



# Board of Commissioners Agenda

## Town of Swansboro

Tuesday, June 24, 2025

### Board Members

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

#### I. Call to Order/Opening Prayer/Pledge

#### II. Public Comment

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

#### III. Adoption of Agenda and Consent Items

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

##### III. Consent Items:

a. April 22, 2025, Regular Meeting Minutes

b. April 22, 2025, Closed Session Minutes

c. April 23, 2025, Special Meeting Minutes

d. Tax Refunds Request

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$223.08

##### Vehicle Tax

Hill, Christopher Joseph	\$142.61	Military
Hill, Elvia Ruth	\$80.47	Military

e. Budget Ordinance Amendment #2025-12

#### IV. Appointments/Recognitions/Presentations

a. **Recognition of Logan Walters**

*Presenter: Mayor William Justice*

b. **Parks & Recreation Month**

*Presenter: Mayor William Justice*

## **V. Public Hearing**

### **a. 2025-2026 North Carolina Public Beach and Coastal Waterfront Access Grant Program Application**

***Presenter: Jon Barlow – Town Manager***

The Town of Swansboro intends to submit a grant application to the North Carolina Division of Coastal Management for the replacement of the Main Street Dock.

*Recommended Action: Motion to approve Resolution 2025-R6 stating the support to submit a North Carolina Public Beach and Coastal Waterfront Access Grant Application to the North Carolina Division of Coastal Management for the Main Street Dock Replacement Project.*

## **VI. Business Non-Consent**

### **a. Swansgate Stormwater Easement Consideration**

***Presenter: Rebecca Brehmer, CFM, CZO – Town Planner***

Tidewater Engineering, on behalf of A. Sydes Construction Inc., is requesting a stormwater easement to be granted to the HOA of Swansgate Subdivision for the town owned public open space that was dedicated during the creation of the Swansgate Subdivision..

*Recommended Action: Motion to approve or deny execution of the easement.*

### **b. Monthly Financial Report as of May 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. Projects 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**  
**April 22, 2025, Regular Meeting Minutes**

Item III - a.

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

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**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**

Courtney Haight of 311 Merrick Way addressed the Board to express concerns about zoning restrictions that prevent her from operating her hot dog cart near Food Lion, despite having landowner permission. She also questioned limitations on music and signage, stating both are essential for attracting customers and are managed responsibly. Ms. Haight requested the Board to consider easing or modifying restrictions for small-scale food vendors.

**Adoption of Agenda and Consent Items**

On a motion by Commissioner Turner, seconded by Mayor Pro Tem Conaway, the below consent items and agenda as amended to remove item *IV-A Recognition of Isabella Smith - Military Child of the Year* was unanimously approved.

- February 7, 2025, Special Meeting Minutes
- February 11, 2025, Regular Meeting Minutes
- Tax Refund Request totaling \$423.93
  - o Vehicle Tax
    - Atlantic On Site Services LLC \$15.89
    - Buchanan, Joseph Paul \$143.01
    - Keller, Melissa Brianne & Aaron Michael \$47.43
    - Beaudet, Annalei, Marie K \$92.65
    - Jacobson, Bryon Ray Jr. \$124.95
- Budget Ordinance Amendment #2025-10

**Appointments/Recognitions/Presentations**

*Administrative Professionals Week & Municipal Clerks Week*

Mayor Justice and Mayor Pro Tem Conaway acknowledged Administrative Professionals Week, April 20th-26th, and Municipal Clerks Week May 4th-10th. Board members expressed their appreciation to Admin Assistant Jackie Stevens, Admin Assistant Tom

Peluso, Deputy Town Clerk Aliette Cuadro, and Town Clerk Alissa Fender, who were all in attendance.

### **Business Non-Consent**

#### *Food Truck Ordinance Review*

Planner Rebecca Brehmer provided a detailed presentation on the Town's current regulations related to food trucks and push carts, as requested by the Board following direction at the April 8, 2025, meeting. Ms. Brehmer's presentation included historical context, noting that food trucks were first permitted in Swansboro through a text amendment adopted in 2021. Prior to this amendment, food trucks were not allowed at all. Staff explained that food trucks and push carts were now allowed only within the B-1, B-2, B-3, and M-I zoning districts and must be located within one of three designated nodes identified in the town's Future Land Use Map: the traditional town center, suburban town center, or employment/light industrial areas. These regulations, including the specific requirements outlined in Note 30 of the UDO, also govern elements such as distance from existing brick-and-mortar establishments, signage, and sound.

Planner Brehmer clarified that exceptions to these rules existed only under limited circumstances, such as when a private business hosts a special event on their own property, not exceeding three days. A map was referenced to illustrate where food trucks may operate, and it was confirmed that the location of recent concern—near Food Lion—is not within a permitted node or zoning area, which prevents a food cart from operating there despite property owner permission. The Board discussed the restrictive nature of the ordinance, with several members expressing concerns about its complexity, the burden it places on small vendors, and the need to support local entrepreneurs.

Staff indicated that minor changes could potentially be handled at the staff level, while larger changes would require formal review and approval processes, including Planning Board consideration and a public hearing.

In response to an inquiry about variances that could be provided, Attorney Rasberry advised that variances for use are not permitted under North Carolina law, meaning no immediate relief could be granted for individual cases.

The Board agreed to continue discussion during the upcoming educational session on April 23, 2025.

#### *Monthly Financial Report as of March 31, 2025*

Finance Director Sonia Johnson presented the monthly financial report as of March 31, 2025. Key takeaways were:

- General Fund comparison (with encumbrances): Total excess of revenues over expenditures in the amount of \$674,278, with 97.31% of revenues collected year-to-date.
- General Fund comparison (actuals): Total excess of revenues over expenditures in the amount of \$745,860
- Expenditure by department: 61.01% of the monthly budget

Director Johnson also provided summaries of current loan balances, cash and investment accounts, and outstanding grants. She noted that updated financial projections would be shared during the upcoming budget retreat.

#### *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:

- Reminder of the special meeting April 23, 2025, to receive a general overview of the Town Unified Development Ordinance and CAMA Land Use Plan and provide input on updates or changes desired and to receive a presentation from WithersRavenel on the update process of the CAMA Land Use Plan
- Suggestion was made to organize a Board tour of the Visitor Center and related facilities, with staff preparing a brief overview of needs and improvements.
- Regarding pending legislation and their impact on future projects, staff confirmed that they would continue to monitor those items.

#### **Public Comment**

Randy Swanson of 206 W. Corbett Avenue addressed the Board regarding land use and food truck placement, noting his prior involvement on the land use committee. He referenced past discussions about whether temporary accommodations could be made. He also requested an update on long-standing maintenance need behind the Mattocks property at 107 Front Street, specifically repairs to a wall and drainage issues in the backyard, which he stated remained.

Constance Crocker of 111 Jones Road inquired about the Flybridge development mentioned in the Town Manager's report. Staff clarified that the item was not on the current agenda and offered to provide additional information following the meeting.

#### **Manager's Comments**

Manager Barlow reported that he had reported previously that there was uncertainty about needing a new CAMA permit for placing the no wake buoys, but it was confirmed that the Wildlife Resources Commission holds a blanket permit allowing the town to

work under it as a contractor. He shared that the coordinates were set for placement location, so installation can proceed soon.

Regarding the Main Street Dock and boardwalk, both originally built with coastal management grants, the town was eligible to apply for new grants to repair them. The grants would cover 75% state funding and require a 25% local match. Applications will be submitted soon, and if invited to submit a full application, the board will later decide on acceptance.

Lastly, Project Coffee had been awarded a \$1.36 million infrastructure grant from the North Carolina Rural Infrastructure Authority, with both the town board and county commissioners contributing \$250,000 each.

### **Board Comments**

Mayor Pro Tem Conaway shared he had strong concerns regarding several state legislative bills currently under consideration, specifically House Bill 1009, House Bill 765, and Senate Bill 497. Stating that these bills could have on local authority over land use, zoning, and development standards. Mayor Pro Tem Conaway suggested that the board consider adopting a resolution opposing these bills and urged citizens to also make attempts to contact state representatives & oppose these bills.

Commissioner Brown shared details about the upcoming fundraising event for Robert's upgrades on May 10, encouraging participation in the Duck Derby and thanking those who helped with the event.

Commissioners expressed gratitude to the Town Manager and staff for their ongoing efforts and recognized the contributions of local businesses and volunteers, including the late W.G. Casper. They also acknowledged the appreciation again for Administrative Professionals and Municipal Clerks.

### **Closed Session**

On a motion by Commissioner Brown, seconded by Mayor Pro Tem Conaway, with unanimous approval, the board entered closed session at 7:01 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.

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 Mayor Pro Tem Conaway, seconded by Commissioner Turner, the meeting adjourned at 7:49 pm.

**Town of Swansboro**  
**Board of Commissioners**  
**April 23, 2025, Special Meeting Minutes**

Item III - c.

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

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**Call to Order/Opening Prayer/Pledge**

The meeting was called to order at 6:00 pm and Mayor Justice led the Pledge of Allegiance. The purpose of the meeting was to receive a general overview of the Town Unified Development Ordinance (UDO) and CAMA Land Use Plan and provide input on updates or changes desired and to receive a presentation from WithersRavenel on the update process of the CAMA Land Use Plan

**Business**

*CAMA Land Use Plan Overview*

Manager Jon Barlow opened the discussion by emphasizing the importance of understanding the differences between the Unified Development Ordinance (UDO) as a regulatory document and the CAMA Land Use Plan as a policy guide. He encouraged board members to ask questions throughout the presentation.

Planner Rebecca Brehmer provided an overview of the CAMA Land Use Plan, highlighting that it is a requirement for all 20 coastal communities under the Coastal Area Management Act. The plan, originally adopted in 2009 and updated in 2019, is recommended for review every 5–10 years to adapt to changing development conditions. Key guidance included the importance of aligning the plan with the community's vision, offering a clear roadmap for future growth, and avoiding restrictions that limit flexibility for decision-makers. The plan's core values emphasize charm, history, and community character; downtown development; traffic and highway concerns; environmental protection; growth management; preservation of open space and agriculture; and maintaining quality of life. Ms. Brehmer also reviewed the Future Land Use Map, explaining its importance in guiding planning board recommendations and board decisions.

Commissioner Eckendorf shared that he felt parts of the Future Land Use Map didn't match what is actually on the ground and suggested it may need updates to better reflect current conditions in the community. Greg Feldman from WithersRavenel explained that it is meant to be a general guide for future development, not a strict rule, and would only change with updates, which as mentioned should occur every 5–10 years.



Greg Feldman of WithersRavenel provided a detailed overview of the land use plan update process, describing it as a community-wide conversation that results in a shared vision for the future. He explained that the plan includes several key focus areas such as transportation, land use, housing, and parks and recreation, and serves as an advisory tool to guide future decision-making rather than a set of enforceable rules.

