



# Board of Commissioners Agenda

## Town of Swansboro

Monday, August 22, 2022

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### Board Members

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

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#### 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.

##### Consent Items:

[a.](#) Resolution Awarding Service Badge and Sidearm to Ken Jackson

[b.](#) Public Improvements Acceptance Request – Shipwright Pointe Section II and Pine Bluff Road (to Knightheads Drive)

#### IV. Appointments/Recognitions/Presentations

[a.](#) Board Appointments

***Paula Webb - Town Manager***

Due to resignations, and members relocating outside of the jurisdiction, and no appointments being made at prior meetings, there are appointments needed for one (1) ETJ Alternate seat on the Board of Adjustment and two (2) in town Alternate seats on the Historic Preservation Commission.

*Recommended Action:*

1. Consider appointments to the Board of Adjustment
2. Consider appointments to the Historic Preservation Commission

#### V. Public Hearing – None

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

### **a. Text Amendment/Town Code Chapter 74 Traffic Schedules - I. Stop Intersections and VI. Speed limits**

***Dwayne Taylor - Police Chief***

At the Boards June 27, 2022, meeting, consideration was requested for additional stops signs in the Parks Place subdivision and for the speed limit in all subdivisions to be 20 mph.

An amendment is prepared to the Town Code Chapter 74 Traffic Schedules I. Stops and VI. Speed limits to add a stop intersection to the Whistling Heron Way and Little Egret Lane intersection, and for the speed limit in all subdivisions to be 20 mph.

*Recommended Action: Motion to approve or deny Ordinance 2022-012*

### **b. Swansboro Rotary Five-O Fishing Tournament-Fee Waiver** ***Anna Stanley - Parks & Recreation Director***

The Swansboro Rotary Five-O tournament has submitted a Special Event Application requesting a waiver of fees at the Church Street Dock October 20-22, 2022. The request is for waiver of two slips for overnight boaters, and the use of slip 5-10 during the tournament and street closures from 6-11 pm on Saturday, October 20th.

*Recommended Action: Approve or deny waiver of fees for two overnight slips at Church Street Dock, use of slips 5-10 during the day, and street closures.*

### **c. Board of Commissioners Policy 12 – Samuel Swann Bland Award** ***Paula Webb - Town Manager***

Board members requested to revisit the Samuel Swann Bland Award policy to consider amendments.

Applications have typically been allowed to be submitted by October 31st, with selection occurring in November and announcement of recipient is at a December meeting. The policy has been updated to reflect these dates.

*Recommended Action: Discuss and provide direction to staff for policy amendments.*

### **d. Future Agenda Items** ***Paula Webb - Town Manager***

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. Town Project/Initiatives Update**

**b. July Department Reports**

**X. Board Comments**

**XI. Closed Session -** *Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege, including the matter of Town of Swansboro vs. Estate of Drew Lutheran, Taylor Massey, Deanne Lunas, and Garrett Lutheran.*

**XII. Adjournment**

**RESOLUTION**  
**AWARDING SERVICE BADGE AND SIDEARM**  
**to**  
***Ken Jackson***

**WHEREAS**, North Carolina General Statute 20-187.2 permits the awarding of badges and service side arms of retiring members of state, city and county law-enforcement agencies; and

**WHEREAS**, Ken Jackson served as a member of the Swansboro Police Department and employee of the Town of Swansboro, North Carolina for 17 years; and

**WHEREAS**, Ken Jackson retired as a member of the Swansboro Police Department on May 20, 2022; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Town of Swansboro does hereby award the service side arm and badge to Ken Jackson for his years of service to the Town of Swansboro upon securing the necessary permit(s) pursuant to North Carolina General Statute 14-402 and receipt of one dollar (\$1.00).

Adopted this 22nd day of August 2022.

**TOWN OF SWANSBORO**

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

Attest:

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







# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Public Improvements Acceptance Request – Shipwright Pointe Section II and Pine Bluff Road (to Knightheds Drive)**

Board Meeting Date: **August 22, 2022**

Prepared By: **Paula Webb – Town Manager**

**Overview:** Tidewater Associates, on behalf of A. Sydes Construction, Inc., is requesting final acceptance of the public improvements in Section II of Shipwright Pointe subdivision. Section II consists of 43 lots on 32.4 acres and is the final phase in Shipwright Pointe subdivision.

A warranty guarantee in the amount of \$90,479.23 will remain in place for 12 months following the Board’s acceptance of the public improvements.

Additionally, in October 2021, Butch Brothers LTD petitioned to voluntary annex consolidated real property known as the Public Right-of-Way Portion of Pine Bluff Road which serves as a connection between Halls Creek and the Shipwright’s Pointe Subdivision. They have requested acceptance of this area, and a warranty guarantee in the amount of \$3,182.50 has been submitted.

**Background Attachment(s):**

- Resolution 2022-R6
- 12-month Warranty Guarantee Calculation
- Request for Final Inspection/Certification Letters
- Shipwright Pointe II Subdivision Map
- Right-of-way Map (Pine Bluff Road)

**Recommended Action:** Motion to approve Resolution 2022-R6 to accept the streets and rights-of-way within Shipwright Pointe II including a portion of Pine Bluff Road.

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

**RESOLUTION 2022-R6  
TO ACCEPT THE PUBLIC IMPROVEMENTS  
IN SECTION II OF SHIPWRIGHT POINTE**

WHEREAS, the Town of Swansboro Mayor and Board of Commissioners have approved preliminary subdivision designs and plats associated with various developments; and

WHEREAS, construction drawings are then submitted to develop and improve the lots, streets, and public rights-of-way; and

WHEREAS, the Town of Swansboro Engineer and staff reviews the construction drawings for compliance with town standards; and

WHEREAS, the construction drawings have been approved, the streets and public rights-of-way have been inspected by the Town of Swansboro Public Works Department for compliance involving (but not limited to) thickness, compaction, and quality; and

WHEREAS, after these streets and rights-of-way have been fully inspected and approved, final plats are signed and recorded with the Onslow County Register of Deeds Office; and

WHEREAS, the Town of Swansboro participates annually in the State of North Carolina Powell Bill program; and

WHEREAS, the Powell Bill certified statement requires resolution from the elected body officially accepting such streets.

NOW THEREFORE BE IT RESOLVED, the Town of Swansboro Mayor and Board of Commissioners accept the streets and public easements in Shipwright Pointe Section II and the portion of Pine Bluff Road as follows:

<u>Street Name</u>	<u>Map Book and Page of Record</u>
Knightheads Drive	Map Book 76, Page 235
Whistling Heron Way	
Seaglass Court	
 Pine Bluff Road	 Map Book 78, Page 173

Adopted this 22nd day of August 2022.

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

Attest:

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



**THE CULLIPHER GROUP, P.A.**  
**ENGINEERING & SURVEYING SERVICES**

December 3, 2021

Jennifer H. Ansell, CFM, CZO, Planner  
Town of Swansboro  
601 W. Corbett Avenue  
Swansboro, NC 28584

Re: Warranty Opinion- Shipwright Pointe, Section II

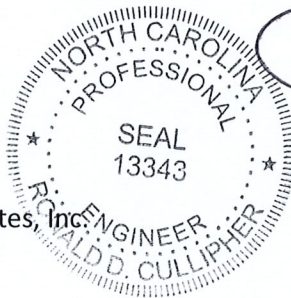
Dear Ms. Ansell,

Based on your request, I have reviewed the Cost Opinion for Calculation of Warranty for Shipwright Pointe, Section II. This cost opinion was provided by Parker & Associates dated January 8, 2020. I find that the warranty in the amount of 90,479.23 to be adequate and in accordance with Town requirements.

If I can provide any additional assistance, please let me know.

Sincerely,

  
Ronald D. Cullipher, P.E. 12/3/21



Cc:

Jonathan McDaniel, P.E., Tidewater Associates, Inc.  
Jim Stipe, Town of Swansboro

**HESTRON PLAZA TWO**  
**151-A NC HWY 24**  
**MOREHEAD CITY, NC 28557**  
**(252) 773-0090**



**PARKER & ASSOCIATES, INC.**  
**ENGINEERS • SURVEYORS • PLANNERS**  
**JACKSONVILLE, NORTH CAROLINA**

**COST OPINION FOR  
 CALCULATION OF WARRANTY  
 Shipwright Pointe Phase II  
 January 8, 2020**

OWNER: A. Sydes Construction, Inc.  
 P.O. Box 7122  
 Jacksonville, NC 28540

ENGINEER: Parker & Associates, Inc.  
 P.O. Box 976  
 Jacksonville, NC 28541

**NOTE 1:** The information contained herein represents the Preparers' opinion of the expected cost of construction based on the cost of similar types of work under similar working conditions. It is not an offer to perform the work at the stated prices, nor is it intended to represent more than the Preparers' opinion. The actual cost can be influenced by an infinite number of factors beyond the Preparers' control.

**NOTE 2:** Unit prices taken from Contract, where practical.

**Part A - Public Works- Minus Sidewalks**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	12" RCP	LF	393	\$17.00	\$6,681.00
2	15" RCP	LF	549	\$21.00	\$11,529.00
3	18" RCP	LF	1680	\$26.00	\$43,680.00
4	24" RCP	LF	1230	\$41.00	\$50,430.00
5	30" RCP	LF	150	\$46.00	\$6,900.00
6	36" RCP	LF	503	\$50.00	\$25,150.00
7	Yard Inlet	Each	10	\$1,400.00	\$14,000.00
8	Curb Inlet Catch Basin	Each	21	\$1,500.00	\$31,500.00
9	Valley Gutter	LF	135	\$13.00	\$1,755.00
10	24" Curb & Gutter	LF	5440	\$13.00	\$70,720.00
11	6" CABC Stone	SY	8635	\$10.00	\$86,350.00
12	1.5" Asphalt	SY	7422	\$9.90	\$73,477.80
13	Testing	LS	1	\$2,500.00	\$2,500.00
14	Dress up Site	LS	1	\$3,500.00	\$3,500.00
15	Stop Sign	Each	6	\$275.00	\$1,650.00
16	Street Sign	Each	6	\$200.00	\$1,200.00
17	Speed Limit Sign	Each	2	\$200.00	\$400.00
18	Temporary Seeding	Acre	3.5	\$1,200.00	\$4,200.00
19	Swales and Grassing	LF	1650	\$4.25	\$7,012.50
20	Mail Box Kiosk	LS	1	\$15,000.00	\$15,000.00
<b>TOTAL PUBLIC WORKS</b>					<b><u>\$457,635.30</u></b>



Shipwright Pointe Phase II- Calc. of Warranty  
Page Two (2)

**Part B. Public Utilities**

**a. Water**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Tie to existing	Each	1	\$2,038.00	\$2,038.00
2	2" Gate Valve	Each	2	\$553.00	\$1,106.00
3	2" Blow Off Assembly	Each	2	\$1,114.00	\$2,228.00
4	2" PVC Water	LF	280	\$5.00	\$1,400.00
5	6" Gate Valve	Each	12	\$903.00	\$10,836.00
6	6" X 6" Tee	Each	2	\$444.00	\$888.00
7	6" PT 2"	Each	2	\$194.00	\$388.00
8	6" 45 Degree Bend	Each	20	\$374.00	\$7,480.00
9	6" Hydrant Assembly	Each	5	\$3,146.00	\$15,730.00
10	6" PVC Water	LF	2096	\$13.00	\$27,248.00
11	6" Ductile Iron	LF	465	\$23.00	\$10,695.00
12	Water Services	Each	43	\$550.00	\$23,650.00
13	Testing	LS	1	\$1,300.00	\$1,300.00
<b>TOTAL WATER</b>					<b>\$104,987.00</b>

**b. Sewer**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Tie to Existing (Core Drill)	Each	1	\$376.00	\$376.00
2	Manhole	Each	12	\$2,577.00	\$30,924.00
3	8" SDR35	LF	2515	\$19.00	\$47,785.00
4	8" Ductile Iron	LF	40	\$54.00	\$2,160.00
5	Sewer Trench Stone	Ton	750	\$45.00	\$33,750.00
6	Sewer Services	Each	42	\$427.00	\$17,934.00
7	Pump Station	LS	1	\$169,050.00	\$169,050.00
8	Force Main	LS	1	\$40,191.00	\$40,191.00
<b>TOTAL SEWER</b>					<b>\$342,170.00</b>

**TOTAL PUBLIC UTILITIES** **\$447,157.00**

**TOTAL PROJECT** **\$904,792.30**

**10% WARRANTY** **\$90,479.23**





**THE CULLIPHER GROUP, P.A.**  
**ENGINEERING & SURVEYING SERVICES**

August 15, 2022

Jennifer H. Ansell, CFM, CZO, Planner  
Town of Swansboro  
601 W. Corbett Avenue  
Swansboro, NC 28584

Re: Warranty Opinion- Shipwright Pointe, Phase II, Portion of Nellie Lane

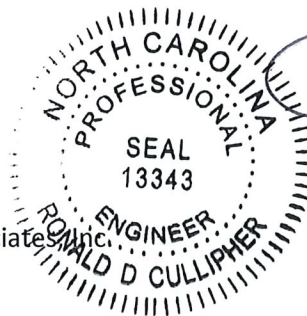
Dear Ms. Ansell,

Based on your request, I have reviewed the Cost Opinion for Calculation of Warranty for Shipwright Pointe, Section II, portion of Nellie Lane. This cost opinion was provided by Tidewater Associates, Inc dated August 15, 2022. I find that the warranty in the amount of \$3182.50 to be adequate and in accordance with Town requirements.

If I can provide any additional assistance, please let me know.

Sincerely,

Ronald D. Cullipher, P.E.



Cc:

Jonathan McDaniel, P.E., Tidewater Associates, Inc.

**HESTRON PLAZA TWO**  
**151-A NC HWY 24**  
**MOREHEAD CITY, NC 28557**  
**(252) 773-0090**



**TIDEWATER ASSOCIATES, INC.**  
**ENGINEERS • SURVEYORS • PLANNERS**  
**JACKSONVILLE, NORTH CAROLINA**

**COST OPINION FOR  
 CALCULATION OF WARRANTY  
 Shipwright Pointe Phase II  
 August 15, 2022**

OWNER: A. Sydes Construction, Inc.  
 P.O. Box 7122  
 Jacksonville, NC 28540

ENGINEER: Tidewater Associates, Inc.  
 P.O. Box 976  
 Jacksonville, NC 28541

**NOTE 1:** The information contained herein represents the Preparers' opinion of the expected cost of construction based on the cost of similar types of work under similar working conditions. It is not an offer to perform the work at the stated prices, nor is it intended to represent more than the Preparers' opinion. The actual cost can be influenced by an infinite number of factors beyond the Preparers' control.

