



Board of Commissioners Agenda

Town of Swansboro

Tuesday, February 25, 2025

Board Members

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

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

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

III. Adoption of Agenda and Consent Items

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

III. Consent Items:

- a. December 10, 2024, Regular Meeting Minutes
- b. December 10, 2024, Closed Session Minutes
- c. Budget Ordinance Amendment #2025-7

IV. Appointments/Recognitions/Presentations

a. Recognition – The Landing Incident Response

Presenter: Jacob Randall – Fire Chief

b. ARP Projects Update

Presenter: Anna Stanley – Parks & Recreation Director

An update on ARP projects will be provided. All ARP fund have been encumbered and will be complete by the beginning of summer.

Recommended Action: Receive report

V. Public Hearing

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

Presenter: Rebecca Brehmer, CFM, CZO – Town Planner

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

Recommended Action:

1. Hold a public hearing
2. Motion to approve or deny Resolution 2025-R2 for proposed amendment to the CAMA Land Use Plan Map, changing the site from a RA (rural/agricultural) designation to a Suburban Town Center designation.

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

Presenter: Rebecca Brehmer, CFM, CZO – Town Planner

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

Recommended Action:

1. Hold a public hearing
2. Motion to approve or deny Ordinance 2025-04 for conditional rezoning of Tax Parcel ID 019494 and 027733, from RA (Rural/Agricultural) to B-1 CZ (business conditional zoning).

VI. Business Non-Consent

a. Board of Commissioner Vacancy

Presenter: Jon Barlow – Town Manager

At its February 11, 2025, regular meeting the board was provided with details related to the conflicting rules in the Charter and NCGS rules on vacancies among the board. The Board tabled deciding which rule to follow for filling the vacant commissioner seat for members to spend time thinking about their decision and to allow staff time to research and report back on what steps were taken in the past.

Recommended Action: Choose one of the remedies available to fill the vacant commissioner seat.

b. Funding Request – PirateFest

Presenter: Anna Stanley – Parks & Recreation Director

Funding to support the PiateFest event to be held in May is requested.

Recommended Action: Motion to approve or deny allocation of \$3,000 for the annual PirateFest event held each May. If approved a Budget Amendment will be provided for approval at the next regular meeting.

c. Monthly Financial Report as of January 31, 2025

Presenter: Sonia Johnson – Finance Director

d. Future Agenda Topics

Presenter: Alissa Fender – Town Clerk

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

Recommended Action: Discuss and provide any guidance

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

a. Projects Brief

b. 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
December 10, 2024, Regular Meeting Minutes

In attendance: Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf. The board had one vacancy.

Call to Order/Opening Prayer/Pledge

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

Public Comment

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

Adoption of Agenda and Consent Items

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf, the agenda as amended to add 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, 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, along with the below consent items were adopted unanimously.

- Resolution – Supporting Major Capers Medal of Honor
- Resolution for Bank Financing of Vehicles/Equipment

Appointments/Recognitions/Presentations

Samuel Swann Bland Community Service Award

The Samuel Swann Bland Community Service Award was created to honor the diligence, hard work, leadership, and dedication that characterized the contributions of Sam Bland to the public and the Swansboro Community. The award is made annually to a public employee, civic leader, or community volunteer that has demonstrated the qualities of outstanding dedication to the improvement of community services that were exhibited in the career and contributions of Samuel Swann Bland.

Mayor Pro Tem Justice, along with guest John Davis, announced that the award was given to Bob and Ann Shuller for their lifelong dedication to Swansboro, including creating Bicentennial Park, revitalizing the Swansboro Historic Association, preserving historical structures, and actively serving on various community boards and projects.

Board members along with members of the Historical Association expressed deep appreciation for Bob and Ann Schuller, highlighting their lifelong dedication to Swansboro, their role in preserving local history, and their significant contributions to the Swansboro Historic Association and Heritage Center. They were praised as mentors, community pillars, and inspirations, with many emphasizing that the award was long overdue. Their impact on historical preservation, infrastructure projects, and community service was widely recognized, and their love for Swansboro and its heritage was celebrated with gratitude and admiration.

Recognition - Teacher of the Year

BobbiJo Ramsey of Sandridge Elementary School, Melinda Whorley of Swansboro Elementary School, Erin Strohschein of Swansboro High School and Kelsey Gurslin of Queens Creek Elementary School were all recognized for being chosen as teacher of the year at their school. John Davis read a proclamation acknowledging their contributions as area school educators.

Presentation to Mayor Pro Tem Bill Justice

John Davis expressed gratitude to staff, volunteers, and board members for their service and accomplishments, highlighting key community projects and teamwork. Most importantly, he recognized Mayor Pro Tem Bill Justice for taking over leadership, passing him the gavel, key to the city, and microphone as a symbolic transition of responsibility.

Onslow County Update

Onslow County Assistant Manager Janelle Golloway reviewed a PowerPoint, herein attached with the PowerPoint slides of the meeting, that presented key accomplishments of the County Board of Commissioners, emphasizing improved communication, strategic planning, and forward-thinking initiatives. She outlined the county's updated vision, five strategic focus areas, and results from a community survey highlighting priorities like managing growth, workforce development, and public safety. Notable achievements included EMS system analysis, landfill expansion, DSS office capacity increase, and Emergency Operations Center upgrades. She also introduced the REACH core values program and unveiled the county's refreshed branding to better connect with its younger population.

In response to inquiries from the board, Ms. Golloway affirmed her willingness to help improve communication between the county and municipalities. She acknowledged concerns about limited communication and emphasized her openness to collaboration. She stated that she had been awaiting an invitation to participate more actively in discussions and decision-making processes. Additionally, she noted that the county had already established quarterly meetings with mayors and managers, mentioning that the

next meeting was scheduled for Thursday. She expressed her appreciation for the discussion and looked forward to continued cooperation.

FY 23/24 Audit Report

Gregory Redman, CPA, presented his audit summary for Swansboro, highlighting the town's strong financial position. He noted that the audit report, covering 92 pages, found no issues, which was rare among the 30 towns his firm audits. The general fund had unrestricted cash of over \$5 million, restricted cash of \$179,000, and an overall revenue surplus of nearly \$800,000. The unassigned fund balance stood at 74% of annual expenditures, exceeding the Local Government Commission's recommended 34%.

The town's enterprise funds, including stormwater and solid waste, were largely self-sustaining. The stormwater fund had a surplus of \$85,000, while the solid waste fund showed a \$6,000 loss, primarily due to depreciation. Long-term liabilities included just over \$900,000 in debt and pension obligations for employees and law enforcement officers.

Redman also emphasized the town's high property tax collection rate of 98.74%, well above the common range of 90-92%. Compliance with grant requirements and regulations was also confirmed, with no issues found. Overall, the audit revealed a well-managed budget, a strong financial outlook, and no recommended changes.

GFOA Award

Manager Barlow shared that notification had been received that the Town was awarded the GFOA Certificate of Achievement for financial reporting. Appreciation was expressed to Finance Director Sonia Johnson.

Board Appointments

Town Clerk Fender reviewed that due to expiration of terms or resignations, board appointments were needed for the Planning Board, Tourism Development Authority, and the Parks Board.

Board members voiced their concern about the number of applicants to consider and preferred to see more for consideration.

On a motion by Commissioner Turner, seconded by Commissioner Conaway, with unanimous approval, Board Appointments were tabled to the next meeting to allow for more applicants to submit for consideration.

East Carolina Council Appointment

Town Clerk Fender reviewed that annually, a Board member was selected to serve as a local jurisdiction representative on the East Carolina Council (ECC) General Membership Board. Town Manager Barlow shared that a staff member could also be selected.

By consensus the board agreed to revisit this appointment at its January meeting and the presentation given to the board by David Bone in February of 2024 would be email out to the board to provide a refresher on the East Carolina Councils roles and benefits.

Business Non-Consent

2025 Board of Commissioners Meeting Schedule

Town Clerk Fender reviewed that NCGS 160A-71 provides that the Board establishes a time and place for its regular meetings. The 2025 meeting schedule had been prepared based on the Town's Administrative Policy 1F which states that the Board of Commissioners meeting dates fall on the 2nd and 4th Tuesday of each month. A meeting schedule for the 2nd and 4th Tuesday of each month with the exception of October and November due to the dates falling near a Town event or a recognized holiday was provided for consideration. Once adopted, the meeting schedule would be posted on the bulletin board outside the Administrative Offices at Town Hall and on the Town website.

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the proposed 2025 Regular Meeting Schedule for the Board of Commissioners was unanimously approved.

Allocation of Remaining Funds-Grant Project for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

Finance Director Johnson reviewed the U.S. Treasury's Final Rule regarding the period of performance for ARP/CSLFRF funds, stating that all monies must be obligated by December 31, 2024, and expended by December 31, 2026. It was noted that two previously approved expenditures—drinking fountains and commercial toilets—remained unobligated. Staff assured the Board that these expenditures would be obligated by the December 31, 2024, deadline.

Following these obligations, approximately \$10,000 in funds would remain. Staff requested that the Board of Commissioners authorize the Town Manager to determine the allocation of the remaining funds. The Town Manager recommended the following priorities:

1. Panic Button System (if obligations were feasible by December 31, 2024)
2. Plotter Printer (to serve multiple departments effectively)

3. Other Eligible Expenditures – If neither the panic button system nor the plotter printer could be obligated by the deadline, the Town Manager would allocate the funds to other eligible expenditures that met the obligation requirements by December 31, 2024.

On a motion by Commissioner Tuner, seconded by Commissioner Conaway, and with unanimous approval, the Town Manager was authorized to allocate the remaining \$10,000 in funds according to the outlined priorities.

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:

- A budget amendment Public Safety Pay in Classification Salary increases would be on the January 14, 2025, agenda.

Public Comment

Natalie Sargent, Brian Ashe, and Brandon Rivas, addressed the board regarding their concerns about heavy traffic, lack of planning, and safety issues in busy areas, and the potential impacts from the future proposed Flybridge development on Highway 24. They felt traffic studies weren't done at the right times and suggested changes like limiting certain turns and improving roads before adding new housing. They also worried about the impact on schools, emergency services, and who is responsible for fixing road issues.

Board members agreed that traffic was a problem and shared that major fixes required working with state and county agencies. They have made small improvements, like better sidewalks, but bigger changes need teamwork. They encouraged residents to stay involved and share concerns with the right officials.

Manager's Comments

Manager Barlow shared that the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project was progressing and there should be no issues with meeting the deadline for completion.

Board Comments

Board members thanked residents for coming and encouraged them to stay involved in future meetings and decisions because making changes takes everyone working together and urged people to speak up at different levels of government. They also voiced their

appreciation for the town staff, recognizing their hard work in preparing reports and running town operations.

Closed Session

On a motion by Commissioner Eckendorf, seconded by Commissioner Turner, with unanimous approval, the board entered closed session at 7:50 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, 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.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the meeting was adjourned at 8:24 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2025-7**

Board Meeting Date: **February 25, 2025**

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

Overview: A Budget Ordinance Amendment is requested for Stormwater Enterprise Fund

- 1. Stormwater Enterprise Fund:** To complete necessary repairs and maintenance for stormwater projects scheduled for this fiscal year, staff is requesting \$11,325 be appropriated from fund balance for repair and maintenance of storm drainage.

(731 Phillips Dr./River Reach Dr. W/River Reach Dr./Shearwater Court)

Source of Funds: Appropriated Fund Balance (Stormwater Enterprise Fund)

Background Attachment(s): Budget Ordinance Amendment #2025-7

Recommended Action: Motion to approve Budget Ordinance Amendment #2025-7

Action: _____

BUDGET ORDINANCE AMENDMENT #2025-7

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 Stormwater Enterprise Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Repair/Maintenance-Storm Drainage	\$11,325

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-Stormwater Enterprise Fund	\$11,325

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, February 25, 2025.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **ARP Projects Update**

Board Meeting Date: **February 25, 2025**

Prepared By: **Anna Stanley – Parks & Recreation Director**

Overview: An update on ARP projects will be provided. All ARP fund have been encumbered and will be complete by the beginning of summer.

Splashpad: Concrete was expanded 5 feet around the pad, with a larger area near the playground. A concrete seating wall ³/₄ around the pad and two 16x20 shade structures were installed. Three picnic tables along with nine small concrete benches will be installed in the spring. The Parks and Recreation Department will hold a ribbon cutting/grand re-opening in May.

Basketball Courts: All new equipment has been received: backboards, goals, and nets. The asphalt has been contracted out and will begin as soon as the weather becomes warmer. As of now it is slated for March. After the courts have had a chance to settle, a sealer will be applied to the courts.

Outdoor Restrooms: New toilets were installed in Bicentennial, Pirates Den, and Municipal Parks. Bicentennial Park is open and working. Pirates Den and Municipal Park are currently closed to do some plumbing issues. Humphrey Plumbing is working with ONWASA to try to resolved the issue.

New Water Fountains: Two new water fountains and a bottle filler were installed at the Recreation Center.

Background Attachment(s): None

Recommended Action: Receive report

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **February 25, 2025**

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

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

This is one of three steps (1. CAMA Future Land Use Plan Amendment, 2. Conditional Rezoning, and 3. Special Use Permit) needing approval for a future mixed-use development project consisting of multifamily housing and commercial outparcels. This parcel of 39 acres of land is located directly across from the intersection of W Corbett Ave and Belgrade Swansboro Road. The CAMA Future Land Use Map currently designates this land as Rural/Agricultural deeming it important to preserve what is left of our rural views and working farmland. Changing the designation to a Suburban Town Center would deem this land suitable for medium to high intensity uses on the NC 24 corridor. It is important to note that this amendment is a crucial step in Flybridge Swansboro, LLC being able to meet one of the four criteria required in a Special Use Permit application, which is needed for multi-family development. The application for a Special Use Permit will be heard at a later date.

The Planning Board did not recommend this future land use map amendment at their January 7, 2025, regular meeting.

Background Attachment(s):

- 1. Flybridge Application
- 2. Future Land Use Map Amendment Narrative
- 3. Aerial Location Map
- 4. CAMA Future Land Use Map
- 5. Resolution 2025-R2

Recommended Action:

- 1. Hold a public hearing
- 2. Motion to approve or deny Resolution 2025-R2 for proposed amendment to the CAMA Land Use Plan Map, changing the site from a RA (rural/agricultural) designation to a Suburban Town Center designation.

Action: _____

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

APPLICATION FOR ZONING & ORDINANCE AMENDMENTS

Check the Appropriate Blank

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

- Application No. _____
- Amend Code of Ordinances
 - Amend Unified Development Ordinance
 - Zoning District Designation Change

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

Property Owner Name Flybridge Swansboro, LLC Phone # 910-791-6707 (rep)
 Address of Zoning Request 1481 W Corbett Ave, Swansboro, NC 28584
 Mailing Address PO Box 130, Sanford, NC 27331

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

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

Present Zoning RA (Residential / Agriculture) Desired Zoning Conditional B-1
 Probable Use of Property Multi-Family Residential & Commercial
 Reason for Zoning Change Request *See attached narrative

Ordinance Amendments
 Code Section to be amended _____
 Print clearly the code section wordage to be amended _____
 Print clearly the code section wordage as suggested _____

Reason for requested amendment _____

Signature *Cory* Date 10/30/24

Future Land Use Map Amendment
 Present Future Land Use Category RA Desired Future Land Use Category Suburban Town Center
 Use of Property Proposed Multi-Family Residential & Commercial

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

Town Hall Use Only
 Fee Paid \$800 Date Received 11/8/24 Date scheduled for Planning & Zoning Board review 11/7/25
 Recommendation from Planning & Zoning Board Not recommended for approval
 Public Hearing Run Dates 2/12 + 2/19 Date of Public Hearing 2/25
 Effective Date of Change _____ Ordinance Number _____



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

Subject Site

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

Applicant/Owner Information

Flybridge Swansboro, LLC
PO Box 130
Sanford, NC 27331

Agent Information

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

Proposal

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

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

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

Future Land Use Map Amendment

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

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

Future Land Use Map:



Zoning Map:



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

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

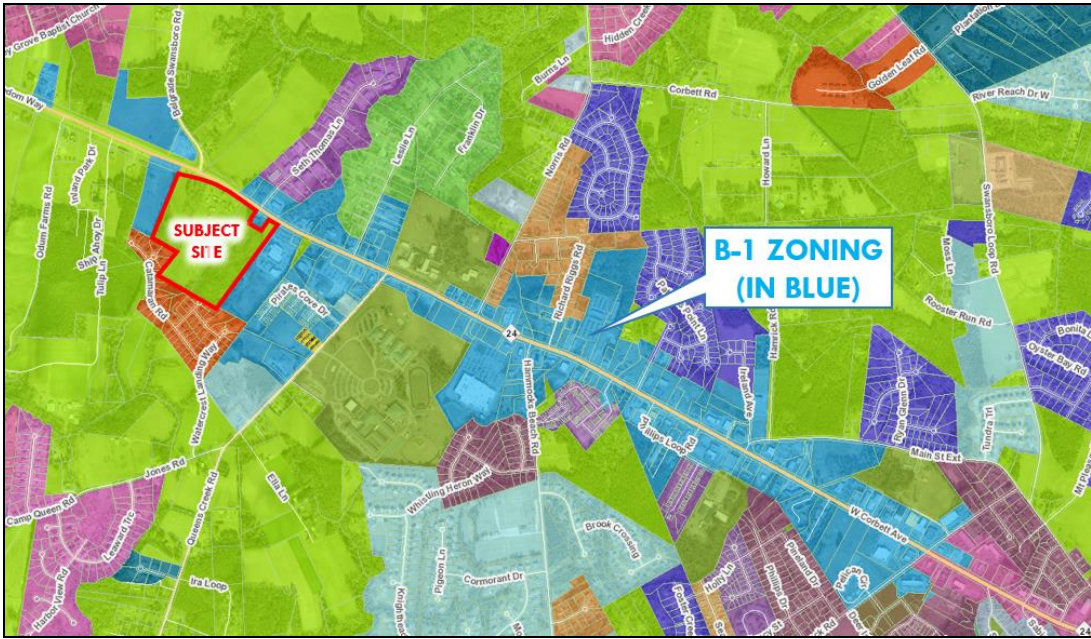
The site's location adjacent to a signalized intersection on NC 24 is consistent with the character of the Suburban Town Center classification, allowing convenient access to the community and surrounding area. In addition, the site's area of +/- 39 acres will allow for a mixture of uses, several commercial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

Conditional Rezoning

The applicant is requesting to rezone the site to a Conditional B1 district in order to construct a mixed-use development consisting of 324 multi-family units and six commercial outparcels. The proposed commercial district is consistent with the current zoning of the Hwy 24 corridor. As shown below, the vast majority of property along Hwy 24 is currently zoning B-1.

Following the goals of the Suburban Town Center classification, the proposed concept plan has been designed to provide for a secondary street network to reduce curb cuts on NC 24 and includes an internal sidewalk network. In addition, the proposed multi-family density at 10.6 dwellings per acre complies with the recommended maximum of 12 dwellings per acre for the Suburban Town Center classification.

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



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

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

Parking Narrative

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

According to the Institute of Transportation Engineers (ITE) Parking Generation Manual, the proposed multi-family housing would generate an average parking peak of 1.27 vehicles per unit (411 spaces), and an 85th percentile demand of 1.59 vehicles per unit (515 spaces).

In addition, of the 324 units, 126 will be 1-bedroom units (about 39% of the units). The remaining units will consist of 162 2-bedrooms units (50%) and 36 3-bedroom units (11%). Overall, the proposal will include 558 bedrooms, which is less than the provided 575 parking spaces.

Therefore, the proposed parking ratio of 1.77 spaces per unit (575 spaces) would accommodate the parking need for the proposal. By reducing the required parking, the proposal reduces unneeded impervious surface allowing for additional green/open space to be provided.

Owner:
FLYBRIDGE SWANSBORO LLC

Mailing Address:
PO BOX 130
SANFORD NC 27331-0130

December 2024
Item V - a.

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



General Information

Physical Address: 1481 W CORBETT AVE

Total Acres: 24.33
Land Value: \$ 638940
Bldg Value: \$ 103917
Market Val: \$ 742857
Heated Sqft: 1810
of Bedrooms: 4
Year Built: 0
Nbhd Code: 4276
Improv Code: D
Township: SWANSBORO
City Limit: UNINCORPORATED ONSLOW
Fire District: NORTHEAST
Subdivision: NO SUBDIVISION RECORDED
Property Desc: 24.33AC TR W CORBETT AVE
Plat Book: 00NO-SUBDIV

WARNING: THIS IS NOT A SURVEY
This map was prepared for the inventory of real property found within jurisdiction, and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary sources should be consulted for verification of the information contained on this map. The County and mapping company assume no legal responsibility for the information contained on this map.

Last Sale Info:

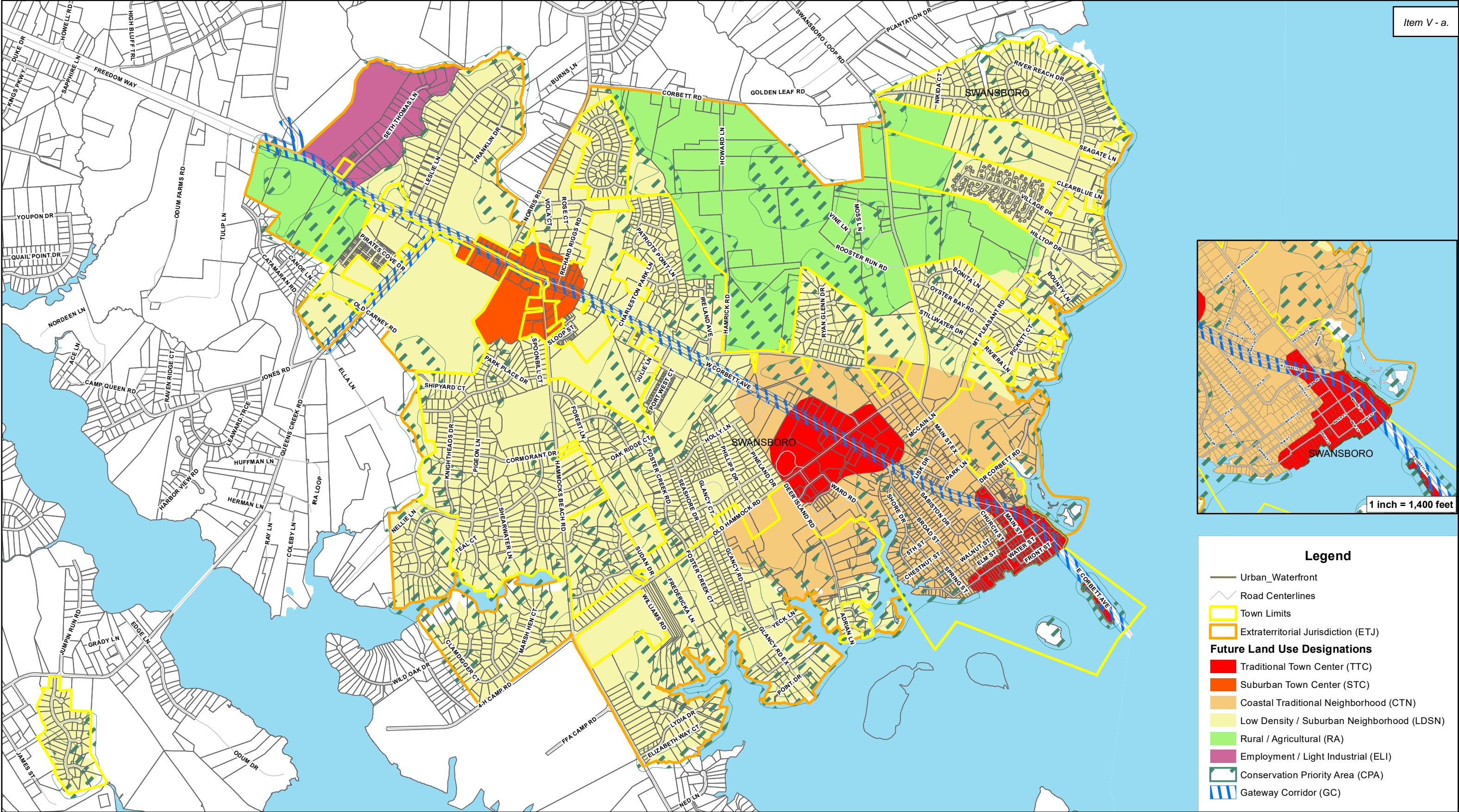
Deed Ref: 5998 / 846
Sale Price: \$ 2200000
Sale Date: 14-JUL-23



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



0 285 570 1,140 1,710 Feet



Legend

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



SWANSBORO CAMA LAND USE PLAN UPDATE

- Future Land Use -

Date printed: 2/12/2020

1 inch = 1,600 feet

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

RESOLUTION 2025-R2

RESOLUTION OF THE TOWN OF SWANSBORO NORTH CAROLINA
AUTHORIZING AN AMENDMENT TO THE CAMA CORE LAND USE PLAN

WHEREAS, the Town desires to amend its 2019 update of the 2009 CAMA Core Land Use Plan, specifically pages 38-39, the Future Land Use Map, regarding Tax Parcel ID 019494 and 027733 and changing the future land use from a RA (rural/agricultural) designation to a Suburban Town Center designation; and

WHEREAS, the Town conducted a duly advertised public hearing on the amendment to the adopted CAMA Land Use Plan on pages 38-39 in the Future Land Use Map at the Regular Meeting of the Board of Commissioners on February 25, 2025; and

WHEREAS, the amendment to the CAMA Land Use Plan has been evaluated for its consistency with other existing policies and no internal inconsistencies exist; and

WHEREAS, the amendment is consistent with the currently approved North Carolina Coastal Management Program and the rules of the Coastal Resources Commission; and

WHEREAS, the amendment does not violate any state or federal laws.

NOW, THEREFORE BE IT RESOLVED THAT the Board of Commissioners of the Town of Swansboro, North Carolina, adopted the draft CAMA Core Land Use Plan to amend its 2019 update specifically pages 38-39 in the Future Land Use Map; and

BE IT FURTHER RESOLVED that the Town Manager of Swansboro is hereby authorized to submit the adopted CAMA Core Land Use Plan Update to the State for certification as described above.

Adopted this 25th day of February 2025.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **February 25, 2025**

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

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

The conditions proposed by the developer are as follows:

1. Strategic placement of development to enhance and preserve the natural buffers already present by providing additional separation from multifamily development, specifically along the rear of the property where residential development is already present
2. Even with the stormwater facilities proposed along the rear portion of the site, existing jurisdictional wetlands will be preserved along the eastern side of the property.
3. In accordance with the conditional zoning district section of the UDO, the site plan shows a 200ft corridor setback and in turn there is flexibility to allow a 40ft mean height for the multi-family buildings. This is 5ft over the standard 35ft building height requirements.
4. The proposal includes a variation from the off-street parking requirements for multi-family housing. Details found in application narrative.

The Planning Board did not recommend this conditional rezoning at their January 7, 2025, regular meeting due to future land use plan inconsistency.

Background Attachment(s):

1. Staff Analysis
2. TRC (Technical Review Committee) Comments
3. Fire Chief TRC Comments
4. Conditional rezoning application
5. Conditional rezoning narrative
6. Flybridge Conditional Rezoning Master Plan
7. Flybridge Building Elevations
8. Community meeting report
9. Traffic Impact Analysis
10. Comprehensive Plan Consistency Statement
11. Ordinance 2025-04

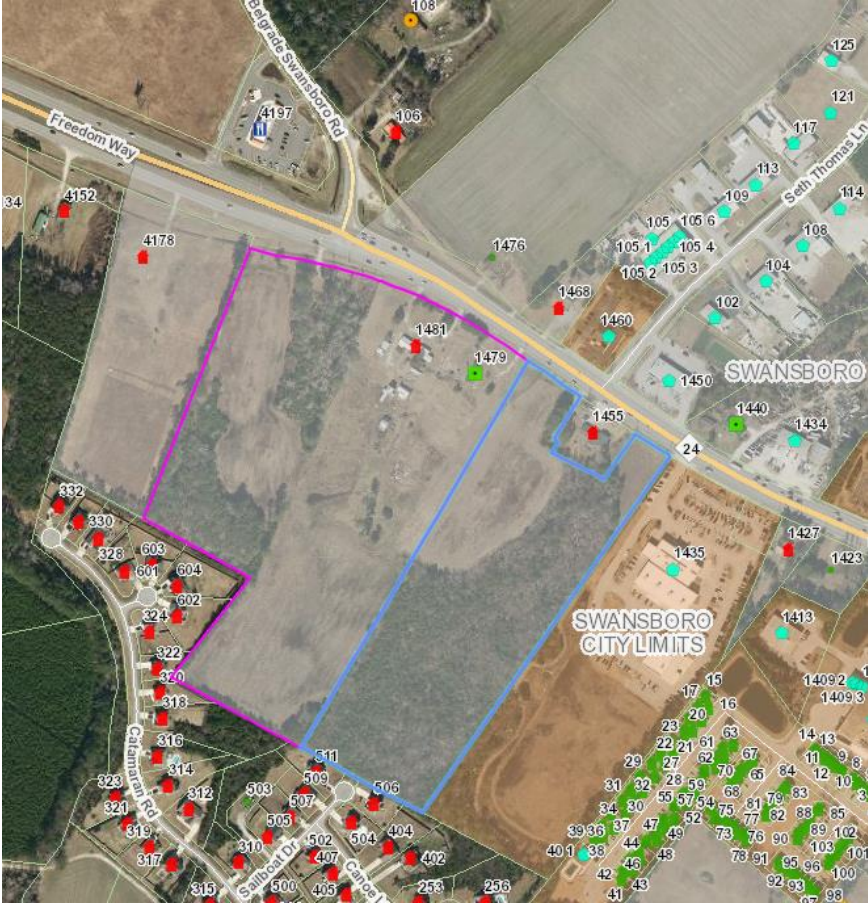
Recommended Action:

1. Hold a public hearing
2. Motion to approve or deny Ordinance 2025-04 for conditional rezoning of Tax Parcel ID 019494 and 027733, from RA (Rural/Agricultural) to B-1 CZ (business conditional zoning).

Action: _____

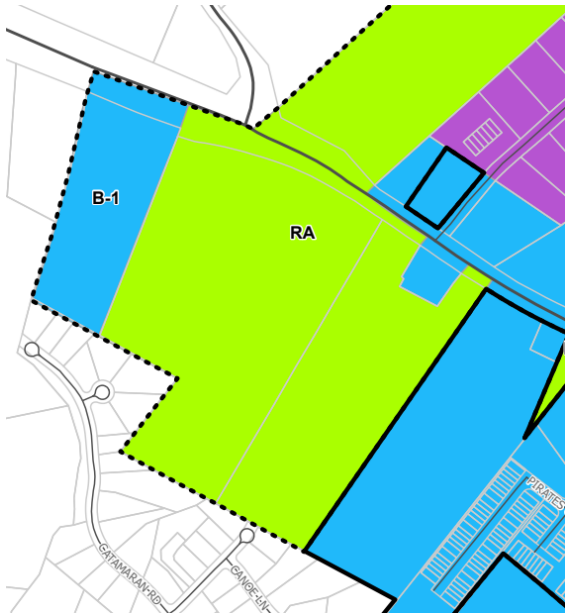
Flybridge

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). These parcels are surrounded on either side by properties zoned B-1. 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 Zoning Map and Legend



Swansboro Future Land Use Map and Legend



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

Legend

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

Steps needed for approval:

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

After community meetings are completed:

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

Items 2 and 3 will be heard first at the Planning Board and then at the Board of Commissioners on February 25th. 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.

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

5

RURAL / AGRICULTURAL (RA)

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

CHARACTER

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

ACCESS AND CIRCULATION

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



Example of a rural homestead



Agricultural field

SETBACKS

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

MASSING AND BUILDING HEIGHTS

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

BLOCKS

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

PARKING

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

APPROPRIATE DENSITY

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



Example of Rural Agricultural (RA)

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

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

REPRESENTATIVE AREAS

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

OTHER CONCERNS

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

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

5

SUBURBAN TOWN CENTER (STC)

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

CHARACTER

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

ACCESS AND CIRCULATION

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

Variety of scale and character for commercial development





Example of Suburban Town Center (STC)

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

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

SETBACKS

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

MASSING AND BUILDING HEIGHTS

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

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

PARKING

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

APPROPRIATE DENSITY / INTENSITY

This district has a moderate level of density with:

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



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Established 1783

www.swansboro-nc.org

Board of Commissioners

John Davis
Mayor

William Justice
Mayor Pro Tem

Jeffrey Conaway
Commissioner

Douglas Eckendorf
Commissioner

Joseph Brown
Commissioner

Patricia Turner
Commissioner

Interim Town Manager

Jon Barlow
tmgr@ci.swansboro.nc.us

Town Clerk

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

9/16/24

Flybridge
1481 W Corbett Ave
TRC 1st Submittal Comments

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

Fire Department- Jacob Randall, Fire Chief

- Comments attached on separate page.

ONWASA- Wynee Ray, Technical Operations Supervisor

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

Public Works- Gerlad Banks, Public Works Director

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

Building Department-Paul Ingram, Building Inspector

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

Police Department-Dwanve Taylor, Police Chief

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

Planning Department- Rebecca Brehmer, Planner

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



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



Item V - b.

August 26, 2024

Plan Review Comments (Fly Bridge)

Site Plan

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



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



Item V - b.

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

Building Plan – Include

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

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

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

APPLICATION FOR ZONING & ORDINANCE AMENDMENTS

Check the Appropriate Blank

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

Application No. _____

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

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

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

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

Mailing Address PO Box 130, Sanford, NC 27331

Zoning Amendments

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

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

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

Probable Use of Property Multi-Family Residential & Commercial

Reason for Zoning Change Request *See attached narrative

Ordinance Amendments

Code Section to be amended _____

Print clearly the code section wordage to be amended _____

Print clearly the code section wordage as suggested _____

Reason for requested amendment _____

Signature *Cory* Date 10/30/24

Future Land Use Map Amendment

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

Use of Property Proposed Multi-Family Residential & Commercial

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

Town Hall Use Only

Fee Paid \$800 Date Received 11/8/24 Date scheduled for Planning & Zoning Board review 11/7/25

Recommendation from Planning & Zoning Board Not recommended for approval

Public Hearing Run Dates 2/12 + 2/19 Date of Public Hearing 2/25

Effective Date of Change _____ Ordinance Number _____



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

Subject Site

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

Applicant/Owner Information

Flybridge Swansboro, LLC
PO Box 130
Sanford, NC 27331

Agent Information

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

Proposal

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

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

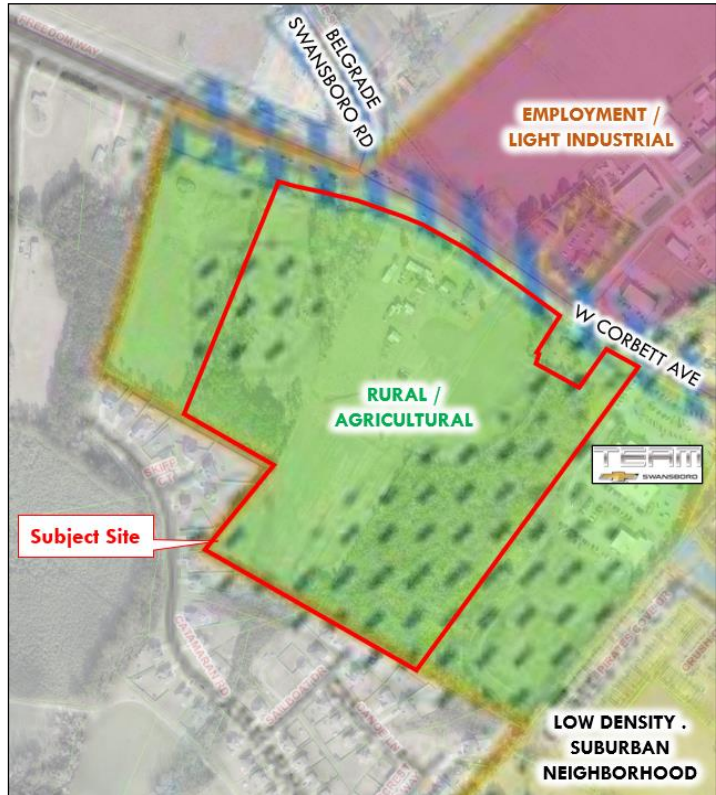
This proposal would amend the site’s future land use classification to Suburban Town Center (STC) and rezone the property to a Conditional B1 district.

Future Land Use Map Amendment

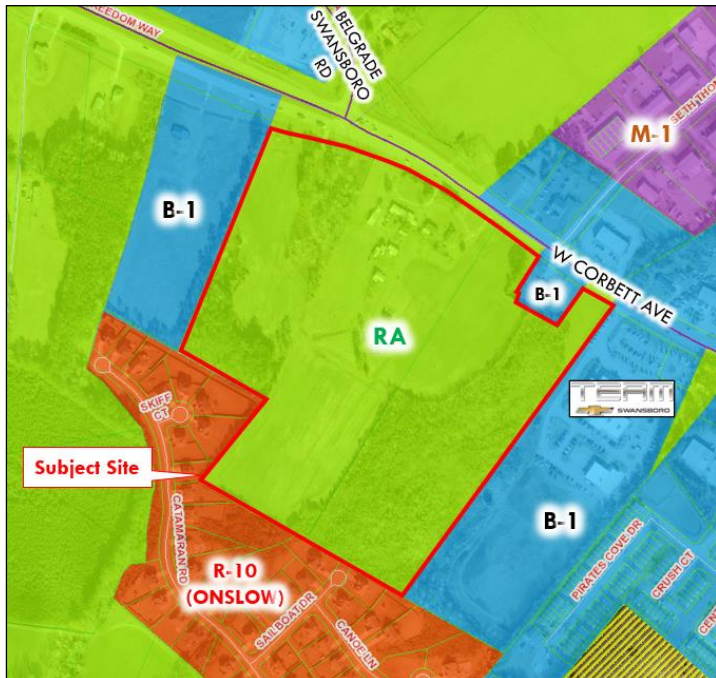
While the subject site is currently classified as Rural / Agricultural on the Future Land Use Map, its direct access to a major commercial corridor at a signalized intersection, along with existing and planned growth of the area make it more suitable for a mixed-use development. The Hwy 24 corridor heading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

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

Future Land Use Map:



Zoning Map:



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

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

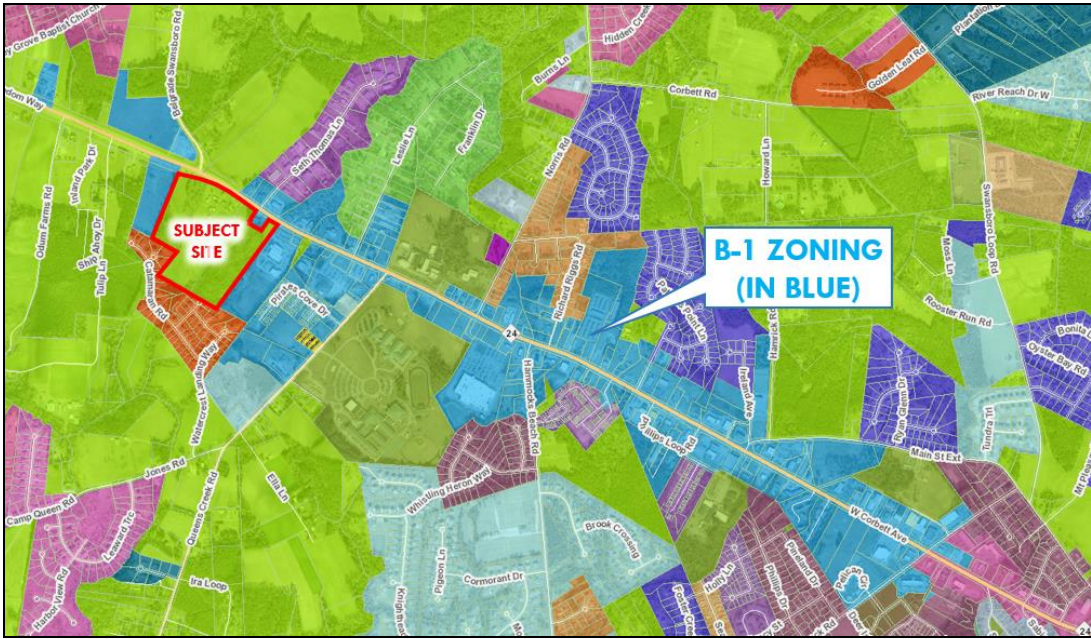
The site's location adjacent to a signalized intersection on NC 24 is consistent with the character of the Suburban Town Center classification, allowing convenient access to the community and surrounding area. In addition, the site's area of +/- 39 acres will allow for a mixture of uses, several commercial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

Conditional Rezoning

The applicant is requesting to rezone the site to a Conditional B1 district in order to construct a mixed-use development consisting of 324 multi-family units and six commercial outparcels. The proposed commercial district is consistent with the current zoning of the Hwy 24 corridor. As shown below, the vast majority of property along Hwy 24 is currently zoning B-1.

Following the goals of the Suburban Town Center classification, the proposed concept plan has been designed to provide for a secondary street network to reduce curb cuts on NC 24 and includes an internal sidewalk network. In addition, the proposed multi-family density at 10.6 dwellings per acre complies with the recommended maximum of 12 dwellings per acre for the Suburban Town Center classification.

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



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

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

Parking Narrative

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

According to the Institute of Transportation Engineers (ITE) Parking Generation Manual, the proposed multi-family housing would generate an average parking peak of 1.27 vehicles per unit (411 spaces), and an 85th percentile demand of 1.59 vehicles per unit (515 spaces).

In addition, of the 324 units, 126 will be 1-bedroom units (about 39% of the units). The remaining units will consist of 162 2-bedrooms units (50%) and 36 3-bedroom units (11%). Overall, the proposal will include 558 bedrooms, which is less than the provided 575 parking spaces.

Therefore, the proposed parking ratio of 1.77 spaces per unit (575 spaces) would accommodate the parking need for the proposal. By reducing the required parking, the proposal reduces unneeded impervious surface allowing for additional green/open space to be provided.

FLYBRIDGE SWANSBORO

W CORBETT AVE
SWANSBORO, NC

CONDITIONAL REZONING MASTER PLAN

NOVEMBER 2024

FOR

FLYBRIDGE SWANSBORO, LLC
PO BOX 130
SANFORD, NC 27331

PRELIMINARY DESIGN - NOT RELEASED FOR CONSTRUCTION

FLYBRIDGE SWANSBORO
SWANSBORO, NORTH CAROLINA

PROJECT # 23124.PE

NOVEMBER 2024

SHEET INDEX

SHEET NUMBER	SHEET TITLE
C-0.0	COVER SHEET
EX-1	EXISTING CONDITIONS
C-2.0	MASTER PLAN / SITE PLAN
L-1.0	LANDSCAPE PLAN

APPROVALS:

CONSULTANTS:

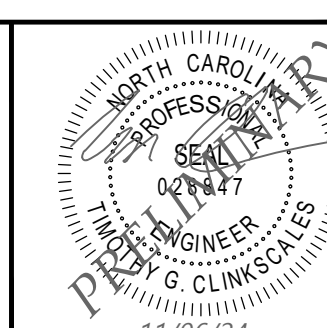
APPLICANT:
FLYBRIDGE SWANSBORO, LLC
PO BOX 130
SANFORD, NC 27331

**ENGINEER /
LANDSCAPE ARCHITECT:**
PARAMOUNTE ENGINEERING, INC.
122 CINEMA DRIVE
WILMINGTON, NORTH CAROLINA 28403
P: (910) 791-6707
ATTN: TIM CLINKSCALE, PE (ENGINEERING)
ATTN: JIM CIRELLO (LANDSCAPE)

SURVEYOR :
PARAMOUNTE ENGINEERING, INC.
122 CINEMA DRIVE
WILMINGTON, NORTH CAROLINA 28403
P: (910) 791-6707
ATTN: JOSH TAYLOR, PLS

PREPARED BY:

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



NOTICE REQUIRED

ALL EXISTING UNDERGROUND UTILITIES SHALL BE PHYSICALLY LOCATED PRIOR TO THE BEGINNING OF ANY CONSTRUCTION IN THE VICINITY OF SAID UTILITIES.

CONTRACTORS SHALL NOTIFY OPERATORS WHO MAINTAIN UNDERGROUND UTILITY LINES IN THE AREA OF PROPOSED EXCAVATION AT LEAST TWO WORKING DAYS, BUT NOT MORE THAN TEN WORKING DAYS PRIOR TO COMMENCEMENT OF EXCAVATION OR DEMOLITION.

CONTRACTORS SHALL CONTACT OVERHEAD ELECTRIC PROVIDER TO COMPLY WITH FEDERAL OSHA 1910.333 MINIMUM APPROACH DISTANCE TO ENERGIZED POWERLINES AND OSH 29 CFR 1926.1407-1411 MUST BE FOLLOWED.

