Board of Commissioners Agenda

Town of Swansboro

Tuesday, October 27, 2026

Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Douglas Eckendorf, Commissioner
Tamara Pieratti, Commissioner | Wayne Herbert, Commissioner | Timothy Vannoy, 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.

III. Consent Items:

a. June 9, 2026, Regular Meeting Minutes

b. June 15, 2026, Special Meeting Minutes

c. June 23, 2026, Regular Meeting Minutes

d. July 14, 2026, Regular Meeting Minutes

e. Resolution 2026-R10 Declaring Official Intent to Reimburse Expenditures Public Services Truck & Police Interceptor Vehicle

f. Budget Ordinance Amendment #2027-5

g. Tax Refund Request
The Onslow County Tax Collector recommends refunds of the below listed taxes totaling $338.32.
Vehicle Tax
Copeland, Thomas G & Judith C - $249.30 - Sold/Traded
Naber, Gerald A & Terry D - $29.51 - Sold/Traded
Poland, Twila Lyn - $11.03 - Sold/Traded
Zamora, Jesus & Carissa M - $48.48 - Tag Surrender

IV. Appointments/Recognitions/Presentations

a. **Onslow Coastal Alliance Future Forward**
Presenter: Melissa Brandt –Chief Executive Officer OCA (Formerly JOED)

b. **Board Appointments**
Presenter: Alissa Fender, MMC – Town Clerk

Due to a resignation, a board appointment is needed for the Parks Board.

Recommended Action: Consider appointment to the Parks Board

V. Public Hearing

VI. Business Non-Consent

a. **Municipal Park Revitalization Project**
Presenter: Anna Stanley – Parks & Recreation Director

Presentation of the completed Municipal Park Master Plan outlining the long-term vision for Municipal Park, with consideration of accompanying CIP amendments and formal adoption of the Master Plan Report by resolution will be provided.

Recommended Action: Motion to adopt Resolution 2026-R11 and approve Swansboro Municipal Park Master Plan and CIP Amendment.

b. **Lease Agreement for 502 Church Street (Swansboro Historical Association)**
Presenter: Jon Barlow – Town Manager

Consider establishing the annual lease rate and approval of a lease for approximately 4,052 square feet of space within the Town-owned building located at 502 Church Street (Emmerton School/Old Town Hall) for continued operation of the Swansboro Area Heritage Museum.

Recommended Action:
1. Motion to approve Resolution 2026-R12
2. Motion to establish an annual lease rate of $_____ for the Swansboro Historical Association's use of approximately 4,052 square feet at 502 Church Street; designating [the Town or SHA] as responsible for utility costs and approve the one-year lease agreement with these terms;
3. Provide direction to staff on SHA's request for as-needed use of other Town-owned facilities not covered by its lease at no cost.

c. **Resilient Coastal Communities Program (RCCP) Grant Application**
Presenter: Jon Barlow – Town Manager

The Town seeks Board approval to engage WithersRavenel for $5,000 to prepare a new RCCP Phase 4 grant application and update construction cost estimates for the Water Street Drainage Improvements Project ahead of the November 10, 2026, application deadline.

Recommended Action: Motion to approve Resolution 2026-R13 and the proposal from WithersRavenel in the amount of $5,000 to finalize all steps necessary to proceed with the RCCP Phase 4 grant application on behalf of the Town of Swansboro.

d. **Monthly Financial Report as of September 30, 2026**
Presenter: Sonia Johnson – Finance Director

e. **Future Agenda Topics**
Presenter: Alissa Fender, MMC – Town Clerk

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

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

a. Projects Brief

b. Department Reports

X. Board Comments

XI. Closed Session

XII. Adjournment

Town of Swansboro
Board of Commissioners
June 9, 2026, Regular Meeting Minutes

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Douglas Eckendorf, Commissioner Tamara Pieratti, Commissioner Tim Vannoy, and Commissioner Wayne Herbert.

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

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

Adoption of Agenda and Consent Items
On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Vannoy, the agenda as prepared and the following consent items were unanimously approved.

- April 1, 2026, Special Meeting Minutes
- ONWASA Administrative Service Agreement

Appointments/Recognitions/Presentations
Employee Introduction
Town Manager Jon Barlow introduced Steve Edwards as the Town's new Public Services Director. Mr. Barlow noted that Mr. Edwards previously served as Public Works Director for the Town from 2006 to 2014 and returned to an organization and community he knew well. He highlighted Mr. Edwards' extensive public service background, including military service and more than three decades of experience in public works and local government operations.

Mr. Edwards thanked the Board for the opportunity to return to Swansboro and expressed his appreciation for rejoining the organization.

Mayor Justice shared that Mr. Edwards was the inaugural recipient of the annual Sam Bland Award.

Board Appointments
Town Clerk Alissa Fender reviewed that appointments/reappointments were needed for the Board of Adjustment due to expiration of terms and the Historic Preservation Commission alternate seats remained vacant.

Board of Adjustment
Town Clerk Fender reported that the terms of Wayne Nixon and Ralph Kohlmann were set to expire and that both members had expressed interest in being reappointed.

Additional applications were received from Brian Lowe and Laurent Meilleur with interest in serving.

On a motion by Commissioner Pieratti, seconded by Commissioner Vannoy, Wayne Nixon and Ralph Kohlmann were reappointed to the Board of Adjustment with unanimous approval.

The Board then considered filling the vacant alternate position on the Board of Adjustment. Commissioner Vannoy moved to appoint Laurent Meilleur to the vacant alternate position on the Board of Adjustment. The motion was seconded by Mayor Pro Tem Conaway and approved unanimously. *(This appointment was subsequently rescinded later in the meeting after staff determined the vacancy was designated as an Extra Territorial Jurisdiction (ETJ) seat.)*

Historic Preservation Commission

Town Clerk Fender reported that two alternate positions on the Historic Preservation Commission remained vacant and that there was 1 application received from Cynthia LaCorte with interest in serving. Cynthia LaCorte was currently serving as the chair for the Appearance Commission.

Mayor Pro Tem Conaway voiced his concern regarding individuals serving simultaneously on multiple Town boards and commissions. Several commissioners agreed and shared their preference to provide opportunities for additional residents to become involved in local government service before making appointments.

Commissioner Eckendorf expressed support for proceeding with the appointment, noting the importance of maintaining a full and active commission. Other members of the Board indicated they would prefer to continue recruitment efforts and revisit the appointment once additional applications have been received.

Commissioner Eckendorf moved to appointment Cynthia LaCorte to the vacant seat, but the motion failed for lack of a second.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, appointments to the Historic Preservation Commission were tabled until a future meeting to allow additional recruitment efforts and further consideration regarding dual service on Town advisory boards. The motion passed 4:1.

Ayes: Conaway, Pieratti, Herbert, Vannoy
No: Eckendorf

Public Hearing

FY 2026/2027 Budget Ordinance, Tax Rate, Salary Schedules, and Fee Schedule

Town Manager Jon Barlow presented the proposed Fiscal Year 2026-2027 Budget Ordinance and accompanying documents. He explained that the budget was developed

around the Board's established goals of maintaining the current tax rate of $0.35 per $100 valuation, adopting a balanced budget without appropriating fund balance, providing employee compensation adjustments, funding one additional firefighter and one additional police officer position, and maintaining capital reserve contributions.

Town Manager Barlow reviewed several significant factors affecting the budget, including a 2.35% cost-of-living adjustment and 2.35% merit increase, increases in retirement and insurance costs, personnel additions in public safety, capital equipment purchases, capital reserve funding, and approximately $9.7 million in planned capital projects, primarily related to the future public safety facility. He also identified several requested projects and personnel items that were not funded within the proposed budget. Mr. Barlow discussed uncertainty surrounding North Carolina Senate Bill 889 and its potential impact on county property revaluation figures and municipal budget planning. He explained that the proposed budget was based upon revaluation figures provided by Onslow County, but that legislative action could require local governments to revert to prior valuation figures. Staff reviewed multiple budget scenarios and recommended maintaining flexibility until legislative action was finalized.

Finance Director Sonia Johnson presented the financial overview of the proposed budget. She reported that the proposed budget balanced revenues and expenditures without appropriating fund balance, marking the first such occurrence since Fiscal Year 2021-2022. Ms. Johnson reviewed projected fund balance levels, tax revenue projections, enterprise fund operations, debt obligations, and the potential financial implications should the Town be required to use previous valuation figures.

Board members discussed staffing needs within the Police Department, future debt obligations, capital reserves, long-term budget planning, and the challenges created by uncertainty at the state level. Police Chief Dwayne Taylor addressed current staffing levels and operational needs, emphasizing the importance of maintaining sufficient officers on duty for public safety and officer safety purposes.

The public hearing was opened at 6:41 pm then closed, as no comments were offered.

Town Manager Barlow recommended tabling adoption of the budget until the June 23, 2026, meeting to allow time for additional legislative guidance.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, consideration of the FY 2026-2027 Budget Ordinance, Tax Rate, Salary Schedules, and Fee Schedule was unanimously tabled until June 23, 2026.

Business Non-Consent

Future Agenda Topics

Town Clerk Fender requested that the Board revisit the earlier Board of Adjustment appointment. She explained that the alternate seat vacancy was designated as an Extra

Territorial Jurisdiction (ETJ) position and that the appointment of Laurent Meilleur had been made in error because as a town resident he could not serve in an ETJ seat. Attorney Rasberry advised the Board regarding the proper procedure to correct the appointment.

On a motion by Commissioner Pieratti, seconded by Mayor Pro Tem Conaway the Board unanimously rescinded the appointment of Laurent Meilleur to the Board of Adjustment alternate seat.

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

- Schedule a presentation by Jacob Maybry on Peru Mission trip

Public Comment
Cynthia LaCorte of 220 South Elm Street addressed the Board regarding their comments and decision-related appointments to the Historic Preservation Commission. She explained that she submitted an application after learning of concerns and challenges facing the commission and expressed a desire to volunteer her time and contribute positively to the community. Ms. LaCorte encouraged the Board to carefully consider opportunities to engage residents willing to serve the Town.

Manager's Comments
Town Manager Barlow reported that Arts by the Sea would take place on June 13th and anticipated strong attendance. He announced that the Visitor Center was expected to receive a temporary or final certificate of occupancy and could be utilized during the event. He thanked Town staff and contractor Bob Steele for their efforts in preparing the facility and suggested scheduling a formal ribbon-cutting ceremony at a later date.

Additionally, it was also reported that the Town's grant application through the North Carolina Beach Access Program for repairs to the Riverview Park Boardwalk had not been funded. He noted that the project could require the Town to pursue repairs independently should future grant opportunities not materialize.

Board Comments
Commissioner Pieratti thanked those who attended and staff, and she thanked Finance Director Johnson for redoing the budget repeatedly under stressful conditions.

Commissioner Herbert thanked staff for the significant work that went into developing the proposed budget and stated he had been prepared to support its adoption. He expressed disappointment that uncertainty created at the state level would require the Board to delay action and potentially revisit the budget. Commissioner Herbert emphasized the importance of adopting a budget that maintains Town services and

supports the community, and he thanked those in attendance and watching from home for their continued interest and engagement.

Commissioner Eckendorf thanked staff for their work on the proposed budget and expressed confidence that the Board would be prepared to move forward with budget adoption at its next meeting. He reaffirmed his support for public safety and ensuring those departments have the resources needed to serve the community. Commissioner Eckendorf also expressed disappointment with the Board's decision to postpone the Historic Preservation Commission appointment, noting his belief that citizens willing to volunteer their time and service should be encouraged to participate in Town government.

Commissioner Vannoy welcomed Mr. Edwards and said the Town had a great Public Works team to work with him. He thanked Ms. Johnson and viewers at home and said the Town was transparent about the budget. He invited residents to ask questions, which would be answered.

Mayor Pro Tem Conaway thanked staff for their work on the proposed budget and noted that the Board's ability to act had been impacted by factors outside of staff's control. He stated that the Board's goal was to make the best decision possible under the circumstances. Mayor Pro Tem Conaway also reiterated his longstanding preference against individuals serving on multiple Town boards simultaneously, explaining that he believes doing so encourages broader community participation and diverse perspectives. While expressing his dislike of leaving vacancies unfilled, he indicated his support for continuing recruitment efforts and suggested the Board move forward with an appointment at its next meeting if no additional applicants came forward. He concluded by thanking those in attendance and watching remotely for their engagement.

Mayor Justice welcomed Steve Edwards back to the Town and also welcomed Whitney Cantrell, an upcoming candidate for Onslow County Commissioners. He provided updates from a recent regional economic development meeting, including the hiring of a new director and the status of ongoing business recruitment efforts. Mayor Justice highlighted the success of Military Appreciation Day, recognized the upcoming Medal of Honor presentation to Major James Capers, and commended staff for their work on the Visitor Center project. He also discussed the Board's efforts to maintain a responsible tax rate amid uncertainty surrounding property valuations and encouraged residents to reach out to Board members with questions or concerns.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert the meeting adjourned at 7:04 pm

Town of Swansboro
Board of Commissioners
June 15, 2026, Special Meeting Minutes

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Douglas Eckendorf, Commissioner Tamara Pieratti, Commissioner Tim Vannoy, and Commissioner Wayne Herbert.

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Call to Order

The meeting was called to order at 6:00 pm. The purpose of the meeting was for discussion/direction on the FY 2026/2027 Budget. The PowerPoint presentation reviewed during the meeting is herein attached.

Town Manager Jonathan Barlow reviewed that at the boards May 14, 2026, regular meeting, staff had outlined several budget scenarios, with Scenario 7 seeming most suitable, noting that Senate Bill 889, which could pause the new property valuation numbers that took effect in January 2026, had passed the Senate and received a first reading in the House but had not advanced further. Finance Director Sonia Johnson created a budget based on Scenario 7, adhering to the 35-cent tax rate. This plan maintained spending levels from the current year but necessitated a fund balance appropriation of about $486,000, including a capital reserve transfer of $102,000 and reduced capital outlay of $226,000, addressing a lingering deficit.

Town Manager Barlow shared that larger municipalities in Onslow County, including Jacksonville, utilized new valuation figures – a strategy currently impractical for Swansboro due to its size. Staff remained ready to pivot to Scenario 4 while keeping Scenario 7 as a fallback. Barlow referenced House Bill 1082, aimed at more permanently controlling property tax revenue through capping rate changes, with a potential constitutional amendment on future voting ballots.

Town Manager Barlow outlined the budget timeline: a June 1 requirement to present a budget to the Board, practically translating to May 29, permitting a 10-day period for inspections before the June 9 public hearing. After the public hearing, the Board could tweak the budget up to its official adoption and tax rate finalization. Significant budget drivers for both scenarios were cost-of-living and merit adjustments at 1.35 percent, a 0.75 percentage point hike in state retirement contributions, and notable increases in insurance rates. Scenario 7 revealed no new personnel, a drop in capital outlay to $34,000, alongside an unfunded land use plan update, despite a revised valuation cut of $8,000,000.

Finance Director Johnson provided a detailed explanation of the budgetary balance. She highlighted that there was an unused fund balance approaching $657,719 and an unassigned balance amounting to $3,673,757, both significantly exceeding the board's minimum requirements. Finance Director Johnson reviewed the allocations for capital improvements, where $75,000 was set aside for the fire department and $11,500 for the

acquisition of a police vehicle. Additional allocations were made for public works and stormwater initiatives, aligning with requests that had not been met in previous budgets. Finance Director Johnson also revisited the allocations for the Storm Water enterprise fund, stating that there were no changes from prior years, thus maintaining a level of consistency in the funds allocations. Furthermore, she provided justification for an increase in the solid waste rates, pointing out that these rates had remained unchanged since the fiscal years of 2018-2019, suggesting the need for an adjustment in response to current financial demands and service requirements.

During the discussion, the Board explored a possible tax rate for Scenario 4. Initially, some suggested reducing it to 33 cents, but eventually, the Board agreed on maintaining a 35-cent rate. This decision took into account the financial challenges, such as past unpaid projects, upcoming debt increases, and the need to keep crucial public safety staff. The conversation also showed concern about the upcoming laws and considered other ways to ease financial burdens, like changing stormwater fees. In the end, the plan was to move forward with Scenario 4 at a 35-cent rate, using the monetary plans from Scenario 7, with a focus on new staffing additions. The Board decided not to fund the land use plan update at this time, citing the anticipated change in personnel for the Planner position and the possible removal of ETJ designation authority through pending legislation. The main focus was on ensuring public safety resources and protecting capital, while keeping a strong financial balance, all under careful financial management, until the final budget adoption.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the meeting adjourned at 6:50 pm.

Town of Swansboro
Board of Commissioners
June 23, 2026, Regular Meeting Minutes

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Wayne Herbert, Commissioner Tim Vannoy, Commissioner Douglas Eckendorf, and Commissioner Tamara Pieratti.

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Call to Order

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

Public Comment

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

Adoption of Agenda and Consent Items

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf, the agenda as prepared and the following consent items were unanimously approved.

- April 14, 2026, Regular Meeting Minutes
- April 14, 2026, Closed Session Minutes
- Budget Ordinance Amendment #2026-7
- Tax Refund Requests
  Vehicle Tax
  Britt, Patrica Cook - $34.76 - Sold/Traded
  Campbell, Jade - $27.64 - Tag Surrender
  Klein, Iryna Anatoliyivna & David Russell - $125.87 - Tag Surrender

Appointments/Recognitions/Presentations

Educators on Mission

Jacob Mabry, Principal of Sand Ridge Elementary School, presented information on Educators on Mission, a ministry established to support educators in public and private schools. He reviewed an upcoming mission trip to Peru, where a team of local educators would work with students at a school serving an underserved community. The team would also provide professional development and instructional support to the school's teachers, many of whom had not received formal educational training. Mr. Mabry explained that the ministry's broader purpose was to encourage educators and provide opportunities for educators to use their professional skills in service to others.

In response to Board questions, Mr. Mabry explained that the ministry also supports local educators through voluntary, before-school Bible studies. He confirmed that donations were being accepted to assist with the mission trip and the ministry's continuing work.

Public Hearing

UDO Text Amendment to §152.016 Definitions of Basic Terms

Town Planner Rebecca Brehmer reviewed a proposed amendment to Section 152.016 of the Unified Development Ordinance to correct the definition of "Fence (Protective)." Ms. Brehmer explained that the existing definition incorrectly used the word "minimum" instead of "maximum" when referencing a six-foot fence height and included design standards that should be located in the applicable standards section. The proposed amendment would replace the definition with general language describing a fence and direct users to Section 152.196E for specific design requirements. The Planning Board recommended approval of the amendment at its June 2, 2026, regular meeting.

In response to inquiries from the Board, Planner Brehmer and Attorney Rasberry clarified the following:

- All fence design standards, including the six-foot maximum height and requirements concerning fence orientation, would remain in Section 152.196E.
- The existing definition could create enforcement issues because fences shorter than six feet technically did not meet the ordinance's definition.
- The revised language was satisfactory and removing the ambiguity would make the ordinance clearer and easier for the Town to enforce.

The public hearing was opened at 6:16 pm, then closed as no comments were made.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, Ordinance 2026-O4 amending §152.016 Definitions of Basic Terms was unanimously approved.

UDO Text Amendment to §152.400-462 Flood Damage Prevention

Planner Brehmer reviewed a proposed amendment to Sections 152.400 through 152.462 of the Unified Development Ordinance to incorporate the updated 2026 Model Flood Damage Prevention Ordinance for coastal communities. The amendment included required updates and selected optional provisions recommended for Swansboro, including expanded definitions, references to the revised elevation certificate, and the addition of the Coastal A Zone designation. The Flood Management Appeal Board recommended approval at its May 18, 2026, special meeting, followed by a recommendation of approval from the Planning Board at its June 2, 2026, regular meeting.

In response to inquiries from the Board, Planner Brehmer and Attorney Rasberry clarified the following:

- Language regarding the termination of utility service was supported by the Town's existing working relationships with the applicable utility providers.
- The model ordinance contained conflicting language regarding whether administrative appeals would be heard by the elected governing body or the Flood Management Appeal Board. Staff recommended revising both provisions to consistently designate the Flood Management Appeal Board.

- The proposed correction was appropriate and consistent with similar ordinances adopted by other municipalities.
- The National Flood Insurance Program planner confirmed that the Town could designate the Flood Management Appeal Board to hear administrative appeals.
- Maintaining a flood damage prevention ordinance is required for continued participation in the National Flood Insurance Program, and using the model ordinance helps maintain consistency with program requirements.

The public hearing was opened at 6:23 pm then closed as no comments were offered.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf, Ordinance 2026-O5 amending §152.400-462 Flood Damage Prevention was unanimously approved.

Business Non-Consent

FY 2026/2027 Budget Ordinance, Tax Rate, Stormwater Ordinance, Fee Schedule, and Salary Schedules (tabled 6/9/2026)

Town Manager Jon Barlow presented the proposed FY 2026/2027 Budget, which had been tabled from the June 9, 2026, meeting. The required public hearing was conducted and closed on June 9, after which the Board held a special meeting on June 15 to further discuss the proposed tax rate, fund balance impact, public safety staffing, and other budget priorities. The revised budget presented for consideration reflected the direction provided by the Board during those meetings.

Manager Barlow summarized the principal components of the proposed budget:

- The total budget across all funds was $7,364,397, representing an eight percent decrease from the prior fiscal year.
- The General Fund totaled $6,679,173, the Stormwater Fund totaled $157,574, and the Solid Waste Fund totaled $527,006.50.
- The ad valorem tax rate remained unchanged at $0.35 per $100 of assessed valuation.
- The tax levy was calculated using the 2025 assessed valuation of $734,795,000, as required by the revaluation moratorium established under Senate Bill 889.
- The budget included one additional police officer beginning January 1, 2027, one patrol vehicle, one public service vehicle, and replacement police radios.
- Employee compensation included a 1.35 percent cost-of-living adjustment and merit increases of up to 1.35 percent.
- The budget accounted for increased health insurance, property and liability insurance, and required retirement contributions.
- No changes were proposed for the Stormwater Fund.
- Solid waste fees would increase by $2.10 per month for residential customers and $3.59 per month for commercial customers after approximately eight years without a rate adjustment.

- The budget required a $486,000 fund balance appropriation and was projected to leave the General Fund balance at approximately 52 percent, above the Board's 50 percent policy minimum.
- No contribution to capital reserves was included in the proposed budget.

In response to inquiries from the Board, Town Manager Barlow and/or Finance Director Sonia Johnson clarified the following:

- The $0.35 tax rate and the assessed valuation of $734,795,000 remained unchanged from the current fiscal year because the Town was required to use the 2025 property valuation figures.
- Funding for the additional police officer was based on a January 1, 2027, hiring date and therefore included only one-half of the annual salary and benefit costs.
- The $486,000 fund balance appropriation was less than the amount appropriated in the prior year and would leave the Town slightly above its 50 percent policy minimum.
- The budget did not include a contribution to capital reserves, but restoring that funding would remain a priority during the next budget cycle.
- The Solid Waste Fund fee increases were necessary to address increased operating costs and maintain the financial stability of the fund.
- The proposed budget preserved current service levels while providing limited investments in public safety staffing, vehicles, and equipment.

During final discussion, the Board acknowledged that the proposed budget resulted from an extensive process and recognized that the State-mandated revaluation moratorium limited available revenue and prevented the Town from funding all requested initiatives. The Board agreed that the revised budget reflected its prior direction by maintaining the $0.35 tax rate, preserving essential services, adding one police officer beginning in January, and keeping the projected fund balance above the Town's policy minimum. The Board also expressed appreciation to staff for the numerous revisions completed throughout the budget process and identified public safety, capital reserves, pedestrian and bicycle improvements, and stormwater management as continuing priorities.

On a motion by Commissioner Pieratti, seconded by Mayor Pro Tem Conaway the FY 2026/2027 Budget Ordinance with an ad valorem tax rate of $0.35 per $100 of assessed valuation, along with the associated Salary Schedules and Fee Schedule was unanimously approved.

Monthly Financial Report as of May 31, 2026

Finance Director Sonia Johnson presented the May 2026 financial report. She highlighted the following points:

- The General Fund reflected an excess of revenues over expenditures of $395,835 with encumbrances and $565,520 without encumbrances.

- General Fund expenditures were at 72.84 percent of budget, compared with the projected benchmark of 91.67 percent.
- The Stormwater Fund reflected an excess of revenues over expenditures of $55,502.
- The Solid Waste Fund reflected an excess of revenues over expenditures of $17,618; however, depreciation had not yet been recorded.
- Outstanding Town debt totaled $995,238 as of May 31, 2026.
- The June report would reflect the approved $150,000 transfer to capital reserve and Emergency Operations Center grant agreements received during June.

Mayor Justice noted that debt obligations for two vehicles and a fire truck would be retired during the fiscal year. No questions were raised by the Board.

Future Agenda Topics

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

- Begin providing a grants status slide in the monthly financial report
- Schedule a presentation by JOED

Public Comment

Citizens were offered an opportunity to address the Board for no more than five minutes regarding items not listed on the agenda. No comments were made.

Manager's Comments

Town Manager Barlow spoke about the following project updates:

- The renovated visitor center ribbon-cutting ceremony was tentatively scheduled for 9:00 a.m. on July 2, 2026, with invitations to the County Board of Commissioners, the Swansboro Tourism Development Authority, builder Rob Steel, and the public.
- The Emmerton School restoration project was nearing completion by its August 30, 2026, deadline, with ceiling painting and front-door replacement remaining before a planned ribbon-cutting or dedication ceremony.
- Fireworks were planned for approximately 9:00 p.m. on July 3, 2026.

Board Comments

Mayor Pro Tem Conaway reported that JUMPO would address missing traffic-signal reflectors identified as a safety hazard during a recent power outage, that the Town had forwarded the Food Lion/Mavis Tires right-in, right-out issue to NCDOT, and encouraged property owners to appeal their revaluation assessments with the Onslow County Tax Office.

Commissioner Herbert thanked everyone who supported the successful Arts by the Sea Festival and praised the new visitor center bathroom and command facility, including funding support from the Swansboro Tourism Development Authority and Onslow County Board of Commissioners.

Commissioner Pieratti thanked festival staff, wished Town Planner Brehmer well, and recognized Town Manager Barlow, Finance Director Johnson, and Town Clerk Fender for their budget and ongoing work.

Commissioner Eckendorf thanked the Board and staff for their budget work, highlighted sidewalks and pedestrian mobility, public safety investment, and stormwater management as priorities, invited community input, and requested a Mullet Festival planning brief with a weather contingency plan at least 90 days before the event.

Commissioner Vannoy asked staff to explore moving Appearance Commission meetings to the evening for greater accessibility, thanked regular meeting attendees, and praised the visitor center facility and Arts by the Sea volunteers.

Mayor Justice encouraged support for Major James Capers and his foundation, promoted Safety Town and National Night Out, praised Police and Fire services, noted the need for expanded emergency medical capacity, and invited input related to his work on the county opioid funding committee.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the meeting adjourned at 7:12 pm.

Town of Swansboro
Board of Commissioners
July 14, 2026, Regular Meeting Minutes

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Wayne Herbert, Commissioner Douglas Eckendorf, and Commissioner Tamara Pieratti. Commissioner Tim Vannoy was absent.

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Call to Order

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

Public Comment

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

Adoption of Agenda and Consent Items

On a motion by Commissioner Eckendorf, seconded by Commissioner Pieratti, the agenda as prepared and the following consent items were unanimously approved.

- April 28, 2026, Regular Meeting Minutes
- April 28, 2026, Closed Session Minutes
- Resolution Approving the Plan to Annex Certain Real Property

Appointments/Recognitions/Presentations

ONWASA Community and Partner Update

Franky Howard, CEO of ONWASA, presented an overview of the agency's water and wastewater operations, capacity, and capital improvements, including the Highway 24 force main connection nearing completion and planned treatment plant expansions. He also reported on that morning's contractor-caused water main break, which affected approximately 1,300 customers, confirming that repairs were complete, the storage tank was refilling, and a precautionary boil water advisory would remain pending satisfactory laboratory results.

In response to Board inquiries, Howard explained:

- Damage recovery: Because the water line was properly located and marked, ONWASA would document repair costs, water loss, and labor and submit a damage claim to the contractor that filed the locate request.
- Future wastewater needs: ONWASA intended to retain the Old Hammocks Road treatment permit for contingency use. The Highway 24 force main could reverse flow if needed, and the Marine Corps Base was required to provide only three years' notice of any capacity reduction. ONWASA was also exploring a regional treatment plant in the Hubert area.

Employee Introduction & Oaths of Office
Police Chief Dwayne Taylor introduced two newly appointed officers, Officer Aaron Thompson and Officer Shane Bruno, who were sworn in by Mayor Justice.

Chief Taylor subsequently introduced Josh Johnson, the department's first volunteer member of the Volunteer Police Services program. Josh assists with administrative functions in the police department and has expressed a desire to engage with the broader community. In his remarks, Josh shared his background, including a lifelong aspiration to serve in uniform despite a diagnosis of high-functioning autism, and expressed sincere gratitude for the opportunity to serve alongside the department. Mayor Justice commended Josh and a fellow officers for going above and beyond after the July 4th celebration by cleaning up a significant amount of debris near a local business at a resident's request. The police cadets participating in the department's cadet program were also recognized.

Arts by the Sea, Taste of the Town Winners
Parks and Recreation Director Anna Stanley announced the winners of the 2026 Taste of the Town competition, held in conjunction with the Arts by the Sea Festival on June 13th. Participating restaurants competed in three categories: best appetizer, best entrée, and best dessert. Stanley noted that the judging was especially competitive this year, with score cards being very close across the board.

The winners were as follows:

- Best Appetizer was awarded to Drizzle for their olive oil and balsamic vinegar salad, marking the establishment's first year of participation in the event.
- Best Entrée was awarded to the Boro Restaurant for their Cajun pasta.
- Best Dessert was awarded to IL Cigno for their chocolate mousse.

Parks and Recreation Month
Mayor Justice read a proclamation designating July as Parks and Recreation Month in the Town of Swansboro, recognizing the role parks and recreation play in promoting public health, youth development, environmental stewardship, and economic vitality.

Parks and Recreation Director Anna Stanley addressed the Board and audience, highlighting the contributions of Parks and Recreation staff, town departments, the Parks and Recreation Advisory Board, program instructors, entertainers, nonprofit organizations, community partners, and volunteers. She acknowledged several partners and sponsors present in the audience and emphasized that parks and recreation represent a foundational component of a healthy and connected community.

Business Non-Consent

Public Street and Sidewalk Acceptance Request- Swansgate Subdivision

Town Planner Rebecca Brehmer presented a request from Tidewater Associates, Inc., on behalf of A Sydes Construction, for acceptance of all public streets and sidewalks in the Swansgate Subdivision, excluding stormwater infrastructure. She reported that the stormwater permit had been transferred to the homeowner's association in January 2026, all inspection items had been corrected and verified, and supporting certifications and a letter of credit for the required one-year, 10 percent warranty had been submitted.

In response to a Board inquiry, Brehmer confirmed that the engineer's report addressed stormwater components to verify proper functioning in support of street and sidewalk acceptance. The stormwater permit would remain with the homeowner's association; the acceptance request covered only streets and sidewalks.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, Resolution 2026-R9 to accept public streets and sidewalks in Swansgate Subdivision was unanimously approved.

RFQ Contract Negotiation Approval

Parks and Recreation Director Stanley reported that two proposals were received for grant writing services supporting Land and Water Conservation Fund (LWCF) and Parks and Recreation Trust Fund (PARTF) applications. Following review, the Town Manager, Finance Director, Parks and Recreation Director, and Parks and Recreation Advisory Board recommended WithersRavenel.

In clarification to the Board, Town Manager Barlow explained:

- **Contract approval:** The requested action authorized negotiations with WithersRavenel only; the resulting contract would be returned to the Board for final approval.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf, authorization for the Town to enter into contract negotiations with WithersRavenel for grant consulting services was unanimously approved.

Approval of the Appearance Commission By-Laws

Town Clerk Alissa Fender presented the final Appearance Commission By-Laws for Board approval. She explained that the newly appointed commission had been tasked with drafting bylaws to govern its internal organization and meeting procedures in accordance with its advisory role under the town ordinance and state law. The bylaws had been reviewed, revised, and approved for adoption by the Commission at its most recent meeting and were now submitted to the Board for final approval.

Commissioner Conaway offered remarks commending the quality of the bylaws, noting that the document was well-organized and comprehensive upon a single reading. He indicated that Commissioner Herbert had shared a similar assessment.

On a by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the Appearance Commission By-Laws as recommended by the Appearance Commission was unanimously adopted.

Future Agenda Topics

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

- Schedule a presentation by Zoe Empowers
- Schedule review of the Waterfront Plan

Board members also addressed several matters of interest not specifically identified as future agenda items, including:

- Development of a grant tracking mechanism to monitor pending and submitted grant applications and assist with communication of Town priorities to state and federal representatives.
- Availability of a newly announced Boating Infrastructure Grant (BIG) program and potential opportunities for future funding.
- Expressions of interest in leasing space within the Emerton School building, although no formal discussions or negotiations had occurred to date other than with the Swansboro Historical Association.

Public Comment

Tim Eason, 728 West Phillips Drive, commended the July 4th fireworks event but raised concerns about severe post-event traffic congestion and limited emergency-vehicle access to downtown. He requested a consistent, predictable parking and traffic plan for all festivals, noting that Arts by the Sea offered shuttle service from Ward's Farm while the July 4th event did not.

Manager's Comments

Town Manager Jon Barlow provided a brief update on the Emerton School renovation project. He noted that a walkthrough was scheduled for the following Thursday to review the two remaining phases: painting the metal ceilings and replacing all exterior doors. He indicated that once the ceiling work was approved by state inspectors, the town would enter into a contract for the door replacement, with that work expected to be complete by August 18th and the overall grant closed out by August 30th.

Board Comments

All board members voiced their appreciation for the July 4th celebration and staff and volunteer efforts, the success of the Park & Rec Safety Town program, provided comments on the new Visitor Center and its restrooms, and concerns about event traffic and parking, and congratulated the Arts by the Sea winners.

Commissioner Eckendorf thanked the Tourism Development Authority (TDA) and its representatives for financial support of the Visitor Center.

Commissioner Herbert noted near-record or record July 4th attendance and recognized the Swansboro Fire Department and Onslow County EMS for responding to a resident's medical emergency within approximately five and ten minutes, respectively.

Mayor Pro Tem Conaway shared that he attended the Bear Creek Fire Department groundbreaking with Mayor Justice. Additionally he specifically offered his appreciation to the downtown businesses for the support of the July 4th event.

Mayor Justice reported attending the initial Onslow County Opioid Settlement Steering Committee meeting with Commissioner Conaway and hosting Representatives Laurie Buckhout, Don Davis, and Blake Belch (Ted Buds representative) for facility tours and infrastructure funding discussions. He credited Representative Wyatt Gable with securing approximately $225,000 for the town ($200,000 for fire and $25,000 for police) and encouraged acknowledgment. He recognized Doug Rogers for planting more than 110 live oaks at no cost to the town and receiving local television coverage, and Isabella, the prior year's military child of the year, for receiving an $80,000 college scholarship. He also encouraged support for the upcoming Tunnels to Towers event.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf the meeting adjourned at 7:16 pm.

Board of Commissioners Meeting
Agenda Item Submittal

Item To Be Considered: **Resolution Declaring Official Intent to Reimburse Expenditures Public Services Truck & Police Interceptor Vehicle**

Board Meeting Date: **October 27, 2026**

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

Overview: In this current fiscal year, a public services vehicle and a police interceptor vehicle, including necessary equipment and upfitting were budgeted to be purchased using loan proceeds. Due to delivery occurring sooner than anticipated, the vehicles were delivered and paid for prior to the issuance of tax-exempt financing. The total cost of the vehicles and associated upfitting was $108,000.

Internal Revenue Service (IRS) regulations require that a declaration of official intent to reimburse expenditures be adopted by the governing body within 60 days after the expenditure is paid. Failure to adopt this declaration within the required timeframe could jeopardize the tax-exempt status of the interest on the financing.

The proposed resolution satisfies the IRS requirement by formally declaring the Town's intent to reimburse itself for eligible expenditures associated with the police interceptor vehicles from the proceeds of future tax-exempt financing. Adoption of this resolution ensures compliance with federal regulations and preserves the Town's ability to use tax-exempt debt for reimbursement.

Background Attachment(s): Resolution (2026-R10) Declaring Official Intent to Reimburse Expenditures – Public Services Truck & Police Interceptor Vehicle

Recommended Action: Motion to approve the Resolution (2026-R10) Declaring Official Intent to Reimburse Expenditures – Public Services Truck & Police Interceptor Vehicle

Action: _____

RESOLUTION (2026-R10)
DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FOR THE PURCHASE OF A PUBLIC SERVICES TRUCK AND POLICE INTERCEPTOR VEHICLE FROM PROCEEDS OF TAX-EXEMPT FINANCING

WHEREAS, the Town has incurred or expects to incur expenditures for the purchase of a public services truck and a police interceptor vehicle, including necessary equipment, upfitting, and related incidental costs, to support municipal operations; and

WHEREAS, the Town has incurred or expects to incur expenditures totaling an amount not to exceed $108,000 for the capital purchases, which expenditures may be paid initially from available Town funds prior to issuance of tax-exempt financing; and

WHEREAS, Section 1.150-2 of the Treasury Regulations under the Internal Revenue Code of 1986, as amended, requires that a declaration of official intent to reimburse expenditures be adopted by the governing body no later than 60 days after payment of the original expenditure in order for the reimbursement to qualify as an expenditure of tax-exempt bond proceeds; and

WHEREAS, failure to adopt such a declaration within the required timeframe could jeopardize the tax-exempt status of the interest on the obligations to be issued; and

WHEREAS, the Board of Commissioners desires to declare its official intent to reimburse itself for the cost of a public services truck and a police interceptor vehicle, including related equipment, upfitting, and incidental expenses, from the proceeds of tax-exempt obligations to be issued in the future.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town that:

1. The Town hereby declares its official intent to reimburse itself for the costs of acquiring a public services truck and a police interceptor vehicle , including related equipment, upfitting, and incidental expenses, in an amount not to exceed $108,000, from the proceeds of tax-exempt obligations to be issued.
2. This declaration of official intent is adopted within 60 days of payment of the original expenditures and is intended to comply with the requirements of Section 1.150-2 of the Treasury Regulations.
3. The Town reasonably expects to reimburse the expenditures with proceeds of tax-exempt financing to be issued in the future, subject to applicable law and approval of the Board of Commissioners.
4. This resolution shall take effect immediately upon adoption.

ADOPTED this 26th day of October, 2026.