**NOTE 2:** Unit prices taken from Contract, where practical.

**Part A - Public Works (Portion of Nellie Lane)**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Clear and Rough Grade	LS	1	\$2,500.00	\$2,500.00
2	Fine Grade for Asphalt	LS	1	\$1,000.00	\$1,000.00
3	24" Curb & Gutter	LF	400	\$14.00	\$5,600.00
4	6" CABC Stone	SY	780	\$10.00	\$7,800.00
5	1.5" Asphalt	SY	670	\$10.00	\$6,700.00
6	Testing	LS	1	\$1,000.00	\$1,000.00
7	Dress Up Site	LS	1	\$1,000.00	\$1,000.00
8	4' Sidewalk	LF	400	\$14.00	\$5,600.00
9	Permanent Grassing	Acre	0.25	\$2,500.00	\$625.00

**TOTAL PUBLIC WORKS** **\$31,825.00**

**TOTAL PROJECT** **\$31,825.00**

**10% WARRANTY** **\$3,182.50**



Secretary.C3.2022.Projects.ShipwrightPointeII.CostOpinion..08.12.22

306 New Bridge Street | P.O. Box 976 | Jacksonville, NC 28541-0976 | (910) 455-2414  
 Firm License Number F - 0108 | [www.tidewaterenc.com](http://www.tidewaterenc.com)



**TIDEWATER ASSOCIATES, INC.**  
ENGINEERS • SURVEYORS • PLANNERS  
**JACKSONVILLE, NORTH CAROLINA**

VIA EMAIL

May 3, 2022

Ms. Jennifer H. Ansell, CFM, CZO, Planner  
Town of Swansboro Planning Dept.  
601 W. Corbett Avenue  
Swansboro, NC 28540

RE: Request for Final Inspection,  
Acceptance of Public Improvements and  
Release of Warranty Bond  
**Shipwright Pointe, Section II**  
Onslow County, NC

Dear Ms. Ansell,

On behalf of A. Sydes Construction, Inc. this letter is to request Final Inspection, Acceptance of Public Improvements and Release of Warranty Bond, for the above subdivision. The Developer has completed required improvements and repairs on the above referenced project.

Please contact us if you have questions or if more information is needed.

Sincerely,  
TIDEWATER ASSOCIATES, INC.

Richard C. Muni  
Construction Administrator

Enclosures:

ec: A. Sydes Construction, Inc.

xc: CF (P), LAM, TMS

RCM/bop

Secretary.C.3.2022.Projects.ShipwrightPointeSecII.Letter.FinalInspection...02.14.22 050322

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**PARKER & ASSOCIATES, INC.**  
ENGINEERS • SURVEYORS • PLANNERS  
**JACKSONVILLE, NORTH CAROLINA**

VIA EMAIL

May 14, 2020

Christopher Seaberg, Town Manager  
Town of Swansboro  
P.O. Box 128  
Jacksonville, NC 28541

RE: Re-Request for:  
Acceptance of Public Improvements,  
And Release of Performance Bonds  
**Shipwright Pointe Phase I & II**  
**Onslow County, NC**

Dear Mr. Seaberg,

Please find enclosed copies of the ONWASA Acceptance Letters and Street Certifications for the above-referenced project. The Developer has completed the public improvements for this project and now requests Acceptance of Public Improvements and Release of the Performance Bonds.

**PLEASE NOTE:** This request along with the attachments and bond amounts was previously sent back in January, 2020. Please let us know if you will require any re-submittals.

As always, we appreciate your timely assistance in these matters. If you have any questions or need more information, please let me know.

Sincerely,

PARKER & ASSOCIATES, INC.

  
Richard C. Muni, PLS  
Construction Administrator

ec: Jennifer Ansell – Town of Swansboro (w/enclosures)  
Paula Webb-Town of Swansboro (w/enclosures)  
Jim Stipe – Town of Swansboro (w/enclosures)  
Tony Sydes; Leah Quinn; Ronnie Watters - Sydes Construction (w/enclosures)  
CF (P), LAM, TMS

RCM/djh

C1.2020.RCM.Seaberg.ShipwrightPt.Re-Request.051420



onwasa.com

228 Georgetown Rd  
Jacksonville, NC 28540

## WATER and SEWER PROJECT

July 11, 2018

REF: Shipwright Pointe Section I, Lots 25 - 45  
DEQ PWS # 17-00049  
DEQ DWR # WQ0039029MOD  
ONWASA ID #04-67-035  
Approval Date 05/31/2018

Jason A. Houston, P.E.  
Parker & Associates, Inc.  
P.O. Box 976  
Jacksonville, NC 28541-0976

Mr. Houston,

All necessary and required documentation has been received by ONWASA regarding Shipwright Pointe Section I, lots 25-45. Final acceptance of this project by the Onslow Water and Sewer Authority and start of 18-month warranty began July 3, 2018.

Sincerely,

Wynne M. Ray  
Technical Operations Supervisor

cc: File

DEQ - PWS  
Matthew Padgett, Distribution Superintendent  
Tina Ryle, Customer Service Director  
ONWASA Inspections  
ONWASA GIS  
Greg Oliver, Safety Risk Manager

RECEIVED  
JUL 16 2018  
PARKER

gim



WATER and SEWER PROJECT

October 11, 2019

REF: Shipwright Pointe Section II, Lots 1-24 and 46-64  
DEQ PWS # 17-00049  
DEQ DWR #WQ0039029MOD  
ONWASA ID #04-67-035  
PWS Approval Date 08/16/19

RECEIVED  
OCT 15 2019  
PARKER

Jason A. Houston, P.E.  
Parker & Associates, Inc.  
P.O. Box 976  
Jacksonville, NC 28541-0976

Mr. Houston,

All necessary and required documentation has been received by ONWASA regarding Shipwright Pointe Section II, Lots 1-24 and 46-64. Final acceptance of this project by the Onslow Water and Sewer Authority and start of the 18-month warranty began September 16, 2019.

Sincerely,

Wynne M. Ray  
Technical Operations Supervisor

- cc: File  
DEQ - PWS  
Matthew Padgett, Distribution Superintendent  
Tina Ryle, Customer Service Director  
ONWASA Inspections  
ONWASA GIS  
Greg Oliver, Safety Risk Manager

**PARKER & ASSOCIATES, INC.**  
ENGINEERS • SURVEYORS • PLANNERS  
JACKSONVILLE, NORTH CAROLINA

(910) 455-2414 | Fax (910) 455-3441  
306 New Bridge Street | P.O. Box 976  
Jacksonville, NC 28541-0976  
Firm License Number F-0108

*sdj 5-17* ✓  
VIA EMAIL AND MAIL



LAM Item - b.  
JAH *15-02*  
TMS *11/5-17*  
DAB *12/5/2*  
RCM *1/5-21*

May 17, 2018

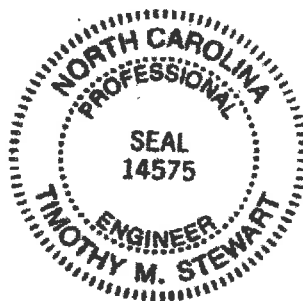
Ms. Andrea Correll, Town Planner  
Town of Swansboro  
601 W. Corbett Avenue  
Swansboro, NC 28584

RE: Street Certification (Final)  
Shipwright Pointe, Phase I  
Onslow County, NC

Dear Ms. Correll:

Our company, G.E.T. Solutions, Inc., and Eastern Asphalt have conducted on-site inspections of the streets and drainage for the above subdivision. Based on the enclosed test results and our inspections of the project, we find the Streets (Subgrade, CABC Stone, and Pavement) and Storm Drainage to have been constructed within substantial compliance and the intent of the design drawings and hereby issue this Final Certification for the streets. Enclosed please find the testing data from GET Solutions, Inc. and Eastern Asphalt for the subgrade CABC stone and pavement.

If you have any questions or if additional information is required, please advise.



Sincerely,

PARKER & ASSOCIATES, INC.

*Timothy M. Stewart*  
Timothy M. Stewart, P.E.

Enclosures: *sdj 5-17*

cc: Mr. Anthony W. Sydes (Letter Only)

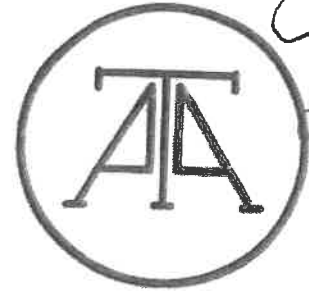
xc: CF (P), LAM, JAH, TMS, DAB, RCM

TMS/djh

Secretary.C2.Forms.NCDOT..Correll.ShipwrightPt.FinalStreetCertLtr.5.17.18

**PARKER & ASSOCIATES, INC.**  
**ENGINEERS • SURVEYORS • PLANNERS**  
**JACKSONVILLE, NORTH CAROLINA**

(910) 455-2414 |  
 306 New Bridge Street | P.O. Box 976  
 Jacksonville, NC 28541-0976  
 Firm License Number F-0108



September 3, 2019

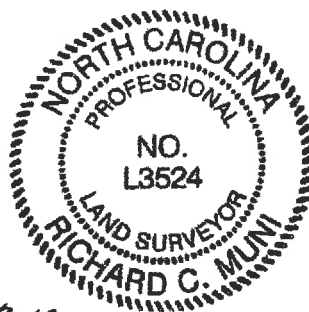
Town of Swansboro  
 Attention: Town Planner  
 601 W. Corbett Avenue  
 Swansboro, NC 28584

RE: Street Certification (Final)  
 Shipwright Pointe, Phase II  
 Onslow County, NC

Dear Sir/Madam:

Our company, Cape Fear Engineering, Inc., and Eastern Asphalt have conducted on-site inspections of the streets and drainage for the above subdivision. Based on the enclosed test results and our inspections of the project, we find the Streets (Subgrade, CABC Stone, and Pavement) and Storm Drainage to have been constructed within substantial compliance and the intent of the design drawings and hereby issue this Final Certification for the streets. Enclosed please find the testing data from Cape Fear Engineering, Inc. and Eastern Asphalt for the subgrade CABC stone and pavement.

If you have any questions or if additional information is required, please advise.



Sincerely,

PARKER & ASSOCIATES, INC.

Richard C. Muni, P.L.S.

Enclosures:

ec: Mr. Anthony W. Sydes (Cert. Only)  
 xc: CF (P), LAM, JAH, TMS  
 RCM/djh

C1.2019.RCM.Letter.TownSwans.ShipwrightPtII-FinalStreetCert.083019



# Certificate As to Utilities and Dedication

I hereby certify that the plans and specifications for the water and sewer improvements for the Shipwright Point, Section II subdivision have been reviewed and approved by the Onslow Water and Sewer Authority, that such water and sewer improvements have been constructed, and that the Onslow Water and Sewer Authority hereby accepts the dedication of the water and sewer improvements along with associated easements.

*Anthony W. Sydes* Date: 8-27-19  
Onslow Water and Sewer Authority Official

Certificate of Final Approval. I hereby certify that the subdivision depicted hereon has been granted final approval pursuant to the Subdivision Ordinance of the Town of Swansboro subject to its being recorded in the Office of Register of Deeds within 60 days of the date below.

*Anthony W. Sydes* 9/16/2019  
Town Manager or his designee Date

## Certificate of Improvements

I hereby certify that streets, utilities, and other improvements have been installed in an acceptable manner and according to specifications of the Town of Swansboro in the subdivision depicted hereon or that a performance bond or other sufficient surety in the amount of \$55,187.50 and \$135,625.00 (Sidewalk Bond) has been posted with the Town of Swansboro to assure completion of required improvements.

*Anthony W. Sydes* 9/16/2019  
Administrator Date

Drainage and Streets Certificate. I hereby certify that the drainage and street improvements have been installed in accordance with the Town of Swansboro Standards or that a sufficient surety has been provided to cover the cost of construction in accordance with the requirements of the Town of Swansboro Subdivision Ordinance.

*Anthony W. Sydes* 8-27-19  
Authorized Agent Date

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

*Deborah J. Hemby* 8-27-19  
Owner Date

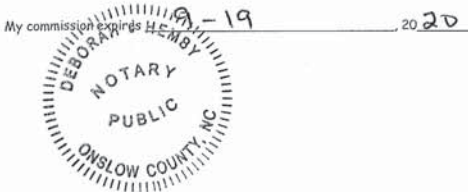
North Carolina, Onslow County

I, *Deborah J. Hemby*, a Notary Public for said County and State, do hereby certify that

*Anthony W. Sydes* personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the 27th day of August, 2019.

*Deborah J. Hemby*  
Notary Public



## OWNER'S CERTIFICATION AS TO WATER AND SEWER

I certify (i) that I am the owner of the lands shown on this map and of all of the water and sewer infrastructure located on such lands, (ii) that all required water and sewer improvements have been constructed within the streets and utility easements shown on this map in accordance with plans and specifications approved by Onslow Water and Sewer Authority ("ONWASA"), (iii) that all such water and sewer improvements are hereby dedicated and conveyed to ONWASA, free of liens and encumbrances, (iv) that ONWASA is hereby granted a perpetual easement over all streets and utility easements shown on this map, and (v) that the undersigned warrants to ONWASA for a period of 18 months from the date of this certification that such improvements are free from defects in materials and workmanship.

This 27th day of August, 2019.  
*Anthony W. Sydes* Date: 8-27-19  
Anthony W. Sydes - President  
A. Sydes Construction, Inc.

## NOTES:

- All streets are public. (Town of Swansboro)
- Minimum Setbacks:  
Front Yard .....30'  
Side Street .....20'  
Side Yard .....10'  
Rear Yard .....20'
- Sight distance easements shown hereon shall remain as property of homeowners but shall remain free of all structures, trees, shrubbery, and signs, except utility poles, fire hydrants and traffic control signs, which could restrict driver's vision.
- Maintenance for easements outside of Streets rights-of-way will be the responsibility of the homeowner.
- 1/2" Iron Stakes set at ground level at all lot corners, except as noted.
- This site is not affected by any special flood hazard per FEMA CPN 370179 5354 J (City of Swansboro) effective Nov. 3, 2005.
- Minimum Lot Size = 20,000 Sq. Ft.
- Maximum Lot Size = 40,478.5 Sq. Ft.
- All easements are drainage and utility at dimensions shown, unless otherwise noted.  
Easements shown as      or     , except along street rights-of-way.
- 10' public drainage, utility easements and landscape buffers are reserved along all street rights-of-way.
- All easements are dedicated for public use, unless specifically noted otherwise. Public use means that public entities and the general public may use the easement, but does not mean or imply that any entity does or will use, or does or will maintain any feature (drainage or utilities, etc.) inside the easement.
- All distances are horizontal ground, U.S. survey feet.
- All acreage calculated by coordinates.
- There are no Areas of Environmental Concern (AEC) as defined by Coastal Area Management Act (CAMA) on this site.
- The 50' Stormwater buffer extends from the bank of the stream. The non wetland area of the buffer may be cleared of graded, but must be planted with and maintained in, grass or other vegetative or plant material. No impervious surfaces are allowed within the buffer.
- Before erecting any structure each individual property owner shall verify the structure is not within the 50 foot stormwater setback by measuring from the top of bank of Mill Branch. For definition of top of bank, contact Wilmington Regional NCDENR office Division of Water Quality (910) 796-7215.
- No Register of Deed search done by or furnished to surveyor regarding deed or covenant restrictions.
- Wetlands line delineated by Pittman Soil Consulting: Surveyed by Parker & Associates, Inc. in February 2015, Delineation approved by the U.S.A.C.O.E. on 6/18/15 and expires 6/18/20, unless there is a change in the law or published regulations.
- Fire District White Oak River (Swansboro VFD)
- ISO Rating - 5
- Only one (1) principle structure per lot shall be allowed.
- Lots to be served by ONWASA and underground utilities.

