



# Board of Commissioners Agenda

## Town of Swansboro

Monday, March 27, 2023

### Board Members

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

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

### II. Public Comment

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

### III. Adoption of Agenda and Consent Items

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

#### III. Consent Items:

##### a. Meeting Minutes:

- November 14, 2022, Regular Meeting
- November 14, 2022, Closed Session

##### b. Tax Refunds

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$60.93.

|   |         |               |
|---|---------|---------------|
| - Ervin, Kathryn Marvel & Steidel, Donna Jean | \$9.89  | Tag Surrender |
| - Puca, Michael Robert Jr.                    | \$31.32 | Tag Surrender |
| - Stanley, June Meadows                       | \$19.72 | Tag Surrender |

### IV. Appointments/Recognitions/Presentations

#### a. Life Saving Awards

*Presenter: William Stanley – Assistant Fire Chief*

### V. Public Hearing – none

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

### **a. Social District Discussion**

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

The Board of Commissioners has expressed interest in learning more about a possible downtown social district.

*Recommended Action: Discuss the possibility of a Swansboro Downtown Social District and direct staff to return with an agenda item for your consideration at a future meeting*

### **b. Church St. Dock-Updated Standard Operating Procedures**

***Presenter: Anna Stanley – Parks & Recreation Director***

Church Street Dock Standard Operating Procedures are being updated to include additional general rules and regulations, emergencies, safety measures, code of conduct, and new procedures of assigning boat slips upon completion of the neighboring dock.

*Recommended Action: Review of Church Street Dock updated Standard Operating Procedures*

### **c. Budget Ordinance Amendment #2023-4**

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

The budget ordinance needs to be amended for multiple departments.

*Recommended Action: Motion to approve Budget Ordinance Amendment #2023-4*

### **d. Ordinance Amendment #2 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project**

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

Quotes to complete the dredge work for the Dockwalk Extension/Day Docks Project came in over the amount indicated last year by \$13,000. Requesting funds to be appropriated to the project so the contract can be signed and work started.

*Recommended Action: Motion to approve Ordinance Amendment #2 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project.*

### **e. Financial Report as of February 28, 2023**

***Presenter: Sonia Johnson - Finance Director***

### **f. Future Agenda Topics**

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

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

*Recommended Action: Discuss and provide any guidance*

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

**VIII. Public Comment**

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

**IX. Manager's Comments**

[a.](#) **Projects Brief**

[b.](#) **Department Reports**

**X. Board Comments**

**XI. Closed Session**

**XII. Adjournment**

**Town of Swansboro  
Board of Commissioners  
November 14, 2022, Regular Meeting**

Item IV - a.

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

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

The meeting was called to order at 5:30 pm. Mayor Davis led the Pledge of Allegiance.

**Public Comment**

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

**Adoption of Agenda and Consent Items**

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the agenda and the below consent items, along with release of the closed session minutes were adopted unanimously.

- May 23, 2022, Regular Meeting Minutes
- May 23, 2022, Closed Session Minutes

**Appointments/Recognitions/Presentations**

*Recognition of Bob Vroom*

Mayor Davis recognized Mr. Robert Vroom for his induction into the North Carolina High School Athletic Association 2021 Hall of Fame. Mr. Vroom's achievements included selection of Conference Coach of the year 15 times, induction into the NC Soccer Hall of Fame in 2015, and during his coaching career with Swansboro High School he had 490 wins in Men's soccer and 7 state titles.

**Public Hearing**

*Starbucks Special Use*

Planner Andrea Correll reviewed that Vaquero Ventures had submitted a special use application for the property located at 1117 W. Corbett Ave (Walmart outparcel). The proposed use will be a Starbucks coffee shop with a drive-through. "Restaurant" was an allowed use in the B-1 zoning district pursuant to the issuance of a special use permit. Additionally, business would not be accessed via highway 24, all ingress and egress would be through the Walmart parking lot.

Mrs. Correll, Traffic Engineer for the Town, Jeff Hochanadel, and neighboring property owner Barton Lanier were sworn in.



The public hearing was opened at 5:36 pm.

Bryce Pike with Pike Law Firm was in attendance to represent Vaquero Ventures. Mr. Pike reviewed his applicants support and compliance with Section 152.210 of the Town Unified Development Ordinance for special use permits. The applicant was requested a waiver of the connectivity requirement due to the drive through functionality.

