



# Board of Commissioners Agenda

## Town of Swansboro

Tuesday, June 23, 2026

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### 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. April 14, 2026, Regular Meeting Minutes
- b. April 14, 2026, Closed Session Minutes
- c. Budget Ordinance Amendment #2026-7
- d. Tax Refund Requests

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$188.27

##### Vehicle Tax

Britt, Patrica Cook - \$34.76 - Sold/Traded

Campbell, Jade - \$27.64 - Tag Surrender

Klein, Iryna Anatoliyivna & David Russell - \$125.87 - Tag Surrender

#### IV. Appointments/Recognitions/Presentations

- a. **Educators on Mission**  
*Presenter: Jacob Mabry*

## V. Public Hearing

### a. UDO Text Amendment to §152.016 Definitions of Basic Terms

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

A text amendment is proposed for accuracy after the discovery of a discrepancy in UDO §152.016 Definitions of Basic Terms for the definition of “Fence (Protective)”.

*Recommended Action:*

- 1. Hold a public hearing*
- 2. Motion to approve or deny Ordinance 2026-04 amending §152.016 Definitions of Basic Terms.*

### b. UDO Text Amendment to §152.400-462 Flood Damage Prevention

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

The National Flood Insurance Program released an updated 2026 Model Flood Damage Prevention Ordinances for local coastal communities in North Carolina to implement into the Town’s flood ordinance.

*Recommended Action:*

- 1. Hold a public hearing*
- 2. Motion to approve or deny Ordinance 2026-05 amending §152.400-462 Flood Damage Prevention.*

## VI. Business Non-Consent

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

***Presenter: Jon Barlow – Town Manager/Sonia Johnson – Finance Director***

The FY 2026/2027 Annual Budget is presented for consideration by the Town of Swansboro Board of Commissioners. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2026/2027.

*Recommended Action: Motion to adopt FY 2026/2027 Budget Ordinance, Tax Rate (\$0.35/\$100), Salary Schedules, and Fee Schedule*

### b. Monthly Financial Report as of May 31, 2026

***Presenter: Sonia Johnson – Finance Director***

### c. Future Agenda Topics

***Presenter: Alissa Fender – Town Clerk***

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

*Recommended Action: Discuss and provide any guidance.*

**VII. Items Moved from Consent**

**VIII. Public Comment**

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

**IX. Manager's Comments**

[a.](#) Projects Brief

[b.](#) Department Reports

**X. Board Comments**

**XI. Closed Session**

**XII. Adjournment**

**Town of Swansboro**  
**Board of Commissioners**  
**April 14, 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**

Prior to adoption of the consent agenda, Commissioner Herbert requested that the February 24, 2026, Regular Meeting Minutes be removed from the consent agenda for separate consideration later in the meeting. He indicated he wished to add a clarifying sentence related to survey data from a presentation given at that meeting.

On a motion by Commissioner Herbert, seconded by Mayor Pro Tem Conaway, the agenda as amended to remove the February 24, 2026, Regular Meeting Minutes and the following consent items were unanimously approved.

- February 10, 2026, Regular Meeting Minutes
- February 11, 2026, Special Meeting Minutes
- Special Event Application – Little Pink Houses of Hope Event

**Appointments/Recognitions/Presentations**

*Onslow County 2026 Tax Revaluation Presentation*

Kevin Turner, Onslow County Tax Administrator, presented an overview of the 2026 property tax revaluation. He explained that a revaluation was a systematic reassessment of all real estate in the county to establish fair and current market values. State law requires counties to revalue property at least once every eight years, though Onslow County has conducted revaluations every four years since 2006, with the intent of reducing the large value increases that can result from longer cycles.

Turner outlined the process, noting that staff appraisers review property characteristics, analyze sales data, and develop a schedule of values that must be adopted by the Board of County Commissioners before implementation. The effective date for the 2026 revaluation was January 1, 2026, and value notices were mailed to property owners in February.

Mr. Turner described both an informal review process, which ran through April, and a formal appeal process through the Board of Equalization and Review, which convenes May 4th and adjourns June 15, 2026. June 15th was the last date for citizens to file an appeal for the current year. Tax bills based on the new values were expected to be mailed in July or August and would be due September 1, 2026. The presentation he reviewed is attached herein with the PowerPoint presentation of the meeting.

In response to inquiries from the Board, Mr. Turner clarified the following:

- The five-member Board of Equalization and Review, composed of citizens with backgrounds in real estate, hears testimony from both the property owner and the tax office and then makes its own determination on appeals. He confirmed that in rare cases, the board could raise a value if the evidence supports it. He also noted that citizens who disagree with the board's decision may appeal further to the North Carolina Property Tax Commission.
- He acknowledged the burden on families related to the increase of property taxes, but noted that the tax rate, which was set by the respective governing boards, was the factor that ultimately determines what citizens pay, and that values were based solely on what properties were selling for in the market.
- The revaluation cycle was essentially an ongoing process, with work on the 2030 revaluation expected to begin in July 2026.

### **Cadet of the Year Telesforo Seymon**

Police Chief Dwayne Taylor introduced Deputy Chief Ben Brim, who summarized the Swansboro Police Department's cadet program for ages 14-20. Cadet Telesforo Seymon, a longstanding participant, was honored as cadet of the year for his dedication and achieving the program's highest rank, Major.

Cadet Seymon addressed the Board, expressing gratitude for the program and crediting Chief Taylor, Deputy Chief Brehmer, and his fellow cadets for his growth. He shared that he attended Swansboro High School, planned to study criminal justice and psychology in college, complete basic law enforcement training, and ultimately pursue a career with the Swansboro Police Department.

The Board commended Cadet Seymon for his instrumental role in developing the program and recruiting members.

### *Pickleball Update and Funding Strategy Request*

Parks and Recreation Director Anna Stanley reviewed the pickleball court initiative and proposed pursuing grant funding for park improvements. The Board allotted \$150,000 in 2024 for pickleball courts, but Municipal Park's development would require costly stormwater modifications, including wetland creation. Director Stanley suggested applying for the Parks and Recreation Trust Fund (PARTF) and the Land and Water Conservation Fund (LWCF), each offering potential awards of \$500,000 and \$750,000, to

meet matching requirements and potentially offset town expenses. LWCF applications opened in May 2026, due November 2026, and PARTF opened November 2026, due May 2027, with announcements in 2027. Required public meetings and documentation could serve both grant applications. Bundled enhancements—six pickleball courts, resurfaced tennis courts, a new tot lot, and skate park refurbishment—would increase grant competitiveness. A \$1,000,000 project could be fully funded if both grants were secured, whereas \$1,250,000 might require \$250,000 town funding. From the \$150,000 set aside, \$20,000 would go to hiring a grant consultant, and \$130,000 to capital reserves. The presentation she reviewed is attached herewith the PowerPoint presentation of the meeting.

In response to inquiries from the board, Director Stanley, Manager Barlow, and/or Finance Director Johnson clarified the following:

- The total project budget had not yet been established, and the match requirement was based on whatever that final budget would become.
- The grant consultant would be brought in through the request-for-qualifications process, and the Board would have an opportunity to meet with them before a contract was signed.
- In the instance of only receiving one grant, the Town would be responsible for contributing up to \$500,000 as the local match, which was why Director Stanley stressed the importance of planning ahead and building reserve funds over the coming fiscal years.
- The timeline for the request-for-qualifications process would still allow the town to meet the grant application deadlines.
- If the town was awarded a grant and declined it, that could negatively affect future grant opportunities. A similar strategy, where one grant serves as the match for another, had been used successfully by the town in the past.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf approval was unanimously provided to proceed with grant preparation and consultant procurement to meet critical deadlines.

### **Business Non-Consent**

#### *Visitors Center Renovation Project*

Town Manager Barlow requested funding for renovating the town's visitor center and awarding a construction contract totaling \$97,760. Funding included \$30,000 from the Swansboro Tourism Development Authority, \$21,000 recently pledged by the same authority, \$22,500 from prior downtown improvement funds, and up to \$24,260 from the town's fund balance. An additional \$21,000 was requested from the Onslow County TDA, which could reduce the town's contribution to \$3,260 if approved. Barlow asked if the Board preferred to wait for this decision or proceed and later reimburse. For the renovation, Steele Construction offered the lowest bid at \$91,460, with Crystal Coast

Mold Pros at \$109,160, and another bid over \$200,000 not considered. Steele Construction was recommended due to their expertise with local historic structures.

In response to an inquiry from the board, Manager Barlow shared that he felt proceeding before a decision was returned from the Onslow County TDA would likely not affect their decision to award funding to the Town.

#### *Budget Ordinance Amendment #2026-6A*

Finance Director Sonia Johnson presented Budget Ordinance Amendment 2026-6A, which incorporated the visitor center project just approved along with two park-related items. The first park item covered playground repairs and replacements at Municipal Park and Pirates Den, including a tube slide section replacement estimated at \$1,200 and swing chain and seat replacements estimated at \$1,500. The second park item addressed splash pad repairs, including pump replacement, chemicals, and miscellaneous maintenance, estimated at \$1,000, to prepare for the upcoming seasonal opening. Total funds requested from fund balance for park items were \$3,700.

In response to an inquiry from the board, Finance Director Johnson clarified that funds were only budgeted through June, which was the end of the town's fiscal year, and new funds would be budgeted beginning July 1.

On a motion by Commissioner Pieratti, seconded by Commissioner Herbet, Budget Ordinance Amendment #2026-6A was unanimously approved.

#### *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 from the Bucket Brigade program

#### **Items Moved from Consent**

##### *February 24, 2026, Regular Meeting Minutes*

Commissioner Herbert explained his request to add a sentence to the minutes capturing geographic survey data from a presentation given at that meeting. The data, drawn from the written presentation materials, identified that 44 respondents were physically located within Swansboro's incorporated limits at the time the survey was completed, along with 7 respondents within the extraterritorial jurisdiction.

Town Manager Barlow noted that the information may not have been stated aloud during the meeting and therefore would not have been captured by the clerk from the audio recording. He offered to review the recording to confirm. Commissioner Herbert clarified that the language was being quoted directly from the written presentation brief rather than from spoken remarks at the meeting, in the same manner as other survey data that was already captured in the minutes.

Town Attorney Francis Rasberry provided context, noting that state law requires full and complete minutes but that case law establishes the minimum standard as capturing the actions taken and the votes. He acknowledged there was a degree of subjectivity in how much narrative details were included, and that adding information to improve the narrative was permissible and does no harm, as the full record including video takes precedence over the written minutes.

Discussion among Board members reflected differing views on the appropriateness of the change. Some commissioners expressed concern about setting a precedent of routinely modifying minutes to add content that was not spoken during the meeting, while others maintained that reviewing and improving the accuracy and completeness of minutes was a proper function of the Board.

On a motion by Commissioner Herbert, seconded by Mayor Pro Tem Conaway, directive to add an addition to the minutes to capture the geographic survey data specific to the # of Swansboro residents that actually took the survey was approved 4:1.

Ayes: Herbert, Conaway, Vannoy, Pieratti

No: Eckendorf

### **Public Comment**

Tim Simpson, 609 Shore Drive, thanked the Town for restoring no-wake zones and expressed concerns about blocked or unusable street-end public water access points, such as those at Elm Street and Water Street. He urged the Board to consider restoring access points, potentially using grant funding and inquired about the potential replacement timeline for two bridges over the White Oak River. Mr. Simpson also mentioned safety concerns about the continued use of the dock at Main Street, even though it has been closed with signs since April 2025.

### **Manager's Comments**

Town Manager Barlow updated the Board on several items:

- **Traffic Signals:** DOT technicians found no issues with US-24 signal timings; Queens Creek intersection poses difficulties due to school traffic. Flashing yellow arrow at US-24/Belgrade-Swansboro has delays for safety.
- **Congressman Visit:** Congressman Davis visited Swansboro to discuss town priorities. EOC Public Safety Building identified as top priority. Grant application submitted to potentially secure up to \$6.2M in federal funding.
- **Pre-Application for Grant:** The town planned to submit a pre-application to the NC Public Beach and Waterfront Access Program to renovate Riverview Boardwalk, estimated at \$382,045, with a 25% local match.

**Board Comments**

The Board thanked the staff for their hard work and shared their appreciation for the Clean Sweep bulk garbage pickup. They especially showed gratitude to the Public Works team and encouraged residents to express their thanks when they see them in their neighborhoods.

Commissioner Vannoy shared that the upcoming Historic Swansboro Homes Tour was scheduled to take place the following Saturday.

Commissioner Eckendorf praised the cadet program, praised Chief Taylor's leadership, and appreciated the efforts of Finance Director Johnson and Town Manager Barlow on budget preparations.

Commissioner Herbert thanked Parks and Recreation Director Stanley for her grant presentation and was hopeful about the proposal. He also praised Fire Chief Randall for quickly handling an earlier issue and also highlighted ticket availability for the upcoming Historic Swansboro Homes Tour.

Commissioner Pieratti gave special recognition to Town Clerk Fender and assured that any board disagreements were not a reflection of her work.

Mayor Pro Tem Conaway spoke about how the decision on the visitor center renovation was easy decision that needed to be made.

Mayor Justice noted upcoming engagement with the Veterans Memorial Garden organization, which had reorganized and was planning a Memorial Day observance at the end of May. He encouraged the Board to consider ways the town could support those efforts. He also highlighted Major Capers' upcoming Medal of Honor designation, noting the town played a small role in supporting that recognition. He stated he had not heard anything previously about the White Oak River bridge replacement and intended to look into finding out more information.

**Closed Session**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, with unanimous approval, the board entered closed session at 7:40 pm pursuant to NCGS 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege was hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. Pursuant to a

motion duly made and seconded in closed session the board returned to open session with nothing to report.

**Adjournment**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the meeting adjourned at 7:56 pm.



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2026-7**

Board Meeting Date: **June 23, 2026**

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

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

**1. Non-Departmental:** Funds were collected for payment in lieu of sidewalks and needs to be transferred to the Capital Reserve Fund. Requesting \$9,450 to be transferred to the Capital Reserve Fund.

*Source: Sidewalk Development Fee*

**2. Fire Department:** The Fire Department has been awarded the Walmart Community Risk Grant in the amount of \$2,000. Grant funds will be used to support community risk reduction initiatives.

*Source of Funds: Grant-Fire*

**3. Fire Department:** The Fire Department has received multiple donations in the amount of \$2,134 designated for the Fire Department Vet Fund. These funds are intended to assist citizens with the cost of veterinary services for pets injured as a result of fire-related incidents.

*Source of Funds: Donations-Fire*

**4. Fire Department:** The Fire Department has received donations in the amount of \$820 designated to support Fire Department operations.

*Source of Funds: Donations-Fire*

**5. Fire Department:** The Fire Department has received multiple donations designated for the Fire Department Calendar in total amount of \$3,050.

*Source of Funds: Donations-Fire*

**6. Fire Department:** The Fire Department received reimbursement funds in the amount of \$3,295 for expenses associated with the Interactive Firefighter Peer Support Course.

*Source of Funds: Donations-Fire*

**7. Parks & Recreation Department:** The current budget includes appropriations for the construction of pickleball courts. Following discussions with the project engineers and a review of preliminary cost estimates, it has been determined that additional funding will be necessary to complete the project as planned.

To secure additional funding and reduce the financial impact on the Town, staff intends to submit grant applications to the Land and Water Conservation Fund (LWCF) and the Parks and Recreation Trust

**Action:** \_\_\_\_\_  
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Fund (PARTF). These grant programs provide funding opportunities for recreational facility development and improvements.

In anticipation of future project costs and to demonstrate the Town's commitment to the project, staff recommends transferring \$150,000 from the General Fund to the Capital Reserve Fund. The transfer will establish funding dedicated to the pickleball court project and provide the required local match should grant funding be awarded.

*Source of Funds: Parks & Recreation-Capital Outlay*

**8. Police Department:** The Town has received donations of \$7,800 from various donors to support the Police Department's National Night Out event.

*Source of Funds: Donations-Police*

**9. Police Department:** The Town has received donations of \$4,206 from various donors to support the Police Department's Shop with the Cop event.

*Source of Funds: Donations-Police*

**10. Police Department:** The Town has received reimbursement revenue for police services provided by the Police Department in excess of the amount budgeted for FY 2025-2026. Actual revenues exceeded budgeted revenues by \$6,723.

*Source of Funds: Police Services- Reimbursement*

**11. Police Department:** The Police Department received grant funding in the amount of \$2,000 from the North Carolina League of Municipalities to assist with the purchase of bulletproof vests.

*Source of Funds: Grants-Police*

**12. Downtown Facilities:** Public restroom availability is an important component of downtown accessibility and the overall visitor experience, particularly for tourists, families, and individuals attending community events. Due to the temporary closure of the Visitor Center, public access to restroom facilities has been limited, creating a need for an interim solution.

Staff researched the rental of portable restroom facilities and handwashing stations similar to those utilized during special events. The monthly rental cost is \$475 for two portable restrooms and handwashing stations, including twice-weekly servicing. To support this effort, the Tourism Development Authority (TDA) approved \$2,000 in TDA funding to cover approximately four months of rental and service costs and requesting \$3,718 to be appropriated from fund balance.

*Source of Funds: Grants-Swansboro TDA (\$2,000)/Appropriated Fund Balance: (\$3,718)*

**13. Public Buildings:** Additional appropriations are requested in the Public Buildings budget to fund necessary HVAC and electrical improvements at Town facilities.

The first project involves removing the existing three-head mini-split system from the bunkroom at the Public Safety Building and installing a new mini-split system at an estimated cost of \$8,906.

The second project includes electrical work at the Parks and Recreation Center to provide power for the HVAC system serving the main entrance. The work includes running two new circuits from the panel box to the condenser and the attic-mounted air handler. The estimated cost of this work is \$7,553.

A total budget amendment of \$16,459 is requested to fund these necessary facility improvements.

*Source of Funds: Appropriated Fund Balance*

**Background Attachment(s):** Budget Ordinance Amendment #2026-7

**Recommended Action:** Motion to approve Budget Ordinance Amendment #2026-7

**BUDGET ORDINANCE AMENDMENT #2026-7**

**BE IT ORDAINED** by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2026:

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

<u>Appropriations</u>	<u>Increase</u>
Non-Departmental: Transfer to Capital Reserve Fund-Sidewalks	\$9,450
Fire	\$11,299
Public Buildings	\$16,459
Police	\$20,729
Parks & Recreation-Transfer to Capital Reserve	\$150,000
Downtown Facilities	\$5,718

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$20,177
Sidewalk Development Fee	\$9,450
Donations-Fire	\$9,299
Grants-Fire	\$2,000
Donations-Police	\$12,006
Police Services-Police	\$6,723
Grants-Police	\$2,000
Parks & Recreation-Capital Outlay	\$150,000
Grants-Swansboro TDA	\$2,000

Section 2. To amend the Capital Reserve Fund budget, the following changes are to be made:

Transfer In:	
Transfer from General Fund into Capital Reserve:	\$159,450
Sidewalk Development Fee	\$9,450
Pickleball Court	\$150,000

Section 3. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, June 23, 2026.

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

Attest:

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Alissa Fender, Town Clerk



# Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: June 23, 2026

Prepared By: Sonia Johnson-Finance Director

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**Overview:** The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$188.27

**Vehicle Tax**

Britt, Patrica Cook	\$34.76	Sold/Traded
Campbell, Jade	\$27.64	Tag Surrender
Klein, Iryna Anatoliyivna & David Russell	\$125.87	Tag Surrender

**Background Attachment(s):** None

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

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**Action:** \_\_\_\_\_  
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# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **UDO Text Amendment to §152.016 Definitions of Basic Terms**

Board Meeting Date: **June 23, 2026**

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

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**Overview:** A text amendment is proposed for accuracy after the discovery of a discrepancy in UDO §152.016 Definitions of Basic Terms for the definition of “Fence (Protective)”.

Currently, the definition of a fence reads “A structure of wood, stone, brick, block, steel, or other metal extending from the surface of the ground to a minimum height of six feet, and of such materials and construction which creates a physical barrier (refer to § 152.196(E)).” This causes interpretation and enforcement concerns in that design standards should not be present in a definition, and it should be a **maximum** of six feet, not minimum.

The new proposed definition of a fence reads: “A man-made structure of a barrier (typically made of wood, metal, chain link, vinyl, masonry, or other material) used to enclose a property, define a boundary, or provide security and or privacy (refer to § 152.196(E)).”

The Planning Board recommend approval to the Board of Commissioners at its June 2, 2026, regular meeting.

**Background Attachment(s):**

1. Ordinance 2026-O4
2. Comprehensive Plan Consistency Statement

**Recommended Action:**

1. Hold a public hearing
2. Motion to approve or deny Ordinance 2026-O4 amending § 152.016 Definitions of Basic Terms.

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**Action:** \_\_\_\_\_  
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**ORDINANCE 2026-04**  
**AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE**  
**§152.016 DEFINITION OF BASIC TERMS**

WHEREAS North Carolina General Statute 160D-605 and 160D-701 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS the Board of Commissioners finds that the proposed text amendments to the Unified Development Ordinance regarding referenced above to be consistent with the Town of Swansboro CAMA LAND USE Plan updated January 22, 2019, and amended August 28, 2023.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Unified Development Ordinance be amended.

***TITLE XV: LAND USAGE***  
***CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE***  
***§ 152.016 DEFINITIONS OF BASIC TERMS.***

***FENCE (PROTECTIVE).*** ~~A structure of wood, stone, brick, block, steel, or other metal extending from the surface of the ground to a minimum height of six feet, and of such materials and construction which creates a physical barrier (refer to § 152.196(E)).~~

***FENCE (PROTECTIVE).*** A man-made structure of a barrier (typically made of wood, metal, chain link, vinyl, masonry, or other material) used to enclose a property, define a boundary, or provide security and or privacy (refer to § 152.196(E)).

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, June 23, 2026.

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

Attest:

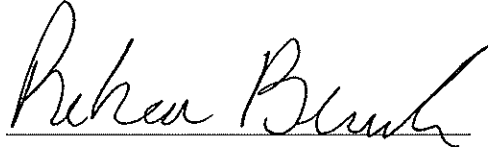
\_\_\_\_\_  
Alissa Fender, Town Clerk

**TOWN OF SWANSBORO PLANNING AND ZONING BOARD  
STATEMENT OF CONSISTENCY**

On June 2, 2026, the Planning Board heard the requested text amendment and recommended unanimous approval of the text amendment to the Town Unified Development Ordinance as followed: §152.016 Definitions of Basic Terms.

The Town’s Planning Board finds that the proposed text amendments is consistent with the current Comprehensive Plan and other applicable plans and policies and considers the action taken to be reasonable and in the public interest because it provides the structure, for Town staff to proactively address issues related to impacts caused by development in order to protect the health, safety, and welfare of the Town’s residents.

  
Planning Board Chair

  
Town Planner



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **UDO Text Amendment to §152.400-462 Flood Damage Prevention**

Board Meeting Date: **June 23, 2026**

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

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**Overview:** The National Flood Insurance Program released an updated 2026 Model Flood Damage Prevention Ordinances for local coastal communities in North Carolina to implement into the Town’s flood ordinance.

This ensures that the town maintains compliance and consistency with NFIP participation requirements. After input from the Town Manager, Town Planner, and the eastern branch NFIP Planner, this amendment uses a combination of both the required and optional updates, forming the best fit for the community. The amendment covers UDO §152.400-462 of the Flood Damage Prevention Ordinance.

The Flood Management Appeal Board recommend this amendment to the Planning Board and Board of Commissioners at its May 18, 2026, special meeting. The Planning Board also recommended this amendment to the Board of Commissioners at its regular meeting on June 2, 2026.

**Background Attachment(s):**

1. Ordinance 2026-05
2. Comprehensive Plan Consistency Statement

**Recommended Action:**

1. Hold a public hearing
2. Motion to approve or deny Ordinance 2026-05 amending §152.400-462 Flood Damage Prevention.

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**Action:** \_\_\_\_\_  
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**DRAFT ORDINANCE 2026-05**  
**AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE**  
**§152.400-462 FLOOD DAMAGE PREVENTION**

WHEREAS North Carolina General Statute 160D-605 and 160D-701 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS the Board of Commissioners finds that the proposed text amendments to the Unified Development Ordinance regarding referenced above to be consistent with the Town of Swansboro CAMA LAND USE Plan updated January 22, 2019, and amended August 28, 2023.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Unified Development Ordinance be amended.

***TITLE XV: LAND USAGE***

***CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE***

***§152.400-462 OF THE FLOOD DAMAGE PREVENTION ORDINANCE***

**Part I: General Provisions**

**SECTION 152.400 STATUTORY AUTHORIZATION.**

(A) The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Articles 1, 7, 9, and 11 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the authority to adopt regulations designed to promote the public health, safety, and general welfare.

(B) Therefore, the Board of Commissioners of the Town of Swansboro, North Carolina, does ordain as follows:

**SECTION 152.401 FINDINGS OF FACT.**

(A) The flood prone areas within the jurisdiction of the Town of Swansboro are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

(B) These flood losses are caused by the cumulative effect of obstructions in floodplains, **both inside and outside the identified Special Flood Hazard Areas**, causing increases in flood heights and velocities and by the occupancy in flood prone areas by uses vulnerable to floods or other hazards. **These obstructions and occupancy by uses vulnerable to floods may be hazardous to other lands which are inadequately elevated, floodproofed, or otherwise unprotected from flood damages.**

**SECTION 152.402 STATEMENT OF PURPOSE.**

It is the purpose of this ordinance to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

- (A) Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;
- (B) Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
- (C) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (D) Control filling, grading, dredging, and all other development that may increase erosion or flood damage; and
- (E) Prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

#### **SECTION 152.404 OBJECTIVES.**

The objectives of this ordinance are to:

- (A) Protect human life, safety, and health;
- (B) Minimize expenditure of public money for costly flood control projects;
- (C) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (D) Minimize prolonged business losses and interruptions;
- (E) Minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- (F) Minimize damage to private and public property due to flooding;
- (G) Make flood insurance available to the community through the National Flood Insurance Program;
- (H) Maintain the natural and beneficial functions of floodplains;
- (I) To help maintain a stable tax base by providing for the sound use and development of flood prone areas; and
- (J) To ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

#### **SECTION 152.405 DEFINITIONS.**

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance it's most reasonable

application.

**A ZONE is the Special Flood Hazard Area subject to inundation by the 1% annual chance flood where base flood elevations have NOT been determined.**

ACCESSORY STRUCTURE (APPURTENANT STRUCTURE) means a structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports, and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms and may or may not be located on the same parcel as the farm dwelling or shop building.

ADDITION (TO AN EXISTING BUILDING) means an extension or increase in the floor area or height of a building or structure.

**AE ZONE is the Special Flood Hazard Area subject to inundation by the 1% annual chance flood where base flood elevations have been determined by detailed or limited detailed methods.**

**AH ZONE is the Special Flood Hazard Area with a 1% annual chance of shallow flooding (usually areas of ponding), where average depths are between one (1) and three (3) feet. Base flood elevations derived from detailed hydraulic analyses are shown in this zone.**

ALTERATION OF A WATERCOURSE means a dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard, or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

**AO ZONE is the Special Flood Hazard Area with a 1% annual chance of shallow flooding (usually sheet flow on sloping terrain) where average depths are between one (1) and three (3) feet. Average flood depths derived from detailed hydraulic analyses are shown in this zone.**

APPEAL means a request for a review of the Floodplain Administrator's interpretation of any provision of this ordinance.

AREA OF SHALLOW FLOODING means a designated Zone AO or AH on a community's Flood Insurance Rate Map (FIRM) with base flood depths determined to be from one (1) to three (3) feet. These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

AREA OF SPECIAL FLOOD HAZARD see "SPECIAL FLOOD HAZARD AREA (SFHA)".

BASE FLOOD means the flood having a 1% chance of being equaled or exceeded in any given year.

BASE FLOOD ELEVATION (BFE) means a determination of the water surface elevations of the base flood as published in the Flood Insurance Study. When the BFE has not been provided in a "Special Flood Hazard Area," it may be obtained from engineering studies available from a Federal, State, or other source using FEMA approved engineering methodologies. This elevation, when combined with the "Freeboard," establishes the "Regulatory Flood Protection Elevation".

BASEMENT means any area of the building having its floor subgrade (below ground level) on all sides.

BREAKAWAY WALL means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or the supporting foundation system.

BUILDING see definition of “Structure”.

CHEMICAL STORAGE FACILITY means a building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

COASTAL AREA MANAGEMENT ACT (CAMA) means North Carolina’s Coastal Area Management Act, this act, along with the Dredge and Fill Law and the Federal Coastal Zone Management Act, is managed through North Carolina Department of Environmental Quality (NCDEQ) Division of Coastal Management (DCM).