## Right-of-way Curve Data

Curve	Radius	Length	Tangent	Chord	Bearing	Delta
1	335.00'	215.37'	111.56'	211.68'	N02°01'30"W	36°50'09"
	285.00'	183.23'	94.91'	180.09'	N02°01'30"W	36°50'09"
2	775.00'	346.83'	176.37'	343.94'	S07°32'21"E	29°38'27"
	725.00'	324.45'	164.99'	321.75'	S07°37'21"E	29°38'27"
3 (Total)	335.00'	146.78'	74.59'	145.61'	N07°21'15"W	25°06'14"
	285.00'	124.87'	63.45'	123.88'	N07°21'15"W	25°06'14"
5	335.00'	254.74'	133.88'	248.65'	N69°43'59"E	43°34'07"
	285.00'	216.72'	113.90'	211.53'	N69°43'59"E	43°34'07"
11	20.00'	28.43'	17.22'	26.10'	S22°05'52"W	81°27'22"
12	20.00'	29.46'	18.14'	26.87'	N60°24'13"W	84°24'07"
13	25.00'	21.03'	11.18'	20.41'	S67°25'21"W	48°11'23"
14	25.00'	21.03'	11.18'	20.41'	S64°23'17"E	48°11'23"
15	20.00'	32.86'	21.50'	29.29'	N63°27'53"E	94°08'39"
16	20.00'	33.71'	22.44'	29.86'	S31°53'58"E	96°35'04"
17	20.00'	31.42'	20.00'	28.28'	N50°11'52"E	90°00'00"
18	20.00'	31.42'	20.00'	28.28'	N39°48'08"W	90°00'00"
19	25.00'	21.03'	11.18'	20.41'	S71°06'11"W	48°11'23"
20	25.00'	21.03'	11.18'	20.41'	S60°42'27"E	48°11'23"

## 404 Wetlands Caution

Prospective buyers are cautioned that portions of the lots shown on this plat are restricted in use by the Jurisdiction of the United States Army Corps of Engineers 404 Wetlands Regulations. Individual lot reviews are encouraged. Verification of location and restrictions should be made prior to individual lot development.

## Wetlands Line "A" To "B"

Lot	Bearing	Length	Lot	Bearing	Length
7	S87°27'34"E	18.18'	Open Space #2	S03°20'49"E	23.78'
	N61°54'59"E	25.55'		S04°06'05"E	1.59'
	N50°14'14"E	31.59'		N78°35'53"W	12.54'
8	N50°14'14"E	3.61'		S11°24'07"W	13.45'
	N69°21'00"E	24.53'		S78°35'19"E	15.00'
	S11°24'56"E	30.63'		S27°52'45"E	10.51'
	S14°03'10"E	35.32'		S49°46'50"W	5.35'
7	N79°17'40"W	15.45'		N49°36'41"W	22.82'
	N66°11'24"W	31.30'		N78°18'32"W	26.53'
	S79°41'30"W	18.77'		N60°46'35"W	25.96'
	S54°20'41"W	36.50'		N65°49'50"W	21.38'
	S56°18'21"W	23.05'		N56°44'22"W	31.63'
	S87°41'18"W	2.78'		N77°44'30"W	34.25'
Open Space #2	N80°22'26"W	28.18'		N80°22'26"W	28.18'
	S77°27'43"W	27.22'		S60°42'43"W	26.58'
	S40°04'59"W	22.16'		S72°42'47"W	25.26'
	S07°30'47"W	27.83'		S50°53'42"W	29.18'
	S19°13'09"W	29.92'		S14°53'16"W	24.04'
	S64°43'13"W	22.25'		S11°35'18"E	28.27'
	S57°28'57"W	20.27'		S31°45'29"E	22.60'
	S41°47'04"W	28.88'		S13°47'32"W	24.60'
	S00°43'20"E	45.22'		S21°34'24"W	22.67'
	S09°00'44"W	54.73'		S27°39'45"W	27.18'
	S26°58'20"E	27.82'		S04°56'20"W	17.35'
	S38°40'18"E	34.83'		S36°26'04"W	24.95'
	S26°36'36"E	38.80'		S77°49'19"W	35.79'
	S05°45'45"E	23.58'		S58°59'34"W	32.54'
	S00°50'40"W	29.72'		S35°47'17"W	24.46'
	S10°22'20"W	28.21'		S55°19'10"W	23.07'
	S16°00'21"E	34.22'		S64°35'40"W	17.66'
	S35°38'43"E	20.68'		S00°08'22"W	19.72'
	S57°45'05"E	36.67'		S15°27'59"E	20.28'
	N76°30'20"E	13.31'		S52°16'03"E	24.43'
	N66°41'53"E	36.71'		S72°16'13"E	24.17'
	N61°53'47"E	32.68'		S66°43'57"E	18.53'
	N69°29'06"E	26.55'		S67°27'23"E	15.45'
	N38°04'32"E	24.37'		S72°53'34"E	23.68'
	N72°49'11"E	33.13'		S74°09'32"E	24.28'
	S53°23'37"E	33.54'		S53°09'52"E	20.64'
	S37°41'33"E	30.85'		S86°36'56"W	11.94'
	S67°06'59"E	28.99'		N60°33'16"W	21.03'
	S81°39'54"E	27.25'		N63°31'26"W	26.52'
	S89°13'42"E	28.56'		S73°09'37"W	17.10'
	S38°39'34"E	23.23'		N70°31'12"W	19.14'
	S23°49'25"W	6.57'		N74°56'10"W	27.44'
	S15°59'25"W	9.06'		S81°17'21"W	14.35'

## Wetlands Line "C" To "D"

Lot	Bearing	Length
62	N76°24'41"W	13.19'
	N78°45'19"W	32.02'
	S86°41'48"W	22.87'
	S78°30'18"W	35.16'
	S77°13'56"W	24.38'
	N49°41'37"W	25.18'
	N79°29'12"W	26.79'
	N83°14'35"W	24.32'
	S84°40'58"W	5.68'
	N15°05'01"W	11.29'
	N02°28'32"E	3.59'
	S79°59'59"E	10.15'
	N09°58'30"E	6.19'
61	N09°58'30"E	7.27'
	N80°01'30"W	12.30'
	N02°59'09"W	12.54'
	N22°19'41"W	9.77'
	S87°07'42"E	12.37'
	S85°05'16"E	27.62'
	S70°38'25"E	15.95'
	S72°19'26"E	36.56'
	N81°34'51"E	30.75'
	N78°22'25"E	31.63'
	N42°36'19"E	20.66'
	S67°01'09"E	14.48'
	S84°27'59"E	27.96'
	S59°13'15"E	7.13'

## Wetlands Line "E" To "F"

Lot	Bearing	Length
20	S61°55'44"E	25.85'
	S83°37'58"W	30.06'

## Chord Data

Lot	Curve	Bearing	Distance
1	15	N34°00'29"E	12.11'
1	1	N00°56'49"E	151.81'
2	1	N17°28'15"W	29.55'
3	2	N18°18'34"W	57.70'
4	2	N12°43'48"W	93.17'
SPS	2	N07°50'48"W	38.88'
5	CD5	S72°20'25"W	42.79'
6	CD5	N57°12'46"W	42.44'
7	CD5	N00°08'25"E	53.34'
8	CD5	N62°14'22"E	49.79'
9	CD5	S62°19'23"E	43.28'
Open	2	N00°36'21"W	156.73'
15	3	N02°47'08"E	23.99'
16	3	N08°54'53"W	92.00'
16	5	S84°27'23"W	82.36'
18	Temp CD5	N82°34'39"W	81.00'
19	Temp CD5	N83°46'49"E	79.08'
20	Temp CD5	S42°07'34"E	3.20'
23	5	N77°23'13"E	139.15'
24	5	N59°36'10"E	75.92'
46	5	S55°23'14"W	86.74'
46	3	S10°43'17"E	92.19'
47	3	S01°11'34"W	46.80'
61	2	S00°18'02"E	138.93'
62	2	S13°07'16"E	184.80'
63	1	S14°34'41"E	68.46'
64	1	S09°50'24"W	145.62'
64	16	S07°11'02"E	16.00'

## Tract Data

- Total Number of Lots = 43 Residential 1 SPS
- Acreage in Total Tract = 32.40 Ac.
- Acreage in Open Space = 7.11 Ac.
- Linear Feet of Streets = 2,697 L.F.
- Area in Newly Dedicated Right-of-Way = 3.17 Ac.
- Acreage in Other Land Usage = 0.32 Ac. (SPS)
- Current Zone = R-20SF

Deed Ref:  
D.B. 4246, Pg. 453  
M.B. 69, Pg. 106  
PIN#535401488274

## FINAL PLAT

## SHIPWRIGHT POINTE, SECTION II

Swansboro Twp., Onslow Co., North Carolina

Owner/Developer: A. Sydes Construction, Inc.

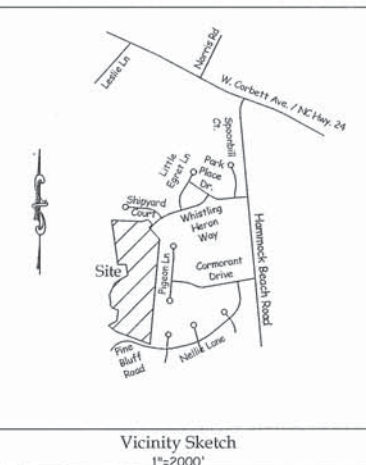
100 Carolina Plantations Boulevard  
Jacksonville, North Carolina 28546  
(910) 455-6956

DATE: 03/18/19

SCALE: Not to Scale

## PARKER & ASSOCIATES, INC.

Engineers - Surveyors - Planners  
Jacksonville, North Carolina  
P.O. Box 976 - 306 New Bridge Street - 28540  
Phone (910) 455-2414 - www.ParkerJacksonville.com  
N.C. Firm License Number: F-0108



I, Edwin N. Foley, certify that this map was drawn under my supervision from an actual survey (Deed and Plat references as shown hereon), made under my supervision, completed on February, 2016 and June 17, 2019, that the Average Relative Positional Precision is 0.08', that the boundaries not surveyed are shown as broken lines drawn from sources noted, that this map was prepared in accordance with G.S. 47-30 as amended, this map was prepared for recording purposes.

Witness my original signature, license

number and seal this 20th day of August, 2019.

*Edwin N. Foley*  
Edwin N. Foley, P.L.S., L-2884

NORTH CAROLINA, ONSLOW COUNTY

I, *Rhonda Huffman*, Review Officer of Onslow County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

*Rhonda Huffman* 9-16-19  
Review Officer Date

NORTH CAROLINA, ONSLOW COUNTY

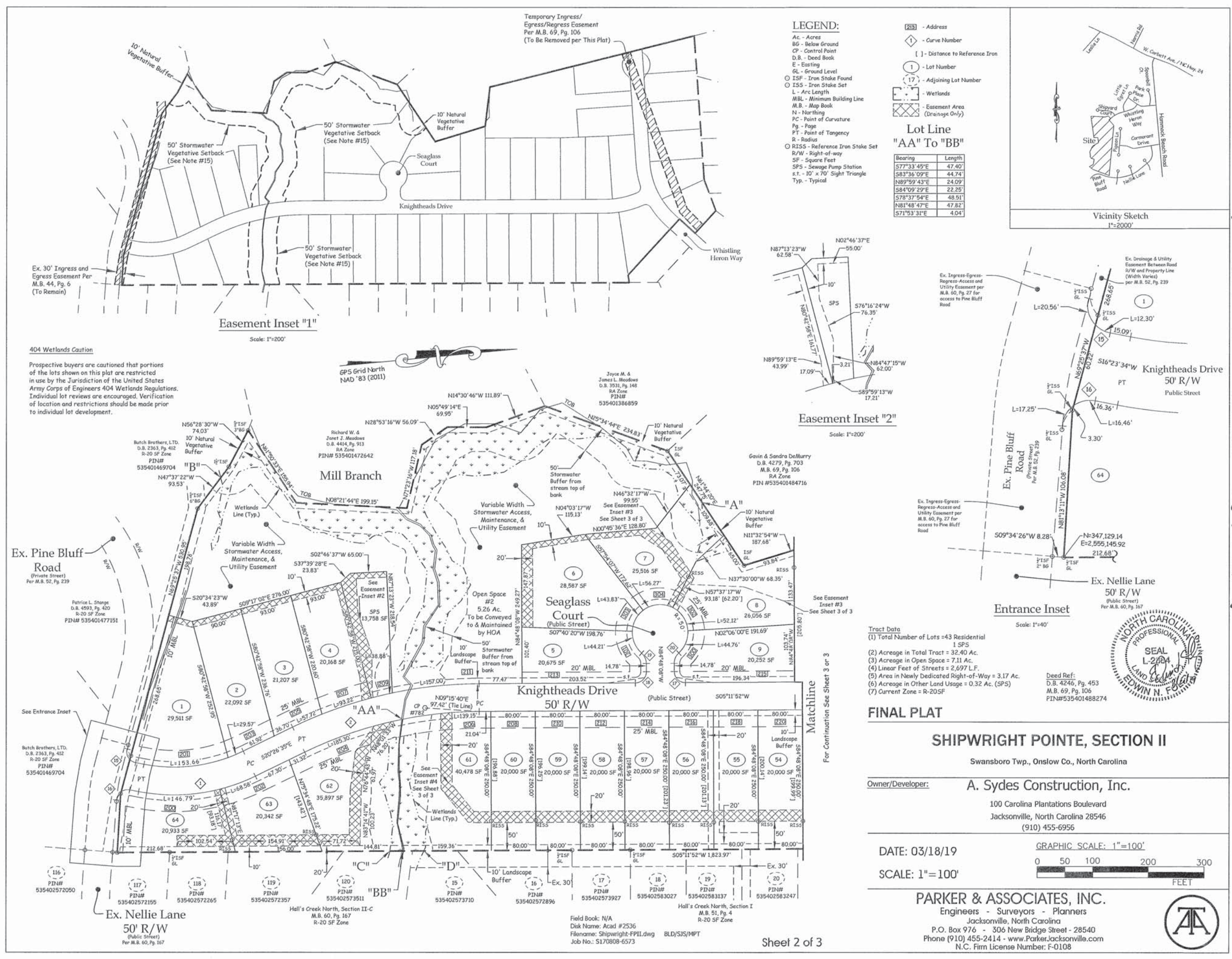
Doc ID: 014449810001 Type: CRP  
Recorded: 09/16/2019 at 11:22:56 AM  
Fee Amt: \$63.00 Page 1 of 1  
Onslow County, NC  
Rebecca L. Pollard Reg. of Deeds  
BK 76 PG 235  
Cabinet O  
*Rebecca L. Pollard*  
By: *Angela B. Totoms* (deputy)  
Register of Deeds Onslow County

Item - b.

B  
K  
7  
6  
P  
G  
2  
3  
5



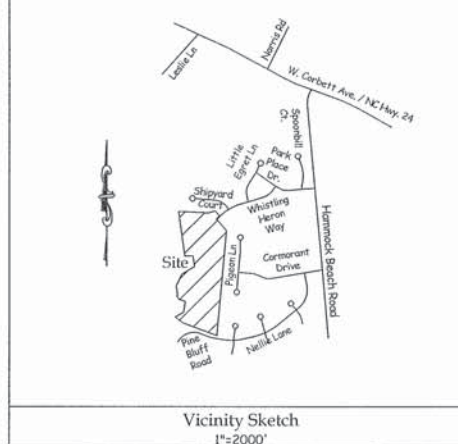
Item - b.