Barton Lanier, owner of the neighboring property indicated that her had permits in had to fill the ditch on the property and shared that connectivity was not important and was not opposed to waiver of connectivity to his property.

The public hearing was closed at 5:53 pm.

In reviewing the special use permit, the Board gave due regard to the nature and state of all adjacent structures and uses, and the districts within which the proposed use was to be located and made the following findings of fact concerning the request.

- 1) The special use is allowed pursuant to § 152.210 and meets all the required conditions and specifications, including without limitation, those set out in § 152.211. The use, “Restaurants”, is allowed by the Table of Uses in the B-1 zoning district pursuant to the issuance of a special use permit.
- 2) The special use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved. The proposed restaurant will be located on an existing outparcel within the Walmart development. Access to the site will be through the existing driveways; no exterior drives are proposed. A traffic impact study has been provided pursuant to Section 152.312 of the UDO by J.M. Teague and is under review by the Town’s consultant engineer, Jeff Hochanadel with the Timmons Group.

The Traffic Impact Analysis and the Town’s Traffic Engineer Review Report are included. Findings from the report indicate that “No improvement recommendations were provided nor necessary to mitigate capacity concerns at the intersections. The findings also provide the development minimally increased queues at each intersection.”

NCDOT did not require a TIA for this development for the following reasons:

- The land use was covered in the Swansboro Retail TIA and the Swansboro Commercial TIA, which were later updated with the Norris Road Signal Study.

- All roadway improvements associated with these TIAs have been constructed.
  - The coffee shop will only be accessed via internal, non-system roadways which have previously been reviewed as noted above.
- 3) The special use will not substantially injure the value of adjoining or abutting property, OR the special use is a public necessity. The letter received from Joseph Blake and Associates, Inc., indicates that the development will not impact adjacent property values.
- 4) The location and character of the special use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is located. The special use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by G.S. §160A-382(b). The CAMA Land Use Plan Update (2019) identifies the property as Suburban Town Center. These areas are meant to be commercial activity nodes that are more auto oriented such as the intersections of Hammocks Beach Road or Queen's Creek Road with NC 24. In well-designed projects, a person can patronize several businesses via access easements between businesses, a secondary road network, or on foot. Uses may be mixed, generally are larger in scale and include higher density residential including townhomes, market-rate apartments with access to major thoroughfares and existing utilities. Office, civic and institutional uses may be incorporated into this land use class. Development opportunities may occur on green fields or sites with underutilized uses ripe for redevelopment.

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

- 5) Upon the issuance of any special use permit, the Board of Commissioners shall consider whether it is necessary or appropriate to affix conditions thereto for the purposes of protecting neighboring properties and/or the public interest assuring that the use is harmonious with the area, and ensuring that the use is consistent with the spirit of the ordinance, and shall affix to such permit such reasonable and appropriate conditions as it finds are necessary for any of those

purposes. If any conditions affixed to any special use permit or any part thereof is held invalid by any competent authority, then said special use permit shall be void. A waiver of the interconnection requirement pursuant to the Swansboro Unified Development ordinance § 152.295 PARKING LOT INTERCONNECTIONS due to a loss of parking spaces was granted as a condition to this Special Use Permit.

On a motion by Commissioner Philpott, seconded by Commissioner Pugliese, the Special Use Permit for 1117 W. Corbett Avenue to allow the construction of a coffee shop with a drive thru was approved unanimously based on the written findings above.

### **Business Non-Consent**

#### *Public Safety Building/Emergency Operations Center Consultant*

Manager Webb reviewed that after the PSB/EOC committee creation in March of 2022, the committee went to work immediately making area site visits and developing the Request for Qualifications provided to the board in June of 2022. Of the firms 5 firms who submitted 3 were interviewed and the committee recommended Becker Morgan as its top selection for the PSB/EOC Consultant.

Manager Webb shared the following details for Becker Morgan with the board:

Becker Morgan was located in Wilmington, had experience in coastal design, considerable experience in public safety facilities design to fit the community, experience in master planning, accuracy on budgeting, and experience in the formal bidding process and project management.