COASTAL A ZONE (CAZ) means an area within a Special Flood Hazard Area, landward of a V zone or landward of an open coast without mapped V zones. In a Coastal A Zone, the principal source of flooding must be astronomical tides, storm surges, seiches, or tsunamis, not riverine flooding. During the base flood conditions, the potential for wave heights shall be greater than or equal to 1.5 feet. Coastal A Zones are not normally designated on FIRMs. (see also definition of “Limit of Moderate Wave Action (LiMWA)”)

COASTAL BARRIER RESOURCES SYSTEM (CBRS) consists of undeveloped portions of coastal and adjoining areas established by the Coastal Barrier Resources Act (CoBRA) of 1982, the Coastal Barrier Improvement Act (CBIA) of 1990, and subsequent revisions, and includes areas owned by Federal or State governments or private conservation organizations identified as Otherwise Protected Areas (OPA).

COASTAL HIGH HAZARD AREA means a Special Flood Hazard Area extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on a FIRM, or other adopted flood map as determined in Article 3, Section B of this ordinance, as Zone VE.

**COMMUNITY means any State or area or political subdivision thereof, or any Indian tribe or authorized tribal organization, which has authority to adopt and enforce flood plain management regulations for the areas within its jurisdiction.**

**COMMUNITY RATING SYSTEM (CRS) means a program developed by the Federal Insurance Administration to provide incentives for those communities in the Regular Program that have gone beyond the minimum floodplain management requirements to develop extra measures to provide protection from flooding.**

**CRITICAL FACILITY (ALSO CALLED CRITICAL ACTION) means facilities for which the effects of even a slight chance of flooding would be too great. The minimum floodplain of concern for critical facilities is the 0.2 percent chance flood level. Critical facilities include, but are not limited to facilities critical to the health and safety of the public such as: emergency operations centers, designated public shelters, schools, nursing homes, hospitals, police, fire and emergency response installations, vital data storage centers, power generation and water and other utilities (including related infrastructure such as principal points of utility systems) and installations which produce, use or store hazardous materials or hazardous waste.**

DESIGN FLOOD See definition of “Regulatory Flood Protection Elevation.”

DEVELOPMENT means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

DEVELOPMENT ACTIVITY means any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.

DIGITAL FLOOD INSURANCE RATE MAP (DFIRM) means the digital official map of a community, issued by the Federal Emergency Management Agency (FEMA), on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

DISPOSAL means, as defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

**DRY FLOODPROOFING means a combination of measures that make a building and attendant utilities and equipment watertight and substantially impermeable to floodwater, with structural components having the capacity to resist flood loads. Please refer to Technical Bulletin 3, Requirements for the Design and Certification of Dry Floodproofed Non-Residential and Mixed-Use Buildings, and available from the FEMA.**

ELEVATED BUILDING means a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

ENCROACHMENT means the advance or infringement of uses, fill, excavation, buildings, structures, or development into a special flood hazard area, which may impede or alter the flow capacity of a floodplain.

EXISTING BUILDING AND EXISTING STRUCTURE Any building and/or structure for which the “start of construction” commenced before the community entered the NFIP on October 18, 1983.

EXISTING MANUFACTURED HOME PARK OR MANUFACTURED HOME SUBDIVISION means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community, dated June 1987.

**EXPANSION TO AN EXISTING MANUFACTURED HOME PARK OR SUBDIVISION means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).**

**FLOOD or FLOODING means:**

- (1) A general and temporary condition of partial or complete inundation of normally dry land areas from:**
- (a) The overflow of inland or tidal waters.**
  - (b) The unusual and rapid accumulation or runoff of surface waters from any source.**
  - (c) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (a)(2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.**
- (2) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a)(1) of this definition.**

FLOOD BOUNDARY AND FLOODWAY MAP (FBFM) means an official map of a community, issued by the FEMA, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

FLOOD HAZARD BOUNDARY MAP (FHBM) means an official map of a community, issued by the FEMA, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

FLOOD INSURANCE means the insurance coverage provided under the National Flood Insurance Program.

FLOOD INSURANCE RATE MAP (FIRM) means an official map of a community, issued by the FEMA, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated. (see also definition of “DFIRM”)

FLOOD INSURANCE STUDY (FIS) means an examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data in a community issued by the FEMA. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

FLOOD PRONE AREA see definition of “Floodplain”

FLOOD ZONE means a geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

FLOODPLAIN means any land area susceptible to being inundated by water from any source.

FLOODPLAIN ADMINISTRATOR is the individual appointed to administer and enforce the floodplain management regulations.

FLOODPLAIN DEVELOPMENT PERMIT means any type of permit that is required in conformance

with the provisions of this ordinance, prior to the commencement of any development activity.

**FLOODPLAIN MANAGEMENT** means the operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.

**FLOODPLAIN MANAGEMENT REGULATIONS** means this ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power. This term describes federal, state or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

**FLOODPROOFING** means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures, and their contents.

**FLOOD-RESISTANT MATERIAL** means any building product [material, component, or system] capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbers are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, and available from the FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

**FLOODWAY** means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

**FLOODWAY ENCROACHMENT ANALYSIS** means an engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and hydraulic models meeting the minimum requirement of the National Flood Insurance Program.

**FLOOD ZONE A** geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

**FREEBOARD** means the height added to the BFE to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge or culvert openings, storm surge or precipitation exceeding the base flood, and the hydrological effect of urbanization of the watershed. The BFE plus the freeboard establishes the “Regulatory Flood Protection Elevation”.

**FUNCTIONALLY DEPENDENT FACILITY** means a facility which cannot be used for its intended purpose unless it is located in close proximity to water, limited to a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include

long-term storage, manufacture, sales, or service facilities.

**HAZARDOUS WASTE MANAGEMENT FACILITY** means, as defined in NCGS 130A, Article 9, a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste.

**HIGHEST ADJACENT GRADE (HAG)** means the highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

**HISTORIC STRUCTURE** means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (3) Individually listed on a local inventory of historic landmarks in communities with a “Certified Local Government (CLG) Program”; or
- (4) Certified as contributing to the historical significance of a historic district designated by a community with a “Certified Local Government (CLG) Program.”

Certified Local Government (CLG) Programs are approved by the US Department of the Interior in cooperation with the North Carolina Department of Cultural Resources through the State Historic Preservation Officer as having met the requirements of the National Historic Preservation Act of 1966 as amended in 1980.

**LETTER OF MAP CHANGE (LOMC)** means an official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

- (1) Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the base flood elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
- (2) Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
- (3) Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community’s floodplain management regulations.
- (4) Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood

Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

**LIGHT DUTY TRUCK** means any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:

- (1) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
- (2) Designed primarily for transportation of persons and has a capacity of more than 12 persons, or
- (3) Available with special features enabling off-street or off-highway operation and use.

**LIMIT OF MODERATE WAVE ACTION (LIMWA)** means the boundary line developed by FEMA on coastal map studies marking the approximate landward extent of the 1.5-foot breaking wave of the Coastal A Zones (CAZ).

**LOWEST ADJACENT GRADE (LAG)** means the lowest elevation of the ground, sidewalk, or patio slab immediately next to the building, or deck support, after completion of the building.

**LOWEST FLOOR** means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building's lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.

**MANUFACTURED HOME** means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term “manufactured home” does not include a “recreational vehicle”.

**MANUFACTURED HOME PARK OR SUBDIVISION** means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**MAP REPOSITORY** means the location of the official flood hazard data to be applied for floodplain management. It is a central location in which flood data is stored and managed; in North Carolina, FEMA has recognized that the application of digital flood hazard data products has the same authority as hard copy products. Therefore, the NCEM’s Floodplain Mapping Program websites house current and historical flood hazard data. For effective flood hazard data, the NC FRIS website (<https://fris.nc.gov/>) is the map repository. Repositories of historical flood hazard data are available on the Flood.NC website (<https://flood.nc.gov/ncflood/>) and the FEMA Flood Map Service Center website (<https://msc.fema.gov/portal/home>).

**MARKET VALUE** means the building value, not including the land value and that of any accessory structures or other improvements on the lot. Market value may be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (Actual Cash Value); or adjusted tax assessed values.

**NEW CONSTRUCTION** means structures for which the “start of construction” commenced on or after

the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

**NEW MANUFACTURED HOME PARK OR SUBDIVISION means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.**

NON-ENCROACHMENT AREA (NEA) means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

OTHERWISE PROTECTED AREA (OPA) see definition of “Coastal Barrier Resources System (CBRS)”.

POST-FIRM means construction or other development for which the “start of construction” occurred on or after October 18, 1983, the effective date of the initial Flood Insurance Rate Map.

PRE-FIRM means construction or other development for which the “start of construction” occurred before October 18, 1983, the effective date of the initial Flood Insurance Rate Map.

PRIMARY FRONTAL DUNE (PFD) means a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms. The inland limit of the primary frontal dune occurs at the point where there is a distinct change from a relatively steep slope to a relatively mild slope.

PRINCIPALLY ABOVE GROUND means that at least 51% of the actual cash value of the structure, less land value, is above ground.

PUBLIC SAFETY and/or NUISANCE means anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

RECREATIONAL VEHICLE (RV) means a vehicle, which is:

- (1) Built on a single chassis;
- (2) 400 square feet or less when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light duty truck;
- (4) Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use, and
- (5) Is fully licensed and ready for highway use.
- (6) Has no attached deck, porch, or shed, and**
- (7) Has quick-disconnect sewage, water, and electrical connectors.**

REFERENCE LEVEL is the top of the lowest floor for structures within Special Flood Hazard Areas designated as Zones A, AE, AH, AO, A99. The reference level is the bottom of the lowest horizontal structural member of the lowest floor for structures within Special Flood Hazard Areas designated as Zone

VE or Coastal A Zone (CAZ).

REGULATORY FLOOD PROTECTION ELEVATION means the “Base Flood Elevation” plus the “Freeboard”. In “Special Flood Hazard Areas” where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus two feet. In “Special Flood Hazard Areas” where no BFE has been established, this elevation shall be at least two feet above the highest adjacent grade.

REMEDY A VIOLATION means to bring the structure or other development into compliance with state and community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing federal financial exposure with regard to the structure or other development.

**REPETITIVE LOSS means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.**

**REPETITIVE LOSS PROPERTY is any insurable building for which two or more claims of more than \$1,000 were paid by the National Flood Insurance Program (NFIP) within any rolling 10-year period, since 1978. At least two of the claims must be more than ten days apart but, within ten years of each other. A RL property may or may not be currently insured by the NFIP.**

RIVERINE means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

SALVAGE YARD means any non-residential property used for the storage, collection, and/or recycling of any type of equipment, and including but not limited to vehicles, appliances and related machinery.

SAND DUNES means naturally occurring accumulations of sand in ridges or mounds landward of the beach.

**SECTION 1316 means that section of the National Flood Insurance Act of 1968, as amended, which states that no new flood insurance coverage shall be provided for any property that FEMA finds has been declared by a duly constituted state or local zoning authority or other authorized public body to be in violation of state or local laws, regulations, or ordinances that are intended to discourage or otherwise restrict land development or occupancy in flood-prone areas.**

**SEVERE REPETITIVE LOSS STRUCTURE means any insured property that has met at least one of the following paid flood loss criteria since 1978, regardless of ownership. In either case, two of the claim payments must have occurred within ten years of each other. Multiple losses at the same location within ten days of each other are counted as one loss, with the payment amounts added together.**

- 1. Four or more separate claim payments of more than \$5,000 each (including building and contents payments); or**
- 2. Two or more separate claim payments (building payments only) where the total of the payments exceeds the current market value of the property.**

**SHEAR WALL** means walls used for structural support but not structurally joined or enclosed at the end (except by breakaway walls). Shear walls are parallel or nearly parallel to the flow of the water.

**SOLID WASTE DISPOSAL FACILITY** means any facility involved in the disposal of solid waste, as defined in NCGS 130A-290(a)(35).

**SOLID WASTE DISPOSAL SITE** means, as defined in NCGS 130A-290(a)(36), any place at which solid wastes are disposed of by incineration, sanitary landfill, or any other method.

**SPECIAL FLOOD HAZARD AREA (SFHA)** means the land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year, as determined in Article 3, Section B of this ordinance.

**START OF CONSTRUCTION** includes substantial improvement and means the date the building permit was issued provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

**STRUCTURE** means a walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.

**SUBSTANTIAL DAMAGE** means damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of substantial improvement.

**SUBSTANTIAL IMPROVEMENT** means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any correction of existing violations of state or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to §152.417.

**TECHNICAL BULLETIN AND TECHNICAL FACT SHEET**

(1) A FEMA publication that provides guidance concerning the building performance standards of the NFIP, which are contained in Title 44 of the U.S. Code of Federal Regulations at Section 60.3. The bulletins and fact sheets are intended for use primarily by state and local officials responsible for interpreting and enforcing NFIP regulations and by members of the development community, such as design professionals and builders. New bulletins, as well as updates of existing bulletins, are issued periodically as needed. The bulletins do not create regulations; rather they provide specific guidance for complying with the minimum requirements of existing NFIP regulations.

(2) It should be noted that Technical Bulletins and Technical Fact Sheets provide guidance on the minimum requirements of the NFIP regulations. State or community requirements that exceed those of the NFIP take precedence. Design professionals should contact the community officials to determine whether more restrictive state or local regulations apply to the building or site in question. All applicable standards of the state or local building code must also be met for any building in a flood hazard area.

TEMPERATURE CONTROLLED means having the temperature regulated by a heating and/or cooling system, built-in or appliance.

VARIANCE is a grant of relief from the requirements of this ordinance.

**VE ZONE is the Special Flood Hazard Areas subject to inundation by the 1% annual chance of flooding and high velocity wave action from storm surges and seismic activity. Base flood elevations have been derived from detailed hydraulic analyses.**

VIOLATION means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §§ 152.425 through 152.446 is presumed to be in violation until such time as that documentation is provided.

WATER SURFACE ELEVATION (WSEL) means the height, in relation to NAVD 1988, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

WATERCOURSE means a lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

**X ZONES means areas determined to be low to moderate risk flood zones and are located outside the community's delineated Special Flood Hazard Area (SFHA) and include the following:**

- (1) Shaded - is the area of moderate flood hazard and can represent:**
  - (a) S0.2% annual chance flood hazard area (500-year flood zone),**
  - (b) Areas of 1% annual chance flood with average depth less than one (1) foot, or**
  - (c) Areas of 1% annual chance flood with drainage areas of less than one (1) square mile**
- (2) Unshaded - is the area of minimal flood hazard determined to be outside of the 0.2% annual chance flood (500-year flood zone).**

**SECTION 152.406 LANDS TO WHICH THIS SUBCHAPTER APPLIES.**

This subchapter shall apply to all special food hazard areas within the jurisdiction, including extra-territorial jurisdictions (ETJ) as allowed by law, of the Town of Swansboro.

**SECTION 152.407 BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS**

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its FIS dated June 19, 2020 for the town and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto.

**SECTION 152.408 ESTABLISHMENT OF FLOODPLAIN DEVELOPMENT PERMIT.**

A Floodplain Development Permit shall be required in conformance with the provisions of this ordinance prior to the commencement of any development activities within Special Flood Hazard Areas determined in § 152.427(K) and (L).

**SECTION 152.409 COMPLIANCE.**

No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this ordinance and other applicable regulations.

**SECTION 152.410 ABROGATION AND GREATER RESTRICTIONS.**

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

**SECTION 152.411 INTERPRETATION.**

In the interpretation and application of this ordinance, all provisions shall be:

- (A) Considered as minimum requirements;
- (B) Liberally construed in favor of the governing body; and
- (C) Deemed neither to limit nor repeal any other powers granted under State statutes.

**SECTION 152.412 WARNING AND DISCLAIMER OF LIABILITY.**

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the Town of Swansboro or by any officer or employee thereof for any flood damages that result from reliance on this ordinance, or any administrative decision lawfully made hereunder.

**SECTION 152.413 PENALTIES FOR VIOLATION.**

Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a Class 1 misdemeanor pursuant to North Carolina General Statute § 143-215.58. Any person who violates this ordinance or fails to comply with any of its requirements shall be

fined not more than \$100 ~~or imprisoned for not more than 30 days, or both.~~ Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the Town of Swansboro from taking such other lawful action as is necessary to prevent or remedy any violation.

**PART II ADMINISTRATION.**

**SECTION 152.425 DESIGNATION OF FLOODPLAIN ADMINISTRATOR.**

The Planner, hereinafter referred to as the “Floodplain Administrator”, or their designee, is hereby appointed to administer and implement the provisions of this ordinance. In instances where the Floodplain Administrator receives assistance from others to complete tasks to administer and implement this ordinance, the Floodplain Administrator shall be responsible for the coordination and community’s overall compliance with the National Flood Insurance Program and the provisions of this chapter.

**SECTION 152.426 FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.**

(A) Application Requirements. Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit. A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:

- (1) A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
  - (a) The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
  - (b) The boundary of the Special Flood Hazard Area as delineated on the FIRM, or other flood map as determined in §152.407, or a statement that the entire lot is within the Special Flood Hazard Area;
  - (c) Flood zone(s) designation of the proposed development area as determined on the FIRM, or other flood map as determined in §152.407;
  - (d) The boundary of the floodway(s) or non-encroachment area(s) as determined in §152.407;
  - (e) The Base Flood Elevation (BFE) where provided as set forth in §152.407, §152.427 (K) and (L), or §152.442;
  - (f) The old and new location of any watercourse that will be altered or relocated as a result of proposed development; and
  - (g) The boundary and designation date of the Coastal Barrier Resource System (CBRS) area

or Otherwise Protected Areas (OPA), if applicable; and

- (h) The certification of the plot plan by a registered land surveyor or professional engineer.
- (2) Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:
    - (a) Elevation in relation to NAVD 1988 of the proposed reference level (including basement) of all structures;
    - (b) Elevation in relation to NAVD 1988 to which any non-residential structure in Zones A, AE, AH, AO, A99 will be floodproofed; and
    - (c) Elevation in relation to NAVD 1988 to which any proposed utility systems will be elevated or floodproofed.
  - (3) If floodproofing, a Floodproofing Certificate (FEMA Form ~~086-0-34~~ **FF-206-FY-22-153**) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing measures.
  - (4) A Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this ordinance are met. These details include but are not limited to:
    - (a) The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls); and
    - (b) Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with §152.441(D) when solid foundation perimeter walls are used in Zones A, AE, AH, AO, and A99;
    - (c) The following, in Coastal High Hazard Areas **and Coastal A Zones**, in accordance with the provisions of § 152.441(D) and § 152.445 (and § 152.446 if applicable):
      - (1) V-Zone Certification with accompanying plans and specifications verifying the engineered structure and any breakaway wall designs;
      - (2) Plans for open wood latticework or insect screening, if applicable; and
      - (3) Plans for non-structural fill, if applicable. If non-structural fill is proposed, it must be demonstrated through coastal engineering analysis that the proposed fill would not result in any increase in the BFE or otherwise cause adverse impacts by wave ramping and deflection on to the subject structure or adjacent properties.
  - (5) Usage details of any enclosed areas below the lowest floor.
  - (6) Plans and/or details for the protection of public utilities and facilities such as sewer, gas,

electrical, and water systems to be located and constructed to minimize flood damage.

- (7) Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received.
- (8) Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure § 152.441(F) and (G) are met.
- (9) A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

(B) **Permit Requirements.** The Floodplain Development Permit shall include, but not be limited to:

- (1) A complete description of all the development to be permitted under the floodplain development permit (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.) **including a cost estimate.**
- (2) The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in § 152.407;
- (3) The Regulatory Flood Protection Elevation required for the reference level and all attendant utilities.
- (4) The Regulatory Flood Protection Elevation required for the protection of all public utilities.
- (5) All certification submittal requirements with timelines.
- (6) A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse unless the requirements of § 152.444 have been met.
- (7) The flood openings requirements if in Zones A, AE, AH, AO, A99 .
- (8) Limitations of below BFE enclosure uses, if applicable (i.e., parking, building access and limited storage only).
- (9) A statement, if in Zone VE **and Coastal A**, that there shall be no alteration of sand dunes which would increase potential flood damage.
- (10) A statement, if in Zones **VE** and **Coastal A**, that there shall be no fill used for structural support.
- (11) A statement, that all materials below BFE/RFPE must be flood resistant materials.

(C) Certification Requirements.

## (1) Elevation Certificates

- (a) An Elevation Certificate (FEMA Form ~~086-0-33~~ **FF-206-FY-22-152**) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to NAVD 1988. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit.
- (b) An Elevation Certificate (FEMA Form ~~086-0-33~~ **FF-206-FY-22-152**) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to NAVD 1988. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.
- (c) A final Finished Construction Elevation Certificate (FEMA Form ~~086-0-33~~ **FF-206-FY-22-152**) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. The Finished Construction Elevation Certificate certifier shall provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" x 3". Digital photographs are acceptable.

## (2) Floodproofing Certificate

- (a) If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form ~~086-0-34~~ **FF-206-FY-22-153**), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the

permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

(b) A final Finished Construction Floodproofing Certificate (FEMA Form ~~086-0-34~~ **FF-206-FY-22-153**), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.

- (3) If a manufactured home is placed within Zones A, AE, AH, AO, A99 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required per § 152.441(C).
- (4) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.
- (5) Certification Exemptions. The following structures, if located within Zones A, AE, AH, AO, A99, are exempt from the elevation/floodproofing certification requirements specified in divisions (C)(1) and (2) of this section:
  - (a) Recreational Vehicles meeting requirements of § 152.441(F) (1);
  - (b) Temporary Structures meeting requirements of § 152.441(G); and
  - (c) Accessory Structures that are 150 square feet or less with a cost of \$5,000 or less and meeting requirements of § 152.441(H).
- (6) A V-Zone Certification with accompanying design plans and specifications is required prior

to issuance of a Floodplain Development permit within coastal high hazard areas **and Coastal A zones**. It shall be the duty of the permit applicant to submit to the Floodplain Administrator said certification to ensure the design standards of this ordinance are met. A registered professional engineer or architect shall develop or review the structural design, plans, and specifications for construction and certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this ordinance. This certification is not a substitute for an Elevation Certificate. In addition, prior to the Certificate of Compliance/Occupancy issuance, a registered professional engineer or architect shall certify the finished construction is compliant with the design, specifications and plans for VE and **Coastal A** Zone construction.

- (D) **Substantial Improvement/Damage** determinations for existing buildings and structures. For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:
- (1) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
  - (2) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
  - (3) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
  - (4) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

#### **SECTION 152.427 DUTIES AND RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR.**

The Floodplain Administrator shall perform, but not be limited to, the following duties:

- (A) Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas to assure that the requirements of this ordinance have been satisfied.
- (B) Review all proposed development within Special Flood Hazard Areas to assure that all necessary local, state, and federal permits have been received, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (C) Notify adjacent communities and the North Carolina Department of Public Safety, Division of

Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).

- (D) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is maintained.
- (E) Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of § 152.444 are met.
- (F) Obtain actual elevation (in relation to NAVD 1988) of the reference level (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with § 152.426(C);
- (G) Obtain actual elevation (in relation to NAVD 1988) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of § 152.426(C);
- (H) Obtain actual elevation (in relation to NAVD 1988) of all public utilities in accordance with § 152.426(C);
- (I) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with § 152.426(C) and 152.441(B);
- (J) Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas, floodways, or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this subchapter.
- (K) When BFE data has not been provided in accordance with §152.407, obtain, review, and reasonably utilize any BFE data, along with floodway data or non-encroachment area data available from a federal, state, or other source, including data developed pursuant to § 152.442(B), in order to administer the provisions of this ordinance.
- (L) When BFE data is provided but no floodway or non-encroachment area data has been provided in accordance with §152.407, obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a federal, state, or other source in order to administer the provisions of this subchapter.
- (M) When the lowest floor and the lowest adjacent grade of a structure or the lowest ground elevation of a parcel in a special flood hazard area is above the BFE, advise the property owner of the option to apply for a letter of map amendment (LOMA) from FEMA. However, if the property is to be removed from the V Zone it must not be located seaward of the landward toe of the primary frontal dune. Maintain a copy of the LOMA issued by FEMA in the floodplain development permit file;
- (N) Permanently maintain all records that pertain to the administration of this ordinance and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended.

- (O) Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses the Floodplain Administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.
- (P) Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this ordinance, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.
- (Q) Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, and specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.
- (R) Make periodic inspections throughout the Special Flood Hazard Areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.
- (S) Follow through with corrective procedures of § 152.428;
- (T) Review, provide input, and make recommendations for variance requests.
- (U) Maintain a current map repository to include, but not limited to, historical and effective FIS Report, historical and effective FIRM and other official flood maps and studies adopted in accordance with the provisions of § 152.407, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.
- (V) Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-Fs) and Letters of Map Revision (LOMRs).

**(W) Make substantial improvement and post event damage assessments and determinations:**

**(1) Conduct damage assessments for damaged structures located within the SFHA**

**(2) Complete substantial improvement/damage determinations in accordance with the provisions of Section 152.426 (D).**

**(X) In any lot or lots/areas located outside Coastal High Hazard Areas or Coastal A Zones that**

**will be or have been removed from the special flood hazard area utilizing a Letter of Map Revision Based on Fill (LOMR-F), advise the property owner that the top of fill level must meet the community's freeboard elevation at that location. If the top of fill level is below the freeboard elevation, advise the property owner that all new structures, additions to existing buildings or substantial improvement must meet the required community freeboard elevation.**

**SECTION 152.428 CORRECTIVE PROCEDURES.**

~~(A) Violations to be corrected. When the Floodplain Administrator finds violations of applicable state and local laws, it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.~~

~~(B) Actions in event of failure to take corrective action. If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:~~

~~—(1) That the building or property is in violation of the floodplain management regulations;~~

~~—(2) That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and~~

~~—(3) That following the hearing, the Floodplain Administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.~~

~~(C) Order to take corrective action. If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the flood damage prevention ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than 60 days, nor more than 180 calendar days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.~~

~~(D) Appeal. Any owner who has received an order to take corrective action may appeal the order to the Flood Management Appeals Board by giving notice of appeal in writing to the Floodplain Administrator and the Town Clerk within ten days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The Flood Management Appeals Board shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.~~

~~(E) Failure to comply with order. If the owner of a building or property fails to comply with an order to take corrective action of which no appeal has been made or fails to comply with an order of the Flood Management Appeals Board following an appeal, the owner shall be guilty of a Class 1 misdemeanor pursuant to G.S. §143-215.58 and shall be punished at the discretion of the court.~~

**(A) Stop Work Order: The community may issue a stop work order, which shall be served on the applicant or other responsible person. The stop work order shall remain in effect until the applicant or other responsible person has taken the remedial measures set forth in the notice of violation or has otherwise remedied the violation or violations described therein, provided the stop work order may be withdrawn or modified to enable the applicant or other responsible person to take the necessary remedial measures to remedy such violation or violations.**

**(B) Notice of Violation. If the community determines that an owner, occupant, applicant or other responsible person has failed to comply with the terms and conditions of a permit, or the provisions of this ordinance, it shall issue a written notice of violation, by certified return**

**receipt mail, to such applicant or other responsible person. Where the person is engaged in activity covered by this ordinance without having first secured a permit, the notice shall be served on the owner or the responsible person in charge of the activity being conducted on the site. The notice of violation shall contain:**

- (1) The name and address of the owner or the applicant or the responsible person;**
- (2) The address or other description of the site upon which the violation is occurring;**
- (3) A statement specifying the nature of the violation;**
- (4) A description of the remedial measures necessary to bring the action or inaction into compliance with the permit or this ordinance and the date for the completion of such remedial action;**
- (5) A statement of the penalty or penalties that may be assessed against the person to whom the notice of violation is directed, and;**
- (6) A statement that the determination of violation may be appealed to the community by filing a written notice of appeal within thirty days after the notice of violation (except, that in the event the violation constitutes an immediate danger to public health or public safety, 24-hour notice shall be sufficient).**

**(C) Additional Enforcement Actions. If the remedial measures described in the Notice of Violation have not been completed by the date set forth for such completion in the Notice of Violation, any one or more of the following enforcement actions may be enacted against the person to whom the Notice of Violation was directed. Before taking any of the following actions or imposing any of the following penalties, the Town of Swansboro shall first notify the owner, applicant or other responsible person in writing of its intended action. The Town of Swansboro shall provide reasonable opportunity, of not less than ten days (except, that in the event the violation constitutes an immediate danger to public health or public safety, 24-hour notice shall be sufficient) to remedy such violation. In the event the applicant or other responsible person fails to remedy such violation after such notice and remedial period, the Town of Swansboro may take or impose any one or more of the following enforcement actions or penalties:**

- (1) Termination of utility service and/or withhold or revoke Certificate of Occupancy: The community may terminate utilities and/or refuse to issue and/or revoke a certificate of occupancy for the building or other improvements and/or repairs conducted or being conducted on the site until the applicant or other responsible person has taken the remedial measures set forth in the notice of violation or has otherwise remedy the violation or violations described therein.**
- (2) Suspension, revocation, or modifications of permit: The community may suspend, revoke, or modify the permit authorizing the development project. A suspended, revoked, or modified permit may be reinstated after the applicant or other responsible person has taken the remedial measures set forth in the notice of violation or has otherwise remedy the violations described therein, provided such permit may be reinstated (upon such conditions as the community may deem necessary) to enable the applicant or other responsible person to take the necessary remedial measures to cure**