- LEGEND:**
- Ac. - Acres
  - B.G. - Below Ground
  - CP - Control Point
  - D.B. - Deed Book
  - E - Easting
  - GL - Ground Level
  - ISF - Iron Stake Found
  - ISS - Iron Stake Set
  - L - Arc Length
  - MBL - Minimum Building Line
  - M.B. - Map Book
  - N - Northing
  - PC - Point of Curvature
  - Pg. - Page
  - PT - Point of Tangency
  - R - Radius
  - RISS - Reference Iron Stake Set
  - R/W - Right-of-way
  - SF - Square Feet
  - SPS - Sewage Pump Station
  - s.t. - 10' x 70' Sight Triangle
  - Typ. - Typical

**Lot Line "AA" To "BB"**

Bearing	Length
S77°33'45"E	47.40'
S83°36'09"E	44.74'
N89°59'43"E	24.09'
S84°09'25"E	22.25'
S78°37'54"E	48.51'
N81°48'47"E	47.82'
S71°53'31"E	4.04'



- Tract Data**
- (1) Total Number of Lots = 43 Residential
  - (2) Acreage in Total Tract = 32.40 Ac.
  - (3) Acreage in Open Space = 7.11 Ac.
  - (4) Linear Feet of Streets = 2,697 L.F.
  - (5) Area in Newly Dedicated Right-of-Way = 3.17 Ac.
  - (6) Acreage in Other Land Usage = 0.32 Ac. (SPS)
  - (7) Current Zone = R-20SF



**FINAL PLAT**

**SHIPWRIGHT POINTE, SECTION II**

Swansboro Twp., Onslow Co., North Carolina

**Owner/Developer:** A. Sydes Construction, Inc.

100 Carolina Plantations Boulevard  
Jacksonville, North Carolina 28546  
(910) 455-6956

**DATE:** 03/18/19

**SCALE:** 1"=100'

**GRAPHIC SCALE:** 1"=100'

0 50 100 200 300 FEET

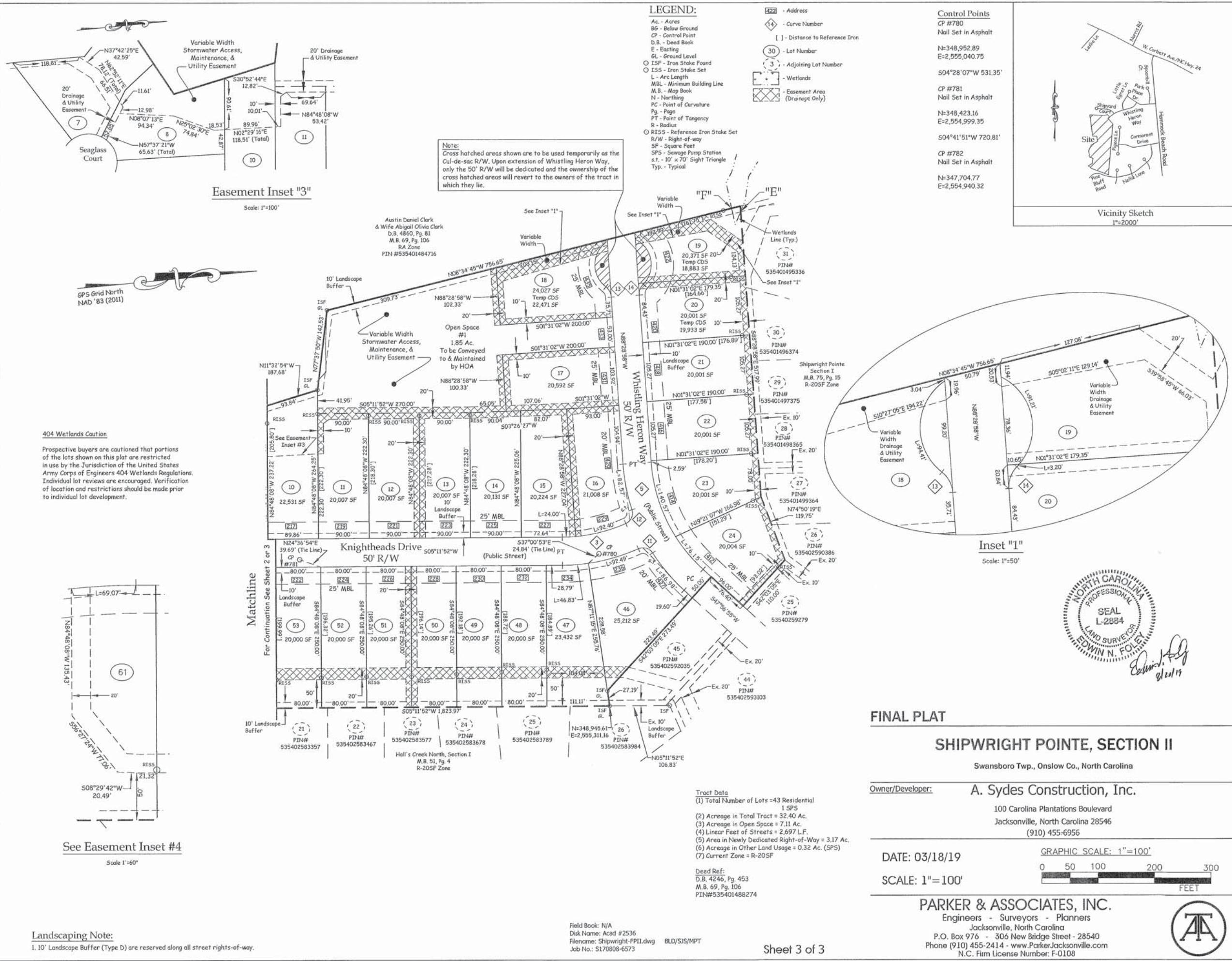
**PARKER & ASSOCIATES, INC.**  
Engineers - Surveyors - Planners  
Jacksonville, North Carolina  
P.O. Box 976 - 306 New Bridge Street - 28540  
Phone (910) 455-2414 - www.ParkerAssociates.com  
N.C. Firm License Number: F-0108

B  
K  
J  
6  
P  
G  
2  
3  
5  
A

Z:\Land Projects\Shipwright Pointe\dwg\Shipwright-FPL.dwg, 8/20/2019 10:28:21 AM, KHV



Item - b.



Z:\Land Projects 3 (Shipwright Pointe) (dwg) Shipwright-FPL.dwg, 8/20/2019 10:28:46 AM, KHW



Item - b.

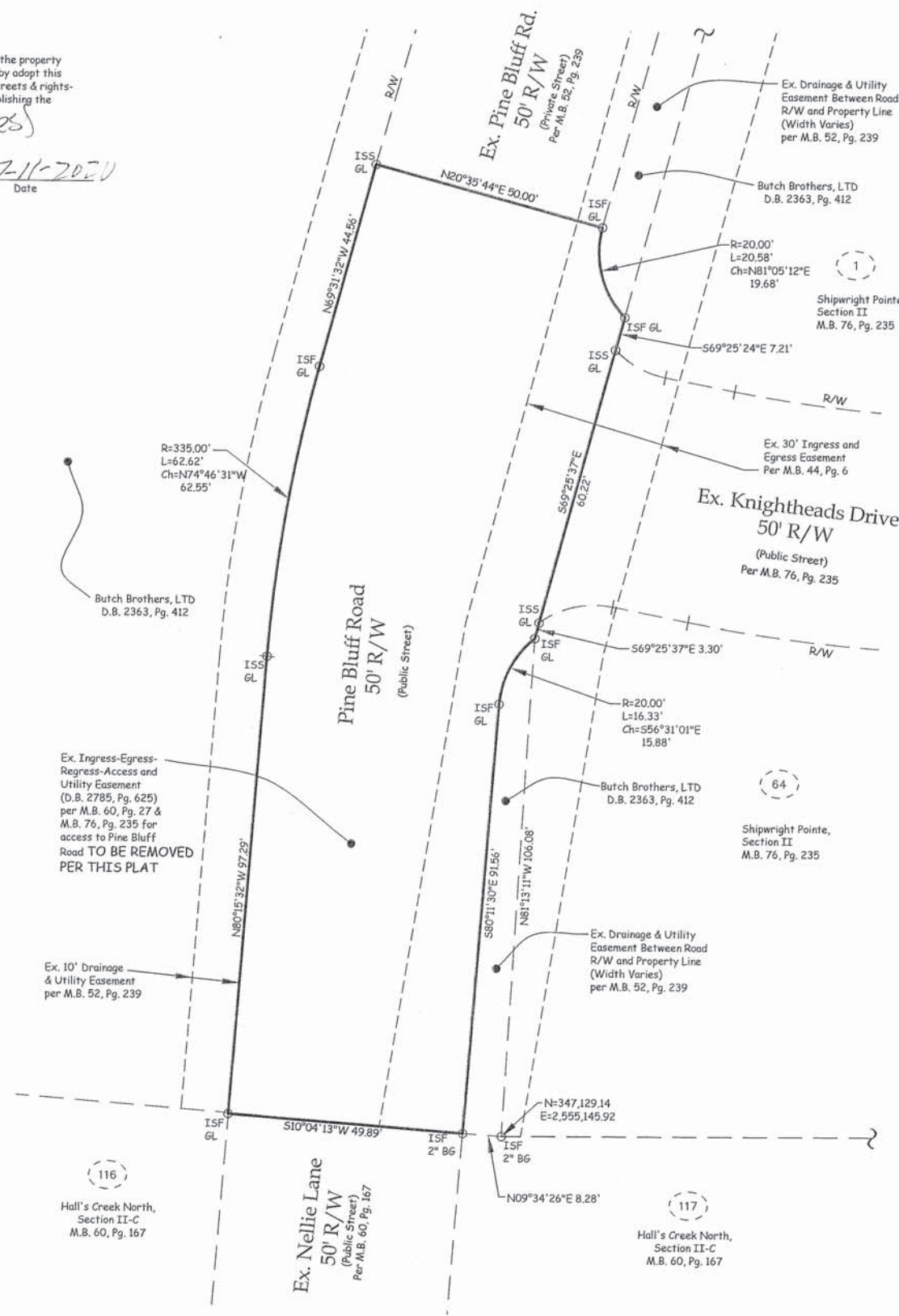
NOTES

1. All distances are horizontal ground, U.S. survey feet.
2. No Register of Deed search done by or furnished to surveyor regarding deed or covenant restrictions.
3. All acreages calculated by coordinates.
4. This site is not affected by any special flood hazard per FEMA CPN 370179 5354 J (Town of Swansboro), effective Nov. 3 2005.
5. The GPS portion of the control & boundary work was performed to third order, Class I, FGCC specifications. The coordinates were obtained by Real Time Kinematic Differential GPS Observations using Trimble Survey Grade 5800 GPS Unit, NCGS RTK Network Adjustments to NC Grid NAD '83, 2011 Adjustments. Average position accuracy is 0.08'.

Certificate of Dedication

We hereby certify that we are the owners of the property shown and described hereon and that we hereby adopt this plan with our free consent and dedicate the streets & rights-of-ways to the public for the purpose of establishing the street right-of-way.

*Stacy L. Batchelor* (Pres)  
Owner Date 7-11-2020



I, Stacy L. Batchelor, Professional Land Surveyor L-4750, certify to one of the following as indicated:

- ☐ A. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.
- ☐ B. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.
- ☐ C. Any one of the following:
  1. That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street.
  2. That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse.
  3. That the survey is a control survey.
  4. That the survey is of a proposed easement for a public utility as defined in G.S. 62-3.
- ☒ D. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption or exception to the definition of subdivision.
- ☐ E. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (A) through (D) above.

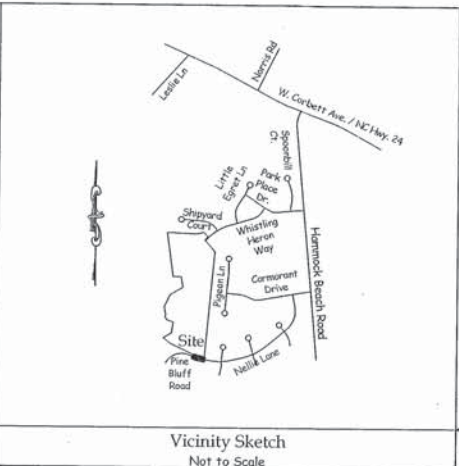
*Stacy L. Batchelor* 02/04/2020  
Stacy L. Batchelor, P.L.S., L-4750



This plat is an exemption from the Onslow County Subdivision Ordinance Per Section 301 (c) A  
*Matthew A. Stuart* 7/14/20  
Subdivision Administrator Date

LEGEND:

- BG - Below Ground
- D.B. - Deed Book
- E - Easting
- EOP - Edge of Pavement
- GL - Ground Level
- ISF - Iron Stake Found
- ISS - Iron Stake Set
- L - Arc Length
- M.B. - Map Book
- N - Northing
- Pg. - Page
- R - Radius
- R/W - Right-of-way
- 1 - Existing Lot Number



I, Stacy L. Batchelor, certify that this map was drawn under my supervision from an actual survey (Deed and Plat references as shown hereon), made under my supervision, completed on December 18, 2019, that the Average Relative Positional Precision is 0.08', that the boundaries not surveyed are shown as broken lines drawn from sources noted, that this map was prepared in accordance with G.S. 47-30 as amended. This map was prepared for recording purposes.

Witness my original signature, license number and seal this 4th day of FEBRUARY AD 2020.  
*Stacy L. Batchelor*  
Stacy L. Batchelor, P.L.S., L-4750

NORTH CAROLINA, ONSLOW COUNTY  
I, *Carol N. Normik*  
Review Officer of Onslow County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

*Carol N. Normik* 7/14/20  
Review Officer Date

NORTH CAROLINA, ONSLOW COUNTY  
Doc ID: 014833940001 Type: CRP  
Recorded: 07/14/2020 at 10:50:31 AM  
Fee Amt: \$21.00 Page 1 of 1  
Onslow County, NC  
Rebecca L. Pollard Reg. of Deeds  
BK 78 PG 173  
*Rebecca L. Pollard*  
Register of Deeds Onslow County  
*Annelle Campbell* Deputy

PUBLIC RIGHT - OF - WAY MAP

Location: PORTION OF PINE BLUFF ROAD

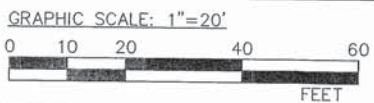
Swansboro Twp., Onslow Co., North Carolina

Owner: Butch Brothers, LTD

105 White Swan Way  
Swansboro, NC 28584  
(910) 326-4688

DATE: 11/20/19

SCALE: 1"=20'



PARKER & ASSOCIATES, INC.  
Engineers - Surveyors - Planners  
Jacksonville, North Carolina  
P.O. Box 976 - 306 New Bridge Street - 28540  
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# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Board Appointments**

Board Meeting Date: **August 22, 2022**

Prepared By: **Paula Webb – Town Manager**

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**Overview:** Due to resignations, and members relocating outside of the jurisdiction, and no appointments being made at prior meetings, there are appointments needed for one (1) ETJ Alternate seat on the Board of Adjustment and two (2) in town Alternate seats on the Historic Preservation Commission.