The project team was introduced along with their areas of expertise, and the four main phases of the update process were outlined: data gathering and analysis, vision and plan development, draft plan creation, and final refinement and adoption.

Mr. Feldman reviewed that community engagement was highlighted as a critical part of the process, with outreach efforts planned through local events, public surveys, and interactive mapping tools to gather input and ensure broad participation. In response to inquiries from the board, Mr. Feldman clarified that steering committee members are typically volunteers from within the town, while stakeholder interviews are conducted with individuals who hold specific knowledge or interests related to the community. He also noted that survey responses can be tracked geographically to help ensure representation across different areas and demographics.

Planner Brehmer shared that an application for funding support was in progress through the Resilient Coastal Communities Program to hopefully help offset the cost of the plan update.

#### *Unified Development Ordinance (UDO) Overview*

Following a brief recess, Planner Brehmer provided an overview of the Unified Development Ordinance (UDO), emphasizing its role as the town's primary regulatory document. She presented the zoning map and the table of permitted and special uses, and highlighted key sections including historic district guidelines, the flood damage prevention ordinance, and architectural standards for new commercial development.

Discussion regarding food truck regulations was held with suggestions to explore the possibility of allowing food trucks in the gateway corridor, however no further direction was provided for immediate attention.

Town Attorney Francis Rasberry clarified that such changes would require amendments to the UDO only, not the Comprehensive Plan.

#### **Adjournment**

On a motion by Commissioner Turner, seconded by Mayor Pro Tem Conaway, the meeting adjourned at 7:59 pm.



# Board of Commissioners Meeting

## Agenda Item Submittal

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

Board Meeting Date: **June 24, 2025**

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

**Overview:** The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$223.08

**Vehicle Tax**

Hill, Christopher Joseph	\$142.61	Military
Hill, Elvia Ruth	80.47	Military

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

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Budget Ordinance Amendment #2025-12**

Board Meeting Date: **June 24, 2025**

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

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

1. **Parks and Recreation:** To complete the necessary playground replacements of a section of the tube slide and zip line seat and rope in Municipal Park. The cost of the replacement tube section is \$1415.91. The cost of the replacement of the zip line seat and rope is \$2284.80. Staff is requesting a total of \$3700.71 be appropriated from fund balance to complete both replacements of playground equipment at Municipal Park.

*Source of Funds: Appropriated Fund Balance*

2. **Legal Department:** Request \$4,000 to be appropriated from fund balance to pay for unfunded legal fees.

*Source of Funds: Appropriated Fund Balance*

3. **Non-Departmental:** Occupancy tax exceeded the budgeted amount for FY 24/25 by \$3,111.90. The net proceeds of the tax collected to the authority shall be the gross proceeds of the tax less the 3% cost to the town of administering the tax.

*Source of Funds: Taxes-Occupancy*

**Background Attachment(s):** Budget Ordinance Amendment #2025-12

**Recommended Action:** Motion to approve Budget Ordinance Amendment #2025 -12

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**Action:** \_\_\_\_\_

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# ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 24/25

## BUDGET ORDINANCE AMENDMENT #2025-12

**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, 2025:

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

<u>Appropriations</u>	<u>Increase</u>
Parks & Recreation	\$3,700.71
Legal	\$4,000.00
Non-Departmental	\$3,111.90

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-General Fund	\$7,700.71
Taxes-Occupancy Tax	\$3,111.90

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, June 24, 2025

\_\_\_\_\_  
William Justice, Mayor

Attest:

\_\_\_\_\_  
Alissa Fender, Town Clerk



# Board of Commissioners Meeting

## Agenda Item Submittal

Item To Be Considered: **2025-2026 North Carolina Public Beach and Coastal Waterfront Access Grant Program Application**

Board Meeting Date: **June 24, 2025**

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

**Overview:** The Town of Swansboro intends to submit a grant application to the North Carolina Division of Coastal Management for the replacement of the Main Street Dock.

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 was contracted to perform an extensive inspection of the dock. The findings of the inspection resulted in the closing of the dock for 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 has been invited to submit a new grant application to NC Coastal Management for the replacement of the dock. These grants are competitive, and not all applications receive funding. If awarded, the Town will be required to make a 25% match or about \$42,541.

**Recommended Actions:**

1. Allow for public comment
2. Motion to approve Resolution 2025-R6 stating the support to submit a North Carolina Public Beach and Coastal Waterfront Access Grant Application to the North Carolina Division of Coastal Management for the Main Street Dock Replacement Project

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOWN OF SWANSBORO  
RESOLUTION 2025-R6  
STATING THE SUPPORT TO SUBMIT A NORTH CAROLINA PUBLIC BEACH AND  
COASTAL WATERFRONT ACCESS GRANT APPLICATION TO THE NORTH  
CAROLINA DIVISION OF COASTAL MANAGEMENT FOR THE  
MAIN STREET DOCK REPLACEMENT PROJECT**

A regular meeting of the Board of Commissioners of the Town of Swansboro was held in the Swansboro Town Hall, at the regular meeting place, on June 24, 2025. There were \_\_\_\_\_ Commissioners present.

The Board of Commissioners was advised that the town intends to submit an application for grant funding to the North Carolina Division of Coastal Management for replacement of the Main Street Dock. The grant application will be submitted under the North Carolina Public Beach and Coastal Waterfront Access Program 2025-2026 Cycle.

During the meeting, an opportunity was provided for public comments. It was explained that the local government is required to consider public comments prior to its decision to submit a final application for state funds. The following comments were offered or No comments were received.

BE IT RESOLVED, BY THE Board of Commissioners of the Town of Swansboro:

- 1) That the Town of Swansboro is aware of the community's needs with respect to providing public waterfront access; and
- 2) That the Town of Swansboro fully supports submission of an application by the Town of Swansboro to the North Carolina Division of Coastal Management for funding improvements to the Swansboro Waterfront by way of the Main Street Dock Replacement Project; and
- 3) The Manager and Clerk be and are hereby authorized to sign and execute the grant application to be submitted to the North Carolina Division of Coastal Management; and
- 4) That upon completion of the application the completed documents will be filed in the Town of Swansboro Town Hall.

Upon a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the action as stated above was made and unanimously approved.

I, Alissa Fender, Town Clerk of the Town of Swansboro, North Carolina do hereby certify that the foregoing is a true copy of so much of the proceedings of the Swansboro Board of Commissioners at the meeting held on June 24, 2025, as related to submittal of an application for grant funding to the North Carolina Public Beach and Waterfront Access Program – Main Street Dock Replacement Project.

Witness my hand and the corporate seal of the Town of Swansboro North Carolina this the 24th day of June 2025.

\_\_\_\_\_  
Alissa Fender, Town Clerk



## Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Swansgate Stormwater Easement Consideration**

Board Meeting Date: **June 24, 2025**

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

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**Overview:** Tidewater Engineering, on behalf of A. Sydes Construction Inc., is requesting a stormwater easement to be granted to the HOA of Swansgate Subdivision for the town owned public open space that was dedicated during the creation of the Swansgate Subdivision..

Swansgate Subdivision located near the intersection of Main Street Extension and Swansboro Loop Road was plated in 2019 as an R-20SF cluster development. As required by ordinance, during the creation of a cluster subdivision, open space is required to be dedicated to either be owned and maintained by an HOA or dedicated as public space to be owned and maintained by the town. In this scenario, the open space was dedicated and deeded to the public, therefore owned by the town.

Recently, A. Sydes has hired Tidewater Engineering to help with the street and sidewalk dedication to the town for Swansgate Subdivision. Part of that application process is showing record of a compliant stormwater permit from DEQ and a plan for it to continue to be properly maintained. During the transfer of the stormwater permit from the developer (A. Sydes) to the HOA of Swansgate, DEQ raised a flag because the stormwater system for this subdivision includes the open space dedicated to the town. In order for the successful transfer of the stormwater permit and ultimately the request for the town to take on streets and sidewalks, DEQ is requesting a stormwater easement be granted from the town to the HOA. This easement will give the HOA responsibility to operate and maintain the stormwater system for the entire subdivision, including the dedicated public open space.

**Background Attachment(s):**

1. Draft easement agreement for Swansgate stormwater drainage facilities
2. Swansgate Subdivision Plat
3. Location map

**Recommended Action:** Motion to approve or deny execution of the easement.

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**Action:** \_\_\_\_\_

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Instrument Prepared By: Cauley Pridgen, P.A. (FPR)  
 Brief Description for Index: Swansgate Subdivision  
 Parcel Identifier: REID# 168580  
 Mail After Recording To: Lanier, Fountain & Ceruzzi  
 114 Old Bridge Street  
 Jacksonville, NC 28540

STATE OF NORTH CAROLINA  
 COUNTY OF ONSLOW

EASEMENT AGREEMENT  
 FOR OPERATION AND MAINTENANCE OF  
 STORMWATER DRAINAGE FACILITIES

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THIS EASEMENT AGREEMENT is made and executed this \_\_\_\_ day of \_\_\_\_\_, 2025, by the Town of Swansboro, a N.C. municipal corporation, with a mailing address of 601 West Corbett Avenue, Swansboro, NC 28584 (the “Town”) and the Swansgate Homeowners’ Association, Inc., a non-profit corporation of the State of North Carolina, with its principal office located at 100 Carolina Plantations Boulevard, Jacksonville, N.C. (the “HOA”)(collectively, the “Parties”).

#### RECITALS AND BACKGROUND STATEMENT

Swansgate is a residential cluster development comprised of 37 residential lots with associated common amenities and facilities located on Main Street Extension in the Town of Swansboro. As shown and described in that plat of the Swansgate subdivision (recorded in Map Book 79, Page 98A of the Onslow County Registry) a 4.49 acre parcel or area within the subdivision has been dedicated as permanent open space to the Town of Swansboro (“open space area”). The open space area consists primarily of wetlands; serves to manage and mitigate stormwater runoff from the Swansgate development; is an integral part of the Swansgate stormwater drainage system; and is a condition of the required NCDEQ Stormwater Permit for the Swansgate development. As provided by that “Declaration of Covenants, Conditions and Restrictions of Swansgate”, (“Declaration of Covenants”) dated December 17, 2020, and recorded in Deed Book 5340, Page 760, Onslow County Registry, as amended, and applicable provisions of Chapter 47F of the General Statutes, the Swansgate HOA is vested with authority and responsibility for administering the Swansgate community and its associated common amenities and facilities. As a pre-condition for final regulatory approval by the DEQ of stormwater drainage systems and facilities, expressly



including the open space area (collectively, “the stormwater facilities”) authority, control, and responsibility for the stormwater facilities must be permanently vested in the Swansgate HOA. The Town is willing to grant an easement to the Swansgate HOA in accord with the NCDEQ requirements, and the Swansgate HOA is willing to accept such easement, and the rights, privileges, conditions and obligations arising thereunder.