**such violations.**

**(3) Civil penalties: Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions shall constitute a Class 1 misdemeanor pursuant to North Carolina General Statute § 143-215.58.**

**(a) Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$100. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the Town of Swansboro from taking such other lawful actions, pursuant to North Carolina General Statute § 153A, 160A, and 160D, as is necessary to prevent or remedy any violation.**

**(b) Enforcement by an appropriate equitable remedy issuing from a court of competent jurisdiction may be pursued if the offender fails to remedy the violation, pays assessed fines, and/or fails to file an appeal within the prescribed period of time. In such cases, the general court of justice shall have jurisdiction to issue such orders as may be appropriate.**

**(D) Administrative appeal; judicial review. Any person receiving a Notice of Violation may appeal the determination of the community, including but not limited to the issuance of a stop work order, the assessment of an administratively-imposed monetary penalty, the suspension, revocation, modification, or grant with condition of a permit by the community upon finding that the holder is in violation of permit conditions, or that the holder is in violation of any applicable ordinance or any of the community's rules and regulations, or the issuance of a notice of bond forfeiture.**

**(1) Any person receiving a Notice of Violation may appeal the determination of the floodplain administrator to the local elected governing body. The Notice of Appeal must be in writing and be received by the floodplain administrator and the clerk within thirty (30) days of the date of the Notice of Violation. In the absence of an appeal, the determination of the floodplain administrator shall be final.**

**(2) All appeals shall be heard and decided by the community's designated Appeal Board, which shall be Flood Management Appeal Board, or their designees. The Appeal Board shall hear an appeal within a reasonable time and shall have the power to affirm, modify, or reject the original penalty, including the right to increase or decrease the amount of any monetary penalty and the right to add or delete remedial actions required for correction of the violation and compliance with the community's flood damage prevention ordinance, and any other applicable local, state, or federal requirements. In the absence of a petition for review of a quasi-judicial decision, the decision of the Appeal Board shall be final.**

**(3) A petition for review of a quasi-judicial decision can be requested by any person with standing aggrieved by a decision or order of the community, after exhausting his/her administrative remedies. The petition shall be received by the clerk of superior court**

**within 30 days of the date of the local governing body decision.**

**(E) Section 1316 Declaration: Section 1316 of the National Flood Insurance Act authorizes FEMA to deny flood insurance to a property declared by the State, County, or Municipal government to be in violation of the local floodplain management ordinance. A Section 1316 declaration shall be used when all other legal means to remedy a violation have been exhausted and the structure remains noncompliant. The community must coordinate a request for Section 1316 declaration to the FEMA Regional Office through the State NFIP Coordinator.**

**Once invoked, the property's flood insurance coverage will be terminated and no new or renewal policy can be issued; no flood insurance claim can be paid on any policy on the property, and disaster assistance will be denied. If a structure that has received a Section 1316 declaration is made compliant with the community's floodplain management ordinance, then the Section 1316 declaration can be rescinded by FEMA and flood insurance eligibility restored.**

#### **SECTION 152.429 VARIANCE PROCEDURES.**

- (A) The Flood Management Appeals Board, as established by the Town of Swansboro, hereinafter referred to as the Appeal Board, shall hear and decide requests for variances from the requirements of this subchapter.
- (B) Any person aggrieved by the decision of the Board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.
- (C) Variances may be issued for:
- (1) The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure;
  - (2) Functionally dependent facilities if determined to meet the definition as stated in § 152.405, provided provisions of divisions (I)(2), (3), and (5) of this section have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety; or
  - (3) Any other type of development provided it meets the requirements of this Section.
- (D) In passing upon variances, the Board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and:
- (1) The danger that materials may be swept onto other lands to the injury of others;
  - (2) The danger to life and property due to flooding or erosion damage;
  - (3) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;

- (4) The importance of the services provided by the proposed facility to the community;
  - (5) The necessity to the facility of a waterfront location as defined under § 152.405 as a functionally dependent facility, where applicable;
  - (6) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
  - (7) The compatibility of the proposed use with existing and anticipated development;
  - (8) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
  - (9) The safety of access to the property in times of flood for ordinary and emergency vehicles;
  - (10) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
  - (11) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- (E) A written report addressing each of the above factors shall be submitted with the application for a variance.
- (F) Upon consideration of the factors listed above and the purposes of this ordinance, the Board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of this ordinance.
- (G) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the BFE and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE may result in increased premium rates for flood insurance up to \$25 per \$100 of insurance coverage. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.
- (H) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the FEMA and the State of North Carolina upon request.
- (I) Conditions for Variances:
- (1) Variances shall not be issued when the variance will make the structure in violation of other federal, state, or local laws, regulations, or ordinances.
  - (2) Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.
  - (3) Variances shall only be issued upon a determination that the variance is the minimum

necessary, considering the flood hazard, to afford relief.

- (4) Variances shall only be issued prior to development permit approval.
- (5) Variances shall only be issued upon:
  - (a) A showing of good and sufficient cause;
  - (b) A determination that failure to grant the variance would result in exceptional hardship; and
  - (c) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (J) A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards, and chemical storage facilities that are located in Special Flood Hazard Areas provided that all of the following conditions are met.
  - (1) The use serves a critical need in the community.
  - (2) No feasible location exists for the use outside the Special Flood Hazard Area.
  - (3) The reference level of any structure is elevated or floodproofed to at least the Regulatory Flood Protection Elevation.
  - (4) The use complies with all other applicable federal, state and local laws.
  - (5) The Town of Swansboro has notified the Secretary of the North Carolina Department of Public Safety of its intention to grant a variance at least thirty (30) calendar days prior to granting the variance, **in accordance with North Carolina General Statutes §143-215.54A(b).**

### **Part III: PROVISIONS FOR FLOOD HAZARD REDUCTION.**

#### **SECTION 152.440 GENERAL STANDARDS.**

In all Special Flood Hazard Areas the following provisions are required:

- (A) All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.
- (B) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage in accordance with the FEMA Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*.
- (C) All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.

- (D) All new electrical, heating, ventilation, plumbing, air conditioning equipment, duct systems, and other building utility systems, equipment, and service facilities shall be located at or above the Regulatory Flood Protection Elevation (RFPE) and/or specially designed to prevent water from entering or accumulating within the components and installed to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding to the design flood elevation. Utility systems, equipment, and service facilities include, but are not limited to, HVAC equipment, water softener units, bath/kitchen plumbing fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, water heaters, fuel tanks, and electric outlets/switches.
- (1) Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions;
  - (2) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements comply with the standards for new construction consistent with the code and requirements for the original structure.
- (E) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
- (F) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters.
- (G) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- (H) Nothing in this ordinance shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided there is no additional encroachment below the Regulatory Flood Protection Elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this ordinance.
- (I) New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted, except by variance as specified in § 152.429. A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the Regulatory Flood Protection Elevation and certified in accordance with the provisions of § 152.426(C).
- (J) All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.
- (K) All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- (L) All subdivision proposals and other development proposals shall have adequate drainage provided

to reduce exposure to flood hazards.

- (M) All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by federal or state law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (N) When a structure is partially located in a Special Flood Hazard Area, the entire structure shall meet the requirements for new construction and substantial improvements.
- (O) When a building or structure is located in more than one flood hazard zone or in a flood hazard zone with multiple base flood elevations, the provisions for the most restrictive flood hazard zone and the highest BFE shall apply.

**(P) Structural fill, only permitted outside the VE and Coastal A zones, shall not be used unless design and construction of the structural fill accounts for the following:**

**(1) consolidation of the underlying soil under the weight of the fill and the structure,**

**(2) differential settlement due to variations in fill composition and characteristics, and**

**(3) slope stability and erosion control during conditions of the base flood.**

**SECTION 152.441 SPECIFIC STANDARDS.**

In all Special Flood Hazard Areas where BFE data has been provided, as set forth in § 152.407, § 152.443 the following provisions in addition to § 152.440, are required:

- (A) Residential Construction. New construction and substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation (RFPE), as defined in § 152.405.
- (B) Non-Residential Construction. New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation (RFPE), as defined in § 152.405. Structures located in Zones A, AE, AH, AO, A99 may be floodproofed to the RFPE in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. For AO Zones, the floodproofing elevation shall be in accordance with § 152.447. A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in § 152.426(C), along with the operational plan and the inspection and maintenance plan.
- (C) Manufactured Homes.
  - (1) New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the Regulatory Flood Protection Elevation (RFPE), as

defined in § 152.405.

- (2) Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.
  - (3) All enclosures or skirting below the lowest floor shall meet the requirements of § 152.441.
  - (4) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management Coordinator.
- (D) Elevated Buildings. Fully enclosed area, of new construction and substantially improved structures, which is below the lowest horizontal structural member in VE Zones:
- (1) Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;
  - (2) Shall be constructed entirely of flood resistant materials at least to the Regulatory Flood Protection Elevation; and
  - (3) Shall include flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:
    - (a) A minimum of two flood openings on different sides of each enclosed area subject to flooding;
    - (b) The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
    - (c) If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
    - (d) The bottom of all required flood openings shall be no higher than one (1) foot above the higher of the interior or exterior adjacent grade;
    - (e) Flood openings may be equipped with screens, louvers, or other coverings or devices,

provided they permit the automatic flow of floodwaters in both directions; and

- (f) Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.
- (4) Shall, in Coastal High Hazard Areas (~~Zone VE~~) **and Coastal A zones**, also meet the requirements of § 152.445.

**(5) Shall not be temperature-controlled or conditioned.**

(E) Additions/Improvements.

- (1) Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
  - (a) Not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.
  - (b) A substantial improvement, with modifications/rehabilitations/improvements to the existing structure or the common wall is structurally modified more than installing a doorway, both the existing structure and the addition must comply with the standards for new construction.
- (2) Additions to pre-FIRM or post-FIRM structures, **except in VE and Coastal A zones**, that are a substantial improvement with no modifications, rehabilitations, and/or improvements to the existing structure other than a standard door in the common wall, shall require only the addition to comply with the standards for new construction.
- (3) Additions to post-FIRM structures, including any modifications, rehabilitations, and/or improvements to the existing structure are:
  - (a) Not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction consistent with the code and requirements for the original structure.
  - (b) A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
- (4) Any combination of repair, reconstruction, rehabilitation, addition or improvement of a building or structure taking place during a one year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started must comply with the standards for new construction. For each building or structure, the one year period begins on the date of completion. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The requirement does not, however, include either:

- (a) Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assume safe living conditions; or
- (b) Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure **and the alteration is approved by variance issued.**

(F) Recreational Vehicles. Recreational vehicles shall either **meet the following:**

**(1) Placement of a Recreational Vehicle in the Regulatory Floodway, or Coastal High Hazard Area (VE) is prohibited. This includes both temporary and permanent placement.**

**(2) Temporary Placement**

- (a) Be on site for fewer than 180 consecutive days; or
- (b) Be fully licensed and ready for highway use. (A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and has no permanently attached additions.)

**(3) Permanent Placement.** Recreational vehicles that do not meet the limitations of Temporary Placement shall meet all the requirements for new construction.

(G) Temporary Non-Residential Structures. Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be submitted in writing to the Floodplain Administrator for review and written approval:

- (1) A specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;
- (2) The name, address, and phone number of the individual responsible for the removal of the temporary structure;
- (3) The time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);
- (4) A copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and
- (5) Designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.

(H) Accessory Structures. When accessory structures (sheds, detached garages, etc.) are to be placed within a special flood hazard area, the following criteria shall be met:

**(1) When accessory structures (sheds, detached garages, etc.) with a footprint of no more than 600 square feet are placed within A, AO, AH, AE and A99 flood zones, and no more than 100 square feet in VE and Coastal A zones, wet floodproofing may be permitted when the following criteria are met:**

- (1) **(a)** Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);
  - (2) **(b)** Accessory structures shall not be temperature-controlled;
  - (3) **(c)** Accessory structures shall be designed to have low flood damage potential;
  - (4) **(d)** Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
  - (5) **(e)** Accessory structures shall be firmly anchored in accordance with the provisions of § 152.440(A);
  - (6) **(f)** Accessory structures, regardless of the size or cost, shall not be placed below elevated buildings in Coastal A and VE zones;
  - (7) **(g)** All service facilities such as electrical shall be installed in accordance with the provisions of § 152.440; and
  - (8) **(h)** Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions of division (D) of this section.
- (9) **(2)** An accessory structure with a footprint less than 150 square feet or that is a minimal investment of \$5,000 or less and satisfies the criteria outlined above is not required to meet the elevation or flood-proofing standards of this section. Elevation or flood-proofing certifications are required for all other accessory structures in accordance with § 152.426(C).

**(3) All other accessory structures exceeding the size restrictions in 152.441 (H)(1) above must comply with the elevation or floodproofing standards and certification requirements in accordance with 152.426(C) and 152.441 (B).**

- (I) Tanks. When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
- (1) Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
  - (2) Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed

to prevent flotation, collapse, or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;

- (3) Above-ground tanks, not elevated. Above-ground tanks that do not meet the elevation requirements of this section shall not be permitted in Coastal A and VE Zones. Tanks may be permitted in other flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.
- (4) Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:
  - (a) At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
  - (b) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

(J) Other Development.

- (1) Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of § 152.444.
- (2) Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of § 152.444.
- (3) Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of § 152.444.
- (4) Commercial storage facilities are not considered “limited storage” as noted in this ordinance and shall be protected to the Regulatory Flood Protection Elevation as required for non-residential structures.

**SECTION 152.442 STANDARDS FOR FLOODPLAINS WITHOUT ESTABLISHED BASE FLOOD ELEVATIONS.**

Within the Special Flood Hazard Areas designated as Approximate Zone A and established in § 152.407, where no BFE data has been provided by FEMA, the following provisions, in addition to § 152.440, shall apply:

- (A) No encroachments, including fill, new construction, substantial improvements, or new development

shall be permitted within a distance of twenty (20) feet each side from top of bank or five times the width of the stream, whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.

- (B) The BFE used in determining the Regulatory Flood Protection Elevation shall be determined based on the following criteria:
  - (1) When BFE data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this ordinance and shall be elevated or floodproofed in accordance with standards in §§ 152.440 and 152.441;
  - (2) When floodway or non-encroachment data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of § 152.441 and § 152.444;
  - (3) All subdivision, manufactured home park, and other development proposals shall provide BFE data if development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such BFE data shall be adopted by reference in accordance with § 152.407 and utilized in implementing this subchapter; and
  - (4) When BFE data is not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in § 152.407. All other applicable provisions of § 152.405 shall also apply.\

**SECTION 152.443 STANDARDS FOR RIVERINE FLOODPLAINS WITH BASE FLOOD ELEVATIONS BUT WITHOUT ESTABLISHED FLOODWAYS OR NON-ENCROACHMENT AREAS.**

Along rivers and streams where BFE data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:

- (A) Standards outlined in §§ 152.440 and 152.441; and
- (B) Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point.

**SECTION 152.444 STANDARDS FOR FLOODWAYS AND NON-ENCROACHMENT AREAS.**

Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in § 152.407. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles.

The following provisions, in addition to standards outlined in §§ 152.440 and 152.441, shall apply to all development within such areas:

- (A) No encroachments, including fill, new construction, substantial improvements, and other developments shall be permitted unless:
- (1) It is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood discharge, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of floodplain development permit; or
  - (2) A Conditional Letter of Map Revision (CLOMR) has been issued by FEMA **for proposed encroachments resulting in increases in the flood levels during the occurrence of the base flood discharge.** A Letter of Map Revision (LOMR) must be obtained within six months of completion of the proposed encroachment.
  - (3) **A Letter of Map Revision (LOMR) must be obtained within six months of completion of the proposed encroachment, permitted in accordance with § 152.444 (A)(1), if the encroachment results in changes to the floodway/non-encroachment area widths, and/or changes to the stream location.**
- (B) If Division (A) of this section is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this ordinance.
- (C) Manufactured homes may be permitted provided the following provisions are met:
- (1) The anchoring and the elevation standards § 152.441; and
  - (2) The encroachment standards of division (A) of this section are met.

**(D) Placement of recreational vehicles in the regulatory floodway is prohibited.**

**SECTION 152.445 STANDARDS FOR COASTAL HIGH HAZARD AREAS (ZONE VE) AND COASTAL A ZONES.**

Coastal High Hazard Areas **(Zone VE) and Coastal A zones** are Special Flood Hazard Areas established in § 152.407, and designated as Zone VE. These areas have special flood hazards associated with high velocity waters from storm surges or seismic activity and, therefore, all new construction and substantial improvements shall meet the following provisions in addition to the provisions of § 152.440 and § 152.441.

- (A) All new construction and substantial improvements shall:
- (1) Be located landward of the reach of mean high tide; and
  - (2) Comply with all applicable CAMA setback requirements.
- (B) All new construction and substantial improvements shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings or columns) is no lower than the

regulatory flood protection elevation. Floodproofing shall not be utilized on any structures in Coastal High Hazard Areas or Coastal A zones to satisfy the regulatory flood protection elevation requirements.

- (C) All new construction and substantial improvements shall have the space below the bottom of the lowest horizontal structural member of the lowest floor either be free of obstruction or constructed with breakaway walls, open wood latticework or insect screening, provided they are not part of the structural support of the building and are designed so as to breakaway, under abnormally high tides or wave action without causing damage to the elevated portion of the building or supporting foundation system or otherwise jeopardizing the structural integrity of the building. The following design specifications shall be met:
- (1) Material shall consist of open wood or plastic lattice having at least 40 percent of its area open, or
  - (2) Insect screening; or
  - (3) Breakaway walls meeting the following design specifications:
    - (a) Breakaway walls shall have flood openings that allow for the automatic entry and exit of floodwaters to minimize damage caused by hydrostatic loads, per § 152.441;
    - (b) Design safe loading resistance shall be not less than 10 nor more than 20 pounds per square foot; or
    - (c) Breakaway walls that exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by State or local codes) shall be certified by a registered professional engineer or architect that the breakaway wall will collapse from a water load less than that which would occur during the base flood event, and the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). The water loading values used shall be those associated with the base flood. The wind loading values used shall be those required by the North Carolina State Building Code.
- (D) All new construction and substantial improvements shall be securely anchored to pile or column foundations. All pilings and columns and the structure attached thereto shall be anchored to resist flotation, collapse, and lateral movement due to the effect of wind and water loads acting simultaneously on all building components.
- (1) Water loading values used shall be those associated with the base flood.
  - (2) Wind loading values used shall be those required by the current edition of the North Carolina State Building Code.
- (E) For concrete pads, including patios, decks, parking pads, walkways, driveways, pool decks, etc. the following is required:

- (1) Shall be structurally independent of the primary structural foundation system of the structure and shall not adversely affect structures through redirection of floodwaters or debris; and
  - (2) Shall be constructed to breakaway cleanly during design flood conditions, shall be frangible, and shall not produce debris capable of causing damage to any structure. The installation of concrete in small segments (approximately 4 feet x 4 feet) that will easily break up during the base flood event, or score concrete in 4 feet x 4 feet maximum segments is acceptable to meet this standard; and
  - (3) Reinforcing, including welded wire fabric, shall not be used to minimize the potential for concreted pads being a source of debris; and
  - (4) Pad thickness shall not exceed 4 inches; or
  - (5) Provide a Design Professional's certification stating the design and method of construction ~~to be used meet the applicable criteria of this section.~~ **does not adversely affect the structure with which the concrete pad (including patios, decks, parking pads, walkways, driveways, pool decks, etc.) is associated, or nearby structures, by diverting floodwater and waves or creating debris capable of causing significant damage during base flood conditions.**
- (F) For swimming pools and spas, the following is required:
- (1) Be designed to withstand all flood-related loads and load combinations. **Flotation calculations should assume the pools/spas are empty.**
  - (2) Be elevated so that the lowest horizontal structural member is elevated above the RFPE; or
  - (3) Be designed and constructed to break away during design flood conditions without producing debris capable of causing damage to any structure; or
  - (4) Be sited to remain in the ground during design flood conditions without obstructing flow that results in damage to any structure.
  - (5) Registered design professionals must certify to local officials that a pool or spa beneath or near a VE Zone building will not be subject to flotation or displacement that will damage building foundations or elevated portions of the building or any nearby buildings during a coastal flood.
  - (6) Pool equipment shall be located above the RFPE whenever practicable. Pool equipment shall not be located beneath an elevated structure.
- (G) All elevators, vertical platform lifts, chair lifts, etc., the following is required:
- (1) Elevator enclosures must be designed to resist hydrodynamic and hydrostatic forces as well as erosion, scour, and waves.
  - (2) Utility equipment in Coastal High Hazard Areas (VE Zones) must not be mounted on, pass through, or be located along breakaway walls.
  - (3) The cab, machine/equipment room, hydraulic pump, hydraulic reservoir, counterweight and

roller guides, hoist cable, limit switches, electric hoist motor, electrical junction box, circuit panel, and electrical control panel are all required to be above RFPE. When this equipment cannot be located above the RFPE, it must be constructed using flood damage-resistant components.

- (4) Elevator shafts/enclosures that extend below the RFPE shall be constructed of reinforced masonry block or reinforced concrete walls and located on the landward side of the building to provide increased protection from flood damage. Drainage must be provided for the elevator pit.
  - (5) Flood damage-resistant materials can also be used inside and outside the elevator cab to reduce flood damage. Use only stainless steel doors and door frames below the BFE. Grouting in of door frames and sills is recommended.
  - (6) If an elevator is designed to provide access to areas below the BFE, it shall be equipped with a float switch system that will activate during a flood and send the elevator cab to a floor above the RFPE.
- (H) Accessory structures, regardless of size or cost, shall not be permitted below elevated structures.
- (I) A registered professional engineer or architect shall certify that the design, specifications and plans for construction are in compliance with the provisions of § 152.426, and § 152.445 on the current version of the North Carolina V-Zone Certification form or equivalent local version. In addition, prior to the certificate of compliance/occupancy issuance, a registered professional engineer or architect shall certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.
- (J) Fill/Grading
- (1) Minor grading and the placement of minor quantities of nonstructural fill may be permitted for landscaping and for drainage purposes under and around buildings and for support of parking slabs, pool decks, patios and walkways.
  - (2) The fill material must be similar and consistent with the natural soils in the area.
  - (3) The placement of site-compatible, non-structural fill under or around an elevated building is limited to two (2) feet. Fill greater than two (2) feet must include an analysis prepared by a qualified registered design professional demonstrating no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent elevated buildings and structures.
  - (4) Nonstructural fill with finished slopes that are steeper than five (5) units horizontal to one (1) unit vertical shall be permitted only if an analysis prepared by a qualified registered design professional demonstrates no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent elevated buildings and structures.
- (K) There shall be no alteration of sand dunes or mangrove stands which would increase potential flood damage.

(L) No manufactured homes shall be permitted except in an existing manufactured home park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring and elevation standards are in compliance with this section of the subchapter.

(M) ~~Recreational vehicles may be permitted in coastal high hazard areas provided that they meet the recreational vehicle criteria of § 152.441.~~ **Placement of recreational vehicles in the Coastal High Hazard Area or Coastal A zone is prohibited.**

**(N) For decks and patios the following shall be required:**

~~(N)~~ **(1)** A deck that is structurally attached to a building or structure shall have the bottom of the lowest horizontal structural member at or above the Regulatory Flood Protection Elevation and any supporting members that extend below the Regulatory Flood Protection Elevation shall comply with the foundation requirements that apply to the building or structure, which shall be designed to accommodate any increased loads resulting from the attached deck. The increased loads must be considered in the design of the primary structure and included in the V-Zone Certification required under § 152.426.

~~(O)~~ **(2)** A deck or patio that is located below the Regulatory Flood Protection Elevation shall be structurally independent from buildings or structures and their foundation systems and shall be designed and constructed either to remain intact and in place during design flood conditions or to break apart into small pieces to minimize debris during flooding that is capable of causing structural damage to the building or structure or to adjacent buildings and structures.

~~(P)~~ **(O)** In Coastal High Hazard Areas, development activities other than buildings and structures shall be permitted only if also authorized by the appropriate state or local authority; if located outside the footprint of, and not structurally attached to, buildings and structures; and if analyses prepared by qualified registered design professionals demonstrate no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent buildings and structures. Such other development activities include but are not limited to:

- (1) Bulkheads, seawalls, retaining walls, revetments, and similar erosion control structures;
- (2) Solid fences and privacy walls, and fences prone to trapping debris, unless designed and constructed to fail under flood conditions less than the design flood or otherwise function to avoid obstruction of floodwaters.
- (3) Docks, piers, and similar structures.

**SECTION 152.446 ~~RESERVED~~ STANDARDS FOR COASTAL A ZONES (ZONE CAZ) LIMWA.**

~~Structures in CAZs shall be designed and constructed to meet V Zone requirements, including requirements for breakaway walls. However, the NFIP regulations also require flood openings in walls surrounding enclosures below elevated buildings in CAZs (see Technical Bulletin 1, Openings in Foundation Walls and Walls of Enclosures). Breakaway walls used in CAZs must have flood openings that allow for the automatic entry and exit of floodwaters to minimize damage caused by hydrostatic loads.~~

~~Openings also function during smaller storms or if anticipated wave loading does not occur with the base flood.~~

~~(A) All new construction and substantial improvements shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings or columns) is no lower than the regulatory flood protection elevation. Floodproofing shall not be utilized on any structures in Coastal A Zones to satisfy the regulatory flood protection elevation requirements.~~

~~—(B) All new construction and substantial improvements shall have the space below the bottom of the lowest horizontal structural member of the lowest floor either be free of obstruction or constructed with breakaway walls, open wood latticework or insect screening, provided they are not part of the structural support of the building and are designed so as to breakaway, under abnormally high tides or wave action without causing damage to the elevated portion of the building or supporting foundation system or otherwise jeopardizing the structural integrity of the building. The following design specifications shall be met:~~

~~—(1) Material shall consist of open wood or plastic lattice having at least 40% of its area open;~~

~~—(2) Insect screening; or~~

~~—(3) Breakaway walls shall meet the following design specifications:~~

~~—(a) Breakaway walls shall have flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the design criteria in § 152.441; and~~

~~—(b) Design safe loading resistance shall be not less than ten nor more than 20 pounds per square foot; or~~

~~—(c) Breakaway walls that exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by state or local codes) shall be certified by a registered professional engineer or architect that the breakaway wall will collapse from a water load less than that which would occur during the base flood event, and the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). The water loading values used shall be those associated with the base flood. The wind loading values used shall be those required by the North Carolina State Building Code.~~

~~(C) Concrete pads, including patios, decks, parking pads, walkways, driveways, etc. must meet the provisions of § 152.445(E).~~

~~(C) All new construction and substantial improvements shall meet the provisions of § 152.445(C).~~

~~(D) A registered professional engineer or architect shall certify that the design, specifications and plans for construction are in compliance with the provisions of § 152.426 and § 152.445, on the current version of the North Carolina V Zone Certification form or a locally developed V Zone Certification form.~~

~~(E) Recreational vehicles may be permitted in Coastal A Zones provided that they meet the recreational vehicle criteria of § 152.441.~~

~~(F) Fill/grading must meet the provisions of § 152.445(J).~~

~~(G) Decks and patios must meet the provisions of § 152.445(N) and (O).~~

~~(H) In coastal high hazard areas, development activities other than buildings and structures must meet the provisions of § 152.445(P).~~

#### **SECTION 152.447 STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE AO).**

(A) Located within the Special Flood Hazard Areas established in § 152.407, are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to § 152.440 and § 152.441, all new construction and substantial improvements shall meet the following requirements:

- (1) The reference level shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of two feet, above the highest adjacent grade; or at least two feet above the highest adjacent grade if no depth number is specified.
- (2) Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in division (1) of this division (A) so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with § 152.426 and § 152.441.
- (3) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

#### **SECTION 152.448 STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE AH).**

Located within the Special Flood Hazard Areas established in § 152.407, are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses are shown in this zone. In addition to § 152.440 and § 152.441, all new construction and substantial improvements shall meet the following requirements:

- (A) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

### **PART IV: LEGAL STATUS PROVISIONS**

#### **SECTION 152.460 EFFECT ON RIGHTS AND LIABILITIES UNDER THE EXISTING FLOOD DAMAGE PREVENTION ORDINANCE.**

This ordinance in part comes forward by re-enactment of some of the provisions of the Flood Damage Prevention Ordinance enacted June 1, 1987 as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the Flood Damage Prevention Ordinance of the Town of Swansboro enacted in June 1, 1987, as amended, which are not reenacted herein are repealed.

**SECTION 152.461 EFFECT UPON OUTSTANDING FLOODPLAIN DEVELOPMENT PERMITS.**

Nothing herein contained shall require any change in the plans, construction, size, or designated use of any development or any part thereof for which a floodplain development permit has been granted by the Floodplain Administrator or his or her authorized agents before the time of passage of this ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of six (6) months subsequent to the date of issuance of the outstanding permit, construction or use shall be in conformity with the provisions of this ordinance.

**SECTION 152.462 EFFECTIVE DATE.**

This subchapter became effective June 8, 2020.

