



# Board of Commissioners Agenda

## Town of Swansboro

Monday, May 08, 2023

---

### Board Members

John Davis, Mayor | Frank Tursi, Mayor Pro Tem | Pat Turner, Commissioner | Harry PJ Pugliese, Commissioner |  
Larry Philpott, Commissioner | Jeffrey Conaway, Commissioner

---

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

#### II. Public Comment

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

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

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

##### III. Consent Items:

- [a.](#) January 23, 2023, Regular Meeting Minutes  
January 23, 2023, Closed Session Minutes
- [b.](#) Resolution 2023-R1 Opposing Multiple Regulatory Land Use Bills
- [c.](#) Budget Amendment 2023-6 Salary Adjustments

#### IV. Appointments/Recognitions/Presentations

##### Proclamations

- [a.](#) National Police Week
- [b.](#) National Public Works Week

##### Presentation

- [c.](#) Water Street Rehabilitation Public Meeting  
*Presenter: Steve Myers - WithersRavenel*

A design approach/preliminary plans for the Water Street Drainage improvements will be reviewed. An opportunity for the community to provide feedback will be provided after the presentation.

*Action Needed: Receive presentation and then allow for community feedback.*

## **V. Public Hearing**

### **a. Rezoning Request/1130 Hammock Beach Road**

**Presenter: Andrea Correll, AICP – Planner**

Justin Weiss has submitted a rezoning request for his property located at 1130 Hammock Beach Road from RA (Residential Agricultural) to B-1 (Highway Business). The property is further identified as tax parcel ID 025381 which contains +/- 1.26 acres of land and abuts properties zoned R-8SF(Residential) and B-1(Highway Business).

*Recommended Action:*

*1-Hold a Public Hearing; and*

*2-Motion to approve/deny the rezoning of 1130 Hammock Beach Road from RA(Residential Agricultural) to B-1 (Highway Business) with the consistency statement.*

### **b. Special Use Permit/108 W. Corbett Avenue**

**Presenter: Andrea Correll, AICP – Planner**

Marc Howell, on behalf of Jessmarc Properties LLC, has applied for a special use permit to continue operating a Bed and Breakfast at 108 W. Corbett Avenue. The property is located in the B-2 zoning district and the use of “Bed and Breakfast Accommodations and Inns” is an allowance pursuant to the issuance of a special use permit.

*Recommended Action:*

*1- Hold a public hearing, and*

*2- Motion to approve/deny of the special use permit based on Section 152.210 (B) 1-4*

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

### **a. Resolution for Annexation Incentive Agreement**

**Presenter: Alissa Fender – Town Clerk**

Emerald Coast, Inc requests consideration for a waiver of all the permit-related activity fees and fees related to the annexation process for the development of 7 parcels along Norris Road, pursuant to Board of Commissioners Policy 10C - Investigation of Annexation Petitions & Incentives.

*Recommended Action: Motion to approve Resolution 2023-R2 granting a waiver of initial permit-related activity fees and fees related to the annexation process for the development of 7 parcels along Norris Road.*

### **b. Future Agenda Topics**

**Presenter: Alissa Fender – Town Clerk**

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

*Recommended Action: Discuss and provide any guidance*

## **VII. Items Moved from Consent**

## **VIII. Public Comment**

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

## **IX. Manager's Comments**

## **X. Board Comments**

## **XI. Closed Session**

## **XII. Adjournment**

**Town of Swansboro**  
**Board of Commissioners**  
**January 23, 2023, Regular Meeting**

Item IV - a.

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner PJ Pugliese, Commissioner Larry Philpott, Mayor Pro Tem Tursi, Commissioner Pat Turner, and Commissioner Jeffrey Conaway.

\*\*\*\*\*

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

The meeting was called to order at 5:30 pm. Mayor Davis 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 given.

**Adoption of Agenda and Consent Items**

On a motion by Commissioner Turner, seconded by Commissioner Philpott, the agenda and the below consent items were approved unanimously.

**Meeting Minutes**

- July 11, 2022, Regular Meeting
- July 25, 2022, Regular meeting
- July 25, 2022, Closed Session
- August 8, 2022, Regular Meeting
- August 18, 2022, Joint/Retreat Special Meeting with Planning Board

**Tax Refund Requests**

Baldwin, Eric Christopher - \$178.66 - Tag Surrender

- Lopez, David Yazmin, & Lopez, Veronica Yazmin - \$256.32 - Military
- Karnes, Cynthia Suzanne - \$46.52 - Military

**Appointments/Recognitions/Presentations**

*Recognition of Lindsay Williams*

Mayor Davis recognized music teacher Lindsay Williams from Swansboro Elementary. Mrs. Williams was chosen by the NC Music Educators Association as the North Carolina Elementary Music Teacher of the Year for 2022.

*Employee of the Quarter*

Manager Webb introduced the Employee of the Quarter, Aliette Cuadro. She shared that Aliette was nominated by her peers for her commitment as a newer employee learning all the various aspects of the Admin Services department.

### *Board Appointments*

Town Clerk Fender shared that board member Paul Wysocki of the Flood Management Appeal Board had been unresponsive to attempts to confirm his desire to serve on the board. Removal from the Flood Management Appeals Board and appointment of a new member was requested.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Turner, Mr. Wysocki was unanimously removed as a member of the Flood Management Appeals Board.

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, Brent Lanier was unanimously appointed to the Flood Management Appeals Board.

### **Public Hearing**

#### *Text Amendment related to Massing Standards in the Historic District*

Planner Correll shared that following review of massing standards, other community ordinances and specific statutes, as well as recent case law related to such, staff had prepared UDO text amendments to Appendix III Historic District Design Standards, Section 11 New Construction. The intent of the regulations was to assure that new construction, including additions, would be in harmony with the special character of the historic district.

In response to inquiries from the board Mrs. Correll clarified the following:

- Not all new construction would require a massing study, the need would be determined at application review.
- Massing studies that are required would be reviewed by staff and the Historic Preservation Commission

The public hearing was opened at 5:53 pm then closed as no comments were made.

On a motion by Commissioner Philpott, seconded by Commissioner Turner Ordinance 2023-O2 controlling massing in the historic district and a statement of consistency was approved unanimously.

### **Business Non-Consent**

#### *Budget Ordinance Amendment #2023-02*

Finance Director Johnson shared that the budget ordinance needed to be amended for multiple departments as follows:

- Fire Department: Two staff members resigned, and payment of accrued vacation leave to include retirement benefits of \$18,991 needs to be disbursed. Source of Funds: Appropriated Fund Balance



- Police Department: An employee was promoted to an exempt position and payout for compensatory time to include retirement benefits of \$4,537 needs to be disbursed. Source of Funds: Appropriated Fund Balance
- Emergency Management: Internet was installed last Fiscal Year at the Swansboro Methodist Church/temporary EOC in preparation of 2022 hurricane season. The annual cost for the service is \$1,575. Requesting \$1,575 be appropriated from fund balance for its intended purpose. Source of Funds: Appropriated Fund Balance
- Parks & Recreation: In late September 2022, Moore Street Dock was damaged due to Tropical Storm Ian. The storm was not declared a disaster; therefore, the Town would not be eligible for FEMA disaster funds. The total cost to repair the dock is \$3,600. Requesting \$3,600 be appropriated from fund balance. Source of Funds: Appropriated Fund Balance
- Church Street Dock: On 7/28/2022, the power pedestal was damaged by an insured vessel during their stay. The cost to repair and install the power pedestal is \$1,864. The Town received the funds from the boater's insurance provider, and it will be used to pay for the damage. Source of Funds: Insurance Proceeds
- Festivals & Events: Additional funds were received for the 2022 Flotilla boat prizes. Downtown restaurants donated the funds and specifically requested that they go toward improving the prizes for boat winners. The donated funds totaled \$1,600. Acknowledge receipt of \$1,600 for Festival & Events /Flotilla Expenses for prizes and payout. Source of Funds: Festivals & Events
- Reappropriations: Funds that went back to fund balance because they were not used prior to the end of last Fiscal Year. Source of Funds: Appropriated Fund Balance

On a motion by Commissioner Pugliese, seconded by Commissioner Philpott, Budget Ordinance Amendment #2023-02 was approved unanimously.

*Financial Report as of December 31, 2022 and ARP Grant Update*  
Finance Director Johnson reviewed details from the monthly financial report, attached herein with the PowerPoint presentation of the meeting.

With regard to Ad Valorem taxes at 78%, Mrs. Johnson shared that was attributed to more were collected than usual and sales taxes was up.

#### *Future Agenda Topics*

Future agenda items were shared for visibility and comment. In addition, an opportunity was provided for the Board to introduce items of interest and subsequent direction for placement on future agendas. No other items were introduced.

**Public Comment**

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda. No comments were given.

**Manager's Comments**

Manager Webb had no additional details or comments on her report provided in the agenda packet.

**Board Comments**

Commissioner Philpott shared that the EOC/PSB committee met with the consultant last week.

Commissioner Turner shared that ONWASA was likely to receive a grant to replace the Mt. Pleasant Road pump station, which would end up being moved.

**Closed Session**

On a motion by Commissioner Turner, seconded by Commissioner Conaway, the board enter closed session pursuant to NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

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

**Adjournment**

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Turner, the meeting adjourned at 7:10 pm.



# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **Resolution Opposing Multiple Regulatory Land Use Bills**

Board Meeting Date: **May 8, 2023**

Prepared By: **Andrea Correll, AICP – Planner**

---

**Overview:** The resolution opposes six proposed bills being considered by the NC Legislature and includes links to each of the proposed laws. The concern with the bills being proposed in these legislative sessions is that many of them, if made law, would take away local municipal authority concerning land use and zoning law.

**Background Attachment(s):** Resolution 2023-R1

**Recommended Action:** Motion to approved Resolution 2023-R1 Opposing Multiple Regulatory Land Use Bills

---

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

---

---

**RESOLUTION 2023-R1**  
**A RESOLUTION OPPOSING MULTIPLE REGULATORY LAND USE BILLS**

**WHEREAS**, the Town of Swansboro opposes multiple regulatory bills which seek to take away local municipal authority related to land use regulations and urges the North Carolina General Assembly to reject Senate Bill 675,667,317 and House Bill 332,409,537.

**WHEREAS**, The Town of Swansboro opposes the recently introduced [Senate Bill 675](#) that would remove a municipalities' right to have Extra Territorial Jurisdiction.

**WHEREAS**, [Senate Bill 667](#) seeks to do away with local regulations of short-term rentals.

**WHEREAS**, [Senate Bill 317](#) seeks to mandate that local governments allow workforce housing developments with no local planning or zoning regulations such as vegetation requirements or fees for utility connections. The workforce housing subdivision would be mandated in any zoning district without Planning Board or Town Board of Commission approval, requiring staff approval in 45 days.

**WHEREAS**, [House Bill 332](#) would require local governments to review development plans at a faster pace and allow developers to bypass local review and hire independent engineers or architects to review and certify their plans, which would require a wavier or refund by local governments of plan review and application fees.

**WHEREAS**, [House Bill 409](#) essentially seeks to end single-family dwelling zoning by mandating local governments permit at least one accessory dwelling unit for each single-family dwelling in areas zoned residential use. Being a tourist destination, this would further erode the historic district and our established single-family neighborhoods.

**WHEREAS**, [House Bill 537](#) seeks to mandate local governments to permit multi-family housing in business and related zoning districts as well as prohibits regulating building design elements and standards on developments.

**WHEREAS**, the above referenced bills will completely undermine our adopted policies, plans and regulations revoking the Town of Swansboro's authority to regulate land use and development.

**NOW, THEREFORE BE IT RESOLVED**, the Town of Swansboro calls upon all other municipal and county governing bodies located in coastal North Carolina to pass similar resolutions to this one.

**BE IT FURTHER RESOLVED** that copies of this resolution are sent to our legislative delegation and to the leadership of the North Carolina General Assembly.

This the 8th day of May, 2023.

\_\_\_\_\_  
John Davis, Mayor

Attest:

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



# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **Budget Amendment 2023-6 Salary Adjustments**

Board Meeting Date: **May 8, 2023**

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

---

**Overview:** A budget amendment is prepared to address salary discrepancies discovered and compression following a review of the current NCLM Salary Study.

At the direction of the Board, Staff reviewed salaries to assure our pay schedule was competitive with other jurisdictions our size. Comparison was made with the most current NC League of Municipalities Salary Study using our population range. We identified some needed salary adjustments and identified some compression issues within a couple departments. A budget amendment totaling \$12,755 has been prepared to amend those salaries that were out of line and those compression issues we currently identified.

**Background Attachment(s): Budget Amendment 2023-6**

**Recommended Action: Motion to approve Budget Amendment 2023-6**

---

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

---

---

## ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 22/23

### BUDGET ORDINANCE AMENDMENT #2023-6

**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, 2023:

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

<u>Appropriations</u>	<u>Increase</u>
Admin Services	\$1,619
Fire	\$2,265
Permitting	\$1,990
Police	\$6,549
Parks & Recreation	\$332

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$12,755

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, May 8, 2023.

\_\_\_\_\_  
John Davis, Mayor

Attest:

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



# Proclamation

**Whereas,** Congress and the President of the United States have designated May 15, 2023 as “PEACE OFFICERS MEMORIAL DAY”, and the week in which May 15th falls as “NATIONAL POLICE WEEK”; and

**Whereas,** the members of the Swansboro Police Department play an essential role in safeguarding the rights and freedoms of the citizens of Swansboro; and

**Whereas,** it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

**Whereas,** the men and women of the Swansboro Police Department and all agencies of Onslow County and its municipalities are to be commended for their dedication and service to the people in potentially dangerous circumstances every day.

**Now, Therefore,** I, Mayor John Davis and the Swansboro Board of Commissioners hereby call upon all citizens and upon all patriotic, civic and educational organizations to observe the week of May 14th – 20th, 2023 as “**NATIONAL POLICE WEEK**” with appropriate observances in which all our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Further, we call upon all citizens of Swansboro to observe May 15, 2023 as “**PEACE OFFICERS MEMORIAL DAY**” in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

This 8th day of May 2023.

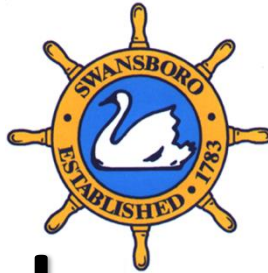
Attest:

---

Alissa Fender, Town Clerk

---

John Davis, Mayor



# Proclamation

Office of the Mayor

**Whereas,** public works services provided in our community are an integral part of our citizens' everyday lives; and

**Whereas,** the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

**Whereas,** the health, safety and comfort of this community greatly depends on these facilities and services; and

**Whereas,** the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

**Whereas,** the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

**Now, Therefore,** I, John Davis, Mayor of the Town of Swansboro, North Carolina, along with the Board of Commissioners do hereby proclaim the week of May 21-27, 2023

## NATIONAL PUBLIC WORKS WEEK

in The Town of Swansboro and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

This 8th day of May 2023.

Attest:

---

Alissa Fender, Town Clerk

---

John Davis, Mayor





# Water St. Drainage Improvements



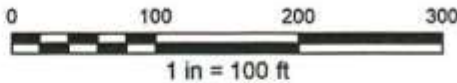
# Project Area







Project Area



**Water St Drainage Retrofits  
Attachment A  
Regional & Vicinity Maps**





# Bioretention Example





















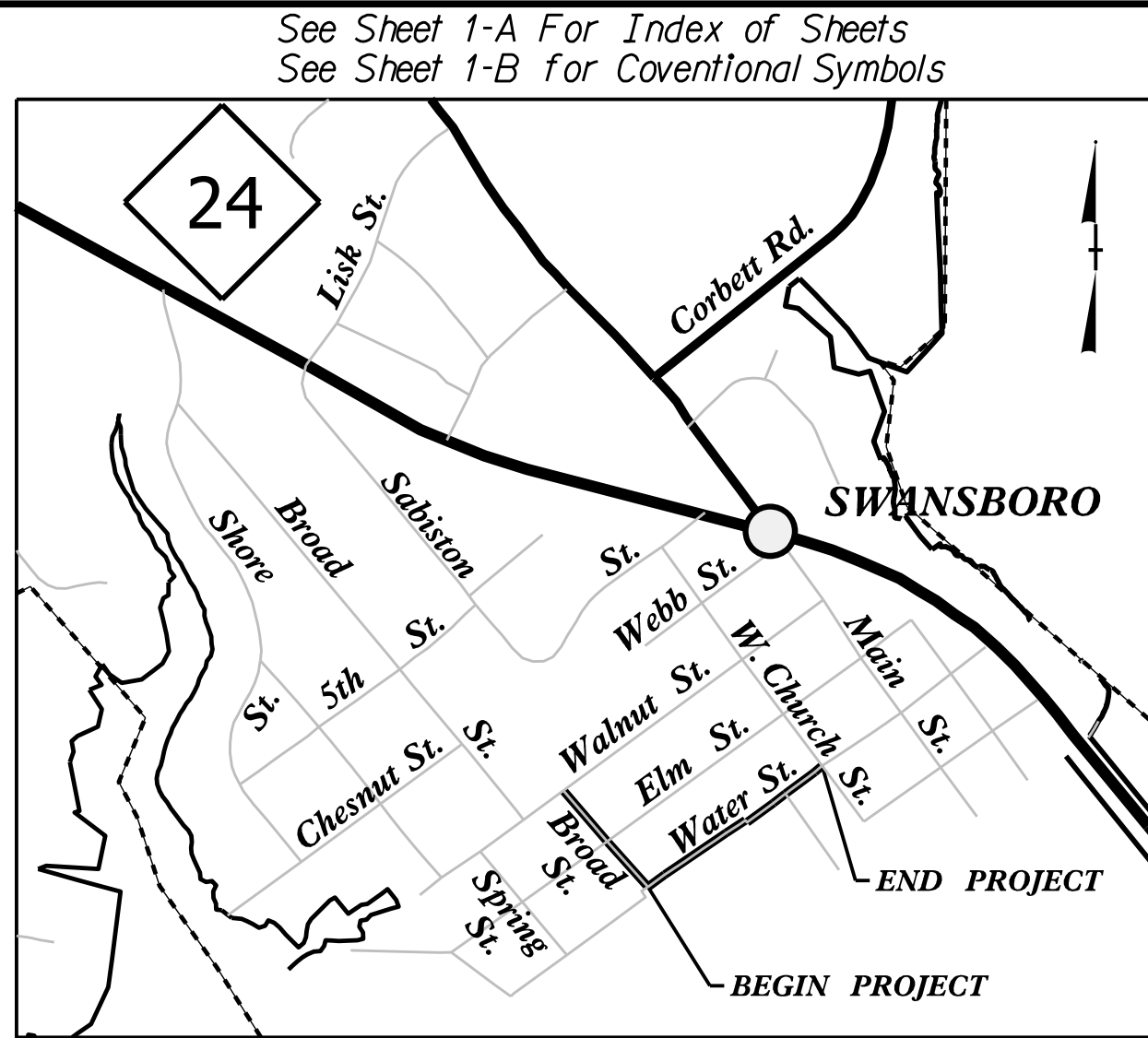




6/5/20/80/50

TIP PROJECT: N/A

CONTRACT: N/A



VICINITY MAP  
(N.T.S.)

