



Board of Commissioners Agenda

Town of Swansboro

Tuesday, April 23, 2024

Revised 4/23/2024

Board Members

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

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

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

III. Adoption of Agenda and Consent Items

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

III. Consent Items:

- a. December 15, 2024, Special Meeting Minutes
- b. December 15, 2023, Closed Session Minutes
- c. December 19, 2023, Special Meeting Minutes
- d. December 19, 2023, Closed Session Minutes
- e. January 8, 2024, Special Meeting Minutes
- f. January 8, 2024, Closed Session Minutes
- g. Budget Ordinance Amendment #2024-9
- h. Tax Refund Requests

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$314.95.

Vehicle Tax

Hickey, Brenton Thomas & Stephanie Erin	\$119.92	Military
Ocampo, Cresencio	\$3.44	Tag Surrender
Schrufer, Justin Philip & Jeni Lee	\$93.55	Tag Surrender
Cribbs, Tim Alan	\$71.56	Tag Surrender
Moore, Mary Melissa & Thomas Edward	\$26.48	Tag Surrender

IV. Appointments/Recognitions/Presentations

a. Recognition of Swansboro High School Boys Basketball Team

Presenter: Mayor John Davis

b. Backpack Friends

Presenter: Danielle Abraham - Backpack Friends Director

c. ONWASA Community and Partner Agency Update

Presenter: Franky Howard –ONWASA CEO

d. Employee Introduction

Presenter: Anna Stanley –Parks & Rec

e. Administrative Professionals Week

Presenter: Mayor John Davis

f. Municipal Clerks Week

Presenter: Mayor John Davis

V. Public Hearing

a. Re-zoning Request- 140, 144, ~~150~~, 160 Queens Creek Road (*Parcel removed by applicant*)

Presenter: Rebecca Brehmer – Projects/Planning Coordinator, CFM, CZO

Emerald Coast, Inc., on behalf of themselves and other property owners have submitted a rezoning request for four parcels located on Queens Creek Road from O/I (Office and Institutional) to B-1 (Business). The areas are further identified as 140 Queens Creek Road containing 0.48 acres (tax parcel ID 1313-88), 144 Queens Creek Road containing one acre (tax parcel ID 1313-87), ~~150 Queens Creek Road containing 1.35 acres (tax parcel ID 1313-85)~~, and 160 Queens Creek Road containing 5 acres (tax parcel ID 1313- 85.1). The total acreage requested for rezoning is +/-~~7.83~~ 6.49 acres.

Recommended Action:

- 1. Hold a public hearing*
- 2. Motion to approve or deny Ordinance 2024-06 to rezone the four parcels identified along Queens Creek Road from O/I (Office Institutional) to B-1 (Business).*

b. Text Amendment to Section § 152.179 Table of Permitted/Special Uses and § 152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales

Presenter: Andrea Correll, AICP – Town Planner

The purpose of this text amendment is to enable food, beverage, and craft processing and production with retail sales in the B2HDO and MI zoning districts.

Recommended Action:

- 1. Hold a public hearing*
- 2. Motion to approved Ordinance 2024-07 amending section §152.179 Table of Permitted/Special Uses and §152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales.*

c. Text Amendment to Section §152.009 (E) Maintenance of the Official Zoning Map

Presenter: Andrea Correll, AICP – Town Planner

The purpose of text amendment is to enable the time that official zoning maps are to be changed from two weeks to sixty days of notification.

Recommended Action:

- 1. Hold a public hearing*
- 2. Motion to approve Ordinance 2024-08 amending Section §152.009 (E) Maintenance of the Official Zoning Map*

d. Text Amendment to Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors

Presenter: Rebecca Brehmer –Projects/Planning Coordinator, CFM, CZO

The Historic Preservation Commission has recommended amendments to Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors.

Recommended Action:

1. Hold a public hearing
2. Motion to approve Ordinance 2024-09 amending Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors.

VI. Business Non-Consent

a. Request to Proceed with Cost-Recovery Program

Presenter: Jacob Randall – Fire Chief

The cost of emergency services is continuously increasing. After evaluating the service users, not residents of Swansboro or Onslow County, further exploration of cost-recovery revenue programs was initiated. Further administrative support and changes are required before officially starting the cost-recovery process.

Recommended Action:

- 1) Approval of Resolution 2024-R6, outlining the establishment of a cost-recovery program.
- 2) Provide the ability to the Town Manager or their designee to enter into an agreement with Fire Recovery USA, LLC to perform the collections.

b. Digital Sign Discussion

Presenter: Alissa Fender – Town Clerk

Discussion and direction on replacement of the digital sign.

Recommended Action: Discuss and direct staff on replacing the digital sign during FY 23-24 budget or submit for consideration in FY 24-25 budget.

c. Monthly Financial Report as of March 31, 2024

Presenter: Sonia Johnson –Finance Director

d. Future Agenda Topics

Presenter: Alissa Fender – Town Clerk

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

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

a. Projects Brief

b. Departments Report

X. Board Comments

XI. Closed Session – None

XII. Adjournment

Town of Swansboro
Board of Commissioners Special Meeting
December 15, 2023

Item IV - a.

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Larry Philpott, Commissioner Jeffrey Conaway, Commissioner Douglas Eckendorf, and Commissioner Joseph Brown

Call to Order/Opening Prayer/Pledge

The special meeting was called to order at 9:00 am and Mayor Davis led the Pledge of Allegiance. The purpose of the meeting was to handle board appointment considerations to the Tourism Development Authority and the Historic Preservation Commission, revise and adopt a new 2024 Board Meeting Calendar, amend Town Code Chapter 30.25 Regular Meeting and Board of Commissioners Policy 1, Employee Christmas bonus considerations/Possible Budget Amendment and for Closed Session pursuant to NCGS 143-318.11 (a) (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 amount of compensation and other material terms of an employment contract or proposed employment contract, and NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Public Comment

Frank Tursi of 270 River Reach Drive shared that he felt the board should not consider appointment of citizens that do not live in the Swansboro Town Limits or Onslow County to advisory boards.

Eric Young of 116 Water Street shared with the board that he currently serves as an alternate on the Historic Bard and would like to be considered for appointment to the vacant regular seat.

Adoption of Agenda

On a motion by Mayor Pro Tem Justice, seconded by Commissioner Eckendorf, the agenda was unanimously approved.

Appointments/Recognitions/Presentations

Board Appointments – Historic Preservation Commission and TDA

At its December 11, 2023, organization meeting, the board removed board appointments from the agenda and requested that appointments for the Historic Preservation Commission and TDA be considered at a future special meeting. The Historic

Preservation Commission had four (4) seats to consider for appointment/reappointment – 3 regular and 1 ALT, and the Tourism Development Authority had three (3) seats to consider for appointment/reappointment.

Commissioner Conaway shared that he felt the individuals who want consideration for appointment to advisory boards should be in attendance at the meeting to introduce themselves because he did not know many of those interested.

Commissioner Eckendorf agreed that those interested in appointment or reappointment should be in attendance at the meeting and he would not appointment anyone to a board that didn't come to the meeting.

Commissioner Philpott shared that these appointments should have been held during the organizational meeting as they have been in the past and by holding a meeting during the daytime is not conducive because many people are at work during the daytime and should not make these appointments. Additionally, details related to the experience of those interested in appointment were also provided to assist with their decision and/or to learn more about the individuals.

Mayor Pro Tem Justice and Commissioner Brown also shared that they agreed with comments made by the other board members related to interested individuals attended the meeting and not holding the appointments during a special day time meeting.

Mayor Davis shared that the two boards in which they were considering appointments had administrative items to handle.

In response to inquiries from the board Town Clerk Fender clarified the following:

- Board expirations occur in December and June of each year.
- The Board of Commissioners provided contact information for all interested individuals so that they could contact them if they wished to.

On a motion by Commissioner Philpott, seconded by Commissioner Brown, with unanimous approval, board appointments were tabled to the first meeting in January.

Business Non-Consent

2024 Board of Commissioners Meeting Schedule

Town Clerk Fender reviewed that at its December 11, 2023, meeting, the board voted to change the board meeting date and time to 6:00 pm on the first and third Thursday of the month. However, a conflict with meeting on Thursdays had been discovered. The ONWASA Board of Directors meetings were already scheduled to be on Thursdays. Mayor Davis was appointed to that board; therefore, it was recommended changing the meetings to 6:00 pm on either the second and fourth Tuesday or Thursday. A revised

meeting schedule for those considered dates was provided to the board and it was noted that the months of October and December would only have 1 meeting due to a meeting either falling on a Holiday or close to a Town Event. Due to the change in day and time, the Town Code Chapter 30.25 and Board of Commissioners Policy 1 required updating to be consistent.

On a motion by Commissioner Philpott, seconded by Mayor Pro Tem Justice the 2024 regular meeting schedule for the Board of Commissioner for the second and fourth Tuesday of each month was approved unanimously.

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, Ordinance 2023-O13 amending Town Code Chapter 30.25 and Board of Commissioners Policy 1 were amended accordingly and approved unanimously.

Employee Christmas Bonus Consideration

Finance Director Johnson reviewed that at its December 11, 2023, regular meeting, the Board directed staff to prepare some options for the Board to consider a Christmas bonus. The two options provided for consideration were:

- Total amount \$13,950 (Full Time-\$200, Part Time-\$150, & Volunteer-\$100)
- Total amount \$9,850 (Full Time-\$150, Part Time-\$100, & Volunteer-\$50)

Mayor Davis recommended that full time employees get \$200, Part time get \$100, and volunteers get \$50.

In response to inquiries from the board Finance Director Johnson clarified the following:

- A budget amendment would be needed either way to accomplish providing the bonus for payment this FY
- Employees already earn a longevity bonus, paid each year in December.
- Continuing this bonus should be discussed during the budget process.

Commissioner Philpott shared that consideration for this bonus to be implemented on an annual basis was needed and should be handled in an organized fashion. Longevity was created to be a Christmas bonus and if this added cost was going to continue annually, then consideration should be given to increasing the longevity compensation.

On a motion by Mayor Pro Tem Justice, seconded by Commissioner Eckendorf, Budget Ordinance Amendment #2024-5 was approved unanimously to provide a Christmas bonus of \$200 for full-time employees, \$100 for part-time employees and \$50 for volunteers.

Public Comment

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

Board Comments

Board members shared their appreciation to staff and wished all individuals in attendance a Merry Christmas.

Mayor Davis shared the following:

- He had received comments about the Town Christmas lights along Highway 24 and wanted staff to see about improving them to look more like Cedar Points.
- His wife was willing to do a vision workshop with the Board, free of cost.
- Wanted to recognize those who received employee of the Quarter and Firefighter of the year at the Sam Bland Award banquet.

Closed Session

On a motion by Commissioner Philpott, seconded by Mayor Pro Tem Justice the board entered closed session pursuant to NCGS 143-318.11 (a) (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 amount of compensation and other material terms of an employment contract or proposed employment contract; and (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Pursuant to a motion duly made and seconded in closed session the board returned to open session. No action was taken.

Adjournment

On a motion by Commissioner Phillipott, seconded by Commissioner Conway, the meeting adjourned at 10:57 am.

Town of Swansboro
Board of Commissioners Special Meeting
December 19, 2023

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Larry Philpott, Commissioner Jeffrey Conaway, Commissioner Douglas Eckendorf, and Commissioner Joseph Brown

Call to Order/Opening Prayer/Pledge

The special meeting was called to order at 9:00 am and Mayor Davis led the Pledge of Allegiance. The purpose of the meeting was to enter Closed Session pursuant to NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Closed Session

On a motion by Commissioner Philpott, seconded by Commissioner Conaway the board entered closed session pursuant to NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Pursuant to a motion duly made and seconded in closed session the board returned to open session. Mayor Davis announced that that the board had reached an agreement to enter into a contract for an Interim Town Manager.

Upon re-entering open session Commissioner Brown moved to hire and approve the contract for Mr. Jonathan Barlow as interim Town Manager, seconded by Commissioner Philpott. All were in favor.

Adjournment

On a motion by Commissioner Phillipott, seconded by Commissioner Eckendorf, the meeting adjourned at 9:17 am.

Town of Swansboro
Board of Commissioners Special Meeting
January 8, 2024

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Larry Philpott, Commissioner Jeffrey Conaway, Commissioner Douglas Eckendorf, and Commissioner Joseph Brown

Call to Order/Opening Prayer/Pledge

The special meeting was called to order at 6:00 pm and Mayor Davis led the Pledge of Allegiance. The purpose of the meeting was to enter Closed Session pursuant to NCGS 143-318.11 (a) (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 amount of compensation and other material terms of an employment contract or proposed employment contract, and NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Closed Session

On a motion by Commissioner Conaway, seconded by Commissioner Philpott the board entered closed session pursuant to NCGS 143-318.11 (a) (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 amount of compensation and other material terms of an employment contract or proposed employment contract, and NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

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

Upon re-entering open session Mayor Davis announced that that the board had reached an agreement to entered into a contract for an Interim Town Attorney with the Cauley Pridgen Law firm. Commissioner Conaway moved to hire and approve the contract for the Cauley Pridgen Law firm as Interim Town Attorney, seconded by Commissioner Philpott. All were in favor.

Adjournment

On a motion by Commissioner Phillpott, seconded by Commissioner Brown, the meeting adjourned at 6:24 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2024-9**

Board Meeting Date: **April 23, 2024**

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

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

1. **Legal Department:** Additional funds needed in the amount of \$20,000 for the Legal Department due to monthly attorney cost change from a flat retainer to an hourly rate.
Source of Funds-Appropriated Fund Balance

2. **Permitting:** The maps in CAMA Land Use Plan update need updating due to approved rezonings. The updates must be completed by Stewart, who originally created the maps. Requesting \$3,900 to be appropriated from fund balance.
Source of Funds: Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2024-9

Recommended Action: Motion to approve Budget Ordinance Amendment #2024-9

Action: _____

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 23/24

BUDGET ORDINANCE AMENDMENT #2024-9

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, 2024:

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

<u>Appropriations</u>	<u>Increase</u>
Legal	\$20,000
Permitting	\$3,900

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$23,900

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

Adopted by the Board of Commissioners in regular session, April 23, 2024.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **April 23, 2024**

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

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$314.95.

Vehicle Tax

Hickey, Brenton Thomas & Stephanie Erin	119.92	Military
Ocampo, Cresencio	3.44	Tag Surrender
Schruefer, Justin Philip & Jeni Lee	93.55	Tag Surrender
Cribbs, Tim Alan	71.56	Tag Surrender
Moore, Mary Melissa & Thomas Edward	26.48	Tag Surrender

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

Action: _____

Community and Partner Agency Update

April 23, 2024

Swansboro Town Board Update





WHO WE ARE

ONWASA is a government entity that provides water and/or sewer services to the unincorporated areas of Onslow County, which includes areas outside of the City limits of Jacksonville, and all the towns of Holly Ridge, North Topsail Beach, Richlands, Swansboro, and a portion of Surf City. ONWASA also provides bulk water services to Pender County and local military bases.

Onslow Water & Sewer Authority (ONWASA) was incorporated on July 31, 2000, after the governing body for each of the member governments passed a Resolution including Articles of Incorporation.

MEMBER GOVERNMENTS

- County of Onslow
- Town of Holly Ridge
- City of Jacksonville
- Town of Richlands
- Town of Swansboro
- Town of North Topsail Beach

O: 910.937.7532

F: 910.347.0793

228 Georgetown Rd
Jacksonville, NC 28540

BOARD OF DIRECTORS



O: 910.937.7532
F: 910.347.0793
228 Georgetown Rd
Jacksonville, NC 28540

The ONWASA Board of Directors consist of eight members, two appointed by the Board of Commissioners for the County of Onslow, two appointed by the City Council of the City of Jacksonville, one each appointed by the Board of Commissioners of the Town of Swansboro, the Board of Aldermen of the Town of Richlands, the Board of Aldermen of the Town of North Topsail Beach, and the Town Council of the Town of Holly Ridge.

Current members of the ONWASA Board include:

- Mr. Royce Bennett, Chairman (County)
- Mr. Paul Conner, Vice Chairman (Richlands)
- Mr. Rick Grant, Secretary/Treasurer (North Topsail Beach)
- Mr. John Davis (Swansboro)
- Mr. Jerry Bittner (Jacksonville)
- Mr. Timothy Foster (County)
- Mr. Robert Warden (Jacksonville)
- Mr. Greg Hines (Holly Ridge)

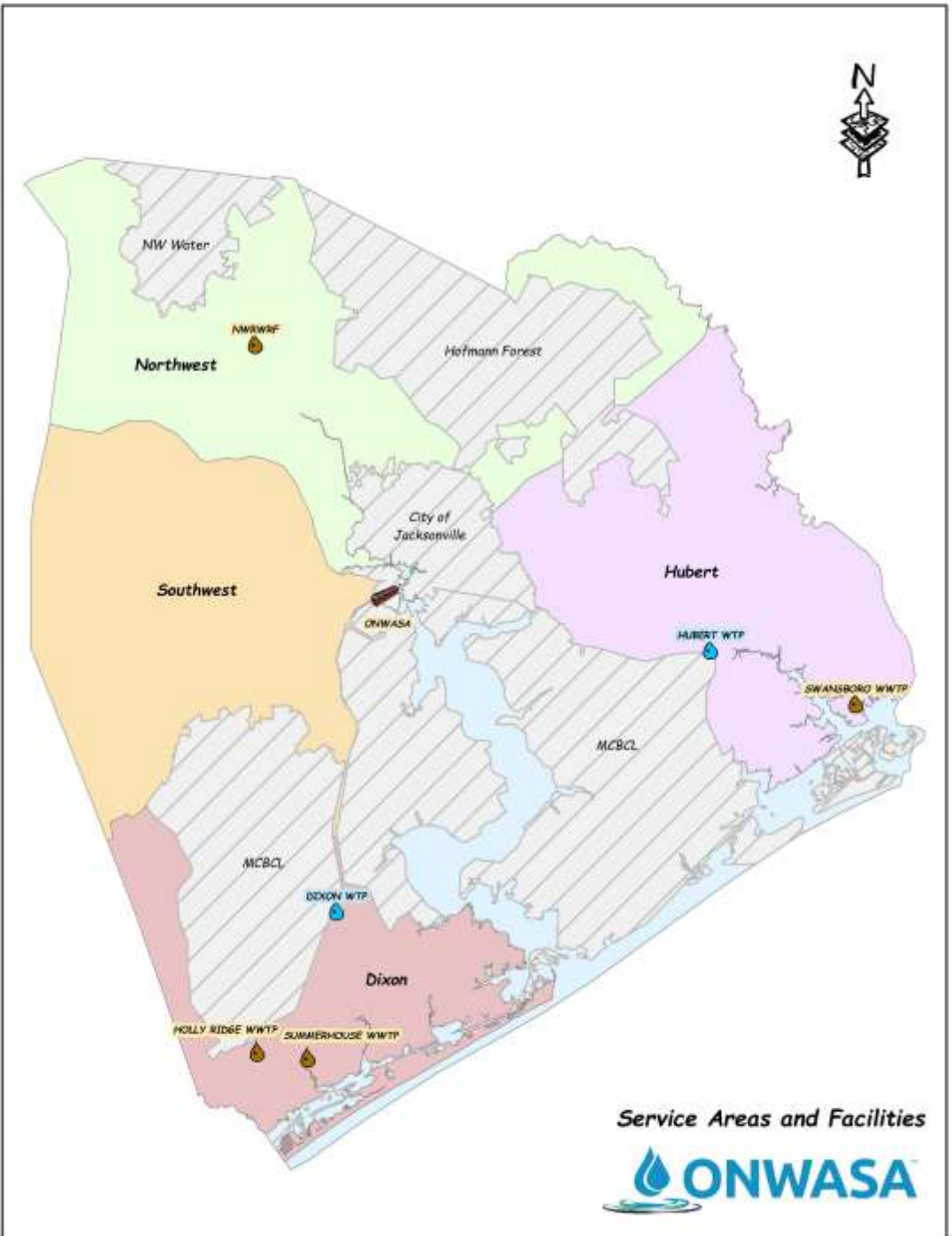
ONWASA BY THE NUMBERS



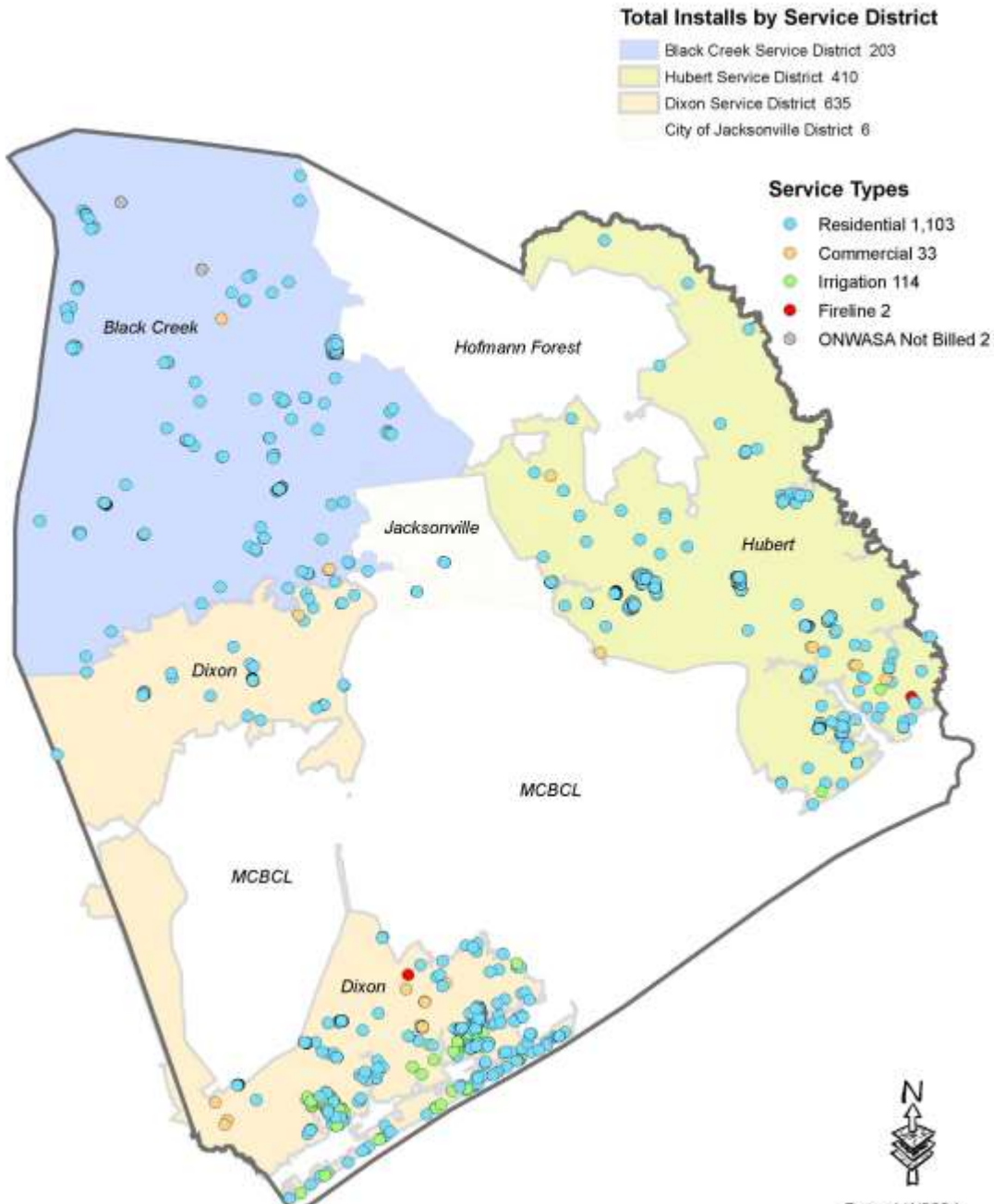
4,270,500,000 (11.7 MGD*)	Annual Drinking Water Capacity in Gallons **
3,751,835,863 (10.2 MGD*)	Gallons of Water Pumped Annually
2,251,320,000 (6.17 MGD*)	Annual Wastewater Treatment Capacity in Gallons**
605,388,599 (1.66 MGD*)	Gallons of Wastewater Treated Annually
16,050,000	Gallons of Water Stored in Clear Wells and Tanks
14,506,640	Gallons of Water Stored in Underground Pipes
1,005,463	Miles Driven Annually
683,543	Meter Readings Annually
245,184	Main Office - Phone Calls Handled Annually
147,791	Estimated Number of Individual Consumers
68,783	Lab Analysis' Processed Annually
67,954	Work and Service Orders Processed Annually
57,806	Number of Water Accounts
14,543	Number of Sewer Accounts
1,244	Miles of Water Mains
445	Square Miles of Service Area
255	Miles of Wastewater Mains
247	Facilities to Maintain
172	Full Time Positions

O: 910.937.7532
 F: 910.347.0793
 228 Georgetown Rd
 Jacksonville, NC 28540

* MGD = Million Gallons per Day
 **All Plants Combined

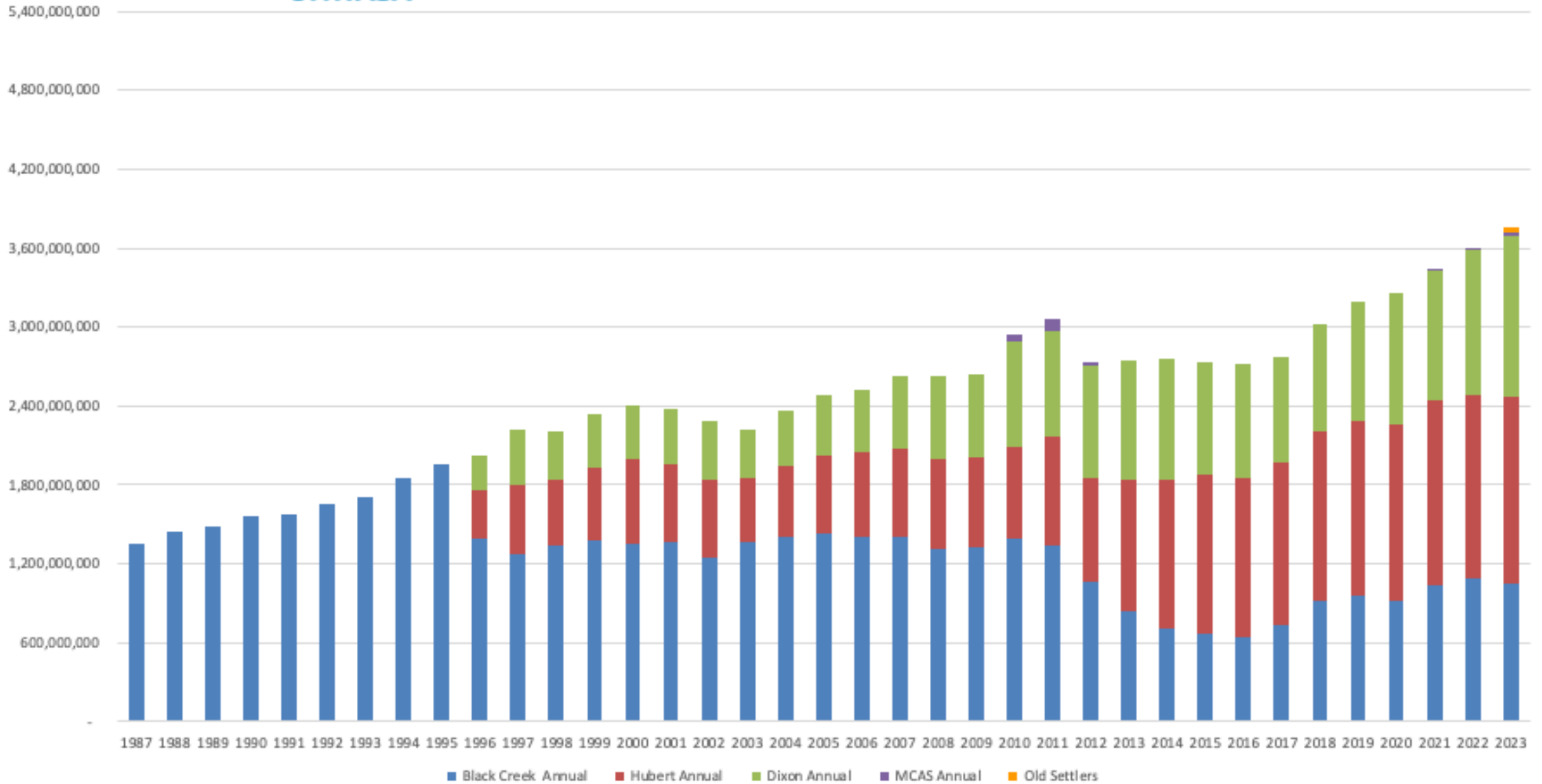


Yearly Meter Installs 2023



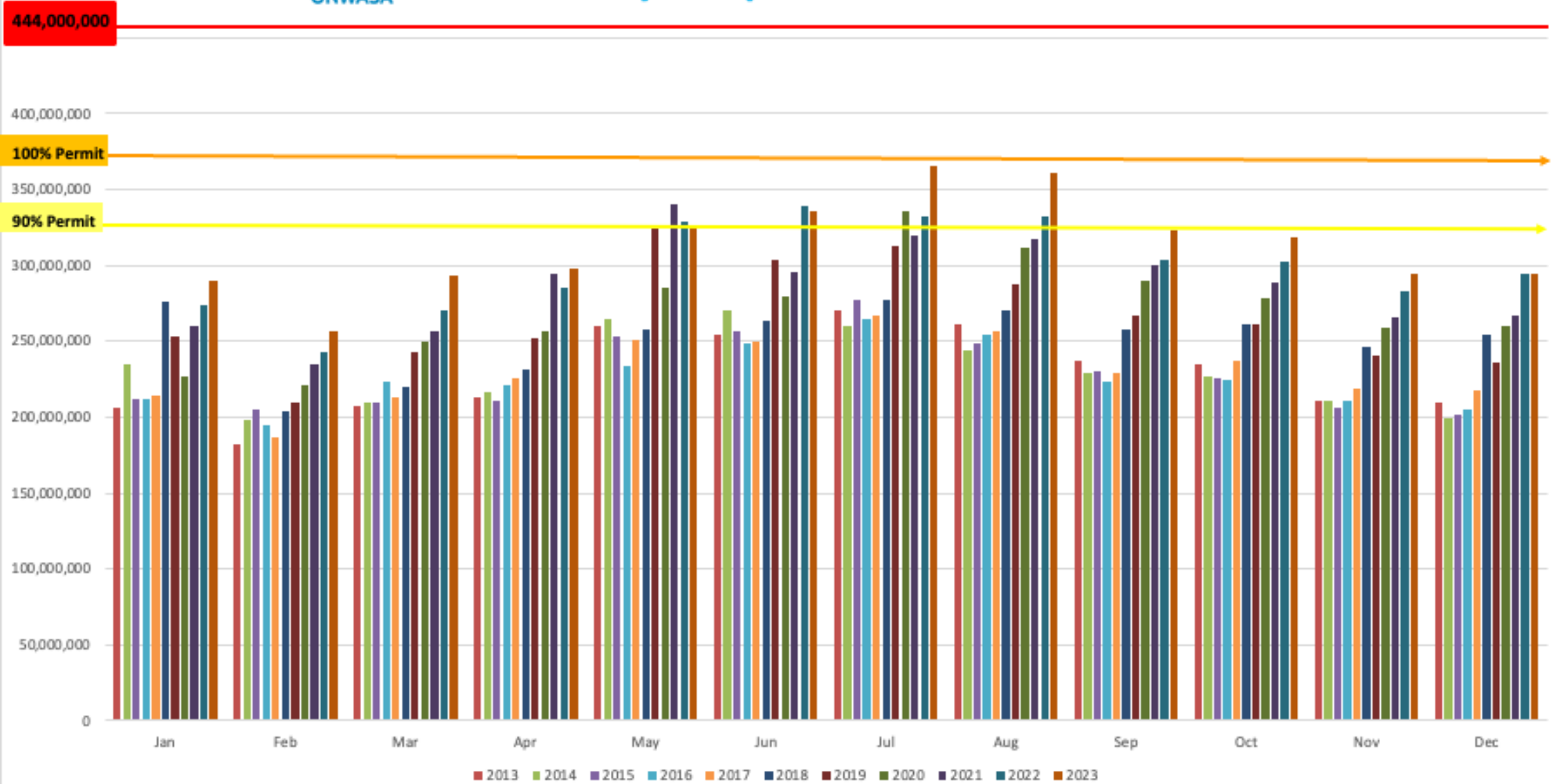


ONWASA Water Production By Source 1987-2023





Monthly Comparison 2013-2023



**ONWASA operates 35 wells
across Onslow County**

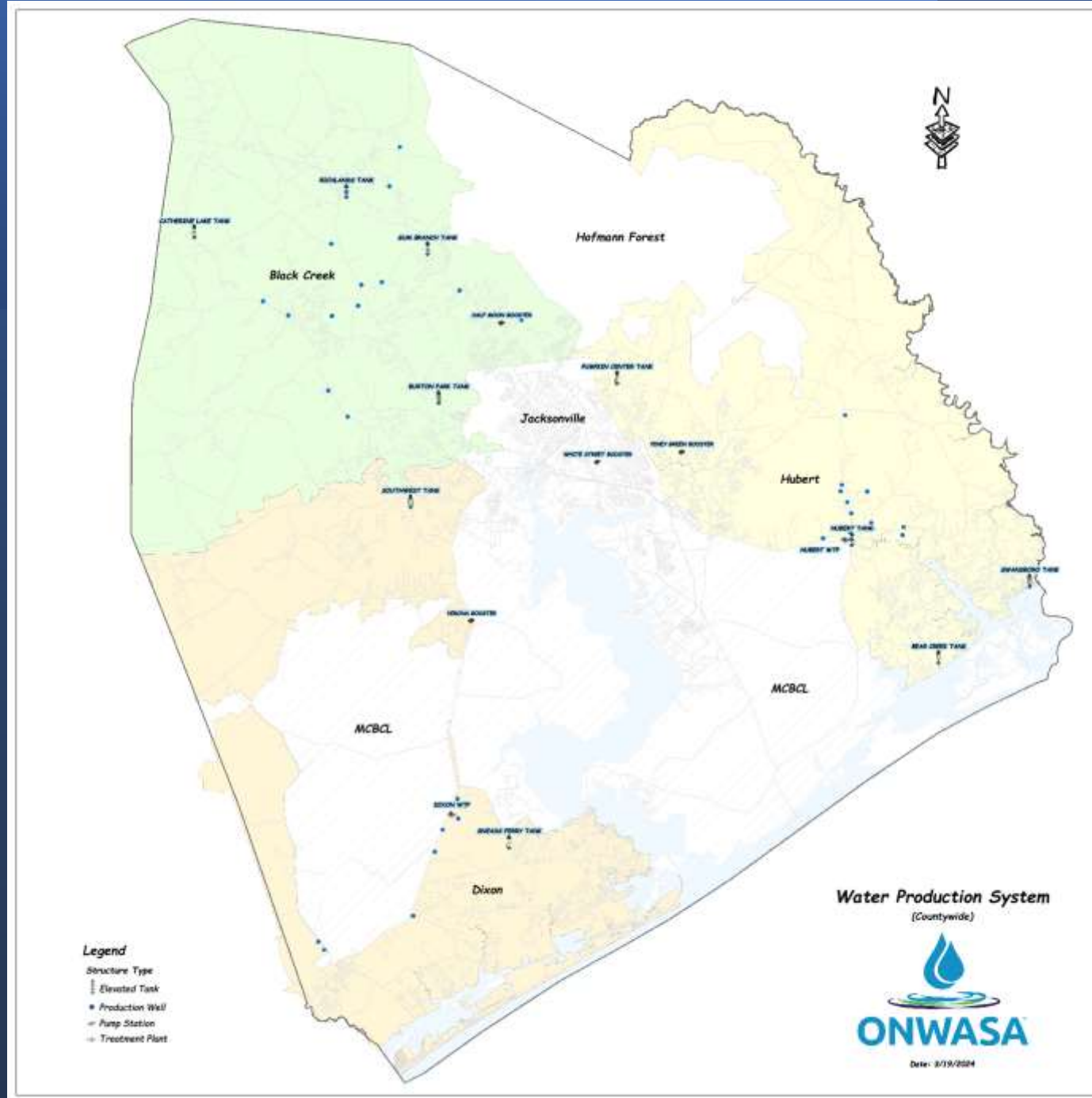
**10 Black Creek Aquifer wells
in and around Richlands**