This Ordinance amendment shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, June 23, 2026.

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

Attest:

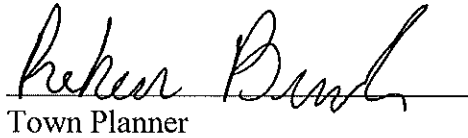
\_\_\_\_\_  
Alissa Fender, Town Clerk

**TOWN OF SWANSBORO PLANNING AND ZONING BOARD  
STATEMENT OF CONSISTENCY**

On June 2, 2026, the Planning Board heard the requested text amendment and recommended unanimous approval of the text amendment to the Town Unified Development Ordinance as followed: §152.400-462 of the Flood Damage Prevention Ordinance.

The Town’s Planning Board finds that the proposed text amendments is consistent with the current Comprehensive Plan and other applicable plans and policies and considers the action taken to be reasonable and in the public interest because it provides the structure, for Town staff to proactively address issues related to impacts caused by development in order to protect the health, safety, and welfare of the Town’s residents.

  
Planning Board Chair

  
Town Planner



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **FY 2026/2027 Budget Ordinance, Tax Rate, Stormwater Ordinance, Fee Schedule, and Salary Schedules (tabled 6/9/2026)**

Board Meeting Date: **June 23, 2026**

Prepared By: **Jon Barlow – Town Manager/Sonia Johnson – Finance Director**

**Overview:** The FY 2026/2027 Annual Budget is presented for consideration by the Town of Swansboro Board of Commissioners. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2026/2027.

The total FY 2026/2027 Budget is \$7,364,397, consisting of General Fund \$6,679,173, Stormwater Fund \$157,574, and Solid Waste Fund \$527,650 which represents a decrease of 8.2% from the FY 2025/2026 Amended Budget of \$8,022,802. The tax rate is proposed to remain unchanged at \$0.35 per \$100 valuation. The General Fund Budget for FY 2026/2027 is balanced utilizing \$486,000. The proposed budget maintains a projected unassigned fund balance of approximately 52% of general fund expenditures.

The originally proposed tax rate remains unchanged at \$.35/\$100 valuation. However, the NC General Assembly passed legislation on June 9, 2026 mandating that Onslow County and its municipalities use assessed valuation figures from 2025 not the new revaluation figures effective January 2026. This reduction had a significant impact on available funding for FY26/27.

The board held a public hearing for the budget on June 9, 2026, but tabled adoption of the Budget Ordinance to it's next meeting due to the ongoing state-level uncertainty and the anticipated legislative action.

**Background Attachments:**

1. Proposed Budget (Revised)
2. Budget Ordinance
3. Salary Schedules
4. Fee Schedule

**Recommended Action:** Motion to adopt FY 2026/2027 Budget Ordinance, Tax Rate (\$0.35/\$100), Salary Schedules, and Fee Schedule

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

DEPARTMENT	EXPENDITURES					
	FY 2023-24 ACTUAL	FY 2024-25 ACTUAL	FY 2025-26 BUDGETED	FY 2025-26 PROJECTED 6/30/2026	FY 2026-27 DEPT. REQUEST	FY 2026-27 MGR. RECOMMENDATION
NON-DEPARTMENTAL	619,390	560,579	581,365	574,543	550,266	552,466
GOVERNING BODY	42,334	42,015	297,003	40,740	38,257	26,378
ADMIN SERVICES	408,013	420,346	445,135	441,049	478,780	484,385
FINANCE	287,665	292,400	345,320	321,235	376,587	362,823
LEGAL	58,223	58,662	59,300	59,300	59,300	59,300
PUBLIC BUILDINGS	366,184	360,760	303,843	302,541	304,968	314,927
FIRE	1,396,691	1,623,478	1,607,343	1,571,458	2,419,823	1,672,404
PERMITTING	361,096	315,885	301,128	267,751	300,658	295,112
PLANNING	-	81,668	92,066	92,066	202,229	98,530
POLICE	1,075,551	1,131,319	1,429,972	1,336,224	1,753,316	1,518,630
STREETS-PUBLIC WORKS	308,776	949,454	840,983	322,035	389,293	413,389
STREETS-STATE AID	38,798	182,019	125,080	124,237	126,649	126,626
PARKS & RECREATION	321,594	327,350	586,936	586,044	693,871	448,711
DOWNTOWN FACILITIES	85,310	122,315	206,211	209,429	163,803	117,166
FESTIVALS & EVENTS	121,415	116,547	161,189	125,024	172,132	167,826
EMERGENCY MANAGEMENT	19,463	13,737	12,000	12,000	63,000	20,500
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 5,510,502</b>	<b>6,598,534</b>	<b>7,394,874</b>	<b>\$ 6,385,675</b>	<b>\$ 8,092,932</b>	<b>\$ 6,679,173</b>
EXCESS REVENUES OVER EXPENDITURES				<b>\$ (255,555)</b>	<b>\$ (1,429,710)</b>	<b>\$ 0</b>
<b>ENTERPRISE FUNDS</b>						
SOLID WASTE ENTERPRISE FUND	465,039	456,012	477,354	488,675	527,650	527,650
STORM WATER ENTERPRISE FUND	97,336	120,369	157,574	-	157,574	157,574
<b>TOTAL ENTERPRISE FUND EXPENDITURES</b>	<b>562,375</b>	<b>576,381</b>	<b>634,928</b>	<b>488,675</b>	<b>685,224</b>	<b>685,224</b>
<b>TOTAL ANNUAL BUDGET</b>	<b>\$ 6,072,877</b>	<b>7,174,915</b>	<b>8,029,802</b>	<b>\$ 6,874,350</b>	<b>\$ 8,778,156</b>	<b>\$ 7,364,397</b>

REVENUES						
DESCRIPTION	FY 2023-24 ACTUAL	FY 2024-25 ACTUAL	FY 2025-26 BUDGETED	FY 2025-26 PROJECTED 6/30/2026	FY 2026-27 DEPT. REQUEST	FY 2026-27 MGR. RECOMMENDATION
TAXES-AD VALOREM - CURRENT F/Y	2,536,419	2,539,816	2,539,378	2,495,152	2,602,377	2,535,006
TAXES-AD VALOREM - PRIOR YEARS	24,174	18,857	10,000	12,733	12,239	12,239
TAXES-PENALTIES/INTEREST	9,957	10,062	3,500	11,097	3,500	3,500
TAXES-SALES & USE TAX	1,498,693	1,594,977	1,550,000	1,550,000	1,600,000	1,600,000
TAXES-OCCUPANCY	121,780	123,191	120,000	100,000	120,000	120,000
TAXES-BEER & WINE	21,050	17,859	14,000	14,000	14,000	14,000
TAXES-UTILITY FRANCHISE	273,858	300,916	235,000	235,000	235,000	245,000
POLICE DONATIONS	639	9,409	3,000	14,306	3,000	3,000
FIRE DONATIONS	45	8,843	-	6,954	1,000	1,000
PARK DONATIONS	120	57	-	24	-	-
SIDEWALK DEVELOPMENT FEE	3,880	11,850	-	9,450	-	-
FEES/COURT FACILITIES	6,524	5,070	5,000	4,010	4,500	4,500
TDA ADMINISTRATIVE FEE	9,350	6,445	4,100	4,100	4,100	4,100
TOWN MARINA FEES	41,590	43,475	35,000	35,000	35,000	36,940
PLANNING & ZONING FEES	11,419	28,670	8,000	11,939	8,000	8,000
FEES-BLDG PERMITS,INSPECTIONS, PLANNING & ZONING	109,049	137,744	92,815	214,307	223,022	223,022
HOMEOWNER'S RECOVERY FEES	490	460	500	580	500	500
COST RECOVERY	-	6,326	4,000	2,011	4,000	4,000
LEASES (Spectrum;106 Church St)	89,521	44,654	36,500	36,500	37,563	40,362
CONCESSIONS	145	0.13	-	-	-	-
RENTAL FEES-OTHER ROOMS	2,270	1,450	1,000	2,250	1,500	2,000
RENTAL FEES - PARKS	5,755	7,280	5,500	6,797	6,500	6,600
RENTAL FEES - RECREATION ROOMS	20,198	20,300	19,000	20,000	20,000	20,000
REC PROGRAM/CONTRACT FEES	36,818	26,321	38,685	23,345	25,380	21,880
RENTAL FEES-OLD TOWN HALL	-	385	-	-	-	-
REC PROGRAM-INSTRUCTIONAL CONTRACTS	11,712	8,163	8,050	3,362	5,300	4,300
REC PROGRAM-DOG PARK AND GYM ANNUAL MEMBERSHIP	3,515	3,530	3,100	3,515	2,750	2,750
SOLID WASTE DISPOSAL TAX	-	-	2,500	2,500	2,500	2,500
REFUNDS-GAS TAX	13,147	14,415	14,600	14,000	14,000	14,000
STATE RD - POWELL BILL	126,626	143,997	126,626	139,962	126,626	126,626
COUNTY FUNDING/3 CENT FIRE TAX	197,845	205,760	205,000	206,923	205,000	206,923
COUNTY FUNDING/FIRE DEPT	183,133	208,997	302,865	302,865	302,865	300,814
TAXES-ABC DISTRIBUTION	49,653	45,056	48,600	48,600	48,600	48,600
INVESTMENT EARNINGS/GF	308,660	272,846	168,782	200,000	145,000	165,000
EASEMENTS	-	-	-	-	-	-
SALE OF FIXED ASSETS	1,500	12,421	-	23,132	40,000	28,204
ONWASA-SATELLITE OFFICE PAYMENT	32,083	35,000	35,000	35,000	35,000	35,000
MISCELLANEOUS INCOME	1,824	20,688	500	29,016	500	2,107
PARADE	1,550	1,475	1,700	930	1,700	1,700
FESTIVALS & EVENTS	86,935	95,464	80,000	40,550	66,000	73,500
POLICE REIMBURSEMENT	5,810	4,900	2,300	7,535	2,500	2,500
POLICE DRUG SUBSTANCE	129	6,525	-	2,926	-	-
LOAN PROCEEDS/GENERAL FUND	254,500	569,961	104,000	104,000	546,700	168,000
INSURANCE PROCEEDS	37,084	40,122	-	8,250	-	-
MUNICIPAL EQUIPMENT SALES REVENUE	-	-	40,000	40,000	40,000	40,000
POLICE GRANTS	6,750	-	-	-	-	-
FIRE GRANTS	62,667	-	-	-	-	-
GRANT - WELLNESS/WORKERS' COMP(NCLM)	-	-	5,000	-	5,000	5,000
GRANT-SWANSBORO TDA-Festivals	19,000	8,500	-	57,500	-	-
GRANTS-VARIOUS-MUNICIPAL TOT LOT	22,500	83,274	514,800	14,800	112,000	60,000
TRANSFER FROM OTHER FUNDS	-	-	-	-	-	-
TRANSFER FROM CAPITAL RESERVE	6,166	-	35,200	35,200	-	-
TRANSFER FROM PARK & REC RESERVE	-	-	-	-	-	-
FUND BAL-POWELL BILL	-	-	-	-	-	-
<b>GF FUND BALANCE APPROPRIATED</b>			913,274			486,000
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 6,256,534</b>	<b>\$ 6,745,511</b>	<b>\$ 7,336,875</b>	<b>\$ 6,130,121</b>	<b>\$ 6,663,222</b>	<b>\$ 6,679,173</b>
ENTERPRISE FUNDS						
REVENUES						
<b>SOLID WASTE</b>						
USER FEES	477,354	481,582	477,354	488,000	527,650	527,650
TRANSFER FROM GENERAL FUND	-	-	-	-	-	-
APPROPRIATED FUND BALANCE	-	-	-	-	-	-
<b>TOTAL:SOLID WASTE</b>	<b>\$ 477,354</b>	<b>\$ 481,582</b>	<b>\$ 477,354</b>	<b>\$ 488,000</b>	<b>\$ 527,650</b>	<b>\$ 527,650</b>
<b>STORMWATER</b>						
USER FEES	152,159	157,779	157,574	152,169	152,169	152,169
NCDOT-MOWING CONTRACT/STREET MAINTENANCE	5,415	5,413	5,405	5,405	5,405	5,405
GRANTS-VARIOUS	-	-	-	-	-	-
GRANTS-NC DEPARTMENT ENVIRONMENTAL QUALITY	-	-	-	-	-	-
TRANSFER FROM GENERAL FUND	-	-	-	-	-	-
APPROPRIATED FUND BALANCE	11,325	-	-	-	-	-
<b>TOTAL:STORMWATER</b>	<b>\$ 168,899</b>	<b>\$ 163,192</b>	<b>\$ 162,979</b>	<b>\$ 157,574</b>	<b>\$ 157,574</b>	<b>\$ 157,574</b>
<b>TOTAL REVENUES FOR ENTERPRISE FUNDS</b>	<b>\$ 646,253</b>	<b>\$ 644,774</b>	<b>\$ 640,333</b>	<b>\$ 645,574</b>	<b>\$ 685,224</b>	<b>\$ 685,224</b>
<b>TOTAL REVENUES</b>	<b>\$ 7,391,765</b>	<b>\$ 7,981,649</b>	<b>\$ 7,977,208</b>	<b>\$ 6,775,695</b>	<b>\$ 7,348,446</b>	<b>\$ 7,364,397</b>

NON-DEPARTMENTAL						
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2025-26	FY 2026-27	FY 2026-27
DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2026	DEPT. REQUEST	MGR. RECOMMENDATION
FEES-OTHER	2,235	1,549	1,650	1,650	2,000	2,000
EMPLOYEE RELATIONS	3,286	3,920	5,000	5,000	5,500	5,500
SERVICES-PROFESSIONAL	1,750	1,750	1,925	1,925	1,925	1,925
SERVICES-SOFTWARE SUPPORT	43,169	38,442	40,312	41,693	44,000	44,000
SERVICES-I.T MAINTENANCE	76,276	89,991	110,000	110,000	87,800	75,000
UNEMPLOYMENT INSURANCE	1,475	4,305	4,200	4,200	5,000	5,000
MEDICAL BENEFITS-HRA/EMPLOYEE ASSISTANCE PROGRAM	3,128	759	15,000	15,000	15,341	28,841
TELEPHONE-VOIP & FAX	9,382	9,496	9,492	9,492	9,600	9,600
POSTAGE	3,052	1,533	3,500	3,500	3,500	3,500
SPECTRUM	6,180	6,149	6,000	6,000	6,000	6,000
R/M EQUIPMENT	508	91	1,350	1,000	1,300	1,300
R/M VEHICLES	-	-	-	-	-	-
ADS/NOTICES	402	-	-	-	-	-
INS-LIABILITY/PROPERTY	128,969	129,438	145,000	145,834	165,000	155,000
INSURANCE-WORKMAN'S COMP	43,918	44,463	49,000	40,313	53,900	53,900
NON-CAPITAL OUTLAY	709	-	-	-	-	-
LEASE PYMT/ - COPIERS/LOAN REPAYMENT-SOFTWARE	29,658	30,744	29,995	29,995	33,000	34,500
TRANSFER-SWANSBORO TDA	121,052	119,449	116,400	116,400	116,400	116,400
TRANSFER-CAPITAL RESERVE	2,350	10,600	-	-	-	-
TRANSFER TO OTHER FUNDS	141,890	67,900	42,541	42,541	-	10,000
<b>DEPARTMENT TOTAL</b>	<b>619,390</b>	<b>560,579</b>	<b>581,365</b>	<b>574,543</b>	<b>550,266</b>	<b>552,466</b>
Advance Office-Copiers-Town Hall/Visitor Center						
Software Debt Service-\$12,974.26						

<b>GOVERNING BODY</b>						
	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>FY 2025-26</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2026-27</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>PROJECTED</b>	<b>DEPT. REQUEST</b>	<b>MGR. RECOMMENDATION</b>
				<b>6/30/2026</b>		
SALARIES-ELECTED OFFICIALS	9,419	8,145	9,374	8,408	8,818	8,818
FICA	721	623	717	643	675	675
SUPPLIES - DEPARTMENT	1,528	641	2,000	2,000	2,000	1,000
COMMUNITY RELATIONS	1,666	1,343	1,850	1,850	1,850	1,850
TRAVEL/CONFERENCE/TRAIN	3,832	100	4,590	4,590	10,043	(0)
SUBSISTENCE	1,633	1,657	1,272	1,272	1,672	836
ADS/NOTICES	388	363	500	500	500	500
EXPENSE-RECORDATIONS	79	81	700	700	700	700
NON-CAPITAL OUTLAY	6,601	-	-	-		
CONTRIBUTIONS-AGENCIES	7,500	29,062	261,000	11,000	12,000	12,000
EXPENSE-ELECTION	8,968	-	15,000	9,776		
<b>DEPARTMENT TOTAL</b>	<b>\$ 42,334</b>	<b>\$ 42,015</b>	<b>\$ 297,003</b>	<b>40,740</b>	<b>\$ 38,257</b>	<b>\$ 26,378</b>
Mayor						
5 Commissioners						

ADMINISTRATIVE SERVICES						
DESCRIPTION	FY 2023-24	FY 2024-25	FY 2025-26	FY 2025-26	FY 2026-27	FY 2026-27
	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2026	DEPT. REQUEST	MGR. RECOMMENDATION
SALARIES-FULL TIME	279,253	292,681	304,039	298,661	320,630	329,324
SALAIRES-OVERTIME	-	-	-	43	-	-
LONGEVITY	1,569	881	1,044	819	1,131	1,131
CELL PHONE STIPEND	1,726	550	600	600	600	600
AUTO ALLOWANCE	3,977	-	-	-	-	-
LIVING EXPENSES	7,967	933	-	-	-	-
RETIREE STIPEND	1,449	6,291	7,200	7,200	8,088	8,088
FICA	21,469	22,448	23,385	22,851	24,661	25,326
FEES-OTHER	-	-	-	-	-	-
RETIREMENT	33,012	54,350	53,576	51,937	58,239	59,812
INSURANCE - GROUP	23,896	15,426	13,968	15,194	20,081	18,064
SERVICES-PROFESSIONAL	-	595	-	-	-	-
SERVICES-SOFTWARE SUPPORT	4,800	5,873	7,088	7,088	5,900	7,000
SERVICES-OTHER	6,649	3,281	11,735	11,735	13,135	13,135
SUPPLIES-DEPARTMENT	1,284	237	1,500	1,500	1,500	1,500
TRAVEL/CONFERENCE/TRAINING	12,464	5,906	9,353	8,500	11,697	7,285
TRANSPORTATION EXPENSE	-	-	-	-	-	-
SUBSISTENCE	121	-	500	500	500	500
ADS/NOTICES	-	-	-	-	-	-
DUES/PROF SUBSCRIPTIONS	8,301	10,815	10,847	14,122	12,319	12,319
NON-CAPITAL OUTLAY	-	-	-	-	-	-
BOARD EXPENSES	75	80	300	300	300	300
<b>DEPARTMENT TOTAL</b>	<b>\$ 408,013</b>	<b>\$ 420,346</b>	<b>\$ 445,135</b>	<b>\$ 441,049</b>	<b>\$ 478,780</b>	<b>\$ 484,385</b>
Town Manager-100%						
Town Clerk-100%						
Deputy Clerk/Project Coordinator-75%						
Admin Services Representative-75%						

<b>FINANCE</b>						
<b>DESCRIPTION</b>	<b>FY 2023-24 ACTUAL</b>	<b>FY 2024-25 ACTUAL</b>	<b>FY 2025-26 BUDGETED</b>	<b>FY 2025-26 PROJECTED 6/30/2026</b>	<b>FY 2026-27 DEPT. REQUEST</b>	<b>FY 2026-27 MGR. RECOMMENDATION</b>
SALARIES-FULL TIME	166,615	164,401	195,070	185,902	192,629	188,667
LONGEVITY	825	700	950	925	950	950
CELL PHONE STIPEND	600	550	600	600	600	600
FICA	12,325	12,485	15,041	13,972	14,855	14,552
FEES OTHER	5,406	9,181	8,960	10,692	11,000	13,500
RETIREMENT	24,452	30,512	34,190	25,030	35,038	34,321
INSURANCE-GROUP	17,890	14,603	16,049	18,066	23,218	20,933
SERVICES-AUDITOR	13,500	15,500	15,500	15,500	30,000	29,000
SERVICES -PROFESSIONAL	4,337	4,362	5,000	5,000	6,000	6,000
SERVICES-SOFTWARE	-	180	-	-	-	-
SERVICES - OTHER	-	-	-	-	-	-
SUPPLIES-DEPARTMENT	1,257	2,399	3,100	3,100	3,100	3,101
SUPPLIES-OFFICE	3,037	2,577	3,500	3,500	3,500	3,500
TRAVEL/CONFERENCE/TRAINING	2,378	3,052	4,200	4,200	4,500	4,500
DUES/PROF SUBSCRIPTIONS	499	1,298	1,159	1,424	1,198	1,199
NON-CAPITALIZED OUTLAY	-	-	-	-	-	-
EXPENSE-TAX COLLECTION	34,545	30,600	42,000	33,325	50,000	42,000
<b>DEPARTMENT TOTAL</b>	<b>\$ 287,665</b>	<b>\$ 292,400</b>	<b>\$ 345,320</b>	<b>\$ 321,235</b>	<b>\$ 376,587</b>	<b>\$ 362,822.51</b>
Finance Director-100%						
Finance Technician-100%						
Finance Clerk-100%						

<b>LEGAL</b>						
<b>DESCRIPTION</b>	<b>FY 2023-24 ACTUAL</b>	<b>FY 2024-25 ACTUAL</b>	<b>FY 2025-26 BUDGETED</b>	<b>FY 2025-26 PROJECTED 6/30/2026</b>	<b>FY 2026-27 DEPT. REQUEST</b>	<b>FY 2026-27 MGR. RECOMMENDATION</b>
Services-Legal General	42,378	58,662	54,300	54,300	54,300	54,300
Services-Legal Special Meetings	-	-	3,000	3,000	3,000	3,000
Services-Legal-Loans/Grants/Property	-	-	2,000	2,000	2,000	2,000
Services-Legal Litigation	15,845	-	-	-	-	-
Contingency	-	-	-	-	-	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 58,223</b>	<b>\$ 58,662</b>	<b>\$ 59,300</b>	<b>\$ 59,300</b>	<b>\$ 59,300</b>	<b>\$ 59,300</b>

PUBLIC BUILDINGS						
DESCRIPTION	FY 2023-24 ACTUAL	FY 2024-25 ACTUAL	FY 2025-26 BUDGETED	FY 2025-26 PROJECTED 6/30/2026	FY 2026-27 DEPT. REQUEST	FY 2026-27 MGR. RECOMMENDATION
SALARIES-FULL TIME	69,973	73,521	75,272	67,296	78,664	83,967
SALARIES-OVERTIME	27	-	-	173	-	-
LONGEVITY	69	300	350	263	363	363
CELL PHONE STIPEND	525	513	600	600	600	600
FICA	5,400	5,696	5,831	5,178	6,091	6,497
FEES-OTHER	-	-	-	254	-	-
RETIREMENT	9,110	10,260	13,158	9,924	14,304	15,264
INSURANCE-GROUP	10,693	13,114	11,713	14,567	19,658	17,074
SERVICES-PROFESSIONAL	43,312	-	-	-	-	-
SERVICES-OTHER	-	-	-	1,685	-	-
SUPPLIES-DEPARTMENT	860	1,761	1,500	1,500	1,500	1,500
UNIFORMS	957	1,228	1,300	1,300	1,300	1,300
JANITORIAL SUPPLIES	6,753	6,707	7,500	7,500	7,500	7,500
SUPPLIES-GAS/OIL	3,409	3,593	3,500	3,500	3,500	3,500
TRAVEL/CONFERENCE/TRAINING	-	-	500	500	500	500
UTILITIES	66,204	70,150	67,000	71,000	75,000	73,000
SPECTRUM	1,296	110	-	-	-	-
R/M EQUIPMENT	399	428	1,000	2,361	2,500	2,500
R/M VEHICLES	1,413	645	1,500	1,500	1,500	1,500
R/M-BUILDING/GROUNDS	149	1,690	2,500	3,321	2,500	6,000
R/M-TOWN HALL	1,236	1,311	5,000	5,000	1,000	1,000
R/M-VISITOR CENTER	242	357	-	-	-	-
R/M-CIGAR SHOP	-	108	500	-	500	500
R/M-OLD TOWN HALL	1,233	609	1,000	1,000	1,000	1,000
R/M-PSB	3,979	3,318	19,530	19,530	2,000	2,000
R/M-PUBLIC WORKS OFFICE	151	712	1,000	1,000	1,000	1,000
R/M-PARKS & RECREATION	1,321	75	9,726	9,726	2,000	2,000
NON-CAPITALIZED OUTLAY	1,455	1,373	1,000	1,000	1,000	1,000
LOAN REPAYMENT - LAND/BLDGS	130,260	129,210	72,863	72,863	72,863	72,863
CAPITAL OUTLAY	5,760	33,971	-	-	-	12,500
CAPITAL RESERVE	-	-	-	-	8,125	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 366,184</b>	<b>\$ 360,760</b>	<b>\$ 303,843</b>	<b>\$ 302,541</b>	<b>\$ 304,968</b>	<b>\$ 314,927</b>
Public Works Director-25%						
Maintenance Tech-100%						
Maintenance Tech-50%						
Loan Repayment						
Town Hall Annex-\$72,862.57						

<b>FIRE</b>						
	<b>FY 2023-24 ACTUAL</b>	<b>FY 2024-25 ACTUAL</b>	<b>FY 2025-26 BUDGETED</b>	<b>FY 2025-26 PROJECTED 6/30/2026</b>	<b>FY 2026-27 DEPT. REQUEST</b>	<b>FY 2026-27 MGR. RECOMMENDATION</b>
<b>DESCRIPTION</b>						
SALARIES-FULL TIME	604,650	674,609	692,475	648,211	874,545	731,421
SALARIES-OVERTIME	58,592	121,648	92,000	111,000	110,816	92,000
SALARIES-PART TIME	109,628	74,629	80,000	80,000	32,000	56,791
SALARIES-VOLUNTEERS	-	-	14,300	14,300	16,000	14,300
LONGEVITY	4,700	4,781	3,925	3,925	4,700	4,700
RECRUITMENT/RETENTION	10,027	18,541	5,000	5,000	6,000	5,000
FICA	58,802	67,236	67,909	65,976	79,871	69,172
FEES OTHER	507	-	-	-	-	-
RETIREMENT	86,907	114,340	136,499	114,730	178,350	149,039
RETIREMENT-FIRE RESCUE PENSION	-	-	3,840	3,840	3,850	3,850
INSURANCE-GROUP	83,328	85,116	77,933	90,457	157,703	107,778
TUITION REIMBURSEMENT	500	-	-	-	500	500
SERVICES-PROFESSIONAL	3,500	-	-	-	-	-
SERVIVCES-SOFTWARE SUPPORT	5,800	11,000	17,350	17,350	22,700	20,000
SERVICES-OTHER	901	-	-	894	-	-
SUPPLIES-REPAIR & MAINTENANCE	-	-	3,000	3,000	5,000	5,000
SUPPLIES-TOOLS & EQUIPMENT	-	-	1,000	1,000	2,000	2,000
SUPPLIES-TRAINING	-	-	1,500	1,500	2,000	2,000
SUPPLIES-DEPARTMENT	2,583	5,639	4,000	4,000	7,500	7,500
EMS-SUPPLIES	1,576	2,435	7,000	7,000	7,500	7,500
COMMUNITY RISK REDUCTION	1,334	1,807	2,600	2,851	5,500	5,500
UNIFORMS	6,484	4,548	9,250	9,250	13,500	5,000
UNIFORMS-NEW HIRE	-	-	-	-	-	-
MEDICAL EXAMS	-	8,039	8,850	8,850	9,000	9,000
SUPPLIES-GAS/OIL	17,830	16,306	30,000	28,137	30,000	32,500
TRAVEL/CONF/TRAINING	7,109	13,831	14,000	14,000	23,650	9,664
SUBSISTENCE	527	185	750	750	750	750
TELEPHONE-AGENCY	3,443	3,691	5,300	5,300	5,300	5,300
SPECTRUM	240	244	400	-	-	-
R/M EQUIPMENT	7,214	8,056	9,000	9,000	9,000	9,000
R/M VEHICLES	28,833	33,385	26,800	27,787	35,000	27,000
R/M BUILDINGS	-	-	-	-	3,500	-
ISO-REQUIRED TESTING	-	-	7,750	7,750	5,775	5,775
ISO-REQUIRED SERVICE	-	-	5,150	5,150	7,500	5,150
VFIS PROPERTY & LIABILTY	-	26,769	36,550	36,550	38,000	38,000
DUES/PROF SUBSCRIPTIONS-PERSONNEL	2,311	-	2,000	2,000	2,500	2,500
DUES/PROF SUBSCRIPTIONS-AGENCY	-	2,721	2,000	2,000	2,000	2,000
NON-CAPITALIZED OUTLAY	24,195	37,242	4,000	4,687	17,100	6,000
EQUIPMENT-REPLACEMENT PROGRAM	-	-	35,000	35,000	35,000	35,000
EQUIPMENT-ISO	-	-	29,500	29,500	25,000	25,000
EQUIPMENT-TRAINING	-	-	1,500	1,500	-	1,500
EQUIPMENT-NEW HIRE	-	-	-	-	13,500	-
LOAN REPAYMENTS	93,115	102,692	169,213	169,213	169,213	169,213
GRANT - EQUIPMENT	62,675	-	-	-	-	-
GRANTS -PERSONNEL	-	-	-	-	-	-
GRANTS-RELATED EQUIPMENT/SUPPLIES	-	-	-	-	-	-
CAPITAL OUTLAY	-	183,990	-	-	333,000	-
CAPITAL RESERVE	109,380	-	-	-	125,000	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,396,691</b>	<b>\$ 1,623,478</b>	<b>\$ 1,607,343</b>	<b>\$ 1,571,458</b>	<b>\$ 2,419,823</b>	<b>\$ 1,672,404</b>
Personnel	Fire Chief-100%	CIP Funds (FY 25/26)	Engine 17 (1705)	Loan Repayment		
	Assistant Fire Chief of Operations-100%		Squad 17 (1703)		Sleeping Quarters-\$26,215	
	Assistant Fire Chief of Community Outreach-100%		Truck 17 (1717)		Fire Truck-\$47,512.03	
	(3) Captain-100%		Car 1 (1700)		Ladder Truck-\$11,861.37	
	(3) Engineer		Car 2 (1701)		Fire Chief Vehicle 6311.79	
	(2) Firefighter II		Car 3 (1702)		Fire Chief Vehicles (2)-27128.42	
	(1) Firefighter I		Utility 17 (1709)		Defibs-10,184	
			Marine 17 (1718)		SCBA-Lease-40,000(Revenue offset-Summerville-\$40,000)	