NOW, THEREFORE, in consideration of the Recitals and Background Statement, which are incorporated fully into this Easement Agreement, and other valuable consideration, receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Conveyance of Easement. . The Town of Swansboro hereby conveys to the Swansgate Homeowners’ Association, Inc. a permanent easement (the “Easement”) in and upon the lands comprising the herein described 4.49-acre open space area (“Easement Area”) for stormwater drainage purposes as more particularly enumerated herein.
2. Easement Purposes. The Easement is for the following purposes:
  - a. Acceptance and accommodation of stormwater runoff from properties in the Swansgate community, thereby mitigating potential adverse effects from rainfall events. Accordingly, the HOA hereby recognizes and acknowledges the benefits to the Swansgate community of the Easement.
  - b. Conveyance to and acceptance by the HOA of sufficient real property ownership interest in the Easement Area, and improvements outside the Easement Area comprising the associated stormwater system, to maintain, repair, operate, and manage the stormwater system serving the Swansgate community in full and continuous compliance with the Stormwater Permit referenced hereinbelow.
3. Prohibited Uses and Activities. As an undeveloped wetland and open space area, there shall be no depositing of trash, spoil, or debris, disturbance of soils, grading, paving, removal of trees and vegetation, construction of buildings and other structures, or other alterations to the natural and undisturbed character of the area, except as may be necessary for the installation, maintenance, and repair of stormwater drainage facilities in accordance with applicable federal, state, and local regulations.
4. Obligations of the HOA. In consideration of accepting the grant of this Easement by the Town, the HOA shall have the sole responsibility for maintaining and managing the Easement Area, and other areas and facilities over which the HOA has responsibility, in full conformance with the requirements of the Swansgate stormwater permit issued by the NCDEQ #SW8190210 as amended June 20, 2024, as well as any other applicable regulatory standards, including provisions of Article XIII, *Stormwater Regulation* of the Declaration of Swansgate Covenants, Conditions and Restrictions (referenced in the Recitals), incorporated fully herein by reference. To this end, the HOA hereby agrees to employ all the authority, powers, and remedies of the HOA (as set forth in the referenced Declaration of Covenants) in meeting its responsibilities and obligations in these respects.
5. Non-Assignment. This Easement may not be assigned without the express written consent of the Town.

TO HAVE AND TO HOLD the aforesaid Easement, and the benefits, rights, privileges, obligations and restrictions set forth herein, unto the HOA, its successors and assigns, in perpetuity.

The Grantors hereby, for themselves, their heirs, successors, and assigns, hereby warrant and covenant that they are the owners of the property described in Exhibit 1; that they have the right to grant these easements; that the same are free from encumbrances except as may be hereinafter stated; and that they will warrant and defend the title to the same against lawful claims of all persons whomsoever.

IN WITNESSS WHEREOF the Town of Swansboro has duly executed the foregoing in the name of the Town, by the signature of the Mayor, attested by the Town Clerk, and the HOA has executed in the name of the Association by its duly authorized officer(s), the day and year first above written.

THE TOWN OF SWANSBORO

BY: \_\_\_\_\_  
Mayor

ATTEST:

AFFIX OFFICIAL SEAL

BY: \_\_\_\_\_  
Town Clerk

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STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

This is to certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 before me personally came Alissa Fender, with whom I am personally acquainted who, being duly sworn, says that she is the Town Clerk and William Justice is the Mayor of the Town of Swansboro, that she knows the corporate seal of the municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal, and the name of the municipal corporation was subscribed thereto by the Mayor, attested by the Town Clerk with the corporate seal affixed, and that the instrument is the act and deed of the municipal corporation.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

THE SWANSGATE HOMEOWNERS' ASSOCIATION, INC.

BY: \_\_\_\_\_  
( President)

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STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

CORPORATE  
ACKNOWLEDGEMENT

This is to certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_, with whom I am personally acquainted, who, being be me duly sworn, says that (s) he is the president of Swansgate Homeowners Association, Inc., the corporation and principal named in the foregoing and attached instrument; that the name of the corporation was subscribed thereto by the said president, all by order of the Board of Directors of said corporation, and that the instrument is the act and deed of said corporation.

Witness my hand and official seal this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

### **EXHIBIT 1**

All right, title, and interest in and to the Open Space containing 4.49 acres, as shown on that plat entitled “Final Plat Swansgate, a Residential Cluster Development” prepared by Bell and Phillips, dated 10/15/2020, and recorded in Map Book 79, Page 98, Onslow County Registry.

**Note:**

Contractor shall insure that he and all his workers (contractors, subcontractors and other site personnel) do not damage construction stakes or other measures used in laying out the project whether by the Engineer or another entity including those under the employ of the contractor. Contractor shall cause his workers to observe and verify to the fullest extent practicable that stakes, other measures and grades are, or appear to be, accurate and correct, and immediately, but prior to any associated work, notify the staking entity of any potential conflict, error or question regarding the work. The Engineer shall not be responsible if all of the above measures are not strictly followed to. The Engineer shall not be responsible where due to damage, his staking can not be verified. For critical or safety components of the work, where the contractor believes that staking may not be preserved, the contractor shall request the staking entity to place staking in an area where its preservation can be insured.

**Legend:**

- AC - Acreage
- B-B - Back of Curb to Back of Curb
- B-S - Below Ground
- BOC - Back of Curb
- C - Centerline
- Conc - Concrete
- D-B - Dead End
- EOP - Existing Fiber Optic Pole
- ETP - Existing Iron Pipe
- Exp - Edge of Pavement
- Ex - Existing
- L - Length
- M-B - Map Book
- M-L - Minimum Building Line
- N.C.S.R. - North Carolina State Road
- NIP - New Iron Pipe

- PC - Point of Curvature
- PT - Point of Tangency
- Pg - Page
- R/W - Right-of-Way
- 16 - Lot Number
- 2 - Curve Number
- Wetlands
- Street/Scrub Tree (Understory Tree)

Carolyn Harris  
D.B. 421, Pg. 241  
M.B. 27, Pg. 175  
1319-219  
RA Zone  
Undeveloped/Cleared

Carolyn Harris  
D.B. 421, Pg. 241  
M.B. 27, Pg. 175  
1319-219  
RA Zone  
Single Family

Certificate of Ownership and Dedication. I (we) hereby certify that I am (we are) the owner(s) of the property described herein, which property is located within the subdivision jurisdiction of the Town of Swansboro, that I (we) freely adopt this plan of subdivision and dedicate to public use all areas shown on this plan as streets, alleys, walks, parks, open space, and easements, except those specifically indicated as private, and that I (we) will maintain all such areas until the effect of dedication is accepted by the appropriate public authority. All property shown on this plan as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by the Board of Commissioners of the Town of Swansboro in the public interest.

Deborah J. Hamby  
North Carolina, Onslow County  
a Notary Public  
for said County and State, do hereby certify that  
Anthony W. Sydes personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this 23rd day of July, 2020.

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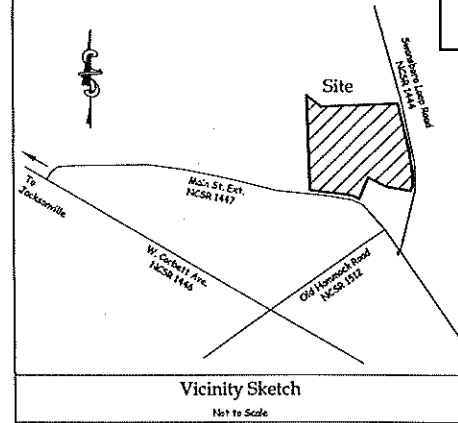
Witness my hand and official seal, this 23rd day of July, 2020.

Witness my hand and official seal, this 23rd day of July, 2020.

Witness my hand and official seal, this 23rd day of July, 2020.

Witness my hand and official seal, this 23rd day of July, 2020.

Item VI - a.



**Tract Data**

Total Area	21.95 Ac.
Minimum Acreage in Open Space (15%)	3.29 Ac.
Acreage in Open Space Provided	4.49 Ac.
Number of Lots	37 + 1 Open Space
Minimum Lot Width	75'
Minimum Lot Size	20,000 S.F.
Average Lot Size	18,033.5 S.F.
Smallest Lot Size	12,028.0 S.F. (Lot 2)
Linear Feet of Streets	1,763 L.F.
Proposed Use	Detached Single Family Dwellings
Existing Land Use	Vacant/Wooded
Water Service	ONWASA
Sewer Service	ONWASA
Fire District	Whites Oak River (Swansboro VFD)
ISO Rating	5

**Minimum Dimensional Standards**

R/W Setback	15' Min.
Side Yard Setback	6' Min.
Rear Yard Setback	12' Min.
Periphery Boundary Setback	25' Min.
Building Separation	No portion of any principal structure shall be located less than 12 feet from any other principal structure or less than ten feet from any accessory structure as measured to the closest point.

**Notes:**

- All streets to be public (Town of Swansboro).
- All street signs provided by owner.
- All at intersections: 20' radii at all rights-of-way.
- All street right-of-way to be 50' unless otherwise noted.
- Setback width to be 25' b-b.
- This site is not affected by any special flood hazard per FEMA FIRM # 370179 5355 K (Town of Swansboro) effective November 3, 2005.
- All easements are drainage & utility of dimensions shown, unless otherwise noted. Easements shown as "or" or "and" are alternatives, etc.) inside the easement.
- All easements are dedicated for public use, unless specifically noted otherwise. Public use means that public entities and the general public may use the easement, but does not mean or imply that any entity does or will use, or does or will maintain any feature (drainage or utility, etc.) inside the easement.
- Development Area is Wooded.
- There are no Areas of Environmental Concern (AEC) as defined by Coastal Area Management Act (CAMA) on this site.
- Sight distance easements shown herein shall remain as property of homeowners but shall remain free of all structures, trees, shrubbery, and signs, except utility poles, fire hydrants and traffic control signs, which could restrict driver's vision.
- Stop signs shall be R-1, 30" x 30" high intensity diamond shape reflective, installed on a breakaway or two piece "H" channel post, 7' (seven) feet above adjacent pavement height to bottom of sign face, with a horizontal clearance of a minimum of 1 foot from existing pavement edge to outermost part of sign.
- Street signs shall be engineer grade reflective, installed on a 2 1/8" OD, galvanized post using some vertical and horizontal clearance as stop sign.
- Boundary and Wetlands Information Taken from a Map Entitled "Boundary, 404 Wetlands Definition & Topographic Survey For "Prepared by Bull & Phillips Surveying, PLLC, and dated 12/20/19.
- This property is not within 1/2 mile of a voluntary agricultural district.
- This preliminary plat is being signed and sealed to satisfy the requirements for the Swansboro Subdivision Regulations only. It is not intended to imply that an actual survey has been performed.
- Lots 16-17, 28-30 shall have no driveway access onto Swansboro Loop Road.
- Lots 1 and 17 shall have no driveway access onto Main Street Ext.
- The 20' Buffer Strip is reserved for existing trees, the planting of trees or shrubs by the developer, or both; the building of structures herein is prohibited (other than a fence). The Buffer shall contain a solid wood fence this has a 6 foot minimum height, and 1 tree with 3" caliper every 50 L.F. The Buffer along Swansboro Loop Road shall also be planted with 125 trees as noted (23 trees/acre) for removal of 5 acres of unauthorized timbering.