TOWN OF SWANSBORO  
ONSLOW COUNTY, NORTH CAROLINA

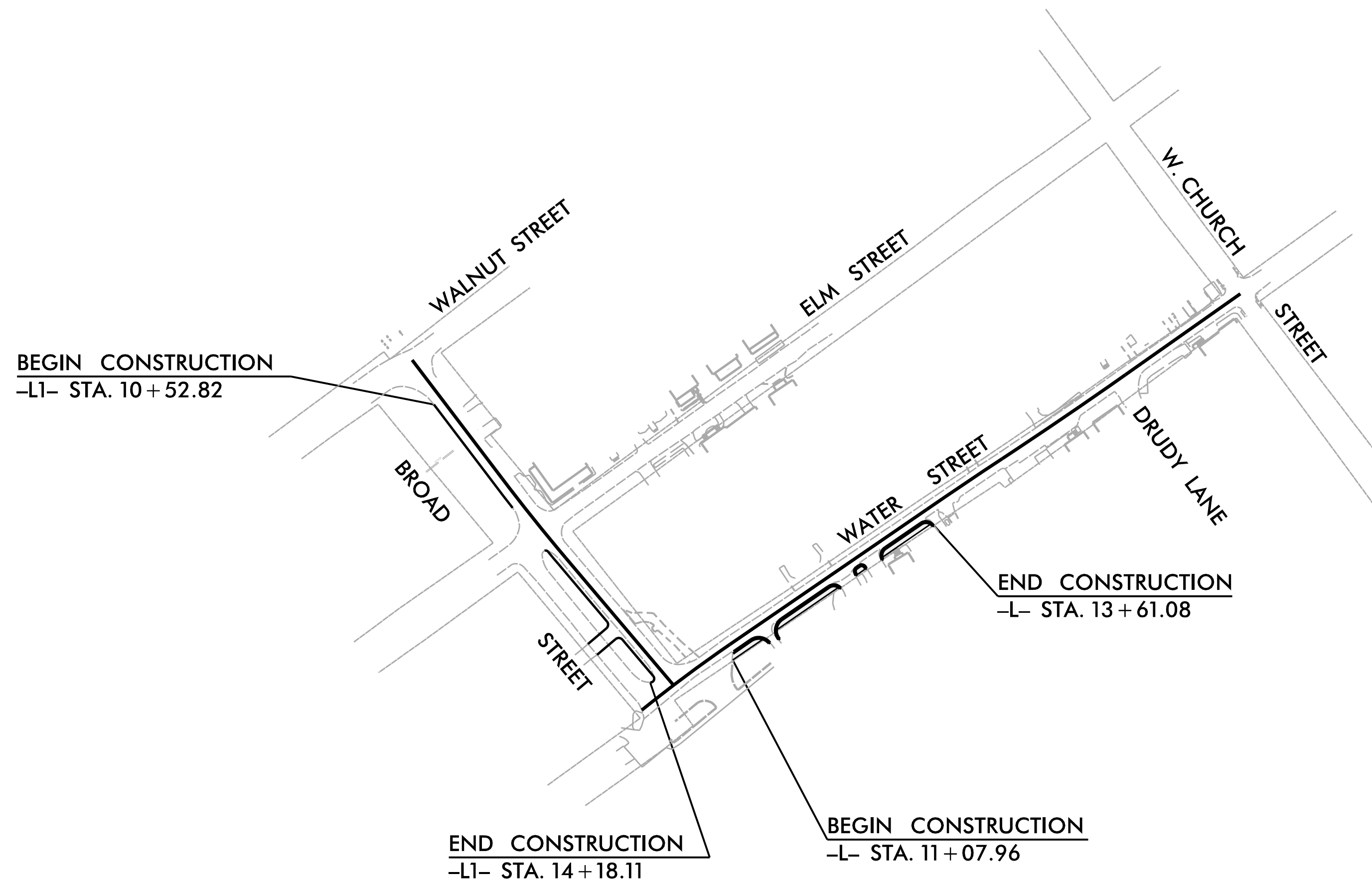
**WATER STREET  
DRAINAGE IMPROVEMENTS**

LOCATION: FROM WATER STREET TO W. CHURCH STREET AND  
BROAD STREET TO WATER STREET

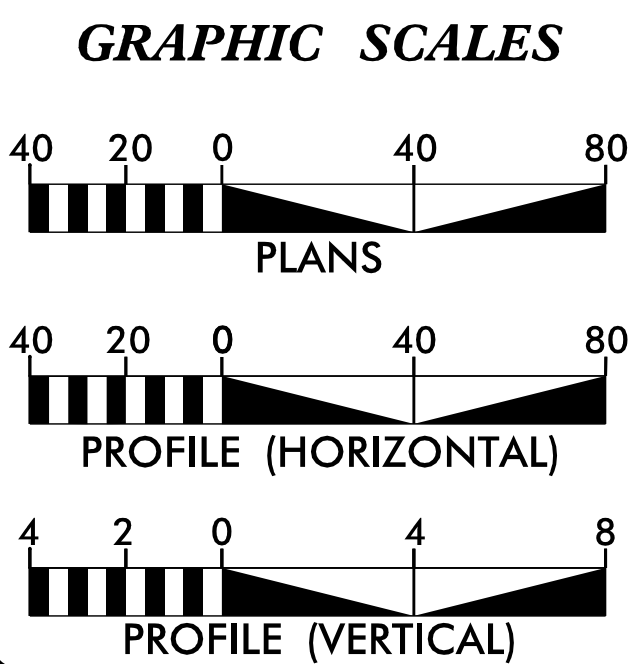
TYPE OF WORK: GRADING, PAVING, DRAINAGE, & EROSION CONTROL

60% PLANS

SUBMITTAL DATE: APRIL 28, 2023



THIS PROJECT IS WITHIN THE MUNICIPAL BOUNDARIES OF THE TOWN OF SWANSBORO.  
CLEARING ON THIS PROJECT SHALL BE PERFORMED TO THE LIMITS ESTABLISHED BY METHOD II.



**DESIGN DATA**  
V = 40 MPH

**PROJECT LENGTH**  
WATER STREET  
= .048 MILES  
BROAD STREET  
= .069 MILES

**TOWN OF SWANSBORO CONTACT:**

PAULA WEBB  
TOWN MANAGER  
PH. 910-326-4428

**NCDOT CONTACT:**

KATIE HITE, P.E.  
DIVISION 3 PROJECT DEVELOPMENT ENGINEER

**PREPARED IN THE OFFICE OF:**

 **WithersRavenel**  
Engineers | Planners | Surveyors  
115 Mackinnon Drive, Cary, NC 27511 | 919-487-3340 | License # E-1479 | www.withersravenel.com

2018 STANDARD SPECIFICATIONS

LETTING DATE:  
?

**TED KALLAM, P.E.**  
PROJECT ENGINEER

**DOUGLAS PETRY**  
PROJECT DESIGNER

**PROJECT ENGINEER**

  
**PRELIMINARY**  
NOT APPROVED FOR  
CONSTRUCTION  
TED A. KALLAM  
P.E.

SIGNATURE:

**PREPARED FOR:**

TOWN OF SWANSBORO  
601 W. CORBETT AVENUE  
SWANSBORO, NC 28584

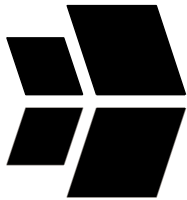
NA 2011  
NAD 83

2018 NCDOT LIST OF STANDARD DRAWINGS

STD. NO.	STANDARD DRAWING TITLES
200.02	METHOD OF CLEARING – METHOD II
605.01	TEMPORARY SILT FENCE
840.01	BRICK CATCH BASIN – 12” THRU 54” PIPE
840.02	CONCRETE CATCH BASIN – 12” THRU 54’ PIPE
840.03	FRAME, GRATES AND HOOD –FOR USE ON STANDARD CATCH BASIN
846.01	CONCRETE CURB, GUTTER AND CURB AND GUTTER
848.01	CONCRETE SIDEWALK
848.02	DRIVEWAY TURNOUT – RADIUS TYPE
848.05	CURB RAMP – PROPOSED CURB AND GUTTER
1101.01	WORK ZONE WARNING SIGNS
1130.01	DRUMS
1135.01	CONES
1150.01	FLAGGING DEVICES
1632.01	ROCK INLET SEDIMENT TRAP TYPE ‘A’
1632.02	ROCK INLET SEDIMENT TRAP TYPE ‘B’
1632.02	ROCK INLET SEDIMENT TRAP TYPE ‘C’

INDEX OF SHEETS

SHEET NUMBER	SHEET
1	TITLE SHEET
1–A	INDEX OF SHEETS, LIST OF STANDARD DRAWINGS
1–B	CONVENTIONAL SYMBOLS
2	PAVEMENT SCHEDULE AND TYPICAL SECTIONS
2D–1	DRAINAGE SUMMARY SHEET
X–1 THRU X–2	WATER STREET CROSS SECTIONS
X–3 THRU X–4	BROAD STREET CROSS SECTIONS



WithersRavenel  
115 McKernan Drive | Cary, NC 27511  
License #: F-1479 | t: 919.469.3340 | www.withersravenel.com

TOWN OF SWANSBORO  
601 W. CORRETT AVENUE  
SWANSBORO, NC 28584

CONSTRUCTION DRAWINGS  
WATER STREET DRAINAGE  
IMPROVEMENTS

WATER STREET | SWANSBORO, NORTH CAROLINA | ONSLOW  
COUNTY



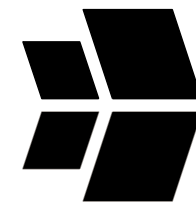
INITIAL PLAN DATE:  
REVISIONS:

WR JOB NO. DATE  
220730.00 04/28/2023  
DRN: WR DGN: WR CKD: WR

INDEX OF SHEETS &  
LIST OF STANDARD  
DRAWINGS

1-A



INITIAL PLAN DATE:  
REVISIONS:WR JOB NO. DATE  
220730.00 04/28/2023  
DRN: WR DGN: WR CKD: WRCONVENTIONAL  
SYMBOLS

1-B

STATE OF NORTH CAROLINA, DIVISION OF HIGHWAYS  
CONVENTIONAL PLAN SHEET SYMBOLS**BOUNDARIES AND PROPERTY:**

State Line	-----
County Line	-----
Township Line	-----
City Line	-----
Reservation Line	-----
Property Line	-----
Existing Iron Pin	○ EP
Computed Property Corner	✱
Property Monument	ECM
Parcel/Sequence Number	(23)
Existing Fence Line	-x-x-x-
Proposed Woven Wire Fence	○
Proposed Chain Link Fence	■
Proposed Barbed Wire Fence	◇
Existing Wetland Boundary	HLB
Proposed Wetland Boundary	HLB
Existing Endangered Animal Boundary	EAB
Existing Endangered Plant Boundary	EPB
Existing Historic Property Boundary	HPB
Known Contamination Area: Soil	☠-S-☠
Potential Contamination Area: Soil	☠-S-☠
Known Contamination Area: Water	☠-W-☠
Potential Contamination Area: Water	☠-W-☠
Contaminated Site: Known or Potential	☠☠

**BUILDINGS AND OTHER CULTURE:**

Gas Pump Vent or U/G Tank Cap	○
Sign	○ S
Well	○ W
Small Mine	✂
Foundation	▭
Area Outline	▭
Cemetery	▭
Building	▭
School	▭
Church	▭
Dam	▭

**HYDROLOGY:**

Stream or Body of Water	-----
Hydro, Pool or Reservoir	▭
Jurisdictional Stream	JS
Buffer Zone 1	BZ 1
Buffer Zone 2	BZ 2
Flow Arrow	→
Disappearing Stream	→
Spring	○
Wetland	★
Proposed Lateral, Tail, Head Ditch	▭
False Sump	▽

**RAILROADS:**

Note: Not to Scale

\*S.U.E. = Subsurface Utility Engineering

Standard Gauge	-----
RR Signal Milepost	MILEPOST 35
Switch	SWITCH
RR Abandoned	-----
RR Dismantled	-----

**RIGHT OF WAY & PROJECT CONTROL:**

Secondary Horiz and Vert Control Point	◆
Primary Horiz Control Point	◇
Primary Horiz and Vert Control Point	◇
Exist Permanent Easement Pin and Cap	◇
New Permanent Easement Pin and Cap	◇
Vertical Benchmark	⊠
Existing Right of Way Marker	△
Existing Right of Way Line	-----
New Right of Way Line	-----
New Right of Way Line with Pin and Cap	-----
New Right of Way Line with Concrete or Granite R/W Marker	-----
New Control of Access Line with Concrete CA Marker	-----
Existing Control of Access	-----
New Control of Access	-----
Existing Easement Line	-----
New Temporary Construction Easement	-----
New Temporary Drainage Easement	-----
New Permanent Drainage Easement	-----
New Permanent Drainage / Utility Easement	-----
New Permanent Utility Easement	-----
New Temporary Utility Easement	-----
New Aerial Utility Easement	-----

**ROADS AND RELATED FEATURES:**

Existing Edge of Pavement	-----
Existing Curb	-----
Proposed Slope Stakes Cut	C
Proposed Slope Stakes Fill	F
Proposed Curb Ramp	CR
Existing Metal Guardrail	-----
Proposed Guardrail	-----
Existing Cable Guiderail	-----
Proposed Cable Guiderail	-----
Equality Symbol	⊕
Pavement Removal	▭

**VEGETATION:**

Single Tree	★
Single Shrub	★

Hedge	-----
Woods Line	-----
Orchard	-----
Vineyard	Vineyard

**EXISTING STRUCTURES:**

MAJOR:	
Bridge, Tunnel or Box Culvert	CONC
Bridge Wing Wall, Head Wall and End Wall	CONC WW
MINOR:	
Head and End Wall	CONC HW
Pipe Culvert	-----
Footbridge	-----
Drainage Box: Catch Basin, DI or JB	CB
Paved Ditch Gutter	-----
Storm Sewer Manhole	⊕
Storm Sewer	S

**UTILITIES:**

POWER:	
Existing Power Pole	●
Proposed Power Pole	○
Existing Joint Use Pole	●
Proposed Joint Use Pole	○
Power Manhole	⊕
Power Line Tower	⊠
Power Transformer	⊠
U/G Power Cable Hand Hole	-----
H-Frame Pole	-----
U/G Power Line LOS B (S.U.E.*)	-----
U/G Power Line LOS C (S.U.E.*)	-----
U/G Power Line LOS D (S.U.E.*)	-----

**TELEPHONE:**

Existing Telephone Pole	●
Proposed Telephone Pole	○
Telephone Manhole	⊕
Telephone Pedestal	⊠
Telephone Cell Tower	⊠
U/G Telephone Cable Hand Hole	-----
U/G Telephone Cable LOS B (S.U.E.*)	-----
U/G Telephone Cable LOS C (S.U.E.*)	-----
U/G Telephone Cable LOS D (S.U.E.*)	-----
U/G Telephone Conduit LOS B (S.U.E.*)	-----
U/G Telephone Conduit LOS C (S.U.E.*)	-----
U/G Telephone Conduit LOS D (S.U.E.*)	-----
U/G Fiber Optics Cable LOS B (S.U.E.*)	-----
U/G Fiber Optics Cable LOS C (S.U.E.*)	-----
U/G Fiber Optics Cable LOS D (S.U.E.*)	-----

**WATER:**

Water Manhole	⊕
Water Meter	○
Water Valve	⊗
Water Hydrant	⊕
U/G Water Line LOS B (S.U.E.*)	-----
U/G Water Line LOS C (S.U.E.*)	-----
U/G Water Line LOS D (S.U.E.*)	-----
Above Ground Water Line	A/G Water

**TV:**

TV Pedestal	⊠
TV Tower	⊗
U/G TV Cable Hand Hole	-----
U/G TV Cable LOS B (S.U.E.*)	-----
U/G TV Cable LOS C (S.U.E.*)	-----
U/G TV Cable LOS D (S.U.E.*)	-----
U/G Fiber Optic Cable LOS B (S.U.E.*)	-----
U/G Fiber Optic Cable LOS C (S.U.E.*)	-----
U/G Fiber Optic Cable LOS D (S.U.E.*)	-----

**GAS:**

Gas Valve	◇
Gas Meter	⊕
U/G Gas Line LOS B (S.U.E.*)	-----
U/G Gas Line LOS C (S.U.E.*)	-----
U/G Gas Line LOS D (S.U.E.*)	-----
Above Ground Gas Line	A/G Gas

**SANITARY SEWER:**

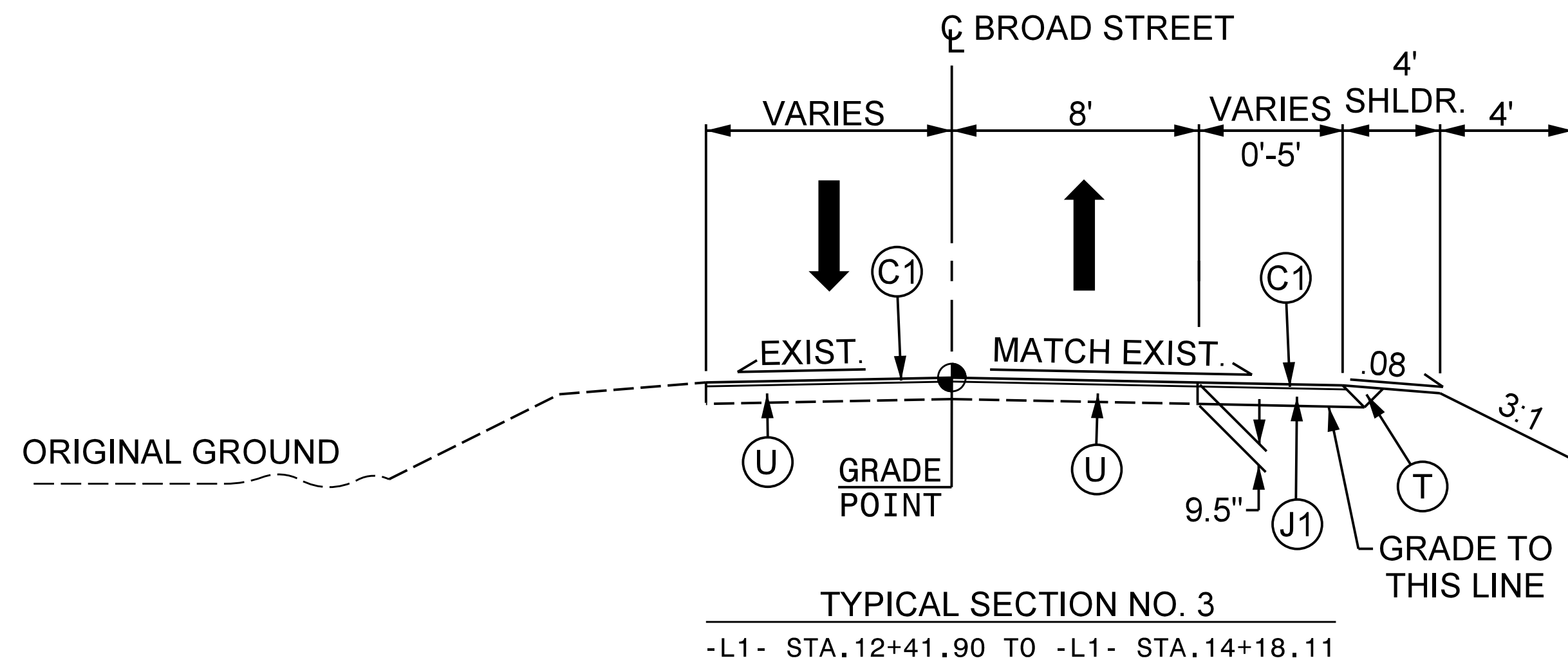
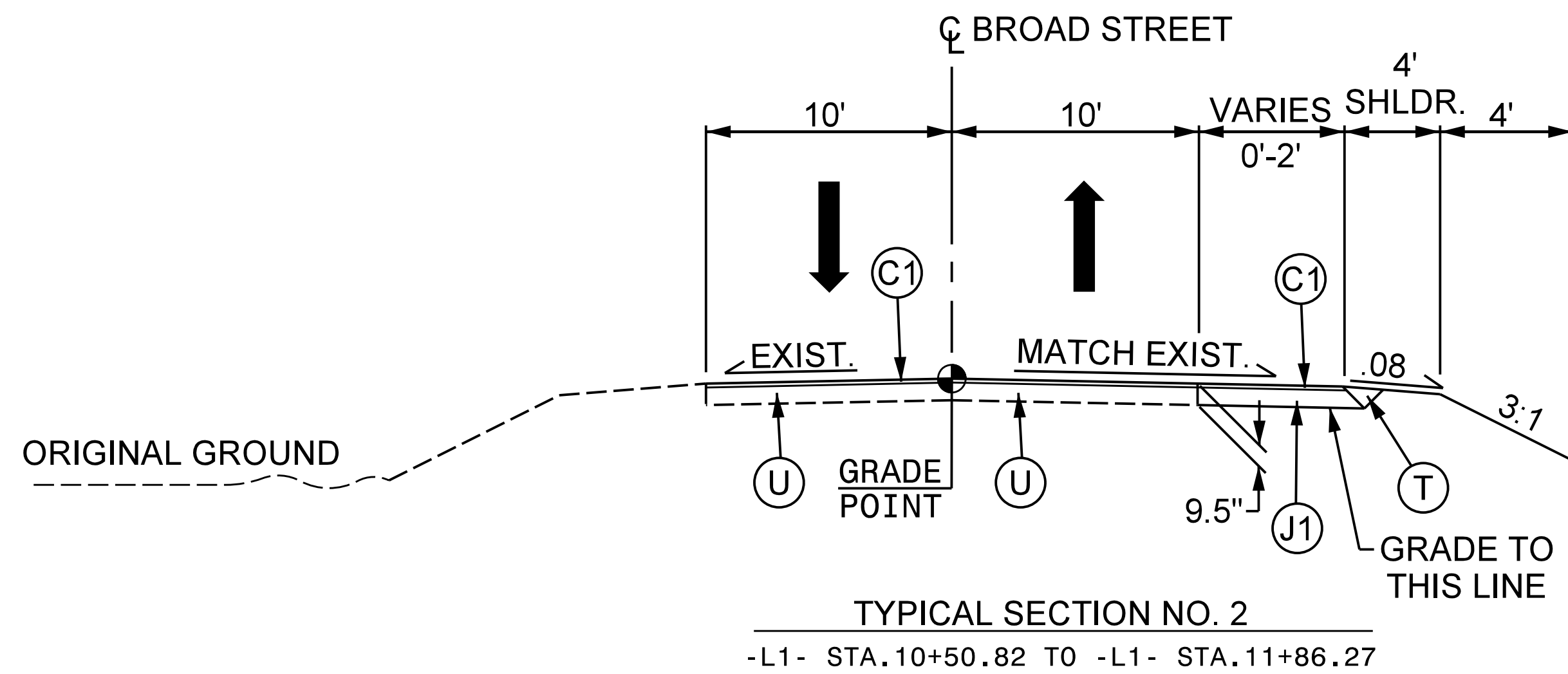
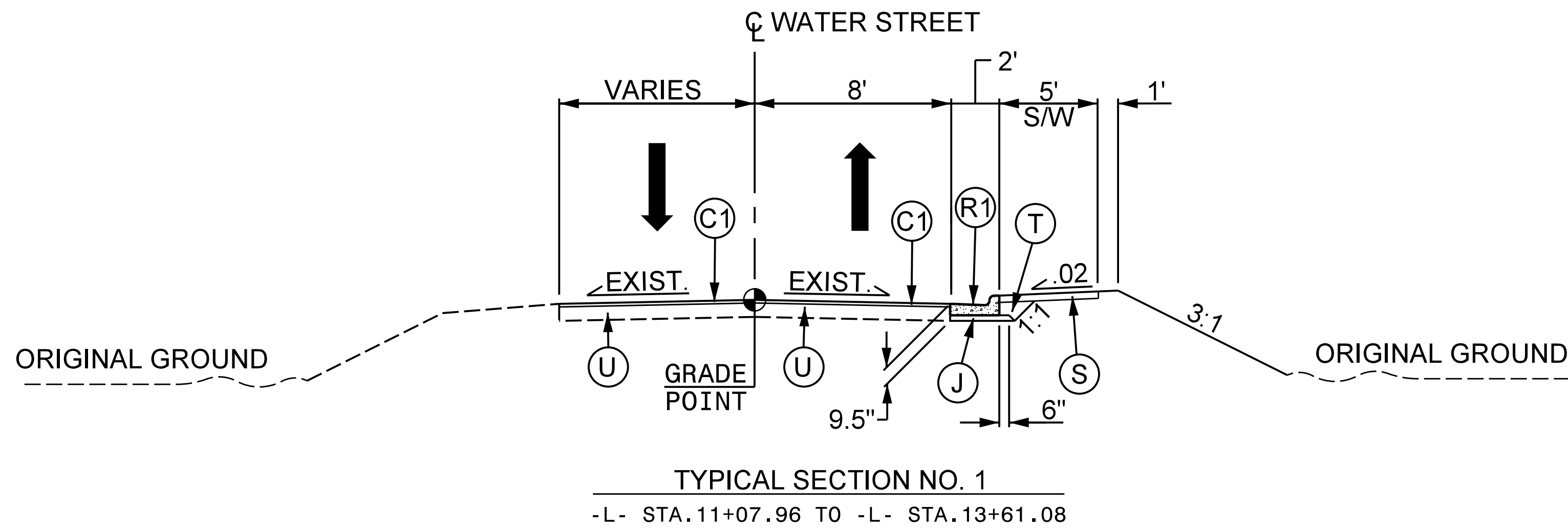
Sanitary Sewer Manhole	⊕
Sanitary Sewer Cleanout	⊕
U/G Sanitary Sewer Line	SS
Above Ground Sanitary Sewer	A/G Sanitary Sewer
SS Forced Main Line LOS B (S.U.E.*)	-----
SS Forced Main Line LOS C (S.U.E.*)	-----
SS Forced Main Line LOS D (S.U.E.*)	-----