_____
William Justice, Mayor

ATTEST:

_____
Alissa Fender, Town Clerk

Board of Commissioners Meeting
Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2027-5**

Board Meeting Date: **October 27, 2026**

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

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

1. Police Department: North Carolina Senate Bill 599 authorized to pay a one-time bonus for eligible sworn local law enforcement officers employed by the town as of June 30, 2026. The Town received $20,722.68 in reimbursement funding to cover the authorized payments.

Source of Funds-Police Services-Reimbursement

2. Fire Department: Fire Department: Beginning on or around August 28, 2026, the Swansboro Fire Department experienced numerous unforeseen mechanical failures and emergency repair needs involving multiple frontline emergency response apparatus and critical fire station infrastructure. These unexpected failures caused significant operational disruptions, including two separate occasions when apparatus were completely out of service, requiring the Department to secure temporary replacement apparatus from Onslow County Fire Rescue and the Pine Knoll Shores Fire Department to maintain emergency response capabilities.

The following emergency repairs were required:

Squad 17 – 2017 Spartan/Toyne | $5,607.07: Alternator failure, tire replacement, and exhaust system leak.
Engine 17 – 2001 E-One International | $982.43: Electrical system malfunctions, starter failure, and air system failure.
Ladder 17 – 2004 E-One Typhoon Aerial | $1,934.28: Aerial lift cylinder failure.
Tanker 17 – 2009 Rosenbauer | $4,002.24: Emergency warning siren and front dashboard assembly repairs.

Additional appropriations are necessary to cover the total emergency vehicle repair and maintenance cost of $12,526.02.

Source-Appropriated Fund Balance

3. Fire Department: Additional funds of $5,287.24 are needed to cover the payout of accrued leave resulting from an employee resignation.

Source of Funds: Appropriated Fund Balance

Action: _____

4. Public Buildings: Additional funds are needed for emergency repairs to critical equipment at the Public Safety Building to maintain safe and functional operations.

> Plymovent Diesel Exhaust Extraction System | $2,366.69: Exhaust tubing failure requiring repairs to restore the system responsible for removing harmful diesel exhaust emissions from the apparatus bay.
> Fire Station Air Compressor | $201.19: Regulator blowout requiring emergency repairs to restore the station's compressed air system.

Additional appropriations of $2,567.88 are requested to cover these repair and maintenance expenses.

Source of Funds: Appropriated Fund Balance

5. Public Buildings: Staff is requesting $2,000 to establish funding for maintenance agreements for the Town Hall generator and the Public Safety generator. These agreements will help ensure both generators remain in proper working condition and are available to support essential Town operations during power outages and emergency situations.

The Town received a quote from PowerHouse in the amount of $2,000 to inspect, test, and adjust both generators semiannually. Maintaining the Town Hall generator supports the continuity of administrative and governmental services, while maintaining the Public Safety generator helps ensure the availability of critical emergency response operations during severe weather events, natural disasters, and other emergencies.

Requesting $2,000 for the maintenance agreements for both generators.

Source of Funds: Appropriated Fund Balance

6. Streets: The Town's aerial boom lift is no longer in service due to mechanical issues. Each year, the Town utilizes this equipment to install and remove Christmas lights and holiday decorations along municipal streets. Since the existing equipment is currently out of service, staff is requesting funding to rent a boom lift to complete these seasonal activities.

Renting the equipment will allow Town staff to safely access elevated areas and streetlight poles necessary for the installation and removal of Christmas lights and holiday decorations.

The estimated time required to install and remove the Christmas lights is approximately three weeks. The rental cost is $1,690 per week, for a total estimated expense of $5,070.

Source of Funds: Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2027-5

Recommended Action: Motion to approve Budget Ordinance Amendment #2027-5

ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 26/27

BUDGET ORDINANCE AMENDMENT #2027-5

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2027:

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

Appropriations	Increase
Police	$20,723
Fire	$17,813
Public Buildings	$4,568
Public Works-Streets	$5,070

Revenues	Increase
Appropriated Fund Balance-General Fund	$27,451
Police Services-Reimbursement	$20,723

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

Adopted by the Board of Commissioners in regular session, October 27, 2026.

_____
William Justice, Mayor

Attest:

_____
Alissa Fender, Town Clerk

Board of Commissioners Meeting
Agenda Item Submittal

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

Board Meeting Date: **October 27, 2026**

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

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling $338.32

Vehicle Tax		
Copeland, Thomas G & Judith C	$249.30	Sold/Traded
Naber, Gerald A & Terry D	$29.51	Sold/Traded
Poland, Twila Lyn	$11.03	Sold/Traded
Zamora, Jesus & Carissa M	$48.48	Tag Surrender

Background Attachment(s): None

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

Action: _____

Board of Commissioners Meeting
Agenda Item Submittal

Item To Be Considered: **Board Appointments**

Board Meeting Date: **October 27, 2026**

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

Overview: Due to a resignation, a board appointment is needed for the Parks Board.

Parks Board
One (1) In Town seat to consider for appointment.
There is **one (1)** application on file.

Background Attachment(s): Talent Bank Sheet
Recommended Action:

1. Consider appointment to the Parks Board

Action: _____

THUMBNAIL PROFILES TALENT BANK APPLICANTS

Gary Keroack **Town Limits** **(904)537-7273** (11/2023)
Interested in Planning Board Appearance Commission Other
-Retried, Occasional Math Tutor
-MBA, M.A. Math Education (6-12)
-HOA Design Board Member in Florida and Halls Creek
-Special skills include meteorology, oceanography, and business administration
-Desire to volunteer his free time to become more involved in the community

Kelley Brown **Not in Town Limits** **(910)238-0191** (12/2024)
Interested in Tourism Authority
-Sales Manager Hampton Inn Suites
-Highschool graduate
-Member of the Military Affairs Committee, TAC Committee for Onslow County, Hospitality Committee for Onslow County. Previously recognized as the 2022 Hospitality Person of the Year, and 2021 SACC Businesswoman of the Year.
-Working in the hotel in sales provides a unique insight into what groups are coming to the area for and how to keep them returning. Knowledge includes how to attract other groups and what to do from a town standpoint to keep the area busy.
-The hotel has a special position, they are consistently involved in the community and in the growth of the town, as it advances all interest and desires to provide both to the community through participating on an advisory board.

Bryan Lowe **Town Limits** **(910)978-6498** (12/2023)
Interested in Planning BoardBoard of Adjustment
-Retired/Disabled Veteran
-Master of Science, Logistics Management and Black Belt Lean Six Sigma
-Involved with Veterans Memorial Gardens, Past president of Warrant Officer Association
-Logistics background, developed processes
-Desires to find a good use for free time

Sherrie Hancock **ETJ** **(910)581-4768** (12/2024)
appointed to PB
Interested in Tourism Authority
-Hospitality Service Director Hampton Inn and Suite
-Some College
-Prior TDA/Currently serves on Planning Board
-Has lived in Swansboro for 52 years. 6 generations in this area. As mention, was prior TDA member and would love to continue to serve the community by sharing thoughts and concerns.
-As her home she wants to serve the community and make it as safe and as enjoyable as it has been in the past. The town is called the “Friendly City by the Sea” for a reason and she wishes to keep it that way.

Catherine Madison **Town Limits** **(252)764-1805** (12/2024)
Interested in Tourism Authority
-General Manager Hampton Inn and Suites
-High School Education
-Military Affairs Committee
-Has worked in hospitality for 7 years under Crown Hotel and Travel Management, which has given her good prospective on what is needed to maintain and get new business coming to Swansboro. She has 3 children active in the community with dance and baseball which helps her know the market segment for youth travel.

Historic Preservation Planning Board Board of Adjustment Park Board Tourism Authority Appearance Commission Other

-Having become more involved with the community through the Military Affairs Committee and volunteering at different events she would like to expand her horizon into helping bring more business to the town of Swansboro.

Ryan Swanson **Town Limits** **(862)354-2597** (01/2025)
appointed to Parks Board
Interested in Planning BoardTourism Authority
-COO of DFS Advertising Agency
-Some College
-Previous member of Swansboro Area Events Organization, Swansboro Area Development Foundation, Swansboro Military Affairs Committee, Swansboro Veterans Memorial Committee
-15+ years in business leadership in Swansboro, 10+ years in local property management and season tourism patterns/growth. Proven track record in tourism/local development and event management. Strong marketing and community engagement skills. Currently maintains a network of local business partnerships. Advertising agency is the agency used by the Azalea festival for the past 2 years and for 2025.
-Interested in serving TDA by having direct experience in tourism promotion and management, understands season business patterns in Swansboro. Interested in serving the Planning Board by having a proven track records of business expansion and understands the nature and necessity of careful planning for both commercial and residential. Interested in serving the Parks & Rec Board by having a history of planning large scale community and private events and understands the community needs and interests.
- Overall as a resident of Swansboro since 2007 and having a vested interest in the town growth, he is willing and strongly desires to make a positive change in our community that will benefit most and assisting with positive growth for the Town and make sure that residents and business owners are protected.

Rachelle Lovejoy **Town Limits** **(540)664-7411** (07/2025)
Interested in Planning BoardPark Board
-HOTWORX Franchise Owner
-BS Psychology/Military Resilience/Addiction & Recovery, MSW Family-Life-Social Environment Student
-Town of Swansboro Internship – Sidewalk Project, DoDEA Special Education Advisory Board Member, At Risk Youth Development Program, Mental Health Mentor Liaison, ADA Advocacy Outreach
-Strong background in community service and nonprofit work, with a focus on accessibility and integration, and believes their experience and ongoing MSW studies in Accessibility and Inclusivity will support inclusive, compliant planning and zoning efforts that benefit Swansboro residents and visitors
-Passionate about urban development, accessibility, and inclusivity, and seeks to bring a unique perspective to the Planning Board by offering insights on development plans, alternative evaluation methods, and the specific needs of individuals with disabilities who live in or visit the Town.

Jeff Brooks **Town Limits** **(910)581-6490** (11/2025)
Appointed to Board of Adjustment 1/2026
Interested in Planning Board
-MV22 In-service engineer/Dept of Defense (Navy)
-Bachelor of Science in Electrical Engineering
-Prior Parks & Rec board member, coaching/administration for Swansboro Baseball & Softball Association, volunteer coach for Swansboro Soccer Association
-39 year career as civilian engineer for the Navy. Lead engineer for MV22 Flight Simulators. Duties include being site lead at MCAS New River and Subject Matter Expert for lifecycle support and acquisition of new capability for trainers (Contracts, Statements of Work, and Specifications).
-Swansboro native, 3rd of 4 generations to go through the Swansboro school system. Nearing retirement, wants to give back more to the community and help in any way. Recent efforts of Flybridge/Paid Parking/consideration of eminent domain, have energized desire to be involved.

Laurent Meilleur **Town Limits** **(919)619-6752** (11/2025)
Interested in Planning BoardBoard of Adjustment
-VP, Sales DDC-I, transitioning to a part time role in early 2026
-Associates in Electro-Mechanical, 100+ hours of college credits with a mix of engineering, physics, and business
-Prior Swansboro Commissioner and before that Planning Board member. Involved in various community fund raisers
-Strong ability to read and understand legal, business and technical material, and already have working knowledge of the town UDO, Land Use Plan, and overall local government process. Prio record demonstrates that he is not shy about diffing into the details, puts personal experiences aside when making recommendations. Decision are made based on a developers alignment with the current UDO. Ability to help develop terminology for UDO changes and improvement
-Transitioning to a part time role with employment will provide more free time for community service. Believes that Swansboro is a jewel along the Carolina coastline and deserves strong citizen support. Particularly has a passion for the work and character of the Planning Board and Board of Adjustment.

Cynthia LaCorte **Town Limits** **(910)467-3847** (11/2025)
Appointed to Appearance Commission 2/2026
Interested in Historic Preservation
-Realtor/Broker Caldwell Banker Sea Coast Advantage
-Real Estate/College, technical
-Volunteerism in schools, Jacksonville Board of Realtors Legislative Committee, Key volunteer coordinator for Marine Corps Unit/Deserts Storm, Fundraiser chair & 2 term president local political club/national affiliation, local/state/national level political campaign manager/coordinator
-Excels at teamwork – co-owner nationally recognized real estate team & past club president/staging designation, coordinated community open house events, luxury home marketing certified, resides in historic district, gardening skills, wide range of vendor/political contacts
-Swansboro's appearance and history can be enhanced and appreciated more by achieving the objective of the appearance commissioner. With knowledge gained in various fields coupled with providing success through delating & coordinating teamwork, anything is possible

Frank Tursi **Town Limits** **(252)241-3507** (12/2025)
Appointed to Planning Board 1/2026
Interested in Other
-Retired
-Bachelor of Arts in English, Bachelor of Science in Geology
-Prior Commissioner, Mayor Pro Tem (2015-2023), planning board member & chair (2012-2015)
-Understands and values planning concepts, local zoning ordinances, chaired committee to devise Land Use Plan, knows the town's culture and history
-Desires to make Swansboro Better

Sarah Svendsen **Town Limits** **(919)969-1429** (12/2025)
Interested in Appearance Commission
-Patent & Technical Illustrator – Self Employed, Project Coordinator Ikorongo Technology, LLC
-Bachelor of Arts in Business Administration – NC State University
-PTA Executive committee positions, GSA Troop Leader, Northwood High School Booster Executive Committee Positions, AAU Team member
-Self-starter, business owner for 12+ years, experience in developing identify packages(logos, letterhead, business cards)
-Seen how simple architectural or landscape guidelines can positively affect the aesthetics for a town and desires to be good steward to the Town

Historic Preservation Planning Board Board of Adjustment Park Board Tourism Authority Appearance Commission Other

Sandra Conrad **Town Limits** **(336)782-4443** (2/2026)
Interested in Appearance Commission
-Retired flight attendant and former teacher
-Bachelors in Education, Certified to teach the gifted – University of GA
-Prior president of Hampton Shores Subdivision HOA, former Mediation (civil & domestic) for state of GA
-Posses very good people skills as noted in form professions. Special affinity for Swansboro
-Would like to serve to feel useful and meet more people and feels Appearance Commission is needed

Historic Preservation Planning Board Board of Adjustment Park Board Tourism Authority Appearance Commission Other

Board of Commissioners Meeting
Agenda Item Submittal

Item To Be Considered: **Municipal Park Revitalization Project**

Board Meeting Date: **October 27, 2026**

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

Overview: Presentation of the completed Municipal Park Master Plan outlining the long-term vision for Municipal Park, with consideration of accompanying CIP amendments and formal adoption of the Master Plan Report by resolution will be provided.

Expanded Overview: Since the Board's previous update on the Municipal Park Revitalization Project, the master planning process has been completed as necessary for pursuing funding opportunities through the Land and Water Conservation Fund (LWCF) and Parks and Recreation Trust Fund (PARTF) grant programs. The Town's consultant, WithersRavenel, has finalized the Municipal Park Master Plan following site evaluation, stakeholder engagement, public input opportunities, and project cost analysis.

The completed Master Plan establishes a long-range vision for Municipal Park and incorporates the previously identified grant-funded improvements, including new pickleball courts, tennis court renovations, replacement of the existing tot lot, accessibility enhancements, and other park amenities and recreational opportunities evaluated during the planning process.

The Board is requested to review and consider adoption of the Municipal Park Master Plan as the guiding document for future park improvements and investment. To align the Town's Capital Improvement Program with the recommendations and implementation schedule contained within the Master Plan, a corresponding CIP amendment is also presented for consideration.

Additionally, a resolution has been prepared for Board consideration that formally approves and adopts the Municipal Park Master Plan Report and authorizes its use in guiding future park development, grant applications, budgeting, and capital planning efforts.

Background Attachment(s):
1. Resolution 2026-R11
2. Site Master Plan (not available, will be provided/uploaded once received)
3. Project budget overview
4. Amended CIP
5. LWCF Basic Fact/Assurances

Recommended Action: Motion to adopt Resolution 2026-R11 and approve Swansboro Municipal Park Master Plan and CIP Amendment.

Action: _____

RESOLUTION 2026-R11
TOWN OF SWANSBORO

RESOLUTION TO ADOPT AND APPROVE SWANSBORO MUNICIPAL PARK MASTER PLAN REPORT

WHEREAS, the Town of Swansboro established Municipal Park, which continues to be the most used recreational facility within the Town of Swansboro; and

WHEREAS, the Town has undertaken several public outreach initiatives to determine the current and future recreational facility and program needs in Swansboro by engaging citizens; and

WHEREAS, the Town has developed the Swansboro Municipal Park Master Plan based on recommendations from community members through a public survey, public meetings, civic group engagement, advisory board feedback, and focus groups;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Swansboro that the 2026 Swansboro Municipal Park Master Plan Report reflects the recreational needs of the community, will have short-term and long-term benefits for the community, and is hereby adopted and approved for implementation.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the Town of Swansboro that the 2026 Parks & Recreation Capital Improvement Plan is hereby adopted and approved.

Adopted this the 27th of October, 2026.

_____
William Justice, Mayor

ATTEST:

_____
Alissa Fender, Town Clerk

SWANSBORO MUNICIPAL PARK REVITALIZATION PROJECT
PROPOSED BUDGET

Option 1:

$1,375,500 (Total project budget)
Town's Contribution $125,500

Current items included

- 6 dedicated pickle ball courts
- Tennis court resurfacing
- Tot lot replacement/Liberty Swing replacement
- Modified disc golf course (8 holes)
- Security cameras
- Landscaping
- Site Furnishings
- Stormwater/Wetlands
- Sidewalks
- Site Work
- General Conditions, Bonds/Insurance, Contractor Fees
- Designer, engineering, and permitting fees, construction materials, testing services

Option 2: Bocce Courts/Lawn Game Area/Multi-use Activity Area

$124,500 additional
$1,500,000 (Total project budget)
Town's Contribution $250,000

Items could included

- Courts, game area-**possible** lawn games, bocce, permanent corn hole, shuffleboard, horseshoes, make it a multi-use outdoor activity area

Current items included

- Site Work
- General Conditions, Bonds/Insurance, Contractor Fees
- Designer, engineering, and permitting fees, construction materials, testing services

AMENDED

PROJECT TITLE	FUNDING SOURCE	Capital Reserve as of September 30, 2026	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	FY 33-34	FY 34-35	FY 35-36	ITEM TOTAL
PROPERTY ACQUISITION/PARK ENHANCEMENTS	GF	$23,760	-	$50,000	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000	$250,000
WATERFRONT IMPLEMENTATION	WF	$13,000	-	$20,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$100,000
MAINTENANCE TRUCK REPLACEMENT	GF	-	-	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$90,000
COMPREHENSIVE MASTER PLAN	GF	-	-	$10,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$50,000
RECREATION CENTER FITNESS ROOM EQUIPMENT	GF	-	-	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$6,500	$58,500
MUNICIPAL PARK BASKETBALL COURT RENOVATION	GF	-	-	$2,300	$2,300	$2,300	$2,300	$2,300	$2,300	$2,300	$2,300	$2,300	$20,700
MUNICIPAL PARK REVITALIZATION	**PARTF/LWCF/ GF**	**$114,800**	**$60,000**	**$630,000**	**$470,000**	**$340,000**	**-**	**-**	**-**	**-**	**-**	**-**	**$1,500,000**
ANNUAL BUDGET TOTAL		**$151,560**	$60,000	$728,800	$528,800	$398,800	$58,800	$58,800	$58,800	$58,800	$58,800	$58,800	$2,069,200
5-YEAR CIP			**$1,775,200**					**CAPITAL ITEMS TOTAL**					

Approved This Day: **Attest:**

_____ _____ _____

Date **Town Clerk, Alissa Fender** **Mayor, William Justice**

LWCF Basic Facts and Assurances

Local Government Name: Town of Swansboro

Federal Employer I.D. Number: 56-6001347

County: Onslow

Local Government Contact Person for the Grant:

Name: Anna Stanley, CPRP

Title: Swansboro Parks and Recreation, Director

Organization: Town of Swansboro

Mailing Address: 601 West Corbett Avenue

City/State/Zip: Swansboro, NC 28584

Telephone: 910-326-2600

E-mail: astanley@ci.swansboro.nc.us

(must be an employee of the sponsoring local government)

Local Government Manager:

Name: Jonathan Barlow

Title: Town Manager

Mailing Address: 601 West Corbett Avenue

City/State/Zip: Swansboro, NC 28584

Telephone: 910-326-4428

E-mail: tnmgr@ci.swansboro.nc.us

Chief Elected Official:

Name: William Justice

Title: Mayor

Mailing Address: 601 West Corbett Avenue

City/State/Zip: Swansboro, NC 28584

Type of Project:

☐ Land Acquisition Only

☒ Development Only (construction or renovation)

☐ Land Acquisition and Development

Site Control (check all that apply):

☒ Owned by local government

☐ To be obtained with this land acquisition project

☐ Has been obtained for this land acquisition project using an approved waiver that expires on this date: _____.

☐ Leased by applicant for 25 years or more

☐ Easement

Costs rounded to nearest dollar:

LWCF funds requested: $ 750,000 .00

Local government's matching funds: $ 750,000 .00

Total cost of project $ 1,500,000 .00

Project Name: Swansboro Municipal Park Revitalization Project

Certification and Approval by Local Governing Board

I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period. This application has been approved by the local governing board.

Chief Elected Official

(Print or Type Name and Title)	**(Signature/Date)**
William Justice, Mayor	

If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding "primary sponsor" in the "Local Government Name" section.

This form must be complete in its entirety for your application to be considered

Board of Commissioners Meeting
Agenda Item Submittal

Item To Be Considered: **Lease Agreement for 502 Church Street (Swansboro Historical Association)**

Board Meeting Date: **October 27, 2026**

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

Overview: Consider establishing the annual lease rate and approval of a lease for approximately 4,052 square feet of space within the Town-owned building located at 502 Church Street (Emmerton School/Old Town Hall) for continued operation of the Swansboro Area Heritage Museum.

Background: The Town and Swansboro Historical Association (SHA) first entered into a lease agreement for a portion of the Emmerton School/Old Town Hall building at 502 Church Street in 2016. The lease provided approximately 4,000 square feet of space for museum operations and was approved at a lease rate of $1.00 per year. The Town has historically paid the utility expenses associated with the facility. The original lease arrangement was intended to support development of the Heritage Museum while allowing the organization to establish operations and expand community programming.

The most recent lease agreement expired on December 31, 2022. Since that time, lease renewal discussions have been delayed as the Town has pursued restoration and repair efforts related to the historic Emmerton School building, funded through historic preservation grants. Those projects have remained ongoing and have affected long-term planning for use of the facility.

With restoration activities completed, staff seeks the Board direction regarding a new lease agreement with SHA. Specifically, the Board should establish the annual lease rate and determine whether the Town wishes to continue its past practice of providing the space at a nominal rate while assuming responsibility for utility costs.

SHA has also requested use of other Town-owned facilities not covered by its lease on an as-needed basis at no cost, with reasonable advance notice provided to the Town staff responsible for the requested facility. Staff seeks Board direction on whether to allow usage at no cost.

In accordance with N.C.G.S. § 160A-272, the one-year lease must be authorized by resolution of the Board. Because the lease term does not exceed one-year, public notice is not required. The proposed resolution is included in the establishment of the annual lease rate and approval of the lease terms.

Background Attachment(s):
1. NCGS 160A-272
2. Resolution 2026-R12
3. Lease Agreement

Recommended Action: 1. Motion to approve Resolution 2026-R12

2. Motion to establish an annual lease rate of $_____ for the Swansboro Historical Association's use of approximately 4,052 square feet at 502 Church Street; designating [the Town or SHA] as responsible for utility costs and approve the one-year lease agreement with these terms;

3. Provide direction to staff on SHA's request for as-needed use of other Town-owned facilities not covered by its lease at no cost.

Action: _____

§ 160A-272. Lease or rental of property.

(a) Any property owned by a city may be leased or rented for such terms and upon such conditions as the council may determine, but not for longer than 10 years (except as otherwise provided in subsection (b1) of this section) and only if the council determines that the property will not be needed by the city for the term of the lease. In determining the term of a proposed lease, periods that may be added to the original term by options to renew or extend shall be included.

(a1) Property may be rented or leased only pursuant to a resolution of the council authorizing the execution of the lease or rental agreement adopted at a regular council meeting upon 30 days' public notice. Notice shall be given by publication describing the property to be leased or rented, stating the annual rental or lease payments, and announcing the council's intent to authorize the lease or rental at its next regular meeting.

(b) No public notice as required by subsection (a1) of this section need be given for resolutions authorizing leases or rentals for terms of one year or less, and the council may delegate to the city manager or some other city administrative officer authority to lease or rent city property for terms of one year or less.

(b1) Leases for terms of more than 10 years shall be treated as a sale of property and may be executed by following any of the procedures authorized for sale of real property.

(c) Notwithstanding subsection (b1) of this section, the council may approve a lease without treating that lease as a sale of property for any of the following reasons:

(1) For the siting and operation of a renewable energy facility, as that term is defined in G.S. 62-133.8(a)(7), for a term up to 25 years.

(2) For the siting and operation of a tower, as that term is defined in G.S. 146-29.2(a)(7), for communication purposes for a term up to 25 years.

(3) For the operation and use of components of a wired or wireless network, for a term up to 25 years; provided, however, that the lease is entered into with a private broadband provider or a cooperative in connection with a grant agreement pursuant to G.S. 143B-1373 and is for a discrete and specific project located in an unserved area of an economically distressed county seeking to provide broadband service to homes, businesses, and community anchor points not currently served.

(d) Notwithstanding subsection (a) of this section, any lease by a city of any duration for components of a wired or wireless network shall be entered into on a competitively neutral and nondiscriminatory basis and made available to similarly situated providers on comparable terms and conditions and shall not be used to subsidize the provision of competitive service. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 26; 2009-149, ss. 2, 3; 2010-57, s. 2; 2010-63, s. 2(b); 2011-150, s. 1; 2014-120, s. 34; 2015-246, s. 9; 2018-5, s. 37.1(c).)

RESOLUTION (2026-R12)
AUTHORIZING THE TOWN TO ENTER INTO A LEASE FOR ONE YEAR PURSUANT TO N.C. GEN. STAT. § 160A-272

WHEREAS, N.C. Gen. Stat. § 160A-272 authorizes a town to lease property for a term of one year upon resolution adopted at a regular meeting of its governing board; and

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

WHEREAS, the Town of Swansboro owns the property located at 502 Church Street, Swansboro, North Carolina, upon which is located the Town's former Town Hall building; and

WHEREAS, a portion of the building consisting of approximately 4,052 square feet has historically been utilized for operation of the Swansboro Area Heritage Museum; and

WHEREAS, the previous lease agreement for use of the space expired in 2022 and has not been renewed due to ongoing restoration and repair efforts associated with the Emmerton School project; and

WHEREAS, the Board of Commissioners has determined that the leased premises will not be needed by the Town during the proposed lease term; and

WHEREAS, the Board of Commissioners desires to lease the premises to the Swansboro Historical Association, Inc. for a period of twelve (12) months at an annual rental rate of $_____ and upon such other terms and conditions set forth in the lease agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Swansboro tat:

1. The Town approves the lease of approximately 4,052 square feet within the Town-owned building located at 502 Church Street to the Swansboro Historical Association, Inc. for a term of twelve (12) months.
2. The annual rental rate shall be established at $_____.
3. The Town shall _____ to be responsible for utility expenses associated with the premises during the lease term.
4. The Town is authorized and directed to execute any documents necessary to carry out the intent of this resolution and consummate the lease agreement.

This the __ day of October 2026.

_____
William Justice, Mayor

Attest:

_____
Alissa Fender, Town Clerk

LEASE AGREEMENT

THIS LEASE AGREEMENT (hereinafter the "Lease"), is made and entered into effective this _____ day of _____, 2026, by and between the TOWN OF SWANSBORO, a North Carolina municipal corporation (the "Lessor"); and the SWANSBORO HISTORICAL ASSOCIATION, INC., a North Carolina non-profit corporation (the "Lessee") (collectively, the “Parties”).

WITNESSETH:

Subject to the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee, and Lessee does hereby lease from Lessor "Area B" on attached Exhibit A, which depicts Old Town Hall (the "Building") located at 502 Church Street, Swansboro, North Carolina (hereinafter the "Premises"), together with a non-exclusive license to use in common with Lessor (and all other lessees of any portion of the Building, if any) the following areas: (1) that area identified as “Shared Space”, comprising an additional office area, identified on Exhibit A; and (2) the common areas within the Building necessary for ingress, egress and regress to and from the Premises, including halls, passages, restrooms, and stairways, and such other areas within or without the Building as Lessor from time to time shall provide for the use in common by Lessor and lessees of any portion of the Building, including without limitation, the "Portico" depicted on Exhibit A, parking areas, sidewalks, porches, and entrance foyers, if any; provided, however, that Lessor at all times shall retain the right to make such changes in all such licensed areas as Lessor shall deem appropriate, and to restrict the use thereof by rules and regulations. The property upon which the Building is located is described by deed recorded in Book 375, Page 227 in the office of the Register of Deeds of Onslow County ("Lessor's Property").

The Parties further acknowledge and agree that the Lessor is willing, from time to time, to allow Lessee’s use of all or portions of “Area A” as shown on Exhibit A (as well as other properties and facilities of the Town), according to then agreed upon terms and conditions, including the payment of a rental/use fee, if any.

The further terms and conditions of this Lease are as follows:

1. TERM; AUTOMATIC RENEWALS. The term of this Lease shall be for one year, commencing on _____ (the "Commencement Date"), and shall, unless renewed, expire at 12:00 midnight 365 days following the Commencement Date.

This Lease shall automatically renew for successive, one-year terms; provided, upon the giving of sixty (60) days' Notice by either Party of its intent not to renew, the Lease shall not be renewed, expiring on the annual anniversary date of the Lease immediately following the giving of such Notice.

2. RENT. Lessee shall pay to Lessor, as rent for the Premises, the sum of _____ per year, payable in advance on or by the Commencement Date, or upon the annual anniversary of the Commencement Date, as the Lease may be renewed from time to time.

3. LATE FEE. In addition to the other remedies of the Lessor, Lessee shall pay to Lessor, as additional rent, a late payment charge equal to ten percent (10%) of the amount of the rent due if the rent is not received by Lessor on or before the tenth (10th) day after the due date. The parties agree that such late charge represents a fair and reasonable estimate of the costs Lessor will incur by reason of such late payment.

4. USE. Lessee's sole use of the Premises shall be for the operation of the Swansboro Heritage Center. No other business or operation may be conducted upon the Premises by Lessee without the prior written consent of Lessor, which consent may be given or withheld in Lessor's sole discretion. Lessee shall not permit any objectionable noise, vibration, hazardous waste, or other effects or impacts to occur from its use of the Premises which may interfere with or impair Lessor's use and enjoyment of adjacent portions of the Premises. The Lessee shall not permit or cause any action or practice about the Premises which shall cause or be likely to cause injury or damage to any person, or to the Premises, the buildings, sidewalks, walkways, driveways parking lots, or shared spaces which adjoin the Premises. Lessee shall at all times operate and conduct its operations on the Premises in conformance with all laws, ordinances, rules and regulations promulgated by federal, state and local governing bodies, and agencies, and no illegal or immoral acts, or acts constituting a nuisance to surrounding properties, shall be committed or allowed on the Premises by the Lessee, its agents, employees, volunteers or invitees.

5. ASSIGNMENT AND SUBLETTING. Lessee shall not sublet or assign the Lease, or rights arising under the Lease, without the prior written consent of Lessor, which consent may be given or withheld in Lessor's sole discretion. In the event Lessee attempts to assign or sublet the Premises or this Lease in violation of this Paragraph, Lessor may, upon giving to Lessee five (5) days written notice, terminate this Lease and thereafter neither Party shall have

any rights or obligations under this Lease except such rights and obligations which specifically survive the termination or expiration of this Lease as provided herein.

6. TAXES. During the term of this Lease, Lessee shall pay all taxes assessed by the town, the county, or any other taxing authority upon Lessee's personal property, including trade fixtures or equipment located in or on the Premises. Town and county taxes assessed upon the real property comprising the Premises, if any, shall be paid by Lessor.

7. UTILITIES. Lessor shall be responsible for the costs of water, electricity, gas, and any other utility services provided to and utilized in the Premises. The Lessee shall make reasonable efforts to conserve the consumption and use of such utility services in the Premises. Lessee shall be responsible for the cost of any desired telephone, internet, or other communication services, and trash disposal for the Premises will be Lessee's sole responsibility.

8. MAINTENANCE. Lessee shall maintain the Premises in the same or better condition as exists on the date of the execution of this Lease and shall, at Lessee's sole cost and expense, make all repairs necessary to maintain the Premises in the condition required for its reasonable use and enjoyment. In the event Lessee fails to provide such maintenance and repair, and in addition to other remedies available to Lessor, Lessor may perform or have performed such maintenance, repair and replacement and Lessee immediately shall reimburse the cost thereof to Lessor. The provisions of this paragraph shall not apply to repairs or replacements for which casualty insurance proceeds are paid to Lessor or to casualty damage as provided herein. Lessor shall maintain the exterior of the Building and its structure, the operating systems of the Building, and the parking areas and landscaped areas. Lessee shall, upon termination or expiration of this Lease, deliver the Premises into the possession of Lessor in as good a condition as exists on the date of the execution of this Lease, ordinary wear and tear excepted.

9. ALTERATIONS. No alteration, addition or improvement to the Premises shall be made by Lessee without the prior written consent of Lessor, which consent may be given or withheld in Lessor's sole discretion. Any alteration, addition or improvement made by Lessee after such consent shall have been given, and any fixtures installed in or upon the Premises by Lessee shall, at Lessor's option, become the property of Lessor upon the expiration or earlier termination of this Lease.

10. COMPLIANCE WITH LAWS. At all times during the term of this

Lease, the Lessee shall fully comply with all applicable federal, state and local laws, rules, regulations, orders and requirements relating to the accommodation of individuals with disabilities, including, without limitation, the Americans with Disabilities Act and the regulations promulgated thereunder. The Lessee shall insure that the Premises are accessible to employees, licensees and invitees of Lessee with disabilities and that the Premises and Lessee's operations otherwise are in compliance with the referenced Disability Laws, at the Lessee's sole cost and expense; provided, however, Lessee shall not make any structural changes or alterations in or to the Premises except with the prior written consent of Lessor.

11. ACCEPTANCE OF PREMISES. Lessee acknowledges and agrees that Lessor has made no representations as to the condition of the Premises or as to its fitness for any specific purpose or use. Lessee accepts the Premises "as is, where is, and with all faults" and that Lessee has conducted all inspections of the Premises desired by Lessee.

12. INSURANCE. Lessee covenants that it will, during the term of this Lease, at its sole cost and expense, provide and keep in force public liability insurance which, in the reasonable judgment of Lessor, may be necessary to fully protect Lessee and Lessor against any and all liability whatsoever in connection with or arising out of the Premises and Lessee's use of the Premises. Such insurance policies shall be placed with an insurance company licensed to do business in the State of North Carolina and satisfactory to Lessor, in Lessor's sole discretion. Said policies shall name Lessee, Lessor as additional insureds. Any such policy shall contain a waiver of subrogation clause by the insurer. The insurance policy or policies to be issued shall provide that notice shall be given to Lessor at least thirty (30) days prior to the termination of said policy or policies. Lessee shall provide and keep in force liability insurance in an amount of not less than One Million and No/100 Dollars ($1,000,000.00) in respect to any accident, disaster claim or occurrence and in the amount of not less than One Million and No/100 Dollars ($1,000,000.00) in respect to any one injury to any one person or to property. Lessee shall furnish Lessor with a certificate showing that such policy or policies are in force and effect upon request by Lessor and such certificate shall be included with the delivery of the executed version of this Lease. Lessor shall maintain property and liability insurance, risk pool, or self-insurance throughout the term of this Lease in such amounts as Lessor deems commercially reasonable.

13. LESSEE'S PERSONAL PROPERTY. During the term of the Lease,

Lessee shall maintain insurance in an amount equal to the full replacement value of any personal property or trade fixtures owned by Lessee and located upon the Premises. All of the personal property placed or installed on the Premises by Lessee shall be at the risk of Lessee, and Lessor shall not be liable for any damage to or the destruction of said personal property, or to the Lessee, however occurring, including, but not limited to, fire, plumbing leaks, or other casualties, including willful or negligence acts of others.

14. SIGNS. The Lessee shall place no signs (including temporary signage advertising upcoming events) upon the outside walls, the roof of the Premises, or the grounds surrounding the Premises, except with the express written consent of Lessor. Any permitted signs placed on the Premises by Lessee shall be maintained in compliance with all governmental rules and regulations, and any restrictive covenants governing such signs. The Lessee shall be responsible to Lessor for any damage caused by installation, use, or maintenance of said signs, and for any damage caused by the removal thereof.

15. PARKING. Lessee shall cause its employees and invitees to park in the designated parking lor or areas on the building's grounds. Lessor shall designate up to five parking spaces to be used by Lessee's employees and invitees. Lessor shall have the right to impose rules and regulations concerning parking on Lessor's Property, including the establishment of time limits and restrictions on the location of parking by Lessee's employees as well as the public.

16. INDEMNITY. It is the intent of Lessee and Lessor that Lessor shall not be liable for any cost or expense resulting from any injury or property damage arising from the Lease, or use and activities taking place on the Premises. To that end, Lessee agrees to, and hereby does, hold harmless and indemnify the Lessor all loss, cost, fine, suit, liability, claim or damage (including reasonable attorney fees actually incurred), incident to, arising out of, or related to the Premises during the term of this Lease. The provisions of this paragraph shall survive the termination or expiration of this Lease.

17. ENVIRONMENTAL AND OTHER LAWS. Lessee at all times shall comply fully with all federal, state and local statutes, regulations, and ordinances relating to public health and safety, worker health and safety and pollution or protection of the environment, including, without limitation, all standards of conduct and bases of obligations relating to hazardous or otherwise regulated materials, chemicals and substances.

18. DEFAULT. If Lessee:

a. shall voluntarily file a petition for bankruptcy or shall be adjudicated bankrupt through involuntary proceedings which are not terminated or vacated within thirty (30) days after the commencement thereof; or,

b. attempt to sublet or assign this Lease or the Premises in violation of the provisions of this Lease; or,

c. vacate or abandon the Premises for a period of thirty (30) or more consecutive days, then, upon the occurrence of any such event, Lessor may declare this Lease terminated and of no further force and effect except such provisions which specifically survive the termination or expiration of this Lease as provided herein.

19. CASUALTY. In the event the Premises or any part of the Building are damaged by fire, the elements, unavoidable accidents, or other casualty, but are not thereby rendered untenantable either in whole or in part, the Lessor may in its sole discretion and at its expense, cause such damage to be repaired (with rent not being abated during the repair period). Otherwise, in Lessor's sole discretion, Lessor may, upon giving Lessee 60 days' written notice, declare the Lease terminated.