Preliminary Plat - Not for Recordation, Conveyances or Sales

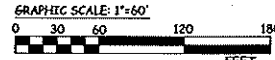
**SWANSGATE**

A Residential Cluster Development  
Swansboro Twp., Onslow Co., North Carolina

Owner/Developer:  
**A. Sydes Construction, Inc.**  
100 Carolina Marchant Boulevard  
Jacksonville, North Carolina 28546  
(910) 455-6555

DATE: 02/11/19

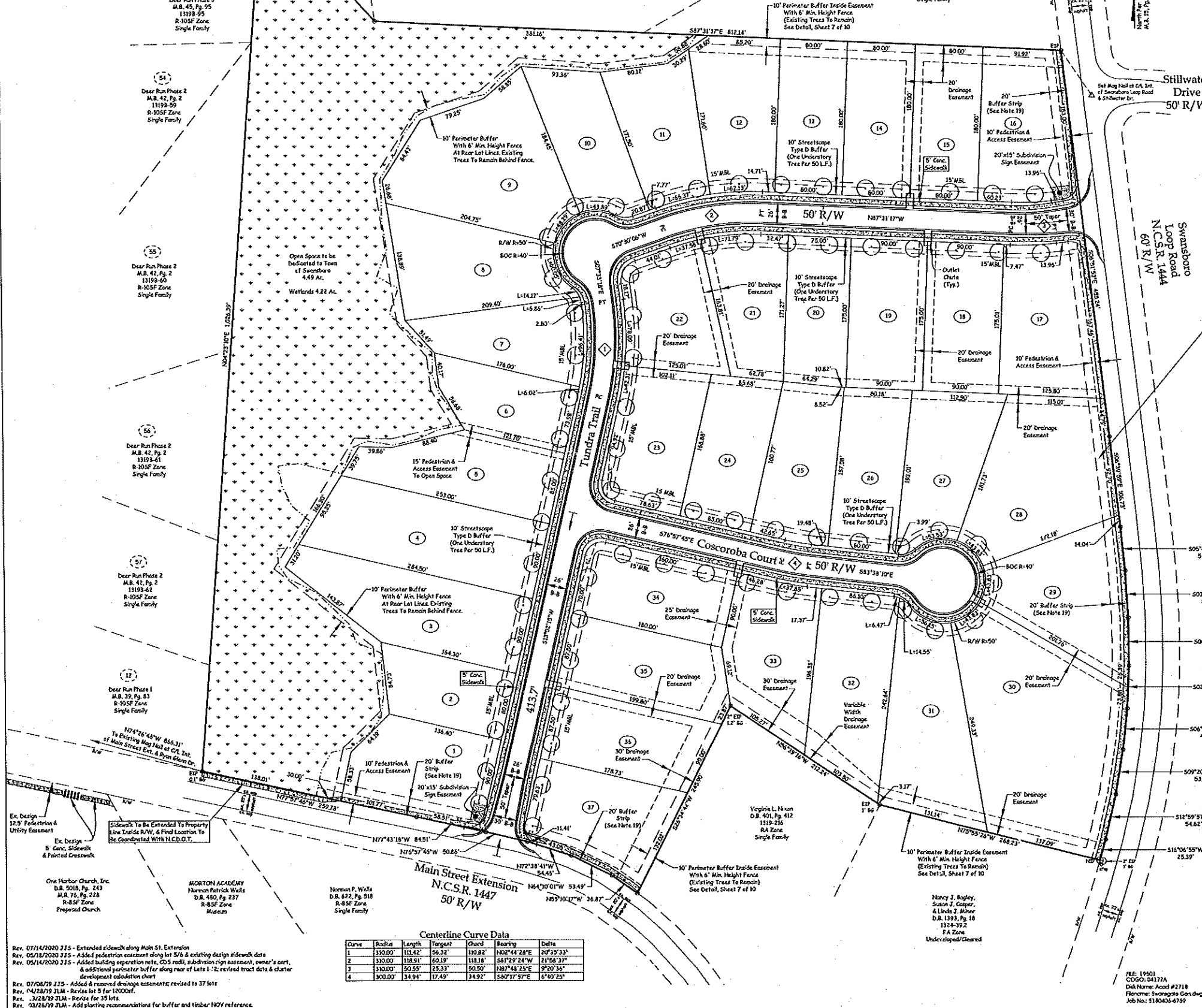
SCALE: 1"=60'



**BELL AND PHILLIPS**  
Consulting Engineers - Land Surveyors - Land Planners  
Cedar Point, North Carolina  
604E Cedar Point Boulevard - 28584  
Phone (252) 393-6101 - www.BellAndPhillips.com  
Firm License Number: F-0109



Sheet 2 of 10



**Centerline Curve Data**

Curve	Radius	Length	Offset	Bearing	Delta
1	310.00'	111.42'	56.32'	N02°44'28"E	20°38'33"
2	310.00'	118.91'	60.19'	S01°29'24"W	21°58'31"
3	310.00'	50.55'	25.33'	N07°48'23"E	9°20'36"
4	300.00'	34.94'	17.49'	S07°17'57"E	6°40'25"

- Rev. 07/14/2020 JTS - Extended sidewalk along Main St. Extension
- Rev. 05/18/2020 JTS - Added pedestrian easement along lot 5/6 & existing design sidewalk data
- Rev. 05/14/2020 JTS - Added building separation note, CDS note, subdivision right easement, owner's cert., & additional perimeter buffer along rear of Lots 1-2; revised tract data & cluster development calculation chart
- Rev. 07/06/2019 JTS - Added & removed drainage easements revised to 37 lots
- Rev. 04/28/2019 JLM - Revised lot 5 for 120000sf.
- Rev. 3/28/2019 JLM - Revised for 35 lots.
- Rev. 03/28/2019 JLM - Add planting recommendations for buffer and timber NOT reference.

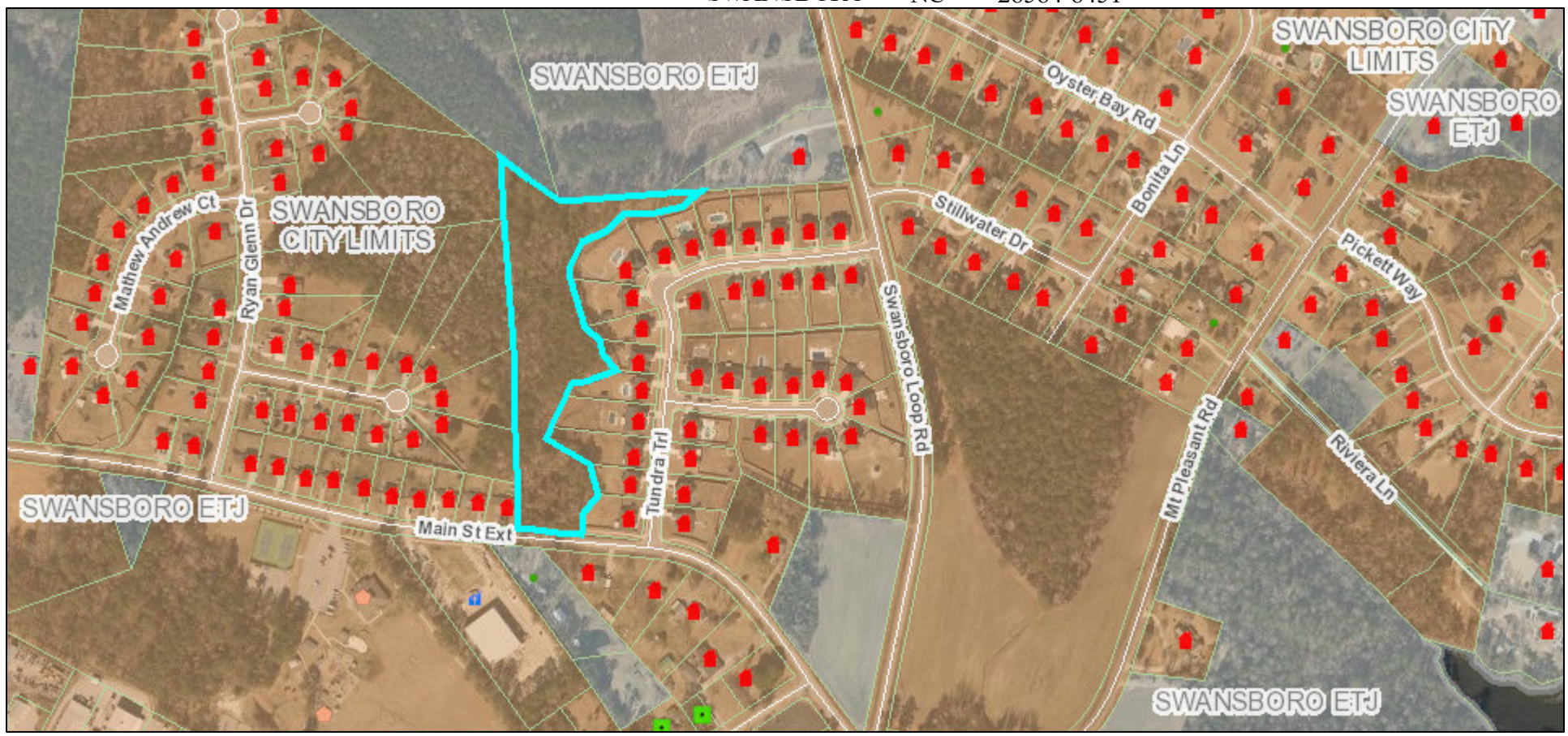


**Owner:**  
TOWN OF SWANSBORO

**Mailing Address:**  
601 W CORBETT AVE  
SWANSBORO NC 28584-8451

June 1, 2022  
Item VI - a.