**MISCELLANEOUS:**

Utility Pole	●
Utility Pole with Base	⊠
Utility Located Object	○
Utility Traffic Signal Box	⊠
Utility Unknown U/G Line LOS B (S.U.E.*)	-----
U/G Tank; Water, Gas, Oil	-----
Underground Storage Tank, Approx. Loc.	-----
A/G Tank; Water, Gas, Oil	-----
Geoenvironmental Boring	⊕
U/G Test Hole LOS A (S.U.E.*)	-----
Abandoned According to Utility Records	-----
End of Information	-----

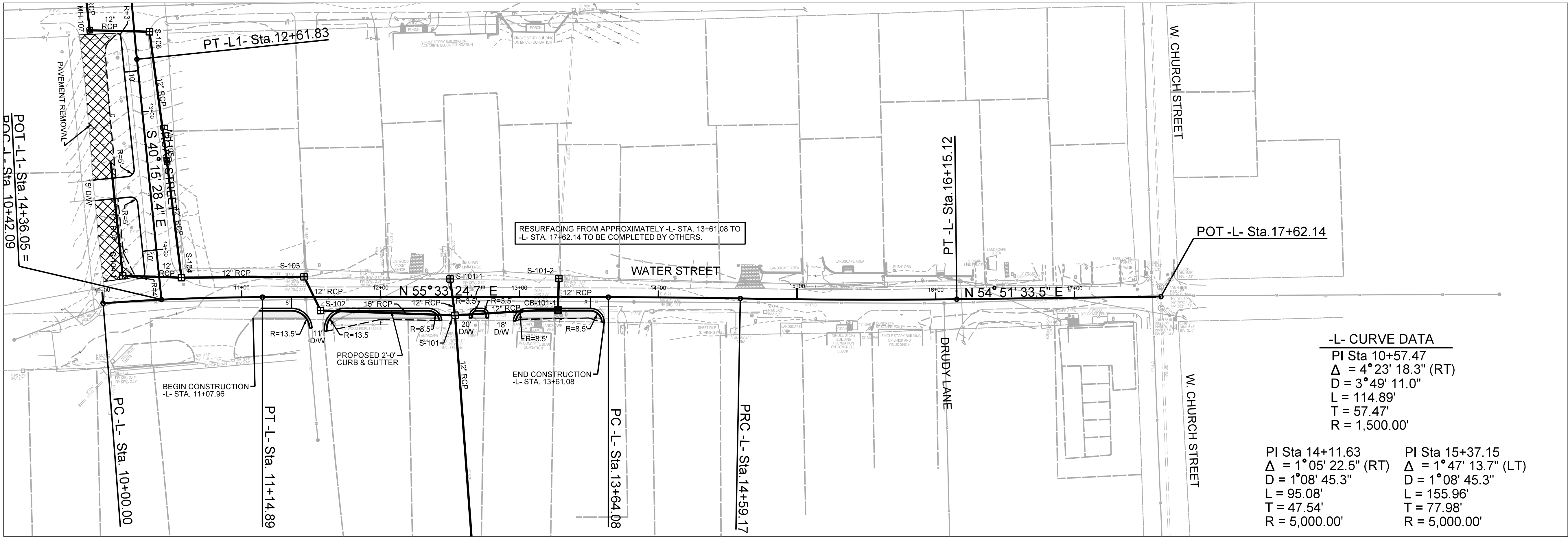
PAVEMENT SCHEDULE	
C1	PROP. APPROX. 1.5" ASPHALT CONCRETE SURFACE COURSE, TYPE S9.5B, AT AN AVERAGE RATE OF 165 LBS. PER SQ. YD.
J	3" AGGREGATE BASE COURSE
J1	8" AGGREGATE BASE COURSE
R1	2'-0" CONCRETE CURB & GUTTER
S	5' CONCRETE SIDEWALK
T	EARTH MATERIAL
U	EXISTING PAVEMENT

NOTE: 1. PAVEMENT EDGE SLOPES ARE 1:1 UNLESS OTHERWISE SPECIFIED.

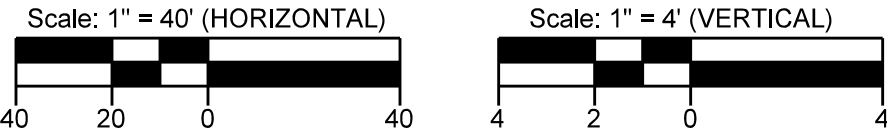
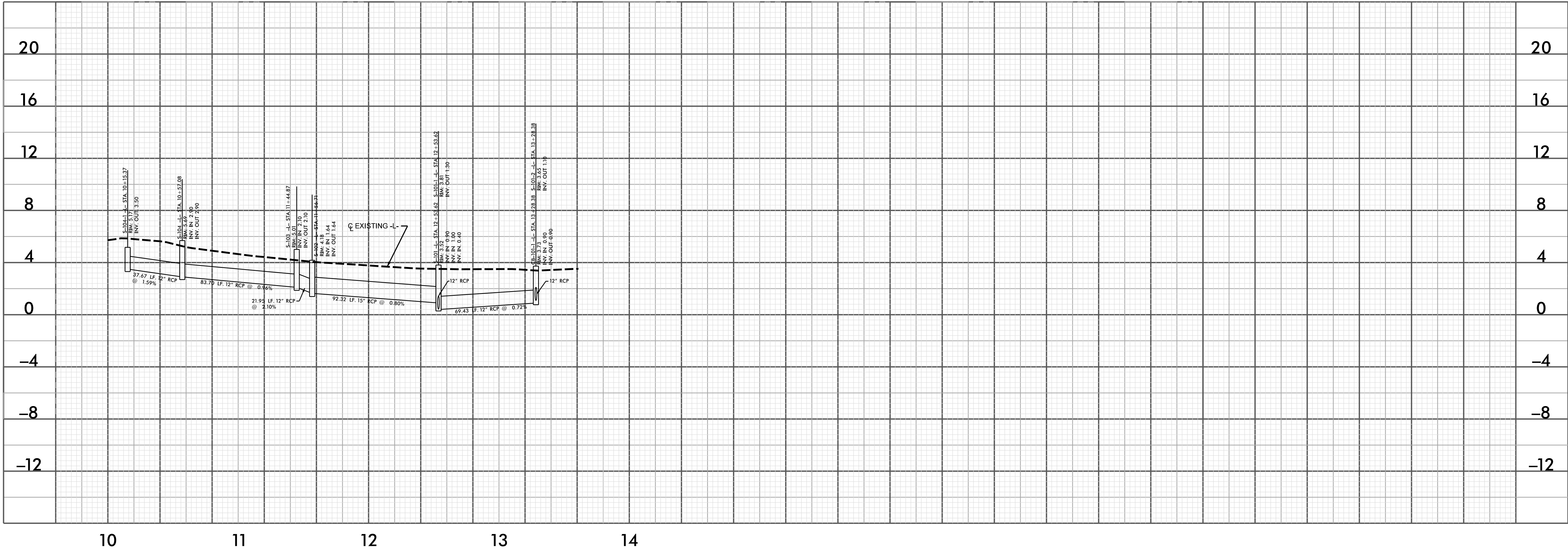








-L- CURVE DATA	
PI Sta 10+57.47	
$\Delta = 4^{\circ}23' 18.3''$ (RT)	
D = $3^{\circ}49' 11.0''$	
L = 114.89'	
T = 57.47'	
R = 1,500.00'	
PI Sta 14+11.63	PI Sta 15+37.15
$\Delta = 1^{\circ}05' 22.5''$ (RT)	$\Delta = 1^{\circ}47' 13.7''$ (LT)
D = $1^{\circ}08' 45.3''$	D = $1^{\circ}08' 45.3''$
L = 95.08'	L = 155.96'
T = 47.54'	T = 77.98'
R = 5,000.00'	R = 5,000.00'



Item IV - c.

WithersRavenel

115 McKean Drive | Cary, NC 27511  
License #: F-1479 | t: 919.469.3340 | www.withersravenel.com

TOWN OF SWANSBORO

SWANSBORO, NORTH CAROLINA  
SWANSBORO, NC 28584

CONSTRUCTION DRAWINGS

WATER STREET DRAINAGE IMPROVEMENTS

WATER STREET | SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY

PRELIMINARY

NOT APPROVED FOR CONSTRUCTION

SEAL

EDWARD A. KALL

INITIAL PLAN DATE:

REVISIONS:

WR JOB NO. DATE

220730.00 04/28/2023

DRN: WR DGN: WR CKD: WR

WATER STREET PLAN PROFILE

4

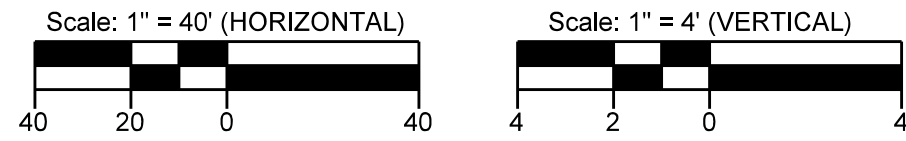
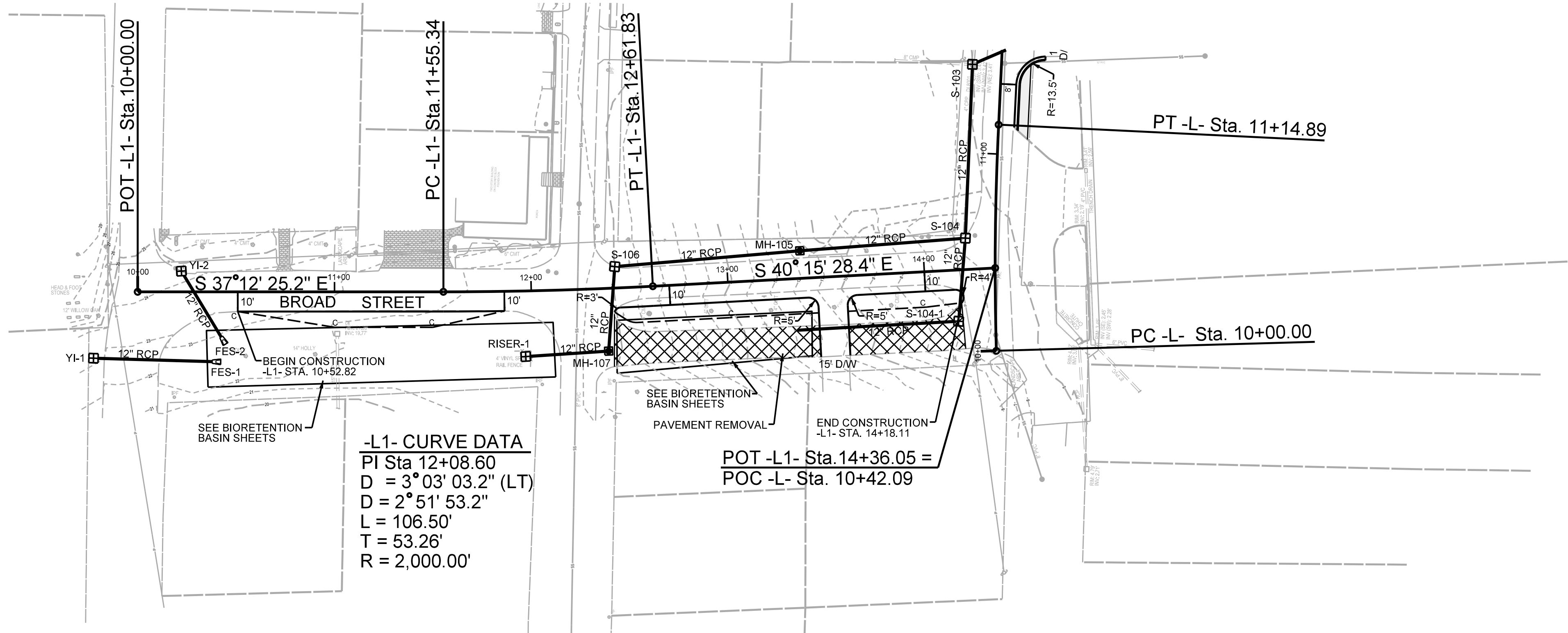
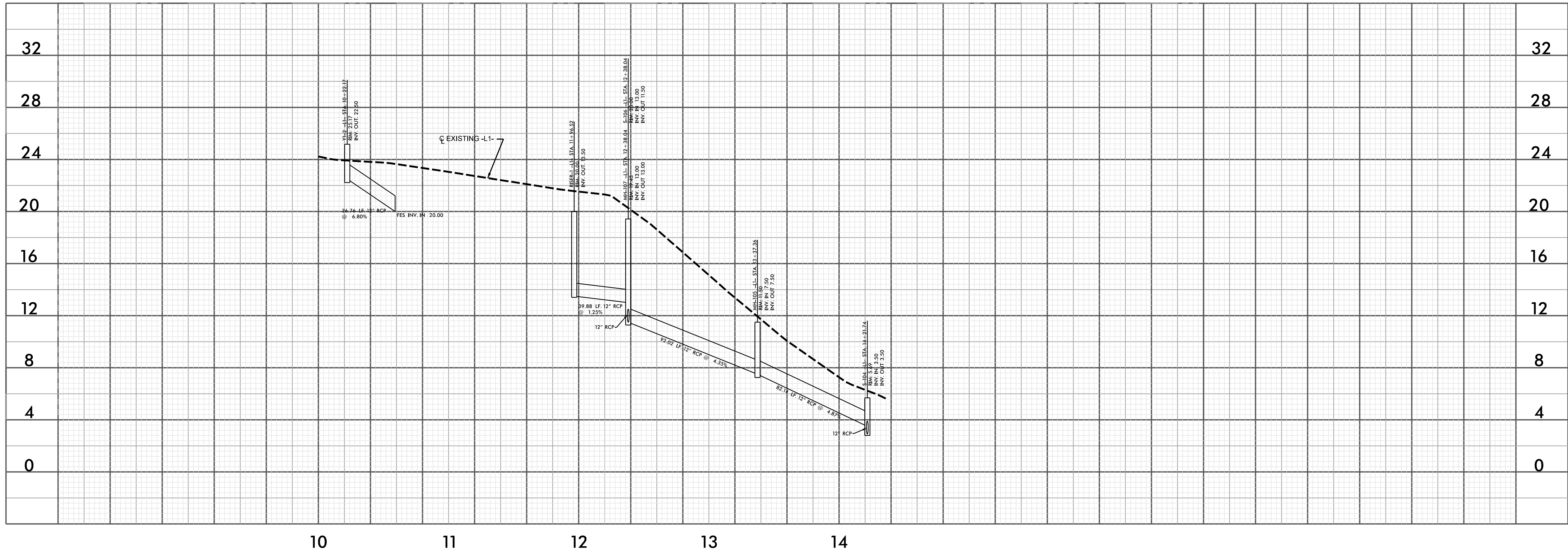
our people

your success

K:\22\220730\220730-Swansboro Water St Drainage Improvements\CAUTION\WCDOT\WAGE PLAN PROFILE.dgn - DPTW



K:\22\220790\220790-Swansboro Water S Drainage Improvements\CAUTION\WCDOT\WAGE PLAN PROFILE.dgn - DPTWY



WR JOB NO. DATE  
220790.00 04/28/2023  
DRN: WR DGN: WR CKD: WR

BROAD  
STREET PLAN  
PROFILE

5

PRELIMINARY  
NOT APPROVED  
FOR CONSTRUCTION  
A. KALLA

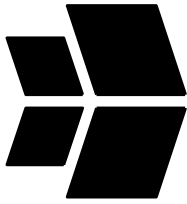


INITIAL PLAN DATE:  
REVISIONS:

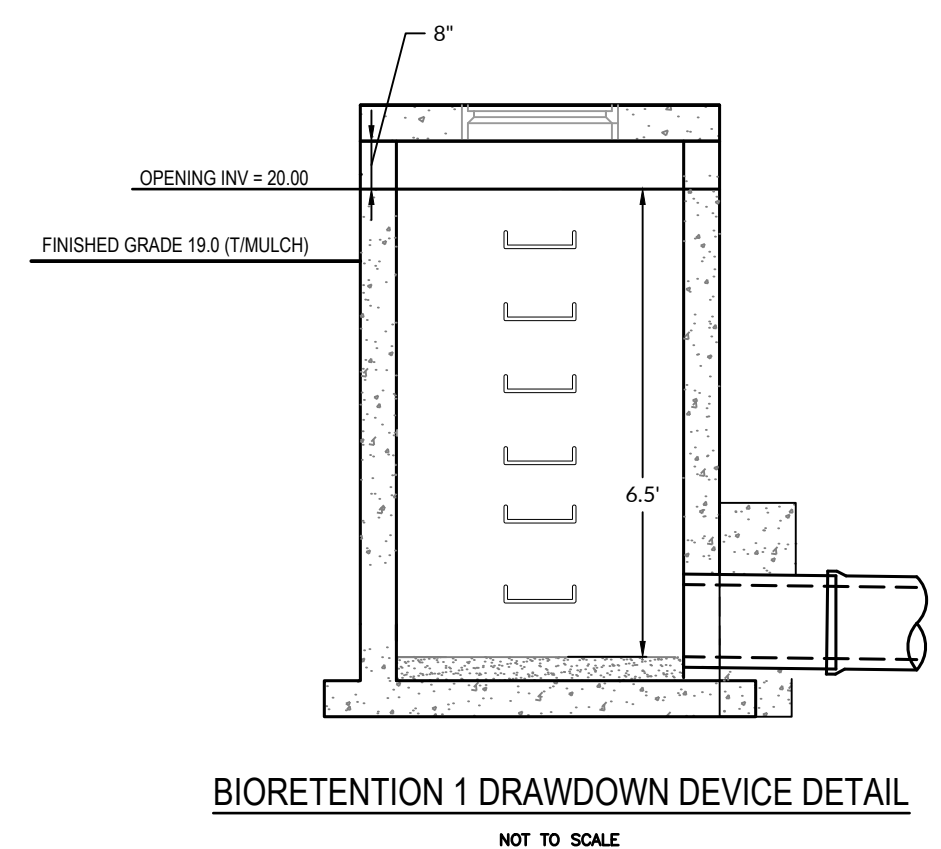
CONSTRUCTION DRAWINGS  
WATER STREET DRAINAGE  
IMPROVEMENTS

WATER STREET | SWANSBORO, NORTH CAROLINA | ONSLOW  
COUNTY

TOWN OF SWANSBORO  
SWANSON DRIVE  
SWANSBORO, NC 28584

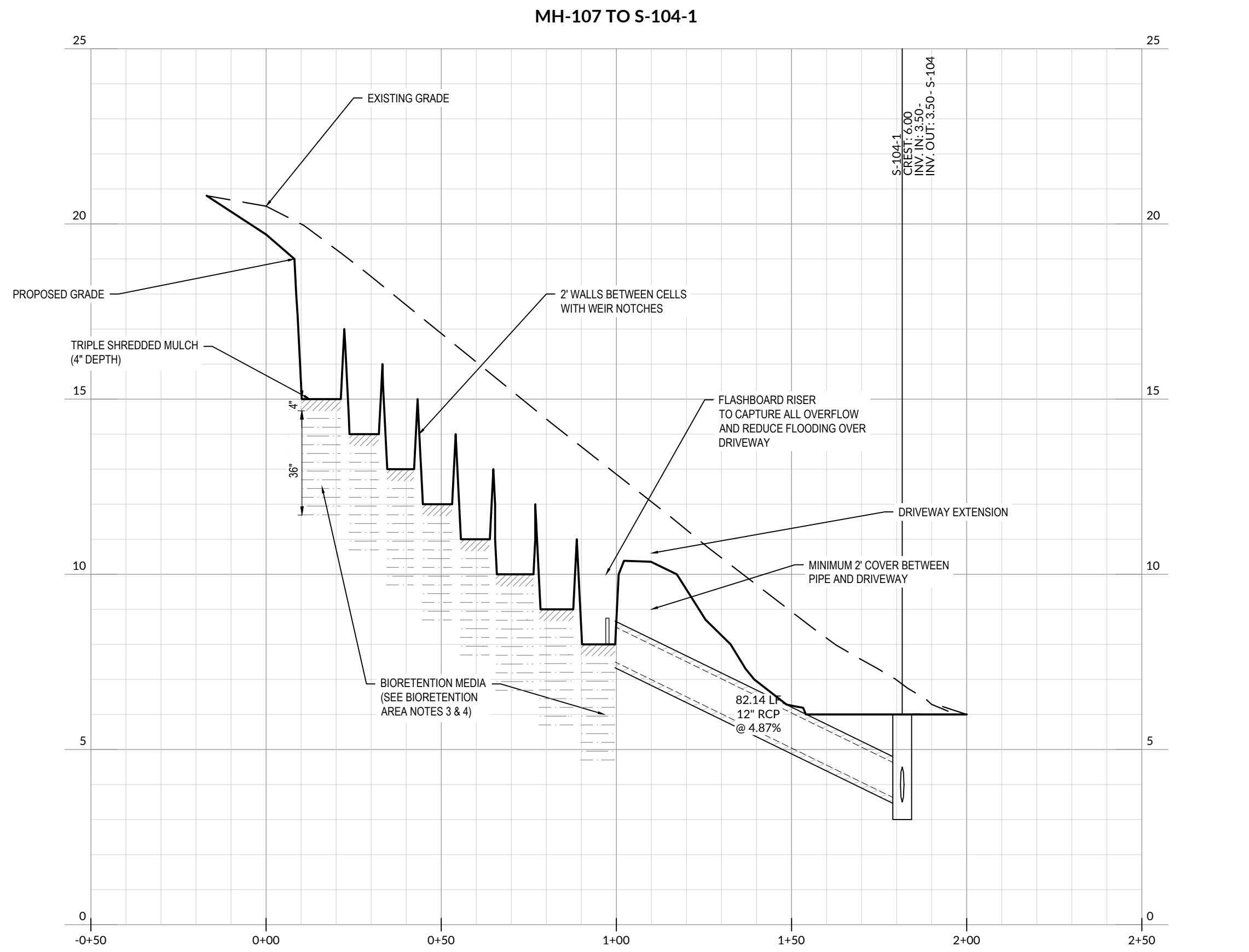


WithersRavenel  
115 McKean Drive | Cary, NC 27511  
License #: F-1479 | t: 919.469.3340 | www.withersravenel.com

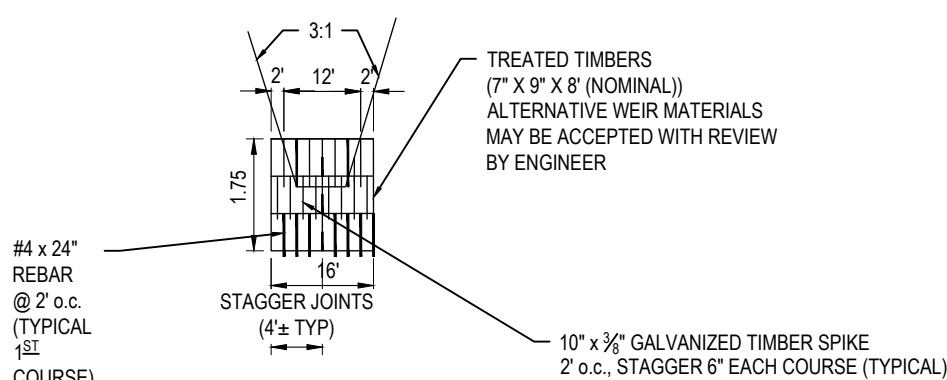
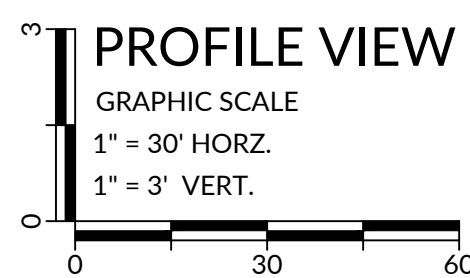




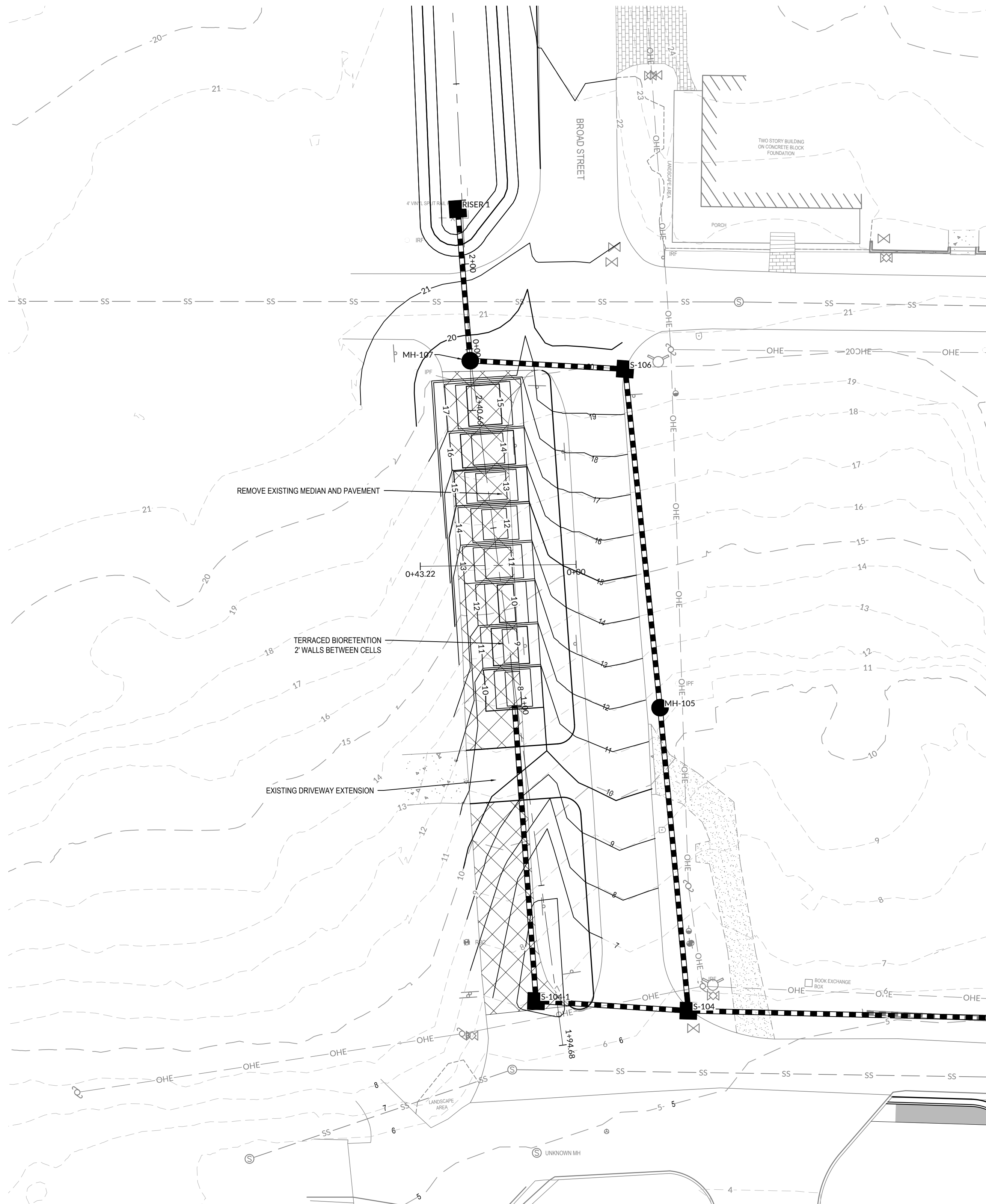
K:\22\22-0720\220720-Swansboro Water St Drainage Improvements\CAD Drawings\Set Construction\CD\A\CD-A-104-1 PLAN AND DETAIL.dwg, Friday, April 28, 2023 3:52:14 PM - RSEBBA



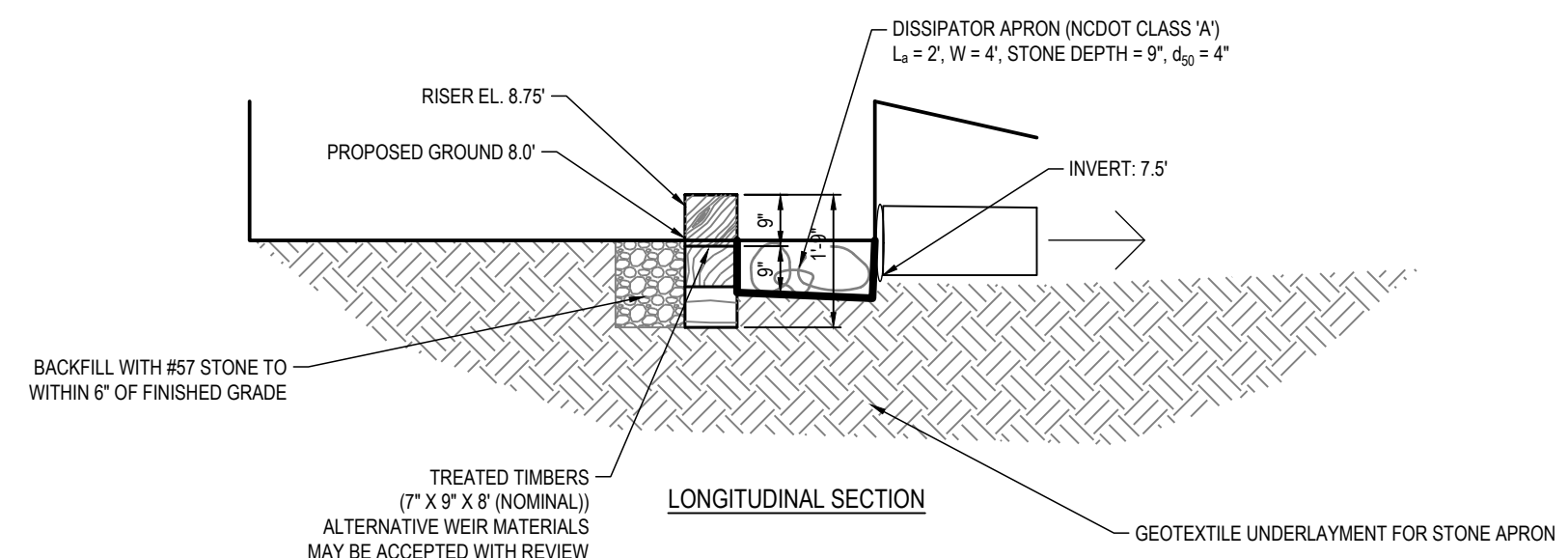
TERRACED BIORETENTION - PROFILE



- NOTES:
- TIMBERS TO BE TREATED FOR PERMANENT GROUND CONTACT (AMERICAN WOOD PRESERVERS' ASSOCIATION (AWPA) USE CATEGORY UC4B, (0.60 PCF COAL TAR EQUIVALENT).
  - BOULDERS AND RIVER ROCK SHALL BE APPROVED BY ENGINEER PRIOR TO TRANSPORT TO SITE.
  - GEOTEXTILE UNDERLAYMENT SHALL CONFORM TO MCDOT SPECIFICATION 106-4, TYPE 2.
  - STAKES FOR FIRST COURSE SHALL BE 48 GAUGE 60 DEFORMED STEEL BAR REINFORCEMENT.
  - GALVANIZED SPIKES SHALL CONFORM TO MCDOT STANDARD 107-4.
  - ALTERNATIVE MATERIALS MAY BE APPROVED BY ENGINEER, DURING SITE PREPARATION ON-SITE ROCK THAT IS ENCOUNTERED MAY BE USED IF DEEMED ACCEPTABLE BY ENGINEER AND OWNER.



TERRACED BIORETENTION - PLAN VIEW



WEIR TIMBERS TO OUTLET DETAIL  
NTS



INITIAL PLAN DATE:  
REVISIONS:

WR JOB NUMBER 02220730  
DRN: WR DGN: WR CKD: WR

TERRACED  
BIORETENTION

TOWN OF SWANSBORO  
661 W. CORRETT AVENUE  
SWANSBORO, NC 28584

CONSTRUCTION DRAWINGS  
WATER STREET DRAINAGE  
IMPROVEMENTS  
WATER STREET | SWANSBORO, NORTH CAROLINA | ONSLOW  
COUNTY

WithersRavenel  
115 Mackean Drive | Cary, NC 27511  
License #: F-1479 | t: 919.469.3340 | www.withersravenel.com

our people • your success



K:\22\12\17\20\220710\Swansboro Water St Drainage Improvements\CAD Drawings\Set 3\Construction\CD\1\CD-1 PLN AND DETAIL.dwg Friday, April 28, 2023 3:52:48 PM - RSE/BBA

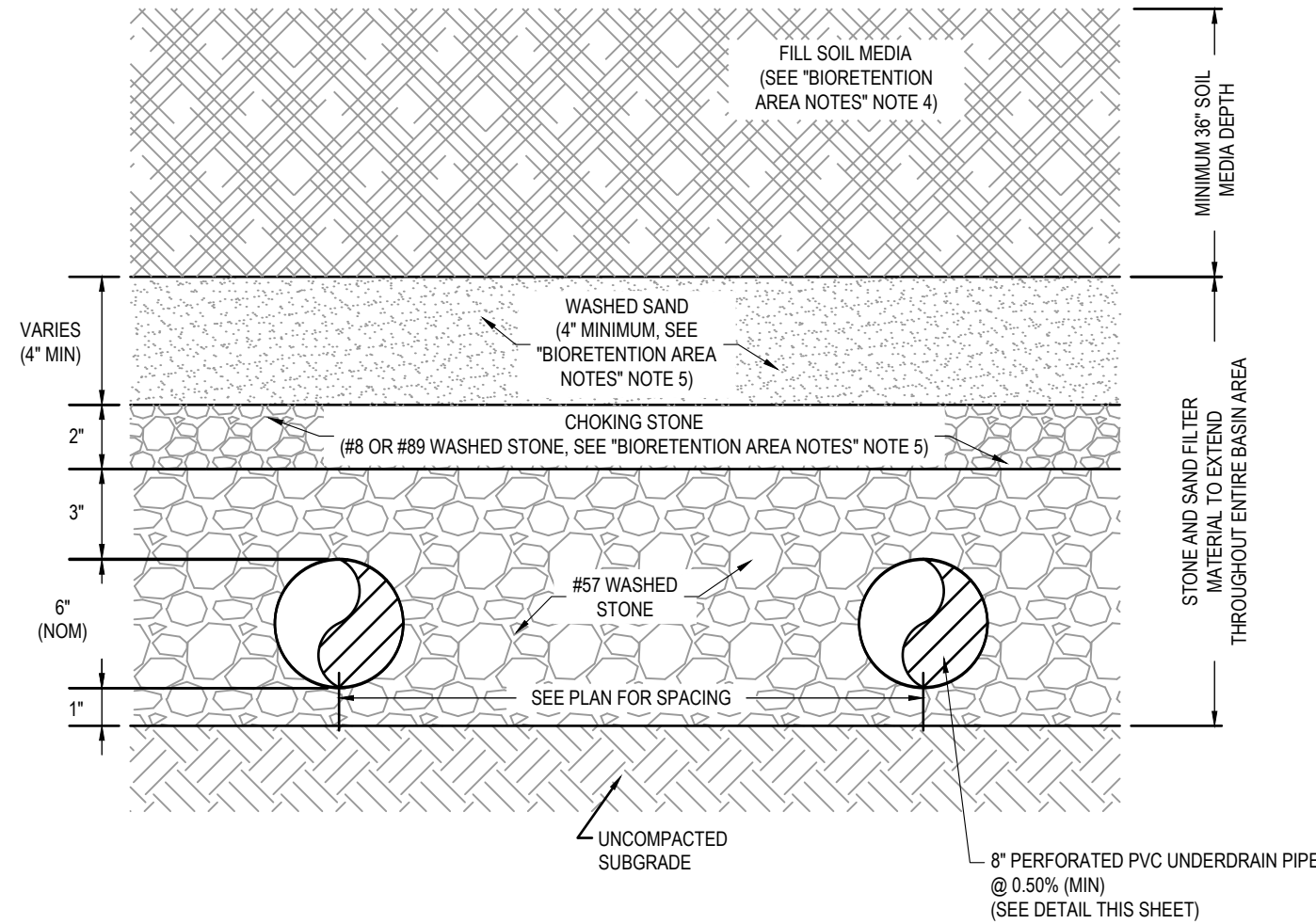
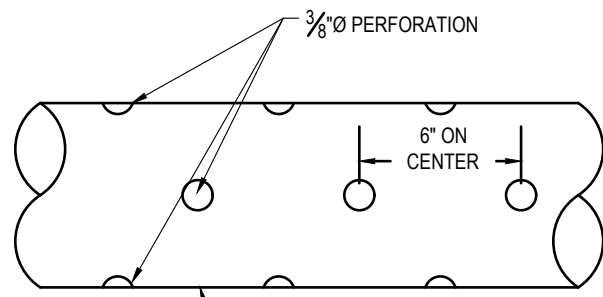
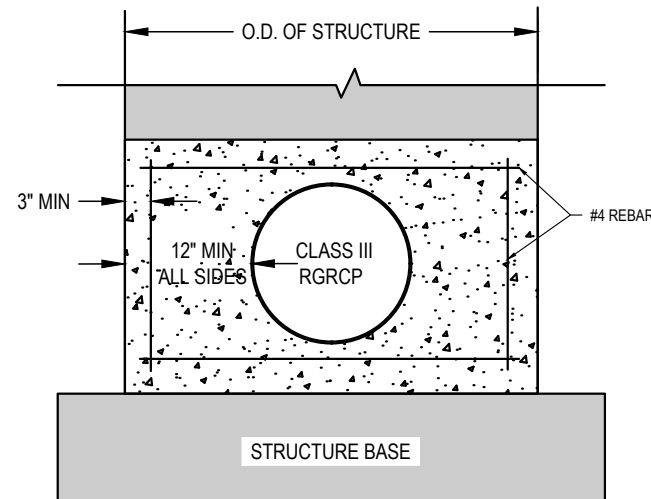
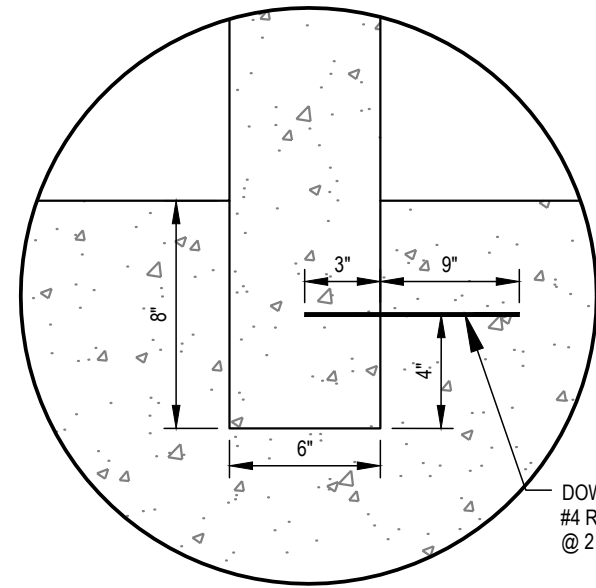
5

