboro Loop Road	SR 1444	2-lane undivided	45 mph	1,600

*ADT from 2016


**ADT from 2018

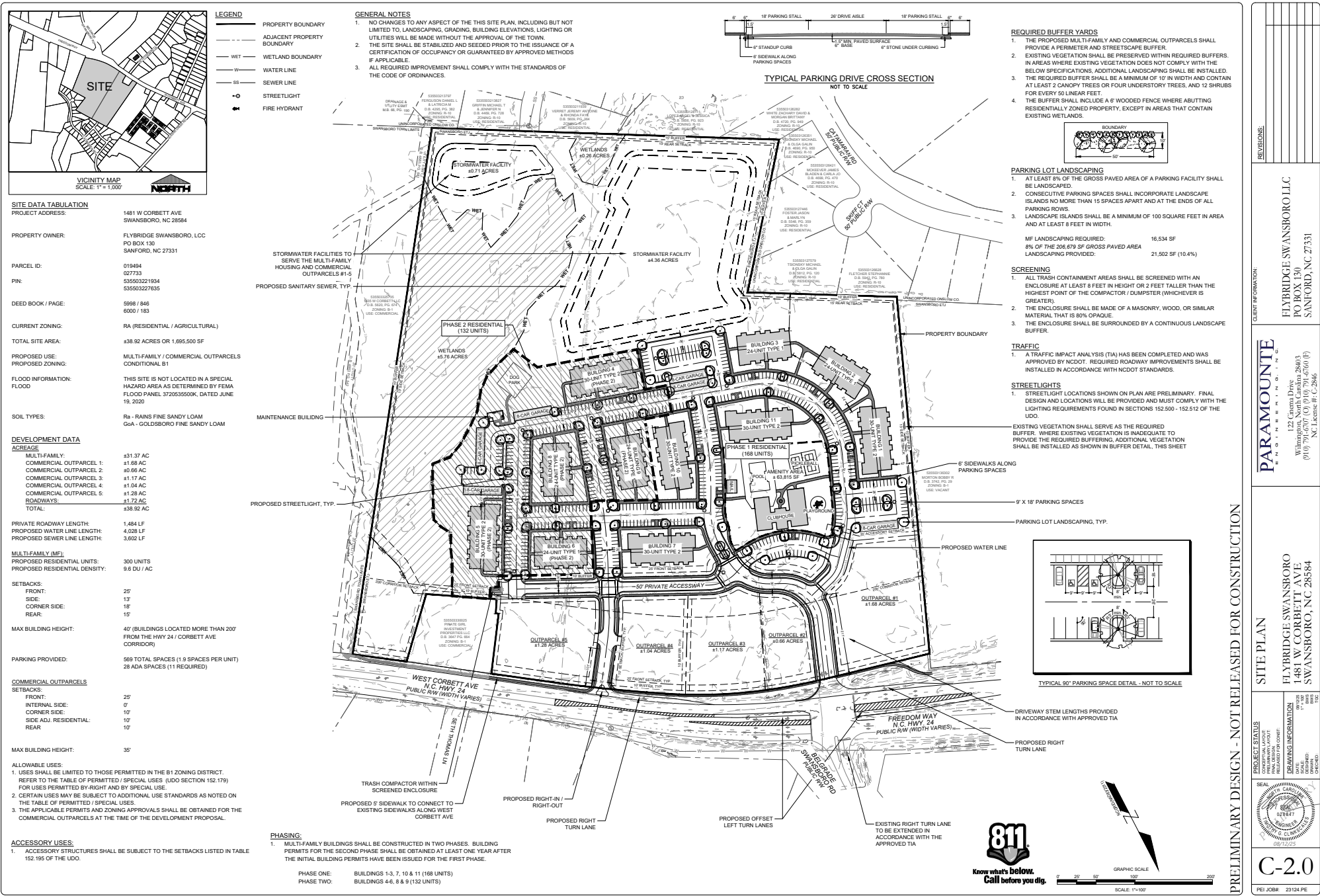
***ADT based on the traffic counts from 2023 and assuming the weekday PM peak hour volume is 10% of the average daily traffic.



LEGEND

- Study Intersection
- Proposed Site Access
- Study Area

	<p>Flybridge Swansboro, NC</p>	<p>Site Location Map</p>	
		<p>Scale: Not to Scale</p>	<p>Figure 1</p>



PRELIMINARY DESIGN - NOT RELEASED FOR CONSTRUCTION

REVISIONS:

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITTING	08/12/2025

CLIENT INFORMATION:
PARAMOUNT
122 Cinema Drive
Wilmington, NC 28403
(910) 791-6707 (O) (910) 791-6760 (F)
NC License #: C-2846

SITE PLAN
FLYBRIDGE SWANSBORO LLC
1481 W CORBETT AVE
SWANSBORO, NC 28584

PROJECT STATUS:
CONCEPTUAL ANALYSIS
PRELIMINARY DESIGN
PERMITTING
CONSTRUCTION
OCCUPANCY


DRAWING INFORMATION:
DATE: 08/12/2025
SCALE: 1"=100'

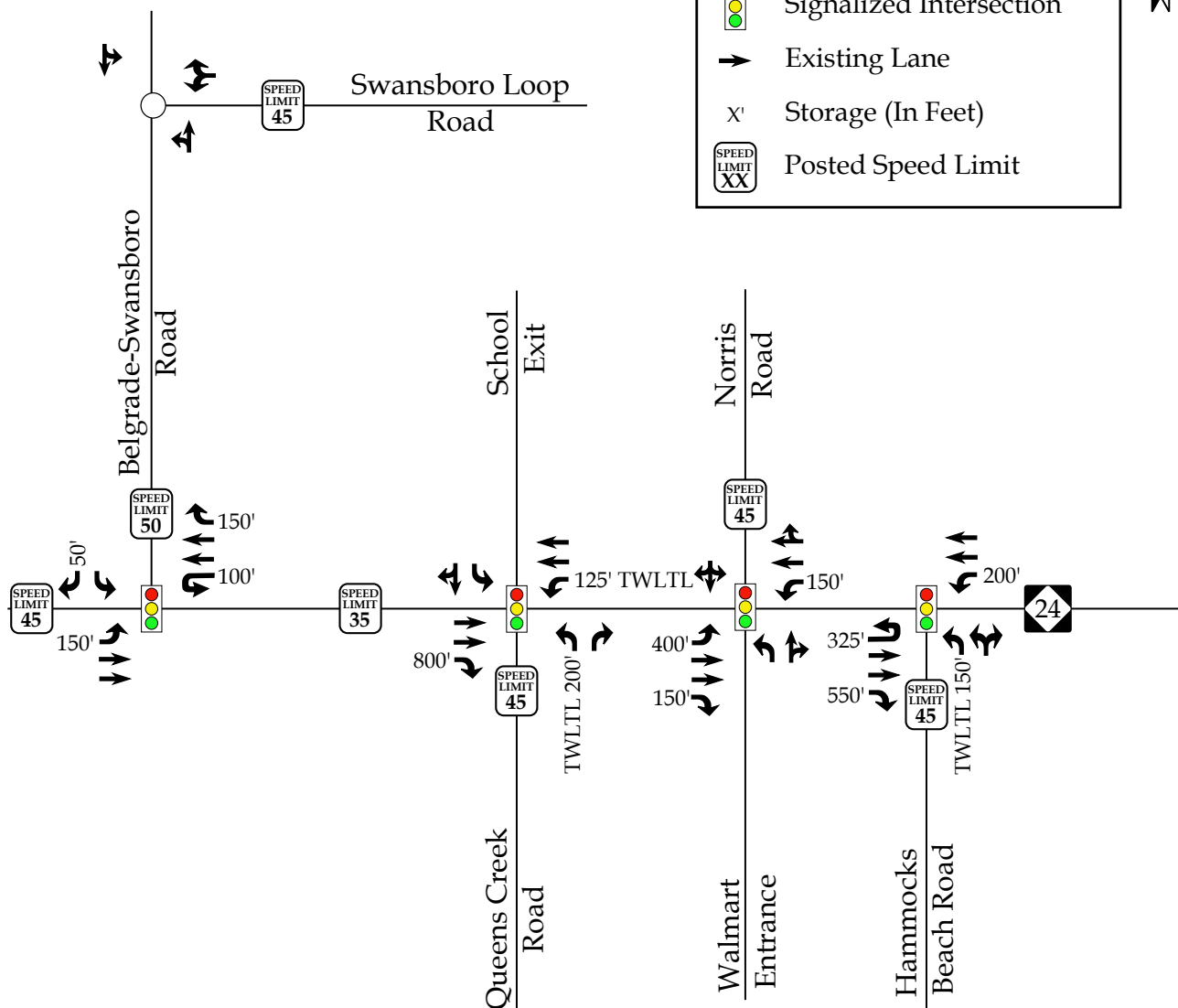
SEALED:
08/12/2025
C-2.0

PEI JOB#: 23124 PE

Item V - b.

LEGEND

- Unsignalized Intersection
- ⬆⬇⬆ Signalized Intersection
- ➔ Existing Lane
- X' Storage (In Feet)
-  Posted Speed Limit



Flybridge
Swansboro, NC

2023 Existing
Lane Configurations

Scale: Not to Scale

Figure 3

2. 2023 EXISTING PEAK HOUR CONDITIONS

2.1. 2023 Existing Peak Hour Traffic Volumes

Existing peak hour traffic volumes were determined based on traffic counts conducted at the study intersections listed below, in May of 2023 during a typical weekday AM (7:00 AM – 9:00 AM) and PM (4:00 PM – 6:00 PM) peak periods:

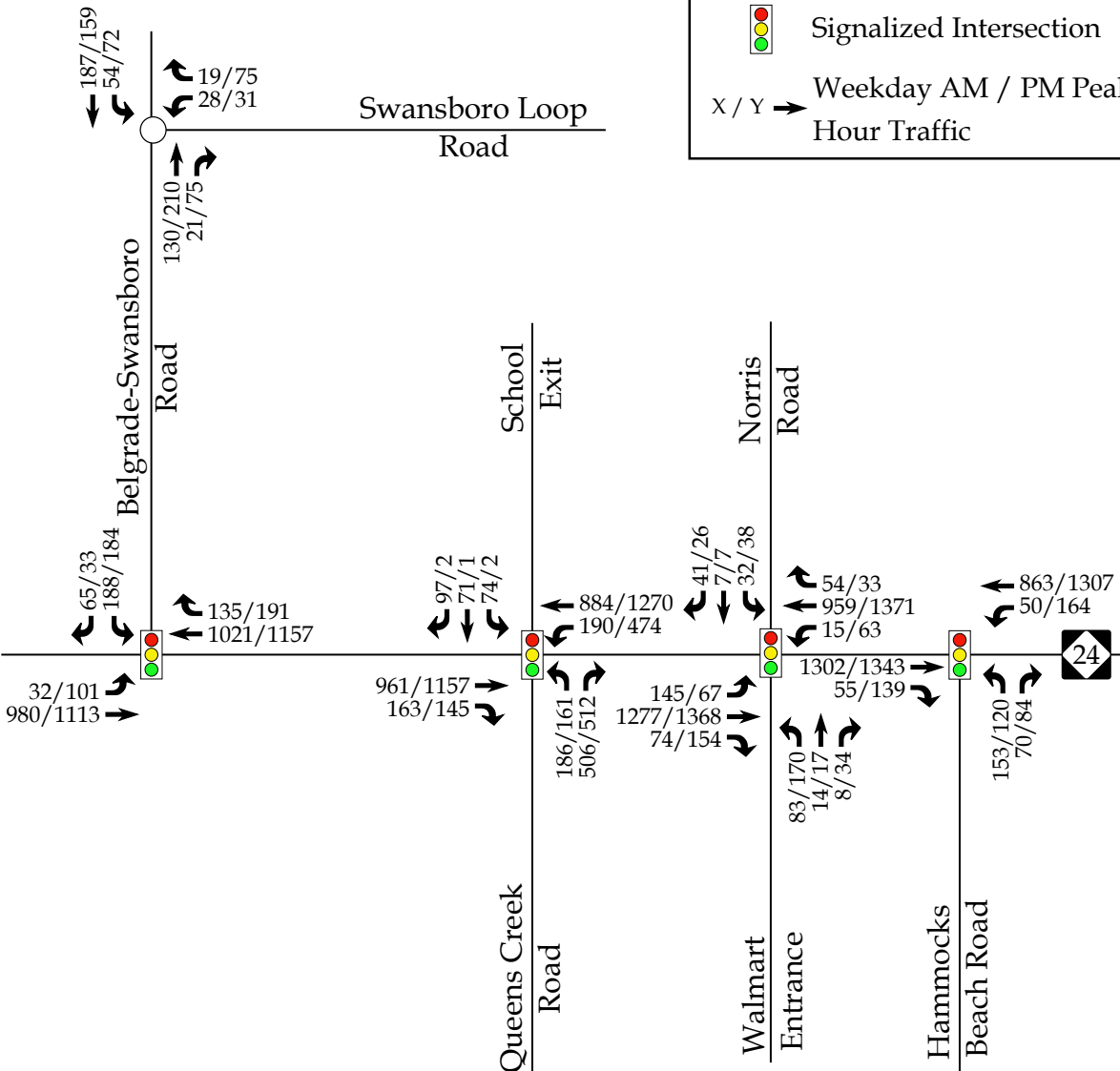
- NC 24 & Belgrade Swansboro Road
- NC 24 & Queens Creek Road
- NC 24 & Norris Road
- NC 24 & Hammocks Beach Road
- Belgrade-Swansboro Road & Swansboro Loop Road

Weekday AM and PM traffic volumes were balanced between study intersections, where appropriate. Refer to Figure 4 for 2023 existing weekday AM and PM peak hour traffic volumes. A copy of the count data is located in Appendix B of this report.

2.2. Analysis of 2023 Existing Peak Hour Traffic Conditions

The 2023 existing weekday AM and PM peak hour traffic volumes were analyzed to determine the current levels of service at the study intersections under existing roadway conditions. Signal information was obtained from NCDOT and is included in Appendix C. The results of the analysis are presented in Section 7 of this report.

Item V - b.



Note: Based on NCDOT Congestion Management guidelines, a volume of 4 vehicles per hour (vph) was analyzed for any movement with less than 4 vph.



Flybridge
Swansboro, NC

2023 Existing
Peak Hour Traffic

Scale: Not to Scale

Figure 4

3. 2026 and 2027 NO-BUILD PEAK HOUR CONDITIONS

In order to account for growth of traffic and subsequent traffic conditions at a future year, no-build traffic projections are needed. No-build traffic is the component of traffic due to the growth of the community and surrounding area that is anticipated to occur regardless of whether or not the proposed development is constructed. No-build traffic is comprised of existing traffic growth within the study area and additional traffic created as a result of adjacent approved developments.

3.1. Ambient Traffic Growth

Through coordination with the NCDOT and the Town, it was determined that an annual growth rate of 3% would be used to generate 2026 projected weekday AM and PM peak hour traffic volumes. Refer to Figure 5a for 2026 projected peak hour traffic. It was also determined that a seasonal growth rate of 7% in addition to the annual growth rate of 3% would be used to generate 2027 projected weekday AM and PM peak hour traffic volumes. Refer to Figure 5b for 2027 projected peak hour traffic.

3.2. Adjacent Development Traffic

Through coordination with the NCDOT and the Town, the following adjacent developments were identified to be included as an approved adjacent development in this study:

- Swansboro Wawa
- West Corbett Avenue Starbucks

Table 2, on the following page, provides a summary of the adjacent developments.

Table 2: Adjacent Development Information

Development Name	Location	Build-Out Year	Land Use / Intensity	TIA Performed
Swansboro Wawa	Southwest corner of W. Corbett Avenue (NC 24) and Hammocks Beach Road	2023	5,915 s.f. convenience store with 16 fueling positions	February of 2023 by TPD
West Corbett Avenue Starbucks	South of NC 24 and west of Hammocks Beach Road	2023	2,223 s.f. coffee shop with drive-through	September of 2022 by Stantec

It should be noted that the adjacent developments were approved, during scoping, by the NCDOT and the Town. Adjacent development trips are shown in Figure 6. Adjacent development information can be found in Appendix D.

3.3. Future Roadway Improvements

Based on coordination with the NCDOT and the Town, it was determined there were no future roadway improvements to consider with this study.

3.4. 2026 and 2027 No-Build Peak Hour Traffic Volumes



The 2026 and 2027 no-build traffic volumes were determined by projecting the 2023 existing peak hour traffic to the years 2026 and 2027 and adding the adjacent development trips. Refer to Figure 7a for an illustration of the 2026 no-build peak hour traffic volumes at the study intersections. Refer to Figure 7b for an illustration of the 2027 no-build peak hour traffic volumes at the study intersections.

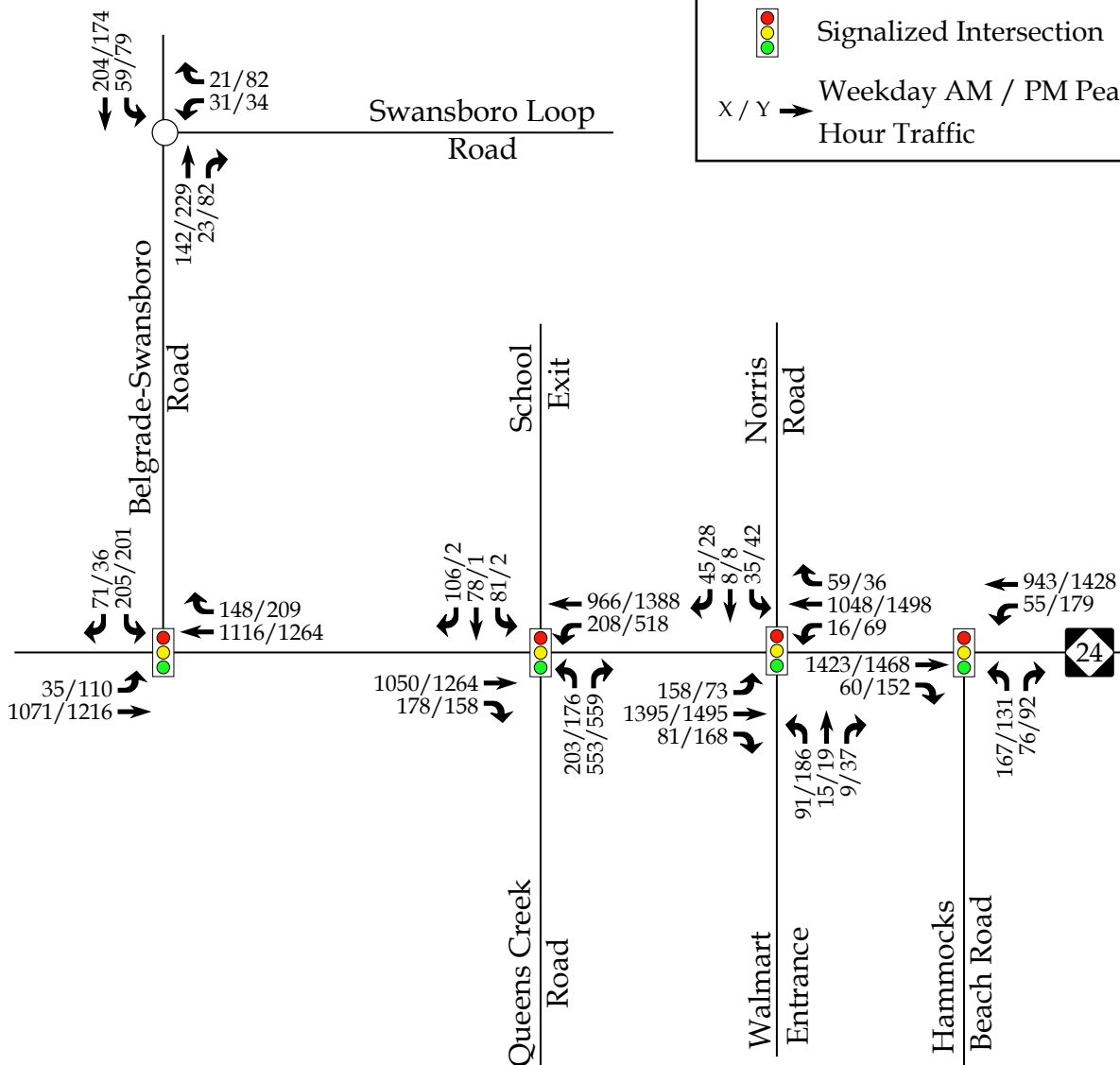
3.5. Analysis of 2026 and 2027 No-Build Peak Hour Traffic Conditions

The 2026 and 2027 no-build AM and PM peak hour traffic volumes at the study intersections were analyzed with future geometric roadway conditions and traffic control. The analysis results are presented in Section 7 of this report.

Item V - b.

LEGEND

-  Unsignalized Intersection
-  Signalized Intersection
- X / Y → Weekday AM / PM Peak Hour Traffic



Flybridge
Swansboro, NC

2026 Projected
Peak Hour Traffic

Scale: Not to Scale

Figure 5a

Item V - b.

LEGEND

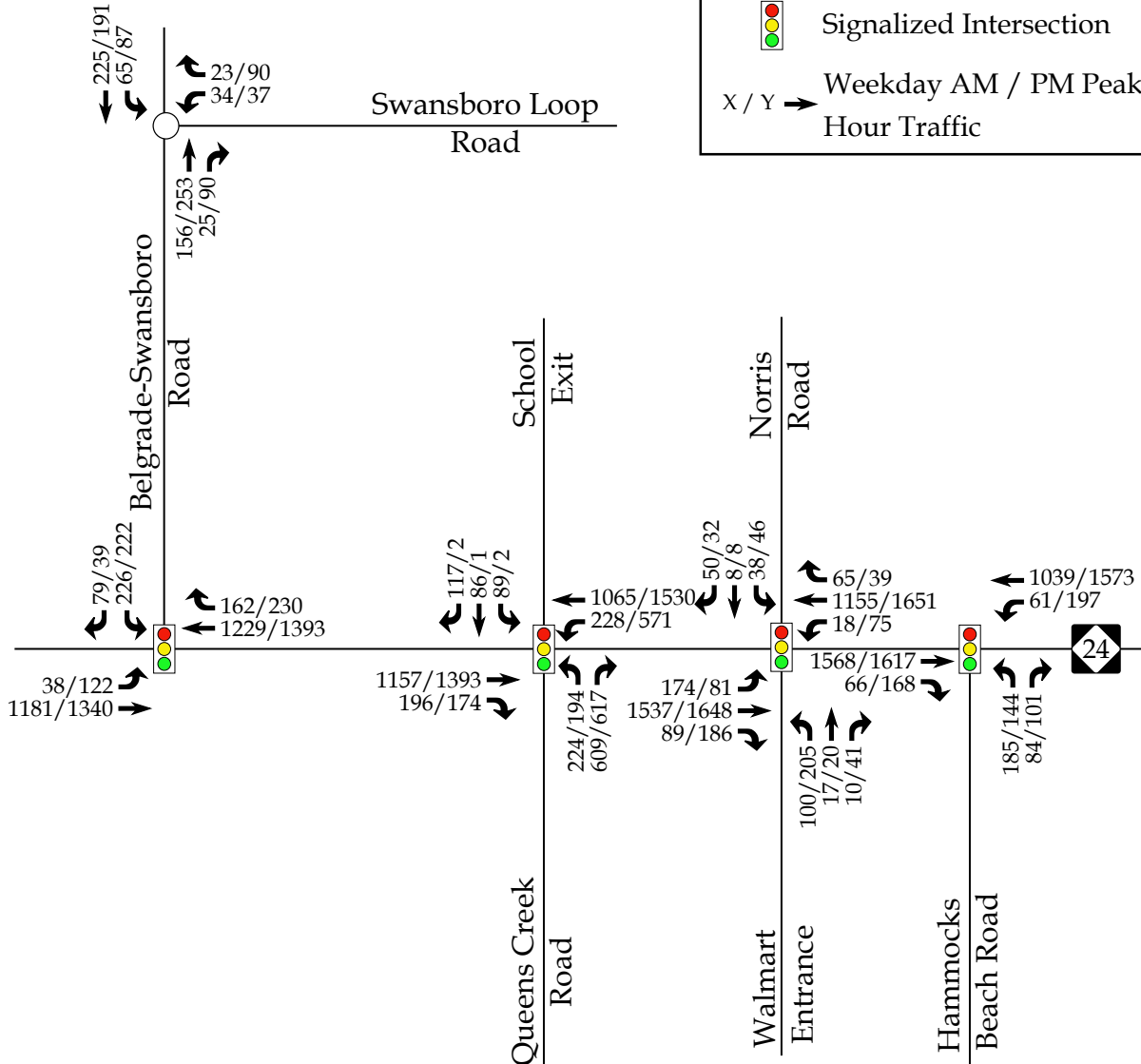


Unsignalized Intersection



Signalized Intersection

X / Y → Weekday AM / PM Peak Hour Traffic



Flybridge
Swansboro, NC

2027 Projected
Peak Hour Traffic

Scale: Not to Scale

Figure 5b

Item V - b.

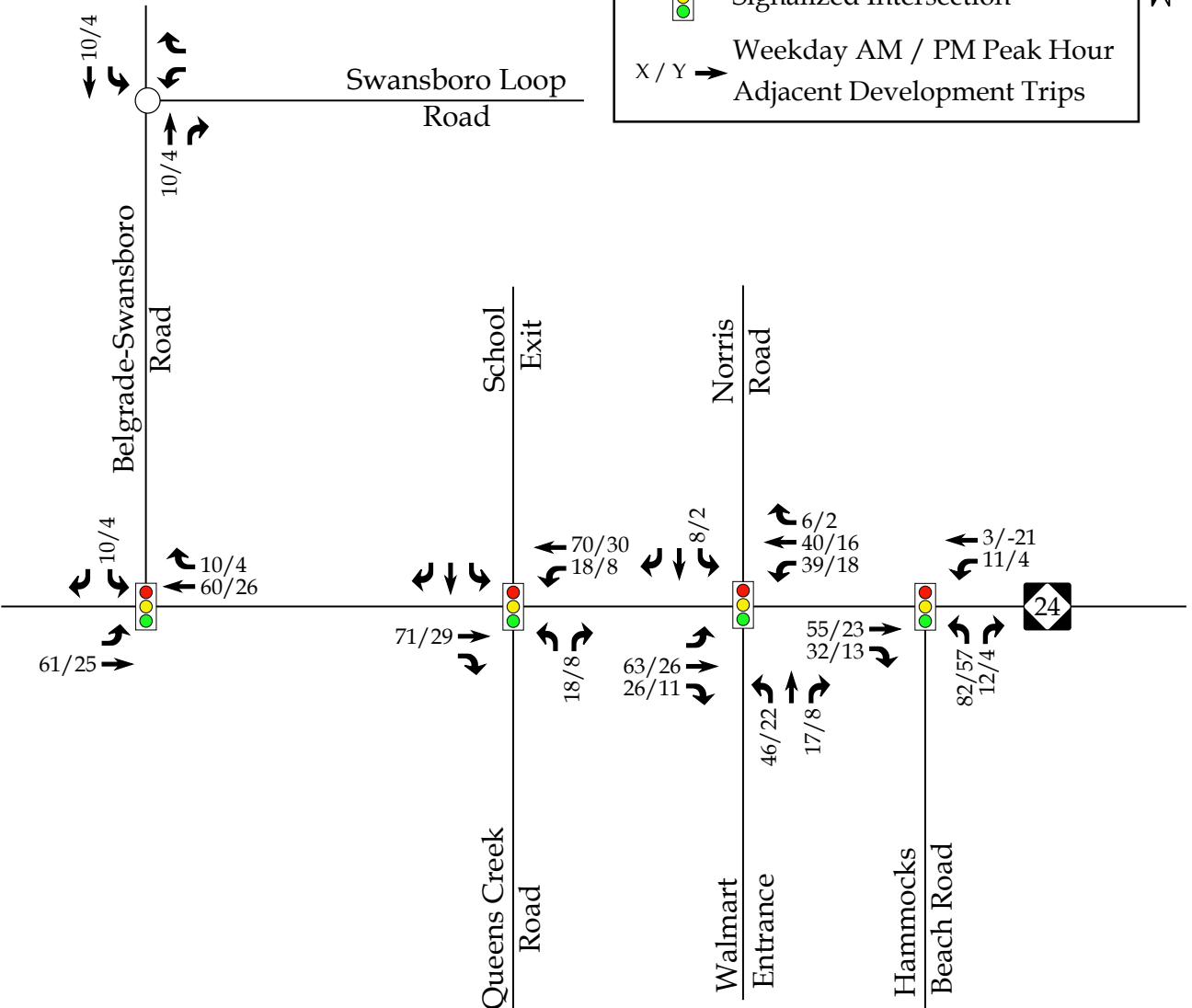
LEGEND

Unsignalized Intersection



Signalized Intersection

X / Y → Weekday AM / PM Peak Hour
Adjacent Development Trips



Flybridge
Swansboro, NC

Peak Hour Adjacent
Development Trips

Scale: Not to Scale

Figure 6

Item V - b.

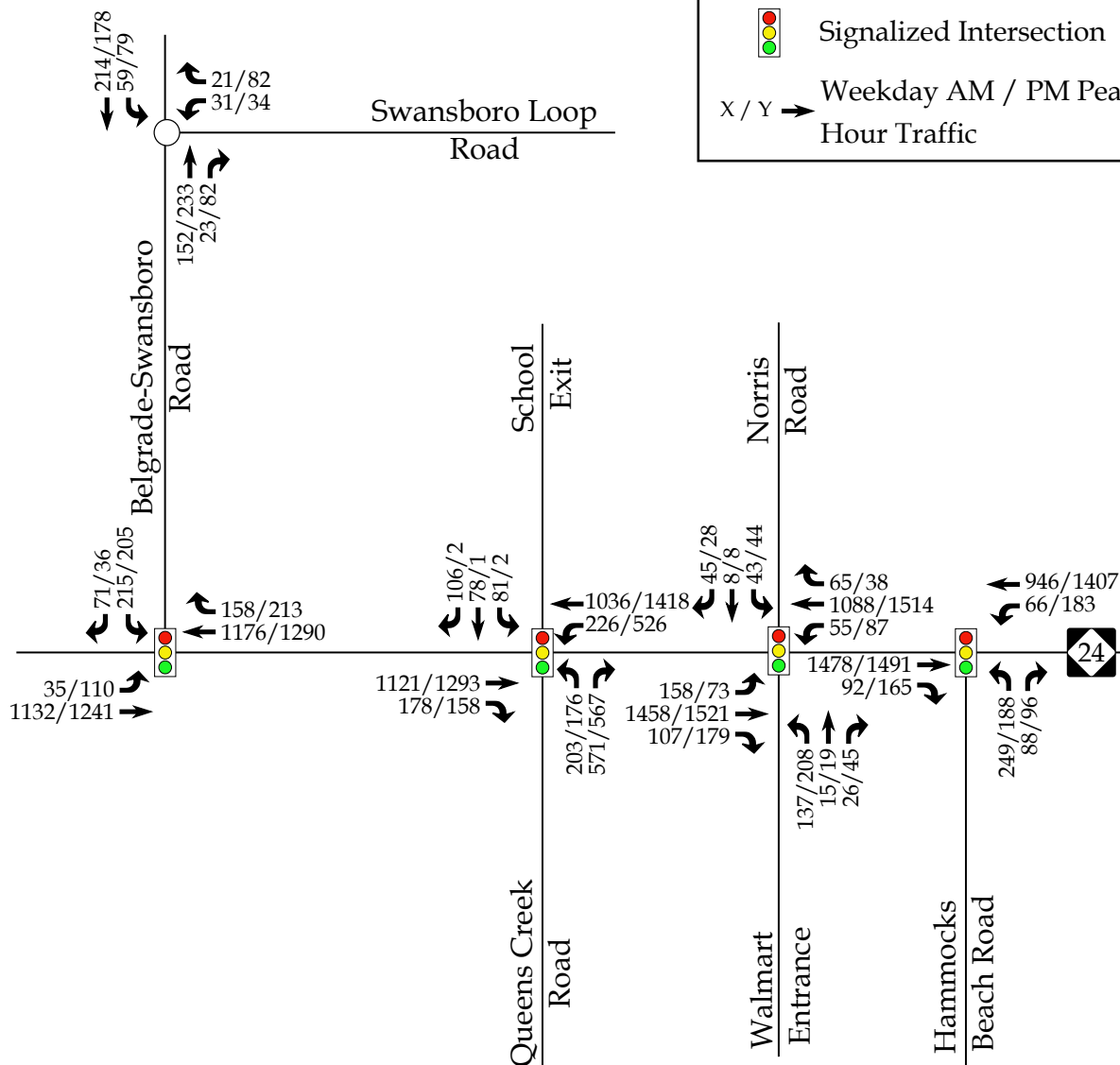
LEGEND

Unsignalized Intersection



Signalized Intersection

X / Y → Weekday AM / PM Peak
Hour Traffic



Note: Based on NCDOT Congestion Management guidelines, a volume of 4 vehicles per hour (vph) was analyzed for any movement with less than 4 vph.



Flybridge
Swansboro, NC

2026 No-Build
Peak Hour Traffic

Scale: Not to Scale

Figure 7a

Item V - b.