1 Pee Dee Aquifer

**14 Castle Hayne Aquifer
wells for the Hubert Plant**

**10 Castle Hayne Aquifer
wells for the Dixon Plant**

**2 more Castle Hayne wells
and 1 more Black Creek Well
are in development stages**



Black Creek Well Field (No Plant treatment required)

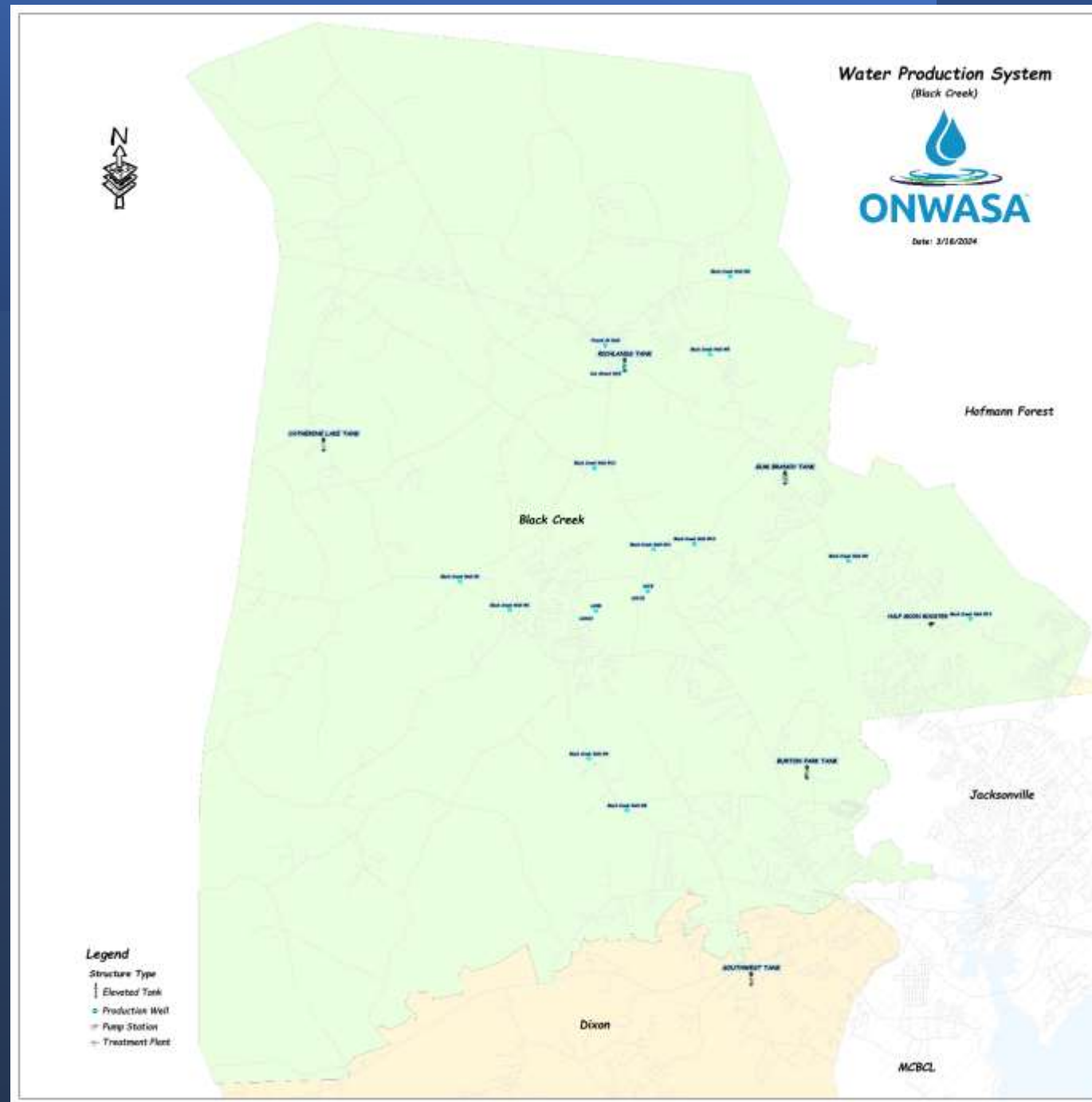
10 Black Creek Aquifer Wells

These are currently limited to 25% pumping capacity as set by the State in the Central Coastal Plain Capacity Use Area rule.

We are seeking state approval to go back to 50% or higher. (We have been pumping them at 50% due to our banked capacity credits with the State. We will use those up in 7 years.)

Currently these represent 1.44 MGD Capacity of our total 11.7 MGD system.

1 Pee Dee Aquifer Well that represents 0.298 MGD



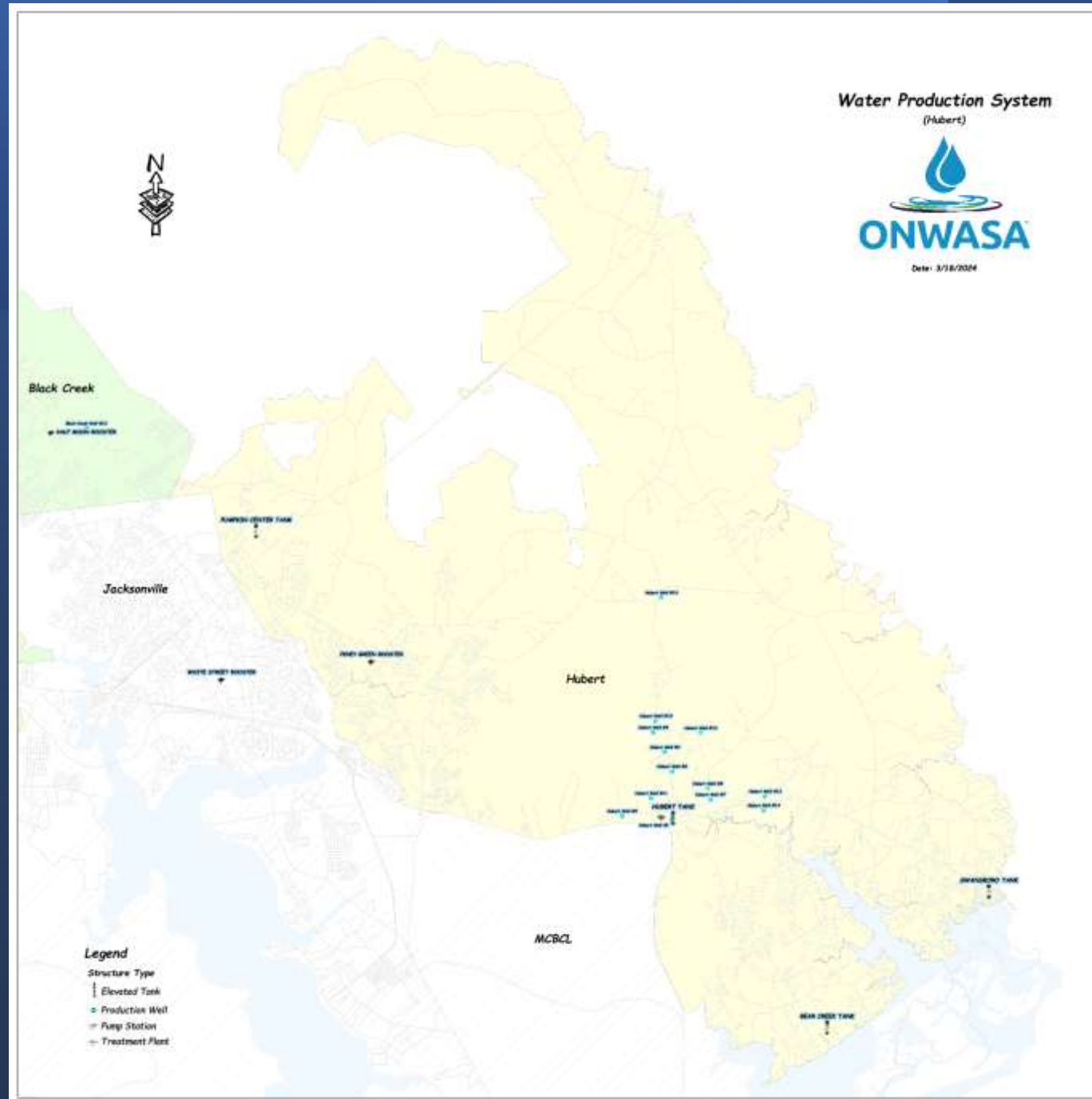
14 Castle Hayne Aquifer wells for the Hubert Plant

This represents 6 MGD of our total 11.7 MGD Capacity.

Through our Piney Green and Half Moon Booster stations we are able to move Hubert Water towards Richlands to reduce the Black Creek usage.

The Hubert Plant can be seen from Hwy 24 but is on Hubert Boulevard.

We have a new 18" water line being designed to help move Hubert Water towards Piney Green.



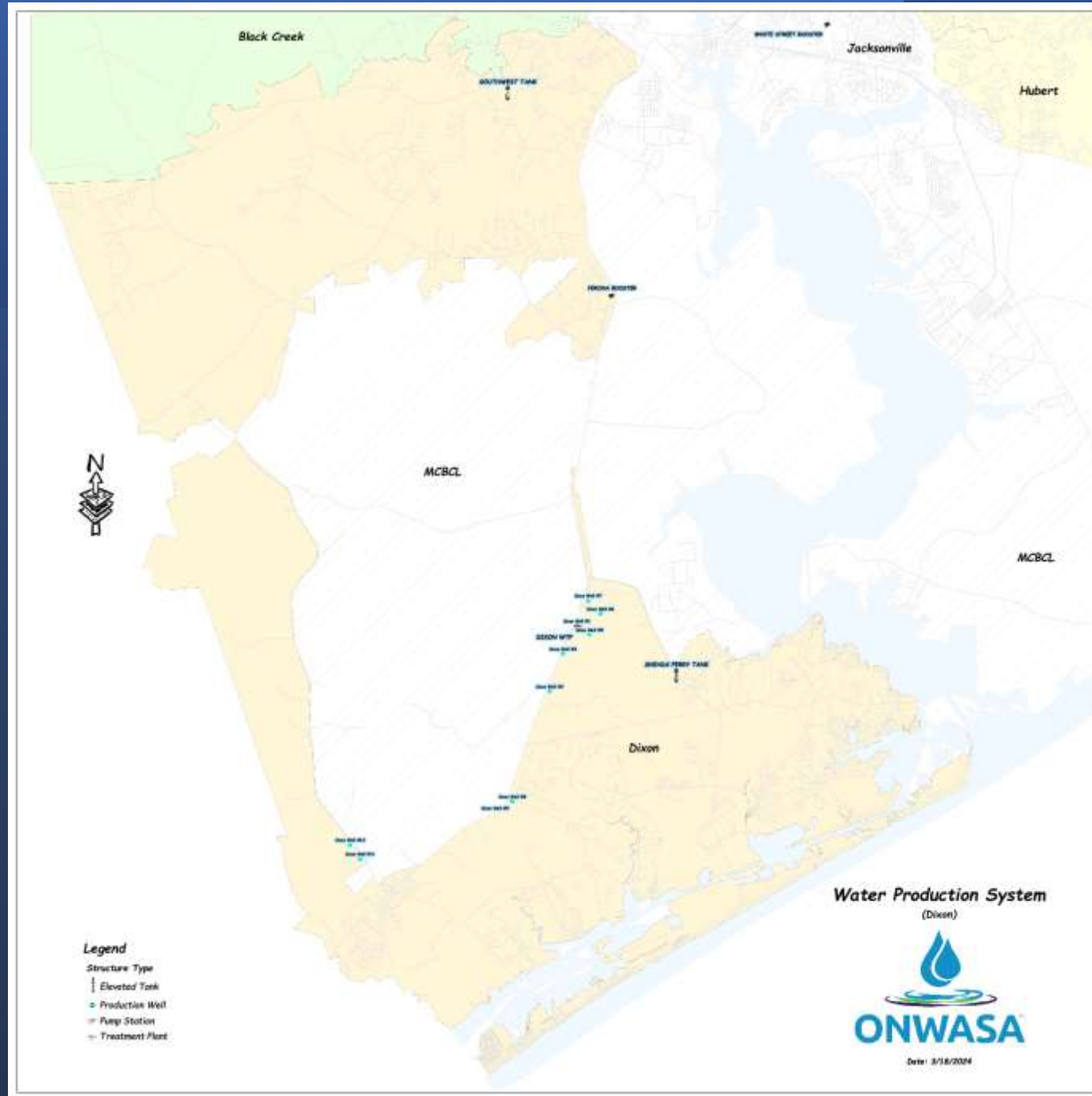
Dixon Well Field and Plant

10 Castle Hayne Aquifer wells for the Dixon Plant

This represents 4 MGD of capacity. We are actively working to expand this plant to 6 MGD to match Hubert.

We do have the ability to run a portion of this capacity through a reverse osmosis treatment membrane system. We can also send this water towards Southwest through our Verona Booster station to cut back on the Black Creek Wells.

2 more Castle Hayne wells and 1 more Black Creek Well are in development stages.



Source: <https://pubs.usgs.gov/sim/3055/>

Hydrogeologic Framework of Onslow County, North Carolina, 2008

Joint project with the United States Geological Survey (USGS) and ONWASA, City of Jacksonville and MCBCL.

U.S. DEPARTMENT OF THE INTERIOR
U.S. GEOLOGICAL SURVEY

ONWASA

Hydrogeologic Framework of Onslow County, North Carolina, 2008

Project cooperation with the CITY OF JACKSONVILLE, ONSLOW WATER AND SEWER AUTHORITY, AND THE MARINE CORPS, CAMP LEJEUNE

Abstract

The hydrogeologic framework of Onslow County was not understood until the present study. The hydrogeologic framework of Onslow County was not understood until the present study. The hydrogeologic framework of Onslow County was not understood until the present study.

Introduction

The hydrogeologic framework of Onslow County was not understood until the present study. The hydrogeologic framework of Onslow County was not understood until the present study.

Study Area

Unit	Age	Thickness (ft)	Permeability	Hydrogeologic use
Upper Cape Fear Aquifer	Recent	10-20	High	Primary aquifer
Lower Cape Fear Aquifer	Recent	10-20	High	Primary aquifer
Black Creek Aquifer	Recent	10-20	High	Primary aquifer
Basin Aquifer	Recent	10-20	High	Primary aquifer
Upper and Lower Cape Fear Aquifers	Recent	10-20	High	Primary aquifer
Basin Aquifer	Recent	10-20	High	Primary aquifer
Black Creek Aquifer	Recent	10-20	High	Primary aquifer
Upper and Lower Cape Fear Aquifers	Recent	10-20	High	Primary aquifer

Methods

The hydrogeologic framework of Onslow County was not understood until the present study. The hydrogeologic framework of Onslow County was not understood until the present study.

Vertical Aquifer

The vertical aquifer is an important part of the ground-water system. The vertical aquifer is an important part of the ground-water system. The vertical aquifer is an important part of the ground-water system.

Upper and Lower Cape Fear Aquifer

The upper and lower Cape Fear aquifer is an important part of the ground-water system. The upper and lower Cape Fear aquifer is an important part of the ground-water system.

Basin Aquifer

The basin aquifer is an important part of the ground-water system. The basin aquifer is an important part of the ground-water system.

Black Creek Aquifer

The Black Creek aquifer is an important part of the ground-water system. The Black Creek aquifer is an important part of the ground-water system.

Upper and Lower Cape Fear Aquifers

The upper and lower Cape Fear aquifers are an important part of the ground-water system. The upper and lower Cape Fear aquifers are an important part of the ground-water system.

Summary

The hydrogeologic framework of Onslow County was not understood until the present study. The hydrogeologic framework of Onslow County was not understood until the present study.

References

USGS, 1984. Hydrogeologic framework of Onslow County, North Carolina, 2008. *Hydrogeologic Framework of Onslow County, North Carolina, 2008*. USGS Bulletin 1150-A. <https://pubs.usgs.gov/bulletin/1150a/>

Figure 1. Location of hydrogeologic units, wells, and hydrogeologic framework.

Figure 2. Hydrogeologic cross-section A. A. Upper Cape Fear and Lower Cape Fear Aquifers.

Figure 3. Hydrogeologic cross-section B. B. Basin Aquifer and Black Creek Aquifer.

Figure 4. Hydrogeologic cross-section C. C. Upper and Lower Cape Fear Aquifers.

Figure 5. Hydrogeologic cross-section D. D. Basin Aquifer and Black Creek Aquifer.

Figure 6. Hydrogeologic cross-section E. E. Upper and Lower Cape Fear Aquifers.

Figure 7. Hydrogeologic cross-section F. F. Basin Aquifer and Black Creek Aquifer.

Figure 8. Hydrogeologic cross-section G. G. Upper and Lower Cape Fear Aquifers.

Figure 9. Hydrogeologic cross-section H. H. Basin Aquifer and Black Creek Aquifer.

Figure 10. Hydrogeologic cross-section I. I. Upper and Lower Cape Fear Aquifers.

Figure 11. Hydrogeologic cross-section J. J. Basin Aquifer and Black Creek Aquifer.

Hydrogeologic Framework of Onslow County, North Carolina, 2008

JOHN M. FARR
2008

Item IV - c.

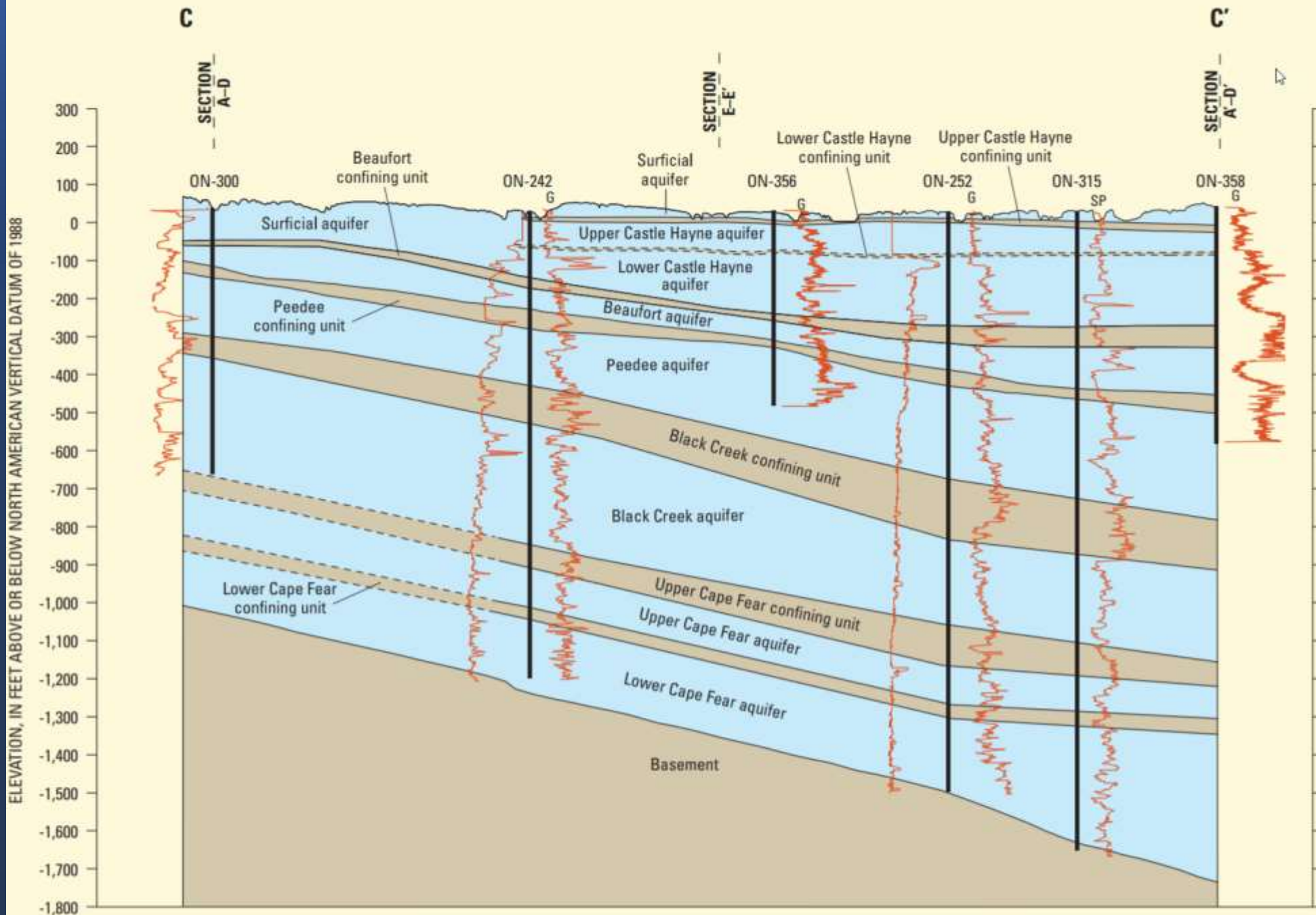


Figure 4. Hydrogeologic cross section C-C' in Onslow County, North Carolina.

April is National Safe Digging Month



Onslow County Locate Ticket Stats: (Jan-March) YTD

2023 ---- 8551 Tickets

2024 ---- 8676 Tickets (1.5% increase)

That is an average of 140 tickets per day.

Onslow County is 4th in total locate request called in for the 35 Counties east of I-95:

Top 4 counties are as follows

Brunswick

New Hanover

Cumberland

Onslow

ONWASA has a dedicated crew to just complete locate request (Crew of 4)



Item IV - c.

Utility Markings

Facility members will mark their lines in either water soluble paint or flags. Please stay at least 24 inches outside the exterior sides of any markings. If you must dig within the 24 inches please hand dig with caution.





CAPITAL IMPROVEMENT PLAN

We have over 25 Capital Projects in various stages of development over a multi-year plan.

The cost estimates for these projects is over **\$296M** in the next 5-10 years. These cost are funded through our rate and fee schedule and system development fees.

We do not receive any local tax dollars to operate or fund capital projects. We do occasionally seek and receive grants for specific projects.

O: 910.937.7532

F: 910.347.0793

228 Georgetown Rd
Jacksonville, NC 28540

No.	Project Description	Type	Service Area	YEARS 1-5 CAPITAL IMPROVEMENT NEEDS					YEARS 6 - 10	Project Total
				FY23	FY24	FY25	FY26	FY27	FY28-32	
	Buildings/Misc. Operational Projects									
CIP-002A	Laboratory Addition (C only)	R	Central Office	300,000						300,000
CIP-002B	Parts and Equipment Warehouse (C only)	R	Central Office	50,000						50,000
CIP-035	Water & Sewer Operational Improvements (D+C)	R	Various	600,000	1,500,000		1,500,000		4,500,000	8,100,000
N/A	Disaster Recovery Response Contracts (C only)	R	Various		1,000,000		1,000,000		3,000,000	5,000,000
CIP-001	Building Roof Replacements (D+C)	R	Various		\$357,157	\$250,000	\$250,000	\$250,000	\$500,000	\$1,607,157
CIP-011	Emergency Power Systems Upgrades (D+C)	R	Various		982,911	1,482,911	500,000	500,000	1,500,000	4,965,822
	WATER SYSTEM									
	Raw Water and Monitoring Wells									
CIP-010	ORWRG Aquifer Study Monitoring Wells (D+C)	R	Various			175,000		150,000	300,000	625,000
	Union Chapel WTP									
CIP-025A	Union Chapel WTP Feasibility and New Well Sites (D+C)	E	Southwest	206,815	75,000	1,000,000	1,500,000	3,000,000	11,250,000	17,031,815
CIP-025B	Union Chapel Water Treatment Facility (D+C)	E	Southwest					36,000,000	96,000,000	132,000,000
	Water Distribution System - Renovation									
CIP-032	Topsail Island Booster Pumping Station (D+C)	R	Stump Sound	50,000	1,683,180					1,733,180
CIP-017	Highway 24 Regional Trunk Water Main (D+C)	R	Swansboro	50,000	1,500,000	10,250,000	10,250,000			22,050,000
CIP-003	Water Main Interconnections, Phases 3 - 7 (D+C)	R	Various		300,000		500,000		1,500,000	2,300,000
CIP-037	Water Main Aerial Crossing Replacements, Phase 1 (D+C)	R	Various			1,238,741				1,238,741
CIP-004	SW Service Area Upgrades, Project 2 - Hwy 17 Trunk Main (D+C)	R	Southwest			250,000	500,000	5,100,000	16,200,000	22,050,000
CIP-018	Queens Creek Road Water Main Upgrades (D+C)	R	Swansboro						5,400,000	5,400,000
CIP-019	Rocky Run Road Water Main Upgrades (D+C)	R	White Oak						6,500,000	6,500,000
	WASTEWATER SYSTEM									
	Northwest Regional Water Reclamation Facility									
N/A	Hurricane Florence Recovery (C only)	R	Richlands		1,963,807					1,963,807
	Southeast Regional WWTPs									
CIP-005	Summerhouse Interim Capacity Improvements (D+C)	R	Stump Sound	8,200	3,082,900					3,091,100
CIP-028	Capacity Improvements (Project To Be Determined)	E	Stump Sound							0
	Swansboro WWTP									
CIP-006A	Hwy 24 Utility Improvements - Wastewater Force Main (D+C)	E	Swansboro	300,000	8,000,000	18,000,000	4,130,000			30,430,000

No.	Project Description	Type	Service Area	YEARS 1-5 CAPITAL IMPROVEMENT NEEDS					YEARS 6 - 10	Project Total
				FY23	FY24	FY25	FY26	FY27	FY28-32	
	<i>WASTEWATER SYSTEM (cont.)</i>									
	Wastewater Collection System - Renovation									
CIP-007	Heather Loop Road Gravity Sewer Improvements (C only)	R	White Oak	226,104						226,104
CIP-016	Pumping Station Assessments/Rehabilitation (D+C)	R	Various	132,200	500,000		1,000,000		3,000,000	4,632,200
CIP-033	Hargett Street & Shore Drive Pump Stations Rehabilitation (D+C)	R	Various		500,000	500,000				1,000,000
CIP-034	Piney Green Sewer Phase 2 - Hickory Grove Closure (C only)	R	White Oak		227,927					227,927
CIP-036	Mount Pleasant Road Pump Station Relocation (D+C)	R	Swansboro		178,030	1,000,000				1,178,030
	Wastewater Collection System - Expansion									
CIP-008	NW Plant - Kenwood/Bishops Ridge Service Extension (D+C)	E	Southwest						5,800,000	5,800,000
CIP-020	NW Plant - Liberty Park Road Service Extension (D+C)	E	Southwest						2,700,000	2,700,000
CIP-021	NW Plant - Hill Farms Service Extension (D+C)	E	Richlands						4,600,000	4,600,000
CIP-022	NW Plant - Denise Dr/Greystone Dr Service Extension (D+C)	E	Southwest						4,000,000	4,000,000
CIP-029	NW Plant - Plum Point Sewer Extension (D+C)	E	Southwest						4,400,000	4,400,000
CIP-030	Piney Green FM - Birchwood Park Service Extension (D+C)	E	White Oak						1,400,000	1,400,000
	Totals			\$1,923,319	\$21,850,912	\$34,146,652	\$21,130,000	\$45,000,000	\$172,550,000	\$296,600,883
							Total: Years 1-5	\$124,050,883		

Notes:

Chart does not reflect active projects funded in previous budget years.

All cost estimates are based on project information available at the time this report was prepared.

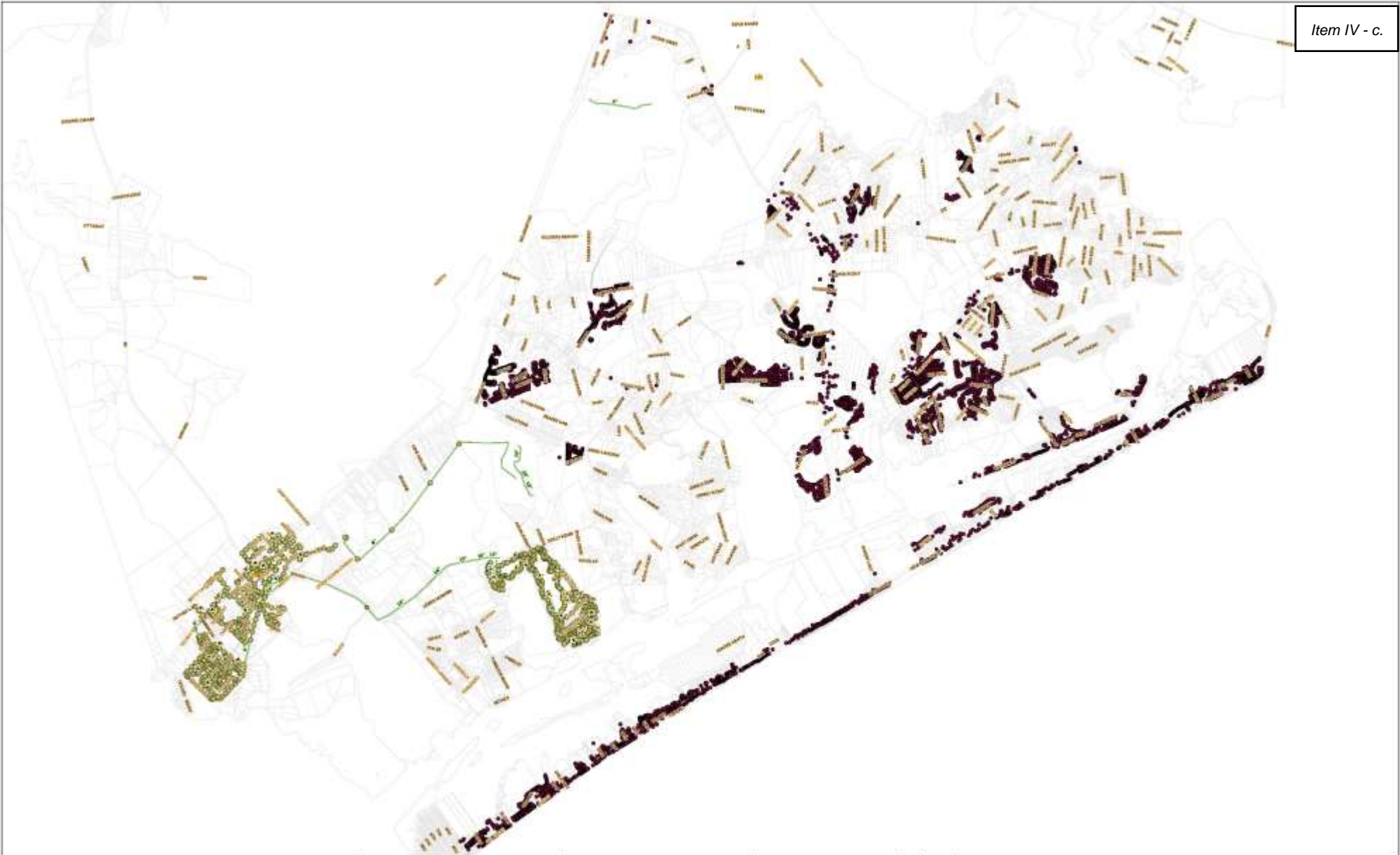
Actual costs for individual projects will not be final until contracts are awarded; estimated costs are for planning purposes only.