<b>PERMITTING</b>						
<b>DESCRIPTION</b>	<b>FY 2023-24 ACTUAL</b>	<b>FY 2024-25 ACTUAL</b>	<b>FY 2025-26 BUDGETED</b>	<b>FY 2025-26</b>	<b>FY 2026-27 DEPT. REQUEST</b>	<b>FY 2026-27 MGR. RECOMMENDATION</b>
SALARIES-FULL TIME	238,891	199,307	210,239	181,610	192,441	193,912
SALARIES-OVERTIME	47	-	-	14	-	-
SALARIES-PART TIME	28,748	-	-	-	-	-
LONGEVITY	706	713	869	756	800	800
CELL PHONE STIPEND	1,200	600	600	600	600	600
FICA	19,738	14,576	16,196	13,998	14,829	14,941
FEES-OTHER	-	-	-	-	-	-
RETIREMENT	34,797	31,432	36,733	31,716	34,977	35,243
GROUP INSURANCE	26,098	31,934	25,142	29,435	44,523	39,956
SERVICES-PROFESSIONAL	1,286	(600)	-	-	-	-
SERVICES-PLANNING CONSULTANT	-	-	-	-	-	-
SERVICES-OTHER	-	-	500	-	500	500
SUPPLIES-DEPARTMENT	465	359	500	500	500	500
UNIFORMS	835	680	1,300	1,300	1,300	1,300
SUPPLIES-GAS/OIL	668	2,754	5,000	2,395	2,500	2,500
TRAVEL/CONFERENCE/TRAINING	5,987	1,417	2,000	2,000	4,200	1,600
TRANSPORTATION EXPENSE	521	56	-	-	-	-
TELEPHONE	9	537	-	580	960	960
R/M-VEHICLES	70	322	500	537	-	-
DUES/PROF SUBSCRIPTIONS	410	1,567	1,050	1,519	2,029	1,500
NON-CAPITAL OUTLAY	170	-	-	291	-	-
HOMEOWNERS RECOVERY FUND	450	414	500	500	500	800
CAPITAL OUTLAY	-	29,818	-	-	-	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 361,096</b>	<b>\$ 315,885</b>	<b>\$ 301,128</b>	<b>\$ 267,751</b>	<b>\$ 300,658</b>	<b>\$ 295,112</b>
Chief Building Inspector-100%						
Building Inspector/Code Enforcement Officer-100%						
Deputy Clerk/Project Coordinator-25%						
Permit Clerk-100%						
Admin Services Representative-25%						

PLANNING						
DESCRIPTION	FY 2023-24 ACTUAL	FY 2024-25 ACTUAL	FY 2025-26 BUDGETED	FY 2025-26 PROJECTED 6/30/2026	FY 2026-27 DEPT. REQUEST	FY 2026-27 MGR. RECOMMENDATION
SALARIES-FULL TIME	-	58,789	64,850	64,094	66,383	67,640
LONGEVITY	-	175	200	200	225	225
CELL PHONE STIPEND	-	500	600	600	600	600
FICA	-	4,474	5,022	4,964	5,141	5,238
FEES-OTHER	-	-	-	-	-	-
RETIREMENT	-	8,239	11,319	10,872	12,056	12,284
GROUP INSURANCE	-	8,370	7,783	9,112	11,277	10,124
TUITION REIMBURSEMENT	-	-	-	500	-	-
SERVICES-PROFESSIONAL	-	(43)	-	98	-	-
SERVICES-PLANNING CONSULTANT	-	-	-	-	100,000	-
SERVICES-OTHER	-	-	-	-	-	-
SUPPLIES-DEPARTMENT	-	-	-	81	-	-
TRAVEL/CONFERENCE/TRAINING	-	1,044	2,172	1,436	6,427	2,000
TRANSPORTATION EXPENSE	-	-	-	-	-	-
DUES/PROF SUBSCRIPTIONS	-	120	120	110	120	420
BOARD EXPENSES	-	-	-	-	-	-
<b>DEPARTMENT TOTAL</b>	<b>\$ -</b>	<b>\$ 81,668</b>	<b>\$ 92,066</b>	<b>\$ 92,066</b>	<b>\$ 202,229</b>	<b>\$ 98,530</b>
Town Planner-100%						

<b>POLICE</b>							
<b>DESCRIPTION</b>	<b>FY 2023-24 ACTUAL</b>	<b>FY 2024-25 ACTUAL</b>	<b>FY 2025-26 BUDGETED</b>	<b>FY 2025-26 PROJECTED 6/30/2026</b>	<b>FY 2026-27 DEPT. REQUEST</b>	<b>FY 2026-27 MGR. RECOMMENDATION</b>	
	SALARIES-FULL TIME	628,403	630,077	789,255	706,275	875,935	823,027
SALARIES-OVERTIME	32,367	26,765	30,000	30,000	30,000	30,000	
LONGEVITY	2,325	1,975	2,725	2,325	3,350	3,350	
SEPARATION ALLOW (Parrish)	6,804	1,966	1,729	1,479	2,400	2,400	
FICA	50,810	50,235	61,059	56,616	69,744	65,696	
FEES-OTHER	25	-	-	-	-	-	
RETIREMENT	123,226	131,834	169,458	152,254	199,220	188,519	
INSURANCE-GROUP	80,189	96,198	100,921	104,084	168,784	132,012	
EMPLOYEE RELATIONS	-	-	-	-	-	-	
SERVICES-PROFESSIONAL	-	-	-	-	-	-	
SERVICES-SOFTWARE SUPPORT	3,399	3,467	3,537	3,536	3,537	3,537	
SERVICES-OTHER	2,162	2,561	2,952	6,000	3,102	3,102	
SUPPLIES-DEPARTMENT	3,932	2,874	12,000	12,000	14,000	10,000	
SHOP WITH THE COP	-	2,021	2,000	2,003	2,500	2,500	
PUBLIC RELATIONS	262	369	1,000	1,000	2,500	1,000	
UNIFORMS	5,379	3,831	5,000	5,681	10,000	4,593	
YOUTH CADET PROGRAM	-	168	-	-	-	-	
MEDICAL EXAMS	3,525	1,919	3,000	3,525	3,345	3,345	
SUPPLIES-GAS/OIL	39,150	34,917	47,019	47,019	75,000	40,000	
TRAVEL/CONF/TRAINING	1,304	1,225	5,200	5,200	6,600	1,000	
SUBSISTENCE	323	36	1,000	1,000	2,000	1,000	
TELEPHONE	4,971	5,167	4,500	4,565	4,550	4,500	
POSTAGE	-	-	-	60	-	-	
R/M EQUIPMENT	1,942	712	3,000	3,000	7,000	7,000	
R/M VEHICLES	11,434	19,460	10,000	12,323	25,000	25,000	
DUES/PROF SUBSCRIPTIONS	100	-	-	-	175	175	
NON-CAPITALIZED OUTLAY	10,602	13,867	14,670	14,670	19,200	9,500	
LOAN REPAYMENTS	4,091	4,091	15,835	15,835	39,374	39,374	
GRANT - EQUIPMENT	-	-	-	-	-	-	
CAPITAL OUTLAY	50,827	95,586	144,111	145,773	163,000	118,000	
CAPITAL RESERVE	8,000	-	-	-	23,000	-	
<b>DEPARTMENT TOTAL</b>	<b>\$ 1,075,551</b>	<b>\$ 1,131,319</b>	<b>\$ 1,429,972</b>	<b>\$ 1,336,224</b>	<b>\$ 1,753,316</b>	<b>\$ 1,518,630</b>	
13 Officers							
1 Admin Assistant			Loan Repayment-Detective Vehicle-4207.86				
<b>Proposed-Police Officer-January 1, 2027-June 30, 2027</b>			Police Interceptor-11,626.46				
			3/20/2026-Police Interceptor-23,539				

PUBLIC WORKS-STREETS						
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2025-26	FY 2026-27	FY 2026-27
	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2026	DEPT. REQUEST	MGR. RECOMMENDATION
DESCRIPTION						
SALARIES-FULL TIME	127,079	131,146	135,815	114,126	142,515	153,560
SALARIES-OVERTIME	123	565	-	914	-	-
LONGEVITY	363	625	588	538	663	663
CELL PHONE STIPEND	1,025	925	1,050	875	1,350	1,350
FICA	9,928	10,345	10,515	8,909	11,056	11,901
RETIREMENT	16,868	18,573	23,734	17,996	25,915	27,914
INSURANCE-GROUP	19,805	22,119	19,439	24,304	39,229	34,060
SERVICES-PROFESSIONAL	-	-	-	-	-	-
SERVICES-OTHER	147	-	-	-	-	-
SUPPLIES-DEPARTMENT	1,677	633	500	500	500	500
UNIFORMS	-	2,045	1,900	1,900	2,199	2,199
SUPPLIES-GAS/OIL	3,563	2,917	3,000	3,000	4,000	4,000
TRAVEL/CONFERENCE/TRAINING	299	-	500	500	4,500	4,500
SUBSISTENCE	535	987	-	1,422	1,000	1,000
TELEPHONE	-	-	-	-	-	-
STREET LIGHTS	57,997	57,765	66,000	66,000	69,300	69,300
R/M EQUIPMENT	861	636	1,000	3,070	3,000	3,000
R/M VEHICLES	1,467	224	1,000	1,000	1,000	1,000
R/M BUILDING/GROUNDS	-	-	-	-	-	-
R/M STREETS	10,933	324	1,500	1,500	1,500	1,500
R/M TRAFFIC SIGNS	460	2,951	5,000	5,000	1,500	-
DUES/PROFESSIONAL SUBSCRIP	-	-	-	-	-	-
CHRISTMAS LIGHTS & BANNERS	-	28,041	-	1,040	1,000	1,000
NON-CAPITALIZED OUTLAY	2,328	1,949	2,000	2,000	3,500	3,500
SIDEWALKS CONSTRUCTION/MAINTENANCE	3,170	-	500,000	-	-	-
LOAN REPAYMENTS	-	22,428	67,442	67,442	67,442	67,442
CAPITAL OUTLAY	150	644,256	-	-	-	25,000
CAPITAL RESERVE-EQUIPMENT	50,000	-	-	-	8,125	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 308,776</b>	<b>\$ 949,454</b>	<b>\$ 840,983</b>	<b>\$ 322,035</b>	<b>\$ 389,293</b>	<b>\$ 413,389</b>
Public Works Director-50%						
Maintenance Tech-100% (2)						
Maintenance Tech-50%						
Debt Service:						
Dump Truck-22,227						
Jet Vac-\$45,215						

POWELL BILL-STREETS							
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2025-26	FY 2026-27	FY 2026-27	
	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2026	DEPT. REQUEST	MGR. RECOMMENDATION	
DESCRIPTION							
SALARIES-FULL TIME	3,394	3,528	3,606	1,428	3,316	4,223	
LONGEVITY	14	15	10	10	8	8	
CELL PHONE STIPEND	30	28	30	30	30	30	
FICA	261	271	279	112	257	326	
RETIREMENT	438	484	629	220	601	766	
INSURANCE-GROUP	22	23	23	1,284	565	491	
SERVICES-PROFESSIONAL	500	500	850	50,611	850	850	
SUPPLIES-DEPARTMENT	-	34	1,000	1,000	1,000	1,000	
UNIFORMS	7	-	-	-	-	-	
SUPPLIES-GAS/OIL	454	482	2,500	2,500	2,500	2,500	
R/M EQUIPMENT	192	-	1,000	1,000	1,000	1,000	
R/M VEHICLES	-	-	1,000	1,000	1,000	1,000	
R/M STREETS	33,486	139,103	77,889	27,278	77,759	74,168	
NON-CAPITALIZED OUTLAY	-	958		1,500	1,500	1,500	
SIDEWALKS	-	-	-	-	-	-	
CAPITAL OUTLAY	-	-	-	-	-	2,500	
LOAN REPAYMENT	-	36,593	36,264	36,264	36,264	36,264	
<b>DEPARTMENT TOTAL</b>	<b>\$ 38,798</b>	<b>\$ 182,019</b>	<b>\$ 125,080</b>	<b>\$ 124,237</b>	<b>\$ 126,649</b>	<b>\$ 126,626</b>	
Public Works Director-5%							
Cab Tractor-\$36,264							

PARKS & RECREATION						
DESCRIPTION	FY 2023-24 ACTUAL	FY 2024-25 ACTUAL	FY 2025-26 BUDGETED	FY 2025-26 PROJECTED 6/30/2026	FY 2026-27 DEPT. REQUEST	FY 2026-27 MGR. RECOMMENDATION
SALARIES FULL TIME	139,878	162,516	175,075	173,317	220,808	179,450
SALARIES OVERTIME	971	(650)	1,000	2,000	2,000	2,000
SALARIES PART TIME	45,691	43,030	51,720	51,720	55,000	45,000
LONGEVITY	1,825	1,725	2,275	1,800	2,050	2,050
CELL PHONE STIPEND	1,125	1,600	1,800	1,800	2,450	1,800
FICA	15,381	16,039	17,737	17,644	21,597	17,618
FEES OTHER	1,236	835	1,500	2,164	1,500	1,500
RETIREMENT	20,532	25,163	31,033	27,645	40,699	33,213
INSURANCE-GROUP	14,862	18,501	15,929	19,511	35,631	21,681
PROFESSIONAL SERVICES	2,130	2,130	4,750	4,750	8,750	3,750
SERVICES-SOFTWARE SUPPORT	3,800	3,850	3,900	3,993	5,900	4,150
SERVICES-OTHER	202	254	280	280	544	280
SUPPLIES-PROGRAMMING	3,993	4,623	12,468	11,668	11,160	10,468
SUPPLIES-DEPARTMENT	4,237	1,240	3,210	3,210	3,852	3,210
CLASS INSTRUCTORS	6,702	5,362	13,415	13,415	8,315	8,000
CONTRACT SERVICES	2,089	1,557	1,800	1,800	5,100	2,700
CAMP/PROGRAM ACTIVITIES	5,042	2,493	6,600	6,600	3,800	4,800
RENTALS	413	-	600	600	700	600
GROCERIES/FOOD CATERING	492	-	-	-	-	-
SPECIAL EVENTS	6,651	7,570	7,708	5,600	11,200	11,200
PUBLIC PERFORMANCES	395	-	-	-	1,950	-
REC CONCESSIONS	-	-	-	-	-	-
UNIFORMS	794	1,325	1,228	1,228	1,495	1,228
SUPPLIES-GAS/OIL	2,025	1,901	1,750	1,750	2,330	2,000
TRAVEL/CONFERENCE/TRAINING	3,049	2,802	2,614	2,614	5,320	2,720
SUBSISTENCE	-	-	150	150	150	150
TRANSPORTATION EXPENSE	424	679	770	1,467	720	1,000
TELEPHONE	-	-	600	600	720	720
SPECTRUM	1,358	1,418	1,368	1,368	1,560	1,560
R/M EQUIPMENT	1,270	891	1,350	1,350	1,450	1,350
R/M-SPLASH PAD	2,480	2,929	3,950	4,945	6,525	5,875
PLAYGROUND EQUIPMENT	6,293	4,876	24,391	24,391	15,045	1,000
R/M-DOCKS	1,078	-	-	-	-	-
R/M VEHICLES	1,780	1,129	1,640	1,640	1,640	1,640
R/M - GROUNDS	9,798	6,815	11,400	11,400	11,400	11,400
R/M-TRAFFIC SIGNS	-	-	330	330	250	250
SIGNS	-	99	250	250	300	250
ADS/NOTICES	449	1,176	2,250	2,250	4,420	2,250
DUES-SUBSCRIPTIONS	1,744	1,764	1,897	1,897	1,887	1,848
NON-CAPITALIZED OUTLAY	5,605	1,708	28,199	28,898	19,654	-
CAPITAL OUTLAY	5,801	-	150,000	150,000	102,000	60,000
CAPITAL RESERVE	-	-	-	-	74,000	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 321,594</b>	<b>\$ 327,350</b>	<b>\$ 586,936</b>	<b>\$ 586,044</b>	<b>\$ 693,871</b>	<b>\$ 448,711</b>
Parks & Recreation Director						
Public Works:Crew Leader						
Recreation Program & Event Manager						

DOWNTOWN FACILITIES							
DESCRIPTION	FY 2023-24 ACTUAL	FY 2024-25 ACTUAL	FY 2025-26 BUDGETED	FY 2025-26 PROJECTED 6/30/2026	FY 2026-27 DEPT. REQUEST	FY 2026-27 MGR. RECOMMENDATION	
SALARIES-PART TIME-VISITOR CENTER-PARKS & REC PT EMPLOYEES	11,577	-	-	-	15,000	15,000	
LONGEVITY	300	325	375	350	375	375	
CELL PHONE STIPEND	150	75	-	300	300	300	
FICA	3,087	4,076	4,250	4,149	5,425	5,425	
SERVICES-PROFESSIONAL	-	14,940	-	265	-	-	
SERVICES-CONSTRUCTION-VISITOR CENTER	-	-	-	862	-	-	
UNIFORMS	377	740	-	-	800	800	
SUPPLIES-GAS/OIL-VISITOR CENTER	-	-	1,000	1,000	-	-	
UTILITIES-VISITOR CENTER	-	2,498	3,000	2,000	2,200	2,200	
SPECTRUM-VISITOR CENTER	-	2,530	1,284	1,284	1,300	1,320	
REPAIRS/MAINT-VISITOR CENTER	-	306	97,760	97,760	-	-	
SALARIES-FULL TIME-DOCKMASTER	40,694	53,054	55,176	53,591	55,246	55,246	
SALARIES-PART TIME-DOCK ATTENDANTS		-	-	-	-	-	
FEES-OTHER	25	63	-	6,175	-	-	
RETIREMENT	6,176	8,806	9,601	9,280	10,067	10,067	
INSURANCE-GROUP	7,009	9,050	7,756	9,535	11,249	9,773	
SUPPLIES - DEPARTMENT	638	-	-	301	500	500	
TELEPHONE	503	513	540	540	540	540	
WATER/SEWER	779	819	-	700	1,000	1,000	
ELECTRICITY	2,633	-	-	502	-	-	
SPECTRUM-CHURCH ST DOCK	1,304	-	-	2,500	2,500	1,320	
R/M-DOCKS	7,849	12,917	8,000	2,214	4,500	4,500	
R/M BUILDINGS & GROUNDS	497	3,797	3,500	2,000	5,900	5,900	
R/M -CHURCH STREET DOCK	-	931	13,470	13,470	-	-	
SIGNS	25	385	500	500	500	500	
TIPPING FEES-REFUSE	-	51	-	150	-	-	
NON-CAPITALIZED OUTLAY	1,687	-	-	-	2,400	2,400	
CAPITAL OUTLAY	-	6,441	-	-	44,000	-	
<b>DEPARTMENT TOTAL</b>	<b>\$ 85,310</b>	<b>\$ 122,315</b>	<b>\$ 206,211</b>	<b>\$ 209,429</b>	<b>\$ 163,803</b>	<b>\$ 117,166</b>	
Dock Master/Facility Supervisor-100%							

FESTIVALS & EVENTS							
DESCRIPTION	FY 2023-24 ACTUAL	FY 2024-25 ACTUAL	FY 2025-26 BUDGETED	FY 2025-26 PROJECTED 6/30/2026	FY 2026-27 DEPT. REQUEST	FY 2026-27 MGR. RECOMMENDATION	
SALARIES-OVERTIME	26,147	26,352	30,000	30,000	30,000	30,000	
SALARIES-PARTIME	7,924	6,769	10,000	10,000	12,500	8,500	
LONGEVITY	200	200	225	200	200	200	
FICA	621	533	3,077	3,075	3,267	2,961	
SUPPLIES-DEPARTMENT	1,907	1,443	1,450	1,450	1,900	1,900	
PARADE EXPENSES	1,335	1,569	1,700	1,039	1,700	1,700	
MULLET FESTIVAL EXPENSES	31,019	34,049	34,604	7,491	39,485	39,485	
JULY 4TH EXPENSES	29,833	26,851	34,015	32,400	33,180	33,180	
FLOTILLA EXPENSES	5,184	5,507	7,494	6,803	9,110	9,110	
ARTS BY THE SEA	6,786	4,085	14,730	8,230	9,060	9,060	
PUBLIC PERFORMANCE LICENSE	1,628	1,489	1,552	2,006	1,645	1,645	
SUPPLIES-GAS/OIL	114	273	450	480	450	450	
TRAVEL/CONFERENCE	374	-	1,270	1,228	1,500	1,500	
POSTAGE	-	-	-	-	160	160	
UTILITIES	969	135	300	300	100	100	
R/M-MAINTENANCE GROUNDS	-	-	100	100	100	100	
R/M-TRAFFIC SIGNS	-	-	4,002	4,002	330	330	
ADS & NOTICES	6,519	6,284	15,280	15,280	25,780	25,780	
DUES/SUBSCRIPTIONS	447	559	490	490	165	165	
NON-CAPITAL OUTLAY	408	448	450	450	1,500	1,500	
<b>DEPARTMENT TOTAL</b>	<b>121,415</b>	<b>116,547</b>	<b>161,189</b>	<b>125,024</b>	<b>172,132</b>	<b>167,826</b>	

EMERGENCY MANAGEMENT						
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2025-26	FY 2026-27	FY 2026-27
DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
				6/30/2026		
DESCRIPTION	-	-	-		-	-
SALARIES -OVERTIME	-	-	-		-	-
SERVICES-FEES OTHER	-	17	-		-	-
SERVICES-PROFESSIONAL	1,125	-	-		-	-
SERVICES-SOFTWARE SUPPORT	1,010	6,876	7,000	6,002	10,000	10,000
SERVICES-OTHER	-	-	-		-	-
SUPPLIES-TOOLS & EQUIPMENT	-	-	-	21	-	-
SUPPLIES-DEPARTMENTAL	454	514	-	1,611	-	-
UNIFORMS	3,175	-	-		-	-
SUPPLIES-GAS/OIL	1,282	2,103	-		-	-
TRAVEL/CONF/TRAINING	45	-	1,500	1,200	2,500	2,500
SUBSISTENCE	66	1,104	-	464	-	-
TELEPHONE	-	1,732	3,000	1,800	3,500	3,500
SPECTRUM	956	565	-		-	-
TELEPHONE-MOBILE & APPARATUS	-	-	-		-	-
R/M-EQUIPMENT	282	-	-		-	-
R/M-VEHICLES	-	13	-		-	-
R/M-BUILDING/GROUNDS	-	-	-		-	-
R/M-TOWN HALL	1,959	-	-		-	-
R/M-VISITOR CENTER	268	-	-		-	-
R/M-CIGAR SHOP	268	-	-		-	-
R/M-OLD TOWN HALL	1,986	-	-		-	-
R/M-PSB	429	-	-	34	-	-
R/M-PUBLIC WORKS OFFICE	-	-	-		-	-
R/M-PARKS & RECREATION	1,395	-	-		-	-
DUES/PROF SUBSCRIPTIONS-AGENCY	-	-	500	199	500	500
NON-CAPITALIZED OUTLAY	4,763	812	-	669	4,000	4,000
CAPITAL OUTLAY	-	-	-		42,500	-
TRANSFER-CAPITAL RESERVE FUND	-	-	-		-	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 19,463</b>	<b>\$ 13,737</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 63,000</b>	<b>\$ 20,500</b>

ENTERPRISE FUND-STORM WATER						
	FY 2023-24 ACTUAL	FY 2024-25 ACTUAL	FY 2025-26 BUDGETED	FY 2025-26 PROJECTED 6/30/2026	FY 2026-27 DEPT. REQUEST	FY 2026-27 MGR. RECOMMENDATION
<b>DESCRIPTION</b>						
SALARIES-FULL TIME	45,351	45,999	47,106	47,106	47,905	49,916
SALARIES-OVERTIME	96	251	-	-	-	-
LONGEVITY	203	230	248	248	265	265
CELL PHONE STIPEND	335	330	360	360	360	360
FICA	3,595	3,661	3,650	3,650	3,713	3,866
RETIREMENT	6,659	7,266	8,239	8,239	8,719	9,083
INSURANCE-GROUP	8,425	9,061	7,763	7,763	12,341	10,716
BAD DEBT EXPENSE	4,915	7,062	-	-	-	-
SERVICES-LEGAL LITIGATION	-	3,900	2,400	2,400	2,400	2,400
FEES-PROFESSIONAL	3,596	4,029	-	-	4,000	4,000
SUPPLIES-DEPARTMENT	367	1,027	1,200	1,200	1,200	1,200
UNIFORMS	869	807	4,000	4,000	1,500	1,500
SUPPLIES-GAS/OIL	2,729	3,428	500	500	500	500
TRAVEL/CONF/TRAINING	-	-	-	-	-	-
POSTAGE	2,482	1,784	4,000	4,000	3,000	3,000
R/M EQUIPMENT	461	1,000	1,500	1,500	1,500	1,500
R/M VEHICLES	791	960	2,000	2,000	2,000	2,000
R/M VBUILDING/GROUNDS	-	510	1,000	1,000	1,000	1,000
R/M STREETS	214	-	2,000	2,000	2,000	2,000
R/M STORM DRAINAGE	4,616	27,578	35,000	3,000	20,440	22,660
TIPPING FEES-YARD WASTE	180	-	1,000	500	1,000	1,000
DEPRECIATION EXPENSE	10,469	-	11,000	11,000	11,000	11,000
NON-CAPITALIZED OUTLAY	985	1,486	2,000	2,000	2,000	2,000
LOAN REPAYMENTS	-	-	22,608	22,608	22,608	22,608
CAPITAL OUTLAY	-	-	-	-	-	5,000
CAPITAL RESERVE-EQUIPMENT	-	-	-	-	8,125	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 97,336</b>	<b>\$ 120,369</b>	<b>\$ 157,574</b>		<b>\$ 157,574</b>	<b>\$ 157,574</b>
Public Works Director-10%						
Maintenance Tech 100%						
Debt Service-Jet Vac						

ENTERPRISE FUND-SOLID WASTE						
	FY 2023-24 ACTUAL	FY 2024-25 ACTUAL	FY 2025-26 BUDGETED	FY 2025-26 PROJECTED 6/30/2026	FY 2026-27 DEPT. REQUEST	FY 2026-27 MGR. RECOMMENDATION
DESCRIPTION						
SALARIES - FULL TIME	45,044	46,300	45,901	45,901	52,749	54,842
LONGEVITY	203	230	-	-	-	-
CELL PHONE STIPEND	360	330	248	248	265	265
FICA	3,538	3,629	360	360	360	360
FEES- OTHER	-	-	3,558	3,558	4,083	4,243
RETIREMENT	5,916	6,555	8,030	8,030	9,596	9,974
INSURANCE - GROUP	8,620	9,010	7,771	7,771	12,346	10,722
SERVICES-PROFESSIONAL	-	-	-	-	-	-
SERVICES-REFUSE	175,576	181,651	190,000	190,000	193,610	193,610
SERVICES-RECYCLING	73,893	74,237	69,000	90,000	95,525	95,525
SERVICES-YARD WASTE	-	-	-	-	-	-
SUPPLIES-DEPARTMENTAL	487	332	500	500	500	500
UNIFORMS	787	876	1,200	1,200	1,200	1,200
SUPPLIES - GAS/OIL	4,357	5,138	5,500	5,500	5,500	5,500
TRAVEL/CONF/TRAINING	-	-	500	500	500	500
R/M EQUIPMENT	-	11	1,000	1,000	1,500	1,500
R/M VEHICLES	2,267	5,815	1,500	1,500	3,000	3,240
TIPPING FEES-REFUSE	83,340	81,942	91,680	82,000	83,183	85,061
TIPPING FEES-YARD WASTE	8,290	7,410	8,000	8,000	8,000	8,000
DEPRECIATION EXPENSE	19,778	-	20,000	20,000	25,000	25,000
NON-CAPITALIZED OUTLAY	-	-	-	-	-	-
LOAN REPAYMENTS	32,583	32,546	22,608	22,608	22,608	22,608
CAPITAL OUTLAY	-	-	-	-	-	5,000
CAPITAL RESERVE-EQUIPMENT	-	-	-	-	8,125	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 465,039</b>	<b>\$ 456,012</b>	<b>\$ 477,354</b>	<b>\$ 488,675</b>	<b>\$ 527,650</b>	<b>\$ 527,650</b>
Public Works Director-10%						
Maintenance Tech-100%						
Debt Service-Jet Vac						

**TOWN OF SWANSBORO  
BUDGET ORDINANCE  
FISCAL YEAR 2026/2027**

**BE IT ORDAINED** by the Board of Commissioners of the Town of Swansboro, North Carolina that the following ordinance be adopted to make appropriations and raise revenue for the current operations of the Town of Swansboro for fiscal year beginning July 1, 2026 and ending June 30, 2027.