20. ENTRY BY LESSOR. Lessor and its authorized agents and representatives shall have the right to enter the Premises during all reasonable hours in order to view, inspect, and otherwise examine the Premises.

21. CONDEMNATION. If the whole or any part of the Building or the Premises shall be appropriated and taken by virtue of any condemnation proceeding for any public or quasi-public use or purpose so as to render the remaining portion untenantable for the uses and purposes contemplated by the parties, this Lease immediately shall terminate on the date possession thereof shall be so appropriated and taken. All damages awarded for the acquisition or condemnation of the Premises or any part thereof, shall be the sole and absolute property of Lessor, regardless of whether such damages are awarded as compensation for the diminution in the value of the leasehold or the loss of the fee.

22. QUIET ENJOYMENT. Lessor covenants to and with Lessee that it is seized of the Lessor's Property in fee simple and has the right to lease the same; and that if Lessee shall pay the rent herein required and comply with all the other terms and conditions of this Lease, Lessee shall and may peaceably and quietly enjoy the Premises for the term of

this Lease, subject to the terms and conditions of this Lease.

23. NO DISCRIMINATION. The Lessee shall not discriminate in the conduct and operation of Lessee's business in the Premises against any person or group of persons because of the race, creed, color, sex, age, national origin, sexual orientation, or ancestry of such person or group of persons, or for any other reason prohibited by law.

24. NOTICES. Any notice herein required to be given by one party to the other shall be in writing and shall be deemed to have been given and served if and where sent by registered or certified mail enclosed in a wrapper with the proper postage prepaid thereon, and deposited in the United States mails addressed to Lessor at:

Town of Swansboro
ATTN: Town Manager
601 W. Corbett Avenue
Swansboro, NC 28584

and to Lessee at:

Swansboro Historical Association, Inc.
ATTN: _____
P.O. Box 1574
Swansboro, NC 28584

unless some other address as to either party shall be furnished in writing by the one to the other.

25. REMEDIES. Lessee shall pay all rent as herein provided. If Lessee shall fail to pay to Lessor any rent as and when the same becomes due, Lessor shall have the right and option, in its sole discretion, to declare this Lease terminated and to take possession of the Premises, only after Lessor has given to Lessee notice of Lessor's intent to declare a default and failure of Lessee to cure the same within ten (10) days after receipt of said notice. If Lessee shall default in the performance of any of the other terms, covenants, agreements or conditions of this Lease and such default shall continue for a period of thirty (30) days after notice thereof is given by Lessor to Lessee specifying the default as to which complaint is made, this Lease and the term thereof as well as the right, title, interest and estate of Lessee hereunder shall terminate unless Lessee has commenced in good faith and with due diligence to remedy such other default and completes the cure or remedy of such default within a reasonable time, and in all events, within sixty (60) days of receipt of the aforesaid notice of default from Lessor.

26. WAIVER. The waiver by Lessor of any breach of any covenant or term or condition of this Lease shall be limited to the particular instance waived and shall not be deemed to be a waiver of any other or further breach of any such covenant or term and condition of this Lease.

27. MISCELLANEOUS:

a. Neither the execution of this Lease nor the performance of any act pursuant to the provisions hereof shall be deemed or construed to have the effect of creating between Lessor and Lessee the relationship of principal and agent, partnership or joint venture.

b. Lessor and Lessee agree that no representations or inducements have been made other than those expressed herein and that this Lease contains the entire agreement between the parties hereto. Any amendments to this Lease shall be in writing and signed by Lessor and Lessee.

c. Lessee covenants, warrants and represents that (a) Lessee has full right and power to execute and perform this Lease; (b) the officers or representatives of Lessee executing and attesting to this Lease on behalf of Lessee have all requisite power and authority to do so; and (c) no other person, corporation or entity is required to join in or consent to the execution of this Lease in order to make this Lease, including its execution by Lessee, enforceable and binding upon the Lessee.

d. Throughout this Lease, the masculine gender shall be deemed to include the neuter and the feminine; the singular, the plural; the plural, the singular; the corporate, the individual; and the individual, the corporate.

e. This Lease shall be construed according to the laws of the State of North Carolina and any action brought to enforce or interpret this Lease shall be brought only in the courts of Onslow County, North Carolina.

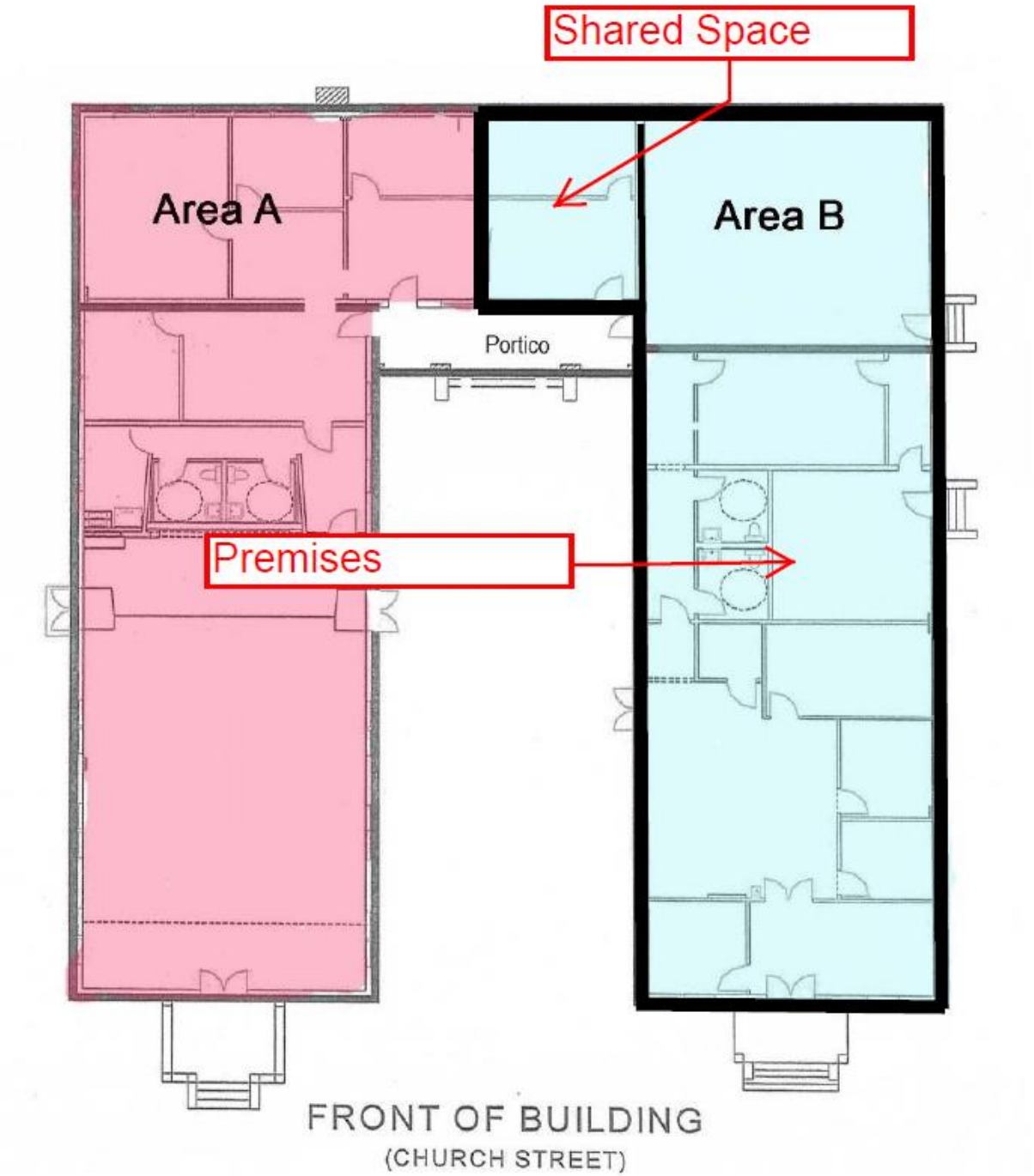
f. This Lease is executed in duplicate originals, either of which shall be declared an original.

IN TESTIMONY WHEREOF, the parties hereto have executed this Lease in duplicate originals, one of which is retained by each of the parties, the day and year first above written.

TOWN OF SWANSBORO SWANSBORO HISTORICAL ASSOCIATION, INC.

By: _____ By: _____

Exhibit A


Shared Space
Area A
Area B
Portico
Premises
FRONT OF BUILDING
(CHURCH STREET)

Board of Commissioners Meeting
Agenda Item Submittal

Item To Be Considered: **Resilient Coastal Communities Program (RCCP) Grant Application**

Board Meeting Date: **October 27, 2026**

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

Overview: The Town seeks Board approval to engage WithersRavenel for $5,000 to prepare a new RCCP Phase 4 grant application and update construction cost estimates for the Water Street Drainage Improvements Project ahead of the November 10, 2026, application deadline.

Expanded Overview: The Resilient Coastal Communities Program (RCCP) , administered by the Division of Coastal Management (DCM), helps coastal communities identify risks, set resilience goals, and develop projects that address local hazards. Funded by the NC General Assembly and the National Fish and Wildlife Foundation, the program provides financial and technical assistance to support local resilience planning and project development. Eligible applicants include municipal and county governments with North Carolinas 20 coastal counties.

A total of $2.5 million is available to eligible applicants within the 20-county region. Applications for Phases 3 and 4 are being accepted through November 10, 2026. The Town has already completed Phases 1-3. In fact, the Town received a Phase 3 grant in the amount of $45,000 in 2022 for the design of the Water Street Drainage Improvements Project. In 2023, the Town submitted a Phase 4 construction grant in the amount of $441,200, but it was not funded. (See page 19 Managers Project Brief for a more detailed summary)

In the time since the Town applied for funding in 2023, a stormwater master plan was conducted which should provide strong evidence that the Town making progress in identifying areas that can benefit from stormwater drainage improvements.

Withers and Ravenel have submitted a proposal to draft a new RCCP application and update construction cost estimates for a lump sum of $5,000.

Background Attachment(s):
1. Resolution 2026-R13
2. Water Street Drainage Improvement Engineered Design
3. RCCP Overview
4. WithersRavenel Presentation
5. Proposal (not available, will be provided/uploaded when received)

Recommended Action: Motion to approve Resolution 2026-R13 and the proposal from WithersRavenel in the amount of $5,000 to finalize all steps necessary to proceed with the RCCP Phase 4 grant application on behalf of the Town of Swansboro.

Action: _____

RESOLUTION (2026-R13)
TOWN OF SWANSBORO

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE NORTH CAROLINA RESILIENT COASTAL COMMUNITIES PROGRAM (RCCP) PHASE 4 IMPLEMENTATION PROGRAM FOR THE WATER STREET DRAINAGE IMPROVEMENTS PROJECT

WHEREAS, the Town of Swansboro recognizes the increasing impacts of flooding, stormwater runoff, and other coastal hazards that threaten public infrastructure, transportation networks, private property, environmental resources, and community resiliency; and

WHEREAS, the Town of Swansboro participated in the North Carolina Resilient Coastal Communities Program (RCCP) Phases 1, 2, and 3, during which priority resilience projects were identified, evaluated, and advanced through planning and preliminary design efforts; and

WHEREAS, the Water Street Drainage Improvements Project was identified as a priority resilience project due to recurring flooding and drainage challenges affecting public infrastructure, adjacent properties, and community access; and

WHEREAS, the proposed project incorporates nature-based stormwater management practices and other resilience measures intended to reduce flood risk, improve stormwater conveyance, enhance water quality, and strengthen the Town's ability to withstand and recover from future storm events; and

WHEREAS, the North Carolina Department of Environmental Quality, Division of Coastal Management administers the Resilient Coastal Communities Program and has made funding available through RCCP Phase 4 for implementation of resilience projects identified during earlier phases of the program; and

WHEREAS, the Town of Swansboro desires to submit an application for RCCP Phase 4 funding assistance to implement the Water Street Drainage Improvements Project and to advance the community's resilience objectives;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Swansboro, North Carolina, that:

1. The Town of Swansboro hereby authorizes submission of an application to the North Carolina Resilient Coastal Communities Program Phase 4 Implementation Program for funding assistance for the Water Street Drainage Improvements Project.
2. The Mayor, or his designee, the Town Manager is authorized to execute all documents and certifications necessary to submit the application and carry out the project should funding be awarded.
3. The Town of Swansboro commits to meeting all applicable requirements of the Resilient Coastal Communities Program and to providing any required local participation, permits, and administrative support necessary for successful project implementation.
4. The Town of Swansboro supports the implementation of the Water Street Drainage Improvements Project as an important component of its long-term flood mitigation, stormwater management, and community resilience efforts.
5. This Resolution shall become effective immediately upon adoption.

Adopted this 27th day of October, 2026.

TOWN OF SWANSBORO

_____
William Justice, Mayor

Attest:

_____
Alissa Fender, Town Clerk

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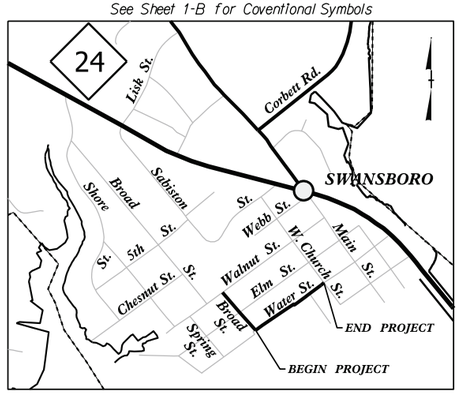
Item VI - c.

05/08/2023

TIP PROJECT: N/A

CONTRACT: N/A

See Sheet 1-A For Index of Sheets
See Sheet 1-B for Coventional Symbols



VICINITY MAP
(N.T.S.)

TOWN OF SWANSBORO
ONSLOW COUNTY, NORTH CAROLINA

WATER STREET
DRAINAGE IMPROVEMENTS

STATE	STATE PROJECT REFERENCE NO.	SHEET NO.	TOTAL SHEETS
N.C.	N/A	1	

STATE PROJ. NO.	F. A. PROJ. NO.	DESCRIPTION

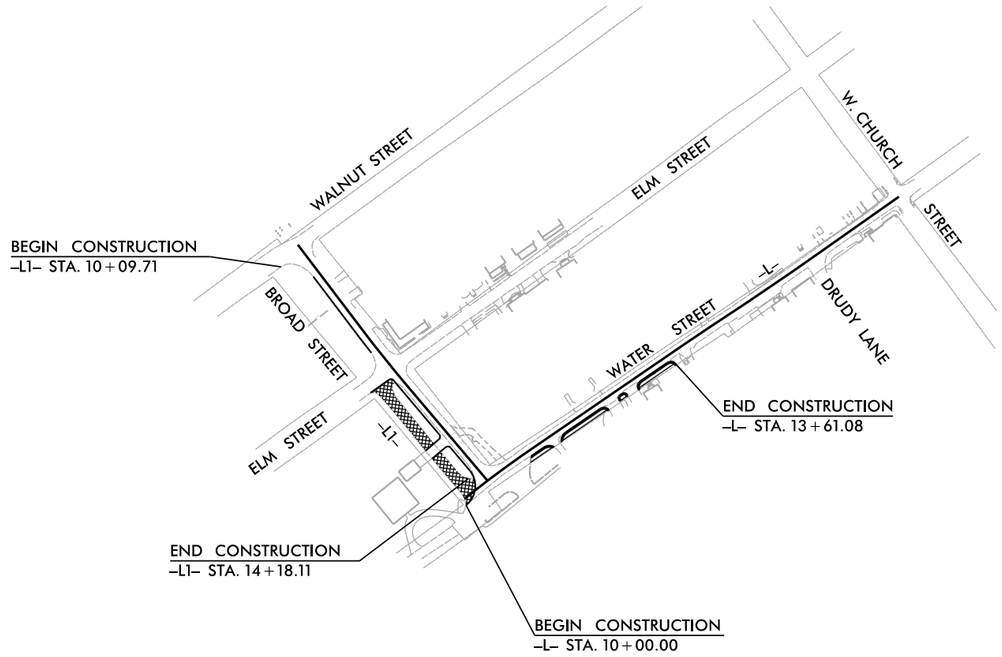
LOCATION: FROM WATER STREET TO W. CHURCH STREET AND BROAD STREET TO WATER STREET

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

100% PLANS

SUBMITTAL DATE: MAY 31, 2023

NAD 83 NA 2011



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

GRAPHIC SCALES

40 20 0 40 80
PLANS

40 20 0 40 80
PROFILE (HORIZONTAL)

4 2 0 4 8
PROFILE (VERTICAL)

DESIGN DATA

V = 40 MPH

PROJECT LENGTH

WATER STREET
= .068 MILES
BROAD STREET
= .078 MILES

TOWN OF SWANSBORO CONTACT:

PAULA WEBB
TOWN MANAGER
PH. 910–326–4428

NCDOT CONTACT:

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

PREPARED IN THE OFFICE OF:

WithersRavenel
Engineers | Planners | Surveyors
115 MacKenan Drive|Cary, NC 27511|t: 919.469.3340|license #: P-1479|www.withersravenel.com

2018 STANDARD SPECIFICATIONS

LETTING DATE:
?

TED KALLAM, P.E.
PROJECT ENGINEER

DOUGLAS PETRY
PROJECT DESIGNER

PROJECT ENGINEER

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 10312 TED A. KALLAM
DocuSigned by: Ted Kallam 5/ EAL
P.E.
SIGNATURE:

PREPARED FOR:

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

DocuSign Envelope ID: 9294BE92-A73D-4842-B12B-E65ABF15E1AD

2018 NCDOT LIST OF STANDARD DRAWINGS

STD. NO.	STANDARD DRAWING TITLES
200.02	METHOD OF CLEARING – METHOD II
605.01	TEMPORARY SILT FENCE
840.01	BRICK CATCH BASIN – 12" THRU 54" PIPE
840.02	CONCRETE CATCH BASIN – 12" THRU 54' PIPE
840.03	FRAME, GRATES AND HOOD –FOR USE ON STANDARD CATCH BASIN
840.14	CONCRETE DROP INLET – 12" THRU 30" PIPE
840.15	BRICK DROP INLET – 12" THRU 30" PIPE
840.52	PRECAST MANHOLE
840.54	MANHOLE FRAME AND COVER
846.01	CONCRETE CURB, GUTTER AND CURB AND GUTTER
848.01	CONCRETE SIDEWALK

INDEX OF SHEETS

SHEET NUMBER	SHEET
1	TITLE SHEET
1–A	INDEX OF SHEETS, LIST OF STANDARD DRAWINGS
1–B	CONVENTIONAL SYMBOLS
2	PAVEMENT SCHEDULE AND TYPICAL SECTIONS
2D–1	DRAINAGE SUMMARY SHEET
TMP–1	TRAFFIC CONTROL GENERAL NOTES & STANDARD DRAWINGS
X–1 THRU X–2	WATER STREET CROSS SECTIONS
X–3 THRU X–4	BROAD STREET CROSS SECTIONS
6	BIORETENTION 1
7	TERRACED BIORETENTION
8	DETAILS
9	PLANTING PLAN
10	EROSION CONTROL DETAILS

Item VI - c.

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SWANSBORO, NC 28584

CONSTRUCTION DRAWINGS

WATER STREET DRAINAGE IMPROVEMENTS

WATER STREET| SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 3032 ENG. NEER ED A. KALLAM

DocuSigned by: Ed Kallam 9CC0FC1C93ED4F1...
5/31/2023

INITIAL PLAN DATE:
REVISIONS:

WR JOB NO.	DATE
220730.00	05/31/2023
DRN: WR	DGN: WR CKD: WR

INDEX OF SHEETS & LIST OF STANDARD DRAWINGS

53

1-A

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STATE OF NORTH CAROLINA, DIVISION OF HIGHWAYS
CONVENTIONAL PLAN SHEET SYMBOLS

Note: Not to Scale **S.U.E. = Subsurface Utility Engineering*

BOUNDARIES AND PROPERTY:

- State Line
- County Line
- Township Line
- City Line
- Reservation Line
- Property Line
- Existing Iron Pin (EIP)
- Computed Property Corner
- Property Monument (ECM)
- Parcel/Sequence Number (123)
- Existing Fence Line
- Proposed Woven Wire Fence
- Proposed Chain Link Fence
- Proposed Barbed Wire Fence
- Existing Wetland Boundary (WLB)
- Proposed Wetland Boundary (WLB)
- Existing Endangered Animal Boundary (EAB)
- Existing Endangered Plant Boundary (EPB)
- Existing Historic Property Boundary (HPB)
- Known Contamination Area: Soil (S)
- Potential Contamination Area: Soil (S)
- Known Contamination Area: Water (W)
- Potential Contamination Area: Water (W)
- Contaminated Site: Known or Potential

BUILDINGS AND OTHER CULTURE:

- Gas Pump Vent or U/G Tank Cap
- Sign (S)
- Well (W)
- Small Mine
- Foundation
- Area Outline
- Cemetery
- Building
- School
- Church
- Dam

HYDROLOGY:

- Stream or Body of Water
- Hydro, Pool or Reservoir
- Jurisdictional Stream (JS)
- Buffer Zone 1 (BZ 1)
- Buffer Zone 2 (BZ 2)
- Flow Arrow
- Disappearing Stream
- Spring
- Wetland
- Proposed Lateral, Tail, Head Ditch (FLOW)
- False Sump

RAILROADS:

- Standard Gauge (CSX TRANSPORTATION)
- RR Signal Milepost (MILEPOST 35)
- Switch (SWITCH)
- RR Abandoned
- RR Dismantled

RIGHT OF WAY & PROJECT CONTROL:

- Secondary Horiz and Vert Control Point
- Primary Horiz Control Point
- Primary Horiz and Vert Control Point
- Exist Permanent Easment Pin and Cap
- New Permanent Easement Pin and Cap
- Vertical Benchmark
- Existing Right of Way Marker
- Existing Right of Way Line
- New Right of Way Line (RW)
- New Right of Way Line with Pin and Cap (RW)
- New Right of Way Line with Concrete or Granite R/W Marker (RW)
- New Control of Access Line with Concrete C/A Marker (C/A)
- Existing Control of Access (C/A)
- New Control of Access (C/A)
- Existing Easement Line (E)
- New Temporary Construction Easement (E)
- New Temporary Drainage Easement (TDE)
- New Permanent Drainage Easement (PDE)
- New Permanent Drainage / Utility Easement (DUE)
- New Permanent Utility Easement (PUE)
- New Temporary Utility Easement (TUE)
- New Aerial Utility Easement (AUE)

ROADS AND RELATED FEATURES:

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

VEGETATION:

- Single Tree
- Single Shrub
- Hedge
- Woods Line
- Orchard
- Vineyard (Vineyard)

EXISTING STRUCTURES:

MAJOR:
- Bridge, Tunnel or Box Culvert (CONC)
- Bridge Wing Wall, Head Wall and End Wall (CONC WW)

MINOR:
- Head and End Wall (CONC HW)
- Pipe Culvert
- Footbridge
- Drainage Box: Catch Basin, DI or JB (CB)
- Paved Ditch Gutter
- Storm Sewer Manhole (S)
- Storm Sewer (S)

UTILITIES:

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

TELEPHONE:
- Existing Telephone Pole
- Proposed Telephone Pole
- Telephone Manhole (T)
- Telephone Pedestal (T)
- Telephone Cell Tower
- U/G Telephone Cable Hand Hole (HH)
- U/G Telephone Cable LOS B (S.U.E.*) (T)
- U/G Telephone Cable LOS C (S.U.E.*) (T)
- U/G Telephone Cable LOS D (S.U.E.*) (T)
- U/G Telephone Conduit LOS B (S.U.E.*) (TC)
- U/G Telephone Conduit LOS C (S.U.E.*) (TC)
- U/G Telephone Conduit LOS D (S.U.E.*) (TC)
- U/G Fiber Optics Cable LOS B (S.U.E.*) (T FO)
- U/G Fiber Optics Cable LOS C (S.U.E.*) (T FO)
- U/G Fiber Optics Cable LOS D (S.U.E.*) (T FO)

WATER:
- Water Manhole (W)
- Water Meter
- Water Valve
- Water Hydrant
- U/G Water Line LOS B (S.U.E.*) (W)
- U/G Water Line LOS C (S.U.E.*) (W)
- U/G Water Line LOS D (S.U.E.*) (W)
- Above Ground Water Line (A/G Water)

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

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

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

MISCELLANEOUS:
- Utility Pole
- Utility Pole with Base
- Utility Located Object
- Utility Traffic Signal Box (S)
- Utility Unknown U/G Line LOS B (S.U.E.*) (?UTL)
- U/G Tank; Water, Gas, Oil
- Underground Storage Tank, Approx. Loc. (UST)
- A/G Tank; Water, Gas, Oil
- Geoenvironmental Boring
- U/G Test Hole LOS A (S.U.E.*)
- Abandoned According to Utility Records (AATUR)
- End of Information (E.O.I.)

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CONSTRUCTION DRAWINGS

WATER STREET DRAINAGE IMPROVEMENTS

WATER STREET| SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 3032 TED A. KALLAM
DocuSigned by: Ted Kallam
5/31/2023

INITIAL PLAN DATE:
REVISIONS:

WR JOB NO.	DATE
220730.00	05/31/2023
DRN: WR	DGN: WR CKD: WR

CONVENTIONAL SYMBOLS 54

1-B

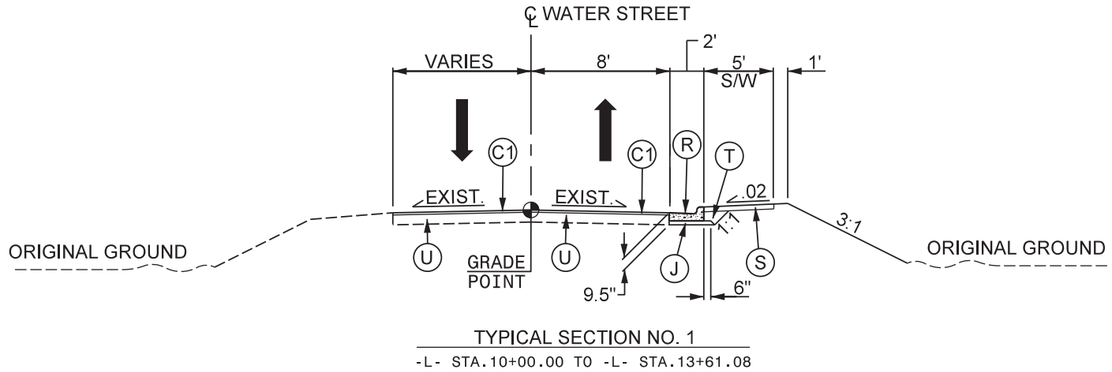
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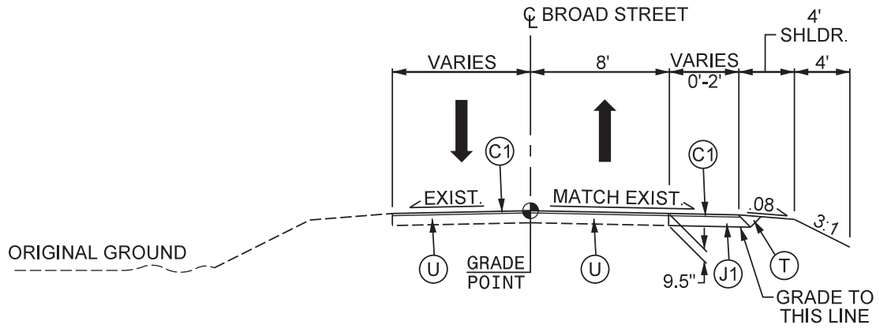
PAVEMENT SCHEDULE

C1	PROP. APPROX. 1.5″ ASPHALT CONCRETE SURFACE COURSE, TYPE S9.5C, AT AN AVERAGE RATE OF 165 LBS. PER SQ. YD.
J	3″ AGGREGATE BASE COURSE
J1	8″ AGGREGATE BASE COURSE
R	2′-0″ CONCRETE CURB & GUTTER
S	5′ CONCRETE SIDEWALK
T	EARTH MATERIAL
U	EXISTING PAVEMENT

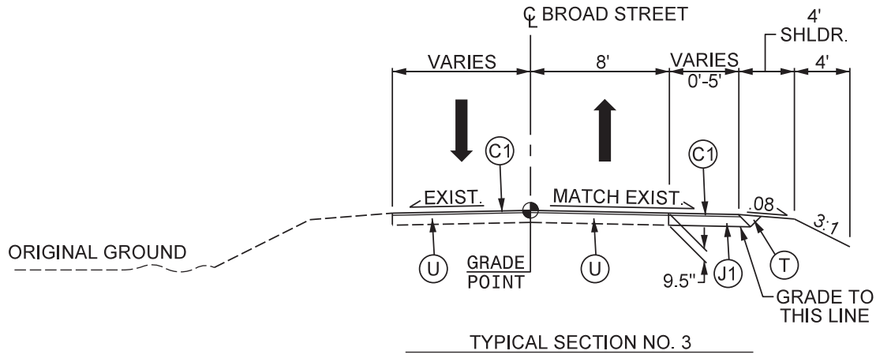
NOTE: 1. PAVEMENT EDGE SLOPES ARE 1:1 UNLESS OTHERWISE SPECIFIED.



TYPICAL SECTION NO. 1
-L- STA.10+00.00 TO -L- STA.13+61.08



TYPICAL SECTION NO. 2
-L1- STA.10+09.71 TO -L1- STA.11+86.27



TYPICAL SECTION NO. 3
-L1- STA.12+41.90 TO -L1- STA.14+18.11

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CONSTRUCTION DRAWINGS
WATER STREET DRAINAGE IMPROVEMENTS
WATER STREET | SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY
NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 3032 TED A. KALLAM
DocuSigned by: Ted Kallam 3/14/2023
INITIAL PLAN DATE:
REVISIONS:
WR JOB NO. 22073.00
DATE 05/31/2023
DRN: WR DGN: WR CKD: WR
TYPICAL SECTIO
55
2
55
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COMPUTED BY: DAP DATE: 5/25/2023
CHECKED BY: DATE:

PROJECT NO.: SWANSBORO SHEET NO.: 2D-1

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

Note: Invert Elevations indicated are for Bid Purposes only and shall not be used for project construction stakeout.

LIST OF PIPES, ENDWALLS, ETC. (FOR PIPES 48 INCHES & UNDER)

STATION	LOCATION (LT, RT, OR CL)	STRUCTURE NO. FROM	STRUCTURE NO. TO	TOP ELEVATION	INVERT ELEVATION	INVERT ELEVATION	R.C. PIPE CLASS III 15"	R.C. PIPE CLASS V 12"	R.C. PIPE CLASS V 15"	QUANTITIES FOR DRAINAGE STRUCTURES PER EACH (0' THRU 5.0')	C.B. STD. 840.01 OR STD. 840.02	FRAME, GRATES, AND HOOD STANDARD 840.03 TYPE OF GRATE F	D.I. STD. 840.14 OR STD. 840.15	D.I. FRAME WITH TWO GRATES STD. 840.16	STD. 840.54 MANHOLE FRAME & COVER	PARALLEL PIPE END SECTION STD. 310.02	STD. 840.52 PRECAST MANHOLE	PIPE REMOVAL LIN. FT.	REMARKS
-L- 10+17.61	LT.	DI-104-1		5.50						1			1	1					
	LT.	DI-104-1	MH-105A		2.75	2.65			24										
-L- 10+40.66	LT.	MH-105A		6.20						1					1		1		
	LT.	MH-105A	S-104		2.65	2.55			24										
-L- 10+65.75	LT.	DI-104		5.42						1			1	1					
	LT.	DI-104	DI-103		2.55	2.10			75									39	REMOVE 4" CPP
-L- 11+44.87	LT.	DI-103		4.57						1			1	1					
	LT.	DI-103	DI-102		2.10	1.64			22										
-L- 11+56.71	RT.	DI-102		4.08						1			1	1					
	LT.	DI-102	DI-101		1.64	0.90			92									24	REMOVE 8" RCP AND DI
-L- 12+50.05	RT.	DI-101		2.81						1			1	1					
																1		234	REMOVE15" RCP AND DI
-L- 12+47.72	LT.	DI-101-1		3.59						1			1	1					
-L- 12+47.72	LT.	DI-101-1	DI-101		1.30	1.00			22										
	RT.	DI-101	CB-101-1		0.75	0.40			69									71	REMOVE 12" RCP
-L- 13+28.38	RT.	CB-101-1		3.73						1	1	1							
-L- 13+28.38	RT.	CB-101-1	DI-101-2		1.10	0.75			17									20	REMOVE 12" RCP AND REMOVE DI
-L- 13+28.38	LT.	DI-101-2		3.50						1			1	1					
-L1- 10+00	RT.	YI-1		23.18						1			1	1					
	RT.	YI-1	FES-1		20.5	18.50		56								1			
-L1- 10+26.34	LT.	YI-2		24.21						1			1	1					
	LT.	YI-2	FES-2		21.00	18.50		50								1			
-L1- 11+95.85	RT.	RISER-1		20.00						1			1	1					
	RT.	RISER-1	MH-105-C		13.50	13.00	48												
-L1- 12+42.97	LT.	DI-105C-1		20.00						1			1	1					
	LT.	DI-105C-1	MH-105C		16.90	16.00													14 LF 12" RCP CL. IV
-L1- 12+29.98	CL	MH-105C		20.84						1					1		1		
	CL	MH-105C	MH-105B		11.50	7.50	106												
-L1- 13+36.16	CL	MH-105B		12.07						1					1		1		
	CL	MH-105B	MH-105A		7.50	3.50	86												
-L1- 13+36.61	RT.	RISER-2		10.75						1			1	1					
	RT.	RISER-2	DI-104-1		5.00	2.75													75 LF 12" RCP CL. IV
TOTAL SHEET 2D-1							240	106	345	16	1	1	12	12	3	3	3	388	

ABBREVIATIONS

C.B.	CATCH BASIN
N.D.I.	NARROW DROP INLET
D.I.	DROP INLET
G.D.I.	GRATED DROP INLET
G.D.I.(N.S.)	(NARROW SLOT)
J.B.	JUNCTION BOX
M.H.	MANHOLE
T.B.D.I.	TRAFFIC BEARING DROP INLET
T.B.J.B.	TRAFFIC BEARING JUNCTION BOX

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

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 3032 TED A. KALLAM
DocuSigned by: Ted Kallam 9CC0FC1C93D44F1...
5/31/2023

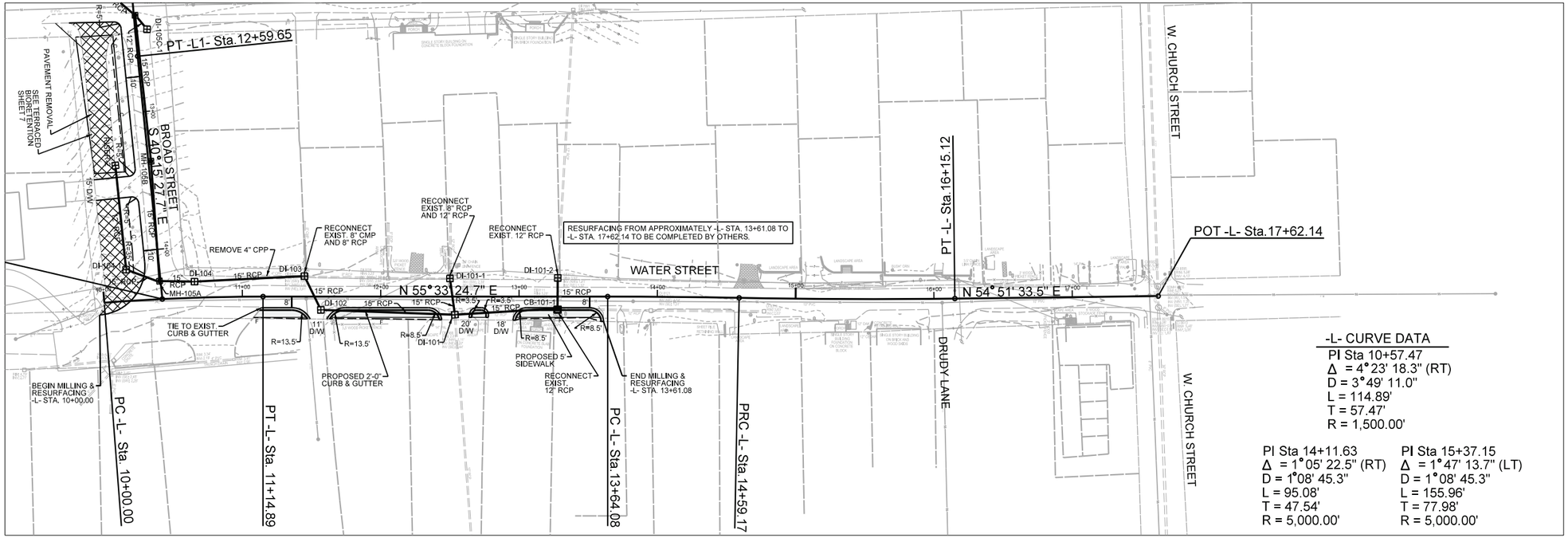
INITIAL PLAN DATE:
REVISIONS:

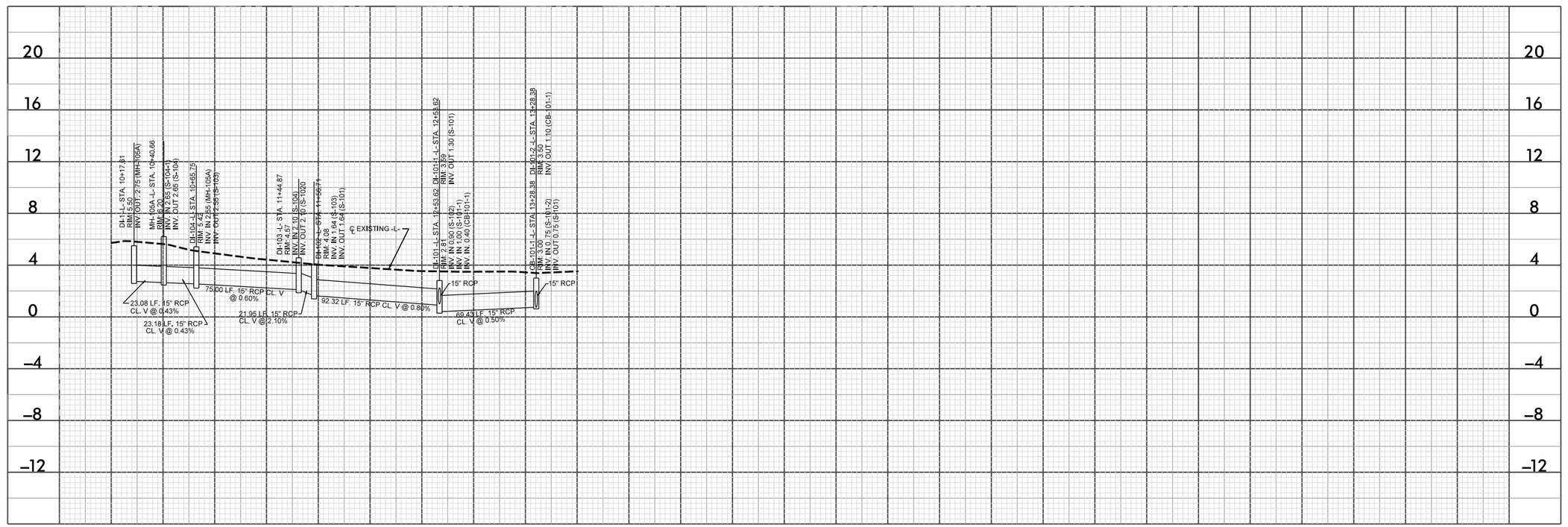
WR JOB NO. 220730.00 DATE 05/31/2023
DRN: WR DGN: WR CKD: WR

DRAINAGE SUMMARY
2D-1

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Scale: 1" = 40' (HORIZONTAL)

Scale: 1" = 4' (VERTICAL)

Item VI - c.