CONTACT THESE UTILITIES

PENDER COUNTY PLANNING
PH: 910-326-4428

PIEDMONT NATURAL GAS
PH: 910-350-2242

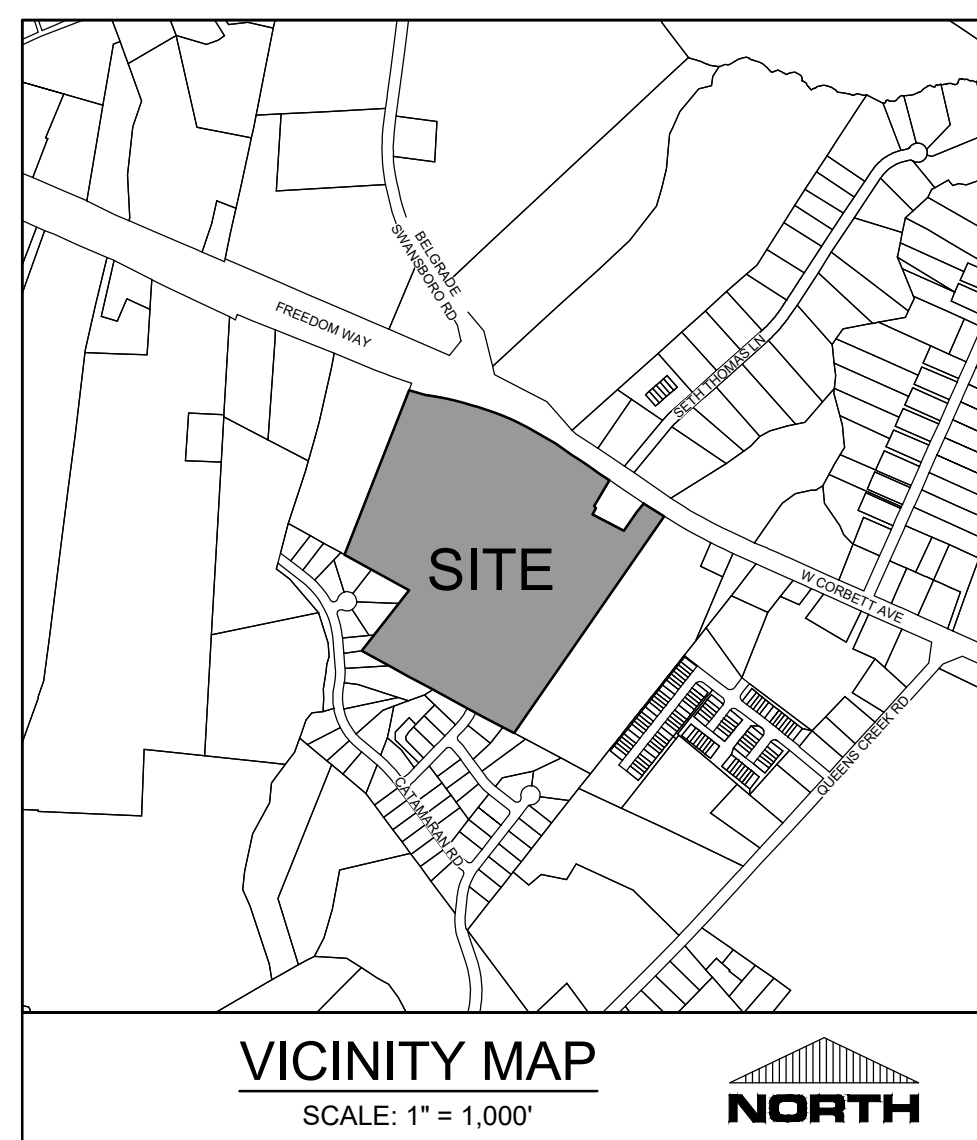
EMERGENCY DIAL 911
POLICE - FIRE - RESCUE

ONWASA (WATER & SEWER)
PH: 910-455-0722

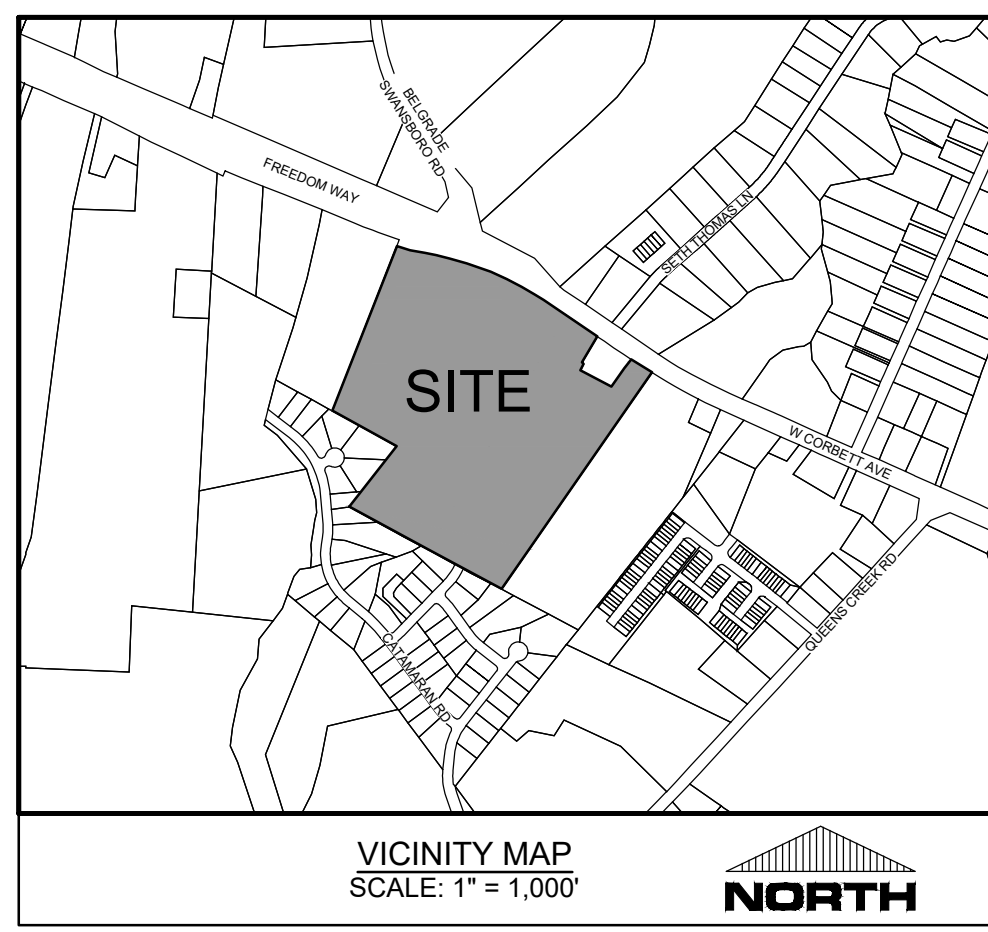
DUKE ENERGY
PH: 910-602-4304

BELL SOUTH
PH: 910-341-0741

TIME WARNER CABLE
PH: 910-763-4638



Know what's below.



SITE DATA TABULATION

PROJECT ADDRESS: 1481 W CORBETT AVE
SWANSBORO, NC 28584

PARCEL ID: 019494
027733

PIN: 535503221934
535503227635

PROPERTY OWNER: FLYBRIDGE SWANSBORO, LLC
PO BOX 130
SANFORD, NC 27331

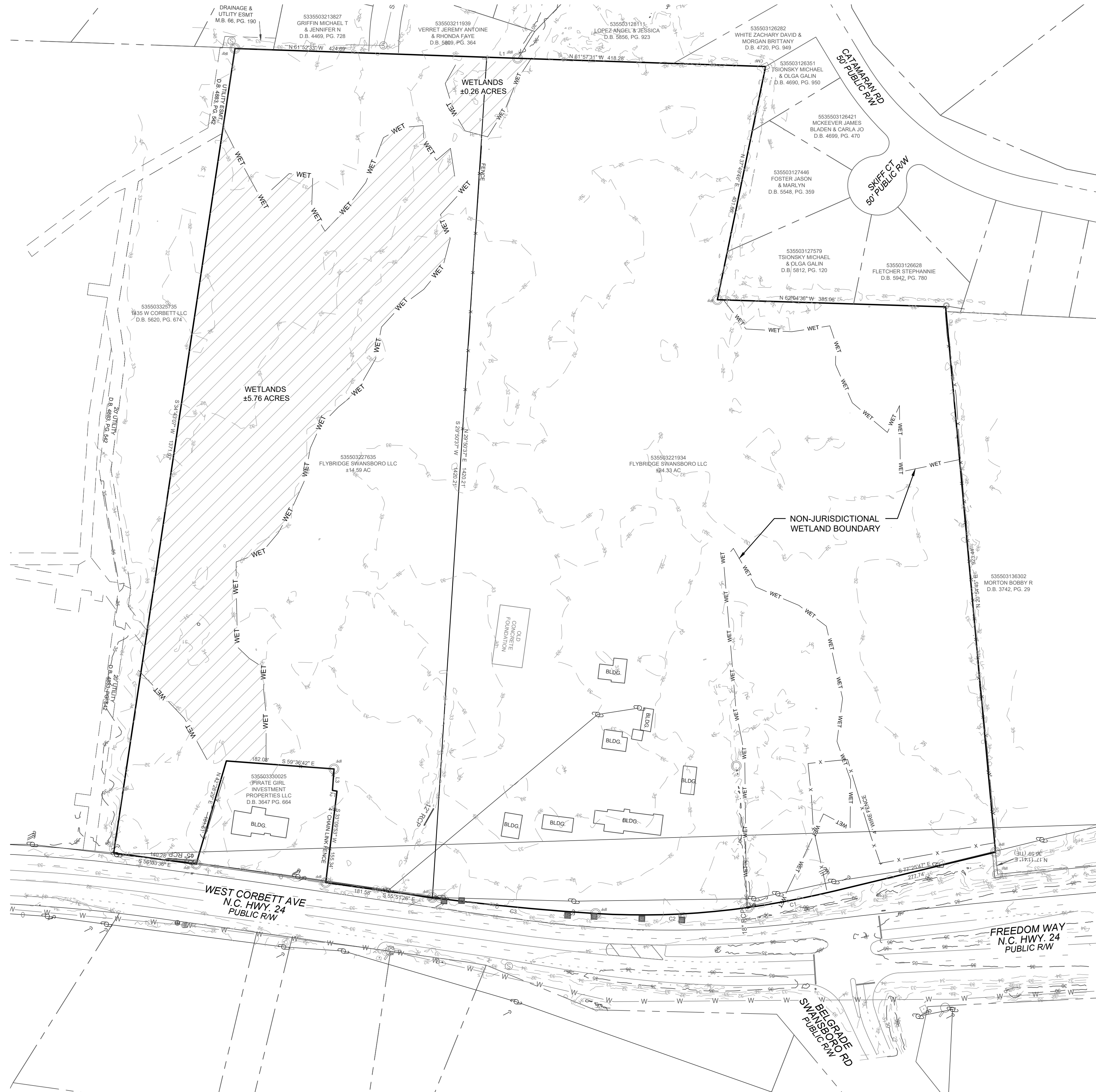
CURRENT ZONING: RA (RESIDENTIAL / AGRICULTURAL)

TOTAL SITE AREA: ±38.92 ACRES OR 1,695,500 SF

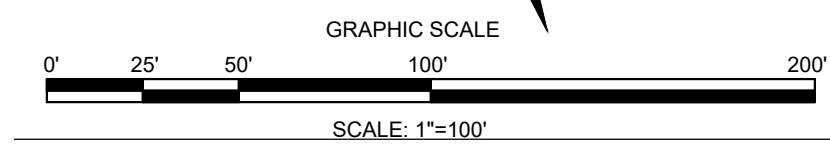
FLOOD INFORMATION: THIS SITE IS NOT LOCATED IN A SPECIAL
FLOOD HAZARD AREA AS DETERMINED BY
FEMA FLOOD PANEL 3720535500K, DATED
JUNE 19, 2020

LINE	BEARING	DISTANCE
L1	N 61°52'33" W	52.09'
L2	S 52°58'59" E	7.81'
L3	S 30°30'41" W	36.16'

CURVE	RADIUS	ARC LENGTH	DELTA	CHORD LENGTH	CHORD BEARING
C1	1588.06'	149.56'	5°27'54"	149.51'	S 74°41'50" E
C2	1265.53'	258.09'	11°41'06"	257.64'	S 66°07'20" E
C3	3998.16'	276.56'	3°57'48"	276.50'	S 58°17'54" E



- LEGEND:**
- IPF IRON PIPE FOUND
 - IRF IRON ROD FOUND
 - COMPUTED POINT
 - CMF CONCRETE MONUMENT FOUND
 - PKF PK NAIL FOUND
 - ⊙ PKS PK NAIL SET
 - ⊠ TRANSFORMER
 - ⊡ POWER POLE
 - ⊢ GUY ANCHOR
 - ⊣ TELEPHONE RISER
 - WATER METER
 - WATER VALVE
 - ⊙ FIRE HYDRANT
 - ⊙ CLEAN-OUT
 - ⊙ SANITARY SEWER MANHOLE
 - ⊙ STORM DRAINAGE MANHOLE
 - CATCH BASIN
 - EASEMENT LINE
 - - - ADJOINER PROPERTY LINE
 - - - SETBACK LINE
 - - - OVERHEAD ELECTRIC
 - - - RIGHT OF WAY LINE
 - x x x FENCE



Item V - b.

REVISIONS:

CLIENT INFORMATION:
FLYBRIDGE SWANSBORO LLC
PO BOX 130
SANFORD, NC 27331

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

EXISTING CONDITIONS
FLYBRIDGE SWANSBORO
1481 W CORBETT AVE
SWANSBORO, NC 28584

PROJECT STATUS:
CONCEPTUAL LAYOUT:
FINAL DESIGN:
RELEASED FOR CONSTRUCTION

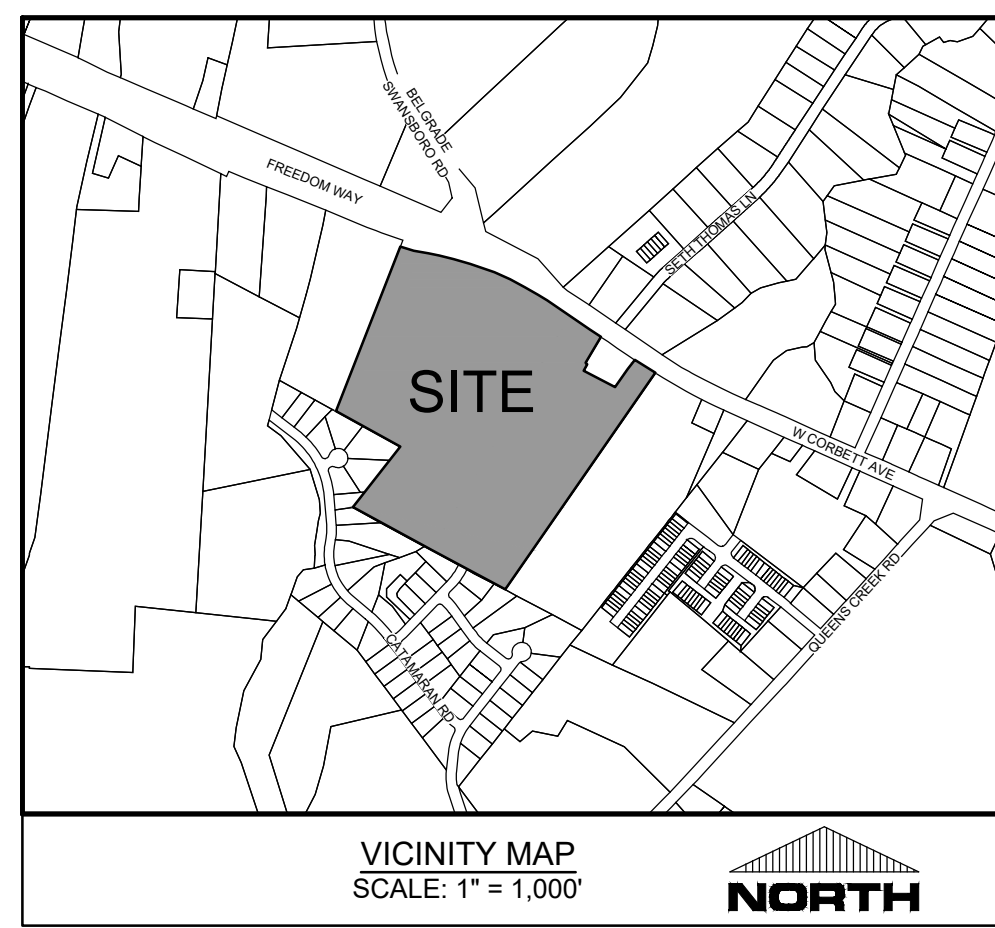
DRAWING INFORMATION:
DATE: 11/06/24
DESIGNED: [Signature]
SCALE: AS SHOWN
CHECKED: [Signature]

SEAL: [Professional Engineer Seal]

EX-1

PEI JOB#: 23124.PE

PRELIMINARY DESIGN - NOT RELEASED FOR CONSTRUCTION



VICINITY MAP
SCALE: 1" = 1,000'



SITE DATA TABULATION

PROJECT ADDRESS: 1481 W CORBETT AVE
SWANSBORO, NC 28584

PROPERTY OWNER: FLYBRIDGE SWANSBORO, LLC
PO BOX 130
SANFORD, NC 27331

PARCEL ID: 019494
027733

PIN: 535503221934
535503227635

DEED BOOK / PAGE: 5998 / 846
6000 / 183

CURRENT ZONING: RA (RESIDENTIAL / AGRICULTURAL)

TOTAL SITE AREA: ±38.92 ACRES OR 1,695,500 SF

PROPOSED USE: MULTI-FAMILY / COMMERCIAL OUTPARCELS
PROPOSED ZONING: CONDITIONAL B1

FLOOD INFORMATION: THIS SITE IS NOT LOCATED IN A SPECIAL HAZARD AREA AS DETERMINED BY FEMA FLOOD PANEL 3720535500K, DATED JUNE 19, 2020

SOIL TYPES: Ra - RAINS FINE SANDY LOAM
GoA - GOLDSBORO FINE SANDY LOAM

DEVELOPMENT DATA

ACREAGE

MULTI-FAMILY:	±30.53 AC
COMMERCIAL OUTPARCEL 1:	±1.68 AC
COMMERCIAL OUTPARCEL 2:	±0.66 AC
COMMERCIAL OUTPARCEL 3:	±1.17 AC
COMMERCIAL OUTPARCEL 4:	±1.04 AC
COMMERCIAL OUTPARCEL 5:	±1.28 AC
COMMERCIAL OUTPARCEL 6:	±0.84 AC
ROADWAYS:	±1.72 AC
TOTAL:	±38.92 AC

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

MULTI-FAMILY (MF):
PROPOSED RESIDENTIAL UNITS: 324 UNITS
PROPOSED RESIDENTIAL DENSITY: 10.6 DU / AC

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

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

PARKING PROVIDED: 575 TOTAL SPACES (1.77 SPACES PER UNIT)
28 ADA SPACES (11 REQUIRED)

COMMERCIAL OUTPARCELS

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

MAX BUILDING HEIGHT: 35'

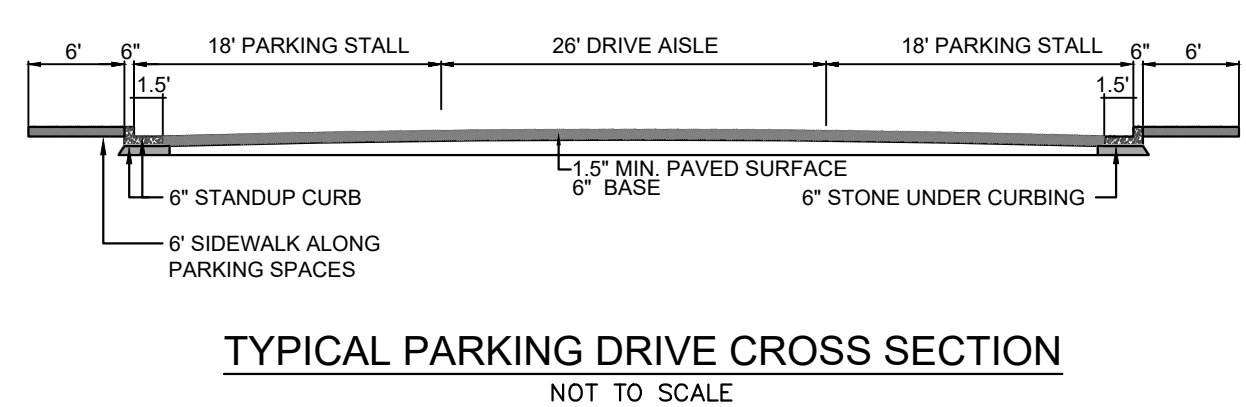
ALLOWABLE USES:
1. USES SHALL BE LIMITED TO THOSE PERMITTED IN THE B1 ZONING DISTRICT. REFER TO THE TABLE OF PERMITTED / SPECIAL USES (UDO SECTION 152.179) FOR USES PERMITTED BY-RIGHT AND BY SPECIAL USE.
2. CERTAIN USES MAY BE SUBJECT TO ADDITIONAL USE STANDARDS AS NOTED ON THE TABLE OF PERMITTED / SPECIAL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

ACCESSORY USES:
1. ACCESSORY STRUCTURES SHALL BE SUBJECT TO THE SETBACKS LISTED IN TABLE 152.195 OF THE UDO.

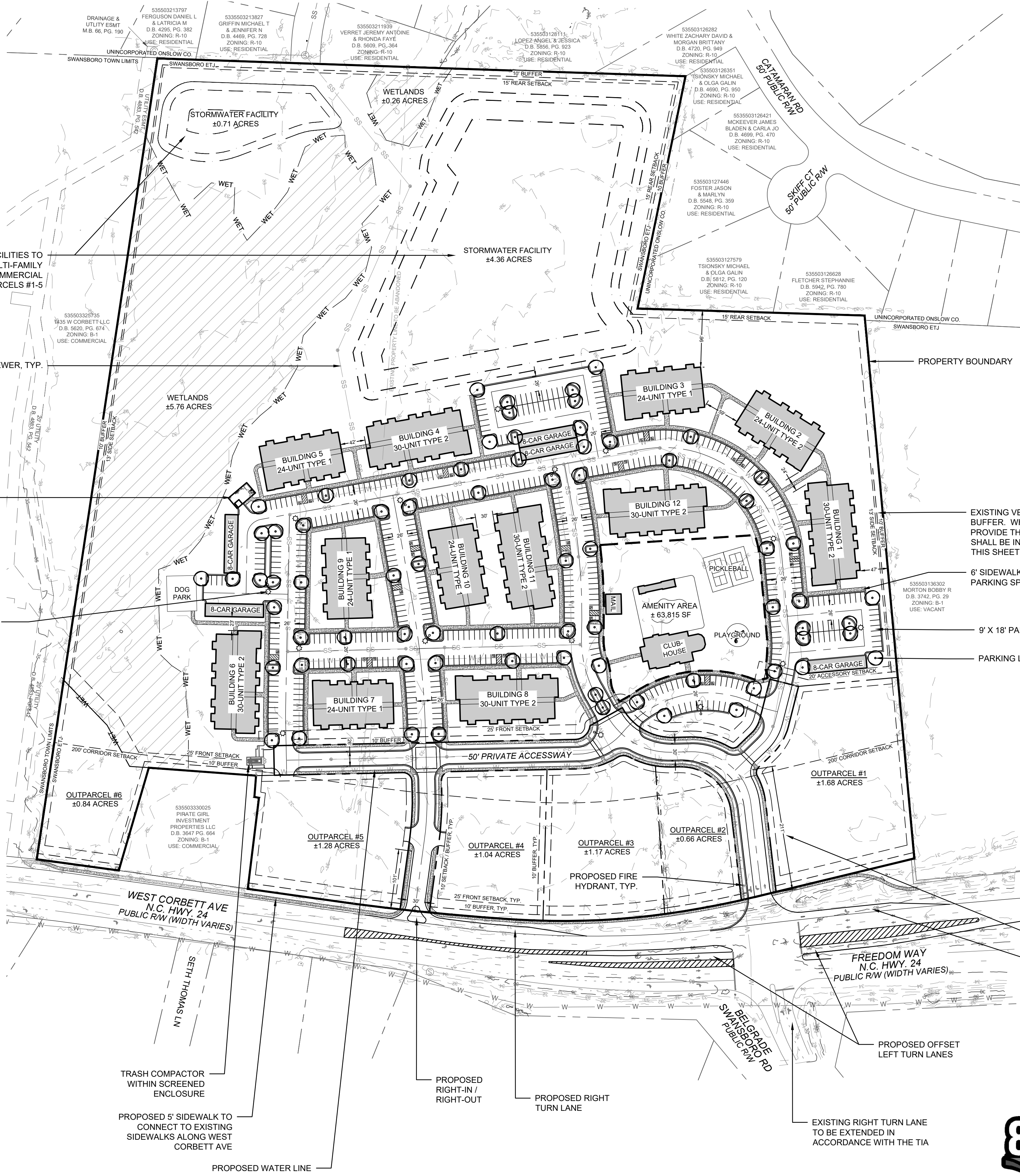
LEGEND

- PROPERTY BOUNDARY
- - - ADJACENT PROPERTY BOUNDARY
- WET - WETLAND BOUNDARY
- W - WATER LINE
- SS - SEWER LINE
- S - STREETLIGHT
- FH - FIRE HYDRANT

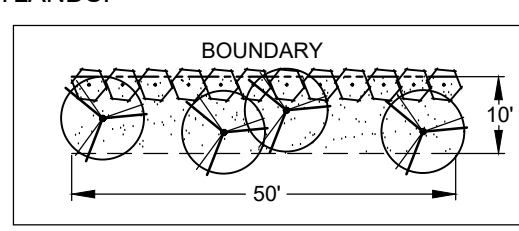
- GENERAL NOTES**
- NO CHANGES TO ANY ASPECT OF THIS SITE PLAN, INCLUDING BUT NOT LIMITED TO, LANDSCAPING, GRADING, BUILDING ELEVATIONS, LIGHTING OR UTILITIES WILL BE MADE WITHOUT THE APPROVAL OF THE TOWN.
 - THE SITE SHALL BE STABILIZED AND SEEDING PRIOR TO THE ISSUANCE OF A CERTIFICATION OF OCCUPANCY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



TYPICAL PARKING DRIVE CROSS SECTION
NOT TO SCALE



- REQUIRED BUFFER YARDS**
- THE PROPOSED MULTI-FAMILY AND COMMERCIAL OUTPARCELS SHALL PROVIDE A PERIMETER AND STREETSCAPE BUFFER.
 - EXISTING VEGETATION SHALL BE PRESERVED WITHIN REQUIRED BUFFERS. IN AREAS WHERE EXISTING VEGETATION DOES NOT COMPLY WITH THE BELOW SPECIFICATIONS, ADDITIONAL LANDSCAPING SHALL BE INSTALLED.
 - THE REQUIRED BUFFER SHALL BE A MINIMUM OF 10' IN WIDTH AND CONTAIN AT LEAST 2 CANOPY TREES OR FOUR UNDERSTORY TREES, AND 12 SHRUBS FOR EVERY 50 LINEAR FEET.
 - THE BUFFER SHALL INCLUDE A 6' WOODED FENCE WHERE ABUTTING RESIDENTIALLY ZONED PROPERTY, EXCEPT IN AREAS THAT CONTAIN EXISTING WETLANDS.



- PARKING LOT LANDSCAPING**
- AT LEAST 8% OF THE GROSS PAVED AREA OF A PARKING FACILITY SHALL BE LANDSCAPED.
 - CONSECUTIVE PARKING SPACES SHALL INCORPORATE LANDSCAPE ISLANDS NO MORE THAN 15 SPACES APART AND AT THE ENDS OF ALL PARKING ROWS.
 - LANDSCAPE ISLANDS SHALL BE A MINIMUM OF 100 SQUARE FEET IN AREA AND AT LEAST 8 FEET IN WIDTH.
- MF LANDSCAPING REQUIRED: 16,534 SF
8% OF THE 206,679 SF GROSS PAVED AREA
LANDSCAPING PROVIDED: 21,502 SF (10.4%)

- SCREENING**
- ALL TRASH CONTAINMENT AREAS SHALL BE SCREENED WITH AN ENCLOSURE AT LEAST 8 FEET IN HEIGHT OR 2 FEET TALLER THAN THE HIGHEST POINT OF THE COMPACTOR / DUMPSTER (WHICHEVER IS GREATER).
 - THE ENCLOSURE SHALL BE MADE OF A MASONRY, WOOD, OR SIMILAR MATERIAL THAT IS 80% OPAQUE.
 - THE ENCLOSURE SHALL BE SURROUNDED BY A CONTINUOUS LANDSCAPE BUFFER.

- TRAFFIC**
- A TRAFFIC IMPACT ANALYSIS (TIA) HAS BEEN COMPLETED AND WAS APPROVED BY NCDOT. REQUIRED ROADWAY IMPROVEMENTS SHALL BE INSTALLED IN ACCORDANCE WITH NCDOT STANDARDS.

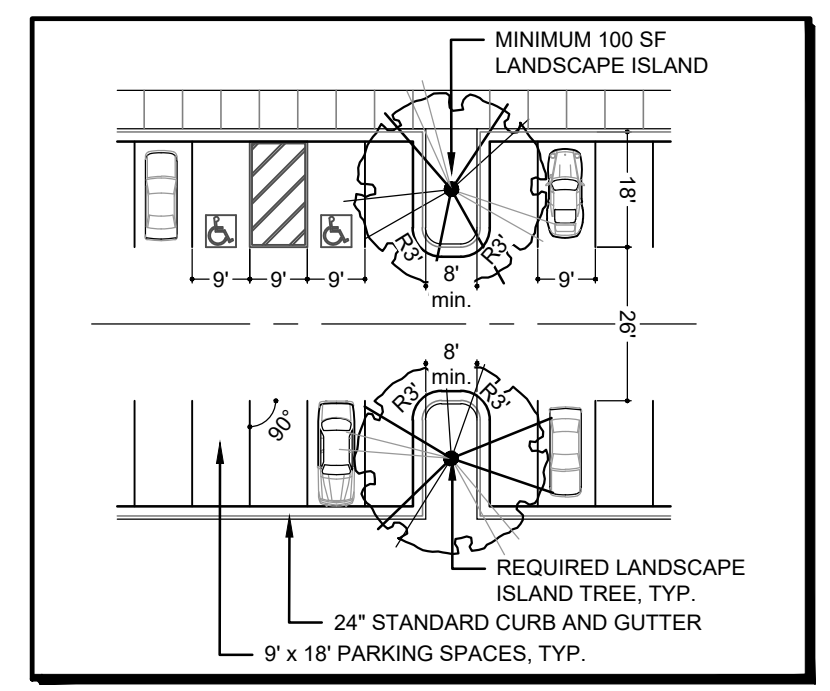
- STREETLIGHTS**
- STREETLIGHT LOCATIONS SHOWN ON PLAN ARE PRELIMINARY. FINAL DESIGN AND LOCATIONS WILL BE PROVIDED AND MUST COMPLY WITH THE LIGHTING REQUIREMENTS FOUND IN SECTIONS 152.500 - 152.512 OF THE UDO.

EXISTING VEGETATION SHALL SERVE AS THE REQUIRED BUFFER. WHERE EXISTING VEGETATION IS INADEQUATE TO PROVIDE THE REQUIRED BUFFERING, ADDITIONAL VEGETATION SHALL BE INSTALLED AS SHOWN IN BUFFER PLANTING DETAIL, THIS SHEET.

6' SIDEWALKS ALONG PARKING SPACES

9' X 18' PARKING SPACES

PARKING LOT LANDSCAPING, TYP.



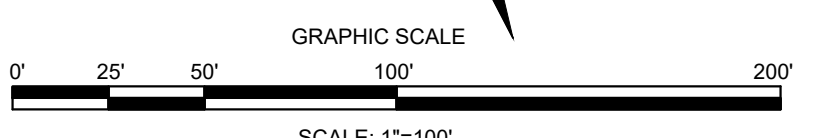
TYPICAL 90° PARKING SPACE DETAIL - NOT TO SCALE

DRIVEWAY STEM LENGTHS PROVIDED IN ACCORDANCE WITH APPROVED TIA

PROPOSED RIGHT TURN LANE

PROPOSED OFFSET LEFT TURN LANES

EXISTING RIGHT TURN LANE TO BE EXTENDED IN ACCORDANCE WITH THE TIA



PRELIMINARY DESIGN - NOT RELEASED FOR CONSTRUCTION

Item V - b.

REVISIONS:

CLIENT INFORMATION:
FLYBRIDGE SWANSBORO LLC
PO BOX 130
SANFORD, NC 27331

PARAMOUNT ENGINEERING
122 Cinema Drive
Wilmington, North Carolina 28403
(910) 791-6707 (O) (910) 791-6700 (F)
NC License #: C-2846

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

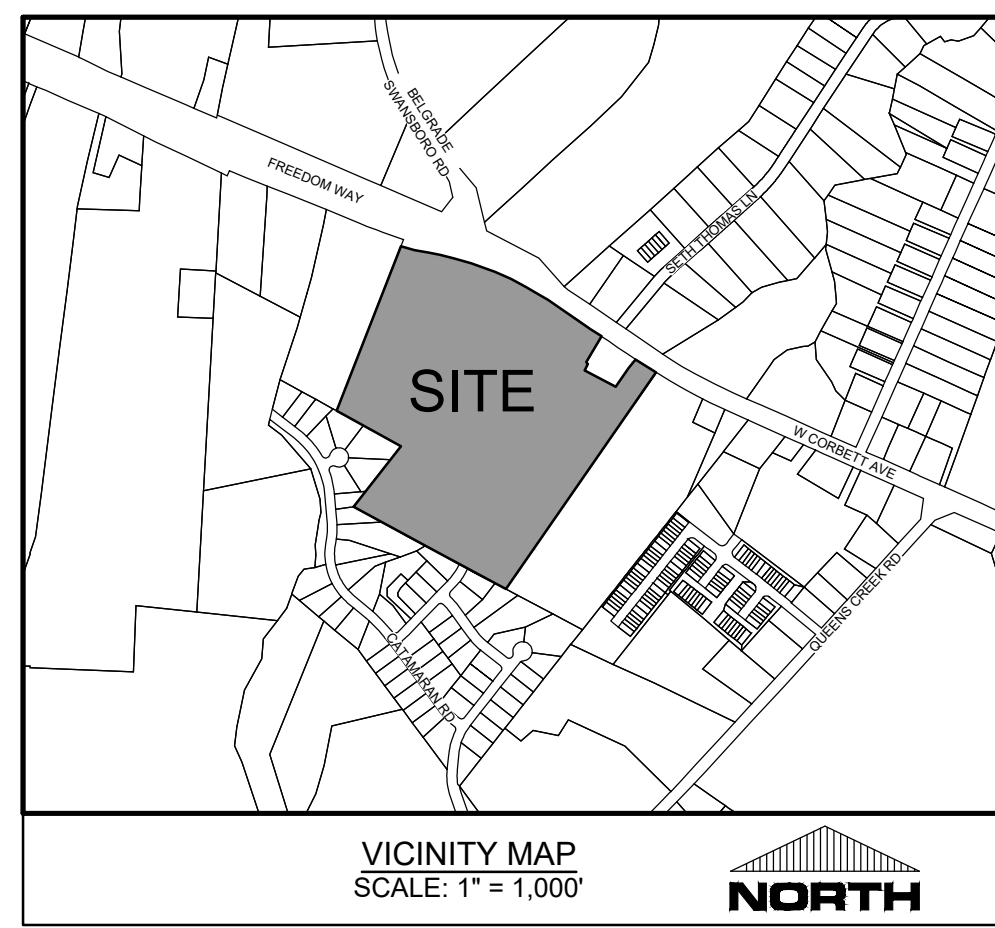
PROJECT STATUS:
CONCEPTUAL LAYOUT:
FINAL DESIGN:
RELEASED FOR CONSTRUCTION

DRAWING INFORMATION:
SCALE: 1" = 100'
DESIGNED:
SCALE:
CHECKED:

SEAL
Professional Engineer
11/06/24

C-2.0

PEI JOB#: 23124 PE



SITE DATA TABULATION

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SWANSBORO, NC 28584

PROPERTY OWNER: FLYBRIDGE SWANSBORO, LLC
PO BOX 130
SANFORD, NC 27331

PARCEL ID: 019494
027733

PIN: 535503221934
535503227635

DEED BOOK / PAGE: 5998 / 846
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PROPOSED ZONING: CONDITIONAL B1

FLOOD INFORMATION: THIS SITE IS NOT LOCATED IN A SPECIAL HAZARD AREA AS DETERMINED BY FEMA FLOOD PANEL 3720535500K, DATED JUNE 19, 2020

GENERAL LANDSCAPING NOTES

- SPECIFIC LANDSCAPING SHOWN ON THIS PLAN IS FOR THE MULTI-FAMILY SECTION OF THE DEVELOPMENT. LANDSCAPE PLANS FOR THE COMMERCIAL OUTPARCELS TO BE PROVIDED AT THE TIME OF THE SITE PLAN REVIEW FOR THE OUTPARCELS.
- ALL TREE AND PLANT MATERIAL SELECTION SHALL BE NATIVE OR ADAPTABLE TO THE SWANSBORO REGION AND ITS CLIMATE.
- EACH SHRUB SHALL BE A MINIMUM OF 3 GALLONS AND 12 INCHES IN HEIGHT AT THE TIME OF PLANTING.
- EACH TREE SHALL BE A MINIMUM OF 3 INCHES IN CALIPER AND 12 FEET IN HEIGHT AT THE TIME OF PLANTING.

REQUIRED BUFFER YARDS

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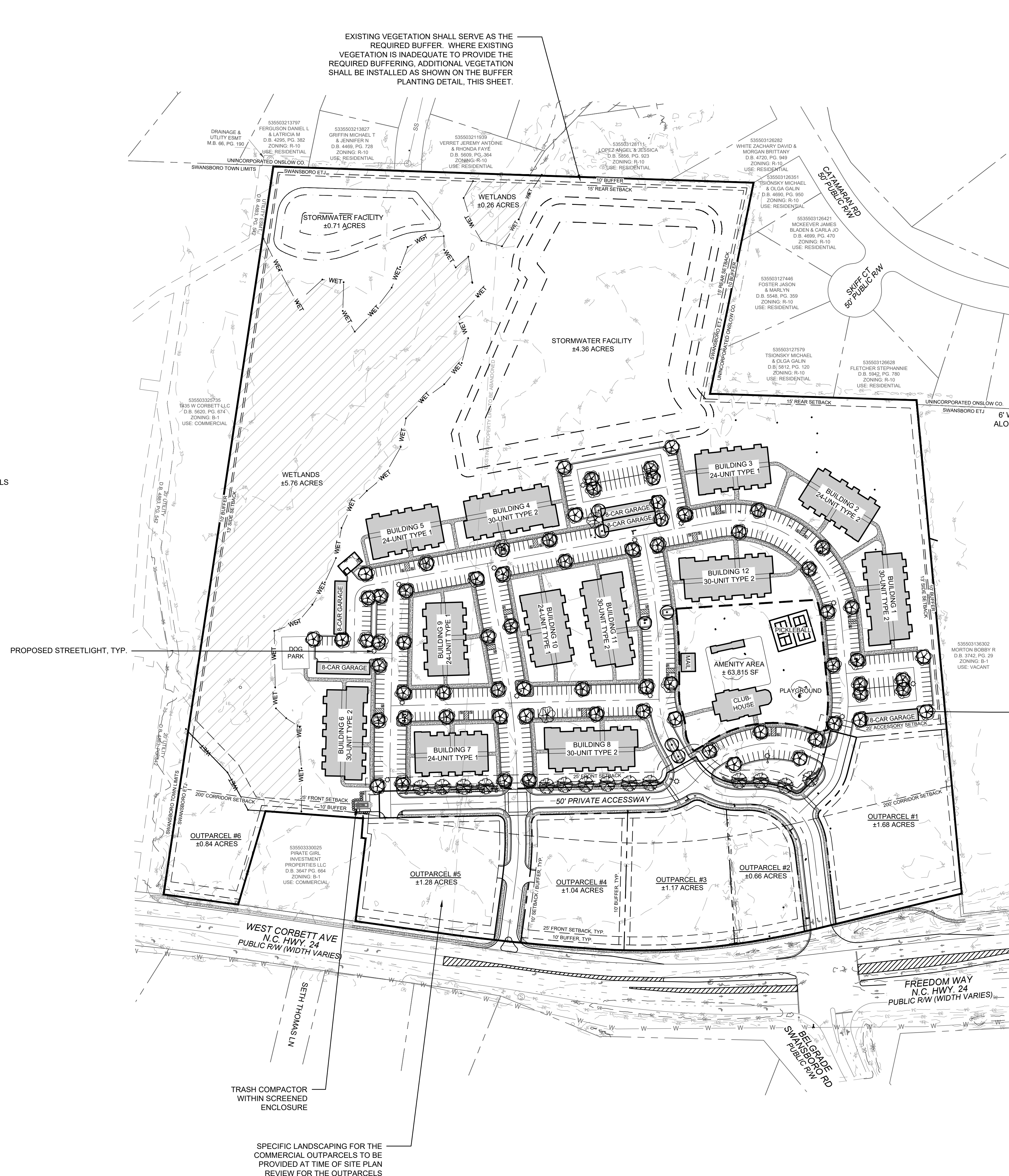
PARKING LOT LANDSCAPING

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MF LANDSCAPING REQUIRED: 16,534 SF
8% OF THE 206,679 SF GROSS PAVED AREA
LANDSCAPING PROVIDED: 21,502 SF (10.4%)

SCREENING

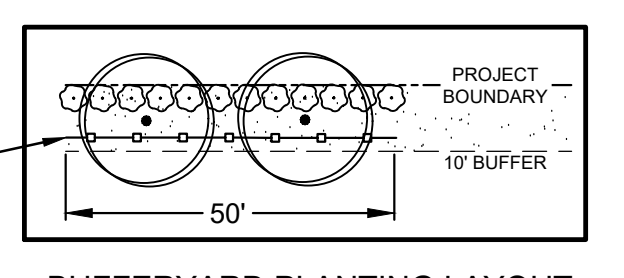
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EXISTING VEGETATION SHALL SERVE AS THE REQUIRED BUFFER. WHERE EXISTING VEGETATION IS INADEQUATE TO PROVIDE THE REQUIRED BUFFERING, ADDITIONAL VEGETATION SHALL BE INSTALLED AS SHOWN ON THE BUFFER PLANTING DETAIL, THIS SHEET.

PLANT SCHEDULE BUFFERYARD

SYMBOL	QTY	BOTANICAL / COMMON NAME	SIZE
TREES			
	2	MAGNOLIA GRANDIFLORA / SOUTHERN MAGNOLIA	3" CAL / 12' H (MIN)
SHRUBS			
	12	MYRICA CERIFERA / WAX MYRTLE	3 GAL / 12" HT



PLANT SCHEDULE STREETYARD BUFFER

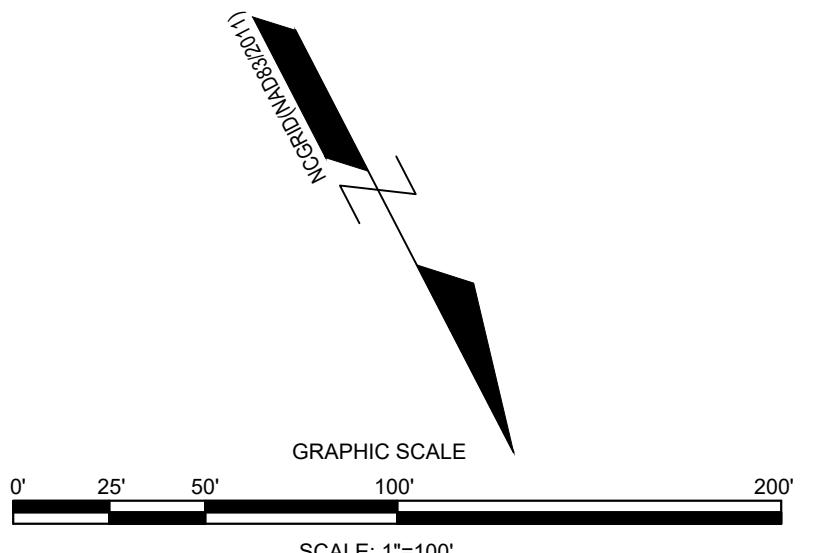
SYMBOL	QTY	BOTANICAL / COMMON NAME	SIZE
CANOPY TREES			
	14	QUERCUS VIRGINIANA / SOUTHERN LIVE OAK	3" CAL / 12' H (MIN)
SHRUBS			
	172	CALLICARPA AMERICANA / AMERICAN BEAUTYBERRY	3 GAL / 12" HT

PLANT SCHEDULE PARKING LOT

SYMBOL	QTY	BOTANICAL / COMMON NAME	SIZE
CANOPY TREES			
	66	QUERCUS NUTTALLII / NUTTALL OAK	10' - 12' H

PLANT SCHEDULE SCREENING

SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	CONTAINER
	MC	21	MYRICA CERIFERA / WAX MYRTLE	3 GAL / 12" HT



Item V - b.