**SECTION 1.** It is estimated that the following revenues will be available in the General Fund for fiscal year beginning July 1, 2026 and ending June 30, 2027:

Ad Valorem Tax	\$2,535,006
Ad Valorem Tax prior years	\$12,239
Penalties and Interest	\$3,500
Sales and Use Tax	\$1,600,000
Powell Bill Funds	\$126,626
County Funding (Fire)	\$300,814
County Funding (\$.03 Cent Property Tax)	\$206,923
Utility Franchise Taxes	\$245,000
Building Permit Fees	\$223,022
ABC Distribution	\$48,600
Beer & Wine Tax	\$14,000
Investment Earnings/GF	\$165,000
ONWASA Satellite Office Payment	\$35,000
Rental Fees/Leases	\$37,563
Festivals & Events	\$73,500
Loan Proceeds	\$168,000
Grants-Variou s	\$60,000
Assigned Fund Balance	\$486,000
Other Revenues	\$338,380
<b>Total General Fund Revenues</b>	<b>\$6,679,173</b>

**SECTION 2.** The following amounts are hereby appropriated in the General Fund for the expenses of the town government and its activities for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Non-Departmental	\$552,466
Governing Body	\$26,378
Administrative Services	\$484,385
Finance	\$362,823
Legal	\$59,300
Public Buildings	\$314,927
Fire Department	\$1,672,404
Permitting	\$295,112
Planning	\$98,530
Police Department	\$1,518,630
Streets Municipal	\$413,389
Streets State Aid	\$126,626
Parks & Recreation	\$448,711
Downtown Facilities	\$117,166
Festivals & Events	\$167,826
Emergency Management	\$20,500
<b>Total General Fund Expenditures</b>	<b>\$6,679,173</b>

**SECTION 3. Revenues.** It is estimated that the following revenues will be available in the Stormwater Enterprise Funds for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Users Fees	\$152,169
NCDOT	\$5,405
<b>Total Stormwater Enterprise-Revenues</b>	<b>\$157,574</b>

**SECTION 4. Expenditures.** The following amounts are hereby appropriated in the Stormwater Enterprise Funds for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

<b>Stormwater Fund Expenditures</b>	<b>\$157,574</b>
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**SECTION 5. Revenues.** It is estimated that the following revenues will be available in the Solid Waste Enterprise Funds for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Solid Waste Enterprise Fund Revenues-User Fees	\$527,650
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**SECTION 6. Expenditures.** The following amounts are hereby appropriated in the Solid Waste Enterprise Funds for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Solid Waste Fund Expenditures	\$527,650
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**SECTION 7. Debt Service.** The following amounts are hereby appropriated in the General Fund, Stormwater Fund, and Solid Waste Fund for the annual debt service payments for the fiscal year beginning July 1, 2026 and ending June 30, 2027 are as follows:

Town Hall	\$72,863
Fire Truck (Tanker)	\$11,861
Sleeping Quarters-PSB	\$26,823
Toyne Fire Truck	\$47,512
Vehicles & Software	\$23,377
Cab Tractor/Dump Truck	\$58,491
Vac Truck, Police & Fire Chiefs Vehicles	\$131,934
Police Vehicles	\$23,539
<b>Total Debt Service</b>	<b>\$396,400</b>

**SECTION 8. Capital Projects & Grant Projects.** The FY 2026-27 budget ordinance hereby authorizes the following capital improvement & grant projects:

Waterfront Plan Implementation Project	Fund #24	\$554,817
Municipal Park Improvements Project	Fund #57	\$1,325,104
Emergency Operation Center	Fund #33	\$9,000,000
Emmertton School Repairs	Fund #34	\$499,000
Main Street Dock Replacement Project	Fund #37	\$170,164

**SECTION 9. Tax Rate.** There is hereby levied for the fiscal year 2026-2027 a tax at the rate of \$0.35 on each one hundred dollars (\$100) assessed valuation of property located within the Town of Swansboro as listed as of January 1, 2026, for the purpose of raising revenue in the General Fund Section 1 of this ordinance.

**SECTION 10.** The Town Manager (Budget Officer) and the Finance Director are hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- A. He/She may transfer amounts between objects of expenditure within a department without limitation and without a report being required.
- B. He/She may transfer amounts between departments within the same fund. An official report must be made at the next regular meeting of the Board of Commissioners.
- C. He/She may utilize appropriations contained in the contingencies or emergency fund appropriations, as needed without limitation and without a report being required.
- D. He/She may transfer amounts between funds with prior approval by the Governing Board in an amendment to the Budget Ordinance.
- E. He/She may transfer funds from reserve funds, up to \$20,000 per purpose, to meet current needs for the purpose for which such funds are being held in reserve provided that a report of such transfers be made no later than the next regular meeting of the Board of Commissioners.
- F. He/She may make interfund loans as necessary to meet cash flow needs. They may make advances to the various funds for working capital purposes, without additional approval from the Town Board.

**SECTION 11. Fee Schedule.** The Town of Swansboro Schedule of Fees for Fiscal Year 2026-2027, amended from the Schedule of Fees for the previous fiscal year, is hereby adopted by reference. In addition, Policy No. 10 reflects the Board of Commissioner’s ability to waive permit related and/or annexation fees in exchange for voluntary annexation and is hereby adopted by reference.

**SECTION 12. Salary Schedules.** The Town of Swansboro Salary Schedules for Fiscal Year 2026-2027.

**SECTION 13.** Copies of this budget ordinance shall be furnished to the Town Manager (Budget Officer), Finance Director, Town Clerk, and the Tax Supervisor for their direction in carrying out their duties.

**SECTION 14.** This ordinance shall become effective on July 1, 2026, following its adoption, this 23rd day of June 2026.

**ATTEST:**

**TOWN OF SWANSBORO  
BOARD OF COMMISSIONERS**

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

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

Town of Swansboro  
Salary Schedule FY 2026-27  
General Employees

GRADE	Minimum	Maximum
11	36,928	55,646
12	38,774	57,872
13	40,022	61,725
14	42,786	64,590
15	43,634	71,762
16	47,185	73,197
17	49,641	74,195
18	50,714	79,540
19	53,250	83,517
20	56,039	86,671
21	58,734	112,343
22	61,671	112,905
23	66,313	113,752
24	68,209	114,320
25	72,547	115,972
26	75,876	117,115
27	79,670	119,457
28	83,654	125,430
29	87,836	131,702
30	92,228	138,287

This Salary Schedule was hereby adopted by the Board of Commissioners in regular session on June 23, 2026, and reflects the approved 1.35% Cost-of-Living Adjustment (COLA) for the 2026–2027 fiscal year.

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

Attest:

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

**Town of Swansboro**  
**Salary Schedule FY 2026-27**  
**Public Safety**

<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
11	\$36,928	\$55,392
12	\$38,774	\$58,161
13	\$40,713	\$61,069
14	\$42,748	\$64,123
15	\$44,886	\$67,329
16	\$47,130	\$70,695
17	\$49,487	\$74,230
18	\$51,961	\$77,941
19	\$54,559	\$81,839
20	\$57,287	\$85,930
21	\$60,151	\$90,227
22	\$63,159	\$94,738
23	\$66,317	\$99,475
24	\$69,633	\$104,449
25	\$73,114	\$109,671
26	\$76,770	\$115,155
27	\$80,609	\$120,913
28	\$84,639	\$126,958
29	\$88,871	\$133,306
30	\$93,314	\$139,972

This Public Safety Salary Schedule was hereby adopted by the Board of Commissioners in regular session on June 23, 2026, and reflects the approved 1.35% Cost -of-Living Adjustment (COLA) for the 2026-2027 fiscal year.

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William Justice, Mayor

Attest:

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Alissa Fender, Town Clerk

# Town of Swansboro

## Schedule of Fees



Fiscal Year 2026-2027  
Proposed

## RESIDENTIAL BUILDING PERMIT FEES

New Construction (including modular construction & additions, but not trades) Application Fee	\$50.00
Single Family and Duplexes	\$.50/sq ft Minimum \$500.00
Multi-Family	\$.60/sq ft Minimum \$500.00
Plumbing (including renovations and repairs)	\$ .13/sq ft
Mechanical (including renovations and repairs, and ductwork)	\$ .13/sq ft
Electrical (including renovations and repairs)	\$ .13/sq ft
Temporary Pole	\$ 75.00
Porches, Decks, Garages, and Accessory Buildings (If over 12ft in any direction; over 144 sq ft)	\$275.00
(Less than 12ft in any direction or 144 sq ft, zoning, tie-down permit, inspection required)	\$150.00
Renovations & Repairs (Building Only) (Not Additions - see New Construction)	\$ .13/sq ft Minimum \$75.00
Manufactured Homes (includes CO)	
Single Wide	\$250.00
Double Wide	\$350.00
Triple Wide	\$375.00
Sidewalk Inspection for Residence	\$75.00
Driveway Inspection	\$75.00
Fence Inspection	\$75.00
Swimming Pool (does not included electrical)	\$85.00
Home Owners Recovery Fund	\$ 10.00
Certificate of Occupancy	\$110.00
Temporary Residential Storage Unit (PODS)	No charge
Change of Contractor/Subcontractor	\$25.00
<b>Minimum Permit Fee Electric, Mechanical, Plumbing</b>	<b>\$75.00</b>
<b>Any work which begins without or prior purchase of any permit</b>	<b>Double permit fees</b>

# COMMERCIAL BUILDING PERMIT FEES

Item VI - a.

## New Construction (including modular construction & additions, but not trades)

Application Fee	\$100.00
Assembly (A-1, 2, 3, 4)	\$0.60/sq ft Minimum \$500.00
Business	\$0.60/sq ft Minimum \$500.00
Educational	\$0.60/sq ft Minimum \$500.00
Factory (F-1, F-2)	\$0.60/sq ft Minimum \$500.00
High Hazard (H-1, 2, 3, 4, 5)	\$0.60/sq ft Minimum \$500.00
Institutional (I-1, 2, 3, 4)	\$0.60/sq ft Minimum \$500.00
Mercantile	\$0.60/sq ft \$0.75/sq ft >40,000 sq ft Minimum \$500.00
Hotels & Group Care (R-1, R-4)	\$0.60/sq ft Minimum \$500.00
Storage (S-1, S-2)	\$0.60/sq ft Minimum \$500.00
Utility	\$0.60/sq ft Minimum \$500.00
Plumbing (including renovations and repairs)	\$.13/ sq ft \$0.26/sq ft >40,000 sq ft Minimum \$75.00
Mechanical (including renovations and repairs and ductwork)	\$.13 /sq ft \$0.26/sq ft >40,000 sq ft Minimum \$75.00
Electrical (including renovations and repairs)	\$.13/sq ft \$0.26/sq ft >40,000 sq ft Minimum \$75.00
Temporary Pole	\$75.00/unit
Renovations & Repairs of Building only	\$.13/sq ft Minimum \$75.00
Gas Pumps/Storage Tank/Mech. Equip/Gas Appliances & Equipment	\$75.00/unit
Freezers and cooler change-out	\$75.00/unit
Sidewalk Inspection	\$75.00 \$120.00 >40,000 sq ft
Driveway Inspection	\$75.00 \$120.00 >40,000 sq ft

Fence Inspection	\$75.00 \$120.00 >40,000 sq ft
Building Sprinkler System (new construction)	\$.07/sq ft \$0.14/sq ft >40,000 sq ft
Head Replacement	\$ 60.00/head
Repair	\$ .13/linear ft
Modification/Alteration	\$100.00
Mobile Home Park (new) Pedestal	\$75.00/lot
Commercial Exhaust Hoods with or without Fire Suppression Hood (each)	\$150.00
Portable Storage Containers or Structures (site placement inspection)	\$ 60.00
Mobile Construction Site Containers	No charge
Certificate of Occupancy	\$110.00 \$500.00 >40,000 sq ft
<b>Minimum Permit Fee Electric, Mechanical, Plumbing</b>	<b>\$100.00</b>
<b>Any work which begins without or prior purchase of any permit</b>	Double permit fees

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## OTHER BUILDING AND PLANNING FEES

Item VI - a.

Zoning Compliance Review (as needed)	\$50.00
Zoning Permit – Property additions (Required for all residential & commercial fence, walls)	\$25.00
Zoning Permit – New construction/additions for commercial & residential	\$50.00
Zoning Certification/Verification Letter	\$25.00
Site Setback Verification (additions, swimming pools and accessory buildings) (As-builts required for all principal structures)	\$60.00 \$150.00 >40,000 sq ft
Landscaping Verification	\$60.00 \$150.00 >40,000 sq ft
Land Improvement Permit Penalty for Failure to Obtain a Land Improvement Permit (Ref. Ordinance 2021-O4 6/14.21)	No Charge \$3500/acre, \$20,000 maximum
Parking Lot Inspections	\$1.50/space \$150.00 >40,000 sq ft
Parking Lot Plan Review	\$75.00 \$150.00 >40,000 sq ft
Curb Cut	\$60.00 \$150.00 >40,000 sq ft
Flood Development Permit	\$100.00 \$150.00 >40,000 sq ft
Temporary Pole	\$75.00 \$150.00 >40,000 sq ft
Temporary Building Power	\$75.00 \$150.00 >40,000 sq ft
Temporary Certificate of Occupancy	\$110.00 \$200.00 >40,000 sq ft
Special Inspections	\$125.00 \$250.00 >40,000 sq ft
Roof Repair	\$75.00 Residential \$150.00 Commercial
Gas Piping	\$75.00
Solar Panels	\$120.00

Generator		\$120.00
Tent (temporary for event)		\$150.00
Alternative Sidewalk Contribution in lieu of Construction (Waiver approved by Town Manager)		\$25.00*/linear foot of frontage along a public street or highway (excluding driveways)
(*Unless official, signed estimate is received and approved)		
Electrical Service Change (Meter base, service panel)		\$150.00
Electrical service meter (accessory building)		\$160.00
Permits issued to the Town of Swansboro Government		No charge
Demolition		\$100.00 Residential/Commercial
Docks, bulkheads, retaining walls over 4', jetties, boat lift (w/o electric), and similar projects (request must include a copy of the CAMA permit for the file.)		\$125.00
Mobile Temporary office (including electrical)		\$150.00
Moving building (over 16' wide or requiring a blue light escort)		\$250.00
Mechanical unit change-out/per unit (unit only/no duct work)		\$100.00
Billboard Application		\$500.00
Re-inspection Fee (per trip)(per trade)		\$60.00
Signs		\$1.25/sf per viewable side \$60.00 minimum >40,000 sq ft Double Fees
Temporary Signs		\$1.25/sf
Sign Impoundment Fee/Penalty	First occasion Second occasion Third and additional occasions >40,000 sq ft Double Fees for all occasions	\$1/square foot \$5/square foot \$10/square foot
A.L.E. (Alcohol License) application compliance certification		\$75.00 >40,000 sq ft Double Fees

Required Fire Prevention Inspections

New businesses	\$150.00	\$100.00
<u>1st &amp; 2nd re-inspection</u>	\$100.00	
<u>3rd &amp; 4th re-inspection</u>	\$250	
<u>5th + re-inspection</u>	\$350.00	
+ per trip after 5 <sup>th</sup>	\$50.00	
Fire suppression system for new business	\$150.00	
New business with fire protection system (covers initial pressure and final acceptance testing)	\$350.00	
New business with fire alarm testing	\$250.00	
Re-inspection fee (per trip)	\$100.00	
Existing business general recurring inspection	Free	
1st re-inspection — 15 days <u>&amp; 2nd re-inspection</u>	Free	\$100.00
2nd & 3rd re-inspection — 45 & 60 days <u>3rd &amp; 4th re-inspection</u>	\$100.00	\$200.00
Beyond 60 days/per trip every 15 days <u>5th + re-inspection</u>	\$150.00	\$350.00
+ Per violation (additional beyond 60 day fee) <u>trip</u>	\$50.00	
Existing business fire suppression system install or modifications		
Hood	\$75.00	
Sprinkler	\$150.00	
Existing business fire suppression system recurring inspection	Free	
1st re-inspection — 15 days	Free	\$50.00
2nd & 3rd re-inspection — 30 & 45 days <u>+ re-inspection</u>	\$50.00	\$75.00/trip
4th re-inspection — 60 days	\$100.00	
Per trip after 4th	\$125.00	
Fire Alarm Testing	\$125	\$200.00/system
<u>Modification/Alteration</u>	\$100.00/system	
<u>Re-inspection</u>	\$150.00/trip	
Hydrant Testing		
Testing & Data for Private Water System	\$100.00/hydrant	
Testing & Data for Public Water Supply	\$75.00/hydrant	
<u>In-Home Daycare Inspection</u>	\$50.00	
<u>Foster Care Inspection</u>	\$50.00	
<u>Group Home Inspection</u>	\$100.00	
Permit Revision	10% of permit cost	
Flood Zone Certification Letter	\$50.00	
Cell Tower (new)	\$1,000.00	
Cell Tower (co-location: antennae)	\$1,000.00	
Cell Tower (modification after permitted)	\$250.00/change	
Building Plan Reviews (Commercial)		
Standard Plan Review (Building, Electrical, Mechanical, Plumbing)		
Construction value under \$30,000	\$85.00	
Construction value between \$30,000 - \$200,000	\$160.00	
Construction value between \$200,001 - \$370,000	\$330.00	
Construction value \$371,000 and greater	\$500.00	

Non-standard Review ((Building, Electrical, Mechanical, Plumbing)

Item VI - a.

Construction value under \$30,000	\$165.00
Construction value between \$30,000 - \$200,000	\$330.00
Construction value between \$200,001 - \$370,000	\$660.00
Construction value \$371,000 and greater	\$990.00

Important: Non-standard plan reviews are a service that allows plan review to take place prior to site plan approval and selection of a contractor (including proof of lien agent)

**Any** work which begins without or prior purchase of **the appropriate** permit = double permit fees.

Fees for permits issued for projects which do not start within 6 months may be refunded minus 15% service fee. The Building Permit must accompany the application for the refund.

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## SUBDIVISION FEES

Item VI - a.

<b>Minor Subdivision (<u>7 lots or less</u>) Application fee</b>	<b><u>\$400.00</u></b>
<b>Major Subdivision (<u>8 lots or more</u>) Application fee:</b>	
<u>Less than 1 Acre:</u>	
Sketch Plan Review	\$ 250.00
Preliminary Review	\$250.00 + \$10.00 per lot
Final Review	\$250.00 + \$10.00 per lot
<u>1 Acre to 5 Acres:</u>	
Sketch Plan Review	\$300.00
Preliminary Review	\$300.00 + \$10.00 per lot
Final Review	\$300.00 + \$10.00 per lot
<u>6 to 10 Acres:</u>	
Sketch Plan Review	\$350.00
Preliminary Review	\$350.00 + \$10.00 per lot
Final Review	\$350.00 + \$10.00 per lot
<u>11 to 20 Acres:</u>	
Sketch Plan Review	\$400.00
Preliminary Review	\$400.00 + \$10.00 per lot
Final Review	\$400.00 + \$10.00 per lot
<u>21 to 40 Acres:</u>	
Sketch Plan Review	\$450.00
Preliminary Review	\$450.00 + \$10.00 per lot
Final Review	\$450.00 + \$10.00 per lot
<u>Over 40 Acres:</u>	
Sketch Plan Review	\$500.00
Preliminary Review	\$500.00 + \$10.00 per lot
Final Review	\$500.00 + \$10.00 per lot
Recombination/Exempt Subdivision Certifications	\$75.00
Subdivision Infrastructure Guarantee Verification (by Engineer)	Engineer's charge for services rendered
Subdivision Infrastructure Compliance Inspections	Engineer's charge for services rendered
Subdivision Infrastructure Re-inspections	\$10.00/lot
Nuclear test review	Engineers charge for services rendered

# SUBDIVISION RECREATION DEDICATION/FEES FORMULA

Item VI - a.

## Land Area Required

Number of lots X .025 acres X density multiplier = Area Required (acres)

Density multipliers:	Average acres/lot	Density multiplier	[Avg. Lot Size]
	0.00-0.15	1.4	[0,000-6,534]
	0.16-0.24	1.2	[6,970-10,454]
	0.25-0.49	1.0	[10,890-21,344]
	0.50-0.99	0.9	[21,780-43,124]
	1.01 +	0.8	[43,560 +]

## Payment in Lieu of Dedication

Average Tax Value Per Acre (final plat) X Area Required = Payment Required

<u>Alternative Payment Per Lot Option:</u>	Density Multiplier	Amount
	1.4	\$840
	1.2	\$720
	1.0	\$600
	0.9	\$540
	0.8	\$480

Notes:

1. "Break even" valuation for formula vs. alternative payment is \$24,000 per acre.
2. The Town Board may (but is not required) to give credit for private, on-site recreational facilities, depending on the nature and level of services, up to 50% (maximum) of the land area or fees required (see ordinance for details).

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## PLANNING AND DEVELOPMENT FEES

Item VI - a.

Land Use Plan Amendments	\$400.00
Street Abandonment Request	\$300.00
Street Name Change	\$100.00
Request for UDO/Ordinance Change	\$400.00
Re-zoning Application Fee	\$400.00
Appeal of Code Enforcement Interpretation	\$400.00
Voluntary Annexation	\$350 Waiver Only By BOC (See Incentive Policy)
Special Use Permit Application Fee	\$400.00
Analysis Special Use Yearly Inspection	No Charge
Variance Application Fee	\$400.00
Subdivision Variance Fee	\$400.00
Site Plan Review	\$300.00/acre or portion thereof
Each review after 2 <sup>nd</sup>	\$600.00/acre or portion thereof
Revision of Approved Site Plan	\$150.00
Existing site plan review	Engineer's charge for services rendered
Traffic Impact Analysis Review Fee	Based on Hourly Contracted Engineering Rate
Historic District COA Application Fee	\$200.00
Historic District Minor Work Application Fee	\$50.00
COA Extension or Amendment Request	\$ 50.00
After the Fact Penalty (Historic District)	\$500.00 Major \$100.00 Minor \$2,000 Demolition
Driveway Permit	\$ 55.00
Right-of-Way Excavation and Encroachment (Civil penalties apply for failure to obtain permit - Reference Town Code 93.028)	\$ 50.00

Remedy of Nuisance Violation  
(offenses within one calendar year)

1st offense: \$150.00 or actual cost incurred by Town,  
whichever is greater plus \$25.00 administrative fee

Item VI - a.

2nd offense: \$225.00 or actual cost incurred by Town,  
whichever is greater plus \$25.00 administrative fee

3rd offense: \$350.00 or actual cost incurred by Town,  
whichever is greater plus \$25.00 administrative fee

Temporary Family Health Care Structure \$100.00  
Temporary Family Health Care Structure Annual Renewal Fee \$ 50.00  
(Ref Ordinance 2021-O3 5/24/2021)

Small Wireless Facilities (per location, up to 5) \$100.00  
Small Wireless Facilities (each location after 5) \$150.00  
(Ref Ordinance 2021-O3 5/24/2021)

**SOLID WASTE COLLECTION**

Residential \$21.93 ~~\$21.93~~ \$24.08/month  
Commercial \$36.62 ~~\$36.62~~ \$40.21/month

*Note: Commercial establishments may request property review to determine whether they qualify of waste and recycling carts – Residential and Commercial (if qualify) may receive up to 3 carts each, but carts may not be switched out. The fee provides 1 waste cart and 1 recycling cart. The solid waste contract does not provide for citizen/business to get 2 recycling carts in lieu of 1 waste and 1 recycling cart. The fee for additional carts is \$21.93 ~~\$21.93~~ \$24.08 for Residential and \$36.62 ~~\$36.62~~ \$40.21 for Commercial.*

**STORMWATER UTILITY FEE**

Residential Tier  
\$5.00 flat fee/month/residence

Commercial Tier  
Minimum Fee \$5.00/month or .01/Square Foot whichever is greater.

*Example 10,000 SF of impervious surface = \$8.33/month*

Note: Residential and Commercial parcels that implement methods to reduce impacts of runoff shall be eligible for an additional one month’s credit (See Credit Manual for Stormwater Fees for detail). An application must be filed with the Town Manager consistent with credit manual adopted by the Board of Commissioners.

**BEER & WINE LICENSE TAX SCHEDULE**

**BEER & WINE DEALERS [NCGS 18-69, 18-74, 105-113.79]**

(a) On premises, retail (BEER) \$15.00  
(b) Off premises, retail (BEER) \$ 5.00  
(c) On premises, retail (WINE) \$15.00  
(d) Off premises, retail (WINE) \$10.00  
(c) Wholesale dealers \$37.50  
If both wholesale of beer and wine on same license \$62.50

## MISCELLANEOUS FEES

Item VI - a.

Request Copies of Public Documents	8x11 \$0.25 per page 8x14 \$0.35 per page 11x17 \$0.50 per page Color copies \$1.00/page (any size)
Town Documents on Thumbdrive	\$10.00 per Thumbdrive
Request Copies of Various Town Meetings	\$10.00 per Thumbdrive
Fax Services	\$1.00/sheet local \$1.50/sheet long distance
Express Research Service (under 24 hours)	\$10.00/hr
Certificate of Convenience Application (Taxi Cabs & Mobile Ice Cream Vendors)	\$100.00
Food Trucks	\$500 annually \$100 daily \$50 Zoning
Return Check Fee	\$30.00
Credit Card Convenience Fee	2.5% of actual charge
Duplicate copy of Privilege License (beer/wine)	\$5.00
Fingerprinting	\$10.00
Police Reports	\$5.00
Golf Cart Registration Application	\$25.00
Re-inspections for initially failed golf cart inspections	\$10.00
Replacement of lost registration stickers for golf carts	\$5.00
Special Detail/Extra-duty Police or Fire services	\$35.00/hr
EV Charging	\$ .20 per kwh
Once fully charged, if left past 3 hours	\$5.00/hour

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## MEETING ROOM RENTAL FEES

Item VI - a.