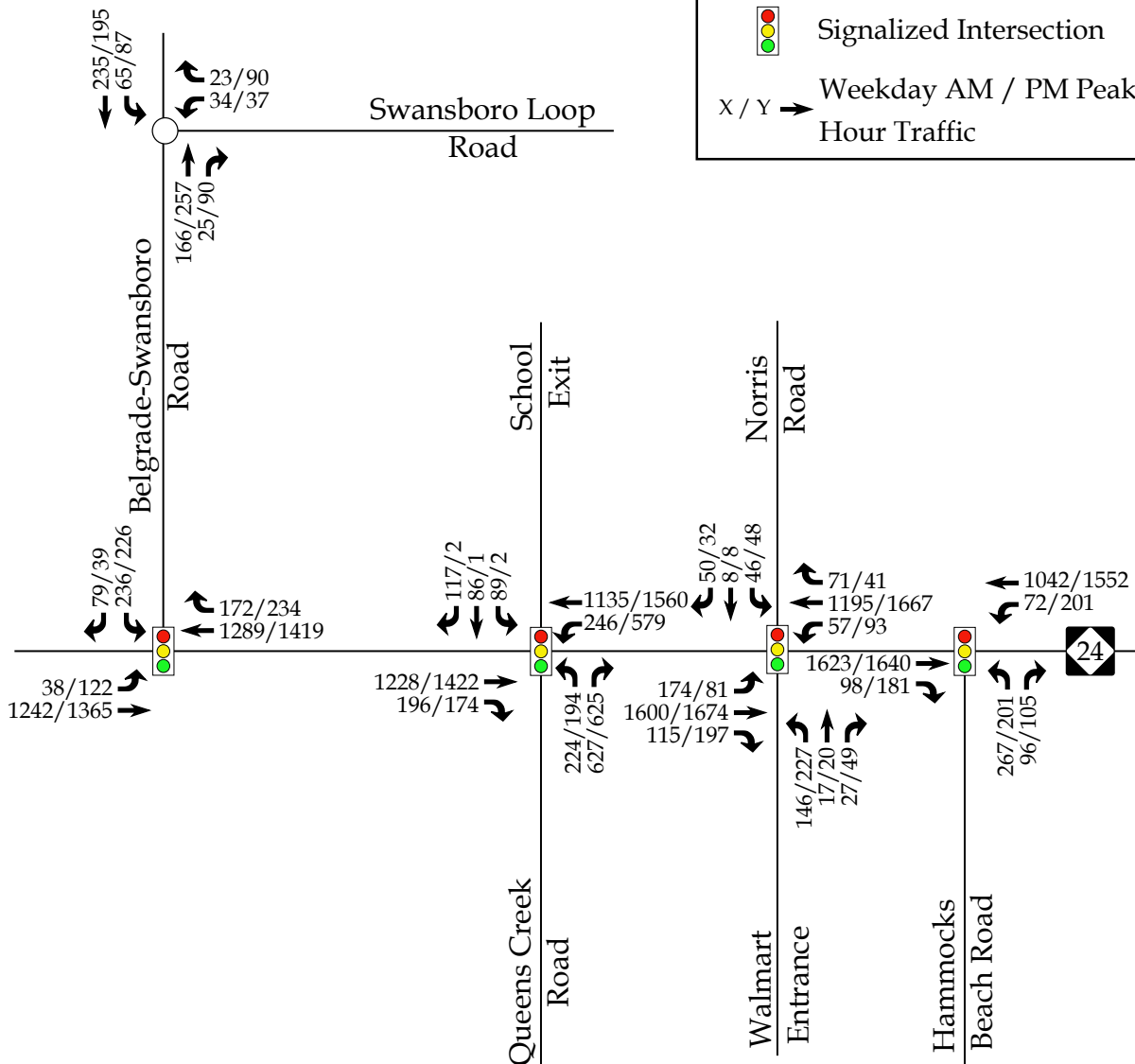
LEGEND

Unsignalized Intersection



Signalized Intersection

X / Y → Weekday AM / PM Peak Hour Traffic



Note: Based on NCDOT Congestion Management guidelines, a volume of 4 vehicles per hour (vph) was analyzed for any movement with less than 4 vph.



Flybridge
Swansboro, NC

2027 No-Build
Peak Hour Traffic

Scale: Not to Scale

Figure 7b

4. SITE TRIP GENERATION AND DISTRIBUTION

4.1. Trip Generation

Average weekday daily, AM peak hour, and PM peak hour trips for the proposed development were estimated using methodology contained within the ITE *Trip Generation Manual*, 11.1 Edition. Table 3 provides a summary of the trip generation potential for the site.

Table 3: Trip Generation Summary

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Multifamily Housing Low Rise (220)	300 Units	1,998	28	88	96	54
Strip Retail Plaza (822)	25,000 s.f.	1,286	32	21	75	74
High-Turnover Restaurant (932)	7,000 s.f.	750	37	30	38	25
Fast-Food Restaurant with Drive- Through (934)	3,000 s.f.	1,402	68	66	52	47
C-Store with Gas Station (945)	12 VFP	3,182	97	97	111	111
Total Trips		8,618	262	301	371	311
<i>Internal Capture (16% AM & 30% PM) *</i>			-43	-47	-111	-94
Total External Trips			243	274	357	306
<i>Pass-By Trips: Shopping Center (29% PM)</i>			-0	-0	-15	-15
<i>Pass-By Trips: High-Turnover Restaurant (43% PM)</i>			-0	-0	-9	-9
<i>Pass-By Trips: Fast-Food Restaurant with Drive-Through (49% AM, 50% PM)</i>			-28	-28	-19	-19
<i>Pass-By Trips: C-Store with Gas Station (76% AM, 75% PM)</i>			-61	-61	-58	-58
Total Primary Trips			130	165	159	116

*Utilizing methodology contained in the NCHRP Report 684.

It is estimated that the proposed development will generate approximately 8,618 total site trips on the roadway network during a typical 24-hour weekday period. Of the daily traffic volume, it is anticipated that 563 trips (262 entering and 301 exiting) will occur

during the weekday AM peak hour and 682 trips (371 entering and 311 exiting) will occur during the weekday PM peak hour.

Internal capture of trips between the restaurant, residential, and retail uses was considered in this study. Internal capture is the consideration for trips that will be made within the site between different land uses, so the vehicle technically never leaves the internal site but can still be considered as a trip to that specific land use. Internal capture typically only considers trips between residential, office, and retail/restaurant land uses. Based on NCHRP Report 684 methodology, a weekday AM peak hour internal capture of 16% and a weekday PM peak hour internal capture rate of 30% was applied to the total trips. The internal capture reductions are expected to account for approximately 90 (43 entering and 47 exiting) trips during the weekday AM peak hour and 207 trips (111 entering and 94 exiting) during the weekday PM peak hour.

Pass-by trips were also taken into consideration in this study. Pass-by trips are made by the traffic already using the adjacent roadway, entering the site as an intermediate stop on their way to another destination. Pass-by percentages are applied to site trips after adjustments for internal capture. Pass-by trips are expected to account for approximately 178 trips (89 entering and 89 exiting) during the weekday AM peak hour and approximately 202 trips (101 entering and 101 exiting) during the weekday PM peak hour. It should be noted that the pass-by trips were balanced, as it is likely that these trips would enter and exit in the same hour.

The total primary site trips are the calculated site trips after the reduction for internal capture and pass-by trips. Primary site trips are expected to generate approximately 295 trips (130 entering and 165 exiting) during the weekday AM peak hour and 273 trips (159 entering and 116 exiting) during the weekday PM peak hour.

4.2. Site Trip Distribution and Assignment

Trip distribution percentages used in assigning site traffic for this development were estimated based on a combination of existing traffic patterns, population centers adjacent to the study area, and engineering judgment.

It is estimated that the residential site trips will be regionally distributed as follows:

- 35% to/from the east via NC 24
- 35% to/from the west via NC 24
- 15% to/from the south via Queens Creek Road
- 10% to/from the north via Belgrade-Swansboro Road
- 5% to/from the south via Hammocks Beach Road

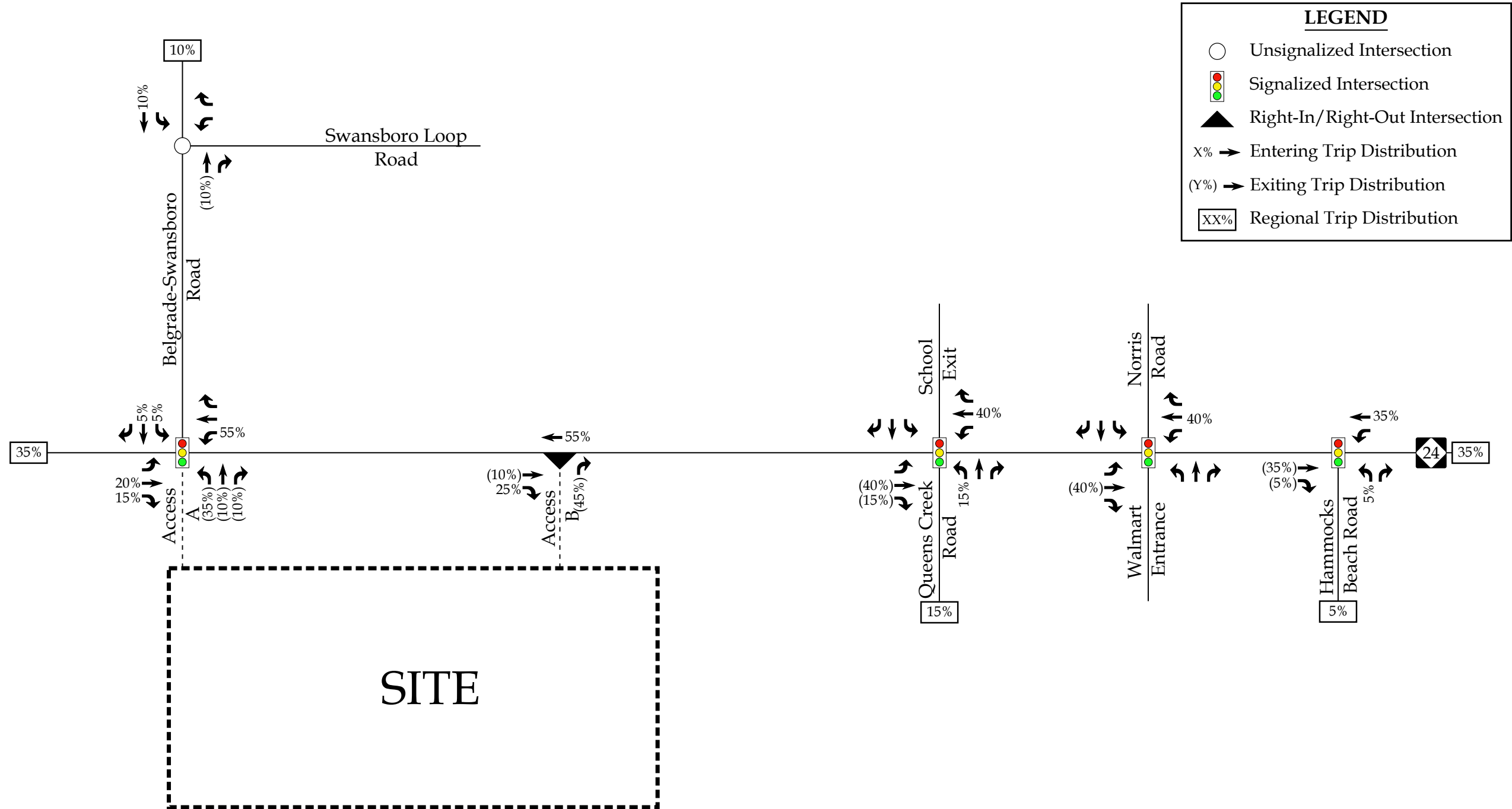
It is estimated that the retail site trips will be regionally distributed as follows:

- 40% to/from the east via NC 24
- 30% to/from the west via NC 24
- 15% to/from the south via Queens Creek Road
- 5% to/from the north via Belgrade-Swansboro Road
- 5% to/from the north via Norris Road
- 5% to/from the south via Hammocks Beach Road

The residential site trip distribution is shown in Figure 8a, and the retail site trip distribution is shown in Figure 8b. Refer to Figure 9a for the residential site trip assignment and Figure 9b for the retail site trip assignment.

The pass-by site trips were distributed based on existing traffic patterns with consideration given to the proposed driveway access and site layout. Refer to Figure 10 for the pass-by site trip distributions. Pass-by site trips are shown in Figure 11.

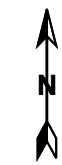
The total site trips were determined by adding the primary site trips and the pass-by site trips. Refer to Figure 12 for the total peak hour site trips at the study intersections.



Flybridge
Swansboro, NC

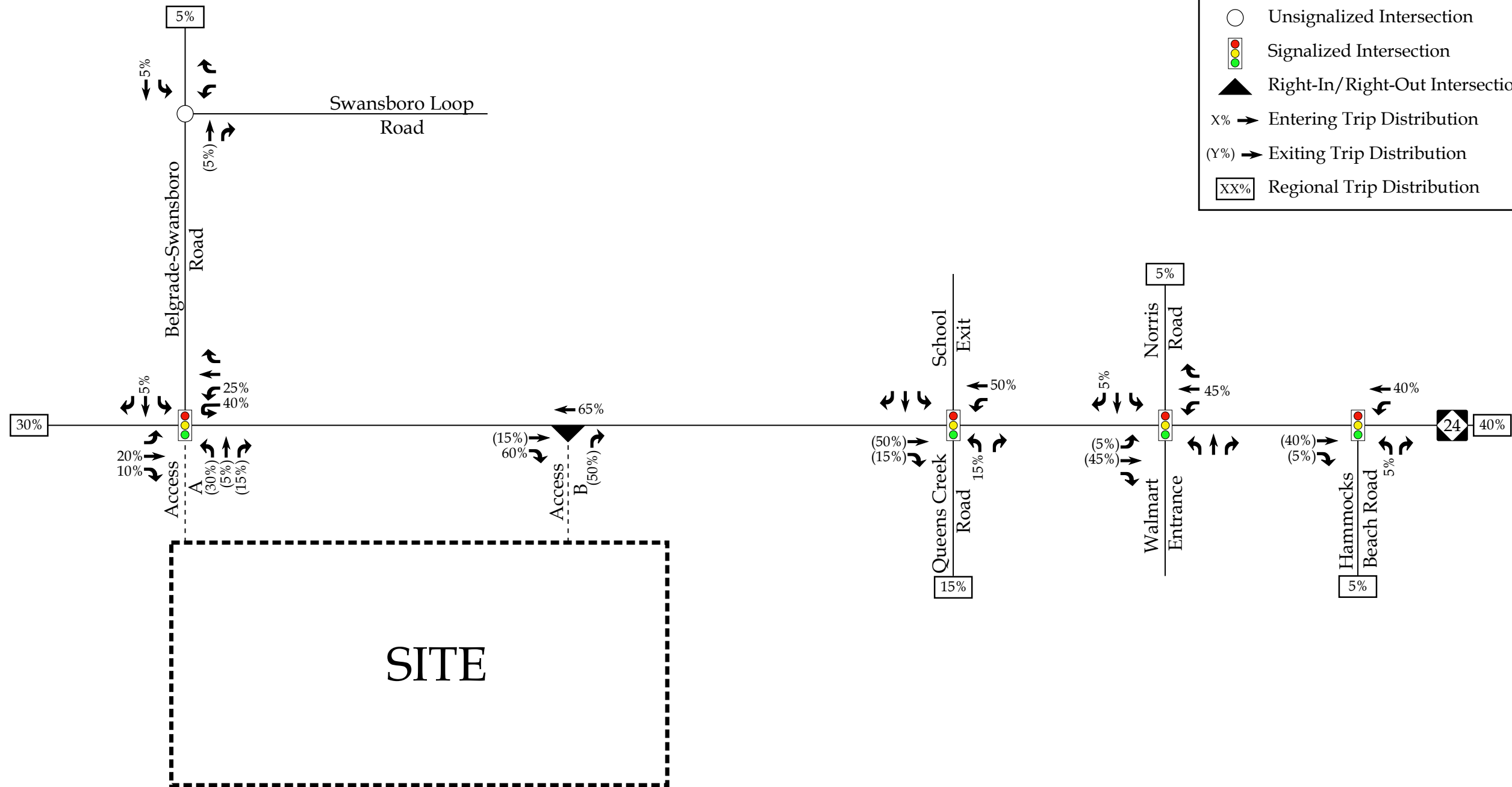
Proposed Site
Residential
Trip Distribution

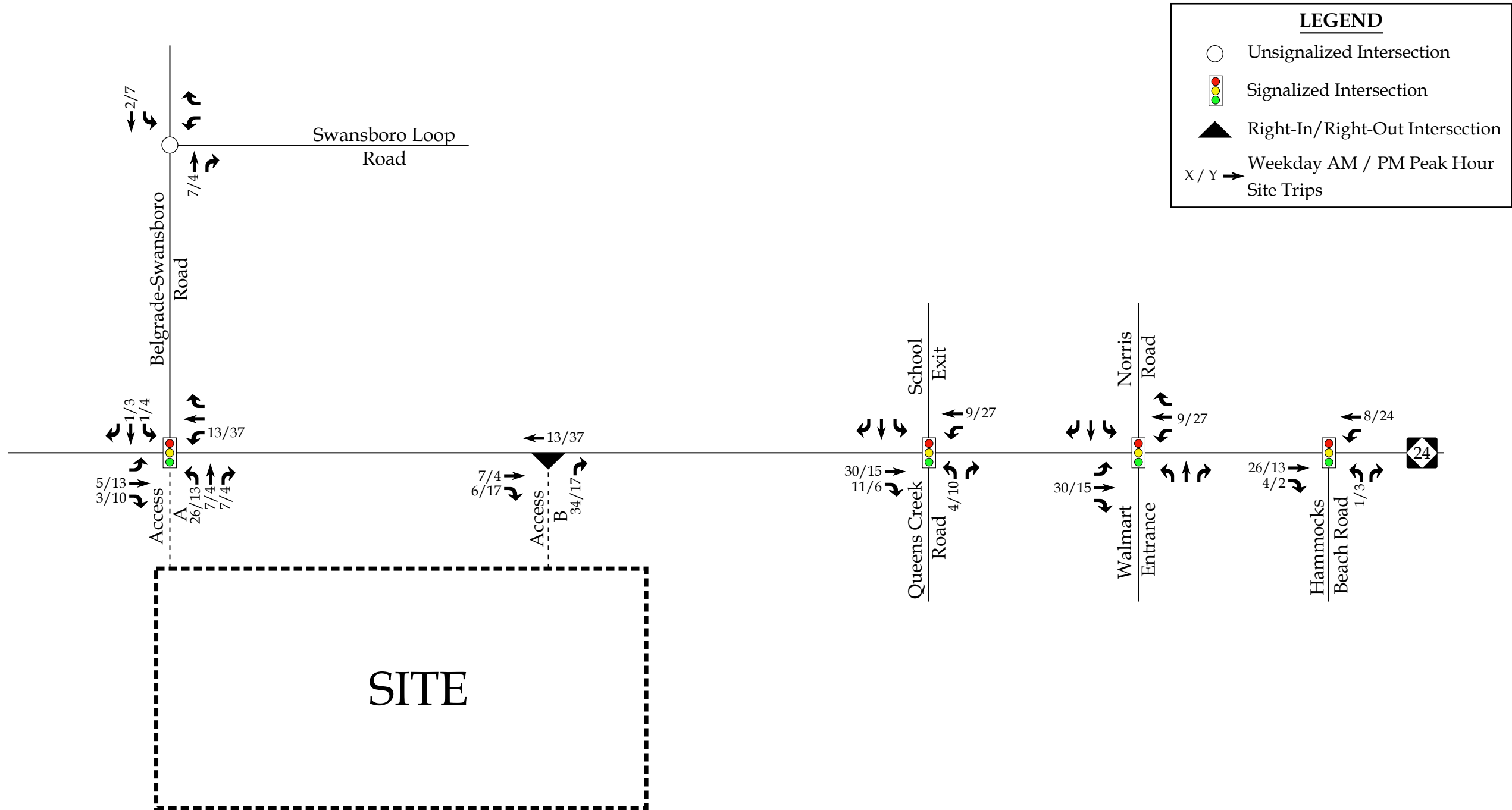
Scale: Not to Scale Figure 8a

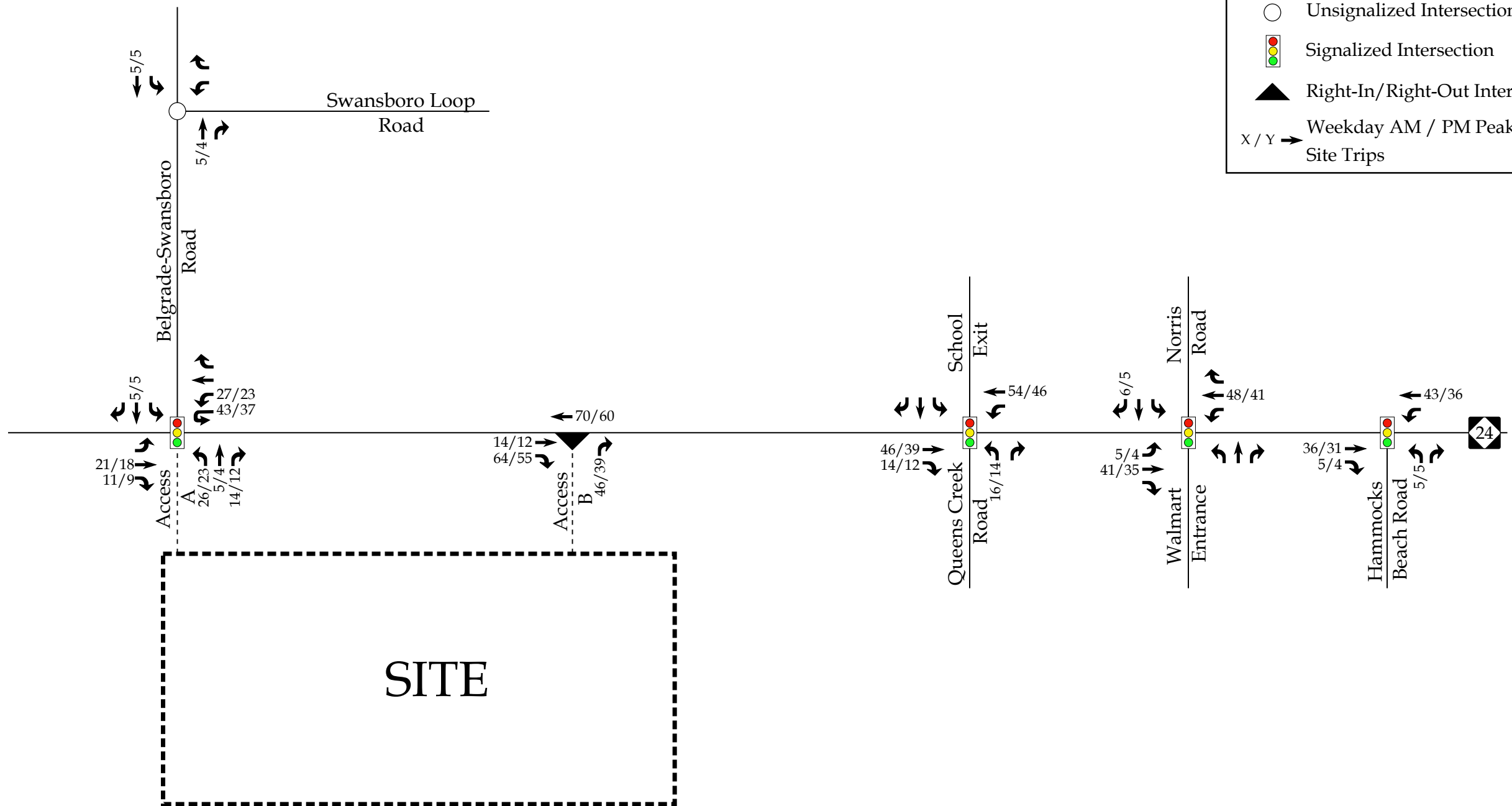


LEGEND

- Unsignalized Intersection
- ◫ Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X% → Entering Trip Distribution
- (Y%) → Exiting Trip Distribution
- XX% Regional Trip Distribution

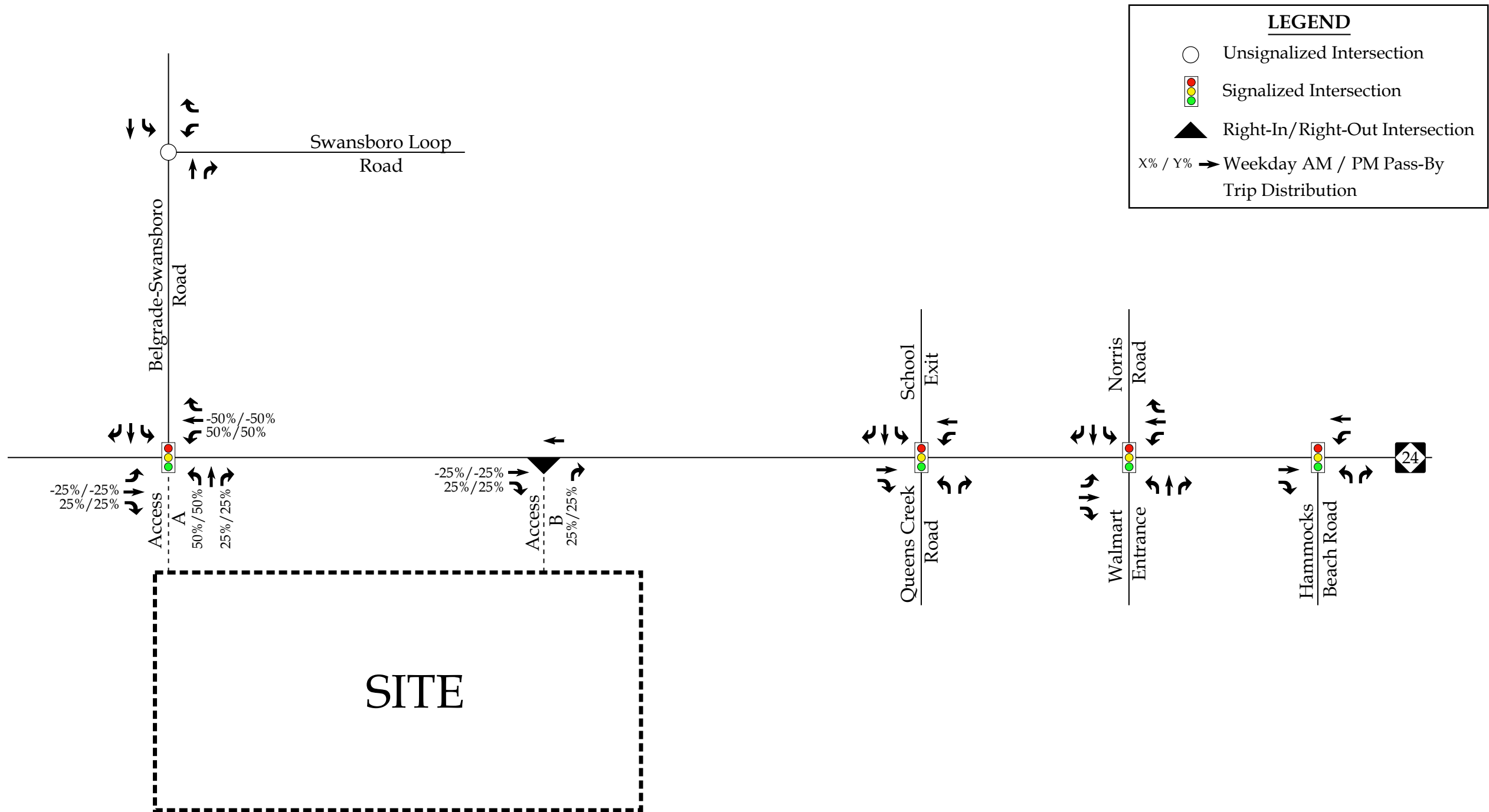






LEGEND

- Unsignalized Intersection
- ◫ Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X / Y → Weekday AM / PM Peak Hour Site Trips

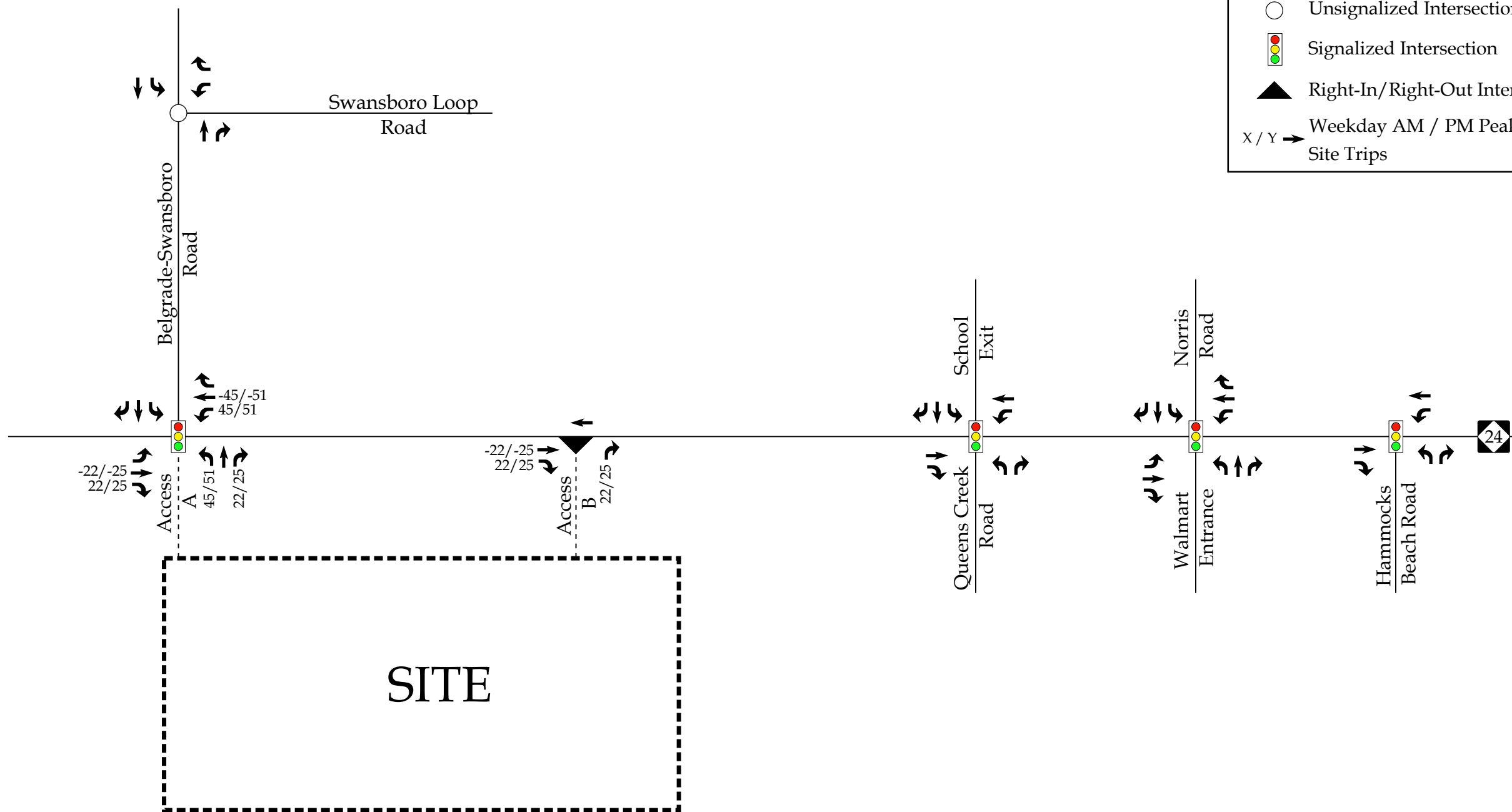


Flybridge
Swansboro, NC

Pass-By Site
Trip Distribution

Scale: Not to Scale

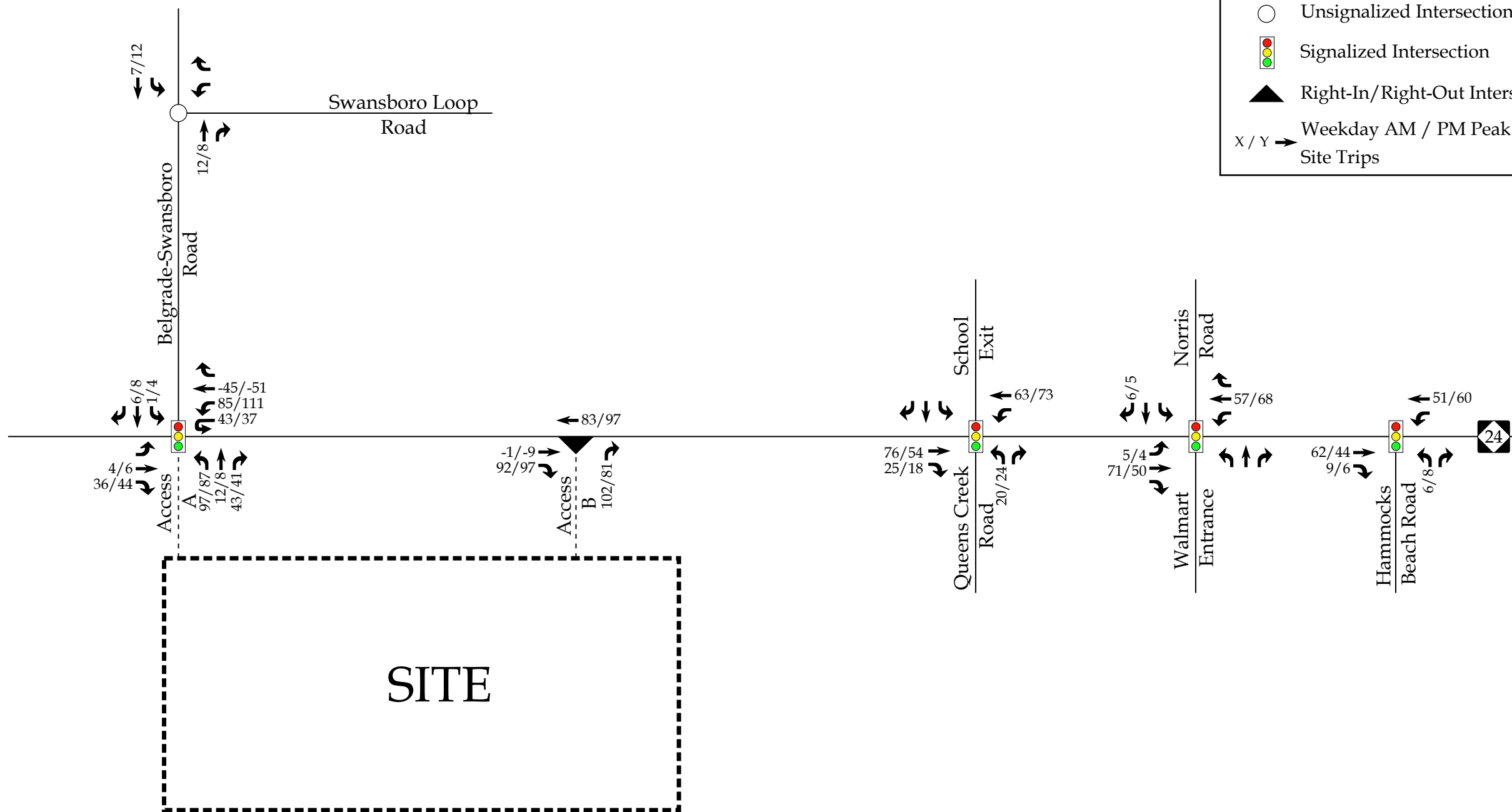
Figure 10



LEGEND


- Unsignalized Intersection
- ◫ Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X / Y → Weekday AM / PM Peak Hour Site Trips