REVISIONS:

CLIENT INFORMATION:
FLYBRIDGE SWANSBORO LLC
PO BOX 130
SANFORD, NC 27331

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

LANDSCAPE PLAN
FLYBRIDGE SWANSBORO
1481 W CORBETT AVE
SWANSBORO, NC 28584

PROJECT STATUS:
CONCEPTUAL LAYOUT:
FINAL DESIGN:
RELEASED FOR CONSTRUCTION

DRAWING INFORMATION:
SCALE: 1"=100'
DATE: 11/06/24
DESIGNED: [Signature]
CHECKED: [Signature]

SEAL
PEI G. CLUNK
REGISTERED PROFESSIONAL ENGINEER
11/06/24

L-1.0

PEI JOB#: 23124.PE

PRELIMINARY DESIGN - NOT RELEASED FOR CONSTRUCTION



**SCHEMATIC ELEVATION
FLYBRIDGE SWANSBORO
SEPTEMBER 27, 2023**





**SCHEMATIC ELEVATION
FLYBRIDGE SWANSBORO
SEPTEMBER 27, 2023**





**SCHEMATIC ELEVATION
FLYBRIDGE SWANSBORO
SEPTEMBER 27, 2023**



EXTERIOR ELEVATION MATERIALS LEGEND

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



PLAGEMAN ARCHITECTURE
BURLINGTON
SWANSBORO

FOR REVIEW ONLY

NOT FOR CONSTRUCTION

SCHEMATIC DESIGN DRAWINGS FOR
FLYBRIDGE SWANSBORO
SWANSBORO, NORTH CAROLINA

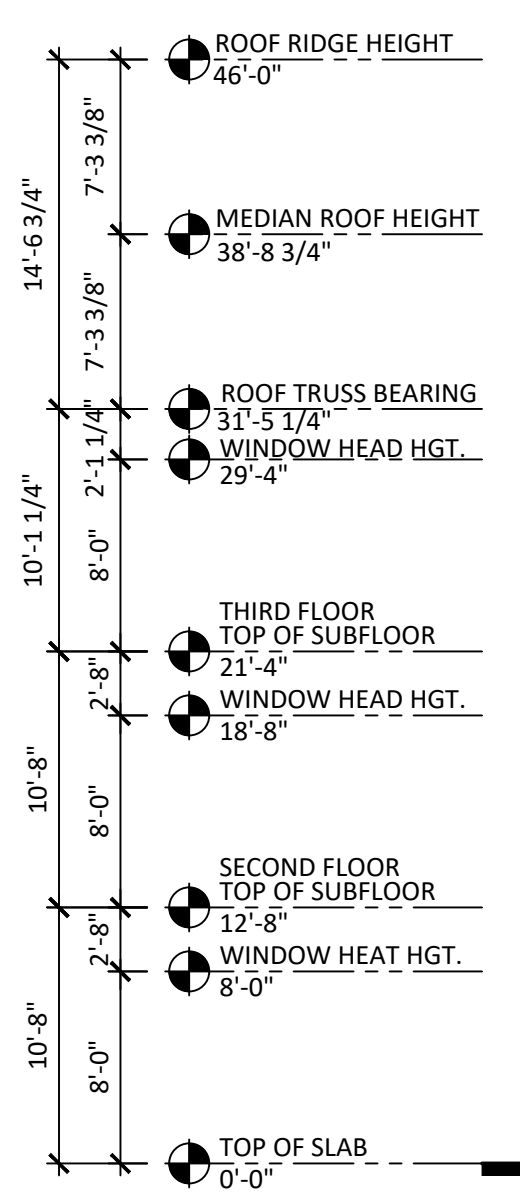
REVISIONS

JOB NUMBER
PA2304
DRAWN BY: (PARCH)
SHEET NAME
COVER SHEET

SHEET NUMBER

AP000

COPYRIGHT 2024 - PLAGEMAN ARCHITECTURE - THESE DRAWINGS ARE INSTRUMENTS OF SERVICE INTENDED FOR THE USE OF THIS PROJECT ONLY - ANY REUSE OR REPRODUCTION FOR ANOTHER PROJECT IS STRICTLY PROHIBITED.



FLYBRIGE APARTMENTS

BUILDING TYPE ONE EXTERIOR ELEVATION

1 FRONT ELEVATION
SCALE: 1/8" = 1'-0"

PARAMOUNT

ENGINEERING, INC.

Community Meeting Report for Flybridge Swansboro

Conditional Rezoning by Flybridge Swansboro, LLC

Two community meetings were held by the applicant to discuss the Flybridge Swansboro proposal with interested neighbors. Notice of the meetings was mailed to owners of all properties located within one mile of the perimeter of the parcel boundaries as listed on the Onslow County tax records. The meetings were held on November 25, 2024 from 2:00pm-4:00pm and from 5:00-7:00pm at the Swansboro Recreation Center, 830 Main Street Ext, Swansboro, NC 28584.

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

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

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

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

the multi-family buildings to be located farther from the adjacent single-family homes.

- **Stormwater**
 - *Neighbors expressed concerns about flooding.*
 - *The project is required to comply with local and State stormwater regulations. Stormwater facilities will be provided within the development that are designed to collect and treat all stormwater runoff generated by the site. In addition, our engineers are examining designing the system for a 200-year storm event.*
- **Commercial Uses**
 - *Neighbors were interested in the types of proposed commercial uses.*
 - *The exact uses that will occupy the commercial outparcels are unknown at this time but would be limited to businesses permitted in the B1 zoning district. The TIA studied a range of commercial uses including a convenience store with gas sales, restaurants, and strip-style commercial that would typically have a mixture of office, retail, and restaurant establishments.*
- **Concerns with Multi-Family Housing**
 - *Many residents expressed fear and concern over apartments, but when it was explained they were market-rate, some were relieved. Not everyone wanted apartments in their community.*
 - *Because the apartments are market rate, the exact rental rates are not known at this time but will likely average approximately \$1,500 a month. The site has been designed with stormwater facilities in the rear resulting in increased setbacks for the multi-family buildings. The multi-family building closest to an existing residential lot is setback approximately 90 feet from the project boundary. This will allow for additional buffering to be preserved along the boundary. The multi-family housing is also required to obtain a Special Use Permit which is considered by the Board of Commissioners at a separate public hearing.*
- **School Impact**
 - *Many residents were concerned about the impact of the development on area schools.*
 - *The proposed multi-family housing will consist of approximately 50% 2-bedroom units, 40% 1-bedroom units, and 10% 3-bedroom units. While school children are expected to live within the development, the proposed unit sizes would typically result in smaller household sizes and less school age children than a typical single-family development of the same size. In addition, one target demographic for the apartments would be government workers, such as entry-level teachers. The proposed development will also increase the tax base providing more funds that could be made available to the school system.*
- **Tax Base**
 - *Several residents had concerns about the development utilizing Town services without paying Town taxes.*
 - *While it cannot be a condition of the rezoning and is subject to the property owner's request and Town approval, it is the intention of the owner to petition for annexation into the Town.*
- **Timeline**
 - *If the rezoning is approved, it is anticipated that construction would begin in 2026.*



TRAFFIC IMPACT ANALYSIS

FOR

FLYBRIDGE

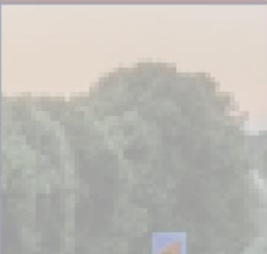
LOCATED

IN

SWANSBORO, NC

Prepared For:

Carolina Commercial Contractors
1600 Colon Road
Sanford, NC



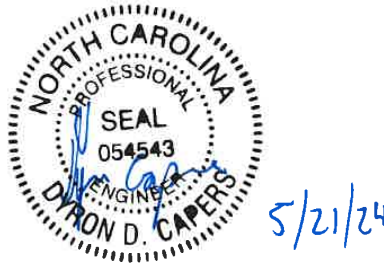
MAY 2024

DRMP Project No. 23103

Prepared By: GB

Reviewed By: DC

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



Prepared For:

Carolian Commercial Contractors
1600 Colon Road
Sanford, NC

Prepared By:

DRMP, Inc.
License #F-1524

TRAFFIC IMPACT ANALYSIS FLYBRIDGE

Swansboro, North Carolina

EXECUTIVE SUMMARY

1. Development Overview

A Traffic Impact Analysis (TIA) was conducted for the proposed Olive Ridge development in accordance with the Swansboro (Town) Unified Development Ordinance (UDO) and North Carolina Department of Transportation (NCDOT) capacity analysis guidelines. The proposed Flybridge development to be located south of NC 24 and east of Queens Creek Road in Swansboro, North Carolina. The proposed development, anticipated to be completed in 2026, is assumed to consist of 306 apartments, 35,000 square feet (s.f.) shopping plaza, 7,000 s.f. high-turnover restaurant, 3,000 s.f. fast-food restaurant with drive-through, and a convenience store with a gas station with 12 fueling positions. Site access is proposed via one full movement driveway creating a fourth leg to the intersection of NC 24 and Belgrade Swansboro Road and two right-in/right-out driveways along NC 24.

2. Existing Traffic Conditions

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

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

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

3. Future Traffic Conditions

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

- Swansboro Wawa
- West Corbett Avenue Starbucks

4. Site Trip Generation

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

Table E-1: Site Trip Generation

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Multifamily Housing Low Rise (220)	306 Units	2,038	28	90	96	56
Strip Retail Plaza (822)	35,000 s.f.	1,708	40	26	95	94
High-Turnover Restaurant (932)	7,000 s.f.	750	37	30	38	25
Fast-Food Restaurant with Drive- Through (934)	3,000 s.f.	1,402	68	66	52	47
C-Store with Gas Station (945)	12 VFP	3,182	97	97	111	111
Total Trips		9,080	270	309	391	334
<i>Internal Capture (14% AM & 10% PM) *</i>			-27	-35	-34	-28
Total External Trips			243	274	357	306
<i>Pass-By Trips: Shopping Center (29% PM)</i>			-0	-0	-24	-24
<i>Pass-By Trips: High-Turnover Restaurant (43% PM)</i>			-0	-0	-12	-12
<i>Pass-By Trips: Fast-Food Restaurant with Drive-Through (49% AM, 50% PM)</i>			-33	-33	-27	-27
<i>Pass-By Trips: C-Store with Gas Station (76% AM, 75% PM)</i>			-63	-63	-75	-75
Total Primary Trips			147	178	219	168

*Utilizing methodology contained in the NCHRP Report 684.

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

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

5. Capacity Analysis Summary

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

6. Recommendations

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

Recommended Improvements by Developer

NC 24 & Belgrade-Swansboro Road/Access A

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

NC 24 & Queens Creek Road/School Exit

- Signal timing modifications.

NC 24 & Access B

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

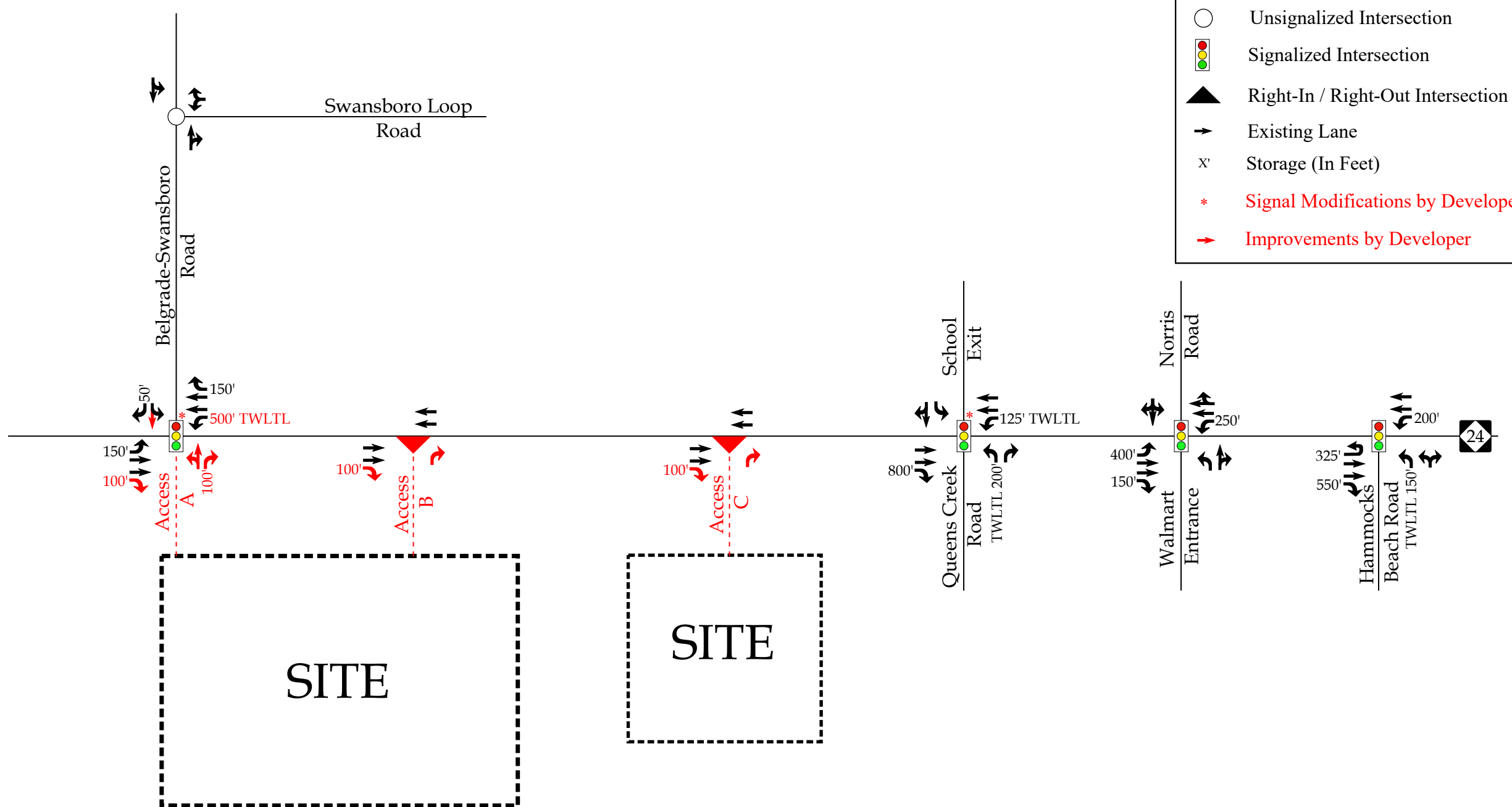
NC 24 & Access C

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

Item V - b.

LEGEND

- Unsignalized Intersection
- 🚦 Signalized Intersection
- ▲ Right-In / Right-Out Intersection
- Existing Lane
- x' Storage (In Feet)
- * Signal Modifications by Developer
- ➔ Improvements by Developer



Flybridge
Swansboro, NC

Recommended Lane
Configurations

Scale: Not to Scale Figure E-1

TABLE OF CONTENTS

- 1. INTRODUCTION 1**
 - 1.1. Site Location and Study Area..... 1
 - 1.2. Proposed Land Use and Site Access 2
 - 1.3. Adjacent Land Uses 2
 - 1.4. Existing Roadways 2
- 2. 2023 EXISTING PEAK HOUR CONDITIONS 7**
 - 2.1. 2023 Existing Peak Hour Traffic Volumes..... 7
 - 2.2. Analysis of 2023 Existing Peak Hour Traffic Conditions..... 7
- 3. 2026 and 2027 NO-BUILD PEAK HOUR CONDITIONS 9**
 - 3.1. Ambient Traffic Growth 9
 - 3.2. Adjacent Development Traffic 9
 - 3.3. Future Roadway Improvements 10
 - 3.4. 2026 and 2027 No-Build Peak Hour Traffic Volumes 10
 - 3.5. Analysis of 2026 and 2027 No-Build Peak Hour Traffic Conditions..... 11
- 4. SITE TRIP GENERATION AND DISTRIBUTION 17**
 - 4.1. Trip Generation..... 17
 - 4.2. Site Trip Distribution and Assignment 19
- 5. 2026 and 2027 BUILD TRAFFIC CONDITIONS 31**
 - 5.1. 2026 and 2027 Build Peak Hour Traffic Volumes 31
 - 5.2. Analysis of 2026 and 2027 Build Peak Hour Traffic Conditions..... 31
- 6. TRAFFIC ANALYSIS PROCEDURE 34**
 - 6.1. Adjustments to Analysis Guidelines 34
- 7. CAPACITY ANALYSIS..... 35**
 - 7.1. NC 24 & Belgrade-Swansboro Road/Access A..... 36
 - 7.2. NC 24 & Queens Creek Road/School Exit..... 39
 - 7.3. NC 24 & Norris Road/Walmart Entrance 42
 - 7.4. NC 24 & Hammocks Beach Road 45
 - 7.5. Belgrade-Swansboro Road & Swansboro Loop Road..... 47
 - 7.6. NC 24 & Access B..... 48
 - 7.7. NC 24 & Access C..... 49
- 8. CONCLUSIONS 50**
- 9. RECOMMENDATIONS..... 51**

LIST OF FIGURES AND TABLES

Table 1: Existing Roadway Inventory 3

Figure 1 – Site Location Map..... 4

Figure 2 – Preliminary Site Plan 5

Figure 3 – Existing Lane Configurations..... 6

Figure 4 – 2023 Existing Peak Hour Traffic 8

Table 2: Adjacent Development Information 10

Figure 5a – 2026 Projected Peak Hour Traffic..... 12

Figure 5b – 2027 Projected Peak Hour Traffic..... 13

Figure 6 – Adjacent Development Trips 14

Figure 7a – 2026 No-Build Peak Hour Traffic..... 15

Figure 7b – 2027 No-Build Peak Hour Traffic..... 16

Table 3: Trip Generation Summary 17

Figure 8a – Residential Site Trip Distribution..... 20

Figure 8b – Retail Site Trip Distribution 21

Figure 8c – Access C Site Trip Distribution 22

Figure 9a – Residential Site Trip Assignment..... 23

Figure 9b – Retail Site Trip Assignment..... 24

Figure 9c – Access C Site Trip Assignment..... 25

Figure 10a – Retail Pass-By Site Trip Distribution 26

Figure 10b – Access C Pass-By Site Trip Distribution..... 27

Figure 11a – Retail Pass-By Site Trip Assignment 28

Figure 11b – Access C Pass-By Site Trip Assignment..... 29

Figure 12 – Total Site Trip Assignment..... 30

Figure 13a – 2026 Build Peak Hour Traffic 32

Figure 13b – 2027 Build Peak Hour Traffic..... 33

Table 5: Analysis Summary of NC 24 & Belgrade-Swansboro Road/Access A..... 36

Table 6: Analysis Summary of NC 24 & Queens Creek Road/School Exit..... 39

Table 7: Analysis Summary of NC 24 & Norris Road/Walmart Entrance 43

Table 8: Analysis Summary of NC 24 & Hammocks Beach Road 45

Table 9: Analysis Summary of Belgrade-Swansboro Road & Swansboro Loop Road..... 47

Table 10: Analysis Summary of NC 24 & Access B 48

Table 11: Analysis Summary of NC 24 & Access C 49

Figure 14 – Recommended Lane Configurations 52



TECHNICAL APPENDIX

Appendix A:	Scoping Documentation
Appendix B:	Traffic Counts
Appendix C:	Signal Plans
Appendix D:	Adjacent Development Information
Appendix E:	Capacity Calculations – NC 24 & Belgrade Swansboro Road/Access A
Appendix F:	Capacity Calculations – NC 24 & Queens Creek Road/School Exit
Appendix G:	Capacity Calculations – NC 24 & Norris Road/Walmart Entrance
Appendix H:	Capacity Calculations – NC 24 & Hammocks Beach Road
Appendix I:	Capacity Calculations – Belgrade Swansboro Road & Swansboro Loop Road
Appendix J:	Capacity Calculations – NC 24 & Access B
Appendix K:	Capacity Calculations – NC 24 & Access C
Appendix L:	Simtraffic Queueing Reports

TRAFFIC IMPACT ANALYSIS

FLYBRIDGE Swansboro, North Carolina

1. INTRODUCTION

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

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

- 306 apartment units
- 35,000 s.f. shopping plaza
- 7,000 s.f. high-turnover restaurant
- 3,000 s.f. fast-food restaurant with drive-through
- Convenience store with gas station with 12 fueling positions

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

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

1.1. Site Location and Study Area

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

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

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

Refer to Appendix A for the approved scoping documentation.

1.2. Proposed Land Use and Site Access

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

- 306 apartment units
- 35,000 s.f. shopping plaza
- 7,000 s.f. high-turnover restaurant
- 3,000 s.f. fast-food restaurant with drive-through
- Convenience store with gas station with 12 fueling positions

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

1.3. Adjacent Land Uses

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

1.4. Existing Roadways

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

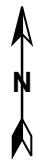
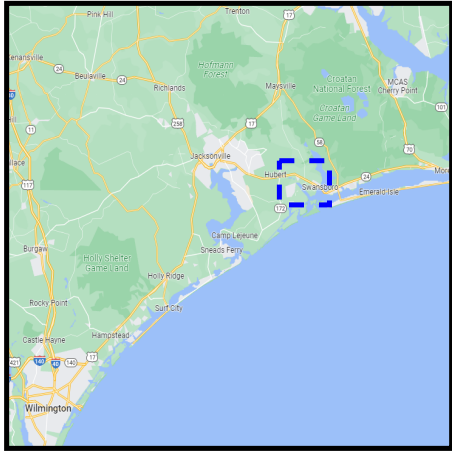
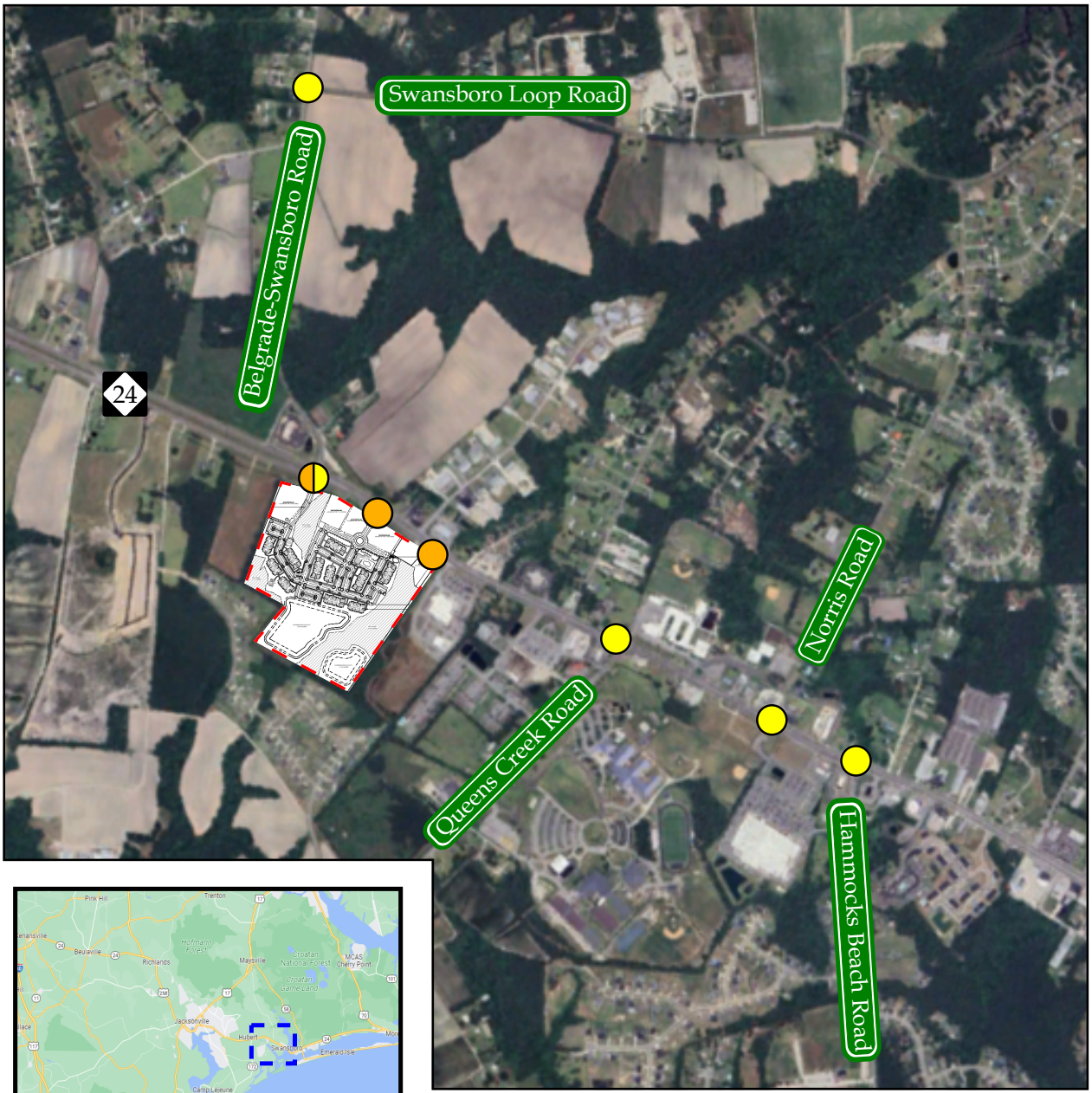
Table 1: Existing Roadway Inventory

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

*ADT from 2016

**ADT from 2018

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



LEGEND

- Study Intersection
- Proposed Site Access
- Study Area



Flybridge
Swansboro, NC

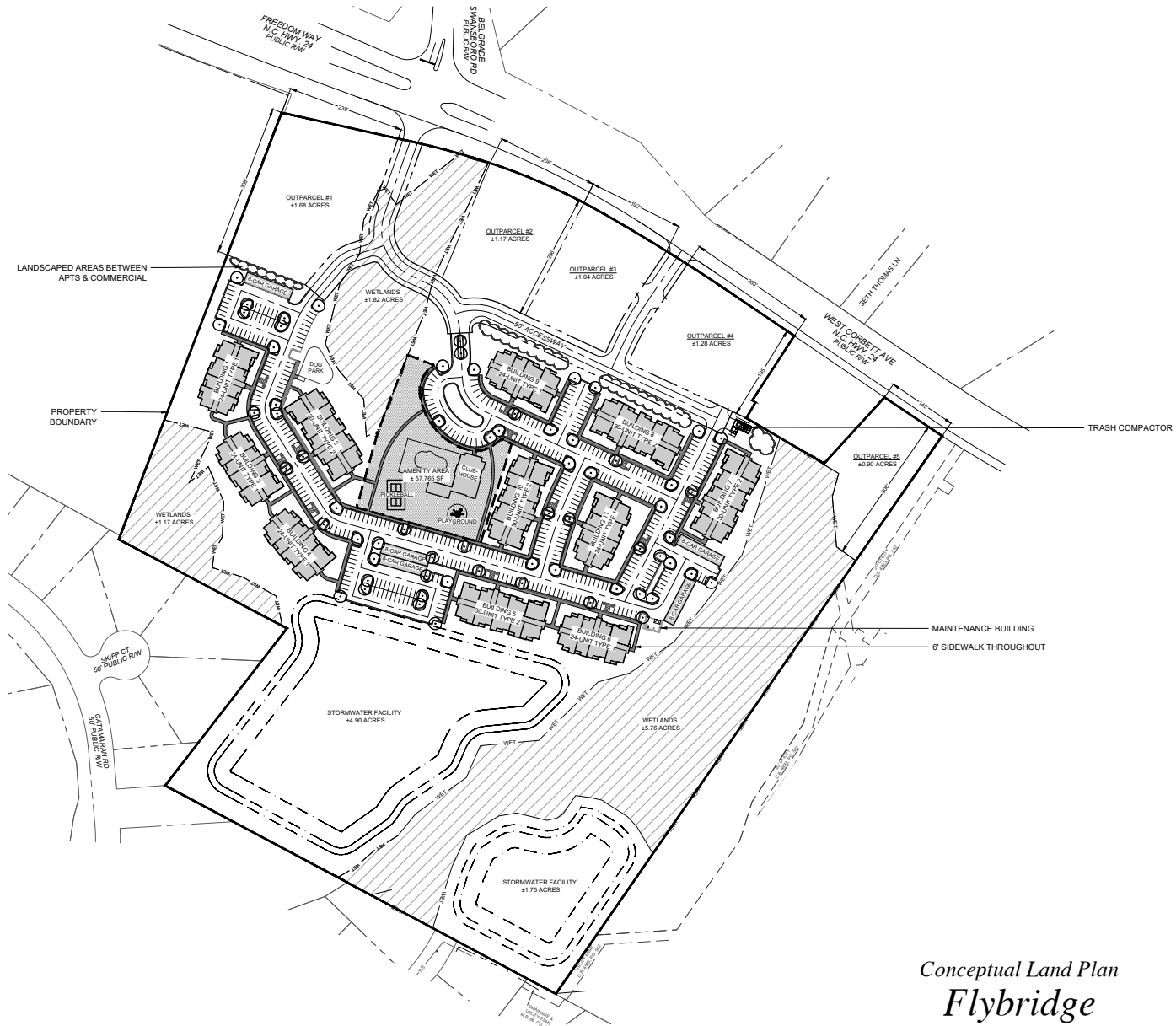
Site Location Map	
Scale: Not to Scale	Figure 1

SITE DATA
 ADDRESS: 1481 W CORBETT AVE
 PID: 019494
 027733
 SITE ACREAGE: ±38.92 AC
 CURRENT ZONING: RA (RESIDENTIAL/AGRICULTURAL)
 PROPOSED USE: APARTMENTS
 COMMERCIAL OUTPARCELS

DEVELOPMENT DATA
COMMERCIAL ACREAGE
 OUTPARCEL 1: ±1.68 AC
 OUTPARCEL 2: ±1.17 AC
 OUTPARCEL 3: ±1.04 AC
 OUTPARCEL 4: ±1.28 AC
 OUTPARCEL 5: ±0.90 AC
 TOTAL: ±6.07 AC

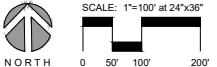
APARTMENT ACREAGE: ±30.48 AC
 PROPOSED UNITS: 300 UNITS IN 11 BUILDINGS
 DENSITY: 9.6 DU/AC
 REQUIRED AREA (R6 DISTRICT): 20.7 AC*
 *9,000 SF PLUS 3,000 SF PER EACH UNIT OVER 2
 APT. PARKING REQUIRED: 600 SPACES (2 PER UNIT)
 APT. PARKING PROVIDED: 513 TOTAL SPACES (1.71 PER UNIT)
 40 GARAGE SPACES
 473 SURFACE SPACES

APARTMENT DIMENSIONAL STANDARDS (R6 DISTRICT)
SETBACKS
 FRONT: 25'
 SIDE, INTERIOR: 13'
 SIDE, CORNER: 18'
 REAR: 25'
 MAX. HEIGHT: 35'
 MAX. GROSS BLDG. AREA: 40,000 SF



Prepared by:
PARAMOUNTE
 ENGINEERING, INC.

Date: 26 June 2023








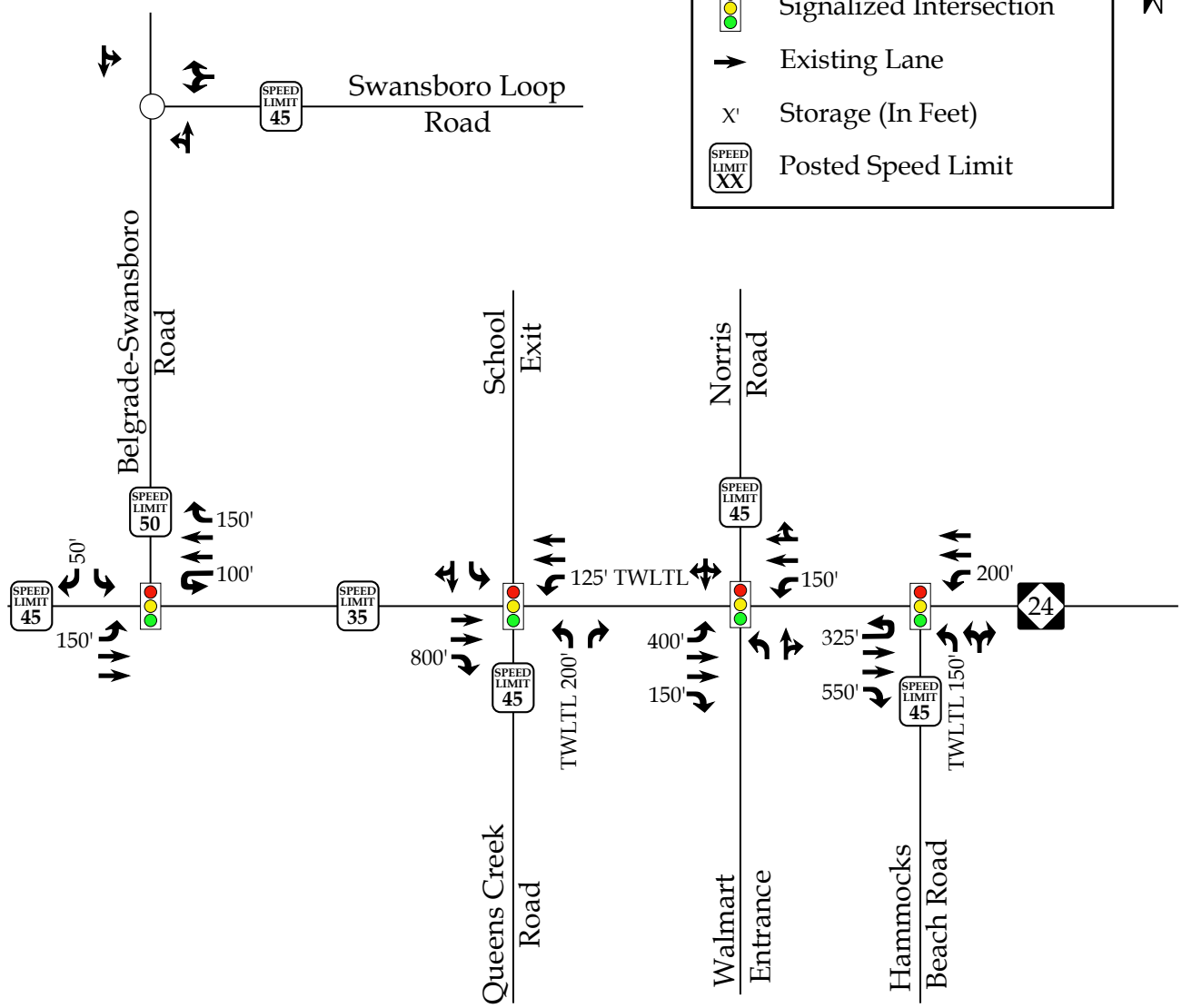
Preliminary, Not For Construction. This site plan is a graphic representation and should be utilized for discussion purposes only. This site plan approximates existing conditions relating to structures, wetlands, roads, parking, vegetation and property boundaries. Plan components may change based upon regulatory and municipal regulations and requirements at the time of approvals and/or development activity.


Conceptual Land Plan
Flybridge
 Swansboro, North Carolina

Item V - b.

LEGEND

-  Unsignalized Intersection
-  Signalized Intersection
-  Existing Lane
-  Storage (In Feet)
-  Posted Speed Limit



	<p>Flybridge Swansboro, NC</p>	<p>2023 Existing Lane Configurations</p>	
		<p>Scale: Not to Scale</p>	<p>Figure 3</p>

2. 2023 EXISTING PEAK HOUR CONDITIONS

2.1. 2023 Existing Peak Hour Traffic Volumes

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

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



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

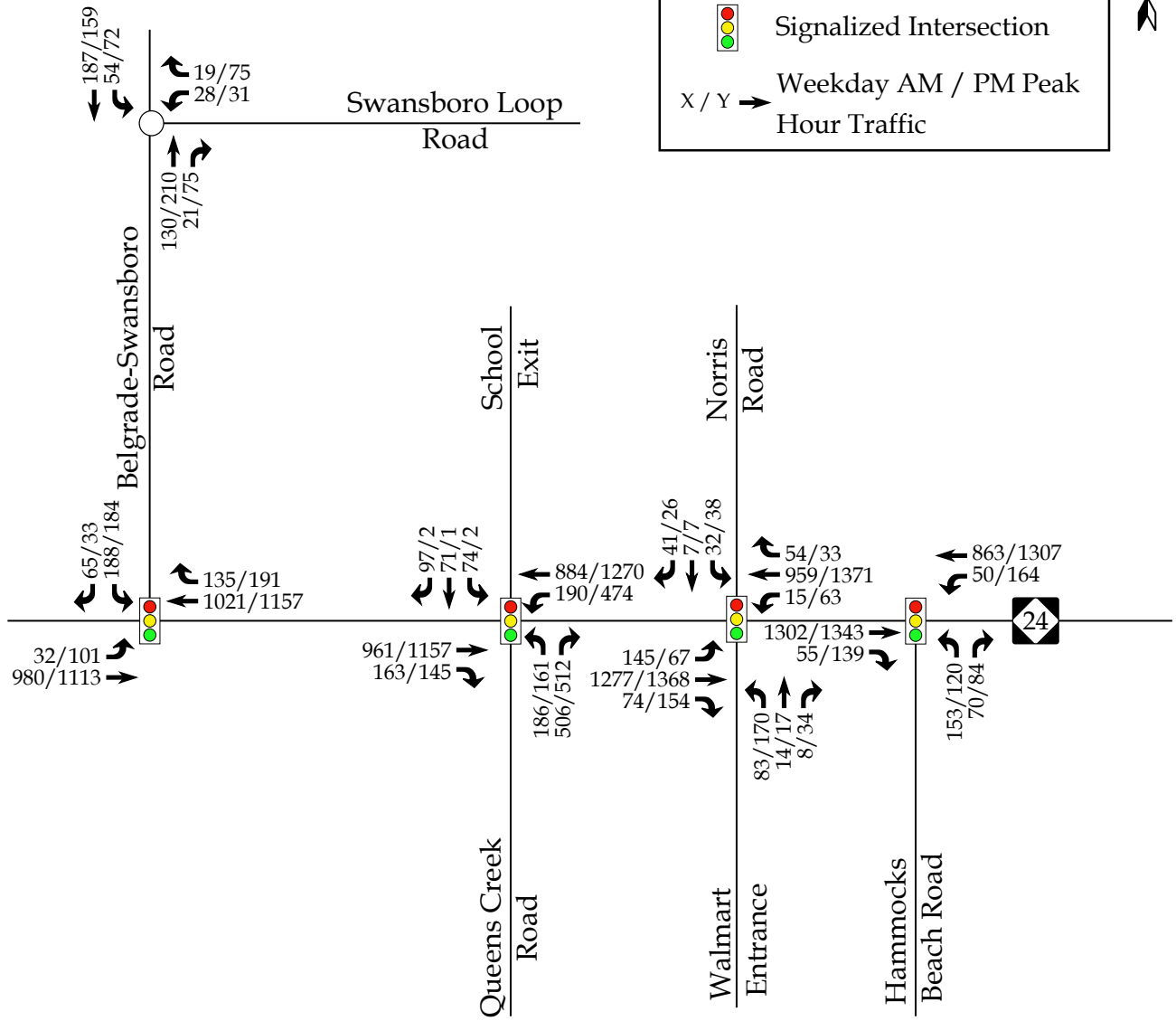
2.2. Analysis of 2023 Existing Peak Hour Traffic Conditions

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


Item V - b.

LEGEND

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



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

	Flybridge Swansboro, NC		2023 Existing Peak Hour Traffic	
			Scale: Not to Scale	Figure 4

3. 2026 and 2027 NO-BUILD PEAK HOUR CONDITIONS

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

3.1. Ambient Traffic Growth

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

3.2. Adjacent Development Traffic

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

- Swansboro Wawa
- West Corbett Avenue Starbucks

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

Table 2: Adjacent Development Information

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

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

3.3. Future Roadway Improvements

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

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

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

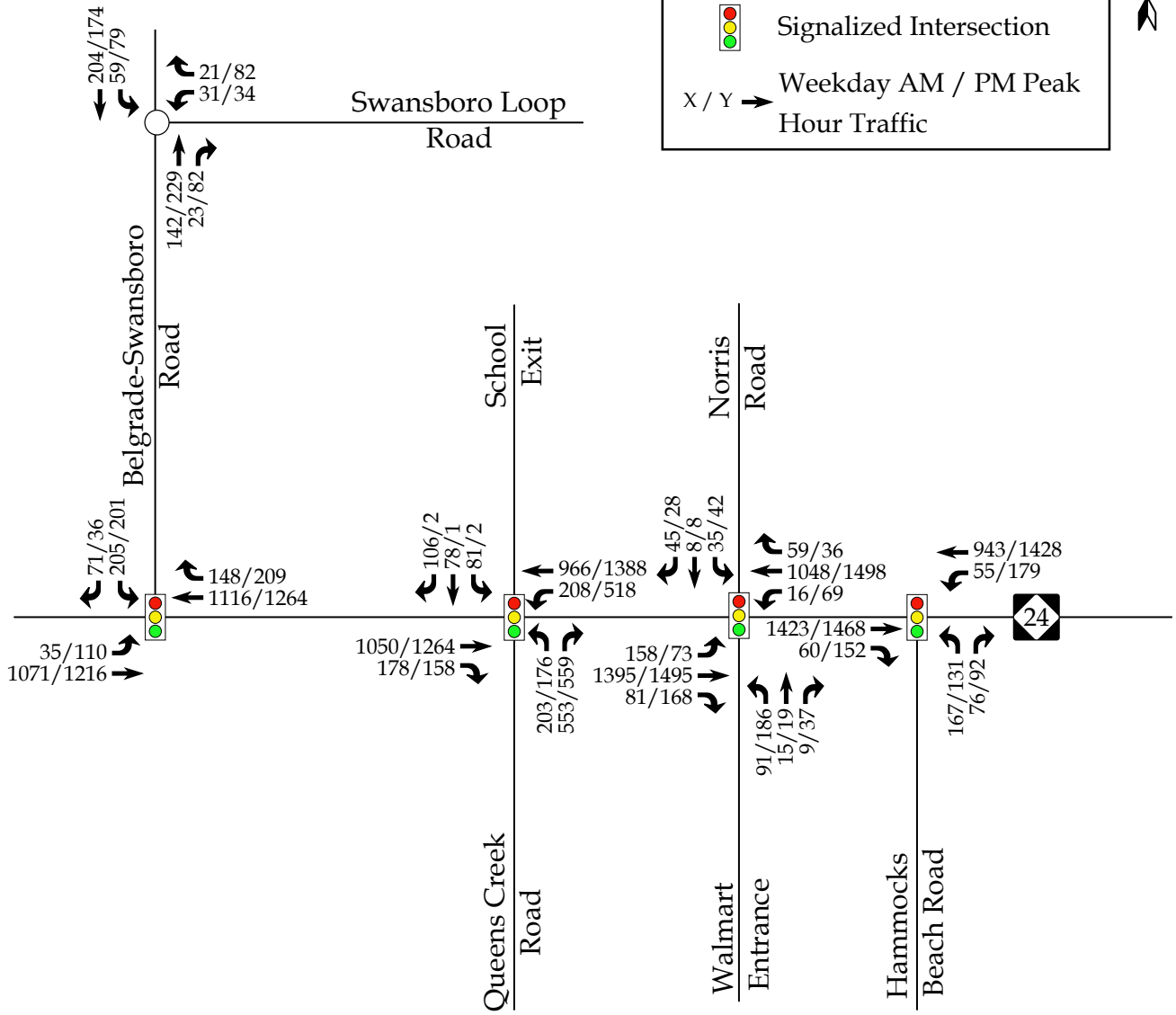
3.5. Analysis of 2026 and 2027 No-Build Peak Hour Traffic Conditions

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

Item V - b.