Type Codes: E - System Expansion Project R - Repair/Rehabilitation Project

D - Design, C - Construction

New sewer customers and service area with the Pluris Acquisition. (North Topsail, Sneads Ferry)

Item IV - c.



<p>Legend:</p> <ul style="list-style-type: none"> ● Existing Sewer Cleanout ○ Existing Sewer Manhole — Existing Gravity Sewer Main ● Existing Pump Stations — Existing Sewer Force Main 	<p><i>THIS MAP IS INTENDED FOR REFERENCE ONLY. ALL DIMENSIONS ARE APPROXIMATE. AS PER NORTH CAROLINA G.S. 115-116, THIS MAP IS NOT TO BE RENAIRED OR OTHERWISE USED FOR COMMERCIAL PURPOSES.</i></p>		<p>228 Georgetown Road Jacksonville, NC 28540 (910) 455-0722 www.onwasa.com</p>		<p style="text-align: right;"><i>ONWASA Pluris Acquisition (North Topsail Beach)</i></p> <p>Drawn By: Tyler Smith Date: 9/21/2023</p> <p>Sheet No. 1 of 1</p> 
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New sewer customers and service area with the Pluris Acquisition. (Webb Creek)



Legend:

Existing Sewer Main	Existing Pluris Outfalls
Existing Sewer Lateral	Existing Sewer Reclaimed Main
Existing Priority Sewer Main	

*THIS MAP IS INTENDED FOR REFERENCE ONLY.
ALL DIMENSIONS ARE APPROXIMATE.
AS PER NORTH CAROLINA G.S. 112-119, THIS MAP
IS NOT TO BE RELIED ON OTHERWISE USED
FOR COMMERCIAL PURPOSES.*



228 Georgetown Road
Jacksonville, NC 28540
(910) 455-0722
www.onwasa.com

Sheet No.
1 of 1

ONWASA Pluris Acquisition (Webb Creek)
Drawn By: Tyler Smith
Date: 9/21/2023

**ONWASA MAIN OFFICE FACILITY
WATER CHEMISTRY LABORATORY**

- 4,000 SF BUILDING ADDITION WITH FULL LAB, ADMINISTRATIVE OFFICES AND SUPPORT FACILITIES
- COMPLETED IN DECEMBER 2022
- CONSTRUCTION COST \$2.2 M









**NORTHWEST REGIONAL WATER
RECLAMATION FACILITY**

HURRICANE FLORENCE RECOVERY

- ELECTRICAL SYSTEMS REPAIR AND CRITICAL COMPONENT FLOODPROOFING TO PROTECT ABOVE 500-YEAR FLOOD EVENT
- CONSTRUCTION 75% COMPLETE
- ESTIMATED FINAL COMPLETION JULY 2023
- CONSTRUCTION COST \$6.6 M











SBR Building



SBR Building

SUMMERHOUSE WASTEWATER INTERIM CAPACITY IMPROVEMENTS PROJECT

- PHASE I-INSTALL ONWASA PROVIDED UV EQUIPMENT, FINE SCREENS, AND MBR TANKS, PUMPS, BLOWERS, AND APPURTENANCES TO MAINTAIN PERMITTED CAPACITY OF 0.180 MGD
- CONSTRUCTION DOCUMENTS BID MARCH 11, 2024, ANTICIPATE AWARD APRIL 2024
- ESTIMATED COMPLETION SEPTEMBER-OCTOBER 2024
- ESTMATED CONSTRUCTION COST \$2.4M



SOUTHEAST SERVICE AREA

WASTEWATER FORCE MAIN & PUMP STATIONS - HOLLY RIDGE WWTP TO TOPSAIL WWTP



Southeast Service Area
New Force Main to
Topsail WWTP

September 2023

INDEX

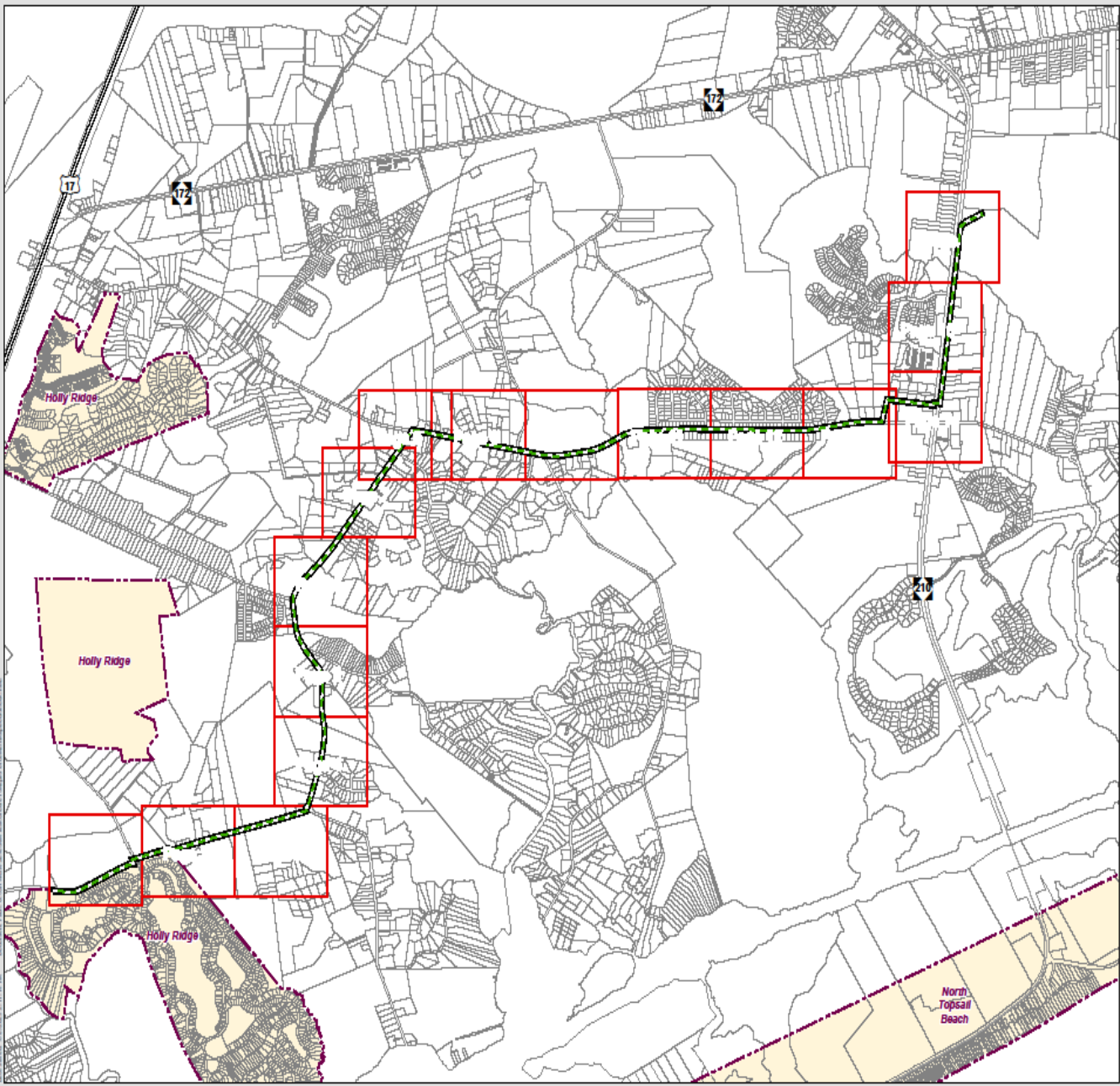
- Legend**
- Proposed Force Main
 - Page Index
 - Parcel
 - Municipal Boundaries



0 1,200 2,400
Feet



ONWASA is the lead agency for the design and construction of the wastewater force main and pump stations. The design and construction of the force main and pump stations is subject to the approval of the Florida Department of Environmental Protection (FDEP). The design and construction of the force main and pump stations is also subject to the approval of the local government. The design and construction of the force main and pump stations is also subject to the approval of the local government. The design and construction of the force main and pump stations is also subject to the approval of the local government.

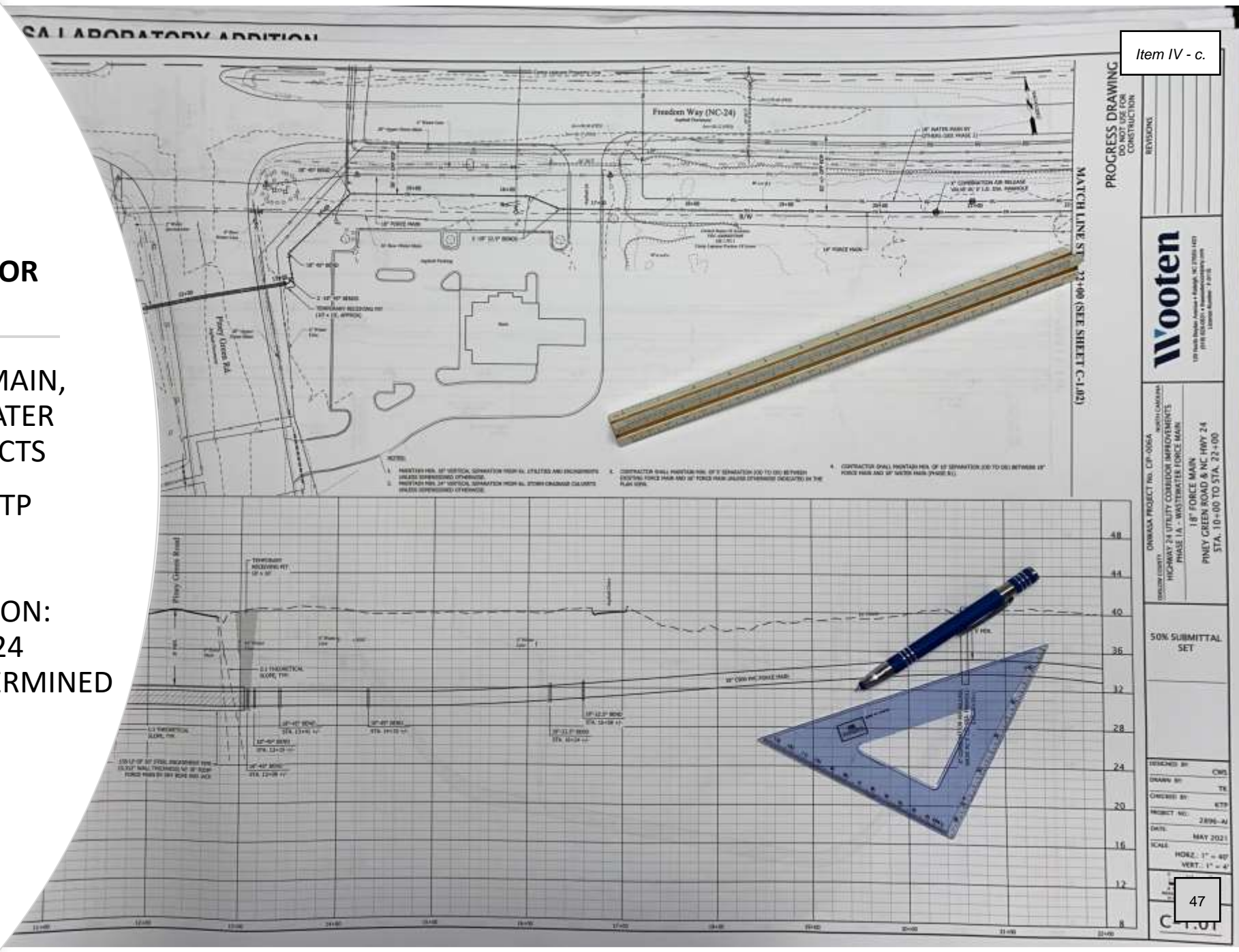


- NEW FORCE MAINS, PUMPING STATIONS PHASE I (ARPA FUNDED) HR WWTP TO SH WWTP; PHASE II – FORCE MAIN, PUMP STATION SH WWTP TO TOPSAIL WWTP
- PHASE I DESIGN 95% COMPLETE, BID DOCUMENTS TO DEQ FAST TRACK PERMIT APRIL 2024; PHASE II DESIGN 5% COMPLETE
- PHASE I ESTIMATED CONTRACT AWARD DECEMBER 2024; FINAL COMPLETION ESTIMATED OCTOBER 2025
- ESTIMATED COST PHASE I \$10M
- PHASE 2 TBD

SWANSBORO WWTP AND HUBERT WTP

HIGHWAY 24 UTILITY CORRIDOR

- NEW WASTEWATER FORCE MAIN, PUMPING STATIONS AND WATER TRANSMISSION MAIN PROJECTS
- REPLACES SWANSBORO WWTP
- DESIGN 90% COMPLETE
- ESTIMATED FINAL COMPLETION:
WASTEWATER BID Apr 2024
WATER TO BE DETERMINED
- ESTIMATED TOTAL COSTS:
WASTEWATER \$27.7 M
WATER \$10.0 M



50% SUBMITTAL SET

DESIGNED BY: CWS

DRAWN BY: TK
CHECKED BY: KTS
PROJECT NO.: 2896-AJ
DATE: MAY 2021
SCALE: HORIZ. 1" = 40'
VERT. 1" = 4'



Alternative 1 All Flow to French Creek WWTP

Town of Swansboro
Onslow County, NC
March 2020

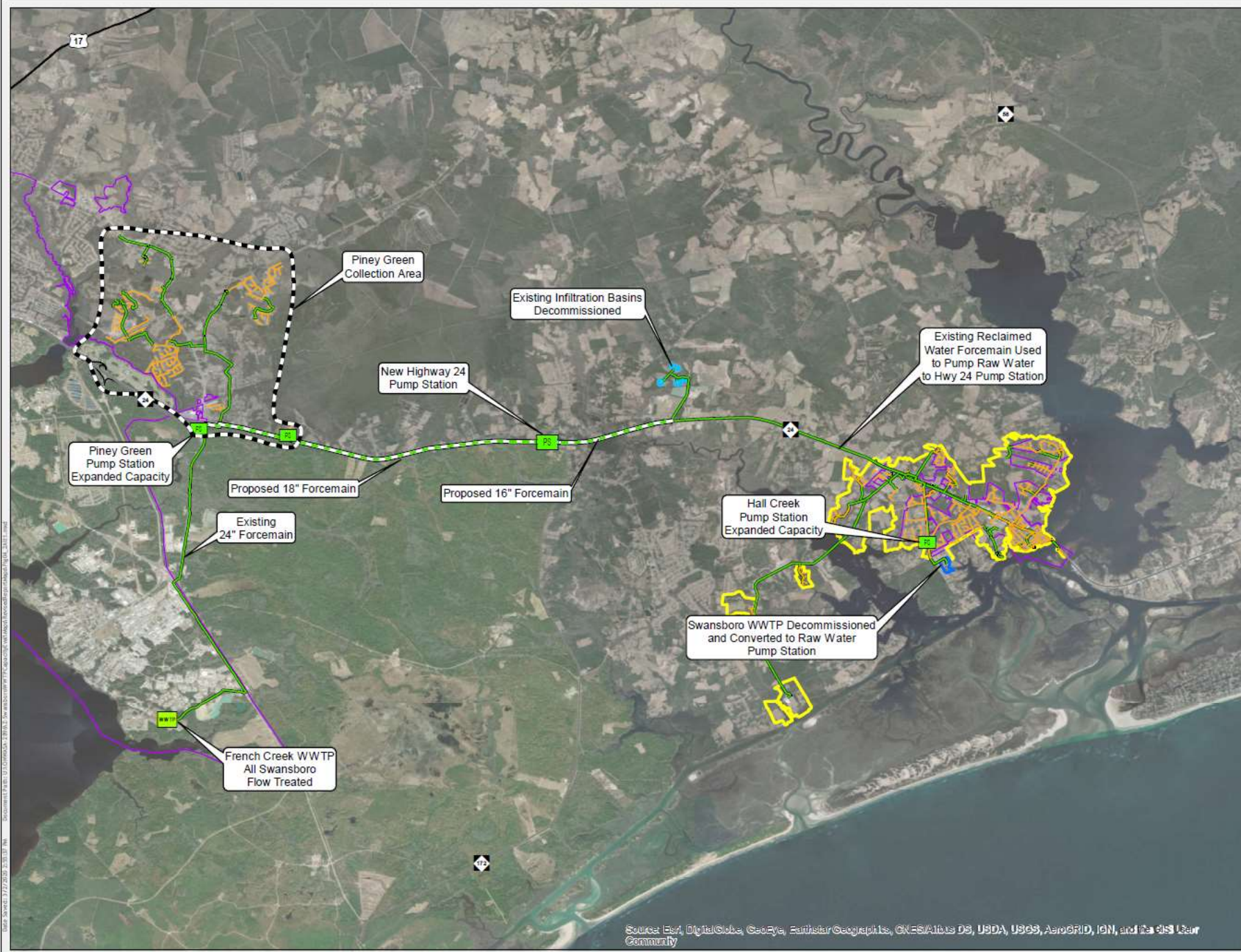
Legend

- Proposed Pump Station
- Proposed Forcemain
- Existing Pump Station
- French Creek WWTP
- Existing Gravity
- Existing Forcemain
- US Route
- NC Route
- Ramp
- Existing Infiltration Basins
- WWTP
- Piney Green Collection Area
- Swansboro Sewer District
- Municipal Boundary



THE WOOTEN COMPANY

THE WOOTEN COMPANY makes every effort to ensure the data used in this map is the most current and accurate information available. However, the maps are only for planning purposes only. The maps are not to be used for legal, title, or other public or private purposes or as a basis for any action. Users of the maps are hereby notified that the aforementioned public primary information sources are not controlled by, or under the control of, the State of North Carolina. Complete maximum liability for the information contained on the maps or how the maps are used and analyzed is borne by the user. Please contact the USGS Office at (919) 528-0811 or NOAA at theooten@noaa.gov for data source information.



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

TOPSAIL ISLAND BOOSTER PUMPING STATION

- NEW POTABLE WATER PUMPING STATION, PROPOSED LOCATION NTB TOWN HALL
- UNDER CONSTRUCTION
- ESTIMATED FINAL COMPLETION OCTOBER 2024
- ESTIMATED TOTAL COST \$3.4 M







New Revenue Stream for ONWASA

Item IV - c.



ONWASA hired Pines State Forestry, a Timber Management company in 2022 to provide a comprehensive Timber Management Plan for over 1790 acres.

Just in the last two years ONWASA was able to bring in over **\$850,000** in new revenues from timber sales, with an addition **\$360,000** expected from active contracts. That's over **\$1.2M** in revenues in just two years across only 595 acres.

The plan is to reforest these acres to establish a sustainable revenue source for ONWASA for years to come. We have also become NC Tree Farm certified.

We also were awarded two State grants and two State Budget Earmarks for an additional **\$15.5M** to help with upcoming capital projects.

*****ONWASA is funded by Rate Payer Revenue only No Local Tax Dollars*****

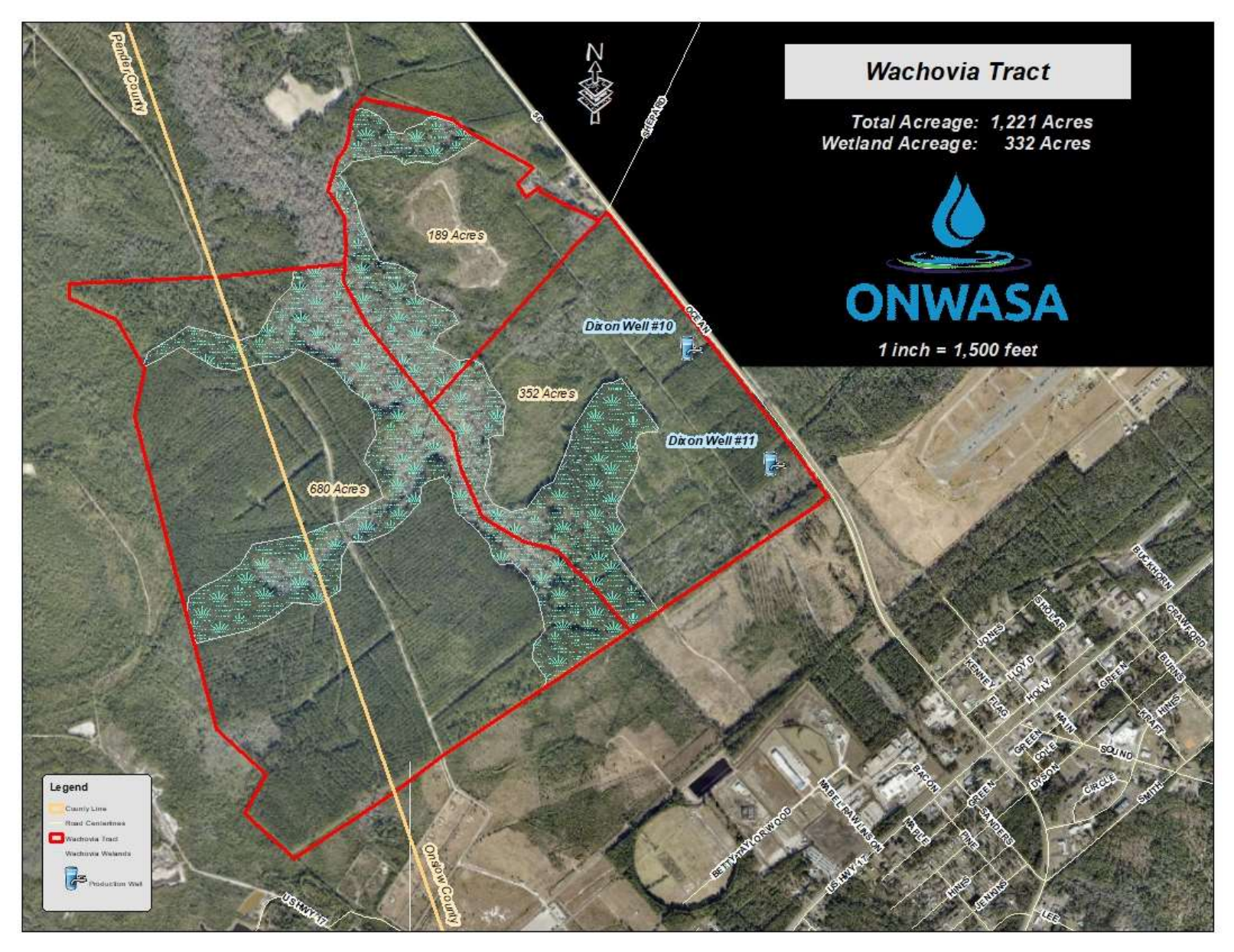
O: 910.937.7532

F: 910.347.0793

228 Georgetown Rd
Jacksonville, NC 28540



**NORTH CAROLINA
TREE FARM PROGRAM**







ONWASA EMPLOYEES "CARE"

Item IV - c.

ONWASA has a program we call ONWASA CARES that allows employees to take up to 16 hours annually and volunteer for Community Organizations and events.

Just this past year we had employees help with the Christmas Cheer Program and food drives for the Jacksonville Rotary Club and local Onslow Outreach programs.

ONWASA Employees donated over \$4000 worth of toys to Christmas Cheer in 2023



MUTUAL AID WITH NCWaterWARN



ONWASA is a member of NCWaterWARN, a water and wastewater agency response network (WARN) group of utilities committed to helping each other conduct response and recovery operations.

In 2017 ONWASA along with the City of Jacksonville sent teams and equipment to the Florida Keys to help with their recovery from Hurricane Irma and in 2018 five teams arrived from the City of Raleigh, City of Wilson, and Greenville Utilities to answer our call for help with the aftermath left by Hurricane Florence.

We also have emergency water interconnections with Pender County, Jacksonville, MCAS New River, Surf City, and NW Water.



STRONGER TOGETHER



O: 910.937.7532
F: 910.347.0793
228 Georgetown Rd
Jacksonville, NC 28540

NCWater WARN



IS YOUR CONTACT INFORMATION Item IV - c. UP TO DATE?

ONWASA sends important account reminders and alerts by phone, text, and email. Please keep us updated with current contact information by either emailing us at updateinfo@onwasa.com, phone us at (910) 455-0722, or by accessing the customer portal on our website at www.onwasa.com.



DOING BUSINESS WITH ONWASA



Visit us at www.onwasa.com, on Facebook (@onslowwater), and coming soon the ONWASA Mobile App.

O: 910.937.7532
F: 910.347.0793
228 Georgetown Rd
Jacksonville, NC 28540





Questions?

Contact me at:

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O: 910.937.7532

F: 910.347.0793

228 Georgetown Rd
Jacksonville, NC 28540



Board of Commissioners Meeting Agenda Item Submittal

Revised 4/23/2024
Parcel removed by applicant

Item To Be Considered: **Re-zoning Request- 140, 144, ~~150~~, 160 Queens Creek Road**

Board Meeting Date: **April 23, 2024**

Prepared By: **Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO**

Overview: Emerald Coast, Inc., on behalf of themselves and other property owners have submitted a rezoning request for four parcels located on Queens Creek Road from O/I (Office and Institutional) to B-1 (Business). The areas are further identified as 140 Queens Creek Road containing 0.48 acres (tax parcel ID 1313-88), 144 Queens Creek Road containing one acre (tax parcel ID 1313-87), ~~150 Queens Creek Road containing 1.35 acres (tax parcel ID 1313-85)~~, and 160 Queens Creek Road containing 5 acres (tax parcel ID 1313-85.1). The total acreage requested for rezoning is +/-~~7.83~~ **6.49** acres.

The applicant is interested in commercial/office/flex space/condos/townhouse. However, the applicant has not requested conditional rezoning and therefore, any uses permitted in the B-1 Zoning District would be applicable if approved.

History:

The applicant submitted similar applications in 2017 and 2019 for 3 parcels, and as of July 28, 2021, tax parcel ID 1313-85 has been further subdivided into 2 lots and an additional application for rezoning was submitted in 2022 and 2024. Below is a summary of the history.

2017

- On August 7, 2017, the Planning Board unanimously recommended denial for B1 rezoning request because it was not consistent with the CAMA Land Use Plan (LUP) of 2009 because of the lack of infrastructure supporting it. The Board considered the density for a B1 (and O/I zoning) and the effect it would have on the traffic on Queens Creek Road.
- At the September 12, 2017, BOC Public Hearing, Planner Andrea Correll summarized excerpts from the CAMA LUP on street deficiencies and land suitability. It was noted that multiple improvements to Queens Creek Road were under review by NCDOT.

Action: _____

The following summarizes existing street deficiencies:

Excerpt for 2009 CAMA LUP (page 7)
Lack of access connecting subdivisions, business apartments, etc., without having to go back on Highway 24 through areas southeast of Highway 24; i.e., connector road from Old Hammock (SR 1512) to Shore Drive area; from Queens Creek Road (SR 1512) to Hammocks Beach Road (SR 1511).

In addition to the CAMA LUP, the Town of Swansboro commissioned a traffic study in November 2015. Over the five-year time span, the greatest number of reported accidents (42) occurred at the intersection of NC-24 (W Corbett Avenue) / Queens Creek Road / Swansboro Middle School Driveway.

There was also discussion/clarification that O/I zoning was no more/less restrictive than B1, Property owners were agreeable to O/I if B1 was not approved.

The Board of Commissioners voted 3 to 2 in favor of the O/I rezoning. However, the vote required a 2/3 approval (4) to pass on the first reading. A second reading was required at the next meeting and approval could then be granted with a simple majority vote.

- At the October 10, 2017, Board of Commissioners meeting where a second reading was to take place, no motion was made for O/I zoning therefore, the property zoning remained R20 (Single Family).

2019/2020

- On September 23, 2019 (Special Meeting), the Planning Board voted 4-1 recommending approval for the B1 rezoning request deeming it consistent with the 2019 CAMA Land Use Plan. As part of their recommendation, the Planning Board noted that there were potential negative traffic impacts of developing the proposed property and recommended renewed efforts by Swansboro officials to engage NCDOT regarding traffic improvement recommendations to NC 24 (W. Corbett Avenue/Queens Creek Road/Middle School driveway) contained in Section 6 of the Town of Swansboro's Traffic Impact Analysis from November 4, 2015.
- At their October 22, 2019, Public Hearing, the Board of Commissioners reviewed/discussed traffic issues along Queen Creek Road and the idea that O/I zoning may be a better zoning district. The vote was unanimous to table the request.
- Mr. Freeman subsequently withdrew his application and submitted a request to rezone the properties O/I - Office Institutional.
- At their December 2, 2019, regular meeting, the Planning Board voted unanimously to recommend approval for O/I zoning; stating that it was consistent with the approved Comprehensive Plan, specifically the CAMA Land Use Plan.
- At their January 13, 2020, Public Hearing, the Board of Commissioners voted unanimously to rezone parcels 1313-85, 1313-87 and 1313-88 located on Queens Creek Road from R-20SF to O/I.

2022

Item V - a.

- On their September 6, 2022, regular meeting, the Planning Board voted unanimously to recommend denial for B-1 rezoning request because it was not consistent with the Future Land Use Plan.
- After this recommendation, Mr. Freeman subsequently withdrew his application to rezone from O/I to B-1 before the Board of Commissioners could review.

2024

- On their April 2, 2024, regular meeting, the Planning Board voted unanimously to recommend denial for B-1 rezoning request because it was not consistent with the Future Land Use Plan.
- On their April 9, 2024, regular meeting, the Board of Commissioners approved to hold the public hearing and hear the rezoning application at their April 23, 2024 regular meeting.

(All meeting minutes for the Planning Board and Board of Commissioners above are available on the website if more in-depth review on discussions is needed. The history above is meant to simply show the actions taken.)

Additional Notes:

In conversation with the Town's Traffic Engineer Jeff Hochanadel, he shared that the traffic study conducted in 2019 would most likely not hold the same results today. However, there is no such requirement for a Traffic Impact Analysis when rezoning is requested. A TIA only applies when a *project* is proposed, and in some instances when a special use is requested.

It is also noted that some recent traffic movement improvements have been made along Queens Creek Road at the High School and NCDOT has installed a traffic light at the Swansboro High School/Queens Creek Elementary entrance.

Background Attachment(s):

1. Expanded Overview
2. Application
3. 2019 Timmons Traffic Analysis
4. Ordinance 2024-O6
5. Comprehensive Plan Consistency Statement

Recommended Action:

1. Hold a public hearing
2. Motion to approve or deny Ordinance 2024-O6 to rezone the four parcels identified along Queens Creek Road from O/I (Office Institutional) to B-1 (Business).

Expanded Overview:

The four parcels of land requested for rezoning by Emerald Coast, Inc. are in the ETJ and currently zoned O/I (Office Institutional). *See figure 1.* The 2019 CAMA Land Use Plan depicts these parcels as Low Density /Suburban Neighborhood (LDSN) along the Gateway Corridor (GC). *See figure 2.* The tracts front on Queens Creek Road and are located approximately 966 feet from the intersection with NC Highway 24. They are surrounded by property zoned B-1. Across Queens Creek the property is Government/Education and contains Swansboro High School and Queens Creek Elementary School. Some recent NCDOT improvements have been made to the entrances at the schools as well as a traffic light added at the intersection. *See figure 3.* The allowable density according to the 2019 CAMA Land Use Plan is up to 5 dwellings per acre of any type of residential development.

Staff supports the property remaining O/I (office institutional) zoning as a buffer between the low-density residential zoning and the surrounding commercial area, as previously designated in the 2009 Future CAMA Land Use Map. Currently, the commercial B-1 rezoning request is not in keeping with the newer 2019 Future CAMA Land Use Map which now designates this area as a Low Density/Suburban Neighborhood.