4

3

2

1



#### STORMWATER CONTROL MEASURE (SCM) NOTES:

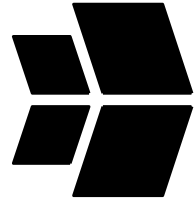
1. PRIOR TO BEGINNING CONSTRUCTION, ANY DISCREPANCIES IN THE PLANS SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE DESIGN ENGINEER FOR RESOLUTION.
2. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE (I.E., MINIMUM DESIGN CRITERIA), AND LOCAL STANDARDS AND SPECIFICATIONS HEREBY INCORPORATED BY REFERENCE.
3. STORMWATER CONTROL MEASURES ON THE PROJECT MUST BE LOCATED ON COMMON OPEN SPACE, HAVE AN ACCESS AND MAINTENANCE EASEMENTS LOCATED AROUND THEM AND INCLUDE AN OPERATIONS AND MAINTENANCE AGREEMENT.
4. GEOTECHNICAL ENGINEER SHALL EVALUATE SOILS FOR SUITABILITY OF DAM CONSTRUCTION AND SLOPE STABILITY. PROFESSIONAL CERTIFICATION OF EMBANKMENT CONSTRUCTION IS REQUIRED FOR AS-BUILT CERTIFICATION.
5. DAM TO BE CONSTRUCTED PER THE FOLLOWING SPECIFICATIONS UNLESS SUPERSEDED BY GEOTECHNICAL ENGINEER'S RECOMMENDATIONS:
  - BORROW MATERIALS FOR USE AS EMBANKMENT FILL SHALL BE FREE OF ORGANICS, ROOTS AND OTHER WOODY VEGETATION OR ORGANIC DEBRIS. MATERIALS SHALL CONSIST OF SOILS WHICH CLASSIFY AS SC, SM, CL, CL-CH AND ML IN ACCORDANCE WITH THE UNIFIED CLASSIFICATION SYSTEM OR AS APPROVED BY THE GEOTECHNICAL ENGINEER WITH A MAXIMUM PARTICLE SIZE SHALL OF 3" OR LESS IN MEAN DIAMETER.
  - FILL SHALL BE PLACED IN 8" (MAXIMUM) LOOSE LIFTS UNDER THE SUPERVISION OF THE GEOTECHNICAL ENGINEER. FILL SHALL BE BROUGHT UP BY BENCHING INTO THE EXISTING SLOPE. THE MAXIMUM HEIGHT OF 2FT SHALL BE USED FOR EACH BENCH LIFT TAKING CARE TO REMOVE ROOT STRUCTURES AS THE FILL PROCEEDS. SURFACE OF EACH LIFT SHALL BE SCARIFIED PRIOR TO PLACEMENT OF THE NEXT LIFT IN ORDER TO EFFECTIVELY TIE THE FILL LIFTS TOGETHER.
  - ALL COMPACTION SHALL BE TESTED BY THE SAND CONE METHOD (ASTM D-1556) OR NUCLEAR METHOD (ASTM D-6938) AT A RATE OF AT LEAST ONE TEST PER 5,000 SF PER ONE FOOT OF COMPACTED FILL THICKNESS IN GENERAL AREA FILLS AND ONE TEST PER 50 LINEAL FEET PER LIFT ALONG THE BARREL. THE MINIMUM COMPACTION SHOULD BE 95% OF THE MAXIMUM STANDARD PROCTOR DENSITY (ASTM D-698) AT MOISTURE CONTENTS VARYING FROM 2 PERCENT BELOW TO 3 PERCENT ABOVE OPTIMUM MOISTURE CONTENT TO WITHIN 3FT OF THE FINAL GRADE.
6. EMBANKMENT AND SIDE SLOPES OF THE BASIN SHALL BE STABILIZED PER SEEDING SCHEDULE ON EROSION CONTROL DETAILS SHEET OR SODDED.
7. ALL PERMANENT STRUCTURES (I.E. WEIR WALLS, ETC.) ARE TO BE INSTALLED WITH THE INITIAL DAM CONSTRUCTION.
8. CONTRACTOR TO PROVIDE STRUCTURAL DRAWINGS TO THE DESIGN ENGINEER FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
9. ONCE THE SITE HAS BEEN STABILIZED, CONTRACTOR SHALL OBTAIN APPROVAL BY EROSION CONTROL INSPECTOR IN ORDER TO REMOVE EROSION CONTROL DEVICES.
10. ONCE ALL SEDIMENT AND EROSION CONTROL DEVICES HAVE BEEN REMOVED, THE SCM SHALL BE CONVERTED TO A PERMANENT SCM.
  - ALL SEDIMENT SHALL BE REMOVED AND DISPOSED OF PROPERLY.
  - INTERIOR GRADING AND VEGETATED AREAS SHALL BE CONSTRUCTED PER THIS PLAN.
  - VEGETATED SHELF SHALL BE PLANTED PER PLANT SCHEDULE ON LANDSCAPE PLAN SHEET
  - FINAL CERTIFICATION OF THE SCM BY A PROFESSIONAL ENGINEER IS REQUIRED.

#### PRECAST CONCRETE MATERIALS NOTES:

1. ALL PRECAST CONCRETE STRUCTURES SHALL CONFORM TO ASTM C913 (RECTANGULAR) OR C478 (ROUND).
2. ALL REINFORCED CONCRETE PIPE SHALL CONFORM TO ASTM C76, CLASS III (UNLESS OTHERWISE NOTED).
  - 2.1. O-RING JOINTS SHALL CONFORM TO ASTM C443 & ASTM C361.
  - 2.2. NON O-RING JOINTS SHALL CONFORM TO ASTM C690.

#### BIORETENTION AREA NOTES:

1. NO MECHANICAL COMPACTION OR HEAVY EQUIPMENT SHALL BE USED DURING MEDIA OR LANDSCAPING INSTALLATION. ALL CONSTRUCTION TO BE DONE WITH MINIMAL COMPACTION.
2. BOTTOM OF BIORETENTION AREA SHALL BE 2 FEET OR MORE FROM SEASONAL HIGH WATER TABLE. IF DURING CONSTRUCTION SEASONAL HIGH WATER TABLE IS FOUND TO BE WITHIN 2' OF BOTTOM OF BIORETENTION AREA, THEN ENGINEER SHALL BE NOTIFIED IMMEDIATELY FOR DESIGN MODIFICATIONS.
3. THE SCM SHALL BE CONVERTED TO A BIORETENTION AREA ONLY AFTER THE SITE HAS BEEN STABILIZED.
4. BIORETENTION AREA MEDIA SECTION TO COVER ENTIRE PLANTING SURFACE. BIORETENTION AREA MEDIA TO BE COMPRISED OF THE FOLLOWING:
  - 75% - 85% MEDIUM TO COARSE WASHED SAND (85% PREFERRED).
  - 8% - 10% FINES (CLAY & SILT) (8% PREFERRED).
  - 5% - 10% ORGANIC MATTER (7% PREFERRED).
  - PHOSPHORUS INDEX (P-INDEX) SHALL BE NO GREATER THAN 30.
  - THE MEDIA INFILTRATION RATE SHALL BE MINIMUM 2 IN/Hr.
5. THE CHOKING STONE LAYER MAY BE MODIFIED TO USE #78 STONE IN LIEU OF #6 OR #69 STONE. THE CHOKING STONE LAYER SHALL THEN BE COMPRISED OF 3" OF #78 STONE AND THE WASHED SAND LAYER SHALL THEN HAVE A MINIMUM THICKNESS OF 3".
6. CONTRACTOR TO PROVIDE SOIL TEST DATA AND SAMPLES, FROM AN APPROVED TESTING LABORATORY, TO THE ENGINEER PRIOR TO CONSTRUCTION.
7. NO FERTILIZER IS TO BE ADDED.
8. BIORETENTION SHALL BE PLANTED PER LANDSCAPE PLAN ON SHEET L3.00.

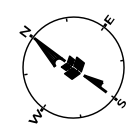


**WithersRavenel**  
115 Mackean Drive | Cary, NC 27511  
License #: F-1479 | t: 919.469.3340 | www.withersravenel.com

TOWN OF SWANSBORO  
600 CLARK DRIVE  
SWANSBORO, NC 28584

## CONSTRUCTION DRAWINGS WATER STREET DRAINAGE IMPROVEMENTS

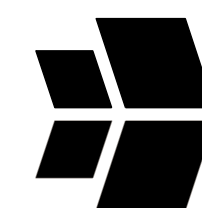
WATER STREET | SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY



INITIAL PLAN DATE:  
REVISIONS:

WR JOB NUMBER 02220730  
DRN: WR DGN: WR CKD: WR

#### DETAILS

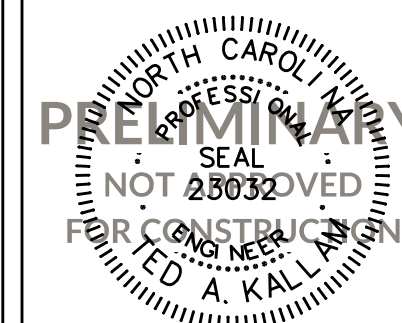


**TOWN OF SWANSBORO**  
601 W. CORBETT AVENUE  
SWANSBORO, NC 28584

# CONSTRUCTION DRAWINGS

## WATER STREET DRAINAGE IMPROVEMENTS

WATER STREET | SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY

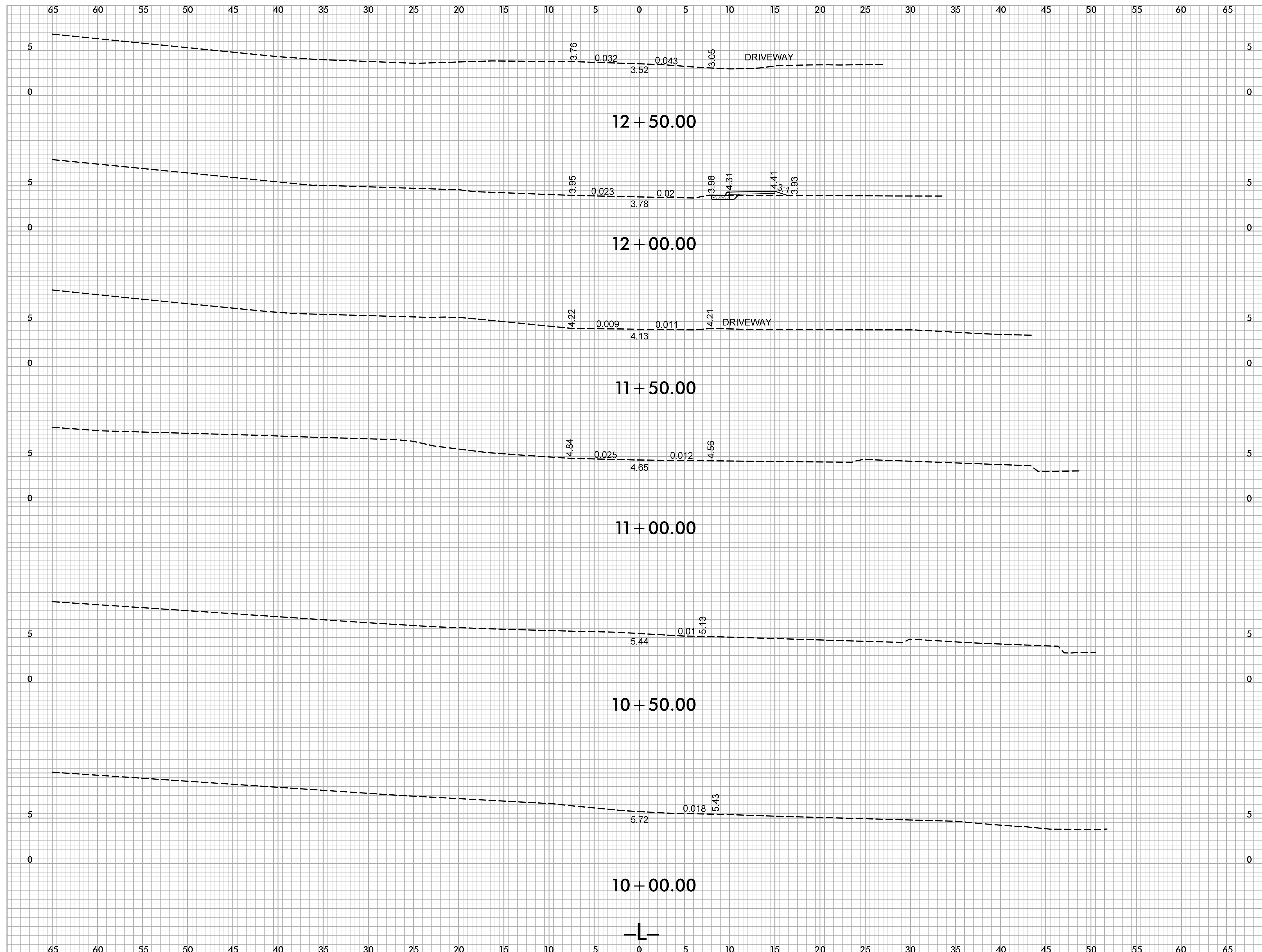


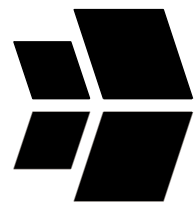
INITIAL PLAN DATE  
REVISIONS:

WR JOB NO.	DATE
220730.00	04/28/2023
DRN: WR	DGN: WR CKD: W

## WATER STREET CROSS SECTIONS

**X-1**





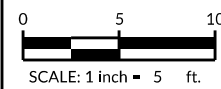
WithersRavenel  
115 McKean Drive | Cary, NC 27511  
License #: F-1479 | t: 919.469.3340 | www.withersravenel.com

our people • your success

TOWN OF SWANSBORO  
SWANSEA BLVD  
SWANSBORO, NC 28584

CONSTRUCTION DRAWINGS  
**WATER STREET DRAINAGE  
IMPROVEMENTS**

WATER STREET | SWANSBORO, NORTH CAROLINA | ONSLOW  
COUNTY

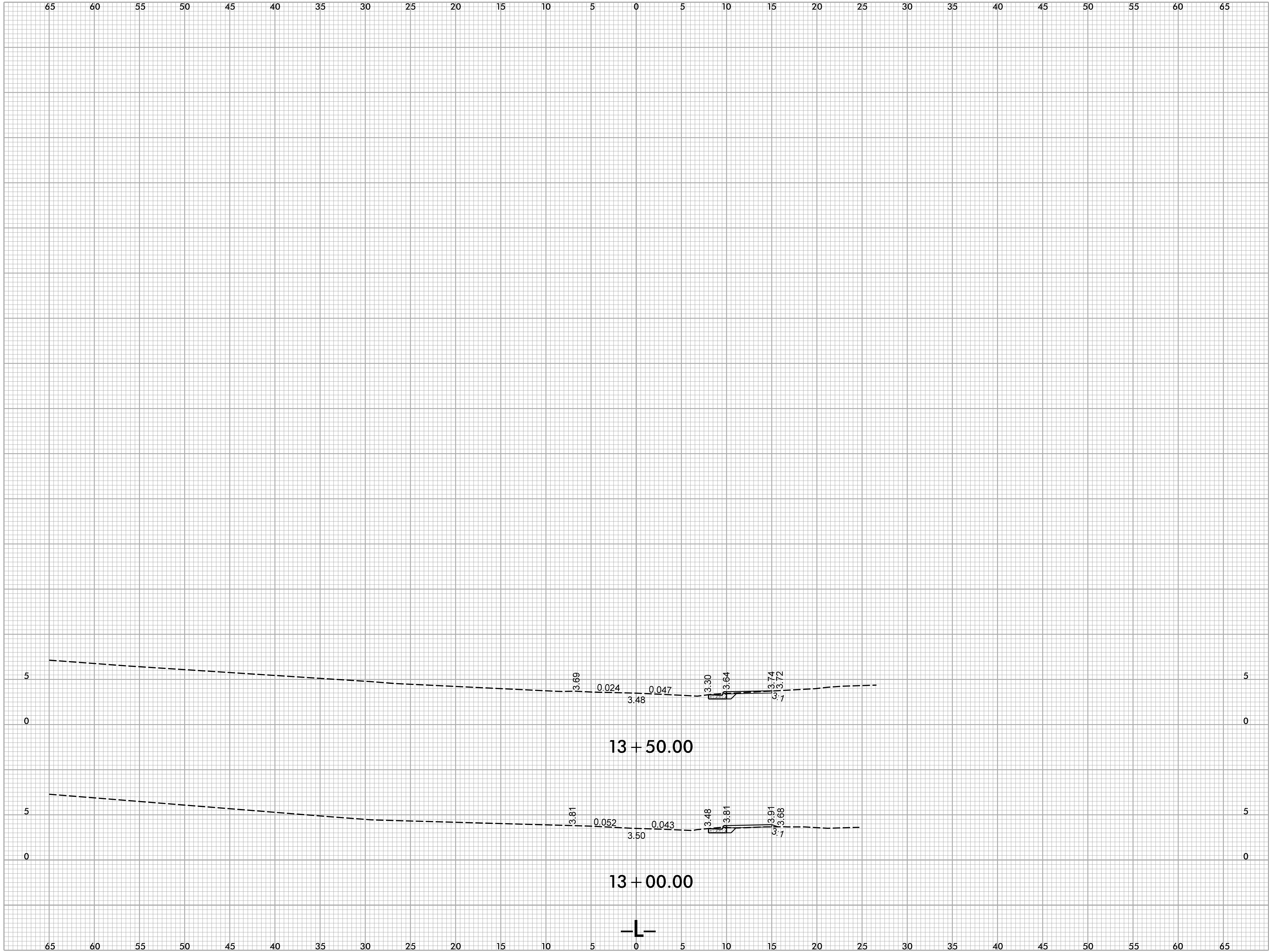


INITIAL PLAN DATE:  
REVISIONS:

WR JOB NO.	DATE
220730.00	04/28/2023
DRN: WR	DGN: WR CKD: WR

**WATER STREET  
CROSS SECTIONS**

**X-2**





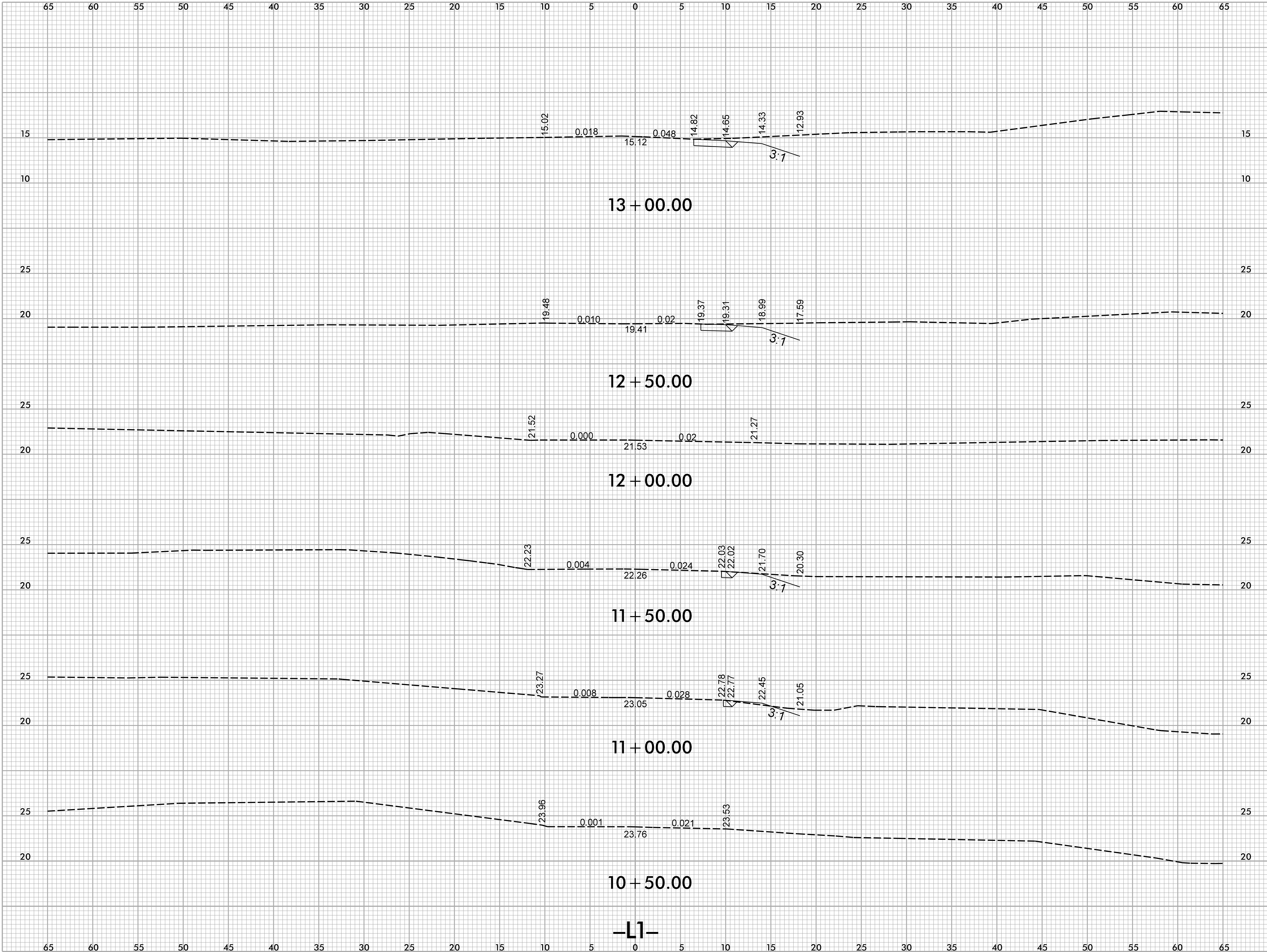


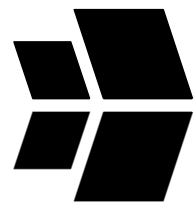
INITIAL PLAN DATE:  
REVISIONS:

WR JOB NO.	DATE
220730.00	04/28/2023
DRN: WR	DGN: WR CKD: WR

BROAD STREET  
CROSS SECTIONS

X-3





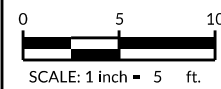
WithersRavenel  
115 McKean Drive | Cary, NC 27511  
License #: F-1479 | t: 919.469.3340 | www.withersravenel.com

our people • your success

TOWN OF SWANSBORO  
SWAN CREEK VALLEY  
SWANSBORO, NC 28584

CONSTRUCTION DRAWINGS  
**WATER STREET DRAINAGE  
IMPROVEMENTS**

WATER STREET | SWANSBORO, NORTH CAROLINA | ONSLOW  
COUNTY

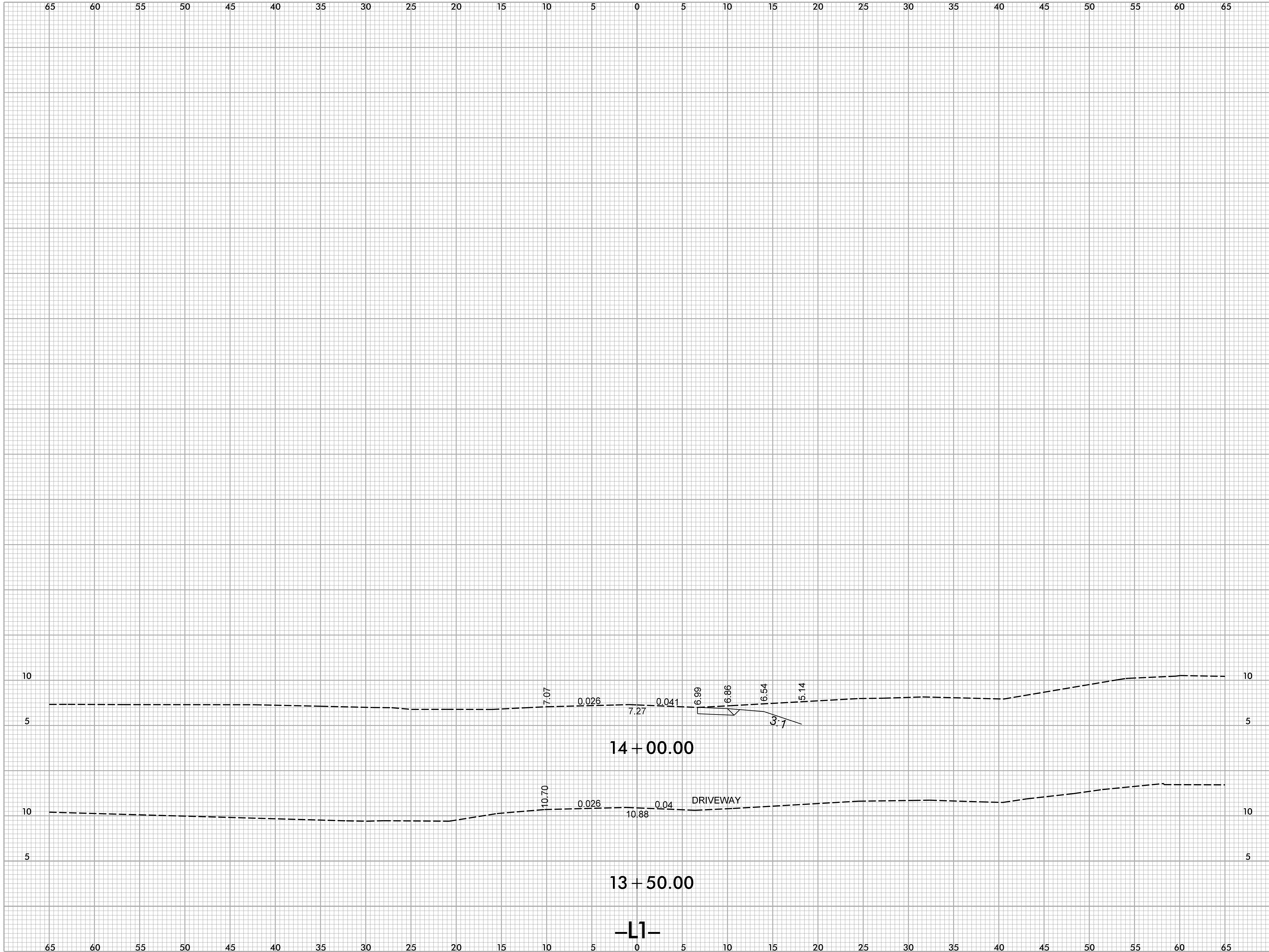


INITIAL PLAN DATE:  
REVISIONS:

WR JOB NO.	DATE
220730.00	04/28/2023
DRN: WR	DGN: WR CKD: WR

**BROAD STREET  
CROSS SECTIONS**

**X-4**







# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Rezoning Request/1130 Hammock Beach Road**

Board Meeting Date: **May 8, 2023**

Prepared By: **Andrea Correll, AICP – Planner**

**Overview:** Justin Weiss has submitted a rezoning request for his property located at 1130 Hammock Beach Road from RA (Residential Agricultural) to B-1 (Highway Business). The property is further identified as tax parcel ID 025381 which contains +/- 1.26 acres of land and abuts properties zoned R-8SF(Residential) and B-1(Highway Business).

**Background Attachment(s):**

- 1. Expanded Overview
- 2. Suburban Town Center excerpt from the CAMA Land Use Plan Update
- 3. Application for Zoning Amendment
- 4. Comprehensive Plan Consistency Statement

**Recommended Action:**

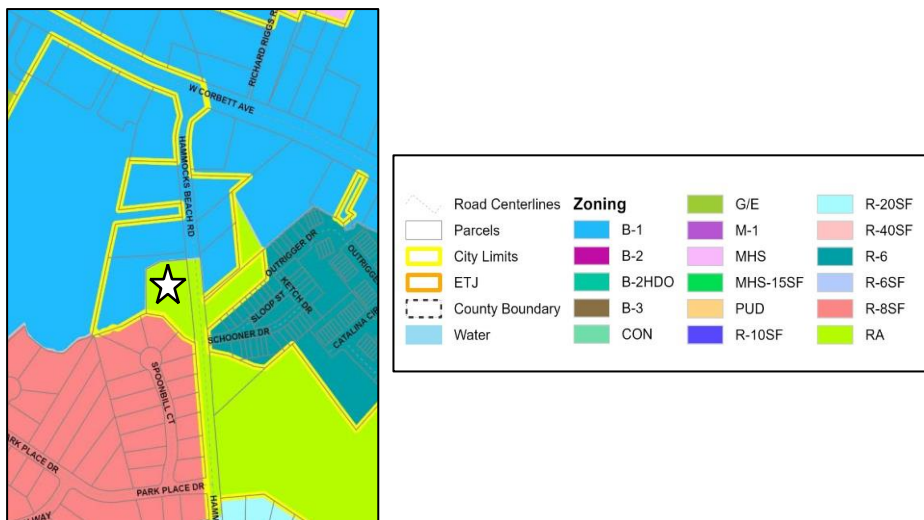
- 1-Hold a Public Hearing; and
- 2-Motion to approve/deny the rezoning of 1130 Hammock Beach Road from RA(Residential Agricultural) to B-1 (Highway Business) with the consistency statement.

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

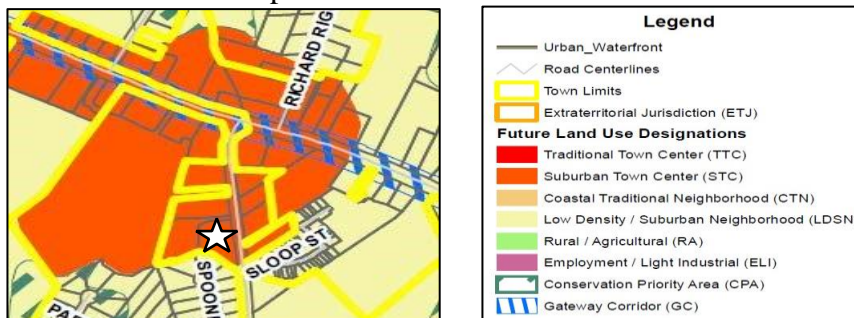
### Expanded overview:

The property is located in town limits and currently zoned RA (Residential Agriculture) and the CAMA Land Use Plan Update (2019) identifies the property as Suburban Town Center (STC). These areas are meant to be commercial activity nodes that are more auto-oriented such as the intersection of Hammocks Beach Road with NC 24. In the Swansboro CAMA Land Use update states that The Future Land Use Map (FLUM) and associated land use (FLU) designations will be used to guide rezoning, investments, and land use decision in the Town. This requested rezoning map amendment is consistent with the adopted future land use designation.

### Zoning Map



### Future Land Use Map



# SUBURBAN TOWN CENTER (STC)

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

## CHARACTER

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

## ACCESS AND CIRCULATION

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

*Variety of scale and character for commercial development*





*Example of Suburban Town Center (STC)*

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

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

### SETBACKS

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

### MASSING AND BUILDING HEIGHTS

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

to other buildings to create “spaces” that are “places” is important.

### PARKING

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

### APPROPRIATE DENSITY / INTENSITY

This district has a moderate level of density with:

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



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

Item V - a.

**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

Application No. B2-2023-01

- ☐ 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 JUSTIN WEISS Phone # 7574144250  
Address of Zoning Request 1130 HAMMOCKS BEACH ROAD  
Mailing Address 1130 HAMMOCKS BEACH ROAD

**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 Desired Zoning B-1 COMMERCIAL  
Probable Use of Property BUSINESS/PARKING  
Reason for Zoning Change Request FUTURE COMMERCIAL ZONE AND WALMART

**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 J. Weiss Date 3-2-2023

**Town Hall Use Only**

Fee Paid 400 Date Received 3/3/24 Date scheduled for Planning & Zoning Board review 4/4/23  
Recommendation from Planning & Zoning Board \_\_\_\_\_

Public Hearing Run Dates \_\_\_\_\_ Date of Public Hearing 5/10/23 5/24  
Effective Date of Change \_\_\_\_\_ Ordinance Number \_\_\_\_\_

TOWN OF SWANSBORO PLANNING AND ZONING BOARD  
STATEMENT OF CONSISTENCY

On April 4, 2023, the Planning Board heard the requested rezoning map amendment of 1130 Hammock Beach Road RA (Residential Agricultural) to B-1 (Highway Business) and recommended approval of the requested rezoning map amendment to the Board of Commissioners.

The Town's Planning Board finds that the requested rezoning map amendment is consistent with the Comprehensive Plan and considers the action taken to be reasonable and in keeping with the Town's adopted plan.

A handwritten signature in black ink, appearing to read "Scott Chadwick", written over a horizontal line.

Planning Board Chair

A handwritten signature in blue ink, appearing to read "Andrea Lauck", written over a horizontal line.

Town Planner



# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **Special Use Permit/108 W. Corbett Avenue**

Board Meeting Date: **May 8, 2023**

Prepared By: **Andrea Correll, AICP – Planner**

---

**Overview:** Marc Howell, on behalf of Jessmarc Properties LLC, has applied for a special use permit to continue operating a Bed and Breakfast at 108 W. Corbett Avenue. The property is located in the B-2 zoning district and the use of “Bed and Breakfast Accommodations and Inns” is an allowance pursuant to the issuance of a special use permit.

The Planning Board recommended the special use permit to the Board of Commissioners and found the application in accordance with Section 152.210 which addresses plan consistency and other items deemed appropriate.

**Background Attachment(s):**

1. Applicable Ordinance Sections with staff comments
2. Traditional Town Center excerpt from the CAMA Land Use Plan Update
3. Special Use Application
4. Traffic Engineer’s Response

**Recommended Action:**

- 1- Hold a public hearing, and
- 2- Motion to approve/deny of the special use permit based on Section 152.210 (B) 1-4

---

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

\_\_\_\_\_

\_\_\_\_\_

Staff comments in blue.

# § 152.210 PROCEDURE FOR SPECIAL USE PERMITS.

(B) In granting a special use permit, the Board of Commissioners shall give due regard to the nature and state of all adjacent structures and uses, and the districts within which the proposed use is to be located, and shall make written findings of fact concerning the existence or absence of the following criteria:

- (1) The special use is allowed pursuant to § 152.210 and meets all the required conditions and specifications, including without limitation, those set out in § 152.211. *The request will meet the standards of the Unified Development Ordinance.*
- (2) The special use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved. *See a sealed statement by Brent Lanier Surveyor in the applicant's submittal.*
- (3) The special use will not substantially injure the value of adjoining or abutting property. OR the special use is a public necessity. *See a sealed appraisal report by Suzanne H. Nelson, MAI in the applicant's submittal.*
- (4) The location and character of the special use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is located. The special use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by G.S. §160A-382(b). *The building is a two-story wood frame structure containing two retail businesses on the ground floor along with the proposed bed and breakfast and an existing residential unit on the second floor. The proposed use is in harmony with the area in which it is located and will be a further complement to the waterfront improvement recommended in the Waterfront Access and Development Plan. This waterfront location is in the vicinity of the proposed boardwalk which would be developed from Riverview Park to Bicentennial Park connected by utilizing the*





sidewalk under the bridge to the Front Street portion of the dock walk. Goal 3 in the Updated CAMA Land Use Plan bullet four states, “make a “place” for people that takes advantage of the unique location and natural assets.

The property is located adjacent to Bicentennial Park and further identified as tax parcel ID #164745. The CAMA Land Use Plan Update (2019) identifies the property as Traditional Town Center (TTC) along the Gateway Corridor (GC).

Traditional Town Center (TTC) designation is characterized by a mix of residential, commercial, and civic uses in the historic downtown central business district or TTC node. Redevelopment or new development should be compatible with and embody the desired heart of “Swansboro” character.

Gateway Corridor (GC) designation is characterized by State-owned NC 24 and the adjacent development make the first impression of the town. Signage, lighting, sidewalks, landscaping, architectural design along the roadway should reflect the unique features and values of Swansboro.

The 500 square foot Bed and Breakfast does not warrant a Traffic Impact Analysis. (See attached email from the Town’s Traffic Engineer)

# TRADITIONAL TOWN CENTER (TTC)

*When most people talk about Swansboro, they are talking about the historic district, businesses on Front Street and surrounding “old town” residential neighborhood. Homes and businesses stand side-by-side in a historical development pattern and complement, rather than detract from each other. Many older residential homes have been converted into businesses, with second -story residential, with a working marina directly adjacent. This is an area where uses are mixed both vertically and horizontally.*

*This active, vibrant part of the community is both a window into the past and provides character that defines the community. Using traditional pattern and character to influence future development of small-lot single family homes in other parts of Swansboro, fulfills a strong desire by many in the community to connect people to destinations, especially by non-motorized means.*

## CHARACTER

A traditional town center district translated to other areas of Swansboro should incorporate the following characteristics to the extent possible. These areas would be mixed use pedestrian-oriented districts with a mixture of small to mid-size retail, restaurants and multifamily residences intertwined with civic and institutional spaces. Upper story residential uses are encouraged. Pedestrians would be prioritized, and automobiles are accommodated.

## ACCESS AND CIRCULATION

The rights-of-way within these districts may be narrower than typical local streets of Swansboro with two-way traffic and on-street parking but will not be as narrow as those in the historic downtown. These roads are meant to handle slow speed traffic and serve a similar purpose as a parking aisle so that people can park-and-walk to their destinations. Sidewalks flank the roads and buildings built up to or within a few feet of the right-of-way line.



*Historic downtown Swansboro*

## SETBACKS

Typical of a downtown district, buildings are set close enough to interact with the street. Minimal setbacks accommodate a greater density and intensity of uses and promote social interaction.

## MASSING AND BUILDING HEIGHTS

Buildings are “human-scaled,” meaning not more than three stories tall, but also should be a minimum of two stories to create a street presence.