LEGEND

- Unsignalized Intersection
- ◫ Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X / Y → Weekday AM / PM Peak Hour Site Trips

	Flybridge Swansboro, NC		Total Site Trip Assignment
	Scale: Not to Scale	Figure 12	102

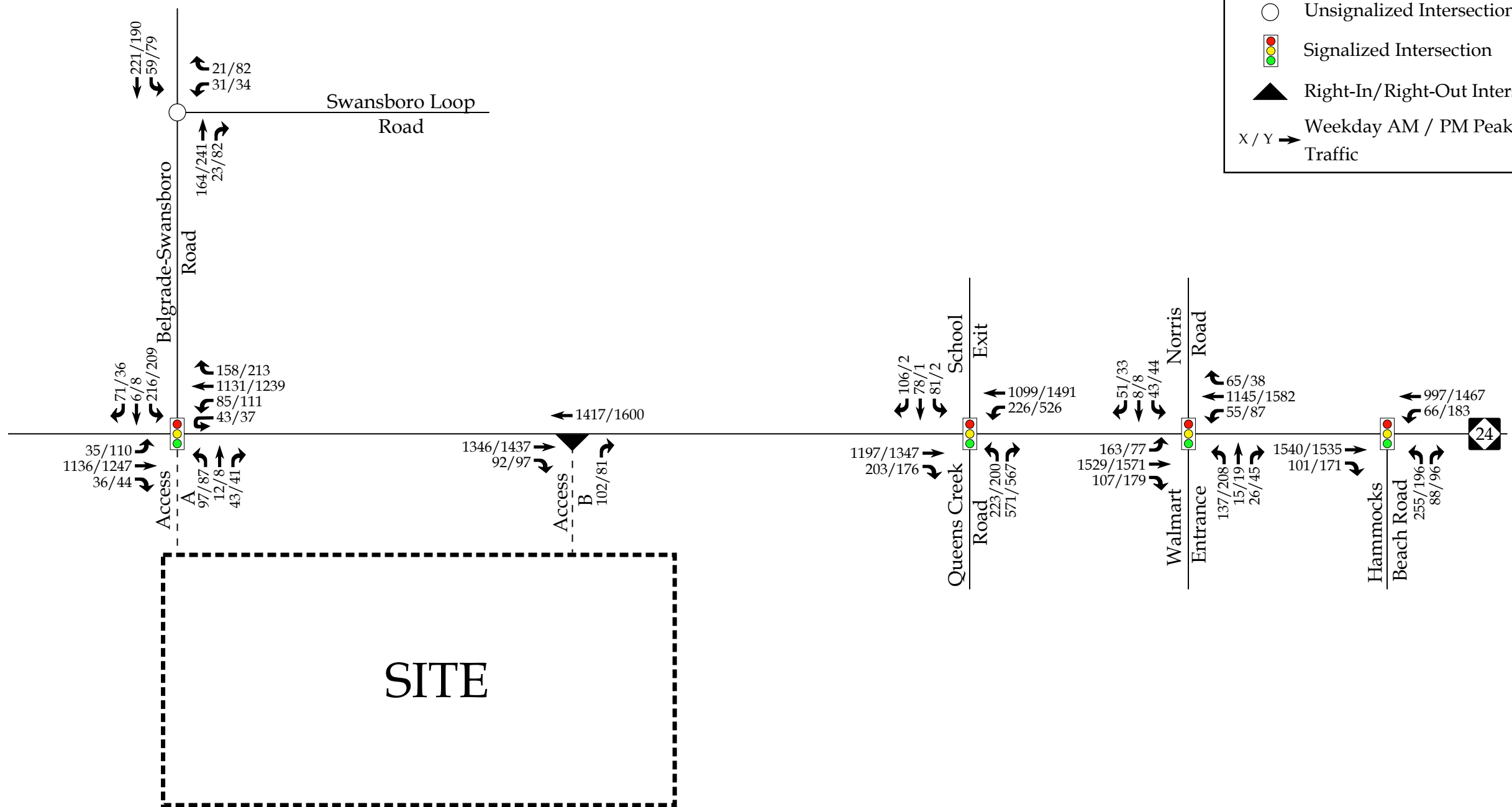
5. 2026 and 2027 BUILD TRAFFIC CONDITIONS

5.1. 2026 and 2027 Build Peak Hour Traffic Volumes

To estimate traffic conditions with the site fully built-out, the total site trips were added to the 2026 and 2027 no-build traffic volumes to determine the 2026 and 2027 build traffic volumes. Refer to Figure 13a for an illustration of the 2026 build peak hour traffic volumes with the proposed site fully developed. Refer to Figure 13b for an illustration of the 2027 build peak hour traffic volumes with the proposed site fully developed.

5.2. Analysis of 2026 and 2027 Build Peak Hour Traffic Conditions

Study intersections were analyzed with the 2026 and 2027 build traffic volumes using the same methodology previously discussed for existing and no-build traffic conditions. Intersections were analyzed with improvements necessary to accommodate future traffic volumes. The results of the capacity analysis for each intersection are presented in Section 7 of this report.



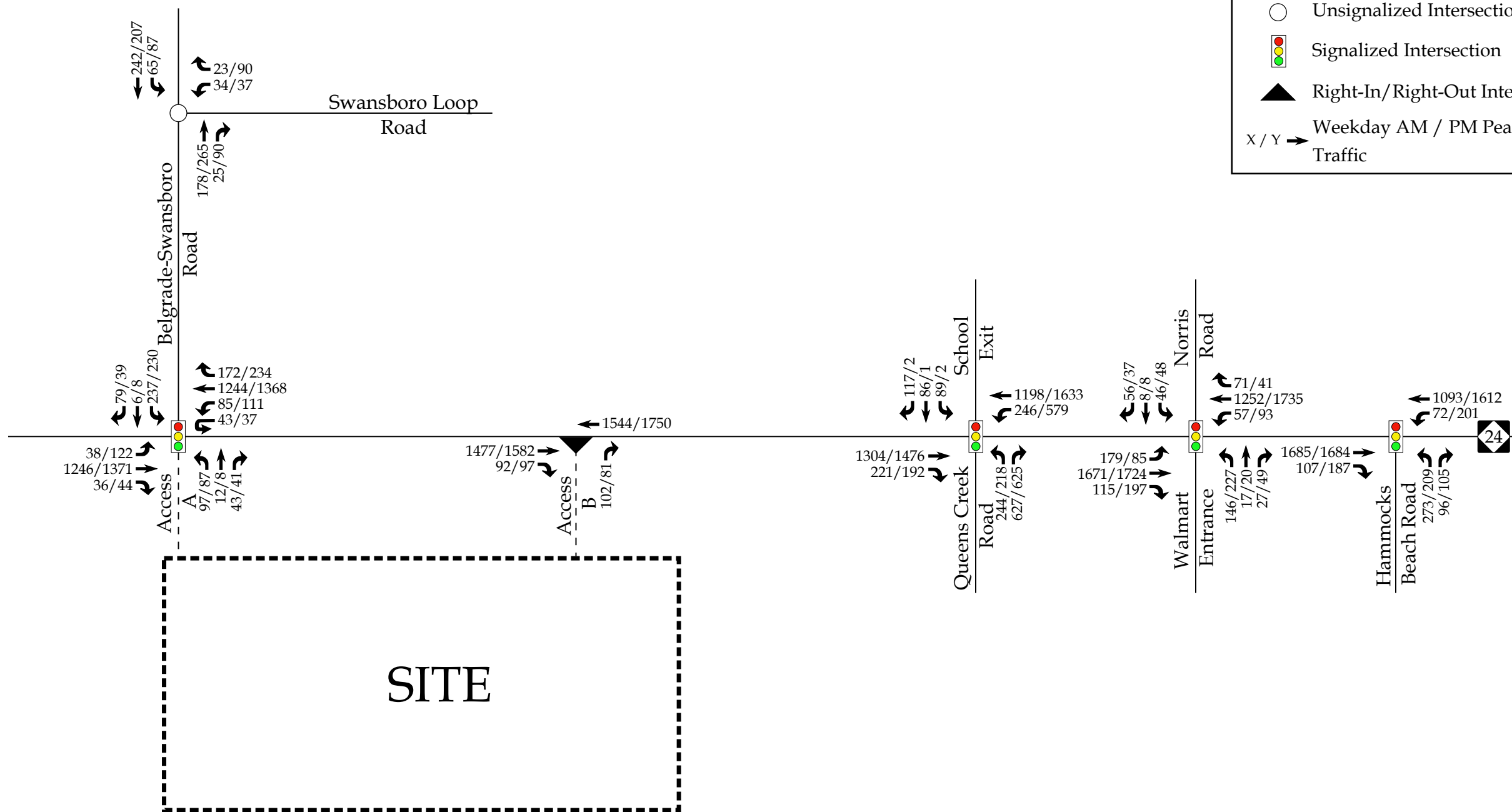
Note: Based on NCDOT Congestion Management guidelines, a volume of 4 vehicles per hour (vph) was analyzed for any movement with less than 4 vph.



Flybridge
Swansboro, NC

2026 Build
Peak Hour Traffic

Scale: Not to Scale Figure 13a



Note: Based on NCDOT Congestion Management guidelines, a volume of 4 vehicles per hour (vph) was analyzed for any movement with less than 4 vph.



Flybridge
Swansboro, NC

2027 Build
Peak Hour Traffic

Scale: Not to Scale Figure 12b

6. TRAFFIC ANALYSIS PROCEDURE

Study intersections were analyzed using the methodology outlined in the *Highway Capacity Manual* (HCM), 6th Edition published by the Transportation Research Board. Capacity and level of service are the design criteria for this traffic study. A computer software package, Synchro (Version 11.1), was used to complete the analyses for the study area intersections. Please note that the unsignalized capacity analysis does not provide an overall level of service for an intersection; only delay for an approach with a conflicting movement.

The HCM defines capacity as “the maximum hourly rate at which persons or vehicles can reasonably be expected to traverse a point or uniform section of a lane or roadway during a given time period under prevailing roadway, traffic, and control conditions.” Level of service (LOS) is a term used to represent different driving conditions and is defined as a “qualitative measure describing operational conditions within a traffic stream, and their perception by motorists and/or passengers.” Level of service varies from Level “A” representing free flow, to Level “F” where breakdown conditions are evident. Refer to Table 4 for HCM levels of service and related average control delay per vehicle for both signalized and unsignalized intersections. Control delay as defined by the HCM includes “initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay”. An average control delay of 50 seconds at a signalized intersection results in LOS “D” operation at the intersection.

Table 4: Highway Capacity Manual – Levels-of-Service and Delay

UNSIGNALIZED INTERSECTION		SIGNALIZED INTERSECTION	
LEVEL OF SERVICE	AVERAGE CONTROL DELAY PER VEHICLE (SECONDS)	LEVEL OF SERVICE	AVERAGE CONTROL DELAY PER VEHICLE (SECONDS)
A	0-10	A	0-10
B	10-15	B	10-20
C	15-25	C	20-35
D	25-35	D	35-55
E	35-50	E	55-80
F	>50	F	>80

6.1. Adjustments to Analysis Guidelines

Capacity analysis at all study intersections was completed according to the NCDOT Congestion Management Guidelines and Town UDO.

7. CAPACITY ANALYSIS

The following study intersections were analyzed under 2023 existing, 2026 and 2027 no-build, and 2026 and 2027 build traffic conditions:

- NC 24 & Belgrade-Swansboro Road/Access A
- NC 24 & Queens Creek Road/School Exit
- NC 24 & Norris Road/Walmart Entrance
- NC 24 & Hammocks Beach Road
- Belgrade-Swansboro Road & Swansboro Loop Road
- NC 24 & Access B

All proposed site driveways were analyzed under 2026 and 2027 build traffic conditions. Refer to Tables 5-10 for a summary of capacity analysis results. Refer to Appendices E-K for the Synchro capacity analysis reports and SimTraffic queueing reports.

7.1. NC 24 & Belgrade-Swansboro Road/Access A

Refer to the table below for a summary of the capacity analysis of the subject intersection during the analysis scenarios.

Table 5: Analysis Summary of NC 24 & Belgrade-Swansboro Road/Access A

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour						Weekday PM Peak Hour					
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
2023 Existing Conditions	EBL	150	19	65	A	9	A (9)	B (10)	85	183	B	12	A (7)	B (11)
	EBT (2)	--	154	140	A	9			271	241	A	7		
	WBU	100	4	24	A	6	A (9)		1	34	A	3	A (4)	
	WBT (2)	--	164	182	A	9			201	293	A	5		
	WBR	150	45	107	A	7			48	192	A	3		
	SBL	0	113	264	C	21	C (20)		254	342	E	73	E (69)	
	SBR	50	47	148	B	17			61	150	D	50		
2026 No-Build Conditions	EBL	150	24	65	B	13	B (11)	B (12)	145	218	C	21	A (9)	B (14)
	EBT (2)	--	190	162	B	11			339	260	A	8		
	WBU	100	4	29	A	6	B (11)		2	29	A	7	A (9)	
	WBT (2)	--	202	172	B	11			546	327	A	9		
	WBR	150	51	77	A	7			122	250	A	6		
	SBL	0	133	266	C	22	C (21)		279	340	E	72	E (69)	
	SBR	50	51	150	B	18			64	150	D	49		
2026 Build Conditions	EBL	150	68	180	D	54	C (32)	C (30)	209	250	F	81	C (35)	C (34)
	EBT (2)	--	543	364	C	32			675	1885	C	31		
	EBR	100	40	200	B	19			49	200	B	20		
	WBUL	100	181	197	D	54	C (23)		224	200	E	77	C (25)	
	WBT (2)	--	482	368	C	20			634	406	C	21		
	WBR	150	124	219	B	15			162	250	B	14		
	NBTL	100	144	131	D	44	D (40)		150	171	E	63	E (56)	
	NBR	--	58	82	C	30			65	87	D	40		
	SBTL	0	273	267	D	53	D (48)		324	400	E	80	E (74)	
	SBR	50	87	150	C	31			59	150	D	40		
2026 Build Conditions with Improvements	EBL	150	70	171	E	56	C (32)	C (30)	177	250	E	76	D (37)	D (35)
	EBT (2)	--	548	383	C	32			675	1888	C	31		
	EBR	100	41	200	B	19			49	200	C	20		
	WBUL	500	193	190	E	56	C (23)		219	221	E	75	C (31)	
	WBT (2)	--	487	338	C	20			772	419	C	25		
	WBR	150	124	236	B	15			210	250	B	17		
	NBTL	--	151	165	D	45	D (41)		150	176	E	63	E (59)	
	NBR	100	61	116	C	32			65	75	D	40		
	SBTL	0	289	299	D	54	D (49)		324	378	E	80	E (77)	
	SBR	50	91	150	C	33			59	150	D	40		

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour						Weekday PM Peak Hour					
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2027 No-Build Conditions	EBL	150	28	76	B	15	B (11)	B (12)	244	241	D	49	B (12)	B (16)
	EBT (2)	--	215	184	B	11			397	436	A	9		
	WBU	100	4	27	A	6	B (11)		2	30	A	9	B (11)	
	WBT (2)	--	230	203	B	12			699	329	B	12		
	WBR	150	54	105	A	7			154	250	A	7		
	SBL	0	162	433	C	25	C (24)		307	371	E	74	E (70)	
	SBR	50	62	150	B	19			67	150	D	48		
2027 Build Conditions	EBL	150	53	118	D	36	C (21)	C (31)	229	250	F	87	D (39)	D (38)
	EBT (2)	--	352	281	C	21			754	1888	C	35		
	EBR	100	24	106	A	10			47	200	B	19		
	WBUL	100	171	192	D	52	B (18)		210	200	E	78	C (29)	
	WBT (2)	--	352	377	B	15			837	436	C	26		
	WBR	150	86	176	B	10			201	250	B	16		
	NBTL	100	183	185	F	110	F (87)		156	172	E	64	E (57)	
	NBR	--	54	134	C	29			66	103	D	40		
	SBTL	0	340	894	F	133	F (108)		384	393	F	84	E (78)	
	SBR	50	86	150	C	31			62	150	D	40		
2027 Build Conditions with Improvements	EBL	150	74	249	E	60	C (34)	C (32)	229	250	F	87	D (39)	D (38)
	EBT (2)	--	612	453	C	34			754	1882	C	35		
	EBR	100	39	200	B	18			47	200	B	20		
	WBUL	500	220	196	E	65	C (25)		210	212	E	88	C (29)	
	WBT (2)	--	564	416	C	23			837	395	C	26		
	WBR	150	135	250	B	16			201	250	B	16		
	NBTL	--	155	157	D	49	D (44)		156	181	E	69	E (57)	
	NBR	100	61	129	C	33			66	130	D	40		
	SBTL	0	345	344	E	61	D (54)		384	421	F	89	E (78)	
	SBR	50	99	150	C	34			62	150	D	40		

Improvements to lane configuration are shown in bold.

Capacity analysis indicates that the intersection is expected to operate at an overall LOS D or better under all analysis scenarios during the weekday AM and PM peak hours. When comparing the no-build and build traffic conditions the overall LOS is expected to decrease from LOS B to LOS C in the AM peak hour and LOS D in the PM peak hour. It should be noted that with the addition of the northbound Site Access during the build traffic condition the overall intersection is expected to have an increase in delay to account for the additional movements. The minor street approaches are expected to operate at LOS F or better during the weekday AM and PM peak hours under the build traffic conditions. It is not uncommon for the minor street approach to experience higher delays, especially at signalized intersections where the priority is placed on the mainline approach movements to maximize progression.

During the build with improvements scenarios a westbound left-turn lane extension and signal timing modifications were considered to improve the overall traffic flow at the intersection. Under the build with improvements traffic conditions the overall intersection is expected to operate at an overall LOS C during the weekday AM peak hour and LOS D during the weekday PM peak hour. Based on SimTraffic queuing reports, the northbound right-turn and eastbound right-turn lane queues exceed the storage lengths provided; however, this is due to the turning movements not being able to reach the turn lane.

7.2. NC 24 & Queens Creek Road/School Exit

Refer to the table below for a summary of the capacity analysis of the subject intersection during the analysis scenarios.

Table 6: Analysis Summary of NC 24 & Queens Creek Road/School Exit

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour						Weekday PM Peak Hour					
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2023 Existing Conditions	EBT (2)	--	381	436	D	36	C (32)	E (55)	638	508	C	25	C (23)	D (49)
	EBR	800	81	128	B	10			67	104	A	9		
	WBL	125	187	224	D	52	C (23)		580	225	D	41	B (13)	
	WBT (2)	--	246	332	B	16			103	695	A	3		
	NBL	200	248	300	D	54	F (146)		388	300	F	341	F (192)	
	NBR	--	707	1048	F	180			711	1048	F	146		
	SBL	--	95	130	D	39	D (48)		17	35	E	64	E (64)	
	SBTR	--	222	218	D	52			26	42	E	65		
2026 No-Build Conditions	EBT (2)	--	467	574	D	36	C (32)	F (89)	885	880	D	44	D (40)	D (43)
	EBR	800	86	151	A	10			90	426	B	11		
	WBL	125	421	225	F	254	E (59)		851	225	F	131	D (39)	
	WBT (2)	--	300	511	B	16			173	1343	A	5		
	NBL	200	317	300	E	72	F (245)		321	300	F	81	E (57)	
	NBR	--	911	1050	F	307			626	951	D	50		
	SBL	--	111	138	D	45	E (60)		17	31	E	63	E (64)	
	SBTR	--	286	288	E	67			26	54	E	65		
2026 Build Conditions	EBT (2)	--	512	893	D	36	D (32)	F (94)	925	330	E	56	D (51)	D (45)
	EBR	800	98	210	A	9			84	140	B	10		
	WBL	125	442	225	F	278	E (61)		848	225	F	130	D (38)	
	WBT (2)	--	324	776	B	16			225	1335	A	6		
	NBL	200	377	300	F	96	F (268)		376	300	E	73	D (50)	
	NBR	--	959	1051	F	335			626	1011	D	42		
	SBL	--	116	151	D	47	E (65)		17	33	E	63	E (64)	
	SBTR	--	304	340	E	73			26	52	E	65		
2026 Build Conditions with Improvements	EBT (2)	--	782	943	E	65	E (58)	E (60)	1007	349	D	42	D (38)	D (48)
	EBR	800	125	612	B	13			102	116	B	11		
	WBL	125	358	225	E	74	C (28)		885	225	F	172	D (51)	
	WBT (2)	--	420	546	B	18			361	1339	A	9		
	NBL	200	288	300	E	69	F (105)		279	300	E	74	E (56)	
	NBR	--	823	1042	F	119			588	1034	D	49		
	SBL	--	129	197	E	59	F (102)		17	28	E	64	E (64)	
	SBTR	--	348	590	F	121			26	42	E	65		

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour						Weekday PM Peak Hour					
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2027 No-Build Conditions	EBT (2)	--	529	666	D	36	C (32)	F (116)	1030	2048	E	76	E (69)	E (60)
	EBR	800	93	192	A	9			96	900	B	11		
	WBL	125	496	225	F	342	E (74)		905	225	F	178	D (53)	
	WBT (2)	--	338	998	B	16			278	1351	A	6		
	NBL	200	391	300	F	102	F (337)		365	300	E	75	E (61)	
	NBR	--	1096	1050	F	421			753	1041	E	57		
	SBL	--	129	249	D	49	E (78)		17	31	E	63	E (64)	
	SBTR	--	355	462	F	91			26	52	E	65		
2027 Build Conditions	EBT (2)	--	580	723	D	36	C (32)	F (123)	1068	368	F	113	F (101)	E (70)
	EBR	800	105	315	A	9			91	129	B	12		
	WBL	125	521	225	F	374	E (77)		865	225	F	177	D (52)	
	WBT (2)	--	365	1145	B	16			297	1336	A	8		
	NBL	200	458	300	F	141	F (369)		422	300	E	70	D (53)	
	NBR	--	1157	1043	F	458			753	1045	D	47		
	SBL	--	135	293	D	53	F (88)		17	28	E	63	E (64)	
	SBTR	--	376	745	F	103			26	41	E	65		
2027 Build Conditions with Improvements	EBT (2)	--	893	2196	F	97	F (85)	F (79)	1068	349	F	113	F (112)	E (70)
	EBR	800	138	900	B	13			91	110	B	12		
	WBL	125	405	225	F	88	C (32)		865	225	F	177	D (52)	
	WBT (2)	--	481	537	C	21			297	1344	A	8		
	NBL	200	316	300	E	71	F (133)		422	300	E	70	D (53)	
	NBR	--	940	1046	F	157			753	1012	D	47		
	SBL	--	140	394	E	61	F (121)		17	36	E	63	E (64)	
	SBTR	--	388	653	F	147			26	48	E	65		

Capacity analysis indicates that the overall intersection is expected to operate at an overall LOS F or better during the weekday AM peak hour and an overall LOS E or better during the weekday PM peak hour under all analysis scenarios. It is not unusual for the minor street approaches to have higher delays at signalized intersections, especially when the signal is coordinated where the precedence is given to the mainline approaches to maximize progression. Queueing is not expected to increase significantly along the approaches. It is important to note that the southbound approach is a school driveway, therefore it is expected to have higher traffic volumes exiting the facility during the AM peak hour during the school year due to parent drop-offs. Immediately south of the intersection there are also two additional schools that also contribute to the higher volumes along the northbound approach during the school year. The proposed development is only expected to account for less than 4% of the total traffic at the intersection.

During the build with improvements scenarios, signal timing modifications were considered to better improve the delay at the intersection. With this improvement under the 2026 build with improvement traffic condition, the intersection is expected to operate at LOS E during the weekday AM peak hour and LOS D during the weekday PM peak hour. Under the 2027 build with improvements traffic condition the intersection is expected to operate at LOS F during the weekday AM peak hour and LOS E during the weekday PM peak hour. It is important to note that per Congestion Management guidelines right-turn on-red (RTOR) was not considered; however, RTOR is expected to further improve queuing lengths and overall delays at this intersection. Improvements for this intersection may need to be evaluated from a corridor perspective and should not fall on the responsibility of a single developer given that existing and no-build conditions are unsatisfactory.

It is important to note that the intersection LOS does not meet the Town's UDO requirements; however, based on coordination with the Town and NCDOT it is understood that there are a limited number of improvements that can feasibly be made at the intersection at this time.

7.3. NC 24 & Norris Road/Walmart Entrance

Refer to the table on the following page for a summary of the capacity analysis of the subject intersection during the analysis scenarios.

Table 7: Analysis Summary of NC 24 & Norris Road/Walmart Entrance

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour					Weekday PM Peak Hour						
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2023 Existing Conditions	EBL	400	59	149	B	18	A (10)	B (14)	10	106	A	9	B (11)	B (18)
	EBT (2)	--	374	251	A	9			198	179	B	12		
	EBR	150	41	64	A	6	B (16)		41	75	A	8	B (15)	
	WBL	150	8	85	A	4			24	159	B	11		
	WBTTTR	--	337	306	B	16	C (30)		620	281	B	15	E (72)	
	NBL	0	91	145	C	31			254	300	E	79		
	NBTR	--	33	54	C	27	84		116	D	49			
	SBLTR	--	89	118	C	30	C (30)		111	130	D	52	D (52)	
2026 No-Build Conditions	EBL	400	250	226	D	62	C (24)	C (26)	80	182	E	62	B (12)	C (24)
	EBT (2)	--	653	462	C	19			227	254	B	10		
	EBR	150	72	250	B	11	C (25)		35	185	A	7	C (25)	
	WBL	150	78	250	D	62			182	250	F	99		
	WBTTTR	--	407	422	C	23	D (39)		750	761	C	21	F (89)	
	NBL	0	146	174	D	76			376	371	F	101		
	NBTR	--	52	71	C	47	102		128	D	50			
	SBLTR	--	103	139	C	54	C (35)		126	177	D	53	D (53)	
2026 Build Conditions	EBUL	400	260	268	D	48	C (25)	C (27)	81	120	E	59	B (11)	C (24)
	EBT (2)	--	709	553	C	24			205	243	A	9		
	EBR	150	72	250	B	12	C (27)		32	196	A	7	C (26)	
	WBL	150	78	190	D	46			181	250	F	98		
	WBTTTR	--	438	443	C	26	C (41)		809	775	C	22	F (90)	
	NBL	0	147	193	D	44			380	323	F	103		
	NBTR	--	52	61	C	31	102		117	D	50			
	SBLTR	--	109	139	D	36	D (36)		132	170	D	53	D (53)	
2027 No-Build Conditions	EBL	400	278	482	D	53	C (28)	C (29)	79	168	E	57	B (12)	C (27)
	EBT (2)	--	765	591	C	26			225	245	B	10		
	EBR	150	77	250	B	12	C (28)		35	143	A	7	C (29)	
	WBL	150	80	249	D	47			195	250	F	101		
	WBTTTR	--	472	443	C	28	D (43)		891	772	C	25	F (105)	
	NBL	0	156	182	D	46			425	423	F	121		
	NBTR	--	54	94	C	31	108		109	D	50			
	SBLTR	--	111	142	D	36	D (36)		137	171	D	53	D (53)	
2027 Build Conditions	EBUL	400	288	436	D	53	C (30)	C (32)	79	128	E	56	B (12)	C (28)
	EBT (2)	--	821	620	C	29			206	246	B	10		
	EBR	150	77	250	B	12	C (31)		32	194	A	7	C (31)	
	WBL	150	80	250	D	47			182	250	F	100		
	WBTTTR	--	508	633	C	31	D (44)		961	773	C	27	F (108)	
	NBL	0	157	199	D	48			429	477	F	126		
	NBTR	--	54	86	C	31	108		144	D	50			
	SBLTR	--	116	158	D	37	D (37)		143	190	D	54	D (54)	

Capacity analysis indicates that the overall intersection is expected to operate at LOS C or better under all analysis scenarios during the weekday AM and PM peak hours. When

comparing the no-build and build traffic conditions queueing is not expected to increase significantly. Under all analysis scenarios the minor street approaches are expected to operate at a LOS F or better during the weekday AM and PM peak hours. It should be noted that it is not uncommon for the minor street approaches to have higher delays at signalized intersections, especially when the signal is coordinated where the precedence is given to the mainline approaches to maximize the progression. Due to the overall acceptable levels of service no improvements by the developer are recommended.

7.4. NC 24 & Hammocks Beach Road

Refer to the table below for a summary of the capacity analysis of the subject intersection during the analysis scenarios.

Table 8: Analysis Summary of NC 24 & Hammocks Beach Road

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour						Weekday PM Peak Hour					
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2023 Existing Conditions	EBU	325	5	28	A	8	B (13)	B (12)	1	34	A	4	A (5)	A (10)
	EBT (2)	--	358	289	B	14			102	198	A	5		
	EBR	550	11	34	A	2			16	101	A	1		
	WBL	200	17	74	A	7	A (5)		83	214	C	22	A (7)	
	WBT (2)	--	117	157	A	5			243	253	A	5		
	NBL	150	98	152	C	30			C (30)	143	218	E	69	
	NBLR	--	--	184	--	--	--			270	--	--		
2026 No-Build Conditions	EBU	325	6	23	A	9	B (18)	B (18)	1	42	A	5	A (5)	B (17)
	EBT (2)	--	507	444	B	19			138	263	A	6		
	EBR	550	24	129	A	3			22	105	A	2		
	WBL	200	96	118	D	46	A (8)		358	300	F	127	B (20)	
	WBT (2)	--	130	176	A	6			290	1099	A	6		
	NBL	150	212	198	D	42			D (42)	194	237	E	70	
	NBLR	--	--	231	--	--	--			758	--	--		
2026 Build Conditions	EBU	325	6	29	A	9	B (19)	B (18)	1	29	A	6	A (6)	B (17)
	EBT (2)	--	550	547	B	20			160	168	A	6		
	EBR	550	26	176	A	3			27	61	A	2		
	WBL	200	101	115	D	49	A (8)		358	300	F	127	B (20)	
	WBT (2)	--	137	176	A	6			312	1345	A	6		
	NBL	150	236	205	D	44			D (44)	200	250	E	71	
	NBLR	--	--	253	--	--	--			1039	--	--		
2027 No-Build Conditions	EBU	325	5	107	A	8	B (20)	B (19)	1	33	A	7	A (7)	B (20)
	EBT (2)	--	620	585	C	21			220	269	A	8		
	EBR	550	27	170	A	3			38	92	A	2		
	WBL	200	115	139	D	53	A (9)		401	300	F	151	C (24)	
	WBT (2)	--	144	197	A	6			347	1417	A	7		
	NBL	150	289	245	D	50			D (50)	209	250	E	72	
	NBLR	--	--	280	--	--	--			960	--	--		
2027 Build Conditions	EBU	325	5	114	A	8	C (20)	B (20)	1	27	A	8	A (8)	C (20)
	EBT (2)	--	667	561	C	21			247	166	A	9		
	EBR	550	29	176	A	2			43	91	A	3		
	WBL	200	116	192	E	55	A (9)		401	300	F	151	C (24)	
	WBT (2)	--	155	556	A	6			375	1421	A	8		
	NBL	150	300	250	D	53			D (53)	214	250	E	73	
	NBLR	--	--	488	--	--	--			1135	--	--		

Capacity analysis indicates that the overall intersection is expected to operate at LOS C or better under all analysis scenarios during the weekday AM and PM peak hours. The northbound approach is expected to operate at a LOS E or better during the weekday AM and PM peak hours under all scenarios analyzed. As previously stated, it is not uncommon for the minor street approach to experience higher delays at signalized intersections where the priority is given to the mainline movements, especially in coordinated systems. It is important to note that the development is only expected to account for 6% of the total traffic volume at the intersection. Due to the overall acceptable level of service, no improvements by the developer are recommended.

7.5. Belgrade-Swansboro Road & Swansboro Loop Road

Refer to the table below for a summary of the capacity analysis of the subject intersection during the analysis scenarios.

Table 9: Analysis Summary of Belgrade-Swansboro Road & Swansboro Loop Road

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour					Weekday PM Peak Hour						
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2023 Existing Conditions	WBLR	--	8	52	B ²	11	B (11) ²	N/A	18	65	B ²	12	B (12) ²	N/A
	NBTR	--	--	--	--	--	--		4	--	--	--		
	SBLT	--	3	34	A ¹	8	A (8) ¹		5	58	A ¹	8	A (8) ¹	
2026 No-Build Conditions	WBLR	--	8	50	B ²	12	B (12) ²	N/A	20	92	B ²	13	B (13) ²	N/A
	NBTR	--	--	--	--	--	--		4	--	--	--		
	SBLT	--	3	48	A ¹	8	A (8) ¹		5	72	A ¹	8	A (8) ¹	
2026 Build Conditions	WBLR	--	8	51	B ²	12	B (12) ²	N/A	23	74	B ²	13	B (13) ²	N/A
	NBTR	--	--	--	--	--	--		--	--	--	--		
	SBLT	--	5	53	A ¹	8	A (8) ¹		5	87	A ¹	8	A (8) ¹	
2027 No-Build Conditions	WBLR	--	10	53	B ²	13	B (13) ²	N/A	25	85	B ²	14	B (14) ²	N/A
	NBTR	--	--	--	--	--	--		13	--	--	--		
	SBLT	--	5	56	A ¹	8	A (8) ¹		8	82	A ¹	8	A (8) ¹	
2027 Build Conditions	WBLR	--	10	63	B ²	13	B (13) ²	N/A	28	88	B ²	14	B (14) ²	N/A
	NBTR	--	--	--	--	--	--		4	--	--	--		
	SBLT	--	5	48	A ¹	8	A (8) ¹		8	70	A ¹	8	A (8) ¹	

1. Level of service for major-street left-turn movement.
2. Level of service for minor-street approach.

Capacity analysis indicates that the major-street left-turn movement is expected to operate at a LOS A under all analysis scenarios during the weekday AM and PM peak hours. The minor-street approach is expected to operate at an overall LOS B under all analysis scenarios during the weekday AM and PM peak hours. When comparing the no-build and build traffic conditions queueing is not expected to increase significantly. Due to the acceptable levels of service, no improvements by the developer are recommended.