NC PIN: 536518205376  
Map Number: 1319K-106  
Parcel ID: 168580



**General Information**

**Physical Address:**

MAIN ST EXT

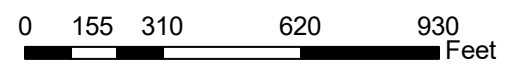
Total Acres: 4.49  
Land Value: \$ 0  
Bldg Value: \$ 0  
Market Val: \$ 0  
Heated Sqft:  
# of Bedrooms:  
Year Built:  
Nbhd Code: 4402  
Improv Code: C  
Township: SWANSBORO  
City Limit: SWANSBORO  
Fire District: SWANSBORO  
Subdivision: SWANSGATE  
Property Desc: OPEN SPACE SWANSGATE  
Plat Book: 79-98

**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: 5867 / 973  
Sale Price: \$ 0  
Sale Date: 07-NOV-22



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



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

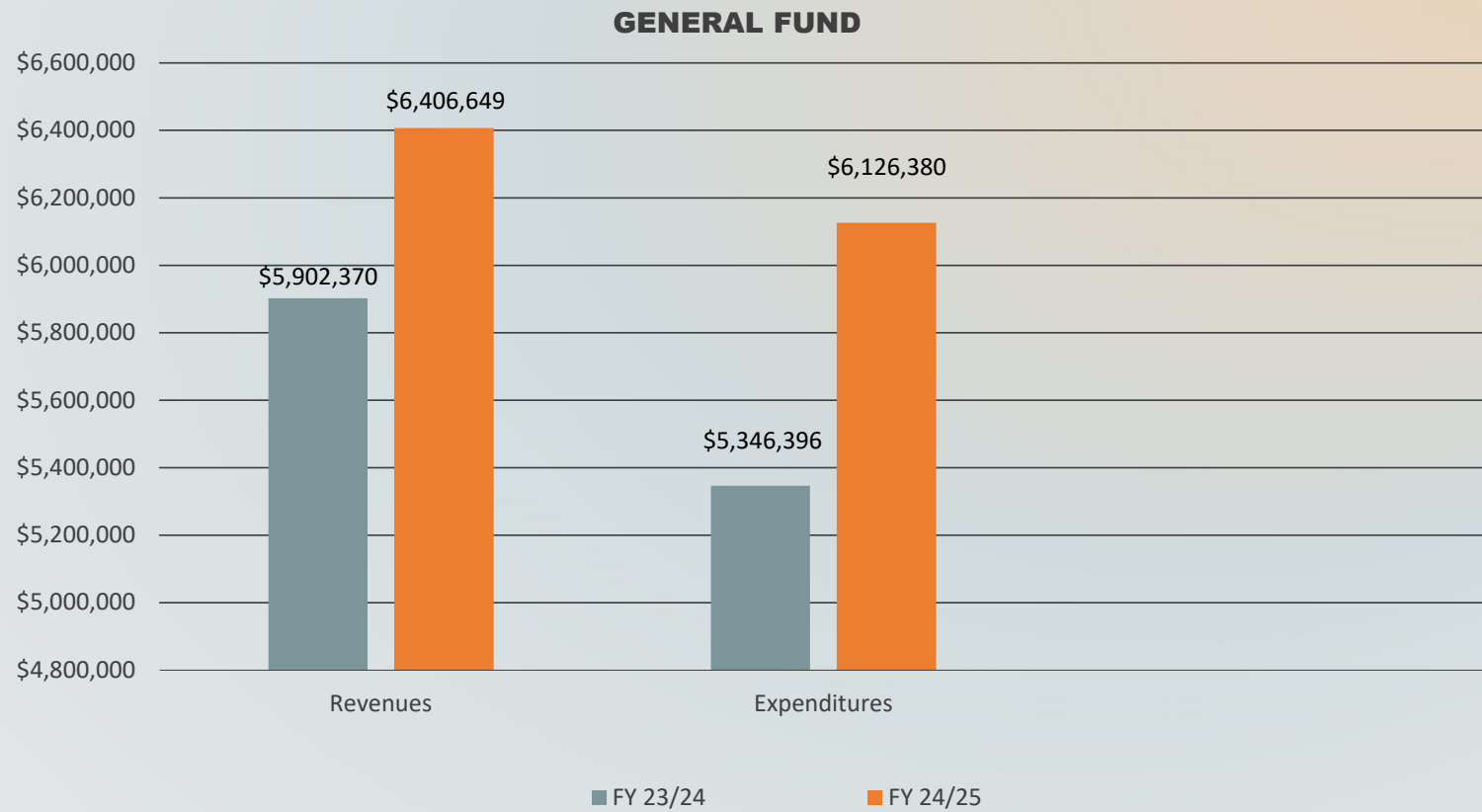
REVENUES

EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

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



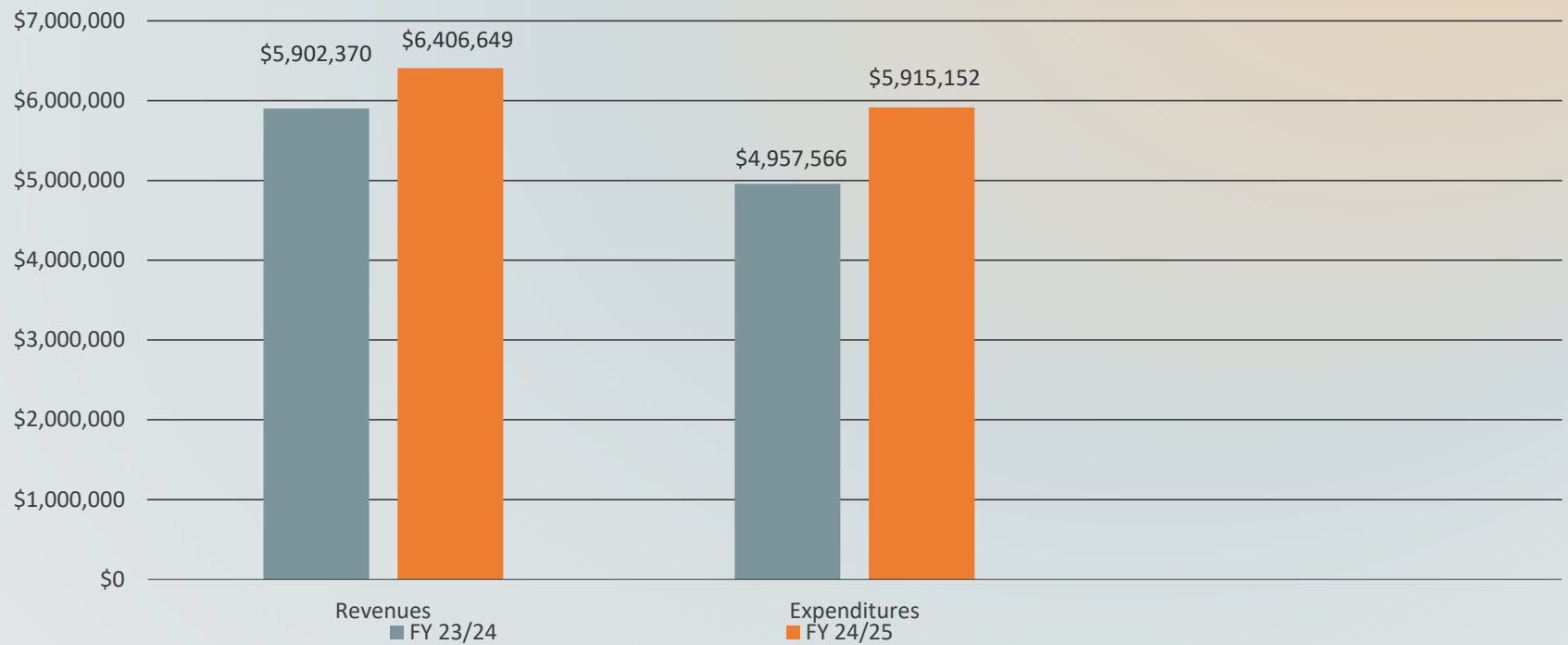
**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures \$280,269**



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

**(ACTUAL)**

**GENERAL FUND**



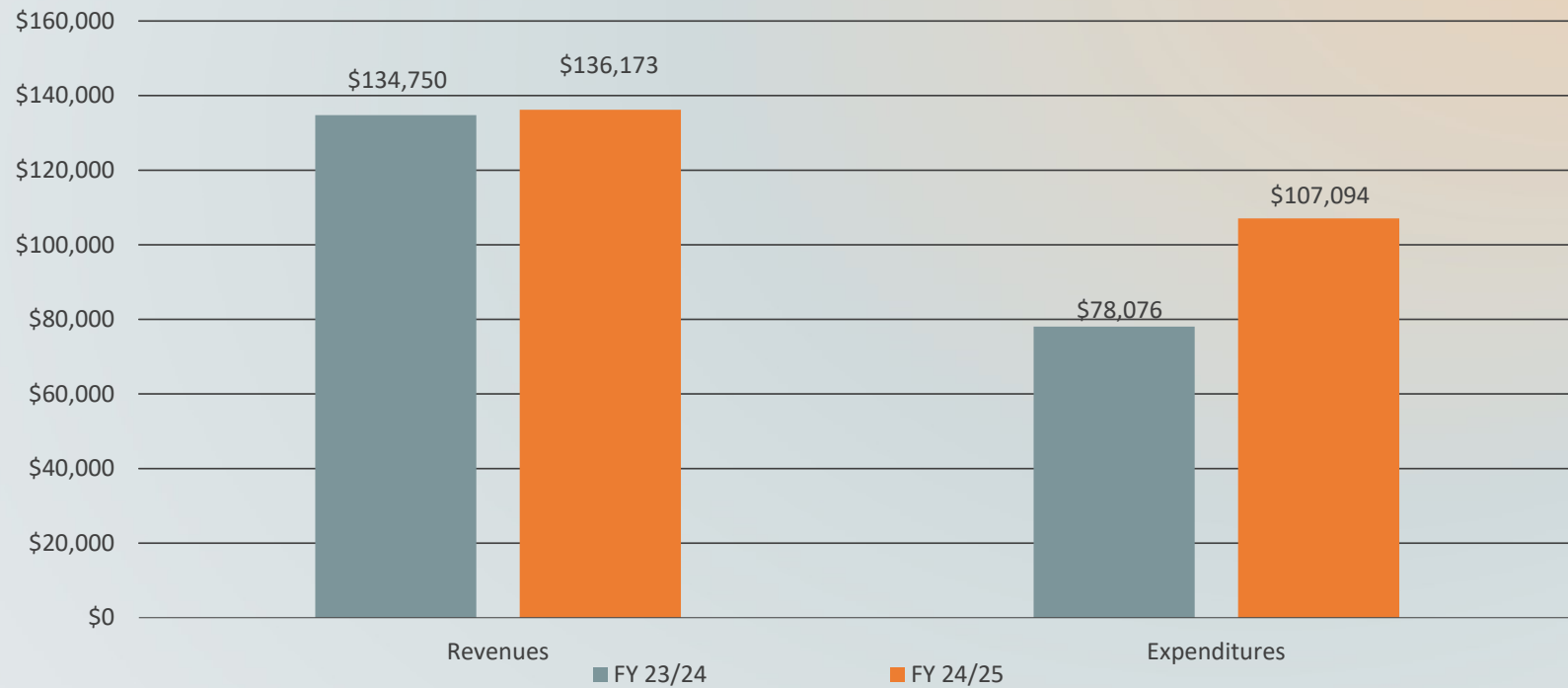
**(ENCUMBRANCES NOT INCLUDED)**  
**Total Excess of Revenues Over Expenditures \$491,497**