LEGEND



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

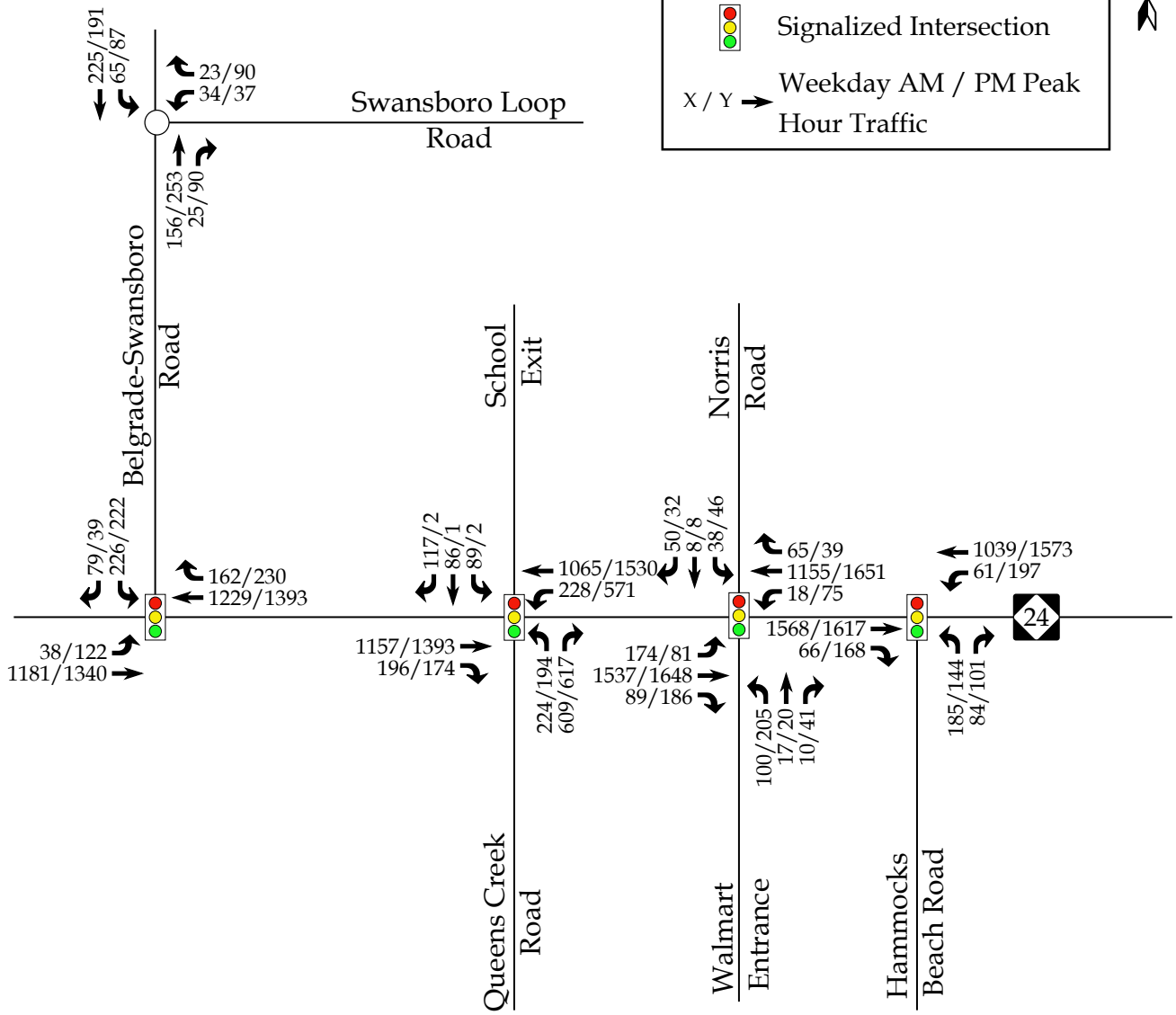



	<p>Flybridge Swansboro, NC</p>	<p>2026 Projected Peak Hour Traffic</p>	
		<p>Scale: Not to Scale</p>	<p>Figure 5a</p>

Item V - b.

LEGEND



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

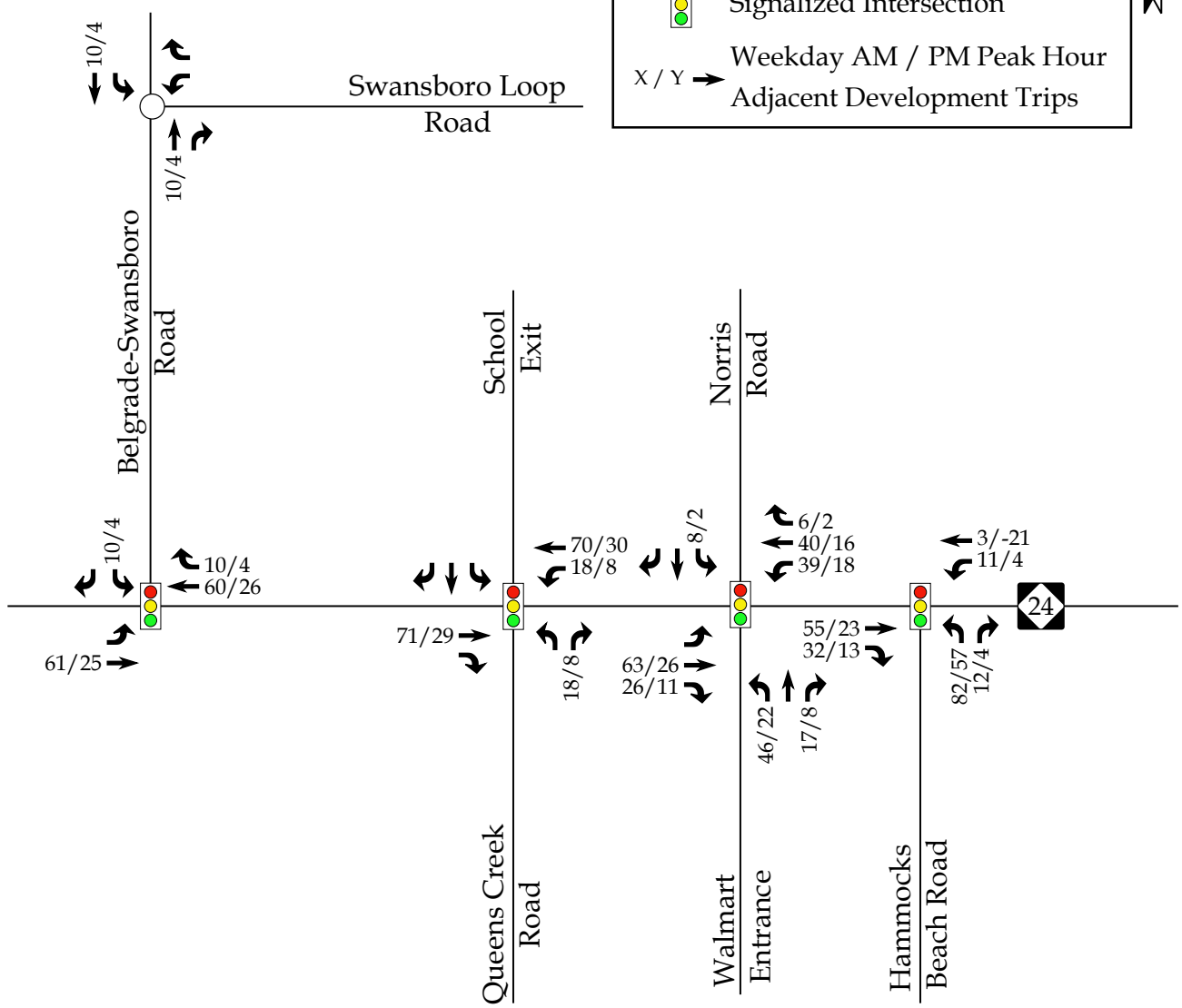



	Flybridge Swansboro, NC	2027 Projected Peak Hour Traffic	
		Scale: Not to Scale	Figure 5b

Item V - b.

LEGEND

-  Unsignalized Intersection
-  Signalized Intersection
- X / Y → Weekday AM / PM Peak Hour Adjacent Development Trips

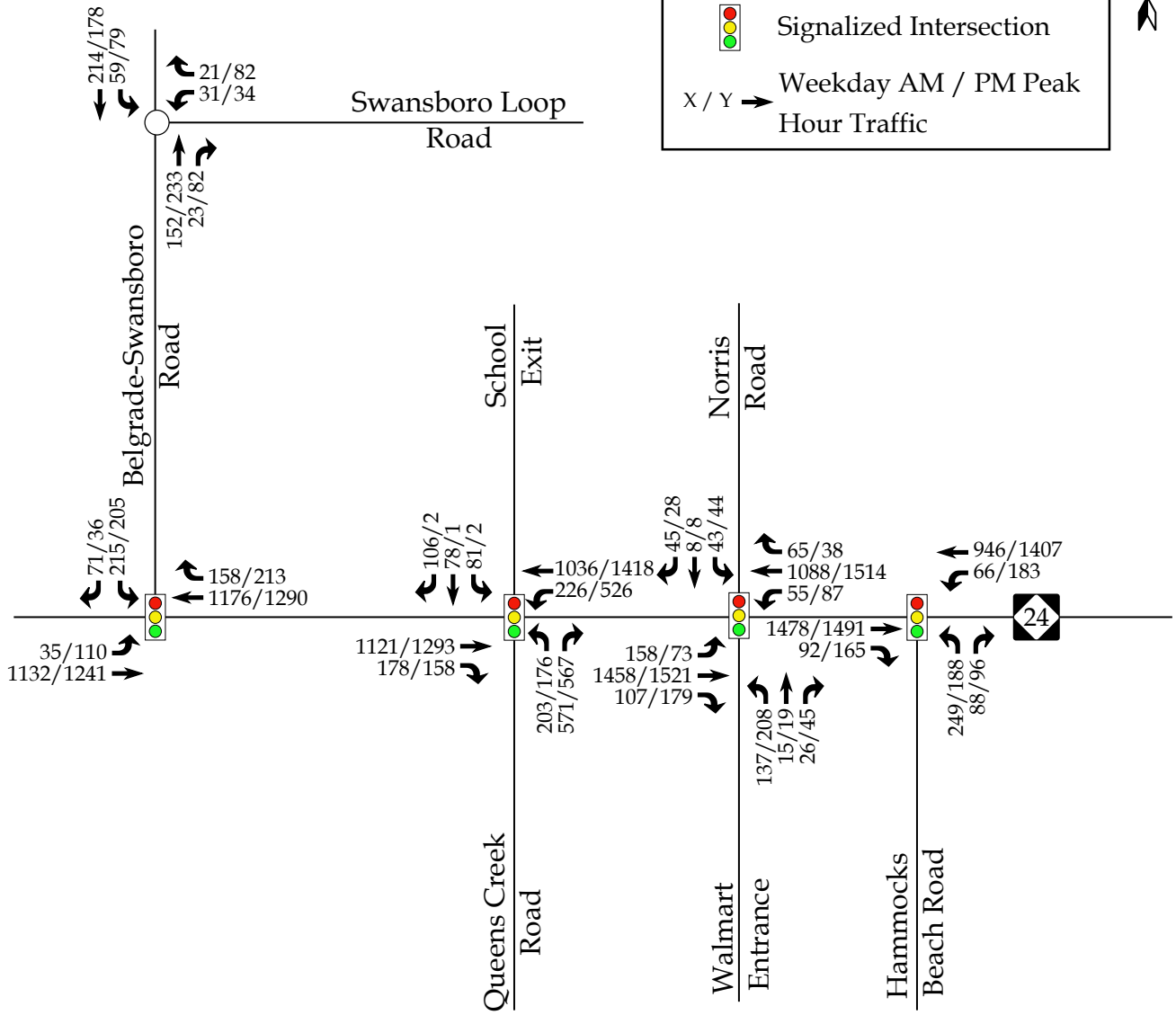


	Flybridge Swansboro, NC		Peak Hour Adjacent Development Trips	
			Scale: Not to Scale	Figure 6

Item V - b.

LEGEND

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





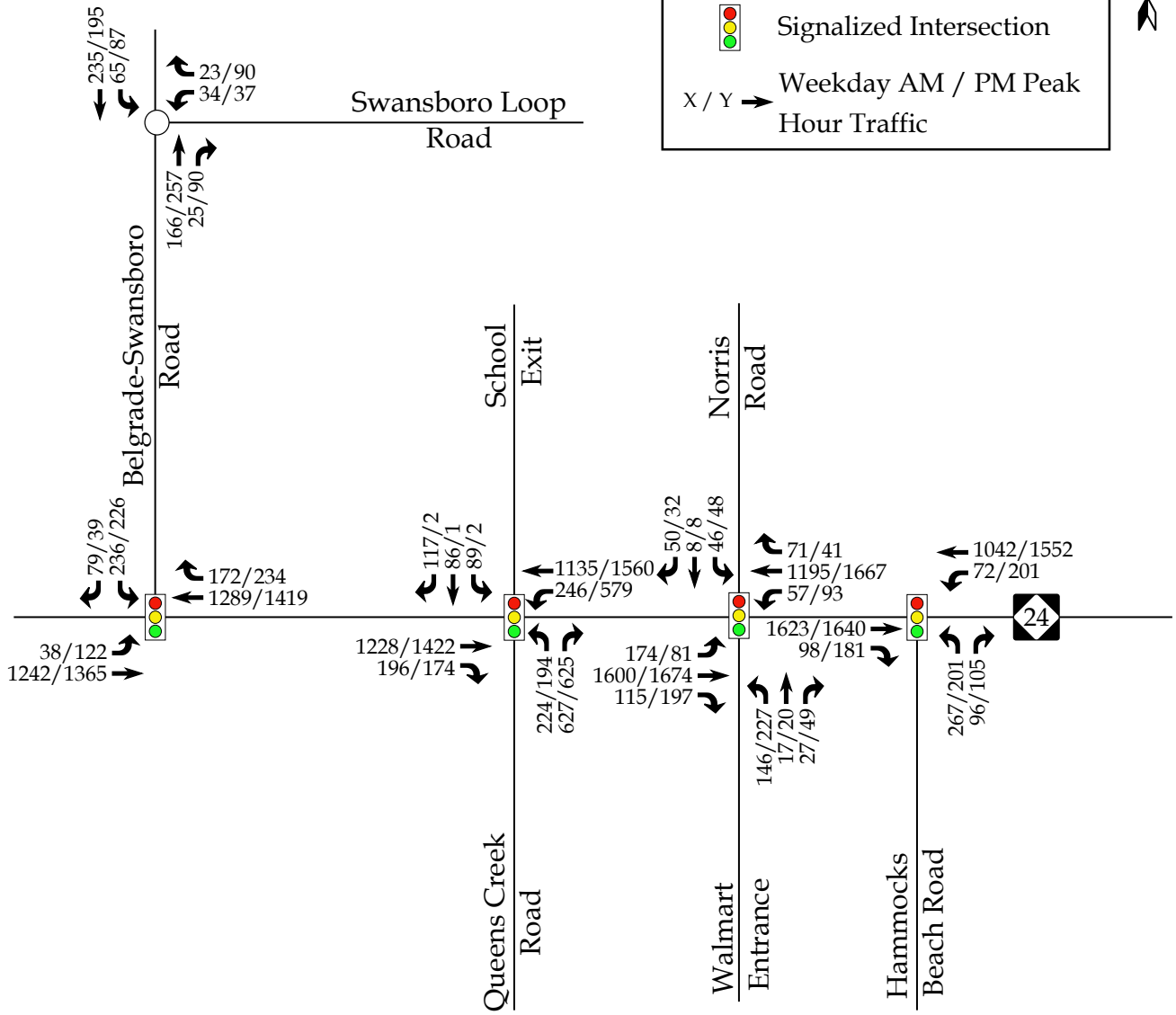
Note: Based on NCDOT Congestion Management guidelines, a volume of 4 vehicles per hour (vph) was analyzed for any movement with less than 4 vph.

	<p>Flybridge Swansboro, NC</p>	<p>2026 No-Build Peak Hour Traffic</p>	
		<p>Scale: Not to Scale</p>	<p>Figure 7a</p>


Item V - b.

LEGEND

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



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

	Flybridge Swansboro, NC	2027 No-Build Peak Hour Traffic	
		Scale: Not to Scale	Figure 7b

4. SITE TRIP GENERATION AND DISTRIBUTION

4.1. Trip Generation

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

Table 3: Trip Generation Summary

Land Use (ITE Code)	Intensity	Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Multifamily Housing Low Rise (220)	306 Units	2,038	28	90	96	56
Strip Retail Plaza (822)	35,000 s.f.	1,708	40	26	95	94
High-Turnover Restaurant (932)	7,000 s.f.	750	37	30	38	25
Fast-Food Restaurant with Drive- Through (934)	3,000 s.f.	1,402	68	66	52	47
C-Store with Gas Station (945)	12 VFP	3,182	97	97	111	111
Total Trips		9,080	270	309	391	334
<i>Internal Capture (14% AM & 10% PM) *</i>			-27	-35	-34	-28
Total External Trips			243	274	357	306
<i>Pass-By Trips: Shopping Center (29% PM)</i>			-0	-0	-24	-24
<i>Pass-By Trips: High-Turnover Restaurant (43% PM)</i>			-0	-0	-12	-12
<i>Pass-By Trips: Fast-Food Restaurant with Drive-Through (49% AM, 50% PM)</i>			-33	-33	-27	-27
<i>Pass-By Trips: C-Store with Gas Station (76% AM, 75% PM)</i>			-63	-63	-75	-75
Total Primary Trips			147	178	219	168

*Utilizing methodology contained in the NCHRP Report 684.

It is estimated that the proposed development will generate approximately 9,080 total site trips on the roadway network during a typical 24-hour weekday period. Of the daily traffic volume, it is anticipated that 579 trips (270 entering and 309 exiting) will occur

during the weekday AM peak hour and 725 trips (391 entering and 334 exiting) will occur during the weekday PM peak hour.

Internal capture of trips between the restaurant, residential, and retail uses was considered in this study. Internal capture is the consideration for trips that will be made within the site between different land uses, so the vehicle technically never leaves the internal site but can still be considered as a trip to that specific land use. Internal capture typically only considers trips between residential, office, and retail/restaurant land uses. Based on NCHRP Report 684 methodology, a weekday AM peak hour internal capture of 14% and a weekday PM peak hour internal capture rate of 10% was applied to the total trips. The internal capture reductions are expected to account for approximately 62 (27 entering and 35 exiting) trips during the weekday AM peak hour and 62 trips (34 entering and 28 exiting) during the weekday PM peak hour.

Pass-by trips were also taken into consideration in this study. Pass-by trips are made by the traffic already using the adjacent roadway, entering the site as an intermediate stop on their way to another destination. Pass-by percentages are applied to site trips after adjustments for internal capture. Pass-by trips are expected to account for approximately 192 trips (96 entering and 96 exiting) during the weekday AM peak hour and approximately 276 trips (138 entering and 138 exiting) during the weekday PM peak hour. It should be noted that the pass-by trips were balanced, as it is likely that these trips would enter and exit in the same hour.

The total primary site trips are the calculated site trips after the reduction for internal capture and pass-by trips. Primary site trips are expected to generate approximately 325 trips (147 entering and 178 exiting) during the weekday AM peak hour and 387 trips (219 entering and 168 exiting) during the weekday PM peak hour.

4.2. Site Trip Distribution and Assignment

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

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

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

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

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

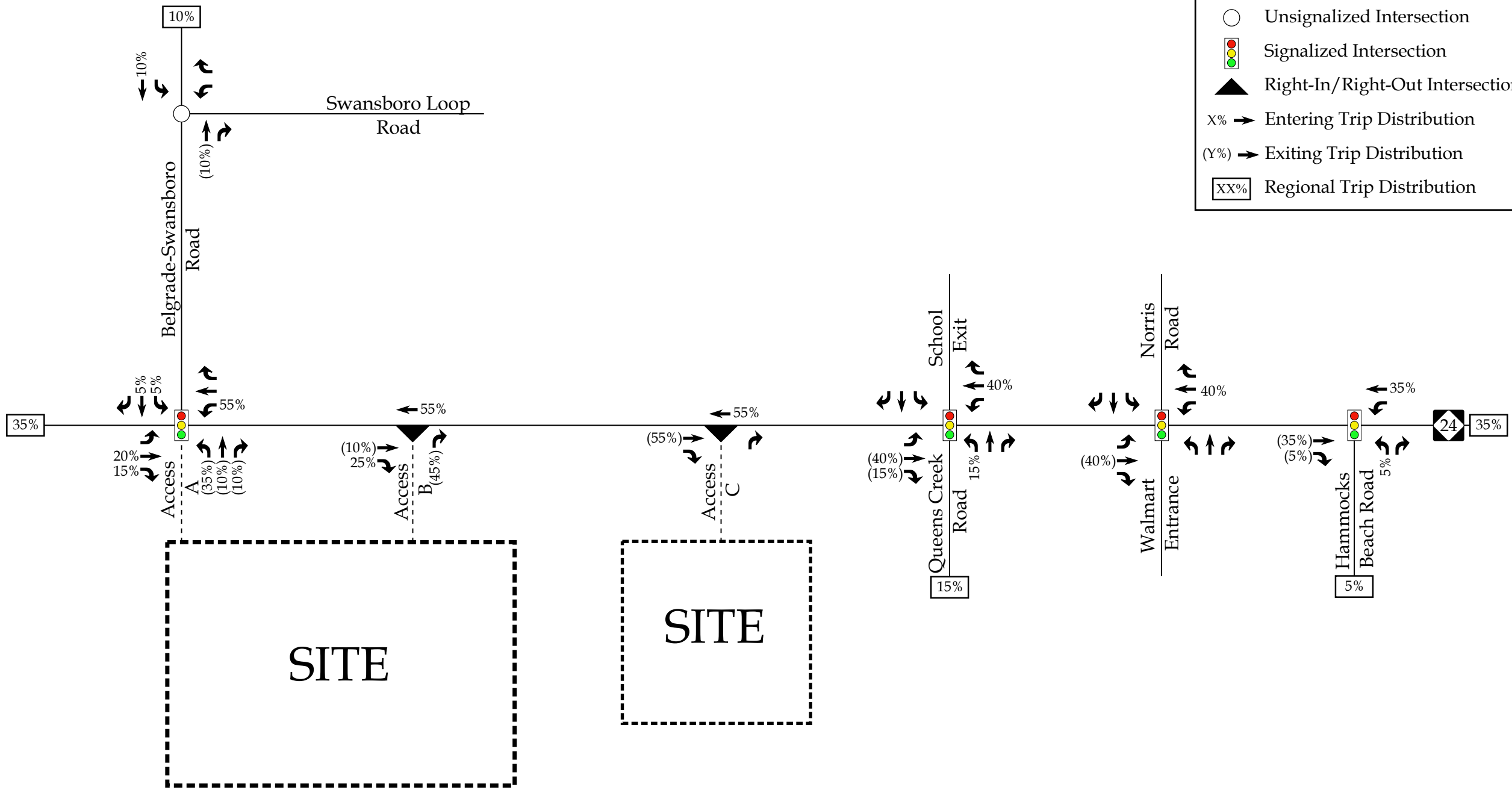
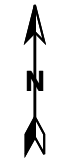
The residential site trip distribution is shown in Figure 8a, and the retail site trip distribution is shown in Figures 8b and 8c. Refer to Figure 9a for the residential site trip assignment and Figures 9b and 9c for the retail site trip assignment.

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

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

LEGEND

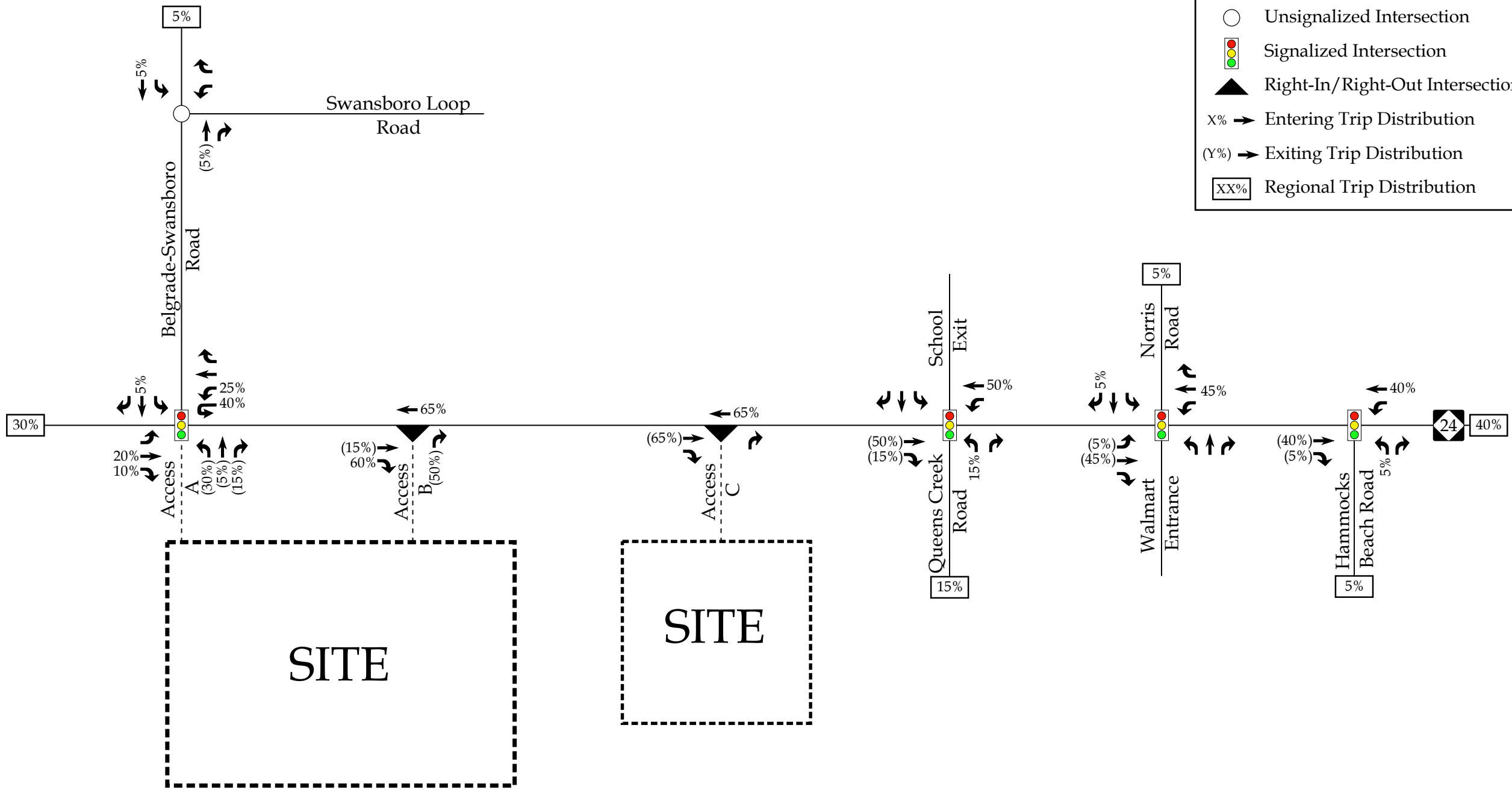
- Unsignalized Intersection
- 🚦 Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X% → Entering Trip Distribution
- (Y%) → Exiting Trip Distribution
- XX% Regional Trip Distribution




	Flybridge Swansboro, NC	Proposed Site Residential Trip Distribution	
		Scale: Not to Scale	Figure 8a

LEGEND

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

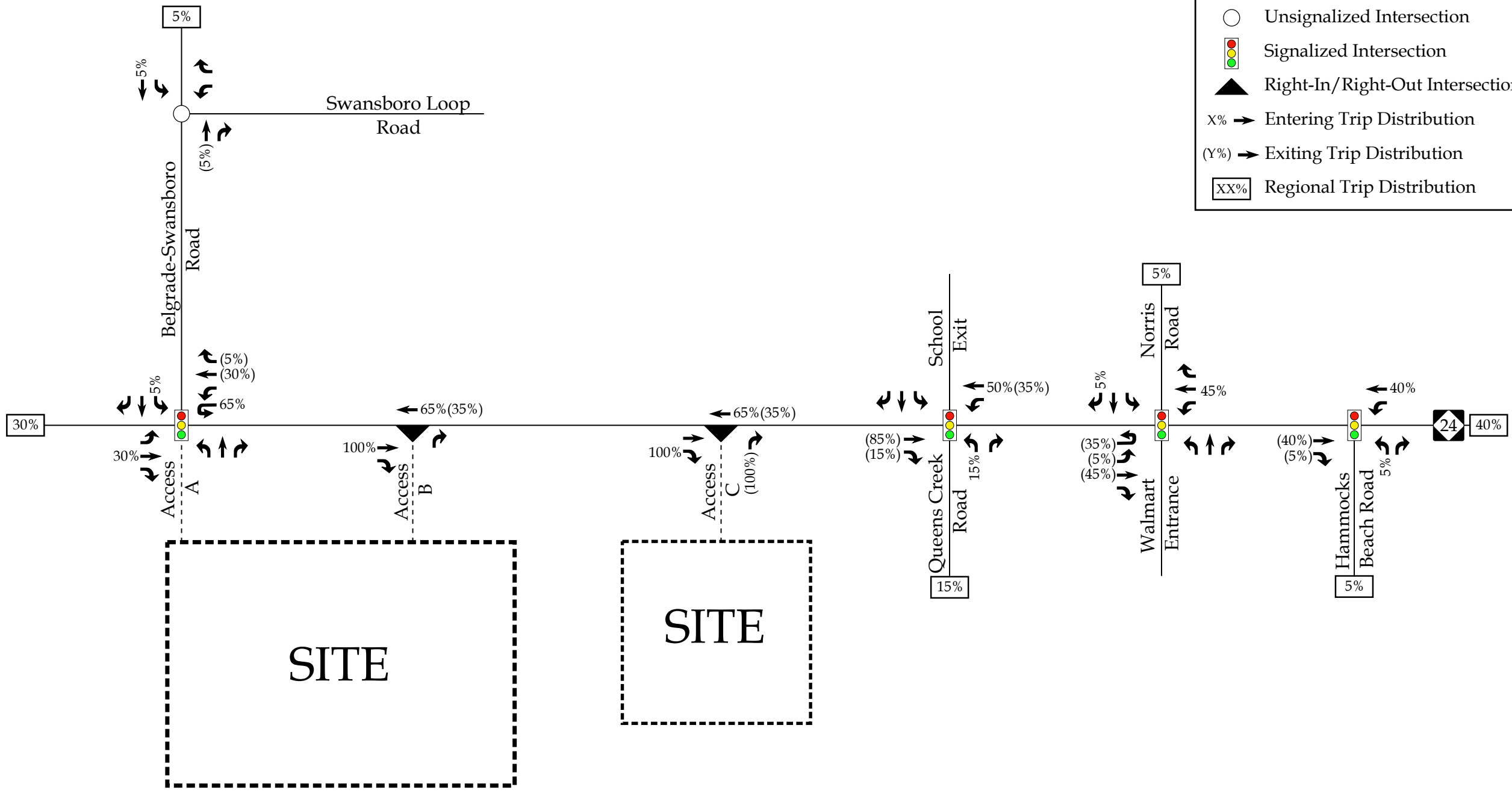
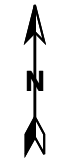


	Flybridge Swansboro, NC	Proposed Site Retail Trip Distribution	
		Scale: Not to Scale	Figure 8b

Item V - b.

LEGEND

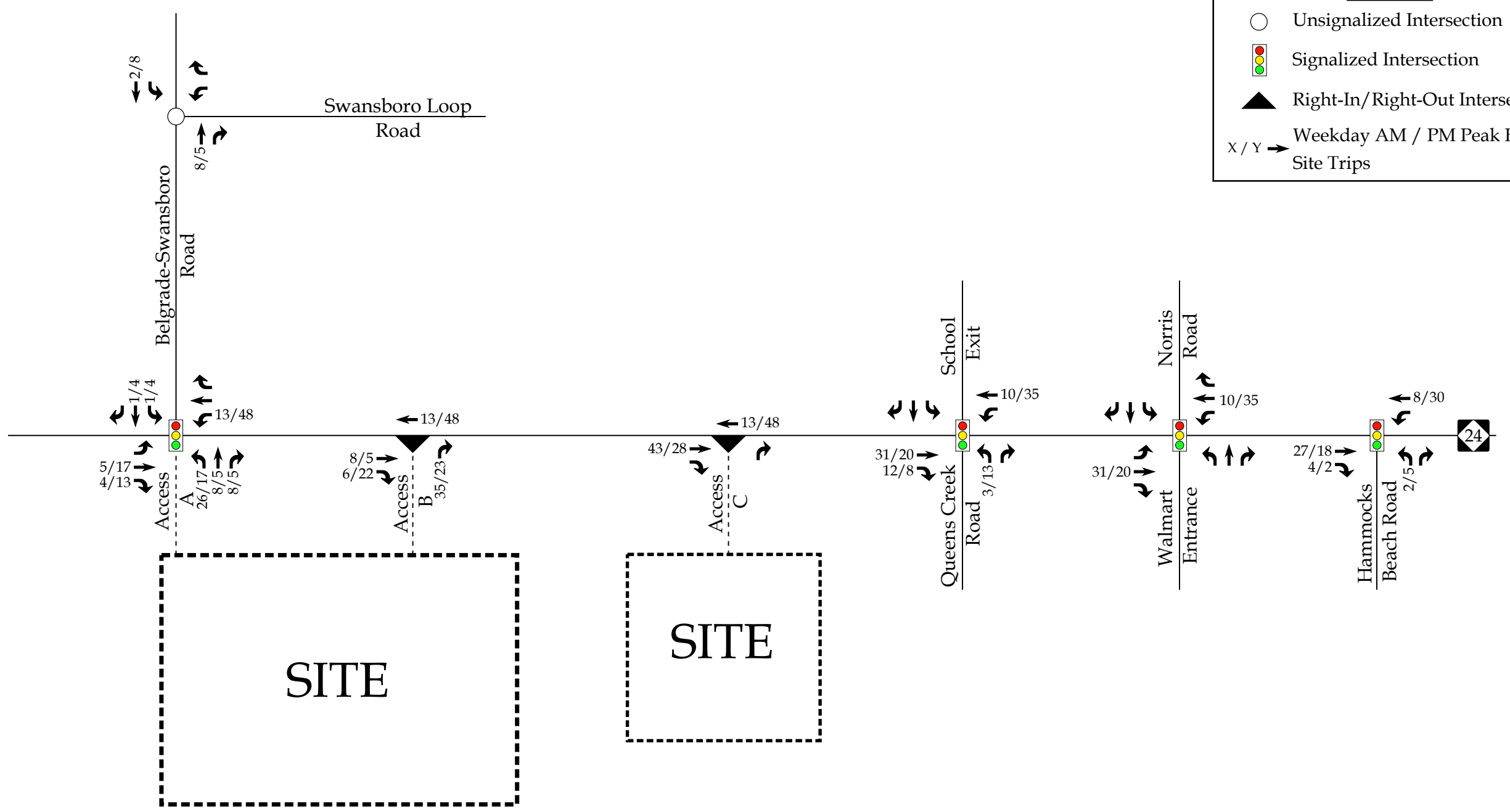
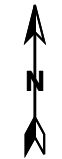
- Unsignalized Intersection
- 🚦 Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X% → Entering Trip Distribution
- (Y%) → Exiting Trip Distribution
- XX% Regional Trip Distribution



	Flybridge Swansboro, NC	Proposed Site Access C Trip Distribution	
		Scale: Not to Scale	Figure 8

LEGEND

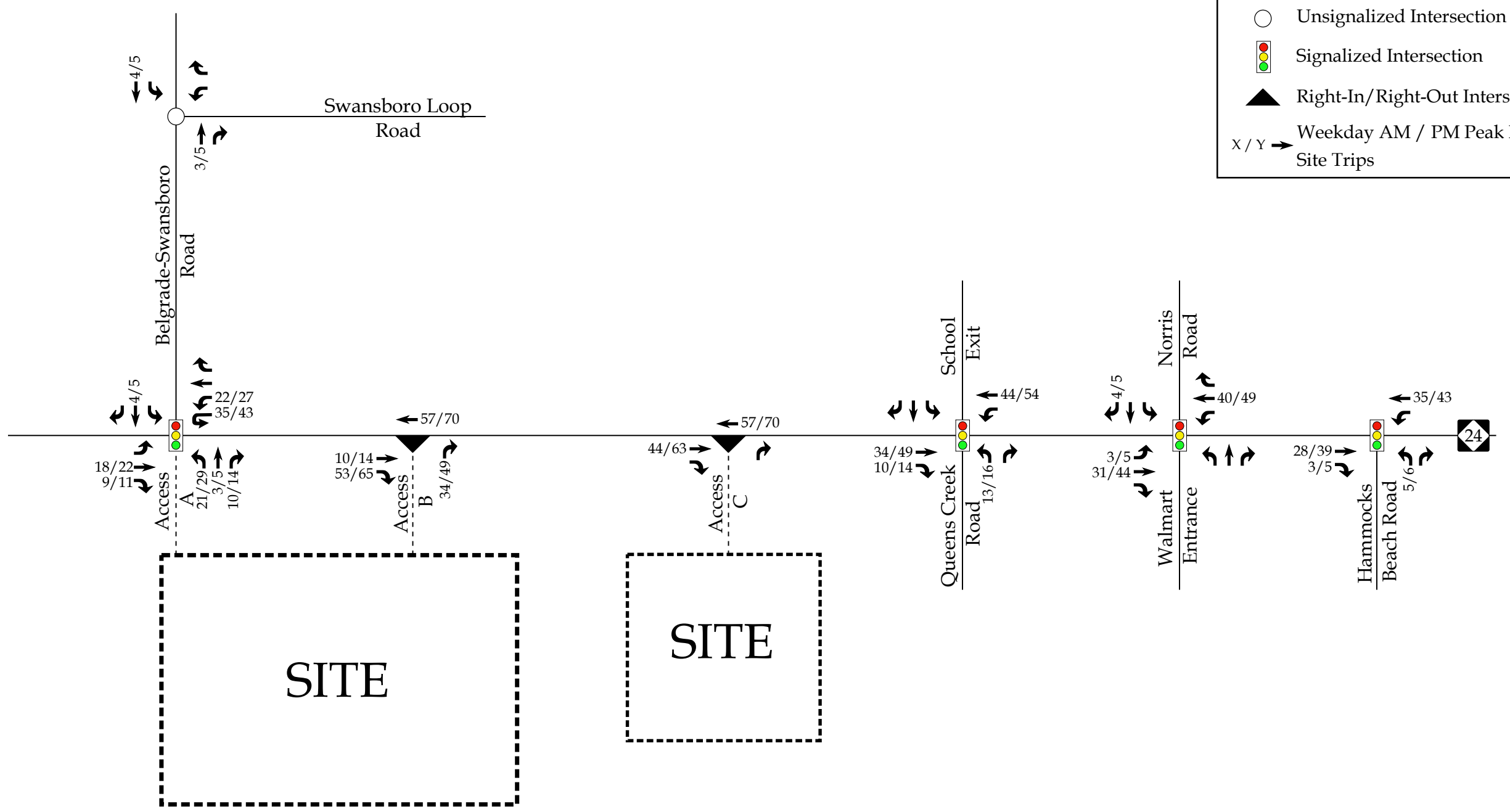
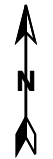
- Unsignalized Intersection
- 🚦 Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X / Y → Weekday AM / PM Peak Hour Site Trips




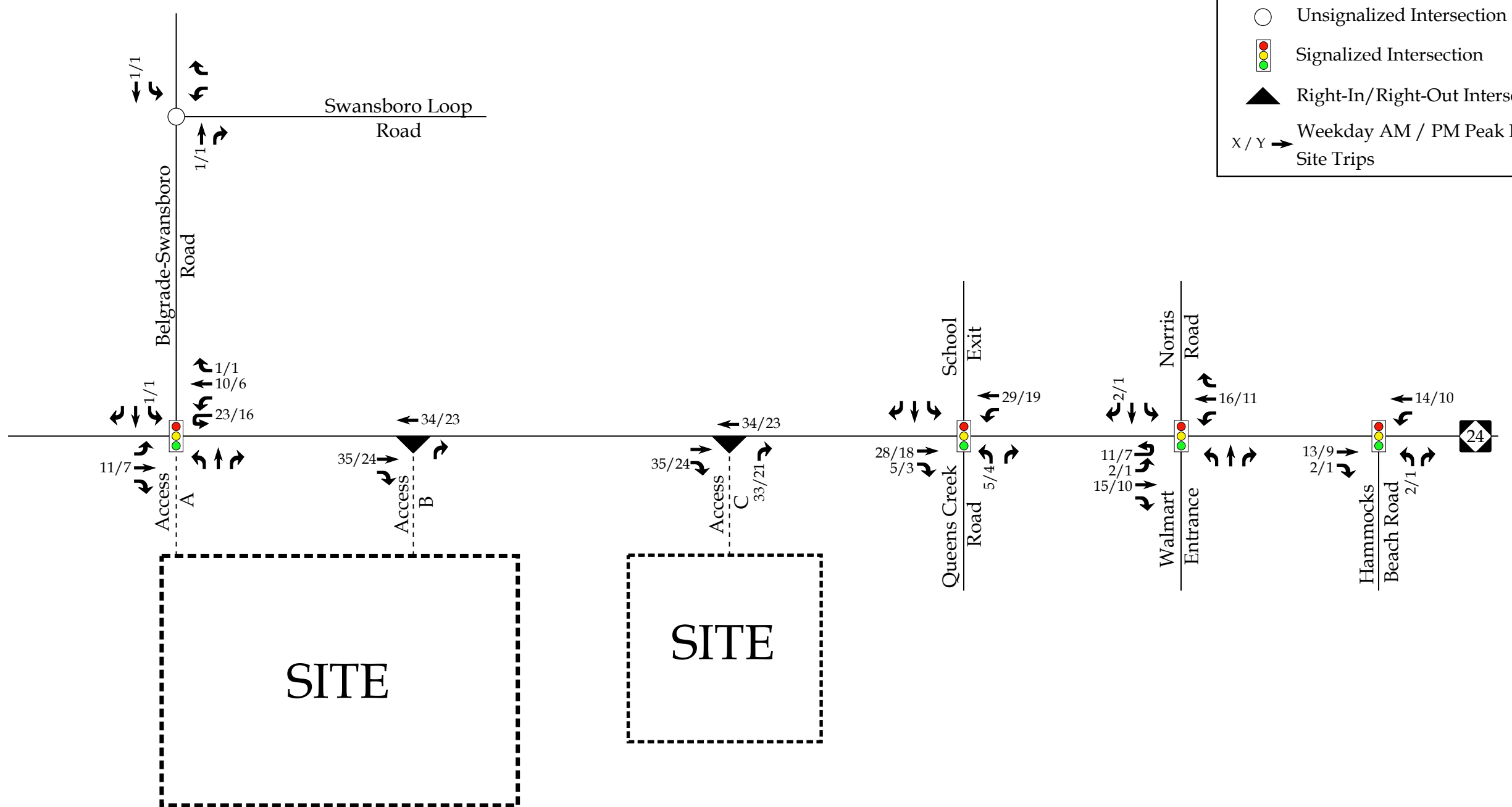
	Flybridge Swansboro, NC	Residential Site Trip Assignment	
		Scale: Not to Scale	Figure 9a

LEGEND

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



	Flybridge Swansboro, NC	Retail Site Trip Assignment	
		Scale: Not to Scale	Figure 9b



LEGEND

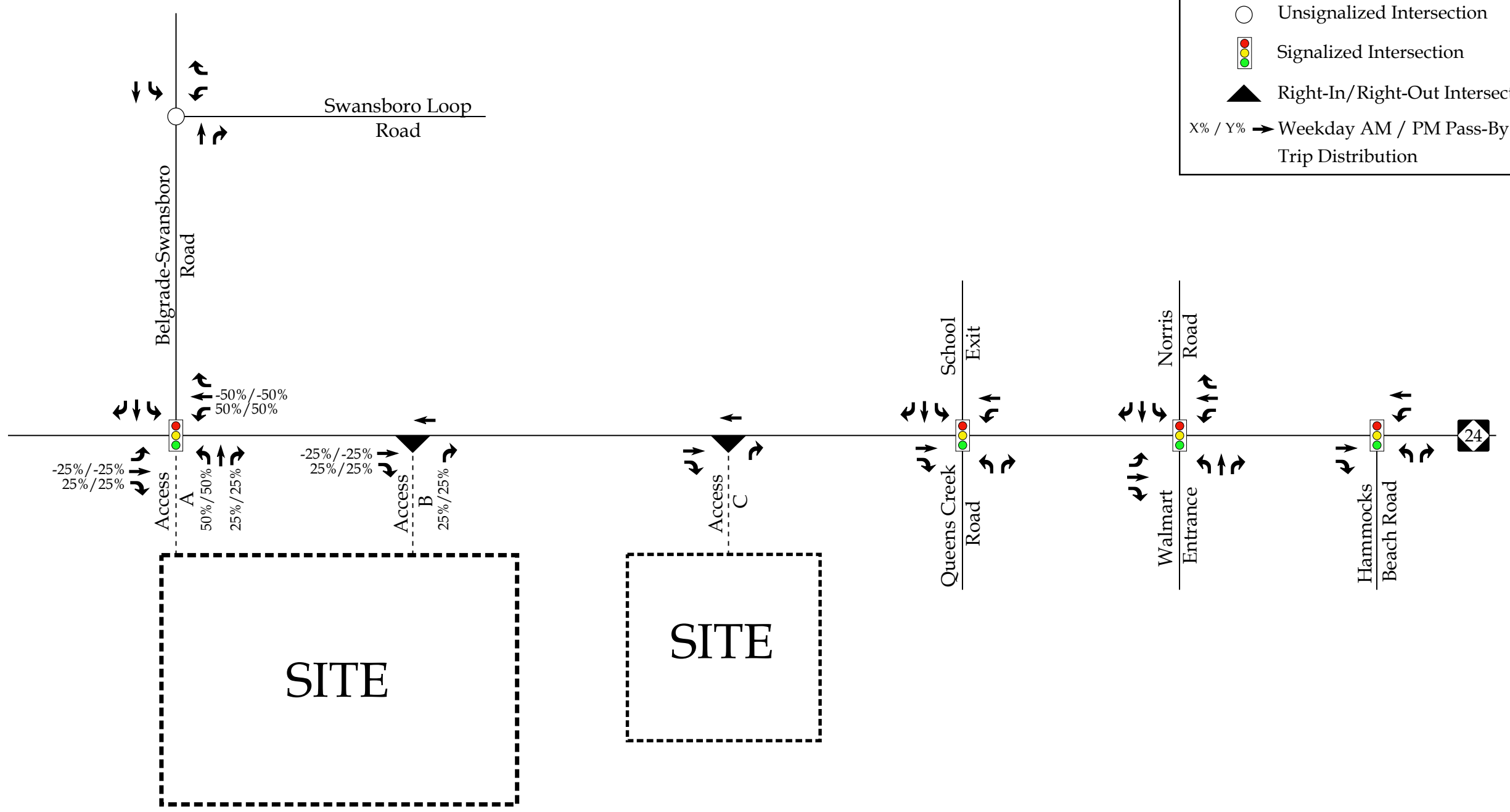
- Unsignalized Intersection
- ◫ Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X / Y → Weekday AM / PM Peak Hour Site Trips

	Flybridge Swansboro, NC		Access C Site Trip Assignment	
	Scale: Not to Scale		Figure 9e	

Item V - b.