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CONSTRUCTION DRAWINGS

WATER STREET DRAINAGE IMPROVEMENTS

WATER STREET| SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 3032 — Jack Callam — ACCEPTED CONSULTANT — 5/31/2023

INITIAL PLAN DATE:
REVISIONS:

WR JOB NO.	DATE
220730.00	05/31/2023
DRN: WR	DGN: WR CKD: WR

WATER STREET PLAN PROFILE

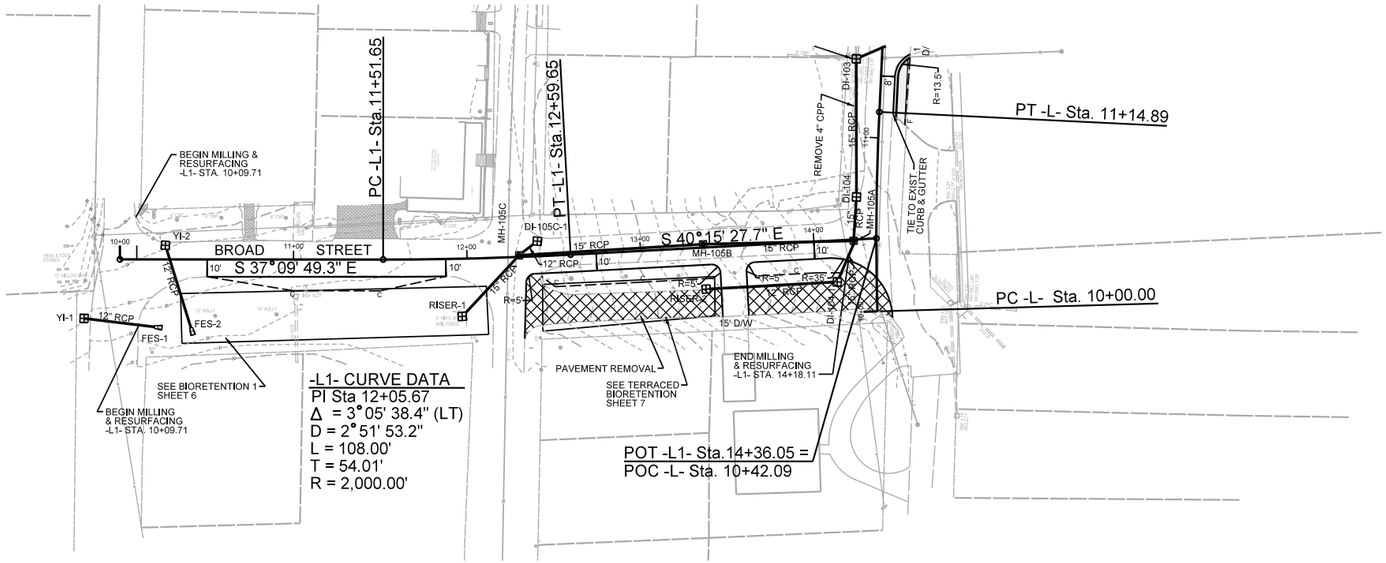
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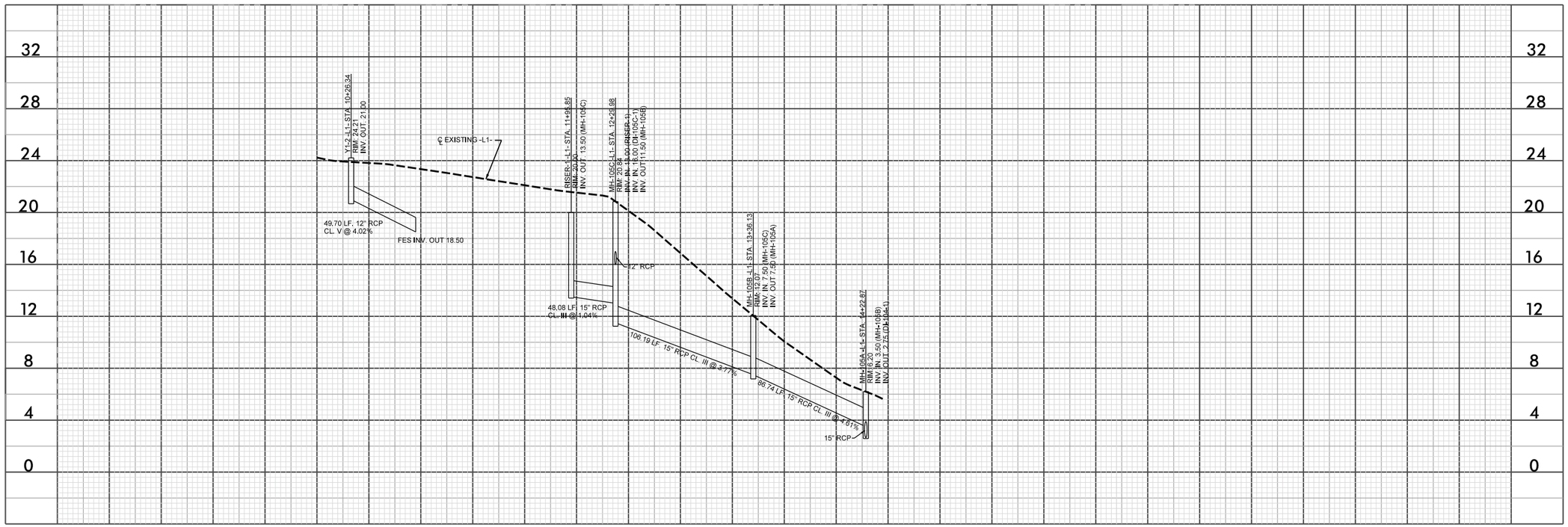
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Scale: 1" = 40' (HORIZONTAL)

Scale: 1" = 4' (VERTICAL)

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

CONSTRUCTION DRAWINGS

WATER STREET DRAINAGE IMPROVEMENTS

WATER STREET| SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 3032 TED A. KALLAM
Ted Kallam, PE
5/31/2023

INITIAL PLAN DATE:
REVISIONS:

WR JOB NO.	DATE
220730.00	05/31/2023
DRN: WR	DGN: WR CKD: WR

BROAD STREET PLAN PROFILE

5

58

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GENERAL NOTES

CHANGES MAY BE REQUIRED WHEN PHYSICAL DIMENSIONS IN THE DETAIL DRAWINGS, STANDARD DETAILS, AND ROADWAY DETAILS ARE NOT ATTAINABLE TO MEET FIELD CONDITIONS OR RESULT IN DUPLICATE OR UNDESIRED OVERLAPPING OF DEVICES. MODIFICATION MAY INCLUDE: MOVING, SUPPLEMENTING, COVERING, OR REMOVAL OF DEVICES AS DIRECTED BY THE ENGINEER.

THE FOLLOWING GENERAL NOTES APPLY AT ALL TIMES FOR THE DURATION OF THE CONSTRUCTION PROJECT EXCEPT WHEN OTHERWISE NOTED IN THE PLAN OR DIRECTED BY THE ENGINEER.

TIME RESTRICTIONS

A) DO NOT CLOSE OR NARROW TRAVEL LANES AS FOLLOWS:

ROAD NAME	DAY AND TIME RESTRICTIONS
WATER STREET	MONDAY THROUGH SUNDAY FROM 6:00 A.M. TO 9:00 A.M.
BROAD STREET	

B) DO NOT CLOSE OR NARROW TRAVEL LANES DURING HOLIDAYS AND SPECIAL EVENTS AS FOLLOWS:

ROAD NAME
WATER STREET
BROAD STREET

HOLIDAY

C) FOR ANY UNEXPECTED OCCURENCE THAT CREATES UNUSUALLY HIGH TRAFFIC VOLUMES, AS DIRECTED BY THE ENGINEER.

D) FOR NEW YEAR'S, BETWEEN THE HOURS OF 6:00 A.M. DECEMBER 31st TO 9:00 P.M. JANUARY 2ND. IF NEW YEAR'S DAY IS ON A FRIDAY, SATURDAY, SUNDAY, OR MONDAY THEN UNTIL 9:00 P.M. THE FOLLOWING TUESDAY.

E) FOR EASTER, BETWEEN THE HOURS OF 6:00 A.M. THURSDAY AND 9:00 P.M. MONDAY.

F) FOR MEMORIAL DAY, BETWEEN THE HOURS OF 6:00 A.M. FRIDAY TO 9:00 P.M. TUESDAY.

G) FOR INDEPENDENCE DAY, BETWEEN THE HOURS OF 6:00 A.M. THE DAY BEFORE INDEPENDENCE AND 9:00 P.M. THE DAY AFTER INDEPENDENCE DAY.

IF INDEPENDENCE DAY IS ON A FRIDAY, SATURDAY, SUNDAY OR MONDAY THEN BETWEEN THE HOURS OF 6:00 A.M. THE THURSDAY BEFORE INDEPENDENCE DAY AND 9:00 P.M. THE TUESDAY AFTER INDEPENDENCE DAY.

H) FOR LABOR DAY, BETWEEN THE HOURS OF 6:00 A.M. FRIDAY AND 9:00 P.M. TUESDAY.

I) FOR THANKSGIVING DAY, BETWEEN THE HOURS OF 6:00 A.M. TUESDAY AND 9:00 P.M. MONDAY.

J) FOR CHRISTMAS, BETWEEN THE HOURS OF 6:00 A.M. THE FRIDAY BEFORE THE WEEK OF CHRISTMAS DAY AND 9:00 P.M. THE FOLLOWING TUESDAY AFTER THE WEEK OF CHRISTMAS.

TRAFFIC PATTERN ALTERATIONS

K) NOTIFY THE ENGINEER TWENTY-ONE (21) CALENDAR DAYS PRIOR TO ANY TRAFFIC PATTERN ALTERATION.

SIGNING

L) INSTALL ADVANCE WORK ZONE WARNING SIGNS WHEN WORK IS WITHIN 40 FT FROM THE EDGE OF TRAVEL LANE AND NO MORE THAN THREE (3) DAYS PRIOR TO THE BEGINNING OF CONSTRUCTION.

M) ENSURE ALL NECESSARY SIGNING IS IN PLACE PRIOR TO ALTERING ANY TRAFFIC PATTERN.

N) INSTALL BLACK ON ORANGE "DIP" SIGNS (W8-2) AND/OR "BUMP" SIGNS (W8-1) 500 FT IN ADVANCE OF THE UNEVEN AREA, OR AS DIRECTED BY THE ENGINEER.

LANE AND SHOULDER CLOSURE REQUIREMENTS

O) REMOVE LANE CLOSURE DEVICES FROM THE LANE WHEN WORK IS NOT BEING PERFORMED BEHIND THE LANE CLOSURE OR WHEN A LANE CLOSURE IS NO LONGER NEEDED OR AS DIRECTED BY THE ENGINEER.

P) WHEN PERSONNEL AND/OR EQUIPMENT ARE WORKING WITHIN 15 FT. OF AN OPEN TRAVEL LANE, CLOSE THE NEAREST OPEN SHOULDER USING ROADWAY STANDARD DRAWING NO. 1101.04 UNLESS THE WORK AREA IS PROTECTED BY BARRIER OR GUARDRAIL OR A LANE CLOSURE IS INSTALLED.

Q) WHEN PERSONNEL AND/OR EQUIPMENT ARE WORKING ON THE SHOULDER ADJACENT TO AN UNDIVIDED FACILITY AND WITHIN 5 FT. OF AN OPEN TRAVEL LANE, CLOSE THE NEAREST OPEN TRAVEL LANE USING ROADWAY STANDARD DRAWING NO. 1101.02 UNLESS THE WORK AREA IS PROTECTED BY BARRIER OR GUARDRAIL.

WHEN PERSONNEL AND/OR EQUIPMENT ARE WORKING ON THE SHOULDER ADJACENT TO A DIVIDED FACILITY AND WITHIN 10 FT. OF AN OPEN TRAVEL LANE, CLOSE THE NEAREST OPEN TRAVEL LANE USING ROADWAY STANDARD DRAWING NO. 1101.02 UNLESS THE WORK AREA IS PROTECTED BY BARRIER OR GUARDRAIL.

PAVEMENT EDGE DROP OFF REQUIREMENTS

R) BACKFILL AT A 6:1 SLOPE UP TO THE EDGE AND ELEVATION OF EXISTING PAVEMENT IN AREAS ADJACENT TO AN OPENED TRAVEL LANE THAT HAS AN EDGE OF PAVEMENT DROP-OFF AS FOLLOWS:

BACKFILL DROP-OFFS THAT EXCEED 2 INCHES ON ROADWAYS WITH POSTED SPEED LIMITS OF 45 MPH OR GREATER.

BACKFILL DROP-OFFS THAT EXCEED 3 INCHES ON ROADWAYS WITH POSTED SPEED LIMITS LESS THAN 45 MPH.

BACKFILL WITH SUITABLE COMPACTED MATERIAL, AS APPROVED BY THE ENGINEER, AT NO EXPENSE TO THE DEPARTMENT.

S) DO NOT EXCEED A DIFFERENCE OF 2 INCHES IN ELEVATION BETWEEN OPEN LANES OF TRAFFIC FOR NOMINAL LIFTS OF 1.5 INCHES. INSTALL ADVANCE WARNING "UNEVEN LANES" SIGNS (W8-11) 200 FT. IN ADVANCE AND A MINIMUM OF EVERY HALF MILE THROUGHOUT THE UNEVEN AREA.

TRAFFIC CONTROL DEVICES

T) WHEN LANE CLOSURES ARE NOT IN EFFECT SPACE CHANNELIZING DEVICES IN WORK AREAS NO GREATER IN FEET THAN TWICE THE POSTED SPEED LIMIT (MPH) EXCEPT, 10 FT ON-CENTER IN RADII, AND 3 FT. OFF THE EDGE OF AN OPEN TRAVELWAY, REFER TO "STANDARD SPECIFICATIONS FOR ROADS AND STRUCTURES" SECTIONS 1130 (DRUMS), 1135 (CONES) AND 1180 (SKINNY DRUMS) FOR ADDITIONAL REQUIREMENTS.

ROADWAY STANDARD DRAWINGS

THE FOLLOWING ROADWAY STANDARDS AS SHOWN IN "ROADWAY STANDARD DRAWINGS" - PROJECT SERVICES UNIT - N.C. DEPARTMENT OF TRANSPORTATION - RALEIGH, N.C., DATED JANUARY 2018 ARE APPLICABLE TO THIS PROJECT AND BY REFERENCE HEREBY ARE CONSIDERED A PART OF THESE PLANS:

STD. NO.	STD. DRAWING TITLES
1101.01	WORK ZONE ADVANCE WARNING SIGNS
1101.02	TEMPORARY LANE CLOSURES
1101.04	TEMPORARY SHOULDER CLOSURES
1101.11	TRAFFIC CONTROL DESIGN TABLES
1110.01	STATIONARY WORK ZONE SIGNS
1130.01	DRUM
1150.01	FLAGGERS
1205.01	PAVEMENT MARKINGS - LINE TYPES AND OFFSETS
1205.02	PAVEMENT MARKINGS - TWO-LANE AND MULTI-LANE ROADWAYS
1205.05	PAVEMENT MARKINGS - TURN LANES
1205.06	PAVEMENT MARKING - LANE DROPS
1205.13	PAVEMENT MARKINGS - LANE REDUCTIONS

PHASING NOTES

THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL EXISTING DRIVEWAYS AS DIRECTED BY THE ENGINEER.

PHASE 1: WATER STREET

STEP 1: INSTALL WORK ZONE ADVANCE WARNING SIGNS SEE ROADWAY STANDARD DRAWINGS STD. 1101.01 SHEET 3 OF 3.

STEP 2: USING A FLAGGER, MAINTAIN TRAFFIC ON THE NORTH SIDE OF EXISTING WATER STREET.

STEP 3: CONSTRUCT PROPOSED WIDENING AND SIDEWALK ON THE SOUTH SIDE OF WATER STREET.

STEP 4: PLACE FINAL LAYER OF ASPHALT WEARING SURFACE.

STEP 4: REMOVE TRAFFIC CONTROL DEVICES AND OPEN UP TO FINAL TRAFFIC PATTERN.

THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL EXISTING DRIVEWAYS AS DIRECTED BY THE ENGINEER.

PHASE 2: BROAD STREET

STEP 1: INSTALL WORK ZONE ADVANCE WARNING SIGNS SEE ROADWAY STANDARD DRAWINGS STD. 1101.01 SHEET 3 OF 3.

STEP 2: USING A FLAGGER, MAINTAIN TRAFFIC ON THE NORTH SIDE OF EXISTING BROAD STREET.

STEP 3: CONSTRUCT PROPOSED WIDENING ON THE SOUTH SIDE OF BROAD STREET.

STEP 4: PLACE FINAL LAYER OF ASPHALT WEARING SURFACE.

STEP 5: REMOVE TRAFFIC CONTROL DEVICES AND OPEN UP TO FINAL TRAFFIC PATTERN.

Item VI - c.

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CONSTRUCTION DRAWINGS

WATER STREET DRAINAGE IMPROVEMENTS

WATER STREET| SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 3032 TED A. KALLAM
DocuSigned by: Ted Kallam 5/31/2023
E2E5DC4AEF1...

INITIAL PLAN DATE:
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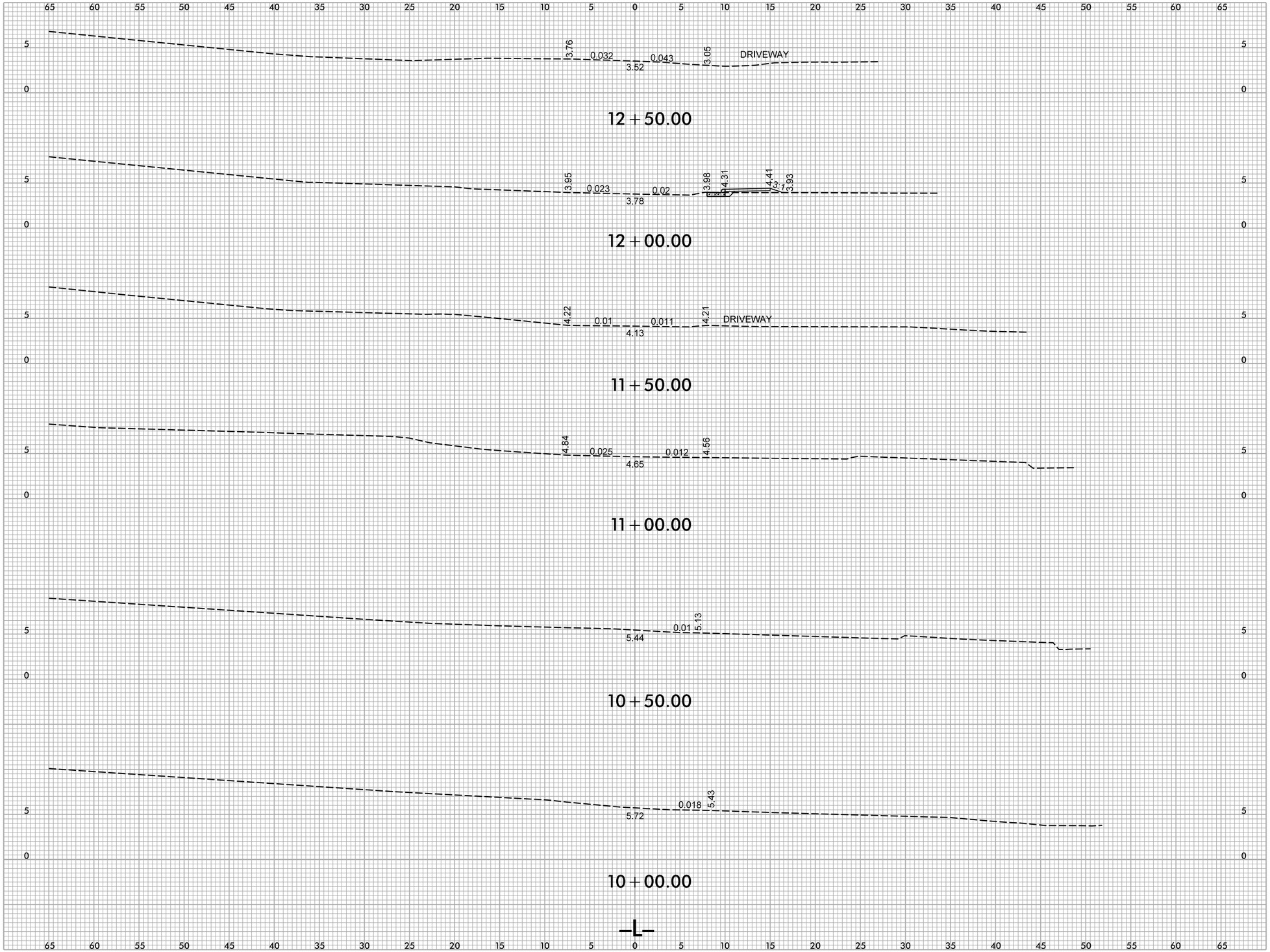
TRAFFIC CONTROL GENERAL NOTES & STANDARD DRAWINGS

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TMP-1

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CONSTRUCTION DRAWINGS

WATER STREET DRAINAGE IMPROVEMENTS

WATER STREET| SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY

Designed by: Jack Kallam SEAL 3032 — NORTH CAROLINA PROFESSIONAL ENGINEER JACK A. KALLAM
DocuSigned by: 3/31/2023

SCALE: 1inch = 5 ft.

INITIAL PLAN DATE:
REVISIONS:

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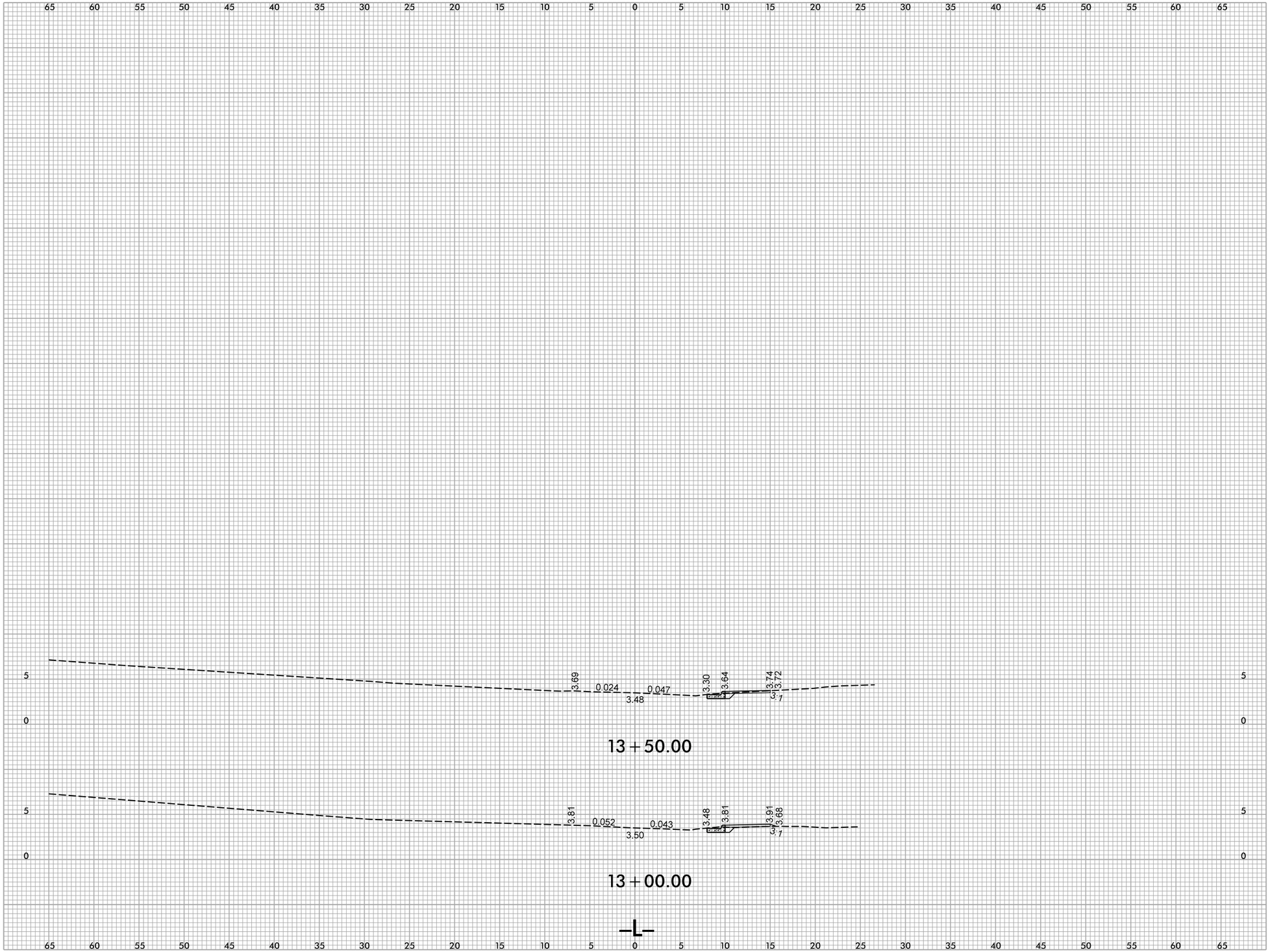
WATER STREET CROSS SECTION

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X-1

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SWANSBORO, NC 28584

CONSTRUCTION DRAWINGS

WATER STREET DRAINAGE IMPROVEMENTS

WATER STREET| SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY

Designed by: Jed Kallam SEAL 3032 — NORTH CAROLINA PROFESSIONAL ENGINEER JED A. KALLAM
DocuSigned by: 6CCFC1C0980148F1
5/31/2023

SCALE: 1inch = 5 ft.

INITIAL PLAN DATE:
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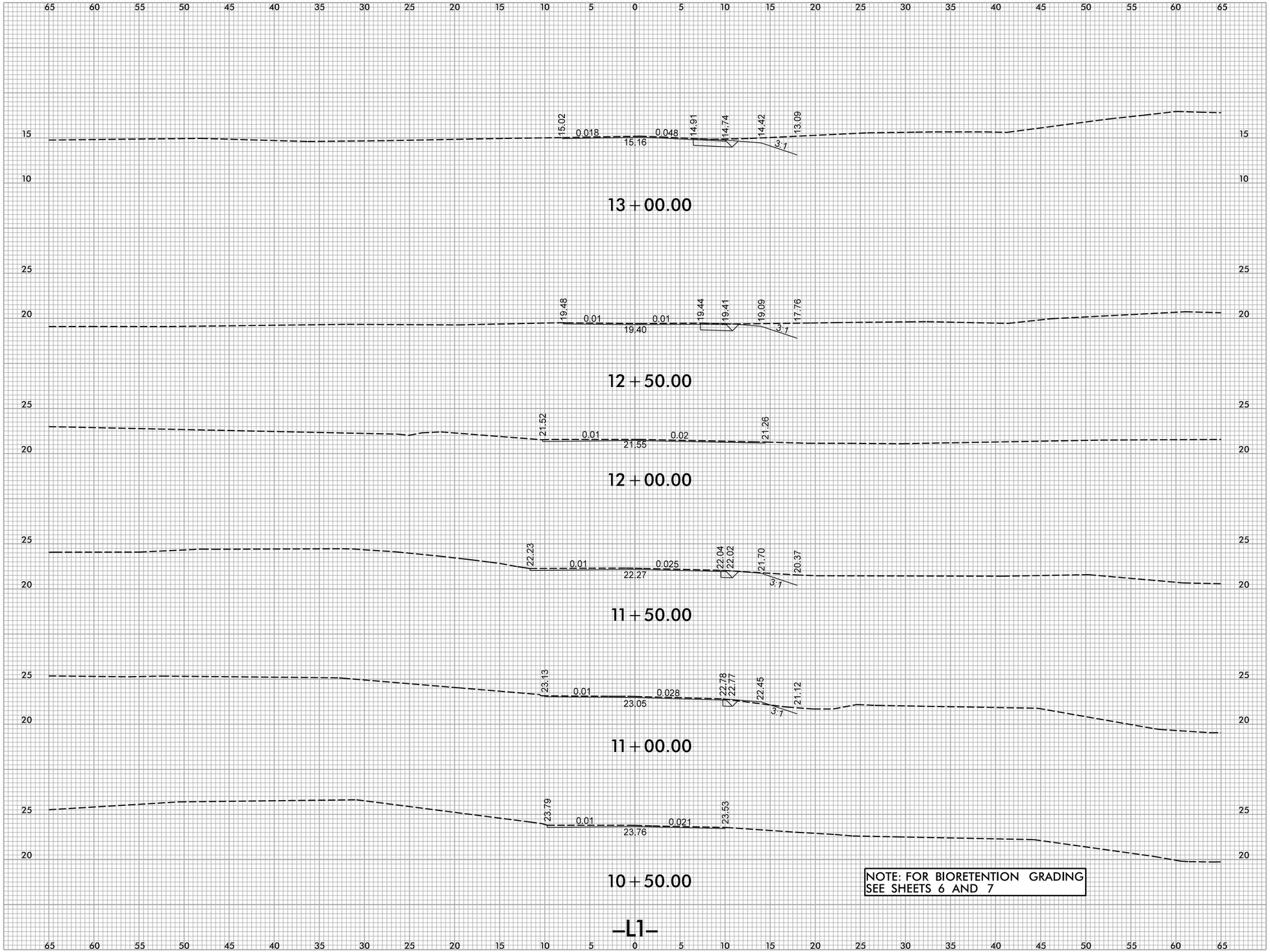
WATER STREET CROSS SECTION

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CONSTRUCTION DRAWINGS

WATER STREET DRAINAGE IMPROVEMENTS

WATER STREET| SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY



SCALE: 1 inch = 5 ft.

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BROAD STREET
CROSS SECTION

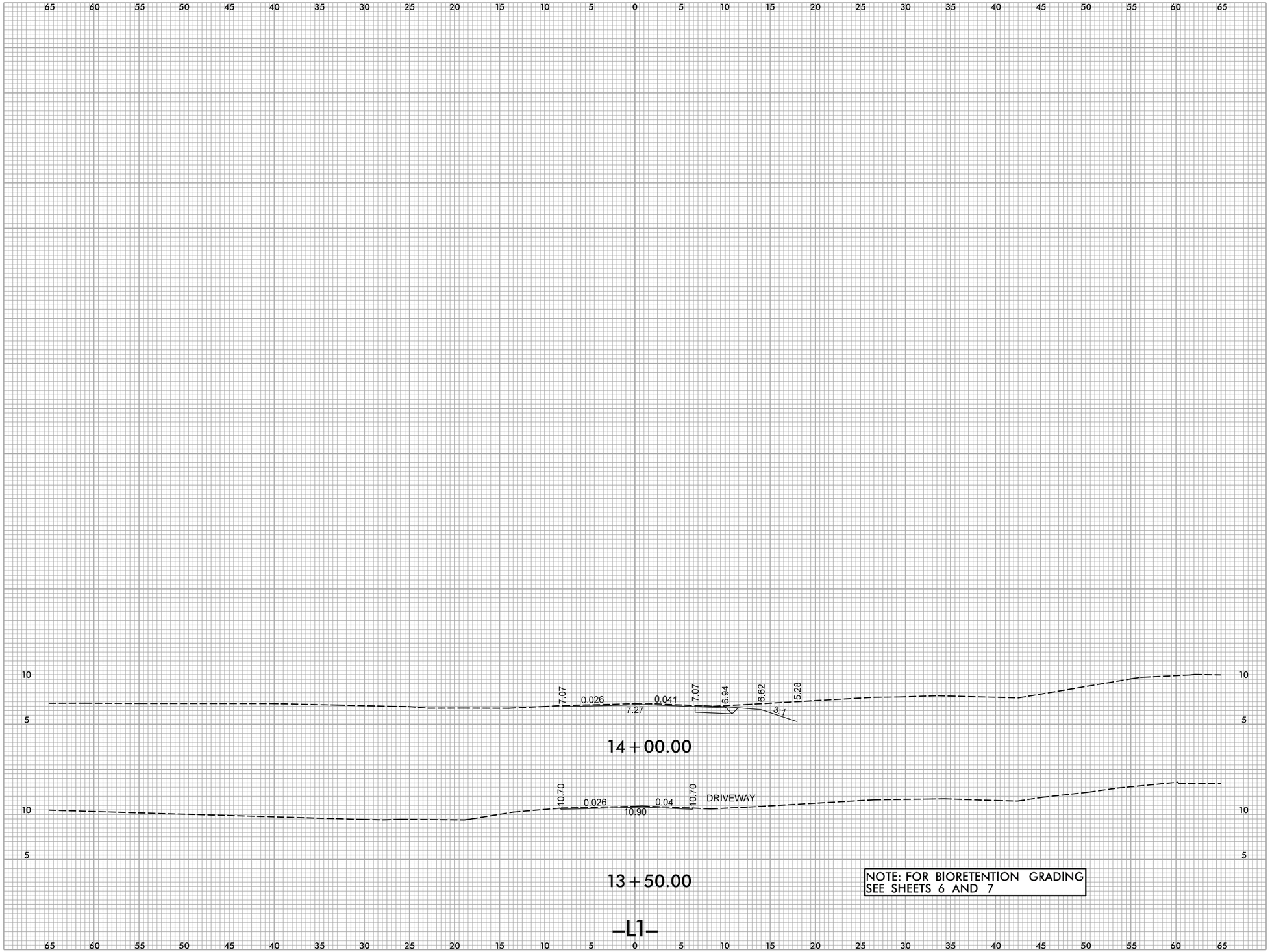
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CONSTRUCTION DRAWINGS

WATER STREET DRAINAGE IMPROVEMENTS

WATER STREET| SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY

Jed Kallam SEAL 3032
ENG NEER JED A. KALLAM

SCALE: 1inch = 5 ft.

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BROAD STREET CROSS SECTION

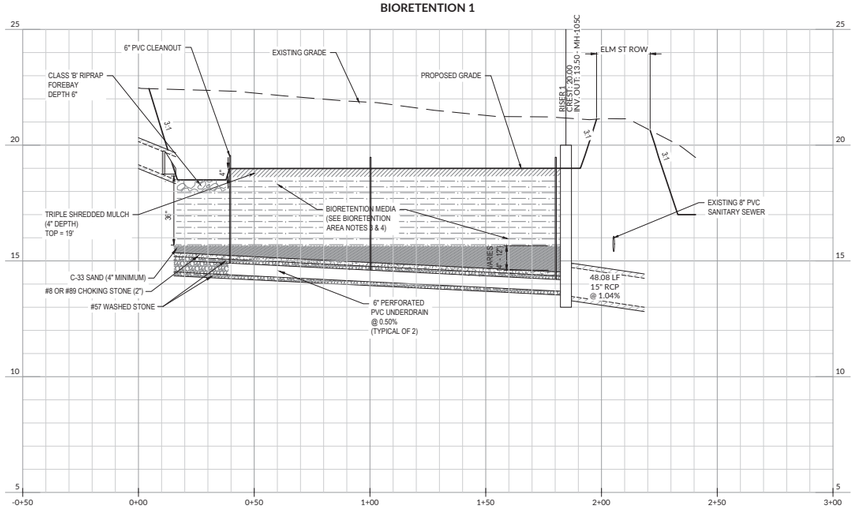
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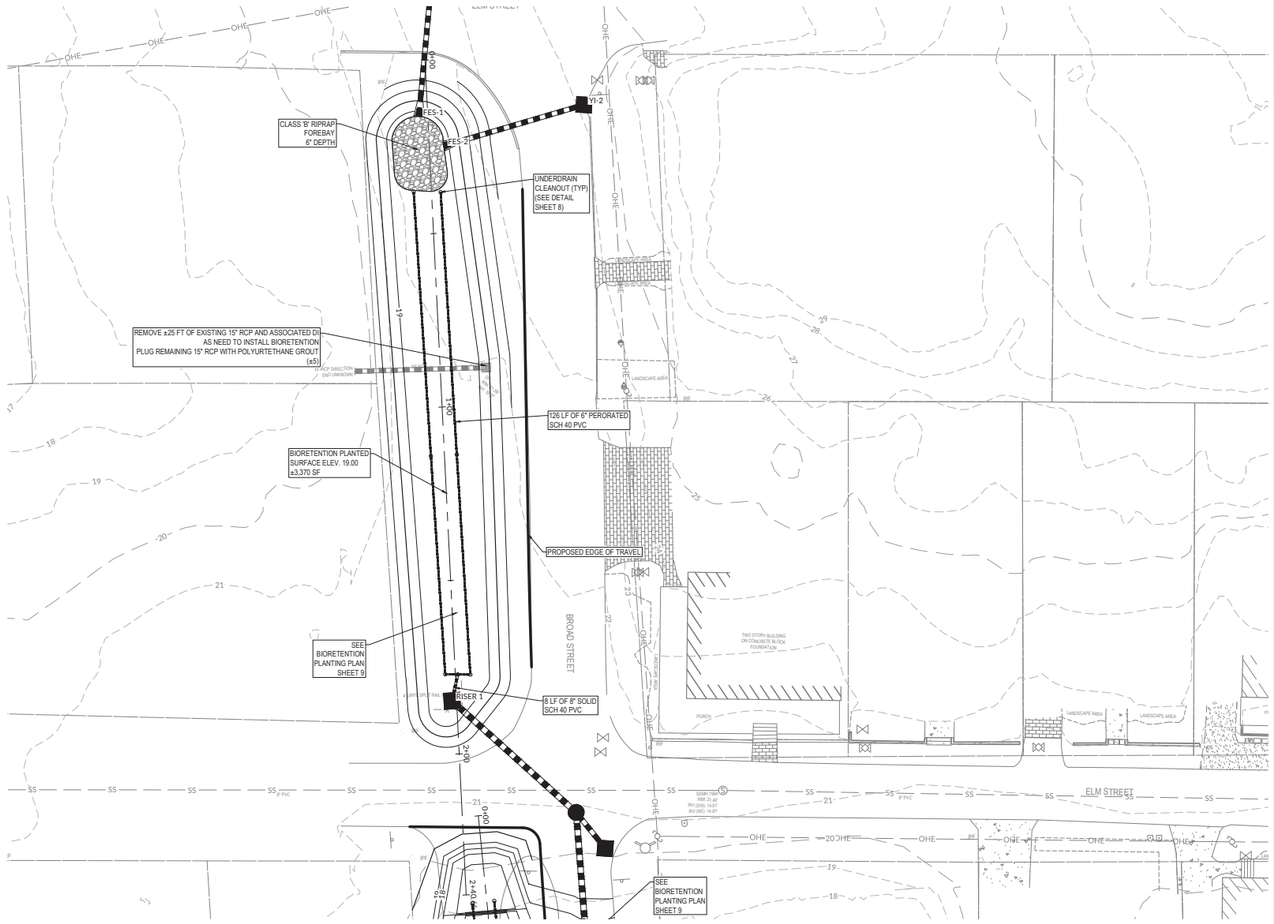
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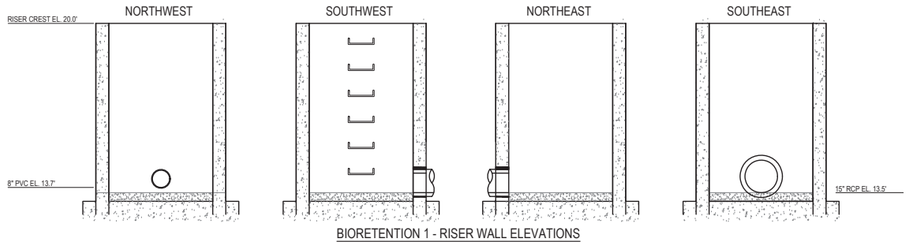
BIORETENTION 1 - PROFILE

PROFILE VIEW
GRAPHIC SCALE
1" = 30' HORZ.
1" = 3' VERT.
0 30 60

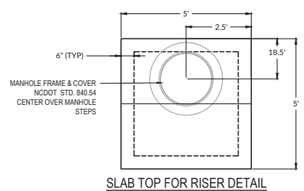


NOTE:
SEE SHEETS 2D-1, 4, AND 5 FOR PROPOSED STORM NETWORK ELEVATION INFORMATION.