7.6. NC 24 & Access B

Refer to the table below for a summary of the capacity analysis of the subject intersection during the analysis scenarios.

Table 10: Analysis Summary of NC 24 & Access B

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour					Weekday PM Peak Hour						
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2026 Build Conditions	EBT (2)	--	--	--	--	--	--	N/A	--	--	--	--	--	N/A
	EBR	100	--	--	--	--	--		--	--	--	--		
	WBT (2)	--	--	--	--	--	--		--	--	--	--		
	NBR	--	33	96	C ¹	20	C (20) ¹		28	73	C ¹	20	C (20) ¹	
2027 Build Conditions	EBT (2)	--	--	--	--	--	--	N/A	--	122	--	--	--	N/A
	EBR	100	--	97	--	--	--		--	--	--	--	--	
	WBT (2)	--	--	102	--	--	--		--	--	--	--	--	
	NBR	--	40	168	C ¹	23	C (23) ¹		33	71	C ¹	23	C (23) ¹	

Improvements by developer are shown in bold.

1. Level of service for minor-street approach.

Capacity analysis indicates that the minor-street approach is expected to operate at a LOS C under the 2026 build traffic condition, and LOS D under the 2027 build traffic condition during the weekday AM and PM peak hours. It should be noted that due to the proximity of the signalized intersection of NC 24 and Belgrade Swansboro Road/Access A, there will be gaps in the flow traffic along the eastbound approach which will allow for the side-street traffic to enter the mainline flow, which in turn reduces queueing and delay.

An eastbound right-turn lane was considered based on the NCDOT *Policy on Street and Driveway Access to North Carolina Highways* and was found to be warranted.

8. CONCLUSIONS

This Traffic Impact Analysis was conducted to determine the potential traffic impacts of the proposed development, south of NC 24 and east of Queens Creek Road in Swansboro, North Carolina. The proposed development is expected to be a mixed-use development and be built out in 2026. Site access is proposed via one full movement driveway creating a fourth leg to the intersection of NC 24 and Belgrade Swansboro Road and one right-in/right-out driveway along NC 24.

The study analyzes traffic conditions during the weekday AM and PM peak hours for the following scenarios:

- 2023 Existing Traffic Conditions
- 2026 No-Build Traffic Conditions
- 2026 Build Traffic Conditions
- 2026 Build Traffic Conditions with Improvements
- 2027 No-Build Traffic Conditions
- 2027 Build Traffic Conditions
- 2027 Build Traffic Conditions with Improvements

Trip Generation

It is estimated that the proposed development will generate approximately 295 primary trips (130 entering and 165 exiting) during the weekday AM peak hour and 273 primary trips (159 entering and 116 exiting) during the weekday PM peak hour.

Adjustments to Analysis Guidelines

Capacity analysis at all study intersections was completed according to NCDOT Congestion Management Guidelines. Refer to section 6.1 of this report for a detailed description of any adjustments to these guidelines made throughout the analysis.

Intersection Capacity Analysis Summary

All the study area intersections (including the proposed site driveways) are expected to operate at acceptable levels-of-service under existing and future year conditions with the exception of the intersections described in Section 7. A summary of the study area intersections that are expected to need improvements can be found in Section 7.

9. RECOMMENDATIONS

Based on the findings of this study, specific geometric improvements have been identified and are recommended to accommodate future traffic conditions. See a more detailed description of the recommended improvements below. Refer to Figure 14 for an illustration of the recommended lane configuration for the proposed development.

Recommended Improvements by Developer

NC 24 & Belgrade-Swansboro Road/Access A

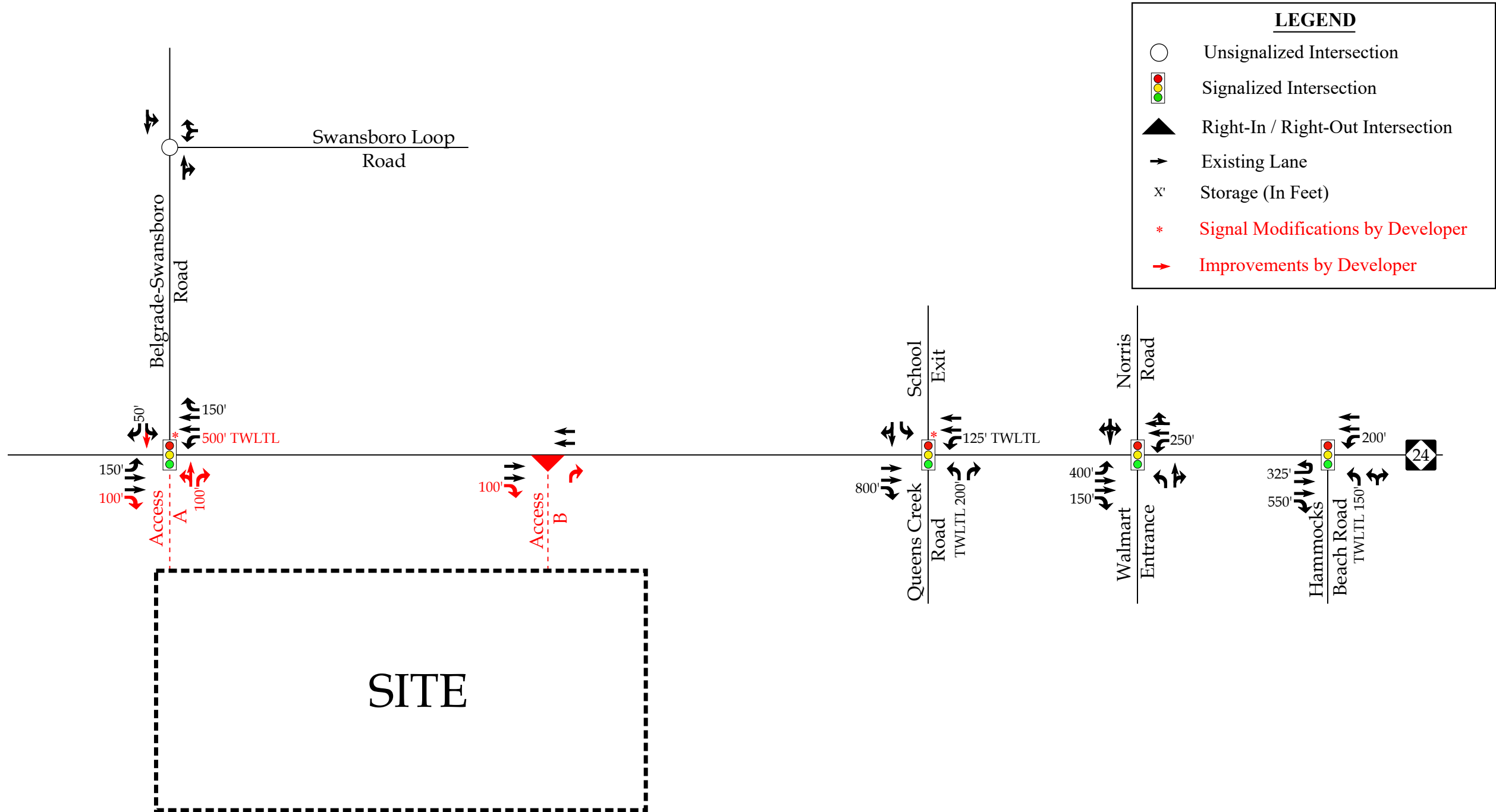
- Restripe the existing southbound left-turn lane to a shared left-through lane.
- Extend the westbound left-turn lane to 500 feet of storage and appropriate taper length.
- Construct the northbound approach with one ingress lane and two egress lanes striped as a shared left-through lane and a right-turn lane.
- Construct an eastbound right-turn lane with 100 feet of storage and appropriate taper length.
- Signal timing modifications.

NC 24 & Queens Creek Road/School Exit

- Signal timing modifications.

NC 24 & Access B

- Construct the northbound approach with one ingress lane and one egress lane striped as a right-turn lane.
- Provide stop control for the northbound approach.
- Construct an eastbound right-turn lane with 100 feet of storage and appropriate taper length.



Flybridge
Swansboro, NC

Recommended Lane
Configurations

Scale: Not to Scale Figure 14

August 20th, 2025

Rebecca Brehmer, CFM, CZO
Town Planner
Town of Swansboro
601 W. Corbett Ave
Swansboro, NC 28584
(910) 326-4428

RE: Flybridge Technical Review Memorandum

Dear Rebecca,

Timmons Group reviewed the Flybridge Traffic Impact Analysis (TIA) completed by DRMP and submitted to the North Carolina Department of Transportation (NCDOT) / Town of Swansboro (Town) on Tuesday May 21st, 2024. On Thursday March 14th, 2024, preliminary Town review comments were provided to NCDOT to be incorporated into the NCDOT's review comments. On Thursday March 21st, 2024, NCDOT's preliminary review comments were provided to DRMP's Project Engineer, Dyron Capers (see attached). Town's technical review comments have been included below as part of this memorandum.

TIA Memorandum Contents and Requirements

For the purposes of analysis, it was assumed that the proposed Flybridge Development will consist of the following land uses:

- 306 Apartment units**
- 35,000 Square-Foot (SF) shopping plaza
- 7,000 SF high-turnover restaurant
- 3,000 SF fast-food restaurant with drive-through
- Convenience store with gas station / 12 vehicle fueling positions

** Total proposed apartment units were increased to 324 units (additional 18 apartment units) following TIA approval (Wednesday, June 18th, 2024). No additional analysis was required. The NCDOT's TIA approval letter was updated Friday, August 9th, 2024, to include the additional 18 apartment units.

Per the NCDOT / Town's scope, the DRMP study included the following information:

1. **(Study Area)** See #3 below
2. **(Planned Roadway Improvements)** None
3. **(Roadway / Intersections to be Analyzed)** The following study area intersections were included for analysis:
 - NC-24 (W Corbett Ave) / Belgrade Swansboro Road / Access A
 - NC-24 (W Corbett Ave) / Access B
 - NC-24 (W Corbett Ave) / Access C
 - NC-24 (W Corbett Ave) / Queens Creek Road / School Exit
 - NC-24 (W Corbett Ave) / Norris Road / Walmart Entrance
 - NC-24 (W Corbett Ave) / Hammocks Beach Road
 - Belgrade-Swansboro Road / Swansboro Loop Road

4. **(Projected Trip Generation)** Trip generation included the Flybridge TIA
5. **(Preliminary Traffic Distribution)** The trip distribution was provided by DRMP prior to submittal and approved by NCDOT / Town.

The residential stie trip distribution included:

- NC-24 to/from the east – 35%
- NC-24 to/from the west – 35%
- Queens Creek Road to/from the south – 15%
- Belgrade-Swansboro Road to/from the north – 10%
- Hammocks Beach Road to/from the south – 5%

The retail stie trip distribution included:

- NC-24 to/from the east – 40%
- NC-24 to/from the west – 30%
- Queens Creek Road to/from the south – 15%
- Belgrade-Swansboro Road to/from the north – 5%
- Norris Road to/from the north – 5%
- Hammocks Beach Road to/from the south – 5%

6. **(Other Planned / Approved Developments)** Trips from the proposed Swansboro Wawa Development and West Corbett Avenue Starbucks were included in all future analyses.
7. **(Traffic Growth Rate)** A growth rate of 3.0% per year was used.
8. **(Available Traffic Data)** Turning movement counts collected by DRMP on May 2023.
9. **(Study Periods)** The TIA analyzed the following conditions:
 - 2023 Existing Traffic Conditions
 - 2026 No-Build Traffic Conditions
 - 2026 Build Traffic Conditions
 - 2026 Build Traffic Conditions with Improvements
 - 2027 No-Build Traffic Conditions**
 - 2027 Build Traffic Conditions**
 - 2027 Build Traffic Conditions with Improvements**

** Per Town standards, an additional 7% increase in traffic along NC-24 was used to account for peak season traffic.

10. **(Other Staff Concerns)** None

TIA Memorandum Findings

The document recommended the following improvements to mitigate congestion or queuing caused by the proposed development:

- NC 24 / Belgrade-Swansboro Road / Access A
 - i. Restripe the existing southbound left-turn lane to a shared left-through lane
 - ii. Westbound left-turn lane extension (500-feet total storage + taper)
 - iii. Northbound shared through / left-turn lane and 100-foot right-turn lane.
 - iv. Eastbound right-turn lane (100-feet storage + taper).
 - v. Signal timing modifications.

- NC 24 / Queens Creek Road / School Exit
 - i. Signal timing modifications.
- NC 24 & Access B
 - i. Stop controlled northbound right-turn lane (right-in / right-out only).
 - ii. Eastbound right-turn lane (100-foot storage + taper).
- NC 24 & Access C
 - i. Stop controlled northbound right-turn lane (right-in / right-out only).
 - ii. Eastbound right-turn lane (100-foot storage + taper).

The NC-24 (W Corbett Ave) / Belgrade-Swansboro Road / Access A intersection level of service, is projected to be LOS C and D during the 2026 Build AM and PM peak hours, respectively. With the recommended intersection improvements listed above, the north / southbound approaches are projected to operate unacceptably the Build + Improvement PM peak hours. Eastbound left-turn (SimTraffic) max queues are projected to exceed available 150-foot storage. Despite violating the Town's UDO, no additional improvement recommendations were provided or recommended. The minor street approaches are expected to experience higher intersection delays with coordinated signal timings and main street approach priority (maximizing progression). Additionally, aside from widening NC-24 (W Corbett Ave) to a six-lane cross-section, no amount of feasible geometric improvements can be constructed to allow the subject intersection to operate at LOS C or better.

The overall NC-24 (W Corbett Ave) / Queens Creek Road / School Exit intersection level of service, is projected to operate unacceptably during both peak hours for all analyzed conditions. With the recommended signal timings modification, the overall intersection Build + Improvement level of service is projected to improve or remain consistent with the Background condition. The minor street approach is expected to experience higher intersection delays with coordinated signal timings and main street approach priority (maximizing progression). No additional improvement recommendations were provided or recommended. As discussed above, aside from widening NC-24 (W Corbett Ave) to a six-lane cross-section, no amount of feasible geometric improvements can be constructed to allow the subject intersection to operate at LOS C or better.

The overall NC-24 (W Corbett Ave) / Norris Road / Walmart Entrance intersection level of service is projected to be LOS C during both Build peak hours. The northbound approach is projected to operate unacceptably during the PM peak hour (all analyzed conditions). The minor street approach is expected to experience higher intersection delays with coordinated signal timings and main street approach priority (maximizing progression). No improvement recommendations were provided or required.

The overall NC-24 (W Corbett Ave) / Hammocks Beach Road intersection level of service, is projected to be LOS C or better during both Build peak hours. The northbound approach is projected to operate unacceptably during the PM peak hour (all analyzed conditions). The minor street approach is expected to experience higher intersection delays with coordinated signal timings and main street approach priority (maximizing progression). No improvement recommendations were provided or required.

All Belgrade-Swansboro Road / Swansboro Loop Road unsignalized intersection approaches are projected to be LOS B or better during all analyzed conditions. No improvement recommendations were provided or are necessary to mitigate capacity concerns at this intersection.

All NC-24 (W Corbett Ave) / Access B unsignalized intersection approaches are projected to operate acceptably during the Build condition. Per NCDOT guidelines, a 100-foot eastbound

right-turn lane was recommended. No additional improvement recommendations were provided or are necessary to mitigate capacity concerns at this intersection.

All NC-24 (W Corbett Ave) / Access C unsignalized intersection approaches are projected to operate acceptably during the Build condition. Per NCDOT guidelines, a 100-foot eastbound right-turn lane was recommended. No additional improvement recommendations were provided or are necessary to mitigate capacity concerns at this intersection.

Timmons Group TIA Review Summary

Timmons Group reviewed the subject TIA and agreed with the project findings. The technical comments provided below were addressed. As mentioned above, the eastbound NC-24 (W Corbett Ave) / Belgrade-Swansboro Road / Access A left-turn lane should include a minimum 250-feet of storage (plus appropriate taper). On Tuesday May 14th, 2025, the Town's recommended improvements were provided to NCDOT and incorporated into the NCDOT's final review comments (see attached).

Timmons Group TIA Memorandum Review Comments

On Thursday March 14th, 2024, Town review comments (see below) were provided to NCDOT for incorporation into the NCDOT's review comments. The TIA comments listed below were addressed in the final TIA submittal. The proposed NC-24 driveway connections are to be reviewed and approved by the NCDOT (prior to construction) and designed in accordance with NCDOT Standards and Practices.

The following was noted in the review of the document / figures / tables:

- Executive Summary:
 - Section 1 states "Flybridge development to be located south of NC 24 and east of Queens Creek Road ...".
 - Table E-1: Site Trip Generation
 - Trips shown for Strip Retail Plaza (822) do not match trips shown in scoping document.
- Conceptual Land plan
 - Site Access not shown for Outparcel #5.
- Page 19, Site Trip Distribution and Assignment
 - Residential site trips stated as 30% to/from the west via NC 24, should be corrected to 35% to/from the west via NC24.
 - Residential site trips stated as 20% to/from the south via Queens Creek Road, should be corrected to 15% to/from the west via Queens Creek Road.
- Figure 3, 2023 Existing Lane Configurations
 - NC 24 / Queens Creek Road
 - Eastbound Right-Turn Lane storage should be 800 feet per comments provided on 12/11/2023.
 - NC 24 / Norris Road / Walmart Entrance
 - Westbound Left-Turn Lane storage should be 150 feet per comments provided on 12/11/2023.
- Figure 9b, Retail Site Trip Assignment
 - Trips shown include Pass-By volumes.
- Figure 12, Total Site Trip Assignment
 - Figure 12 needs to be updated with the comment on Figure 9b, Retail Site Trip Assignment.
- Figure 14, Recommended Lane Configurations
 - NC 24 / Belgrade-Swansboro Road

- EBR SimTraffic Max Queue (200 feet – AM/ PM Peak*), exceeds storage shown (150 feet).
- NBR SimTraffic Max Queue (140 feet – PM Peak*), exceeds storage shown (100 feet).
- * 2027 Build Conditions with Improvements
- Table 3: Trip Generation Summary
 - Trips shown for Strip Retail Plaza (822) do not match trips shown in scoping document.
- Table 5: Analysis Summary of NC 24 & Belgrade-Swansboro Road / Site Access A
 - 2026 / 2027 Build AM/PM Peak hour table does not match Synchro reports.

The following was noted in the review of the Synchro analysis files:

- NC 24 / Norris Road / Walmart Drive
 - 2026 / 2027 No Build / Build / Build + Imp PM Peak, Norris Road grade should be +1% per comments provided on 12/11/2023.

The following was noted in the review of the technical appendix:

- Appendix C, Signal Plans
 - All coordinated signal timing plans should be included.
- Appendix F, Capacity Analysis Calculations, NC 24 & Queens Creek Road / School Exit
 - Analysis results for INT#1: NC 24 / Belgrade Swansboro Road shown instead of INT#2: NC 24 & Queens Creek Road / School Exit for all scenarios except 2023 Existing Scenario.

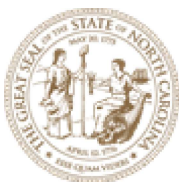
Should you have any questions regarding this memorandum or need any additional information from Timmons Group, please do not hesitate to contact me.

Sincerely,



Jeffrey P. Hochanadel, PE
Principal | Transportation Group Leader

Attachments



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

From: Cox, Bryce A

Sent: Thursday, March 21, 2024 4:03 PM

To: Dyron Capers <dcapers@drmp.com>; Jeff Hochanadel <Jeff.Hochanadel@timmons.com>; Koilada, Krupanidhi <kkoilada1@ncdot.gov>

Cc: Mathis, Stonewall D <sdmathis@ncdot.gov>; Spirakis, Kirsten L <klspirakis@ncdot.gov>; Sokolik-Porch, Tanya M <tmsokolik-porch@ncdot.gov>; Andrea Correll <acorrell@ci.swansboro.nc.us>; Garrett Blincoe <GBlincoe@drmp.com>

Subject: RE: [External] RE: Revised scope approval - Flybridge Development

Dyron,

Please see attached comments from NCDOT and Town of Swansboro on the provided TIA submittal for the Flybridge development.

Please address all comments and resubmit the TIA and all corresponding Synchro files.

For any questions regarding any comments from the Town, please reach out to Jeff Hochanadel (copied) and for NCDOT comments you may reach out to me and/or Krupa (copied).

Thank you.

Bryce A. Cox

Assistant Traffic Engineer

North Carolina Department of Transportation

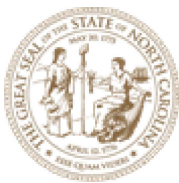
Division 3 Traffic

(910) 341-2200

bacox2@ncdot.gov

5504 Barbados Blvd

Castle Hayne, NC 28429



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

From: Dyron Capers <dcapers@drmp.com>

Sent: Thursday, February 22, 2024 9:28 AM



RE: [External] RE: Revised scope approval - Flybridge Development

From Jeff Hochanadel <Jeff.Hochanadel@timmons.com>

Date Thu 3/14/2024 9:44 AM

To Spirakis, Kirsten L <klspirakis@ncdot.gov>; Koilada, Krupanidhi <kkoilada1@ncdot.gov>; Andrea Correll <acorrell@ci.swansboro.nc.us>

Cc Mathis, Stonewall D <sdmathis@ncdot.gov>; Sokolik-Porch, Tanya M <tmsokolik-porch@ncdot.gov>; Cox, Bryce A <bacox2@ncdot.gov>; rbrehmer@ci.swansboro.nc.us <rbrehmer@ci.swansboro.nc.us>

CAUTION: External email. Do not click links or open attachments unless verified. Report suspicious emails with the Report Message button located on your Outlook menu bar on the Home tab.

All,

Provided below are the Town's Flybridge Development TIA comments. I wanted to share the Town's comments (prior to sending to DRMP) so that all comments can be incorporated into the NCDOT's review comments.

1. Executive Summary:
 - a. Section 1 states "Flybridge development to be located south of NC 24 and east of Queens Creek Road ...".
 - b. Table E-1: Site Trip Generation
 - i. Trips shown for Strip Retail Plaza (822) do not match trips shown in scoping document.
2. Conceptual Land plan
 - a. Site Access not shown for Outparcel #5.
3. Page 19, Site Trip Distribution and Assignment
 - a. Residential site trips stated as 30% to/from the west via NC 24, should be corrected to 35% to/from the west via NC24.
 - b. Residential site trips stated as 20% to/from the south via Queens Creek Road, should be corrected to 15% to/from the west via Queens Creek Road.

Tables

1. Table 3: Trip Generation Summary
 - a. Trips shown for Strip Retail Plaza (822) do not match trips shown in scoping document.
2. Table 5: Analysis Summary of NC 24 & Belgrade-Swansboro Road / Site Access A
 - a. 2026 / 2027 Build AM/PM Peak hour table does not match Synchro reports.

Figures

1. Figure 3, 2023 Existing Lane Configurations
 - a. NC 24 / Queens Creek Road
 - i. Eastbound Right-Turn Lane storage should be 800 feet per comments provided on 12/11/2023.
 - b. NC 24 / Norris Road / Walmart Entrance
 - i. Westbound Left-Turn Lane storage should be 150 feet per comments provided on 12/11/2023.
2. Figure 9b, Retail Site Trip Assignment
 - a. Trips shown include Pass-By volumes.
3. Figure 12, Total Site Trip Assignment
 - a. Figure needs to be updated per comment #6.
4. Figure 14, Recommended Lane Configurations

a. NC 24 / Belgrade-Swansboro Road

Item V - b.

- i. EBR SimTraffic Max Queue (200 feet – AM/ PM Peak*), exceeds storage shown (150 feet).
 - ii. NBR SimTraffic Max Queue (140 feet – PM Peak*), exceeds storage shown (100 feet).
- * 2027 Build Conditions with Improvements

Synchro

1. NC 24 / Norris Road / Walmart Drive

- a. 2026 / 2027 No Build / Build / Build+Imp PM Peak, Norris Road grade should be +1% per comments provided on 12/11/2023.

Technical Appendix

1. Appendix C, Signal Plans

- a. All coordinated signal timing plans should be included.

2. Appendix F, Capacity Analysis Calculations, NC 24 & Queens Creek Road / School Exit

- a. Analysis results for INT#1: NC 24 / Belgrade Swansboro Road shown instead of INT#2: NC 24 & Queens Creek Road / School Exit for all scenarios except 2023 Existing Scenario.

Thanks!

Jeff

From: Dyron Capers <dcapers@drmp.com>

Sent: Thursday, February 22, 2024 9:28 AM

To: klspirakis <klspirakis@ncdot.gov>; Koilada, Krupanidhi <kkoilada1@ncdot.gov>; Jeff Hochanadel <Jeff.Hochanadel@timmons.com>; Andrea Correll <acorrell@ci.swansboro.nc.us>

Cc: sdmathis <sdmathis@ncdot.gov>; tmsokolik-porch <tmsokolik-porch@ncdot.gov>; Garrett Blincoe <GBlincoe@drmp.com>; bacox2 <bacox2@ncdot.gov>

Subject: RE: [External] RE: Revised scope approval - Flybridge Development

Good Morning,

Please see the attached folder for the Flybridge development. Hard copies will be sent to the district office and the town.

If you have any questions or issues accessing the files, please let me know!

Thanks,

Dyron

Dyron Capers, PE

Traffic Analysis Project Manager

Main: 704.549.4260 | Direct: [704.220.6859](tel:704.220.6859) | Cell: [617.595.8659](tel:617.595.8659)

dcapers@drmp.com



8210 University Executive Park Drive
Suite 220, Charlotte, NC 28262



Preliminary TIA Review

TIA Name and date: Flybridge February 2024

Reviewer: BAC

Date Reviewed: 3/18/2024

Check parameters of study against the approved TIA Scope and Congestion Management guidelines. Use **Blue ink** for items that check off and **Red ink** for items that potentially need correction/revision or determine the TIA to be invalid and a resubmittal necessary.

General

- Correct Study Intersections included?
 - Yes
- Accesses:
 - Approved Accesses, Access Types, and Access Scenarios included?
 - Yes
 - Were new accesses, changes in type of access, or new scenarios added?
 - No
- Traffic Counts:
 - Correct peak hours?
 - Yes
 - Counts taken while school in session? (when applicable)
 - Yes
- Required Approved Developments included?
 - Yes
- Required Committed Improvements included? (TIP, etc.)
 - N/A
- Approved Annual Growth Rate applied correctly?
 - Yes
- Does Trip Generation match approved scope?
 - Yes
- Trip distributions:
 - Were trip distributions submitted for approval and approved prior to use in the TIA?
 - Yes
- Is the proper Horizon Year analyzed?
 - Yes

Synchro Analysis

- Check detector settings for signals:
 - Do the size and distance from the stop bar match the included signal plans?
 - Yes
 - If a proposed signal, are the detector settings designed according to the NCDOT Signal Design Manual?
 - Yes
- Is Right Turn on Red (RTOR) used?
 - Yes – Remove RTOR for EBR at NC 24 and Queens Creek Rd in 2026 Full Build AM

Eliminate all RTOR phasing (existing and future). *Congestion Management guidelines state "do not analyze right turn on red at any proposed intersection approaches to ensure that adequate storage is provided."*

- Is proper Left-Turn Phasing used in analysis?
 - Yes

Eliminate all PT+PM left-turn phasing in future conditions. *Congestion Management guidelines state that analysis of Protected-only phasing in future conditions will identify required storage in the event that Protected-only phasing is necessary.*

Existing Permissive left-turn phasing should remain Permissive in future conditions, except where Protected-only phasing is being analyzed as an improvement to the intersection in Future + Improvement condition.

- Check for Recall Mode on Signalized Intersection. If simulating 'free run' operation (actuated-uncoordinated), use Min Recall on main street phase. If simulating 'Coordinated Mode' (Actuated-Coordinate), use C-Max.
 - C-min was used for coordinated intersections. Some intersections were modeled uncoordinated even when it is coordinated. Double check previously issued synchro comments.

Review of Proposed Improvements

- For Turning movements:
 - Was a Queueing Summary included/used to determine storage requirements for turn lanes and stem requirements at signalized intersections?
 - Yes
 - Was the turn lane warrant nomograph from the *NCDOT Driveway Manual* used to determine storage requirements for turn lanes at unsignalized intersections?
 - Yes
 - For unsignalized intersections, use the *Guidelines for Signalization of Intersections with Two of Three Approaches* (ITRE report dated December 31, 2017) where applicable, to determine possible signalization.
 - N/A
 - For left-turn movements at signals, check cross product of left-turn hourly volumes and opposing volumes (thru, and thru + rights), for potential signalization or phasing change. (See Congestion Management guidelines and Chapter 11 of the *FHWA Signalized Intersections Informational Guide*.)
 - Protected or Prot-Perm for WBLs at NC 24 & Belgrade-Swansboro Rd / Site Access A.
 - For left-turn and right-turn movements, check total peak-hour volumes for potential dual turn lanes.
 - Consider Dual Lefts for WBLs at NC 24 & Belgrade-Swansboro Rd / Site Access A.

Future No Build Synchro Review

TIA Name and date: Fly Bridge

Reviewer: BAC

Date Reviewed: 12/11/23

Check parameters of study against the approved TIA Scope and Congestion Management guidelines. Use **Blue ink** for items that check off and **Red ink** for items that potentially need correction/revision or determine the TIA to be invalid and a resubmittal necessary.

Intersections

Intersection 1: NC 24 (W. Corbett Avenue) at SR 1434 (Belgrade-Swansboro Road)

Lane Settings

- Are all entered volumes a minimum of 4 vph? (There should be no values of 0, 1, 2, or 3 for the most accurate calculations)
 - Yes
- Is the model showing the correct lane configuration at each approach?
 - Yes
- If entered, is the grade correct for each approach?
 - Yes
- Are the correct number of storage lanes entered and are they the correct lengths?
 - Yes
- Is the right turn set to channelized where necessary?
 - N/A
- Is Right Turn on Red (RTOR) used?

Eliminate all RTOR phasing (existing and future). *Congestion Management guidelines state "do not analyze right turn on red at any proposed intersection approaches to ensure that adequate storage is provided."*

 - No

Timing Settings

- Are the turn types correct and associated with the correct phases?

Eliminate all PT+PM left-turn phasing in future conditions. *Congestion Management guidelines state that analysis of Protected-only phasing in future conditions will identify required storage in the event that Protected-only phasing is necessary.*

Existing Permissive left-turn phasing should remain Permissive in future conditions, except where Protected-only phasing is being analyzed as an improvement to the intersection in Future + Improvement condition.

 - Yes
- Is the lost time greater than or equal to 5 seconds?
 - Yes

- Check for Recall Mode on Signalized Intersection.
If simulating 'free run' operation (actuated-uncoordinated), use Min Recall on main street phase.
If simulating 'Coordinated Mode' (Actuated-Coordinate), use C-Max."
 - Signal is Actuated-Coordinated in PM. Use C-Max.

Phasing Settings

- Is the control type correct?
 - Signal is Actuated-Coordinated in PM.
- Is the cycle length correct?
 - Use Coordinated Plan for PM.
- Is the offset correct?
 - Use Coordinated Plan for PM.
- Check "Referenced to" and "Reference Phase."
 - Use Coordinated Plan for PM.
- Check the times for minimum initial, maximum split, yellow time, all-red time, vehicle extension, minimum gap, time before reduce, time to reduce, walk time, and flash don't walk.
Yellow times should either match the signal plans or be entered as a default of $Y=5$ s.
All-Red times should either match the signal plans or be entered as a default of $R=2$ s.
 - Use Coordinated Plan for PM.
- Are the correct phases marked as pedestrian phases?
 - N/A

Detector Settings

- Do the size and distance from the stop bar match the included signal plans?
 - Yes
- Are the leading and trailing detectors correct?
 - Yes
- Is the detector type correct?
 - Yes
- Are the detector channels, extend, and queue correct?
 - Yes
- Are the detector delays correct?
 - Yes

Roads

1. Road 1: NC 24 (W Corbett Avenue)
 - Is the speed limit correct?
 - Yes
 - If this road is a Y line, is it at least 1000 feet?
 - N/A
2. Road 2: SR 1434 (Belgrade-Swansboro Road)
 - Is the speed limit correct?
 - Yes
 - If this road is a Y line, is it at least 1000 feet?

- Yes

Intersection 2: NC 24 (W. Corbett Avenue) at SR 1509 (Queens Creek Road)

Lane Settings

- Are all entered volumes a minimum of 4 vph? (There should be no values of 0, 1, 2, or 3 for the most accurate calculations)
 - Yes
- Is the model showing the correct lane configuration at each approach?
 - Yes
- If entered, is the grade correct for each approach?
 - Yes
- Are the correct number of storage lanes entered and are they the correct lengths?
 - EBR storage should be 800 feet.
- Is the right turn set to channelized where necessary?
 - N/A
- Is Right Turn on Red (RTOR) used?

Eliminate all RTOR phasing (existing and future). *Congestion Management guidelines state "do not analyze right turn on red at any proposed intersection approaches to ensure that adequate storage is provided."*

 - No

Timing Settings

- Are the turn types correct and associated with the correct phases?