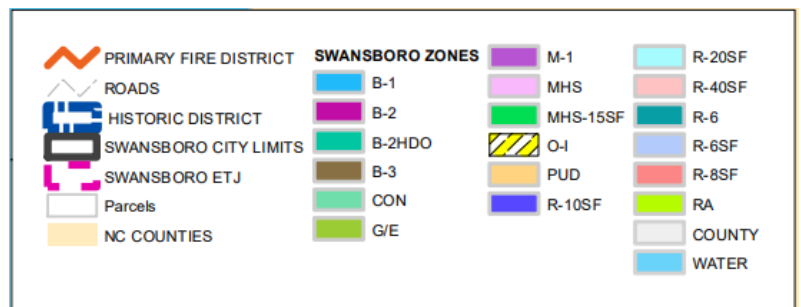
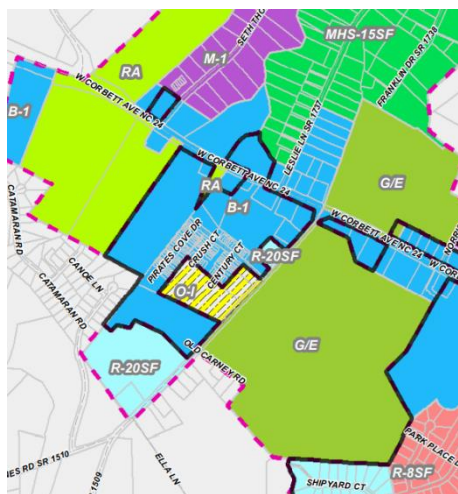


Figure 1- Town Limits Map

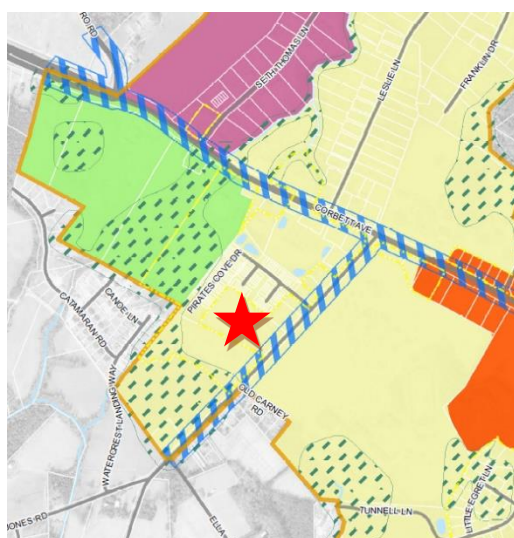


Figure 2- Future Land Use Map

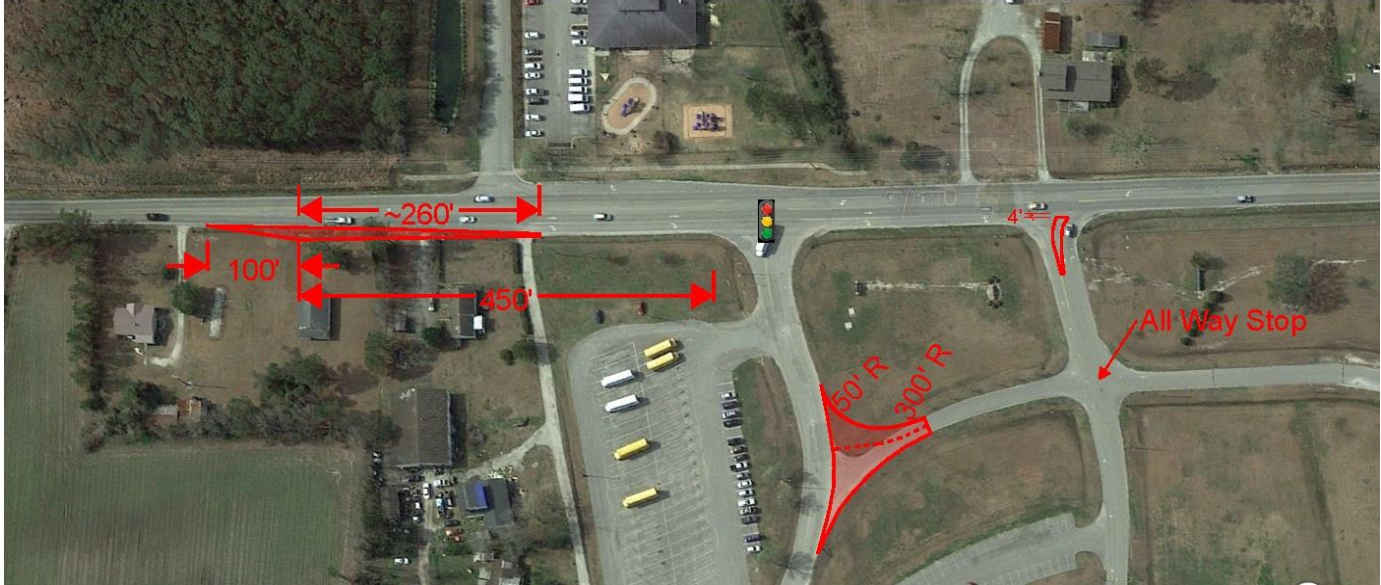


Figure 3- NCDOT Improvements

A recent conversation with the Town’s Traffic Engineer, Jeff Hochanadel verified that the most recent bidirectional traffic count on Queens Creek Road was from 2019 and was 14,000 trips a day. A significant increase of 2,000 trips from the past count in 2015 which was 12,000 trips a day.

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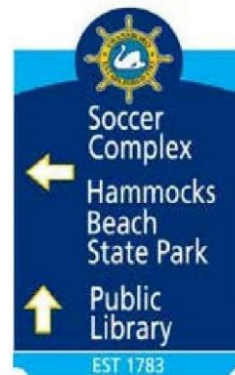
GATEWAY CORRIDOR (GC)

The area around and encompassing NC 24 is the foyer of the community: a place that welcomes travelers and residents alike. For some people, it may be the only part of Swansboro that they see, and the impression it leaves should be reflective of the community’s values: welcoming friendliness, coastal charm, and beauty. The appearance and function of this corridor are in need of attention, and updated and enhanced regulation were identified as important to the community. The Gateway Corridor is all lots within 100’ of and visible from, or with frontage on NC 24.

CHARACTER

The Gateway Corridor is a new designation intended to enhance the function and appearance of the NC 24 corridor, as well as other main entranceways to the town. Generally, the GC area encompasses properties that are directly adjacent to, visible from, and interact with NC 24, although any regulations developed

Character concepts for the GC district





Example of Gateway Corridor (GC)

may need to reduce or expand that definition to accomplish their goals. Recommendations from the Gateway Corridor Report (2013) as well as input from the public open house workshop should inform any regulations that will be developed for this area.

ACCESS AND CIRCULATION

This designation lies along the major thoroughfares in the Town. These high speed, NCDOT-owned roadways designed for local and through traffic. Pedestrian accommodations (likely built to NCDOT Complete Street standards), median beautification and additional landscaping, and reduced left-turn movements should be required and retrofitted. Additional right-of-way dedication or reservation will likely be required for new development or redevelopment, to accommodate anticipated or likely future widenings.

SETBACKS

Additional setbacks, and potentially right-of-way reservation or dedication, will likely be required along major thoroughfares, particularly state highways that are likely to be widened in the future.

MASSING AND BUILDING HEIGHTS

The underlying FLU may control the massing of buildings within the GC, but additional

requirements may also be necessary depending on the particulars of the desired outcome(s).

BLOCKS

As designated by the underlying FLU category, but potentially modified depending on access and traffic management concerns. Adding cross access and interconnectivity between parcels will be crucial to enhancing connectivity and function.

PARKING

Parking is governed by the underlying FLU designation but should also take into account visual impacts on the corridor. Generally, jurisdictions seek to minimize the visibility of parking areas along character enhancement corridors.

APPROPRIATE DENSITY / INTENSITY

As designated by the underlying FLU category, and potentially modified to create an area with enhanced functional and visual characteristics.

REPRESENTATIVE AREAS

This newly formed designation functions as an overlay designed to enhance the existing NC 24 corridor. Ideally, it will have associated zoning regulations that will regulate and enhance the function and appearance of the corridor.

5

LOW DENSITY / SUBURBAN NEIGHBORHOOD (LDSN)

This residential neighborhood type generally reflects recent development in Swansboro. Lots are a little larger and although the neighborhood is walkable, most people move into and out of the neighborhood by car. Although some small-scale non-residential or multi-family residential may occur at key intersections or near significant public resources (like parks), this area is primarily single family detached residential homes.

CHARACTER

Almost exclusively single family detached residential, although occasionally more intense development may be allowed near select town infrastructure, such as near large parks. Low intensity, low nuisance nonresidential uses may also be allowed at select crossroads or neighborhood activity centers. Lots are wider and regular.

ACCESS AND CIRCULATION

Streets are residential in character, with low speeds and occasional, informal on-street parallel parking. Street trees are present but may be separated from the edge of pavement by a ditch. Sidewalks are present but depending on density may not be on both sides of the street.

SETBACKS

Setbacks are generally more restrictive than in other residential districts, with significantly sized yards often present on all sides of a building.

MASSING AND BUILDING HEIGHTS

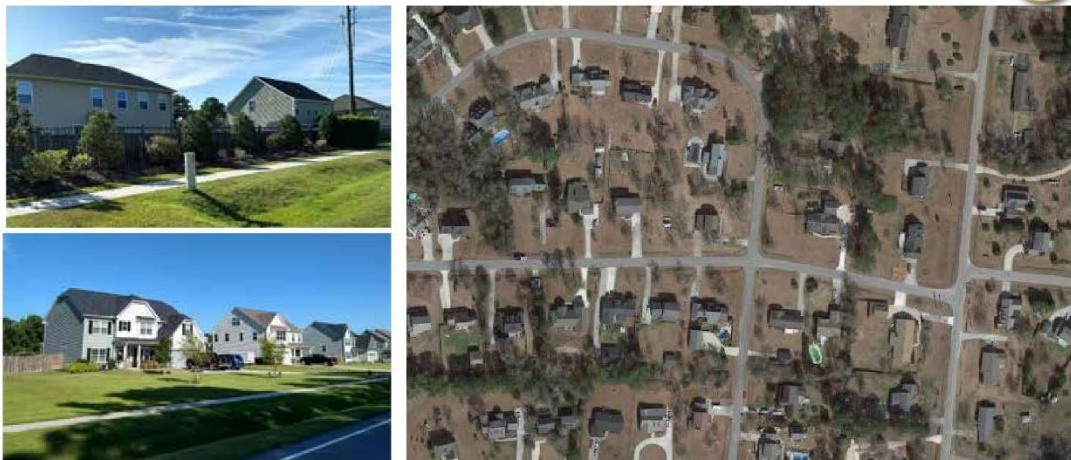
Lower height structures, that typically do not exceed two stories, with one-story structures also common. Buildings are separated from each other by relatively large side yards.

BLOCKS

Maximum block lengths must be similar to those of the CTN, regardless of density of development. This is especially relevant when connecting to existing roads which are or will be thoroughfares or collectors of any sort, including residential collectors. The appropriate block length will allow the neighborhood to evolve as the town grows and changes through time.



Forestbrook Neighborhood



Example of Low Density / Suburban Neighborhood (LDSN)

PARKING

Parking location is less restrictive than in CTN, and can be located on any side of a building, including in corner yards. The larger lots accommodate garages on the sides of buildings, which may be front- or side-loaded.

APPROPRIATE DENSITY

- » This low-density residential type will occupy most of the town's land area.
- » Up to 5 dwellings per acre of any type of residential within 1/2 mile walking distance of any Town Center area or within 1/4 mile walking distance of a Coastal Traditional Neighborhood area, whichever is greater (i.e. - allows increased density).
- » Up to 4 dwellings per acre of any type residential within 1/4 mile walking distance of a public park of 5 acres or more in size, if there is improved pedestrian access.
- » Up to 2 dwellings per acre in all other areas.

REPRESENTATIVE AREAS

- » The Forestbrook, Halls Creek, Halls Creek North, and River Reach neighborhoods, especially if there was greater connectivity or stub-outs to adjacent parcels.
- » The neighborhood surrounding Swansboro Hills Apartments

OTHER CONCERNS

Maintaining connectivity between subdivisions and neighborhoods is what creates a community. Blocks and street connections must be designed such that future connections and extensions are made that create a cohesive, regular, intuitive street pattern, to the greatest extent possible. This also ensures that as the area evolves, more intense uses can replace older uses through redevelopment.

The lower density of development in the outskirts of this FLU designation (2 du/acre) will quickly consume land and may inadvertently displace residential demand and development to just outside the town's ETJ. This may be exacerbated by the availability of water and sewer services, and potentially lower lot size requirements. The Town should coordinate with the County and ONWASA to avoid this outcome.

Additionally, a restriction on density within the town (i.e. - 2 dwellings per acre) which provides municipal services (i.e. - parks, streets, water, sewer, police, etc.) may consume a large amount of land and return a lower amount of revenue (property taxes) that is used to support those municipal services. Generally speaking, higher density lots will provide greater return on investment (property taxes) to support the services that the town provides.

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

APPLICATION FOR ZONING & ORDINANCE AMENDMENTS

Check the Appropriate Blank

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

Application No. _____

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

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

Property Owner Name 140 HARGETT, 144/160 EMERALD COAST, INC. Phone # 910-330-1650

Address of Zoning Request 140, Prcl# 113-88: 144, Prcl# 1313-87: 160, Prcl# 1616-85.1

Mailing Address Cecil Hargett Jr. 114 Leslie Dr. Hubert, Emerald Coast Inc. PO 1649 Swansboro

Zoning Amendments

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

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

Present Zoning O-I Desired Zoning B-1

Probable Use of Property There are only a few Permitted and Special uses allowed in the O-I.

Reason for Zoning Change Request There is now a traffic light at the school entrance on Queens Creek Rd

Ordinance Amendments

Code Section to be amended _____

Print clearly the code section wordage to be amended _____

Print clearly the code section wordage as suggested _____

* PIRATES COVE TOWNHOME ASSOCIATION INC. 1612 MILITARY CUTOFF RD WILMINGTON NC 28403-5741
EXCEL QUEENS CREEK PROPERTIES LLC. PO BOX 12588 NEW BERN NC 28561

Reason for requested amendment _____

SCF RC FUNDING IV LLC. 902 CARNEGIE CTR STE 520 PRINCETON NJ 08540-6531

Signature [Signature] Date 4-23-24

Future Land Use Map Amendment

Present Future Land Use Category _____ Desired Future Land Use Category _____

Use of Property _____

Reason for Future Land Use Map Change Request _____

Town Hall Use Only

Fee Paid N/A Date Received 4/23/24 Date scheduled for Planning & Zoning Board review 4/2/24

Recommendation from Planning & Zoning Board Recommended denial of rezoning

Public Hearing Run Dates 4/11/24 Date of Public Hearing 4/23/24

Effective Date of Change _____ Ordinance Number 2024-06

[Signature] 4/23/24

September 3, 2019

Paula W. Webb, MMC-NCCMC
Assistant Town Manager / Town Clerk
Town of Swansboro
601 W Corbett Avenue
Swansboro, NC 28584
pwebb@ci.swansboro.nc.us
910-326-4428

RE: Queens Creek Traffic Analysis

Dear Ms. Webb,

Timmons Group performed a cursory capacity analysis of the proposed 7-acre commercial development to be located off Queens Creek Road south of NC 24 (W Corbett Avenue). It was assumed, for purposes of analysis, that a 10,000 square foot (SF) general retail development will be constructed on the proposed 7-acre site*. The site generated traffic impacts were analyzed at the adjacent intersection of NC 24 (W Corbett Avenue) / Queens Creek Road / Middle School Driveway.

* Site specifics were not provided at the time of this capacity analysis. It is likely that a development larger than 10,000 SF could be constructed on the existing 7-acre site. 10,000 SF was chosen to represent a minimal build-out scenario. Building size(s) is dependent upon existing site conditions and constraints (availability of water/sewer, presence of wetlands/streams, etc).

The intersection of NC 24 (W Corbett Avenue) / Queens Creek Road / Middle School Driveway is a signalized intersection with split side street phasing. The northbound intersection approach includes exclusive left and right-turn lanes. The southbound middle school driveway approach includes an exclusive left-turn lane and a shared through / right-turn lane. The eastbound intersection approach includes two through lanes and an exclusive right-turn lane. The westbound intersection approach includes an exclusive left-turn lane and two through lanes. Eastbound left-turning, westbound right-turning, and northbound through movements are prohibited at this intersection.

Existing / Background Traffic Volumes

Figure 1 shows 2019 Existing traffic volumes and projected 2021[^] Background traffic volumes. Existing peak hour turning movement traffic volumes, collected in May 2019, were acquired from the NCDOT (and not collected by Timmons Group). 2021 Background traffic volumes were calculated using a 3% ambient growth rate grown exponentially over two years.

[^] It was assumed, for purposes of analysis, that the proposed development would be constructed by 2021.

Build Traffic Volumes

The site-generated trips shown in **Table 1** are based on trip generation information provided in the 10th Edition of the Institute of Transportation Engineer's (ITE's) *Trip Generation Manual*. Trip generation was calculated using the assumed commercial square footage (10,000 SF) as the independent variable, as well as the provided equation (per NCDOT guidelines).

Table 1 – Trip Generation Summary

ITE Land Use Code	Independent Variable	Daily	AM Peak Hour		PM Peak Hour			
		Total	In	Out	Total	In	Out	Total
Shopping Center (820)	10,000 SF	1,256	97	60	157	47	51	98
820 Pass-Bys (PM - 34%)		--	--	--	--	16	17	33
Total:		1,256	97	60	157	31	34	65

SOURCE: Institute of Transportation Engineers' *Trip Generation Manual* 10th Edition (2017)

AM peak hour trips generated totaled 97 incoming and 60 outgoing where PM peak hour trips totaled 47 incoming and 51 outgoing. For Land Use Code (LUC) 820, a pass-by percentage of 34% was assumed for PM peak hour trips (per NCDOT standards). Following these reductions, final PM peak hour trips totaled 31 incoming and 34 outgoing. Average daily traffic (ADT) volumes generated by the development totaled 1,256 vehicles per day. No reduction in trips were included due to internal capture.

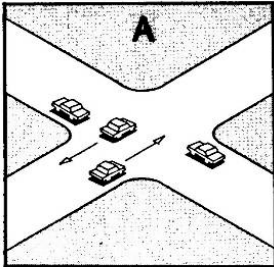
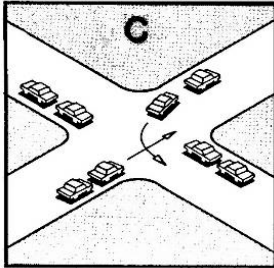
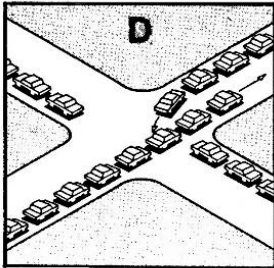
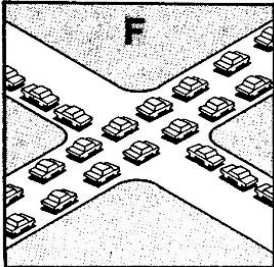
The directional traffic patterns, or trip distribution, of the site-generated traffic was assumed to be split equally between east and westbound NC 24 (W Corbett Avenue). The incoming / outgoing site trip percentages were routed, via shortest path, to and from the proposed commercial development. The distribution percentages were then applied to the generated trips to predict routes and project traffic volumes for the 2021 Build scenario. **Figure 2** shows the 2021 trip distribution percentages, trip distribution volumes, and 2021 Build traffic volumes. 2021 Build traffic volumes were then determined by applying the site trip distribution volumes to the Background traffic volumes (see **Figure 1**).

Traffic Capacity Analyses

Using field observations, aerial photography, and traffic count data, traffic operations were analyzed during 2019 (existing) and 2021 (without and with the proposed development site trips).

Capacity analysis allows traffic engineers to determine the impacts of traffic on the surrounding roadway network. The Transportation Research Board's (TRB) *Highway Capacity Manual* (HCM) methodologies govern how the capacity analyses are conducted and how the results are interpreted. There are six letter grades of Levels of Service (LOS) from A to F, with LOS A representing the best operating conditions and LOS F the worst operating conditions. At signalized intersections, an overall intersection LOS E is generally considered unacceptable. **Table 2** shows in detail how each of these levels of service are interpreted.

Table 2: Level of Service Definitions

Level of Service	Roadway Segments or Controlled Access Highways	Intersections	
A	Free flow, low traffic density.	No vehicle waits longer than one signal indication.	
B	Delay is not unreasonable, stable traffic flow.	On a rare occasion motorists wait through more than one signal indication.	
C	Stable condition, movements somewhat restricted due to higher volumes, but not objectionable for motorists.	Intermittently drivers wait through more than one signal indication, and occasionally backups may develop behind left turning vehicles, traffic flow still stable and acceptable.	
D	Movements more restricted, queues and delays may occur during short peaks, but lower demands occur often enough to permit clearing, thus preventing excessive backups.	Delays at intersections may become extensive with some, especially left-turning vehicles waiting two or more signal indications, but enough cycles with lower demand occur to permit periodic clearance, thus preventing excessive backups.	
E	Actual capacity of the roadway involves delay to all motorists due to congestion.	Very long queues may create lengthy delays, especially for left-turning vehicles.	
F	Forced flow with demand volumes greater than capacity resulting in complete congestion. Volumes drop to zero in extreme cases.	Backups from locations downstream restrict or prevent movement of vehicles out of approach creating a storage area during part or all of an hour.	

SOURCE: "A Policy on Design of Design of Urban Highways and Arterial Streets" - AASHTO, 1973 based upon material published in "Highway Capacity Manual", National Academy of Sciences, 1965.

For signalized and unsignalized intersections, level of service is defined in terms of **delay**, a measure of driver discomfort, frustration, fuel consumption and lost travel time. **Table 3** summarizes the delay associated with each LOS category:

Table 3: Signalized and Unsignalized Intersection Level of Service Criteria

Signalized Intersections		Unsignalized Intersections	
Level of Service	Control Delay per Vehicle (sec/veh)	Level of Service	Average Control Delay (sec/veh)
A	≤ 10	A	0 to 10
B	> 10 to ≤ 20	B	> 10 to ≤ 15
C	> 20 to ≤ 35	C	> 15 to ≤ 25
D	> 35 to ≤ 55	D	> 25 to ≤ 35
E	> 55 to ≤ 80	E	> 35 to ≤ 50
F	> 80	F	> 50

Source: Exhibit 16-2 and Exhibit 17-2 from TRB's "Highway Capacity Manual 2000"

Capacity analyses were performed to assess operational conditions. Study area intersections were analyzed using SYNCHRO Version 9.2 based on Highway Capacity Manual (HCM) methodologies with the following assumptions:

- Existing grades;
- 12-foot lane widths;
- No parking activity, bus stops, or pedestrians;
- Existing AM peak hour factor (PHFs)**;
- PM PHF of 0.90;
- Heavy vehicle percentages 2%; and
- Timing values found in the provided traffic signal plans.

** Existing PHFs were used due to the existing middle school traffic.

Table 4 – Level of Service and Delay (sec/veh) Results – Study Area Intersection

Intersection	2019 Existing Traffic Volumes		2021 Background Traffic Volumes		2021 Build Traffic Volumes	
	AM	PM	AM	PM	AM	PM
Queens Creek Road at NC 24 (W Corbett Ave)	<i>E (75.7)</i>	<i>E (56.1)</i>	<i>F (89.3)</i>	<i>E (70.7)</i>	<i>F (99.0)</i>	<i>E (74.6)</i>

Per **Table 4**, the signalized intersection of NC 24 (W Corbett Avenue) / Queens Creek Road is currently operating at a LOS E during the 2019 Existing AM and PM peak hours. The intersection is projected to operate at a LOS F during the 2021 Background AM peak hour and LOS E during the 2021 PM peak hour. Following the addition of site trip volumes, the

intersection is projected to continue to operate at a LOS F during the 2021 Build AM peak hour and LOS E during the 2021 PM peak hour. Additionally, as shown in the attached Synchro analysis outputs, significant 95th percentile northbound queuing is projected to occur along Queens Creek Road during both analyzed peak hours (greater than 275-feet for left-turn queue lengths and 575-feet for right-turning queue lengths). Existing queue storage is inadequate to handle projected queue lengths for the northbound intersection approach.

Conclusions

Based on the subject analyses, the construction of a commercial development along Queens Creek Road will require the construction of offsite improvements at the intersection of NC 24 (W Corbett Avenue) / Queens Creek Road to meet guidelines provided in the Town's Unified Development Ordinance. Existing intersection capacity is inadequate to handle existing / future traffic volumes. The addition of ambient traffic growth and proposed commercial site trips will cause intersection conditions to further degrade in future conditions.

Should you have any questions regarding this memorandum, please do not hesitate to contact me.

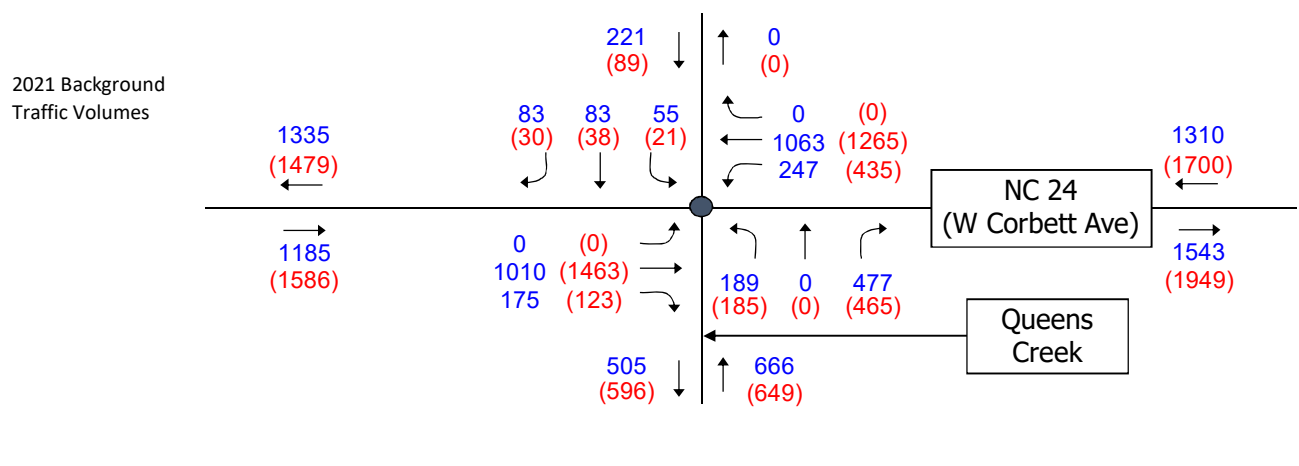
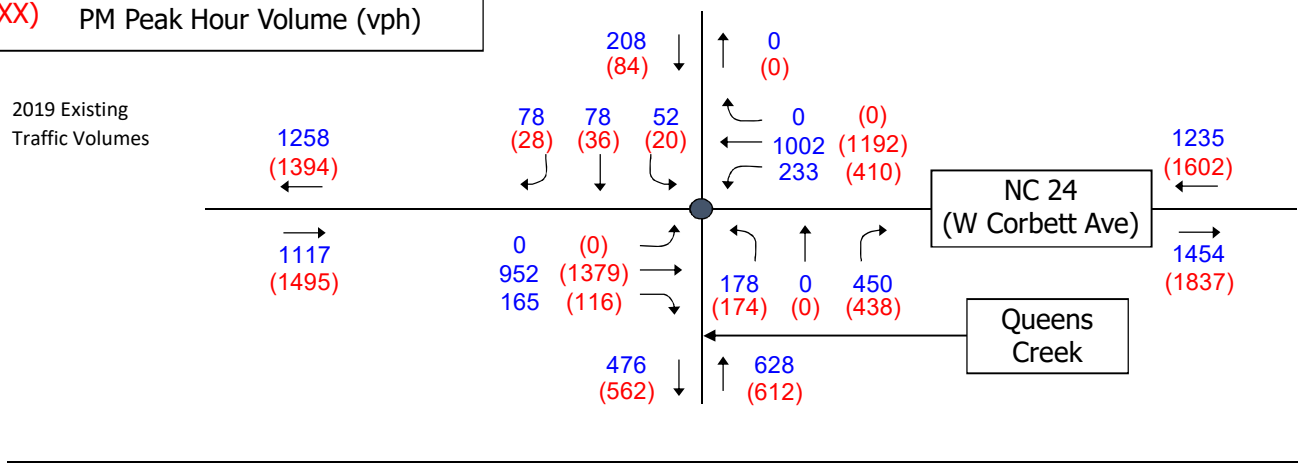
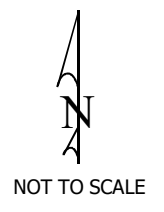
Sincerely,

Jeffrey P. Hochanadel, PE, PTOE
Senior Project Manager, Transportation

(Attachments)

LEGEND:

- Existing Road
- - - Proposed Road
- XX AM Peak Hour Volume (vph)
- (XX) PM Peak Hour Volume (vph)



Queens Creek Traffic Analysis

Existing/Background Traffic Volumes

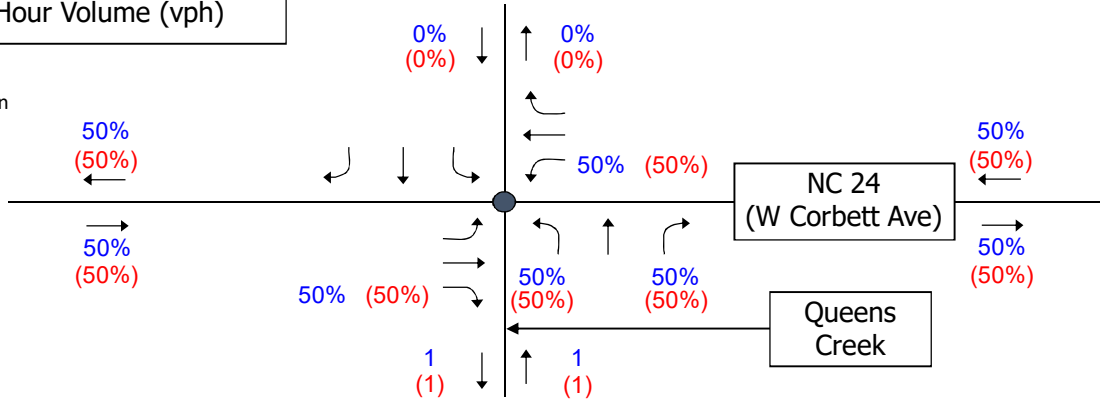
Figure 1

LEGEND:

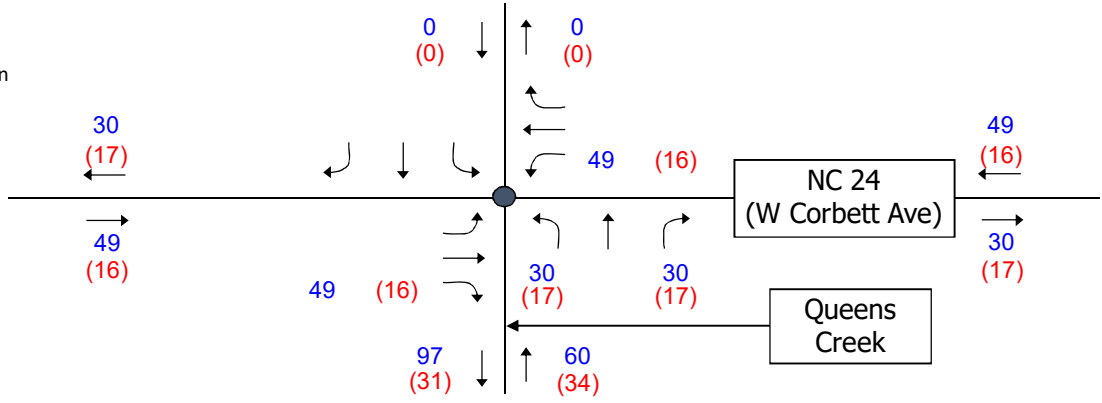
- Existing Road
- - - Proposed Road
- XX AM Peak Hour Volume (vph)
- (XX) PM Peak Hour Volume (vph)



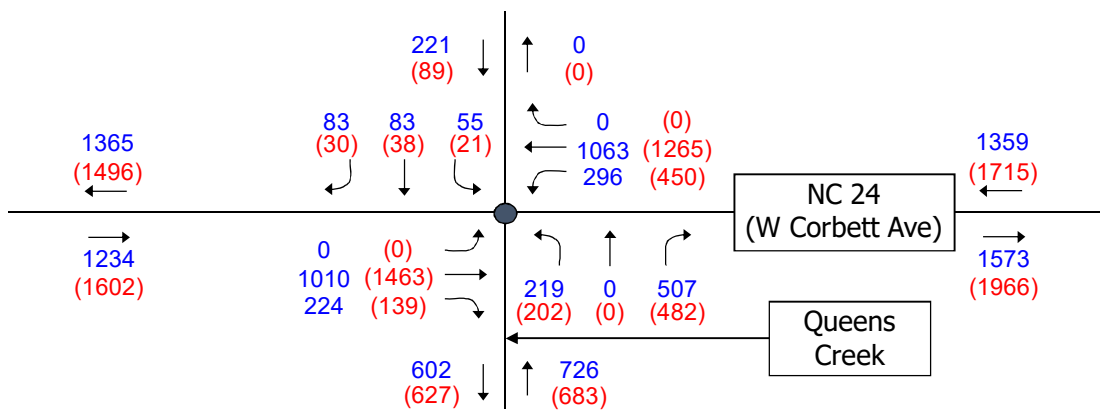
2021 Trip Distribution Percentages



2021 Trip Distribution Volumes



2021 Build Traffic Volumes



Queens Creek Traffic Analysis Build Traffic Volumes

Figure 2

Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑↑	↗	↖	↑↑		↖		↗	↖	↗	
Traffic Volume (vph)	0	952	165	233	1002	0	178	0	450	52	78	78
Future Volume (vph)	0	952	165	233	1002	0	178	0	450	52	78	78
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	0		415	125		0	190		0	0		0
Storage Lanes	0		1	1		0	1		1	1		0
Taper Length (ft)	25			25			25			25		
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ped Bike Factor												
Frt			0.850						0.850		0.925	
Flt Protected				0.950			0.950			0.950		
Satd. Flow (prot)	0	3471	1553	1752	3505	0	1752	0	1568	1641	1598	0
Flt Permitted				0.080			0.950			0.950		
Satd. Flow (perm)	0	3471	1553	148	3505	0	1752	0	1568	1641	1598	0
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			45			25	
Link Distance (ft)		1048			745			1037			256	
Travel Time (s)		20.4			14.5			15.7			7.0	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.76	0.76	0.76	0.75	0.75	0.75	0.64	0.64	0.64	0.50	0.50	0.50
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	4%	4%	4%	3%	3%	3%	3%	3%	3%	10%	10%	10%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Adj. Flow (vph)	0	1253	217	311	1336	0	278	0	703	104	156	156
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	1253	217	311	1336	0	278	0	703	104	312	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		12			12			12			12	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane		Yes			Yes			Yes				
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Turn Type		NA	pm+ov	D.P+P	NA		Prot		pm+ov	Split	NA	
Protected Phases		2	4	1	6		4		1	3	3	
Permitted Phases			2	2					4			
Detector Phase		2	4	1	6		4		1	3	3	
Switch Phase												
Minimum Initial (s)		10.0	7.0	7.0	10.0		7.0		7.0	7.0	7.0	
Minimum Split (s)		23.8	33.0	12.9	23.9		33.0		12.9	20.0	20.0	
Total Split (s)		55.0	33.0	32.0	87.0		33.0		32.0	30.0	30.0	
Total Split (%)		36.7%	22.0%	21.3%	58.0%		22.0%		21.3%	20.0%	20.0%	

Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Maximum Green (s)		49.1	27.4	26.1	81.1		27.4		26.1	24.2	24.2	
Yellow Time (s)		3.8	3.0	3.0	3.8		3.0		3.0	3.2	3.2	
All-Red Time (s)		2.1	2.6	2.9	2.1		2.6		2.9	2.6	2.6	
Lost Time Adjust (s)		-0.9	-0.6	-0.9	-0.9		-0.6		-0.9	-0.8	-0.8	
Total Lost Time (s)		5.0	5.0	5.0	5.0		5.0		5.0	5.0	5.0	
Lead/Lag		Lag	Lag	Lead			Lag		Lead	Lead	Lead	
Lead-Lag Optimize?		Yes	Yes	Yes			Yes		Yes	Yes	Yes	
Vehicle Extension (s)		6.0	2.0	2.0	6.0		2.0		2.0	2.0	2.0	
Minimum Gap (s)		3.0	3.0	3.0	3.0		3.0		3.0	3.0	3.0	
Time Before Reduce (s)		15.0	0.0	0.0	15.0		0.0		0.0	0.0	0.0	
Time To Reduce (s)		30.0	0.0	0.0	30.0		0.0		0.0	0.0	0.0	
Recall Mode		Min	Min	None	None		Min		None	None	None	
Walk Time (s)			7.0				7.0					
Flash Dont Walk (s)			20.0				20.0					
Pedestrian Calls (#/hr)			0				0					
Act Effect Green (s)		50.0	76.1	77.0	82.0		26.0		58.1	25.0	25.0	
Actuated g/C Ratio		0.34	0.51	0.52	0.55		0.18		0.39	0.17	0.17	
v/c Ratio		1.07	0.27	0.84	0.69		0.90		1.14	0.38	1.16	
Control Delay		93.1	11.1	62.7	26.4		91.3		123.9	59.7	157.0	
Queue Delay		0.0	0.0	0.0	0.0		0.0		0.0	0.0	0.0	
Total Delay		93.1	11.1	62.7	26.4		91.3		123.9	59.7	157.0	
LOS		F	B	E	C		F		F	E	F	
Approach Delay		81.0			33.3			114.7			132.7	
Approach LOS		F			C			F			F	
Queue Length 50th (ft)		~720	54	245	489		266		~790	92	~363	
Queue Length 95th (ft)		#615	66	279	425		250		547	81	219	
Internal Link Dist (ft)		968			665			957			176	
Turn Bay Length (ft)			415	125			190					
Base Capacity (vph)		1172	818	369	1941		331		614	277	269	
Starvation Cap Reductn		0	0	0	0		0		0	0	0	
Spillback Cap Reductn		0	0	0	0		0		0	0	0	
Storage Cap Reductn		0	0	0	0		0		0	0	0	
Reduced v/c Ratio		1.07	0.27	0.84	0.69		0.84		1.14	0.38	1.16	

Intersection Summary

Area Type: Other
 Cycle Length: 150
 Actuated Cycle Length: 148.1
 Natural Cycle: 150
 Control Type: Actuated-Uncoordinated
 Maximum v/c Ratio: 1.16
 Intersection Signal Delay: 75.7
 Intersection LOS: E
 Intersection Capacity Utilization 73.8%
 ICU Level of Service D
 Analysis Period (min) 15
 ~ Volume exceeds capacity, queue is theoretically infinite.
 Queue shown is maximum after two cycles.
 # 95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

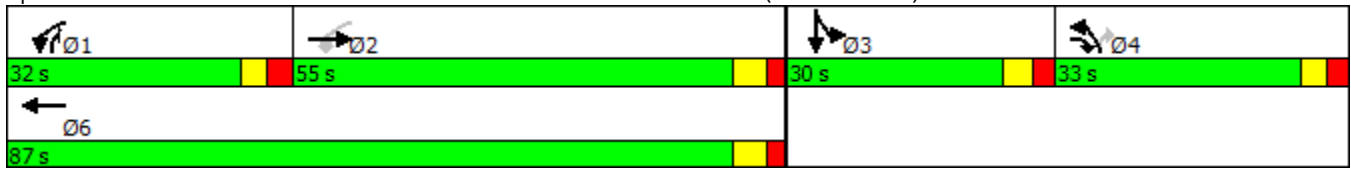
Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019

Item V - a.