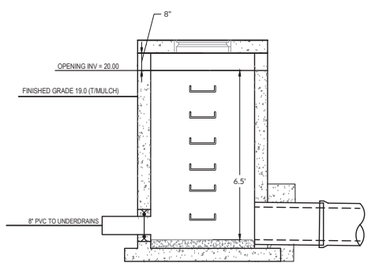
BIORETENTION 1 - PLAN VIEW



BIORETENTION 1 - RISER WALL ELEVATIONS
NOT TO SCALE



SLAB TOP FOR RISER DETAIL
NOT TO SCALE



BIORETENTION 1 - DRAWDOWN DEVICE DETAIL
NOT TO SCALE

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CONSTRUCTION DRAWINGS

WATER STREET STORMWATER IMPROVEMENTS

WATER STREET | SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 049218

DocuSigned by:
Amanda Hollingsworth
4E2F29C8F8A64AF...

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SCALE: 1 inch = 20 ft.

INITIAL PLAN DATE:
REVISIONS:

WR JOB NUMBER 0220730
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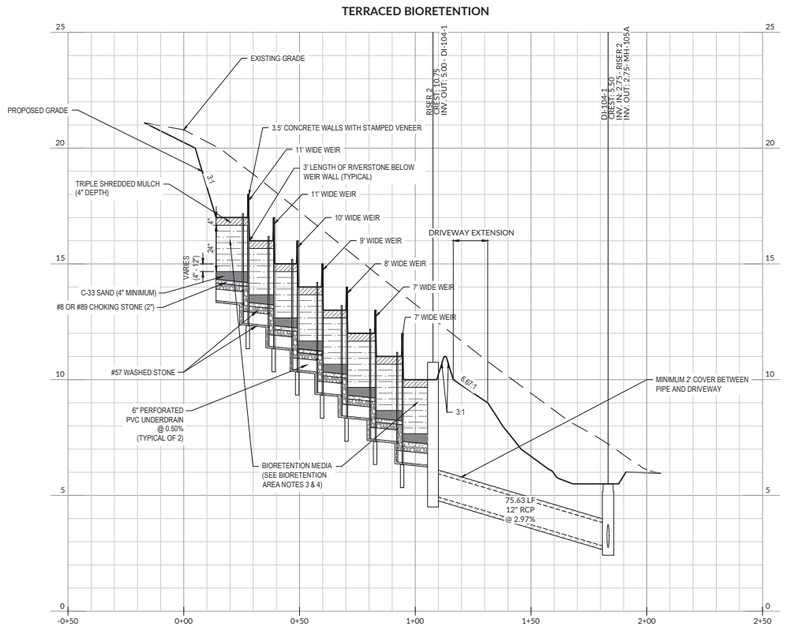
BIORETENTION

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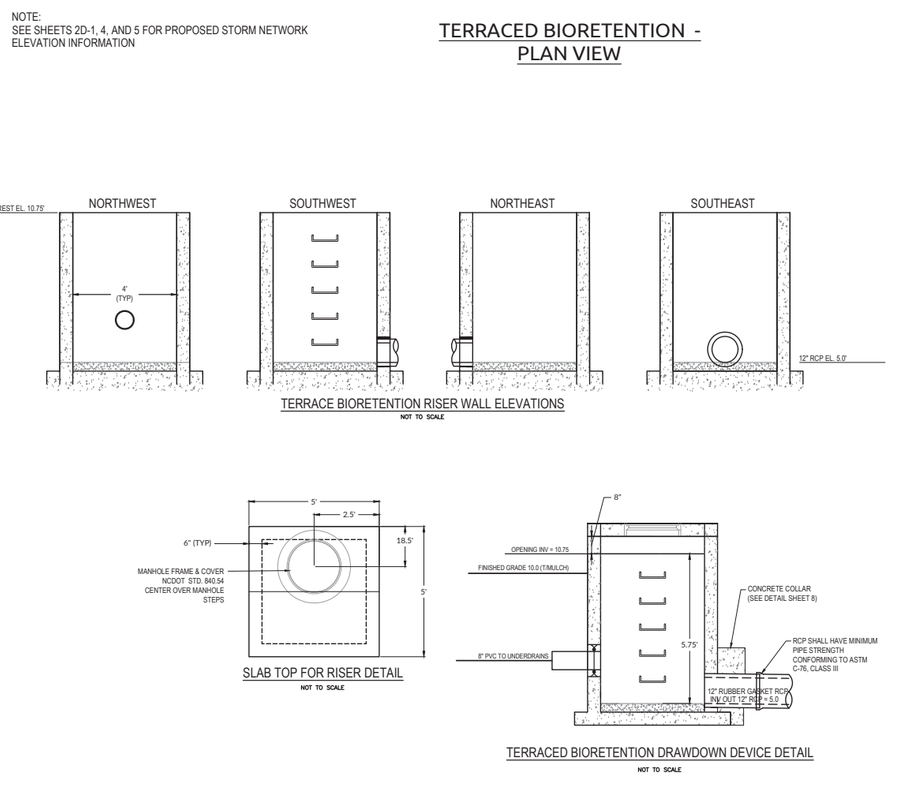
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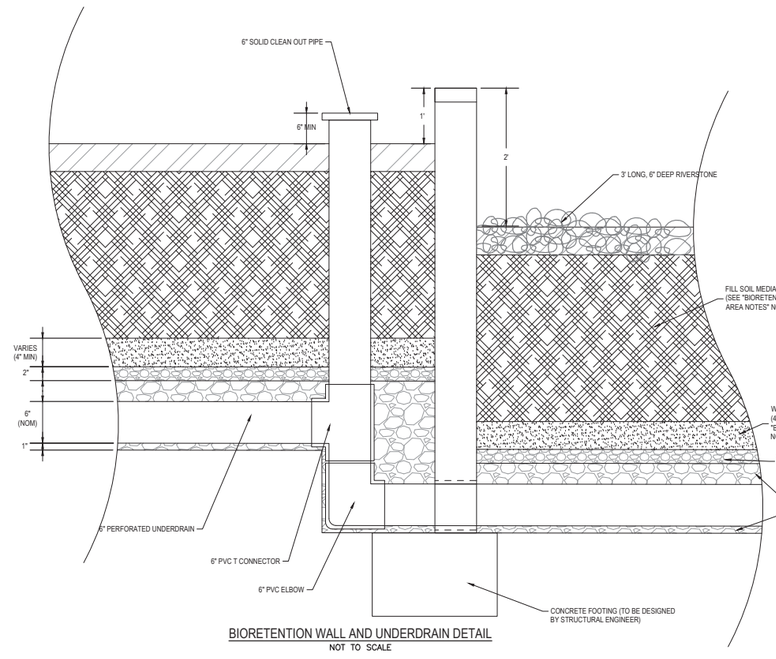
TERRACED BIORETENTION - PROFILE

PROFILE VIEW
GRAPHIC SCALE
1" = 30' HORZ.
1" = 3' VERT.
0 30 60



NOTE:
SEE SHEETS 2D-1, 4, AND 5 FOR PROPOSED STORM NETWORK ELEVATION INFORMATION

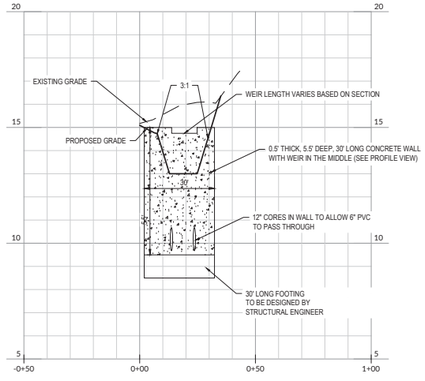
TERRACED BIORETENTION - PLAN VIEW



BIORETENTION WALL AND UNDERDRAIN DETAIL

NOT TO SCALE

WEIR WALL (TYP.)



TERRACED BIORETENTION - CROSS SECTION

TERRACE BIORETENTION RISER WALL ELEVATIONS

NOT TO SCALE

SLAB TOP FOR RISER DETAIL

NOT TO SCALE

TERRACED BIORETENTION DRAWDOWN DEVICE DETAIL

NOT TO SCALE

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

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 049218 AMANDA L. HOLLINGSWORTH
Document Signed By: Amanda Hollingsworth 4E2F29C9FE6D48F... 5/31/2023

0 10 20
SCALE: 1 Inch = 20 ft.

INITIAL PLAN DATE:
REVISIONS:

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

TERRACED BIORETENTION

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STORMWATER CONTROL MEASURE (SCM) NOTES:

1. PRIOR TO BEGINNING CONSTRUCTION, ANY DISCREPANCIES IN THE PLANS SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE DESIGN ENGINEER FOR RESOLUTION.
2. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE (I.E., MINIMUM DESIGN CRITERIA), AND LOCAL STANDARDS AND SPECIFICATIONS HEREBY INCORPORATED BY REFERENCE.
3. STORMWATER CONTROL MEASURES ON THE PROJECT MUST BE LOCATED ON COMMON OPEN SPACE, HAVE AN ACCESS AND MAINTENANCE EASEMENTS LOCATED AROUND THEM AND INCLUDE AN OPERATIONS AND MAINTENANCE MANUAL AND MAINTENANCE AGREEMENT.
4. GEOTECHNICAL ENGINEER SHALL EVALUATE SOILS FOR SUITABILITY OF DAM CONSTRUCTION AND SLOPE STABILITY. PROFESSIONAL CERTIFICATION OF EMBANKMENT CONSTRUCTION IS REQUIRED FOR AS-BUILT CERTIFICATION.
5. EMBANKMENT AND SIDE SLOPES OF THE BASIN SHALL BE STABILIZED PER SEEDING SCHEDULE ON EROSION CONTROL DETAILS SHEET OR SODDED.
6. CONTRACTOR TO PROVIDE STRUCTURAL DRAWINGS TO THE DESIGN ENGINEER FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
7. ONCE THE SITE HAS BEEN STABILIZED, CONTRACTOR SHALL OBTAIN APPROVAL BY EROSION CONTROL INSPECTOR IN ORDER TO REMOVE EROSION CONTROL DEVICES.
8. ONCE ALL SEDIMENT AND EROSION CONTROL DEVICES HAVE BEEN REMOVED, THE SCM SHALL BE CONVERTED TO A PERMANENT SCM.
   - ALL SEDIMENT SHALL BE REMOVED AND DISPOSED OF PROPERLY
   - INTERIOR GRADING AND VEGETATED AREAS SHALL BE CONSTRUCTED PER THIS PLAN.
   - VEGETATED SHELF SHALL BE PLANTED PER PLANT SCHEDULE ON LANDSCAPE PLAN SHEET
   - FINAL CERTIFICATION OF THE SCM BY A PROFESSIONAL ENGINEER IS REQUIRED.

PRECAST CONCRETE MATERIALS NOTES:

1. ALL PRECAST CONCRETE STRUCTURES SHALL CONFORM TO ASTM C913 (RECTANGULAR) OR C478 (ROUND).
2. ALL REINFORCED CONCRETE PIPE SHALL CONFORM TO ASTM C76, CLASS III (UNLESS OTHERWISE NOTED),
   2.1. O-RING JOINTS SHALL CONFORM TO ASTM C443 & ASTM C361.
   2.2. NON O-RING JOINTS SHALL CONFORM TO ASTM C990.

CAST-IN-PLACE CONCRETE MATERIALS NOTES:

1. CONTRACTOR RESPONSIBLE FOR PROVIDING STRUCTURAL DESIGN OF WEIR WALLS FOR ENGINEERS APPROVAL PRIOR TO INSTALLATION.

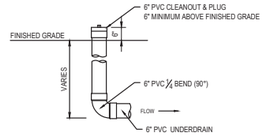
BIORETENTION AREA NOTES:

1. NO MECHANICAL COMPACTION OR HEAVY EQUIPMENT SHALL BE USED DURING MEDIA OR LANDSCAPING INSTALLATION. ALL CONSTRUCTION TO BE DONE WITH MINIMAL COMPACTION.
2. BOTTOM OF BIORETENTION AREA SHALL BE 2 FEET OR MORE FROM SEASONAL HIGH WATER TABLE. IF DURING CONSTRUCTION SEASONAL HIGH WATER TABLE IS FOUND TO BE WITHIN 2' OF BOTTOM OF BIORETENTION AREA, THEN ENGINEER SHALL BE NOTIFIED IMMEDIATELY FOR DESIGN MODIFICATIONS.
3. THE SCM SHALL BE CONVERTED TO A BIORETENTION AREA ONLY AFTER THE SITE HAS BEEN STABILIZED.
4. BIORETENTION AREA MEDIA SECTION TO COVER ENTIRE PLANTING SURFACE. BIORETENTION AREA MEDIA TO BE COMPRISED OF THE FOLLOWING:
   - 75% - 85% MEDIUM TO COARSE WASHED SAND (85% PREFERRED).
   - 8% - 10% FINES (CLAY & SILT) (8% PREFERRED).
   - 5% - 10% ORGANIC MATTER (7% PREFERRED)
   - PHOSPHORUS INDEX (P-INDEX) SHALL BE NO GREATER THAN 30.
   - THE MEDIA INFILTRATION RATE SHALL BE MINIMUM 2 IN/HR.
5. THE CHOKING STONE LAYER MAY BE MODIFIED TO USE #78 STONE IN LIEU OF #8 OR #89 STONE. THE CHOKING STONE LAYER SHALL THEN BE COMPRISED OF 3" OF #78 STONE AND THE WASHED SAND LAYER SHALL THEN HAVE A MINIMUM THICKNESS OF 3".
6. CONTRACTOR TO PROVIDE SOIL TEST DATA AND SAMPLES, FROM AN APPROVED TESTING LABORATORY, TO THE ENGINEER PRIOR TO CONSTRUCTION.
7. NO FERTILIZER IS TO BE ADDED.
8. BIORETENTION SHALL BE PLANTED PER LANDSCAPE PLAN ON SHEET L3.00.

UTILITY LOCATIONS SHOWN ARE FROM BEST AVAILABLE DATA SUPPLEMENTED WITH FIELD SURVEY OF MARKED UTILITIES, AND SHALL BE CONSIDERED APPROXIMATE AND POSSIBLY INCOMPLETE.
THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL EXISTING UTILITIES, AND SHALL NOTIFY THE TOWN OF SWANSBORO AND THE ENGINEER OF ANY POSSIBLE CONFLICTS OR CLEARANCES LESS THAN REQUIRED. DUE CARE AND DILIGENCE SHALL BE TAKEN TO PRESERVE AND PROTECT ALL EXISTING UTILITIES TO ENSURE CONTINUOUS SERVICE.

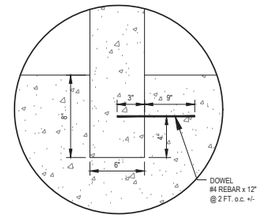
IF RELOCATION OF ANY UTILITIES ARE REQUIRED, TEMPORARY OR PERMANENT, THE CONTRACTOR SHALL COORDINATE ANY SUCH RELOCATION WITH THE CITY AND UTILITY OWNER.

SEE SHEET TMP-1 FOR GENERAL NOTES AND OTHER REQUIREMENTS.

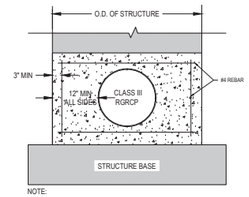


END OF UNDERDRAIN

BIORETENTION UNDERDRAIN CLEANOUT DETAIL
NOT TO SCALE

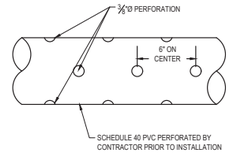


ANCHOR DETAIL (TYPICAL)
NOT TO SCALE

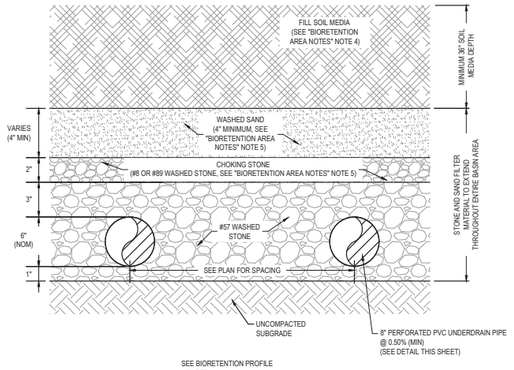


NOTE:
INSTALL VERTICAL DOWELS IN FOUNDATION CONCRETE AS HOLDING BARS FOR CONCRETE COLLAR REBAR.

CONCRETE COLLAR DETAIL
NOT TO SCALE



PERFORATED PVC UNDERDRAIN DETAIL
NOT TO SCALE



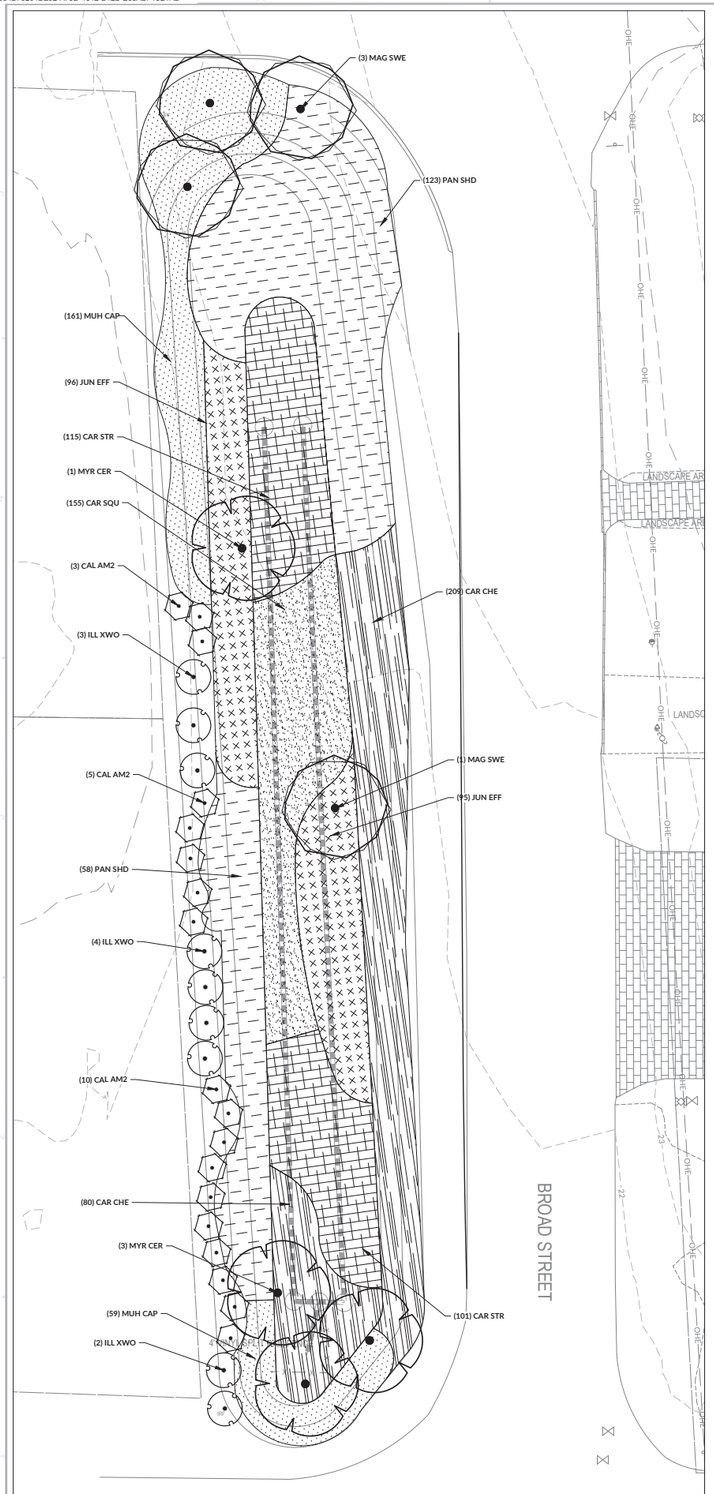
SEE BIORETENTION PROFILE AT LEFT

BIORETENTION CROSS-SECTION DETAIL
NOT TO SCALE

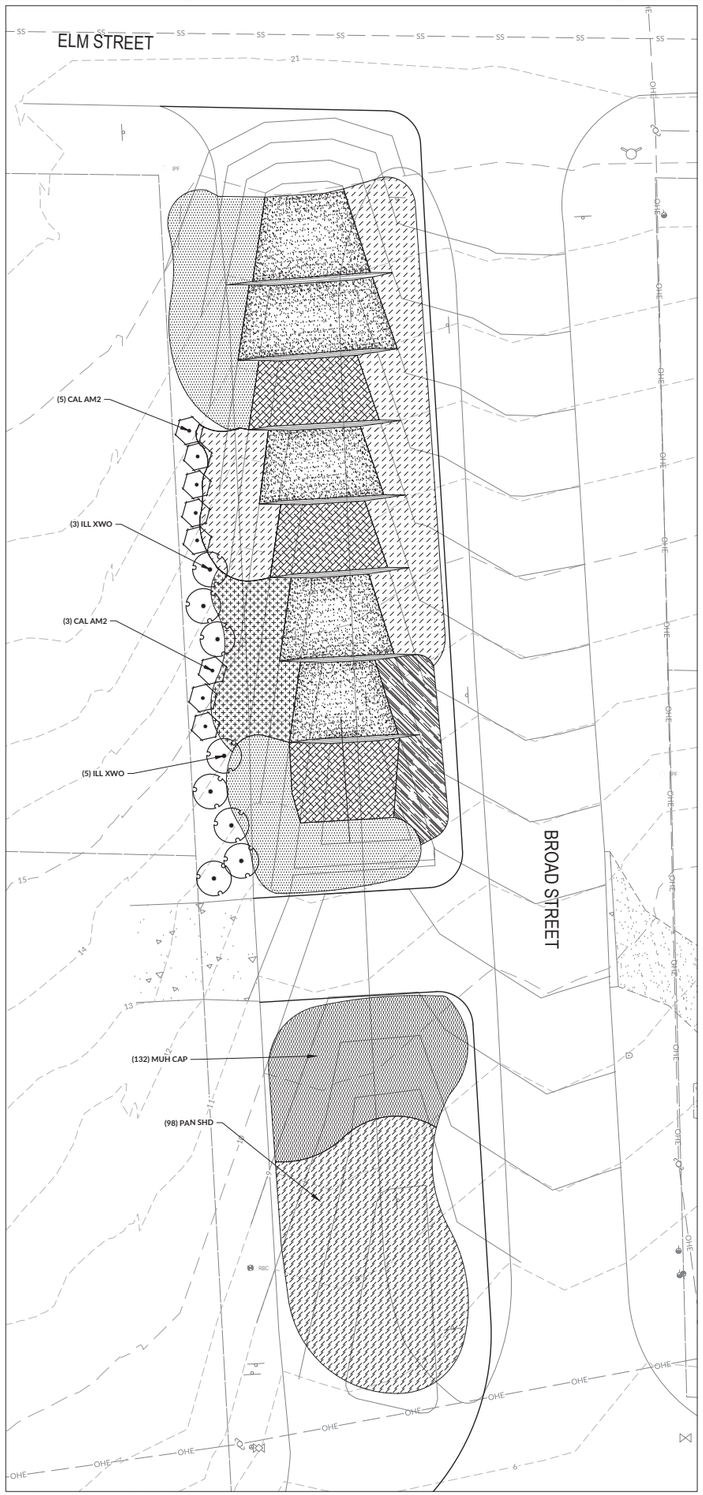
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NORTH CAROLINA
PROFESSIONAL
SEAL
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ENGINEER
DocuSigned by:
Amanda Hollingsworth
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5/31/2023
INITIAL PLAN DATE:
REVISIONS:
WR JOB NUMBER 02220730
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DETAILS
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BIORETENTION 1 PLANTING PLAN



TERRACED BIORETENTION PLANTING PLAN

PLANT SCHEDULE

TREES	QTY	BOTANICAL NAME	COMMON NAME	ROOT	SIZE	HEIGHT	REMARKS
MAG SWE	4	MAGNOLIA VIRGINIANA	SWEETBAY MAGNOLIA	B&B	2" CAL MIN	8' MIN	MULTI-STEM
MYR CER	4	MYRICA CERIFERA	WAX MYRTLE "TREE FORM"	B&B	2" CAL MIN	6' MIN	MULTI STEM TREE FORM
SHRUBS	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**SIZE**	**CONTAINER**	**HEIGHT**	**REMARKS**
CAL AM2	26	CALLICARPA AMERICANA	AMERICAN BEAUTYBERRY	3 GAL	CONT	2' MIN	
ILL XWO	17	ILLICIUM X 'WOODLAND RUBY'	WOODLAND RUBY ANISE	3 GAL	CONT		
GROUND COVERS	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**SIZE**	**CONTAINER**	**SPACING**	
CAR CHE	335	CAREX CHEROKEENSIS	CHEROKEE SEDGE	2.5" POT	POT	24" o.c.	
CAR SQU	376	CAREX SQUARROSA	SQUARROSE SEDGE	2.5" POT	POT	24" o.c.	
CAR STR	339	CAREX STRICTA	TUSSOCK SEDGE	2.5" POT	POT	24" o.c.	
JUN EFF	255	JUNCUS EFFUSUS	SOFT RUSH	2.5" POT	POT	24" o.c.	
MUH CAP	667	MUHLENBERGIA CAPILLARIS	PINK MUHLY GRASS	2.5" POT	POT	24" o.c.	
PAN SHD	466	PANICUM VIRGATUM 'SHENANDOAH'	SHENANDOAH SWITCH GRASS	2.5" POT	POT	36" o.c.	

GENERAL LANDSCAPE NOTES:

1. THE CONTRACTOR SHALL TAKE PROPER PRECAUTIONS NOT TO DAMAGE EXISTING PLANTS, FACILITIES AND STRUCTURES THAT ARE TO REMAIN. THE CONTRACTOR SHALL RESTORE DISTURBED AREAS TO THEIR ORIGINAL CONDITION TO THE SATISFACTION OF THE LANDSCAPE ARCHITECT AND OWNER. ADJACENT STREETS AND SIDEWALKS SHALL BE MAINTAINED IN A CLEAN CONDITION, MUD AND DUST-FREE.
2. ALL CONSTRUCTION IS TO BE IN ACCORDANCE WITH MUNICIPAL STANDARDS AND SPECIFICATIONS, AND NCDOT, STANDARDS AND SPECIFICATIONS IF APPLICABLE.
3. NO CHANGES TO ANY ASPECT OF APPROVED SITE PLAN, INCLUDING BUT NOT LIMITED TO LANDSCAPING, GRADING, BUILDING ELEVATIONS, LIGHTING, OR UTILITIES SHALL BE MADE WITHOUT THE APPROVAL OF THE GOVERNING MUNICIPALITY.
4. ALL PLANTS PROVIDED BY THE CONTRACTOR SHALL MEET OR SURPASS THE SPECIFICATIONS GIVEN IN THE PLANT TABLE AND CONFORM TO THE AMERICAN STANDARD OF NURSERY STOCK, ANSI Z601-1973 IN REGARD TO SIZING, GROWING AND B&B SPECIFICATIONS. PLANTS SHALL BE FULL AND HEAVY, AND IN HEALTHY CONDITION AT THE TIME OF PLANTING. LANDSCAPE ARCHITECT SHALL REJECT ANY PLANT NOT MEETING THESE GUIDELINES AND REQUIRE REPLACEMENT.
5. ALL PLANTS ARE TO BE FULLY GUARANTEED (INCLUDING LABOR AND MATERIALS) FOR A PERIOD OF NOT LESS THAN ONE (1) YEAR FROM FINAL ACCEPTANCE.
6. [PLANTING SHALL FOLLOW NCDOT STANDARD SPECIFICATIONS AS OUTLINED IN SECTION 1670. PLANTING SEASON IS OCTOBER 15 - MARCH 15, UNLESS OTHERWISE NOTED OR APPROVED BY NCDOT ENGINEER.] ALL PLANTS THAT ARE UNABLE TO BE IMMEDIATELY PLANTED SHALL BE STORED IN A PROTECTED AREA OUT OF DIRECT SUN AND WIND. PLANTS SHALL BE EVENLY AND CONSISTENTLY WATERED, AS NEEDED, TO PREVENT DRYING OF ROOTS. ROOT BALLS OF B&B STOCK SHALL BE COVERED WITH AT LEAST 4 INCHES OF HARDWOOD MULCH TO MAINTAIN MOISTURE IN ROOTS.
7. THE CONTRACTOR SHALL VERIFY ALL PLANT QUANTITIES SHOWN ON PLANS AND CLARIFY ANY DISCREPANCIES WITH LANDSCAPE ARCHITECT PRIOR TO PURCHASING PLANTS. CONTRACTOR SHALL TAG ALL TREES (AS DESIGNATED IN THE MASTER PLANT LIST) AT THE NURSERY FOR APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO PURCHASING PLANTS.
8. LANDSCAPE ARCHITECT SHALL BE NOTIFIED IN WRITING OF ANY PROPOSED PLANT SUBSTITUTIONS BY THE CONTRACTOR. NO SUBSTITUTIONS SHALL BE MADE UNDER ANY CIRCUMSTANCES WITHOUT PRIOR APPROVAL BY THE LANDSCAPE ARCHITECT OR OWNER'S REPRESENTATIVE.
9. ALL PLANTS AND PLANTING BEDS ARE TO BE LOCATED BY SCALED DIMENSIONS FROM BUILDINGS, CURBS, PAVEMENTS, ETC. SPECIFIC ATTENTION SHALL BE GIVEN TO ENSURE THAT PLANTS INDIVIDUALLY SHOWN ON THE PLAN ARE ACCURATELY LOCATED. LOCATION OF ALL PLANTS SHALL BE REVIEWED IN THE FIELD BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. CONTRACTOR SHALL PROVIDE 48 HOURS NOTICE FOR REVIEW.
10. A PRE-EMERGENT HERBICIDE SHALL BE APPLIED TO ALL NEW PLANTING BEDS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AND ALLOWED TO DISSIPATE PRIOR TO INSTALLATION OF ANY PLANT MATERIAL.
11. ALL LANDSCAPE AREAS ARE TO BE GRADED FOR POSITIVE DRAINAGE AND TO ENSURE NO STANDING WATER. SEE GRADING PLAN FOR SPECIFIC GRADING INFORMATION.
12. ESTABLISH AND MAINTAIN TOP OF GRADE BELOW ADJACENT CURBS, WALKWAYS AND OTHER HARDSCAPE AREAS TO ALLOW FOR INSTALLATION OF MULCH.
13. ALL PLANTING BEDS ARE TO BE COVERED WITH MULCH TO A MINIMUM DEPTH OF 3 INCHES. MULCH SHALL BE DARK BROWN, DESIGNER-GRADE, DOUBLE-SHREDDED HARDWOOD. NO PINE STRAW IS PERMITTED. CONTRACTOR TO SUBMIT A SAMPLE FOR APPROVAL BY LANDSCAPE ARCHITECT PRIOR TO PURCHASE AND DELIVERY TO PROJECT SITE.
14. FINISH OFF 2-4' CLEAR ZONE AROUND TREES WITH A 3" LAYER OF MULCH, BUT DO NOT PLACE UP AGAINST OR MOUND AROUND THE ROOT FLARE.
15. MIXED GROUNDCOVER AND PLANTS SPECIFIED FOR MASS PLANTINGS SHALL BE PLANTED IN GROUPS OF 3-7 AND LOCATED AS REQUIRED TO PROVIDE A GENERAL MIXING OF SPECIES. DO NOT PLANT IN ROWS OR REPETITIVE PATTERNS UNLESS OTHERWISE DIRECTED.
16. ALL TREES ADJACENT TO PEDESTRIAN WALKWAYS AND IN SIGHT TRIANGLES SHALL BE UNDER-TRIMMED SUFFICIENTLY TO ALLOW CLEAR SIGHT AND PEDESTRIAN ACCESS UP TO 6 FEET ABOVE SIDEWALK ELEVATION. ALL PRUNING SHALL BE PERFORMED BY A CERTIFIED ARBORIST, AND ADHERE TO THE ANSI A300 PRUNING STANDARD. PRUNING CUTS ARE TO BE DELIBERATE AND TARGETED ONLY TO THE NECESSARY BRANCHES IN ORDER TO SATISFY SIGHT AND CLEARANCE REQUIREMENTS WHILE MAINTAINING THE INTEGRITY OF THE TREES.
17. CONTRACTOR IS RESPONSIBLE FOR FULLY MAINTAINING ALL PLANTING (INCLUDING, BUT NOT LIMITED TO WATERING, MULCHING, SPRAYING, FERTILIZING, ETC.) OF THE PLANTING AREAS UNTIL FINAL ACCEPTANCE.
18. ANY PLANT WHICH DIES, TURNS BROWN OR DEFOLIATES PRIOR TO FINAL ACCEPTANCE OF THE WORK SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, IN ACCORDANCE WITH THE APPROPRIATE PLANTING SEASON, QUANTITY AND SIZE TO MEET PLAN SPECIFICATIONS.
19. UTILITIES SHOWN ON THE LANDSCAPE DRAWINGS ARE FOR REFERENCE ONLY. SEE UTILITY DRAWINGS FOR EXISTING AND PROPOSED UTILITY LOCATIONS. THE CONTRACTOR MUST LOCATE AND VERIFY ALL SUCH INFORMATION, INCLUDING INFORMATION NOT SHOWN ON THE PLANS, BY CONTACTING THE INDIVIDUAL UTILITY COMPANY & INVESTIGATING THE SITE TO DETERMINE THE EXACT LOCATION OF UTILITY LINES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING, AT HIS OWN EXPENSE, AND TO THE SATISFACTION OF THE PROJECT OWNER AND THE UTILITY OWNER, DAMAGE TO ANY UTILITY CAUSED BY HIS WORK. HE SHALL IMMEDIATELY NOTIFY THE OWNER AND THE UTILITY OWNER OF ANY DAMAGE TO ANY UTILITY BY HIS OPERATION.
20. THE SITE SHALL BE STABILIZED AND SEEDED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY (CO).
21. ALL ABOVE-GROUND HVAC EQUIPMENT AND UTILITY DEVICES (TO INCLUDE, BUT NOT LIMITED TO TELEPHONE AND CABLE PEDESTALS; ELECTRICAL TRANSFORMERS; BACKFLOW-DEVICE HOTBOX; ETC) SHALL BE SCREENED FROM OFF-SITE VIEW BY EVERGREEN SHRUBS, FENCE, OR WALL.

Item VI - c.

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

NORTH CAROLINA LANDSCAPE ARCHITECT 2077 DANIEL B. WHALEY
DocuSigned by: Daniel Whaley 2077
5/31/2023

SCALE: 1 inch = 10 ft.

INITIAL PLAN DATE:
REVISIONS:

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

PLANTING PLAN

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Item VI - c.

PART III
SELF-INSPECTION, RECORDKEEPING AND REPORTING

SECTION A: SELF-INSPECTION

Self-inspections are required during normal business hours in accordance with the table below. When adverse weather or site conditions would cause the safety of the inspection personnel to be in jeopardy, the inspection may be delayed until the next business day on which it is safe to perform the inspection. In addition, when a storm event of equal to or greater than 1.0 inch occurs outside of normal business hours, the self-inspection shall be performed upon the commencement of the next business day. Any time when inspections were delayed shall be noted in the Inspection Record.