	<u>Old Town Hall Assembly Room/502 Church St.</u>	<u>Town Hall Board Room/601 W. Corbett Ave.</u>
	<i>Resident/Non-Resident</i>	<i>Resident/Non-Resident</i>
Facility Use Fee	\$75/hour   \$100/hour	\$100/hour   \$125/hour
Kitchen/Multi-Use Space	\$25/hour   \$50/hour	NA
Attendant Fee	\$15/hr.	\$15/hr.
Damage/Cleanup Deposit	\$100	\$250
<u>Refunds for Event Cancellations</u>		
Cancellation at least 14 days in advance		Full refund
Cancellation at least 48 hours in advance		Facilities Use fee, less 2 hours use fee
Cancellation less than 48 hours in advance		No refund

## **PARK FACILITIES FEES**

<b>Facility</b>	<b>In-Town Resident</b>	<b>Out-of-Town Resident</b>
<b><u>Municipal Park</u></b>		
Municipal Park Tennis Courts	\$10/hour	\$15/hour
Municipal Park Basketball Courts	\$10/hour	\$15/hour
Municipal Park Large Picnic Shelter	\$15/hour	\$25/hour
Municipal Park Medium Picnic Shelter	\$10/hour	\$15/hour
Municipal Park Athletic Fields	\$20/hour	\$30/hour
<b><u>Riverview Park</u></b>		
Riverview Park Small Picnic Shelter	\$10/hr	\$15/hr
Riverview Park Large Covered Deck	\$25/hour	\$40/hour
<b><u>Downtown “Harry Pugliese” Pavilion</u></b>		
Downtown Park Bandstand/Pavilion (4 hour minimum required)	\$50/hour	\$75/hour
<b><u>Pirates Den Park</u></b>		
Pirates Den Park Large Picnic Shelter	\$15/hour	\$25/hour
<b><u>Pineland Park</u></b>		
Pineland Park Picnic Shelter	\$15/hour	\$25/hour
<b><u>Parks Open Space/Church Street Gazebo Usage Permit</u></b>		
	\$25	\$40
<b><u>Permit with Reservation</u></b>		
Any item being brought into the park (i.e: additional grill, tent, inflatable, DJ)	\$10	\$15
<b><u>Town Dock at Church Street</u></b>		
	\$2.00 per ft./per night	\$10 Power   \$35/Pump out Special Event Permit \$100

**Cancellations**

- 48 hours or more before reservation: Full refund of reservation fee
- Less than 48 hours before reservation: Reservation fee refunded, minus a \$50 cancellation fee

**Dog Park Registration**

Residents - No Fee

Non-Resident 1st Dog \$15/year      Additional Dog \$10 per additional dog

**Fitness Membership Fees**

	<b>Resident</b>	<b>Non-Resident</b>
Daily Pass	\$5	\$10
Weekly Pass	\$20	\$40
Monthly Individual Pass	\$30	\$60
Monthly Family Pass	\$40	\$80
Annual Membership		
Individual	\$75	\$150
Family	\$125	\$250
**Annual Membership after Aug 1		
Individual	\$40	\$75
Family	\$60	\$125
Town of Swansboro Employees		
Individual/Family	Free	Free

**Rentals Fees**

	<b>Resident</b>	<b>Non Resident</b>
Swansboro Recreation Center:		
Damage/Cleanup Deposit	\$100	\$100
Lounge/Game Room	\$20/hr	\$40/hr
Recreation Classroom	\$20/hr	\$40/hr
Multipurpose/Arts and Crafts Room	\$30/hr	\$50/hr
i. Kitchen Use	\$10/hr	\$20/hr
Permit for Outside Items (i.e.- grill, tent)	\$10	\$15
Additional Staff Hours	\$15/hr	\$15/hr
ii. (for reservations outside of normal operating hours)		

**Program registration fees and event fees are determined by type and residency.**

**Instructors using space in parks are required to partner with the Parks & Recreation Dept. or reserve space.**

**TOWN OF SWANSBORO  
FINANCIAL REPORT  
(AS OF MAY 31, 2026)**

REVENUES

EXPENDITURES

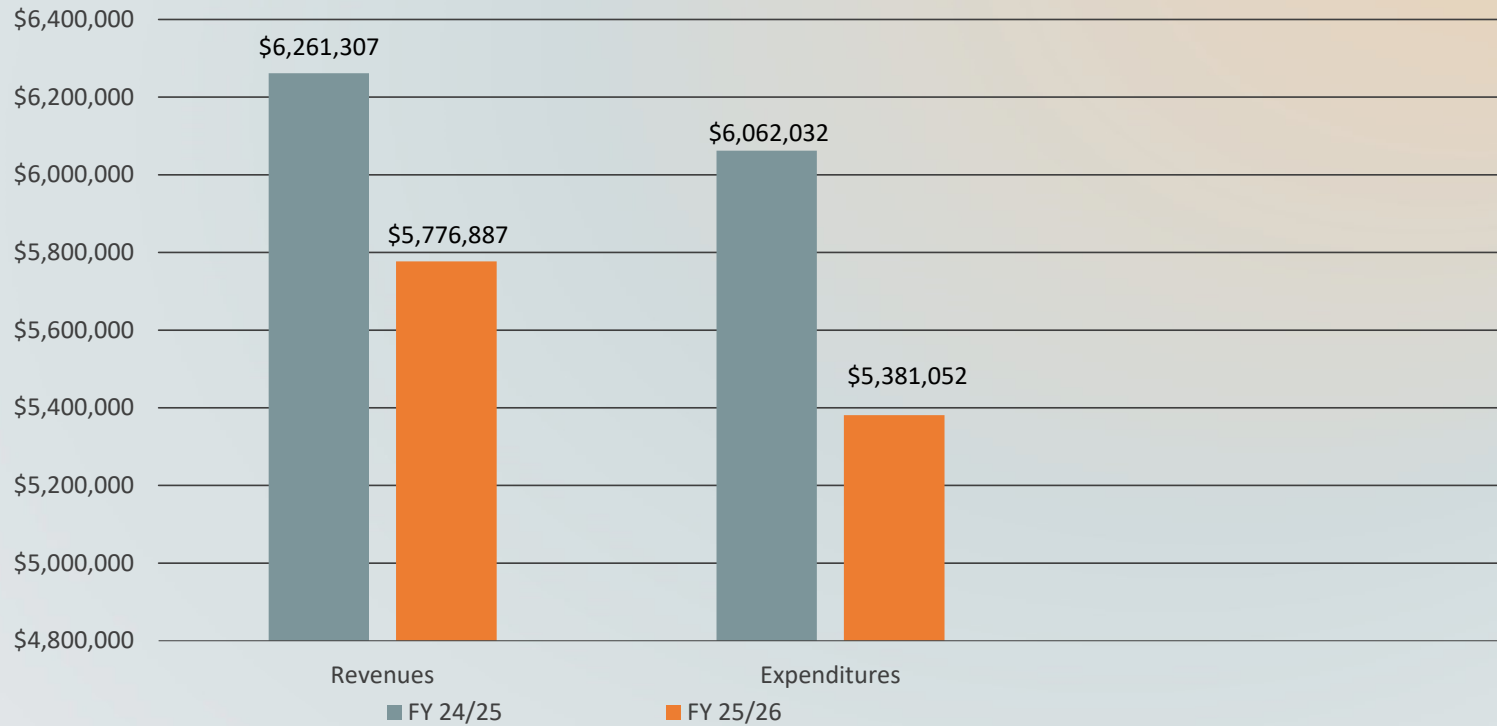
LOAN PAYMENTS

INVESTMENTS

GRANT UPDATE

### TOWN OF SWANSBORO REVENUES/EXPENDITURES TWO YEAR COMPARISON (AS OF MAY 31, 2026)

#### GENERAL FUND



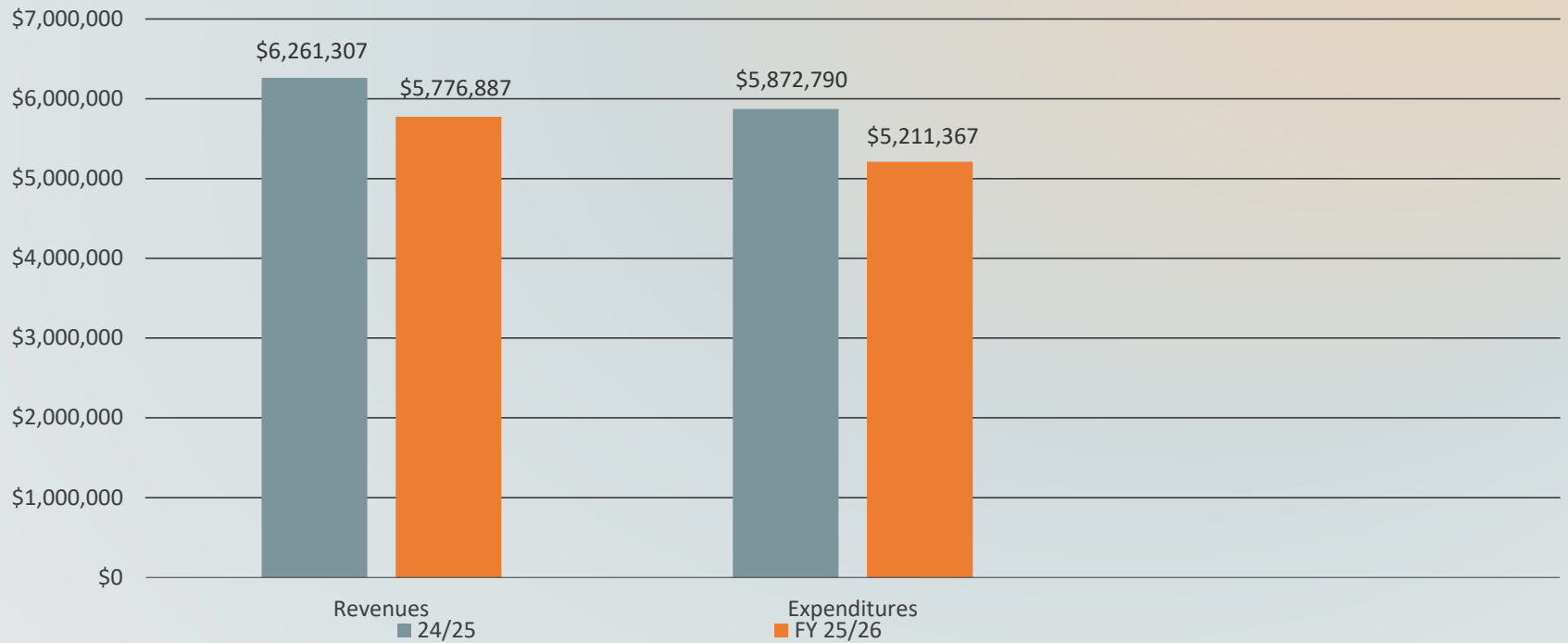
#### ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures-**\$395,835**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MAY 31, 2026)**

**(ACTUAL)**

**GENERAL FUND**



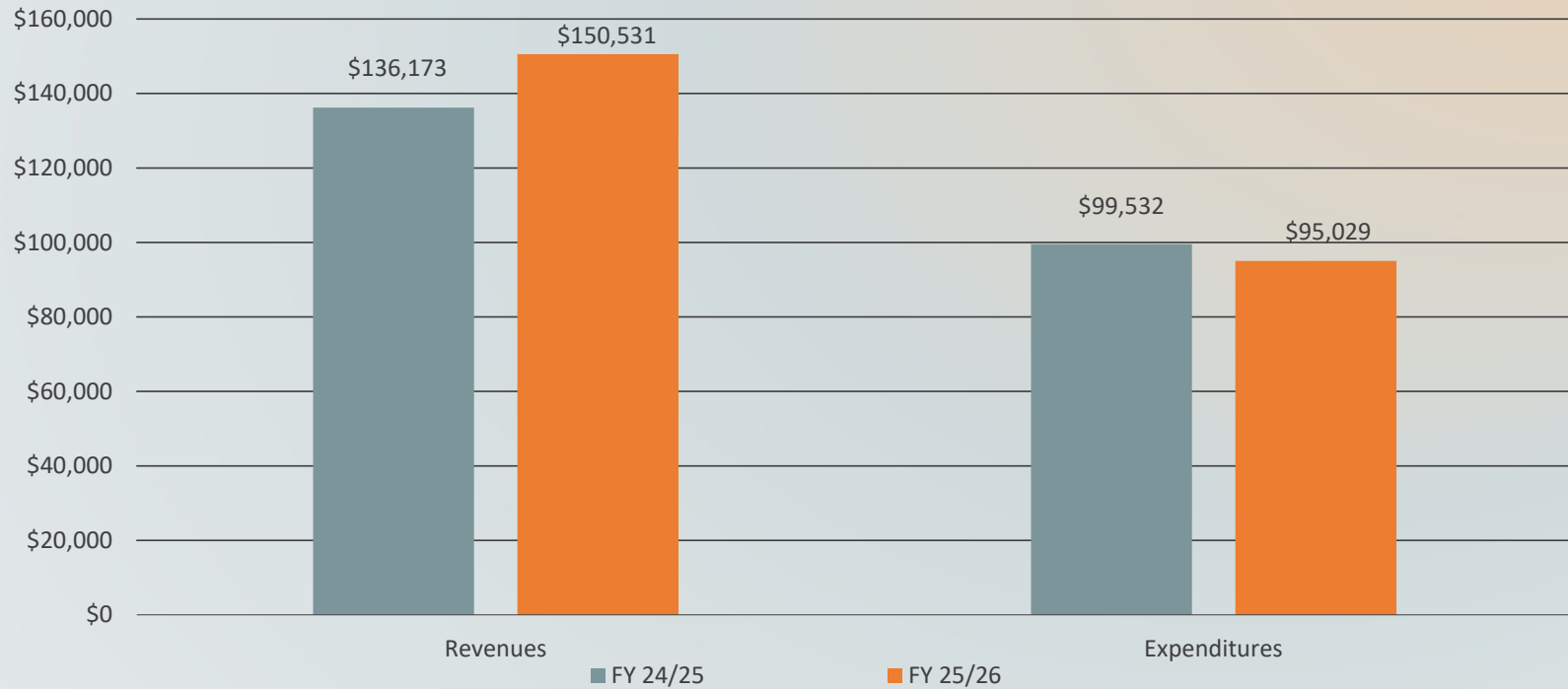
**(ENCUMBRANCES NOT INCLUDED)**

**Total Excess of Revenues Over Expenditures- \$565,520**

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % May 31, 2026
NON DEPARTMENTAL	581,365	460,473	2,695	79.7%
GOVERNING BODY	297,004	33,492	2,150	12.0%
ADMIN SERVICES	445,135	378,921	1,889	85.5%
FINANCE	345,320	282,758	7,129	83.9%
LEGAL	59,300	29,904	-	50.4%
PUBLIC BUILDINGS	303,843	257,114	5,739	86.5%
FIRE	1,607,343	1,361,865	43,273	87.4%
PERMITTING	301,128	236,924	3,007	79.7%
PLANNING	92,066	84,054	-	91.3%
POLICE	1,429,971	1,197,654	25,923	85.6%
PUBLIC WORKS-STREETS	840,983	271,142	2,389	32.5%
POWELL BILL-STREETS	126,580	90,348	2,375	73.3%
PARKS & RECREATION	584,936	328,046	48,393	64.4%
DOWNTOWN FACILITIES	206,211	106,310	1,940	52.5%
FESTIVALS & EVENTS	154,689	82,724	20,583	66.8%
EMERGENCY MANAGEMENT	12,000	9,639	2,200	98.7%
<b>TOTAL</b>	<b>7,387,874</b>	<b>5,211,367</b>	<b>169,685</b>	<b>72.84%</b>

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MAY 31, 2026)**

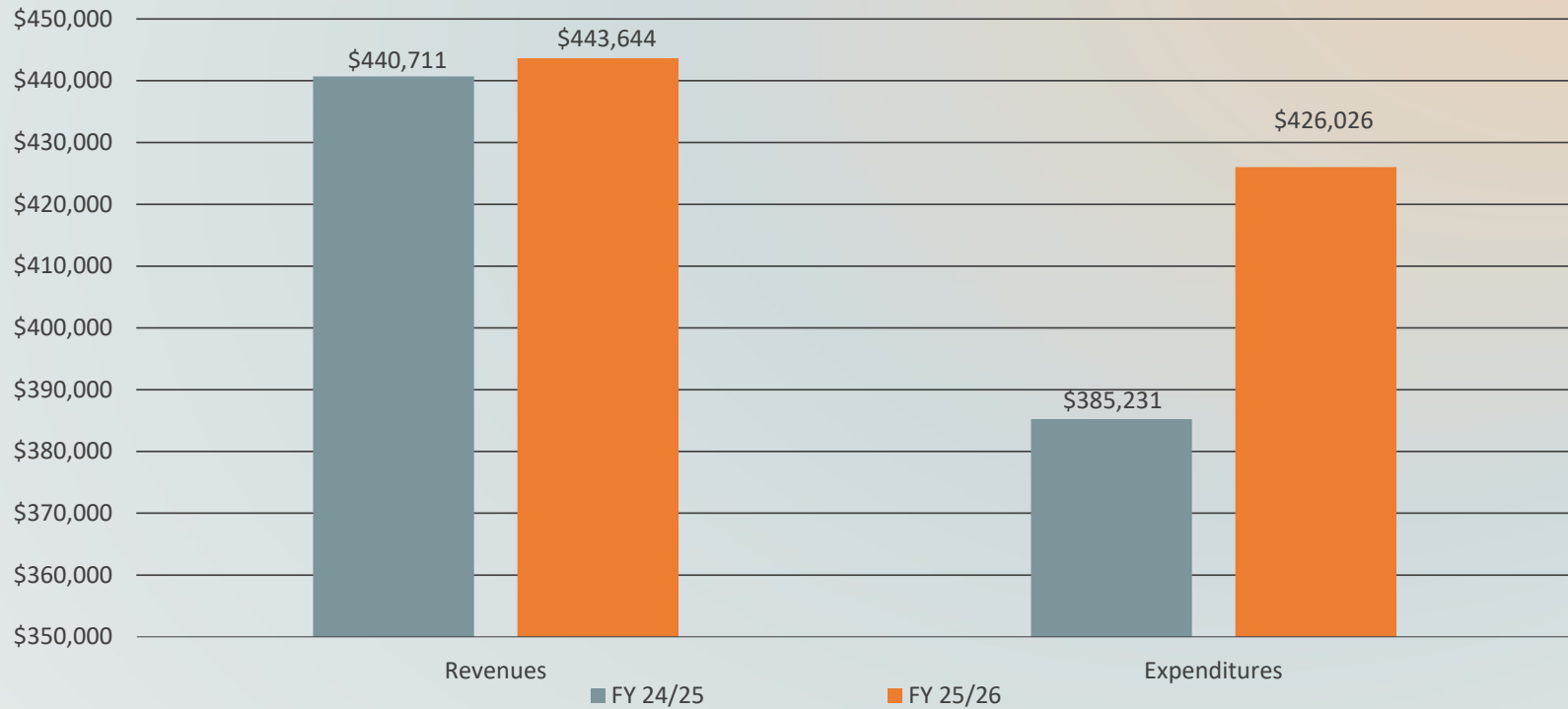
**STORMWATER ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
Total Excess of Revenues Over Expenditures-**\$55,502**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MAY 31, 2026)**

**SOLID WASTE ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
Total Excess of Revenues Over Expenditures-**\$17,618**

**TOWN OF SWANSBORO  
LOAN REPORT  
(AS OF MAY 31, 2026)**

<b>Item</b>	<b>Principal Balance</b>	<b>Interest Rate</b>	<b>End Date</b>	<b>Annual Debt Service</b>
<b>Town Hall/Tanker</b>	<b>\$162,847</b>	<b>2.69</b>	<b>03/21/2028</b>	<b>\$84,724</b>
<b>Fire Truck</b>	<b>\$46,544</b>	<b>2.08</b>	<b>11/01/2026</b>	<b>\$47,512</b>
<b>Sleeping Quarters</b>	<b>\$25,000</b>	<b>2.43</b>	<b>12/14/2026</b>	<b>\$26,823</b>
<b>Vehicles(Police &amp; Fire Department) &amp; Software</b>	<b>\$22,955</b>	<b>1.84</b>	<b>7/15/2026</b>	<b>\$23,377</b>
<b>Cab Tractor/Dump Truck</b>	<b>\$159,767</b>	<b>4.82</b>	<b>4/3/2029</b>	<b>\$58,491</b>
<b>Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles</b>	<b>\$474,425</b>	<b>4.40</b>	<b>12/1/2029</b>	<b>\$131,934</b>
<b>2 Police Vehicles</b>	<b>\$104,000</b>	<b>4.27</b>	<b>4/24/2031</b>	<b>\$23,539</b>
<b>Total Debt</b>	<b>\$995,238</b>			<b>\$396,400</b>

**TOWN OF SWANSBORO  
CASH & INVESTMENTS REPORT  
(AS OF MAY 31, 2026)**

**CASH & INVESTMENTS**

<b>BANK</b>	<b>BALANCE</b>	<b>INTEREST RATE</b>
<b>First Citizens Bank</b>	\$147,475	0.05%
<b>NC CMT-General</b>	\$6,743,500	3.52%
<b>TD Bank</b> (SCIF Funds for EOC & Sidewalks)	\$8,696,194	3.40%

## GRANT UPDATE

	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	\$9,857,548	\$1,370,866	\$0.00	\$8,486,682
Emmerton School Repairs	\$499,000	\$439,441	\$0.00	\$59,559
Stormwater Master Plan	\$400,000	\$374,536	\$0.00	\$25,464
Main Street Dock Replacement	\$170,164	\$14,290	\$0.00	\$155,874
<b>Total Outstanding Grants</b>	<b>\$12,415,962</b>	<b>\$3,686,046</b>	<b>\$0.00</b>	<b>\$8,729,916</b>

*Any Questions*

?



# Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **June 23, 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.

**July 14th or 28th**

- \* Parks & Recreation Month
- \* Oaths of Office (2 Officers)
- \* Appearance Commission Bi-Laws
- \* ONWASA Brief/Presentation
- \* Sidewalk Priorities Project Update (*tentative*)
- \* Street Acceptance - Swansgate
- \* Monthly Finance Report

**August Meeting Dates**

11th & 25th

**Future Agenda Items**

- \* Waterfront Access and Development Plan (*review/revision considerations*)
- \* Community Presentations (*ongoing monthly*)
- \* DOD Grant (*anticipated award date, August 12<sup>th</sup>*)
- \* EMS Plan (*ongoing*)
- \* Presentation – Proposal for Heritage Center Museum in Emmerton School Building
- \* Senate Bill 382 Down Zoning review
- \* Onslow County Fire Contract/Strategic Planning
- \* Historic Preservation enforcement
- \* Skatepark Update
- \* Lease agreements for 502 W. Church Street (Emmerton School/Old Town Hall)
- \* Sidewalk Priorities Project Update

## PROJECTS REPORT Town Projects/Initiatives Update

June 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 25<sup>th</sup> and then proceeding to develop an RFP for architect/engineer.

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

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

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

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

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

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

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

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

Ernie Olds/Becker Morgan gave a report to include three options to the committee on April 19. Ernie will firm up the options discussed by the committee and share with the staff. The staff met with Becker Morgan again and BM was to firm up the report per discussions and share final deliverable with the Committee for recommendation to the Board of Commissioners.

The final draft feasibility study was presented to the committee on June 21<sup>st</sup>. The Committee made some suggested clarification points that Becker Morgan incorporated and then the report was forwarded onto the Board of Commissioners in July 2023. The study included four options that

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

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

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

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

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

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

## Town of Swansboro, NC Manager's Report

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

### **NC DCM Resilient Coastal Communities Program (RCCP) Grant**

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

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

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

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

## Town of Swansboro, NC Manager's Report

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

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

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

Our consultant Beth Smyre shares that NCDCM clarified that the focus of the Phase 3 program is on projects with a natural or nature-based component; this can include projects such as green infrastructure improvements, wetland or stream restoration, or living shorelines. Infrastructure mapping, such as Project #1 of our project portfolio, would not be eligible for funding under Phase 3. Therefore, she recommended that we focus your Phase 3 application on either the Halls Creek or Hawkins Creek stream restoration efforts. As Mayor Pro Tem Tursi graciously explained to her, a stream restoration project would be far more complicated scientifically and more expensive. It is doubtful, with all the other projects we have in the works on top of budget preparation, staff would have time to put together a viable application. I did share with her that we do have the Water Street Project (with engineered drawings in hand). She reviewed the plans and is checking with NCDCM to see if this project would qualify.

Beth Smyrna/Dewberry is scheduled to provide an update to the Board May 23, 2022, for Phase 2. We had originally hoped that stormwater mapping would qualify for the next phase, but we are told it does not. Phase 3 includes engineering/design – application deadline early June. Planner Jennifer Ansell and Public Works Director Tank Bates participated in a teleconference this week to seek other opportunities for stormwater mapping. The Town does have engineered plans for the Water Street Rehabilitation and could submit this project for Phase 4 funding. It is noted that the Water Street Rehabilitation project was estimated to cost \$215,000 in 2018. Phase 4 anticipated average funding level: \$45,000 per project, so contribution on the Town's part would be required.

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

**RCCP Project Portfolio**

Project No.	Title	NNBS?
1	Stormwater Mapping	
2	Halls Creek Stream Restoration	Yes
3	Hawkins Creek Stream Restoration	Yes
4	Water Street Rehabilitation	Yes
5	Townwide Wetland Restoration Plan	Yes
6	Public Engagement and Education Campaign	
7	Resize NC 24 Culvert	

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

As directed during the May 23 regular meeting, and with assistance from Withers and Ravenel, Staff was able to meet the June 3 Phase 3 application deadline for Engineering/Design. If awarded, we could receive up to \$45,000 to design/engineer bio retention areas along Broad Street prior to entering Water Street.

RCCP Phase 3 - \$45,000 was awarded to the Town on July 13, 2022, for the design/engineering of the bioretention swells along Broad Street that will assist in the rehabilitation for Water Street. We expect the design by March 2023. Following two meetings with the Board of Commissioners and the Public in May, the final deliverables were submitted on May 31, 2023, to NCDENR meeting the grant phase deadline.

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

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

## Town of Swansboro, NC Manager's Report

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

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

We will use the funds for the following projects:

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

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

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work. Staff 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.

## Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

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

Staff, the engineer, and SHPO met onsite on May 23, 2024, to review the progress of the masonry work. SHPO representative discussed options on the progress of 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
<u>\$ 105,225</u>	Estimate of Remaining Funds for Site Drainage Improvement *

## Town of Swansboro, NC Manager's Report

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 (ESHPPF). This was due to the fact that some projects sustained greater damage than expected and budgetary inflation was present as well as an increase in the scope of work. The Commission voted unanimously to accept the staff's recommendation and the funding reallocation for our grant was officially decided in the amount of \$75,000.

On July 8, 2024, the masonry and all required improvements from the SHPO work 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.

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.

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

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

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

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

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

- Watertight had a delay in obtaining supplies and started work early December and completed the Stone Hardner on Dec 5, 2024
- EarthWerx completed the French drain to include the change order work for the 6" PVC on December 13, 2024
- Watertight completed interior repointing on January 7, 2025
- Harp Builders are scheduled to start the interior repairs on January 15, 2025

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

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

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

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

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

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

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

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

April 2, 2025, Staff Stature Engineer, 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, 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.

July 1, 2025, 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, 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 (ESHPPF) grant. Areas reviewed included procedures and documentation in the areas of conformity with the approved application, general administration, financial management, procurement, and contractors. Based

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

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, 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.

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

February 26, 2026, 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.

SHPO, Staff and Triple H Carpentry met on-site on May 28, 2026, 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, SHPO staff 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.

# Town of Swansboro, NC Manager's Report

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

## 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

# Town of Swansboro, NC Manager's Report

- Easements: NOT obtained
- Design or survey work Complete
- Estimated Sidewalk Length: 2,483 FT



- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- 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 of Swansboro, NC Manager's Report

- 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



- 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.

## Town of Swansboro, NC Manager's Report

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.

### **Visitor's Center Improvement Update**

Andrew Wilson of Crystal Coast Engineering has prepared a draft building layout for the Visitor's Center based on several suggestions he received. You may recall that the Town had reached out to John Wood, Restoration Specialist, with the NC State Historic Preservation Office to determine if the structure had retained its contributing historic status when moved to its present location, which would have allowed an exemption under the Flood Damage Prevention Ordinance. On January 6, 2022, Mr. Wood provided that due to the structure being moved from its original location, handicap ramp addition, and elevation; the structure was no longer a contributing historic structure. It should be noted that the elevation was required because the structure was in the flood zone, and the handicap ramp had to be added for ADA compliance. What this ultimately means is that we will have to follow a phased plan for improvements because the building is valued at \$57,000. If the renovation cost exceeds 50% of that value, a Substantial Improvement, the entire structure must be brought into compliance with the current ordinance and Building Code requirements. A second phase could not be started until one year after the final inspection on phase one.

Another alternative would be to raise the building to the current flood elevation (approximately 5 more feet) to bring it into compliance with the current regulations, including breakaway wall construction for the foundation due to the Coastal A flood zone designation. This would require HPC approval. This item will be added to the Planning Retreat for discussion/guidance. As a reminder the Town was awarded \$20,000 through the Onslow County TDA and must be used by June 30 or requested again in the next grant cycle.

Staff met with John Wood on Tuesday, March 1. As reported at the March 2 Planning Retreat, John Wood indicated that if we moved the side entrance steps back to the front of the building as they originally were when the building sat further down Water Street and clearly identify those as new construction using certain materials and raised flower beds to camouflage, the building's historic status could be returned. Planner Ansell has sought engineered drawings and elevation certificate. Additional reviews by the Historic Preservation Commission and Flood Appeals Board will still be required. Once the contributing status is re-instated, the building would qualify for an exemption under the definition of Substantial Improvement and allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

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

## Town of Swansboro, NC Manager's Report

Appeals Board from the elevation requirement. Public Works will demolish the side entry, however, based on workload we will most likely utilize a contractor to install the front entry.

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

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



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

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

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

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

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)

Once the front entry steps are constructed, the final V-Zone Certificate can be prepared. The next step is to obtain the variance from the Flood Appeals Board and obtain a letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

## Town of Swansboro, NC Manager's Report

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

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

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

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



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

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

## Town of Swansboro, NC Manager's Report

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

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

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

Upon inspection, mold was found in the kitchen, office area, outlets, crawl space, and HVAC duct work. In the interior, remediation would include removing the bottom 24" of drywall and applying mold blocking primer and foam insulation to block air intrusion from crawlspace. In the attic, an electric exhaust fan would be installed. In the crawl space, insulation and mold blocking primer would be applied. HVAC ducts, grates and vents would all be cleaned.