Splits and Phases: 257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)



Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019

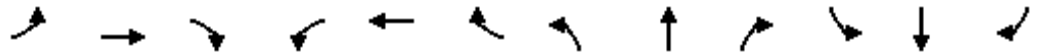


Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑↑	↗	↖	↑↑		↖		↗	↖	↗	
Traffic Volume (vph)	0	1379	116	410	1192	0	174	0	438	20	36	28
Future Volume (vph)	0	1379	116	410	1192	0	174	0	438	20	36	28
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	0		415	125		0	190		0	0		0
Storage Lanes	0		1	1		0	1		1	1		0
Taper Length (ft)	25			25			25			25		
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ped Bike Factor			0.850						0.850		0.935	
Flt Protected				0.950			0.950			0.950		
Satd. Flow (prot)	0	3471	1553	1752	3505	0	1752	0	1568	1641	1615	0
Flt Permitted				0.079			0.950			0.950		
Satd. Flow (perm)	0	3471	1553	146	3505	0	1752	0	1568	1641	1615	0
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			45			25	
Link Distance (ft)		1048			745			1037			256	
Travel Time (s)		20.4			14.5			15.7			7.0	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	4%	4%	4%	3%	3%	3%	3%	3%	3%	10%	10%	10%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Adj. Flow (vph)	0	1532	129	456	1324	0	193	0	487	22	40	31
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	1532	129	456	1324	0	193	0	487	22	71	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		12			12			12			12	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane		Yes			Yes			Yes				
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Turn Type		NA	pm+ov	D.P+P	NA		Prot		pm+ov	Split	NA	
Protected Phases		2	4	1	6		4		1	3	3	
Permitted Phases			2	2					4			
Detector Phase		2	4	1	6		4		1	3	3	
Switch Phase												
Minimum Initial (s)		10.0	7.0	7.0	10.0		7.0		7.0	7.0	7.0	
Minimum Split (s)		23.8	33.0	12.9	23.9		33.0		12.9	20.0	20.0	
Total Split (s)		55.0	33.0	32.0	87.0		33.0		32.0	30.0	30.0	
Total Split (%)		36.7%	22.0%	21.3%	58.0%		22.0%		21.3%	20.0%	20.0%	

Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Maximum Green (s)		49.1	27.4	26.1	81.1		27.4		26.1	24.2	24.2	
Yellow Time (s)		3.8	3.0	3.0	3.8		3.0		3.0	3.2	3.2	
All-Red Time (s)		2.1	2.6	2.9	2.1		2.6		2.9	2.6	2.6	
Lost Time Adjust (s)		-0.9	-0.6	-0.9	-0.9		-0.6		-0.9	-0.8	-0.8	
Total Lost Time (s)		5.0	5.0	5.0	5.0		5.0		5.0	5.0	5.0	
Lead/Lag		Lag	Lag	Lead			Lag		Lead	Lead	Lead	
Lead-Lag Optimize?		Yes	Yes	Yes			Yes		Yes	Yes	Yes	
Vehicle Extension (s)		6.0	2.0	2.0	6.0		2.0		2.0	2.0	2.0	
Minimum Gap (s)		3.0	3.0	3.0	3.0		3.0		3.0	3.0	3.0	
Time Before Reduce (s)		15.0	0.0	0.0	15.0		0.0		0.0	0.0	0.0	
Time To Reduce (s)		30.0	0.0	0.0	30.0		0.0		0.0	0.0	0.0	
Recall Mode		Min	Min	None	None		Min		None	None	None	
Walk Time (s)			7.0				7.0					
Flash Dont Walk (s)			20.0				20.0					
Pedestrian Calls (#/hr)			0				0					
Act Effect Green (s)		50.5	70.4	77.8	82.9		18.7		51.0	11.1	11.1	
Actuated g/C Ratio		0.40	0.56	0.62	0.66		0.15		0.41	0.09	0.09	
v/c Ratio		1.09	0.15	1.03	0.57		0.74		0.76	0.15	0.50	
Control Delay		88.6	8.3	89.5	14.5		68.5		41.5	57.5	68.7	
Queue Delay		0.0	0.0	0.0	0.0		0.0		0.0	0.0	0.0	
Total Delay		88.6	8.3	89.5	14.5		68.5		41.5	57.5	68.7	
LOS		F	A	F	B		E		D	E	E	
Approach Delay		82.3			33.7			49.2			66.1	
Approach LOS		F			C			D			E	
Queue Length 50th (ft)		~758	30	~359	300		153		342	17	57	
Queue Length 95th (ft)		#1046	50	#665	478		245		511	47	113	
Internal Link Dist (ft)		968			665			957			176	
Turn Bay Length (ft)			415	125			190					
Base Capacity (vph)		1406	997	442	2329		397		641	332	327	
Starvation Cap Reductn		0	0	0	0		0		0	0	0	
Spillback Cap Reductn		0	0	0	0		0		0	0	0	
Storage Cap Reductn		0	0	0	0		0		0	0	0	
Reduced v/c Ratio		1.09	0.13	1.03	0.57		0.49		0.76	0.07	0.22	

Intersection Summary

Area Type:	Other
Cycle Length:	150
Actuated Cycle Length:	124.7
Natural Cycle:	150
Control Type:	Actuated-Uncoordinated
Maximum v/c Ratio:	1.09
Intersection Signal Delay:	56.1
Intersection LOS:	E
Intersection Capacity Utilization:	88.8%
ICU Level of Service:	E
Analysis Period (min):	15
~ Volume exceeds capacity, queue is theoretically infinite. Queue shown is maximum after two cycles.	
# 95th percentile volume exceeds capacity, queue may be longer. Queue shown is maximum after two cycles.	

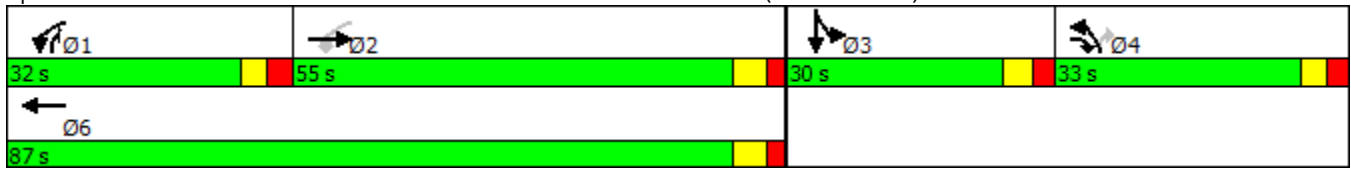
Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019

Item V - a.

Splits and Phases: 257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)



Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑↑	↗	↖	↑↑		↖		↗	↖	↗	
Traffic Volume (vph)	0	1010	175	247	1063	0	189	0	477	55	83	83
Future Volume (vph)	0	1010	175	247	1063	0	189	0	477	55	83	83
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%				0%
Storage Length (ft)	0		415	125		0	190		0	0		0
Storage Lanes	0		1	1		0	1		1	1		0
Taper Length (ft)	25			25			25			25		
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ped Bike Factor												
Frt			0.850						0.850		0.925	
Flt Protected				0.950			0.950			0.950		
Satd. Flow (prot)	0	3471	1553	1752	3505	0	1752	0	1568	1641	1598	0
Flt Permitted				0.080			0.950			0.950		
Satd. Flow (perm)	0	3471	1553	148	3505	0	1752	0	1568	1641	1598	0
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			45				25
Link Distance (ft)		1048			745			1037				256
Travel Time (s)		20.4			14.5			15.7				7.0
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.76	0.76	0.76	0.75	0.75	0.75	0.64	0.64	0.64	0.50	0.50	0.50
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	4%	4%	4%	3%	3%	3%	3%	3%	3%	10%	10%	10%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%				0%
Adj. Flow (vph)	0	1329	230	329	1417	0	295	0	745	110	166	166
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	1329	230	329	1417	0	295	0	745	110	332	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		12			12			12				12
Link Offset(ft)		0			0			0				0
Crosswalk Width(ft)		16			16			16				16
Two way Left Turn Lane		Yes			Yes			Yes				
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Turn Type		NA	pm+ov	D.P+P	NA		Prot		pm+ov	Split	NA	
Protected Phases		2	4	1	6		4		1	3	3	
Permitted Phases			2	2					4			
Detector Phase		2	4	1	6		4		1	3	3	
Switch Phase												
Minimum Initial (s)		10.0	7.0	7.0	10.0		7.0		7.0	7.0	7.0	
Minimum Split (s)		23.8	33.0	12.9	23.9		33.0		12.9	20.0	20.0	
Total Split (s)		55.0	33.0	32.0	87.0		33.0		32.0	30.0	30.0	
Total Split (%)		36.7%	22.0%	21.3%	58.0%		22.0%		21.3%	20.0%	20.0%	

Queens Creek Analysis
 257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

Item V - a.

09/03/2019



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Maximum Green (s)		49.1	27.4	26.1	81.1		27.4		26.1	24.2	24.2	
Yellow Time (s)		3.8	3.0	3.0	3.8		3.0		3.0	3.2	3.2	
All-Red Time (s)		2.1	2.6	2.9	2.1		2.6		2.9	2.6	2.6	
Lost Time Adjust (s)		-0.9	-0.6	-0.9	-0.9		-0.6		-0.9	-0.8	-0.8	
Total Lost Time (s)		5.0	5.0	5.0	5.0		5.0		5.0	5.0	5.0	
Lead/Lag		Lag	Lag	Lead			Lag		Lead	Lead	Lead	
Lead-Lag Optimize?		Yes	Yes	Yes			Yes		Yes	Yes	Yes	
Vehicle Extension (s)		6.0	2.0	2.0	6.0		2.0		2.0	2.0	2.0	
Minimum Gap (s)		3.0	3.0	3.0	3.0		3.0		3.0	3.0	3.0	
Time Before Reduce (s)		15.0	0.0	0.0	15.0		0.0		0.0	0.0	0.0	
Time To Reduce (s)		30.0	0.0	0.0	30.0		0.0		0.0	0.0	0.0	
Recall Mode		Min	Min	None	None		Min		None	None	None	
Walk Time (s)			7.0				7.0					
Flash Dont Walk (s)			20.0				20.0					
Pedestrian Calls (#/hr)			0				0					
Act Effect Green (s)		50.0	77.0	77.0	82.0		26.9		59.0	25.0	25.0	
Actuated g/C Ratio		0.34	0.52	0.52	0.55		0.18		0.40	0.17	0.17	
v/c Ratio		1.14	0.29	0.90	0.73		0.93		1.20	0.40	1.24	
Control Delay		118.4	11.2	70.9	28.3		95.5		144.9	60.6	184.9	
Queue Delay		0.0	0.0	0.0	0.0		0.0		0.0	0.0	0.0	
Total Delay		118.4	11.2	70.9	28.3		95.5		144.9	60.6	184.9	
LOS		F	B	E	C		F		F	E	F	
Approach Delay		102.5			36.3			130.9				154.0
Approach LOS		F			D			F				F
Queue Length 50th (ft)		~801	58	266	539		286		~875	97	~403	
Queue Length 95th (ft)		#698	70	299	462		265		595	86	233	
Internal Link Dist (ft)		968			665			957				176
Turn Bay Length (ft)			415	125			190					
Base Capacity (vph)		1165	813	367	1930		329		620	275	268	
Starvation Cap Reductn		0	0	0	0		0		0	0	0	
Spillback Cap Reductn		0	0	0	0		0		0	0	0	
Storage Cap Reductn		0	0	0	0		0		0	0	0	
Reduced v/c Ratio		1.14	0.28	0.90	0.73		0.90		1.20	0.40	1.24	

Intersection Summary

Area Type: Other
 Cycle Length: 150
 Actuated Cycle Length: 149
 Natural Cycle: 150
 Control Type: Actuated-Uncoordinated
 Maximum v/c Ratio: 1.24
 Intersection Signal Delay: 89.3
 Intersection LOS: F
 Intersection Capacity Utilization 77.4%
 ICU Level of Service D
 Analysis Period (min) 15
 ~ Volume exceeds capacity, queue is theoretically infinite.
 Queue shown is maximum after two cycles.
 # 95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

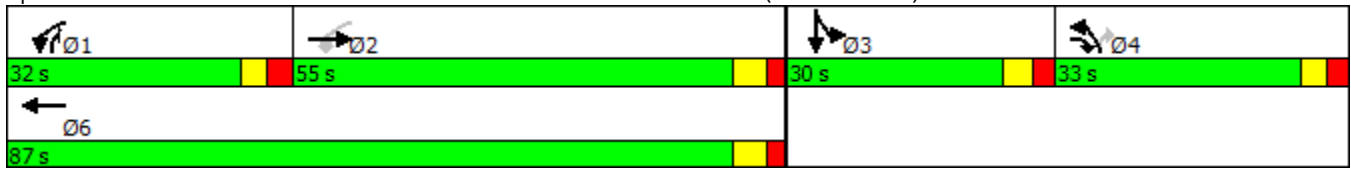
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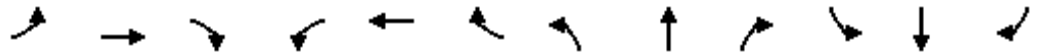


Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑↑	↗	↖	↑↑		↖		↗	↖	↗	
Traffic Volume (vph)	0	1463	123	435	1265	0	185	0	465	21	38	30
Future Volume (vph)	0	1463	123	435	1265	0	185	0	465	21	38	30
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	0		415	125		0	190		0	0		0
Storage Lanes	0		1	1		0	1		1	1		0
Taper Length (ft)	25			25			25			25		
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ped Bike Factor			0.850						0.850		0.934	
Flt Protected				0.950			0.950			0.950		
Satd. Flow (prot)	0	3471	1553	1752	3505	0	1752	0	1568	1641	1613	0
Flt Permitted				0.079			0.950			0.950		
Satd. Flow (perm)	0	3471	1553	146	3505	0	1752	0	1568	1641	1613	0
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			45			25	
Link Distance (ft)		1048			745			1037			256	
Travel Time (s)		20.4			14.5			15.7			7.0	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	4%	4%	4%	3%	3%	3%	3%	3%	3%	10%	10%	10%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Adj. Flow (vph)	0	1626	137	483	1406	0	206	0	517	23	42	33
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	1626	137	483	1406	0	206	0	517	23	75	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		12			12			12			12	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane		Yes			Yes			Yes				
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Turn Type		NA	pm+ov	D.P+P	NA		Prot		pm+ov	Split	NA	
Protected Phases		2	4	1	6		4		1	3	3	
Permitted Phases			2	2					4			
Detector Phase		2	4	1	6		4		1	3	3	
Switch Phase												
Minimum Initial (s)		10.0	7.0	7.0	10.0		7.0		7.0	7.0	7.0	
Minimum Split (s)		23.8	33.0	12.9	23.9		33.0		12.9	20.0	20.0	
Total Split (s)		55.0	33.0	32.0	87.0		33.0		32.0	30.0	30.0	
Total Split (%)		36.7%	22.0%	21.3%	58.0%		22.0%		21.3%	20.0%	20.0%	

Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Maximum Green (s)		49.1	27.4	26.1	81.1		27.4		26.1	24.2	24.2	
Yellow Time (s)		3.8	3.0	3.0	3.8		3.0		3.0	3.2	3.2	
All-Red Time (s)		2.1	2.6	2.9	2.1		2.6		2.9	2.6	2.6	
Lost Time Adjust (s)		-0.9	-0.6	-0.9	-0.9		-0.6		-0.9	-0.8	-0.8	
Total Lost Time (s)		5.0	5.0	5.0	5.0		5.0		5.0	5.0	5.0	
Lead/Lag		Lag	Lag	Lead			Lag		Lead	Lead	Lead	
Lead-Lag Optimize?		Yes	Yes	Yes			Yes		Yes	Yes	Yes	
Vehicle Extension (s)		6.0	2.0	2.0	6.0		2.0		2.0	2.0	2.0	
Minimum Gap (s)		3.0	3.0	3.0	3.0		3.0		3.0	3.0	3.0	
Time Before Reduce (s)		15.0	0.0	0.0	15.0		0.0		0.0	0.0	0.0	
Time To Reduce (s)		30.0	0.0	0.0	30.0		0.0		0.0	0.0	0.0	
Recall Mode		Min	Min	None	None		Min		None	None	None	
Walk Time (s)			7.0				7.0					
Flash Dont Walk (s)			20.0				20.0					
Pedestrian Calls (#/hr)			0				0					
Act Effect Green (s)		50.5	71.6	77.8	82.9		19.8		52.2	11.4	11.4	
Actuated g/C Ratio		0.40	0.57	0.62	0.66		0.16		0.41	0.09	0.09	
v/c Ratio		1.17	0.16	1.11	0.61		0.75		0.80	0.16	0.51	
Control Delay		120.0	8.3	112.2	15.9		68.9		44.0	57.9	69.8	
Queue Delay		0.0	0.0	0.0	0.0		0.0		0.0	0.0	0.0	
Total Delay		120.0	8.3	112.2	15.9		68.9		44.0	57.9	69.8	
LOS		F	A	F	B		E		D	E	E	
Approach Delay		111.3			40.6			51.1				67.0
Approach LOS		F			D			D				E
Queue Length 50th (ft)		-861	32	-416	344		166		376	18	61	
Queue Length 95th (ft)		#1156	53	#730	539		262		559	49	119	
Internal Link Dist (ft)		968			665			957				176
Turn Bay Length (ft)			415	125			190					
Base Capacity (vph)		1389	984	437	2301		392		648	328	322	
Starvation Cap Reductn		0	0	0	0		0		0	0	0	
Spillback Cap Reductn		0	0	0	0		0		0	0	0	
Storage Cap Reductn		0	0	0	0		0		0	0	0	
Reduced v/c Ratio		1.17	0.14	1.11	0.61		0.53		0.80	0.07	0.23	

Intersection Summary

Area Type: Other
 Cycle Length: 150
 Actuated Cycle Length: 126.2
 Natural Cycle: 150
 Control Type: Actuated-Uncoordinated
 Maximum v/c Ratio: 1.17
 Intersection Signal Delay: 70.7
 Intersection LOS: E
 Intersection Capacity Utilization 93.1%
 ICU Level of Service F
 Analysis Period (min) 15
 ~ Volume exceeds capacity, queue is theoretically infinite.
 Queue shown is maximum after two cycles.
 # 95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

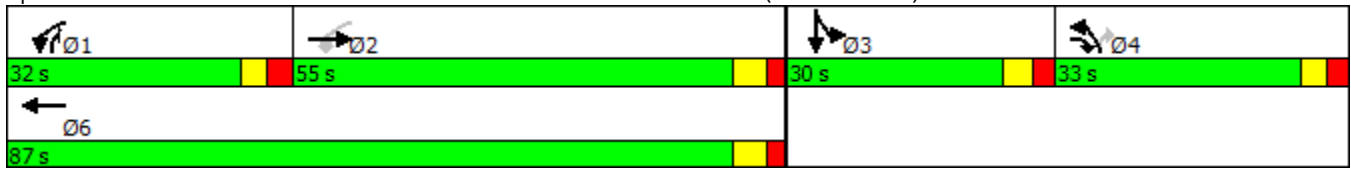
Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019

Item V - a.

Splits and Phases: 257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)



Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑↑	↗	↖	↑↑		↖		↗	↖	↗	
Traffic Volume (vph)	0	1010	224	296	1063	0	219	0	507	55	83	83
Future Volume (vph)	0	1010	224	296	1063	0	219	0	507	55	83	83
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%				0%
Storage Length (ft)	0		415	125		0	190		0	0		0
Storage Lanes	0		1	1		0	1		1	1		0
Taper Length (ft)	25			25			25			25		
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ped Bike Factor												
Frt			0.850						0.850		0.925	
Flt Protected				0.950			0.950			0.950		
Satd. Flow (prot)	0	3471	1553	1752	3505	0	1752	0	1568	1641	1598	0
Flt Permitted				0.080			0.950			0.950		
Satd. Flow (perm)	0	3471	1553	148	3505	0	1752	0	1568	1641	1598	0
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			45				25
Link Distance (ft)		1048			745			1037				256
Travel Time (s)		20.4			14.5			15.7				7.0
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.76	0.76	0.76	0.75	0.75	0.75	0.64	0.64	0.64	0.50	0.50	0.50
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	4%	4%	4%	3%	3%	3%	3%	3%	3%	10%	10%	10%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%				0%
Adj. Flow (vph)	0	1329	295	395	1417	0	342	0	792	110	166	166
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	1329	295	395	1417	0	342	0	792	110	332	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		12			12			12				12
Link Offset(ft)		0			0			0				0
Crosswalk Width(ft)		16			16			16				16
Two way Left Turn Lane		Yes			Yes			Yes				
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Turn Type		NA	pm+ov	D.P+P	NA		Prot		pm+ov	Split	NA	
Protected Phases		2	4	1	6		4		1	3	3	
Permitted Phases			2	2					4			
Detector Phase		2	4	1	6		4		1	3	3	
Switch Phase												
Minimum Initial (s)		10.0	7.0	7.0	10.0		7.0		7.0	7.0	7.0	
Minimum Split (s)		23.8	33.0	12.9	23.9		33.0		12.9	20.0	20.0	
Total Split (s)		55.0	33.0	32.0	87.0		33.0		32.0	30.0	30.0	
Total Split (%)		36.7%	22.0%	21.3%	58.0%		22.0%		21.3%	20.0%	20.0%	

Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Maximum Green (s)		49.1	27.4	26.1	81.1		27.4		26.1	24.2	24.2	
Yellow Time (s)		3.8	3.0	3.0	3.8		3.0		3.0	3.2	3.2	
All-Red Time (s)		2.1	2.6	2.9	2.1		2.6		2.9	2.6	2.6	
Lost Time Adjust (s)		-0.9	-0.6	-0.9	-0.9		-0.6		-0.9	-0.8	-0.8	
Total Lost Time (s)		5.0	5.0	5.0	5.0		5.0		5.0	5.0	5.0	
Lead/Lag		Lag	Lag	Lead			Lag		Lead	Lead	Lead	
Lead-Lag Optimize?		Yes	Yes	Yes			Yes		Yes	Yes	Yes	
Vehicle Extension (s)		6.0	2.0	2.0	6.0		2.0		2.0	2.0	2.0	
Minimum Gap (s)		3.0	3.0	3.0	3.0		3.0		3.0	3.0	3.0	
Time Before Reduce (s)		15.0	0.0	0.0	15.0		0.0		0.0	0.0	0.0	
Time To Reduce (s)		30.0	0.0	0.0	30.0		0.0		0.0	0.0	0.0	
Recall Mode		Min	Min	None	None		Min		None	None	None	
Walk Time (s)			7.0				7.0					
Flash Dont Walk (s)			20.0				20.0					
Pedestrian Calls (#/hr)			0				0					
Act Effect Green (s)		50.0	78.0	77.0	82.0		28.0		60.0	25.0	25.0	
Actuated g/C Ratio		0.33	0.52	0.51	0.55		0.19		0.40	0.17	0.17	
v/c Ratio		1.15	0.37	1.09	0.74		1.05		1.26	0.40	1.25	
Control Delay		121.9	12.1	115.6	28.9		119.7		168.9	60.9	188.4	
Queue Delay		0.0	0.0	0.0	0.0		0.0		0.0	0.0	0.0	
Total Delay		121.9	12.1	115.6	28.9		119.7		168.9	60.9	188.4	
LOS		F	B	F	C		F		F	E	F	
Approach Delay		101.9			47.8			154.1				156.6
Approach LOS		F			D			F				F
Queue Length 50th (ft)		-801	78	-381	539		-362		-970	97	-403	
Queue Length 95th (ft)		#698	90	#424	462		308		#686	86	233	
Internal Link Dist (ft)		968			665			957				176
Turn Bay Length (ft)			415	125			190					
Base Capacity (vph)		1157	807	364	1916		327		627	273	266	
Starvation Cap Reductn		0	0	0	0		0		0	0	0	
Spillback Cap Reductn		0	0	0	0		0		0	0	0	
Storage Cap Reductn		0	0	0	0		0		0	0	0	
Reduced v/c Ratio		1.15	0.37	1.09	0.74		1.05		1.26	0.40	1.25	

Intersection Summary

Area Type: Other
 Cycle Length: 150
 Actuated Cycle Length: 150
 Natural Cycle: 150
 Control Type: Actuated-Uncoordinated
 Maximum v/c Ratio: 1.26
 Intersection Signal Delay: 99.0
 Intersection Capacity Utilization 81.7%
 Analysis Period (min) 15
 Intersection LOS: F
 ICU Level of Service D

~ Volume exceeds capacity, queue is theoretically infinite.
 Queue shown is maximum after two cycles.
 # 95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

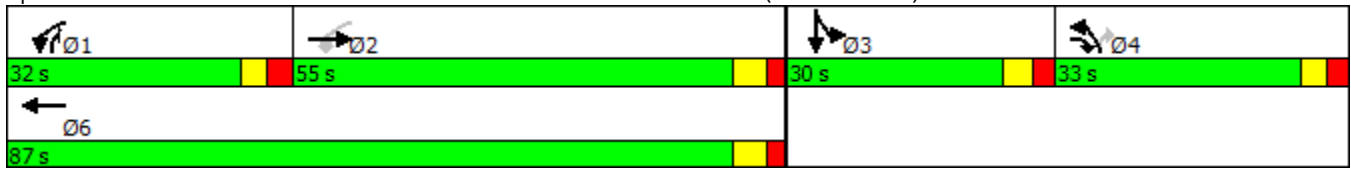
Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019

Item V - a.

Splits and Phases: 257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)



Queens Creek Analysis

257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↑↑	↗	↖	↑↑		↖		↗	↖	↗	
Traffic Volume (vph)	0	1463	139	450	1265	0	202	0	482	21	38	30
Future Volume (vph)	0	1463	139	450	1265	0	202	0	482	21	38	30
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	0		415	125		0	190		0	0		0
Storage Lanes	0		1	1		0	1		1	1		0
Taper Length (ft)	25			25			25			25		
Lane Util. Factor	1.00	0.95	1.00	1.00	0.95	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ped Bike Factor			0.850						0.850		0.934	
Flt Protected				0.950			0.950			0.950		
Satd. Flow (prot)	0	3471	1553	1752	3505	0	1752	0	1568	1641	1613	0
Flt Permitted				0.079			0.950			0.950		
Satd. Flow (perm)	0	3471	1553	146	3505	0	1752	0	1568	1641	1613	0
Right Turn on Red			No			No			No			No
Satd. Flow (RTOR)												
Link Speed (mph)		35			35			45			25	
Link Distance (ft)		1048			745			1037			256	
Travel Time (s)		20.4			14.5			15.7			7.0	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	4%	4%	4%	3%	3%	3%	3%	3%	3%	10%	10%	10%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Adj. Flow (vph)	0	1626	154	500	1406	0	224	0	536	23	42	33
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	1626	154	500	1406	0	224	0	536	23	75	0
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		12			12			12			12	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane		Yes			Yes			Yes				
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)	15		9	15		9	15		9	15		9
Turn Type		NA	pm+ov	D.P+P	NA		Prot		pm+ov	Split	NA	
Protected Phases		2	4	1	6		4		1	3	3	
Permitted Phases			2	2					4			
Detector Phase		2	4	1	6		4		1	3	3	
Switch Phase												
Minimum Initial (s)		10.0	7.0	7.0	10.0		7.0		7.0	7.0	7.0	
Minimum Split (s)		23.8	33.0	12.9	23.9		33.0		12.9	20.0	20.0	
Total Split (s)		55.0	33.0	32.0	87.0		33.0		32.0	30.0	30.0	
Total Split (%)		36.7%	22.0%	21.3%	58.0%		22.0%		21.3%	20.0%	20.0%	

Queens Creek Analysis
 257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

Item V - a.

09/03/2019



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Maximum Green (s)		49.1	27.4	26.1	81.1		27.4		26.1	24.2	24.2	
Yellow Time (s)		3.8	3.0	3.0	3.8		3.0		3.0	3.2	3.2	
All-Red Time (s)		2.1	2.6	2.9	2.1		2.6		2.9	2.6	2.6	
Lost Time Adjust (s)		-0.9	-0.6	-0.9	-0.9		-0.6		-0.9	-0.8	-0.8	
Total Lost Time (s)		5.0	5.0	5.0	5.0		5.0		5.0	5.0	5.0	
Lead/Lag		Lag	Lag	Lead			Lag		Lead	Lead	Lead	
Lead-Lag Optimize?		Yes	Yes	Yes			Yes		Yes	Yes	Yes	
Vehicle Extension (s)		6.0	2.0	2.0	6.0		2.0		2.0	2.0	2.0	
Minimum Gap (s)		3.0	3.0	3.0	3.0		3.0		3.0	3.0	3.0	
Time Before Reduce (s)		15.0	0.0	0.0	15.0		0.0		0.0	0.0	0.0	
Time To Reduce (s)		30.0	0.0	0.0	30.0		0.0		0.0	0.0	0.0	
Recall Mode		Min	Min	None	None		Min		None	None	None	
Walk Time (s)			7.0				7.0					
Flash Dont Walk (s)			20.0				20.0					
Pedestrian Calls (#/hr)			0				0					
Act Effect Green (s)		50.5	72.6	77.8	82.8		20.9		53.3	11.5	11.5	
Actuated g/C Ratio		0.40	0.57	0.61	0.65		0.16		0.42	0.09	0.09	
v/c Ratio		1.18	0.17	1.15	0.62		0.78		0.82	0.16	0.52	
Control Delay		124.8	8.4	129.6	16.5		70.6		45.3	58.4	70.4	
Queue Delay		0.0	0.0	0.0	0.0		0.0		0.0	0.0	0.0	
Total Delay		124.8	8.4	129.6	16.5		70.6		45.3	58.4	70.4	
LOS		F	A	F	B		E		D	E	E	
Approach Delay		114.7			46.2			52.8				67.6
Approach LOS		F			D			D				E
Queue Length 50th (ft)		-879	37	-457	358		182		398	18	61	
Queue Length 95th (ft)		#1156	59	#765	539		284		589	49	119	
Internal Link Dist (ft)		968			665			957				176
Turn Bay Length (ft)			415	125			190					
Base Capacity (vph)		1376	975	433	2280		389		656	325	319	
Starvation Cap Reductn		0	0	0	0		0		0	0	0	
Spillback Cap Reductn		0	0	0	0		0		0	0	0	
Storage Cap Reductn		0	0	0	0		0		0	0	0	
Reduced v/c Ratio		1.18	0.16	1.15	0.62		0.58		0.82	0.07	0.24	

Intersection Summary

Area Type: Other
 Cycle Length: 150
 Actuated Cycle Length: 127.3
 Natural Cycle: 150
 Control Type: Actuated-Uncoordinated
 Maximum v/c Ratio: 1.18
 Intersection Signal Delay: 74.6
 Intersection LOS: E
 Intersection Capacity Utilization 94.9%
 ICU Level of Service F
 Analysis Period (min) 15
 ~ Volume exceeds capacity, queue is theoretically infinite.
 Queue shown is maximum after two cycles.
 # 95th percentile volume exceeds capacity, queue may be longer.
 Queue shown is maximum after two cycles.