Inspect	Frequency (during normal business hours)	Inspection records must include:
(1) Rain gauge maintained in good working order	Daily	Daily rainfall amounts. If no daily rain gauge observations are made during weekend or holiday periods, and no individual-day rainfall information is available, record the cumulative rain measurement for those unattended days (and this will determine if a site inspection is needed). Days on which no rainfall occurred shall be recorded as "zero." The permittee may use another rain-monitoring device approved by the Division.
(2) E&SC Measures	At least once per 7 calendar days and within 24 hours of a rain event ≥ 1.0 inch in 24 hours	1. Identification of the measures inspected, 2. Date and time of the inspection, 3. Name of the person performing the inspection, 4. Indication of whether the measures were operating properly, 5. Description of maintenance needs for the measure, 6. Description, evidence, and date of corrective actions taken.
(3) Stormwater discharge outfalls (SDOs)	At least once per 7 calendar days and within 24 hours of a rain event ≥ 1.0 inch in 24 hours	1. Identification of the discharge outfalls inspected, 2. Date and time of the inspection, 3. Name of the person performing the inspection, 4. Evidence of indicators of stormwater pollution such as oil sheen, floating or suspended solids or discoloration, 5. Indication of visible sediment leaving the site, 6. Description, evidence, and date of corrective actions taken.
(4) Perimeter of site	At least once per 7 calendar days and within 24 hours of a rain event ≥ 1.0 inch in 24 hours	If visible sedimentation is found outside site limits, then a record of the following shall be made: 1. Actions taken to clean up or stabilize the sediment that has left the site limits, 2. Description, evidence, and date of corrective actions taken, and 3. An explanation as to the actions taken to control future releases.
(5) Streams or wetlands onsite or offsite (where accessible)	At least once per 7 calendar days and within 24 hours of a rain event ≥ 1.0 inch in 24 hours	If the stream or wetland has increased visible sedimentation or a stream has visible increased turbidity from the construction activity, then a record of the following shall be made: 1. Description, evidence and date of corrective actions taken, and 2. Records of the required reports to the appropriate Division Regional Office per Part III, Section C, Item (2)(a) of this permit.
(6) Ground stabilization measures	After each phase of grading	1. The phase of grading (installation of perimeter E&SC measures, clearing and grubbing, installation of storm drainage facilities, completion of all land-disturbing activity, construction or redevelopment, permanent ground cover). 2. Documentation that the required ground stabilization measures have been provided within the required timeframe or an assurance that they will be provided as soon as possible.

NOTE: The rain inspection resets the required 7 calendar day inspection requirement.

PART III
SELF-INSPECTION, RECORDKEEPING AND REPORTING

SECTION B: RECORDKEEPING

1. E&SC Plan Documentation

The approved E&SC plan as well as any approved deviation shall be kept on the site. The approved E&SC plan must be kept up-to-date throughout the coverage under this permit. The following items pertaining to the E&SC plan shall be kept on site and available for inspection at all times during normal business hours.

Item to Document	Documentation Requirements
(a) Each E&SC measure has been installed and does not significantly deviate from the locations, dimensions and relative elevations shown on the approved E&SC plan.	Initial and date each E&SC measure on a copy of the approved E&SC plan or complete, date and sign an inspection report that lists each E&SC measure shown on the approved E&SC plan. This documentation is required upon the initial installation of the E&SC measures or if the E&SC measures are modified after initial installation.
(b) A phase of grading has been completed.	Initial and date a copy of the approved E&SC plan or complete, date and sign an inspection report to indicate completion of the construction phase.
(c) Ground cover is located and installed in accordance with the approved E&SC plan.	Initial and date a copy of the approved E&SC plan or complete, date and sign an inspection report to indicate compliance with approved ground cover specifications.
(d) The maintenance and repair requirements for all E&SC measures have been performed.	Complete, date and sign an inspection report.
(e) Corrective actions have been taken to E&SC measures.	Initial and date a copy of the approved E&SC plan or complete, date and sign an inspection report to indicate the completion of the corrective action.

2. Additional Documentation to be Kept on Site

In addition to the E&SC plan documents above, the following items shall be kept on the site and available for inspectors at all times during normal business hours, unless the Division provides a site-specific exemption based on unique site conditions that make this requirement not practical:

(a) This General Permit as well as the Certificate of Coverage, after it is received.

(b) Records of inspections made during the previous twelve months. The permittee shall record the required observations on the Inspection Record Form provided by the Division or a similar inspection form that includes all the required elements. Use of electronically-available records in lieu of the required paper copies will be allowed if shown to provide equal access and utility as the hard-copy records.

3. Documentation to be Retained for Three Years

All data used to complete the e-NOI and all inspection records shall be maintained for a period of three years after project completion and made available upon request. [40 CFR 122.41]

PART III
SELF-INSPECTION, RECORDKEEPING AND REPORTING

SECTION C: REPORTING

1. Occurrences that Must be Reported

Permittees shall report the following occurrences:

(a) Visible sediment deposition in a stream or wetland.

(b) Oil spills if:
- They are 25 gallons or more,
- They are less than 25 gallons but cannot be cleaned up within 24 hours,
- They cause sheen on surface waters (regardless of volume), or
- They are within 100 feet of surface waters (regardless of volume).

(c) Releases of hazardous substances in excess of reportable quantities under Section 311 of the Clean Water Act (Ref: 40 CFR 110.3 and 40 CFR 117.3) or Section 102 of CERCLA (Ref: 40 CFR 302.4) or G.S. 143-215.85.

(d) Anticipated bypasses and unanticipated bypasses.

(e) Noncompliance with the conditions of this permit that may endanger health or the environment.

2. Reporting Timeframes and Other Requirements

After a permittee becomes aware of an occurrence that must be reported, he shall contact the appropriate Division regional office within the timeframes and in accordance with the other requirements listed below. Occurrences outside normal business hours may also be reported to the Department's Environmental Emergency Center personnel at (800) 858-0368.

Occurrence	Reporting Timeframes (After Discovery) and Other Requirements
(a) Visible sediment deposition in a stream or wetland	• ***Within 24 hours***, an oral or electronic notification. • ***Within 7 calendar days***, a report that contains a description of the sediment and actions taken to address the cause of the deposition. Division staff may waive the requirement for a written report on a case-by-case basis. • If the stream is named on the NC 303(d) list as impaired for sediment-related causes, the permittee may be required to perform additional monitoring, inspections or apply more stringent practices if staff determine that additional requirements are needed to assure compliance with the federal or state impaired-waters conditions.
(b) Oil spills and release of hazardous substances per Item 1(b)-(c) above	• ***Within 24 hours***, an oral or electronic notification. The notification shall include information about the date, time, nature, volume and location of the spill or release.
(c) Anticipated bypasses [40 CFR 122.41(m)(3)]	• ***A report at least ten days before the date of the bypass, if possible.*** The report shall include an evaluation of the anticipated quality and effect of the bypass.
(d) Unanticipated bypasses [40 CFR 122.41(m)(3)]	• ***Within 24 hours***, an oral or electronic notification. • ***Within 7 calendar days***, a report that includes an evaluation of the quality and effect of the bypass.
(e) Noncompliance with the conditions of this permit that may endanger health or the environment[40 CFR 122.41(l)(7)]	• ***Within 24 hours***, an oral or electronic notification. • ***Within 7 calendar days***, a report that contains a description of the noncompliance, and its causes; the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time noncompliance is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance. [40 CFR 122.41(l)(6). • Division staff may waive the requirement for a written report on a case-by-case basis.

PART II, SECTION G, ITEM (4)
DRAW DOWN OF SEDIMENT BASINS FOR MAINTENANCE OR CLOSE OUT

Sediment basins and traps that receive runoff from drainage areas of one acre or more shall use outlet structures that withdraw water from the surface when these devices need to be drawn down for maintenance or close out unless this is infeasible. The circumstances in which it is not feasible to withdraw water from the surface shall be rare (for example, times with extended cold weather). Non-surface withdrawals from sediment basins shall be allowed only when all of the following criteria have been met:

(a) The E&SC plan authority has been provided with documentation of the non-surface withdrawal and the specific time periods or conditions in which it will occur. The non-surface withdrawal shall not commence until the E&SC plan authority has approved these items,
(b) The non-surface withdrawal has been reported as an anticipated bypass in accordance with Part III, Section C, Item (2)(c) and (d) of this permit,
(c) Dewatering discharges are treated with controls to minimize discharges of pollutants from stormwater that is removed from the sediment basin. Examples of appropriate controls include properly sited, designed and maintained dewatering tanks, weir tanks, and filtration systems,
(d) Vegetated, upland areas of the sites or a properly designed stone pad is used to the extent feasible at the outlet of the dewatering treatment devices described in Item (c) above,
(e) Velocity dissipation devices such as check dams, sediment traps, and riprap are provided at the discharge points of all dewatering devices, and
(f) Sediment removed from the dewatering treatment devices described in Item (c) above is disposed of in a manner that does not cause deposition of sediment into waters of the United States.

NCG01 SELF-INSPECTION, RECORDKEEPING AND REPORTING
EFFECTIVE: 04/01/19

GROUND STABILIZATION AND MATERIALS HANDLING PRACTICES FOR COMPLIANCE WITH THE NCG01 CONSTRUCTION GENERAL PERMIT

Implementing the details and specifications on this plan sheet will result in the construction activity being considered compliant with the Ground Stabilization and Materials Handling sections of the NCG01 Construction General Permit (Sections E and F, respectively). The permittee shall comply with the Erosion and Sediment Control plan approved by the delegated authority having jurisdiction. All details and specifications shown on this sheet may not apply depending on site conditions and the delegated authority having jurisdiction.

SECTION E: GROUND STABILIZATION

Required Ground Stabilization Timeframes		
Site Area Description	**Stabilize within this many calendar days after ceasing land disturbance**	**Timeframe variations**
(a) Perimeter dikes, swales, ditches, and perimeter slopes	7	None
(b) High Quality Water (HQW) Zones	7	None
(c) Slopes steeper than 3:1	7	If slopes are 10' or less in length and are not steeper than 2:1, 14 days are allowed
(d) Slopes 3:1 to 4:1	14	-7 days for slopes greater than 50' in length and with slopes steeper than 4:1 -7 days for perimeter dikes, swales, ditches, perimeter slopes and HQW Zones -10 days for Falls Lake Watershed
(e) Areas with slopes flatter than 4:1	14	-7 days for perimeter dikes, swales, ditches, perimeter slopes and HQW Zones -10 days for Falls Lake Watershed unless there is zero slope

Note: After the permanent cessation of construction activities, any areas with temporary ground stabilization shall be converted to permanent ground stabilization as soon as practicable but in no case longer than 90 calendar days after the last land disturbing activity. Temporary ground stabilization shall be maintained in a manner to render the surface stable against accelerated erosion until permanent ground stabilization is achieved.

GROUND STABILIZATION SPECIFICATION

Stabilize the ground sufficiently so that rain will not dislodge the soil. Use one of the techniques in the table below:

Temporary Stabilization	Permanent Stabilization
• Temporary grass seed covered with straw or other mulches and tackifiers • Hydroseeding • Rolled erosion control products with or without temporary grass seed • Appropriately applied straw or other mulch • Plastic sheeting	• Permanent grass seed covered with straw or other mulches and tackifiers • Geotextile fabrics such as permanent soil reinforcement matting • Hydroseeding • Shrubs or other permanent plantings covered with mulch • Uniform and evenly distributed ground cover sufficient to restrain erosion • Structural methods such as concrete, asphalt or retaining walls • Rolled erosion control products with grass seed

POLYACRYLAMIDES (PAMS) AND FLOCCULANTS

1. Select flocculants that are appropriate for the soils being exposed during construction, selecting from the *NC DWR List of Approved PAMS/Flocculants*.
2. Apply flocculants at or before the inlets to Erosion and Sediment Control Measures.
3. Apply flocculants at the concentrations specified in the *NC DWR List of Approved PAMS/Flocculants* and in accordance with the manufacturer's instructions.
4. Provide ponding area for containment of treated Stormwater before discharging offsite.
5. Store flocculants in leak-proof containers that are kept under storm-resistant cover or surrounded by secondary containment structures.

EQUIPMENT AND VEHICLE MAINTENANCE

1. Maintain vehicles and equipment to prevent discharge of fluids.
2. Provide drip pans under any stored equipment.
3. Identify leaks and repair as soon as feasible, or remove leaking equipment from the project.
4. Collect all spent fluids, store in separate containers and properly dispose as hazardous waste (recycle when possible).
5. Remove leaking vehicles and construction equipment from service until the problem has been corrected.
6. Bring used fuels, lubricants, coolants, hydraulic fluids and other petroleum products to a recycling or disposal center that handles these materials.

LITTER, BUILDING MATERIAL AND LAND CLEARING WASTE

1. Never bury or burn waste. Place litter and debris in approved waste containers.
2. Provide a sufficient number and size of waste containers (e.g dumpster, trash receptacle) on site to contain construction and domestic wastes.
3. Locate waste containers at least 50 feet away from storm drain inlets and surface waters unless no other alternatives are reasonably available.
4. Locate waste containers on areas that do not receive substantial amounts of runoff from upland areas and does not drain directly to a storm drain, stream or wetland.
5. Cover waste containers at the end of each workday and before storm events or provide secondary containment. Repair or replace damaged waste containers.
6. Anchor all lightweight items in waste containers during times of high winds.
7. Empty waste containers as needed to prevent overflow. Clean up immediately if containers overflow.
8. Dispose waste off-site at an approved disposal facility.
9. On business days, clean up and dispose of waste in designated waste containers.

PAINT AND OTHER LIQUID WASTE

1. Do not dump paint and other liquid waste into storm drains, streams or wetlands.
2. Locate paint washouts at least 50 feet away from storm drain inlets and surface waters unless no other alternatives are reasonably available.
3. Contain liquid wastes in a controlled area.
4. Containment must be labeled, sized and placed appropriately for the needs of site.
5. Prevent the discharge of soaps, solvents, detergents and other liquid wastes from construction sites.

PORTABLE TOILETS

1. Install portable toilets on level ground, at least 50 feet away from storm drains, streams or wetlands unless there is no alternative reasonably available. If 50 foot offset is not attainable, provide relocation of portable toilet behind silt fence or place on a gravel pad and surround with sand bags.
2. Provide staking or anchoring of portable toilets during periods of high winds or in high foot traffic areas.
3. Monitor portable toilets for leaking and properly dispose of any leaked material. Utilize a licensed sanitary waste hauler to remove leaking portable toilets and replace with properly operating unit.

EARTHEN STOCKPILE MANAGEMENT

1. Show stockpile locations on plans. Locate earthen-material stockpile areas at least 50 feet away from storm drain inlets, sediment basins, perimeter sediment controls and surface waters unless it can be shown no other alternatives are reasonably available.
2. Protect stockpile with silt fence installed along toe of slope with a minimum offset of five feet from the toe of stockpile.
3. Provide stable stone access point when feasible.
4. Stabilize stockpile within the timeframes provided on this sheet and in accordance with the approved plan and any additional requirements. Soil stabilization is defined as vegetative, physical or chemical coverage techniques that will restrain accelerated erosion on disturbed soils for temporary or permanent control needs.

HERBICIDES, PESTICIDES AND RODENTICIDES

1. Store and apply herbicides, pesticides and rodenticides in accordance with label restrictions.
2. Store herbicides, pesticides and rodenticides in their original containers with the label, which lists directions for use, ingredients and first aid steps in case of accidental poisoning.
3. Do not store herbicides, pesticides and rodenticides in areas where flooding is possible or where they may spill or leak into wells, stormwater drains, ground water or surface water. If a spill occurs, clean area immediately.
4. Do not stockpile these materials onsite.

HAZARDOUS AND TOXIC WASTE

1. Create designated hazardous waste collection areas on-site.
2. Place hazardous waste containers under cover or in secondary containment.
3. Do not store hazardous chemicals, drums or bagged materials directly on the ground.

CONCRETE WASHOUTS

1. Do not discharge concrete or cement slurry from the site.
2. Dispose of, or recycle settled, hardened concrete residue in accordance with local and state solid waste regulations and at an approved facility.
3. Manage washout from mortar mixers in accordance with the above item and in addition place the mixer and associated materials on impervious barrier and within lot perimeter silt fence.
4. Install temporary concrete washouts per local requirements, where applicable. If an alternate method or product is to be used, contact your approval authority for review and approval. If local standard details are not available, use one of the two types of temporary concrete washouts provided on this detail.
5. Do not use concrete washouts for dewatering or storing defective curb or sidewalk sections. Stormwater accumulated within the washout may not be pumped into or discharged to the storm drain system or receiving surface waters. Liquid waste must be pumped out and removed from project.
6. Locate washouts at least 50 feet from storm drain inlets and surface waters unless it can be shown that no other alternatives are reasonably available. At a minimum, install protection of storm drain inlet(s) closest to the washout which could receive spills or overflow.
7. Locate washouts in an easily accessible area, on level ground and install a stone entrance pad in front of the washout. Additional controls may be required by the approving authority.
8. Install at least one sign directing concrete trucks to the washout within the project limits. Post signage on the washout itself to identify this location.
9. Remove leavings from the washout when at approximately 75% capacity to limit overflow events. Replace the tarp, sand bags or other temporary structural components when no longer functional. When utilizing alternative or proprietary products, follow manufacturer's instructions.
10. At the completion of the concrete work, remove remaining leavings and dispose of in an approved disposal facility. Fill pit, if applicable, and stabilize any disturbance caused by removal of washout.
11. See detail this sheet.

NCG01 GROUND STABILIZATION AND MATERIALS HANDLING
EFFECTIVE: 04/01/19

STABILIZATION REQUIREMENTS:

Stabilization for this project shall comply with the time frame guidelines as specified by the NCG-010000 general construction permit effective April 1, 2019 issued by the North Carolina Department of Environmental Quality Division of Water Resources. Temporary or permanent ground cover stabilization shall occur within 7 calendar days from the last land-disturbing activity, with the following exceptions in which temporary or permanent ground cover shall be provided in 14 calendar days from the last land-disturbing activity:
- Slopes between 2:1 and 3:1, with a slope length of 10 ft. or less
- Slopes 3:1 or flatter, with a slope of length of 50 ft. or less
- Slopes 4:1 or flatter

The stabilization timeframe for High Quality Water (HQW) Zones shall be 7 calendar days with no exceptions for slope grades or lengths. High Quality Water Zones (HQW) Zones are defined by North Carolina Administrative Code 15A NCAC 04A.0105 (25). Temporary and permanent ground cover stabilization shall be achieved in accordance with the provisions in this contract and as directed.

SEEDING AND MULCHING: (East)

The kinds of seed and fertilizer, and the rates of application of seed, fertilizer, and limestone, shall be as stated below. During periods of overlapping dates, the kind of seed to be used shall be determined. All rates are in pounds per acre.

All Roadway Areas

March 1 - August 31		September 1 - February 28	
50#	Tall Fescue	50#	Tall Fescue
10#	Centipede	10#	Centipede
25#	Bermudagrass (hulled)	35#	Bermudagrass (unhulled)
500#	Fertilizer	500#	Fertilizer
4000#	Limestone	4000#	Limestone

Waste and Borrow Locations

March 1 – August 31		September 1 - February 28	
75#	Tall Fescue	75#	Tall Fescue
25#	Bermudagrass (hulled)	35#	Bermudagrass (unhulled)
500#	Fertilizer	500#	Fertilizer
4000#	Limestone	4000#	Limestone

Note: 50# of Bahiagrass may be substituted for either Centipede or Bermudagrass only upon Engineer's request.

Approved Tall Fescue Cultivars

06 Dust	Escalade	Justice	Serengeti	2nd Millennium	Wolfpack II	Dynamic	Integrity	RNP	Xtremegreen
Essential	Kalahari	Shelby	3rd Millennium	Evergreen 2	Dynasty	Jaguar 3	Rocket	Endeavor	Jamboree
Kitty Hawk 2000	Sheridan	Apache III	Falcon IV	Legitimate	Scorpion				
Signia	Avenger	Falcon NG	Lexington	Silver Hawk					
Barlexas	Falcon V	LSD	Sliverstar						
Barlexas II	Faith	Magellan	Shenandoah Elite	Bar Fa					
Fat Cat	Matador	Sidewinder	Barrera	Festnova					
Millennium SRP	Skyline	Barrington	Fidelity	Monet					
Solara	Barrobusto	Finelawn Elite	Mustang 4	Southern Choice II					
Barvado	Finelawn Xpress	Ninja 2	Speedway	Biltmore					
Finesse II	Ol' Glory	Spyder LS	Bingo	Firebird					
Olympic Gold	Sunset Gold	Bizem	Firecracker LS	Padre					
Taccoa	Blackwatch	Firenza	Patagonia	Tanzania					
Blade Runner II	Five Point	Pedigree	Trio	Bonsai					
Focus	Picasso	Tahoe II	Braveheart	Forte					
Piedmont	Talladega	Bravo	Garrison	Plantation					
Tarheel	Bullseye	Gazelle II	Proseeds 5301	Terrano					
Cannavaro	Gold Medallion	Prospect	Titan ltd	Catalyst					
Grande 3	Pure Gold	Titanium LS	Cayenne	Greenbrooks					
Quest	Tracer	Cessane Rz	Greenkeeper	Raptor II					
Traverse SRP	Chipper	Gremlin	Rebel Exeda	Tulsa Time					
Cochise IV	Greystone	Rebel Sentry	Turbo	Constitution					
Guardian 21	Rebel IV	Turbo RZ	Corgi	Guardian 41					
Regiment II	Tuxedo RZ	Corona	Hemi	Regenerate					
Ultimate	Coyote	Honky Tonk	Rendition	Venture					
Darlington	Hot Rod	Rhambler 2 SRP	Umbrella	Davinci					
Hunter	Rembrandt	Van Gogh	Desire	Inferno					
Reunion	Watchdog	Dominion	Innovator	Riverside					

On cut and fill slopes 2:1 or steeper Centipede shall be applied at the rate of 5 pounds per acre and add 20# of Sericea Lespedeza from January 1 - December 31.

Fertilizer shall be 10-20-20 analysis. A different analysis of fertilizer may be used provided the 1-2-2 ratio is maintained and the rate of application adjusted to provide the same amount of plant food as a 10-20-20 analysis and as directed.

TEMPORARY SEEDING:
Fertilizer shall be the same analysis as specified for Seeding and Mulching and applied at the rate of 400 pounds and seeded at the rate of 50 pounds per acre. Sweet Sudan Grass, German Millet or Browntop Millet shall be used in summer months and Rye Grain during the remainder of the year. The Engineer will determine the exact dates for using each kind of seed.

FERTILIZER TOPDRESSING:
Fertilizer used for topdressing on all roadway areas except slopes 2:1 and steeper shall be 10-20-20 grade and shall be applied at the rate of 500 pounds per acre. A different analysis of fertilizer may be used provided the 1-2-2 ratio is maintained and the rate of application adjusted to provide the same amount of plant food as 10-20-20 analysis and as directed.

Fertilizer used for topdressing on slopes 2:1 and steeper and waste and borrow areas shall be 16-8-8 grade and shall be applied at the rate of 500 pounds per acre. A different analysis of fertilizer may be used provided the 2-1-1 ratio is maintained and the rate of application adjusted to provide the same amount of plant food as 16-8-8 analysis and as directed.

SUPPLEMENTAL SEEDING:
The kinds of seed and proportions shall be the same as specified for Seeding and Mulching, with the exception that no centipede seed will be used in the seed mix for supplemental seeding. The rate of application for supplemental seeding may vary from 25# to 75# per acre. The actual rate per acre will be determined prior to the time of topdressing and the Contractor will be notified in writing of the rate per acre, total quantity needed, and areas on which to apply the supplemental seed. Minimum tillage equipment, consisting of a sod seeder shall be used for incorporating seed into the soil as to prevent disturbance of existing vegetation. A clodbuster (ball and chain) may be used where degree of slope prevents the use of a sod seeder.

MULCHING:
Mulch and tack shall be in accordance with NCDOT Specification Section 1060-5. mulch shall be applied in accordance with NCDOT Specification 1615. An approved rolled erosion control product (RECP), May be used in lieu of straw mulch.

MOWING:
The minimum mowing height on this project shall be 4 inches.

SEED BED PREPARATION:

1. CHISEL COMPACTED AREAS AND SPREAD TOPSOIL 3 INCHES DEEP OVER ADVERSE SOIL CONDITIONS, WITH STOCKPILED TOPSOIL. CONTRACTOR SHALL RESERVE SUFFICIENT TOPSOIL FOR SEEDBED PREPARATION.
2. RIP THE ENTIRE AREA TO 6 INCH DEPTH.
3. REMOVE ALL LOOSE ROCK, ROOTS, AND OTHER OBSTRUCTIONS LEAVING SURFACE REASONABLY SMOOTH AND UNIFORM.
4. APPLY AGRICULTURAL LIME, FERTILIZER, AND SUPER-PHOSPHATE UNIFORMLY AND MIX WITH SOIL (SEE BELOW*).
5. CONTINUE TILLAGE UNTIL A WELL-PULVERIZED, FIRM, REASONABLY UNIFORM SEEDBED IS PREPARED 4 TO 6 INCHES DEEP.
6. SEED ON A FRESHLY PREPARED SEEDBED AND COVER SEED LIGHTLY WITH SEEDING EQUIPMENT OR CULTIPACK AFTER SEEDING.
7. MULCH IMMEDIATELY AFTER SEEDING AND ANCHOR MULCH.
8. INSPECT ALL SEEDED AREAS AND MAKE NECESSARY REPAIRS OR RESEEDINGS WITHIN THE PLANTING SEASON, IF POSSIBLE. IF STAND IS LESS THAN 60% ESTABLISHED, THE ENTIRE AREA SHALL BE RESEEDED ACCORDING TO SPECIFICATIONS USING THE ORIGINAL LIME, FERTILIZER AND SEEDING RATES.
9. CONSULT A CONSERVATION INSPECTOR ON MAINTENANCE TREATMENT AND FERTILIZATION AFTER PERMANENT COVER IS ESTABLISHED.

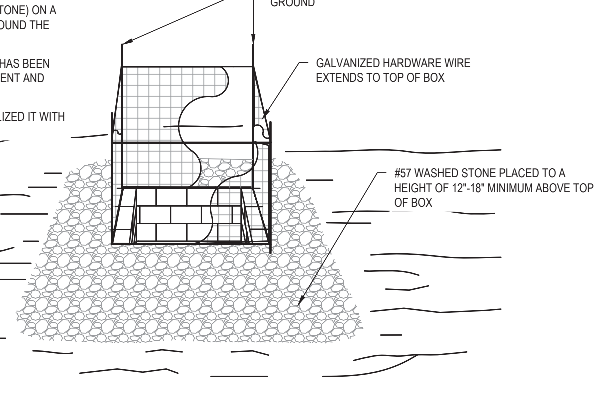
*APPLY: AGRICULTURAL LIMESTONE - 2 TONS/ACRE (3 TONS/ACRE IN CLAY SOILS)
FERTILIZER - 1,000 LB/ACRE - 10-10-10
SUPER-PHOSPHATE - 500 LB/ACRE - 20% ANALYSIS MULCH - 2 TONS/ACRE - SMALL GRAIN STRAW ANCHOR - ASPHALT EMULSION @ 300 GALS/ACRE

NOTES:

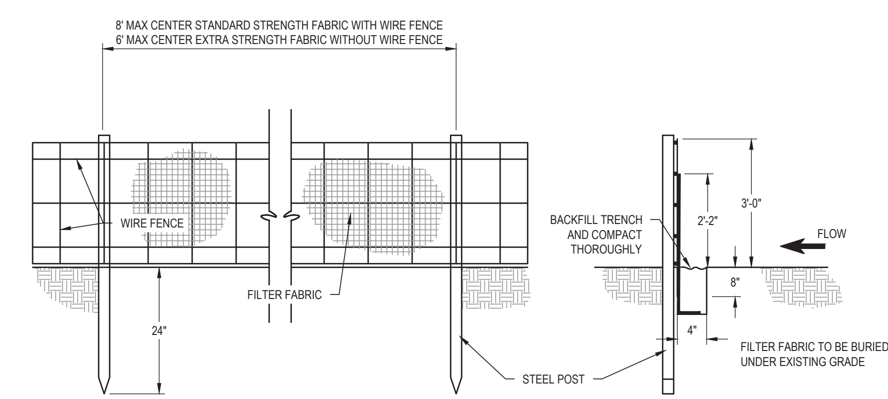
1. UNIFORMLY GRADE A SHALLOW DEPRESSION APPROACHING THE INLET.
2. DRIVE 5-FOOT STEEL POSTS 2 FEET INTO THE GROUND SURROUNDING THE INLET. SPACE POSTS EVENLY AROUND THE PERIMETER OF THE INLET A MAXIMUM OF 4 FEET APART.
3. SURROUND THE POSTS WITH WIRE MESH HARDWARE CLOTH. SECURE THE WIRE MESH TO THE STEEL POSTS AT THE TOP, MIDDLE, AND BOTTOM. PLACE A 2-FOOT FLAP OF THE WIRE MESH UNDER THE GRAVEL FOR ANCHORING.
4. PLACE CLEAN GRAVEL (NC DOT #5 OR #57 STONE) ON A 2:1 SLOPE WITH A HEIGHT OF 16 INCHES AROUND THE WIRE AND SMOOTH TO AN EVEN GRADE.
5. ONCE THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED, REMOVE ACCUMULATED SEDIMENT AND ESTABLISH FINAL GRADING ELEVATIONS.
6. COMPACT THE AREA PROPERLY AND STABILIZED IT WITH GROUNDCOVER.

MAINTENANCE NOTE:

INSPECT INLETS AT LEAST WEEKLY AND AFTER EACH SIGNIFICANT (½ INCH OR GREATER) RAINFALL EVENT. CLEAR THE MESH WIRE OF ANY DEBRIS OR OTHER OBJECTS TO PROVIDE ADEQUATE FLOW FOR SUBSEQUENT RAINS. TAKE CARE NOT TO DAMAGE OR UNDERCUT THE WIRE MESH DURING SEDIMENT REMOVAL. REPLACE STONE AS NEEDED.



HARDWARE CLOTH & GRAVEL INLET PROTECTION
NOT TO SCALE



MAINTENANCE NOTES:

1. INSPECT SEDIMENT FENCES AT LEAST ONCE A WEEK AND AFTER EACH RAINFALL. MAKE ANY REQUIRED REPAIRS IMMEDIATELY.
2. SHOULD THE FABRIC OF A SEDIMENT FENCE COLLAPSE, TEAR, DECOMPOSE OR BECOME INEFFECTIVE, REPLACE IT PROMPTLY.
3. REMOVE SEDIMENT DEPOSITS AS NECESSARY TO PROVIDE ADEQUATE STORAGE VOLUME FOR THE NEXT RAIN AND TO REDUCE PRESSURE ON THE FENCE. TAKE CARE TO AVOID UNDERMINING THE FENCE DURING CLEANOUT.
4. REMOVE ALL FENCING MATERIALS AND UNSTABLE SEDIMENT DEPOSITS AND BRING THE AREA TO GRADE AND STABILIZE IT AFTER THE CONTRIBUTING DRAINAGE AREA HAS BEEN PROPERLY STABILIZED.

SILT FENCE
NOT TO SCALE

INSPECTION AND MONITORING RECORDS FOR ACTIVITIES UNDER STORMWATER GENERAL PERMIT NCG01000 AND SELF-INSPECTION RECORDS FOR LAND DISTURBING ACTIVITIES PER G.S. 113A-54.1

THE SEDIMENTATION POLLUTION CONTROL ACT WAS AMENDED IN 2006 TO REQUIRE THAT PERSONS RESPONSIBLE FOR LAND-DISTURBING ACTIVITIES INSPECT A PROJECT AFTER EACH PHASE OF THE PROJECT TO MAKE SURE THAT THE APPROVED EROSION AND SEDIMENTATION CONTROL PLAN IS BEING FOLLOWED. RULES DETAILING THE DOCUMENTATION OF THESE INSPECTIONS TOOK EFFECT OCTOBER 1, 2010. THE SELF-INSPECTION PROGRAM IS SEPARATE FROM THE WEEKLY SELF-MONITORING PROGRAM OF THE NPDES STORMWATER PERMIT FOR CONSTRUCTION ACTIVITIES. THE FOCUS OF THE SELF-INSPECTION REPORT IS THE INSTALLATION AND MAINTENANCE OF EROSION AND SEDIMENTATION CONTROL MEASURES ACCORDING TO THE APPROVED PLAN. THE INSPECTIONS MUST BE CONDUCTED AFTER EACH PHASE OF THE PROJECT, AND CONTINUED UNTIL PERMANENT GROUND COVER IS ESTABLISHED IN ACCORDANCE WITH NCGS 113A-54.1 AND 15A NCAC 4B.0131.

PLEASE REFER TO THIS SHEET REGARDING SELF-INSPECTION AND REPORTING REQUIREMENTS. FORMS FOR DOCUMENTATION OF SELF INSPECTION AND REPORTING CAN BE FOUND AT
https://www.deq.nc.gov/about/divisions/energy-mineral-and-land-resources/erosion-and-sediment-control/erosion-and-sediment-control-forms

TOTAL DISTURBED AREA = ~0.9 ACRES

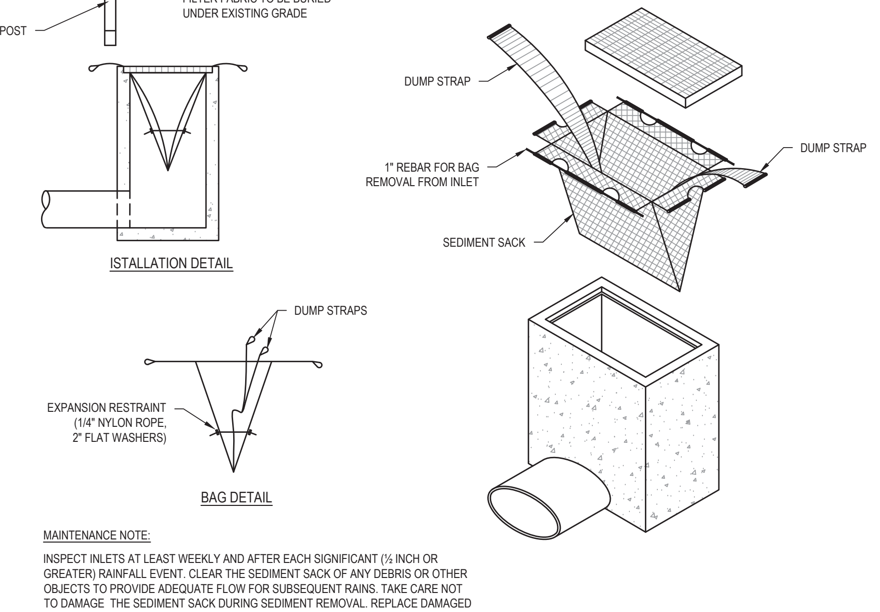
CONSTRUCTION SEQUENCE

1. FLAG THE LIMITS OF CONSTRUCTION AND THE LOCATIONS OF THE TEMPORARY EROSION CONTROL MEASURES AS SHOWN ON THE APPROVED PLAN.
2. INSTALL TEMPORARY EROSION CONTROL MEASURES. THE INSTALLATION OF THE TEMPORARY DEVICES MAY BE PHASED TO COMPLY WITH NOTES BELOW.

TO MINIMIZE POTENTIAL SEDIMENT TRANSPORT, THE AREA OF OPEN EXCAVATION SHALL BE LIMITED TO LENGTH OF PIPE AND NUMBER OF STRUCTURES WHICH CAN BE INSTALLED AND BACKFILLED IN ONE WORKING DAY. ALL TRENCHES MUST BE BACKFILLED AND INLET PROTECTION DEVICES INSTALLED WHERE INDICATED AT THE END OF EACH WORKDAY.

ACCESS TO RESIDENCES MUST BE MAINTAINED TO THE MAXIMUM EXTENT POSSIBLE. ROADWAY CLOSURES SHALL BE LIMITED TO ONE LANE OR TEMPORARY ACCESS PROVIDED.

3. SAW CUT PAVEMENT, CURB AND GUTTER, AND DRIVEWAY APRONS AS NEEDED FOR TRENCHING.
4. BEGIN EXCAVATION FOR STRUCTURES AND PIPE TRENCHES. SUITABLE MATERIAL EXCAVATED SHALL BE USED FOR BACKFILL OF STRUCTURES AND PIPE TRENCHES. ASPHALT, CONCRETE, MATERIAL NOT SUITABLE FOR BACKFILL, AND EXCESS EXCAVATION SHALL BE REMOVED FROM THE SITE (NO STOCKPILES ALLOWED).
5. AS WORK PROGRESSES, INSTALL TEMPORARY INLET PROTECTION AND ADDITIONAL MEASURES AS NEEDED TO PREVENT SEDIMENTATION OF AREAS OUTSIDE OF THE LIMITS OF DISTURBANCE.
6. ALL EROSION CONTROL DEVICES SHALL BE INSPECTED WEEKLY AND AFTER EVERY PRECIPITATION EVENT. NEEDED REPAIRS SHALL BE MADE IMMEDIATELY.
7. AS AREAS ARE BROUGHT TO FINISHED GRADE, STABILIZE WITH ASPHALT, CONCRETE OF SEED AND MUCH AS SHOWN ON THE PLAN. NOTE THE TIMETABLE FOR STABILIZATION REQUIREMENTS ON SHEET 4.2.
8. WHEN ALL AREAS OF THE SITE HAVE BEEN STABILIZED, CONTACT THE EROSION CONTROL SPECIALIST FOR APPROVAL TO REMOVE THE TEMPORARY DEVICES AND STABILIZE ANY RESULTING BARE SOIL AREAS.



MAINTENANCE NOTE:

INSPECT INLETS AT LEAST WEEKLY AND AFTER EACH SIGNIFICANT (½ INCH OR GREATER) RAINFALL EVENT. CLEAR THE SEDIMENT SACK OF ANY DEBRIS OR OTHER OBJECTS TO PROVIDE ADEQUATE FLOW FOR SUBSEQUENT RAINS. TAKE CARE NOT TO DAMAGE THE SEDIMENT SACK DURING SEDIMENT REMOVAL. REPLACE DAMAGED SEDIMENT SACKS IMMEDIATELY.

INLET SEDIMENT CONTROL DEVICE
NOT TO SCALE

Item VI - c.

WithersRavenel
115 MacKenan Drive | Cary, NC 27511
License #: F-1479 | t: 919.469.3340 | www.withersravenel.com
our people • your success

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

CONSTRUCTION PLANS
WATER STREET STORMWATER IMPROVEMENTS
WATER STREET | SWANSBORO, NORTH CAROLINA | ONSLOW COUNTY

NORTH CAROLINA PROFESSIONAL SEAL 049218 ENGINEER AMANDA HOLLINGSWORTH
DocuSigned by: Amanda Hollingsworth
4E2F39C6F0A048F...