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % May 31, 2025
GOVERNING BODY	48,595	30,440	2,170	67.1%
ADMIN SERVICES	432,052	383,249	1,277	89.0%
FINANCE	315,178	260,280	4,190	83.9%
LEGAL	59,300	47,713	-	80.5%
PUBLIC BUILDINGS	439,973	319,621	4,351	73.6%
FIRE	2,190,782	1,512,690	21,546	70.0%
PERMITTING	288,270	270,090	1,244	94.1%
PLANNING	86,293	76,586	-	88.8%
POLICE	1,442,156	1,007,693	69,389	74.7%
PUBLIC WORKS-STREETS	1,498,086	878,601	66,750	63.1%
POWELL BILL-STREETS	191,791	118,083	1,783	62.5%
PARKS & RECREATION	492,086	286,468	22,813	62.9%
DOWNTOWN FACILITIES	132,226	114,453	3,028	88.8%
EMERGENCY MANAGEMENT	15,708	13,238	1,734	95.3%
FESTIVALS & EVENTS	134,635	103,216	9,999	84.1%
NON DEPARTMENTAL	612,764	492,731	954	80.6%
TOTAL	8,379,894	5,915,152	211,228	73.11%

\*\*

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

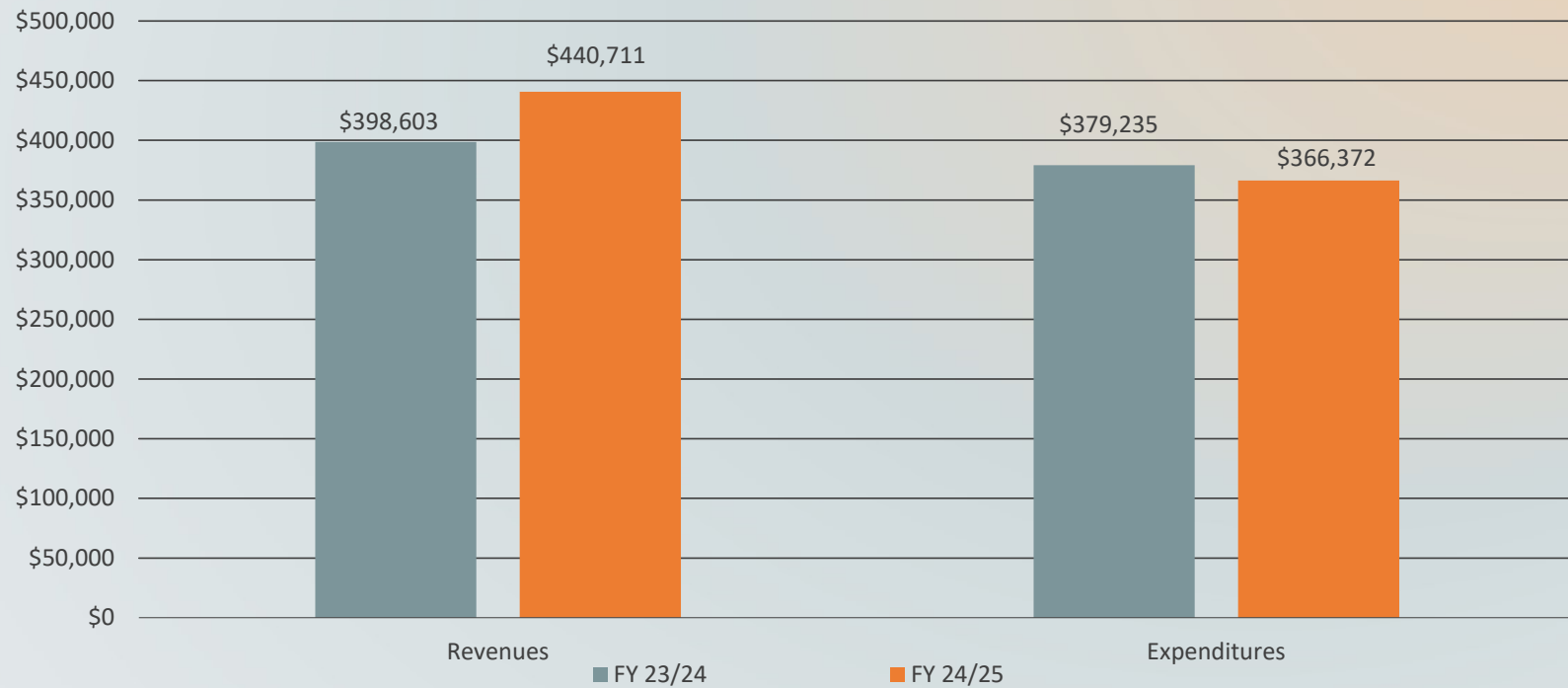
**STORMWATER ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
Total Excess of Revenues Over Expenditures **\$29,079**

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

**SOLID WASTE ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
Total Excess of Revenues Over Expenditures **\$74,339**

**TOWN OF SWANSBORO  
LOAN REPORT  
(AS OF MAY 31, 2025)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$241,087	2.69	03/21/2028	\$84,724
Public Safety Facility	\$0.00 PAID IN FULL	2.58	12/22/2024	
Fire Truck	\$92,139	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$50,000	2.43	12/14/2026	\$26,823
Grapple Truck/Town Hall Generator	\$47,106	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$45,894	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	\$1,254,502			\$418,027

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

**CASH & INVESTMENTS**

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$227,599	.05%
NC CMT-General	\$6,157,789	4.20%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,611,902	4.18%

## GRANT UPDATE

	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	\$9,530,368	\$27,840	\$0	\$9,502,528
Emmerton School Repairs	\$499,000	\$213,367	\$0	\$285,633
Stormwater Master Plan	\$400,000	\$208,361	\$0	\$191,639
Total Outstanding Grants	\$11,918,617	\$1,898,821	\$37,660	\$9,982,136

*Any Questions*  
?





# Board of Commissioners Meeting

## Agenda Item Submittal

---

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

Board Meeting Date: **June 24, 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.

### **July 8<sup>th</sup> meeting canceled**

#### **July 22<sup>nd</sup>**

- \* Board Appointments
- \* Fire Department Presentation
- \* Monthly financial report

#### **August Meeting Dates**

12th & 26th

### **Future Agenda Items**

- \* Minimum Housing Code
- \* Street Acceptance of Swansgate (*developer has applied*)
- \* Waterfront Access and Development Plan (*review/revision considerations*)
- \* Community Presentations (*ongoing monthly*)
- \* DOD Grant
- \* 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
- \* Workshop with Swimming Pool Committee (June 26<sup>th</sup>)

## PROJECTS REPORT

### Town Projects/Initiatives Update

**June 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 25<sup>th</sup> 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 12<sup>th</sup> 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 21<sup>st</sup>. 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.

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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 14<sup>th</sup>, Chairman Philpott gave a briefing on finance options. Due to the length of the meeting, the briefing was added to the August 28<sup>th</sup> 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 23<sup>rd</sup>. 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 23<sup>rd</sup>.

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.

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- 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.

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Our consultant Beth Smyre shares that NCDCM 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 NCDCM 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	

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

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

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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 28<sup>th</sup>. 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 27<sup>th</sup>.

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 10<sup>th</sup> 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

## **Town of Swansboro, NC Manager's Report**

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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.

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## 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



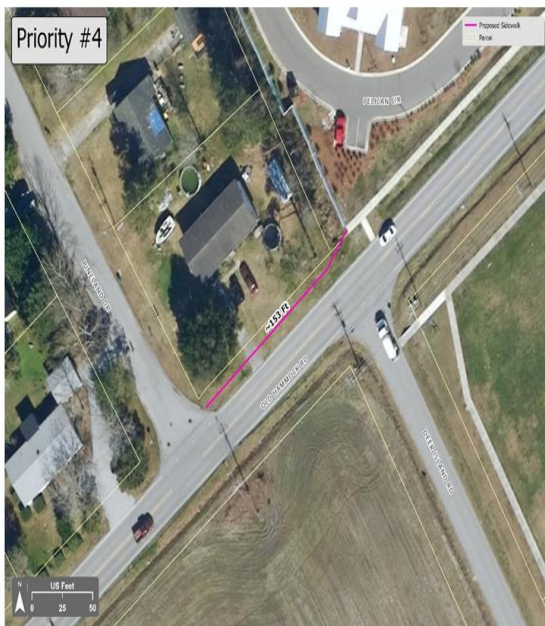
- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance

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- 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



- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages



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- 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

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.

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### **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 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



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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 25<sup>th</sup>, 2022.

### **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

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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.



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 21<sup>st</sup>. I will be making an application to Onslow County for tourism dollars for interior renovations by March 1<sup>st</sup>.

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

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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 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 received April 5, 2023. Staff held a scoping meeting with Withers Ravenel on October 18<sup>th</sup> 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

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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.

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:

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### **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.
- 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.

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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)

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 designing 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.

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- 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

WithersRavenel and Staff met via Zoom on May 29, 2025, Conditions modeling and anticipated results was pushed back a few weeks to mid-June.

### Fire Grants

#### DCIP Grant -PSB/EOC Funding

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.

**\*\*Chief Jacob Randall applied for the following grants. He will notify us if they get awarded.**

1. **AFG Grant** - Regional Grant for Radio Equipment with Hubert Volunteer Fire Department  
Applied March 8, 2024.
  - Grant- EMW-2024-FG-04065- Vehicle Acquisition
    - Brush Truck- Pending application applied 11.4.2024
  - Grant- EMW-2024-FG-00566- Operations & Safety
    - Fire Hose (Attack and Supply)- Pending application applied 11.4.2024
2. **SAFER Grant** - (6) Firefighter - Applied April 12, 2024
3. **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.



## 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.



# Town of Swansboro, NC

## Manager's Report

## 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 24<sup>th</sup>. 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 15<sup>th</sup>. 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

## Town of Swansboro, NC Manager's Report

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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 6<sup>th</sup>, 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.