LEGEND

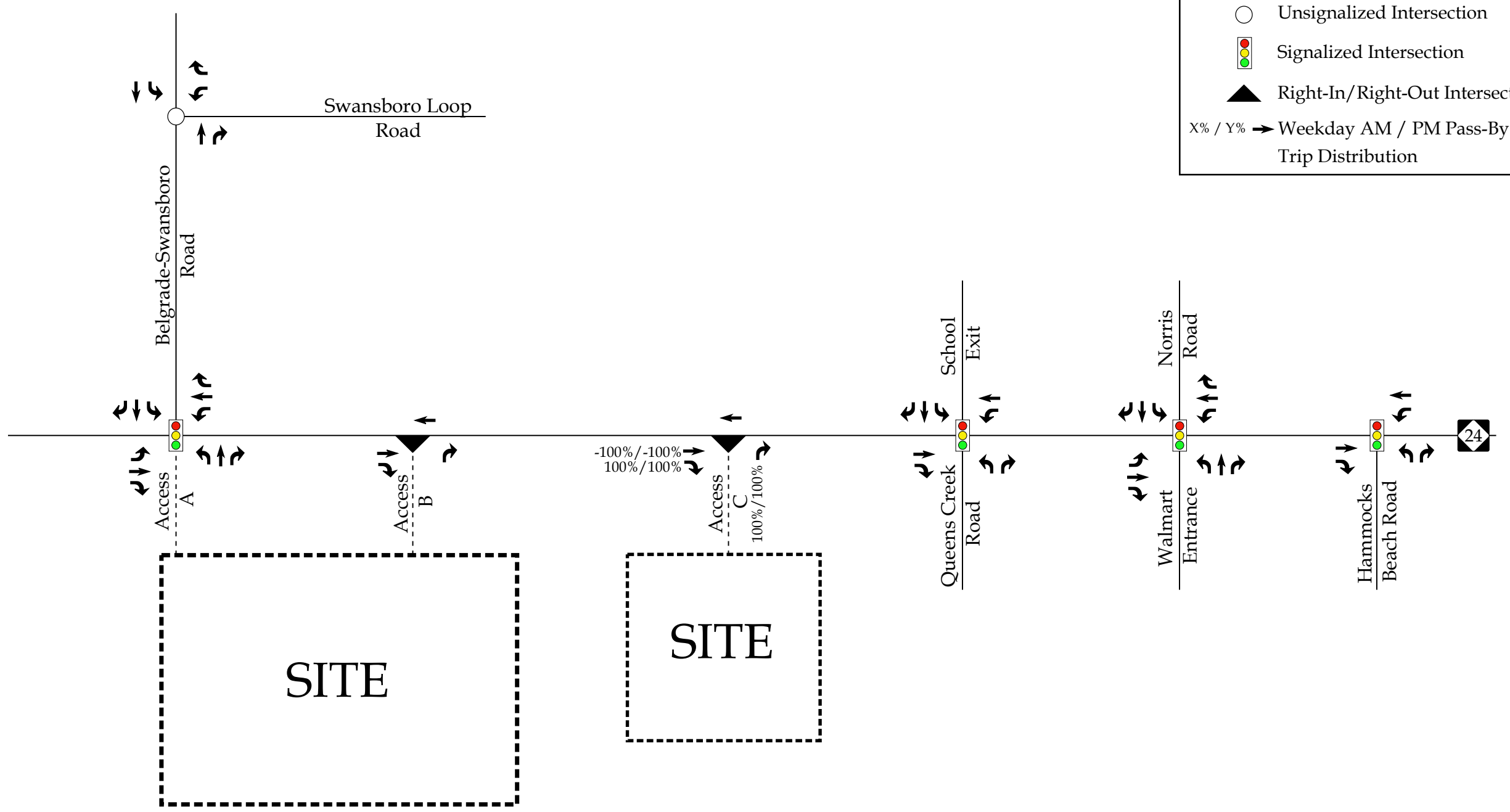
- Unsignalized Intersection
- ◫ Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X% / Y% → Weekday AM / PM Pass-By Trip Distribution



	Flybridge Swansboro, NC	Retail Pass-By Site Trip Distribution	
		Scale: Not to Scale	Figure 10

LEGEND

- Unsignalized Intersection
- ◫ Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X% / Y% → Weekday AM / PM Pass-By Trip Distribution



Flybridge Swansboro, NC

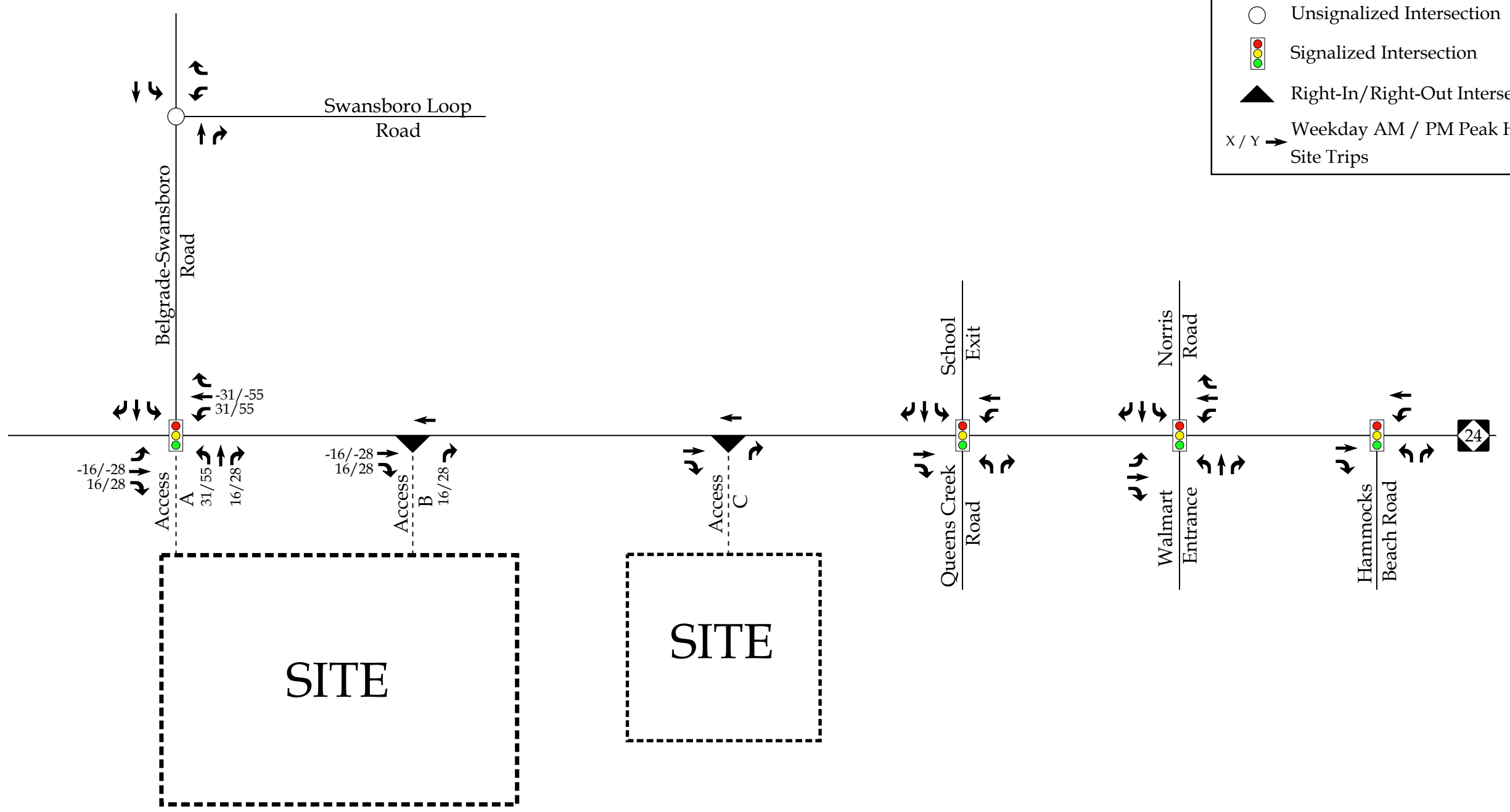
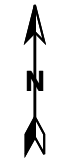
Access C
Pass-By Site
Trip Distribution

Scale: Not to Scale Figure 10b

Item V - b.

LEGEND

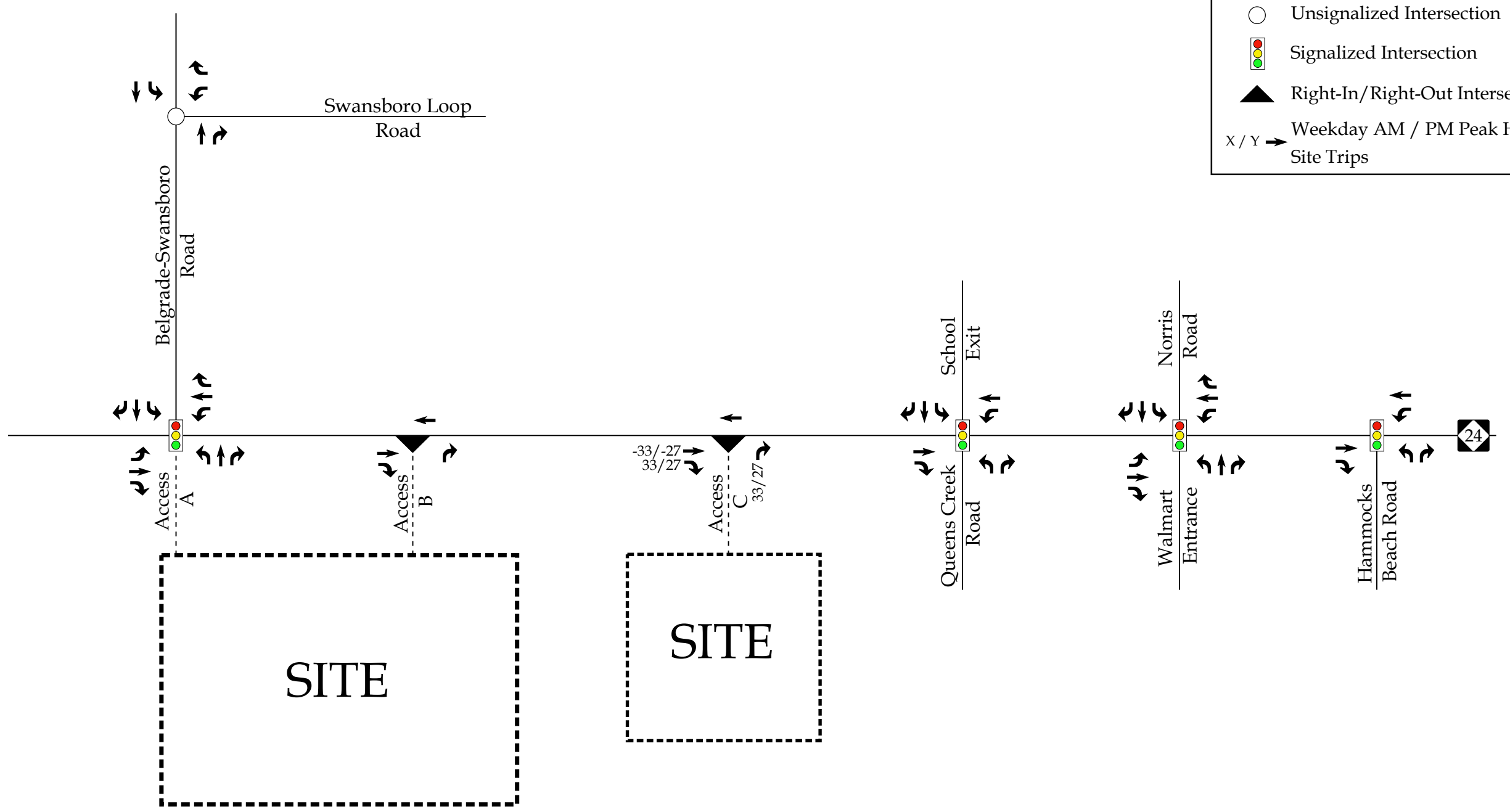
- Unsignalized Intersection
- 🚦 Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X / Y → Weekday AM / PM Peak Hour Site Trips



	Flybridge Swansboro, NC	Retail Pass-By Site Trip Assignment	
		Scale: Not to Scale	Figure 11a

LEGEND





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

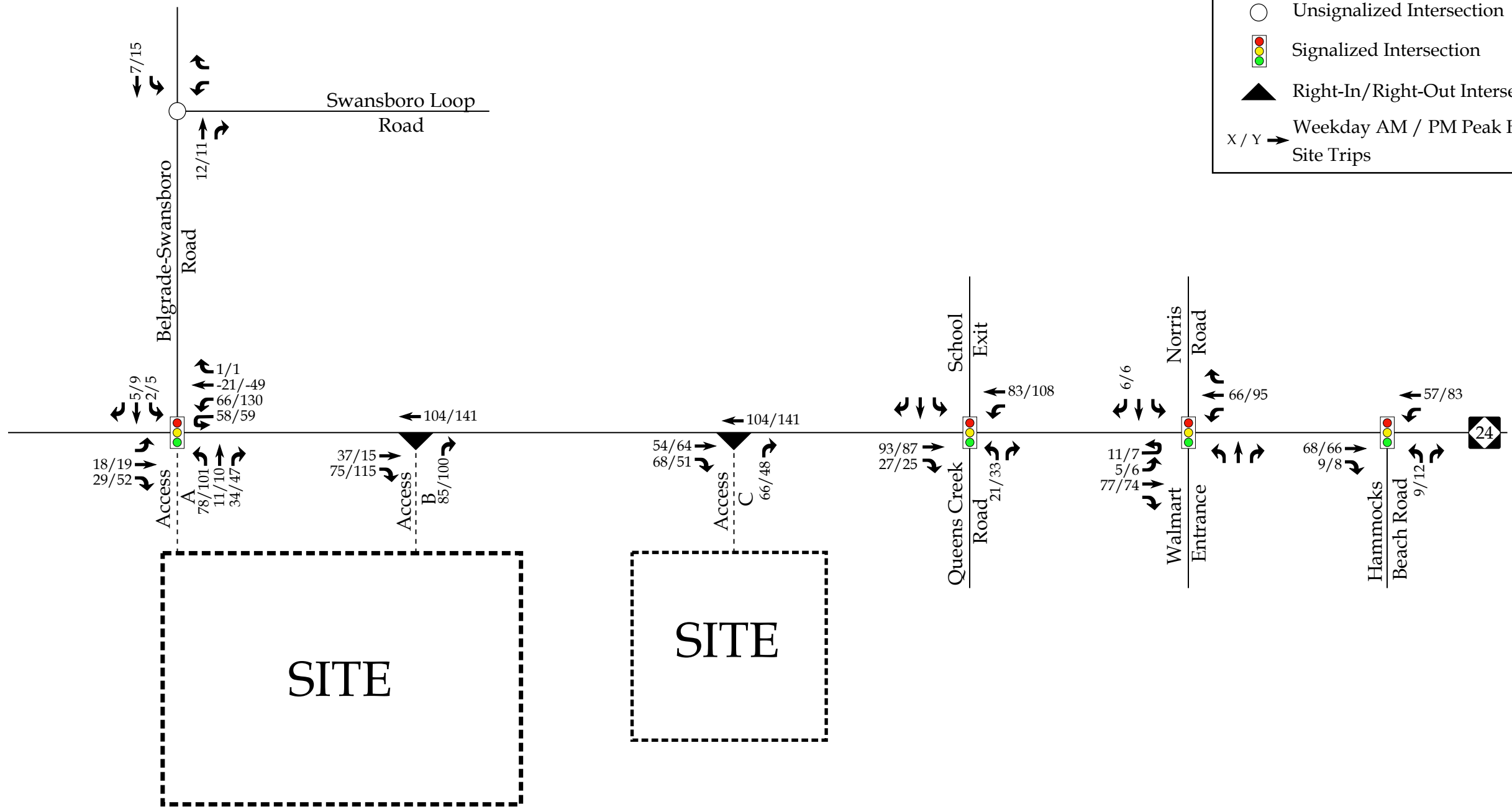
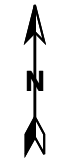


	Flybridge Swansboro, NC	Access C Pass-By Site Trip Assignment	
		Scale: Not to Scale	Figure 11b

Item V - b.

LEGEND

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



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

5. 2026 and 2027 BUILD TRAFFIC CONDITIONS

5.1. 2026 and 2027 Build Peak Hour Traffic Volumes

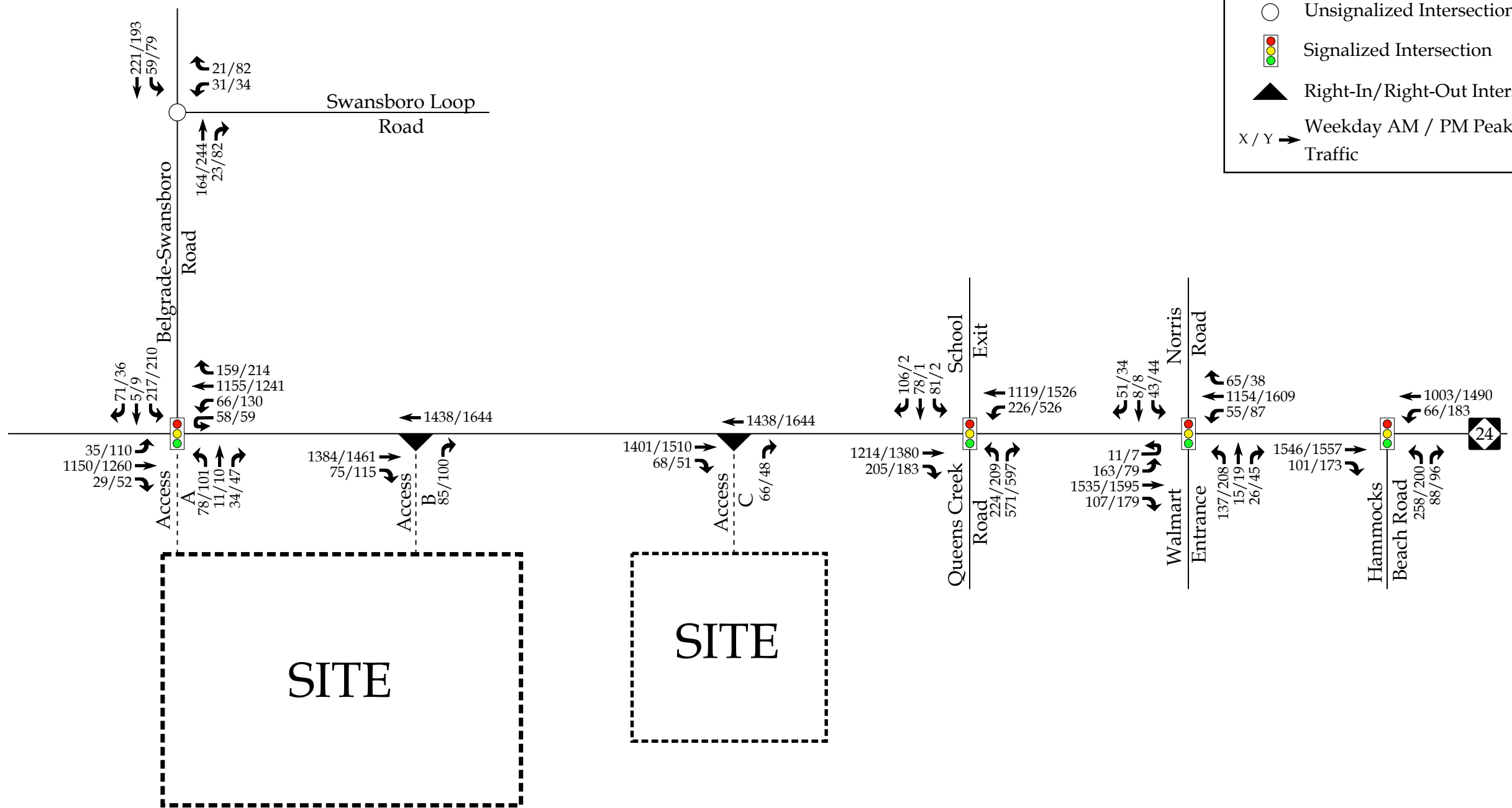
To estimate traffic conditions with the site fully built-out, the total site trips were added to the 2026 and 2027 no-build traffic volumes to determine the 2026 and 2027 build traffic volumes. Refer to Figure 13a for an illustration of the 2026 build peak hour traffic volumes with the proposed site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

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

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

LEGEND

- Unsignalized Intersection
- 🚦 Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X / Y → Weekday AM / PM Peak Hour Traffic



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



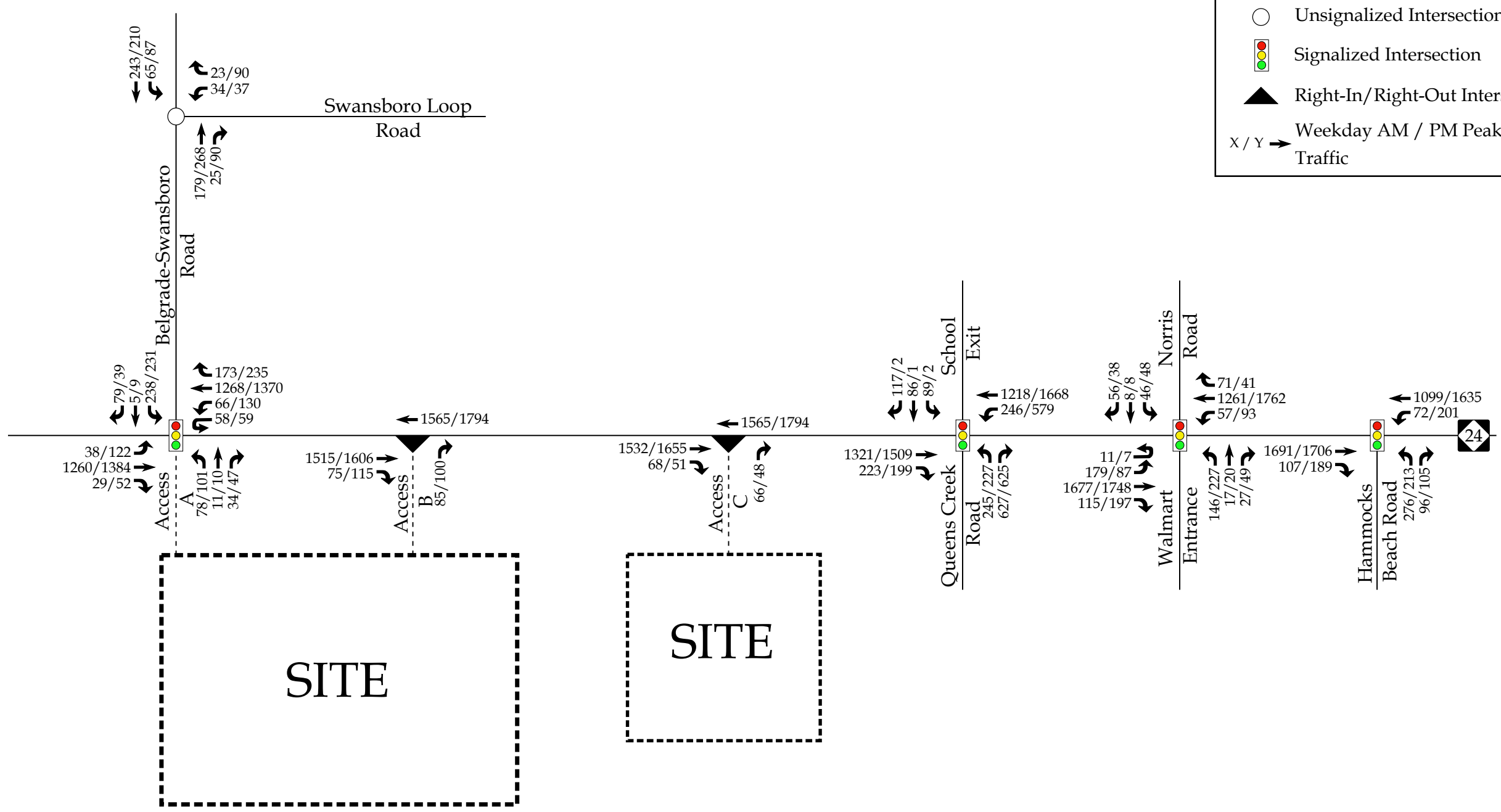
Flybridge Swansboro, NC

2026 Build Peak Hour Traffic

Scale: Not to Scale Figure 13a

LEGEND

- Unsignalized Intersection
- 🚦 Signalized Intersection
- ▲ Right-In/Right-Out Intersection
- X / Y → Weekday AM / PM Peak Hour Traffic



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

	<p>Flybridge Swansboro, NC</p>	<p>2027 Build Peak Hour Traffic</p>	
		<p>Scale: Not to Scale</p>	<p>Figure 12b</p>

6. TRAFFIC ANALYSIS PROCEDURE

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

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

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

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

6.1. Adjustments to Analysis Guidelines

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

7. CAPACITY ANALYSIS

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

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

All proposed site driveways were analyzed under 2026 and 2027 build traffic conditions. Refer to Tables 5-11 for a summary of capacity analysis results. Refer to Appendices E-L for the Synchro capacity analysis reports and SimTraffic queueing reports.

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

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

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

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour					Weekday PM Peak Hour						
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2023 Existing Conditions	EBL	150	19	65	A	9	A (9)	B (10)	85	183	B	12	A (7)	B (11)
	EBT (2)	--	154	140	A	9			271	241	A	7		
	WBU	100	4	24	A	6	A (9)		1	34	A	3	A (4)	
	WBT (2)	--	164	182	A	9			201	293	A	5		
	WBR	150	45	107	A	7	C (20)		48	192	A	3	E (69)	
	SBL	0	113	264	C	21			254	342	E	73		
	SBR	50	47	148	B	17			61	150	D	50		
2026 No-Build Conditions	EBL	150	24	65	B	13	B (11)	B (12)	145	218	C	21	A (9)	B (14)
	EBT (2)	--	190	162	B	11			339	260	A	8		
	WBU	100	4	29	A	6	B (11)		2	29	A	7	A (9)	
	WBT (2)	--	202	172	B	11			546	327	A	9		
	WBR	150	51	77	A	7	C (21)		122	250	A	6	E (69)	
	SBL	0	133	266	C	22			279	340	E	72		
	SBR	50	51	150	B	18			64	150	D	49		
2026 Build Conditions	EBL	150	47	120	C	33	C (21)	C (25)	209	250	F	83	D (38)	D (37)
	EBT (2)	--	314	262	C	20			685	533	C	34		
	EBR	100	21	62	B	10			57	200	C	21		
	WBUL	100	151	195	D	46	B (18)		310	200	F	82	C (27)	
	WBT (2)	--	317	288	B	15			642	466	C	21		
	WBR	150	82	221	B	11	D (42)		167	250	B	14	E (59)	
	NBTL	100	125	116	D	48			174	190	E	67		
	NBR	--	42	86	C	27			71	110	D	40		
	SBTL	0	283	404	F	84	E (70)		344	350	F	83	E (77)	
SBR	50	73	150	C	28	59		150	D	39				
2026 Build Conditions with Improvements	EBL	150	70	249	D	55	C (32)	C (29)	177	250	E	78	D (37)	D (38)
	EBT (2)	--	558	375	C	31			685	554	C	34		
	EBR	100	34	200	B	18			57	200	C	21		
	WBUL	500	183	202	D	55	C (22)		314	252	F	81	C (31)	
	WBT (2)	--	502	389	B	20			773	406	C	26		
	WBR	150	125	250	B	15	D (39)		213	250	B	17	E (59)	
	NBTL	--	124	131	D	41			174	200	E	67		
	NBR	100	51	78	C	31			71	126	D	40		
	SBTL	0	284	323	D	53	D (48)		344	360	F	83	E (77)	
SBR	50	91	150	C	33	59		150	D	39				

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour					Weekday PM Peak Hour						
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2027 No-Build Conditions	EBL	150	28	76	B	15	B (11)	B (12)	244	241	D	49	B (12)	B (16)
	EBT (2)	--	215	184	B	11			397	436	A	9		
	WBU	100	4	27	A	6	B (11)		2	30	A	9	B (11)	
	WBT (2)	--	230	203	B	12			699	329	B	12		
	WBR	150	54	105	A	7	C (24)		154	250	A	7	E (70)	
	SBL	0	162	433	C	25			307	371	E	74		
	SBR	50	62	150	B	19			67	150	D	48		
2027 Build Conditions	EBL	150	53	84	D	36	C (21)	C (29)	229	250	F	89	D (41)	D (40)
	EBT (2)	--	357	265	C	21			767	1444	D	38		
	EBR	100	20	134	A	10			54	200	B	20		
	WBUL	100	167	187	D	51	B (18)		307	200	F	88	D (31)	
	WBT (2)	--	362	395	B	16			840	468	C	26		
	WBR	150	86	219	B	10	E (65)		199	250	B	16	E (60)	
	NBTL	100	152	144	E	79			192	209	E	69		
	NBR	--	46	78	C	30			72	162	D	40		
	SBTL	0	343	1067	F	129	F (105)		401	496	F	89	F (82)	
	SBR	50	87	150	C	32			62	150	D	39		
2027 Build Conditions with Improvements	EBL	150	74	249	E	59	C (34)	C (32)	229	250	F	89	D (41)	D (40)
	EBT (2)	--	624	478	C	33			767	1359	D	38		
	EBR	100	33	200	B	18			54	200	B	20		
	WBUL	500	208	180	E	63	C (25)		307	291	F	88	C (31)	
	WBT (2)	--	582	424	C	22			840	467	C	26		
	WBR	150	135	250	B	16	D (41)		199	250	B	16	E (60)	
	NBTL	--	126	114	D	44			192	179	E	69		
	NBR	100	51	84	C	32			72	132	D	40		
	SBTL	0	321	347	E	58	D (52)		401	478	F	89	F (82)	
SBR	50	99	150	C	34	62		150	D	39				

Improvements to lane configuration are shown in bold.

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

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

7.2. NC 24 & Queens Creek Road/School Exit

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

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

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour					Weekday PM Peak Hour						
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2023 Existing Conditions	EBT (2)	--	381	436	D	36	C (32)	E (55)	638	508	C	25	C (23)	D (49)
	EBR	800	81	128	B	10			67	104	A	9		
	WBL	125	187	224	D	52	C (23)		580	225	D	41	B (13)	
	WBT (2)	--	246	332	B	16			103	695	A	3		
	NBL	200	248	300	D	54	F (146)		388	300	F	341	F (192)	
	NBR	--	707	1048	F	180			711	1048	F	146		
	SBL	--	95	130	D	39	D (48)		17	35	E	64	E (64)	
	SBTR	--	222	218	D	52			26	42	E	65		
2026 No-Build Conditions	EBT (2)	--	467	574	D	36	C (32)	F (89)	885	880	D	44	D (40)	D (43)
	EBR	800	86	151	A	10			90	426	B	11		
	WBL	125	421	225	F	254	E (59)		851	225	F	131	D (39)	
	WBT (2)	--	300	511	B	16			173	1343	A	5		
	NBL	200	317	300	E	72	F (245)		321	300	F	81	E (57)	
	NBR	--	911	1050	F	307			626	951	D	50		
	SBL	--	111	138	D	45	E (60)		17	31	E	63	E (64)	
	SBTR	--	286	288	E	67			26	54	E	65		
2026 Build Conditions	EBT (2)	--	522	672	D	36	C (32)	F (95)	973	1491	F	88	E (79)	D (55)
	EBR	800	98	167	A	9			139	900	B	14		
	WBL	125	448	225	F	282	E (61)		830	225	F	130	D (38)	
	WBT (2)	--	333	768	B	16			247	1335	A	6		
	NBL	200	384	300	F	100	F (273)		399	300	E	71	D (48)	
	NBR	--	970	1048	F	342			626	985	D	40		
	SBL	--	118	166	D	48	E (67)		17	30	E	63	E (64)	
	SBTR	--	309	396	E	75			26	38	E	65		
2026 Build Conditions with Improvements	EBT (2)	--	800	1325	E	69	E (61)	E (61)	1070	1200	D	53	D (47)	D (50)
	EBR	800	127	756	B	13			41	757	A	5		
	WBL	125	358	225	E	74	C (28)		866	225	F	172	D (51)	
	WBT (2)	--	432	596	B	19			383	1346	A	9		
	NBL	200	289	300	E	69	F (105)		292	300	E	75	D (55)	
	NBR	--	823	1046	F	119			588	992	D	48		
	SBL	--	129	146	E	59	F (102)		17	23	E	64	E (64)	
	SBTR	--	348	484	F	121			26	43	E	65		

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour					Weekday PM Peak Hour						
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2027 No-Build Conditions	EBT (2)	--	529	666	D	36	C (32)	F (116)	1030	2048	E	76	E (69)	E (60)
	EBR	800	93	192	A	9			96	900	B	11		
	WBL	125	496	225	F	342	E (74)		905	225	F	178	D (53)	
	WBT (2)	--	338	998	B	16			278	1351	A	6		
	NBL	200	391	300	F	102	F (337)		365	300	E	75	E (61)	
	NBR	--	1096	1050	F	421			753	1041	E	57		
	SBL	--	129	249	D	49	E (78)		17	31	E	63	E (64)	
	SBTR	--	355	462	F	91			26	52	E	65		
2027 Build Conditions	EBT (2)	--	592	604	D	36	C (32)	F (124)	1115	1639	F	138	F (123)	E (77)
	EBR	800	105	251	A	9			151	900	B	14		
	WBL	125	526	225	F	381	E (77)		848	225	F	177	D (52)	
	WBT (2)	--	374	1136	B	16			305	1349	A	8		
	NBL	200	465	300	F	146	F (376)		442	300	E	71	D (53)	
	NBR	--	1168	1048	F	465			753	1037	D	46		
	SBL	--	167	378	D	53	F (90)		17	33	E	63	E (64)	
	SBTR	--	380	698	F	106			26	61	E	65		
2027 Build Conditions with Improvements	EBT (2)	--	910	1644	F	103	F (90)	F (81)	1134	1644	F	130	F (116)	E (75)
	EBR	800	139	900	B	13			74	900	A	6		
	WBL	125	405	225	F	89	C (32)		848	225	F	177	D (52)	
	WBT (2)	--	493	547	C	21			305	1338	A	8		
	NBL	200	318	300	E	71	F (133)		442	300	E	71	D (53)	
	NBR	--	940	1048	F	157			753	1046	D	46		
	SBL	--	140	271	E	61	F (121)		17	23	E	63	E (64)	
	SBTR	--	388	737	F	147			26	56	E	65		

Capacity analysis indicates that the overall intersection is expected to operate at an overall LOS F or better during the weekday AM peak hour and an overall LOS E or better during the weekday PM peak hour under all analysis scenarios. It is not unusual for the minor street approaches to have higher delays at signalized intersections, especially when the signal is coordinated where the precedence is given to the mainline approaches to maximize progression. Queueing is not expected to increase significantly along the approaches. It is important to note that the southbound approach is a school driveway, therefore it is expected to have higher traffic volumes exiting the facility during the AM peak hour during the school year due to parent drop-offs. Immediately south of the intersection there are also two additional schools that also contribute to the higher volumes along the northbound approach during the school year. The proposed development is only expected to account for 7% of the total traffic at the intersection.

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

7.3. NC 24 & Norris Road/Walmart Entrance

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

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

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour					Weekday PM Peak Hour						
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2023 Existing Conditions	EBL	400	59	149	B	18	A (10)	B (14)	10	106	A	9	B (11)	B (18)
	EBT (2)	--	374	251	A	9			198	179	B	12		
	EBR	150	41	64	A	6			41	75	A	8		
	WBL	150	8	85	A	4	B (16)		24	159	B	11	B (15)	
	WBTTTR	--	337	306	B	16			620	281	B	15		
	NBL	0	91	145	C	31	C (30)		254	300	E	79	E (72)	
	NBTR	--	33	54	C	27			84	116	D	49		
SBLTR	--	89	118	C	30	C (30)	111	130	D	52	D (52)			
2026 No-Build Conditions	EBL	400	250	226	D	62	C (24)	C (26)	80	182	E	62	B (12)	C (24)
	EBT (2)	--	653	462	C	19			227	254	B	10		
	EBR	150	72	250	B	11			35	185	A	7		
	WBL	150	78	250	D	62	C (25)		182	250	F	99	C (25)	
	WBTTTR	--	407	422	C	23			750	761	C	21		
	NBL	0	146	174	D	76	D (39)		376	371	F	101	F (89)	
	NBTR	--	52	71	C	47			102	128	D	50		
SBLTR	--	103	139	C	54	C (35)	126	177	D	53	D (53)			
2026 Build Conditions	EBUL	400	278	246	D	50	C (26)	C (27)	88	149	E	56	B (11)	C (24)
	EBT (2)	--	714	512	C	24			193	242	A	9		
	EBR	150	72	250	B	12			31	136	A	7		
	WBL	150	78	249	D	46	C (27)		180	250	F	97	C (27)	
	WBTTTR	--	443	429	C	26			833	770	C	23		
	NBL	0	147	194	D	44	D (41)		380	392	F	103	F (91)	
	NBTR	--	52	78	C	31			102	121	D	50		
SBLTR	--	109	146	D	36	D (36)	134	160	D	53	D (53)			
2027 No-Build Conditions	EBL	400	278	482	D	53	C (28)	C (29)	79	168	E	57	B (12)	C (27)
	EBT (2)	--	765	591	C	26			225	245	B	10		
	EBR	150	77	250	B	12			35	143	A	7		
	WBL	150	80	249	D	47	C (28)		195	250	F	101	C (29)	
	WBTTTR	--	472	443	C	28			891	772	C	25		
	NBL	0	156	182	D	46	D (43)		425	423	F	121	F (105)	
	NBTR	--	54	94	C	31			108	109	D	50		
SBLTR	--	111	142	D	36	D (36)	137	171	D	53	D (53)			
2027 Build Conditions	EBUL	400	308	433	E	56	C (31)	C (32)	87	183	E	57	B (12)	C (28)
	EBT (2)	--	825	617	C	29			200	254	B	10		
	EBR	150	77	250	B	12			31	164	A	7		
	WBL	150	80	250	D	47	C (31)		178	250	F	99	C (32)	
	WBTTTR	--	514	598	C	31			987	774	C	29		
	NBL	0	157	183	D	48	D (44)		430	397	F	127	F (109)	
	NBTR	--	54	90	C	31			108	116	D	50		
SBLTR	--	116	156	D	37	D (37)	144	172	D	54	D (54)			

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



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

7.4. NC 24 & Hammocks Beach Road

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

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

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour						Weekday PM Peak Hour					
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2023 Existing Conditions	EBU	325	5	28	A	8	B (13)	B (12)	1	34	A	4	A (5)	A (10)
	EBT (2)	--	358	289	B	14			102	198	A	5		
	EBR	550	11	34	A	2			16	101	A	1		
	WBL	200	17	74	A	7	A (5)		83	214	C	22	A (7)	
	WBT (2)	--	117	157	A	5			243	253	A	5		
	NBL	150	98	152	C	30	C (30)		143	218	E	69	E (69)	
NBLR	--	--	184	--	--	--		270	--	--				
2026 No-Build Conditions	EBU	325	6	23	A	9	B (18)	B (18)	1	42	A	5	A (5)	B (17)
	EBT (2)	--	507	444	B	19			138	263	A	6		
	EBR	550	24	129	A	3			22	105	A	2		
	WBL	200	96	118	D	46	A (8)		358	300	F	127	B (20)	
	WBT (2)	--	130	176	A	6			290	1099	A	6		
	NBL	150	212	198	D	42	D (42)		194	237	E	70	E (70)	
NBLR	--	--	231	--	--	--		758	--	--				
2026 Build Conditions	EBU	325	6	23	A	9	B (19)	B (18)	1	46	A	6	A (6)	B (18)
	EBT (2)	--	554	578	C	20			172	235	A	7		
	EBR	550	26	130	A	3			29	100	A	2		
	WBL	200	101	113	D	49	A (8)		358	300	F	127	B (20)	
	WBT (2)	--	138	195	A	6			322	1415	A	7		
	NBL	150	242	240	D	44	D (44)		202	250	E	71	E (71)	
NBLR	--	--	277	--	--	--		1138	--	--				
2027 No-Build Conditions	EBU	325	5	107	A	8	B (20)	B (19)	1	33	A	7	A (7)	B (20)
	EBT (2)	--	620	585	C	21			220	269	A	8		
	EBR	550	27	170	A	3			38	92	A	2		
	WBL	200	115	139	D	53	A (9)		401	300	F	151	C (24)	
	WBT (2)	--	144	197	A	6			347	1417	A	7		
	NBL	150	289	245	D	50	D (50)		209	250	E	72	E (72)	
NBLR	--	--	280	--	--	--		960	--	--				
2027 Build Conditions	EBU	325	6	0	A	8	C (20)	B (20)	1	33	A	8	A (9)	C (20)
	EBT (2)	--	673	575	C	21			257	242	A	9		
	EBR	550	29	66	A	2			45	116	A	3		
	WBL	200	116	181	E	56	A (9)		401	300	F	151	C (24)	
	WBT (2)	--	156	271	A	6			386	1421	A	8		
	NBL	150	304	248	D	54	D (54)		217	250	E	73	E (73)	
NBLR	--	--	328	--	--	--		1140	--	--				

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

7.5. Belgrade-Swansboro Road & Swansboro Loop Road

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

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

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour					Weekday PM Peak Hour							
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	
			95th	Max					95th	Max					
2023 Existing Conditions	WBLR	--	8	52	B ²	11	B (11) ²	N/A	18	65	B ²	12	B (12) ²	N/A	
	NBTR	--	--	--	--	--	--		--	4	--	--	--		--
	SBLT	--	3	34	A ¹	8	A (8) ¹		5	58	A ¹	8	A (8) ¹		
2026 No-Build Conditions	WBLR	--	8	50	B ²	12	B (12) ²	N/A	20	92	B ²	13	B (13) ²	N/A	
	NBTR	--	--	--	--	--	--		--	4	--	--	--		--
	SBLT	--	3	48	A ¹	8	A (8) ¹		5	72	A ¹	8	A (8) ¹		
2026 Build Conditions	WBLR	--	8	60	B ²	12	B (12) ²	N/A	23	78	B ²	13	B (13) ²	N/A	
	NBTR	--	--	--	--	--	--		--	13	--	--	--		--
	SBLT	--	5	48	A ¹	8	A (8) ¹		5	78	A ¹	8	A (8) ¹		
2027 No-Build Conditions	WBLR	--	10	53	B ²	13	B (13) ²	N/A	25	85	B ²	14	B (14) ²	N/A	
	NBTR	--	--	--	--	--	--		--	13	--	--	--		--
	SBLT	--	5	56	A ¹	8	A (8) ¹		8	82	A ¹	8	A (8) ¹		
2027 Build Conditions	WBLR	--	10	54	B ²	13	B (13) ²	N/A	28	84	B ²	14	B (14) ²	N/A	
	NBTR	--	--	--	--	--	--		--	4	--	--	--		--
	SBLT	--	5	70	A ¹	8	A (8) ¹		8	87	A ¹	8	A (8) ¹		

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

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

7.6. NC 24 & Access B

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

Table 10: Analysis Summary of NC 24 & Access B

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour					Weekday PM Peak Hour						
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2026 Build Conditions	EBT (2)	--	--	--	--	--	--	--	15	--	--	--	N/A	
	EBR	100	--	--	--	--	--	--	--	--	--	--		
	WBT (2)	--	--	--	--	--	--	127	--	--	--	--		
	NBR	--	28	94	C ¹	19	C (19) ¹	38	149	C ¹	22	C (22) ¹		
2027 Build Conditions	EBT (2)	--	--	--	--	--	--	--	520	--	--	--	N/A	
	EBR	100	--	--	--	--	--	200	--	--	--	--		
	WBT (2)	--	--	124	--	--	--	15	--	--	--	--		
	NBR	--	33	112	C ¹	22	C (22) ¹	45	560	D ¹	26	D (26) ¹		

Improvements by developer are shown in bold.