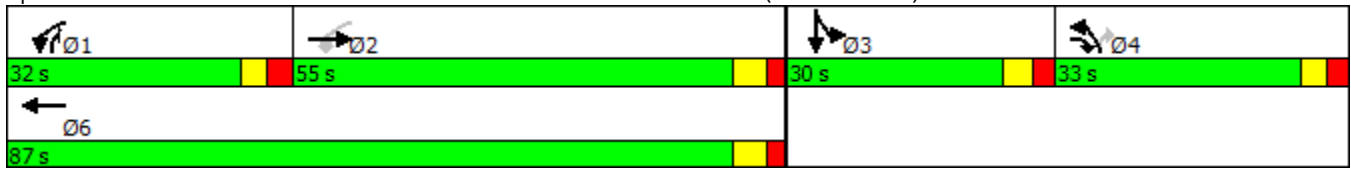
Queens Creek Analysis

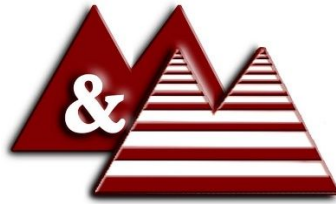
257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)

09/03/2019

Item V - a.

Splits and Phases: 257: Queens Creek Road/Middle School Drive & NC-24 (W Corbett Ave)





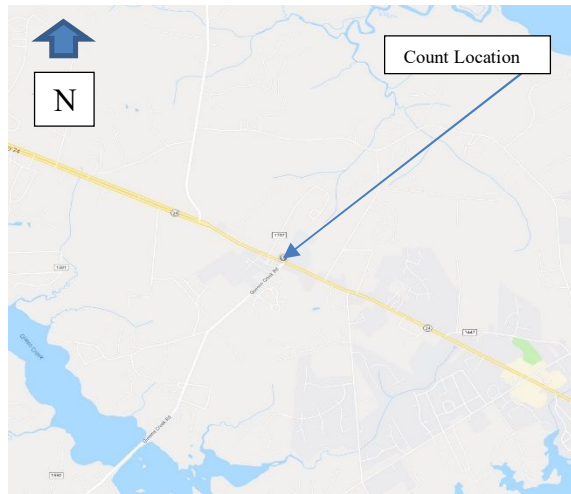
Morton & Morton
Design Services, PLLC

Count Number: 1997
NCDOT Division Number: 3
County: Onslow
City: Swansboro
Count Type: Turning Movement (Classification)
13 Hour Count Volume: 35,760

Intersection: NC 24 (Corbett Ave) and Queens Creek Rd & Middle School Exit			
Count Date	Count Time	Weather Conditions	Precipitation
5/21/2019	2:15pm to 7pm	62-86° Clear	5%
5/22/2019	6am to 2:15pm	63-89° Clear	5%

Comments:

Counted by: Don Morton
 Data Processor: Chase Arthur
 Method Used: Jamar Countboard/Video
 Equipment Operating: Yes
 School in Session: Yes
 Break Times: N/A
 Area Lighting Present: No
 Traffic Control: Traffic Signal
 Signal Cabinet Number: 03-0257
 Disabled Pedestrians: No
 Construction: No
 Traffic Flow Disruption: No

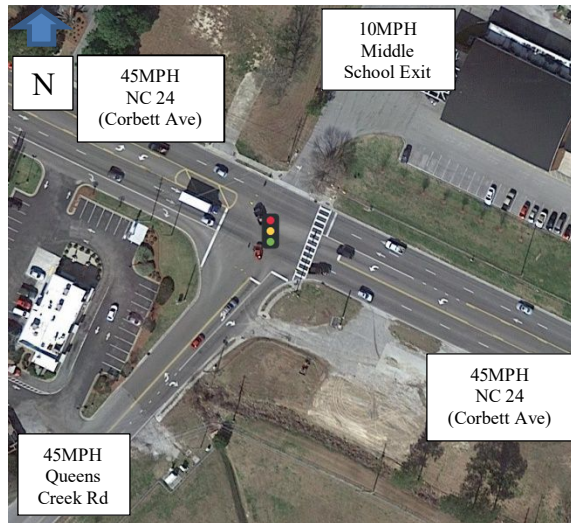


Northbound Approach: Queens Creek Rd
 Stop sign within 300 feet: No
 Signal within 300 feet: No
 Railroad within 200 feet: No If Yes: ___feet

Southbound Approach: Middle School Exit
 Stop sign within 300 feet: No
 Signal within 300 feet: No
 Railroad within 200 feet: No If Yes: ___feet

Westbound Approach: NC 24 (Corbett Ave)
 Stop sign within 300 feet: No
 Signal within 300 feet: No
 Railroad within 200 feet: No If Yes: ___feet

Eastbound Approach: NC 24 (Corbett Ave)
 Stop sign within 300 feet: No
 Signal within 300 feet: No
 Railroad within 200 feet: No If Yes: ___feet





Morton & Morton
Design Services, PLLC

Count Number: 1997
NCDOT Division Number: 3
County: Onslow
City: Swansboro
Count Type: Turning Movement (Classification)
13 Hour Count Volume: 35,760



Middle School Exit looking north away from NC 24 (Corbett Ave).



Middle School Exit looking south towards NC 24 (Corbett Ave).



Morton & Morton
Design Services, PLLC

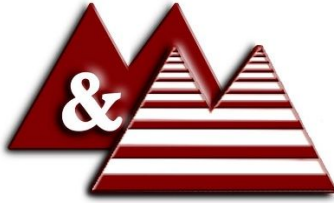
Count Number: 1997
NCDOT Division Number: 3
County: Onslow
City: Swansboro
Count Type: Turning Movement (Classification)
13 Hour Count Volume: 35,760



NC 24 (Corbett Ave) looking east away from Queens Creek Rd & Middle School Exit.



NC 24 (Corbett Ave) looking west towards Queens Creek Rd & Middle School Exit.



Morton & Morton
Design Services, PLLC

Count Number: 1997
NCDOT Division Number: 3
County: Onslow
City: Swansboro
Count Type: Turning Movement (Classification)
13 Hour Count Volume: 35,760



Queens Creek Rd looking south away from NC 24 (Corbett Ave).



Queens Creek Rd looking north towards NC 24 (Corbett Ave).



Morton & Morton
Design Services, PLLC

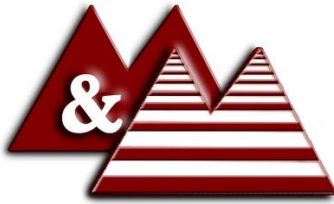
Count Number: 1997
NCDOT Division Number: 3
County: Onslow
City: Swansboro
Count Type: Turning Movement (Classification)
13 Hour Count Volume: 35,760



NC 24 (Corbett Ave) looking west away from Queens Creek Rd & Middle School Exit.



NC 24 (Corbett Ave) looking east towards Queens Creek Rd & Middle School Exit.



Morton & Morton
Design Services, PLLC

Count Number: 1997
NCDOT Division Number: 3
County: Onslow
City: Swansboro
Count Type: Turning Movement (Classification)
13 Hour Count Volume: 35,760



Signal Cabinet.



Morton & Morton Design Services, PLLC

4700 Homewood Ct, Suite 200

Raleigh, North Carolina 27609

Ph. (919) 882-6066

Item V - a.

www.mortonmorton.com

File Name : 1997
Site Code : 1997
Start Date : 5/22/2019
Page No : 1

Groups Printed- Passenger Vehicles - School Buses - Trucks 3+ Axles - Transit Buses - Bicycles

Table with columns for Start Time, route (Middle School Exit Southbound, NC 24 Corbett Ave Westbound, Queens Creek Rd Northbound, NC 24 Corbett Ave Eastbound), and counts for Left, Thru, Right, Peds, and App. Total. Includes sub-totals and a final Total row.



Morton & Morton Design Services, PLLC

4700 Homewood Ct, Suite 200

Raleigh, North Carolina 27609

Ph. (919) 882-6066

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File Name : 1997

Site Code : 1997

Start Date : 5/22/2019

Page No : 2

Groups Printed- Passenger Vehicles - School Buses - Trucks 3+ Axles - Transit Buses - Bicycles

Table with columns for Start Time, Direction (Middle School Exit, NC 24 Westbound, Queens Creek Rd Northbound, NC 24 Eastbound), and various counts (Left, Thru, Right, Peds, App. Total, Exclu. Total, Inclu. Total, Int. Total). Rows include time intervals from 10:00 AM to 01:55 PM.



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File Name : 1997

Site Code : 1997

Start Date : 5/22/2019

Page No : 4

Groups Printed- Passenger Vehicles - School Buses - Trucks 3+ Axles - Transit Buses - Bicycles

Start Time	Middle School Exit Southbound					NC 24 (Corbett Ave) Westbound					Queens Creek Rd Northbound					NC 24 (Corbett Ave) Eastbound					Exclu. Total	Inclu. Total	Int. Total	
	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total				
06:00 PM	0	1	0	0	1	50	124	0	0	174	9	0	29	0	38	0	82	7	0	89	0	0	302	302
06:05 PM	0	0	0	0	0	41	83	0	0	124	8	0	21	0	29	0	70	12	0	82	0	0	235	235
06:10 PM	0	0	0	0	0	39	77	0	0	116	9	0	36	0	45	0	49	9	0	58	0	0	219	219
06:15 PM	0	0	0	0	0	28	90	0	0	118	17	0	28	0	45	0	70	9	0	79	0	0	242	242
06:20 PM	0	0	0	0	0	29	78	0	0	107	3	0	31	0	34	0	62	14	0	76	0	0	217	217
06:25 PM	0	1	0	0	1	29	57	0	0	86	5	0	23	0	28	0	58	14	0	72	0	0	187	187
06:30 PM	0	0	0	0	0	35	65	0	0	100	11	0	51	0	62	0	62	11	0	73	0	0	235	235
06:35 PM	0	0	1	0	1	38	55	0	0	93	23	0	54	0	77	0	64	12	0	76	0	0	247	247
06:40 PM	0	0	0	0	0	42	74	0	0	116	10	0	28	0	38	0	43	10	0	53	0	0	207	207
06:45 PM	0	0	0	0	0	25	61	0	0	86	5	0	25	0	30	0	67	9	0	76	0	0	192	192
06:50 PM	0	0	0	0	0	46	44	0	0	90	3	0	13	0	16	0	43	9	0	52	0	0	158	158
06:55 PM	0	0	0	0	0	41	36	0	0	77	5	0	24	0	29	0	43	6	0	49	0	0	155	155
Total	0	2	1	0	3	443	844	0	0	1287	108	0	363	0	471	0	713	122	0	835	0	0	2596	2596
Grand Total	169	217	214	9	600	4109	11183	0	6	15292	1722	0	4703	0	6425	0	11981	1462	0	13443	15	0	35760	35775
Apprch %	28.2	36.2	35.7			26.9	73.1	0			26.8	0	73.2			0	89.1	10.9						
Total %	0.5	0.6	0.6		1.7	11.5	31.3	0		42.8	4.8	0	13.2		18	0	33.5	4.1		37.6	0	0	100	
Passenger Vehicles	163	198	195		565	4050	10854	0		14910	1670	0	4622		6292	0	11634	1404		13038	0	0	34805	
% Passenger Vehicles	96.4	91.2	91.1	100	92.8	98.6	97.1	0	100	97.5	97	0	98.3	0	97.9	0	97.1	96	0	97	0	0	97.3	
School Buses	6	19	18		43	37	12	0		49	28	0	57		85	0	35	34		69	0	0	246	
% School Buses	3.6	8.8	8.4	0	7.1	0.9	0.1	0	0	0.3	1.6	0	1.2	0	1.3	0	0.3	2.3	0	0.5	0	0	0.7	
Trucks 3+ Axles	0	0	1		1	21	316	0		337	24	0	23		47	0	306	24		330	0	0	715	
% Trucks 3+ Axles	0	0	0.5	0	0.2	0.5	2.8	0	0	2.2	1.4	0	0.5	0	0.7	0	2.6	1.6	0	2.5	0	0	2	
Transit Buses	0	0	0		0	0	0	0		0	0	0	0		0	0	4	0		4	0	0	4	
% Transit Buses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bicycles	0	0	0		0	1	1	0		2	0	0	1		1	0	2	0		2	0	0	5	
% Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



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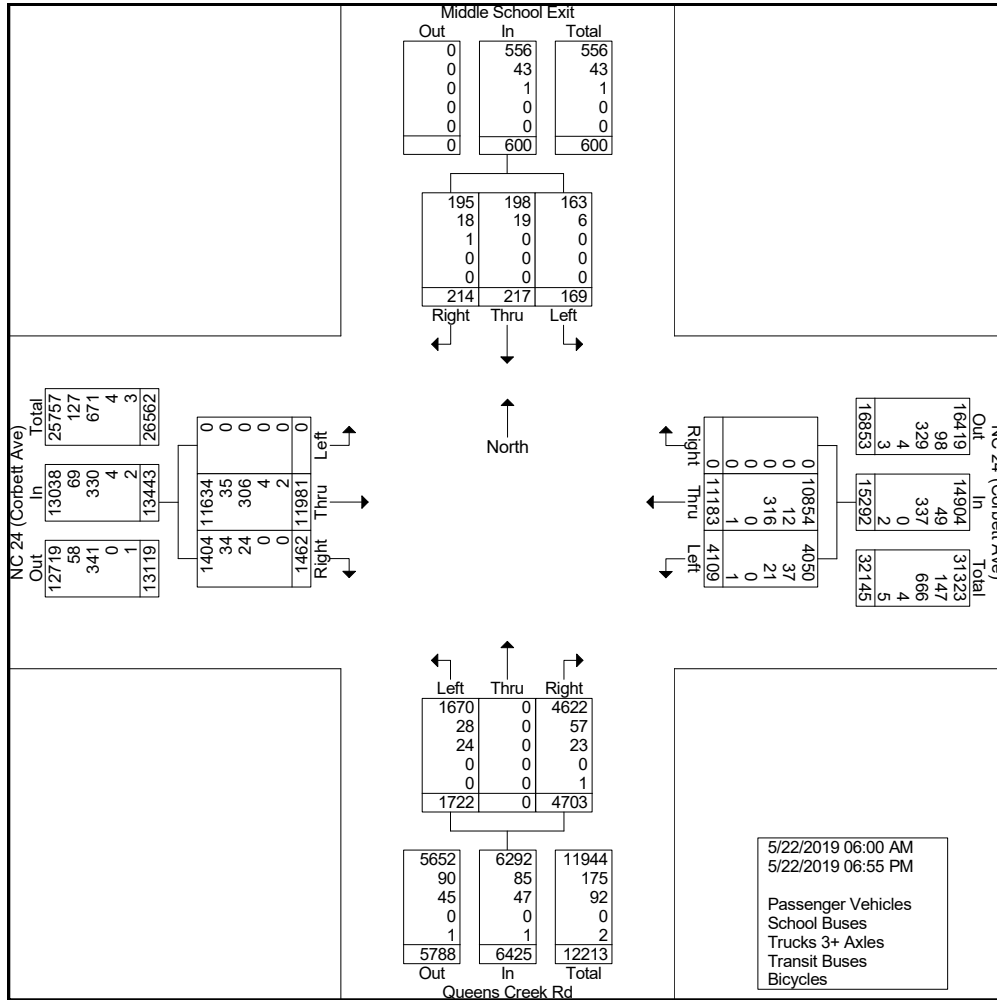
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File Name : 1997

Site Code : 1997

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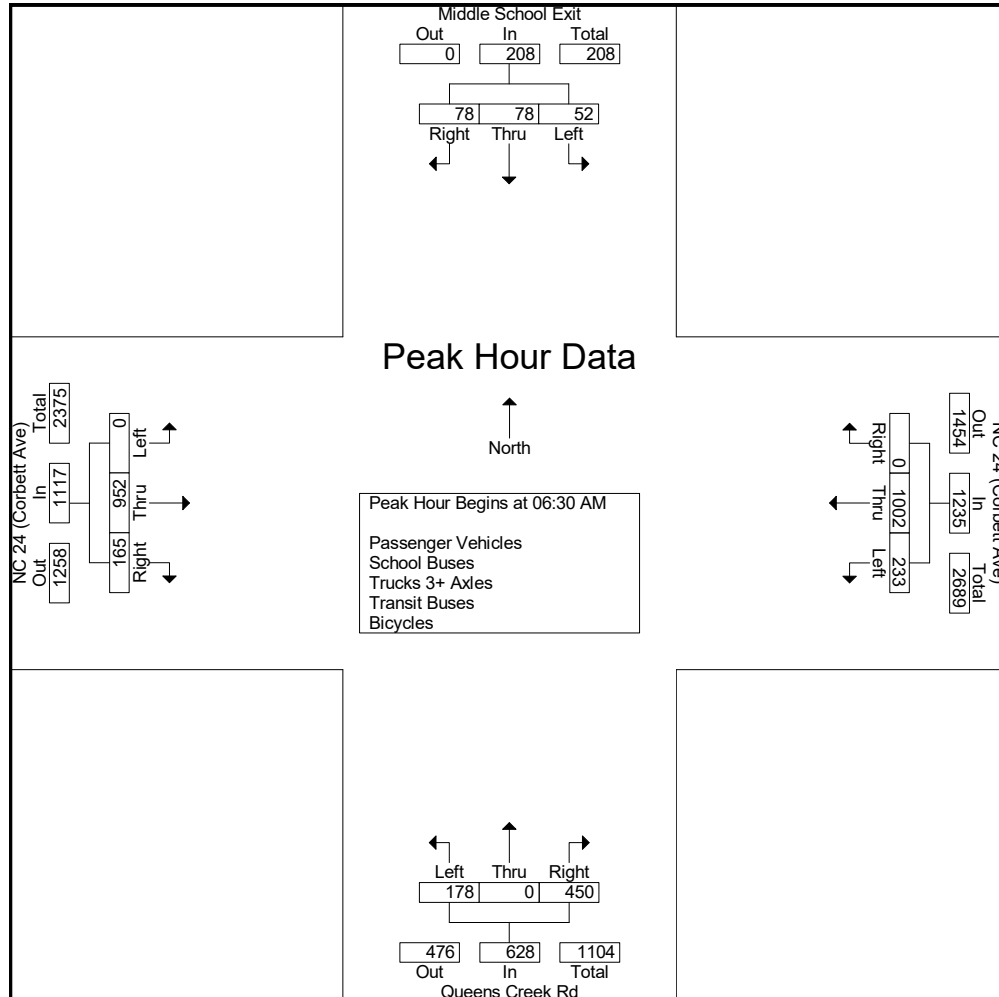
File Name : 1997

Site Code : 1997

Start Date : 5/22/2019

Page No : 6

Start Time	Middle School Exit Southbound				NC 24 (Corbett Ave) Westbound				Queens Creek Rd Northbound				NC 24 (Corbett Ave) Eastbound				Int. Total
	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	
Peak Hour Analysis From 06:00 AM to 11:55 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 06:30 AM																	
06:30 AM	4	3	0	7	14	74	0	88	11	0	35	46	0	74	18	92	233
06:35 AM	5	10	5	20	30	74	0	104	9	0	34	43	0	65	19	84	251
06:40 AM	5	12	9	26	37	67	0	104	7	0	47	54	0	66	23	89	273
06:45 AM	3	13	15	31	25	55	0	80	21	0	40	61	0	83	23	106	278
06:50 AM	7	7	4	18	35	104	0	139	15	0	41	56	0	95	26	121	334
06:55 AM	11	10	21	42	8	78	0	86	17	0	46	63	0	83	13	96	287
07:00 AM	7	4	6	17	11	107	0	118	15	0	52	67	0	93	6	99	301
07:05 AM	7	9	12	28	8	102	0	110	11	0	29	40	0	75	7	82	260
07:10 AM	1	2	4	7	18	97	0	115	9	0	30	39	0	81	3	84	245
07:15 AM	1	3	0	4	26	70	0	96	12	0	23	35	0	57	12	69	204
07:20 AM	0	4	0	4	12	78	0	90	14	0	28	42	0	106	8	114	250
07:25 AM	1	1	2	4	9	96	0	105	37	0	45	82	0	74	7	81	272
Total Volume	52	78	78	208	233	1002	0	1235	178	0	450	628	0	952	165	1117	3188
% App. Total	25	37.5	37.5		18.9	81.1	0		28.3	0	71.7		0	85.2	14.8		
PHF	.394	.500	.310	.413	.525	.780	.000	.740	.401	.000	.721	.638	.000	.748	.529	.769	.795





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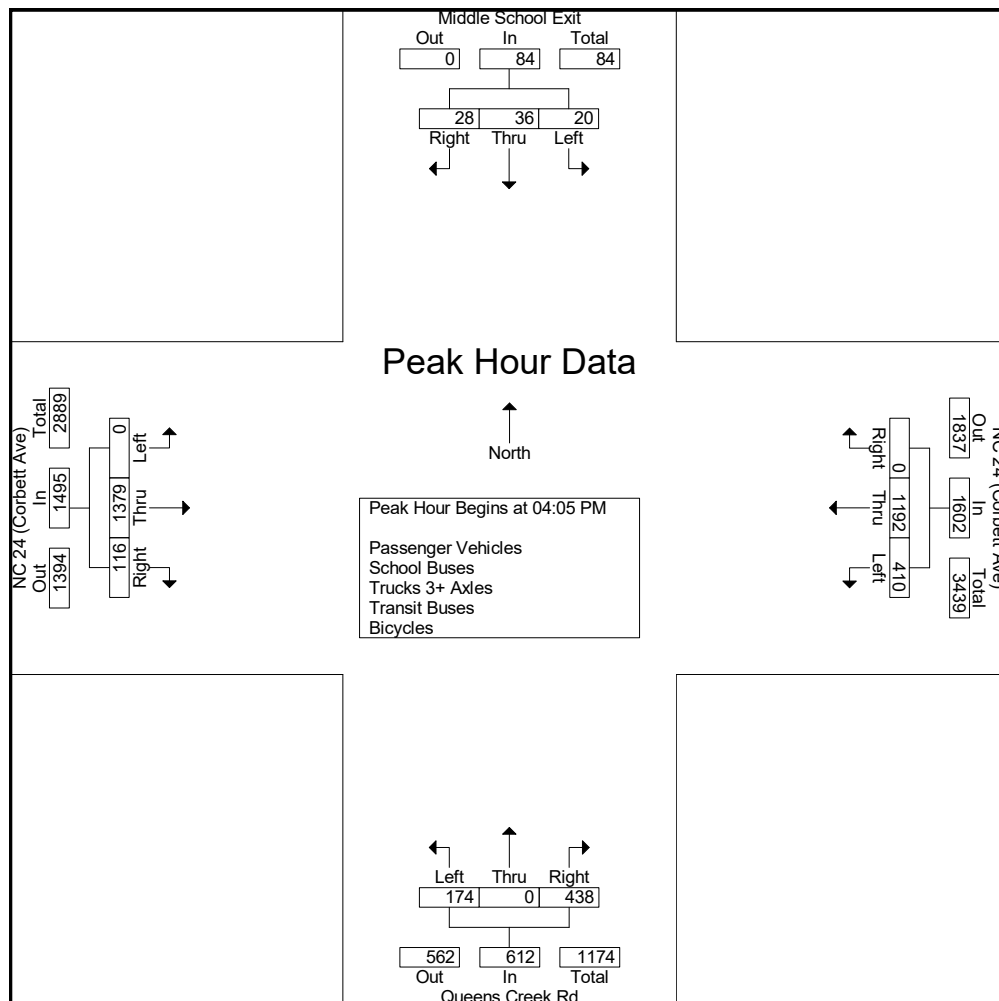
File Name : 1997

Site Code : 1997

Start Date : 5/22/2019

Page No : 7

Start Time	Middle School Exit Southbound				NC 24 (Corbett Ave) Westbound				Queens Creek Rd Northbound				NC 24 (Corbett Ave) Eastbound				Int. Total
	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	
Peak Hour Analysis From 12:00 PM to 06:55 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:05 PM																	
04:05 PM	11	14	12	37	22	94	0	116	15	0	26	41	0	125	6	131	325
04:10 PM	2	9	6	17	39	99	0	138	20	0	51	71	0	59	8	67	293
04:15 PM	4	5	1	10	20	87	0	107	19	0	41	60	0	149	4	153	330
04:20 PM	0	0	2	2	35	123	0	158	9	0	25	34	0	114	5	119	313
04:25 PM	0	2	2	4	39	126	0	165	20	0	51	71	0	98	13	111	351
04:30 PM	1	2	3	6	24	87	0	111	9	0	19	28	0	129	5	134	279
04:35 PM	0	0	1	1	35	85	0	120	15	0	38	53	0	113	15	128	302
04:40 PM	0	0	0	0	38	89	0	127	8	0	32	40	0	111	8	119	286
04:45 PM	0	0	1	1	41	91	0	132	20	0	46	66	0	129	10	139	338
04:50 PM	2	1	0	3	40	94	0	134	21	0	32	53	0	96	14	110	300
04:55 PM	0	3	0	3	38	113	0	151	7	0	31	38	0	126	16	142	334
05:00 PM	0	0	0	0	39	104	0	143	11	0	46	57	0	130	12	142	342
Total Volume	20	36	28	84	410	1192	0	1602	174	0	438	612	0	1379	116	1495	3793
% App. Total	23.8	42.9	33.3		25.6	74.4	0		28.4	0	71.6		0	92.2	7.8		
PHF	.152	.214	.194	.189	.833	.788	.000	.809	.690	.000	.716	.718	.000	.771	.604	.814	.901



ORDINANCE 2024-06

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 NCGS 160D-604 also states that when adopting or rejecting any zoning amendment, the governing board shall approve a statement describing whether its action is consistent with an adopted Comprehensive Plan and any other officially adopted plan that is applicable, and briefly explain why the board considers the action taken to be reasonable and in the public interest; and

WHEREAS the Board of Commissioners finds that the proposed re-zoning of PARID Numbers: 18749, 25956, 170265 located off of Queens Creek Road, is reasonable and in the public interest because the conversion of approximately 6.49 acres from O\I (Office\Institutional) zoning designation to B-1(Business) zoning designation is consistent with the Comprehensive Plan, specifically the Land Use Plan, and the property is identified as appropriate for business land use.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Zoning Map be amended by converting PARID Numbers: 18749, 25956, 170265 from O\I (Office\Institutional) zoning designation to B-1(Business) zoning designation.

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, April 23, 2024.

Attest:

Alissa Fender, Town Clerk

John Davis, Mayor

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

On April 2, 2024, the Planning Board heard the requested rezoning of four parcels located on Queens Creek Road from O/I (Office and Institutional) to B-1 (Business). The areas are further identified as 140 Queens Creek Road containing 0.48 acres (tax parcel ID 1313-88), 144 Queens Creek Road containing one acre (tax parcel ID 1313-87), 150 Queens Creek Road containing 1.35 acres (tax parcel ID 1313-85), and 160 Queens Creek Road containing 5 acres (tax parcel ID 1313-85.1). The total acreage requested for rezoning is +/-7.83 acres. The proposed change from O/I (Office/Institutional) to B-1 (Business) is not consistent with the Comprehensive Plan, specifically the Future Land Use Map, and has not been recommended for approval by the Planning Board because of the low-density land use designation identified on the site and development patterns in the area. Additionally, due to safety concerns identified in the 2019 Traffic Impact Analysis.

This statement reflects the recommendation of the Town of Swansboro Planning Board, the 2nd day of April 2024.


Christina Ramsey

Planning Board Chair


Ardea Lund

Town Planner



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Text Amendment to Section § 152.179 Table of Permitted/Special Uses and § 152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales**

Board Meeting Date: **April 23, 2024**

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

Overview: The purpose of this text amendment is to enable food, beverage, and craft processing and production with retail sales in the B2HDO and MI zoning districts.

Processing and production shall be limited to less than 50% of the subject property in the B2HDO zoning district. Retail sales in the MI zoning district shall occupy no more than 50% of the total square footage devoted to the operation. This use standard is intended for a larger brewery with tap room. The attached use standards would enable breweries, wineries, and specialty foods such as chocolates.

The use is consistent with the descriptions found in Chapter 5 of the 2019 CAMA Land Use Plan Update and the Planning Board unanimously recommended approval at their April 2, 2024, regular meeting.

Background Attachment(s):

1. Text Amendment Application
2. Chapter 5 of the 2019 CAMA Land Use Plan including Traditional Town Center (TTC) and Employment/Light Industrial (ELI)
3. Comprehensive Plan Consistency Statement
4. Ordinance 2024- O7

Recommended Action:

1. Hold a public hearing
2. Motion to approved Ordinance 2024-O7 amending section §152.179 Table of Permitted/Special Uses and §152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales.

Action: _____

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

APPLICATION FOR ZONING & ORDINANCE AMENDMENTS

Check the Appropriate Blank

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

Application No. _____

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

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

Property Owner Name Harold Lee Ship Jr Phone # 252-241-4496

Address of Zoning Request 208 Main Street, Swansboro, NC 28584

Mailing Address 228 Elm Street, Swansboro, NC, 28584

Zoning Amendments

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

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

Present Zoning B2HDO Desired Zoning _____

Probable Use of Property _____

Reason for Zoning Change Request _____

Ordinance Amendments

Code Section to be amended Section 152.179

Print clearly the code section wordage to be amended See attached.

Print clearly the code section wordage as suggested See attached.

Reason for requested amendment To have the ability to brew @ craft beer onsite.

Signature [Signature] Date 3/7/2024

Future Land Use Map Amendment

Present Future Land Use Category _____ Desired Future Land Use Category _____

Use of Property _____

Reason for Future Land Use Map Change Request _____

Town Hall Use Only

Fee Paid 3/13/24 Date Received 3/7/24 Date scheduled for Planning & Zoning Board review 4/2/24

Recommendation from Planning & Zoning Board _____

Public Hearing Run Dates _____ Date of Public Hearing _____

Effective Date of Change _____ Ordinance Number _____

larger brewing- questions in yellow

Andrea Correll <acorrell@ci.swansboro.nc.us> Mon, Jan 8, 2024 at 4:41 PM
 To: "tyler.d.skipper@gmail.com" <tyler.d.skipper@gmail.com>
 Cc: "maryskipperhomes@gmail.com" <maryskipperhomes@gmail.com>, Rebecca Brehmer <rbrehmer@ci.swansboro.nc.us>

Tyler,

If you are still interested in the old post office at 208 Main Street. Please let me know so we can work on the text amendment prior to Planning Board submittal date.

The next deadline is Friday January 19th, and we close at 1 pm. The Planning Board would hear the text amendment on Feb . 6th and the Town Board in March.

Find below the ordinance amendment draft for Swansboro. Please fill in the underlined yellow highlights to meet your needs. The property you interested in is zoned B2HDO but I wanted to give you room to grow into light industrial if it took off or if special foods or wineries were looking for a place.

§ 152.212 USE STANDARDS

(N) Use- Food, Beverage, & Craft Processing and Production with Retail Sales

Food, Beverage, & Craft Processing and Production with Retail Sales. (B2HDO, M-1) These types of establishments include processing and manufacturing facilities for one type or group of merchandise sold at retail, and possibly wholesale, on-site. Permitted uses include, but are not limited to, breweries, wineries and specialty foods. Processing and manufacturing uses shall be limited to no more __,000 square feet of the subject property in the B2HDO zoning district. Retail sales in the M-1 zoning district shall occupy no more than 50% of the total square footage devoted to the operation. This use standard is intended for a larger brewery with tap room.

Section

PERMITTED/ SPECIAL USES	CON	RA	R6	R6SF	R8SF	R10SF	R15SF	R20SF	R40SF	PUD _b	MHP	MHS	MHS- 15SF	MHS- O _c	O/I	G/E	B1 _d	B2 _d	B3 _r	B2HDO _g	M _h		
Food, Beverage & Craft Processing with Production with Retail Sales																					-	US	US

The text amendment application is the section in the middle of the page titled Ordinance Amendment.

The reference to put on the forms (Code section to amended) would be Section 152.179 Table of Permitted Uses adding Food, Beverage & Craft Processing with Production with Retail Sales and Section 152.212 Use Standard for Food, Beverage & Craft Processing with Production with Retail Sales.

Thanks

Andrea

Andrea Correll, AICP

Planner

Town of Swansboro

601 W. Corbett Avenue

Swansboro, NC 28584

(910) 326-4428 phone

ORDINANCE 2024-07
AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE
§ 152.179 TABLE OF PERMITTED/SPECIAL USES, AND § 152.212 USE STANDARDS
TO ENABLE FOOD, BEVERAGE, & CRAFT PROCESSING AND PRODUCTION
WITH RETAIL SALES (B2HDO, M-1)

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.

Minor alphabetical, clerical and numerical changes may occur after the fact in an ordinance of this size.

TITLE XV: LAND USAGE
CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE
§ 152.179 TABLE OF PERMITTED/SPECIAL USES.