Eliminate all PT+PM left-turn phasing in future conditions. *Congestion Management guidelines state that analysis of Protected-only phasing in future conditions will identify required storage in the event that Protected-only phasing is necessary.*

Existing Permissive left-turn phasing should remain Permissive in future conditions, except where Protected-only phasing is being analyzed as an improvement to the intersection in Future + Improvement condition.

 - Remove pm+pt phasing from WBL. Use Protected Only.
 - NBL should be Phase 4; SBL & SBT should be Phase 3.
- Is the lost time greater than or equal to 5 seconds?
 - Yes
- Check for Recall Mode on Signalized Intersection.

If simulating 'free run' operation (actuated-uncoordinated), use Min Recall on main street phase.

If simulating 'Coordinated Mode' (Actuated-Coordinate), use C-Max."

 - Signal is Coordinated in PM. Use C-Max.

Phasing Settings

- Is the control type correct?
 - Signal is Actuated-Coordinated in PM.
- Is the cycle length correct?
 - Use Coordinated Plan for PM.

- Is the offset correct?
 - Use Coordinated Plan for PM.
- Check "Referenced to" and "Reference Phase."
 - Use Coordinated Plan for PM.
- Check the times for minimum initial, maximum split, yellow time, all-red time, vehicle extension, minimum gap, time before reduce, time to reduce, walk time, and flash don't walk.
Yellow times should either match the signal plans or be entered as a default of $Y=5$ s.
All-Red times should either match the signal plans or be entered as a default of $R=2$ s.
 - AM Phase 4 Walk Time – 7.0 sec.
 - AM Phase 4 Don't Walk – 20.0 sec.
 - Use Coordinated Plan for PM.
- Are the correct phases marked as pedestrian phases?
 - Missing Pedestrian Phase for Phase 4 in AM.
 - Check Coordination Plan for PM.

Detector Settings

- Do the size and distance from the stop bar match the included signal plans?
 - SBT detector position should be 0.
- Are the leading and trailing detectors correct?
 - SBT trailing detector should be 0 and leading detector should be 40.
- Is the detector type correct?
 - Yes
- Are the detector channels, extend, and queue correct?
 - Yes
- Are the detector delays correct?
 - Yes

Roads

3. Road 1: NC 24 (W. Corbett Avenue)
 - Is the speed limit correct?
 - Yes
 - If this road is a Y line, is it at least 1000 feet?
 - N/A
4. Road 2: SR 1509 (Queens Creek Road)
 - Is the speed limit correct?
 - Yes
 - If this road is a Y line, is it at least 1000 feet?
 - Yes

Intersection 3: NC 24 (W. Corbett Avenue) at SR 1445 (Norris Road)/Walmart Driveway

Lane Settings

- Are all entered volumes a minimum of 4 vph? (There should be no values of 0, 1, 2, or 3 for the most accurate calculations)
 - Yes
- Is the model showing the correct lane configuration at each approach?
 - Yes
- If entered, is the grade correct for each approach?
 - Norris Rd Grade should be +1% per Signal Plan
- Are the correct number of storage lanes entered and are they the correct lengths?
 - WBL storage should be 150 feet.
- Is the right turn set to channelized where necessary?
 - N/A
- Is Right Turn on Red (RTOR) used?

Eliminate all RTOR phasing (existing and future). *Congestion Management guidelines state "do not analyze right turn on red at any proposed intersection approaches to ensure that adequate storage is provided."*

 - No

Timing Settings

- Are the turn types correct and associated with the correct phases?

Eliminate all PT+PM left-turn phasing in future conditions. *Congestion Management guidelines state that analysis of Protected-only phasing in future conditions will identify required storage in the event that Protected-only phasing is necessary.*

Existing Permissive left-turn phasing should remain Permissive in future conditions, except where Protected-only phasing is being analyzed as an improvement to the intersection in Future + Improvement condition.

 - Remove D.P. + P phasing for EBL & WBL. Use Protected Only.
- Is the lost time greater than or equal to 5 seconds?
 - Yes
- Check for Recall Mode on Signalized Intersection.

If simulating 'free run' operation (actuated-uncoordinated), use Min Recall on main street phase.

If simulating 'Coordinated Mode' (Actuated-Coordinate), use C-Max."

 - Use C-Max for PM.

Phasing Settings

- Is the control type correct?
 - Yes
- Is the cycle length correct?
 - Yes
- Is the offset correct?
 - Yes
- Check "Referenced to" and "Reference Phase."
 - Yes

- Check the times for minimum initial, maximum split, yellow time, all-red time, vehicle extension, minimum gap, time before reduce, time to reduce, walk time, and flash don't walk.
Yellow times should either match the signal plans or be entered as a default of $Y=5$ s.
All-Red times should either match the signal plans or be entered as a default of $R=2$ s.
 - Yes
- Are the correct phases marked as pedestrian phases?
 - N/A

Detector Settings

- Do the size and distance from the stop bar match the included signal plans?
 - Yes
- Are the leading and trailing detectors correct?
 - Yes
- Is the detector type correct?
 - Yes
- Are the detector channels, extend, and queue correct?
 - Yes
- Are the detector delays correct?
 - Yes

Roads

- Road 1: NC 24 (W. Corbett Avenue)
 - Is the speed limit correct?
 - Yes
 - If this road is a Y line, is it at least 1000 feet?
 - N/A
- Road 2: SR 1511 (Norris Road)
 - Is the speed limit correct?
 - Yes
 - If this road is a Y line, is it at least 1000 feet?
 - Yes

Intersection 4: NC 24 (W. Corbett Avenue) at SR 1511 (Hammocks Beach Road)

Lane Settings

- Are all entered volumes a minimum of 4 vph? (There should be no values of 0, 1, 2, or 3 for the most accurate calculations)
 - Yes
- Is the model showing the correct lane configuration at each approach?
 - Yes
- If entered, is the grade correct for each approach?
 - Yes
- Are the correct number of storage lanes entered and are they the correct lengths?
 - Yes

- Is the right turn set to channelized where necessary?
 - N/A
- Is Right Turn on Red (RTOR) used?

Eliminate all RTOR phasing (existing and future). *Congestion Management guidelines state "do not analyze right turn on red at any proposed intersection approaches to ensure that adequate storage is provided."*

 - No

Timing Settings

- Are the turn types correct and associated with the correct phases?

Eliminate all PT+PM left-turn phasing in future conditions. *Congestion Management guidelines state that analysis of Protected-only phasing in future conditions will identify required storage in the event that Protected-only phasing is necessary.*

Existing Permissive left-turn phasing should remain Permissive in future conditions, except where Protected-only phasing is being analyzed as an improvement to the intersection in Future + Improvement condition.

 - Remove pm+pt for WBL. Use Protected Only.
- Is the lost time greater than or equal to 5 seconds?
 - Yes
- Check for Recall Mode on Signalized Intersection.

If simulating 'free run' operation (actuated-uncoordinated), use Min Recall on main street phase.

If simulating 'Coordinated Mode' (Actuated-Coordinate), use C-Max."

 - Signal is Actuated-Coordinated in PM. Use C-Max.

Phasing Settings

- Is the control type correct?
 - Signal is Actuated-Coordinated in PM.
- Is the cycle length correct?
 - Use Coordination Plan for PM.
- Is the offset correct?
 - Use Coordination Plan for PM.
- Check "Referenced to" and "Reference Phase."
 - Use Coordination Plan for PM.
- Check the times for minimum initial, maximum split, yellow time, all-red time, vehicle extension, minimum gap, time before reduce, time to reduce, walk time, and flash don't walk.

Yellow times should either match the signal plans or be entered as a default of Y=5 s.

All-Red times should either match the signal plans or be entered as a default of R=2 s.

 - Use Coordination Plan for PM.
- Are the correct phases marked as pedestrian phases?
 - N/A

Detector Settings

- Do the size and distance from the stop bar match the included signal plans?
 - Yes

- Are the leading and trailing detectors correct?
 - Yes
- Is the detector type correct?
 - Yes
- Are the detector channels, extend, and queue correct?
 - Yes
- Are the detector delays correct?
 - Yes

Roads

7. Road 1: NC 24 (W Corbett Avenue)
 - Is the speed limit correct?
 - Yes
 - If this road is a Y line, is it at least 1000 feet?
 - N/A
8. Road 2: SR 1511 (Hammocks Beach Road)
 - Is the speed limit correct?
 - Yes
 - If this road is a Y line, is it at least 1000 feet?
 - Yes

Intersection 5: SR 1424 (Belgrade-Swansboro Road) at SR 1444 (Swansboro Loop Road)

Lane Settings

- Are all entered volumes a minimum of 4 vph? (There should be no values of 0, 1, 2, or 3 for the most accurate calculations)
 - Yes
- Is the model showing the correct lane configuration at each approach?
 - Yes
- If entered, is the grade correct for each approach?
 - N/A
- Are the correct number of storage lanes entered and are they the correct lengths?
 - N/A
- Is the right turn set to channelized where necessary?
 - N/A
- Is Right Turn on Red (RTOR) used?

Eliminate all RTOR phasing (existing and future). *Congestion Management guidelines state "do not analyze right turn on red at any proposed intersection approaches to ensure that adequate storage is provided."*

 - No

Roads

9. Road 1: SR 1434 (Belgrade-Swansboro Road)
 - Is the speed limit correct?
 - Yes

- If this road is a Y line, is it at least 1000 feet?
 - N/A

10. Road 2: SR 1444 (Swansboro Loop Road)

- Is the speed limit correct?
 - Yes
- If this road is a Y line, is it at least 1000 feet?
 - Yes



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

~~June 18, 2024~~ August 9, 2024

Dyron Capers, PE

DRMP
5808 Faringdon Place
Raleigh, NC 27609

RE: REVISED Approval of the Traffic Impact Analysis (TIA) associated with the proposed **Flybridge (formerly Reserve at Swans Quarter)** development in Swansboro, NC.

The NCDOT and Town of Swansboro staff have reviewed the Flybridge TIA dated May 21, 2024. This development consists of:

- ~~306~~ 324 dwelling units: Multifamily Housing (Low-Rise) (LUC 220)
- 35,000 square feet: Strip Retail Plaza (LUC 822)
- 7,000 square feet: High-Turnover Restaurant (LUC 932)
- 3,000 square feet: Fast Food Restaurant with Drive-Thru (LUC 934)
- 12 Fueling Positions: Gas Station/Convenience Store (LUC 945)
 - Build Year: 2026

Based on review of the analysis provided in the TIA report, the following improvements are required by the developer. See below the intersections and access types that were studied in the TIA:

NC 24 (Corbett Avenue) and SR 1434 (Belgrade-Swansboro Road) / Access A
(existing signalized intersection)

- Construct Access A (northbound approach) as the fourth leg of the intersection with one ingress lane and two egress lanes, configured as an exclusive left turn lane and a shared thru-right lane each with 200 feet of full-width storage.
- Provide an internal protected stem length of 200 feet, as measured from the right-of-way line.
- Extend the existing southbound right turn lane on SR 1434 (Belgrade-Swansboro Road) to provide 150 feet of storage and appropriate full-width deceleration and taper.
- Restripe the southbound right turn lane to a shared thru-right lane.

- Construct an eastbound right turn lane on NC 24 (Corbett Avenue) with 100 feet of storage and appropriate full-width deceleration and taper.
- Reconstruct the eastbound and westbound left turn lanes on NC 24 (Corbett Avenue) as offset lefts.
 - Extend the existing eastbound left turn lane to provide 250 feet of storage and appropriate full-width deceleration and taper.
 - Extend the existing westbound left turn lane to provide 500 feet of storage and appropriate full-width deceleration and taper.
- Provide a four-section FYA for the exclusive left turn lane at all four approaches.
- Optimize signal timings.
- Modify the signal plan to accommodate the above improvements.

NC 24 (Corbett Avenue) and SR 1509 (Queens Creek Road) / School Exit (existing signalized intersection)

- Restripe the northbound left turn lane on SR 1509 (Queens Creek Road) to provide 300 feet of full-width storage.
- Optimize signal timings.

NC 24 (Corbett Avenue) and SR 1445 (Norris Road) / Walmart Entrance (existing signalized intersection)

- No improvements are required.

NC 24 (Corbett Avenue) and SR 1511 (Hammocks Beach Road) (existing signalized intersection)

- No improvements are required.

SR 1434 (Belgrade-Swansboro Road) and SR 1444 (Swansboro Loop Road) (existing stop-controlled intersection)

- No improvements are required.

NC 24 (Corbett Avenue) and Site Access B (proposed right-in/right-out intersection)

- Construct Site Access B (northbound approach) with one ingress and one egress lane, configured as a right-in, right-out (RIRO) intersection.
- Provide stop-control for northbound approach.
- Provide an internal protected stem of 100 feet, measured from the right-of-way.
- Construct an eastbound right turn lane on NC 24 (Corbett Avenue) with 100 feet of storage and appropriate full-width deceleration and taper.

NC 24 (Corbett Avenue) and Site Access C (proposed right-in/right-out intersection)

- Construct Site Access B (northbound approach) with one ingress and one egress lane, configured as a right-in, right-out (RIRO) intersection.
- Provide stop-control for northbound approach.
- Provide an internal protected stem of 100 feet, measured from the right-of-way.
- Construct a full-width eastbound right turn lane on NC 24 (Corbett Avenue) as a continuous right turn lane from Site Access B.

If changes are made to the proposed site driveways, land uses, land use intensity, or other study parameters, or if the build year studied in the report has passed, a revised Traffic Impact Analysis will be required for review by NCDOT. Any such changes will null and void this TIA approval.

The applicant is required to obtain all applicable Onslow County and NCDOT permits for access to the road network. A copy of this TIA approval shall be included with any NCDOT driveway permit application. All applicable NCDOT and Onslow County technical standards and policies shall apply.

Please contact me at 910-467-0500 with any questions regarding this approval.

Sincerely,

DocuSigned by:

 BA41E7372F904EC...

Kirsten Spirakis, PE
 District Engineer
 Division 3, District 1

ec: Krista Kimmel, PE, Deputy District Engineer, NCDOT
 Robert Vause, PE, Engineering Consultant, NCDOT
 Stonewall Mathis, PE, Division Traffic Engineer, NCDOT
 Krupa Koilada, Senior Assistant Traffic Engineer, NCDOT
 Bryce Cox, Assistant Traffic Engineer, NCDOT
 Jon Barlow, Interim Town Manager, Town of Swansboro
 Rebecca Brehmer, Projects/Planning Coordinator, Town of Swansboro

September 18th, 2025

Rebecca Brehmer, CFM, CZO
Town Planner
Town of Swansboro
601 W. Corbett Ave
Swansboro, NC 28584
(910) 326-4428

RE: Flybridge Technical Review Memorandum Update

Dear Rebecca,

Timmons Group reviewed the Flybridge Traffic Impact Analysis (TIA) completed by DRMP and submitted to the North Carolina Department of Transportation (NCDOT) / Town of Swansboro (Town) on Tuesday May 21st, 2024**. On August 20th, 2025, the Town's technical review comments were provided (see attached). This memorandum provides a summary of intersection improvements required to satisfy the Town's UDO requirements.

** Note: DRMP provided an updated TIA on September 17th, 2025. The updated TIA included a reduction in multifamily residential units (to 300) and 10,000 square-foot reduction in overall commercial square footage. Additionally, one (1) site access connection to NC-24 (W Corbett Ave) was removed. No changes were made to overall project recommendations. The updated TIA was required by the Town, but not initially by the NCDOT. The updated study has yet to be thoroughly reviewed.

TIA Memorandum Update Contents

The intersections below met the Town's UDO requirements during both 2027 Build peak hour. NCDOT / Town required improvements (dated August 9th, 2024) are attached to this memorandum.

- NC-24 (W Corbett Ave) / Belgrade-Swansboro Road / Access A (Signalized)
 - Overall intersection LOS D or better with required improvements
- NC-24 (W Corbett Ave) / Norris Road / Walmart Entrance (Signalized)
 - Overall intersection LOS C
- NC-24 (W Corbett Ave) / Hammocks Beach Road (Signalized)
 - Overall intersection LOS C or better
- Belgrade-Swansboro Road / Swansboro Loop Road (Unsignalized)
 - Intersection movements LOS B or better
- NC-24 (W Corbett Ave) / Access B (Unsignalized)
 - Intersection movements LOS D or better with required improvements
- NC-24 (W Corbett Ave) / Access C (Unsignalized)
 - Intersection movements LOS C or better with required improvements

The following intersection did not meet the Town's UDO requirements:

- NC-24 (W Corbett Ave) / Queens Creek Road / School Exit
 - LOS E / D with required improvements

Based on additional analyses (completed by Timmons Group), to satisfy the Town's UDO, the following improvements are necessary at the NC-24 (W Corbett Ave) / Queens Creek Road / School Exit intersection:

- Free flow, channelized, northbound right-turn lane on Queens Creek Road
- An additional eastbound lane along NC-24 from Queens Creek Road to Norris Road / Walmart Entrance
- An additional westbound left-turn lane on NC-24 (825-feet full width storage)
- An additional southbound through lane along Queens Creek Road from NC-24 to Pirates Cove Drive

Assuming the addition of the improvements listed above, the intersection is projected to operate at a LOS D and C during the 2027 Build+Improvements AM and PM peak hours (respectively) and meet the Town's UDO.

Per the DRMP TIA, the development's trips represent approximately 5.5% of the total intersection traffic during the PM peak hour. A fee-in-lieu recommendation was initially precluded due to overall projected construction costs, adjacent property owner impacts, and feasibility of construction. Improvements of this magnitude are typically constructed by NCDOT using Federal and State funding and are beyond the scope of most private development projects.

Should you have any questions regarding this memorandum or need any additional information from Timmons Group, please do not hesitate to contact me.

Sincerely,



9/18/25

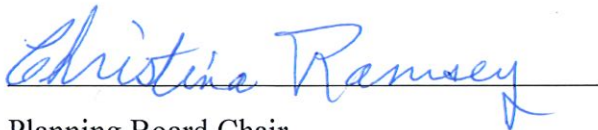
Jeffrey P. Hochanadel, PE, PTOE
Principal | Transportation Group Leader

(Attachments)

TOWN OF SWANSBORO PLANNING AND ZONING BOARD
STATEMENT OF CONSISTENCY

On September 2, 2025, the Planning Board heard the requested conditional rezoning map amendment and did not recommended approval of the requested rezoning map amendment to the Board of Commissioners.

The Town's Planning Board finds that the requested conditional rezoning map amendment is not consistent with the Comprehensive Plan including 2019 Cama Land Use Plan Update amended August 23, 2023, and considers the action taken to not be reasonable and in keeping with the Town's adopted plan.



Planning Board Chair



Town Planner

STAFF-SUGGESTED BOC ACTION (ORDINANCE)
(TO APPROVE THE REQUESTED CONDITIONAL REZONING)*

“ORDINANCE # 2025-O8

AN ORDINANCE TO AMEND THE ZONING ORDINANCE (ZONING MAP) OF THE TOWN
OF SWANSBORO

WHEREAS, Flybridge Swansboro, LLC (“the Applicant”) has submitted a proposal to rezone property located in the Town’s planning and zoning jurisdiction, the property consisting of approximately +/- 38.92 acres, having Tax Parcel ID #019494 & 027733, and situated on U.S Highway# 24/W. Corbett Avenue near the intersection of #24 and Belgrade-Swansboro Road (“the subject property”); and

WHEREAS, the Applicant has proposed that the zoning of the subject property as shown on the official zoning map be amended from a Residential-Agricultural to a Business-1 Conditional classification; and

WHEREAS, in accordance with applicable statutes and Town ordinances, the Applicant’s proposal to rezone the subject property from its current zoning to a B-1 Conditional zoning classification, together with its proposal to amend the Town’s Comprehensive Plan, has been referred to and considered by the Planning Board for a recommendation;

WHEREAS, on September 2, 2025, the Planning Board voted to recommend to the Board of Commissioners that the Applicant’s proposal to rezone the subject property to the B-1 Conditional classification not be approved;

WHEREAS, on September 23, 2025, a public hearing was held pursuant to Article 6 of N.C.G.S Chapter 160D to consider the Applicant’s rezoning proposal;

WHEREAS, at the public hearing, the Applicant presented its conditional rezoning proposal, and presentations for and against the proposal were received.

NOW, THEREFORE, following the conclusion of the public hearing, and after full consideration of the Applicant’s proposal, all materials submitted, and arguments for and against the proposal, and with due consideration given to the Planning Board’s recommendation on the proposal, THE BOARD OF COMMISSIONERS OF THE TOWN OF SWANSBORO HEREBY ORDAINS AS FOLLOWS:

1. The officially adopted Zoning Map, being a part of the Zoning Ordinance of the Town of Swansboro (Ref. UDO Section 152.171) is amended with respect to the property, described herein, to wit: **the subject property shall be re-classified as B-1 Conditional zoning, subject to the following express Conditions:**
 - A. All uses of the subject property shall substantially, and at a minimum, conform to the development Concept Plan for a mixed-use development submitted by the Applicant, attached and incorporated as Exhibit 1 to this Ordinance, specifically including, without limitation: general site development areas and uses; plans for internal roadways; buffers, setbacks, stormwater management areas; amenities serving the

residential uses; modifications and improvements to the Corbett Avenue accesses serving the property; and

- B. With respect to the multi-family development and uses of the property, the maximum residential density shall be 300 units; and
 - C. The minimum number of parking spaces to serve residential development in those areas of the property proposed in the Concept Plan for multi-family residential development shall be 569 spaces, so long as the residential uses comprise 117, 1-bedroom units, 150, 2-bedroom units, and 33, 3-bedroom units. Otherwise, parking requirements as contained in the UDO shall apply.
 - D. Improvements to: (i) the Corbett Avenue (U.S.#1) highway corridor, including those at the intersection of Corbett Avenue and Belgrade-Swansboro Road; (ii) accesses to the proposed development shown on the Concept Plan; and (iii) other intersections along, and portions of, the Corbett Avenue corridor, as shown and proposed in the Applicant's Transit Impact Analysis ("TIA"), prepared by DRMP, Inc., dated 5-21-24, included as part of the Applicant's proposal, and incorporated fully by reference into these Conditions, shall be the sole responsibility (including costs thereof) of the developer.
 - E. The development Concept Plan shows those portions of the property fronting along West Corbett Avenue as five outparcels intended for commercial development and use. Such a division of the property, together with any other subdivisions of the property, will require subdivision review and approval under the UDO.
2. Adopted as part of this Rezoning Ordinance, the following serves as the Town of Swansboro's Plan Consistency and Reasonableness Statement under N.C.G.S. 160A-605:

STATEMENT OF CONSISTENCY AND REASONABLENESS

Upon its filing, the application for conditional re-zoning of the subject property was inconsistent with a portion of the Town's Comprehensive Plan (CAMA Plan), specifically, the Future Land Use Plan component, which called for rural and agricultural (R-A) land uses of the property. The applicant submitted its proposal to amend the FLUP concurrently with the proposed conditional rezoning. Public hearings were held on September 23, 2025, with respect to both the proposed Plan Amendment and Conditional Rezoning. Both proposals were considered concurrently by the Board of Commissioners.

The Board of Commissioners, by its adoption of Resolution #2025-R11 has determined that the FLUP component of the CAMA Plan should be amended as proposed. The Conditional Rezoning of the subject property, as finally approved and adopted by the Board, is therefore consistent with the Amended Plan. These actions by the Board are determined to be reasonable, based upon consideration relevant criteria including those, among others, suggested in NCGS 160D-605(b):

- i. (*Size, attributes of the property*) The subject property abuts a major highway corridor with prevalent commercial uses.

- ii. (*Benefits/detriments to landowner, neighbors, community*) The conditional rezoning will allow a mixed use development which is compatible with neighboring uses, and provides housing and economic, including tax base enhancement, benefits to the community.
- iii. (*Relationship between the property's current development and proposed*) The property is currently undeveloped; surrounding properties are developed with a variety of uses, with prevalent commercial uses on US#24. Property to the south, zoned B-1, is developed as a car dealership. Property to the north is zoned B-1 and vacant. Property directly across #24 is designated for non-residential, employment, and light industrial uses. The requested rezoning allows development which is more in accord with neighboring zoning and development.
- iv. (*Why in the public interest*) The proposed conditional rezoning represents a reasonable balance between allowing new, mixed-use development with attendant economic and other benefits, while mitigating the impacts of such development.
- v. (*Changed conditions*). Swansboro is facing much growth and development, particularly along the #24 corridor. The requested conditional rezoning represents a reasonable accommodation of this growth.
- vi. (*Other reasons*)” **

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, September 23, 2025.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk

**Staff note:* The Applicant did not submit formalized zoning Conditions as part of its Application materials. Our attorney has advised that the Conditions should be enumerated and incorporated as part of any rezoning action. Staff has drafted proposed zoning conditions which are intended to be consistent with the Applicant's proposal. It will be necessary for the Applicant to formally indicate its consent to the adopted Conditions.

*** Staff note:* The BOC will be provided with a copy of the above statute. The described “considerations”, noted in italics, reflects the statutory categories to be considered in the Statement. Per our attorney, the law requires more than a recitation of statutory language. Some showing of an analysis is required. If the BOC approves the Rezoning, the above noted considerations are suggested for adoption as part of the Reasonableness Statement. These are staff-suggested forms of action only, and are not intended to supplant the Board's determinations - amend or supplement as desired.

STAFF-SUGGESTED BOC ACTION FORM

(TO NOT APPROVE (DENY)THE REQUESTED CONDITIONAL REZONING)

A Motion would be in order as follows:

“BASED UPON THE PREVIOUSLY ADOPTED BOARD RESOLUTION THAT THE COMPREHENSIVE PLAN IS NOT TO BE AMENDED AT THIS TIME, I MOVE THAT THE PROPOSED CONDITIONAL REZONING OF THE FLYBRIDGE PROPERTY FROM AN R/A TO A B-1 CONDITIONAL ZONING CLASSIFICATION **BE DENIED**, BECAUSE THE APPLICATION FOR THE PROPOSED REZONING WOULD BE INCONSISTENT WITH THE COMPREHENSIVE PLAN.

Adopted:

Effective: Upon adoption.

Staff note: Denial of the requested rezoning does not need to be in the form of an ordinance or resolution. The above Motion to Not Approve (Deny) the rezoning is suggested for guidance purposes. Note that non-action, that is, the failure to have a majority vote, means that the proposal to rezone is not approved and is tantamount to a Denial.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Interlocal Agreement for IT Services**

Board Meeting Date: **September 23, 2025**

Prepared By: **Jon Barlow – Town Manager**

Overview: The Town of Swansboro and Onslow County Government are proposing to enter into an agreement for the provision of IT Services. The Town currently uses a third-party vendor for service, but that contract expires on September 30, 2025.

Expanded Overview: The month of October will have an overlap of both providers as the transition process takes place. The annual cost savings for the Town should be substantial. The current annual budget amount for services is about \$110,000. The agreement with the County for the same level of service is \$25,000/year. Additionally, the NC League of Municipalities just completed a Cybersecurity Hygiene Assessment for the Town. The Assessment concluded that all the network switches and licenses needed to be upgraded. The Leagues ARP (American Rescue Plan) grant program will fund 100% of those upgrades.

The term of the Agreement is for a 1-year period and will automatically renew annually unless notice to terminate is given by either party.

Background Attachment(s): Interlocal Agreement

Recommended Action: Motion to approve the Interlocal Agreement for IT Services with Onslow County.

Action: _____

NORTH CAROLINA
ONslow COUNTY

INTERLOCAL AGREEMENT

This Agreement made and entered into this ____ day of _____, 2025 by and between ONSLOW COUNTY, a body politic of the State of North Carolina, (hereinafter referred to as "Onslow County"), and the Town of Swansboro, a municipal corporation organized and existing pursuant to the laws of the State of North Carolina (hereinafter referred to as the "Town");

WITNESSETH

WHEREAS, Article 20 of Chapter 160A of the North Carolina General Statutes authorizes Onslow County and the Town to enter into local agreements in order to execute any understanding on behalf of one another; and

WHEREAS, the governing bodies of both of the parties to this Agreement have found and determined that it is in the public interest and for the public benefit for Onslow County to provide those services outlined in **Attachment A** to the Town; and

WHEREAS, the governing bodies of both of the parties to this Agreement have found and determined that it is in the public interest and for the public benefit for Town to provide those services outlined in **Attachment B (N/A)** to Onslow County.

NOW THEREFORE, for and in consideration of the mutual benefits, covenants, and promises contained herein, the party hereto agree as follows:

1. Onslow County shall provide those services to the Town as outlined in Attachment A.
2. The Town shall provide those services to Onslow County as outlined in Attachment B (N/A).
3. The Parties agree to provide the services under this Agreement at no cost to each other, unless otherwise indicated in either Attachment A or Attachment B (N/A).

4. This Agreement shall be effective on the 1st day of October, 2025 and will automatically renew on a year to year basis, unless either the Town or Onslow County provides written notice of their intent to terminate this Agreement. In such case, the Agreement will terminate thirty (30) days from the date of the termination notice.
5. Each Party agrees to hire, maintain, and supervise a sufficient number of personnel to timely and competently provide the services under this Agreement.
6. The services detailed on Attachment A or Attachment B (N/A) may be amended by the managers of the respective parties so long as any amendments are ratified by resolution of the governing board of each unit at the next available agenda of each of the parties.
7. All persons acting on behalf of the Town in providing services under this Agreement shall be treated as employees and/or agents of the Town and must meet all state requirements to accomplish the duties described herein. Onslow County shall not be responsible nor liable for any claims against persons or the Town relative to the services covered under Attachment B (N/A) of this Agreement. To the extent allowed by applicable law, the Town specifically covenants and agrees to assume all liability for any act committed by any person employed or acting on behalf of the Town in providing services pursuant to Attachment B (N/A) of this Agreement and further agrees to fully and wholly hold harmless and indemnify Onslow County for all costs of litigation including damages, awards, penalties, payment of attorney fees or other costs incurred by Onslow County as a result of said act or acts.
8. All persons acting on behalf of Onslow County in providing services under this Agreement shall be treated as employees and/or agents of Onslow County and must meet all state requirements to accomplish the duties described herein. The Town shall not be responsible nor liable for any claims against persons or Onslow County relative to the services covered under Attachment A of this Agreement. To the extent allowed by applicable law, Onslow County specifically covenants and agrees to assume all liability for any act committed by any person employed or acting on behalf of Onslow County in providing services pursuant to Attachment A of this Agreement

and further agrees to fully and wholly hold harmless and indemnify the Town for all costs of litigation including damages, awards, penalties, payment of attorney fees or other costs incurred by the Town as a result of said act or acts.

9. Nothing set forth herein is intended nor shall be construed as a waiver of any immunity available to Onslow County or to the Town, their governing boards, officials, employees, agents, or anyone else having immunity due to their relationship with Onslow County or the Town.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate originals as of the day and year written above, _____, 2025.

ONSLOW COUNTY

By: _____ (seal)
 _____, Chairman
 Onslow County Board of Commissioners

Attest: _____ (seal)
 _____, Clerk to the Board

TOWN OF SWANSBORO

By: _____ (seal)
 _____, Mayor

Attest: _____ (seal)
 _____, Town Clerk

Swansboro ITS Support

Support

- 8a-5p weekday (standard) support – County staff will provide basic technical support to keep Swansboro technology operational by using both remote and on-site assistance as required. Technical support will be provided for the software platforms currently in use by the County, including:
 - RMS
 - Microsoft 365
 - Windows Operating System
 - Internet browsers
 - Any other software currently in use by the Town. A list of software covered will be provided, as there are periodic changes.
- After-hours support – After-hours support should be limited to resolution of issues that are necessary for the continuation of public safety or other essential services. A back up computer should be maintained in good working order and available in such circumstances.
- County staff will provide guidance and support on system innovations, software upgrades, hardware purchases, and replacement schedules.
- Onboarding/offboarding – Training will be available to Swansboro staff to perform necessary changes such as creation of accounts, group assignments, and disabling of accounts.

Hardware

- All supported hardware must meet County defined minimum specifications.

Security/Internet

- All internet traffic will be directed through the County's cyber security controls
- Email security will be paid for separately by Swansboro
- Additional endpoint protection, VPN or other licenses may be required
- Security will be maintained so that it could be easily maintained by Swansboro if endpoint support is discontinued with the County

Training

- County staff will provide four in-person training sessions annually, on a predetermined basis, for Swansboro staff on supported software platforms.
- County staff will provide Swansboro with access to videos of training provided to County staff as they become available.

Strategy

- IT perspective and support will be available on contracts that have technology impacts.
- Assistance will be available with planning for technology-based CIP solutions for Swansboro.
- Overall cybersecurity assistance will be available, as well as cybersecurity testing using automated penetration and assessment tools.

Cost

The County annual flat rate fee for the services described herein of **\$25,000**. Said amount shall be paid prior to the commencement of the County being to provide the IT support called for herein, and thereafter paid annually for each year support continues pursuant to this Agreement.

Additionally, migration to the County's systems will require several up-front purchases, which shall be bourn by the Town. These include:

Product	Users	Price Per User	Total
Sophos MDR Endpoint	60	100	\$6,000
Sophos MDR Server	5	200	\$1,000
Logmein	60	30	\$1,800
Logmein - Servers	5	30	\$150
Meraki MX75			\$1,900
TOTAL:			\$10,850

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**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF AUGUST 31, 2025)**

Item VI - b.