1. Level of service for minor-street approach.

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

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

7.7. NC 24 & Access C

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

Table 11: Analysis Summary of NC 24 & Access C

ANALYSIS SCENARIO	LANE GROUP	Existing Storage (ft)	Weekday AM Peak Hour					Weekday PM Peak Hour						
			Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)	Queue (ft)		Lane LOS	Delay (sec)	Approach LOS (sec)	Overall LOS (sec)
			95th	Max					95th	Max				
2026 Build Conditions	EBT (2)	--	--	--	--	--	--	--	183	--	--	--	N/A	
	EBR	100	--	--	--	--	--	40	--	--	--	N/A		
	WBT (2)	--	--	--	--	--	--	--	--	--	--			N/A
	NBR	--	20	65	C ¹	19	C (19) ¹	15	88	C ¹	19			
2027 Build Conditions	EBT (2)	--	--	--	--	--	--	580	--	--	--		N/A	
	EBR	100	--	--	--	--	--	200	--	--	--	N/A		
	WBT (2)	--	--	--	--	--	--	--	--	--	--			N/A
	NBR	--	23	105	C ¹	21	C (21) ¹	18	366	C ¹	21			

Improvements by developer are shown in bold.

1. Level of service for minor-street approach.

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

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

8. CONCLUSIONS

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

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

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

Trip Generation

It is estimated that the proposed development will generate approximately 325 primary trips (147 entering and 178 exiting) during the weekday AM peak hour and 387 primary trips (219 entering and 168 exiting) during the weekday PM peak hour.

Adjustments to Analysis Guidelines

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

Intersection Capacity Analysis Summary

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

9. RECOMMENDATIONS

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

Recommended Improvements by Developer

NC 24 & Belgrade-Swansboro Road/Access A

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

NC 24 & Queens Creek Road/School Exit

- Signal timing modifications.

NC 24 & Access B

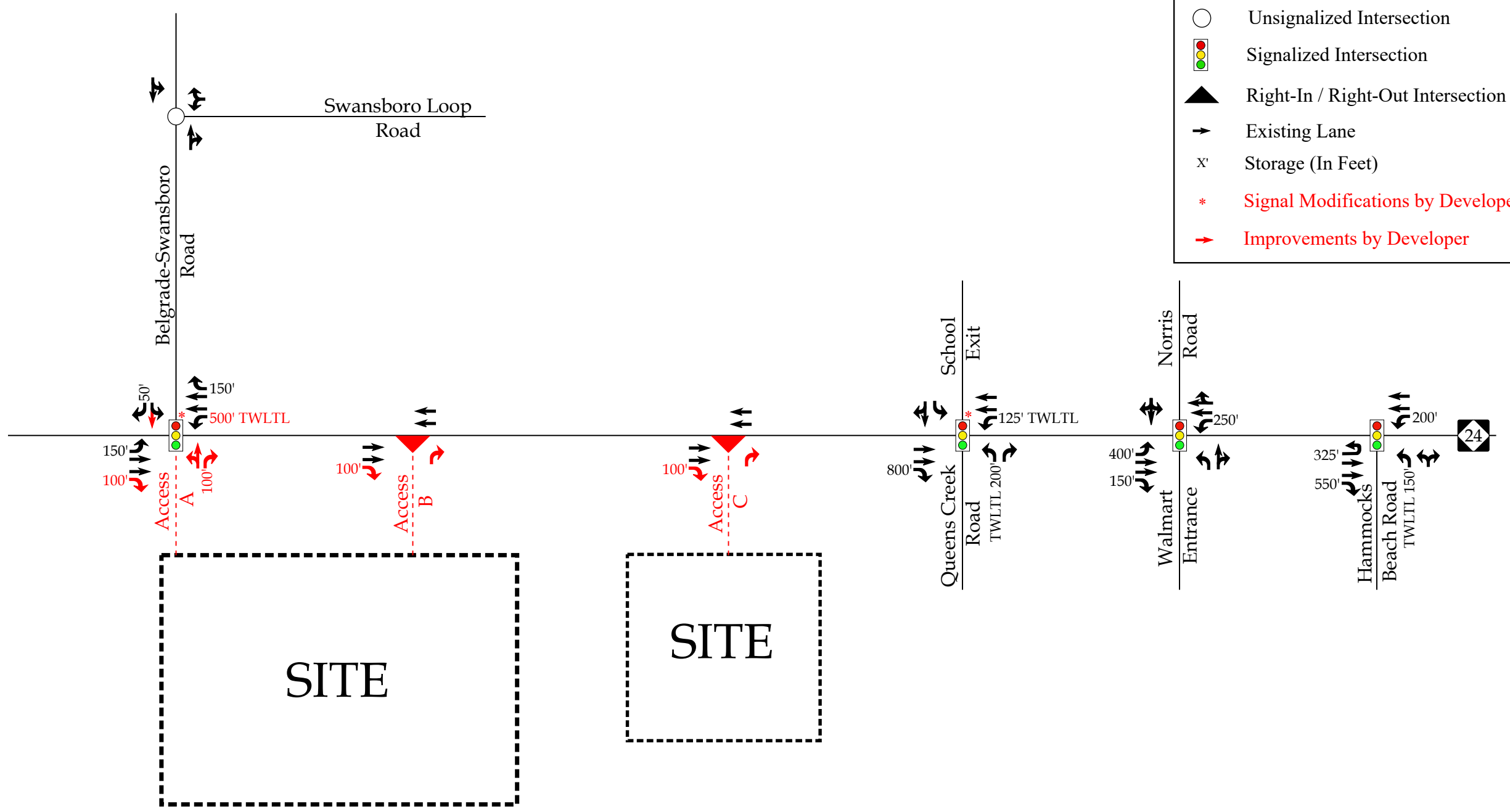
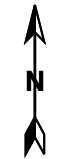
- Construct the northbound approach with one ingress lane and one egress lane striped as a right-turn lane.
- Provide stop control for the northbound approach.
- Construct an eastbound right-turn lane with 100 feet of storage and appropriate taper length.

NC 24 & Access C

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

LEGEND

- Unsignalized Intersection
- 🚦 Signalized Intersection
- ▲ Right-In / Right-Out Intersection
- Existing Lane
- x' Storage (In Feet)
- * Signal Modifications by Developer
- ➔ Improvements by Developer



Flybridge
Swansboro, NC

Recommended Lane
Configurations

Scale: Not to Scale Figure 14

TOWN OF SWANSBORO PLANNING AND ZONING BOARD
STATEMENT OF CONSISTENCY

On January 7, 2025, the Planning Board heard the requested conditional rezoning map amendment and did not recommended approval of the requested rezoning map amendment to the Board of Commissioners.

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



Planning Board Chair



Town Planner

**Ordinance 2025-04
Zoning Map Amendment**

WHEREAS North Carolina General Statute (NCGS) 160D-701 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS NCGS 160D-604 also states that when adopting or rejecting any zoning amendment, the governing board shall approve a statement describing whether its action is consistent with an adopted Comprehensive Plan and any other officially adopted plan that is applicable, and briefly explain why the board considers the action taken to be reasonable and in the public interest or not; and

WHEREAS the Board of Commissioners finds that the proposed conditional re-zoning of PARID Number: 019494 and 027733 located off of W. Corbett Ave, is reasonable and in the public interest because the conversion of approximately 38.92- acres from RA (Rural/Agricultural) zoning designation to B-1 (Business) Conditional Zoning is _____ with the Comprehensive Plan, specifically the 2019 Land Use Plan Update amended August 28, 2023, and the property is identified as is appropriate for mixed-use land use.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Zoning Map be amended by converting PARID Numbers 019494 and 027733 from RA (Rural/Agricultural) zoning designation to B-1 (Business) Conditional Zoning designation with the following conditions:

1. Strategic placement of development to enhance and preserve the natural buffers already present by providing additional separation from multifamily development, specifically along the rear of the property where residential development is already present
2. Even with the stormwater facilities proposed along the rear portion of the site, existing jurisdictional wetlands will be preserved along the eastern side of the property.
3. In accordance with the conditional zoning district section of the UDO, the site plan shows a 200 ft corridor setback and in turn there is flexibility to allow a 40 ft mean height for the multi-family buildings. This is 5 ft over the standard 35 ft building height requirements.
4. The proposal includes a variation from the off-street parking requirements for multi-family housing. Details found in application narrative.

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, February 25, 2025.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board of Commissioner Vacancy**

Board Meeting Date: **February 25, 2025**

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

Overview: At its February 11, 2025, regular meeting the board was provided with details related to the conflicting rules in the Charter and NCGS rules on vacancies among the board. The Board tabled deciding which rule to follow for filling the vacant commissioner seat for members to spend time thinking about their decision and to allow staff time to research and report back on what steps were taken in the past.

Prior vacancies: Angela Clinton was elected to a 4-year term in November of 2017 and sworn into office in December 2017, she resigned from her seat and Philip Keagy was appointed to her seat in August of 2018. A special election was held for the seat in November 2019 to fill the remainder of her term until December 2021 and Larry Philpott was elected to that seat.

Larry Philpott ran for reelection in November 2021 and was elected to a 4-year term. Mr. Philpott was sworn into office in December 2021. In February of 2024 Mr. Philpott resigned from his seat and Pat Turner was appointed by the board to fill the remainder of his term through December 2025. This seat is up for reelection in November 2025; therefore, a special election situation did not apply.

Background Attachment(s): Agenda Item Submitted for February 11, 2025, regular meeting

Recommended Action: Choose one of the remedies available to fill the vacant commissioner seat.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Discussion of Filling a Vacancy on the Board of Commissioners**

Board Meeting Date: **February 11, 2025**

Prepared By: **Jon Barlow – Town Manager and Francis Rasberry – Town Attorney**

Overview: On January 28, 2025, Bill Justice was appointed as mayor to serve until the next municipal election in November 2025, leaving his previous commissioner seat vacant with nearly three years remaining. Conflicting rules in the Town Charter and North Carolina General Statutes create uncertainty about whether the appointed replacement will serve the full remaining term or only until the next election, requiring the Board to decide which law to follow.

Expanded Overview: Mr. Justice was serving a 4-year term expiring in November 2027. As a result of his appointment, there is about 3 years left on his unexpired term. Unfortunately, the process to fill Mr. Justice’s term is not straight forward. Upon review of the Town Charter and NC General Statutes there are inconsistencies between the laws.

NCGS 160A-63, *Vacancies*, provides that, if the term of the vacated office expires either following the next regular election, or if the next regular election is within 90 days after the vacancy occurs, the Board-appointed replacement serves the remainder of the unexpired term. In other words, if the office expires within 2 years or less, or if the next election is just around the corner, the appointed replacement serves the remainder of the vacated office’s term, being a relatively short period of time. Otherwise, and **specifically when the vacated office has two or more years remaining in the term, the appointed replacement serves only until the next election, and the successor elected at that election serves the remainder of the term of the vacated office, i.e., two years.**

Regarding the filling of vacancies, The **Town Charter provides otherwise.** *Section 3.3 (C), Vacancies*, of the Charter provides that, if a vacancy occurs in the office of commissioner, the board **“shall by majority vote... appoint a qualified person to fill the same for the remainder of the unexpired term.”** The Charter ostensibly allows the BOC appointee to serve the full remaining term, making no distinction between filling the seat expiring in less than two years, and one that may have nearly four years before expiration.

There is a remedy to help resolve when there is a conflict as one described above. **NCGS 160A-3, General Laws Supplementary to Charter**, sets forth rules for reconciling conflicts, inconsistencies, or overlaps between Town charter law and general law. This statute is extremely tedious and challenging to apply. However the most-applicable section provides: “(a) When a procedure that purports to prescribe all acts necessary for the execution of any... power, duty, (or) function...

Action: _____

is provided by both general law and a city charter, the **two procedures may be used as alternat**
and a city may elect to follow either one.”

Item VI - a.

In the event the Board chooses to follow the Charter, then the process is fairly straight forward. The person appointed would fill the remaining balance of time on Mr. Justices term. If the General Statute is followed then the appointee only serves until the next election in November 2025 and may seek reelection (special election) for the remaining two years of the original 4-year term or a seat for one of the three seats that are up for reelection in November 2025.

Background Attachment(s): None

Recommended Action: Due to the inconsistencies between the Town Charter and the NCGS a determination of the preferred method to fill the unexpired term of Mr. Justice is necessary.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Funding Request – PirateFest**

Board Meeting Date: **February 25, 2025**

Prepared By: **Anna Stanley – Parks & Recreation Director**

Overview: Funding to support the PriageFest event to be held in May is requested.

Expanded Overview: Since 2017, PirateFest has been a cornerstone of our community's cultural and economic landscape, evolving into a highly anticipated annual tradition. Initially organized by Onslow County Parks and Recreation in the Swansboro area, our collaboration to bring the event to the downtown area has proven to be a strategic and beneficial decision for the town. Support to maintain this valuable event is requested for the following reasons:

1. **Significant Growth in Attendance:** Since its inception, the event has seen a remarkable 77% increase in attendance, culminating in a record-breaking 7,000 participants in 2023 within a six-hour window. This growth reflects the community’s enthusiasm and the event’s appeal, drawing residents and visitors alike to our downtown.
2. **Economic Impact:** The influx of attendees positively impacts local businesses, particularly restaurants, shops, and vendors, fostering economic activity in the downtown area. The event supports small businesses and reinforces our town’s reputation as a vibrant and welcoming destination.
3. **Collaborative Effort and Shared Resources:** Onslow Parks and Recreation has been instrumental in funding over 50% of the event’s total budget, demonstrating inter-departmental collaboration and shared investment in the event's success. This partnership minimizes the financial burden on the town while maximizing community benefits.
4. **Strengthening Community Identity and Engagement:** The event provides an inclusive platform for residents of all ages to gather, celebrate, and connect. It enhances the quality of life and strengthens our town’s identity as a hub of community activity and culture.
5. **Alignment with Strategic Goals:** PirateFest aligns with our broader goals of fostering community engagement, supporting economic development, and utilizing downtown as a dynamic space for public gatherings. It also showcases the town’s commitment to offering diverse recreational and cultural opportunities.

Given these factors, PirateFest has become an integral part of our town's annual calendar. Its sustained growth and the collaborative model of its funding underscore its value and feasibility.



Background Attachment(s): Data Analysis Report by Placer.ai

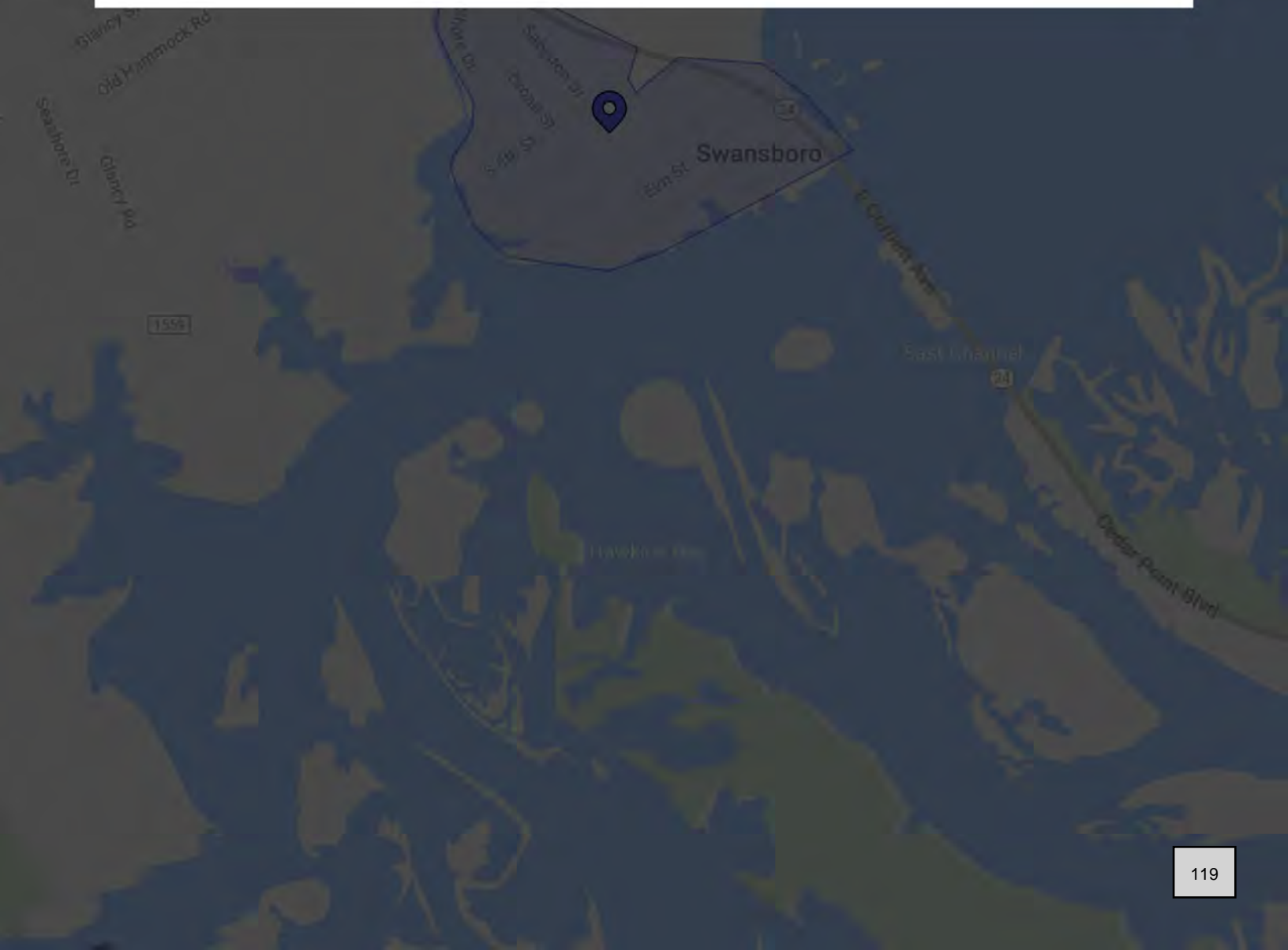
Recommended Action: Motion to approve or deny allocation of \$3,000 for the annual PirateFest event held each May. If approved a Budget Amendment will be provided for approval at the next regular meeting.

Action: _____

Property Overview

Property:

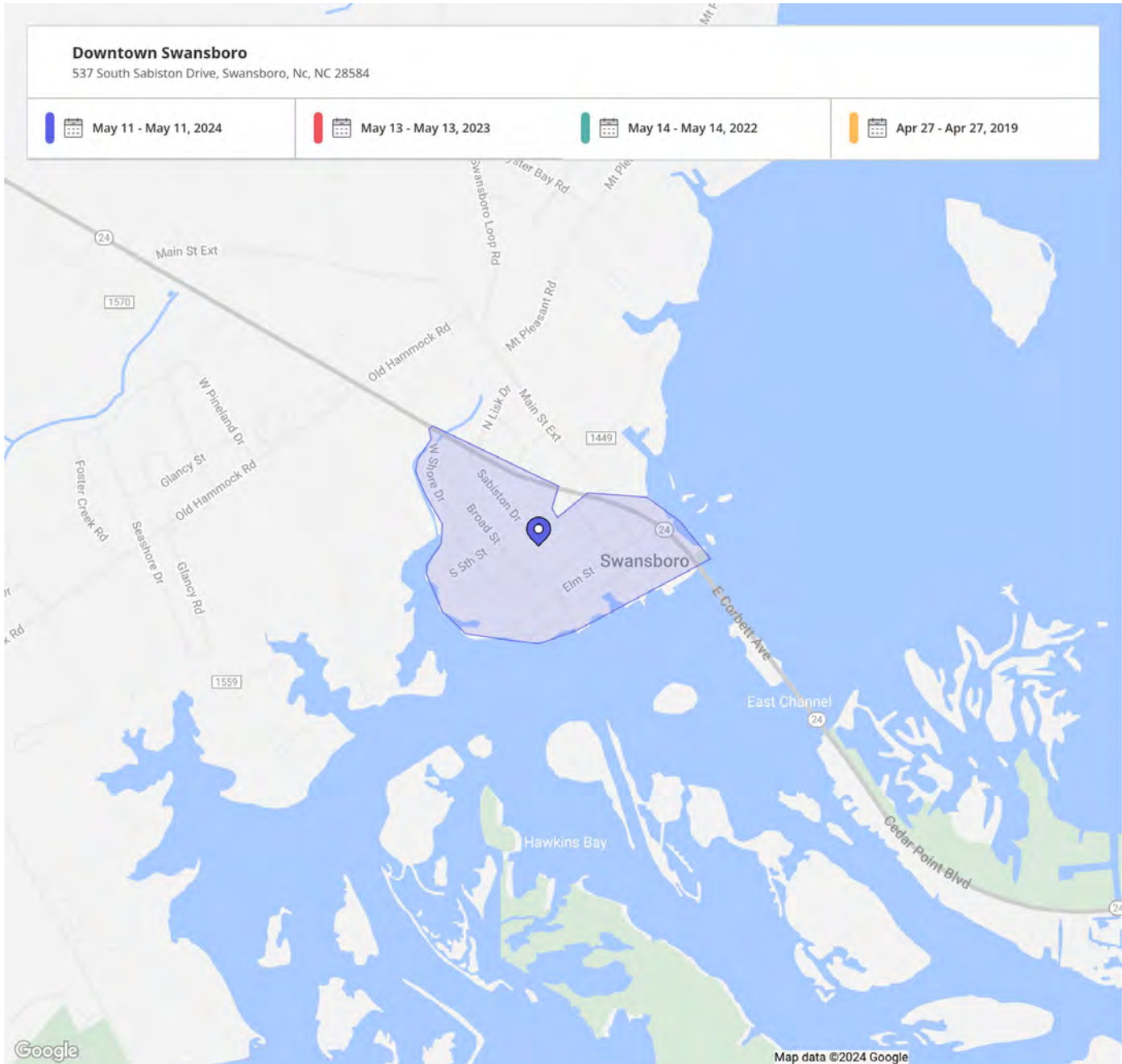
-  **Downtown Swansboro** May 11 - May 11, 2024
537 South Sabiston Drive, Swansboro, NC, NC 28584
-  **Downtown Swansboro** May 13 - May 13, 2023
537 South Sabiston Drive, Swansboro, NC, NC 28584
-  **Downtown Swansboro** May 14 - May 14, 2022
537 South Sabiston Drive, Swansboro, NC, NC 28584
-  **Downtown Swansboro** Apr 27 - Apr 27, 2019
537 South Sabiston Drive, Swansboro, NC, NC 28584



Property Overview

Time Compare

Item VI - b.



Property Overview

Time Compare

Item VI - b.

Metrics

Metric Name	 Downtown Swansboro South Sabiston Drive, Swansboro, NC, NC	 Downtown Swansboro South Sabiston Drive, Swansboro, NC, NC	 Downtown Swansboro South Sabiston Drive, Swansboro, NC, NC	 Downtown Swansboro South Sabiston Drive, Swansboro, NC, NC
Visits	6.1K	7.1K	4K	4.8K
Visitors	6.1K	7.1K	4K	4.8K
Visit Frequency	1	1	1	1
Avg. Dwell Time	57 min	52 min	71 min	57 min
Panel Devices	484	479	216	139

 Downtown Swansboro - May 11th, 2024

 Downtown Swansboro - May 13th, 2023

 Downtown Swansboro - May 14th, 2022





 Downtown Swansboro - Apr 27th, 2019

Data provided by Placer Labs Inc. (www.placer.ai)



Audience Overview

Summary

Properties	Median Household Income	Bachelor's Degree or Higher	Median Age	Most Common Ethnicity	Persons per Household
 Downtown Swansboro South Sabiston Drive, Sw...	\$58.5K	26.6%	35.3	White (64.2%)	2.47
 Downtown Swansboro South Sabiston Drive, Sw...	\$64.4K	27.6%	35.3	White (69.6%)	2.53
 Downtown Swansboro South Sabiston Drive, Sw...	\$68.8K	31.5%	36.0	White (68.9%)	2.54
 Downtown Swansboro South Sabiston Drive, Sw...	\$54.4K	24.9%	33.1	White (62.8%)	2.44

Downtown Swansboro - May 11th, 2024
Downtown Swansboro - May 13th, 2023
Downtown Swansboro - May 14th, 2022
Downtown Swansboro - Apr 27th, 2019
 Data Source: STI: Popstats
 Data provided by Placer Labs Inc. (www.placer.ai)



Household Income



Downtown Swansboro - May 11th, 2024
Downtown Swansboro - May 13th, 2023
Downtown Swansboro - May 14th, 2022
Downtown Swansboro - Apr 27th, 2019
 Data Source: STI: Popstats
 Data provided by Placer Labs Inc. (www.placer.ai)



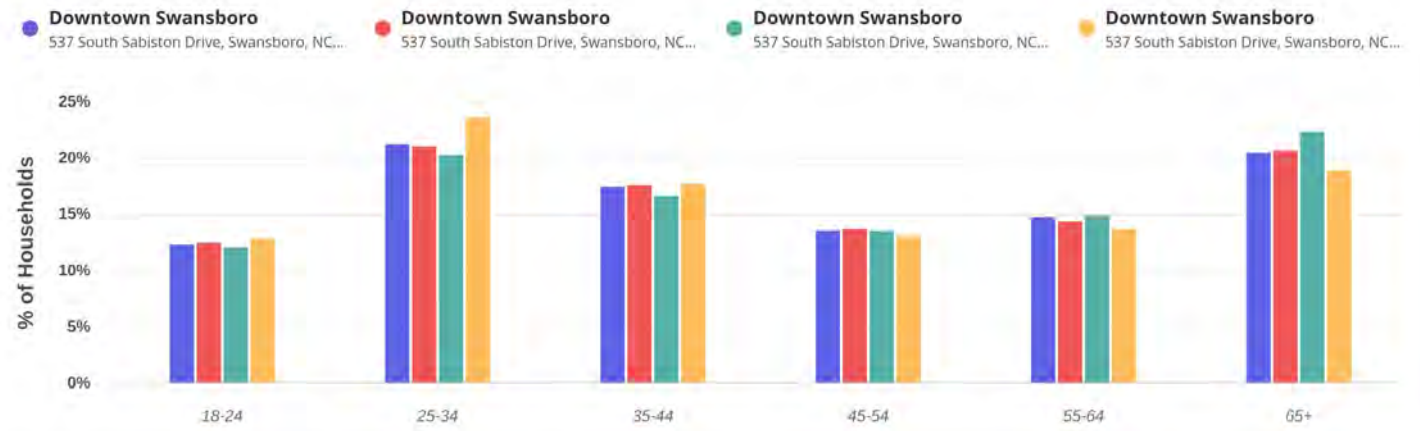
Education



Downtown Swansboro - May 11th, 2024
Downtown Swansboro - May 13th, 2023
Downtown Swansboro - May 14th, 2022
Downtown Swansboro - Apr 27th, 2019
 Data Source: STI: Popstats
 Data provided by Placer Labs Inc. (www.placer.ai)



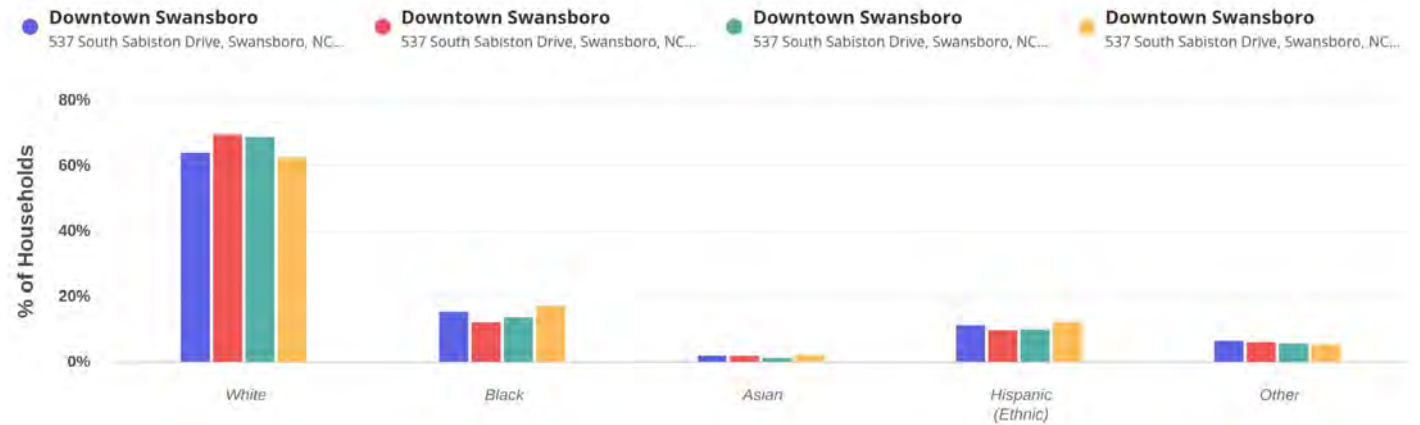
Age



Downtown Swansboro - May 11th, 2024
 Downtown Swansboro - May 13th, 2023
 Downtown Swansboro - May 14th, 2022
 Downtown Swansboro - Apr 27th, 2019
 Data Source: STI: Popstats
 Data provided by Placer Labs Inc. (www.placer.ai)



Ethnicity



Downtown Swansboro - May 11th, 2024
 Downtown Swansboro - May 13th, 2023
 Downtown Swansboro - May 14th, 2022
 Downtown Swansboro - Apr 27th, 2019
 Data Source: STI: Popstats
 Data provided by Placer Labs Inc. (www.placer.ai)



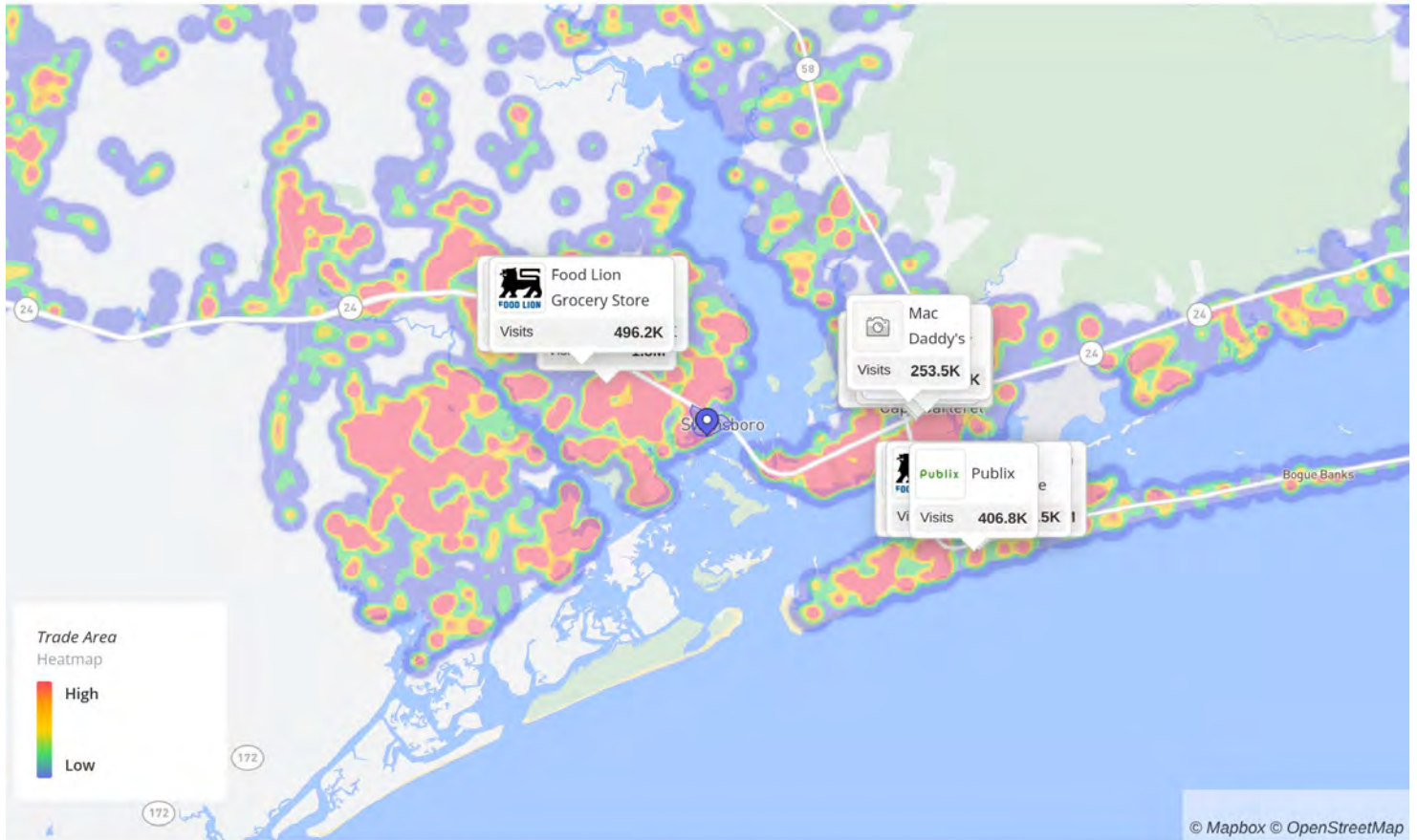
Household Size



Downtown Swansboro - May 11th, 2024
Downtown Swansboro - May 13th, 2023
Downtown Swansboro - May 14th, 2022
Downtown Swansboro - Apr 27th, 2019
Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)



Market Landscape



Home locations are obfuscated for privacy and randomly placed within a census block. They do not represent actual home addresses.

Jan 1st, 2024 - Dec 22nd, 2024
Data provided by Placer Labs Inc. (www.placer.ai)



Market Landscape

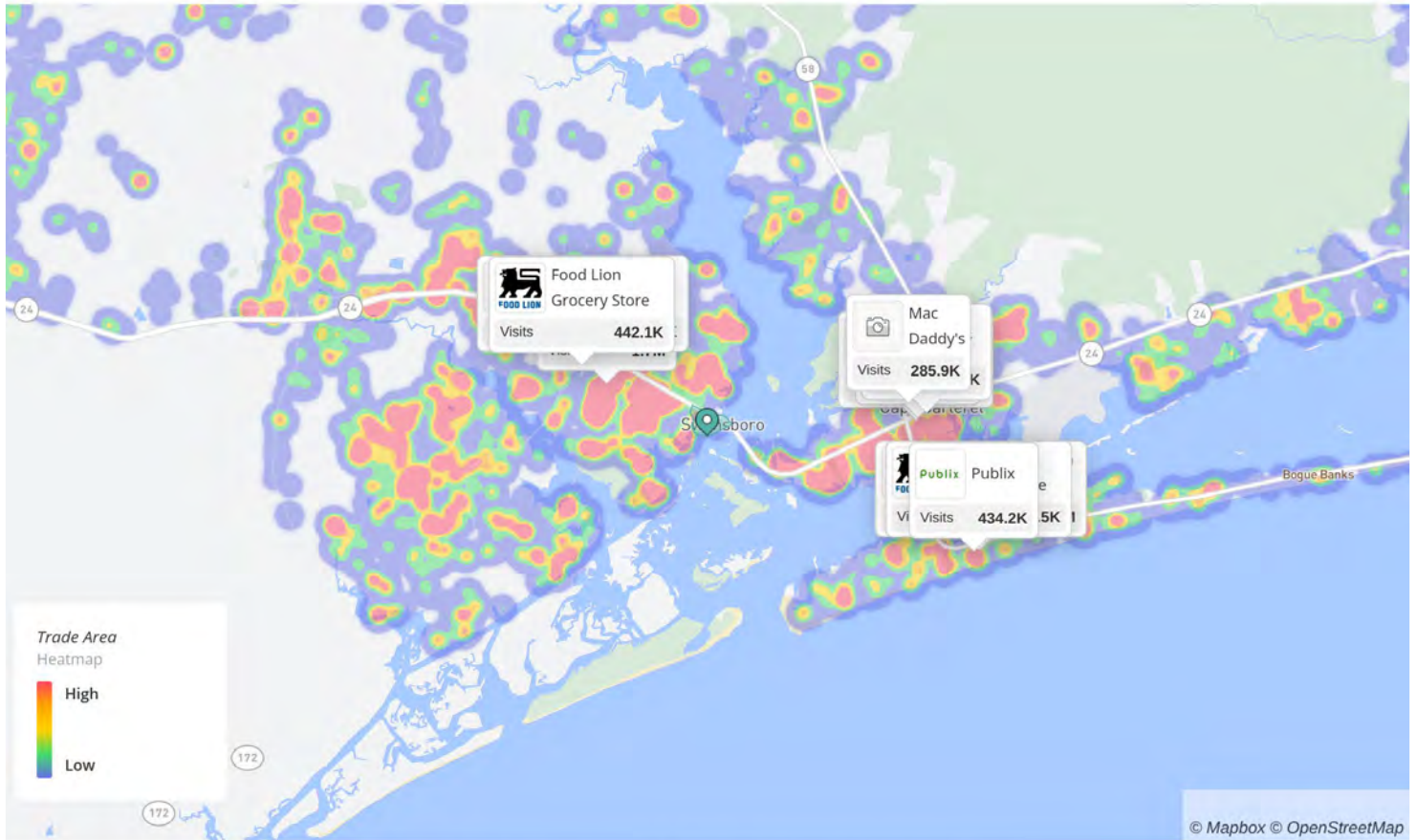


Home locations are obfuscated for privacy and randomly placed within a census block. They do not represent actual home addresses.

Jan 1st, 2023 - Dec 31st, 2023
Data provided by Placer Labs Inc. (www.placer.ai)



Market Landscape

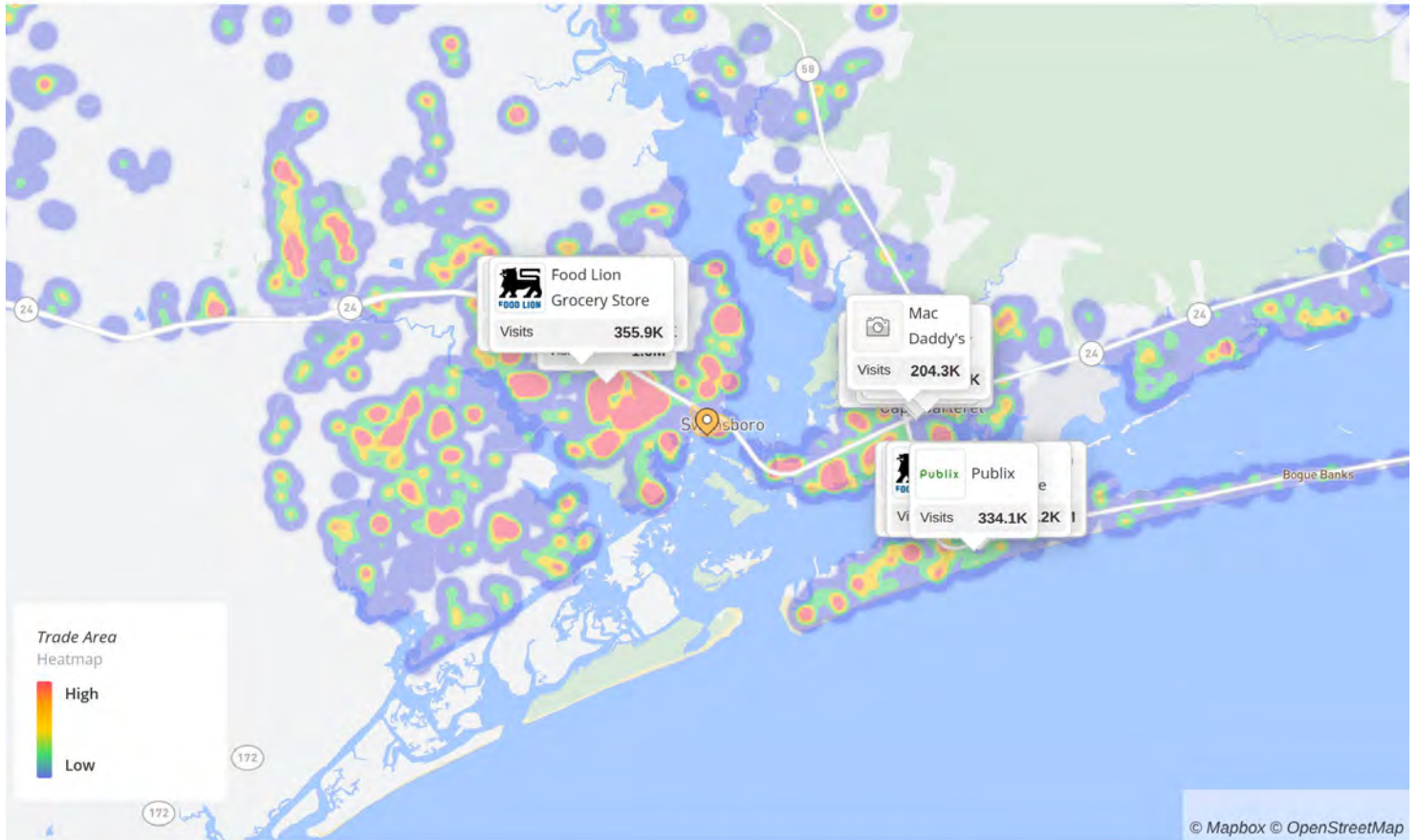


Home locations are obfuscated for privacy and randomly placed within a census block. They do not represent actual home addresses.

Jan 1st, 2022 - Dec 31st, 2022
Data provided by Placer Labs Inc. (www.placer.ai)



Market Landscape



Home locations are obfuscated for privacy and randomly placed within a census block. They do not represent actual home addresses.

Jan 1st, 2019 - Dec 31st, 2019
Data provided by Placer Labs Inc. (www.placer.ai)



Ranking Overview

Downtown Swansboro

537 South Sabiston Drive, Swansboro, N...

Downtown Swansboro

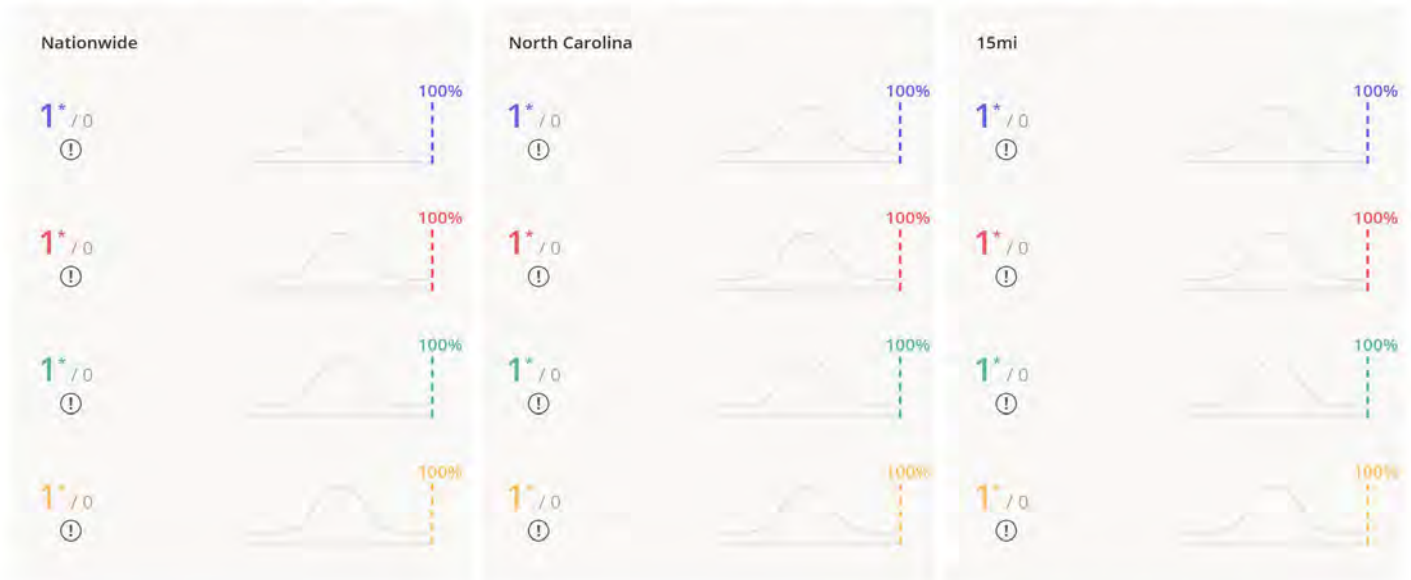
537 South Sabiston Drive, Swansboro, N...