PERMITTED/ SPECIAL USES	B2HDO ^g	MI ^h
Food, Beverage & Craft Processing Production with retail sales	US	US

§ 152.212 USE STANDARDS

(Y) Use Food, Beverage, & Craft Processing and Production with Retail Sales (B2HDO, M-1) These types of establishments include processing and manufacturing facilities for one type or group of merchandise sold at retail, and possibly wholesale, on-site. Permitted uses include, but are not limited to, breweries, wineries, and specialty foods. Processing and production shall be limited to less than 50% of the subject property in the B2HDO zoning district. Retail sales in the M-1 zoning district shall occupy no more than 50% of the total square footage devoted to the operation. This use standard is intended for a larger brewery with tap room.

- (1) Requirements:
 - (a) Minimum lot area: based on zoning classification lot standards.
- (2) Plans are required and must show:
 - (a) Size and location of all outdoor areas used for principal use.

- (b) Topography: on new construction, well drained site with adequate storm drainage facilities (including retention pond facilities, when applicable).
- (c) Structures: location of signs, entrance, and buildings must be shown on the plan.
- (d) Circulation: proposed points for access and egress and a parking layout.
- (e) Buffering: as specified in §§ 152.528 of this chapter unless the property abuts residentially used or zoned property in which case a Type C buffer is required.
- (f) Sign size and location as specified §§ 152.265-152.277 of this chapter.
- (g) Lighting plan which must include wattage and illumination. The use of full cut-off luminaries is required.
- (h) List of all services to be provided.
- (i) Security/management plan
- (j) Hours of operation (refer to Town noise ordinance §§92.01- 92.06)
- (k) Landscaping Requirements, §§ 152.525- 152.544
- (l) Parking: shall conform to §§ 152.290 through 152.296, Off-Street Parking and Loading Requirements.

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, April 23, 2024.

John Davis, Mayor

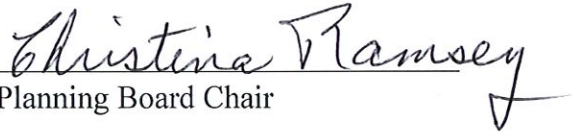
Attest:

Alissa Fender, Town Clerk

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

On April 2, 2024, the Planning Board heard the requested text amendment and recommended unanimous approval of the text amendment to the Town Unified Development Ordinance as followed: §152.179 Table of Permitted/Special Use and §152.212 Use Standards to Enable Food, Beverage, & Craft Processing and Production with Retail Sales (B2HDO, M-I).

The Town’s Planning Board finds that the proposed text amendment 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: **Text Amendment to Section §152.009 (E) Maintenance of the Official Zoning Map**

Board Meeting Date: **April 23, 2024**

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

Overview: The purpose of text amendment is to enable the time that official zoning maps are to be changed from two weeks to sixty days of notification.

The Planning Board unanimously recommended approval at their April 2, 2024, regular meeting.

Background Attachment(s):

1. Ordinance 2024-O8
2. Comprehensive Plan Consistency Statement

Recommended Action:

1. Hold a public hearing
2. Motion to approve Ordinance 2024-O8 amending Section §152.009 (E) Maintenance of the Official Zoning Map

Action: _____

**ORDINANCE 2024-08
AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE
§ 152.009 (E)OFFICIAL ZONING MAP.**

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.

Minor alphabetical, clerical and numerical changes may occur after the fact in an ordinance of this size.

§ 152.009 OFFICIAL ZONING MAP.

(E) Maintenance of the Official Zoning Map. The Administrator shall be responsible for the maintenance and revision of the Official Zoning Map. Upon notification by the Town Clerk that a zoning change has been made, the Administrator shall make the necessary changes on the Official Zoning Map within ~~two weeks~~ **sixty days** of notification. (Ord. 2005-O3, passed 3-15-2005)

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, April 23, 2024.

John Davis, Mayor

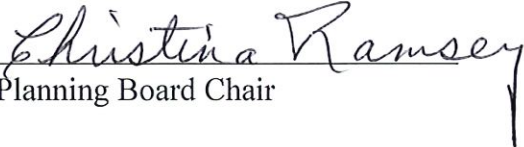
Attest:

Alissa Fender, Town Clerk

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

On April 2, 2024, the Planning Board heard the requested text amendment and recommended unanimous approval of the text amendment to the Town Unified Development Ordinance as followed: § 152.009 (E)OFFICIAL ZONING MAP.

The Town’s Planning Board finds that the proposed text amendment 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: **Text Amendment to Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors**

Board Meeting Date: **April 23, 2024**

Prepared By: **Rebecca Brehmer – Projects/Planning Coordinator, CFM, CZO**

Overview: The Historic Preservation Commission has recommended amendments to Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors.

Background: At the February 20, 2024, Swansboro Historic Preservation Commission meeting, the historic board made a motion to appoint a subcommittee consisting of town staff, Elaine Justice, Lauren Brown, and Kim Kingrey to review and draft a text amendment to Section: 3 Roofs and Section 5: Windows and Doors found in our Historic District Design Standards. This draft was reviewed by the historic board at the March 19, 2024, meeting, and was passed along for the planning board’s review. The planning board recommended both text amendments to the Board of Commissioners at the April 2, 2024, meeting along with the comp plan consistency statements.

Overall, the amendments to Section 3: Roofs and Section 5: Windows and Doors are to add more standards on the best practices and materials to continue maintaining and preserving the historic roofs, windows, and doors in our historic district as well as ensure new material is historically accurate and consistent. Details about terne or double lock roof forms were added as well as appropriate material and color options for new or replacement roofs. We had a roof expert come to the March 7, 2024, subcommittee meeting as well as the March 19, 2024, historic board meeting and he provided valuable input and technical terminology. The goal is to also to educate homeowners on resources such architectural salvage companies that are available for replacement options, if necessary.

Background Attachment(s):

- 1. Ordinance 2024-09
- 3. Comprehensive Plan Consistency Statement for Section 3: Roofs
- 4. Comprehensive Plan Consistency Statement for Section 5: Windows and Doors

Recommended Action:

- 1. Hold a public hearing
- 2. Motion to approve Ordinance 2024-09 amending Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors.

Action: _____

ORDINANCE 2024-09

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 amendment to the Unified Development Ordinance regarding a revision to Section 3: Roofs and Section 5: Windows and Doors 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.

Appendix III

HISTORIC DISTRICT DESIGN STANDARDS

SECTION 3 Roofs

3.1 Roofs - Standards

(Text highlighted in yellow are amendments that need to be added to the Unified Development Ordinance.)

- 1) Preserve or restore original and significant **later terne or double lock** roof forms, shapes, and major roof architectural elements such as dormers, gables, chimneys, and eave overhangs. It is not appropriate to make alterations to the front or other primary portions of the roof of a contributing structure if that roof slope can be seen from the public view.
- 2) Preserve, maintain, and repair historic roofing details and materials such as slate, standing-seam metal, and tile wherever possible. Replace in-kind only if necessary due to deterioration or damage. **Rust and holes that can be repaired are not an appropriate reason for replacement, please schedule consultation with town staff or SHPC to review preservation methods.**

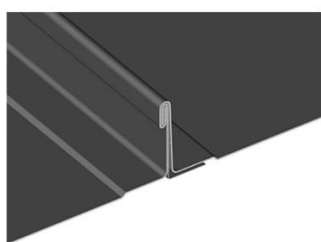
Figure Appendix III Section 3.1.1 depicts example of original terne roof that could be repaired by available mastic product.



3.1.1 Original Terne Roof

3) New **metal or aluminum** roofing materials should be compatible with **either the existing or** original roofing material. The new material **should must** match the historic material as closely as possible in color, shape, size, and texture. **Asphalt or fiberglass asphalt shingles are acceptable substitutes for standing-seam tin, wood shingles, or metal shingles, provided the new replacement shingles are of a darker solid color.** **Appropriate colors are shades of white, gray, or silver. Appropriate panel width is 16" with max of 20" and rib or seam must be 1.5" or under. The material between the seams must be flat. Please see examples in color palette of appropriate colors.** Barn tin (also known as "five-vee" tin) or coated steel may be used to replace a standing-seam tin roof in new construction.

Figure Appendix III Section 3.1.2, 3.1.3, 3.1.4, and 3.1.5 depicts accurate and inaccurate examples of new terne or double lock roofs.



PROFILE OPTIONS



3.1.2 Accurate Double Lock Profile

3.1.3 Accurate Snap Lock Profile



3.1.4 Inaccurate Metal Roof Example



3.1.5 Inaccurate Metal Roof Example

4) Unpainted or unstained cedar shake shingles are an appropriate roofing material if there is documentation that it was the original material or of the era of the home.

4) 5) Asphalt or fiberglass asphalt shingles are acceptable for new construction or replacement of asphalt shingles already present. New construction or total replacement shingles must be a variation of black or grey to keep in character of what's found in the district. Please see examples of appropriate colors in the color palette. Shingle repair under 25% of total roof square footage can be replaced in kind.

~~5) 6)~~ Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings. These elements all add much to the overall architectural character of a structure. All such original and significant later features **should shall** be preserved and restored, rather than removed **or covered.**

~~6) 7)~~ Contemporary or non-historic roof features **should shall** be installed on areas of the roof not seen from the public view or on other secondary roofs. Included are skylights, roof-mounted vents, dormers, chimneys, **and** antennas. **and solar collectors.** In certain instances, new dormers may be permitted on side or rear elevations if their design is compatible with the building **style and era** and the roofline.

~~7) 8)~~ Install new gutters without damaging or obscuring architectural features. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Gutters are usually reviewed as a “minor works” item. If installed on a contributing building, the SHPC must review application at SHPC meeting.

8) 9) Ridge vents, where needed, should will be of the low profile type, not to exceed width and 1.5” in height. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. In the event that they must be visible, they should be installed to respect the architectural details and character of the subject building. Ridge vent for metal roofs must be hidden and vented through Z trim under ridge cap and should not diminish the original design of the roof or destroy any character-defining architectural details.

10) Accessory structures may be shingle or metal but must meet the color standards of this section.

Appendix III

HISTORIC DISTRICT DESIGN STANDARDS

SECTION 5: Windows and Doors

5.1 Windows and Doors - Standards

(Text highlighted in yellow are amendments that need to be added to the Unified Development Ordinance.)

1) Retain and preserve historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, and moldings.

2) Repair existing historic windows and doors **where possible**, rather than replacing entire window or door units. Use techniques such as wood epoxies and wood patches to repair and strengthen deteriorated wood elements. Replace only those elements that cannot be repaired. **If replacement is needed and authorized by following § 152.479 CERTIFICATE OF APPROPRIATENESS LIST, appropriate materials can be sourced from architectural salvage companies. Existing original frames should be retained and reused with the addition of new siding tracks to hold the replacement sashes.**

3) Use replacement windows and doors that match the existing historic elements as closely as possible. If replacement windows or doors are required, consider first replacing only the

deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions and detailing as closely as possible.

4) Use storm windows to improve energy efficiency where needed. New storm units should have a baked-on paint finish compatible with the color of the house. Unpainted aluminum is not appropriate. Storm windows for double-hung sashes shall have horizontal dividers that are in alignment with the horizontal meeting rails or the original upper and lower sashes. **Storm windows are usually a “minor works” item. Interior storm windows are also available.**

5) Replacement of historic windows and doors for the sole purpose of improved thermal performance is not appropriate. Storm windows and doors should be used.

6) Tinted glass is not appropriate in the historic district in any area visible from the public view. Energy-saving or “low-E” glass may be used only if it is not tinted.

7) **~~False muntins or snap-in grilles are not appropriate for windows visible from public view. New thermal-pane windows must match the original windows in overall size and opening area. New windows should have either true divided lights or three-dimensional grilles on both the interior and exterior of the window. Standard thermal-pane windows will be permitted on the rear or other areas not visible from the public view. Existing original frames should be retained and reused with the addition of new siding tracks to hold the replacement sashes (this sentence was moved to bullet 2).~~**

Replacement windows shall be wooden, or wood clad on historic non-contributing structures (75 years and older) and contributing structures.

8) Use storm doors to improve energy efficiency where needed. New storm doors should be compatible with the original exterior doors and with the style and period of the structure. Wood storm doors of the full-view or large single-pane type are most appropriate because they do not obscure the original door. Louvered wood doors are also appropriate. Metal storm doors should be the full-view type and have a baked-on enamel paint finish in a color that is compatible with the colors of the structure. Standard or non-historic storm doors are appropriate only on the rear or other areas not visible from public view. Screen doors **should shall** be appropriate for the period and style of the structure.

9) Preserve and repair original or historic shutters or replace them in-kind. It is appropriate to add louvered shutters to a historic structure if there is evidence that it once had **blinds shutters**. All new shutters shall be of wood, and installed so that they will fit the window frame opening when closed and shall be of the correct proportions for each window. New **blinds shutters** shall be provided with operable hardware, consisting of hinges, pintles, and holdbacks located in the appropriate position. Shutters made of synthetic or substitute materials, such as vinyl, are not appropriate.

10) Original or historic windows or doors and their related frames and trim shall not be altered or removed on the main facades visible from the public view unless this action is part of a documented restoration to an earlier appearance.

11) New windows and doors should not be added to the primary facades or front elevation and are usually not appropriate on any other area seen from the public view. New window and door openings shall not alter the historic character of the building nor cause damage to historic

materials or other significant architectural features. They must be detailed and sized to be compatible with the existing structure.

12) If new doors are necessary, source from architectural salvage company or have one built in-kind.

13) For projects involving painting doors, please reference the approved color palette.

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, April 23, 2024.

Attest:

Alissa Fender, Town Clerk

John Davis, Mayor

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

On April 2, 2024, the Planning Board heard the requested text amendment and recommended unanimous approval of the text amendment to the Town Unified Development Ordinance as followed: Appendix III Historic District Design Standards, Section 3: Roofs.

The Town’s Planning Board finds that the proposed text amendment 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.

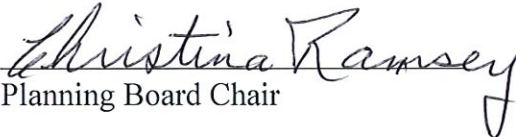

Planning Board Chair



Town Planner

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

On April 2, 2024, the Planning Board heard the requested text amendment and recommended unanimous approval of the text amendment to the Town Unified Development Ordinance as followed: Appendix III Historic District Design Standards, Section 5: Windows and Doors.

The Town’s Planning Board finds that the proposed text amendment 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: **Request to Proceed with Cost-Recovery Program**

Board Meeting Date: **April 23, 2024**

Prepared By: **Jacob Randall – Fire Chief**

Overview: The cost of emergency services is continuously increasing. After evaluating the service users, not residents of Swansboro or Onslow County, further exploration of cost-recovery revenue programs was initiated. Further administrative support and changes are required before officially starting the cost-recovery process.

Expanded Overview: To initiate the process of establishing a cost recovery program, a resolution must be adopted. The attached resolution is consistent with the direction provided to staff on February 27, 2024, by the Board of Commissioners to only bill non-Swansboro or Onslow County residents' insurance. No individual will receive a bill. The ability to begin cost recovery will take effect approximately thirty days (30) after executing this resolution and agreement with Fire Recovery USA.

Background Attachment(s):

1. Resolution 2024 – R6

Recommended Action:

- 1) Approval of Resolution 2024-R6, outlining the establishment of a cost-recovery program.
- 2) Provide the ability to the Town Manager or their designee to enter into an agreement with Fire Recovery USA, LLC to perform the collections.

Action: _____

RESOLUTION 2024 – R6
BY THE GOVERNING BODY RECIPIENT

WHEREAS, the emergency and non-emergency services response activity to incidents continues to increase each year; Environmental Protection requirements involving equipment and training, and Homeland Security regulations involving equipment and training, creating additional demands on all operational aspects of the fire department services; and

WHEREAS, the fire department has investigated different methods to maintain a high level of quality of emergency and non-emergency service capability throughout times of constantly increasing service demands, where maintaining an effective response by the fire department decreases the costs of incidents to insurance carriers, businesses, and individuals through timely and effective management of emergencies, saving lives and reducing property and environmental damage; and

WHEREAS, raising real property tax to meet the increase in service demands would not be fair when the responsible party(s) should be held accountable for their actions and

WHEREAS, the Town of Swansboro Board of Commissioners desire to implement a fair and equitable procedure by which to collect said mitigation rates and shall establish a billing system per applicable laws, regulations, and guidelines; Now, Therefore

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF SWANSBORO:

The Swansboro Fire Department shall initiate mitigation rates for the delivery of emergency and non-emergency services by the fire department for personnel, supplies and equipment to the scene of emergency and non-emergency incidents as listed in "EXHIBIT A". The mitigation rates shall be based on actual costs of the services and that which is usual, customary and reasonable (UCR) as shown in "EXHIBIT A", which may include any services, personnel, supplies, and equipment and with baselines established by addendum to this document.

A claim shall be filed to the responsible party(s) through their insurance carrier. Except those residing in the Town of Swansboro or County of Onslow and contribute to or have ad valorem taxes levied against real property in the responsible party(s) name.

The Swansboro Board of Commissioners may make rules or regulations and from time to time may amend, revoke, or add rules and regulations, not consistent with this Section, as they may deem necessary or expedient in respect to billing for these mitigation rates or the collection thereof.

It is found and determined that all formal actions of this Board of Commissioners concerning and relating to the adoption of this Ordinance were adopted in open meetings of this Board and that all deliberations of this Board and any of its committees that resulted in such formal actions followed all legal requirements and the Codified Ordinances of the Board of Commissioners.

This Resolution, "Exhibit A," and the associated Unified Development Ordinance 34.04 shall take effect thirty (30) days from the date of adoption as permitted by law.

The Mitigation Rates listed in Exhibit A will increase annually based on the annual percentage increase in the Consumer Price Index (CPI), as developed by the Bureau of Labor Statistics of the U.S. Department of Labor. Rate adjustments will occur on the anniversary date of this ordinance/resolution to keep the fire department's cost recovery program in conformity with increasing operating expenses.

Adopted this 23rd day of April 2024.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk

EXHIBIT A
MITIGATION RATES

BASED ON PER HOUR

The mitigation rates below are average “billing levels” and are typical for the incident responses listed. However, when a claim is submitted, it may be itemized and based on the actual services provided.

These rates are based on actual costs using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance). Labor rates include an average department’s actual burdened labor costs, not just a firefighter’s wage. These include wages, retirement, benefits, workers comp, etc.

MOTOR VEHICLE INCIDENTS

Level 1 - \$602.00

Provide hazardous materials assessment and scene stabilization. This will be the most common “billing level.” This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$687.00

This includes Level 1 services, clean up, and materials (sorbents) used for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids spilled due to the accident/incident.

Level 3 – CAR FIRE - \$838.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids spilled due to the accident/incident.

ADD-ON SERVICES:

Extrication - \$1,811.00

This includes heavy rescue tools, ropes, airbags, cribbing, etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and the fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$553.00

This includes air care (multi-engine company response, mutual aid, helicopter). We will bill at this level whenever a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: You can bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and three reasonable (UCR). These incidents will be billed, itemized per apparatus, personnel, and products and equipment used.

HAZMAT

Level 1 - \$972.00

Basic Response: The claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up, and command.

Level 2 - \$3,473.00

Intermediate Response: The claim will include engine response, first responder assignment, hazmat-certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air, and detection equipment. Set-up and removal of decon center.

Level 3 – \$8,199.00

Advanced Response: The claim will include engine response, first responder assignment, hazmat-certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up command, Level A or B suit donning, breathing air and detection equipment, and robot deployment. Set up and remove of decon center, detection equipment, recovery, and material identification. Disposal and environment clean up. This includes any disposal rates of material, contaminated equipment, and material used at the scene. Includes 3 hours of on-scene time - **each additional hour @ \$381.00 per HAZMAT team.**

FIRES

Assignment - \$554.00 per hour per engine / \$693.00 per hour per truck

Includes:

- Scene Safety
- Investigation
- Fire / Hazard Control

This will be the most common “billing level”. This occurs almost every time the fire department

responds to an incident.

OPTIONAL: A fire department can bill each fire as an independent event with custom mitigation rates. Itemized, per person, at various pay levels, and for itemized product use.

ILLEGAL FIRES

Assignment - \$554.00 per hour per engine / \$693.00 per hour per truck

When a fire is started by any person or persons that requires a fire department response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and, the permit was not obtained, and the fire department is required to respond to contain the fire, the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs, and any other costs that can be reasonably allocated to the response cost.

WATER INCIDENTS

Level 1

Basic Response: The claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety, and investigation (including possible patient contact and hazard control). This will be the most common “billing level.” This occurs almost every time the fire department responds to a water incident.

Billed at \$554 plus \$68 per hour per rescue person.

Level 2

Intermediate Response: Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Billed at \$1,110 plus \$68 per hour, per rescue person.

Level 3

Advanced Response: Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene.

Billed at \$2,747 plus \$68 per hour per rescue person, plus \$134 per hour per HAZMAT team member.

Level 4

Itemized Response: You can bill each incident as an independent event with

custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

BACK COUNTRY OR SPECIAL RESCUE

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

The minimum bill is \$554 plus \$68 per hour per rescue person. Additional rates of \$554 per hour per response vehicle and \$68 per hour per rescue person.

CHIEF RESPONSE

This includes the set-up of command and providing direction for the incident. This could include operations, safety, and administration of the incident.

Billed at \$347 per hour.

MISCELLANEOUS / ADDITIONAL TIME ON-SCENE

ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$554 per hour.

Truck billed at \$693 per hour.

Miscellaneous equipment billed at \$416.

MITIGATION RATE NOTES

The mitigation rates above are average “billing levels” for one hour of service and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided. These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department’s “actual personnel expense” and not just a firefighter's basic wage). The actual personnel expense includes wages, retirement, benefits, workers comp, insurance, etc.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Digital Sign Discussion**

Board Meeting Date: **April 23, 2024**

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

Overview: Discussion and direction on replacement of the digital sign.

Background: The digital sign located at Town Hall became inoperable due to a failure with the communications device. The sign manufacturer (Formetco) has discontinued support for hardware and software for the sign. The life expectancy of the device that was replaced and the availability to acquire another is unknown.

The sign was purchased and installed in 2014, and sign professionals have indicated that the life expectancy of digital signs is around 7 years. Staff recommends replacing the sign due to its age and the uncertainty around the ability to obtain components to repair and the discontinued support by the manufacturer.

Consideration for replacement of the sign can be during this FY 23-24, requiring a budget amendment or added in the next FY 24-25 budget. Once the purchase of the sign is approved the turnaround time to install it would be 60 days. Quotes received for the sign and installation are as follows:

- Wholesale Digital Signs: \$17,200
- K&L Signs: \$25,297.67
- Bender Signs: \$31,907.58
- Signs by Tomorrow: Does not sell digital signs
- Sign Works: Reached out for quote, as of 4/18/2024 nothing received
- Ice Signs: Does not offer 6mm signs

Recommended Action: Discuss and direct staff on replacing the digital sign during FY 23-24 budget or submit for consideration in FY 24-25 budget.

Action: _____

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF MARCH 31, 2024)**

REVENUES

EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2024)**

GENERAL FUND



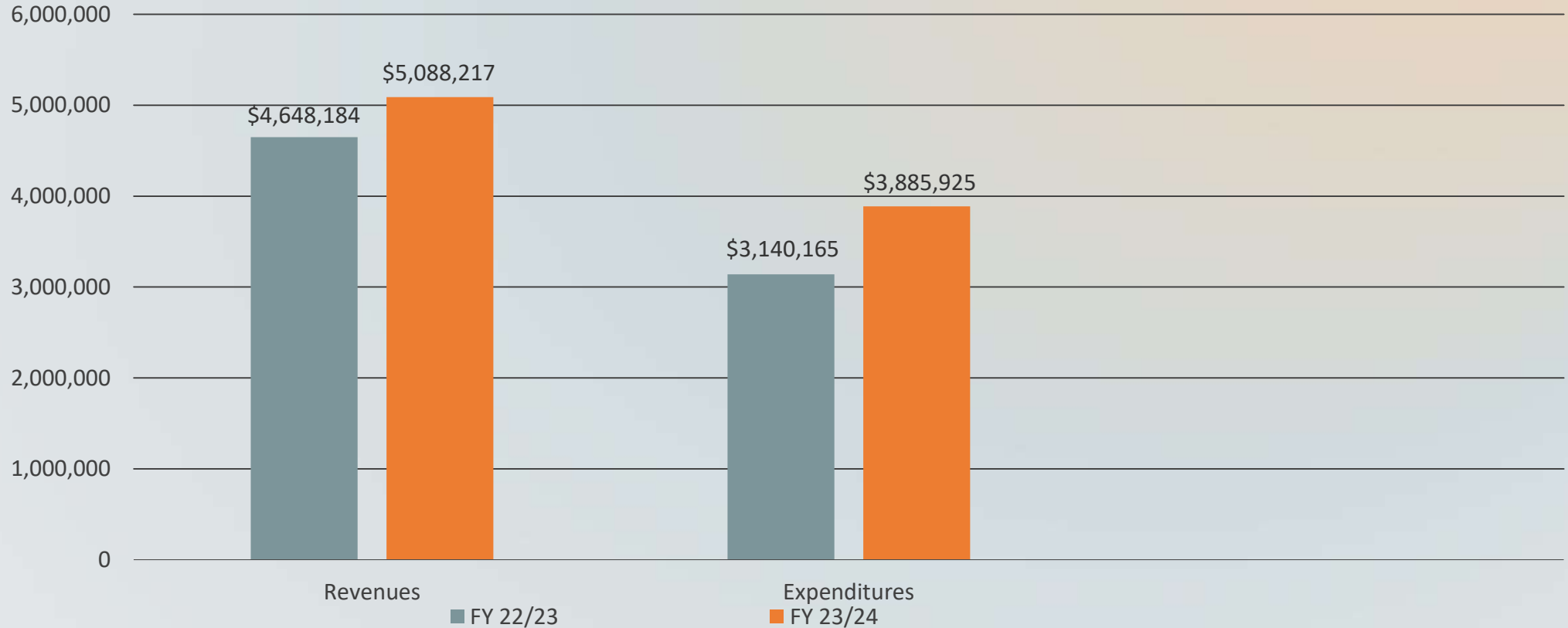
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures \$885,549

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2024)**

(ACTUAL)

GENERAL FUND



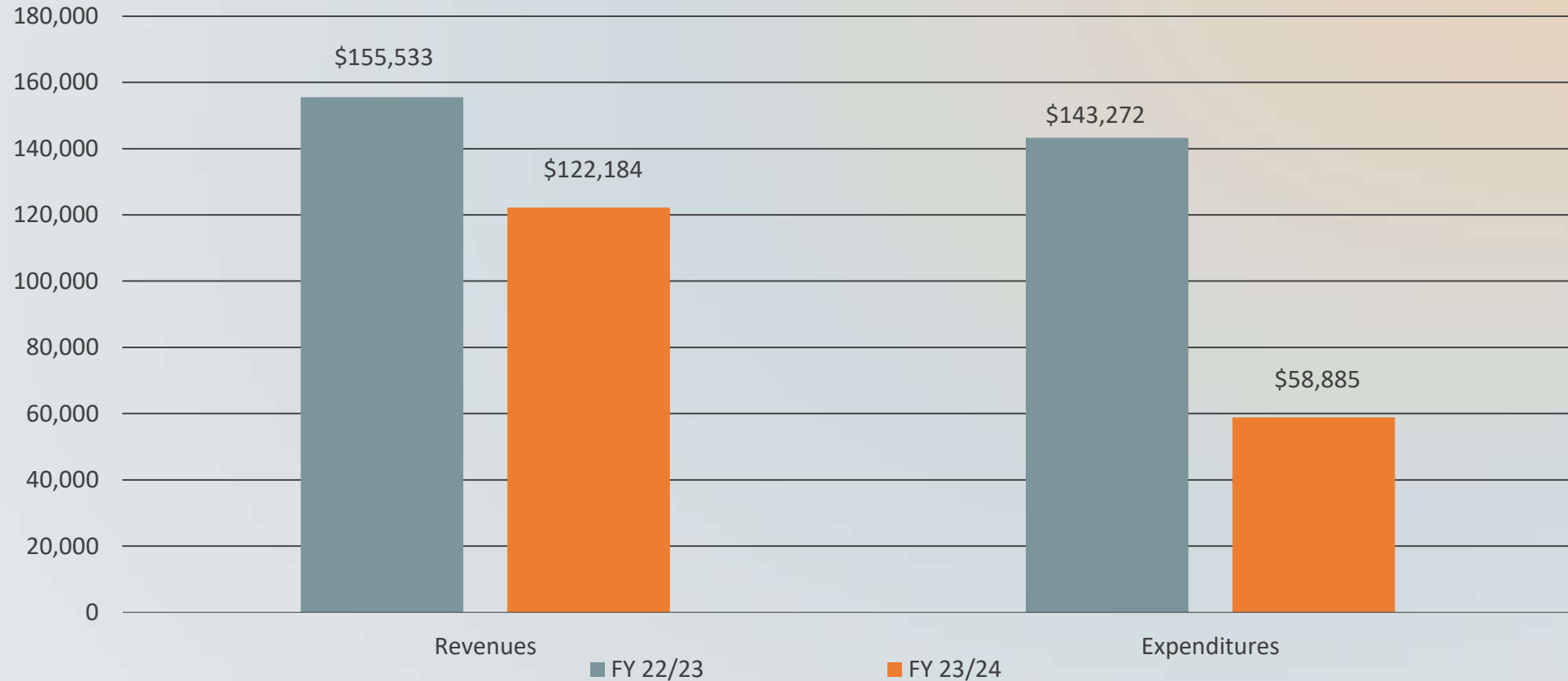
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures \$1,202,292

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % March 31, 2024
GOVERNING BODY	43,476	27,764	242	64.4%
ADMIN SERVICES	427,686	312,654	472	73.2%
FINANCE	289,345	211,721	423	73.3%
LEGAL	43,000	39,405	-	91.6%
PUBLIC BUILDINGS	393,435	281,039	2,571	72.1%
FIRE	1,387,639	1,021,719	8,715	74.3%
PERMITTING	389,692	258,837	-	66.4%
POLICE	1,256,251	778,330	25,307	64.0%
PUBLIC WORKS-STREETS	562,648	181,036	248,910	76.4%
POWELL BILL-STREETS	110,094	4,243	489	4.3%
PARKS & RECREATION	359,232	219,808	22,232	67.4%
CHURCH STREET DOCK/VISITOE CENTER	176,327	42,943	3,299	26.2%
EMERGENCY MANAGEMENT	44,306	19,919	620	46.4%
FESTIVALS & EVENTS	124,653	100,850	3,464	83.7%
NON DEPARTMENTAL	583,580	385,657	-	66.1%
TOTAL	6,191,364	3,885,925	316,743	67.88%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2024)**

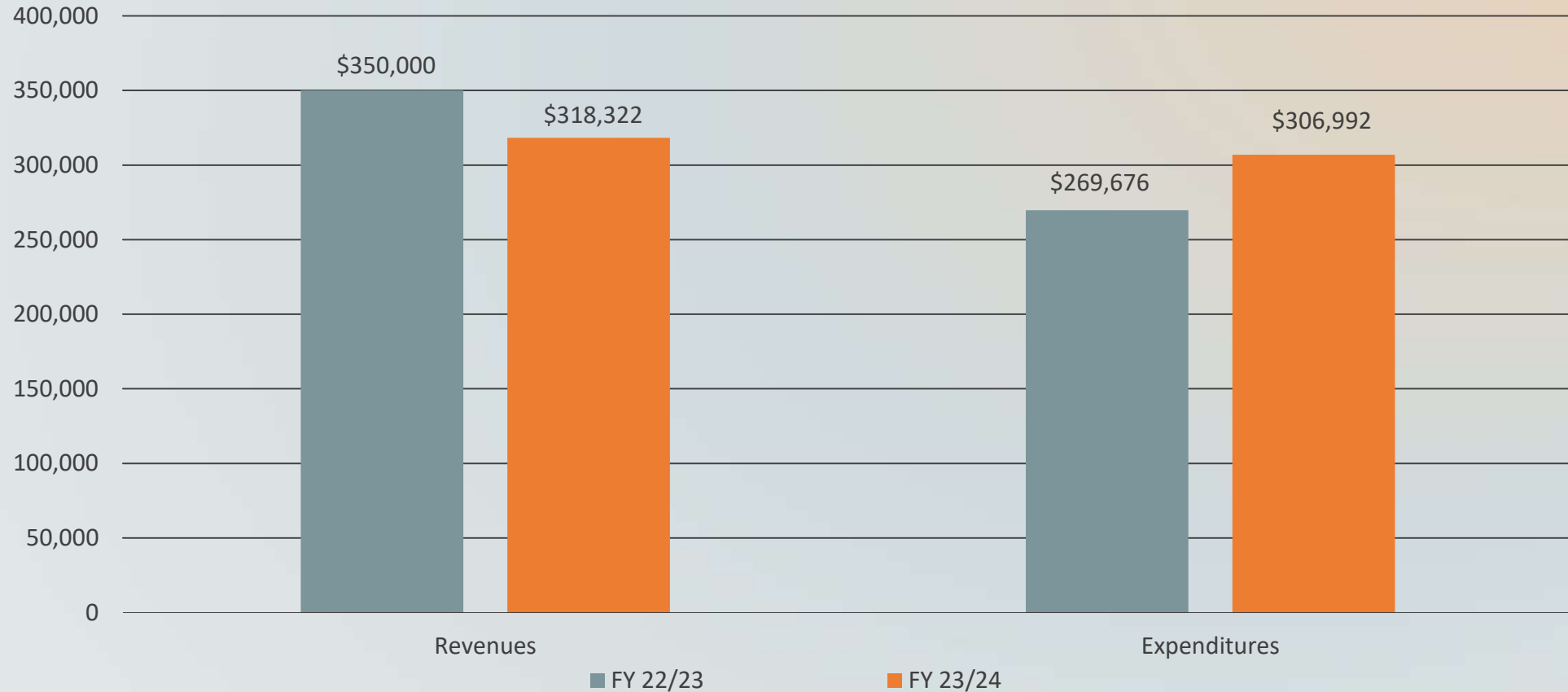
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$63,299

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2024)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$11,330**

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF MARCH 31, 2024)**

Item VI - c.