A recent Historic Preservation Commission resignation was a full member seat, and Alternate member Jonathan McDaniel accepted moving to the full seat, resulting in a vacancy of his alternate seat. The relocation of a member outside the jurisdiction resulted in a vacancy for the other alternate seat. A list of vacancies is provided below as well as a Talent Bank Sheet with those citizens with interest to serve. As a reminder, Talent Bank applications are retained for a period of 1 year.

## **Board of Adjustment**

One (1) vacancy to consider for appointment for ETJ (ALT)

There are no application(s) on file ETJ (ALT)

## **Historic Preservation Commission**

Two (2) vacancies to consider for appointment for Alternate seat.

There are 4 application(s) on file (see Talent Bank Sheet).

## **Background Attachment(s):**

NCGS 160A-362 and NCGS 128-1.1

ETJ Resolutions

Talent Bank Sheet

## **Recommended Action:**

1. Consider appointments to the Board of Adjustment
2. Consider appointments to the Historic Preservation Commission

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

\_\_\_\_\_

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### **§ 160A-362. Extraterritorial representation.**

When a city elects to exercise extraterritorial zoning or subdivision-regulation powers under G.S. 160A-360, it shall in the ordinance creating or designating its planning board provide a means of proportional representation based on population for residents of the extraterritorial area to be regulated. Representation shall be provided by appointing at least one resident of the entire extraterritorial zoning and subdivision regulation area to the planning board and the board of adjustment that makes recommendations or grants relief in these matters. For purposes of this section, an additional member must be appointed to the planning board or board of adjustment to achieve proportional representation only when the population of the entire extraterritorial zoning and subdivision area constitutes a full fraction of the municipality's population divided by the total membership of the planning board or board of adjustment. Membership of joint municipal county planning agencies or boards of adjustment may be appointed as agreed by counties and municipalities. Any advisory board established prior to July 1, 1983, to provide the required extraterritorial representation shall constitute compliance with this section until the board is abolished by ordinance of the city. **The representatives on the planning board and the board of adjustment shall be appointed by the board of county commissioners with jurisdiction over the area.** When selecting a new representative to the planning board or to the board of adjustment as a result of an extension of the extraterritorial jurisdiction, the board of county commissioners shall hold a public hearing on the selection. A notice of the hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The board of county commissioners shall select appointees only from those who apply at or before the public hearing. The county shall make the appointments within 45 days following the public hearing. Once a city provides proportional representation, no power available to a city under G.S. 160A-360 shall be ineffective in its extraterritorial area solely because county appointments have not yet been made. If there is an insufficient number of qualified residents of the area to meet membership requirements, the board of county commissioners may appoint as many other residents of the county as necessary to make up the requisite number. When the extraterritorial area extends into two or more counties, each board of county commissioners concerned shall appoint representatives from its portion of the area, as specified in the ordinance. If a board of county commissioners fails to make these appointments within 90 days after receiving a resolution from the city council requesting that they be made, the city council may make them. If the ordinance so provides, the outside representatives may have equal rights, privileges, and duties with the other members of the board to which they are appointed, regardless of whether the matters at issue arise within the city or within the extraterritorial area; otherwise they shall function only with respect to matters within the extraterritorial area. (1959, c. 1204; 1961, c. 103; c. 548, ss. 1, 13/4; c. 1217; 1963, cc. 519, 889, 1076, 1105; 1965, c. 121; c. 348, s. 2; c. 450, s. 1; c. 864, ss. 3-6; 1967, cc. 15, 22, 149; c. 197, s. 2; cc. 246, 685; c. 1208, s. 3; 1969, cc. 11, 53; c. 1010, s. 5; c. 1099; 1971, c. 698, s. 1; 1983, c. 584, ss. 1-4; 1995 (Reg. Sess., 1996), c. 746, s. 2; 2005-418, s. 11.)

### **§ 128-1.1. Dual-office holding allowed.**

(a) Any person who holds an appointive office, place of trust or profit in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution, to hold concurrently one other appointive office, place of trust or profit, or an elective office in either State or local government.

(b) Any person who holds an elective office in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution to hold concurrently one other appointive office, place of trust or profit, in either State or local government.

(c) Any person who holds an office or position in the federal postal system or is commissioned as a special officer or deputy special officer of the United States Bureau of Indian Affairs is hereby authorized to hold concurrently therewith one position in State or local government.

(c1) Where authorized by federal law, any State or local law enforcement agency may authorize its law enforcement officers to also perform the functions of an officer under 8 U.S.C. § 1357(g) if the agency has a Memorandum of Agreement or Memorandum of Understanding for that purpose with a federal agency. State and local law enforcement officers authorized under this provision are authorized to hold any office or position with the applicable federal agency required to perform the described functions.

(c2) Repealed by Session Laws 2015-201, s. 3(b), effective August 5, 2015.

(d) The term "elective office," as used herein, shall mean any office filled by election by the people when the election is conducted by a county board of elections under the supervision of the State Board of Elections. (1971, c. 697, s. 2; 1975, c. 174; 1987, c. 427, s. 10; 2006-259, s. 24(a); 2011-31, s. 13; 2014-100, s. 14.11(b); 2015-201, s. 3(b); 2015-241, s. 14.30(u); 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.)



**TOWN OF SWANSBORO**  
**Resolution 2022-R4**

**Nomination(s) to Serve as Extraterritorial Representative(s)**

WHEREAS, NCGS 160D-307 provides that the County Board of Commissioners is the appointing authority for extraterritorial representatives on municipal planning boards and boards of adjustment; and

WHEREAS, the Swansboro Board of Commissioners desires to recommend that the following resident(s) of its extraterritorial jurisdiction be considered for appointment to a planning-related board;

NOW THEREFORE BE IT RESOLVED that the Town of Swansboro Board of Commissioners respectfully requests the following extraterritorial resident(s) be appointed by the Onslow County Board of Commissioners to the board(s) indicated:

<b><u>Municipal Board</u></b>	<b><u>Nominee</u></b>	<b><u>Address</u></b>	<b><u>Term Expiration</u></b>
Board of Adjustment	_____	_____	_____

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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

Attest:

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



**William H. Kelly      Town Limits      (910)382-2275      (3/2022)**

**Interested in** Historic Preservation Planning Board

- Accident Investigator MCB Camp Lejeune
- Highschool graduate with some college
- Volunteer Firefighter with Piney Green VFD from 1997-2006
- Wants to get more involved with the community, has lived in the community for several years and wants to help Swansboro stay the Friendly City by the Sea.

**Gregg Casper      Town Limits      (910) 478-5677      (4/2022)**

**Interested in** Historic Preservation

- Manager of Casper Marine
- College Graduate/Degree
- Current and/or prior involvement with Project Graduation, STRIDE, Girls on the Run, Soccer coach, Science Day and Truck or Treat at Hammocks Beach.
- Resident of Swansboro for 55 years and the Town is very important to her, Diplomatic after being a school teacher for 30 years, interested in preserving Swansboro history while growing but retaining the historical aspect.

**Elaine Justice      Town Limits      (910) 546-3303      (7/2022)**

**Interested in** Historic Preservation Planning Board Board of Adjustment Park Board Tourism Authority Other

- Retired from Onslow County Schools
- Master's degree in Curriculum & Supervision
- Current and/or prior involvement with Onslow County Schools, North River Methodist, Core Sound Museum member, Swansboro Historical Association, Swansboro United Methodist Church 2022 Bible School
- 15-year educator in Swansboro, lifelong Easter North Carolina resident ready to help Swansboro be a better place for all.

*Note: Applications are kept on file for one year.*

*(Updated 3/22/2022) afender Z:\Town Clerk\Advisory Board Members*



## Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Text Amendment/Town Code Chapter 74 Traffic Schedules -  
I. Stop Intersections and VI. Speed limits**

Board Meeting Date: **August 22, 2022**

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

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**Overview:** At the Boards June 27, 2022, meeting, consideration was requested for additional stops signs in the Parks Place subdivision and for the speed limit in all subdivisions to be 20 mph.

An amendment is prepared to the Town Code Chapter 74 Traffic Schedules I. Stops and VI. Speed limits to add a stop intersection to the Whistling Heron Way and Little Egret Lane intersection, and for the speed limit in all subdivisions to be 20 mph.

Additionally, it is recommended that street names within subdivisions be deleted. The streets listed are those in the downtown area and other residential areas that are not subdivisions.

**Background Attachment(s):** Ordinance 2022-O12

**Recommended Action:** Motion to approve or deny Ordinance 2022-O12

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



**ORDINANCE 2022-012**  
**AN ORDINANCE AMENDING THE SWANSBORO TOWN CODE OF**  
**ORDINANCES CHAPTER 74, SCHEDULE I. STOP INTERSECTIONS; AND**  
**SCHEDULE VI. SPEED LIMITS**

THE BOARD OF COMMISSIONERS OF THE TOWN OF SWANSBORO ORDAINS:

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

**SCHEDULE I. STOP INTERSECTIONS.**

Intersections at which "stop" is required before entering.

<i><b>Intersection</b></i>	<i><b>Ord. No.</b></i>	<i><b>Date Passed</b></i>
Bonita Lane at both of its approaches westwardly toward Oyster Bay Drive	—	7-20-93
Bonita Lane proceeding eastwardly toward Oyster Bay Drive	—	7-20-93
Broad Street East and Shore Drive	—	—
Broad Street West and Walnut Street	—	—
Century Court proceeding toward Pirates Cove Drive	—	3-21-00
Chestnut Street North and Broad Street	—	—
Church Street proceeding northwardly at Elm Street	—	9-19-95
Church Street proceeding northwardly at Walnut Street	—	9-19-95
Church Street with its intersection with N.C. Highway 24	—	9-19-95
Church Street proceeding southwardly at Elm Street	—	9-19-95
Church Street proceeding southwardly at Walnut Street	—	9-19-95
Corbett Avenue South and Sabiston Drive	—	—
Crush Court proceeding toward Pirates Cove Drive	—	3-21-00
Elm Street North and Corbett Avenue	—	—
Elm Street North and Main Street	—	—
Elm Street and Spring Street	—	—
Elm Street proceeding eastwardly at Church Street	—	9-19-95
Elm Street proceeding westwardly at Church Street	—	9-19-95
Elm Street South and Main Street	—	—
Fifth Street North and Sabiston Drive	—	—
Fifth Street South and Shore Drive	—	—
Front Street and Corbett Avenue	—	—
Hokum Lane proceeding toward Lisk Drive	—	3-21-00
Holly Lane at Pineland Drive	2014-O19	10-21-14
Lisk Drive and Corbett Avenue going south	—	—
Main Street and Water Street East	—	—
Main Street and Corbett Avenue West	—	—
Main Street East and Park Lane	—	—
Moore Street and Elm Street West	—	—
Moore Street and Water Street East	—	—
Moore Street and Water Street West	—	—
North Dogwood Street proceeding toward Holly Lane	—	11-16-93
North Dogwood Street proceeding toward Holly Lane	—	11-16-93
Oyster Bay Drive proceeding northwardly toward S.R. 1444 (Swansboro Loop Road)	—	7-20-93
Oyster Bay Drive proceeding southwardly toward S.R. 1448 (Mt. Pleasant Road)	—	7-20-93
Park Lane North and Main Street	—	—
Park Lane South and Corbett Avenue	—	—
Phillips Drive East and Holly Lane	—	—

Pineland Drive East and Holly Lane	—	—
Pirates Cove Drive proceeding toward NCSR 1509, also known as Queens Creek Road	—	3-21-00
Port West and Phillips Loop Road	—	11-10-88
Russell Street East and Park Lane	—	—
Russell Street East and Lisk Drive	—	—
S.R. 1512 South	—	—
S.R. 1512 North and S.R. 1513	—	—
Sabiston Drive proceeding westwardly at Church Street	—	9-19-95
Sabiston Drive proceeding eastwardly at Church Street	—	9-19-95
Shore Drive West and Broad Street	—	—
South Dogwood Street proceeding toward Holly Street	—	11-16-93
South Dogwood Street proceeding toward Holly Lane	—	11-16-93
Spring Street West and Fifth Street	—	—
Spring Street West and Elm Street	—	—
Spring Street East and Elm Street	—	—
Spring Street East and Shore Drive	—	—
Spring Street East and Fifth Street	—	—
Spring Street West and Chestnut Street	—	—
Spring Street West and Water Street	—	—
Spring Street East and Walnut Street	—	—
Taylor Drive and Corbett Avenue	—	—
Walnut Street proceeding eastwardly at Church Street	—	9-19-95
Walnut Street proceeding westwardly at Church Street	—	9-19-95
Water Street and Corbett Avenue	—	—
Water Street proceeding eastwardly at Church Street	—	9-19-95
Water Street proceeding westwardly at Church Street	—	9-19-95
Water Street and Main Street	—	—
Webb Street proceeding westwardly at Church Street	—	9-19-95
Webb street proceeding eastwardly at Church Street	—	9-19-95
Whistling Heron Way and Little Egret Lane	2022-O?	8-22-22

(OC, App. I § 125) Penalty, see § 70.99

#### **SCHEDULE VI. SPEED LIMITS.**

(B) It shall be unlawful to operate a vehicle in excess of the speeds designated on the following town streets or subdivisions.

(1) Twenty mile per hour speed limit.

<i>Location</i>	<i>Ord. No.</i>	<i>Date Passed</i>
Broad Street	—	—
Century Court	—	3-21-00
Church Street from Water Street to Highway 24	2022-O3	3-28-22
Crush Court	—	3-21-00
East Sabiston Drive	—	—
Elm Street	—	—
Fifth Street	—	—
<del>Glaney Street</del>	—	9-19-00
Holly Lane	—	8-15-00
Lisk Drive South	—	—
Little Egret Avenue	2022-O9	6-27-22
Main Street East	—	—
Moore Street East	—	—
<del>Nikida Court</del>	2006-05	1-17-06

Park Lane South	—	—
Park Place Drive	2022-09	6-27-22
Phillips Drive	—	8-15-00
Pineland Drive	—	8-15-00
Pirates Cove Drive	—	3-21-00
Russell Street	—	11-10-88
Shore Drive	—	—
South Chestnut Street	—	—
South Water Street	—	—
South Front Street	—	—
South Sabiston Drive	—	—
Spring Street	—	—
Tasha Terrace	2006-05	1-17-06
Walnut Street	—	—
Webb Street	—	—
Whistling Heron Way	2022-09	6-27-22

<b>Subdivisions</b>	<b>Ord. No.</b>	<b>Date Passed</b>
Charleston Park	2022-O?	8-22-22
Deer Island Harbor	2022-O?	8-22-22
Deer Run	2022-O?	8-22-22
Edgewater Heights	2022-O?	8-22-22
Forest Brook	2022-O?	8-22-22
Foster Creek	2022-O?	8-22-22
Halls Creek I, II, III	2022-O?	8-22-22
Oyster Bay	2022-O?	8-22-22
Park Place	2022-O?	8-22-22
Pickett Bay	2022-O?	8-22-22
River Reach	2022-O?	8-22-22
River Reach West	2022-O?	8-22-22
Russell Park	2022-O?	8-22-22
Seashore Estates	2022-O?	8-22-22
Shadow Creek	2022-O?	8-22-22
Shipwrights Point	2022-O?	8-22-22
Swan Harbour	2022-O?	8-22-22
Swansboro Acres	2022-O?	8-22-22
Swansboro Heights	2022-O?	8-22-22
Swansboro Park	2022-O?	8-22-22
The Villages	2022-O?	8-22-22
Ward Farm	2022-O?	8-22-22
Westwood	2022-O?	8-22-22

(OC, App. I § 113) (Am. Ord. 2006-05, passed 1-17-06)

Section 2. This ordinance shall become effective upon adoption.