*Example of Traditional Town Center (TTC)*

## BLOCKS

Block length of no more than 400 feet further promote walkability and discourage automobile use for short trips. Crosswalks and mid-block pedestrian connections should be used throughout.

## PARKING

Off-street parking requirements for nonresidential uses may be lessened due to the walkable district and availability of on-street, shared or lots for parking. Front-loaded parking is discouraged.

## APPROPRIATE DENSITY / INTENSITY

This district should replicate the densities and intensities of those in downtown to provide an alternative to other housing and retail experiences in Swansboro. The norm should be:

- » Compact residential - Up to eight dwellings per acre single family or 12 for multi-family.
- » Ground floor retail is encouraged but lobbies and entrances would be allowed.
- » Development of this intensity should employ stormwater control measures with extensive Low Impact Design



*Example of downtown development.*



*Example of downtown development.*



**TOWN OF SWANSBORO**  
**Special Use Application**

APPLICANT'S NAME Anthony Howell

MAILING ADDRESS P.O. Box 4399 Emerald Isle Phone # 919 961-4683

OWNER'S NAME Jessmarc Properties LLC

OWNER'S ADDRESS P.O. Box 4399 Emerald Isle Phone # 919 961-4683

TAKE NOTICE THAT THE UNDERSIGNED HEREBY PETITIONS THE BOARD OF COMMISSIONERS OF THE TOWN OF SWANSBORO FOR A SPECIAL USE AS DESCRIBED BELOW AND AS ALLOWED BY ARTICLE 10 OF THE UNIFIED DEVELOPMENT ORDINANCE:

See Attached Letter

ON THE PREMISES LOCATED AT: 108 West Corbett Ave. Swansboro

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ MAP \_\_\_\_\_

THE PROPERTY IS ZONED: \_\_\_\_\_

THIS 17 DAY OF March, 2023

APPLICANT'S SIGNATURE Anthony Howell

DATE FILED 3-17-23

RECIPIENT SIGNATURE Alissa Fender

ZONING ADMINISTRATOR Cardinal

APPLICANT OR APPLICANT REPRESENTATIVE MUST BE PRESENT FOR AN APPLICATION TO BE HEARD. IF SOMEONE OTHER THAN THE APPLICANT WILL BE THE REPRESENTATIVE, THE FOLLOWING MUST BE COMPLETED.

I /We Jessmarc Properties LLC Anthony Howell am /are the owner(s) of the property located at 108-4 West Corbett Ave.. I /We hereby authorize Marc Howell to appear my behalf in order to ask for a special use permit at this location. I /We understand that the special use permit, if granted, is permanent and runs with the land unless otherwise conditioned.

Anthony Howell 3-17-23  
 Owner Date

Owner Date

Onslow County, North Carolina

I certify that the above person(s) personally appeared before me this day, each acknowledging to me that he/she voluntarily signed the foregoing document for the purpose stated herein.

Date: March 17, 2023

Alissa A. Fender  
 Notary Public

(Official Seal) **ALISSA A. FENDER**  
 Notary Public  
 North Carolina  
 Onslow County  
 601 W. Corbett Avenue • Swansboro, NC 28584 • Phone (910) 326-4428 • Fax (910) 326-3101

My commission expires: July 17, 2023



## **SPECIAL USE PERMIT APPLICATION CHECKLIST**

### **\*STOP\***

**If the following items are not included in your application submittal, your application will not be accepted. Please note that this is not a comprehensive list; there may be other items required following the review of your application.**

- ☐ Fee(s) as prescribed by the current Town of Swansboro Fee Schedule
- ☐ Application submitted at least 17 days prior to the next Planning Board meeting
- ☐ Application must be filled out completely
- ☐ Owner affidavit on application must be completed if applicant is not the property owner
- ☐ A narrative describing the proposed use of the property. This should include proposed hours of operation, number of employees, etc. Items 1-4 under Section 152.210 (B) of the Unified Development Ordinance (UDO) will also need to be addressed in this narrative.

A report from a licensed real estate appraiser to address finding #3 on value is required

- ☐ A site plan depicting all existing and proposed structures, proposed outdoor dining areas, existing and proposed parking areas and circulation, proposed signage locations, utilities including hydrant locations, etc. is required with all applications. A comprehensive list can be found in Appendix IV to the UDO
- ☐ For new construction, or if the proposed cost of renovations to the structure exceed 50% of the building value per the Onslow County Tax Office, the Building Design and Compatibility standards of the UDO will apply, and detailed building elevations demonstrating compliance with these standards

must be included. A private appraisal may be provided in lieu of the documented tax value

- ☐ The Parking standards will apply whenever there is new construction, when any principal building is enlarged or increased in capacity by adding dwelling units, guest rooms, seats, or floor area, or when there is a conversion from one type of use or occupancy to another. The number of spaces, dimensions, proposed layout, and circulation pattern need to be depicted on the site plan
- ☐ The Landscaping Regulations will apply to all new or changed uses of land, buildings, and structures and to any use of building or structure which sits idle more than 180 consecutive days or is abandoned, except for those uses exempted in sections (C)(1) through (C)(3) under Section 152.525. A landscaping plan must be included with the application when required
- ☐ The Lighting standards of the UDO apply to any fixtures proposed to be installed. A lighting plan should be included to demonstrate compliance with the ordinance standards
- ☐ Sidewalks are required for property located in Town Limits when the development of vacant property occurs, the redevelopment of property occurs, or when there are substantial additions to property.

Additionally, sidewalks are required in the Extraterritorial Jurisdiction (ETJ) when the development or redevelopment of vacant commercial property occurs; provided that the development involves the razing, dismantling, or removal of all principal structures existing on a tract of land substantially to ground level. See Section 152.180, Note 5

Proposed sidewalks must be shown on the site plan

  
 \_\_\_\_\_  
**Applicant Signature**

3-17-23  
 \_\_\_\_\_  
**Date**

Dear Swansboro,

I am writing to express my interest in obtaining a Special Use Permit to operate a short term rental in my unit located in Swansboro at 108 W Corbett Ave, Swansboro, NC in 108-4. I believe that this property in the downtown area, along with my plans for responsible management, make it a perfect fit for this type of business.

My unit is situated in a prime location for downtown businesses, providing guests with easy access to local restaurants, shops, and other attractions. By offering a unique and personalized experience for visitors to our area, I believe that my short term rental will be a valuable asset to our community.

I understand that traffic concerns are often a consideration when granting Special Use Permits, and I would like to assure you that a study that has been conducted shows that this short term rental will not cause any significant increase in traffic in the area. Additionally, I am committed to ensuring that my guests have only one car and follow all traffic laws and regulations.

I also want to emphasize that my short term rental will not hurt the value of adjacent properties. On the contrary, I believe that it will contribute to the vitality of the surrounding properties and businesses by bringing in more visitors and providing a unique experience for them.

In conclusion, I believe that my unit in Swansboro is an ideal location for a short term rental. I have been hosting short term rentals for 4 years now and have earned super host and premier host status on the platforms I use for bookings! I am committed to being a responsible host, and I am confident that my short term rental will be a positive addition to the community. Thank you for considering my application for a Special Use Permit.

Sincerely, Marc Howell

(See Images Provided)







# LANIER

## SURVEYING COMPANY

329 Foster Creek Road  
Swansboro NC, 28584

Date: 1-19-2023

To: Town of Swansboro  
For: Anthony Howell

Subject: Impact of Proposed Short Term Vacation Rental  
108-4 West Corbett Avenue, Swansboro, N.C.

The proposed short-term rental at 108-4 West Corbett Avenue in my opinion would not have a significant negative impact. In my opinion, it would be a positive benefit to the town due to most rentals are on second floor. This rental has a ramp near the entrance that would benefit elderly and people with a disability. Vacation rentals with views of the river and access to downtown are few. As a former owner of Swansboro Paddle Boarding next unit over, it would be hard to believe this would have any negative impact on parking or otherwise, as have spent many days looking at people come and go during all seasons.

  
Brent A. Lanier PLS L-3611



**REALTY SERVICES OF EASTERN CAROLINA, INC.**  
*Appraisers, Consultants and Brokers*

Suzanne H. Nelson, MAI  
suzanne.nelson@realtyservicesec.com

[www.realtyservicesec.com](http://www.realtyservicesec.com)

Post Office Box 15069 (28561-5069)  
2313 Grace Avenue  
New Bern, NC 28562

Office (252) 633-6484, Ext. 227  
Cell (910) 376-1874

January 26, 2023

Swansboro Planning Board  
Swansboro Board of Commissioners  
601 W. Corbett Avenue  
Swansboro, NC 28584

*Via email*

RE: Gone Coastal Airbnb  
108 - 4 W. Corbett Avenue  
Swansboro, Onslow County, NC

The purpose of this report is to analyze the impact, if any, that the use for Gone Coastal Airbnb may have on surrounding properties. The use is located in Unit 4 within the Jessmarc Building located at 108 W. Corbett Avenue. The parent tract is further identified as Tax Map No. 1407-1.1 and is under the ownership of Jessmarc Properties, LLC.



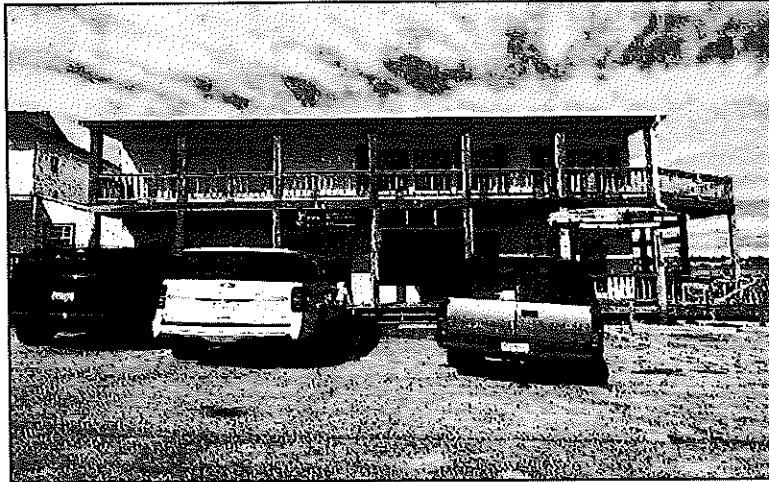
An aerial photograph of a city block, likely in New York City, showing a grid of streets and buildings. Handwritten labels in white ink are overlaid on the image, identifying various locations. An arrow points from the word "Subject" to a specific building. The labels include:

- Subject (with an arrow pointing to a building)
- 1447
- 1448
- 1449
- 1450
- 1451
- 1452
- 1453
- 1454
- 1455
- 1456
- 1457
- 1458
- 1459
- 1460
- 1461
- 1462
- 1463
- 1464
- 1465
- 1466
- 1467
- 1468
- 1469
- 1470
- 1471
- 1472
- 1473
- 1474
- 1475
- 1476
- 1477
- 1478
- 1479
- 1480
- 1481
- 1482
- 1483
- 1484
- 1485
- 1486
- 1487
- 1488
- 1489
- 1490
- 1491
- 1492
- 1493
- 1494
- 1495
- 1496
- 1497
- 1498
- 1499
- 1500
- 1501
- 1502
- 1503
- 1504
- 1505
- 1506
- 1507
- 1508
- 1509
- 1510
- 1511
- 1512
- 1513
- 1514
- 1515
- 1516
- 1517
- 1518
- 1519
- 1520
- 1521
- 1522
- 1523
- 1524
- 1525
- 1526
- 1527
- 1528
- 1529
- 1530
- 1531
- 1532
- 1533
- 1534
- 1535
- 1536
- 1537
- 1538
- 1539
- 1540
- 1541
- 1542
- 1543
- 1544
- 1545
- 1546
- 1547
- 1548
- 1549
- 1550
- 1551
- 1552
- 1553
- 1554
- 1555
- 1556
- 1557
- 1558
- 1559
- 1560
- 1561
- 1562
- 1563
- 1564
- 1565
- 1566
- 1567
- 1568
- 1569
- 1570
- 1571
- 1572
- 1573
- 1574
- 1575
- 1576
- 1577
- 1578
- 1579
- 1580
- 1581
- 1582
- 1583
- 1584
- 1585
- 1586
- 1587
- 1588
- 1589
- 1590
- 1591
- 1592
- 1593
- 1594
- 1595
- 1596
- 1597
- 1598
- 1599
- 1600
- 1601
- 1602
- 1603
- 1604
- 1605
- 1606
- 1607
- 1608
- 1609
- 1610
- 1611
- 1612
- 1613
- 1614
- 1615
- 1616
- 1617
- 1618
- 1619
- 1620
- 1621
- 1622
- 1623
- 1624
- 1625
- 1626
- 1627
- 1628
- 1629
- 1630
- 1631
- 1632
- 1633
- 1634
- 1635
- 1636
- 1637
- 1638
- 1639
- 1640
- 1641
- 1642
- 1643
- 1644
- 1645
- 1646
- 1647
- 1648
- 1649
- 1650
- 1651
- 1652
- 1653
- 1654
- 1655
- 1656
- 1657
- 1658
- 1659
- 1660
- 1661
- 1662
- 1663
- 1664
- 1665
- 1666
- 1667
- 1668
- 1669
- 1670
- 1671
- 1672
- 1673
- 1674
- 1675
- 1676
- 1677
- 1678
- 1679
- 1680
- 1681
- 1682
- 1683
- 1684
- 1685
- 1686
- 1687
- 1688
- 1689
- 1690
- 1691
- 1692
- 1693
- 1694
- 1695
- 1696
- 1697
- 1698
- 1699
- 1700
- 1701
- 1702
- 1703
- 1704
- 1705
- 1706
- 1707
- 1708
- 1709
- 1710
- 1711
- 1712
- 1713
- 1714
- 1715
- 1716
- 1717
- 1718
- 1719
- 1720
- 1721
- 1722
- 1723
- 1724
- 1725
- 1726
- 1727
- 1728
- 1729
- 1730
- 1731
- 1732
- 1733
- 1734
- 1735
- 1736
- 1737
- 1738
- 1739
- 1740
- 1741
- 1742
- 1743
- 1744
- 1745
- 1746
- 1747
- 1748
- 1749
- 1750
- 1751
- 1752
- 1753
- 1754
- 1755
- 1756
- 1757
- 1758
- 1759
- 1760
- 1761
- 1762
- 1763
- 1764
- 1765
- 1766
- 1767
- 1768
- 1769
- 1770
- 1771
- 1772
- 1773
- 1774
- 1775
- 1776
- 1777
- 1778
- 1779
- 1780
- 1781
- 1782
- 1783
- 1784
- 1785
- 1786
- 1787
- 1788
- 1789
- 1790
- 1791
- 1792
- 1793
- 1794
- 1795
- 1796
- 1797
- 1798
- 1799
- 1800
- 1801
- 1802
- 1803
- 1804
- 1805
- 1806
- 1807
- 1808
- 1809
- 1810
- 1811
- 1812
- 1813
- 1814
- 1815
- 1816
- 1817
- 1818
- 1819
- 1820
- 1821
- 1822
- 1823
- 1824
- 1825
- 1826
- 1827
- 1828
- 1829
- 1830
- 1831
- 1832
- 1833
- 1834
- 1835
- 1836
- 1837
- 1838
- 1839
- 1840
- 1841
- 1842
- 1843
- 1844
- 18



Swansboro Planning Board  
January 26, 2023  
Page 3

The parent site containing 0.9-acres is improved with a two-story wood frame building and related site improvements. The improvement was originally designed and constructed around 1978 with renovations/remodeling over the past ten. The ground floor is designed for three units (2 retail; 1 Airbnb) and the second floor is designed for an Airbnb. Related site improvements include concrete walks, landscaping, pier/dock and seawall.

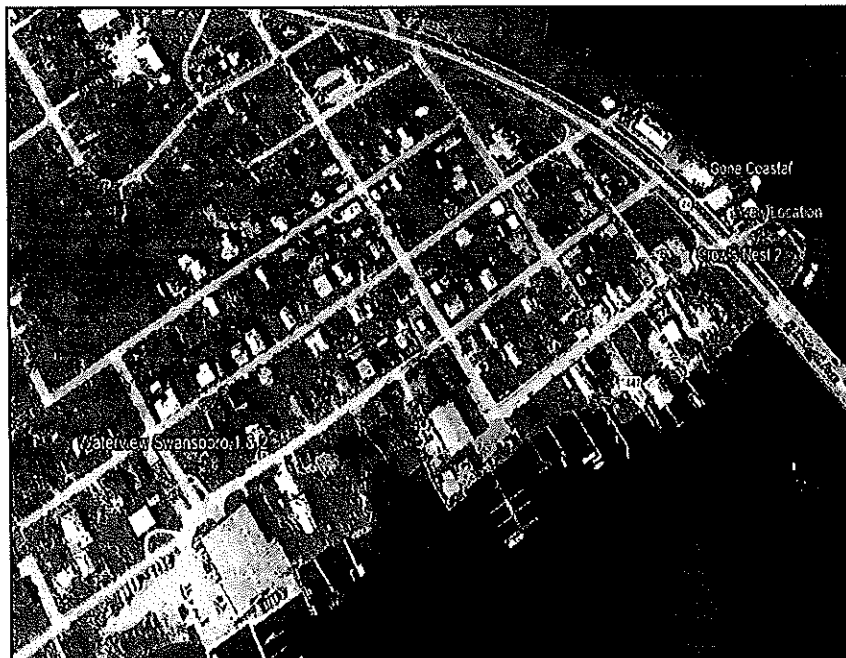


The subject is identified as Unit 4, located on the ground floor, and currently utilized for Gone Coastal Airbnb.

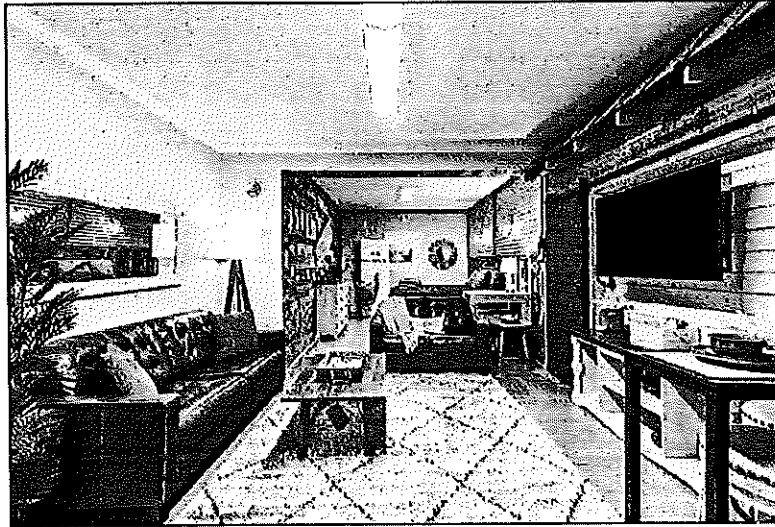




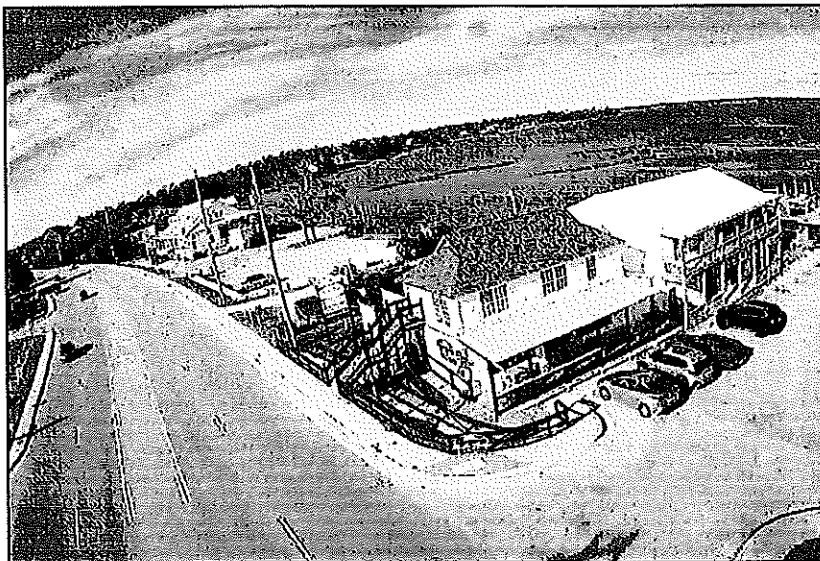
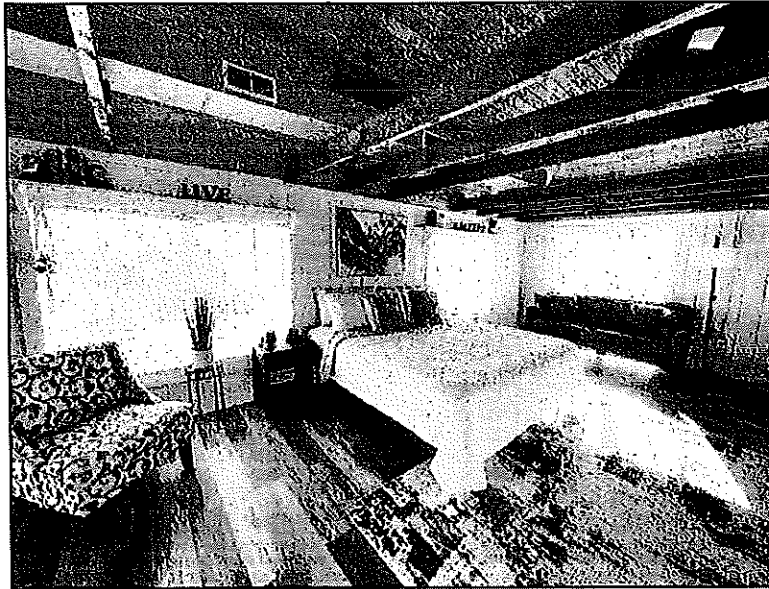
As requested, the purpose of this report is to analyze the impact, if any, of the use of Unit 108-4 for an Airbnb, on adjoining/abutting properties. As previously noted, the subject neighborhood consists of a variety of restaurants, retail, residential and lodging uses. We have analyzed several of the local Airbnbs which include Gone Coastal, Lively Location, The Crow's Nest 2, Waterview Swansboro #1, and Waterview Swansboro #2.