REVENUES

EXPENDITURES

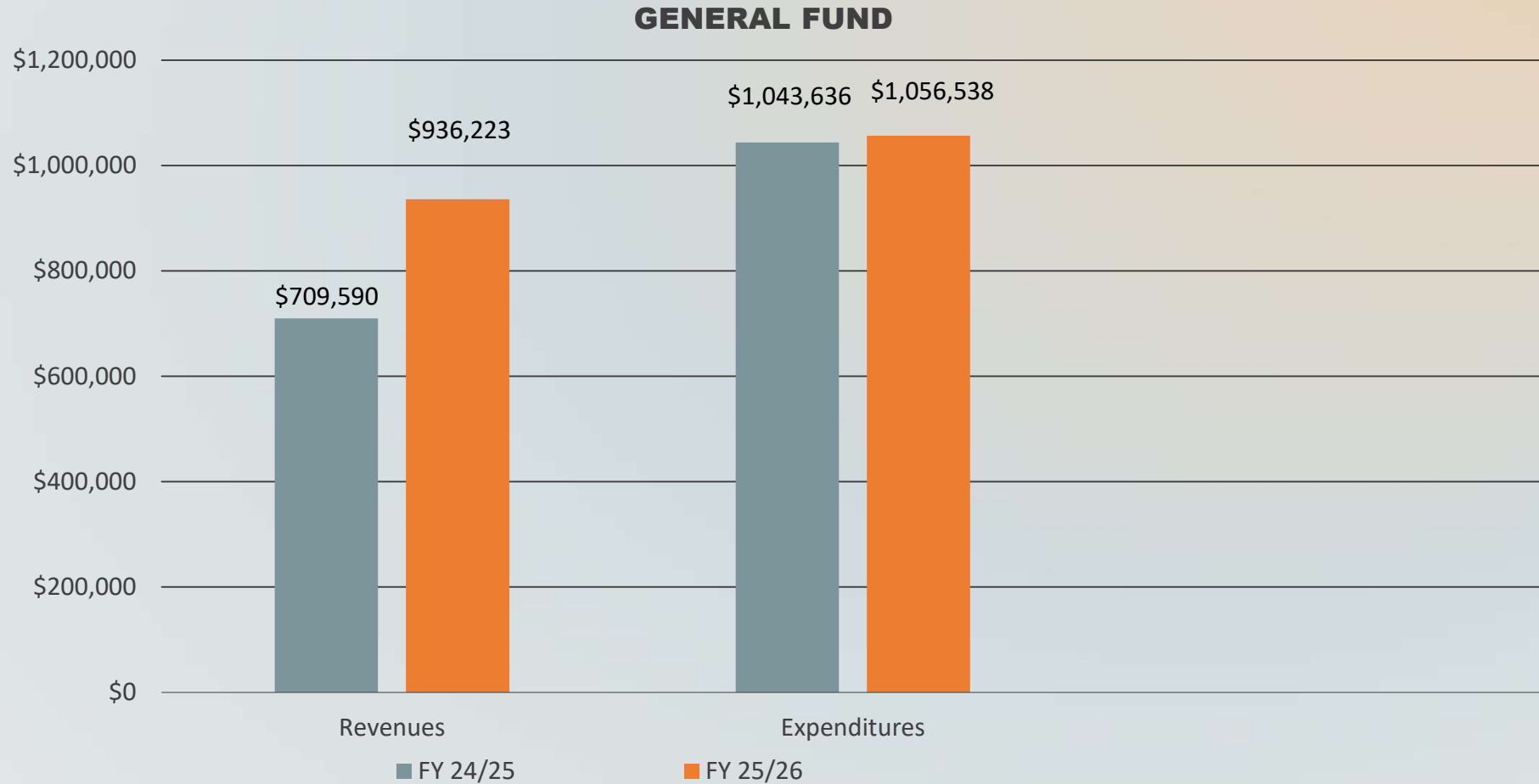
LOAN PAYMENTS

INVESTMENTS

GRANTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF AUGUST 31, 2025)**

Item VI - b.



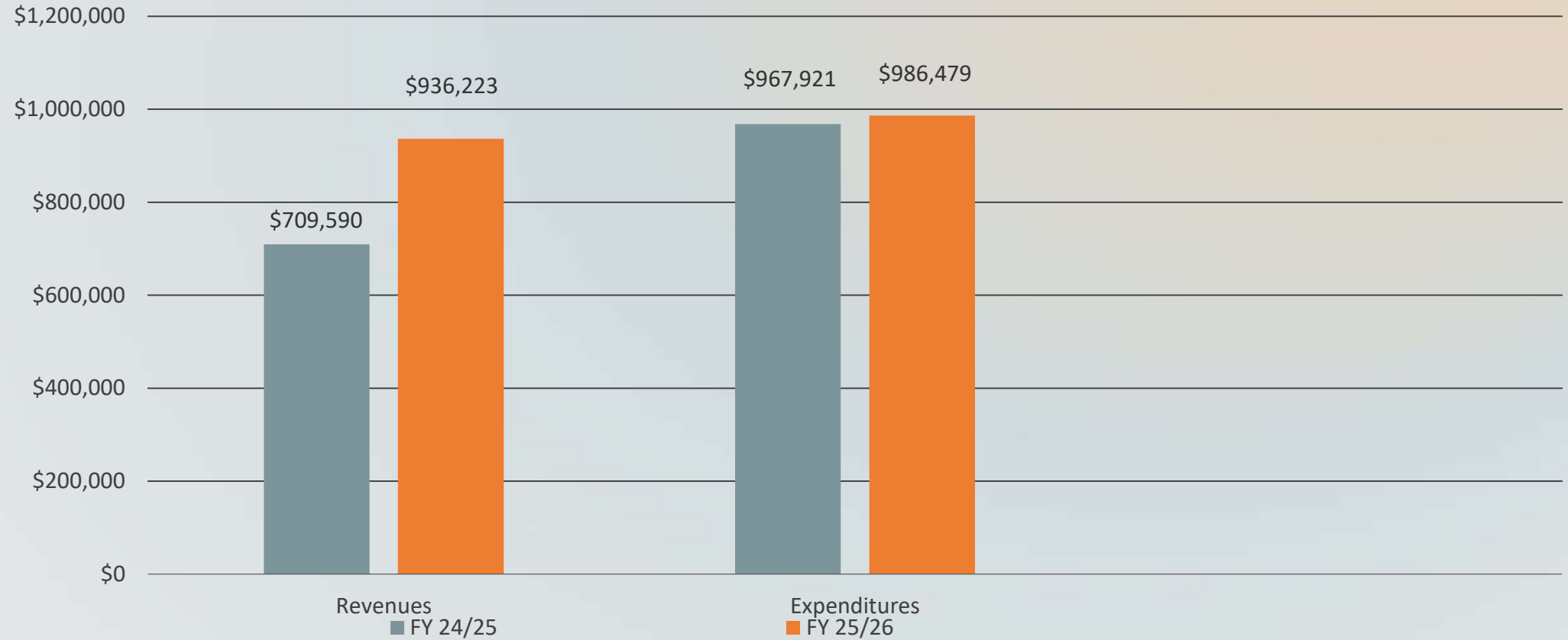
ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures (\$120,315)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF AUGUST 31, 2025)**

Item VI - b.

(ACTUAL)

GENERAL FUND



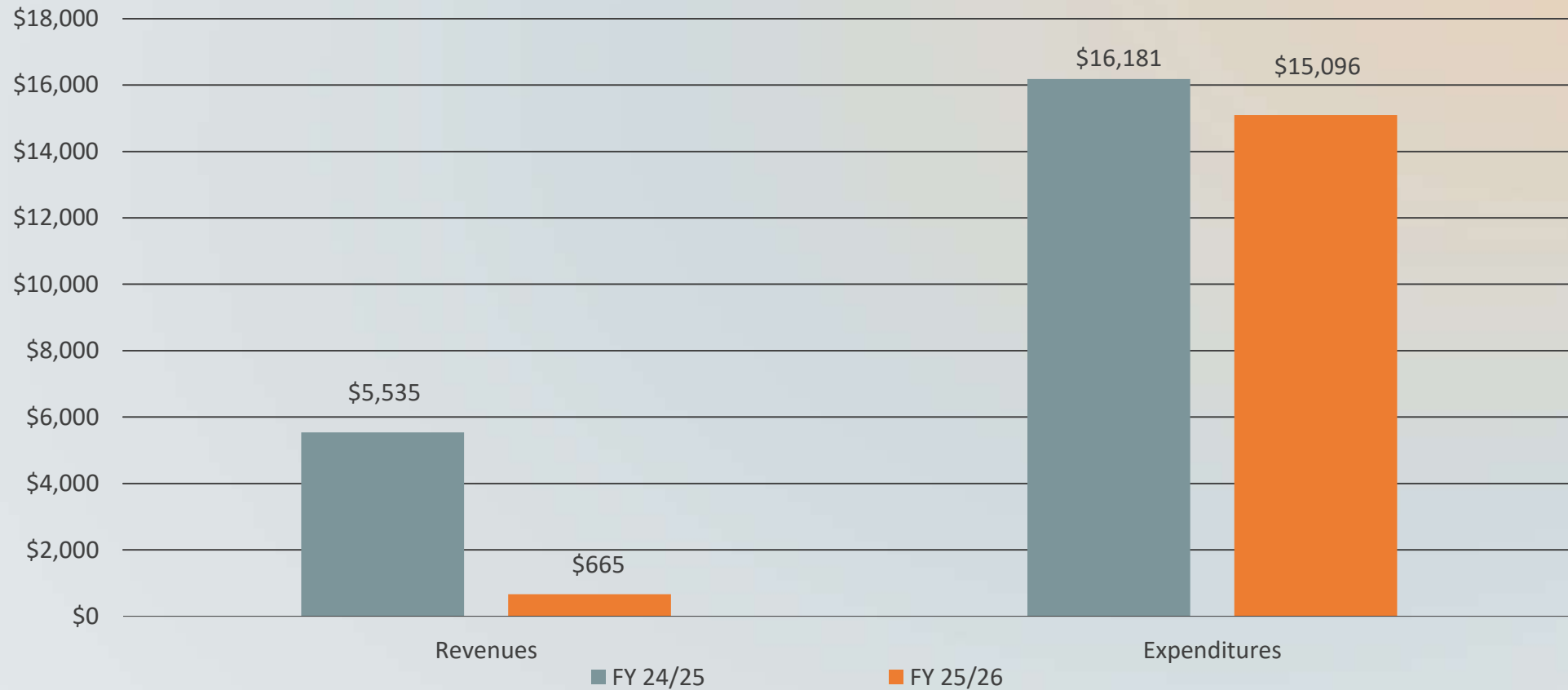
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures (\$50,256)

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % August 31, 2025
NON DEPARTMENTAL	538,824	205,635	225	38.2%
GOVERNING BODY	297,004	8,590	1,100	3.3%
ADMIN SERVICES	445,135	64,780	3,940	15.4%
FINANCE	337,748	45,300	975	13.7%
LEGAL	59,300	-	-	0.0%
PUBLIC BUILDINGS	288,335	26,363	3,049	10.2%
FIRE	1,607,343	256,959	21,168	17.3%
PERMITTING	301,128	41,968	893	14.2%
PLANNING	92,066	13,866	-	15.1%
POLICE	1,429,971	161,813	15,763	12.4%
PUBLIC WORKS-STREETS	840,983	38,166	3,098	4.9%
POWELL BILL-STREETS	126,580	2,176	1,335	2.8%
PARKS & RECREATION	566,367	49,573	14,860	11.4%
DOWNTOWN FACILITIES	108,451	27,565	840	26.2%
FESTIVALS & EVENTS	154,689	39,464	2,114	26.9%
EMERGENCY MANAGEMENT	12,000	4,264	700	41.4%
TOTAL	7,205,924	986,479	70,059	14.66%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF AUGUST 31, 2025)**

Item VI - b.

STORMWATER ENTERPRISE FUND

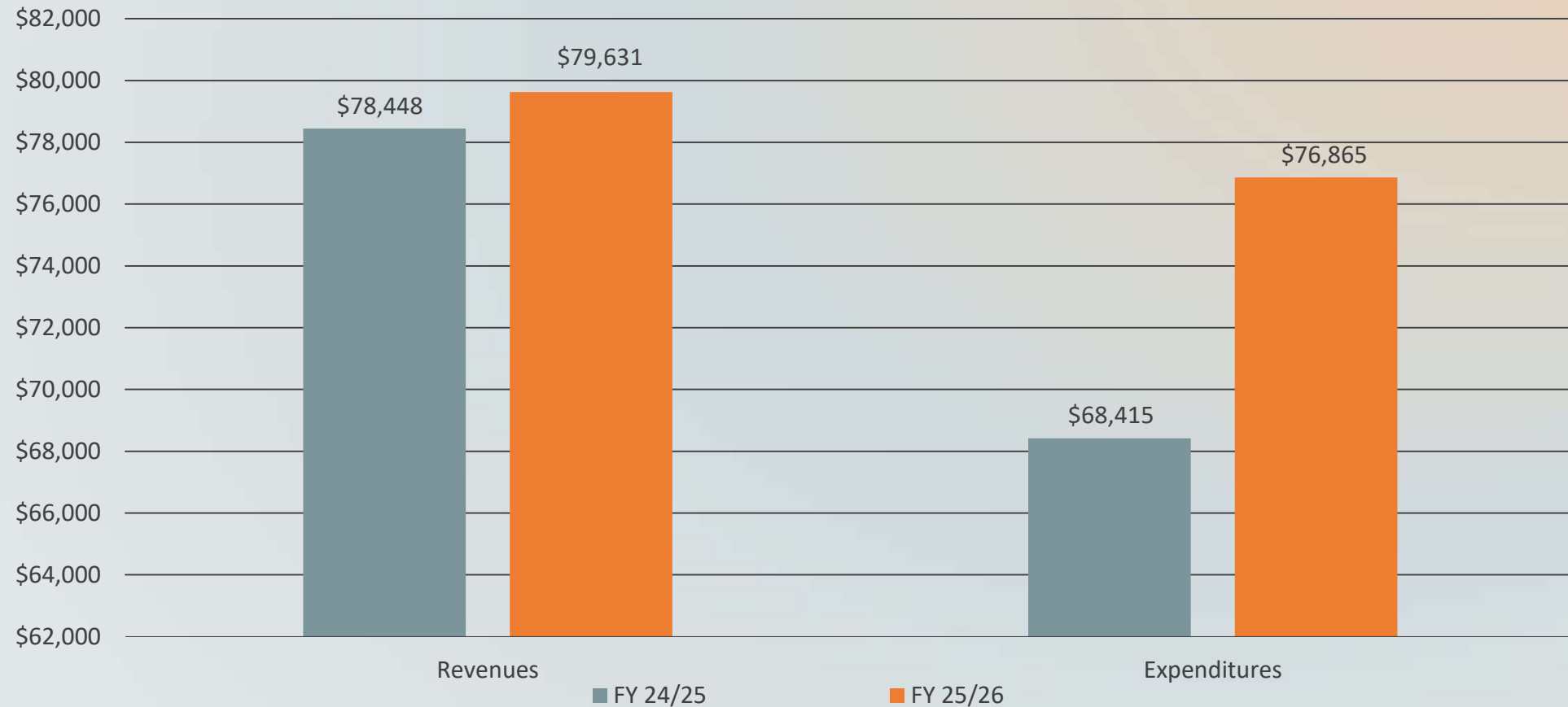


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures (\$14,431)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF AUGUST 31, 2025)**

Item VI - b.

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures- \$2,766

TOWN OF SWANSBORO
LOAN REPORT
(AS OF AUGUST 31, 2025)

Item VI - b.

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$241,087	2.69	03/21/2028	\$84,724
Fire Truck	\$92,139	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$50,000	2.43	12/14/2026	\$26,823
Vehicles(Police & Fire Department) & Software	\$22,955	1.84	7/15/2026	\$23,377
Cab Tractor/Dump Truck	\$208,276	4.82	4/3/2029	\$58,491
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	\$570,000	4.40	12/31/2029	\$129,183
Total Debt	\$1,184.457			\$370,110

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF AUGUST 31, 2025)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$589,059	.10%
NC CMT-General	\$5,523,570	4.22%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,711,577	4.18%

GRANT UPDATE

Item VI - b.

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,064,939	\$37,660	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0	\$2,336
Emergency Operation Center	\$9,629,045	\$65,478	\$0	\$9,563,567
Emmerton School Repairs	\$499,000	\$299,504	\$0	\$199,496
Stormwater Master Plan	\$400,000	\$256,343	\$0	\$143,657
Total Outstanding Grants	\$12,017,294	\$2,070,578	\$37,660	\$9,909,056

Any Questions
?



Board of Commissioners Meeting

Agenda Item Submittal

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

Board Meeting Date: **September 23, 2025**

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

Overview: The purpose of this memo is to provide the Board with matters that staff anticipate/propose 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.

October 28th

- * Visitors Center Future Plans continued discussion (*tentative*)
- * Beautification Committee Presentation Update
- * WithersRavel Grant Update Presentation (*tentative*)
- * CAMA Land Use Plan Update Discussion
- * Monthly financial report

<u>November Meeting Date</u>

25th

Future Agenda Items

- * Street Acceptance of Swansgate (*developer has applied*)
- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Community Presentations (*ongoing monthly*)
- * DOD Grant (*anticipated award date, August 12th*)
- * EMS Plan (*ongoing*)
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- * Senate Bill 382 Down Zoning review
- * Visitors Center Future Plans continued discussion
- * Onslow County Fire Contract/Strategic Planning

PROJECTS REPORT

Town Projects/Initiatives Update

September 2025

Submitted By: Jon Barlow, Town Manager

This report is an on-going list of Town projects/Initiatives. New information received since the previous report is provided in **green**. Items will be removed after noting their completion.

Public Safety Building Restoration/Relocation Planning Project/ Swansboro Alternate Emergency Operations Center (Swansboro United Methodist Church-SUMC)

Details from previous reports have been removed as I believe it's the Board's desire to further investigate options for the Emergency Operations Center (EOC) based on conversation from the September 27, 2021, meeting. Specifically, whether a regional facility or partnership with other neighboring jurisdictions that may have a structure that would provide a higher level of protection was possible. It has also been noted that conversation could be had with other local facilities in Swansboro that have buildings with a higher level of protection for space utilization.

The Town has an agreement in place with the SUMC should it be needed on preparatory measures. Public Safety staff and former Manger Seaberg visited the location at SUMC to verify the areas for town use, if needed, and to ensure communications would be available. The structure provides the structural integrity needed but communications during a storm while in the interior rooms would be difficult. Deputy EOC Coordinator/ Chief Degnan shared with me that arrangements for an antenna through Verizon or ATT would be needed. Board members met on December 9 to tour the SUMC site.

A more in-depth discussion with Chief Degnan, Chief Jackson, and Sonia Johnson regarding Public Safety Building Restorations will be had in the near future.

During the Board's Planning Retreat March 2, the Board agreed that the Manager would identify a committee and share that with the Board.

Ten people have been identified as the committee:

Chief Degnan	Chief Jackson	Paula Webb	Jennifer Ansell
Alex Wood, PE	Dusty Rhodes	Larry Philpott	Russ Davis
Alissa Fender	Laurent Meilleur, PLB Rep		

I hope to arrange our first meeting in the last week of March.

Committee established 4/11 with the addition of Commissioner Conaway, Jr Freeman, and Roy Herrick. The Board of Commissioners held special joint meeting with the committee on 4/14 to give purpose and expectations.

Town of Swansboro, NC Manager's Report

Item IX - a.

The Committee has met twice with a unanimous consensus gained immediately to proceed with building our own EOC in town, to create a safe place for employees to stand up during emergency operations. Onslow County is no longer interested in a partnership to build a substation since they purchased and are operating the Freedom Way station. Committee members will be making site visits on May 25th and then proceeding to develop an RFP for architect/engineer.

Additional EOC Committee membership changes include removing Russ Davis and Alex Wood; adding Brenda Pugliese, Ed McHale and Jonathan McDaniels.

Board discussion on a written action plan and timeline recommended by Mayor Pro Tem Tursi to be held June 27. The committee will re-convene its meetings once that discussion has occurred.

BOC Action Plan distributed to Committee, site discussions, and draft RFQ provided/discussed July 13, 2022.

Consultant Requests for Qualifications sent out August 9, 2022, to six different firms and was located on the website. Five proposals were received on 9/9. The EOC Committee created an interview panel at its 9/14 meeting and determined an interview schedule, draft questions etc. Once the panel decides on three proposals, interviews will be scheduled.

The interview panel consisting of Larry Philpott, Paula Webb, Chief Degnan, Dusty Rhodes, Jonathan McDaniels, and Brenda Pugliese interviewed three firms on 10/18/2022. The Interview Team will share its recommendation with the full EOC Committee on 10/26/22 and then that recommendation will be forthcoming to the BOC 11/14/22.

The Board of Commissioners selected Becker Morgan as the consulting architectural firm at its November 14, 2022, meeting.

Commissioner Philpott, Conaway and the Manager met in early December with Becker Morgan to review the Board's Action Plan for the EOC/PSB. A tour of our current facilities and potential sites were also made. The contract for the feasibility study was approved on January 9, 2023. Becker Morgan met with EOC Committee January 12th for introductions and Q&A. Representatives also made additional site visits on January 18, 2023. Staff continuing meetings with Becker Morgan until more details are developed for committee review.

Staff continue to work with Becker Morgan on the feasibility study which we hope to present back to the committee in April.

Ernie Olds/Becker Morgan gave a report to include three options to the committee on April 19. Ernie will firm up the options as discussed by the committee and share with the staff. The staff met with Becker Morgan again and BM was to firm up the report per discussions and share final deliverable with the Committee for recommendation to the Board of Commissioners. The final draft feasibility study was presented to the committee on June 21st. The Committee made some suggested clarification points that Becker Morgan incorporated and then the report was forwarded onto the Board of Commissioners in July 2023. The study included four options that

Town of Swansboro, NC
Manager's Report

Item IX - a.

captured 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 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, and exterior envelop enhancements to the existing, original metal building frame housing fire apparatus. Such enhancements cannot bring the original building to current standards but would extend the utility of the present structure to a future date. Option A – \$4.9M 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 \$540,000. Total budget range (+/- 15%) = \$5.4M to \$7.3M.

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 freestanding building at the same location. This building would incorporate all the needs of each department. 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 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 \$433,000 and soft cost of \$913,000. Total budget range (+/- 15%) = \$9.2M to \$12.5M.

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. This option should also provide middle ground in terms of costs, but may require extension or improvements to existing utilities, and pavements. Option C – \$8.8M 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 \$922,000. Total budget range (+/- 15%) = \$9.3M to \$12.6M.

Option D is a concept that provides a new free-standing building that incorporates all the needs of each department. Option D would be constructed on a 'greenfield' site, an off-campus location. This option is likely the costliest. Careful consideration will need to be given to site selection regarding impacts and expenses of land acquisition, utilities, drainage, flood plain and emergency response times in addition to the concerns noted previously in the New Site section. 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 \$403,000 and soft cost of \$1.02M. Total budget range (+/- 15%) = \$9.9M to \$13.4M.

Town of Swansboro, NC Manager's Report

Item IX - a.

Note, the budget summary does not include land acquisition. Page 11 Swansboro Public Safety Building Feasibility Report – June 2023

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 state or federal sources.

On August 14th, Chairman Philpott gave a briefing on finance options. Due to the length of the meeting, the briefing was added to the August 28th agenda. The Board was asked to provide a firm option selection so that the design schematic and site analysis can be done. Option C was selected, and the staff was asked to layout the design on the ground for better visibility at a future meeting.

At the direction of the Board in July, the Manager forwarded an additional funding request to our local legislative delegation. In September, we learned that the Town was awarded an additional \$3 million dollars toward this project in the state budget adoption.

Becker Morgan provided a *preliminary* exterior design schematic for Option C and that layout was mapped out on the ground for visibility on October 23rd. Becker Morgan has also provided a professional services agreement for the next phase – Design and Construction totaling \$840,500, which is approximately 8% of the estimated building and site construction costs. Authorization for the Manager to proceed was requested October 23rd.

On January 23, 2024, the BOC appointed Keith Walsh as Chairman of the newly recreated EOC/PSB site selection Committee. Mr. Walsh was tasked with identifying potential candidates to serve on the committee to the BOC for consideration. On February 12, 2024, the BOC appointed Roy Herrick, Junior Freeman, Doug Eckendorf, and Melissa Anderson as committee appointees. The newly formed committee conducted its first meeting in February 19, 2024. The committee intends to meet every Monday at 5 pm until a new site is secured.

- EOC/PSB site committee developed a site solicitation packet.
 - 6 entries were submitted by the deadline of May 15, 2024, and 1 after the deadline. 6 entries were eliminated at that time.
 - The property beside the Rotary was the only site remaining from packet entries.
 - *Town engineer researching ingress/egress concerns.
- The EOC/PSB Committee is in the process of developing a portfolio to highlight the work done to date. The portfolio will include the Feasibility Report prepared by Beaker Morgan dated 6/28/2023, a timeline to complete the project, Rotary property maps, and Rotary wetland survey maps.
- Additionally, it will include information on the Design/Build construction option, and a model RFP that will seek proposals from potential construction firms.

Town of Swansboro, NC Manager's Report

Item IX - a.

- On 10/14/24 the EOC Committee voted in favor of making a recommendation to the BOC to make an offer to purchase a 5-acre tract of land adjacent to and owned by the Rotary.

NC DCM Resilient Coastal Communities Program (RCCP) Grant

On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management awarded their first round of RCCP Grant funding. The Town of Swansboro was competitive enough to receive one of the grants. The intent of the grant is to fund efforts in four key phases in their Coastal Communities Resiliency Program:

1. Community Engagement and Risk & Vulnerability Assessment
2. Planning, Project Selection and Prioritization
3. Project Engineering and Design
4. Project Implementation

Through our efforts in the 2019 CAMA Land Use Plan update, Swansboro has effectively covered most of the parameters for phases 1 and 2. This grant will assist in finishing the remaining requirements under phases 1 & 2 so we may move forward with the final 2 phases. Applications for Phases 3 & 4 is expected to be due by the end of this calendar year.

Dewberry, Beth Smyre hosted the first RCCP Committee meeting November 17, 2021, at Town Hall. The committee identified several areas that better planning (resilience) was needed but narrowed the list to the top priorities being stormwater mapping and generator power for schools/nursing homes. The complete list included:

- Disaster Recovery (generators for nursing homes, and schools)
- Stormwater Management/Mapping
- Climate Change
- Hurricane Response/Evacuation
- King Tide Levels

A community engagement meeting was held on Wednesday, February 23, 2022, from 4-6pm at Town Hall. A community input survey is available from the Town website, at Town Hall and the Swansboro Branch Library through March 9, 2022. The Committee met again on Monday 3/21. Beth shared that 89-online surveys were received and 6 hard copies. Flooding was the number one concern. The committee revisited the original spreadsheet and still identified stormwater mapping as the top priority for the portfolio. Other items still identified but categorized with stormwater mapping were Halls Creek and Hawkins Creek Restoration, development of a wetland restoration plan, and a public education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

On April 4, NCDCM released the Request for Applications for Phase 3 of the Resilient Coastal Communities Program - applications are due June 3.

Town of Swansboro, NC Manager's Report

Item IX - a.

Our consultant Beth Smyre shares that NCDWM clarified that the focus of the Phase 3 program is on projects with a natural or nature-based component; this can include projects such as green infrastructure improvements, wetland or stream restoration, or living shorelines. Infrastructure mapping, such as Project #1 of our project portfolio, would not be eligible for funding under Phase 3. Therefore, she recommended that we focus your Phase 3 application on either the Halls Creek or Hawkins Creek stream restoration efforts. As Mayor Pro Tem Tursi graciously explained to her, a stream restoration project would be far more complicated scientifically and more expensive. It is doubtful, with all the other projects we have in the works on top of budget preparation, staff would have time to put together a viable application. I did share with her that we do have the Water Street Project (with engineered drawings in hand). She reviewed the plans and is checking with NCDWM to see if this project would qualify.

Beth Smyrna/Dewberry is scheduled to provide an update to the Board May 23, 2022, for Phase 2. We had originally hoped that stormwater mapping would qualify for the next phase, but we are told it does not. Phase 3 includes engineering/design – application deadline early June. Planner Jennifer Ansell and Public Works Director Tank Bates participated in a teleconference this week to seek other opportunities for stormwater mapping. The Town does have engineered plans for the Water Street Rehabilitation and could submit this project for Phase 4 funding. It is noted that the Water Street Rehabilitation project was estimated to cost \$215,000 in 2018. Phase 4 anticipated average funding level: \$45,000 per project, so contribution on the Town's part would be required.

RCCP Project Portfolio		
Project No.	Title	NNBS?
1	Stormwater Mapping	
2	Halls Creek Stream Restoration	Yes
3	Hawkins Creek Stream Restoration	Yes
4	Water Street Rehabilitation	Yes
5	Townwide Wetland Restoration Plan	Yes
6	Public Engagement and Education Campaign	
7	Resize NC 24 Culvert	

As directed during the May 23 regular meeting, and with assistance from Withers and Ravenel, Staff was able to meet the June 3 Phase 3 application deadline for Engineering/Design. If awarded, we could receive up to \$45,000 to design/engineer bio retention areas along Broad Street prior to entering Water Street.

RCCP Phase 3 - \$45,000 was awarded to the Town on July 13, 2022, for the design/engineering of the bioretention swells along Broad Street that will assist in the rehabilitation for Water Street. We expect the design by March 2023. Following two meetings with the Board of Commissioners

Town of Swansboro, NC Manager's Report

Item IX - a.

and the Public in May, the final deliverables were submitted on May 31, 2023, to NCDENR meeting the grant phase deadline.

RCCP Phase 4 – Construction Applications due April 28th. We were disappointed to learn there was only \$1,000,000 to award. Withers and Ravenel reviewing the application and our project criteria. The grant application was submitted to NCDENR on April 28, 2023. Total grant amount \$441,200 (Grant amount requested \$238,220, Local Match \$203,000)

The Town received notification on July 26, 2023, that we were not selected for funding for this phase. We knew at application that the construction phase was under-funded. In conversation with Withers and Ravenel, who assisted with the grant preparation, there are other funding sources we can look for. Steve Marks shared, "...the state has training opportunities the next couple weeks for grants this fall. Same program as the LASII planning grant, but construction projects are potentially eligible. The funding source is unclear at this moment, but DWI is proceeding as though they'll have money for the program. DWI offers low/no interest loans with possible principal forgiveness for green infrastructure projects. It's likely with the addition of the bioretention cells that this would qualify. Also, Golden LEAF could potentially be interested in the project too. Right now, their funding cap is \$250k so that would essentially cover what we were hoping RCCP P4 would fund." We will work with Withers and Ravenel for future funding opportunities.

August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:

The Town submitted an Emergency Supplemental Historic Preservation Fund (ESHPF) Hurricane Disaster Relief application for Emmerton School (AKA Old Town Hall) located at 502 Church Street for remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant request is in the amount of \$424,000 and is established as a 100% reimbursable grant.

We will use the funds for the following projects:

1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic Ceiling repair and repainting – Even though there is a new roof on the facility, some moisture did seep in sometime after the temporary fixes were installed.
4. The installation of a Centralized Dehumidification System
5. Window and Door repairs/replacing/storm proofing – there are a total of 81 windows and doors that are included in this request.
6. Electrical wiring repairs
7. Soffit repairs from Hurricane Florence damages
8. Sealing the crawl space
9. Attic Insulation

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We were notified on January 14, 2021, that our application for Emmerton School was awarded for 100% funding (\$424,000). Please note that grant activities may not take place until the Grant Contract has been signed. We expect to receive the proposed grant contract in November 2021 and hope to have a quick turnaround on it. Once executed, we can move forward on the 9 action items listed above. **The listed deadline for completion for this project is September 30, 2023,** but are hoping, due to granting agency delays, that extensions may be available if needed.

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting the \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work. Staff is preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

A Request for Qualifications for the Emmerton School Project was approved by the state and submitted on Wednesday afternoon. The deadline for submittals is July 22, 2022.

Four RFQ's were received for construction and are under review by the state. Staff reviewed and provided its comments to the state and a joint interview will be held once the state is ready.

State Historic representatives and staff will hold interviews with three architectural firms on September 27th.

Following interviews, David Gall Architectural Firm out of Winston Salem was selected. Mr. Gall has already made a couple of site visits and is already working on remediation plans.

The Town, the State Historic Preservation Office and Mr. Gall are still working on contract details. Mr. Gall also had emergency knee surgery during the holidays.

In follow-up with the State last week, the legal team is putting final edits together on the contract with Mr. Gall.

Due to a family medical issue, Mr. Gall contacted the Town on 3/20/23 to decline the contract. I have emailed the State Historic Preservation Office regarding this setback and will share the plan to move forward once we have a chance to discuss it as a group.

Stature Engineering was interviewed on April 10th and selected to complete the work. SHPO working on contract language with Stature Engineering. The contract was executed mid-June, and the engineer has begun his work. Mid-October 2023, Stature Engineering has completed 45% of the Schematic Design documents and 100% of the Brick-and-Mortar Sampling and Testing.

On November 1, 2023, Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Watertight Systems, Inc. was selected to perform the masonry repairs. The contract was executed early December. The required Quarterly Report for the grant was submitted in early January. Stature Engineering is currently in the process of submitting drawings for window, door, soffit, and interior repair to SHPO for approval.

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In February 2024, the engineer's drawings for the window, door, soffit, and interior repairs were approved by SHPO and sent out to bid. On February 28, 2024, Watertight Systems, Inc. performed sample mortar removal and replacement to the site. Staff, the engineer, and SHPO met onsite on March 20, 2024, to review and approve samples. Masonry work began on March 26, 2024, and is still in process. The approved plans are currently out for bid.

Staff, the engineer, and SHPO met onsite on May 23, 2024, to review the progress of the masonry work. SHPO representative discussed options on the progress of the masonry work with the engineer.

Staff, engineer, and SHPO had a Teams meeting on June 4, 2024, to discuss remaining budget estimate/ availability of funds for site drainage improvements and other scope of work window, door, soffit, and interior repair. Option 2 was chosen.

Remaining Funds for Site Drainage Improvements (Option 2)

\$314,225	Estimate of remaining funds prior to window/soffit/interior bid
<u>-\$209,000</u>	Base Bid and all Add Alternates except #5 Painting Metal Ceiling Panels
\$ 105,225	Estimate of Remaining Funds for Site Drainage Improvement *

Staff, engineer, and SHPO met on site on June 13, 2024, to review progress of masonry work.