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$317,275	2.69	03/21/2028	\$84,724
Public Safety Facility	\$40,000	2.58	12/22/2024	\$42,064
Fire Truck	\$136,806	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$75,000	2.43	12/14/2026	\$28,038
Grapple Truck/Town Hall Generator	\$93,416	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$67,627	1.84	7/15/2026	\$23,377
Total Debt	\$730,124			\$273,632

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF MARCH 31, 2024)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$175,685	.05%
NC CMT-General	\$6,332,547	5.24%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$6,181,022	5.26%

GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$955,329	\$30,874	\$116,396
Swansboro Bicentennial Park Boardwalk Extension	\$277,800	\$140,673	\$0	\$137,127
Emergency Operation Center	\$6,079,782	\$19,543	\$0	\$6,060,239
Emmertton School Repairs	\$424,000	\$17,500	\$18,125	\$388,375
Stormwater Master Plan	\$400,000	\$11,256	\$0	\$388,744
Total Outstanding Grants	\$8,284,181	\$1,144,301	\$48,999	\$7,090,881

Any Questions

?



Board of Commissioners Meeting

Agenda Item Submittal

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

Board Meeting Date: **April 23, 2024**

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

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

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

May 14th & 28th

- * Onslow County Soil & Water Presentation (14th)
- * Safe Boating Week (14th)
- * National Public Works Week Proclamation (14th)
- * National Police Week and Peace Officers Day Proclamation (14th)
- * Presentation – One Place (28th)
- * Text Amendments (14th or 28th)
- * EOC/PSB Site Selection Committee Updates as needed
- * Financial Report (28th)

June meeting dates

11th & 25th

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Building Standards (*Concerns with tarps and homes in poor repair all around town brought up 2.14 meeting*)
- * Swimming Pool/Consideration for Establishing a Pool Committee (*on hold for P&R Master Plan*)
- * Duke Energy Presentation
- * Wayfinding Signs
- * High School Recognitions – *revisit/revise*
- * Street Acceptance of Swansgate and Shadow Creek (*developer has applied*)
- * Highway 24 Superstreet Presentation – *rescheduled to later date*
- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Town Code Amendment to Chapter 91: Fire Prevention
- * Community Presentations (*ongoing monthly*)
- * Special Meeting Workshops as needed
- * Moratorium discussion
- * Sidewalk considerations to connect One Harbor property to Recreation Center
- * 2nd Amendment/Weapon Allowance at Town Hall
- * Recognition of High School Basketball & Volleyball Teams
- * DOD Grant
- * EV Charging fees
- * Ricky's Retreat - June

PROJECTS REPORT

Town Projects/Initiatives Update

April 2024

Submitted By: Jon Barlow, Interim 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.

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

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

Ten people have been identified as the committee:

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

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

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

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

In an effort to identify suitable parcels of land, The EOC/PSB developed a solicitation information package for property owners interested in offering their land for sale. Proposals are being accepted through May 15, 2024.

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

On April 4, NCDCEM 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 NCDCEM 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

Town of Swansboro, NC Manager's Report

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 NCDWM to see if this project would qualify.

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

RCCP Project Portfolio

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

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

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

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

Town of Swansboro, NC Manager's Report

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

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

- **August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:** The Town submitted an Emergency Supplemental Historic Preservation Fund (ESHPF) Hurricane Disaster Relief application for Emmerton School (AKA Old Town Hall) located at 502 Church Street for remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant request is in the amount of **\$424,000** and is established as a 100% reimbursable grant.

We will use the funds for the following projects:

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

We were notified on January 14, 2021 that our application for Emmerton School was awarded for 100% funding (\$424,000). Please note that grant activities may not take place until the Grant Contract has been signed. We expect to receive the proposed grant contract

Town of Swansboro, NC Manager's Report

in November 2021 and hope to have a quick turnaround on it. Once executed, we can move forward on the 9 action items listed above. **The listed deadline for completion for this project is September 30, 2023**, but are hoping, due to granting agency delays, that extensions may be available if needed.

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

Staff is preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

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

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

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

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

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

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

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

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

On November 1, 2023, Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Watertight Systems, Inc. was selected to perform the masonry repairs. The contract was executed early December. The required Quarterly Report

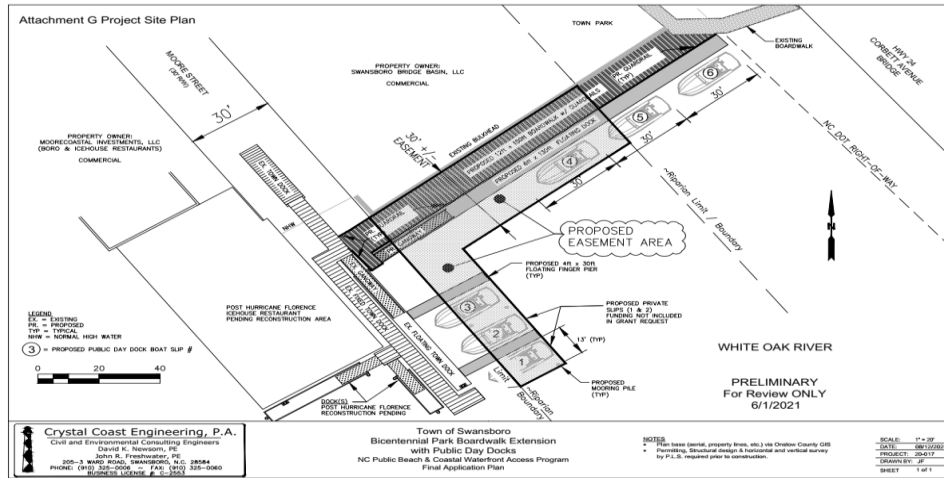
Town of Swansboro, NC Manager's Report

for the grant was submitted 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.

- 2020 NC Public Beach and Coastal Waterfront Access Grant Project** – The Town received notification on November 3, 2020 that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match will be non-cash/in-kind. The project will include the following:

1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
2. A floating dock measuring 6 feet by 130 feet will be located immediately waterward of the Boardwalk and will connect to the existing Moore Street Dock by means of 4 feet by 30 feet aluminum gangway on the western end.
3. There will be four boat slips to accommodate day visitors in small boats

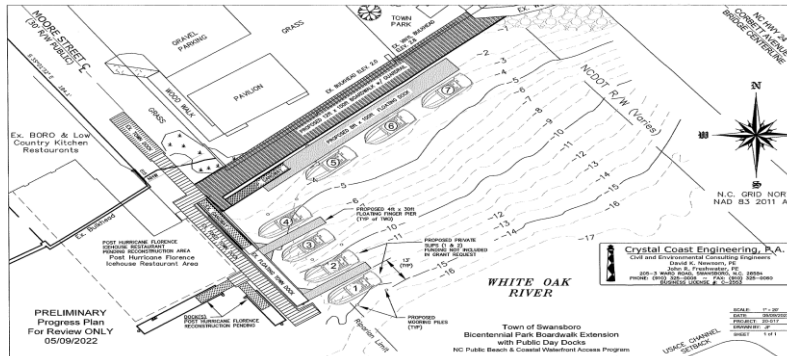


The Lease and Dock Rental Agreements have been executed with Randy Swanson. Kathy Vinson and Crystal Coast Engineering have been re-engaged to continue work on the project.

A redesign of the dock (below) was necessary to remove the kayak launch which once existed when Pogies was located on site. Removal of the kayak launch offered space for

Town of Swansboro, NC Manager's Report

one additional boat slip. John Freshwater and Kathy Vinson are preparing the final notes on the plan, which will be submitted to CAMA for permit modification. Once the permit modification is in hand, we can send out an RFP on construction.



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

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

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

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

The grant extension (Amendment 1) was received October 12, 2022. The Permit Modification was received on November 30, 2022. The NCDOT Encroachment

Town of Swansboro, NC Manager's Report

Agreement was received January 9, 2023. Arendell Engineer, John Wade has been engaged to begin preparing the construction drawings.

The Historic Preservation Commission heard and approved the COA for this project on February 21st. Additionally, because we must do some minor dredging prior to construction of the dockwalk, I had to arrange a site visit to assure we did not have any oyster clusters that may need to be relocated. The Coastal Federation graciously made a site visit on Wednesday, February 8th and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting on a quote for dredging. As previously mentioned, Arendell Engineering is currently working on the construction drawings for bidding out the project.

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

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

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

Subsurface Exploration and Geotechnical Engineering is scheduled to be done on Monday, October 23rd to evaluate the soil conditions for the proposed development. Project Engineer John Wade, Arendell Engineers, continues to develop final plans not only for the new bulkhead but the boardwalk as well. *Final construction plans and accompanying bid documents are expected to be completed early March 2024. Once plans and bid documents are received from Wade, the Town will seek bids from*

Town of Swansboro, NC Manager's Report

contractors to perform the project. According to project coordinator Kathy Vinson, there should be ample time to get the project completed before the latest time extension expires in October 2024.

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

- **Sidewalk Projects** - At their December 5, 2019 meeting, the NC Board of Transportation approved a funding request from NCDOT Division 3 in the amount of \$366,668.00. Per amended Swansboro Resolution 2019-R9, the Town contributed \$116,634 for a total project funding of \$483,302. The project was split into 3 phases/priorities to focus the limited funding to the portions that ranked higher in need.

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

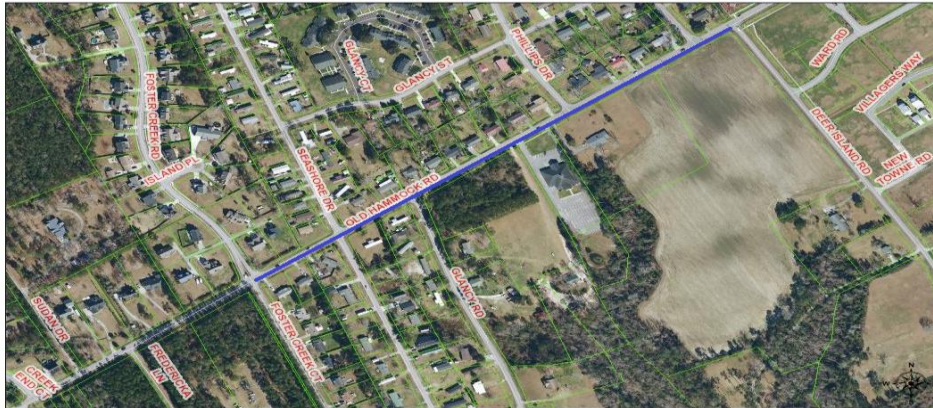
- **Priority 1** - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 - **Completed**
- **Priority 2** - Old Hammocks Beach Rd from SR 1513 (Deer island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late October 2021 – Groundwork/drainage underway. Project delayed due to two additional easements needed just beyond Deer Island Road. Water line depth too shallow in right-of-way. Easements requests were mailed out November 23, 2021.

Senate Bill 105 approved November 18, 2021 included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital and Infrastructure Fund Directed Grant. Once received, these funds could be appropriated for the second section of Priority 2.

Some stormwater drain work has been completed by NCDOT on Priority 2 along Old Hammocks Road. This priority area includes two sections. The first section from Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the Catholic Church connection. All easements are secured for section one. One easement is still pending for this section (involves heirs and deed preparation on their part). NCDOT does have some additional drainage work to do along the flag lots at Buena Vista Del Mar (adjacent to Williams Road).

Town of Swansboro, NC Manager's Report

Section 1 of Priority 2



Section 2 of Priority 2



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

Priority 2 Completed. Ribbon Cutting held on June 24th.

- Priority 3 - SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr \$125,000 - *NOTE: we have not prepared survey/design on this section yet, so costs may vary more related to this priority*

Priority 3 will connect the sidewalks at Park Place to Moore BBQ. This area has not been surveyed/ designed and could likely (according to notes in 2019) cost more than \$200,000 due to right-of-way and stream crossing, utility issues. Five easements required for this section.

Priority 3

Town of Swansboro, NC Manager's Report



Staff is working with NCDOT on an updated maintenance agreement which also includes the breakdown of expenditures of the \$100K SCIF Funding (Town contribution). This information is necessary for reports we are required to provide back to the Office of State Budget and Management.

Although requests for Priority 3 easements were sent out back in October 2021, none were received. We will resubmit those requests. Second letters sent July 2022.

During the April 4 Budget Workshop, a future Priority 4 was identified. We are waiting to hear back from NCDOT on funding estimates. NCDOT indicated on 10/10/22 that the on call contractor hoped to start this sidewalk section the last part of October. **Priority 4 completed.**

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

Sidewalk easement received from Justin Weiss/1130 Hammocks Beach Rd. Still need three others from Rawls. NCDOT has been notified. As a reminder – the funding from Priority 3 was moved to Priority 5 & 6 by NCDOT due to it taking so long to obtain the easements. Storm ditch crossing engineering cost will have to be funded by the Town and sidewalk construction will be dependent on future NCDOT funding or the Town can also provide funding.

Priority 4 - **Completed**

Town of Swansboro, NC Manager's Report



Future Priority Areas – as previously noted (Manager's Weekly Brief) interest by a handicap resident has been shown to extend the sidewalk along the west side of Old Hammock Road where there is a void from the Cottages to the side entrance to the Piggly Wiggly. NCDOT shared on 10/10/22 that funds were available to complete that portion ending north of Pelican Circle to the Piggly Wiggly driveway. The Town will work to obtain the required easement. I did inquire whether the partial south of Pelican Circle/adjacent Pineland Drive could be included but have not heard back from NCDOT to date. A second letter was sent to the Perry family on November 17 regarding needed easement for sidewalk extension. The first letter was sent on October 24th. A third letter was hand delivered to Mr. Perry on December 5 and Mr. Perry indicated he was having issues getting all owners to agree. Owners include members of the Perry family, heirs to Irene Pinkston.

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

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

Priority 5

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

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

Town of Swansboro, NC Manager's Report

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

Priority 5 completed in September 2023



Priority 6

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

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

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

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

Priority 7

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

Town of Swansboro, NC Manager's Report

Priority 8

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

Priority 9

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

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

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

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

- **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.

Town of Swansboro, NC Manager's Report

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

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

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

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

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

Town of Swansboro, NC Manager's Report



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

What's Been Done To Date

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

What's Remaining to do on the Exterior

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

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

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

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

Town of Swansboro, NC Manager's Report

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 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 the re-instatement for us. Followed up January 10 as we would like to make application for tourism funding (application due by March 1, 2023) for the interior and need to apply for the Flood Ordinance exemption. John felt confident that our contributing status would be restored before that date and encouraged us to proceed with the final elements.

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

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 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 late November unless the contractors are ready before.

- **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

Town of Swansboro, NC Manager's Report

announced in February 2023. On February 9th Withers Ravenel shared that our application had been recommended for approval. We should receive final award by the end of February. Grant award received April 5, 2023. Staff held a scoping meeting with Withers Ravenel on October 18th to review the draft agreement for services.

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 early December. At a 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 open one week prior to and one week after the public outreach meeting. Survey crews are projected to begin data collection early June.

Administrative Services**February**

- Phone Records Report for February: 1,989 calls

Internal – 485	Town Hall – 288	Parks and Recreation – 191
Police Department – 421	Fire Department – 48	Outgoing totals – 556
- Building permits sold for February: 55 residential/commercial combined; \$9,074.75 total fees collected (includes 12 re-inspections)
- 175 Building inspections processed/13 Fire Inspections processed
- 91 Various receipts processed
- 289 ONWASA payments processed; 2 New Service Setups, 0 Other transactions
- 3 Work Orders generated for Public Works
- 12 Notarizations performed
- Created Visitor Center schedule for March
- Admin staff worked at Visitor’s Center
- US Census Report Submitted – Permits
- Finalized January Departments Report
- Scheduled Annual Clean Sweep Week – April 1st to 5th
- New Advisory Board appointments processed
- Provided support to the Planning Department for numerous matters
- 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.
- Budget preparations, ongoing
 - Submitted operating budget
- Set up Chamber Business showcase (Alissa & Aliette)
- Finalized all details for Advisory Board Appreciation Reception
- Alissa attended the 5th week of the 8 week Municipal & County Administration course through the UNC School of Government in Chapel Hill
- Swansboro hosted the Mayors Association meeting at Saltwater Grill on February 21st
- Fulfilled Public Records Request:
 - SmartProcure Public Records Request for purchasing records
 - Gaudreau request
 - Open the Books request
 - Emmerton School request
- Issued New Releases/Constant Contact for:
 - BOC 2/13/2024 Meeting

Department Reports for February & March 2024

- News Release – Downtown Sidewalk Maintenance
- BOC 2/27/2024 Meeting
- Researched Sewer easement for Rec Center
- Several IT tickets submitted and or support provided

March

- Phone Records Report for March: 2,141 calls

Internal – 439	Town Hall – 354	Parks and Recreation – 312
Police Department – 392	Fire Department – 68	Outgoing totals – 576
- Building permits sold for March: 61 residential/commercial combined; \$6,058.06 total fees collected (includes 12 re-inspections)
- 159 Building inspections processed/27 Fire Inspections processed
- 103 Various receipts processed
- 289 ONWASA payments processed; 0 New Service, 1 other requests
- 3 Work Orders generated for Public Works
- 7 Notarizations performed
- Created Visitors Center Schedule for April
- Admin staff worked at Visitor's Center
- US Census Report Submitted – Permits
- Finalized February Departments Report
- 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.
- Setup/hosted Advisory Board Banquet
- Budget preparations, ongoing
- Provided support to the Planning Department for numerous matters
- Alissa attended the 5th week of the 8 week Municipal & County Administration course through the UNC School of Government in Chapel Hill
- Fulfilled Public Records Requests:
 - Tursi/Williams request
 - Dusty Rhodes request
 - 1058 W. Corbett Avenue request
- Linda attended the Building Code Law & Administration course
- Several IT tickets submitted and or support provided
- Issued New Releases/Constant Contact for:
 - Annual Clean Sweep Week
 - Blood Drive at Swansboro Public Safety

Department Reports for February & March 2024

- Stormwater Master Plan Public Input Meeting
- Reminder: Stormwater Master Plan Public Input Meeting
- Weather Alert March 23-25
- BOC 3/26/2024 Meeting
- Easter Holiday Closures
- Weather Alert March 27-29

Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Last 30 days Website Home Page defaults: 1,965

Top 5 pages viewed: Employment Opportunities 514 | Departments/Permitting 304

Departments/Government 230 | Departments/Police 227 | News 220

Finance

February

- Sales & Use Tax received in February 2024 is \$126,520
- Accounts Payable Summary for February 2024:
265 Invoices-Totaling \$228,742
22 Purchase Orders Issued
- Processed payroll- 2/9/2024 & 2/23/2024
- Stormwater Fees Collected-February 2024-\$770
- January 2024 Bank Reconciliation-Town accounts
- January 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 17 hours
- Processed Swansboro TDA checks.
- Gathered financial information for February 27, 2024, regular meeting
- Public Records Request-SmartProcure
- Met with new Swansboro TDA members
- Entering operating budget requests for FY 24/25 in budget spreadsheet
- Preparing Year End Projections FY 23/24/updating operating budget spreadsheet.
- Updating Capital Improvement Plan
- Prepared the Agenda and quarterly financial report for the TDA Quarterly Meeting held on Thursday, February 22, 2024: The next scheduled meeting will be held on Thursday, April 11, 2024, at 2:30 pm in the Community Room
- Submitted Report-TR-2: 2023 Municipal Certification-Valuation and Property Tax Levies for Fiscal Year ending June 30, 2024.

March

- Sales & Use Tax received in March 2024 is \$141,754

Department Reports for February & March 2024

- Accounts Payable Summary for March 2024:
 - 245 Invoices-Totaling \$284,652
 - 29 Purchase Orders Issued
- Processed payroll- 3/8/2024 & 3/22/2024
- Stormwater Fees Collected-March 2024-\$1,346
- February 2024 Bank Reconciliation-Town accounts
- February 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 9 hours
- Submitted Census to the Laymon Group for healthcare insurance
- Processed Swansboro TDA checks.
- Swansboro TDA- Preparing Year End Projections for FY 23/24 & Proposed Budget for FY 24/25
- Gathered financial information for March 26, 2024, regular meeting
- Entering operating budget requests for FY 24/25 in budget spreadsheet
- Preparing Year End Projections FY 23/24/updating operating budget spreadsheet.
- Updating Capital Improvement Plan
- Submitted- LGC-131: Notice of Debt Principal & Interest-Municipal Building & Tanker Truck
- Attended the NCGFOA Spring Conference
- Attended the Onslow County Fire Rescue Commission budget meeting
- Completed required loan document for the Cab Tractor and Dump Truck scheduled to close on April 3, 2024.
- Submitted the closeout documents for Hurricane Dorian to NC Department of Public Safety, Division of Emergency Management.

Fire Department

February

Incidents

- **106** Total Incidents
 - 58 EMS Incidents
 - 48 Fire Incidents
 - **25 Overlapping Incidents (Two or More Calls Simultaneously)**
 - 80 incidents occurred in the Swansboro (City Limit District)
 - 26 incidents occurred in the White Oak Fire District
 - 15 incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics
 - Average Turnout Time (Dispatch to Enroute): 2:33

Department Reports for February & March 2024

- 90th Percentile (Less Than 80 Seconds)
 - 78.79% - EMS Incidents
 - 78.51% - Fire Incidents
- Average On-Scene Time for EMS incidents
 - **18:03** minutes (EMS Incidents)
 - **1 Hour 3 Minutes** (Longest On-Scene Time)
 - **2** (Incidents On Scene over 1-hour)
 - **16** (Incidents On Scene over 20-minutes)
 - **5** (Incidents On Scene 30-minutes or Greater)

Fire Life Safety – Operations

- Fire Prevention Inspections
 - New Business
 - General Fire Inspections: 6
 - Fire Suppression Systems:

Training

- Total Training Hours: **477**
 - Company Training: 297
 - Existing Driver: 23
 - Facilities: 112
 - Fire Arson Investigation: 4
 - Fire Life Safety Education: 1
 - Fire Prevention Inspection: 1
 - New Driver: 18
 - Officers: 21

March

Incidents

- **126** Total Incidents
 - 86 EMS Incidents
 - 40 Fire Incidents
 - **15 Overlapping Incidents (Two or More Calls Simultaneously)**
 - 95 incidents occurred in the Swansboro (City Limit District)
 - 31 incidents occurred in the White Oak Fire District
 - 13 incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics
 - Average Turnout Time (Dispatch to Enroute): 02:30
 - 90th Percentile (Less Than 120 Seconds)
 - 82.96% - EMS Incidents
 - 81.58% - Fire Incidents
 - Average On-Scene Time for EMS incidents
 - **18:06** minutes (EMS Incidents)

Department Reports for February & March 2024

- 56 minute 13 seconds (Longest On-Scene Time)
- 0 (Incidents On Scene over 1-hour)
- 31 (Incidents On Scene over 20-minutes)
- 9 (Incidents On Scene 30-minutes or Greater)

Fire Life Safety – Operations

- Fire Prevention Inspections: 33
 - General Fire Inspections: 14
 - Fire Suppression Systems: 14
 - Re-Inspections (Violations): 5

Training

- Total Training Hours: 387
 - Company Training: 242.50
 - Existing Driver: 12
 - Facilities:0
 - Fire Arson Investigation:26
 - Fire Life Safety Education: 0
 - Fire Prevention Inspection: 0
 - New Driver: 78
 - Officers: 14.50
 - Hazardous Materials: 14
 - Automatic Aide Training: 0

Parks and Recreation

February & March Combined

DIRECTOR'S REPORT

Festivals/Events

- Finalizing end of year projections and 2024-25 budget.
- Continuing to collect applications for Arts by the Sea, Independence Day, and Mullet Festival.
- Collecting 2024 sponsorships
- Finalized all quotes for all 2024 festivals: Portable toilets, sound, tents, golf carts, shuttles, security, and other logistics.
- Completing permit applications for Coast Guard and Onslow County.

Mullet-

- All bands have been booked, contracts completed, and deposits paid

ARP Project Updates

Splashpad Renovation

Department Reports for February & March 2024

- The splashpad area will include concrete bench seating, a patio area with large shade structure and seating options (benches, picnic tables), The patio area will connect to the playground area. The concept is to provide a cohesive area while still having splashpad separate from the playground.
- Conceptual drawings received for concrete work for the area.
- Contract completed with Task Contracting to complete concrete work and seating wall.
- Shade structures have been selected, completing the contract so items can be ordered.

Completed

- Utility Terrain Vehicle
- Church Street Dock Cameras
- Rope Climber in Municipal Park
- Parks Maintenance Truck Replacement

Miscellaneous

- Finalizing entertainers for annual PirateFest in partnership with Onslow County Parks and Recreation.
- Sara Elliott, Program and Event Manager was hired March 18, 2024
- Began staff training for Program & Event Manager
- Attended webinar for a weather safety software application to monitor on-site weather and an alert system.
- Began preparing for the Program and Event Manager vacancy.
- Finalized first draft of the budget for 2024-25 fiscal year.
- 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.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Attend quarterly meetings for the Onslow County Tourism Board.
- Attend Board of Commissioner meetings.

Department Reports for February & March 2024

- Conduct Parks Advisory Board meetings.

Metrics-social media

February

Media Outlet	Followers	Facebook Reach	Post Engagement	Page Visits	New Followers
Facebook	16,285	9000	554	2000	54
Instagram	793	3		12	4

March

Media Outlet	Followers	Facebook Reach	Post Engagement	Page Visits	New Followers
Facebook	16,87	42000	2,745	3600	206
Instagram	800	177		18	11

Activity Report

Organization Activity					
From 2/3/2024 to 3/4/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	121	31	17	0	71
Resident	21	1	8	0	7
Non-Resident	100	25	9	0	64
No Residency Set	0	0	0	0	0
Demographics					
< 18	4	0	1	0	5
18 - 65	87	22	6	0	49
65+	30	4	10	0	17
Male	39	3	8	0	26
Female	82	23	9	0	45
Other Genders	0	0	0	0	0
Online vs In-House					
Online	16	0	0	N/A	15
In-Person	105	26	17	N/A	56

Organization Activity					
From 3/3/2024 to 4/2/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	354	46	11	0	190
Resident	74	9	3	0	16
Non-Resident	280	36	8	0	174
No Residency Set	0	0	0	0	0
Demographics					
< 18	218	3	0	0	71
18 - 65	98	30	9	0	103
65+	38	12	2	0	16
Male	163	12	3	0	82
Female	191	33	8	0	108
Other Genders	0	0	0	0	0
Online vs In-House					
Online	160	0	0	N/A	120
In-Person	194	45	11	N/A	70

Revenue:

February

Slip Fee - Town Dock	\$1437
Rental Fees-Parks	\$50
Rentals Rooms	\$2095
Rec Program Fees	\$2380
Gym Memberships	\$965
Dog Park Memberships	\$30
Vendor Fees	\$4805
Festival Sponsorship	\$5250

Department Reports for February & March 2024

March

Slip Fee - Town Dock	\$1239
Rental Fees-Parks	\$705
Rentals Rooms	\$1364
Rec Program Fees	\$11,490
Gym Memberships	\$550
Dog Park Memberships	\$15
Vendor Fees	\$2115
Festival Sponsorship	\$6000

Permitting

February

Planning Board

- The Planning Board meeting was held a regular meeting on February 6, 2024.
 - Zoning Map amendment to rezone a parcel on Swansboro Loop Road from RA to R20SF Conditional Zoning was heard and tabled until March 5 when a legal opinion is expected from the Town Attorney.
 - A UDO Text Amendment to Massing Study Standards in the Historic District was recommended by the Planning Board in Appendix III Section 11.1 Historic District Design Standards for New Construction enable that if a small outbuilding is 150 square feet or less or if an addition of a home is 250 feet or less a massing study is not required. The text amendment forwarded by the Historic Commission was recommended unanimously to the Swansboro Board of Commissioners for consideration.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission meeting was held on February 20, 2024.
 - The owner of 209 Water Street, also known as the Jesse Moore House, requested approval to construct a dock, platform and set pilings for a future boat lift. After reviewing the Commission found the request was consistent with the standards of Section 24 Docks, Piers, and Board walks voted unanimously for approval of the request.

Routine Activities:

- Answered questions from a structural engineering firm working on a new office in Ward Farm.
- Held new Planning Board members training sessions individually.
- Held new Historic Commissioner training session with new member.
- Thursday February 8th attended Jacksonville Metropolitan Policy Organization TCC meeting Rebecca virtually. Important items on the agenda are revisions to the of the FY24 Unified Planning Work Program and a draft of the FY25 Unified Planning Work Program.
- Rebecca attended mid-winter workshop for continuing education certification hours as a NC Zoning Official.

Department Reports for February & March 2024

- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue working with TRC members and active commercial review projects:
 - El Catrin (waiting on fire lane installation)
 - New Bamboo Restaurant submittal with five shops.
 - Mavis Tire in the out parcel of food lion.

March

Planning Board

- The Planning Board regular meeting was on March 15, 2024.
 - Zoning Map amendment to rezone a parcel on Swansboro Loop Road from RA to R20SF Conditional Zoning was unanimously recommended to the Town Board of Commissioners with six conditions.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission meeting was held on March 19, 2024.
 - Text amendments to Section 5: Windows and Doors and Section 3: Roofs were recommended unanimously by the Commission.

Routine Activities:

- The Planning Project Coordinator staffed the Community Stormwater meeting with the Public Works Director March 11 starting at 5:30 pm.
- Worked on development budget projections for the new budget with the Permit Technician.
- Worked preparing annual meeting summaries for the Planning Board and the Flood Review Board chairs for the advisory board banquet.
- Planning/Projects Coordinator attended webinars:
 - CAMA Planning Workshop
 - Historic Resilience Workshop
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.

Police Department

February

Patrol:

- 145 Reportable Events
- 15 Wrecks
- 9 Misdemeanor Arrests
- 4 Arrests by Warrant Service
- 4 Arrests with Transport to the Onslow County Jail
- 50 Citations

Department Reports for February & March 2024

- 111 Verbal/Written Warnings
- 6 Felonies Investigated (3-Fraud; 1-Obtaining Property by False Pretenses; 1-Larceny; 1-Counterfeit)
- 23 Misdemeanors Reported (10-Property Damage; 4-Assaults; 4-Trespassing; 2-Domestic Violence Protective Order Violations; 1-Child Abuse; 1-Bomb Threat; 1-Traffic Related)
- 4 Domestic
- 9 Disputes/Public Disturbances
- 1 Overdose
- 13 Alarm/Open Door Reports
- 16 Suspicious Incident/Person/Vehicle
- 3 Town Ordinance Violations
- 126 Requests by Other Agencies for Assistance
- 31 Requests by Citizens for non-Crime Related Assistance

3,251 Total Patrol Events Performed

Community Service/Training:

- 6 Vehicle Unlocks
- 8 Requests for Fingerprinting
- 48 Business Closing Standbys
- 3 Requests by Citizens for Residence Checks
- Officer Wruble completed Intoxylizer Certification Training. 40 hours training conducted at Craven Community College
- Chief Taylor and Lt. Brim attended monthly East Carolina Association of Law Enforcement Executives meeting held in Cape Carteret
- Chief Taylor attended monthly Crime Stoppers meeting held in Jacksonville

Admin Services:

- Answered 198 phone calls during business hours
- Assisted 104 walk in requests for assistance during business hours
- Took 27 requests for reports during business hours
- Welcome SPD's new Admin Assistant, Tom Peluso

March

Patrol:

- 175 Reportable Events
- 13 Wrecks

Department Reports for February & March 2024

- 11 Misdemeanor Arrests
- 1 Arrest by Warrant Service
- 1 Misdemeanor Drug Arrest
- 2 Arrests with Transport to the Onslow County Jail
- 64 Citations
- 101 Verbal/Written Warnings
- 8 Felonies Reported (2-Larcenies; 2-Fraud; 2-Obtaining Property by False Pretenses; 1-Break & Enter; 1-ID Theft)
- 36 Misdemeanors Reported (14-Larcenies; 11-Property Damage; 3-Assaults; 2-Trespassing; 1-Domestic Violence Protective Order Violation; 1-Misuse of 911; 4-Traffic Related)
- 1 Public Disturbance
- 3 Overdoses
- 2 Death Investigations (1-Suicide)
- 24 Alarm/Open Door Reports
- 4 Crisis Intervention with Mental Subject
- 27 Suspicious Incidents/Persons/Vehicles
- 4 Town Ordinance Violations
- 191 Requests by Other Agencies for Assistance
- 37 Requests by Citizens for non-Crime Related Assistance

3,559 Total Events Performed by Patrol

Community Service/Training:

- 4 Vehicle Unlocks
- 1 Funeral Escort
- 10 Requests for Fingerprinting
- 20 Business Closing Standby's
- 6 Foot Patrols
- 2 Requests by Citizens for Residence Check
- Officer Wruble completed Medical Foundations of Visual Systems Testing. 24 hours training conducted at Cape Fear Community College
- Officer Hipps completed First Watch Child Interview for Patrol Officers Training. 16 hours training conducted at Cape Fear Community College
- Officer Hipps completed Basic Radar Operator Training. 40 hours training held at Cape Fear Community College

Department Reports for February & March 2024

- Officer Hult completed Basic Lidar Operator Training. 8 hours training held at Cape Fear Community College
- Provided security for the Rotary Oyster Roast held at the Rotary Civic Center
- Provided security for a private event held at the Rotary Civic Center
- Participated in Career Day held at Swansboro Elementary School
- Chief Taylor and Officer Hipps read to students at the Swansboro Elementary School as part of National Reading Day
- Chief Taylor attended the monthly Crime Stoppers meeting held in Jacksonville
- Chief Taylor and Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held in New Bern

Admin Services:

- Answered 329 phone calls during business hours
- Assisted 106 walk in requests for assistance during business hours
- Took 10 requests for reports during business hours

Public Works

(no report provided)