SCALE: 1 inch = 30 ft.

INITIAL PLAN DATE:
REVISIONS:

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

EROSION CONTROL

10

K:\22\22-0730\220730-Swansboro Water St Drainage Improvements\CAD\Drawing Sets\Construction\EROSION CONTROL.dwg- Wednesday, May 31, 2023 3:46:18 PM - KGEBBIA

Item VI - c.

The Raleigh Regional Office has relocated to 4407 Reedy Creek Road in Raleigh effective 9/1.
Our mailing address (1628 Mail Service Center) and phone numbers will remain the same.

An official website of the State of North Carolina How you know Select Language



Open Now: RCCP Phase 3 and Phase 4 Funding Opportunities

The N.C. Resilient Coastal Communities Program (RCCP) is accepting applications for **Phase 3: Engineering and Design** and **Phase 4: Construction and Implementation**.

A total of $2.5 million is available across both funding opportunities. Eligible applicants include local governments and federally and state-recognized tribes in North Carolina's 20 CAMA counties. No cash or in-kind match is required.

Funding & Application Materials

Phase 3 (Engineering & Design)

- Click here to download the Phase 3 RFA Guidance
- Click here to download the Phase 3 Application Questionnaire

Phase 4 (Construction & Implementation)

- Click here to download the Phase 4 RFA Guidance
- Click here to download the Phase 4 Application Questionnaire

Frequently Asked Questions (FAQ)

- Click here to download the Frequently Asked Questions (FAQ)

Key Dates

RFA Opens: September 1, 2026

Applicant Webinar: October 13, 2026 | 2:00–3:30 p.m. Click here to view the Applicant Webinar.

Applications Due: November 10, 2026 | 5:00 p.m.

Submit applications to rccp.@deq.nc.gov by **November 10, 2026.**

Applicants may apply for multiple projects, but must submit a **separate application for each project** and identify their priority funding order.

N.C. Resilient Coastal Communities Program Overview:

60

Communities Engaged

91

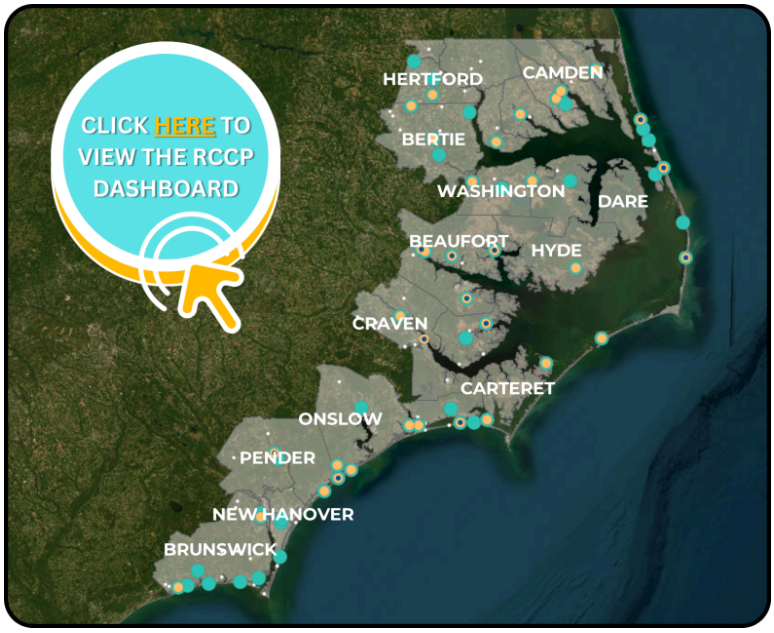
Grants Awarded

$16,312,730

Funds Distributed

The **N.C. Resilient Coastal Communities Program (RCCP)**, administered by the **Division of Coastal Management (DCM)**, helps coastal communities identify risks, set resilience goals, and develop projects that address local hazards. Funded by the **N.C. General Assembly** and the **National Fish and Wildlife Foundation**, the program provides financial and technical assistance to support local resilience planning and project development. Eligible applicants include municipal and county governments within North Carolina's **20 coastal counties**, as well as federally or state-recognized tribes.

The **RCCP Communities Dashboard** is an interactive GIS viewer showing participating communities, RCCP projects, project phases, and the regional distribution of program investments.



Phases 1 and 2 occur concurrently. During these phases, DCM contracts directly with technical assistance providers to help communities assess vulnerabilities, engage stakeholders, develop resilience strategies, and prioritize projects. In Phases 3 and 4, funding is awarded

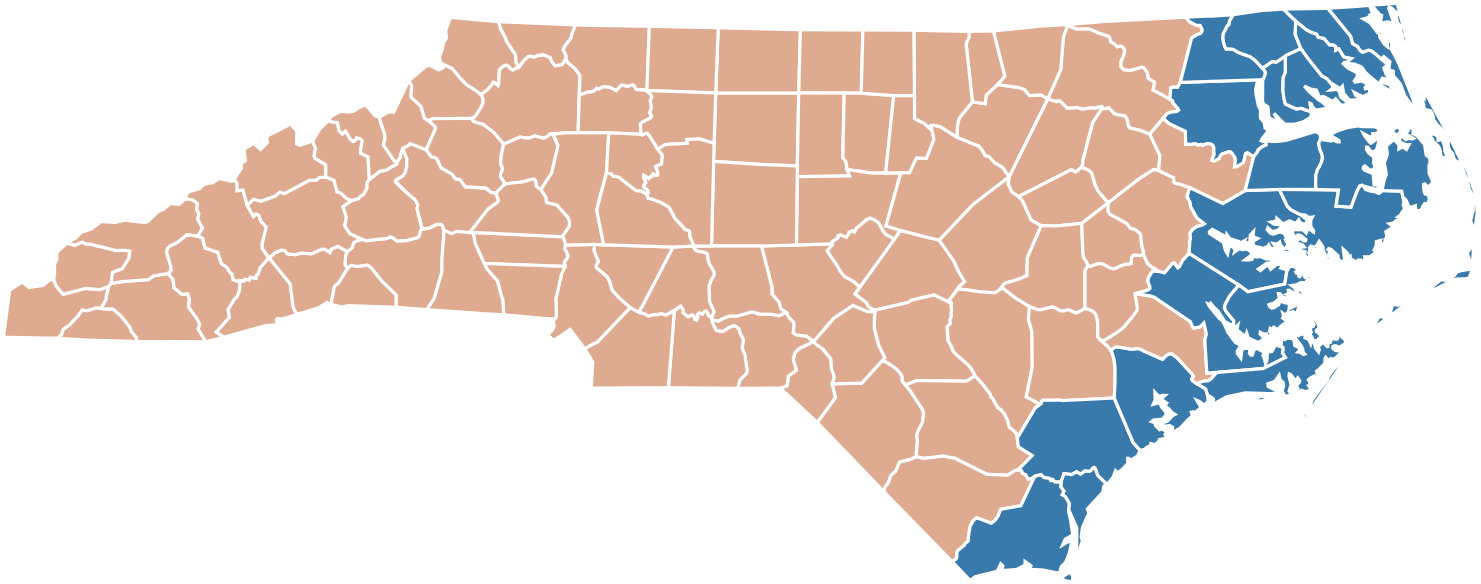
directly to communities to advance selected projects through design, permitting, and implementation.

The four phases of the program include:

- **Phase 1: Community Engagement and Risk & Vulnerability Assessment**
  Communities identify coastal hazards, assess vulnerabilities, and engage local stakeholders.
- **Phase 2: Planning, Project Selection, and Prioritization**
  Communities develop a resilience strategy and prioritize projects based on local risks and needs.
- **Phase 3: Engineering and Design**
  Priority projects advance through feasibility studies, engineering, design, and permitting.
- **Phase 4: Project Implementation**
  Communities construct or implement projects that strengthen long-term coastal resilience.

In 2025, DCM launched a **pilot program** allowing participating communities to use RCCP outcomes to update their **CAMA Land Use Plans** with a stronger focus on resilience. These locally developed plans guide growth, development, and natural resource management in North Carolina's coastal communities.

To view community eligibility, use the embedded map below. Hover over an eligible county (orange or dark blue) to view which counties are eligible, and explore projects in each. Selecting an ineligible county (light blue) will direct you to the **NC Resilience Exchange** for additional resilience resources and funding opportunities.



Text Version | Export Map Data

Previously Awarded Grants & Deliverables:

RCCP Pilot Program Reports

About the Resilience Evaluation & Needs Assessment (RENA)

RENA Reports

Phases 1 & 2 | Community Resilience Strategies & Project Portfolios

Grant Awards, Community Resilience Strategies, & Project Portfolios

Resilience Updates for CAMA Land Use Plans

Grant Snapshots (P1/P2; 2021-2026)

Phase 3 | Engineering & Design

Grant Awards (P3)

Grant Snapshots (P3; 2022-2026)

Phase 4 | Implementation

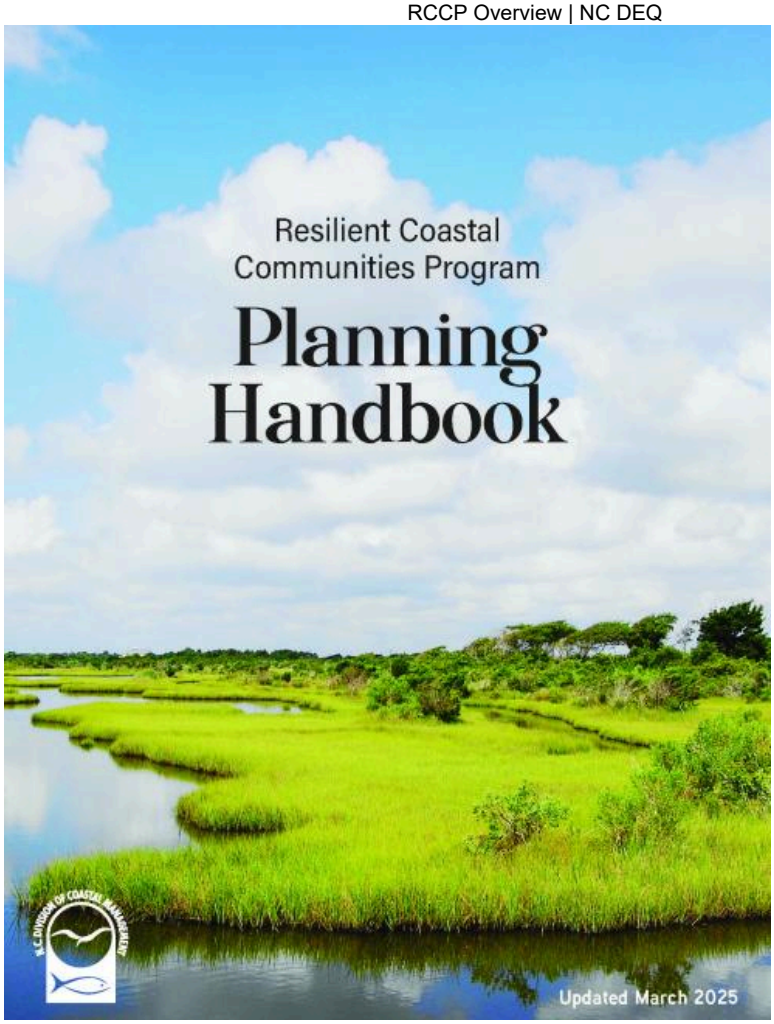
Grant Awards (P4)

Grant Snapshots (P4; 2023-2026)

Additional Resources & Materials:

The **RCCP Planning Handbook** is the primary resource for understanding the North Carolina Resilient Coastal Communities Program. It provides an overview of the program's four-phase framework and serves as the main guide for communities and technical assistance providers completing **Phases 1 and 2** (the planning phases) of the program.

The Handbook outlines required activities, deliverables, and milestones and includes recommended data sources, tools, and methodologies. A Technical Appendix also provides additional resources to support RCCP participation and broader resilience and adaptation planning.



Helpful Documents

RCCP Snapshot (2-Pager)

Resilience 2-Pagers

Templates for Participants

Previous Requests for Applications (RFAs)

Recursos en Español (Spanish Translations)

RCCP External Evaluation

Evaluation Overview & Link

Contact Us:



Program Contact: General Inquiries

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Mailing Address:

Attn: Resilient Coastal Communities Program

N.C. Division of Coastal Management

400 Commerce Ave.

Morehead City, NC 28557

Sign-up for NCDEQ Press Releases

Click here to sign up for the official DEQ press release email list and receive updates on RCCP news, funding opportunities, and program announcements.

Division of Coastal Management

About Coastal Management

Coastal Resources Commission

Coastal Management Rules & Regulations

Coastal Management Permits

Coastal Management Enforcement

Coastal Management GIS Data

Coastal Management Recognition Programs

Coastal Management Land Use Planning

Coastal Management Beach & Waterfront Access Program

Coastal Management Oceanfront Shorelines

Estuarine Shorelines

Coastal Management Hot Topics

DCM Interested Parties

NC Boating Infrastructure Grant Program

RCCP Overview

Project Types, Phases, and Examples

External Funding Opportunities

Planning and Policy

Hazards Forecasting

Vulnerability Tools and Data

Threatened Oceanfront Structures Interagency Work Group Report 2024

Topsail Nature Preserve

Weather-related needs survey

About CAMA Land Use Planning

DCM Legislative Reports

CONTACT DEQ

Physical Address
North Carolina Department of Environmental Quality
217 West Jones Street
Raleigh, NC 27603 Map It
Division Phone Numbers

Public Information Contacts
Mailing Addresses

WORK FOR US

Job Opportunities at DEQ
For State Employees
DEQ Intranet

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Our People. Your Success.

Town of Swansboro

RCCP Phase 4 Application
Water Street Drainage Improvements



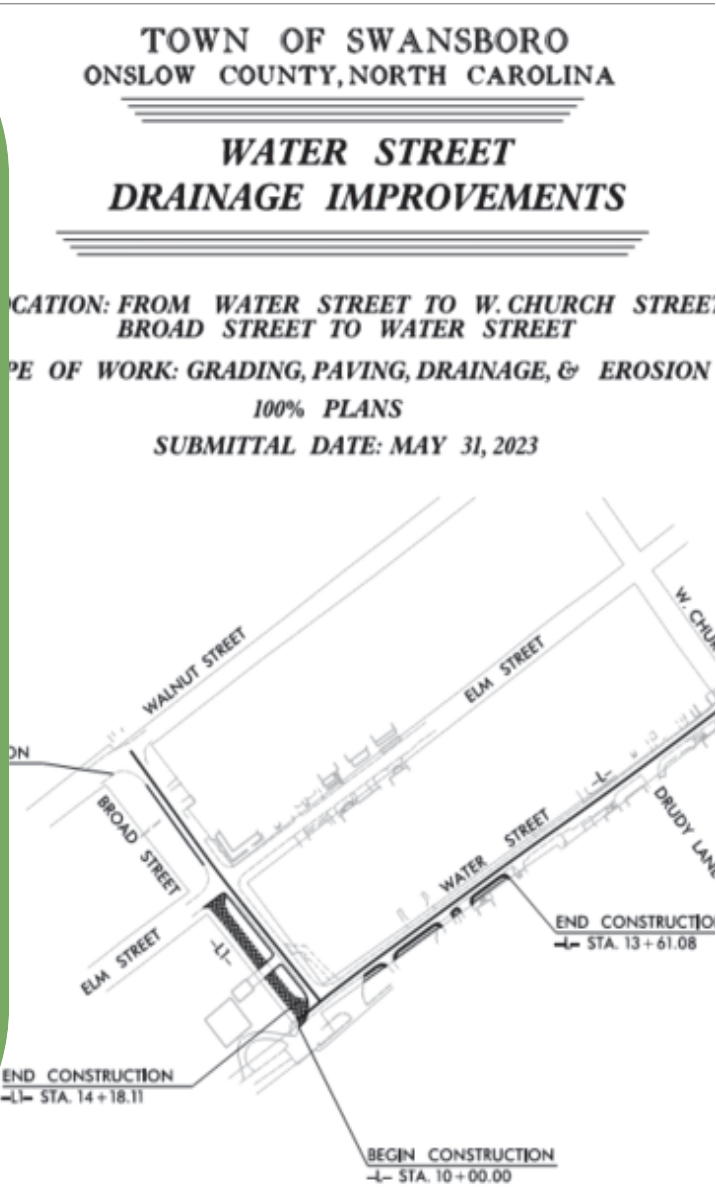
October 27, 2026

Agenda

- Project Background
- RCCP Background
- Design
- FAQ

Project Background

- Several previous Town projects focused on stormwater management, flooding, and water quality:
  - “Resilient Coastal Communities Program” (RCCP) Phases 1 and 2: Resilience Strategy Report (May 2022)
  - “Resilient Coastal Communities Program” (RCCP) Phase 3: Water St. Drainage Improvements Design (May 2023)
  - LASII Stormwater Master Plan (April 2026)



RCCP Background

- 2022 – Town awarded $45,000 Phase 3 grant for design of Water Street project
- May 2023 - RCCP Phase 3 deliverables submitted
- July 2023 - Phase 4 initial application submitted – notification of non-selection due to limited program funding
- Present – Phase 4 reapplication process

Project Information



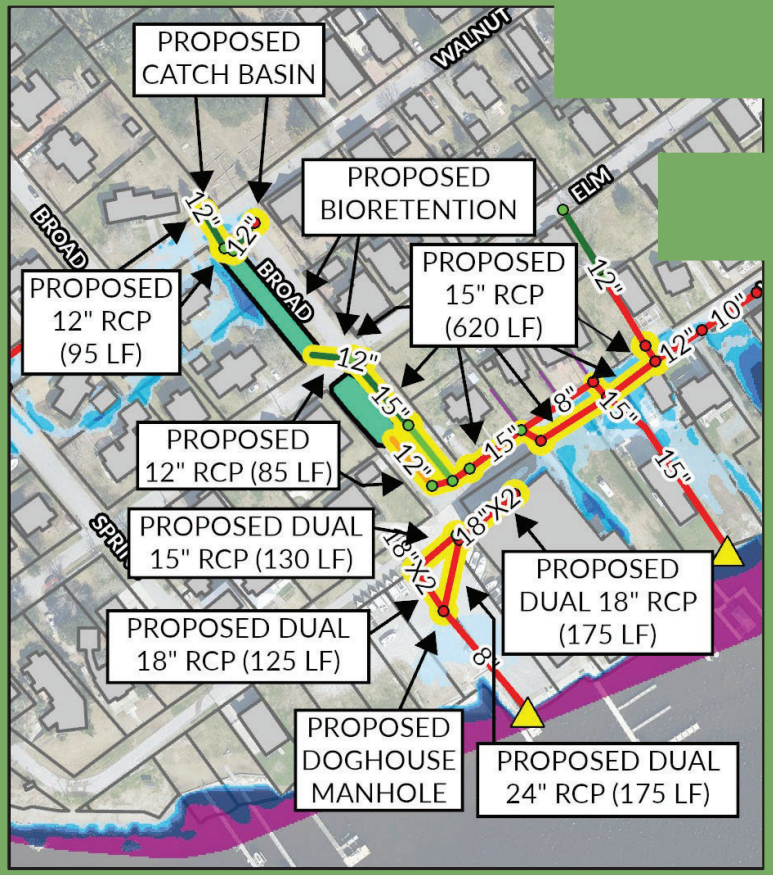
- Broad Street: 2 Bioretention Areas
  - Provide storage and infiltration of stormwater runoff
- Median along Broad St. will be removed and street alignment will match north side of street
- The outfall/discharge pipe will not be upsized due to CAMA permitting limitations
- Additional inlets on Elm St, Broad St, and Water St to capture runoff
  - Reduce inundation on roadways

Bioretention Examples





LASII Concept Design 3: Water Street & Church Street



LASII Stormwater Master Plan Evaluated Water Street Area as part of Concept Design 3

- Results of proposed design available in Master Plan for supporting documentation in RCCP Phase 4 Application
- This application is only for the area designed as part of RCCP Phase 3, as grant requires “shovel ready” projects with design plans

RCCP FAQs

- Is RCCP funding a loan?
  - No, RCCP funding is a grant that requires no cash or in-kind matching from communities. However, we cannot guarantee that the program will award an amount to cover the project in full.
- Is this project a good candidate for RCCP funding?
  - Yes, the nature-based bioretention component and the Town's long-term involvement with RCCP (Phases 1-3) make this project a strong candidate for Phase 4 funding
- What are typical RCCP funding amounts?
  - Funding amounts range from $50,000-$750,000
  - Total of $2.5 million available for Phase 3 and Phase 4 projects

RCCP FAQs

- When does the RCCP Phase 4 Funding Application need to be submitted?
  - Deadline is **November 10, 2026**
- What does the project timeframe look like?
  - Contract period is April 2027-April 2029 (24 months)
  - Includes procurement, permitting, construction, grant closeout
  - 1 year of monitoring post-construction

Project FAQs

- Will personal property be impacted?
  - It is anticipated that work will be completed outside of personal property within the right-of-way; however, it can be expected that during construction there will be temporary traffic control within the area.
- What will happen to the trees in the median of Broad St?
  - Potential relocation of the trees has been discussed during Phase 3 in 2023. No specific site for relocation had been finalized at that time.
- What is the estimated project cost?
  - Approximate cost range: $500k-$600k
  - Adjusted for inflation from initial Cost Estimate in 2023
  - Cost estimate will be refined during application development
- Will the current design change?
  - Minor tweaks to design may be made, but RCCP Phase 4 applications requires 90% completed plans for submittal. Major design components, layout, etc. are expected to remain generally the same.


ROOSTER RUN
SWANSBORO LOOP
OYSTER BAY
BONITA
STILLWATER
TIMOTHY
CHRIS
RYAN GLENN
MATHEW
ANDREW
ASHLEY
NICOLE
HAMRICK
REBECCA
LOW COUNTRY
BATTERY PARK
CHARLESTON PARK
IRELAND
WHITNEY
PHILLIPS LOOP
JULIE
SCHOOL
PORT WEST
CORBETT
MANOR
TAYLOR TERRACE
RECREATION
MAIN
WESTWOOD
MCCAIN
LISK
RUSSELL
PARK
HOKUM
OAK RIDGE
HOLLY
PINELAND
PHILLIPS
PELICAN
TARRY MORE
DOGWOOD
GLANCY
GLANCY
VILLAGERS
WARD
NEW TOWNE
OLD HAMMOCK
ISLAND
SEASHORE
FOSTER CREEK
SUDAN
GREENWEND
SHORE
BROAD
SABISTON
5TH
5TH
SPRING
CHESTNUT
BROAD
SPRING
WALNUT
DEER ISLAND
HAWKINS CREEK

Thank You!

TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF SEPTEMBER 30, 2026)

REVENUES

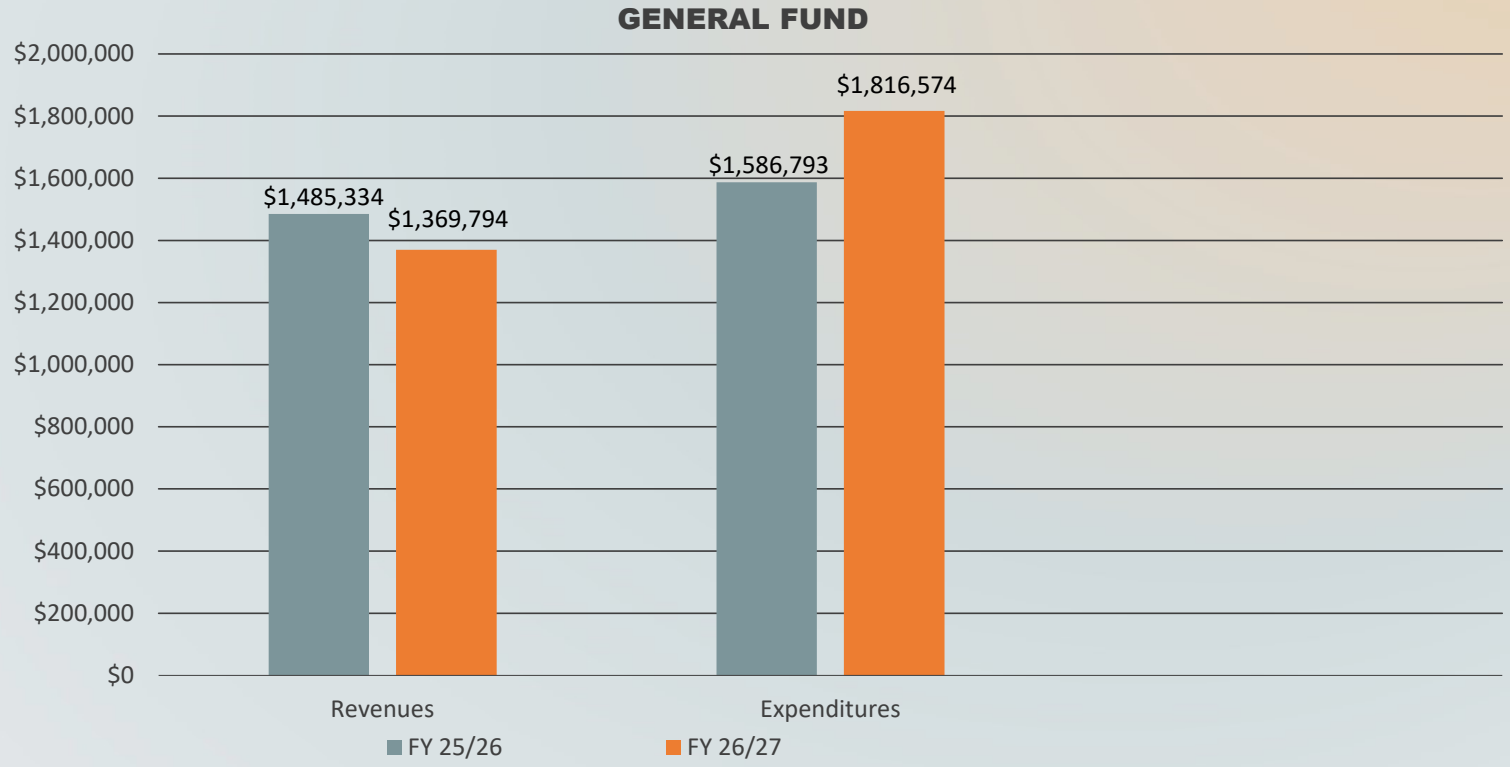
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

GRANT UPDATE

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF SEPTEMBER 30, 2026)



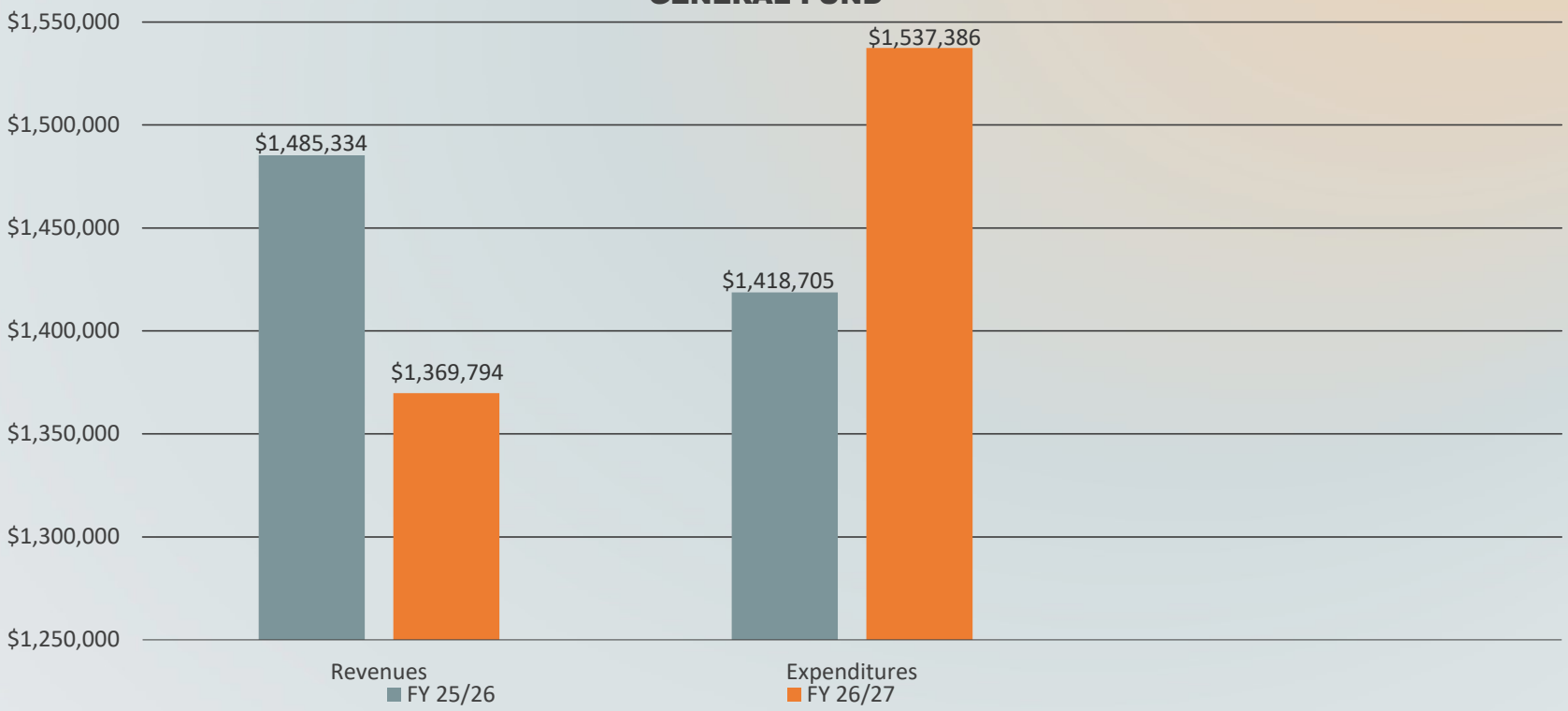
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures-($446,780)

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF SEPTEMBER 30, 2026)

(ACTUAL)

GENERAL FUND



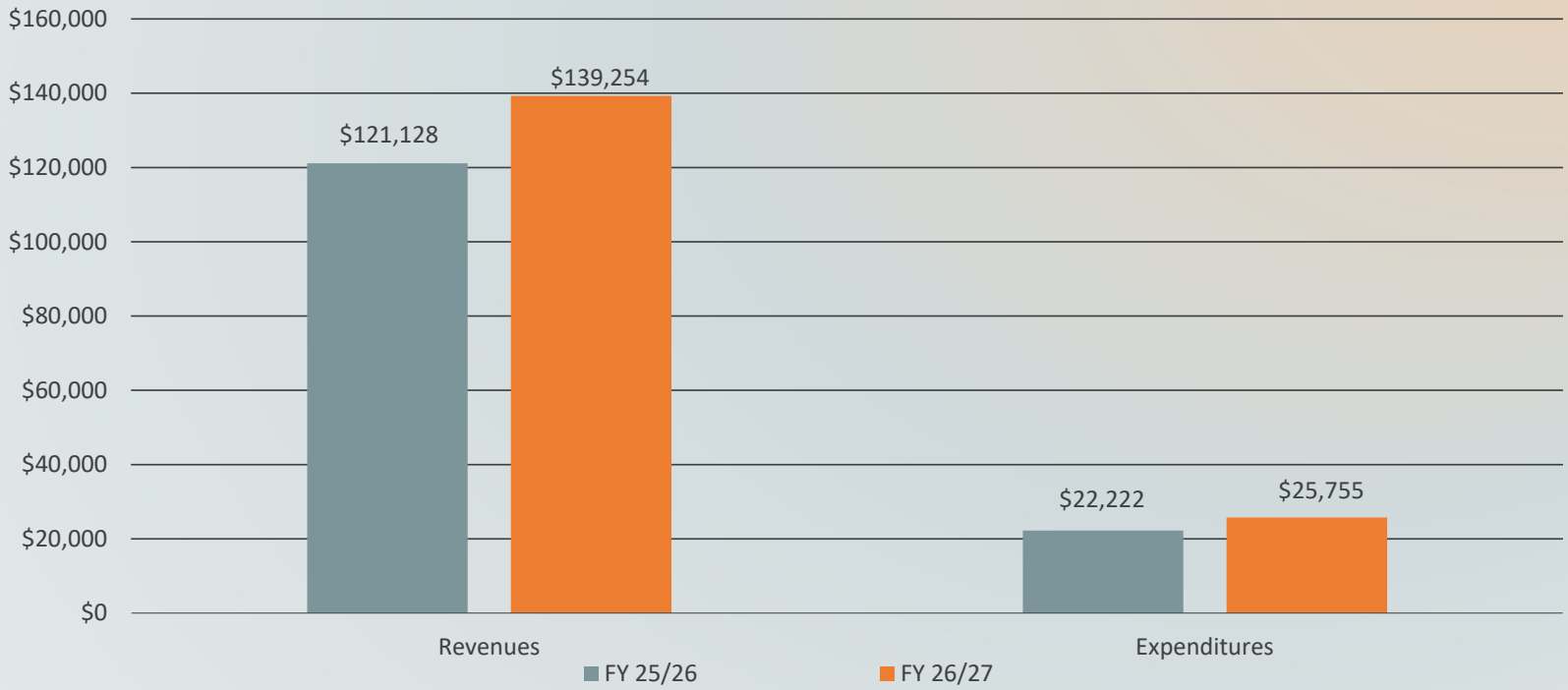
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures- ($167,592)

GENERAL FUND

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % SEPTEMBER 30, 2026
NON DEPARTMENTAL	581,466	297,294	273	51.2%
GOVERNING BODY	26,379	9,032	-	34.2%
ADMIN SERVICES	484,385	112,494		23.2%
FINANCE	362,823	76,161	1,600	21.4%
LEGAL	59,300	6,192	-	10.4%
PUBLIC BUILDINGS	325,968	78,636	7,718	26.5%
FIRE	1,672,403	397,745	32,861	25.7%
PERMITTING	295,112	47,803	984	16.5%
PLANNING	98,531	15,391	-	15.6%
POLICE	1,518,630	266,152	59,702	21.5%
PUBLIC WORKS-STREETS	415,059	78,079	2,159	19.3%
POWELL BILL-STREETS	160,054	6,995	109,845	73.0%
PARKS & RECREATION	499,334	87,474	51,565	27.8%
DOWNTOWN FACILITIES	117,166	22,100	175	19.0%
FESTIVALS & EVENTS	167,826	28,171	9,656	22.5%
EMERGENCY MANAGEMENT	20,500	7,665	2,651	50.3%
TOTAL	6,804,935	1,537,386	279,188	26.69%

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF SEPTEMBER 30, 2026)

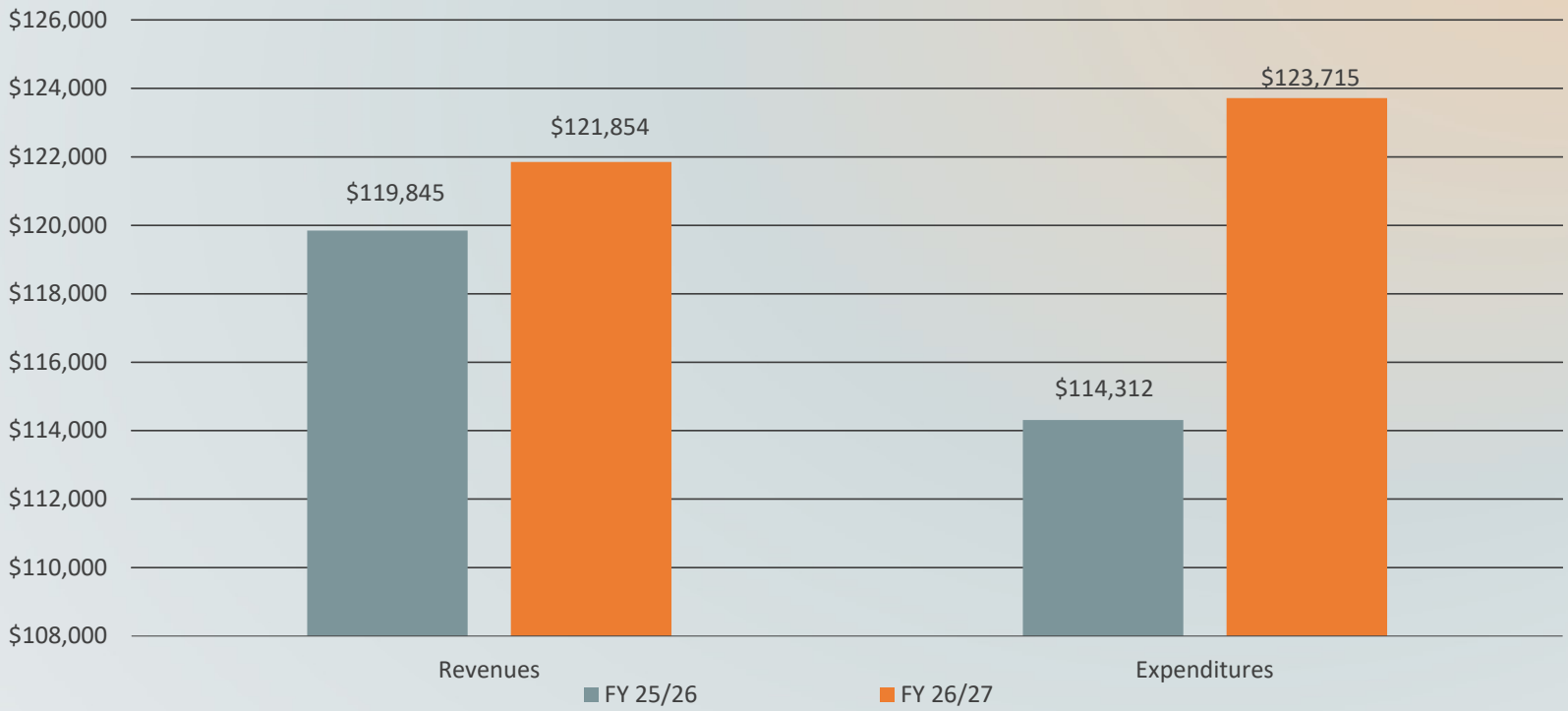
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures-$113,499

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF SEPTEMBER 30, 2026)

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures- ($1,861)

TOWN OF SWANSBORO
LOAN REPORT
(AS OF SEPTEMBER 30, 2026)

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	$162,847	2.69	03/21/2028	$84,724
Fire Truck	$46,544	2.08	11/01/2026	$47,512
Sleeping Quarters	$25,000	2.43	12/14/2026	$26,823
Vehicles(Police & Fire Department) & Software	$22,955	1.84	7/15/2026	$23,377 (Final Payment)
Cab Tractor/Dump Truck	$159,767	4.82	4/3/2029	$58,491
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	$474,425	4.40	12/1/2029	$131,934
2 Police Vehicles	$104,000	4.27	4/24/2031	$23,539
Total Debt	$995,538			$396,400

TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF SEPTEMBER 30, 2026)

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	$500,332	0.10%
NC CMT-General	$6,559,026	3.66%
TD Bank (SCIF Funds for EOC & Sidewalks)	$8,793,977	3.40%

GRANT UPDATE

6	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	$1,102,599	$1,102,599	$0.00	$0.00
Swansboro Bicentennial Park Boardwalk Extension	$386,650	$384,314	$0.00	$2,336
Emergency Operation Center	$9,952,613	$1,379,545	$1,199,920	$7,373,148
Emmerton School Repairs	$499,000	$458,441	$0.00	$40,559
Stormwater Master Plan	$400,000	$400,000	$0.00	$0.00
Main Street Dock Replacement	$170,164	$14,290	$0.00	$155,874
Total Outstanding Grants	$12,511,026	$3,739,189	$1,199,920	$7,571,917

Pending Grant Applications



Grant Name	Application Status	Grant Purpose	Amount Requested	Application Deadline	Anticipated Award Notification	Cost Share Match
Department of the Interior, Office of Wildland Fire - Slip-On Tanker Unit (Fire Dept)	Not Awarded	Brush Truck - Slip On Unit	$18,875	3/23/2026	5/15/2026 - 9/15/2026	0%
Defense Critical Infrastructure Program (Fire Dept)	Pending Agency Review	Public Safety Complex	$7,700,000	6/25/2026	8/11/2026	0%
Fire Prevention & Safety Grant (Fire Dept)	Pending Agency Review	Equipment - Fire Prevention Trailer	$289,024	6/22/2026	9/30/2026	5%
AFG Grant (Fire Dept)	Pending Agency Review	Equipment - Underwater ROV	$139,192	6/22/2026	9/30/2026	5%
AFG Grant (Fire Dept)	Pending Agency Review	Apparatus - Brush Truck	$281,058	6/22/2026	9/30/2026	5%

Grant Name	Application Status	Grant Purpose	Amount Requested	Application Deadline	Anticipated Award Notification	Cost Share Match
NCRPA Initiative Grant (Parks & Recreation)	Awarded	Safety Town Equipment	$1,500	6/14/2026	8/28/2026	0%
JAG (Police Dept)	Pending Agency Review	Gear and Equipment	$25,0000		N/A	0%

TO BE SUBMITTED

Grant Name	Application Status	Grant Purpose	Grant Amount requested	Grant Application Deadline	Anticipated Award Notification	Cost Share Match
Parks and Recreation Trust Fund	Drafting Application	Municipal Park Enhancement	Up To $500,000	5/1/2027	11/30/2027	50% Leverage-LWCF
Land and Water Conservation	Drafting Application	Municipal Park Enhancement	Up To $750,000	11/2/2026	5/30/2027	50% Leverage-PARTF
COPS- Technology and Equipment Program	Drafting Application	Tasers /Drone/Vehicle Equipment	$100,000		Quarter 4	0%

Any Questions

?