Downtown Swansboro

537 South Sabiston Drive, Swansboro, N...

Downtown Swansboro

537 South Sabiston Drive, Swansboro, N...



* Custom filters and dates are ignored. Ranking only supports 'full-months'. Showing report for: **Downtown Swansboro May 1st, 2024 - May 31st, 2024**, **Downtown Swansboro May 1st, 2023 - May 31st, 2023**, **Downtown Swansboro May 1st, 2022 - May 31st, 2022**, **Downtown Swansboro Apr 1st, 2019 - Apr 30th, 2019**

Category: Address | Visits

Downtown Swansboro - May 11th, 2024

Downtown Swansboro - May 13th, 2023

Downtown Swansboro - May 14th, 2022

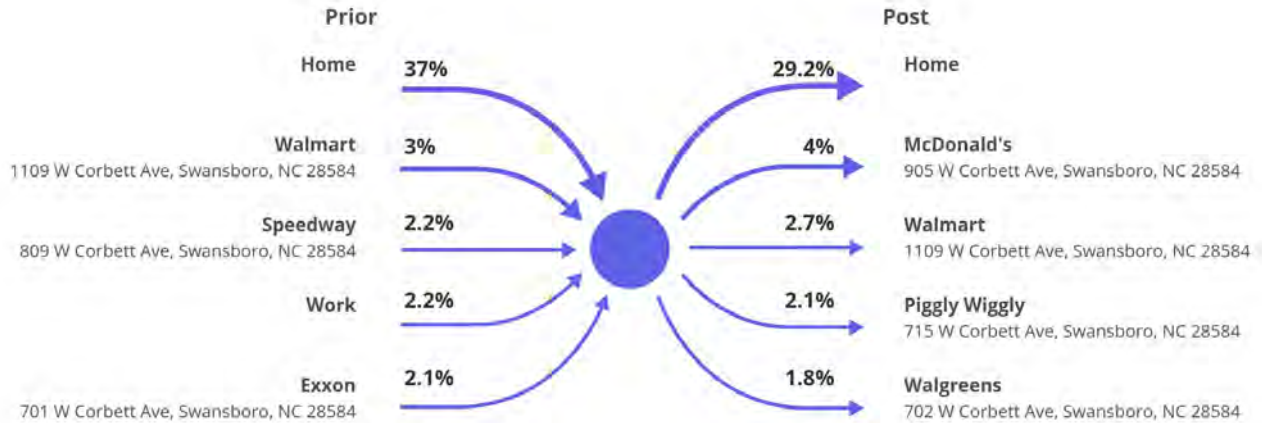
Downtown Swansboro - Apr 27th, 2019

Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Journey

Downtown Swansboro
537 South Sabiston Drive, Swansboro, NC, NC 28584

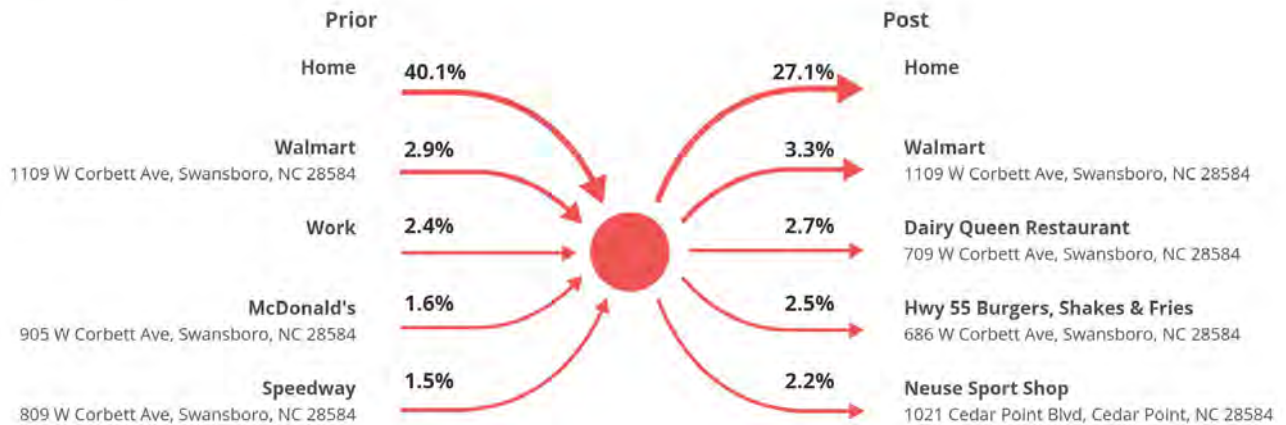


Show by: | May 11th, 2024
Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Journey

Downtown Swansboro
537 South Sabiston Drive, Swansboro, NC, NC 28584



Show by: | May 13th, 2023
Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Journey

Downtown Swansboro
537 South Sabiston Drive, Swansboro, NC, NC 28584

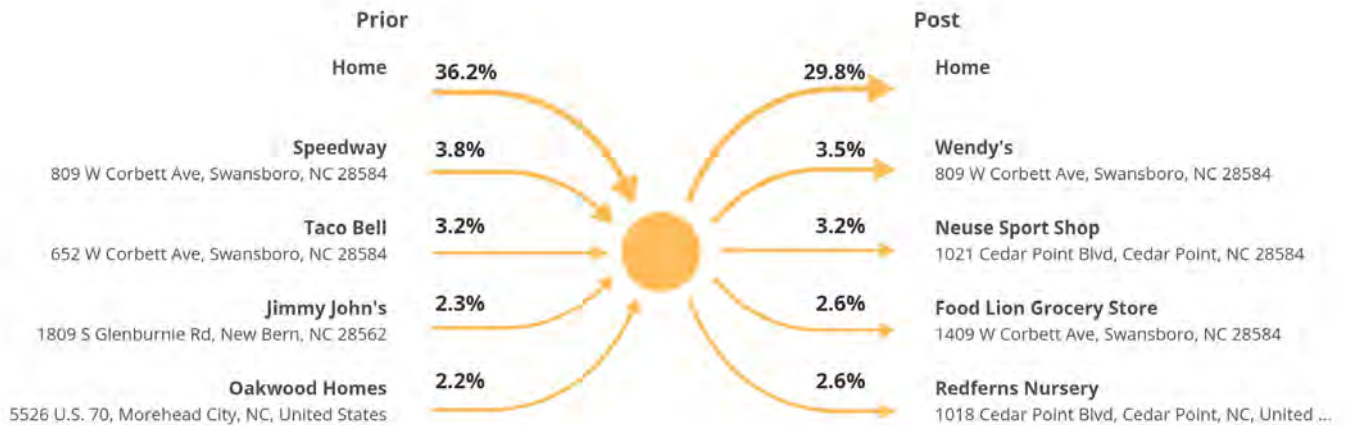


Show by: | May 14th, 2022
Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Journey

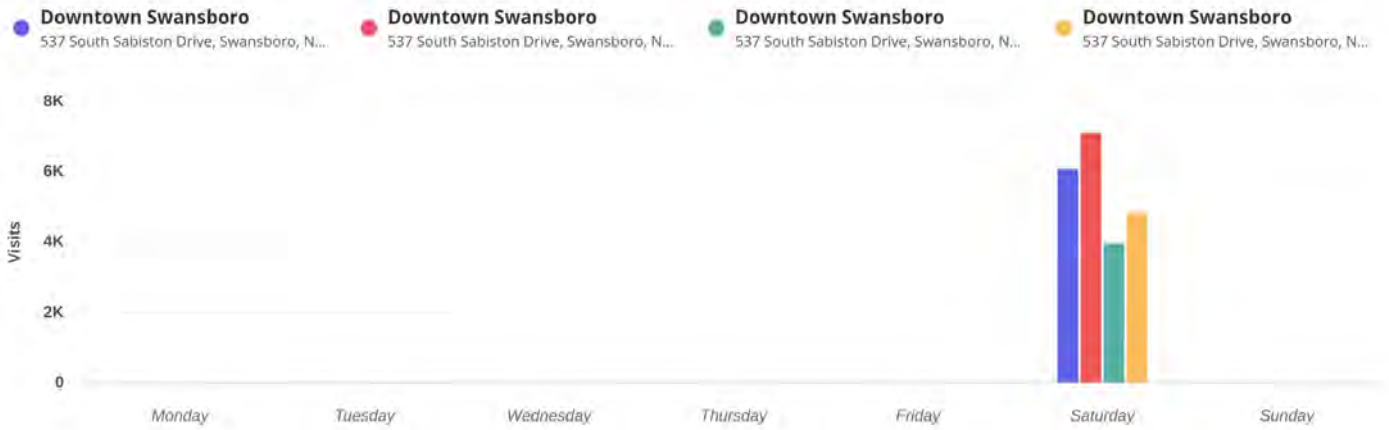
Downtown Swansboro
537 South Sabiston Drive, Swansboro, NC, NC 28584



Show by: | Apr 27th, 2019
Data provided by Placer Labs Inc. (www.placer.ai)



Daily Visits



Visits

Downtown Swansboro - May 11th, 2024

Downtown Swansboro - May 13th, 2023

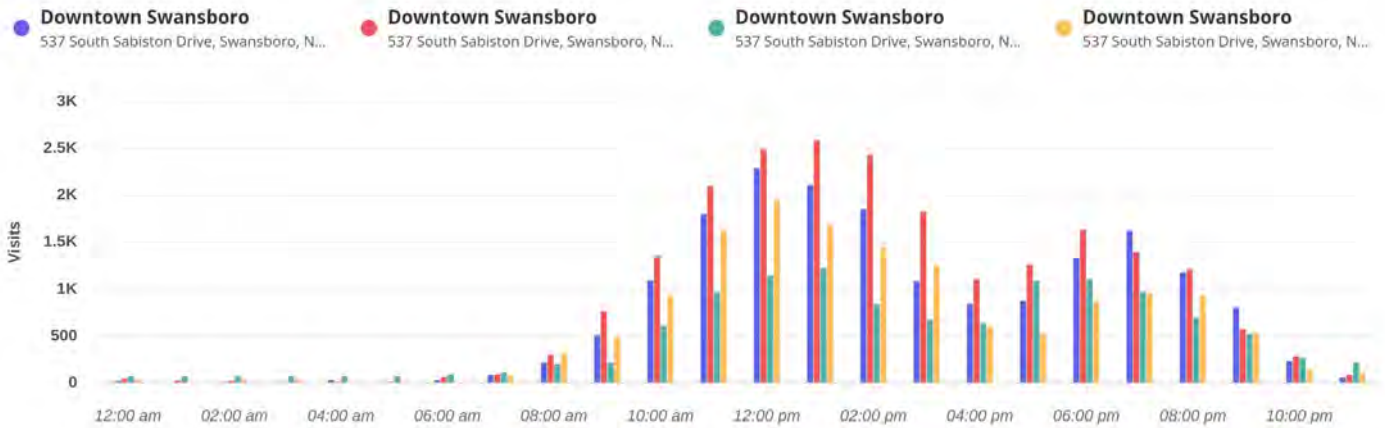
Downtown Swansboro - May 14th, 2022

Downtown Swansboro - Apr 27th, 2019

Data provided by Placer Labs Inc. (www.placer.ai)



Hourly Visits



Visits

Downtown Swansboro - May 11th, 2024

Downtown Swansboro - May 13th, 2023

Downtown Swansboro - May 14th, 2022

Downtown Swansboro - Apr 27th, 2019

Data provided by Placer Labs Inc. (www.placer.ai)



Favorite Places

Downtown Swansboro / South Sabiston Drive, Swansboro, NC, NC

Rank	Name	Distance	Visitors
1	Bake, Bottle & Brew / 147 N Front St, Swansboro, NC 28584	0.2 mi	1.2K (19.2%)
2	Walmart / 1109 W Corbett Ave, Swansboro, NC 28584	1.7 mi	737 (12.1%)
3	Carteret Crossing / 309 W B McLean Dr, Cape Carteret, NC 28584	3.2 mi	383 (6.3%)
4	Piney Green Shopping Center / 175 Freedom Way, Jacksonville, NC 28544	11.5 mi	313 (5.1%)
5	K&V Plaza / 307 Mangrove Dr, Emerald Isle, NC 28594	4.9 mi	292 (4.8%)
6	Emerald Plantation Shopping / 8700 Emerald Dr, Emerald Isle, NC 28594	4.5 mi	292 (4.8%)
7	McDonald's / 905 W Corbett Ave, Swansboro, NC 28584	1.2 mi	291 (4.8%)
8	White Oak River Bistro / 206 W Corbett Ave, Swansboro, NC 28584	0.3 mi	266 (4.4%)
9	Cunningham Field / Marine Corps Air Station, Cherry Point, NC 28533	20.3 mi	238 (3.9%)
10	Riverview Park / Swansboro, NC, United States	0.2 mi	208 (3.4%)

Category: All Categories | Min. Visits: 1

Downtown Swansboro - May 11th, 2024

Downtown Swansboro - May 13th, 2023

Downtown Swansboro - May 14th, 2022

Downtown Swansboro - Apr 27th, 2019

Data provided by Placer Labs Inc. (www.placer.ai)



Favorite Places

Downtown Swansboro / South Sabiston Drive, Swansboro, NC, NC

Rank	Name	Distance	Visitors
1	Bake, Bottle & Brew / 147 N Front St, Swansboro, NC 28584	0.2 mi	1.6K (22.1%)
2	Walmart / 1109 W Corbett Ave, Swansboro, NC 28584	1.7 mi	984 (13.8%)
3	Piney Green Shopping Center / 175 Freedom Way, Jacksonville, NC 28544	11.5 mi	695 (9.8%)
4	Carteret Crossing / 309 W B McLean Dr, Cape Carteret, NC 28584	3.2 mi	480 (6.7%)
5	Lowes Foods / 321 W B McLean Dr, Cape Carteret, NC 28584	3.2 mi	382 (5.4%)
6	Neuse Sport Shop / 1021 Cedar Point Blvd, Cedar Point, NC 28584	2.1 mi	322 (4.5%)
7	White Oak River Bistro / 206 W Corbett Ave, Swansboro, NC 28584	0.3 mi	322 (4.5%)
8	Emerald Plantation Shopping / 8700 Emerald Dr, Emerald Isle, NC 28594	4.5 mi	307 (4.3%)
9	Ye Olde Riverwalk / 108 W Corbett Ave, Swansboro, NC 28584	0.3 mi	283 (4%)
10	Riverview Park / Swansboro, NC, United States	0.2 mi	279 (3.9%)

Category: All Categories | Min. Visits: 1

Downtown Swansboro - May 11th, 2024

Downtown Swansboro - May 13th, 2023

Downtown Swansboro - May 14th, 2022

Downtown Swansboro - Apr 27th, 2019

Data provided by Placer Labs Inc. (www.placer.ai)



Favorite Places

Downtown Swansboro / South Sabiston Drive, Swansboro, NC, NC

Rank	Name	Distance	Visitors
1	Walmart / 1109 W Corbett Ave, Swansboro, NC 28584	1.7 mi	537 (13.6%)
2	Carteret Crossing / 309 W B McLean Dr, Cape Carteret, NC 28584	3.2 mi	423 (10.7%)
3	Bake, Bottle & Brew / 147 N Front St, Swansboro, NC 28584	0.2 mi	361 (9.1%)
4	Neuse Sport Shop / 1021 Cedar Point Blvd, Cedar Point, NC 28584	2.1 mi	256 (6.5%)
5	White Oak River Bistro / 206 W Corbett Ave, Swansboro, NC 28584	0.3 mi	241 (6.1%)
6	Emerald Plantation Shopping / 8700 Emerald Dr, Emerald Isle, NC 28594	4.5 mi	228 (5.8%)
7	McDonald's / 905 W Corbett Ave, Swansboro, NC 28584	1.2 mi	226 (5.7%)
8	Lowes Foods / 321 W B McLean Dr, Cape Carteret, NC 28584	3.2 mi	197 (5%)
9	Dunkin' Donuts / 851 Cedar Point Blvd, Cedar Point, NC 28584	1.9 mi	182 (4.6%)
10	Mac Daddy's / 134 Golfin Dolphin Dr, Cape Carteret, NC 28584	3.1 mi	179 (4.5%)

Category: All Categories | Min. Visits: 1

Downtown Swansboro - May 11th, 2024

Downtown Swansboro - May 13th, 2023

Downtown Swansboro - May 14th, 2022

Downtown Swansboro - Apr 27th, 2019

Data provided by Placer Labs Inc. (www.placer.ai)



Favorite Places

Downtown Swansboro / South Salisbury Dr., Swansboro, NC 28584

Rank	Name	Distance	Visitors
1	Bake, Bottle & Brew / 147 N Front St, Swansboro, NC 28584	0.2 mi	769 (15.9%)
2	Walmart / 1109 W Corbett Ave, Swansboro, NC 28584	1.7 mi	417 (8.6%)
3	Gateway Plaza / 1335 Western Blvd, Jacksonville, NC 28546	17.2 mi	310 (6.4%)
4	Carteret Crossing / 309 W B McLean Dr, Cape Carteret, NC 28584	3.2 mi	290 (6%)
5	Speedway / 809 W Corbett Ave, Swansboro, NC 28584	1.1 mi	290 (6%)
6	Jacksonville Mall / 375 Western Blvd, Jacksonville, NC 28546	15.6 mi	263 (5.4%)
7	Emerald Plantation Shopping / 8700 Emerald Dr, Emerald Isle, NC 28594	4.5 mi	247 (5.1%)
8	Lowe's / 401 W B Mclean Dr, Cape Carteret, NC 28584	3.4 mi	243 (5%)
9	Piney Green Shopping Center / 175 Freedom Way, Jacksonville, NC 28544	11.5 mi	221 (4.6%)
10	Queens Creek Shopping Center / 1409 W Corbett Ave, Swansboro, NC 28584	2.2 mi	203 (4.2%)

Category: All Categories | Min. Visits: 1

Downtown Swansboro - May 11th, 2024

Downtown Swansboro - May 13th, 2023

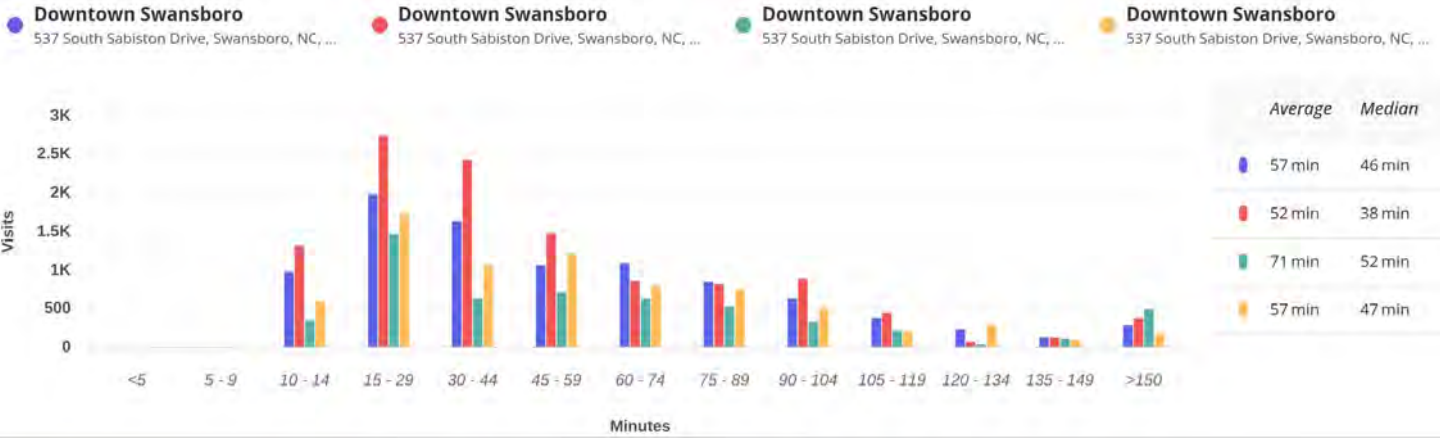
Downtown Swansboro - May 14th, 2022

Downtown Swansboro - Apr 27th, 2019

Data provided by Placer Labs Inc. (www.placer.ai)



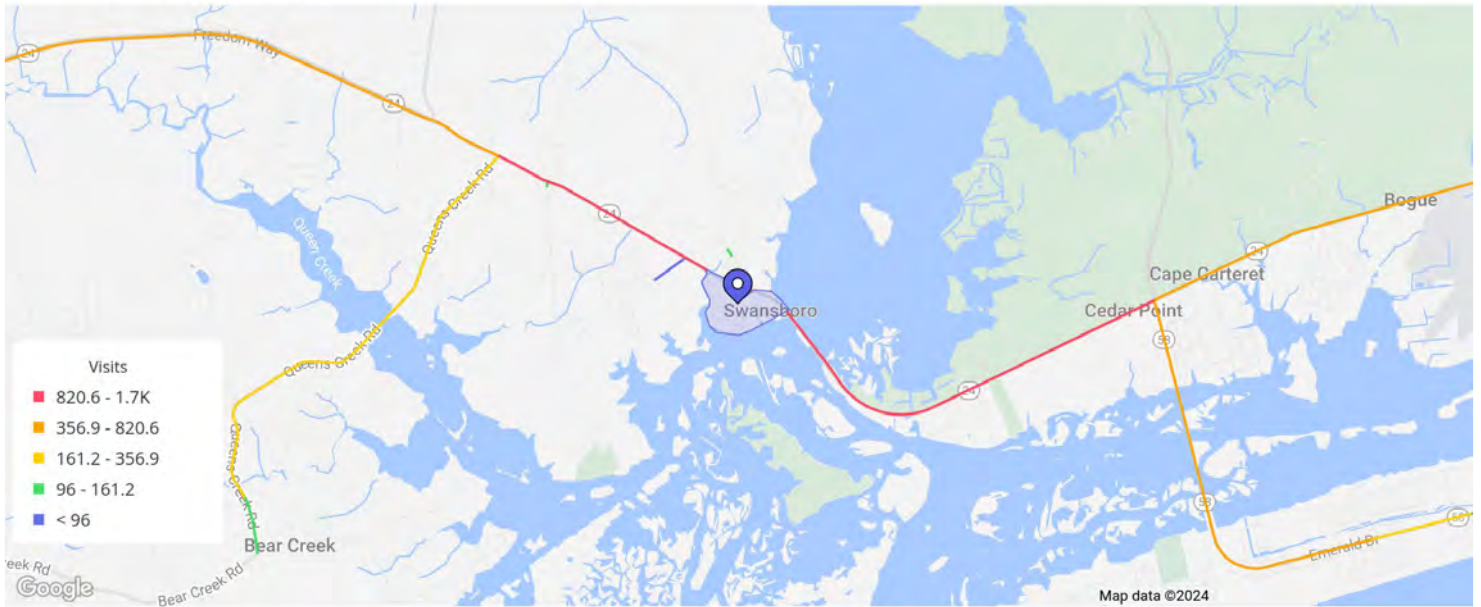
Visit Duration



Visits
 Downtown Swansboro - May 11th, 2024
 Downtown Swansboro - May 13th, 2023
 Downtown Swansboro - May 14th, 2022
 Downtown Swansboro - Apr 27th, 2019
 Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Journey - Routes

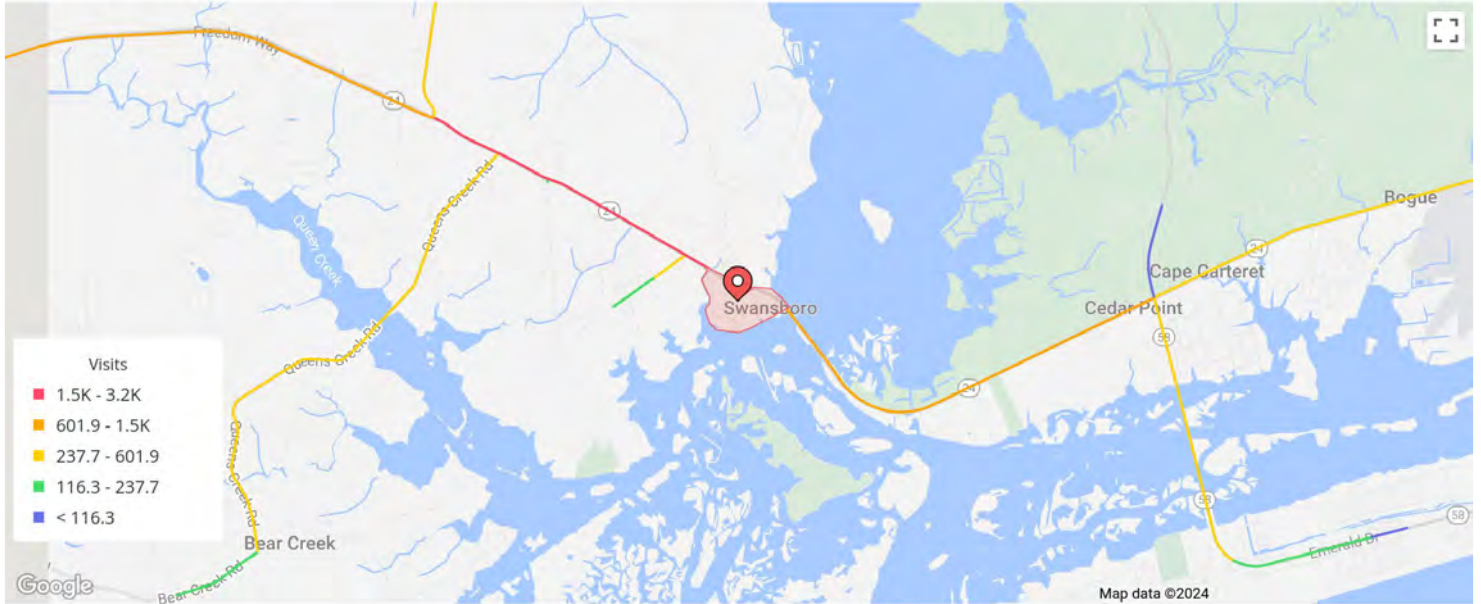


To protect individual privacy, the beginning points shown for each route are approximations and do not represent actual home locations.

Journey Direction: To Property | May 11th, 2024
 Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Journey - Routes

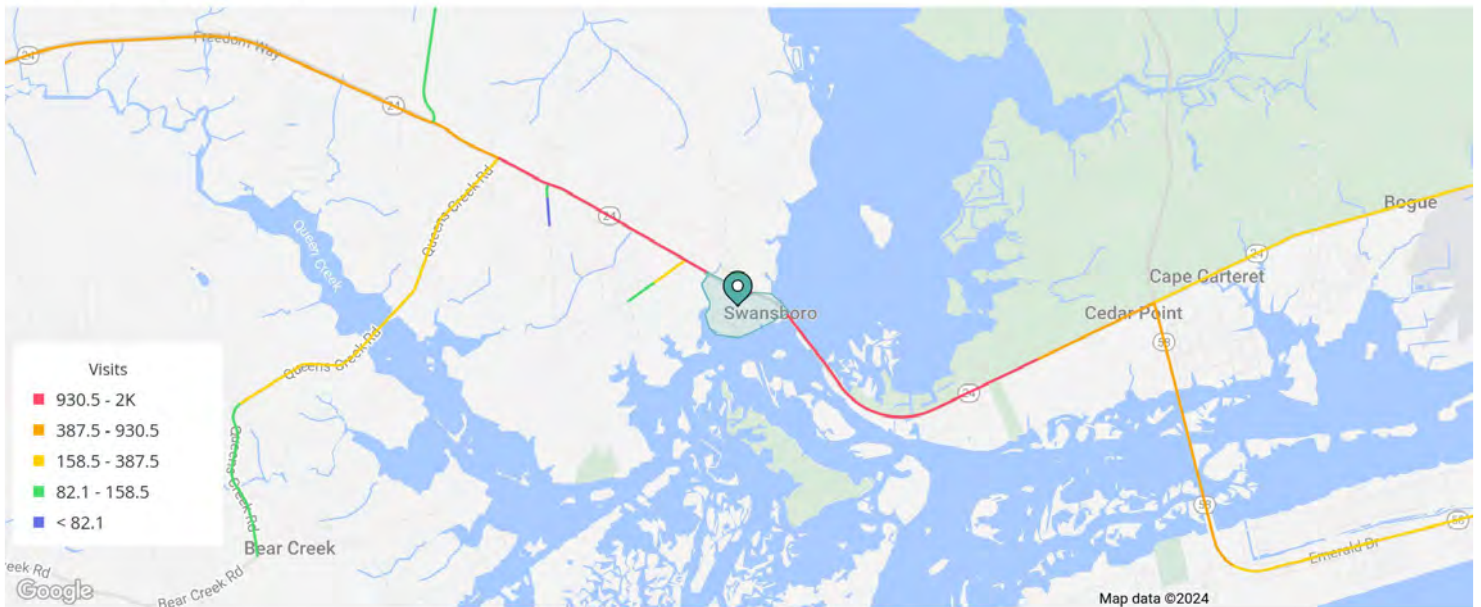


To protect individual privacy, the beginning points shown for each route are approximations and do not represent actual home locations.

Journey Direction: To Property | May 13th, 2023
Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Journey - Routes

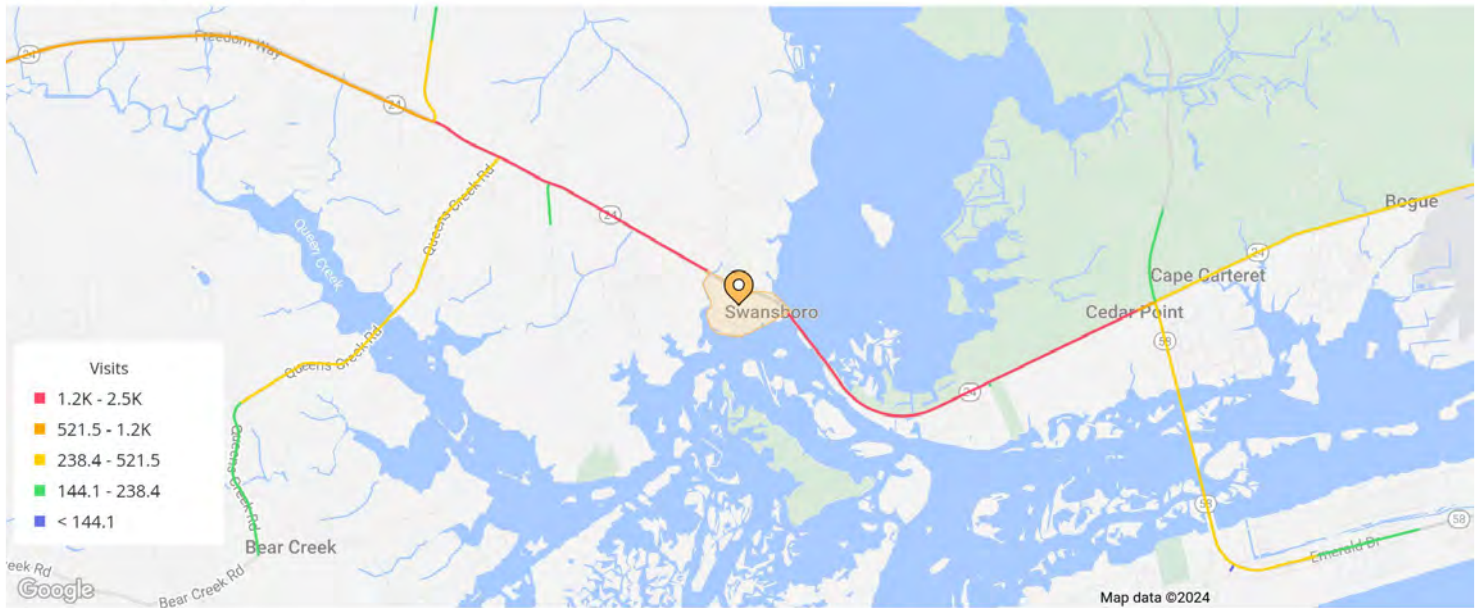


To protect individual privacy, the beginning points shown for each route are approximations and do not represent actual home locations.

Journey Direction: To Property | May 14th, 2022
Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Journey - Routes



To protect individual privacy, the beginning points shown for each route are approximations and do not represent actual home locations.

Journey Direction: To Property | Apr 27th, 2019
Data provided by Placer Labs Inc. (www.placer.ai)



Onslow County **PIRATE** **Fest**

Swansboro, NC



Onslow County Parks and Recreation
Swansboro Parks and Recreation

Event History

- **Event has been in held in Swansboro for 14 years**
- **Prior to 2017 event was held at Hammocks Beach State Park**
- **In 2017 Onslow County Parks & Recreation partnered with Swansboro Parks & Recreation to bring the event to Downtown Swansboro**
- **Event is now held on the second Saturday in May**
- **The event has grown to bringing 6-7,000 visitors to Downtown Swansboro in a six-hour period, which is an increase of 77% since 2019**
- **In 2022 we had a logo designed that represents Swansboro as well as Onslow County**

Cutlass Skills



Pirate Encampments



Sea Shanties



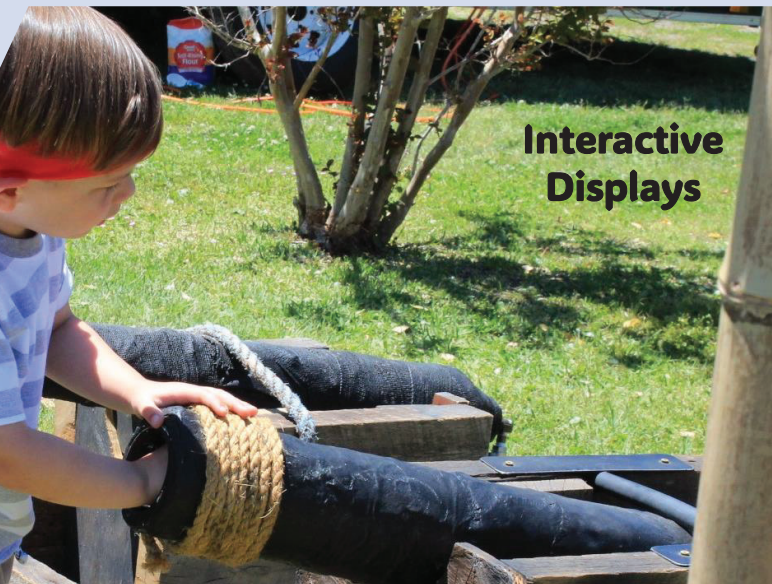
Live Mermaids



Sword Fighting Demonstrations



Interactive Displays



Combined Marketing Efforts

- 
- A treasure chest is open, revealing a map, a compass, and a key. The scene is dimly lit, with a warm glow emanating from the chest. The map shows a compass rose and various markings. The key is ornate and lies on the floor next to the chest.
- **Social Media Platforms**
 - **Websites**
 - **Billboards**
 - **Media Interviews**
 - **G-10 Television**
 - **Exclusive radio partner, 5 radio stations, reaching 18+ demographics**
 - **Work with ad agency that handles marketing for Visit Swansboro NC**

Our State Magazine



94 OUR STATE | NOVEMBER 2022

PILLAGE & PLUNDER

SWANSBORO

The boom of cannon fire reverberates across downtown Swansboro as pirates invade Front Street during PirateFest each May. While musical group The Motley Tones roams the event, singing sea shanties, the *MEKA II*, a replica of a 17th-century pirate brigantine, patrols the harbor. Anywhere from 3,000 to 6,000 attendees can watch unchoreographed sword-fighting demonstrations or learn to fight with a cutlass, tie knots, or fish using 18th-century methods. Kids shoot a cannon — with a foam ball — or complete a scavenger hunt for prizes like pirate treasure. "It's such an interactive event," Anna Stanley, director for Swansboro Parks and Recreation, says of the joint effort between the city and Onslow County Parks and Recreation, which created PirateFest. "I love seeing everybody dressed up and having fun."



At PirateFest each year, Capt. Horatio Sinbad — who has lived aboard his 54-foot brigantine, *MEKA II* (opposite), continuously for more than 50 years — leads a mock attack on Swansboro.

OURSTATE.COM 95

What does the even cost?

- Estimated to cost \$14,000
- Onslow County pays for more than 50% of the cost
- Onslow County provides staff for the event

Detail	2022 Actuals	2023 Actuals	2024 Actuals	2025 Projections
Entertainment				
Performers	\$5,150.00	\$7,305.00	\$10,880.00	\$11,700.00
Hotels	\$1,440.00	\$1,852.00	\$1,100.00	\$1,600.00
Supplies	\$84.00			\$260.00
Rentals	\$613.00	\$508.11	\$413.11	\$450.00
Advertising	in-kind	in-kind	in-kind	in-kind
Totals	\$7,287.00	\$9,665.11	\$12,393.11	\$14,010.00

PIRATEFEST FUNDING

Funding	2022	2023	2024	2025	Notes
Federal	\$0.00	\$0.00	\$0.00		
Local-STDA				\$2,000	Funded
County TDA-OCPR	\$6,000	\$7,500	\$7,500	\$8,000	Funded
Onslow County Parks & Recreation				\$1,000	
Swansboro Parks & Recreation	\$2,823	\$3,513	\$3,753	\$3,000	Requesting
Total	\$8,823	\$11,013	\$11,253	\$14,000	



Benefits to the Town

- Significant growth in attendance-reflects community's and the events' appeal, drawing residents and visitors to downtown
- Collaborative effort and shared resources-this partnership minimizes the financial burden on the town while maximizing community benefits
- Strengthening community identify and engagement
- Economic impact

Tourism Related Impacts	2022	2023	2024
Attendance	4,000	7,100	6,100
Overnight Stays -pd by County	13	12	98
Economic Impact-Day	\$23,250.00	\$41,268.75	\$35,456.25
Economic Impact-Overnight	\$2,509.00	\$2,316.00	\$18,914.00
Economic Impact-total	\$25,759.00	\$43,584.75	\$54,370.25



Questions?

Onslow County Parks and Recreation
Swansboro Parks and Recreation

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

REVENUES

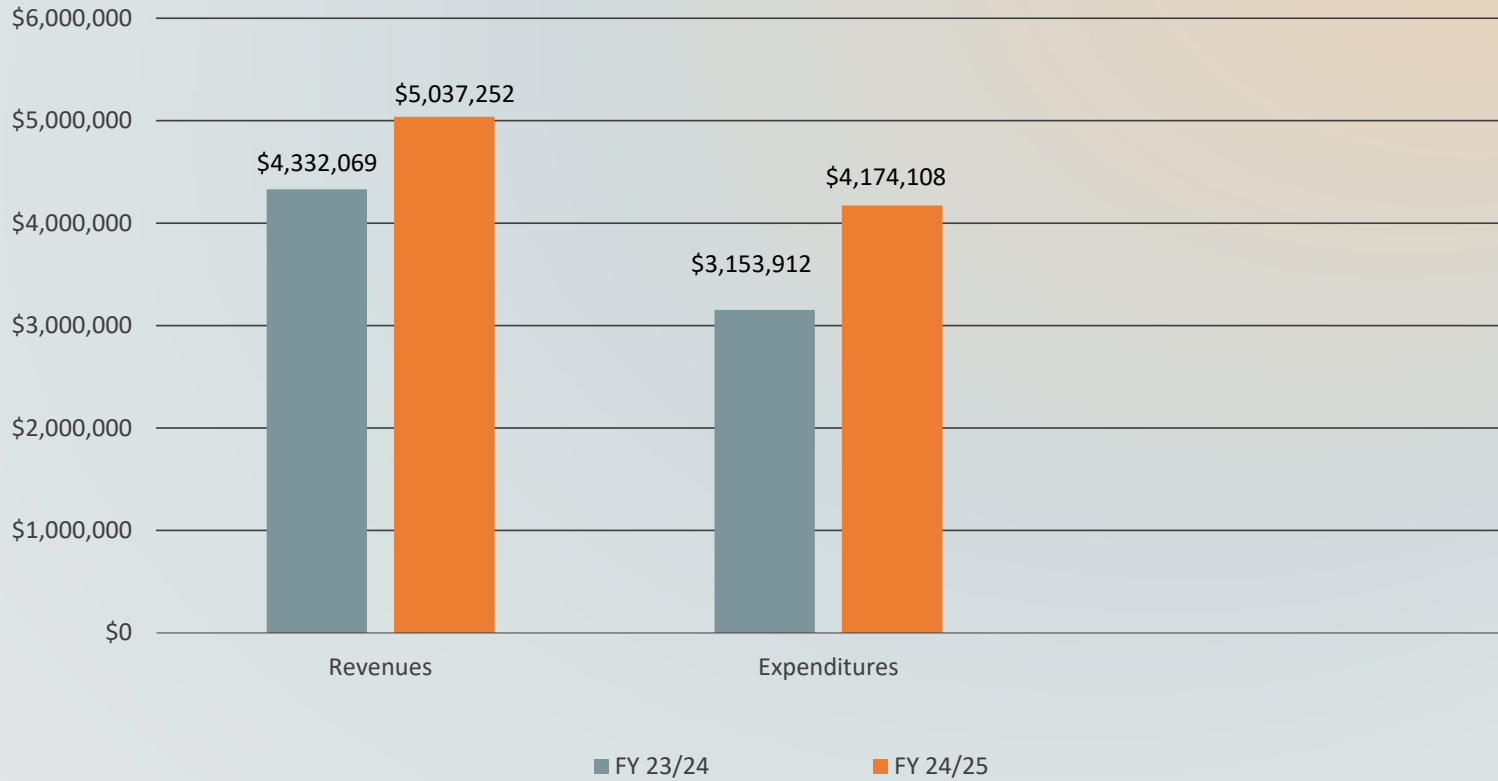
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

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

GENERAL FUND

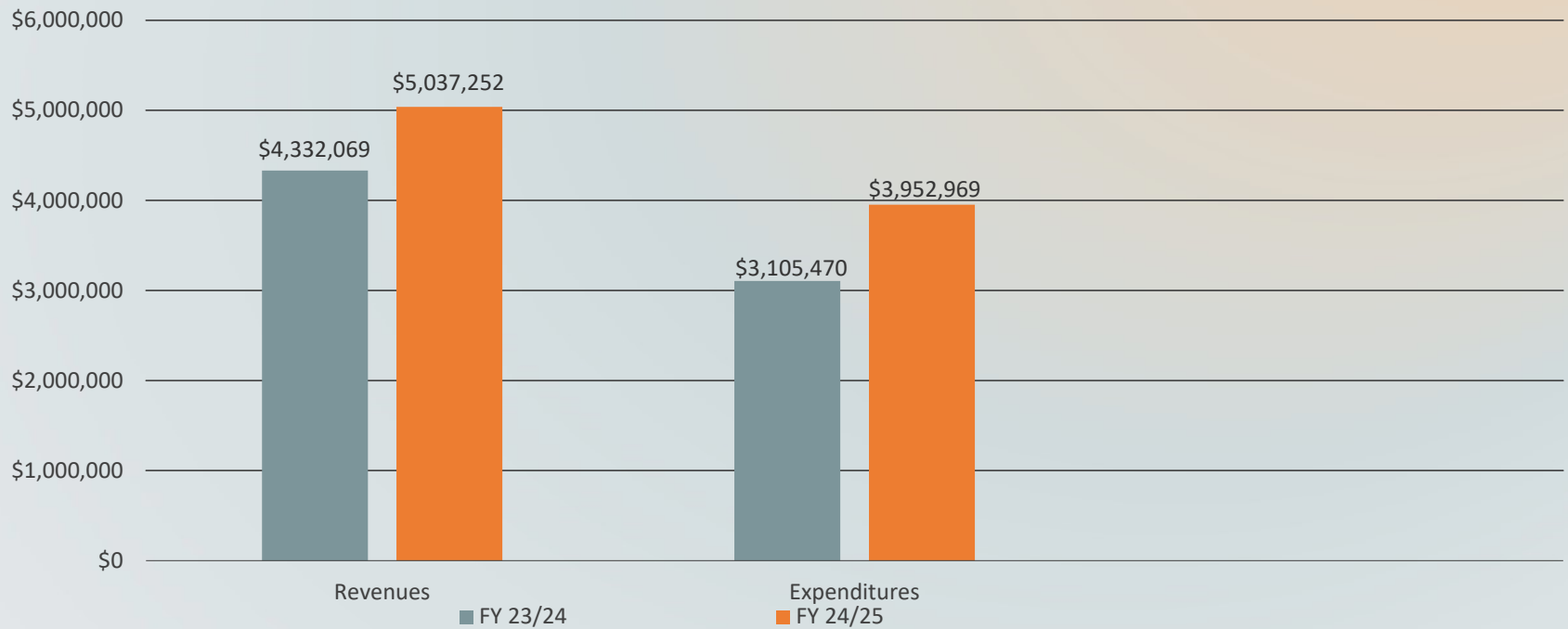


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$863,144**

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

(ACTUAL)