June 13, 2024, SHPO stated that upon review, they had concluded that the proposed French Drain installation work would meet the Secretary of Interior Standards and will not adversely affect the National Register-listed property. Engineer met with contractors to begin bids for the French Drain.

June 18, 2024, the NC Historical Commission meet and discussed recommendations for reallocation of available funds of the Emergency Supplemental Historic Preservation Fund (ESHPPF). This was due to the fact that some projects sustained greater damage than expected and budgetary inflation was present as well as an increase in the scope of work. The Commission voted unanimously to accept the staff's recommendation and the funding reallocation for our grant was officially decided in the amount of \$75,000.

On July 8, 2024, the masonry and all required improvements form the SHPO work was completed.

July 12, 2024, Stature Engineering, Staff, and the State Historic Preservation Office selected Carolina EarthWerx LLC to preform French drain installation.

July 18, 2024, a modified Contract with Watertight System, Inc was signed to include Prosoco OH100 stone hardener to interior brick.

Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Harp Builders, Inc was selected. July 22, 2024, a contract with Harp Builders was

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signed to preform historic restoration on exterior windows and Ceiling panels, install storm windows and missing attic insulation.

The required Quarterly Report Apr.1- Jun. 30 for the grant was submitted early July.

August 19, 2024, the modified grant contract was signed to modify the period of performance, the amount of grant funds awarded, and adjust the scope of work.

A contract with Carolina EarthWerx, LLC was signed to install the French drain.

Hurricane Grant Specialist Annette Stone informed the town that an easement would need to be established to preserve the historic structure, with the state expected to provide a draft of the easement in the first quarter of 2025.

October 11, 2024, both preconstruction meetings fell through.

- Trench contractor - has been working relief efforts in the mountains. Correspondence just slipped through the cracks with him.
- The interior contractor - had an accident and spent some time in the hospital over the weekend. He wasn't up for traveling for meeting.

EB Pannkuk and Staff meet onsite for a pre-construction meeting on October 31, 2024, with Harper Builders and EarthWerx.

- The windows and interior construction are expected to begin around the first week of December and is estimated to be completed within 90 days.
- French drain is also scheduled to begin the first week of December and is estimated to be completed within 21 days.

It is expected that Watertight will begin working on the stone hardener in November, but the drawings are being updated before they can move forward.

Staff, Stature Engineer, and SHPO met on site on Dec 5, 2024, to monitor progress to the French drain installation, and Stone Hardner in the interior of the building. While on-site SHPO representatives and Stature Engineer discussed a change order to provide and install 6" diameter schedule 40 PVC at existing roof down spouts. The scope of work will be 204' of PCV line below grade in the current French drain trench. This drain will be connected to eight existing down spouts. The original contract pricing was \$27,998 + \$8,426.27 (6" PVC change order) totaling \$36,424.27 for the project value. The modified contract was signed on December 10, 2024

- Watertight had a delay in obtaining supplies and started work early December and completed the Stone Hardner on Dec 5, 2024
- EarthWerx completed the French drain to include the change order work for the 6" PVC on December 13, 2024
- Watertight completed interior repointing on January 7, 2025

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- Harp Builders are scheduled to start the interior repairs on January 15, 2025

January 29, 2025, Staff, Stature engineer, Triple H Carpentry (sub-contractors) and SHPO met on-site to monitor the ongoing work and review the mockups of exterior repairs, and the interior masonry completed repairs.

February 7, 2025, construction project signage was displayed in front of Emmerton School to announce the "Emmerton School Historic Masonry Repair Project."

February 27, 2025, a contract modification with Stature Engineering was signed to add 10 additional construction observation visits in addition to the originally proposed number of 5 construction observations for a total of 15 construction observations for a price of \$15,000.00

March 6, 2025, staff, Triple H Carpentry and West Windows met to discuss storm windows and what materials and design they were looking for installation. The information discussed will be sent to the engineer by Triple H.

March 11, 2025, staff, Mike Keel from Harp Builders, and Roy Fish from Triple H met for a walk through of the windows they have completed to date and further discuss storm windows. It will be necessary for them to conduct further research in order to make a suitable choice.

March 17, 2025, a contract modification with Harp Builders was signed to add the following scope of work:

- Add additional structure to the corners of three soffits where the original structure has deteriorated, attach T&G soffit boards and paint T&G soffit. (\$6,083.48)
- Additional labor, materials, and equipment to replace 15 rusted metal ceiling panels. (\$9,348.28)
- Replace and locking mechanisms on window sashes, the locking mechanisms are all rusted and non-operable. (\$1,434.74)
 - o Total amount for this contract modification \$16,866.50

April 2, 2025, Staff Stature Engineer, Triple H (sub-contractor) and SHPO met on-site to monitor the ongoing work with windows and doors and discussed storm windows and specs they are looking for and review completed work.

May 6, 2025, Staff Stature Engineer, Triple H (sub-contractor) and SHPO met on-site to monitor the ongoing work. Approximately 75% of the windows have been repaired and reinstalled. Storm windows sample was denied. SHPO discussed with engineer and contractor about sourcing suitable storm sash. Corrovert has been applied to the underside of metal ceiling panels. The required Quarterly Report for the grant was submitted on April 14, 2025.

July 1, 2025, staff, Stature Engineer, Triple H (sub-contractor), and SHPO met on-site to monitor ongoing work. The metal ceiling panels on the museum side are complete, with the exception of

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the artifact storage room, which is scheduled for completion by the end of July. Work on the auditorium ceiling is expected to begin in mid-July.

All window repair/installations have been completed. Triple H is developing a storm window mock-up for SHPO's review and approval.

The required Quarterly Report for the grant was submitted on July 7, 2025.

August 28, 2025, Staff, Stature Engineer, Triple H (sub-contractor), and (SHPO) conducted an on-site visit to monitor the progress of ongoing work.

- Adjustments were made to both insulation and window installations to ensure compliance with project requirements and preservation standards.
- A final decision was reached regarding the installation of storm windows, ensuring compliance with SHPO guidelines and project goals.

Sidewalk Projects

Sidewalk Priority Project List updated and reordered By BOC as of August 27, 2024



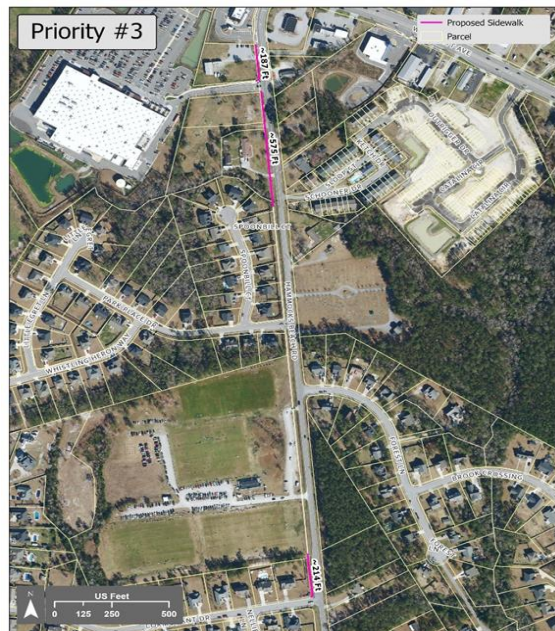
- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,008 FT

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- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,483 FT



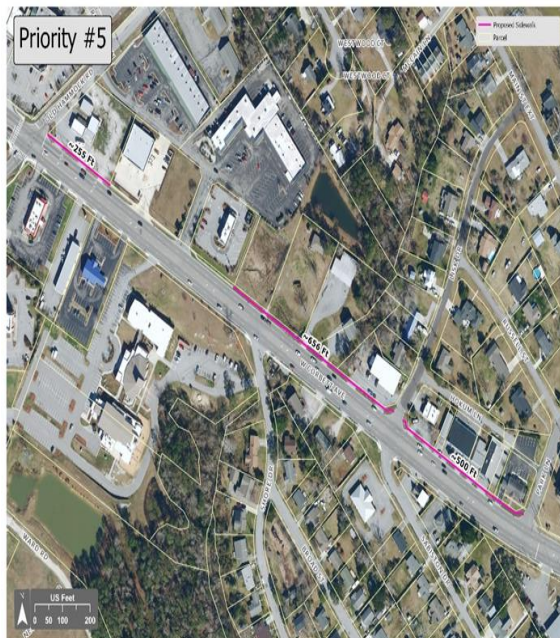
- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- No survey or design work performed
- Estimated Sidewalk Length: 976 FT

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- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages
- Easements: Obtained
- Town obtained an engineered crossing design for the project. There might be a utility pipe conflict
- Estimated Sidewalk Length: 153 FT



- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 1,411 FT.
- Southside: complete

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RFQ's from qualified Engineering firms to assist in the design and construction of the new 5 project priority areas. Only one firm Arendell Engineers from Morehead City submitted an RFQ by the February 17, 2025, submission date. On March 11, 2025, the Town Board of Commissioners agreed to enter into contract negotiations with Arendell for design and construction administration services. A proposed contract will be presented at a future BOC meeting for consideration.

On March 11, 2025, the Board of Commissioners agreed to enter into contract negotiations with Arendell Engineers, Morehead City NC to provide services for the design, surveying and construction administration of the above-described project areas. Arendell was the only firm to submit an RFQ to the Town to provide project engineering services.

Visitor's Center Improvement Update

Andrew Wilson of Crystal Coast Engineering has prepared a draft building layout for the Visitor's Center based on several suggestions he received. You may recall that the Town had reached out to John Wood, Restoration Specialist, with the NC State Historic Preservation Office to determine if the structure had retained its contributing historic status when moved to its present location, which would have allowed an exemption under the Flood Damage Prevention Ordinance. On January 6, 2022, Mr. Wood provided that due to the structure being moved from its original location, handicap ramp addition, and elevation; the structure was no longer a contributing historic structure. It should be noted that the elevation was required because the structure was in the flood zone, and the handicap ramp had to be added for ADA compliance. What this ultimately means is that we will have to follow a phased plan for improvements because the building is valued at \$57,000. If the renovation cost exceeds 50% of that value, a Substantial Improvement, the entire structure must be brought into compliance with the current ordinance and Building Code requirements. A second phase could not be started until one year after the final inspection on phase one.

Another alternative would be to raise the building to the current flood elevation (approximately 5 more feet) to bring it into compliance with the current regulations, including breakaway wall construction for the foundation due to the Coastal A flood zone designation. This would require HPC approval. This item will be added to the Planning Retreat for discussion/guidance. As a reminder the Town was awarded \$20,000 through the Onslow County TDA and must be used by June 30 or requested again in the next grant cycle.

Staff met with John Wood on Tuesday, March 1. As reported at the March 2 Planning Retreat, John Wood indicated that if we moved the side entrance steps back to the front of the building as they originally were when the building sat further down Water Street and clearly identify those as new construction using certain materials and raised flower beds to camouflage, the building's historic status could be returned. Planner Ansell has sought engineered drawings and elevation certificate. Additional reviews by the Historic Preservation Commission and Flood Appeals Board will still be required. Once the contributing status is re-instated, the building would qualify for an exemption under the definition of Substantial Improvement and allow the Town to apply for a

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variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

Tidewater has been engaged to provide the elevation certification and existing conditions survey. Larion Engineering has been engaged to provide engineered re-design to remove the side entry and re-instate the entry to the front of the building and flood analysis. All will aid in the return of the contributing status to the building which will in turn relieve the Town from the flood requirement to raise the structure. The design will be scheduled for review by the Historic Preservation Commission for the demolition of the steps/deck and construction of the new steps as soon as the plans are received from Larion thereafter, a variance will be sought from the Flood Appeals Board from the elevation requirement. Public Works will demolish the side entry, however, based on workload we will most likely utilize a contractor to install the front entry.

On May 17, the HPC reviewed the side entrance demo and re-location of the front entrance as recommended by Restoration Specialist John Wood. HPC member Kim Kingrey volunteered to search for photos from years back to see if the hand railings were wooden or if any were ever present. Once final minor work approval is granted, the work performed and contributing status re-instated, we would then qualify for an exemption under the definition of Substantial Improvement which would allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

As previously reported (Manager's Brief June 16), demo of the stairs at the Visitors Center is complete. Visitors are still able to use the handicap ramp access at the rear to gain access to the restrooms. The railing has also been re-constructed by Public Works on the front porch. Once the wood dries out, it will be painted white.



At the BOC's request, a progress update was given July 25th, 2022.

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What's Been Done to Date

- Working to re-establish Historic Contributing Status
- Awarded FY 21/22 Onslow County TDA Funding \$20,000 – paid for side steps demo identified as reason historic contributing status rescinded, required engineering of front steps re-construction due to flood zone location, some interior fixtures purchased for future renovations
- RFP awarded to Rufus Murray for side steps demo May 2022 - *completed*

What's Remaining to do on the Exterior

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)

Once the front entry steps are constructed, the final V-Zone Certificate can be prepared. The next step is to obtain the variance from the Flood Appeals Board and obtain a letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

Interior Renovations - The estimated costs provided by former Public Works Director in 2021 was \$60,870. Of that amount, he indicated that the Public Works Crew could perform about \$15,000 of that work (walls, sheetrock, painting, flooring). Swansboro TDA has agreed to fund a portion of the interior renovations. Once we have settled on an interior design, we will be able to determine whether any water/sewer improvements will be needed, or whether just a certified engineered letter will be required so that the current infrastructure can handle the improvements.

Eight vendors were notified of the RFP to re-construct the stairs at the Visitors Center and it was posted on the website. RFP's were due by August 1 and only one was received (Rufus Murray) for \$23,300. We plan to proceed utilizing the allocated ARP funding so we can keep this project moving forward.

Rufus Murray was awarded the contract to re-construct the exterior stairs etc. On hold until after the Mullet Festival so we don't have a construction site during the festival. A pre-construction meeting was held on Monday, October 17 and the contractor plans to get started immediately. The Visitor's Center will remain open during the exterior construction.

As reported in the Manager's Weekly Brief on December 1- exterior renovations are complete. We will prepare a letter to the National Parks System to have contributing status re-considered.

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In an email from John Wood on December 13, he indicated he would forward our exterior improvement work to the National Parks Service and request re-instatement for us. Followed up January 10 as we would like to make application for tourism funding (application due by March 1, 2023) for the interior and need to apply for the Flood Ordinance exemption. John felt confident that our contributing status would be restored before that date and encouraged us to proceed with the final elements.

The Flood Board heard and approved the variance request from the definition “Substantial Improvement” on February 21st. I will be making an application to Onslow County for tourism dollars for interior renovations by March 1st.

Application was submitted to Onslow County on 2/28/23 for \$30,000 to assist with future interior renovations. \$30,000 will be included in the Swansboro TDA budget for FY 23/24 as they had already made a commitment. As previously shared, Onslow County did not fund our request this year. Swansboro TDA awarded the Town \$30,000 in July.

Mid-October, met with electrical and mechanical contractors, and still waiting to hear from plumber. It would be our hope to begin the interior renovations in late November unless the contractors are ready before.

Town staff recently noticed the growth of mold in numerous areas inside the Visitors Center. This condition has necessitated the need to close the building until the problem can be remediated. As a result, mold remediation companies in the area were contacted and Right Coast Solutions responded and agreed to inspect the building to determine the source(s) of the problem and develop a remediation plan.

Upon inspection, mold was found in the kitchen, office area, outlets, crawl space, and HVAC duct work. In the interior, remediation would include removing the bottom 24” of drywall and applying mold blocking primer and foam insulation to block air intrusion from crawlspace. In the attic, an

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electric exhaust fan would be installed. In the crawl space, insulation and mold blocking primer would be applied. HVAC ducts, grates and vents would all be cleaned.

The total cost to perform the proposed work is \$15,250. A budget amendment would be required.

September 10, 2024, the Board of Commissioners requested staff to investigate further to identify more precisely the type of mold and best method to remediate.

During the Board of Commissioners' regular meeting on November 12, 2024, the Board approved remediation to use the \$45,000 already approved plus \$15,000 more, resulting in a total of \$60,000 to repair the visitor center.

January 28, 2025, The Board of Commissioners approved to Town Manager to enter into contract with Green House solutions.

LSAII/Stormwater Mapping Grant

Following adoption of a support resolution on September 12, 2022, the Town entered into contract with Withers Ravenel (\$5000), who will prepare the grant application for Local Assistance for Stormwater Infrastructure Investments through the NC Division of Water Infrastructure in hopes of receiving up to \$400,000 to assist with stormwater mapping in the Town. The application deadline is September 30, 2022, with grant awards to be announced in February 2023. On February 9th Withers Ravenel shared that our application had been recommended for approval. We should receive the final award by the end of February.

Grant award was received April 5, 2023. Staff held a scoping meeting with Withers Ravenel on October 18th to review the draft agreement for services.

Two rounds of RFQs were sent out, with final submittals in August. WithersRavenel was selected to complete the project in October of 2023, and the contract was executed in early December. On December 18, 2023, kickoff meeting with staff and WithersRavenel, a public outreach meeting included a survey was scheduled for mid-March. The data collection portion of the project is projected to start early June.

WithersRavenel and Staff continue to attend monthly check-in meetings for the project. On March 11, 2024, WithersRavenel and Staff held a public outreach meeting that included a brief summary of the project, time for public questions, as well as maps for the public to mark stormwater issues around Town. A public input survey was released to the public to indicate problem areas around Town as well. The survey was opened one week prior to and one week after the public outreach meeting. Survey crews are projected to begin data collection early June.

WithersRavenel and Staff met via Zoom on May 21, 2024, to discuss survey collection coordination. WithersRavenel requested that Town post in social media, and constant contact to notify citizens of surveyors being out in Town. They estimate that data collection could take a couple of months, possibly by the end of the year.

On June 3, 2024, data collection started.

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June 17, 2024, WithersRavenel shared a data dashboard that has all of the survey information collected this far.

WithersRavenel and Staff met via Zoom on June 24, 2024. The survey team has made an initial pass on all the structures, and it's anticipated that all initial field work will finalize within the next week and at that time data collected would be reviewed and processed.

WithersRavenel and Staff met via Zoom on July 22, 2024, initial field survey has been collected. The data is in review. Once in-office review is completed, additional surveys may be required to verify spots flagged during the data review process.

WithersRavenel and Staff met via Zoom on August 26, 2024, Jill Carter will be replacing Monica Chevalier with funding administration. Any correspondence will go through Jill Carter moving forward.

Fieldwork has been completed and the team is now reviewing internally and migrating to the new database for town. Once the initial review is completed, they anticipate that a few places will need a second round of survey to a few isolated locations. The rest of 2024 is scheduled for database.

WithersRavenel and Staff met via Zoom on September 23, 2024, there continues to be an internal review of data collected as they flag areas that need additional verification. Should have more concrete updated on the next field date within the next month

Staff discussed pros and cons options with Tyler Christian for the Town to host/ view data when complete. The following software options were discussed:

Dimond maps software

- Inexpensive monthly cost.
- Provide good customer service and GIS support.
- Cloud-based, Town doesn't have to store data locally.
- Town can view/edit data. They can also make attribute updates in the field for asset and track work/maintenance. Can also add photos or documents.
- GPS integration to map new features.
- Supports multiple users and can have specific permissions for certain users.
- Less customization of viewer/map.
- No spatial analysis is available.

ESRI/ArcGIS Online Platform

- More costly yearly subscriptions to maintain licenses and credits for hosting data in ESRI's cloud.

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- Provides all the same benefits as Diamond Maps but allows for more customized online maps.
- The WR GIS team would setup the online maps and upload data. Would provide training at the end of the project.
- Allows spatial analysis and mapping tools to perform more in- depth spatial analysis.
- Allows editing, new feature collection, and can integrate GPS unit for more accurate mapping of new assets.

Gerald Bates (Tank) will be researching Brightly's software as a potential option. Tank and Tyler discussed that Diamond Maps or Brightly seemed to be the Town's best option moving forward. It was discussed that as they get more traction and confidence with Diamond Maps/Brightly that an ESRI-based solution could be an option down the road if they were to outgrow those platforms and needed more capability.

WithersRavenel and Staff met via Zoom on October 28, 2024, data should be wrapped up by the end of this year. The internal review is in its final phase and the final field work should take place in November for one day. The last step is to look at slopes. Once all is in place, they will begin looking at the hydraulic/hydrologic side of things and narrowing down the areas for capacity analysis. A final presentation for board approval should be early 2025.

WithersRavenel and Staff met via Zoom on November 25, 2024, they are working to have final database ready by the end of the year. Shawn with GIS and field crew will come out December 2, 2024, to look at the high traffic areas on Corbitt Avenue and double-check the survey in the area.

WithersRavenel and Staff met via Zoom on December 16, 2024, the discussion focused on justification for needing software to host GIS database. They will provide a write-up covering the different ways to view GIS data. The stormwater group is starting to review the data to identify where we can focus the modeling in Concept development should begin later in the spring/early summer 2025.

WithersRavenel and Staff met via Zoom on January 27, 2025, The GIS Team is doing final QAQC on inventory dataset. Stormwater has a dataset to begin the H&H analysis (hydrologic and Hydraulic) After QAQC WithersRavenel will send it over, and work to get it uploaded to a hosting system that the Town decides upon. It was further discussed that WithersRavenel will provide write-up for the level of service that existing conditions will be evaluated against the following:

- 10-year event for closed network storm system and ditches
- 25-year event for roadway stream crossings (increased if NCDOT street that has higher design event)

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Due to budgetary constraints, the model will not include every pipe. WithersRavenel will review the budget and propose study limits.

WithersRavenel and Staff met via Zoom on February 24, 2025, the GIS team visited and collected additional data on February 17, 2025, to incorporate it in the survey, review it, and run slopes. The final quality assurance of the full inventory dataset is to be completed, and once it has been QAQCed, they will send it over and work on uploading it to a hosting system to be selected by the Town.

Proposed 10-year model for closed network and increased to a 25-year model for main roadway stream crossings and even higher 50- or 100-year model if it's NCDOT with higher standards.

Next Steps include the following:

- Start building detailed existing condition model in the Halls Creek area, Hammock Beach Rd and with a secondary focus on the downtown water commercial area.
- They will provide model results and discuss potential improvements then design and reviewing cost benefit ratios vs. cost implement improvements.
- Once all is done, they will create a presentation and show that to the board.

WithersRavenel and Staff met via Zoom on March 24, 2025, discussed update on ways to host GIS database. Existing conditions model continues to be on track to be completed early May 2025.

WithersRavenel and Staff met via Zoom on April 28, 2025, discussed wrapping up existing conditions modeling and anticipating results at the end of May 2025.

- Existing Conditions of Hydrologic and Hydraulic Modeling	102d	02/04/25	06/25/25
+ Prepare Hydrology	60d	02/04/25	04/28/25
+ Prepare Hydraulics	60d	02/04/25	04/28/25
+ Internal Model QA/QC	5d	05/01/25	05/07/25
+ PAOCS Identification	5d	05/08/25	05/14/25
+ Exhibits	10d	05/15/25	05/28/25
+ Share Draft Exhibits with Town	1d	05/29/25	05/29/25
+ Existing Conditions Model Review Meeting	3d	06/09/25	06/11/25
+ Model Finalization	10d	06/12/25	06/25/25
+ Conceptual Projects	71d	06/26/25	10/02/25
+ Project Prioritization	42d	10/03/25	12/01/25
+ Public Outreach 2	47d	12/02/25	02/04/26
+ Master Plan Report	293d	12/02/25	01/14/27

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WithersRavenel and Staff met via Zoom on May 29, 2025, Conditions modeling and anticipated results were pushed back a few weeks to mid-June.

WithersRavenel and Staff met via Zoom on June 23, 2025, and reviewed the following existing conditions model results:

- Deer Run Neighborhood - confirmed problem area
 - Wetlands downstream have trouble draining
 - A multi-use shopping area is currently being built on PARID #000762 (per Onslow GIS)
- Main St. Ext
 - DOT road
 - All pipes seem to be undersized
- School Road
 - May be a maintenance issue
 - WithersRavenel to add back into the model during finalization stage
- Phillips Drive
 - 24" to Holly Ln discharging to Halls Branch is a confirmed problem area
 - No flooding across Phillips Drive
- Forest Ridge Neighborhood – confirmed problem area
 - Neighborhood built on wetlands
 - Pipes likely undersized
- Water St – confirmed problem area
 - Being resurfaced the weekend of June 28th
- Front St – confirmed problem area
 - Pipe at outfall (24") is always full of water
 - Residents often raise concern of flooding on Walnut St (from Broad St to Church St) but no confirmed visual evidence from town staff

WithersRavenel and Staff met via Zoom on July 28, 2025, Tyler GIS WithersRavenel Project Manager spoke with the ESRI representative and confirmed that we can use their account for storm water. Chief Randall has provided WithersRavenel with access to their ArcGIS Online account, and WithersRavenel is currently working on the data viewers. A draft viewer should be ready soon.

August 25, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel presented five key areas for consideration, each aligned with specific Areas of Concern (AOC) to explore potential grant opportunities The town decided to prioritized on the following:

1. Forest Ridge neighborhood
2. Philips Drive to Holly Lane

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3. Broad St and Marina

North Carolina Division of Coastal Management Main Street Dock Replacement Project

The Main Street dock is the oldest Town owned dock. Originally constructed in 1988, the Town received a North Carolina Division of Coastal Management grant for its construction. An addition to the dock was made in 1992 using the same source of funding.

In February 2025, Carteret Marine conducted an extensive inspection of the dock. The inspection findings determined the structure was unsafe, leading to its closure for both pedestrian and boater use.

Using the inspection report, Arendell Engineers from Morehead City estimated the demolition and construction of a replacement dock of the same size would cost \$143,314. Engineering, permitting, surveying and construction administration would add \$26,850 for a total project cost of \$170,164.

The Town of Swansboro submitted a grant application to the North Carolina Division of Coastal Management for replacement of the Main Street Dock and was awarded the following:

- Grant: \$127,623.00
- Cash Match: \$35,041.00
- In-Kind Match: \$7,500.00
- Total: \$170,164.00**

Fire Grants

DCIP Grant -Public Safety Complex & Sidewalks

Applied June 14, 2024 (hard copies provided by Chief Randall TM office)

The Town of Swansboro was not selected to advance to the next phase of the DCIP grant. Chief Randall has requested a meeting to discuss and review the submittal on September 30, 2024.

Project 1 (Public Safety Complex): Town of Swansboro Public Safety Complex for Camp Lejeune - 28584-8451 – Applied July 3, 2025- **Denied**

Project 2 (Sidewalks): Town of Swansboro Transportation Infrastructure Construction for Camp Lejeune - 28584-8451 – Applied July 3, 2025- **Denied**

****Chief Jacob Randall applied for the following grants. He will notify us if they get awarded.**

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AFG Grant

- Grant- EMW-2024-FG-04065- Vehicle Acquisition
 - Brush Truck- Pending application applied November 4, 2024
- Grant- EMW-2024-FG-00566- Operations & Safety
 - Fire Hose (Attack and Supply)- Pending application applied November 4, 2024
- Regional Grant for Radio Equipment with Hubert Volunteer Fire Department - Applied March 8, 2024- Denied

SAFER Grant - (6) Firefighter - Applied April 12, 2024 -Denied

Big Rock Foundation- Fire Department Boat - Pending Application Submittal (hard copies created 7.11.2024 TM Office)

Once the application is submitted to the Big Rock Foundation, Chief Randall will provide the updated application. -Denied

Completed Projects/Planning Items

Sidewalk Project

At their December 5, 2019, meeting, the NC Board of Transportation approved a funding request from NCDOT Division 3 in the amount of \$366,668.00. Per amended Swansboro Resolution 2019-R9, the Town contributed \$116,634 for a total project funding of \$483,302. The project was split into 3 phases/priorities to focus the limited funding to the portions that ranked higher in need.

Construction of this project commenced Thursday, April 8, 2021. NCDOT has estimated a project funding shortfall in the amount of \$97,000 due to limitations caused by ditching and utilities. The cost breakdown for each phase/priority is as follows (estimates as of April 16, 2021).

- **Priority 1** - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 – **Completed**
- **Priority 2** - Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late October 2021 – Groundwork/drainage underway. Project delayed due to two additional easements needed just beyond Deer Island Road. The water line depth too shallow in right-of-way. Easements requests were mailed out November 23, 2021.

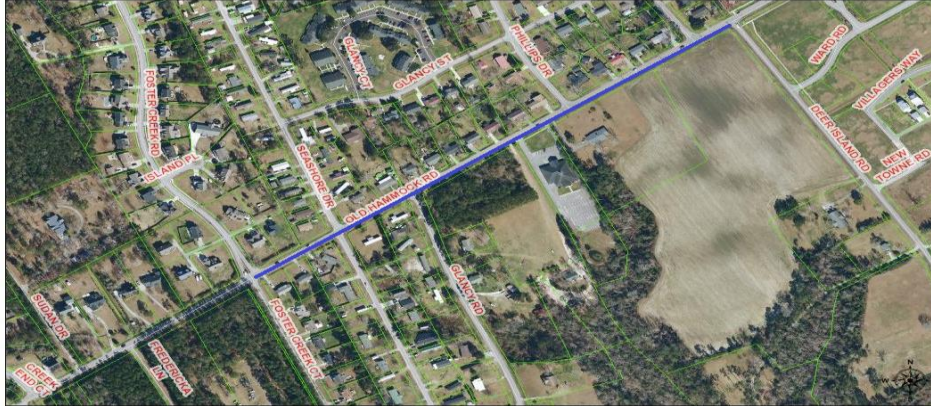
Senate Bill 105 approved November 18, 2021, included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital and Infrastructure Fund Directed Grant. Once received, these funds could be appropriated for the second section of Priority 2.

Some stormwater drain work has been completed by NCDOT on Priority 2 along Old Hammocks Road. This priority area includes two sections. The first section from Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the Catholic Church connection. All easements are secured for section one. One easement is still pending for this section (involves heirs and deed preparation on their part). NCDOT does have some additional drainage work to do along the flag lots at Buena Vista Del Mar (adjacent to Williams Road).

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Section 1 of Priority 2



Section 2 of Priority 2



One easement is still pending, but communication suggests we should have the easement in the near future. NCDOT still has some sitework to complete prior to constructing the sidewalks.

Priority 2 Completed. Ribbon Cutting was held on June 24th.

- Priority 3 - SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr \$125,000 - *NOTE: we have not prepared survey/design on this section yet, so costs may vary more related to this priority*

Priority 3 will connect the sidewalks at Park Place to Moore BBQ. This area has not been surveyed/designed and could likely (according to notes in 2019) cost more than \$200,000 due to right-of-way and stream crossing, utility issues. Five easements are required for this section.

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Priority 3



Staff is working with NCDOT on an updated maintenance agreement which also includes the breakdown of expenditures of the \$100K SCIF Funding (Town contribution). This information is necessary for reports we are required to provide back to the Office of State Budget and Management.

Although requests for Priority 3 easements were sent out back in October 2021, none were received. We will re-submit those requests. Second letters sent July 2022.

During the April 4 Budget Workshop, a future Priority 4 was identified. We are waiting to hear back from NCDOT on funding estimates. NCDOT indicated on 10/10/22 that the on-call contractor hoped to start this sidewalk section in the last part of October. **Priority 4 completed.**

According to NCDOT revised cost estimate, Priority 3 & 4 combined will be \$99,994.80. We are still waiting for the Sidewalk Agreement to be updated to include the last portion of Priority 2 and Priorities 3 & 4.

Sidewalk easement received from Justin Weiss/1130 Hammocks Beach Rd. Still need three others from Rawls. NCDOT has been notified. As a reminder – the funding from Priority 3 was moved to Priority 5 & 6 by NCDOT due to it taking so long to obtain the easements. Storm ditch crossing engineering cost will have to be funded by the Town and sidewalk construction will be dependent on future NCDOT funding or the Town can also provide funding.

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Priority 4 - Completed



Future Priority Areas – as previously noted (Manager's Weekly Brief) interest by a handicap resident has been shown to extend the sidewalk along the west side of Old Hammock Road where there is a void from the Cottages to the side entrance to the Piggly Wiggly. NCDOT shared on 10/10/22 that funds were available to complete that portion ending north of Pelican Circle to the Piggly Wiggly driveway. The Town will work to obtain the required easement. I did inquire whether the partial south of Pelican Circle/adjacent Pineland Drive could be included but have not heard back from NCDOT to date. A second letter was sent to the Perry family on November 17 regarding the needed easement for sidewalk extension. The first letter was sent on October 24th. A third letter was hand delivered to Mr. Perry on December 5 and Mr. Perry indicated he was having issues getting all owners to agree. Owners include members of the Perry family, heirs to Irene Pinkston.

Future priority areas were discussed with the BOC July 25, 2022, but no decisions made until more development made on Priority 3. The easement for Priority 4 was secured in the last week of July and shared with NCDOT so that this section could be moved forward ahead of Priority 3. Thus far, no easements have been secured for Priority 3.

On September 26, the Board identified the following Priority Areas: (Note: *priority numbers reassigned by NCDOT*)

Priority 5

Extension of the sidewalk north from the Cottages to Piggly Wiggly side entrance street
Obtained list/addresses for all eight property owners of parcel 056535 on January 5, 2023.
Finalized the easement document and mailed all property owners a separate easement to sign.
Once all received back, I will notify NCDOT to schedule the sidewalk construction. As of 2/23/2023, one of eight easements received.

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3/10/23 – I made some progress on obtaining easement signatures for Priority 5. I received all the signatures needed from the Perry family. However, none of the signatures from the Pinkston family have been received despite numerous letters and Perry family attempts.

3/28/23 – all required easements received from Perry and Pinkston family and forwarded onto NCDOT. Ditch piping has been installed at the entrance to the Piggly Wiggly. NCDOT indicated that this section would be completed in a 6–8-week timeframe.

Priority 5 completed in September 2023



Priority 6

Pineland Drive parcel south of Pelican Circle to connect to the existing sidewalk at Cottages

NCDOT shared on 11/17/22 “we have reached out to the Environmental Unit to determine if we could extend the existing crossline to extend the sidewalk, or if permitting would be required. We have not yet estimated this work, since we are uncertain what may be involved. If we are able to pursue this section, then we will need an easement from the property owner (but do not reach out to them until we have determined that we can move forward), and we would want to remove the short section of sidewalk that turns out towards Old Hammocks Rd. This is not acceptable practice as it is leading to a roadway where there is not a Stop condition, nor is there a permitted mid-block crossing.”