Gone Coastal is located at 108 W. Corbett Avenue. The one bedroom/one bath property offers water views of the White Oak River and overlooks Swansboro's Bicentennial Park. The Airbnb opened in September of 2022. Our analysis of the adjoining/abutting properties revealed no negative impact on property values due to the use for Airbnb purposes.

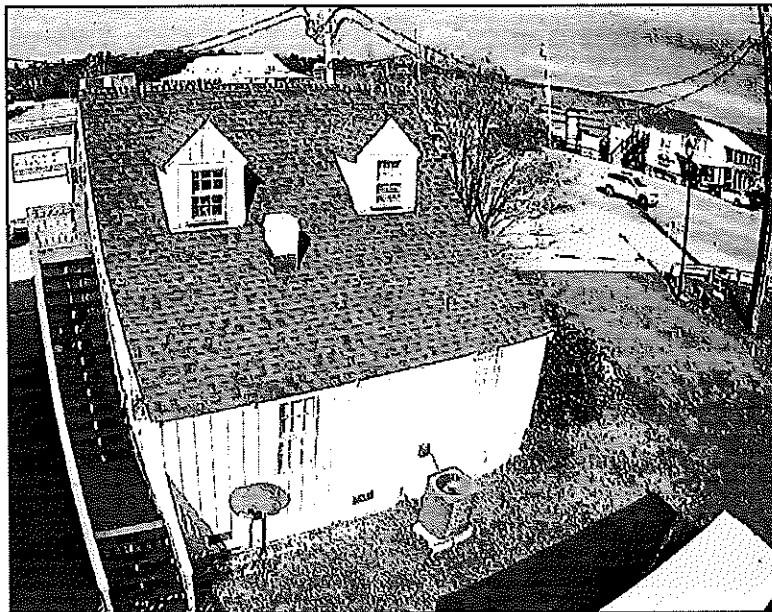


The Lively Location is located at 108 W. Corbett Avenue, above By the Bridge restaurant. The one bedroom/one bath property offers water views of the White Oak River and overlooks Swansboro's Bicentennial Park. The Airbnb opened in February of 2016 and was renovated/remodeled in 2022, upon the recent conveyance. Our analysis of the adjoining/abutting properties revealed no negative impact on property values due to the use for Airbnb purposes.





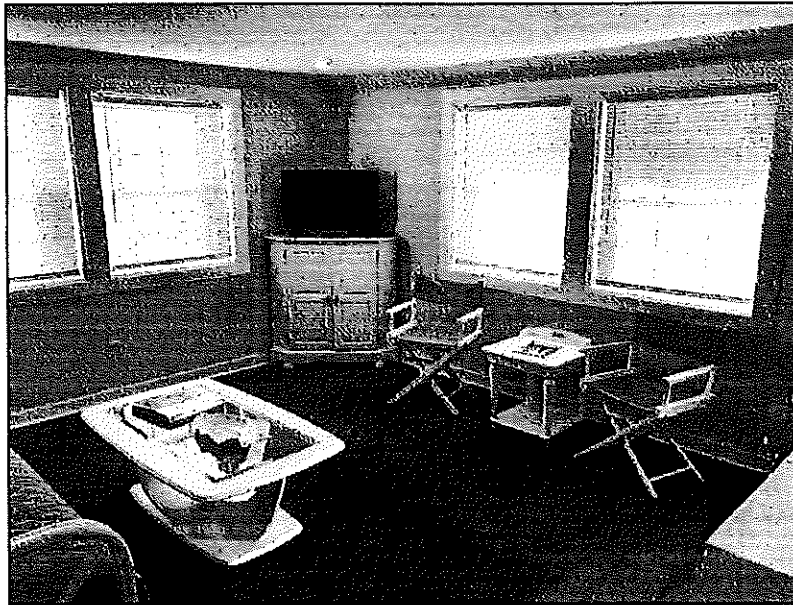
The Crow's Nest 2 is located at 105 Front Street within downtown Swansboro. The one bedroom/one bath property offers water views of the White Oak River and Intracoastal Waterway. The Airbnb opened in February of 2017. Our analysis of the adjoining/abutting properties revealed no negative impact on property values due to the use for Airbnb purposes.



Waterview Swansboro #1 is located at 306 Elm Street. The one bedroom/one bath property has a water view of the Intracoastal Waterway and is a short walk to the shops and restaurants in downtown Swansboro. The Airbnb opened in December of 2020. Our analysis of the adjoining/abutting properties revealed no negative impact on property values due to the use for Airbnb purposes.



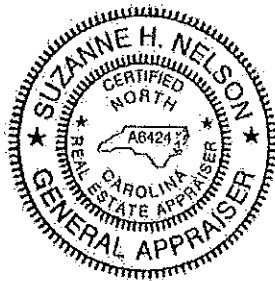
Waterview Swansboro #2 is located at 306 Elm Street Swansboro. The one bedroom/one bath property has a water view of the Intracoastal Waterway and is a short walk to the shops and restaurants in downtown Swansboro. The Airbnb opened in December of 2020. Our analysis of the adjoining/abutting properties revealed no negative impact on property values due to the use for Airbnb purposes.



Swansboro Planning Board  
January 26, 2023  
Page 10

Therefore, based on the physical characteristics of the property, study of the neighborhood and analysis of local Airbnb properties, it is our opinion the use of the subject for Gone Coastal Airbnb located at 108 - 4 W. Corbett Avenue in Swansboro, is in harmony with the neighborhood. In addition, as long as the use adheres to the regulations and guidelines of the local municipality as well as the state of North Carolina, it does not substantially injure or alter the value of the adjoining or abutting property owners.

Respectfully,



*Suzanne H. Nelson*  
Suzanne H. Nelson, MAI  
NC Certified General Real Estate Appraiser A6424

*Walker T. Jones*

Walker T. Jones  
NC Trainee Real Estate Appraiser T7026

456-22



**From:** [Jeff Hochanadel](#)  
**To:** [Andrea Correll](#)  
**Subject:** RE: Does a 500 sq.ft Bed and Breakfast warrant a traffic study?  
**Date:** Monday, March 27, 2023 4:08:17 PM

---

Per Town standards, a 500 SF B&B will not warrant the completion of a Traffic Impact Analysis. The projected trips do not meet Town thresholds.

Thank You!  
Jeff

### Jeff Hochanadel, PE, PTOE

Principal | North Carolina Transportation Group Leader

**TIMMONS GROUP** | [www.timmons.com](http://www.timmons.com)

5410 Trinity Rd, Suite 102 | Raleigh, NC 27607

Office: 919.866.4511 | Fax: 919.859.5663

Cell: 919.426.8405

[jeff.hochanadel@timmons.com](mailto:jeff.hochanadel@timmons.com)

*Your Vision Achieved Through Ours*

**To send me files greater than 20MB [click here](#)**

---

**From:** Andrea Correll <[acorrell@ci.swansboro.nc.us](mailto:acorrell@ci.swansboro.nc.us)>  
**Sent:** Monday, March 27, 2023 3:50 PM  
**To:** Jeff Hochanadel <[Jeff.Hochanadel@timmons.com](mailto:Jeff.Hochanadel@timmons.com)>  
**Subject:** Does a 500 sq.ft Bed and Breakfast warrant a traffic study?  
**Importance:** High

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jeff,  
Please confirm if a 500 sq. ft B&B warrants a traffic study. Please find attached some details for you review.  
Thanks for your formal email response.  
Thanks  
Andrea

**Andrea Correll, AICP  
Planner**

**Town of Swansboro**  
**601 W. Corbett Avenue**  
**Swansboro, NC 28584**  
**(910) 326-4428 phone**  
**(910) 326-3101 fax**  
[acorrell@ci.swansboro.nc.us](mailto:acorrell@ci.swansboro.nc.us)



# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **Resolution for Annexation Incentive Agreement**

Board Meeting Date: **May 8, 2023**

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

---

**Overview:** Emerald Coast, Inc requests consideration for a waiver of all the initial permit-related activity fees and fees related to the annexation process for the development of 7 parcels along Norris Road, pursuant to Board of Commissioners Policy 10C - Investigation of Annexation Petitions & Incentives.

**Background Attachment(s):**

1. Expanded overview
2. Board of Commissioners Policy 10C - Investigation of Annexation Petitions & Incentives
3. Resolution 2023-R2

**Recommended Action:** Motion to approve Resolution 2023-R2 granting a waiver of initial permit-related activity fees and fees related to the annexation process for the development of 7 parcels along Norris Road.

---

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

---

---

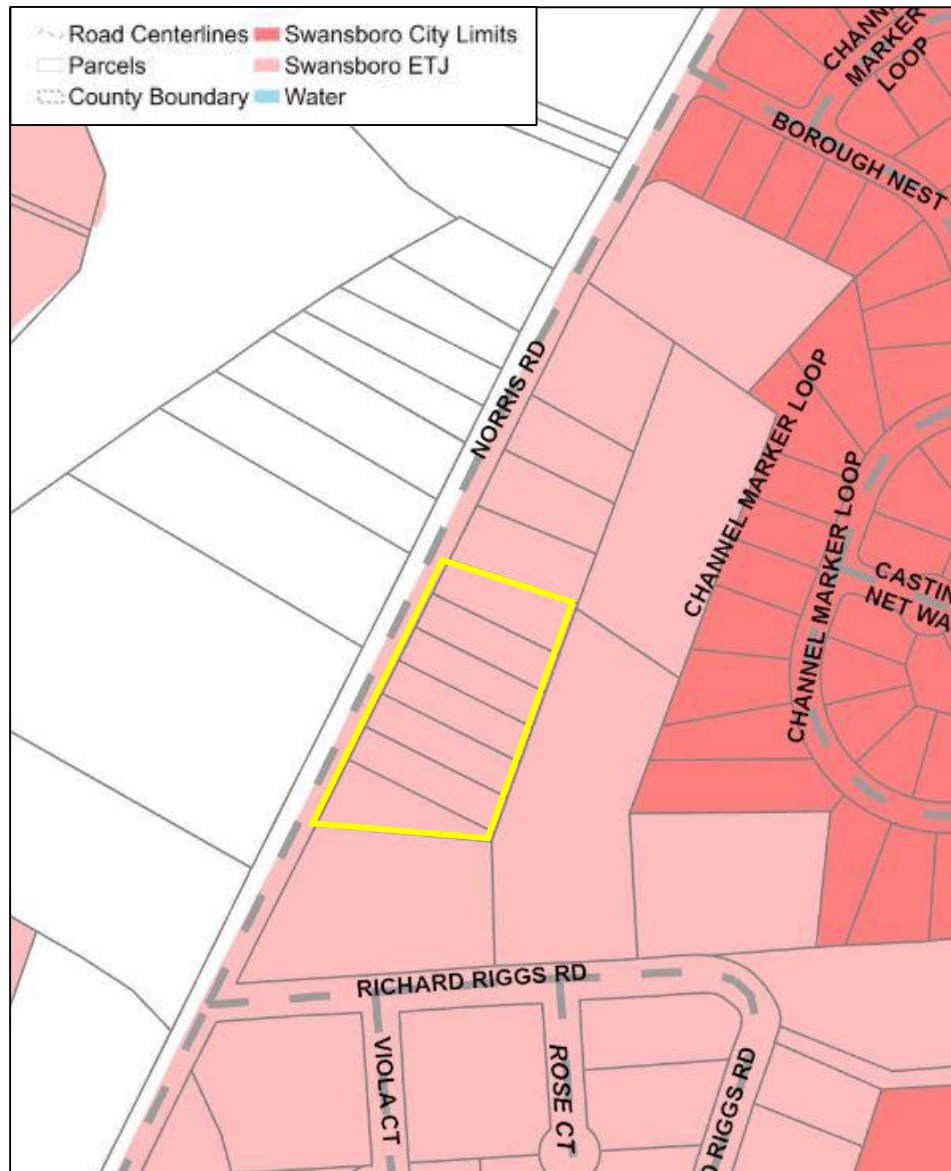
## Expanded Overview:

In October 2021, Emerald Coast Inc presented and received approval for a minor subdivision plat. The subdivision consists of seven (7) lots (Pin #1319-148.12, 1319-148.11, 1319-148.10, 1319-148.09, 1319-148.08, 1319-148.7, 1319-148.6) and is located in the ETJ off Norris Road and noncontiguous to the corporate limits of the Town.

### Cost Analysis

Estimated fees on a 1,749 SF dwelling for a building permit is \$1360.50, Stormwater Enterprise Fund fee is \$60, and side sidewalk-in-lieu-of fee will vary based on lot size and will range from \$892.25 to \$2,238.00. Depending on the value of the home the Town property tax rate would be applicable by lot at \$.35 on each \$100 of value. As an example of taxes, a home valued at \$170,000 has an annual tax of \$595 and a home valued at \$210,000 has an annual tax of \$735.

To fully recoup the waived permit fees based on the largest lot, if the home was valued at \$170,000 it would take just over 6 years and if valued at \$210,000 would take just under 5 years. The parcels would begin paying the annual stormwater fee and would be an added customer for solid waste collection upon project completion.





## BOARD OF COMMISSIONERS POLICY NO. 10~C

## INVESTIGATION OF ANNEXATION PETITIONS AND INCENTIVES

Purpose

The purpose of this policy is to expedite the consideration of voluntary petitions for annexation and incentives.

**Incentives:** This policy will allow a developer or property owner who intends to construct one or more residences in the Town's Extraterritorial Jurisdiction ("ETJ") to have some or all development related permit fees and fees related to the annexation process waived by applying and receiving Board approval for voluntary annexation into the Town's limits. This incentive policy gives the Town of Swansboro an economic development tool to motivate those undertaking developments near the Town to become part of the Town through annexation to take advantage of this policy.

The policy will assist the Town in expanding its number of citizens, land area, property tax base, and infrastructure capacity.

The incentive to the Town is a re-imbursement plan made possible by increased property tax revenues from increased property values. The plan makes possible a sustainable revenue stream to carry out services of benefit to property owners living in the ETJ.

Any developer or property owner undertaking a project that includes at least 1 home and lies within the ETJ is encouraged to contact the Town during the planning stage to initiate the waiver and annexation process. To qualify for waiver of permit related activity fees and fees related to the annexation process, a request for a waiver indicating a desire to voluntarily annex must be approved by a resolution passed by the Board at a regularly-scheduled meeting.

Recognizing all voluntary annexation petitions would not be a good fit for the town, a cost benefit schedule must be included with the annexation petition clearly outlining the full recouping of fees waived by the Town in exchange for annexation to the benefit of the Town.

Policy

The Board hereby authorizes the Town Clerk to investigate the sufficiency of all petitions for annexations and incentives that are submitted pursuant to the requirements of this Policy.

Adopted this 16<sup>th</sup> day of September 2008.

Modified this 22<sup>nd</sup> day of August 2017.

Modified this 24<sup>th</sup> day of July 2018.



John Davis, Mayor

**RESOLUTION 2023-R2 OF THE BOARD OF COMMISSIONERS  
OF THE TOWN OF SWANSBORO  
AUTHORIZING THE TOWN TO ENTER INTO AN INCENTIVE AGREEMENT  
WITH A DEVELOPER OF RESIDENTIAL PROPERTY IN THE ETJ**

WHEREAS, the Board of Commissioners of the Town of Swansboro is convened in a regular meeting; and

WHEREAS, pursuant to Board of Commissioners Policy No. 10 (the "Policy"), it is the policy of the Town to encourage developers of residential property in the Town's Extraterritorial Jurisdiction ("ETJ") to petition the Town for voluntary annexation in order to assist the Town with cost recovery from the impact of the development and to expand its number of residents, its land area, its property tax base, and its infrastructure capacity; and

WHEREAS, the Policy further provides that the Town may offer a developer of residential property in the ETJ certain incentives in exchange for annexation if, after conducting a cost/benefit analysis, the Town believes the annexation to be in the best interests of the Town; and

WHEREAS, the Policy provides that the Town may provide such a developer a waiver of up to 100% of its permit-related activity fees in connection with the development; and

WHEREAS, *Emerald Coast, Inc* ("Developer") had presented to the Town a minor subdivision plat and received approval in October 2021. The subdivision consisting of seven (7) lots (Pin #1319-148.12, 1319-148.11, 1319-148.10, 1319-148.09, 1319-148.08, 1319-148.7, 1319-148.6) is located in the ETJ off Norris Road and noncontiguous to the corporate limits of the Town (the "Development"); and

WHEREAS, the Developer requests consideration for a waiver of all the initial permit-related activity fees and fees related to the annexation process for the Development; and

WHEREAS, the Town has analyzed the Developer's request and determined that such annexation would be in the best interests of the Town and is amenable to waiving all the Developer's permit-related fees for the Development. The Developer submitted a petition for annexation on April 21, 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Town of Swansboro approves the waiver of all the Developer's permit-related activity fees for the Development. The Board further authorizes the Town Manager to take such further actions as may be necessary or reasonably required in order to carry out the intent of this Resolution.

This the 8<sup>th</sup> day of May 2023.

\_\_\_\_\_  
John Davis, Mayor

Attest:

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



# Board of Commissioners Meeting Agenda Item Submittal

---

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

Board Meeting Date: **May 8, 2023**

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

---

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

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

## May 22, 2023

- \* Emerald Coast Inc. Annexation
- \* Table of Permitted Uses Text amendment (*tentative*)-PH
- \* Onslow United Transit System Presentation
- \* ONWASA Admin Services Agreement
- \* Safe Boating Week
- \* Financial Report
- \* Department Report

## July Meeting Dates

Regular – 10th

Regular – 24th

## June 12th or 26th

- \* Spectrum Lease Agreement
- \* High School Recognitions (26<sup>th</sup>)
- \* Onslow Soil & Water Conservation District Presentation

## Future Agenda Items

- \* American Rescue Plan Funding Recommendations (updates)
- \* Further LUP Review/Amendments – Comprehensive Transportation Plan Revisions
- \* Text Amendments – Occupancy Tax
- \* Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- \* Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- \* Building Standards (*Concerns with tarps and homes in poor repair all around town brought up 2.14 meeting*)
- \* Board Meeting Alternatives for Public viewing (*undergoing further research*)
- \* Swimming Pool/Consideration for Establishing a Pool Committee (*on hold for P&R Master Plan*)
- \* Samuel Swann Bland Community Service Award policy revisions (*ongoing*)
- \* Downtown Parking (*parking on grass and in front of homes*)
- \* Special Use Permit/Wawa convenience store/gas station
- \* Resolution Supporting Veterans Garden
- \* Duke Energy Presentation
- \* Moore Street One-Way direction change consideration
- \* Resolution in Opposition of Senate Bill 200
- \* Major Subdivision Final Plat – Parrish Green