Adopted this 22nd day of August, 2022.

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

Attest:

\_\_\_\_\_  
Alissa A. Fender, Town Clerk



## Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Swansboro Rotary Five-O Fishing Tournament-Fee Waiver**

Board Meeting Date: **August 22, 2022**

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

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**Overview:** The Swansboro Rotary Five-O tournament has submitted a Special Event Application requesting a waiver of fees at the Church Street Dock October 20-22, 2022. The request is for waiver of two slips for overnight boaters, and the use of slip 5-10 during the tournament and street closures from 6-11 pm on Saturday, October 20th.

This will be the 10th year having the event Downtown. Participants will have weigh in's beginning Thursday, October 20th and a concert will be held on Saturday, October 22 from 7-11 pm in the Saltwater Grill parking lot. The concert is free and open to the public. The Rotary Club has completed the Memorandum of Understanding for Special Detail/Extra-Duty Police Services to pay for two police officers. The tournament has 50 boaters and bring in approximately 1200 people over the three-day weekend.

The Parks and Recreation Board has reviewed the application and all members were in favor to recommend that fees be waived for two overnight slips and the use of slips 5-10.

Additional Details:

- Certificate of Insurance listing Town of Swansboro as additional insured has been requested.
- Street Closures-Church/Water to Church/Main (same as Swanfest closures).

**Recommended Action:** Approve or deny waiver of fees for two overnight slips at Church Street Dock, use of slips 5-10 during the day, and street closures.

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

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# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Board of Commissioners Policy 12 – Samuel Swann Bland Award**

Board Meeting Date: **August 22, 2022**

Prepared By: **Paula Webb – Town Manager**

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**Overview:** Board members requested to revisit the Samuel Swann Bland Award policy to consider amendments.

Applications have typically been allowed to be submitted by October 31st, with selection occurring in November and announcement of recipient is at a December meeting. The policy has been updated to reflect these dates.

**Background Attachment(s):**

Board of Commissioners Policy 12- Samuel Swann Bland Award  
Current Nomination Form

**Recommended Action:** Discuss and provide direction to staff for policy amendments.

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

## Board of Commissioners Policy No.12

### Samuel Swann Bland Outstanding Community Service Award

#### A. Background

The Swansboro Board of Commissioners created, in February 2009, The Samuel Swann Bland Community Service Award to honor diligence, hard work, leadership, and dedication that characterized the outstanding contributions of Sam Bland, the former superintendent of Hammocks Beach State Park, to the public and to the Swansboro Community.

This award is to be annually awarded to public employees, 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.

#### B. Nominations

The Town shall annually, in July or August of each year, advise the public (via the news media) and local community organizations that it is accepting nominations for the Samuel Swann Bland Community Service Award. Nominations shall be submitted in a form specified by the Town Manager. Nominations shall be submitted by ~~August~~ **October** 31 of each year.

#### C. Selection

Unless otherwise specified by the Board of Commissioners, the nominations shall be reviewed by the Mayor and the Board of Commissioners. The principal criteria for selection of an award recipient shall be as follows:

1. Impact. Consistent and diligent pursuit of public, civic, or volunteer responsibilities in a manner which clearly and visibly contributes to the improvement of the community;
2. Effort. Dedicated and conscientious pursuit of public, civic, or volunteer responsibilities in a manner that significantly exceeds the normal requirements of time and attention to duty;
3. Stewardship. Demonstrated ability to marshal, acquire, and/or cost-effectively use necessary and available human, physical, and financial resources to accomplish projects or programs for the benefit of the Swansboro community;
4. Initiative. Demonstrated willingness and ability to use new or improved methods that accomplish, in a unique and/or expeditious manner, important tasks or projects that benefit the Swansboro community.

The selection process shall be completed during the month of ~~September~~ **November** each year.

**D. Award**

The award recipient shall be announced in ~~October~~ **December** of each year at a regular or special meeting of the Board of Commissioners. The recipient of the award shall be recognized through the award of a plaque, or other such commemorative as may be preferred by the Board of Commissioners and may also receive such other prizes that the Board may, in its discretion, elect to include as part of the award or which may be contributed by the community.

*Approved 7/21/09*

# NOMINATION SAMUEL SWANN BLAND OUTSTANDING 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.

A. Person Nominated \_\_\_\_\_

B. Address \_\_\_\_\_ Phone Number \_\_\_\_\_

C. Check Eligibility Category: ☐ Public Employee ☐ Civic Leader ☐ Community Volunteer

D. Role(s) in which person is nominated: \_\_\_\_\_

E. Nomination Criteria. There are five principal criteria that will be considered in the evaluation of nominations for the award. *On a separate sheet or sheets*, please explain the extent to which the nominee has demonstrated the following qualities:

1. *Impact*. Describe the extent to which the nominee has consistently and diligently pursued his or her public, civic, or volunteer responsibilities in a manner which clearly and visibly contributes to the improvement of the community.
2. *Effort*. How has the nominee exhibited dedicated and conscientious pursuit of public, civic, or volunteer responsibilities in a manner that significantly exceeds the normal requirements of time and attention to duty?
3. *Stewardship*. How has the nominee demonstrated the ability to marshal, acquire, and/or cost-effectively use necessary and available human, physical, and/or financial resources to accomplish projects or programs for the benefit of the Swansboro community?
4. *Initiative*. How has the nominee demonstrated willingness and ability to exercise personal vision and initiative to address community needs, accomplish community improvements, and/or improve the quality of life for Swansboro residents?
5. *Innovation*. How has the nominee demonstrated willingness and ability to use new or improved methods that accomplish, in a unique and/or expeditious manner, important tasks or projects that benefit the Swansboro community?

F. Nominator: \_\_\_\_\_ Date \_\_\_\_\_

Name Printed

\_\_\_\_\_  
Signature

Address \_\_\_\_\_

G. Deadline: **Nominations must be submitted to the Town Clerk of the Town of Swansboro by October 31 of the current year.**





# Board of Commissioners Meeting

## Agenda Item Submittal

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

Board Meeting Date: **August 22, 2022**

Prepared By: **Alissa Fender - Town Clerk/Admin Services Director**

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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 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.

### **Proposed for September 12, 2022**

- \* Public Hearing for Swansgate Annexation

### **Proposed for September 26, 2022**

- \* Financial Report – 2 months

### **October Meetings:**

Regular – 10th

Regular – 24th

### **Future Agenda Items**

- \* American Rescue Plan Funding Recommendations (updates)
- \* Further LUP Review/Amendments
  - o 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*)
- \* Historic Preservation Commission Recommendations (Joint Meeting Items)
- \* Visitor's Center Improvements
- \* Building Standards
- \* Zoning Map & Table of Uses Amendments (possible)
- \* EOC Discussion (ongoing)
- \* Ward Shore Project Additional Alternatives (gather quotes for sod/AstroTurf or similar)
- \* Joint Meeting with Historic Preservation Commission
- \* Appearance Commission – Planning Board and HPC to review/provide feedback (*neither board supported, this item will be removed*)
- \* Special Use Permit/Starbucks – Additional details needed; Planning Board tabled
- \* Board Meeting Alternatives for Public viewing (*undergoing further research*)
- \* Swimming Pool
- \* Church Street Dock Safety Policy
- \* Church Street One Way consideration past Water Street
- \* Queens Creek Road Rezoning request (*to Planning Board in September*)

## PROJECTS REPORT

### Town Projects/Initiatives Update

August 22, 2022

Submitted By: Paula Webb, 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.

- **Swansboro Causeway Living Shoreline Project:**

NCDOT and NC Coastal Federation have partnered on a National Fish and Wildlife Foundation Grant to install a proposed living shoreline at strategic locations on NC Hwy 24 that are exposed to the White Oak River.

The following information is from their project narrative:

*Project Site 2: Swansboro Yacht Club*

“Project Site 2 is located northeast of the Swansboro Yacht Club, a local community dining establishment, located within Onslow County, at the border of Carteret County. Living shoreline work will be completed on an island that is located between the two N.C. 24 bridges. The causeway along the northeast side of N.C. 24 has experienced past erosion due to storm events (in 2005 and 2011), including erosional undercutting as a result of Hurricane Florence (2018). The abutment along the northwest end of the island and the abutment at the southeast end of the island are also showing continued signs of erosion...”

Design and permitting of the proposed project is in the works with an intended construction to take place over the winter of 2022/2023. Proposed project designs will be forthcoming when available.

Project Engineer, Brian Lipscomb confirmed a project construction timeline of late Fall/Winter of 2022/2023. A notice to proceed has been issued for a traffic impact analysis for the project. RK&K has completed the traffic counts. In short, the report acknowledges am restrictions from 6-9am and afternoon restrictions from 3-6pm.

Design work should be completed in the next couple months and expect to have permits in hand the end of Spring. Advertise and award (LET) the project in the summer 2022. Actual construction availability will be in mid-September 2022, assuming no moratorium that delays into October or November to start. Construction will continue through the Fall 2022, into Winter 2023, and conclude with the marsh planting between April 15, 2023 – May 15, 2023.

# **Town of Swansboro, NC**

## **Manager's Report**

Item IX - a.

- **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 Manager 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.

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 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.

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

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

## Town of Swansboro, NC Manager's Report

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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.

Requests for Qualifications sent out August 9, 2022 to six different firms and is located on the website.

- **NC DCM Resilient Coastal Communities Program (RCCP) Grant** – On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management award 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 funds 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.

## Town of Swansboro, NC Manager's Report

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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.

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	

## Town of Swansboro, NC Manager's Report

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As directed during the May 23 regular meeting, and with assistance from Withers and Ravenell, 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.

- **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

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.

## Town of Swansboro, NC Manager's Report

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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.

- **CLG Grant/Historic District Architectural Survey** - the CLG Grant/Historic District Architectural Survey Contract with Grubbs & Associates was also executed this week. The survey is due to be completed by September 2, 2022. Representatives from Grubbs & Associates began survey work last week.

A draft survey is due to the Historic Preservation Commissioner in June. The final work must be completed by September 2, 2022. It's my understanding that local residents, Amelia Dees-Gillette and Kim Kingrey have been working with the consultant to provide local knowledge to be included in update.

As previously reported (Manager's Brief June 16), The National Park Service does not allow for extensions of annual HPF grants to CLGs except under extreme circumstances, so we will not be able to extend the survey update past the September 2022 deadline as the HPC had wished. We have already allocated the HPF money for next year, so there is no additional source of funding for work outside the scope of this project. The State HP Office indicates that they will be glad to add supplemental research to our survey files whenever the commission members complete their research. Any amendments to the National Register nomination can be done as Additional Documentation after the current survey update is complete.

A presentation was made to the HPC on July 19<sup>th</sup>, 2022 by Annie McDonald, Senior Architectural Historian with Richard Grubb & Associates, Inc. on the status of the Architectural Survey Update for the Historic District. She explained that they had surveyed 166 total resources, updated 145 records, and added 21 records. 20 resources have been lost since 1988 due to storm damage, new construction/demolition, or relocation. She explained that the survey was not static, that it could be updated periodically, and revisions provided to the State Historic Preservation office through Staff. Their recommendation is not to change the boundary of the National Register District or Local District at this time. She explained that changing the boundary of the National Register District could open the door for reevaluation of the entire district by the National Park Service (NPS), which could potentially result in additional losses of contributing designations due to the many alterations that have

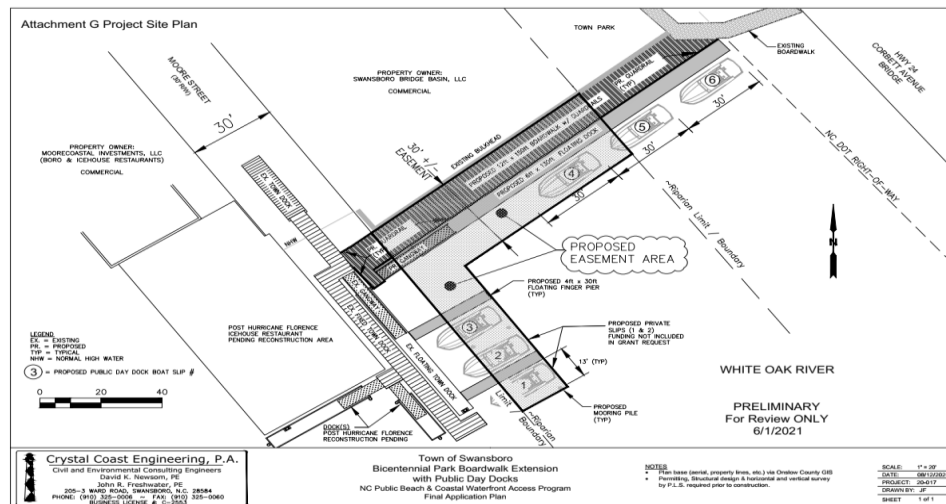


## Town of Swansboro, NC Manager's Report

occurred over the years. She further explained that the NPS will not periodically reevaluate the district, that it had to be requested as a part of an update/boundary expansion project or that it was typically preformed in conjunction with the review of a federal permit (bridges, roads, etc.), so there was not a need to worry about the Town losing its National Register designation.

The final Architectural Survey Report is expected any day. The project deadline/closeout is September 2, 2022.

- **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 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



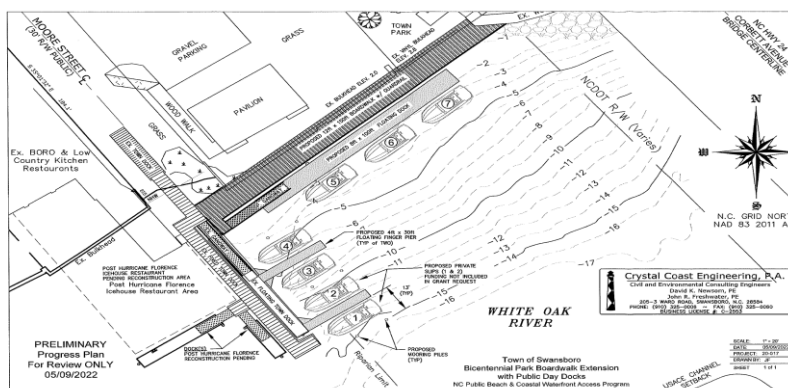
The Lease and Dock Rental Agreements have been executed with Randy Swanson. Kathy Vinson and Crystal Coast Engineering have been re-engaged to continue work on the project.



## Town of Swansboro, NC Manager's Report

The lease and boat slip agreements have been signed. Kathy Vinson and John Freshwater were re-engaged on the project. A redesign of the dock 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.

Revised design ↓



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

As reported in the weekly brief June 24<sup>th</sup>, NCDOT met on site June 23 to review the project for comment and the reported deterioration to the bulkhead at the bridge identified by John Freshwater while conducting site/surveying work on our project. Instead of granting a waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting 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 its 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.