Board of Commissioners Meeting
Agenda Item Submittal

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

Board Meeting Date: **October 27, 2026**

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

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

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

December Meeting Dates

8th & 22nd

November 10th & 24th

- OUTS Presentation
- Fire Dept 2026-2031 Strategic Plan Presentation
- Review of Waterfront Access and Development Plan
- Appearance Commissioner Project Proposals
- Monthly Finance Report

Future Agenda Items

- Community Presentations *(ongoing monthly)*
- EMS Plan *(ongoing)*
- Presentation – Proposal for Heritage Center Museum in Emmerton School Building
- Senate Bill 382 Down Zoning review
- Historic Preservation enforcement
- Skatepark Update
- Town Manager replacement discussion
- Sidewalk Priorities Progress
- Boat Lift for Fire Department considerations
- UDO Text Amendments related to Fire

PROJECTS REPORT
Town Projects/Initiatives Update

August 2026 Submitted By: Jon Barlow, Town Manager

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

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

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

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

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

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

Ten people have been identified as the committee:

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

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

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

Town of Swansboro, NC
Manager's Report

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Town of Swansboro, NC
Manager's Report

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

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

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

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

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

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

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

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- On 10/14/24 the EOC Committee voted in favor of making a recommendation to the BOC to make an offer to purchase a 5-acre tract of land adjacent to and owned by the Rotary.
- On December 5, 2025, the TOS acquired 5 acres of property located at 768 W. Corbett Ave. for the future EOC/PSB site. The purchase price was $1.3 million.
- On the January 13, 2026, BOC regular meeting the Land Acquisition Committee was dissolved since its original purpose was satisfied. A resolution formalizing this action will be presented at the January 27, 2026, BOC meeting.
- On the January 27, 2026, BOC regular meeting, the Town Manager requested and received BOC authorization to enter into contract negotiation with Bobbitt for the Design-Build of the EOC/PSB.
- The Town Manager advised the BOC of the grant agreement (#1347) in the amount of $3 million to be used towards this project is set to expire on June 30, 2026, without any grant extension.
- Construction Project Advisor RPQ's were received April 15, 2026. Upon review of the 4 submittals, 2 firms were chosen to conduct in-person interviews. Both Cumming Group and MBP are based in Raleigh and have vast local government project advisory experience in eastern NC. A recommendation to the BOC should be ready on May 12, 2026.
- 5/26/2026 the BOC awarded a contract to Bobbitt Construction Inc for the design phase of the Emergency Operations Center/ Public Safety Center in the amount of $652,741. Also, the BOC awarded a project management services contract for the EOC/PSB to MBP in the amount of $254,345.

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

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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 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 NCDCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting $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 NCDCR to identify contractors qualified for the work. Staff are preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

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

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

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

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

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

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

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

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

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

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

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

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

Remaining Funds for Site Drainage Improvements (Option 2)

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

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

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

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

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

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

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

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Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Harp Builders, Inc was selected. July 22, 2024, a contract with Harp Builders was signed to preform historic restoration on exterior windows and Ceiling panels, install storm windows and missing attic insulation.

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

August 19, 2024, the modified grant contract was signed to modify the period of performance, the amount of grant funds awarded, and adjust the scope of work.

A contract with Carolina EarthWerx, LLC was signed to install the French drain.

Hurricane Grant Specialist Annette Stone informed the town that an easement would need to be established to preserve the historic structure, with the state expected to provide a draft of the easement in the first quarter of 2025.

October 11, 2024, both preconstruction meetings fell through.

- Trench contractor - has been working relief efforts in the mountains. Correspondence just slipped through the cracks with him.
- The interior contractor - had an accident and spent some time in the hospital over the weekend. He wasn't up for traveling for meeting.

EB Pannkuk and Staff meet onsite for a pre-construction meeting on October 31, 2024, with Harper Builders and EarthWerx.

- The windows and interior construction are expected to begin around the first week of December and is estimated to be completed within 90 days.
- French drain is also scheduled to begin the first week of December and is estimated to be completed within 21 days.

It is expected that Watertight will begin working on the stone hardener in November, but the drawings are being updated before they can move forward.

Town Staff, Stature Engineer, and SHPO met on site on Dec 5, 2024, to monitor progress to the French drain installation, and Stone Hardner in the interior of the building. While on-site SHPO representatives and Stature Engineer discussed a change order to provide and install 6" diameter schedule 40 PVC at existing roof down spouts. The scope of work will be 204' of PCV line below grade in the current French drain trench. This drain will be connected to eight existing down spouts. The original contract pricing was $27,998 + $8,426.27 (6" PVC change order) totaling $36,424.27 for the project value. The modified contract was signed on December 10, 2024

- Watertight had a delay in obtaining supplies and started work early December and completed the Stone Hardner on Dec 5, 2024

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- EarthWerx completed the French drain to include the change order work for the 6" PVC on December 13, 2024
- Watertight completed interior repointing on January 7, 2025
- Harp Builders are scheduled to start the interior repairs on January 15, 2025

January 29, 2025, Town Staff, Stature engineer, Triple H Carpentry (sub-contractors) and SHPO met on-site to monitor the ongoing work and review the mockups of exterior repairs, and the interior masonry completed repairs.

February 7, 2025, construction project signage was displayed in front of Emmerton School to announce the "Emmerton School Historic Masonry Repair Project.".

February 27, 2025, a contract modification with Stature Engineering was signed to add 10 additional construction observation visits in addition to the originally proposed number of 5 construction observations for a total of 15 construction observations for a price of $15,000.00

March 6, 2025, Town staff, Triple H Carpentry and West Windows met to discuss storm windows and what materials and designs they were looking for installation. The information discussed will be sent to the engineer by Triple H.

March 11, 2025, Town staff, Mike Keel from Harp Builders, and Roy Fish from Triple H met for a walk through of the windows they have completed to date and further discuss storm windows. It will be necessary for them to conduct further research in order to make a suitable choice.

March 17, 2025, a contract modification with Harp Builders was signed to add the following scope of work:

- Add additional structure to the corners of three soffits where the original structure has deteriorated, attach T&G soffit boards and paint T&G soffit. ($6,083.48)
- Additional labor, materials, and equipment to replace 15 rust4d metal ceiling panels. ($9,348.28)
- Replace and locking mechanisms on window sashes, the locking mechanisms are all rusted and non-operable. ($1,434.74)
    - Total amount for this contract modification $16,866.50

April 2, 2025, Town Staff Stature Engineer, Tripple H (sub-contractor) and SHPO met on-site to monitor the ongoing work with windows and doors and discussed storm windows and specs they are looking for and review completed work.

May 6, 2025, Town Staff Stature Engineer, Tripple H (sub-contractor) and SHPO met on-site to monitor the ongoing work. Approximately 75% of the windows have been repaired and reinstalled. Storm windows sample was denied. SHPO discussed with engineer and contractor about sourcing suitable storm sash. CorrVerter has been applied to the underside of metal ceiling panels. The required Quarterly Report for the grant was submitted on April 14, 2025.

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July 1, 2025, Town staff, Stature Engineer, Triple H (sub-contractor), and SHPO met on-site to monitor ongoing work. The metal ceiling panels on the museum side are complete, with the exception of the artifact storage room, which is scheduled for completion by the end of July. Work on the auditorium ceiling is expected to begin in mid-July.

All window repair/installations have been completed. Triple H is developing a storm window mock-up for SHPO's review and approval.

The required Quarterly Report for the grant was submitted on July 7, 2025.

August 28, 2025, Town Staff, Stature Engineer, Triple H (sub-contractor), and (SHPO) conducted an on-site visit to monitor the progress of ongoing work.

- Adjustments were made to both insulation and window installations to ensure compliance with project requirements and preservation standards.
- A final decision was reached regarding the installation of storm windows, ensuring compliance with SHPO guidelines and project goals.

September 15, 2025: Staff members, Mr. Dan Becker, Grants Manager, and Ms. Annette Stone, Grant Specialist, conducted an on-site visit to review program progress and provide technical assistance for the Emergency Supplemental Historic Preservation Fund (ESHPF) grant. Areas reviewed included procedures and documentation in the areas of conformity with the approved application, general administration, financial management, procurement, and contractors. Based on the sample program materials tested, the program files and supporting documentation that are in the Town of Swansboro's grant records are in good order.

The required state minimum reporting for Emmerton School Repairs FY 2024-2025 was submitted on September 25, 2025.

The required Quarterly Report for the grant was submitted on October 2, 2025.

October 9, 2025, Storm windows were delivered to Emmerton School. Triple H estimates that installation will begin in early November.

December 2, 2025, Town Staff, Stature Engineer, Triple H (sub-contractor), and (SHPO) conducted an on-site visit to monitor the progress of ongoing work. The following was reviewed and addressed:

- Of the 52 storm windows installed, a total of 8 will need to be replaced due to damage upon arrival and incorrect sizing. Triple H (subcontractor) has reordered the replacement storm windows, with an estimated arrival in late December.
- Wood panels between windows will need to be sanded and repainted.
- All storm windows installed require final adjustment to level and seat properly in the frames.
- Attic work incomplete; additional converter application required.

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The required Quarterly Report for the grant was submitted on January 15, 2026

February 26, 2026, Town staff, Stature Engineer, Harp, Triple H (subcontractor), and SHPO conducted an on-site visit to review and approve completed work related to window restoration, ceiling panels, Corr Verter application, and attic insulation. The reviewed work was approved as meeting the required standards at the time of inspection.

The project is expected to be completed by August 30, 2026. The remaining work includes repairing and replacing select doors and painting the ceiling panels. These final items are being coordinated to wrap up and close out the project.

The required Quarterly Report for the grant was submitted on April 20, 2026.

May 28, 2026, Town Staff, SHPO, and Triple H Carpentry met on-site for a pre-construction meeting. A contract was executed with Triple H Carpentry to paint the metal ceiling panels throughout the entire building.

June 8, 2026, Town Staff, SHPO and Triple H Carpentry participated in a Teams meeting to discuss appropriate preparation methods and the painting of the metal ceiling panels. SHPO approved Triple H Carpentry's proposed approach and authorized the project to proceed.

June 9, 2026, Triple H Carpentry began work on painting the metal ceiling panels.

June 16, 2026, Town Staff, SHPO, and Triple H Carpentry met on-site to conduct a inspection on the progress of the metal ceiling panels paint project.

The required Quarterly Report for the grant was submitted on July 8, 2026.

July 13, 2026, Contact Modification was signed to provide and apply 23 gallons of oil-based primer (kem Kromik Universal Primer by Sherwin Williams) to the metal ceiling panels due to areas of rust bleeding through the first coat of paint.

July 16, 2026, Town Staff and Triple H Carpentry met for a final walk through to review the metal ceiling panels painting project.

July 17, 2026, Triple H Completed the metal ceiling panels painting project.

July 20, 2026, Town Staff, SHPO, and Triple H Carpentry met via Teams to review door shop drawings and discuss the door mock-up for the upcoming site visit as preparations continue for grant closeout, currently projected for August 18, 2026.

July 21, 2026, A contract was executed with Triple H Carpentry for Door and Trim Restoration.

August 6, 2026 Triple H Carpentry begun restoration of the doors using white oak, consistent with the approved restoration plan. Work is currently underway.

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August 24, 2026, Town Staff, SHPO, and Triple H Carpentry met via Teams to discuss specific repair details for all exterior doors. SHPO provided guidance regarding the repairs to ensure compliance with the Secretary of the Interior's Standards.

August 26, 2026, Town Staff, SHPO, and Triple H Carpentry met on-site to monitor the progress of the door and trim restoration. Due to unforeseen conditions related to the doors and the additional work needed to ensure compliance with the Secretary of the Interior's Standards, an extension of the contract completion date was determined to be necessary.

August 31, 2026, Contract Amendment No. 01 was executed to extend the completion date for the door and trim restoration project. The project completion date was extended from August 16, 2026, to September 16, 2026.

August 31, 2026, Amendment No. 02 granting a modification to the grant contract end date for the ESHPF Emmerton School Repairs Grant was executed. The grant contract end date was extended, and the project contract shall end no later than June 30, 2027.

September 16, 2026, Town Staff, SHPO, and Triple H Carpentry conducted a walk-through to review repairs to doors/trim and installed new doors. SHPO will provide a punch list of items that need to be addressed before final approval of the door and trim restoration can be completed.

October 7, 2026, Town staff and Triple H Carpentry conducted a walkthrough to review the items identified on the punch list provided by the State Historic Preservation Office (SHPO) following the on-site meeting held on September 16, 2026. The walkthrough focused on reviewing the outstanding items requiring attention to ensure the work aligns with SHPO's recommendations.

The required Quarterly Report for the grant was submitted on October 14, 2026.

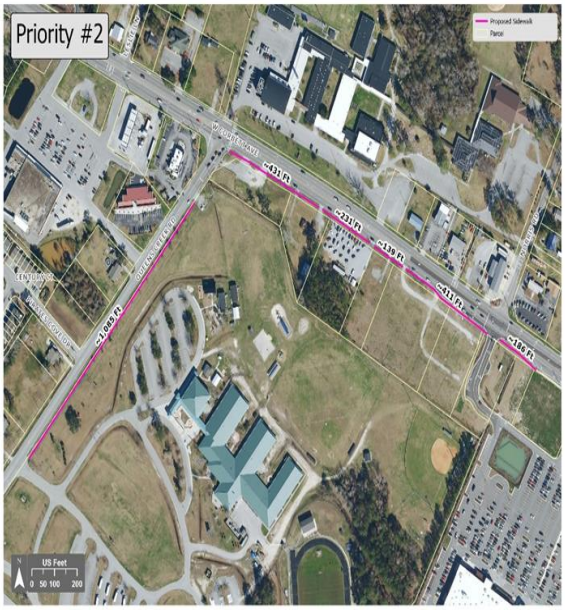
Town of Swansboro, NC
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Sidewalk Projects

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



- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- Design or survey work Complete
- Estimated Sidewalk Length: 2,008 FT



- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained
- Design or survey work Complete
- Estimated Sidewalk Length: 2,483 FT

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- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- Design or survey work Complete
- Estimated Sidewalk Length: 976 FT



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

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- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- Design or survey work Complete
- Estimated Sidewalk Length: 1,411 FT.
- Southside: complete

RFQ's from qualified Engineering firms to assist in the design and construction of the new 5 project priority areas. Only one firm Arendell Engineers from Morehead City submitted an RFQ by the February 17, 2025, submission date. On March 11, 2025, the Town Board of Commissioners agreed to enter into contract negotiations with Arendell for design and construction administration services. A proposed contract will be presented at a future BOC meeting for consideration.

On March 11, 2025, the Board of Commissioners agreed to enter into contract negotiations with Arendell Engineers, Morehead City NC to provide services for the design, surveying and construction administration of the above-described project areas. Arendell was the only firm to submit an RFQ to the Town to provide project engineering services. On July 22, 2025, the Town entered into a services contract with Arendell Engineers for the Surveying, design, bidding and construction administration of 5 project areas.

As of January 13, 2026, survey field work is complete, and design work is approximately 80% complete. Once design is complete all 5 project areas will be put out for bid. Funding decisions will be made once bids are received.

Engineered plans for the 5 priority project areas were received from the Engineer on February 13, 2026. The next steps include identifying easements and developing cost estimates prior to seeking construction bids.

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Letters seeking easements to affected property owners were distributed in October 2026 in Project Area #1. Letters to property owners in Project Aras #2-5 will be distributed in the coming weeks.

North Carolina Division of Coastal Management Main Street Dock Replacement Project

The Main Street dock is the oldest Town owned dock. Originally constructed in 1988, the Town received a North Carolina Division of Coastal Management grant for its construction. An addition to the dock was made in 1992 using the same source of funding.

In February 2025, Carteret Marine conducted an extensive inspection of the dock. The inspection findings determined the structure was unsafe, leading to its closure for both pedestrian and boater use.

Using the inspection report, Arendell Engineers from Morehead City estimated the demolition and construction of a replacement dock of the same size would cost $143,314. Engineering, permitting, surveying and construction administration would add $26,850 for a total project cost of $170,164.

The Town of Swansboro submitted a grant application to the North Carolina Division of Coastal Management for replacement of the Main Street Dock and was awarded the following:

- Grant: $127,623.00
- Cash Match: $35,041.00
- In-Kind Match: $7,500.00
  Total: $170,164.00

On August 25, 2025, the TOS was awarded an NCCM grant in the amount of $170,164 for the replacement of the dock. It is expected that NCCM will release contract documents to grant recipients in the Spring of 2026. In the meantime, Town staff is working with project consultant Kathy Vionson of Coastal Planning to prepare and submit an application for a major CAMA permit which is required for this project.

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Completed Projects/Planning Items

Sidewalk Project

The Town of Swansboro partnered with NCDOT beginning on December 5, 2019, to construct priority sidewalk improvements totaling $483,302. The project was divided into three phases due to funding limitations and faced challenges including easement acquisition, drainage issues, and utility conflicts.

Priorities 1, 2, 4, and 5 have been successfully completed, with Priority 2 supported by an additional $100,000 state grant. Priority 6 is underway but pending utility conflict/pipe extension, while Priority 3 was deferred due to easement delays and funding constraints and will require Town-funded engineering if pursued. Additional future priorities (7–9) remain unfunded.

As of 2024, the Town is working with NCDOT and JUMPO to restart remaining projects using potential federal funding (80/20 split), with design and permitting planned for 2024–2025 and construction anticipated in 2026.

Completed: Priorities 1, 2, 4, 5
Priority 3 (easement delays; require new funding & Town-led design)

2020 NC Public Beach Coastal Waterfront Access Grant Project

The Town of Swansboro was awarded a $142,350 grant on November 3, 2020, to construct a boardwalk extension and public day dock at Bicentennial Park, with a total project cost of approximately $158,350. $7,000 of the required $16,000 town match was non-cash/in-kind. The project included a wooden boardwalk, floating dock, gangway, and boat slips to enhance public waterfront access.

Implementation was delayed and costs increased due to design revisions, regulatory permitting (CAMA, NCDOT), required dredging, and significant deterioration of the existing bulkhead, which necessitated a $101,450 replacement. Construction bids exceeded available funding, requiring value engineering and additional financial support, including contributions from the Swansboro Tourism Development Authority.

Following redesign and funding adjustments, the project was awarded to Carteret Marine for approximately $211,200. Construction began in October 2024, and the project was completed and issued a certificate of Compliance on April 23, 2025.

The finished project successfully provides enhanced public access to the waterfront, supporting recreation, boating, and tourism, while overcoming substantial engineering, environmental, and financial challenges.

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Flybridge Project (1481 W Corbett Avenue)

The Flybridge development proposed a mixed-use project at 1481 W. Corbett Avenue, consisting of 324 multi-family units and six commercial outparcels on approximately 39 acres within the Town of Swansboro's extraterritorial jurisdiction.

An initial request for a CAMA Land Use Plan amendment and conditional rezoning was denied, and the applicant withdrew the rezoning request in February 2025. A second application was submitted on August 5, 2025, seeking both a Future Land Use Map amendment and conditional rezoning.

Following review, the Planning Board recommended denial of both requests in September 2025. The Board of Commissioners subsequently denied both applications at their September 23, 2025, meeting.

Outcome: The proposed Flybridge development did not receive the required land use or zoning approvals and was ultimately not approved to move forward.

Main Street Urgent Care 1058 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction across from old ABC store.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project was completed an issued Certificate of Occupancy on April 9, 2025.

Mavis Tire 1411 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction at its site in front of Food Lion.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project was completed and issued Certificate of Occupancy on April 30, 2025.

Visitor Center Improvement Update

The Visitor's Center Improvement Project has been completed, and the facility is fully reopened and operational following exterior and interior renovations, historic restoration, and mold remediation. A Certificate of Occupancy was issued on June 12, 2026.

The project first addressed the building's loss of historic contributing status and floodplain compliance concerns by removing the non-historic side entrance, reconstructing the front steps to

reflect the original design, and coordinating reviews with the Historic Preservation Commission, Flood Appeals Board, and State Historic Preservation Office. These efforts resulted in an exemption from the floodplain "Substantial Improvement" requirements, eliminating the need to elevate the structure further.

During planning for the interior renovations, extensive mold was discovered throughout the building, requiring temporary closure and professional remediation. The Board of Commissioners approved additional funding to remediate mold within the walls, crawl space, attic ventilation, and HVAC system before construction resumed.

Following successful remediation, the project scope was expanded to include upgraded public restrooms and improved facilities for transient boaters, enhancing the Visitor's Center's role in supporting tourism and waterfront access. Engineering services were reengaged to develop revised plans, and construction was completed with the issuance of the Certificate of Occupancy on June 12, 2026.

The completed project preserved the building's historic character, achieved compliance with applicable floodplain and building regulations, resolved significant environmental concerns, and enhanced amenities for residents, visitors, and transient boaters.

NC DCM Resilient Coastal Communities Program (RCCP) Grant

The Town of Swansboro participated in the North Carolina Department of Environmental Quality's Division of Coastal Management (NCDCM) Resilient Coastal Communities Program (RCCP), which provides funding to help coastal communities identify, plan, design, and implement projects that improve resiliency to flooding and other coastal hazards.

Through the RCCP process, the Town conducted community engagement and developed a prioritized project portfolio. Community input identified flooding and stormwater management as the primary resiliency concerns. The Town's priority projects included stormwater mapping, creek restoration, wetland restoration, disaster preparedness, and public education.

In 2022, the Town was awarded $45,000 in Phase 3 funding for the engineering and design of bioretention swales along Broad Street to support the rehabilitation of Water Street. With assistance from WithersRavenel, the Town completed the required design and submitted the final Phase 3 deliverables to NCDCM on May 31, 2023.

The Town subsequently applied for Phase 4 construction funding to implement the project. The application requested $238,220 in grant funding with a local match of approximately $203,000, for a total project amount of approximately $441,200. On July 26, 2023, the Town was notified that the project was not selected for Phase 4 funding due to limited program funding.

Although Phase 4 funding was not awarded, the engineering and design work completed through the RCCP grant provides the Town with a foundation for pursuing other funding opportunities to implement the project. Staff will continue working with WithersRavenel to identify potential

state and other grant or financing opportunities for the Water Street rehabilitation and associated bioretention improvements.

LSAII/Stormwater Mapping Grant

The LSAII/Stormwater Mapping Grant project included a comprehensive inventory and mapping of the Town's stormwater infrastructure, extensive field data collection, public outreach and stakeholder engagement, and hydraulic and hydrologic modeling to evaluate the performance of the existing stormwater system. The completed analysis identified priority drainage concerns throughout the Town, evaluated existing infrastructure, and developed conceptual improvement alternatives with planning-level cost estimates. The Master Plan also establishes a prioritized Capital Improvement Plan (CIP) to guide future stormwater improvement projects, support long-term infrastructure planning, and strengthen the Town's competitiveness for future grant funding opportunities. The final report is currently being finalized, with the Executive Summary and project close-out documents in progress.

Future Planning Matters

Bamboo Restaurant and shops 768 W Corbett Avenue

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 12/6/24.
- Site Work (grading, tree clearing, etc.) has begun.
- The next step is the Building Plan review in order to obtain permits to begin construction; these have not yet been submitted.
- In March of 2025, Bamboo submitted for review of a revision to the previously approved Site Plan for a change to the parking lot layout, this has not yet been approved.
- Revised site plan was approved.
- Building plans were approved September of 2025
- Permit has been issued as of March 18, 2026, and site work has begun

Wawa Convenience Store and Gas Station 1071 & 1073 W Corbett Avenue

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 1/15/25.
- Building Plans are currently under review.
- The next step is to obtain Building Plan approval, pull Building Permits, and begin construction at old ABC store and car wash site.
- Building plans approved January 20, 2026
- Site work began February of 2026
- Vertical work will begin by August 2026

Brezza Lofts (Mixed-used development Lot 8 of Ward Farm Town Center)

- This project is not a use by right in B-1 zoning district, it required UDO text amendments and a Special Use Permit, which have all been approved by the Board of Commissioners in October of 2024.
- The beginning of project construction is currently on hold due to redesign and additional approvals needed.
- New plans for a mixed-use development have been submitted in January of 2026. They will need to go through TRC then the minor special use permit will need to be reviewed and approved by the Planning Board and Board of Adjustments.
- The Planning Board recommended approval of the Minor Special Use Permit at their March 3, 2026, regular meeting.
- The Minor Special Use Permit for this project was approved by the Board of Adjustment at their April 6th, special meeting.

- Minor modifications have been made to the site plan's unit square footage allocations and site layout. Since the use and density is not changing, it will be approved administratively.
- Plans for phase 1 have been submitted and are under review.

Swansboro Family Dental 1129 Hammocks Beach Road

- This project is a use by right in B-1 zoning district.
- A Site Plan was submitted for internal review in April of 2025, TRC review, and comments are to follow.
- Site Plan was approved in August of 2025
- Permit was issues and site work has begun.
- Construction has started and inspections have begun.
- In the final inspection phase.

Havens At Hammocks Beach (Minor Subdivision)

- This minor subdivision is 7 lots and considered a use by right in R-20SF zoning district.
- The minor subdivision plat was submitted for internal review in February of 2025. TRC review and comments are to follow.

School Street Phase one (Multi-Use Store Front) 1121 W Corbett Avenue

- This project is a use by right in the B-1 zoning district
- A Site Plan was submitted for internal review in June of 2025. TRC review and comments are to follow.
- A second Site Plan submittal and TRC review was held in October of 2025.
- Building plans dropped off March 17, 2026, and have been approved. Building permits are pending.
- Permit has been issued inspections have started to take place.

1017 W Corbett Avenue (Multi-Use Store Front)

- This project is a use by right in the B-1 zoning district.
- A Site Plan was submitted for internal review in October of 2025. TRC review and comments are to follow.
- All permits (stormwater, NCDOT Driveway) have been received, and Traffic Impact Analysis has been approved. Site Plan will be approved soon and building plan submittal will follow shortly after.
- Site plan is pending approval on DOT permit,
- Building plans for shell have been approved. Permit issuance pending on site plan approval.
- Permits have been issued, and construction has begun.
    - **Navy Federal Credit Union**- Upfit plans are under review as one of the tenants.
        - Upfit plans have been approved. Work cannot start until shell is finished.

- Permits have been issued and inspections have begun.

- **Benchmark Physical Therapy-** Upfit plans have been submitted pending approval.
  - Plans have been approved waiting on additional documentation to issue a permit.
  - Permit has been issued for upfit to take place.

Mexican Grocery 716 W Corbett Ave

- Delphi Construction has started work and inspections have begun.
- Update from business they are at a 40% completion rate.
- Building renovations have been completed as of September 10, 2026. Still working on getting equipment and health department approval before opening.

Burger King (Renovations) 1401 W Corbett Ave

- Will be submitting plans for renovation of interior and exterior of building. Footprint will remain the same at this time

Auto Zone 101 Leslie Ln

The applicant has contacted the Town to verify that the proposed signs meet Town standards. TRC review is pending payment. Comments have been issued by TRC, and a response is pending.

Chipotle 1102 W Corbett Ave

Payment and plans have been received for Building Plan Review. TRC (site plan review) is still pending.

Fire Grants

Duke Energy Grant - 16432- Side Scan Sonar (Watercraft) Grant amount requested $13,263.72 Grant application is under consideration and anticipated award notification date range June 1, 2026-July 31, 2026.- Not Awarded

Department of the Interior- office of Wildland Fire- Slip-on Tanker Unit_-on Tanker Unit-Grand #14606189 Grant amount requested $18,875. Grant application is pending agency review and anticipated award notification dates are May 15, 2026-September 15, 2026.- Not Awarded

DCIP Grant- Public safety Complex & Sidewalk

Project 1 (Public Safety Complex): Town of Swansboro Public Safety Complex for Camp Lejeune - 28584-8451 – Applied July 3, 2025- Not Awarded

Project 2 (Sidewalks): Town of Swansboro Transportation Infrastructure Construction for Camp Lejeune - 28584-8451 – Applied July 3, 2025-Not Awarded

Department Reports for September 2026

Administrative Services

- Phone Records Report for September: 1,939 calls

Internal – 424	Town Hall – 282	Parks and Recreation – 254
Police Department – 445	Fire Department – 69	Outgoing totals – 465

- Building permits sold for September: 32 residential/commercial combined; $12,231.50 total fees collected (includes 7 re-inspections)
- 101 Building inspections scheduled/33 Fire Inspections processed
- 316 Various receipts processed
- 248 Stormwater payments processed
- 8 Code Enforcement Violations
    - 624 W. Corbett Avenue- Grass violation
    - 500 Bynum Lane- Unpermitted violation
    - 1158 Mt Pleasant Road- Unpermitted violation
    - 445 Patriots Point Lane- Grass Violation
    - 1468 W. Corbett Ave- Unpermitted violation
    - 303 Battery Park Court- Grass violation
    - 716 W Corbett Ave- Zoning Violation
    - Elm Street- Zoning Violation
- 359 ONWASA payments processed; 9 New Services; 3 other requests
- 5 Work Orders generated for Public Works
- 3 Notarization's performed
- US Census Report Submitted – Permits
- Finalized August Departments Report
- Submitted Annual Appointment Reporting for Local Government Boards
- Attended Mullet Run Logistics Meeting
- Attended Mullet Festival Logistics Meetings
- Letters mailed the below Organizations announcing Sam Bland Award Nominations sought and posted to constant contact and Facebook
    - Church of Christ
    - First Baptist Church
    - Grace Church
    - Jehoviah's Witness
    - One Harbour Church
    - St. Mildreds Catholic Church
    - St. Peters Church
    - St. Thomas Mt. Zion Church
    - Swansboro United Methodist Church
    - Swansboro High School
    - Swansboro Middle School

Department Reports for September 2026

  - Swansboro Elementary School
  - Queens Creek Elementary School
  - Swansboro Rotary
  - Swansboro Area Chamber of Commerce
- Public Records Requests
  - bodycamrequestsfoia@gmail.com – Incident Details Related to an individual's arrest to include Body Worn Camera Footage, Police Dashcam, Footage (if available), any associated incident reports, CAD Logs, or radio communications
  - Jennifer Leavitt – 1227 Hammock Beach Road (requested printed copies, never paid or picked up)
  - Research Resources and Special Services – Certificate of general liability
  - SmartProcure – PO/Vendor Information
  - Anna Hurst – 207 Webb Street all property records on file
  - Rawlings Barnes – 207 Webb Street violation complaint records
  - Scott Chadwick – copy of lease agreement for Moore Street Dock
  - Tim Vannoy – past 12 months violation records
  - McAllister – Stormwater Fund records
  - Constriction on the Rise – Building Permits issued with values August 2026
  - Henderson – Building Permits issued with values August 2026
  - Construction Monitor – Building permits issued with values August 2026
  - Carolina Permits – New Homes building in August 2026
- Received and handled 7 "Contact Us" request from the Website
- Received and responded to 4 emails from Jimmy Williams for information
- Mullet Festival Parade Preparations: 20 Applications Processed (processing applications, handling inquiries, contacting affected businesses, etc.)
- Issued New Releases/Constant Contact/Facebook posts for:
  - BOC 9/8/2026 Regular Meeting
  - 2026 Tunnel to Towers 5k Run/Walk
  - BOC 9/22/2026 Regular Meeting
  - Municipal Park Revitalization Project
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 1,430

Top 5 pages viewed in September: Employment Opportunities – 607

Departments, Permitting – 211 | Government – 189 | Departments, Police - 167

Contacts – 148

Department Reports for September 2026

Finance

- Sales & Use Tax received in September 2026 is $149,529
- Accounts Payable Summary for September 2026:
  130 Invoices-Totaling: $177,403
  36 Purchase Orders Issued
- Processed payroll-9/4/2026 & 9/18/2026
- PEV ChargePoint Station-Accumulated (kWh) for September 2026:(559)
- Session fees collected-$100.59
- Stormwater Fees Collected-September 2026-$86,242
- Attended staff meetings.
- August 2026 Bank Reconciliation-Town accounts
- August 2026 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- HR-related items estimated at 7 hours
- Gathered financial information for 9/22/2026 regular meeting.
- Gathered and submitted required information for the Workers' Compensation self-audit.
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Gathering financial information for annual audit FY 25/26-Town and Swansboro & Swansboro TDA
- The auditor is currently conducting the audit and drafting the financial statements. Once the draft is complete, the Finance Director will review it prior to submission to the Local Government Commission (LGC).

Fire Department

Inspection Type	Monthly	Annual
Standard Fire Inspection	**11**	**58**
Initial Inspection	*9*	*33*
Reinspection {1st Revisit}	*2*	*22*
Reinspection {2nd + Revisit}	*0*	*3*
New Business Inspection	**1**	**21**
Initial Inspection	*1*	*12*
Reinspection	*0*	*8*
Fire Suppression – Hoods	**21**	**77**

Department Reports for September 2026

Initial Inspection	*20*	*68*
Reinspection	*1*	*9*
Special Event – Tents	**0**	**3**
Foster Home	**0**	**2**
Plan Review	**1**	**11**
Code Violation/Complaint	**0**	**0**
Total	**33**	**172**

Parks and Recreation

No report provided

Planning

Swansboro Historic Preservation Commission:

- The Swansboro Historic Preservation Commission's regular meeting was on September 15, 2026.
    - Employee Introduction of Michael Tata (started September 14th)
    - After-the-Fact Certificate of Appropriateness 2026-04 for Replacement of Front Door at 137 Front Street
    - Minor Work/Staff Approval Application Report July-September

Routine Activities:

- Discussed UDO requirements with new commercial developments.
- Attended transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.
    - Continued work with ongoing Emmerton School rehabilitation.
- Reviewed and approved zoning and floodplain development permits.

Police Department

Patrol:

- 594 Calls for Service
- 200 Reportable Events
- 17 Wrecks
- 2 Felony Arrest

Department Reports for September 2026

- 14 Misdemeanor Arrests
- 12 Arrests by warrant Service
- 1 DWI Arrests
- 15 Arrests with Transport to the Onslow County Detention Center
- 83 Citations
- 93 Verbal/Written Warnings
- 14 Felonies Investigated (3-Sex Offenses; 3-Larcenies; 2-Break & Enter; 1-Embezzlement; 1-Maintaining Vehicle for Narcotics; 4-Other Narcotics Related)
- 48 Misdemeanors Reported (13-Larcenies; 10-Property Damage; 7-Narcotics Related; 4-Trespassing; 2-Assaults; 2-Harrassment; 2-Communicating Threat; 1-Resist, Obstruct, & Delay Peace Officer; 1-Child Abuse; 1-Littering; 1-Unauthorized Use of Motor Vehicle; 4-Traffic Related)
- 9 Disputes/Public Disturbances
- 9 Alarm/Open Door
- 3 Crisis Intervention with Mental Subject
- 6 Domestics
- 28 Suspicious Incident/Person/Vehicle
- 8 Vehicle Unlocks
- 7 Town Ordinance Violations
- 108 Requests by Other Agencies for Assistance
- 86 Requests by Citizens for non-Crime Related Assistance

Community Service/Training:

- 4 Funeral Escorts
- 12 Requests for Fingerprinting
- 18 Business Closing Standbys
- 356 Business Checks
- 2 RU Ok? Participants
- Provided security for One Harbor Church Sunday Service
- Provided security for the First Baptist Church Sunday Service
- Participated in 6th Annual Tunnel 2 Towers 5k.
- Participated in BarkFest held at the Municipal Park.
- Chief Taylor completed the Carolina Regional FBI Command College held in Blowing Rock, NC.

Public Works

No report provided