The total cost to perform the proposed work is \$15,250. A budget amendment would be required.

September 10, 2024, the Board of Commissioners requested staff to investigate further to identify more precisely the type of mold and best method to remediate.

During the Board of Commissioners' regular meeting on November 12, 2024, the Board approved remediation to use the \$45,000 already approved plus \$15,000 more, resulting in a total of \$60,000 to repair the visitor center.

January 28, 2025, The Board of Commissioners approved to Town Manager to enter into contract with Green House solutions.

On October 28, 2025, the Board of Commissioners agreed to move forward with the renovation of the VC to include facilities for transient boaters in addition to public restroom facilities.

John Freswater, Crystal Coast Engineers, has been reengaged to design a new floor plan based on the approval of the BOC to upfit the VC to include transient boater facilities. It is expected that a revised floor plan will be ready to present at the February 10, 2026 BOC regular meeting.

BOC gave authorization to proceed in obtaining cost estimates based on the new floor plan from Crystal Coast Engineering. Depending on the construction estimates additional funding may be necessary.

## Town of Swansboro, NC Manager's Report

On April 9, 2026, the Town submitted a grant application to the Onslow County TDA for an additional grant of \$21,000. A final determination of grant award will not be known until the County adopts its annual FT26/27 Budget. In the meantime, on April 14, 2026, the Town of Swansboro BOC authorized a total renovation project of \$97,760 and awarded a contract RWS Construction in the amount of \$79,940 for interior renovations. A contract was entered into with RWS on April 23, 2026.

On June 12, 2026 a certificate of Occupancy was received.

### **LSAII/Stormwater Mapping Grant**

Following adoption of a support resolution on September 12, 2022, the Town entered into contract with Withers Ravenel (\$5000), who will prepare the grant application for Local Assistance for Stormwater Infrastructure Investments through the NC Division of Water Infrastructure in hopes of receiving up to \$400,000 to assist with stormwater mapping in the Town. The application deadline is September 30, 2022, with grant awards to be announced in February 2023. On February 9th Withers Ravenel shared that our application had been recommended for approval. We should receive the final award by the end of February.

Grant award was received April 5, 2023. Staff held a scoping meeting with Withers Ravenel on October 18<sup>th</sup> to review the draft agreement for services.

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

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

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

On June 3, 2024, data collection started.

June 17, 2024, WithersRavenel shared a data dashboard that has all of the survey information collected this far.

## Town of Swansboro, NC Manager's Report

WithersRavenel and Staff met via Zoom on June 24, 2024. The survey team has made an initial pass on all the structures, and it's anticipated that all initial field work will be finalized within the next week and at that time data collected will be reviewed and processed.

WithersRavenel and Staff met via Zoom on July 22, 2024, initial field survey has been collected. The data is in review. Once in-office review is completed, additional surveys may be required to verify spots flagged during the data review process.

WithersRavenel and Staff met via Zoom on August 26, 2024, Jill Carter will be replacing Monica Chevalier with funding administration. Any correspondence will go through Jill Carter moving forward.

Fieldwork has been completed and the team is now reviewing internally and migrating to the new database for town. Once the initial review is completed, they anticipate that a few places will need a second round of survey to a few isolated locations. The rest of 2024 is scheduled for database.

WithersRavenel and Staff met via Zoom on September 23, 2024, there continues to be an internal review of data collected as they flag areas that need additional verification. Should have more concrete updated on the next field date within the next month

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

### **Dimond maps software**

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

### **ESRI/ArcGIS Online Platform**

- More costly yearly subscriptions to maintain licenses and credits for hosting data in ESRI's cloud.
- Provides all the same benefits as Diamond Maps but allows for more customized online maps.
- The WR GIS team would setup the online maps and upload data. Would provide training at the end of the project.

## Town of Swansboro, NC Manager's Report

- Allows spatial analysis and mapping tools to perform more in- depth spatial analysis.
- Allows editing, new feature collection, and can integrate GPS unit for more accurate mapping of new assets.

Gerald Bates (Tank) will be researching Brightly's software as a potential option. Tank and Tyler discussed that Diamond Maps or Brightly seemed to be the Town's best option moving forward. It was discussed that as they get more traction and confidence with Diamond Maps/Brightly that an ESRI-based solution could be an option down the road if they were to outgrow those platforms and needed more capability.

WithersRavenel and Staff met via Zoom on October 28, 2024, data should be wrapped up by the end of this year. The internal review is in its final phase, and the final field work should take place in November for one day. The last step is to look at slopes. Once all is in place, they will begin looking at the hydraulic/hydrologic side of things and narrowing down the areas for capacity analysis. A final presentation for board approval should be early 2025.

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

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

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

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

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

WithersRavenel and Staff met via Zoom on February 24, 2025, the GIS team visited and collected additional data on February 17, 2025, to incorporate it in the survey, review it, and run slopes. The

## Town of Swansboro, NC Manager's Report

final quality assurance of the full inventory dataset is to be completed, and once it has been QAQCed, they will send it over and work on uploading it to a hosting system to be selected by the Town.

Proposed 10-year model for closed network and increased to a 25-year model for main roadway stream crossings and even higher 50- or 100-year model if it's NCDOT with higher standards.

Next Steps include the following:

- Start building detailed existing condition models in the Halls Creek area, Hammock Beach Rd and with a secondary focus on the downtown water commercial area.
- They will provide model results and discuss potential improvements then design and review cost benefit ratios vs. cost implement improvements.
- Once all is done, they will create a presentation and show that to the board.

WithersRavenel and Staff met via Zoom on March 24, 2025, discussed update on ways to host GIS database. Existing conditions model continues to be on track to be completed early May 2025.

WithersRavenel and Staff met via Zoom on April 28, 2025, discussed wrapping up existing conditions modeling and anticipating results at the end of May 2025.

- Existing Conditions of Hydrologic and Hydraulic Modeling	102d	02/04/25	06/25/25
+ Prepare Hydrology	60d	02/04/25	04/28/25
+ Prepare Hydraulics	60d	02/04/25	04/28/25
+ Internal Model QA/QC	5d	05/01/25	05/07/25
+ PAOCS Identification	5d	05/08/25	05/14/25
+ Exhibits	10d	05/15/25	05/28/25
+ Share Draft Exhibits with Town	1d	05/29/25	05/29/25
+ Existing Conditions Model Review Meeting	3d	06/09/25	06/11/25
+ Model Finalization	10d	06/12/25	06/25/25
+ Conceptual Projects	71d	06/26/25	10/02/25
+ Project Prioritization	42d	10/03/25	12/01/25
+ Public Outreach 2	47d	12/02/25	02/04/26
+ Master Plan Report	293d	12/02/25	01/14/27

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

WithersRavenel and Staff met via Zoom on June 23, 2025, and reviewed the following existing conditions model results:

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- Deer Run Neighborhood - confirmed problem area
  - Wetlands downstream have trouble draining
  - A multi-use shopping area is currently being built on PARID #000762 (per Onslow GIS)
- Main St. Ext
  - DOT road
  - All pipes seem to be undersized
- School Road
  - May be a maintenance issue
  - WithersRavenel to add back into the model during finalization stage
- Phillips Drive
  - 24" to Holly Ln discharging to Halls Branch is a confirmed problem area
  - No flooding across Phillips Drive
- Forest Ridge Neighborhood – confirmed problem area
  - Neighborhood built on wetlands
  - Pipes likely undersized
- Water St – confirmed problem area
  - Being resurfaced the weekend of June 28th
- Front St – confirmed problem area
  - Pipe at outfall (24") is always full of water
  - Residents often raise concern of flooding on Walnut St (from Broad St to Church St) but no confirmed visual evidence from town staff

WithersRavenel and Staff met via Zoom on July 28, 2025, Tyler GIS WithersRavenel Project Manager spoke with the ESRI representative and confirmed that we can use their account for storm water. Chief Randall has provided WithersRavenel with access to their ArcGIS Online account, and WithersRavenel is currently working on the data viewers. A draft viewer should be ready soon.

August 25, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel presented five key areas for consideration, each aligned with specific Areas of Concern (AOC) to explore potential grant opportunities. The town decided to prioritize the following:

1. Forest Ridge neighborhood
2. Philips Drive to Holly Lane
3. Broad St and Marina

September 22, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel continues to work on proposed concepts for the selected locations.

## Town of Swansboro, NC Manager's Report

November 3, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel continue to work on proposed Concepts for selected locations.

- Downtown area challenges:
  - o Tidal boundary significantly impacts drainage.
  - o Testing solutions like pipe upsizing, pumping, and backflow prevention.
  - o Considering timing scenarios for rain vs. tide peaks.
- Other areas expected to be easier due to absence of tidal influence.
- No major prior efforts on downtown drainage beyond a Broad Street bioretention schematic.
- Existing infrastructure includes old clay pipes, some with adverse slopes.
- Fire Chief exploring portable dams for flood events

Updated timeline:

- End of 2025: Concepts and cost estimate ready.
- January 2026: Work on prioritization and draft report
- February 2026: Incorporate Town feedback to finalize

November 24, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel continue to work on proposed Concepts for selected locations:

- proposed drainage concepts for selected locations, focusing on downtown, Forest Lane/Brook Crossing Rd., and Phillips D/Holly Ln.
- Downtown area faces challenges and the need for more information about the flood wall locations and specifications. WithersRavenel will follow up with the Fire Chief for additional details.
- Discussed Preliminary Concepts and limits of work outside the right-of-way.

December 15, 2025, representatives from WithersRavenel met with Town staff via Zoom. Discussed Capital Improvement Plan including the following categories:

1. Condition of infrastructure
2. Project Cost
3. Severity of Flooding
4. Project drainage area served
5. Potential private property easement acquisition

January 26, 2026, representatives from WithersRavenel met with Town staff via Zoom to review the Finalized Concept and Cost Fact Sheets as part of the Stormwater Master Plan.

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**Area 2- Holly Lane**

- Discussed the cost-benefit of the 42” pipe proposed around empty parcel at Phillips Dr & Holly Ln

**Area 3-Downtown**

- Reviewed the proposal for a pumping plan for this area in conjunction with emergency flood protection measures
- Discussed the potential inclusion of the Church Street Gazebo property (147 Front Street) in the project design.
- WithersRavenel will refine the proposed raster between Spring St and Broad St where flooding appears to have worsened.
  - It was clarified that the apparent increase in flooding is due to added model detail and hydrology calculation adjustments, not proposed improvements.
  - A note will also be added to plan to explain this increase level of modeling in detail.

**Easements**

- WithersRavenel has assumed all construction will occur within existing right-of-way (ROW) and/or drainage easements.
- If temporary easements are required, associated costs can be addressed through contingency funding.

The following Capital Improvement (CIP) was discussed:

- Review current draft prioritization
  - Severity of flooding scoring.
    - Roadway category being split between residential, combined residential, commercial, and public use.

February 23, 2026, representatives from WithersRavenel met with Town staff via Zoom to review the draft report previously provided to the Town. The meeting included discussion of the final draft and preparations for the upcoming Board presentation scheduled for March.

March 24, 2026, Representatives from WithersRavenel presented to the Board of Commissioners and based on their discussion the following revisions were made to the Swansboro LASII Stormwater Master Plan Draft.

## Town of Swansboro, NC Manager's Report

- Public Input: Add more detail regarding participants and ensure related items are included in the appendix.
  - New section on page 6 and additional appendix (Appendix 2) with Public Input data
- Concept Areas: Provide further detail on the factors used to select the three concept areas.
  - More detail added to section on page 12
- Recommendations: Highlight resources for citizen LID (Low Impact Development) actions on private lots.
  - LID resources highlighted in "Watershed Restoration Plan and Historic District Preservation" recommendation on pages 25-26 and additional appendix (Appendix 8) includes pdfs of the resources
- Funding: Include additional grant options.
  - New section titled "Potential Funding Opportunities" within the Recommendations portion of report (page 27)
- Downtown Benefits: Elaborate on the specific benefits and flooding considerations for the downtown area.
  - More detail added on pages 19-20

A final copy of the Master Plan Report has been provided to the Town for review. WithersRavenel's next steps include preparing the Executive Summary and other documents required for project close-out. They will follow up once those documents have been completed.

### **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

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- 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.

## **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.

## Town of Swansboro, NC Manager's Report

### **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.

### **DCIP Grant- Public safety Complex & Sidewalk**

Applied June 14, 2024 (hard copies provided by Chief Randall TM office)

The Town of Swansboro was not selected to advance to the next phase of the DCIP grant. Chief Randall has requested a meeting to discuss and review the submittal on September 30, 2024.

**Project 1** (Public Safety Complex): Town of Swansboro Public Safety Complex for Camp Lejeune - 28584-8451 – Applied July 3, 2025- Denied

**Project 2** (Sidewalks): Town of Swansboro Transportation Infrastructure Construction for Camp Lejeune - 28584-8451 – Applied July 3, 2025- Denied

### **Fire Grants**

- SAFER Grant (6) Firefighter - Applied April 12, 2024 -Denied
- Big Rock Foundation- Fire Department Boat - Pending Application Submittal (hard copies created 7.11.2024 TM Office). -Denied
- Regional Grant for Radio Equipment with Hubert Volunteer Fire Department - Applied March 8, 2024- Denied
- AFG Grant
  - Grant- EMW-2024-FG-04065- Vehicle Acquisition
    - Brush Truck- Denied
  - Grant- EMW-2024-FG-00566- Operations & Safety
    - Fire Hose (Attack and Supply)- Denied

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**Main Street Urgent Care 1058 W Corbett Ave**

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

**Mavis Tire 1411 W Corbett Ave**

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

## **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<sup>th</sup>

### **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

### **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.

## Town of Swansboro, NC Manager's Report

### **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 issued and site work has begun.
- **Construction has started and inspections have begun.**

### **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.

### **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.

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

**Fire Grants**

**Duke Energy Grant** - 16432- Side Scan Sonar (Watercraft) Grant amount requested \$13263.72  
Grant application is under consideration and anticipated award notification date range June 1,  
2026-July 31, 2026.

**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.

## Department Reports for May 2026

### Administrative Services

- Phone Records Report for May: 1,657 calls
  - Internal – 338                      Town Hall – 251                      Parks and Recreation – 262
  - Police Department – 428              Fire Department – 60                      Outgoing totals – 318
- Building permits sold for May: 34 residential/commercial combined; \$9,143.50 total fees collected (includes 1 re-inspections)
- 133 Building inspections processed/ 15 Fire Inspections processed
- 105 Various receipts processed
- 0 Code Enforcement Violations
- 352 ONWASA payments processed; 4 New Service Setups, 1 Other transactions
- 4 Work Orders generated for Public Works
- 9 Notarizations performed
- 3 Beer & Wine Privilege Licenses Renewed
- US Census Report Submitted - Permits
- Public Records Request
  - Construction Monitor for building permit records April 2025
  - Constriction on the Rise – Building Permits issued with values April 2025
  - Henderson – Building Permits issued with values April 2025
  - Mummer – 1468 W. Corbett Avenue property
  - Randal Lee – 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
  - Sunlight Access – Purchase Order history 1/1/2022 through 2/28/2026
  - Irene Lopez – 758 W. Corbett Avenue property
  - Inon Raz – 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
  - Johan Smith – 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
  - Cloud Core MSP LLC – Current IT Contract
  - Kimberly Powers – 1411 W. Corbett Avenue property
- Continued FY 26/27 Budget preparations
- Finalized April Departments Report
- Attended Arts by the Sea logistics meetings
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Issued New Releases/Constant Contact for:

## Department Reports for May 2026

- State Burn Ban Lifted
- 5/12/2026 BOC Meeting
- Lane Closures – Highway 24
- Memorial Day Closures Notice
- Yard Waste Collection Delay 5/20/2026
- 5/26/2026 BOC Meeting
- Hiring of Steve Edwards News Release
- Received and handled 8 “Contact Us” request from the Website
- Received and responded to 12 emails from Jimmy Williams for information
- Prepared and distributed PirateFest Street Closure Notices downtown
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.)

Website Home Page: 1,403 views.

Top 5 pages viewed – Employment Opportunities: 591 | Departments-Permitting: 209  
Departments-Police: 157 | Search result-118 | Government: 117

### Finance

- Sales & Use Tax received in May 2026 is \$111,477
- Accounts Payable Summary for May 2026:
  - 204 Invoices-Totaling: \$190,846
  - 86 Purchase Orders Issued
- Processed payroll-5/1/2026, 5/15/2026 & 5/29/2026
- PEV ChargePoint Station-Accumulated (kWh) for May 2026:(724)
- Session fees collected-\$173.64
- Stormwater Fees Collected-May 2026-\$335
- Attended staff meeting.
- April 2026 Bank Reconciliation-Town accounts
- April 2026 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- HR-related items estimated at 15 hours
- Prepared and provided financial and budget information for the Board of Commissioners regular and special meetings held on May 12, 2026, May 19, 2026, and May 26, 2026
- Preparing Year End Projections FY 25/26 and updating operating budget spreadsheet.
- Updated the Town's Capital Improvement Plan (CIP) to support long-term financial planning and capital project management.
- Prepared the employee census for group health insurance renewal and benefits planning purposes.
- Attended meeting with the Laymon Group to discuss the group health insurance renewal
- Updated financial information in the Budget Message for FY 26/27
- Prepared the Proposed Budget Book for FY 26/27 for submittal

## Department Reports for May 2026

- Prepared and provided financial and budget information for the Swansboro TDA Board special meetings held on 5/7/2026.

### Fire Department

Inspection Type	Monthly	Annual
<b>Standard Fire Inspection</b>	<b>5</b>	<b>36</b>
<i>Initial Inspection</i>	<i>2</i>	<i>16</i>
<i>Reinspection {1<sup>st</sup> Revisit}</i>	<i>3</i>	<i>18</i>
<i>Reinspection {2<sup>nd</sup> + Revisit}</i>	<i>0</i>	<i>2</i>
<b>New Business Inspection</b>	<b>4</b>	<b>11</b>
<i>Initial Inspection</i>	<i>3</i>	<i>8</i>
<i>Reinspection</i>	<i>1</i>	<i>3</i>
<b>Fire Suppression – Hoods</b>	<b>4</b>	<b>40</b>
<i>Initial Inspection</i>	<i>4</i>	<i>35</i>
<i>Reinspection</i>	<i>0</i>	<i>5</i>
<b>Special Event – Tents</b>	<b>0</b>	<b>1</b>
<b>Foster Home</b>	<b>0</b>	<b>1</b>
<b>Plan Review</b>	<b>0</b>	<b>9</b>
<b>Code Violation/Complaint</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>13</b>	<b>98</b>

### Parks and Recreation

#### DIRECTOR’S REPORT

##### *Festivals*

- Festival website updates are ongoing.
- Finalizing 2026 sponsorships
- Assistant Director continues to secure in-kind sponsorships.
- Continuing to coordinate sponsor benefits, marketing materials and plans.
- Met with WITN-7 to review marketing plan for Arts by the Sea (ABTS), these were funds that were won while attending a workshop hosted by WITN.

## Department Reports for May 2026

- Worked with graphic designer on ABTS and Independence Day Celebration posters.
- Collaborated with Front Row Communication for ABTS Facebook campaign and Our State Magazine ad.
- Secured use of Spoil Island for July 3, fireworks.
- Completed all necessary documents for fireworks permits with Onslow County and Coast Guard.

### *Miscellaneous*

- Continued to facilitate Senior Games events; bowling events. Assisted with the closing ceremonies and awards banquet.
- Annual PirateFest was held on May 9 in partnership with Onslow County Parks and Recreation. Event kicked off with a Pirate Cruise on Friday evening, which sold out. Approximately 6,000 visitors attended the event.
- Continue to work on the pickleball courts project. Preparing RFQ proposals.
- Continual planning meetings with Onslow County Parks and Recreation for annual PirateFest event to be held in May.
- Met with solar lighting vendor to explore lighting options for Municipal Park.
- Attended LWCF webinar.
- Budget adjustments.
- Order new bench swings for all the parks including downtown parks.
- Order new banquet chairs the multi-purpose room; have not been replaced since the Recreation Center opened.
- Order new air hockey table to replace broken table.
- Attended Memorial Day event.
- Managing special event applications.
- Manage on-going reservations.
- Attend bi-weekly departmental managers' meeting.
- Continue to manage staff timesheets, hours tracking, and schedules.
- Continue to manage and monitor budget and funds.
- Continue to manage on-going weekly and monthly reservations.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- Manage community service work program.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.

# Department Reports for May 2026

- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department’s programs, events, and festivals.
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

### Activity Report

Time Period: Last 30 Days					
<b>Organization Activity</b>					
From 5/4/2026 to 6/3/2026					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
<b>All</b>	215	76	12	0	190
<b>Resident</b>	18	3	6	0	17
<b>Non-Resident</b>	197	73	6	0	173
<b>No Residency Set</b>	0	0	0	0	0
Demographics					
<b>&lt; 18</b>	73	1	1	0	46
<b>18 - 65</b>	97	64	9	0	129
<b>65+</b>	45	11	2	0	15
<b>Male</b>	112	52	6	0	99
<b>Female</b>	103	24	6	0	91
<b>Other Genders</b>	0	0	0	0	0
Online vs In-House					
<b>Online</b>	111	0	0	N/A	102
<b>In-Person</b>	104	76	12	N/A	88

### Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	19,835	165,100	28,000	1,300	5,400	136
Facebook-Festivals	9,385	17,400	2,300	177	897	35

### Revenue

Slip Fee - Town Dock	\$5,102
Rental Fees-Parks	\$795
Rentals Rooms	\$2,535
Rec Program Fees	\$1,560
Gym Memberships	\$150
Dog Park Memberships	\$30
Festival Vendor Fees	\$1,560
Arts by the Sea Wine Tasting	\$1,755
Festival Sponsorships	\$6,935

### ASSISTANT DIRECTOR MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Handled staff scheduling for Rec Center, events, and reservations
- Planned and executed Tiny Olympics and Sprout-lympics for the month
- Executed Easter Egg Hunt
- Began promoting new pickleball program, Dinko De Mayo
- Organized Fellowship Night bowling trip
- Held interview for part time position
- Put together festival and event binder for Parks & Recreation staff
- Submitted PO and check requests for upcoming events
- Created PirateFest treasure hunt
- Collaborated with Onslow County Parks and Recreation staff for new PirateFest map
- Created and posted all Touch-A-Truck social media posts
- Began contacting local restaurants for Arts by the Sea Wine and Food Tasting
- Confirmed new program Paws by the Sea with Onslow County Animal Services
- Met with Swansboro Police Department for National Night Out
- Confirmed all Arts by the Sea entertainment
- Met with Fire Chief to continue working on Festival Emergency Management plans
- Planned and executed Mother's Day Tea Party
- Attended Supervisor's Workshop
- Submitted Health Department application for Arts by the Sea
- Began planning new programs and events for Parks and Recreation Month
- Submitted Health Department application for PirateFest
- Put together new Memorial Bench program including the brochure
- Event Manager for Senior Games Cycling
- Completed contracts for PirateFest
- Attended WITN Sprout Scouts promotion
- Oversaw Earth Day programs
- Attended upcoming Threads of Hope logistical meeting
- Attended BOC meeting and presented 2025 Parks and Recreation overview

## Department Reports for May 2026

- Finalized PirateFest responsibilities with Onslow County Parks & Recreation
- Held first logistical meeting for Arts by the Sea
- Attended Onslow County Tourism Awards Luncheon
- Handled all refunds for cancelled program due to weather

### Planned Programs and Events

#### *Tiny Olympics – April 11th*

- 13 registered and 13 attended

#### *Sprout-lympics – April 17th*

- 20 registered and 15 attended

#### *Walking Through Swansboro – April 2026*

- 18 registered and 1 waitlisted

#### *Earth Day Suncatcher – April 22nd*

- 20 registered and 17 attended
- 1 waitlisted

#### *Tai Chi – April 23rd and May 28th*

- 13 registered and 6 waitlisted

#### *Touch-A-Truck – April 25th*

- 36 organizations registered and 33 attended
- 3 vendors
- Estimated 2,000+ in attendance

#### *Mother's Day Tea Party – April 29th*

- 19 moms registered and 18 attended; 40 people totaled

### Planning

#### *Planning Board*

- The Planning Board's regular meeting on May 5, 2026, was cancelled due to lack of agenda items.

#### *Flood Management Appeal Board*

- The Flood Management Appeal Board's special meeting was on May 18, 2026.
  - Flood Damage Prevention Ordinance Text Amendment. The National Flood Insurance Program has released an updated 2026 Model Flood Damage Prevention Ordinances for local coastal communities in North Carolina to implement into our own flood ordinance. This text amendment was recommended for approval to the Planning Board and Board of Commissioners.

## Department Reports for May 2026

### *Swansboro Historic Preservation Commission*

- The Swansboro Historic Preservation Commission's regular meeting on May 19, 2026, was cancelled due to lack of agenda items.
- Swansboro Historic Preservation Commission sub-committee met on May 7<sup>th</sup> at 2pm.
  - 2 SHPC members and 1 staff member met to discuss possible text amendments to the historic district design standards.

### *Routine Activities:*

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Attended TCC P8 Subcommittee meeting with JUMPO.
- Attended festival logistics meetings.
- 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 Stormwater Master Plan grant and Emmerton School rehabilitation grant.
- Reviewed and approved zoning and floodplain development permits.
- Attended budget workshop meetings.
- Attended North Carolina Association of Flood Plain Managers yearly conference from May 4<sup>th</sup>-6<sup>th</sup> for continued education credits.

## Police Department

### *Patrol:*

- 548 Calls for Service
- 189 Reportable Events
- 25 Wrecks
- 1 Felony Arrest
- 16 Misdemeanor Arrests
- 4 Arrests by Warrant Service
- 7 DWI Arrests
- 126 Citations
- 130 Verbal/Written Warnings
- 12 Arrests with Transport to the Onslow County Detention Center
- 9 Felonies Investigated (3-Larcenies; 2-Break & Entering; 2-Narcotics Related; 1\_Fraud; 1-Obtaining Property By False Pretenses)

## Department Reports for May 2026

Item IX - b.

- 40 Misdemeanors Reported (9-Property Damage; 8-Larcenies; 4-Underage Consumption; 3-Assaults; 3-Trespassing; 2-Resist, Delay, Obstruct Peace Officer; 2-Communicating Threat; 2-Narcotics Related; 1-Cyber Bullying; 1-Failure to Deliver Title; 5-Traffic Related)
- 5 Disputes/Public Disturbances
- 6 Alarm/Open Door
- 2 Domestic
- 4 Crisis Intervention with Mental Subject
- 2 Drug Overdoses
- 25 Suspicious Incidents/Persons/Vehicles
- 6 Vehicle Unlocks
- 5 Town Ordinance Violations
- 134 Requests by Other Agencies/Departments for Assistance
- 104 Requests by Citizens for non-Crime Related Assistance

### *Community Service/Training:*

- 2 Funeral Escorts.
- 11 Requests for Fingerprints.
- 14 Business Closing Standbys.
- 213 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 the Pirate Fest.
- Participated in the Peace Officer Memorial Ceremony held at the Jacksonville Police Department.
- Participated in the Memorial Day Ceremony held at the Bicentennial Park.
- Officer Ferguson completed Basic Radar Operator Certification Training held at Cape fear Community College.

### *Admin Services:*

- Answered 409 phone calls during business hours.
- Assisted 187 walk-in requests for assistance during business hours.
- Took 101 requests for report copies during business hours.

## **Public Works**

### *Streets*

- Participated in walk through of Swansgate re: street and sidewalk acceptance consideration.
- Placed several patriotic street pole banners along Front and Main St.
- Repaired pothole on Morganser Dr.
- Reported three streetlights that are always on to Duke Energy.

## Department Reports for May 2026

- Reached out to NC DOT local office to introduce myself and reported two issues that need repair.
- Gathering information/pre-plan re: conducting a street survey to determine pavement condition ratings for our streets.

### *Stormwater*

- Reviewing stormwater easements to determine areas of responsibility.
- Investigating issue on Casting Net Way re: small sinkhole
- Investigating issue on W. Phillips Dr.

### *Sanitation*

- Requested and held meeting with the area GM and Operations Manager for GFL.

### *Parks*

- Introductory meeting with the Parks Director.
- Supported the annual Arts by the Sea festival.
- Pre-planning for Fourth of July event.
- Repaired the U.S. flag connector at the Bi-Centennial Park.
- Minor repairs and tubing replacement at the splash pad.

### *Facilities*

- Town Hall – electrical repair completed on electronic message board.
- Visitors Center – ongoing assistance with re-opening of facility.
- Recreation Center – obtaining quotes for VCT floor service.

### *Other*

- Starting on my third week and I am thankful for the opportunity to serve Swansboro again. Reaching out to re-establish professional relationships as well as introducing myself to many others.
- Four staff members attended OSHA 10 Hour Safety course in Jacksonville.
- Transferred APWA membership to Swansboro.