On February 2, 2023, NCDOT gave the okay to seek the required easement for this priority. That request was mailed February 3, 2023.

Two easement letters have been sent to the property owner with no response. The last letter gave a deadline of March 15th. Easement obtained late March and provided to NCDOT. The Town obtained an engineered pedestrian crossing for this priority. Waiting to hear from NCDOT on utility conflict/pipe extension.

Priority 7

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Main Street Extension from the Recreation Center to Old Hammock to Highway 24 – awaiting cost estimate from NCDOT. Subject to future funding.

Priority 8

Gaps without sidewalks on Highway 24 from Old Hammock Road to downtown – awaiting cost estimate from NCDOT. Subject to future funding.

Priority 9

South side of Highway 24 from Walmart to Queens Creek – awaiting cost estimate from NCDOT. Subject to future funding.

Following a TRC Meeting at Town Hall on December 13, I met with our NCDOT District Engineer to discuss the priority areas described above further. She noted a change to our priority areas as noted above in red and that she would be reviewing the funding left in this cycle once priority 4 was paid out. She felt confident there should be funding left to complete Priority 5&6 as re-numbered above. As a side note, the Town still has the \$100k provided by the SCIF Funding if NCDOT's estimates are more than what is left with NCDOT. Pedestrian crossing for Priority 6 estimate \$5000.

On February 6th, I had an additional conversation with property owners of Priority 3. They seem interested in working with the Town now. I reached back out to NCDOT to schedule a meeting with the property owners. On 2/22/23, our Division Engineer indicated that they will create a detailed aerial of where the sidewalk/easement will be. A reminder that Priority 3 was taken off the NCDOT work list, and those funds were shifted to Priority 4, 5, and 6. If the Priority 3 property owners were agreeable to provide an easement, a new estimate would have to be obtained, and the Town would be responsible to have engineer/design and pay for the stormwater crossing. NCDOT has made it clear they will not pay for that.

Priorities 7-9 have been sent to NCDOT. However, they are subject to future funding NCDOT may get, unless the Town wants to fund them.

August 15, 2024, the Town Manager met with NCDOT representative Ron Van Cleave and JUMPO representatives Stephanie Kutz and Teri Dane. Initial steps identified in restarting the Sidewalk Priority Projects was to identify a funding source. Most likely federal funds going through JUMPO 80/20 split. Also, need to prepare a new RFQ for engineering and design services.

Timeline: Retain Engineering services, Design, permitting and easement acquisition in 2024/2025. Construction 2026.

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Main Street Urgent Care

1058 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction across from old ABC store.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project was completed and issued Certificate of Occupancy on April 9, 2025.

Mavis Tire

1411 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction at its site in front of Food Lion.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project was completed and issued Certificate of Occupancy on April 30, 2025.

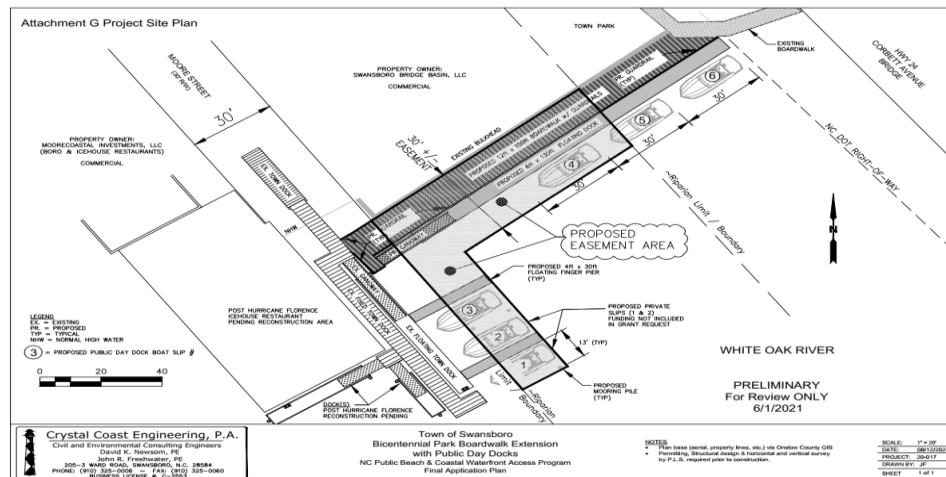
2020 NC Public Beach Coastal Waterfront Access Grant Project

The Town received notification on November 3, 2020, that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match will be non-cash/in-kind. The project will include the following:

1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
2. A floating dock measuring 6 feet by 130 feet will be located immediately waterward of the Boardwalk and will connect to the existing Moore Street Dock by means of 4 feet by 30 feet aluminum gangway on the western end.
3. There will be four boat slips to accommodate day visitors in small boats

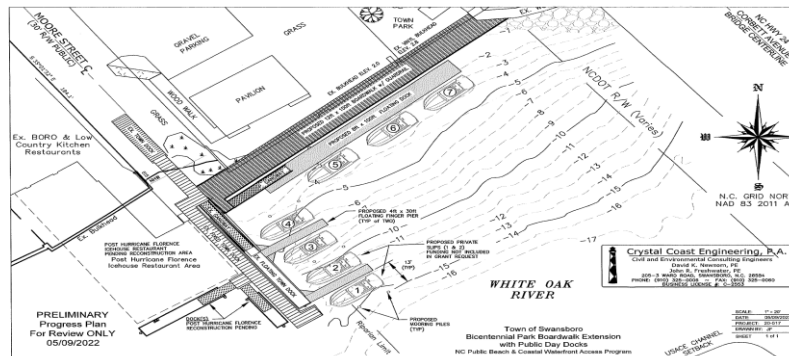
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The Lease and Dock Rental Agreements have been executed with Randy Swanson. Kathy Vinson and Crystal Coast Engineering have been re-engaged to continue work on the project.

A redesign of the dock (below) was necessary to remove the kayak launch which once existed when Pogies was located on site. Removal of the kayak launch offered space for one additional boat slip. John Freshwater and Kathy Vinson are preparing the final notes on the plan, which will be submitted to CAMA for permit modification. Once the permit modification is in hand, we can send out an RFP on construction.



Kathy Vinson continues to work with CAMA on our permit modification. NCDOT met on site this week to review and provide comments on the project as requested by CAMA.

As reported in the weekly brief June 24th, NCDOT met on site June 23 to review the project for comment and the reported deterioration to the bulkhead at the bridge identified by John Freshwater while conducting site/surveying work on our project. Instead of granting a waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting

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to our walkway will have to be removed and replaced. The Town will be responsible to replace its portion that connects. We will attempt to coordinate this with NCDOT so it's all done at one time. We are still working with NCDOT on the required encroachment agreement and Kathy Vinson has contacted CAMA who is agreeable to allow NCDOT piggybacking on our permit and submittal of the CAMA application with an email from NCDOT with assurances that they are working on the encroachment agreement. Due to the delays with this project, we have been advised to go ahead and ask for a grant extension now because the review time is so backed up.

Permit modification has been submitted to CAMA. A request for a grant extension has also been submitted.

We received an acknowledgement letter from CAMA on Tuesday 9/20 for our permit modification request dated August 16, 2022. We have posted the property as required. CAMA indicated that the projected deadline for a decision is October 20, 2022, but an additional 75-day review is permitted by law. As a reminder, we have also sent a request for a grant extension.

The grant extension (Amendment 1) was received October 12, 2022. The Permit Modification was received on November 30, 2022. The NCDOT Encroachment Agreement was received January 9, 2023. Arendell Engineer, John Wade has been engaged to begin preparing the construction drawings.

The Historic Preservation Commission heard and approved the COA for this project on February 21st. Additionally, because we must do some minor dredging prior to construction of the dockwalk, I had to arrange a site visit to assure we did not have any oyster clusters that may need to be relocated. The Coastal Federation graciously made a site visit on Wednesday, February 8th and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting for a quote for dredging. As previously mentioned, Arendell Engineering is currently working on the construction drawings for bidding out the project.

Kathy Vinson and I have been working toward getting the dredge work done before the dredge moratorium goes into effect (April - September). We received two quotes - both exceeded the \$5000 amount I was given some time ago. Only one company can commit to equipment on site and work started by April 1 (Coastal Marine). A budget amendment may be required for FY 22/23 or if the project gets delayed, we will add the amount into the FY 23/24 budget.

Budget amendment approved 3/27/23. Dredge work was completed April 8. Kathy Vinson is working on the required stormwater permit; we hoped we would not have to do. The stormwater permit was submitted the second week of June.

On Friday, August 11th, 2023, property owner, Randy Swanson notified the Town that the ground was cracking at the shoreline/bulkhead. On Monday, August 14th we met with

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Crystal Coast Marine/Justin Cleve, who shared that he could drive pilings to secure the bulkhead as an immediate solution. The proposal was sent to CAMA for consideration. On Tuesday, August 15th I received approval from CAMA for maintenance/repair to drive the pilings, which were then driven on Wednesday, August 16th. The land side of the bulkhead continues to deteriorate due to the tide washing in/out around the bulkhead. Required bulkhead replacement costs \$101,450 – BOC approved October 5, 2023. A modification of current CAMA Permit 112-05 was required and received through fast-track review on September 15, 2023, along with approval from the US Army Corp of Engineers. The Stormwater Permit for the Boardwalk and the Bulkhead Replacement were received on September 13, 2023. Crystal Coast Marine finished the Bulkhead repair project the week of February 12, 2024

Subsurface Exploration and Geotechnical Engineering is scheduled to be done on Monday, October 23rd to evaluate the soil conditions for the proposed development. Project Engineer John Wood, Arendell Engineers, continues to develop final plans not only for the new bulkhead but the boardwalk as well. Final construction plans and accompanying bid documents are expected to be completed early March 2024. Once plans and bid documents are received from Wood, the Town will seek bids from contractors to perform the project. According to project coordinator Kathy Vinson, there should be ample time to get the project completed before the latest time extension expires in October 2024.

The Swansboro Tourism Development Authority awarded the Town \$12,500 towards the bulkhead replacement costs on October 5th. A request has also been sent to Onslow County seeking tourism assistance for the bulkhead replacement as well.

An RFP was posted and advertised for construction of a fixed timber platform, floating dock, and few floating slips at the existing water access. Sealed bids were opened on August 6, 2024, six contractors submitted bids the lowest bid was \$233,200, significantly over grant funds available.

The Town Manager was authorized to work with the project Engineer and the lowest bidder, Carteret Marine, in an effort to modify the design in a manner that brings the project within budget and return to the board as soon as possible.

A final extension was granted in July 2024 through April 1, 2025.

August 20, 2024, Town Manager, Staff, and Kathy Vinson, met with Arendell Engineers and Carteret Marine, which included an on-site inspection of the Dock Walk site to discuss necessary adjustments to the project plans. Arendell Engineers will be revising and resubmitting the drawings, aiming to optimize costs to Carteret Marine, who will provide an updated cost estimate based on the new plans.

On September 9, John Wade, Project Engineer, submitted a list of design changes resulting in a reduction of \$22,000.

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Revised Carteret Marine Proposal	\$211,200
Engineering and Construction Management Fees	<u>\$15,000</u>
Total	<u>\$226,200</u>
Less Total Grant Award	<u>\$158,300</u>
Additional Funds Requested	<u>\$67,900</u>

Project revision

- Removal of four (4) tie piles from project scope.
- Removal of Class B stone beneath armor stone from project scope.
- Shift the platform that previously straddled the current bulkhead to directly waterward of the bulkhead.
 - Reduce the width of the walkway to 10'.
 - Use #2 southern yellow pine lumber beneath the deck.
 - Remove the handrail from the landward side of the platform.
 - The Walkway will be flush to existing bulkhead cap.
- Still working on how to address the ADA issue with the current bulkhead cap.
- Shorten the gangway from 30' to 20'.

September 10, 2024, the Board of Commissioners meeting requested funding assistance from TDA.

A TDA meeting is scheduled for October 1, 2024

On October 1, 2024, The TDA approved \$15,950 for the Dockwalk project,
On October 14, 2024, the Contract awarding the Project to Carteret Marine in the amount of \$215, 300 was signed. The expected construction starts on 10 /28/2024.

The permit to install floating dock and dock walk system was processed and issued on November 5, 2024, to Carteret Marine Services LLC

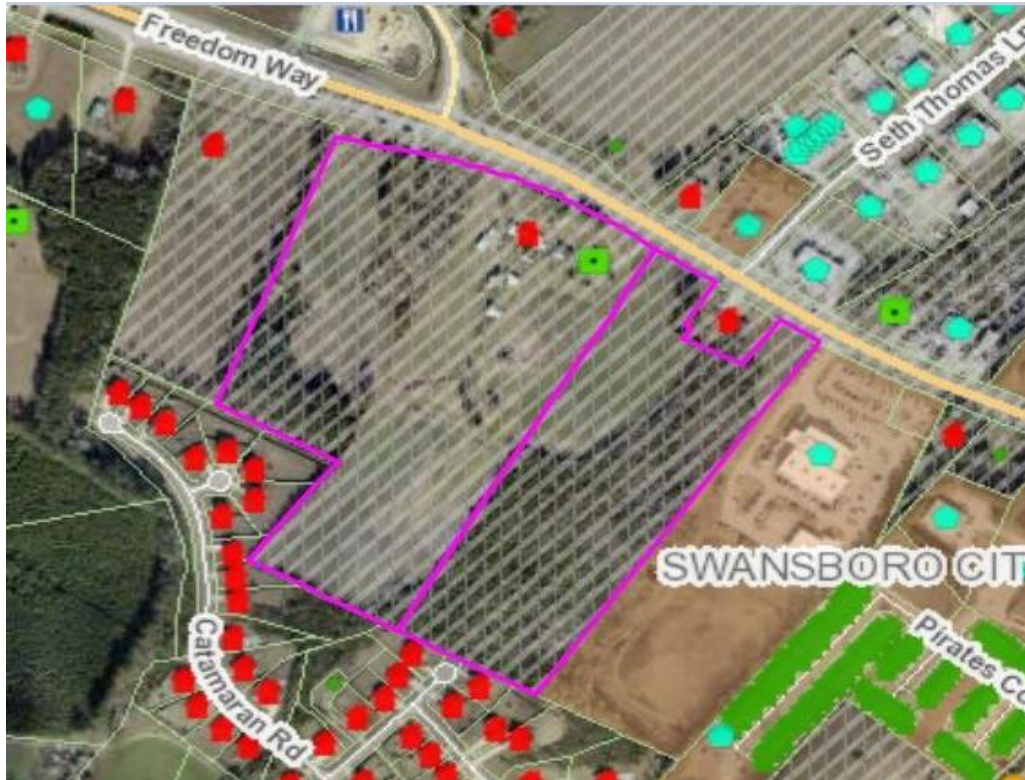
April 9, 2025, final walk through of project site was performed by the project Engineer, Contractor, Town representatives, and CAMA representative. The Project was deemed to be built according to approved design. NCDOT had previously approved the installation of the rip rap along bulkhead abutting Hwy 24.

Project was completed and issued Certificate of Compliance on April 23, 2025.

Future Planning Matters

Flybridge Project (1481 W Corbett Ave)

At 1481 W. Corbett Ave, the proposed mixed-use development will consist of 324 multi-family units and six commercial outparcels on approximately 39 acres of land. This parcel of land is in Swansboro's extra territorial jurisdiction and does fall under Swansboro's planning jurisdiction.

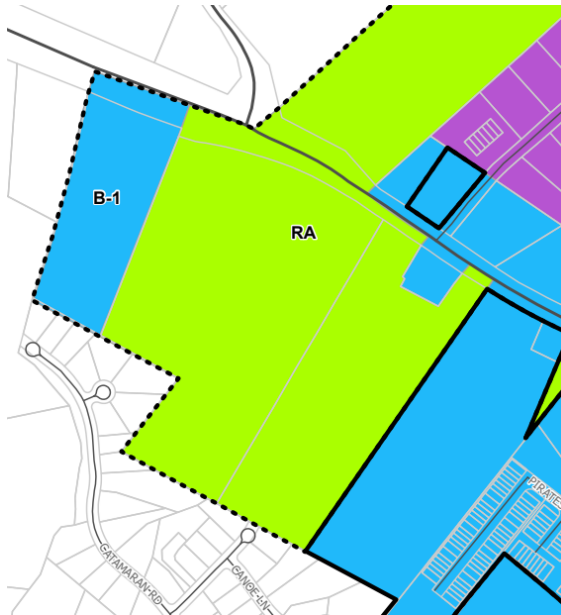


To start, developers for Flybridge have applied for a conditional rezoning and a future land use map amendment (please see application attached). Currently, the parcel is zoned RA (rural agricultural) and is also labeled as RA (rural/agricultural) on Swansboro's Future Land Use Map making it inconsistent for this type of development. In order to meet zoning and planning requirements, they are requesting to be rezoned to Conditional B-1 (business) and have the Future Land Use Map be amended to Suburban Town Center (highway commercial). Conditional rezonings differ from your standard rezoning process in that it allows for the Town to set conditions in order to meet desired development and typically is used to preserve environmentally sensitive areas such as wetlands. In return, the developers are granted some flexibility in zoning requirements such as lot sizes, setbacks, and building heights.

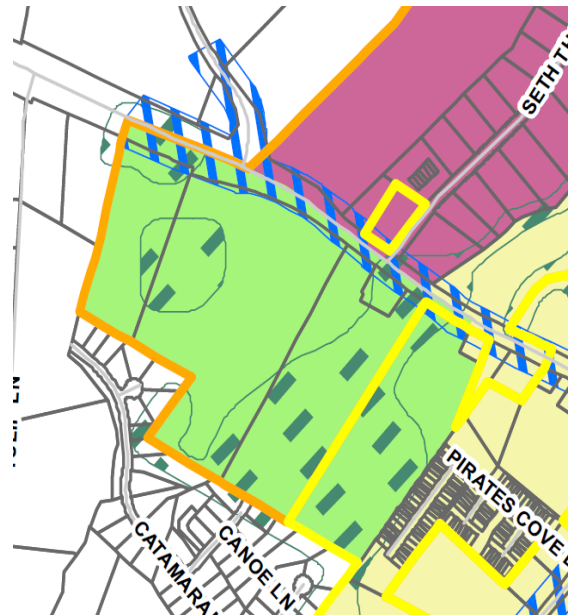
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Town Zoning Map and Legend



Swansboro Future Land Use Map and Legend



Legend

- Urban_Waterfront
- Road Centerlines
- Town Limits
- Extraterritorial Jurisdiction (ETJ)
- Future Land Use Designations**
- Traditional Town Center (TTC)
- Suburban Town Center (STC)
- Coastal Traditional Neighborhood (CTN)
- Low Density / Suburban Neighborhood (LDSN)
- Rural / Agricultural (RA)
- Employment / Light Industrial (ELI)
- Conservation Priority Area (CPA)
- Gateway Corridor (GC)

Steps needed for approval:

1. Two community meetings held by developers to inform citizens on proposed development (this is a requirement of conditional rezoning and mailed notice was sent out to all who live in a mile radius of the site). This is not a Town sponsored meeting, and no decisions are made at this meeting.

After community meetings are completed:

2. Future Land Use Map amendment to Suburban Town Center and;
3. Conditional rezoning to B-1

Items 2 and 3 will be heard first at the Planning Board, most likely the beginning of January, and then at the Board of Commissioners late January/early February depending on if the

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Planning Board decides to table discussion/recommendation for any reason. With approval of both step 2 and 3 from the Board of Commissioners, they will then move to step 4.

4. Technical Review Committee which is a staff level review of Site Plan.
Once TRC review is complete and Site Plan is approved;
5. Special Use Permit will need to be granted. Multi-family development, apartments in this case, is only a permitted use with a Special Use Permit in B-1.

The Special Use Permit application will first go to the Planning Board for review and recommendation and then go to the Board of Commissioners for approval or denial.

- This project is not a use by right. It needs a rezoning, CAMA Land Use Amendment, and Special Use Permit to proceed.
- Went through preliminary Technical Review Committee for Site Plan review.
- Developers held community meetings per conditional rezoning guidelines.
- Flybridge went before the Planning Board for a recommendation regarding conditional rezoning and CAMA Land Use Plan Amendment (the Special Use Permit will be heard at a later date) and the Planning Board did not recommend approval.
- The next step is for the application to be heard by the Board of Commissioners for approval or denial of conditional rezoning and CAMA Land Use Plan Amendment in February.

The application for a CAMA Land Use Plan Amendment was denied and the applicants decided to withdraw the application for the Conditional Rezoning at February 25, 2025, Board of Commissioners meeting.

On August 5, 2025, Flybridge's second application for a CAMA Future Land Use amendment and conditional rezoning was submitted and presented to the Planning Board. The Board tabled the item until the September 2, 2025, meeting. *At their September 2, 2025, regular meeting, the Planning Board recommended denial to the Board of Commissioners for both items.*

As part of the review process, the required Traffic Impact Analysis (TIA) was evaluated by Jeff Hochanadel of the Timmons Group (the Town's traffic engineer) in coordination with engineers at NCDOT. Both parties provided comments and required the developer to make improvements. NCDOT's approval letter of the Flybridge TIA was subsequently reviewed and approved by the Town's engineer. A sealed report documenting this approval will be provided soon by the traffic engineer.

Bamboo Restaurant and shops

168 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 12/6/24.
- Site Work (grading, tree clearing, etc.) has begun.

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- The next step is the Building Plan review in order to obtain permits to begin construction, these have not yet been submitted.
- In March of 2025, Bamboo submitted for review of a revision to the previously approved Site Plan for a change to the parking lot layout, this has not yet been approved.
- Revised site plan was approved.
- Building plans were approved September of 2025

Wawa Convenience Store and Gas Station

1071 & 1073 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 1/15/25.
- Building Plans are currently under review.
- The next step is to obtain Building Plan approval, pull Building Permits, and begin construction at old ABC store and car wash site.

Brezza Lofts (Town Homes and Lot 8 of Ward Farm Town Center)

- This project is not a use by right in B-1 zoning district, it required UDO text amendments and a Special Use Permit, which have all been approved by the Board of Commissioners in October of 2024.
- The beginning of project construction is currently on hold due to Ward Farm stormwater permit issues.

Swansboro Family Dental

1129 Hammocks Beach Road

- This project is a use by right in B-1 zoning district.
- A Site Plan was submitted for internal review in April of 2025, TRC review, and comments are to follow.
- Site Plan was approved in August of 2025

Havens At Hammocks Beach (Minor Subdivision)

- This minor subdivision is 7 lots and considered a use by right in R-20SF zoning district.
- The minor subdivision plat was submitted for internal review in February of 2025. TRC review and comments are to follow.

**Town of Swansboro, NC
Manager's Report**

Item IX - a.

School Street Phase one (Multi-Use Store Front)

1121 W Corbett Ave

- This project is a use by right in the B-1 zoning district
- A Site Plan was submitted for internal review in June of 2025. TRC review and comments are to follow.

Department Reports for August 2025

Administrative Services

- Phone Records Report for (August): 1,929 calls

Internal – 431	Town Hall – 394	Parks and Recreation – 206
Police Department – 441	Fire Department – 68	Outgoing totals – 389
- Building permits sold for (Month): 42 residential/commercial combined; \$6,185.43 total fees collected (includes 8 re-inspections)
- 103 Building inspections processed/10 Fire Inspections processed:
- 86 Various receipts processed:
- 2 Code Enforcement Violations:
- ONWASA: 320 payments processed, 1 New Service Setups, 4 Other transactions
- 3 Work Orders generated for Public Works
- 3 Notarization performed.
- US Census Report Submitted – Permits
- Mullet Festival Parade preparations began
- Worked through a large issue w/ Computer Warriors – week long project to fix Office 365
- Public Records Request
 - Constriction on the Rise – Building Permits issued with values July 2025
 - Henderson – Building Permits issued with values July 2025
 - Carolina Permits – New Homes building in July 2025
 - Lauren Brown – Traffic Records for past 5 years
 - Laurent Mellieur – Flybridge TIA communications between Town/NCDOT/Traffic Engineer
 - Spearhead Investigations – Police Report for David Patterson III
 - George Venters – Copy of stie plans for Starbucks
 - Laurent Brown – Planning & Board of Commissioners decision making criteria & requirements for Flybridge proposal
 - Laurent Mellieur – Flybridge TIA memo's from NCDOT & Traffic Engineer
 - Jacob Brown – Records related to the incident at The Landings
- Finalized July Departments Report
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Issued New Releases/Constant Contact/Facebook posts for:
 - Road Closure - Main Street Extension
 - BOC 8/12/2025 Regular Meeting
 - BOC 8/26/2025 Regular Meeting
 - Yard Waste collection date change
 - Labor Day Office Closures
- Attended Tunnel 2 Towers Logistics Meetings

Department Reports for August 2025

- Attended meetings and answered questions related to IT change over to Onslow County IT
- Alissa attended the NC Association of Municipal Clerk Annual conference in Cherokee
- Received and handled 10 “Contact Us” request from the Website
- Received and responded to 7 emails from Jimmy Williams for information
- Worked with Onslow County GIS on Subdivision Data and address issues
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page views: 2,088

Top 5 pages viewed in August –Employment Opportunities 970 | Government 205

Departments: Commissioners 203 | Department: Permitting 189 | Department: Police 182

Finance

- Sales & Use Tax received in August 2025 is \$135,390
- Accounts Payable Summary for August 2025:
215Invoices-Totaling: \$127,880
49 Purchase Orders Issued
- Processed payroll- 8/8/2025 & 8/22/2025
- PEV ChargePoint Station-Accumulated (MWh) for August 2025 (1.22)/Session fees collected-\$338.76
- Stormwater Fees Collected-August 2025-\$410
- Attended staff meetings
- July 2025 Bank Reconciliation-Town accounts
- July 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 5 hours
- Processed Swansboro TDA checks
- Attended a meeting with the North Carolina League of Municipalities (NCLM) regarding cybersecurity
- Gathered financial information for 8/26/2025 regular meeting.
- Continued work on generating Stormwater billing in Utility Billing; gathered financial information for the Stormwater Annual Snapshot; and updated records accordingly.
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Auditor Greg Redman began the annual field audit for FY 2024/2025 on August 25–26, 2025, and will return on October 6–7, 2025, to complete it.

Department Reports for August 2025

Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Annual Total (To Date) <i>January 1 – August 31</i>
Swansboro Town {17A}	77	665
Swansboro County {17B}	18	185
Aid Given	11	131
Total Call Volume	106	981
Aid Received	0	27
Overlapping Incidents {% of Volume}	10 {9.25 %}	188 {19.16%}
Missed Incidents (Overlapping)	0	3

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to August 31</i>
Standard Fire Inspection	9	182
New Business Inspection	2	5
Fire Suppression – Hoods	1	68
Special Event – Tents	0	2
Plan Review	2	17
Code Violation/Complaint	0	2
Total	14	276

Department Reports for August 2025

Agency Training

Training Category	Monthly	Annual (To Date) <i>January 1 – July 31</i>
Company Training	269.5	2536
Facilities	0	16
Fire Arson Investigator	0	0
Fire Prevention Inspector	0	31
Fire Life Safety Educator	0	9
Hazardous Materials	3	48
Officers	19	62
New Driver	8	19
New Recruit	0	6
Existing Driver	13	150
EMS	0	24
Emergency Management	0	2
Total	312.5	2903

*Training hours may differ from previous reports, reconciliation taken place for appropriate ISO categorization.

Parks and Recreation
DIRECTOR'S REPORT*Festivals*

- Festival website updates-ongoing
- Applications are still being accepted for the Christmas Flotilla. Mullet Festival spaces have sold out.
- Secured fireworks for 2026.
- Working with graphic designer to design the Mullet Festival poster.
- Working with Jacksonville Onslow Sports Commission to host the 3rd Annual Movin' Mullet 5K.
- Continue working with Front Row Communications for festival advertising. Festivals will now be included in Beach guide.
- Continue to work with the Tideland news on advertising.

Miscellaneous

- Letter sent to Recreation Resources requesting removal of skatepark equipment.
- Completed contracts for Municipal Park field usage with Swansboro Youth and Adult Soccer Associations.
- Serving on America's 250 planning committee for Onslow County.
- Serving on the Tunnel to Towers committee. Attending planning meetings.
- Manage on-going reservations.
- Attend bi-weekly departmental managers' meeting.
- Continue to manage staff timesheets, hours tracking, and schedules.
- Continue to manage and monitor budget and funds.
- Continue to manage on-going weekly and monthly reservations.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- Manage community service work program.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center.
- Attend pool committee meetings.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Attending quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.

Department Reports for August 2025

- Conduct Parks Advisory Board meetings.

Activity Report

Time Period: Last 30 Days ▼					
Organization Activity					
From 8/4/2025 to 9/3/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	129	30	5	0	106
Resident	16	5	2	0	7
Non-Resident	113	25	3	0	99
No Residency Set	0	0	0	0	0
Demographics					
< 18	15	3	0	0	9
18 - 65	84	23	4	0	78
65+	30	4	1	0	19
Male	53	16	2	0	40
Female	76	14	3	0	66
Other Genders	0	0	0	0	0
Online vs In-House					
Online	34	0	0	N/A	51
In-Person	95	30	5	N/A	55

Metrics-social media

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	19,065	27,966	5,722	165,027	105
Facebook-Festivals	9,244	13,943	914	24,180	30

Revenue

Slip Fee - Town Dock	\$1,103
Rental Fees-Parks	\$1,664
Rentals Rooms	\$740
Rec Program Fees	\$1,231
Gym Memberships	\$155
Dog Park Memberships	\$0
Festival Vendor Fees	\$260

ASSISTANT DIRECTOR MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Handled staff scheduling for Rec Center, events, and reservations
- Executed rescheduled Aquatic Adventure
- Began planning Halloweenie Roast & Truck-A-Treat event
- Communicated with previous attendees for park events about National Night Out and Halloweenie Roast
- Assisted with American Red Cross Blood Drive
- Created and published 2 wreath classes in RecDesk and social media
- Created and executed Staff Spotlight for social media
- Submitted Heath Department application for Mullet Festival
- Submitted Health Department application for BarkFest
- Attended Tunnel to Towers logistical meeting
- Attended pickleball committee meeting to discuss upcoming programs and tournaments
- Created and scheduled all social media while out on vacation
- Organized and completed tasks for vacation time including notes for staff, supervisor, and event contacts
- Began planning Tiny Trekkers and Sprout Scouts for September
- Created budget for military events
- Attended National Night Out logistical meeting
- Attended Safety Programs meeting with Fire Chief
- Attended Board of Commissioners meeting
- Began Mullet social media campaign
- Continued BarkFest social media campaign

Planned Programs

POUND! – August 2nd – August 30th

- 12 drop-ins
- 1 series

Summer Art in the Afternoon – July 28th – August 1st

- 12 registered and 12 attended

Aquatic Adventure - August 7th (rescheduled)

- 100 attended

Theatre Trip: Oklahoma – August 24th

- 11 registered and 11 attended
- 4 waitlisted

Planning*Planning Board*

- The Planning Board regular meeting was on August 5, 2025.
 - Planning Board Training Session.
 - CAMA Future Land Use Map Amendment for parcels on W Corbett Ave from RA to Suburban Town Center. Flybridge Swansboro LLC has submitted an application for a future land use map amendment. The amendment proposed would change the site located at 1481 W Corbett Ave from a RA (rural/agricultural) designation to a Suburban Town Center designation. This agenda item was tabled until the September 2, 2025, regular planning board meeting.
 - Zoning Map Amendment to rezone parcels on W Corbett Ave from RA to B-1 Conditional Zoning. Flybridge Swansboro LLC seeks a conditional rezoning for +/- 38.92 acres on parcels of land identified as Tax Parcel ID 019494 and 027733, from RA (Rural/Agricultural) to B-1 CZ (business conditional zoning) to develop a proposed multi-family and commercial project. This agenda item was tabled until the September 2, 2025, regular planning board meeting.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting was on August 19, 2025.
 - Historic Preservation Commission Training Session.
 - Minor Work/Staff Approval Application Report July-August.

Routine Activities:

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Attended TCC P8 Subcommittee meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.

Department Reports for August 2025

- Continued work with ongoing Stormwater Master Plan grant and Emmerton School rehabilitation grant.
- Attended Damage Assessment Training

Police Department

Patrol:

- 734 Calls for Service
- 205 Reportable Events
- 22 Wrecks
- 1 Felony Arrest
- 21 Misdemeanor Arrests
- 6 Arrests by Warrant Service
- 4 DWI Arrests
- 11 Arrests with Transport to the Onslow County Detention Center
- 107 Citations
- 105 Verbal/Written Warnings
- 10 Felonies Reported (2-Break & Enter; 2-Fraud; 2-Narcotics Related; 1-Felony; 1-Assault; 1-Possession of Stolen Vehicle; 1-Identity Theft)
- 32 Misdemeanors Reported (9-Property Damage; 6-Assaults; 5-Trespassing; 2-Larcenies; 2-Child Abuse; 2-Stalking; 1-False Imprisonment; 1-Animal Cruelty; 4-Traffic Related)
- 10 Disputes/Public Disturbances
- 14 Alarm/Open Doors
- 5 Domestic
- 1 Crisis Intervention with Mental Patient
- 24 Suspicious Incident/Person/Vehicle
- 11 Town Ordinance Violations
- 127 Requests by Other Agencies for Assistance
- 86 Requests by Citizens for non-Crime Related Assistance

4,067 total events performed by Patrol

Community Service/Training:

- 1 Funeral escort
- 12 requests for fingerprinting
- 20 Business closing standbys
- 348 Business checks
- 42 foot patrols
- 2 RU Ok? Participants
- 46 residence checks
- Provided security for an event at the Rotary Civic Center

Department Reports for August 2025

- Provided security for the weekly SwanFest event

Admin Services:

- Answered 294 calls during business hours
- Assisted 93 walk-in requests for assistance during business hours
- Took 52 requests for report copies during business hours

Public Works

(no report)