GENERAL FUND



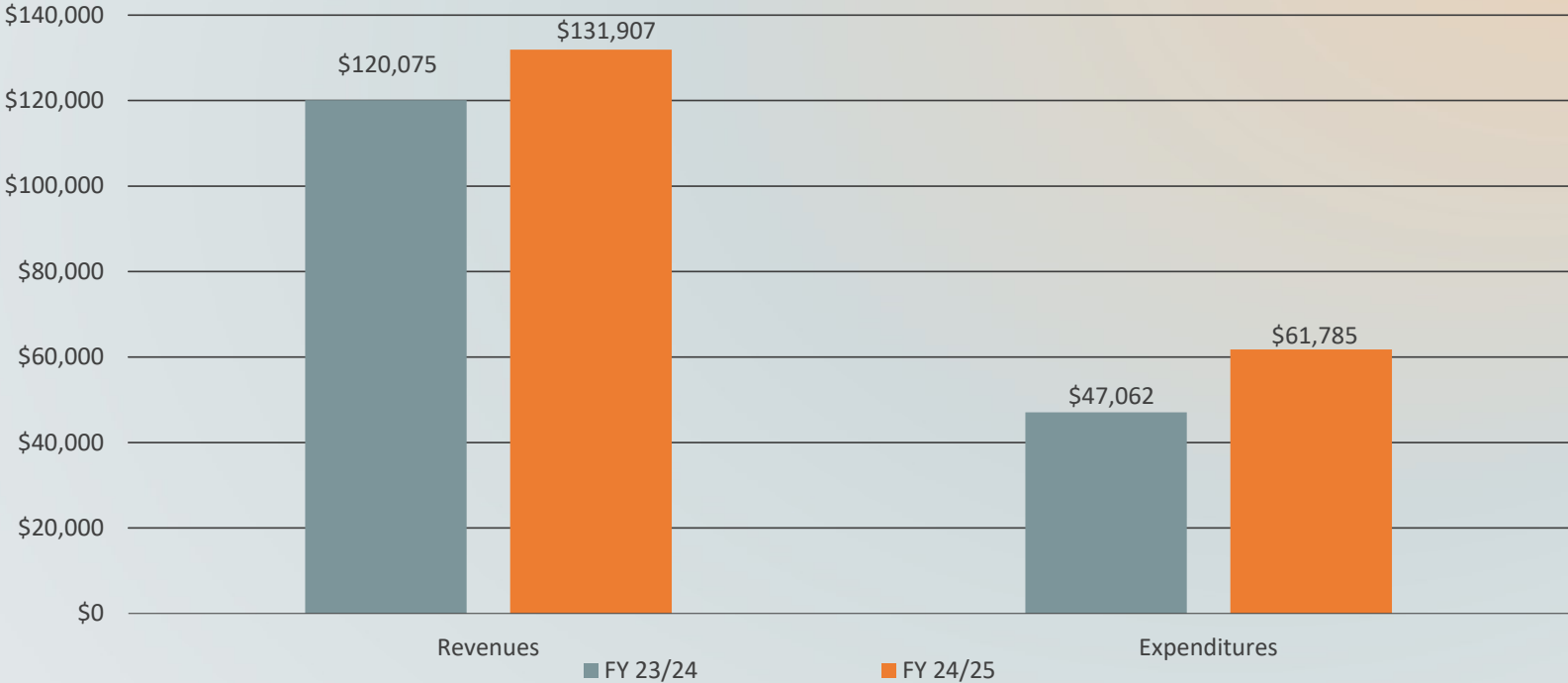
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures \$1,084,283

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % January 31, 2025
GOVERNING BODY	45,195	15,916	465	36.2%
ADMIN SERVICES	432,052	242,569	4,277	57.1%
FINANCE	315,178	161,636	565	51.5%
LEGAL	59,300	25,091	-	42.3%
PUBLIC BUILDINGS	439,973	178,634	2,695	41.2%
FIRE	2,135,877	928,616	154,276	50.7%
PERMITTING	288,270	198,275	797	69.1%
PLANNING	86,293	45,554	-	52.8%
POLICE	1,391,604	617,246	23,027	46.0%
PUBLIC WORKS-STREETS	1,498,086	742,068	2,428	49.7%
POWELL BILL-STREETS	191,791	78,929	461	41.4%
PARKS & RECREATION	486,086	174,715	14,491	38.9%
DOWNTOWN FACILITIES	130,326	47,961	892	37.5%
EMERGENCY MANAGEMENT	13,229	10,555	800	85.8%
FESTIVALS & EVENTS	134,635	83,604	13,924	72.4%
NON DEPARTMENTAL	612,764	401,599	2,042	65.9%
TOTAL	8,260,659	3,952,969	221,139	50.53%

**

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

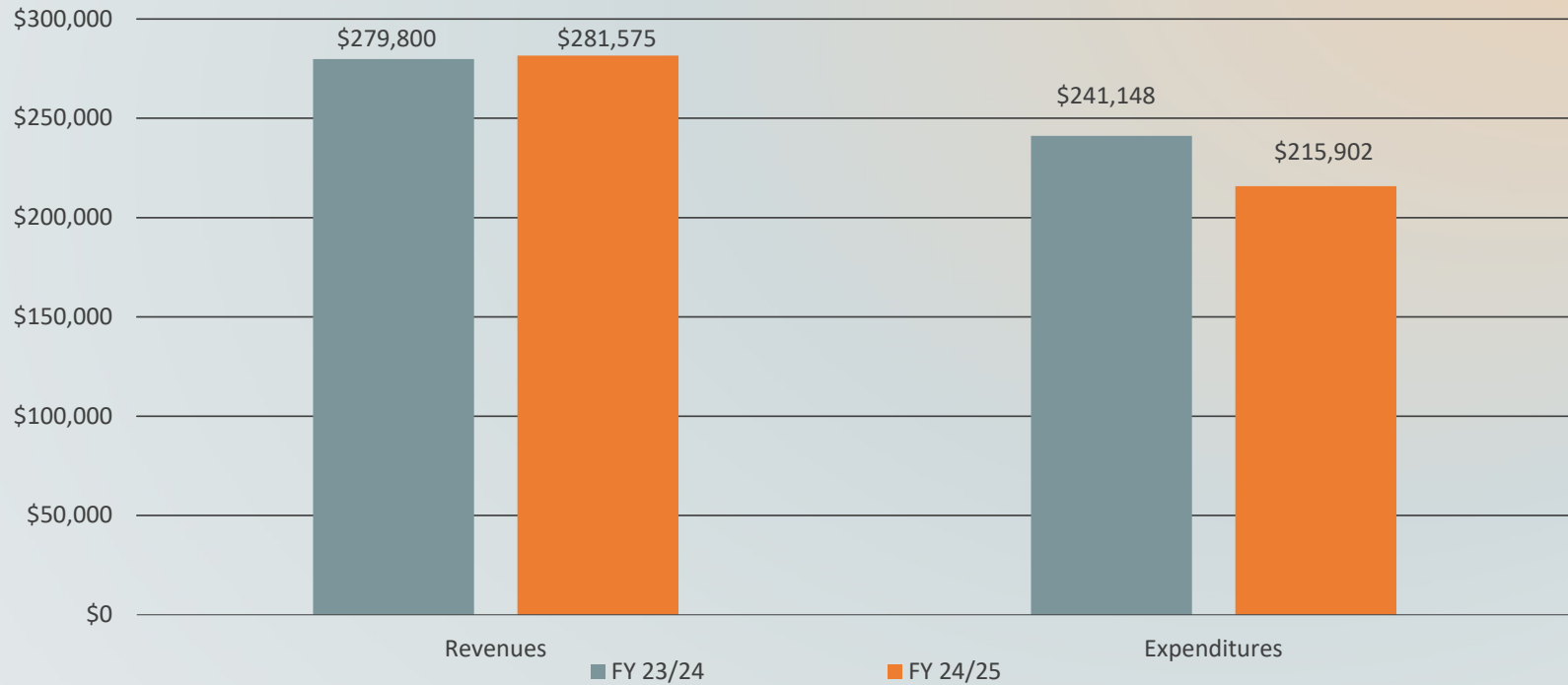
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$70,122**

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

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$65,673**

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

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$317,275	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	\$45,495	1.84	7/15/2026	\$23,377
Cab Tractor/Dump Truck	\$254,500	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	\$1,376,515			\$418,027

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

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$332,698	.05%
NC CMT-General	\$6,098,910	4.29%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,483,424	4.18%

GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,032,492	\$70,107	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$315,681	\$0	\$70,969
Emergency Operation Center	\$9,403,472	\$24,840	\$0	\$9,378,632
Emmerton School Repairs	\$424,000	\$161,075	\$0	\$262,925
Stormwater Master Plan	\$400,000	\$199,225	\$0	\$200,775
Total Outstanding Grants	\$11,716,721	\$1,733,313	\$70,107	\$9,913,301

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **February 25, 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.

March 11th or 25th

- * Recognition of Trevor Hucal (25th)
- * Resolution for surplus items (11th)
- * RFQ Award – Sidewalk Design Project (11th)
- * Consideration to enable paid parking downtown (25th)
- * Speed Limit research results(25th)
- * Monthly Financial Report (25th)

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*)
- * 2nd Amendment/Weapon Allowance at Town Hall
- * DOD Grant
- * EMS Plan (*ongoing*)
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- * UDO/Policy Amendment on acceptance of streets, sidewalks and stormwater infrastructure
- * Consideration to enable paid parking for downtown
- * Visitor's Center Future Plans discussion
- * Senate Bill 382 Down Zoning review

PROJECTS REPORT

Town Projects/Initiatives Update

February 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

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

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

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

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

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

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

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

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

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

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

Town of Swansboro, NC
Manager's Report

captured space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

Option A is a concept that identifies all the critical functions of each department and places them in a new secure building or in the more recent additions that do meet code. The remaining existing spaces would largely be used for less critical functions such as physical fitness, storage, and minor work areas. This option should provide the least costly alternative while improving safety and addressing the EOC component fully. This option would include certain structural, and exterior envelop enhancements to the existing, original metal building frame housing fire apparatus. Such enhancements cannot bring the original building to current standards but would extend the utility of the present structure to a future date. Option A – \$4.9M in building construction, renovation and demolition costs, 13,658 usable square footage. Site improvements of \$500,000; additional/potential costs of \$374,000 and soft cost of \$540,000. Total budget range (+/- 15%) = \$5.4M to \$7.3M.

Option B is a concept to build a new facility in place of the present Public Safety Facility. This would require demolishing the existing facility and building back a new freestanding building at the same location. This building would incorporate all the needs of each department. Phasing or providing temporary quarters might have to be considered to maintain continuous operations. This option should provide the middle ground in terms of costs as existing utilities, pavements, and stormwater management features are largely in place and adequate. Option B – \$8.8M in building construction, renovation, demolition, and temporary quarters costs, 14,788 usable square footage. Site improvements of \$500,000; additional/potential costs of \$433,000 and soft cost of \$913,000. Total budget range (+/- 15%) = \$9.2M to \$12.5M.

Option C is a concept that also builds a new facility, however, investigates using another location on the town owned site. This eliminates the need to provide temporary quarters or the acquisition of new land while maintaining continuous operation at the existing facility. Once the newly constructed facility is complete, operations can be relocated from the existing building and the building can be demolished or repurposed. This option should also provide middle ground in terms of costs, but may require extension or improvements to existing utilities, and pavements. Option C – \$8.8M in building construction, renovation and demolition costs, 14,788 usable square footage. Site improvements of \$750,000; additional/potential costs of \$376,000 and soft cost of \$922,000. Total budget range (+/- 15%) = \$9.3M to \$12.6M.

Option D is a concept that provides a new free-standing building that incorporates all the needs of each department. Option D would be constructed on a 'greenfield' site, an off-campus location. This option is likely the costliest. Careful consideration will need to be given to site selection regarding impacts and expenses of land acquisition, utilities, drainage, flood plain and emergency response times in addition to the concerns noted previously in the New Site section. Option D – \$8.8M in building construction and renovation costs, 14,788 usable square footage. Site improvements of \$1,500,000; additional/potential costs of \$403,000 and soft cost of \$1.02M. Total budget range (+/- 15%) = \$9.9M to \$13.4M.

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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

NC DCM Resilient Coastal Communities Program (RCCP) Grant

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

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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

Town of Swansboro, NC Manager's Report

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

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

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

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

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

We will use the funds for the following projects:

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

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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
<u>\$ 105,225</u>	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 from 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

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

Town of Swansboro, NC Manager's Report

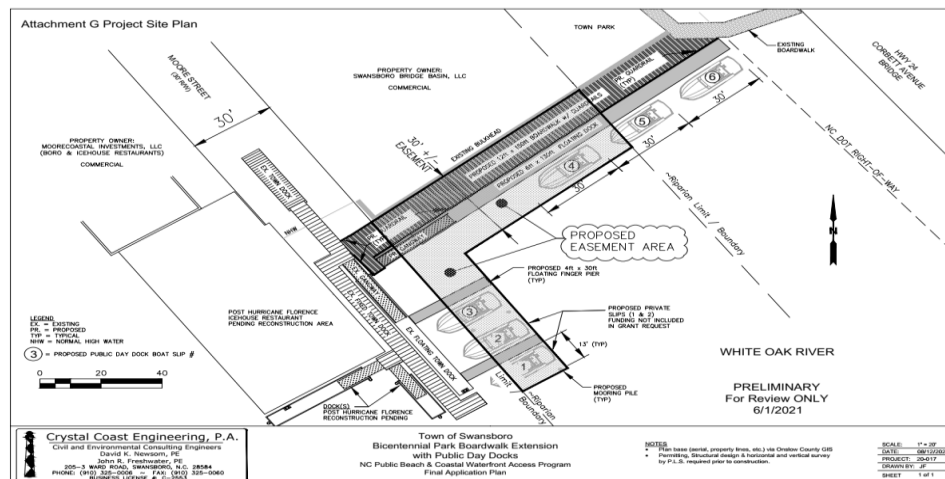
- Harp Builders are scheduled to start the interior repairs on January 15, 2025

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.

2020 NC Public Beach and Coastal Waterfront Access Grant Project

The Town received notification on November 3, 2020, that the Bicentennial Park Boardwalk Extension with Public Day Dock 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:

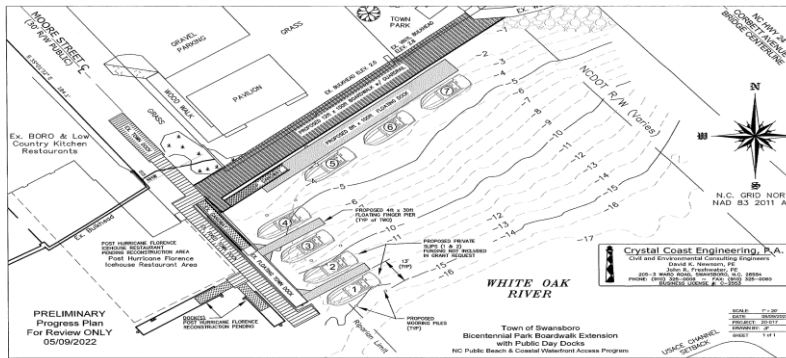
1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
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



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.

Town of Swansboro, NC Manager's Report



Kathy Vinson continues to work with CAMA on our permit modification. NCDOT met on site this week to review and provide comments on the project as requested by CAMA.

As reported in the weekly brief June 24th, NCDOT met on site June 23 to review the project for comment and the reported deterioration to the bulkhead at the bridge identified by John Freshwater while conducting site/surveying work on our project. Instead of granting a waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting to our walkway will have to be removed and replaced. The Town will be responsible to replace its portion that connects. We will attempt to coordinate this with NCDOT so it's all done at one time. We are still working with NCDOT on the required encroachment agreement and Kathy Vinson has contacted CAMA who is agreeable to allow NCDOT piggybacking on our permit and submittal of the CAMA application with an email from NCDOT with assurances that they are working on the encroachment agreement. Due to the delays with this project, we have been advised to go ahead and ask for a grant extension now because the review time is so backed up.

Permit modification has been submitted to CAMA. A request for a grant extension has also been submitted.

We received an acknowledgement letter from CAMA on Tuesday 9/20 for our permit modification request dated August 16, 2022. We have posted the property as required. CAMA indicated that the projected deadline for a decision is October 20, 2022, but an additional 75-day review is permitted by law. As a reminder, we have also sent a request for a grant extension.

The grant extension (Amendment 1) was received October 12, 2022. The Permit Modification was received on November 30, 2022. The NCDOT Encroachment Agreement was received January 9, 2023. Arendell Engineer, John Wade has been engaged to begin preparing the construction drawings.

The Historic Preservation Commission heard and approved the COA for this project on February 21st. Additionally, because we must do some minor dredging prior to

Town of Swansboro, NC Manager's Report

construction of the dockwalk, I had to arrange a site visit to assure we did not have any oyster clusters that may need to be relocated. The Coastal Federation graciously made a site visit on Wednesday, February 8th and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting for a quote for dredging. As previously mentioned, Arendell Engineering is currently working on the construction drawings for bidding out the project.

Kathy Vinson and I have been working toward getting the dredge work done before the dredge moratorium goes into effect (April - September). We received two quotes - both exceeded the \$5000 amount I was given some time ago. Only one company can commit to equipment on site and work started by April 1 (Coastal Marine). A budget amendment may be required for FY 22/23 or if the project gets delayed, we will add the amount into the FY 23/24 budget.

Budget amendment approved 3/27/23. Dredge work was completed April 8. Kathy Vinson is working on the required stormwater permit; we hoped we would not have to do. The stormwater permit was submitted the second week of June.

On Friday, August 11th, 2023, property owner, Randy Swanson notified the Town that the ground was cracking at the shoreline/bulkhead. On Monday, August 14th we met with Crystal Coast Marine/Justin Cleve, who shared that he could drive pilings to secure the bulkhead as an immediate solution. The proposal was sent to CAMA for consideration. On Tuesday, August 15th I received approval from CAMA for maintenance/repair to drive the pilings, which were then driven on Wednesday, August 16th. The land side of the bulkhead continues to deteriorate due to the tide washing in/out around the bulkhead. Required bulkhead replacement costs \$101,450 – BOC approved October 5, 2023. A modification of current CAMA Permit 112-05 was required and received through fast-track review on September 15, 2023, along with approval from the US Army Corp of Engineers. The Stormwater Permit for the Boardwalk and the Bulkhead Replacement were received on September 13, 2023. Crystal Coast Marine finished the Bulkhead repair project the week of February 12, 2024

Subsurface Exploration and Geotechnical Engineering is scheduled to be done on Monday, October 23rd to evaluate the soil conditions for the proposed development. Project Engineer John Wood, Arendell Engineers, continues to develop final plans not only for the new bulkhead but the boardwalk as well. Final construction plans and accompanying bid documents are expected to be completed early March 2024. Once plans and bid documents are received from Wood, the Town will seek bids from contractors to perform the project. According to project coordinator Kathy Vinson, there should be ample time to get the project completed before the latest time extension expires in October 2024.

The Swansboro Tourism Development Authority awarded the Town \$12,500 towards the bulkhead replacement costs on October 5th. A request has also been sent to Onslow County seeking tourism assistance for the bulkhead replacement as well.

Town of Swansboro, NC Manager's Report

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.

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	\$67,900

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,

Town of Swansboro, NC Manager's Report

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

Sidewalk Projects

Sidewalk Priority Project List updated and reordered By BOC as of August 27, 2024

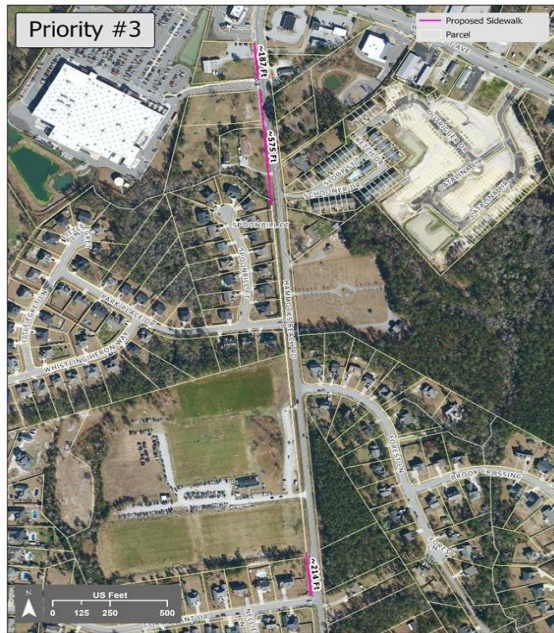


- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,008 FT

Town of Swansboro, NC Manager's Report



- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,483 FT



- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- No survey or design work performed
- Estimated Sidewalk Length: 976 FT

Town of Swansboro, NC Manager's Report



- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages
- Easements: Obtained
- Town obtained an engineered crossing design for the project. There might be a utility pipe conflict
- Estimated Sidewalk Length: 153 FT



- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 1,411 FT.
- Southside: complete

Town of Swansboro, NC Manager's Report

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.

Town of Swansboro, NC Manager's Report

On May 17, the HPC reviewed the side entrance demo and re-location of the front entrance as recommended by Restoration Specialist John Wood. HPC member Kim Kingrey volunteered to search for photos from years back to see if the hand railings were wooden or if any were ever present. Once final minor work approval is granted, the work performed and contributing status re-instated, we would then qualify for an exemption under the definition of Substantial Improvement which would allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

As previously reported (Manager's Brief June 16), demo of the stairs at the Visitors Center is complete. Visitors are still able to use the handicap ramp access at the rear to gain access to the restrooms. The railing has also been re-constructed by Public Works on the front porch. Once the wood dries out, it will be painted white.



At the BOC's request, a progress update was given July 25th, 2022.

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.

Town of Swansboro, NC Manager's Report

Interior Renovations - The estimated costs provided by former Public Works Director in 2021 was \$60,870. Of that amount, he indicated that the Public Works Crew could perform about \$15,000 of that work (walls, sheetrock, painting, flooring). Swansboro TDA has agreed to fund a portion of the interior renovations. Once we have settled on an interior design, we will be able to determine whether any water/sewer improvements will be needed, or whether just a certified engineered letter will be required so that the current infrastructure can handle the improvements.

Eight vendors were notified of the RFP to re-construct the stairs at the Visitors Center and it was posted on the website. RFP's were due by August 1 and only one was received (Rufus Murray) for \$23,300. We plan to proceed utilizing the allocated ARP funding so we can keep this project moving forward.

Rufus Murray was awarded the contract to re-construct the exterior stairs etc. On hold until after the Mullet Festival so we don't have a construction site during the festival. A pre-construction meeting was held on Monday, October 17 and the contractor plans to get started immediately. The Visitor's Center will remain open during the exterior construction.

As reported in the Manager's Weekly Brief on December 1- exterior renovations are complete. We will prepare a letter to the National Parks System to have contributing status re-considered.



In an email from John Wood on December 13, he indicated he would forward our exterior improvement work to the National Parks Service and request re-instatement for us. Followed up January 10 as we would like to make application for tourism funding (application due by March 1, 2023) for the interior and need to apply for the Flood Ordinance exemption. John felt confident that our contributing status would be restored before that date and encouraged us to proceed with the final elements.

The Flood Board heard and approved the variance request from the definition "Substantial Improvement" on February 21st. I will be making an application to Onslow County for tourism dollars for interior renovations by March 1st.

Town of Swansboro, NC Manager's Report

Application was submitted to Onslow County on 2/28/23 for \$30,000 to assist with future interior renovations. \$30,000 will be included in the Swansboro TDA budget for FY 23/24 as they had already made a commitment. As previously shared, Onslow County did not fund our request this year. Swansboro TDA awarded the Town \$30,000 in July.

Mid-October, met with electrical and mechanical contractors, and still waiting to hear from plumber. It would be our hope to begin the interior renovations in late November unless the contractors are ready before.

Town staff recently noticed the growth of mold in numerous areas inside the Visitors Center. This condition has necessitated the need to close the building until the problem can be remediated. As a result, mold remediation companies in the area were contacted and Right Coast Solutions responded and agreed to inspect the building to determine the source(s) of the problem and develop a remediation plan.

Upon inspection, mold was found in the kitchen, office area, outlets, crawl space, and HVAC duct work. In the interior, remediation would include removing the bottom 24" of drywall and applying mold blocking primer and foam insulation to block air intrusion from crawlspace. In the attic, an 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 18th to review the draft agreement for services.

Town of Swansboro, NC
Manager's Report

Two rounds of RFQs were sent out, with final submittals in August. WithersRavenel was selected to complete the project in October of 2023 and the contract was executed in early December. On December 18, 2023, kickoff meeting with staff and WithersRavenel, a public outreach meeting included a survey was scheduled for mid-March. The data collection portion of the project is projected to start early June.

WithersRavenel and Staff continue to attend monthly check-in meetings for the project. On March 11, 2024, WithersRavenel and Staff held a public outreach meeting that included a brief summary of the project, time for public questions, as well as maps for the public to mark stormwater issues around Town. A public input survey was released to the public to indicate problem areas around Town as well. The survey was opened one week prior to and one week after the public outreach meeting. Survey crews are projected to begin data collection early June.

WithersRavenel and Staff met via Zoom on May 21, 2024, to discuss survey collection coordination. WithersRavenel requested that Town post in social media, and constant contact to notify citizens of surveyors being out in Town. They estimate that data collection could take a couple of months, possibly by the end of the year.

On June 3, 2024, data collection started.

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

Town of Swansboro, NC
Manager's Report

Staff discussed pros and cons options with Tyler Christian for the Town to host/ view data when complete. The following software options were discussed:

Dimond maps software

- Inexpensive monthly cost.
- Provide good customer service and GIS support.
- Cloud-based, Town doesn't have to store data locally.
- Town can view/edit data. They can also make attribute updates in the field for asset and track work/maintenance. Can also add photos or documents.
- GPS integration to map new features.
- Supports multiple users and can have specific permissions for certain users.
- Less customization of viewer/map.
- No spatial analysis is available.

ESRI/ArcGIS Online Platform

- More costly yearly subscriptions to maintain licenses and credits for hosting data in ESRI's cloud.
- 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.

Town of Swansboro, NC Manager's Report

WithersRavenel and Staff met via Zoom on November 25, 2024, they are working to have final database ready by the end of the year. Shawn with GIS and field crew will come out December 2, 2024, to look at the high traffic areas on Corbitt Avenue and double-check the survey in the area.

WithersRavenel and Staff met via Zoom on December 16, 2024, the discussion focused on justification for needing software to host GIS database. They will provide a write-up covering the different ways to view GIS data. The stormwater group is starting to review the data to identify where we can focus the modeling in. Concept development should begin later in the spring/early summer 2025.

WithersRavenel and Staff met via Zoom on January 27, 2025, The GIS Team is doing final QAQC on inventory dataset. Stormwater has a dataset to begin the H&H analysis (hydrologic and Hydraulic) After QAQC WithersRavenel will send it over, and work to get it uploaded to a hosting system that the Town decides upon. It was further discussed that WithersRavenel will provide write-up for the level of service that existing conditions will be evaluated against the following:

- 10-year event for closed network storm system and ditches
- 25-year event for roadway stream crossings (increased if NCDOT street that has higher design event)

Due to budgetary constraints, the model will not include every pipe. WithersRavenel will review the budget and propose study limits.

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

Town of Swansboro, NC
Manager's Report

- 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

Sidewalk Projects

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).

Town of Swansboro, NC Manager's Report

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.

Town of Swansboro, NC Manager's Report

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 24th. A third letter was hand delivered to Mr. Perry on December 5 and Mr. Perry indicated he was having issues getting all owners to agree. Owners include members of the Perry family, heirs to Irene Pinkston.

Future priority areas were discussed with the BOC July 25, 2022, but no decisions made until more development made on Priority 3. The easement for Priority 4 was secured in the last week of July and shared with NCDOT so that this section could be moved forward ahead of Priority 3. Thus far, no easements have been secured for Priority 3.

On September 26, the Board identified the following Priority Areas: (Note: *priority numbers reassigned by NCDOT*)

Priority 5

Extension of the sidewalk north from the Cottages to Piggly Wiggly side entrance street
Obtained list/addresses for all eight property owners of parcel 056535 on January 5, 2023.
Finalized the easement document and mailed all property owners a separate easement to sign.
Once all received back, I will notify NCDOT to schedule the sidewalk construction. As of 2/23/2023, one of eight easements received.

Town of Swansboro, NC Manager's Report

3/10/23 – I made some progress on obtaining easement signatures for Priority 5. I received all the signatures needed from the Perry family. However, none of the signatures from the Pinkston family have been received despite numerous letters and Perry family attempts.

3/28/23 – all required easements received from Perry and Pinkston family and forwarded onto NCDOT. Ditch piping has been installed at the entrance to the Piggly Wiggly. NCDOT indicated that this section would be completed in a 6–8-week timeframe.

Priority 5 completed in September 2023



Priority 6

Pineland Drive parcel south of Pelican Circle to connect to the existing sidewalk at Cottages

NCDOT shared on 11/17/22 “we have reached out to the Environmental Unit to determine if we could extend the existing crossline to extend the sidewalk, or if permitting would be required. We have not yet estimated this work, since we are uncertain what may be involved. If we are able to pursue this section, then we will need an easement from the property owner (but do not reach out to them until we have determined that we can move forward), and we would want to remove the short section of sidewalk that turns out towards Old Hammocks Rd. This is not acceptable practice as it is leading to a roadway where there is not a Stop condition, nor is there a permitted mid-block crossing.”

On February 2, 2023, NCDOT gave the okay to seek the required easement for this priority. That request was mailed February 3, 2023.

Two easement letters have been sent to the property owner with no response. The last letter gave a deadline of March 15th. Easement obtained late March and provided to NCDOT. The Town obtained an engineered pedestrian crossing for this priority. Waiting to hear from NCDOT on utility conflict/pipe extension.

Town of Swansboro, NC Manager's Report

Priority 7

Main Street Extension from the Recreation Center to Old Hammock to Highway 24 – awaiting cost estimate from NCDOT. Subject to future funding.

Priority 8

Gaps without sidewalks on Highway 24 from Old Hammock Road to downtown – awaiting cost estimate from NCDOT. Subject to future funding.

Priority 9

South side of Highway 24 from Walmart to Queens Creek – awaiting cost estimate from NCDOT. Subject to future funding.

Following a TRC Meeting at Town Hall on December 13, I met with our NCDOT District Engineer to discuss the priority areas described above further. She noted a change to our priority areas as noted above in red and that she would be reviewing the funding left in this cycle once priority 4 was paid out. She felt confident there should be funding left to complete Priority 5&6 as re-numbered above. As a side note, the Town still has the \$100k provided by the SCIF Funding if NCDOT's estimates are more than what is left with NCDOT. Pedestrian crossing for Priority 6 estimate \$5000.

On February 6th, I had an additional conversation with property owners of Priority 3. They seem interested in working with the Town now. I reached back out to NCDOT to schedule a meeting with the property owners. On 2/22/23, our Division Engineer indicated that they will create a detailed aerial of where the sidewalk/easement will be. A reminder that Priority 3 was taken off the NCDOT work list, and those funds were shifted to Priority 4, 5, and 6. If the Priority 3 property owners were agreeable to provide an easement, a new estimate would have to be obtained, and the Town would be responsible to have engineer/design and pay for the stormwater crossing. NCDOT has made it clear they will not pay for that.

Priorities 7-9 have been sent to NCDOT. However, they are subject to future funding NCDOT may get, unless the Town wants to fund them.

August 15, 2024, the Town Manager met with NCDOT representative Ron Van Cleave and JUMPO representatives Stephanie Kutz and Teri Dane. Initial steps identified in restarting the Sidewalk Priority Projects was to identify a funding source. Most likely federal funds going through JUMPO 80/20 split. Also, need to prepare a new RFQ for engineering and design services.

Timeline: Retain Engineering services, Design, permitting and easement acquisition in 2024/2025. Construction 2026.

Future Planning Matters

Flybridge Project (1481 W Corbett Ave)

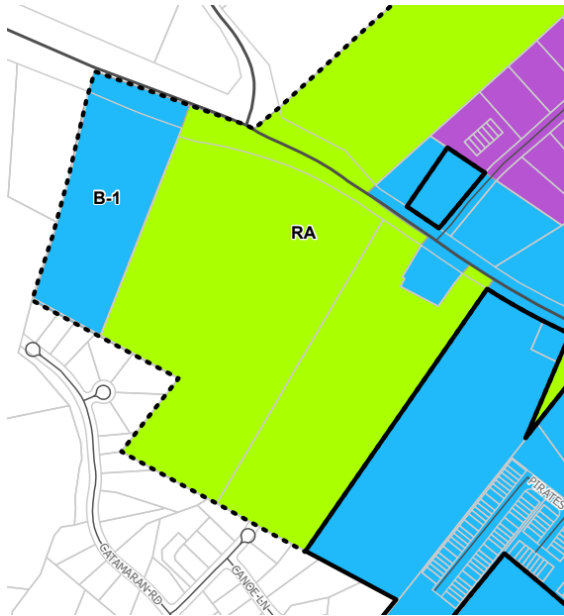
At 1481 W. Corbett Ave, the proposed mixed-use development will consist of 324 multi-family units and six commercial outparcels on approximately 39 acres of land. This parcel of land is in Swansboro's extra territorial jurisdiction and does fall under Swansboro's planning jurisdiction.



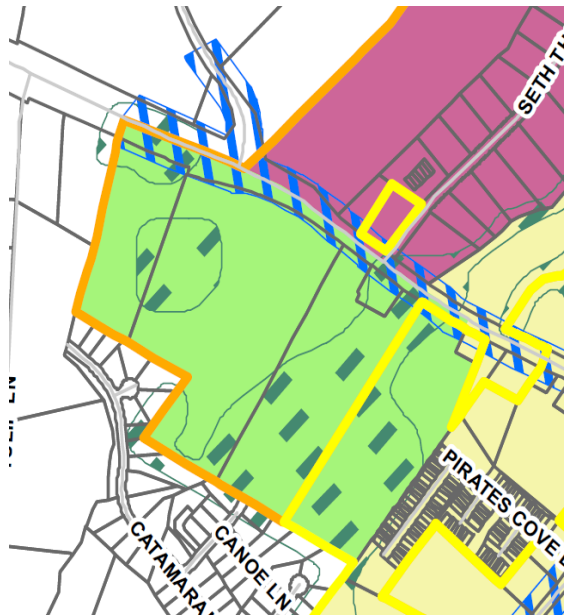
To start, developers for Flybridge have applied for a conditional rezoning and a future land use map amendment (please see application attached). Currently, the parcel is zoned RA (rural agricultural) and is also labeled as RA (rural/agricultural) on Swansboro's Future Land Use Map making it inconsistent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

Town Zoning Map and Legend



Swansboro Future Land Use Map and Legend



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

Legend

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

Steps needed for approval:

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

After community meetings are completed:

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

Items 2 and 3 will be heard first at the Planning Board, most likely the beginning of January, and then at the Board of Commissioners late January/early February depending on if the 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.

Town of Swansboro, NC Manager's Report

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.

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 Building Plan review in order to obtain permits to begin construction.

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.

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

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.

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.

Administrative Services

- Phone Records Report for January: 1,674 calls

Internal – 392	Town Hall – 274	Parks and Recreation – 225
Police Department – 313	Fire Department – 74	Outgoing totals – 936
- Building permits sold for January: 27 residential/commercial combined; \$8,170.01 total fees collected (includes 6 re-inspections)
- 81 Building inspections scheduled/10 Fire Inspections processed
- 73 Various receipts processed
- 0 Code Enforcement violation
- 275 ONWASA payments processed; 2 New Services; 3 Other
- 2 Work Orders generated for Public Works
- 10 Notarization's performed
- US Census Report Submitted – Permits
- Finalized December Departments Report
- Began planning of Sam Bland Recipient Banquet
- Received and handled 9 “Contact Us” request from the Website
- Began budget preparation for Admin Services, Governing Body, & Legal
- New advisory board appointments processed
- Communicated with contractors associated with Emmerton School project and LASII Stormwater Mapping project
- Updated Projects brief
- Distributed the RFQ for Sidewalk Designs to interested parties and published online
- Public Records Request
 - Construction Monitor – Building Permits issued with values December 2024
 - Carolina Permits – New Homes building in December 2024
 - Brand Homer – 632 W. Corbett Avenue
 - Katharine Fretwell – 83 Pickett Way/Vista Del Mar
- Issued News Releases for
 - Christmas Tree Collections
 - Weather Alert #1 Winter Weather January 10-11
 - BOC 1/14/2025 Regular Meeting
 - Weather Alert #2 Winter Weather January 10-11
 - MLK Holiday Closures
 - Main Street Extension Road Closure Notice
 - Weather Alert #1 Winter Weather January 21-22
 - Weather Alert #2 Winter Weather January 21-22
 - Rescheduled: Main Street Extension Road Closure Notice
 - Office Closures & Winter Weather Final Alert
 - Office Closures Extended

Department Reports for January 2025

- Garbage Collection Delay
- Delayed Opening Notice for Town Hall
- BOC 1/28/2025 Regular Meeting
- Fire Department Live Burn Exercise
- 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
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 1,628.

Top 5 pages viewed in December

Employment Opportunities 515 | Departments/Permitting 232 | Government 224
Departments/Police 198 | Departments/Fire 180

Finance

- Sales & Use Tax received in January 2025 is \$130,369
- Accounts Payable Summary for January 2025:
 - 239 Invoices-Totaling \$909,994
 - 27 Purchase Orders Issued
- Processed payroll- 1/10/2025 & 1/24/2025
- PEV ChargePoint Station-Accumulated (kWh) for January 2025 (901)/Session fees collected-\$161
- Stormwater Fees Collected-January 2025-\$3,435
- December 2024 Bank Reconciliation-Town accounts
- December 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 7 hours
- Processed Swansboro TDA checks
- Gathered financial information for January 28, 2025 regular meeting
- Attended a webinar with Mark McClusky-Understanding Investments
- Attended meeting with Computer Warriors for IT discussion
- Attended the bank finance closing with Truist Bank on January 9, 2025 for the Jet Vac Truck, Police Interceptor, and two Fire Chief's vehicle
- Processed W-2, 1099-Misc & 1099-NEC
- Submitted the following reports:
 - HUBSCO Report (Historically Underutilized Businesses State Construction Office) Construction Reporting System.
 - LGC203-North Carolina State Treasurer-Cash Deposits and Investments for Town and Swansboro TDA
 - State Capital and Infrastructure Fund Grant (SCIF) -Quarterly report (October 1,2024 - December 31, 2024)
 - 941 Employer's Quarterly Federal Tax Return

Department Reports for January 2025

Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Annual Total (To Date) <i>January 1 – January 31</i>
Swansboro Town {17A}	75	75
Swansboro County {17B}	26	26
Aid Given	18	18
Total Call Volume	119	119
Aid Received	5	5
Overlapping Incidents {% of Volume}	44	272

Dispatched Incident Type	Swansboro – Town {Zone 17A}	Swansboro – County {Zone 17B}
Fire	2	0
EMS & Rescue	60	15
Hazardous Materials	1	0
Service Calls	8	6
Wildland	1	0
Emergency Management {Deployments}	0	0
Other – False Alarm/Canceled	3	0
Total	75	26

Department Reports for January 2025

Incident Response	90 th Percentile Time {Monthly}	90 th Percentile Time {Previous Month}	Difference from Previous	Benchmark	Gap {Monthly}
Call Handling Time {911 Call to Dispatch}	4:19	2:09	(2:10)	1:06	(1:23)
Turnout Time {Dispatch to Enroute}	1:58	2:17	0:19	1:20	(0:38)
Travel Time {Enroute to Arrival}	5:55	6:05	0:10	4:00	(1:55)
Total Response Time {911 Call to Arrival}	7:25	8:49	1:24	7:06	(0:21)

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to December 31</i>
Standard Fire Inspection	1	1
New Business Inspection	0	0
Fire Suppression – Hoods	0	0
Special Event – Tents	0	0
Plan Review	-	-

Department Reports for January 2025**Agency Training**

Training Category	Monthly	Annual
Company Training	438	438
Facilities	0	0
Fire Arson Investigator	0	0
Fire Prevention Inspector	24	24
Fire Life Safety Educator	0	0
Hazardous Materials	0	0
Officers	0	0
New Driver	0	0
New Recruit	0	0
Existing Driver	0	0
Total	438	438

Parks and Recreation**Festivals**

- Gathering social media reports
- Festival website updates-ongoing
- Revisions for 2025 sponsorship package finalized, and began sending out to businesses. Created new level of sponsorship, Title Sponsor \$7500
- Contacted Hampton Inn regarding hotel links for festival attendees and vendors to be posted on our websites.
- Prepared and submitted grant for Swansboro TDA-\$6500 requesting funds for Swansboro Festivals

ARP Project Updates*Basketball Courts*

- Purchase order submitted for asphalt work and new basketball equipment (backboards, goals, and nets).
- Equipment has been received.
- Resurfacing will take place after the first of the year, weather conditions need to be warmer.

Replacement of outdoor toilets/water fountains:

- Refillable water bottle and fountains replaced in Recreation Center
- Outdoor toilets-Replaced in Bicentennial, Pirates Den, and Municipal Parks. The contractor is working with ONWASA for plumbing issues.

Splashpad

- Remaining amenities ordered and received
- Amenities will be installed March/April timeframe

Miscellaneous

- Prepared documents and submitted for end of year projections for 2024-25 fiscal year
- Began preparing the 2025-26 budget, including CIP and staff requests
- Attended demo for location data analysis software
- Met with Onslow County Parks and Recreation regarding Piratefest event
- Began preparing grant for Swansboro TDA to request funds (\$2000) for Piratefest
- Met with Crystal Coast Engineering to obtain boundary maps required for LWCF
- 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.

Department Reports for January 2025

- 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.

Metrics-social media

January

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook	18,398	20,500	5,400	156,200	176
Instagram	1900	329		1900	

Organization Activity					
From 1/4/2025 to 2/3/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	139	26	22	0	95
Resident	23	7	9	0	5
Non-Resident	116	19	13	0	90
No Residency Set	0	0	0	0	0
Demographics					
< 18	28	4	1	0	19
18 - 65	74	14	16	0	65
65+	37	8	5	0	11
Male	46	14	10	0	28
Female	93	12	12	0	67
Other Genders	0	0	0	0	0
Online vs In-House					
Online	51	0	0	N/A	63
In-Person	88	26	22	N/A	32

Revenue

January

Slip Fee - Town Dock	\$2472
Rental Fees-Parks	\$125
Rentals Rooms	\$3420
Rec Program Fees	\$4714

Department Reports for January 2025

Gym Memberships	\$1315
Dog Park Memberships	\$100
Festival Vendor Fees	\$160
2025 Festival Sponsorships	\$8750

PROGRAM/EVENT MANAGER MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed weekly Community Service hours
- Completed monthly reservation receipts
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Continued to work on 2025 instructor contracts
- Attended Sports Management Senior Games Clinic
- Created Touch-A-Truck flyer and sent details to past participants to begin registration
- Reorganized several spaces in Recreation Center
- Gathered several festival quotes for the 2025 festivals
- Assisted with Festival Sponsorship packet
- Began working on 2025-26 budget including EOY projects for 2024-25
- Planned Valentine's Programs including Game Night and Galentine's Craft Night
- Advertised Luck of the Paddle Pickleball Tournament
- Organized new partnership with Boulder Designs for Welcome Rock Workshop

Planned Programs

Tiny Trekkers – January 10th

- 9 registered and 8 attended

Sprout Scouts- January 31st

- 10 registered and 8 attended
- 4 waitlisted

POUND! – December 14th – January 11th

- 15 drop-ins
- 2 series

POUND! – January 18th – February 15th

- 13 drop-ins

- 5 series

Tai Chi – January 9th – February 13th

- 10 registered
- 4 waitlisted

Touch-A-Truck – April 26th

- 6 vehicles registered

Planning

Planning Board

- The Planning Board regular meeting was on January 7, 2025.
 - CAMA Future Land Use Map Amendment for parcels on W Corbett Ave from RA to Suburban Town Center. Swansboro LLC has submitted an application for a future land use map amendment. The amendment proposed would change the site located at 1481 W Corbett Ave from a RA (rural/agricultural) designation to a Suburban Town Center designation. The Planning Board did not recommend this amendment for approval.
 - Zoning Map Amendment to rezone parcels on W Corbett Ave from RA to B-1 Conditional Zoning. Flybridge Swansboro LLC seeks a conditional rezoning for +/- 38.92 acres on parcels of land identified as Tax Parcel ID 019494 and 027733, from RA (Rural/Agricultural) to B-1 CZ (business conditional zoning) to develop a proposed multi-family and commercial project. The Planning Board did not recommend this amendment for approval.
 - UDO Text Amendment to § 152.016 Definition of Basic Terms and § 152.267 Computation of Sign Area. After the discovery of a discrepancy in UDO Sections 152.016 Definitions of Basic Terms for the definition “Sign, Area Of” and 152.267 Computation of Sign Area (C) when it comes to calculating the square footage allowed on a sign, a text amendment to these sections is proposed for consistency. The Planning Board did recommend this amendment for approval.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting on January 21, 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.

Police Department*Patrol:*

- 131 Reportable Events
- 21 Wrecks
- 1 Felony Arrest
- 8 Misdemeanor Arrests
- 3 Arrests by Warrant Service
- 2 DWI Arrests
- 6 Arrests with Transport to the Onslow County Jail
- 36 Citations
- 68 Verbal/Written Warnings
- 8 Felonies Reported (2-Break & Enter; 2-Obtaining Property By False Pretenses; 2-Fraud; 1-Larceny; 1-Narcotics Related)
- 24 Misdemeanors Reported (8-Larcenies; 5-Property Damage; 4-Communicating Threat; 2-Narcotics Related; 1-Assault; 1-Stalking; 1-Trespassing; 2-Traffic Related)
- 5 Disputes/Public Disturbances
- 25 Open Door/Alarm Calls
- 20 Suspicious Incident/Person/Vehicle
- 6 Crisis Intervention with Mental Patient
- 1 Town Ordinance Violation
- 121 Requests by Other Agencies for Assistance
- 98 Requests by Citizens for non-Crime Related Assistance

3,631 Total Events Performed by Patrol*Community Service/Training:*

- 1 Funeral Escort
- 7 Requests for Fingerprinting
- 10 Business Closing Standby's
- 476 Business Checks
- 30 Foot Patrols
- 23 Residence Checks
- 1 RU Ok? Participant
- Officer Stutes completed Basic Radar Operator training. 40 hours training held at Carteret Community College.
- Chief Taylor attended monthly Crime Stoppers meeting held in Jacksonville.
- Chief Taylor and Deputy Chief Brim attended monthly East Carolina Association of Law Enforcement Executives meeting held in Jacksonville

Department Reports for January 2025

Admin Services:

- Answered 245 phone calls during business hours.
- Assisted 170 walk in requests for assistance during business hours.
- Took 75 requests for a report during business hours.

Public Works

(no report provided)