- **FY 2020 Stormwater Outfall Retrofit Project – Walnut Street** – Through our continued partnership with the NC Coastal Federation, we were able to secure a stormwater retrofit

## Town of Swansboro, NC Manager's Report

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project funded through the Section 319 NPS Pollution Control Grant administered through the NC Department of Environmental Quality. The grant amount is \$69,155 and will fund the retrofit the direct stormwater discharge pipe at the end of Walnut Street. The following slides show the location of the approximately 9.3 acres of area this facility will treat along with a project description and anticipated results. Design of this project is currently in the works with anticipated construction during FY 2021-2022. Deadline for project completion is December 31, 2022. The Engineer reported on 1.20.21, that the design was under final review.

The Final Design has been received. The Project Budget of \$35K was adopted on March 28<sup>th</sup>, 2022. RFP's have been sent to qualified contractors.



Staff changes at CAMA have resulted in a delay in starting the project. M&W Land Improvements Inc has been engaged and is on standby to begin work once we receive notice from CAMA. The CAMA Permit and Contract were finalized in July and project implementation began on August 1, 2022.

Project completed August 12, 2022.



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- **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.

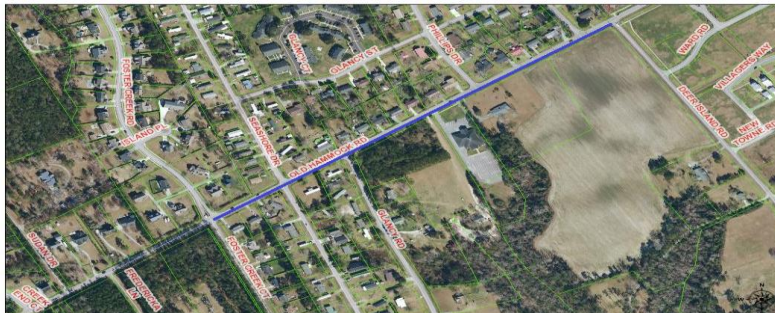
Construction of this project commenced Thursday, April 8, 2021. NCDOT has estimated project funding shortfall in the amount of \$97,000 due to limitations caused by ditching and utilities. The cost breakdown for each phase/priority is as follows (estimates as of April 16, 2021).

- 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. 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).

### Section 1 of Priority 2





## Town of Swansboro, NC Manager's Report

### Section 2 of Priority 2



One easement still pending, but communication suggests we should have the easement in the near future. NCDOT still has some site work to complete prior to constructing the sidewalks.

### Priority 2 Completed. Ribbon Cutting 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 required for this section.

### 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.

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Although requests for Priority 3 easements were sent out back in October 2021, none were received. We will resubmit 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.

According to NCDOT revised cost estimate, Priority 3 & 4 combined will be \$99,994.80. We are still waiting on the Sidewalk Agreement to be updated to include the last portion of Priority 2 and Priorities 3 & 4.

Priority 4



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.

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 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.

- **Traffic Light Synchronization Project** - Town Staff has been working with Nisarg Shah of NCDOT to get a better synchronization of the stoplights on NC Hwy 24/W. Corbett Avenue. He made some adjustments on Wednesday, February 3, 2021 but I image it may take a couple of adjustments to correct the issues.

NCDOT reports that the synchronizations seem to be working properly. The timing on the

## Town of Swansboro, NC Manager's Report

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Queens Creek Road intersection may be adjusted to allow more time on the side road entries. What they did discover was that motorists are not adhering to the 35-mph speed limit. Most were still traveling 40-45mph. Unless the Town is interested in reverting the speed limit back to 45 mph, better enforcement of the 35-mph speed limit is recommended.

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete. Stewart has had some turnover in staff and asked that I submit notes from our last meeting. A final draft was received 1/18/2022 –additional changes to be made yet, mainly name of coordinator to Alissa Fender and implementation to Paula Webb. Final editing has been forwarded onto Stewart.
- **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 buildings 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.



## Town of Swansboro, NC Manager's Report

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Tidewater has been engaged to provide the elevation certification and existing conditions survey. Larion Engineering has been engaged to provide engineered re-design to remove the side entry and re-instate the entry to the front of the building and flood analysis. All will aid in the return of the contributing status to the building which will in turn relieve the Town from the flood requirement to raise the structure. The design will be scheduled for review by the Historic Preservation Commission for the demolition of the steps/deck and construction of the new steps as soon as the plans are received from Larion thereafter, a variance will be sought from the Flood Appeals Board from the elevation requirement. Public Works will demolish the side entry however, based on workload we will most likely utilize a contractor to install the front entry.

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

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



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

### **What's Been Done To Date**

- Working to re-establish Historic Contributing Status
- Awarded FY 21/22 Onslow County TDA Funding \$20,000 – paid for side steps demo identified as reason historic contributing status rescinded, required engineering of front steps re-construction due to flood zone location, some interior fixtures purchased for future renovations
- RFP awarded to Rufus Murray for side steps demo May 2022 - *completed*

### **What's Remaining to do on the Exterior**

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)
- Once the front entry steps are constructed, the final V-Zone Certificate can be prepared. The next step is to obtain the variance from the Flood Appeals Board and obtain letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

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



## Department Reports for July 2022

### Administrative Services

- Phone Records Report for July: 2,885 calls
  - Town Hall – 672                      Parks and Recreation – 480
  - Police Department – 480      Fire Department – 78                      Outgoing totals – 1175
- Building permits sold for July: 78 residential/commercial combined; \$7,219.51 total fees collected (includes 8 re-inspections)
- 183 Building inspections processed/7 Fire Inspections processed
- 62 Various receipts processed
- 302 ONWASA payments processed; 3 New Services; 6 other requests
- 9 Work Orders generated for Public Works
- 10 Notarization's performed
- Admin Staff worked at Visitor's Center 3 days each week (Alissa, Darla, Aliette and Lisa)
- US Census Report Submitted - Permits
- Public Records Request
  - Law Offices of Matthew Nichols
  - Pike Law Firm
- Finalized June Departments Report
- Issued New Releases/Constant Contact/Facebook posts for:
  - Tropical Storm Colin Weather Alert
  - BOC Meeting July 11, 2022
  - USMC Urban Environment Training exercise
  - Highway 24 Leak Repair
  - July 11, 2022, BOC Meeting
  - Garbage Collection Delay
- 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.
- HR-related items estimated at 26 hours
- New Phone System with Computer Warriors went into effect July 14
- ProudCity to begin website upgrade/change over
  - Attended bi-weekly meeting
  - Worked on content development
  - Images and design customization
  - Department pages & information
  - Document uploading
- Municode agenda software process/implementation
  - Attending weekly meeting
  - Provided agenda layout feedback
- Submitted Powell Bill Certified Statement

## **Department Reports for July 2022**

- Submitted Annual Demographic Surveys for the NC Office of State Budget and Management
- Tyler Technologies
  - Completed Cashiering Training
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 8,022. Top 5 pages viewed in July – Employment Opportunities 1848, Board of Commissioners Agendas 1537, Permitting: Planning, Inspections and Code Enforcement 1185, Police Department 1017, Board of Commissioners minutes 954

### **Finance**

- Sales & Use Tax received in July 2022 is \$117,587
- Accounts Payable Summary for July 2022:
  - 161 Invoices-Totaling \$351,919
  - 76 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (MWh) for July 2022 (1.05)
- Processed payroll-7/1/, 7/15 & 7/29; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-July 2022-\$867 and updated Stormwater spreadsheet
- June 2022 Bank Reconciliation-Town accounts
- June 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Prepared the Agenda and quarterly financial report for the TDA Quarterly Meeting held on Thursday, July 14, 2022: The next scheduled meeting will be held on Thursday, October 13, 2022, at 2:30 pm in the Community Room
- Prepared June 2022 monthly financial report
- Submitted HUBSCO for quarter ending 6/30/22- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- Submitted LGC-203 for period ending 06/30/22 (Town and Swansboro TDA)- Report of Deposits and Investments
- Auditor, Greg Redman will be conducting an annual audit for FY 2021/2022 during the week of September 19-September 21, 2022.
- Attended Tyler Technologies Core Financials configuration/end user classes and performed testing on financial and personnel management modules.
- Tyler software go-live sessions for the following modules:
  - Financial Management
  - Personnel Management

### **Fire Department**

#### *Fire Calls*

- 72 Total Calls

## **Department Reports for July 2022**

- 57 Calls in Town including – 35 EMS Calls, 1 Outside Fire Call, 1 Vehicle Fire Call, 1 Elevator Rescue Call, 2 Fuel Leak Calls, 1 Assist Police Call, 2 Service Calls, 2 Cancelled Enroute Calls, 8 False Alarm Calls, 4 MVC Calls
- 9 Calls in White Oak District – 7 EMS Calls, 2 False Alarm Calls
- 6 Calls Mutual Aid – 1 Grass Fire Call, 2 Vehicle Extrication Calls, 2 Cancelled Enroute Calls, 1 Authorized Burning Call
- 72 Training hours - Paid Staff
- 8 Training hours – Volunteer Training

### *Paid staff*

- Staff continues to conduct daily operations and station duties
- AC Stanley conducted annual firefighter skills assessments of all personnel on rescue rope knots and ground ladder deployment
- Personnel vacation time reduced the normal amount of monthly training hours. Normal training will resume in August
- Personnel have been working on station cleaning and organization

### *Volunteer staff*

- Volunteer staff have been on summer vacations and military deployment

### *Vehicle repairs*

- All vehicles in good working order.
- Annual apparatus servicing has been scheduled to be conducted in August. All apparatus will receive oil and transmission fluid changes, engine servicing and a federal safety inspection
- Department personnel have been evaluating two brands of Self-Contained Breathing Apparatus (SCBA) as part of the recent ARP funding awarded to the fire department. The two brands are Mine Safety Appliances (MSA) and Scott 3M. A final determination on which brand is awarded is pending price quotes and federal funding guidelines
- Lighting for the department's fire boat was upgraded with high powered LED lighting. This will allow for greater search and rescue abilities and add to our visibility while on the water

### *Department activities*

- The Department continues to perform regular, annual fire code inspections at businesses in the jurisdiction and have started the task of updating all our fire pre-plans for all commercial structures in our fire district
- The department is still seeking three full-time driver/operator positions. These positions will add one extra person to each shift daily and help provide more staffing to emergency calls and OSFM required duties

**Parks and Recreation**  
**DIRECTOR'S REPORT***Festivals/Events*

- Presented to Swansboro Tourism Development Authority-reviewed application that was submitted requesting funds to support the festivals. The festivals were awarded \$6500
- Began working with Front Row Communications to develop marketing plan for the festivals
- Awarded \$10,000 from Onslow County Tourism Assistance Grant for the 2022-23 festivals

*July 4*

- Worked with Curtis Media for radio advertising and JD news for print and digital advertising
- Held final logistical meeting
- Arranged for food and beverages for band, volunteers, and staff
- Arranged for delivery of golf cart, and portable toilets
- Event was successful

*Mullet Festival*

- Continue to accept vendors and are close to being sold out
- Began logistical planning

*Tunnels 2 Tower 5K*

- Attended a logistical meeting for event
- Secured golf carts for the event

*Comprehensive Master Plan Update*

- Meeting with McAdams and Public Works Director, Gerald Bates, to discuss and gather information for the park's maintenance section of the master plan
- Reviewed several chapters of the plan and submitted feedback
- Worked with Program Supervisor and staff to assist in gathering program revenues and expenditures for the programming chapter
- Continue to enter financial data for consulting firm to analyze for the finished product
- Attended interview for mid-point evaluation of the consulting firm

*Miscellaneous*

- Celebrated Park and Recreation Month with Popsicles at the Pad every Thursday, special programs, and collaborated with Program Supervisor to write an article for the Tideland News
- Began executing contract for Playground Guardian-quarterly playground maintenance contractor
- Presented to the BOC to amend the credit card fee schedule for the docks only. Motion was passed. Working with Finance Director to begin implementation of new reservation software, Dockwa

## Department Reports for July 2022

- Continue closing out financial information for the fiscal year
- Began created new documents for tracking purchase orders, expenditures, parks and recreation staff hours, and festival staff hours
- Working with playground vendors securing quotes and placing orders for playground equipment repairs
- Manage on going reservations with Onslow County Senior Services, Sylvan Learning Center, and several homeowners' association groups
- Processed special event application for the annual Redfish Tournament
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise
- Continue to work at the Visitors Center twice a month
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call
- Continue to monitor docks daily, on-call on weeknights and weekends to take reservations and handle docking problems
- 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
- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

### *Metrics*

- Social Media management continues

#### Facebook

Followers- 13,778

Page Reach- 23,822

Post Engagement-5,823

New Followers-137

#### Instagram

Followers- 500

Reach- 158

Profile visits- 26

New Followers - 19

### *Activity Report for July*

#### Organization Activity

From 7/4/2022 to 8/3/2022

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	109	55	9	0	133	0
Resident	13	10	1	0	6	
Non-Resident	96	45	8	0	127	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	31	1	0	0	26	
18 - 65	61	47	7	0	84	
65+	17	7	2	0	22	
Male	41	27	1	0	58	
Female	68	28	8	0	75	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	21	0	0	N/A	52	
In-Person	88	55	9	N/A	81	



*July Revenue*

Slip Fee - Town Dock	\$2,189
Rental Fees-Parks	\$1080
RentalsRooms	\$1,235
Dog Park Registrations	\$85
Rec Program Fees	\$5,722
Gym Memberships	\$25
Vendor Fees	\$2,719

**RECREATION PROGRAM SUPERVISOR****Routine monthly job responsibilities:**

- Splash Pad Maintenance-weekend on call-regular maintenance, checking chemical levels, cleaning filters, ensure systems are functioning properly
- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department.
- Dock Slip reservations/Pump Outs
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk software for registration
- Completed disbursement forms and processed room reservations damage deposit refunds.
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

**Planned programs and other monthly work:***Summer Day Camp*

- Supervise camp coordinators
- Conducted Summer Day Camp Week 3 program from July 5-8 and July 25-29
- Confirmed dates and times with all field trip hosts for visits during the month of July
- Adjusted Summer Camp schedule for weeks of camp in August

*Pedal in the Park/ Parks & Recreation Month Event – July 24*

- Meeting with VS & Co. Managers Valerie Perry and Laura Herr to plan event for July 24
- Contacted multiple Food Truck Vendors about availability for event
- Successfully scheduled Sunset Slush and The BFG food trucks to attend the event
- Submitted special event application to Onslow County Health Department in order to hold event in the Municipal Park

## Department Reports for July 2022

- Partnered with Card My Yard company to come post signs in the Municipal Park prior to the event
- Prepared information about Parks and Recreation month for and article for the Tideland News newspaper
- Contacted East Carolina Fun to request availability of Inflatables for event

### *4th of July Celebration Event*

- Assisted with event setup, breakdown, and cleanup
- Helped work and manage event in downtown on July 4th
- Responsible for collecting and disposing of all trash for event

### *Kids Afternoon Art Camp*

- Prepared rosters for instructor to take attendance for each program week
- Emailed parent letters from instructor including program announcements, details, and weekly schedule for each Art Camp week in July

### *Kids Half-Day Adventure Camps*

- Prepared snacks, rosters, water, and necessary program supplies prior to the program dates
- Conducted programs on July 20<sup>th</sup> & 27<sup>th</sup> from 8am-12pm

### *Master Plan*

- Generated and organized all department program attendance for the past 5 years into different departmental categories
- Began working on spreadsheets for the past 5 years that included expenses, revenue, and cost recovery

### *Pickleball and Tennis Lessons with Tennis Bloc*

- Requested updated flyer from Tennis Bloc with adjusted times for programs due to fall time change
- Promoted programs on social media and email blasted information to current and previous pickleball registrants

### *Pickleball & Court Maintenance*

- Replaced windscreens that were damaged from recent storms
- Re-hung windscreens that became detached from rain/windstorms
- Informal meetings with Pickleball Council/Board members about requested program supplies and wants/needs for the upcoming year
- Contacted representative Oliver Trittenwein from Sportmaster company about available court paint colors
- Contacted City of Jacksonville Recreation & Parks Director Susan Baptist about installation companies used and costs associated with lights on tennis courts at Kerr St. Recreation Center

*Basketball Courts*

- Requested quote from BSN Sports for replacement basketball hoop rims and nets

*2022 Tunnel to Towers 5K Run & Walk*

- Held meeting with Mary Pat Smey regarding volunteer request numbers, report time, jobs, and additional event volunteer information
- Submitted volunteer requests through Single Marine Program, Marine Corps Family Team Building, and Volunteer Onslow
- Contacted local run groups about volunteering and working water stations for event

*Genealogy Workshop- Otway Burns National Society Daughters of American Revolution*

- Scheduled workshop for September 24 at recreation center
- Requested program details from Linda Phelps for partnership with Recreation Department
- Reserved classroom at Recreation Center for program

*American Red Cross Blood Drive*

- Contacted Donor Recruitment Account Representative, Katelyn Brusaw, and scheduled Blood Drive at the Recreation Center for September 6<sup>th</sup>

**Permitting***Planning Board*

- July 5, 2022, Regular Meeting  
As discussed at their June 20, 2022, regular meeting, Staff prepared an amendment related to building materials in the M-I zoning district. The Board voted 3 to 2 to recommend that metal be allowed as a secondary material.