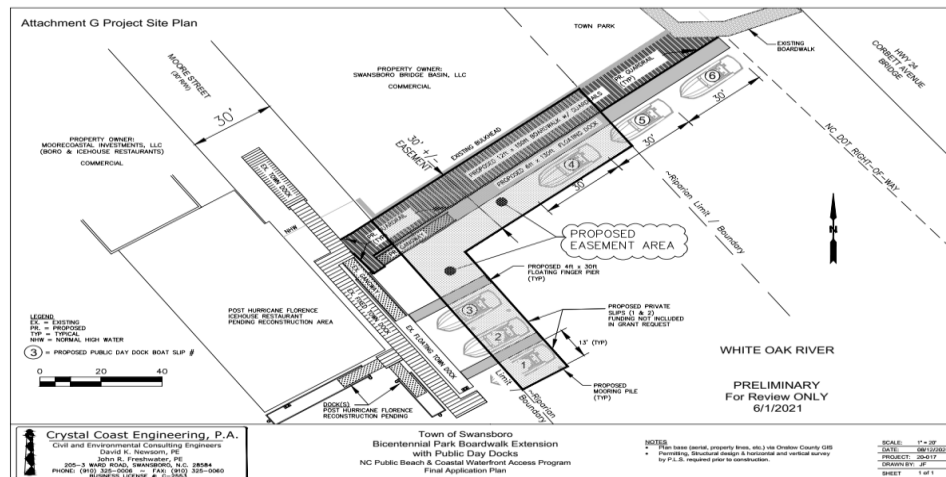
**2020 NC Public Beach Coastal Waterfront Access Grant Project**

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

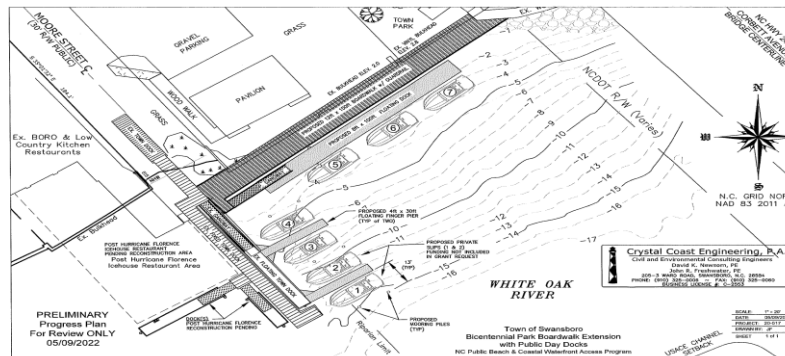
# Town of Swansboro, NC

## Manager's Report



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 24<sup>th</sup>, 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 21<sup>st</sup>. 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 8<sup>th</sup> 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 11<sup>th</sup>, 2023, property owner, Randy Swanson notified the Town that the ground was cracking at the shoreline/bulkhead. On Monday, August 14<sup>th</sup> 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 15<sup>th</sup> I received approval from CAMA for maintenance/repair to drive the pilings, which were then driven on Wednesday, August 16<sup>th</sup>. 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 23<sup>rd</sup> 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 5<sup>th</sup>. 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.

## Town of Swansboro, NC Manager's Report

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	<b><u>\$67,900</u></b>

### 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.
  - 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 to seek 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

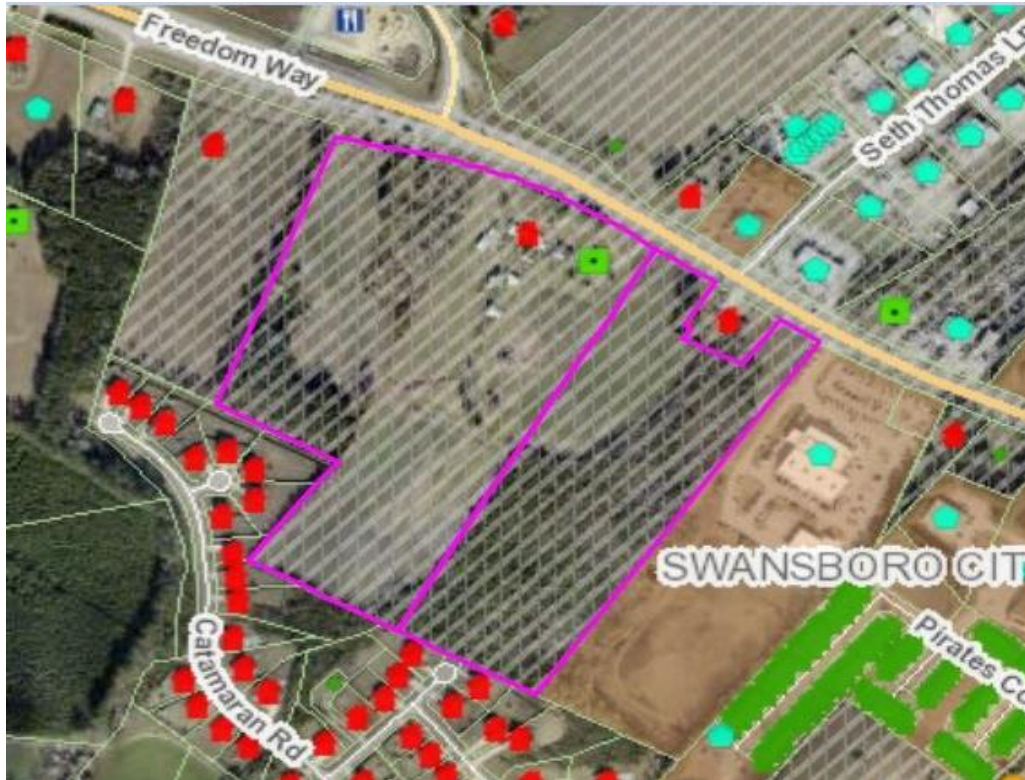
April 9, 2025 final walk through of project site was performed by the project Engineer, Contractor, Town representatives, and CAMA representative. The Project was deemed to be built according to approved design. NCDOT had previously approved the installation of the rip rap along bulkhead abutting Hwy 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.

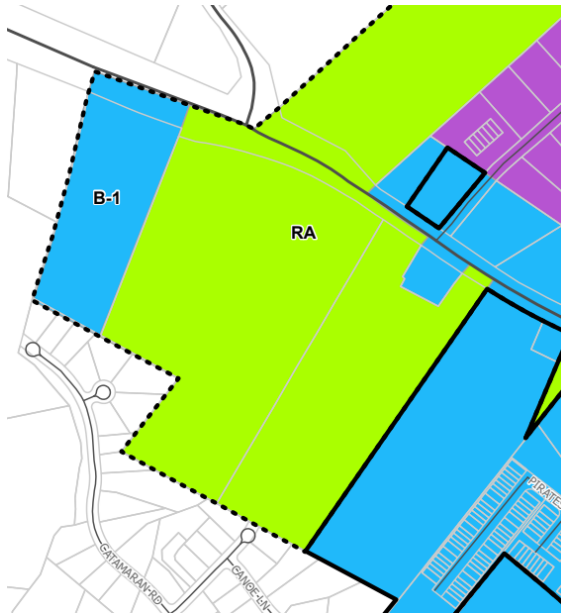


To start, developers for Flybridge have applied for a conditional rezoning and a future land use map amendment (please see application attached). Currently, the parcel is zoned RA (rural agricultural) and is also labeled as RA (rural/agricultural) on Swansboro's Future Land Use Map making it inconsistent 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.

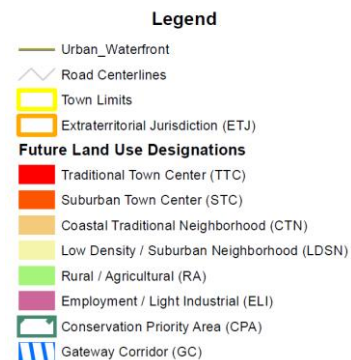
# Town of Swansboro, NC Manager's Report

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## Town Zoning Map and Legend



## Swansboro Future Land Use Map and Legend



### 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

**Town of Swansboro, NC  
Manager's Report**

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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 the February 25, 2025, Board of Commissioners meeting.

**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.
- 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.

# **Town of Swansboro, NC Manager's Report**

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## **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.

## **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.

## **Department Reports for May 2025**

Item IX - b.

### **Administrative Services**

- Phone Records Report for May: 2,095 calls
  - Internal – 458                      Town Hall – 358                      Parks and Recreation – 418
  - Police Department – 388      Fire Department – 84                      Outgoing totals – 389
- Building permits sold for May: 43 residential/commercial combined; \$17,002.11 total fees collected (includes 6 re-inspections)
- 81 Building inspections processed/ 37 Fire Inspections processed
- 96 Various receipts processed
- 4 Code Enforcement Violations
- 311 ONWASA payments processed; 1 New Service Setups, 1 Other transactions
- 3 Work Orders generated for Public Works
- 7 Notarizations performed
- 2 Beer & Wine Privilege Licenses Renewed
- US Census Report Submitted - Permits
- Public Records Request
  - Construction Monitor for building permit records April 2025
  - Constriction on the Rise – Building Permits issued with values April 2025
  - Henderson – Building Permits issued with values April 2025
  - Carolina Permits – New Homes building in April 2025
  - SLP Legal – Colin Lasch Personnel Records
  - Squires – 125 Clearblue Lane
  - Concerned Citizen Records Request for several subjects (ongoing collection of records)
- Advisory Board Appreciation banquet held
- Continued FY 25/26 Budget preparations
- Finalized April Departments Report
- Attended Arts by the Sea logistics meetings
- 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 for:
  - Yard Waste Collection Delay 5/7/2025
  - 5/13/2025 BOC Meeting
  - Yard Waste Collection Delay 5/14/2025
  - Memorial Day Closures Notice
  - 5/27/2025 BOC Meeting
  - Yard Waste Collection Delay 5/28/2025
- Received and handled 5 “Contact Us” request from the Website
- Received and responded to 8 emails from Jimmy Williams for information



## Department Reports for May 2025

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- Prepared and distributed PirateFest Street Closure Notices downtown
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.)

Website Home Page: 1,835 views.

Top 5 pages viewed – Employment Opportunities: 617 | Departments-Permitting: 261

Questions for Swansfest: 250 | Departments-Police: 209 | Government: 188

### Finance

- Sales & Use Tax received in May 2025 is \$114,727
- Accounts Payable Summary for May 2025:
  - 248 Invoices-Totaling \$210,061
  - 73 Purchase Orders Issued
- Processed payroll- 5/02/2025, 5/16/2025, 5/30/2025
- PEV ChargePoint Station-Accumulated (MWh) for May 2025 (1.09)/Session fees collected-\$247.
- Stormwater Fees Collected-April 2025-\$1,089
- Attended staff meetings
- April 2025 Bank Reconciliation-Town accounts
- April 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 11 hours
- Processed Swansboro TDA check
- Attended budget meetings with Town Manager
- Gathered financial information for May 13, 2025 & May 27, 2025 regular meeting.
- Preparing Year End Projections FY 24/25 updating operating budget spreadsheet.
- Updated financial information in the Budget Message for FY 25/26
- Prepared the Proposed Budget Book for FY 25/26 for submittal
- Updated the PowerPoint slides for the Public Hearing meeting scheduled for June 10th
- TDA-Updated Budget Ordinance for FY 25/26
- TDA-Attended Public Hearing on the FY 25/26 Budget
- Attended the Public Employment Law Update

### Fire Department

#### *Incidents*

<u>District/Response Type</u>	<u>Call Volume {Monthly}</u>	<u>Annual Total (To Date)1/1 – 5/31</u>
Swansboro Town {17A}	83	406
Swansboro County {17B}	27	125
Aid Given	8	79
Total Call Volume	118	618
Aid Received	3	17



## Department Reports for May 2025

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Overlapping Incidents	9	143
{% of Volume}	{7.62%}	{203.13%}
Missed Incidents (Overlapping)	0	3

<u>Dispatched Incident Type</u>	<u>Swansboro – Town {Zone 17A}</u>	<u>Swansboro – County {Zone 17B}</u>
Fire	0	0
EMS & Rescue	69	21
Hazardous	2	0
Materials/Conditions		
Service Calls	6	5
Wildland	0	0
Emergency Management		
{Deployments}	0	0
Other – False		
Alarm/Canceled	6	1
Total	83	27

<u>Incident Response</u>	<u>90<sup>th</sup> Percentile Time {Monthly}</u>	<u>90<sup>th</sup> Percentile Time {Previous Month}</u>	<u>Difference from Previous</u>	<u>Benchmark</u>	<u>Gap {Monthly}</u>
Call Handling Time {911 Call to Dispatch}	1:30	1:44	0:14	1:06	(0:24)
Turnout Time {Dispatch to Enroute}	1:59	2:11	0:12	1:20	(0:39)
Travel Time {Enroute to Arrival}	5:34	5:13	(0:21)	4:00	(1:34)
Total Response Time {911 Call to Arrival}	7:48	7:58	0:10	7:06	(0:42)

### *Community Risk Reduction - Inspections*

<u>Inspection Type</u>	<u>Monthly</u>	<u>Annual 1/1 to 5/31</u>
Standard Fire Inspection	33	152
New Business Inspection	0	2
Fire Suppression – Hoods	7	58

## **Department Reports for May 2025**

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Special Event – Tents	0	0
Plan Review	3	5
Code Violation/Complaint	0	2

### *Agency Training*

<u>Training Category</u>	<u>Monthly</u>	<u>Annual (To Date)1/1 to 5/31</u>
Company Training	205	1825
Facilities	0	16
Fire Arson Investigator	0	0
Fire Prevention Inspector	0	31
Fire Life Safety Educator	9	8
Hazardous Materials	0	12
Officers	0	25
New Driver	0	22
New Recruit	0	21
Existing Driver	16	121
EMS	24	32
Total	<b>254</b>	<b>1725</b>

## **Parks and Recreation**

### **Director's Report**

#### *Festivals*

- Festival website updates-ongoing
- Sponsorships are being received. Many new sponsors this year, to date have raised \$40, 250
- Collaborating with graphic designer for 2025 marketing materials; rack card, sponsor graphic, Arts by the Sea (ABTS) and Independence Day Celebration.
- Held logistical meeting for ABTS
- Applications are still being accepted for all festivals, Arts by the Sea only has a few spaces remaining and Mullet is close to being full.

### **Events**

#### *PirateFest*

- Annual event is held on the second Saturday in May (May 10, 2025) in partnership with Onslow County Parks and Recreation.
- Added new feature: Pirate Cruise on May 9, 2025. Partnering with the Lady Swans and pirate entertainers to host a sunset cruise. The cruise was well received by participants and sold out.

## **Department Reports for May 2025**

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- Attendance was high, many of the entertainers said, “this is the busiest we have been. We were talking with participants the entire day”. One group, had 175 participants “fight a pirate”.
- Held logistical meetings with Department heads.

### *Miscellaneous*

- Received estimates for two options for dedicated pickleball courts. Contacted engineering firm inquiring about stormwater permit modifications. Compiling information to present to the Town Manager and Board of Commissioners.
- Managed several Onslow County Senior Games events-work with county departments to hold annual games this May.
- Prepared documents for the annual Splashpad inspection. The inspection is complete and splashpad is open. Held grand re-opening event May 17, approximately 200 participants, games on the lawn, provided free snow cones for the first 100 participants, and gave away swim shirts.
- Assisted with Memorial Day Remembrance event.
- 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.
- 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.
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

### *Activity Report*

## Department Reports for May 2025

Item IX - b.

Organization Activity					
From 4/15/2025 to 6/14/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	404	187	7	0	385
Resident	60	19	3	0	25
Non-Resident	344	164	4	0	360
No Residency Set	0	0	0	0	0
Demographics					
< 18	87	9	0	0	47
18 - 65	226	134	6	0	287
65+	91	40	1	0	51
Male	155	120	4	0	181
Female	249	63	3	0	204
Other Genders	0	0	0	0	0
Online vs In-House					
Online	148	0	0	N/A	181
In-Person	256	183	7	N/A	204

### Metrics-social media

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	18,798	71,693	6507	301,361	179
Facebook-Festivals	9183	6429	604	15,753	26

### Revenue

Slip Fee - Town Dock	\$7,802
Rental Fees-Parks	\$1,125
Rentals Rooms	\$1,015
Rec Program Fees	\$5,017
Gym Memberships	\$155
Dog Park Memberships	\$0
Festival Vendor Fees	\$4,180
2025 Festival Sponsorships	\$22,50
Arts by the Sea Wine Tasting	\$1,395

### Program/Event Manager Monthly Report

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits

## **Department Reports for May 2025**

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- 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
- Submitted Health Department application for Arts by the Sea and Independence Day
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Event Manager for Senior Games
- Executed PirateFest event and Pirate Cruise
- Secured volunteers for upcoming events including PirateFest, Splash Pad Reopening, and Arts by the Sea
- Helped create Memorial Day pamphlet and secure singers for event
- Began planning Safety Town with Chief Randal
- Met with Officer Hipps about National Night Out
- Attended Arts by the Sea logistical meeting
- Confirmed all Wine and Food Tasting restaurants
- Met with Pickleball Committee about new programs
- Began planning Parks and Recreation Month
- Executed Splash Pad Reopening

### **Planned Programs**

#### *Tiny Trekkers – May 9th*

- 8 registered and 6 attended

#### *Sprout Scouts- May 23rd*

- 10 registered and 8 attended
- 1 waitlisted

#### *POUND! – May 10th – June 7th*

- 7 drop-ins
- 1 series

#### *First Aid & CPR Training*

- 4 registered and 4 attended

#### *Tai Chi – May 8th – June 12th*

- 11 registered

#### *PirateFest- May 10th*

## Department Reports for May 2025

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- Estimated 6,000 in attendance
- 8 vendors

### *Pirate Cruise- May 9th*

- 25 registered and 24 attended

### *Mother's Day Craft Night- May 6th*

- 7 families registered and 7 attended

## **Planning**

### *Planning Board*

- The Planning Board regular meeting was on May 6, 2025.
  - Extra Territorial Jurisdiction Expansion/Re-zoning Request for 106 Belgrade Swansboro Road. JOED, on behalf of property owner Linda Odum, has submitted an extra territorial jurisdiction expansion request in conjunction with a rezoning request. The property is currently zoned RA (through Onslow County zoning) and is requesting to be rezoned to B-1 along the front of the property and MI along the rear (through Town of Swansboro zoning). The property is further identified as tax parcel ID 1313-3 and the total acreage requested is +/- 15.797 acres. This was recommended to the BOC for approval.
  - Re-zoning Request 1476 W. Corbett Avenue. JOED, on behalf of property owner John Howell, has submitted a rezoning request for 1476 W. Corbett Ave from RA (Rural/Agricultural) to B-1 (Business) in the front of the property to MI (Light Industrial) in the rear of the property. The property is further identified as tax parcel ID 1312-114 and the total acreage requested for rezoning is +/- 30.880 acres. This was recommended to the BOC for approval.

### *Swansboro Historic Preservation Commission*

- The Swansboro Historic Preservation Commission regular meeting on May 20, 2025, was cancelled due to lack of agenda items.

### *Routine Activities:*

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.
  - Worked with grant writer from Eastern Carolina Council of Government on submitting a HMGP project.
  - Continued work with ongoing Stormwater Master Plan grant and Emmerton School rehabilitation grant.

## **Department Reports for May 2025**

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- Submitted grant request through the Resilient Coastal Community Program for a CAMA Land Use Plan update.

### **Police Department**

#### *Patrol:*

- 685 Calls for Service
  - 179 Reportable Events
  - 33 Wrecks
  - 12 Misdemeanor Arrests
  - 3 Warrant Service Arrests
  - 4 DWI Arrests
  - 7 Arrests with Transport to the Onslow County Jail
  - 65 Citations
  - 94 Verbal/Written Warnings
  - 10 Felonies Investigated (5-Frauds; 1-Larceny; 1-Possession of Stolen Property; 1-Obtaining Property by False Pretenses; 1-Destroying Shoplifting Device; 1-Counterfeit)
  - 38 Misdemeanors Reported (13-Property Damage; 10-Larcenies; 4-Narcotics Related; 4-Trespassing; 2-Child Abuse; 1-Domestic Violence Protective Order Violation; 1-Communicating Threat; 3-Traffic Related)
  - 5 Disputes/Public Disturbances
  - 10 Alarm/Open Door
  - 2 Domestic
  - 5 Crisis Intervention with Mental Patient
  - 16 Suspicious Incidents/Persons/Vehicles
  - 153 Requests by Other Agencies for Assistance
  - 14 Vehicle Unlocks
  - 11 Town Ordinance Violations
  - 107 Requests for non-Crime Related Assistance
- 5,004 Total Events Performed by Patrol

#### *Community Service/Training:*

- 6 Funeral Escorts
- 11 Requests for fingerprinting.
- 7 Business Closing Standbys.
- 529 Business Checks.
- 13 Foot Patrols.
- 2 RU Ok? Participants.
- Provided security for the SHS Prom.
- Participated in the Peace Officers Memorial Ceremony held in Jacksonville.



## **Department Reports for May 2025**

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- Chief Taylor and Deputy Chief Brim attended the monthly Crime Stoppers meeting held in Jacksonville.
- Officer Stutes and Officer Mason completed Standardized Field Sobriety Testing Training. 32 hours training held at Craven Community College.
- Lt. Ray attended Supervisor Liability Training. 8 hours training held at Cape Fear Community College.

### *Admin Services:*

- Answered 253 phone calls during business hours.
- Assisted 169 walk in requests for assistance during business hours.
- Took 85 requests for report copies during business hours.

### **Public Works**

No Report Provided