*Historic Preservation Commission*

- July 19, 2022, Regular Meeting
  - 1) The Commission reviewed COA Amendment 2022-05 submitted for 220 Water Street by Michael and Anne Marie Crose to replace the front and back doors on the home, the Isaiah Willis House. The request was approved after it was determined that the doors were not original to the home.
  - 2) A presentation was provided by Annie McDonald, Senior Architectural Historian with Richard Grubb & Associates, Inc. and John Wood, Restoration Specialist with the NC State Historic Preservation Office, on the Architectural Survey Update (presentation attached).

*Projects/Miscellaneous/Training*

- **1071 & 1073 W. Corbett Ave (Valvoline/Old ABC Store):** Staff received a preliminary site plan in December from Kimley-Horn for a Wawa gas station and convenience store which requires a special use permit. (Update) We were copied on a TIA scoping document

for NCDOT's review on 7/29. The document was forwarded to our consultant engineer, Jeff Hochanadel for review and his comments were provided to Traffic Planning and Design, Inc. on 8/1 who is representing the applicant. An application for special use has not yet been received.

- **640 W. Corbett Ave Site Plan Review:** We received a site plan from Tidewater Associates, Inc. for the property located at 640 W. Corbett, the old EMS building. The proposed use is a barber shop/nail salon. (Update) TRC comments were provided to Tidewater & Associates on 7/12. Staff has also been approached about a restaurant in this location which would require a special use permit.
- **Starbucks Special Use:** A special use permit application has been received for the property at 1117 W. Corbett Ave (Walmart outparcel) for a Starbucks restaurant with drive through. (Update) The Planning Board tabled the request until the TIA could be reviewed in full and comments provided. It is currently under review by our consultant engineer, Jeff Hochanadel.
- **Visitor's Center Project:** Met with John Wood on site at the Visitor's Center on March 1<sup>st</sup> to discuss options to reinstate the contributing historical status of the building. Solicited bids based on John's comments and secured Larion Engineering and Tidewater & Associates to complete the engineered drawings and survey work. Met on site with Shannon Weaver of Larion on March 30<sup>th</sup>. Received final drafts of the front step design on April 21<sup>st</sup> from Larion. The demolition work on the landing and stairs has been completed. (Update) An RFP was sent out for the construction of the steps and proposed landscaping work. Only one proposal was received and is under review.
- **Architectural Survey Update (HPF Grant):** Ellen Turco (Richard Grubb & Associates) provided a summary of their work to date which was presented to the Historic Commission at their regular meeting on May 17<sup>th</sup>. A presentation on the draft report was provided at the July 19<sup>th</sup> meeting of the SHPC.
- **Emmertton School HPF Grant:** The RFQ was approved by the State Historic Preservation office (SHPO) and sent out to prospective firms. Four responses were received and evaluated by Staff. (Update) Our comments were submitted to the SHPO and we are awaiting instruction on the format for interviews as they have to be coordinated with their staff.
- **Strickland Brothers, 1029 W. Corbett Ave:** Provided TRC comments to the developer. Awaiting permit submission. Site is adjacent to Swansboro Music & Pawn; the proposed use is a quick-change oil facility which is permitted in the B-1 zone.
- **Bird Micro-Electric Mobility:** Met with Camille Didio on March 15<sup>th</sup> on bringing Bird electric scooters to Swansboro. Provided takeaways to the Town Manager, Police Chief and Parks Director. We will require them to go through the Certificate of Convenience process as they operate in the public street right-of-way. Application submitted to Chief Jackson for review.

- **Howell Property:** Met with Charles Rawls, Johnny Howell and Mark Sutherland on March 16<sup>th</sup> to discuss development opportunities for the property at 1476 W. Corbett Ave (ETJ).
- **Ireland Ave/Swansboro Park Subdivision:** Received a building permit application for Lot 50/120 Ireland Ave in Swansboro Park, an 11-lot subdivision in town limits recorded in 1995. No infrastructure has ever been installed; reached out to Cliff in January for clarity on the ability for the Town to require a guarantee for street and other infrastructure improvements.  
TRC comments have been solicited for a proposed 18,000 sq. ft. shopping center to be located behind the Bailey Center off of Ireland Ave (1.87 acres). The use is permitted in the B-1 zone, however some occupancies may require Special Use approval.
- **Pine Bluff Shores Section III (Bluffs Point):** Received a Minor Subdivision plat to create 3 lots (one buildable, a cemetery and common area) and a private street extension to the existing Nellie Lane. Provided comments to Tidewater Associates on February 2, 2022. (Update) The plat has been approved and is ready for recordation once the applicable fees/sureties have been collected. This section will serve as an entry to Bluffs Point subdivision consisting of 23 lots in Onslow County's jurisdiction (map attached).
- **Shipwright Pointe, Section II Acceptance:** Received final inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on March 21, 2022. Final repairs have been made, however we had previously communicated that the Town would not review the street acceptance until an application to accept the portion of Pine Bluff Road recently annexed was also made.
- **Shadow Creek Acceptance:** Letter of Credit on file for incomplete improvements has expired. Received final acceptance request and documentation on 6/24/21. Received inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on December 2, 2021.
- **Swansgate:** Under construction. Public improvements should not be accepted until annexation petition heard, and all required landscaping and fencing is installed. The site was clear-cut, so they are required to install an additional 23 trees per acre, see approved Preliminary Plat and approved Final Plat. Holding inspections on several addresses due to no foundation as-builts being submitted. Request for annexation remains pending. Met with Burch's landscaping on site to review the installed plantings on March 3<sup>rd</sup>. Provided comments and followed-up with Jonathan McDaniel at Tidewater & Associates.
- **Ward Farm Village Phase II (Residential):** Original Preliminary Plat was approved as a Residential Cluster for 43 lots, only Phase I has been recorded (10 lots). Received a concept plan from John Freshwater adding 12 lots. Advised John on 4/6/21 that we could move forward with a lot reconfiguration as shown if the total number of lots is not increased, but the additional 12 lots would require Preliminary Plat review by the Board. Offered to process the sketch/preliminary at the same time to expedite review. Reference Section 152.337, (H), (1) of the UDO.



- **Lodge View Minor Plat:** Final plat recorded for 7 lots on Norris Road in ETJ. Awaiting surety on sidewalks, no permits will be issued until it is received.
- **Yacht Club Flood Ordinance Violations:** Staff is working with the owners to close out the demolition permit for the site. Some items remain (outdoor bar, tables, gas tanks), which will need to be removed before we will conduct a final inspection.
- **Boro Temporary Structure:** Permit issued in December 2020, expired October 31, 2021. It had been extended by Session Law 2020-97 for 120 additional days, however the extension applies to permits which were “valid”. No inspections were requested for the improvement; therefore the permit has expired. The structure is allowed by the Flood Damage Prevention Ordinance/was permitted as a *Temporary Non-Residential Structure*.
- **Saltwater Grill Flood Violations:** Sent Notice of Violation on December 14, 2020. Tim Anderson communicated on February 24, 2021, that he was waiting for Alex Wood (structural engineer) to conduct a site visit, Alex was 3 weeks out. Reached back out on April 12, 2021, for an update, to date, no communication received. Final NOV sent 4/29/21; Spoke to Tim 4/30/21 who explained they were working with Bell and Phillips on a survey and Alex would be reviewing the file. Explained that we would work with him as long as he kept us in the loop on progress and that a permit would be required for any trade/structural work. Met on site with project engineer, owner and manager. Engineer will be providing a plan of work and floor plan to staff for review. Alex Wood dropped off the engineered plans, we are awaiting the building permit submittal.
- **One Harbor Church:** Received letter from Tom Tapping and Isaac Hopkins on December 22, 2021, documenting the progress on site. Communicated via email with Ronda Lier on March 3, 2022, as to what the next steps for the church would be as far as permitting.
- **Shoreline Access Grant:** Awaiting final plans. Advised Colin Mellor on March 1, 2021, via email that per Eryn Futral, NFIP Planner with the NC Department of Public Safety, the Town would issue a Flood Permit and that we would need copies of all permits issued (State/Federal) for our records. Sent permit application.
- **Resilient Coastal Communities Program Grant:** Our application was approved for Phase III which includes developing plans to expand the existing Water Street Rehabilitation Plan to include a nature-based component, a bioretention area on Broad Street.

## **Police Department**

### *Patrol:*

- 186 Reportable Events
- 17 Motor Vehicle Crashes
- 1 Felony Arrest
- 4 Misdemeanor Arrests
- 5 Arrests by Warrant Service
- 2 DWI Arrests

## Department Reports for July 2022

- 8 Arrests with Transport to the Onslow County Jail
- 177 Citations
- 105 Verbal/Written Warnings
- 6 Felonies Investigated (1-Sexual Assault; 1-Obtaining Property by False Pretense; 1-Counterfeit; 1-Fleeing to Elude Law Enforcement; 1-Drug)
- 21 Misdemeanors Reported (10-Property Damage; 5-Trespassing; 2-Larceny; 2-Communicating Threat; 1-Animal Cruelty; 1-Traffic)
- 1-Death Investigation
- 13 Disputes/Public Disturbances
- 2 Domestic
- 4 Crisis Intervention with Mental Patient
- 18 Alarm/Open Door
- 23 Suspicious Incidents/Persons/Vehicles
- 3 Civil Disputes
- 10 Town Ordinance Violations
- 202 Requests by Other Agencies for Assistance
- 61 Requests by Citizens/Motorists for non-Crime Related Assistance

### **3,365 Total Events Performed on Patrol**

#### *Community Service/Training*

- 11 Vehicle Unlocks
- 4 Funeral Escorts
- 28 Business Closing Standby's
- 35Foot Patrols
- 11 Requests for Fingerprints
- 6 Requests by Citizens for Residence Checks.
- SPD provided security for July 4th Event.
- SPD Provided security for weekly SwanFest.
- SPD provided security for an event held at the Rotary Civic Center.
- Sgt. Watt completed Field Training Officer training. 40 hours training held at the NC Justice Academy.
- Officer Edwards completed Lidar Operator Training. 8 hours training conducted at Coastal Carolina Community College.
- SPD participated in an Open House Field Trip sponsored by the Swansboro Parks & Recreation Department.

#### *Admin Services:*

- Answered 318 phone calls during business hours.
- Assisted 151 walk in requests for assistance during business hours.
- Took 28 requests for reports.

**Public Works***Grass Cutting*

- Town Hall
- Fire Dept
- The Pug
- Heritage Center
- Visitors Center
- All Parks
- Glancy and Walnut Street Ends
- Holly Lane Vacant Lot
- Broad Street Pump Station Area
- Both sides of HWY 24 (Corbett Ave)
- Bush hogged vthe DOT Roadside drainage ditches
- Mowed the DOT right of ways on Hammocks Beach Rd, Old Hammocks Rd, Main Street Extension, Norris Road, Mount Pleasant Road and Swansboro Loop Road

*Town Buildings and Grounds*

- Weekly Set Up and Tear Down of Town Hall Community Room for Church and Board of Commissioners Set Up
- Performed temporary repairs to roof of Director of Public Works office
- Repaired or corrected, all issues at the Rec Center, Heritage Center/Old Town Hall, Town Hall, Public Safety Building, Public Works Garage/Storage Complex, Public Works Office, Public Works Director's office, Visitors Center, Cigar Shop, per the Fire Marshall's Inspection
- Repaired Air Conditioner drain at the Rec Center
- Hung white board in Town Clerk's office at Town Hall
- Repaired toilet seat at Bi-Park Men's room
- Cleaned the ice maker at the Rec Center and replaced the filter
- Cleaned and manicured Town Hall Cemetery for funeral services

*Vehicle Maintenance*

- Regular maintenance performed on all vehicles

*Storm Water*

- All Town storm drains cleared in preparation of thunderstorms
- Mowed, weed eaten, and cleared debris from Foster Creek Subdivision storm water easements
- Mowed, weed eaten, and cleared debris from Halls Creek North Subdivision storm water easements

## Department Reports for July 2022

- All storm drains throughout the Town, cleared of debris

### *Streets*

- Painted three “No Parking” areas downtown on Church and Main Streets
- Replaced stop sign and street sign at Main street and Water Street intersection, that had been intentionally knocked down by a vehicle
- Filled several potholes around the Town with gravel and packed down until we are able to patch them
- Edged and weed eaten the curbs and sidewalks in Foster Creek Subdivision
- Edged and weed eaten the curbs and sidewalks in Halls Creek 3 Subdivision

### *Yard Waste*

- Collected 552 Bags and 761 Bundles during July with 11 Loads and 28 Man Hours  
Expended

### *Parks & Rec*

- Daily routine maintenance of Splash Pad
- Cleaned out Skate Park for Inspection
- Damaged Power Pedestal at Church Street Dock removed
- Cleaned up from 4th of July Event.
- Twice Weekly Cleaning of All Park Bathrooms
- Daily Unlocking of All Park Bathrooms and Checking for Cleanliness and Supplies
- Deep Clean of Splash Pad system
- Sprayed for weeds at Municipal Park
- Installed Fishing Line Disposal Containers at Bi-Park

### *SOLID WASTE*

- Weekly Yard Waste Run
- Empty trash cans from all parks, downtown, the Pug, Church Street Dock, twice weekly