Becker Morgan's feasibility cost were typically \$15-25K, depending on a few variables:

- Whether we already had a property survey and which budget pays for it,
- Whether we had any tricky or complex site matters – DOT, Duke, regional stormwater, zoning irregularities, etc. The more players we need to engage the higher the fee.
- The number of options needing study. Becker Morgan indicated they could complete a feasibility study in 30-45 days. Project design costs then ranging from 7-9% of the estimated construction costs.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Conaway, Becker Morgan was selected as the consultant for the PSB/EOC Project.

### *Future Agenda Topics*

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

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

The following items were addressed:

- Parking concerns downtown

#### **Public Comment**

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

#### **Manager's Comments**

Manager Webb requested further direction from the board regarding the Table of Permitted Uses due to the Planning Board request for further clarification of their intentions for requesting the boards review.

The board agreed that the amount of uses that require a special use were an overabundance and wanted them reviewed and lessened. By consensus the board agreed to having a joint meeting with the Planning board after the start of the new year.

#### **Board Comments**

Board members shared their compliments regarding the Swansboro by Candlelight event and that the decision to delay lighting of the tree due to the weather conditions was a good decision by town staff.

Mayor Davis shared that concerns had been shared with him with regards to the events and the amount of trash cans provided downtown were not enough. He also inquired if a pedestrian crossing at the church in front of the Fire Department could be utilized for events downtown. Additionally, he shared that One Harbor Church was having repeat issues with the heating and cooling comfort of the building on Sundays. He felt the rental of Town Hall to One Harbor Church should provide the Church with access to address the temperature and have full use of the parking. Town vehicles and other jurisdictions law enforcement vehicles should not be parked on the property.

Fire Chief David Degnan shared that he had concerns with providing a crosswalk for events at the Fire Department because the location is not a designated crosswalk and

could put the Town at a liability risk. There was a designated crosswalk at the intersection light just down the street.

**Closed Session**

On a motion by Commissioner Conaway, seconded by Commissioner Philpott the board enter closed session pursuant to N.C.G.S. 143-318.11 (a) (2) to review 2022 Sam Bland Award applications at 6:47 pm.

Pursuant to a motion duly made in closed session, the Board returned to open session.

**Adjournment**

On a motion by Commissioner Conaway seconded by Commissioner Pugliese the meeting adjourned at 7:12 pm.



# Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **March 27, 2023**

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

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## Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$60.93.

## Vehicle Tax

|   |         |               |
|---|---------|---------------|
| Ervin, Kathryn Marvel & Steidel, Donna Jean | \$9.89  | Tag Surrender |
| Puca, Michael Robert Jr.                    | \$31.32 | Tag Surrender |
| Stanley, June Meadows                       | \$19.72 | Tag Surrender |

## Background Attachment(s):

## Recommended Action:

Motion to approve refunds as recommended by Onslow County.

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

\_\_\_\_\_

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# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Social District Discussion**

Board Meeting Date: **March 27, 2023**

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

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**Overview:** The Board of Commissioners has expressed interest in learning more about a possible downtown social district.

The Board of Commissioners will receive public input on a proposal for a downtown social district at the meeting. On March 17, 2023, a survey was delivered to business owners in the proposed social district for their input and asked the information to be returned to Town Hall no later than Thursday March 23, 2023, so that staff could compile the data received for the meeting. The manager, police chief, planner and planning/projects coordinator made up the team preparing this project for your review.

**Background Attachment(s):**

1. Social District Draft Ordinance
2. Downtown Social District Survey
3. Social District Participant Acknowledgement Form
4. Proposed Social District Location Map
5. NCLM Summary

**Recommended Action:** Discuss the possibility of a Swansboro Downtown Social District and direct staff to return with an agenda item for your consideration at a future meeting.

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

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**§ 93.110 ALCOHOLIC BEVERAGE.**

No sale or consumption of any alcoholic beverage is permitted on public streets, parks or sidewalks by exhibitors or patrons of any exhibit, nor shall alcoholic beverages be displayed or given free of charge by exhibitors to patrons. Except within the Social District outlined below.

- A. The purpose of the subsequent standards is to enable a Social District to allow residents and visitors to enjoy alcoholic beverages in a designated location within a limited area downtown which is delineated by signage around the boundaries of the Social District. The social district is further established because of the number of festivals and events which includes large numbers of people on the streets and sidewalks downtown. A Social District is exempt from the North Carolina open container law. Therefore, all alcohol in specified containers must be disposed of before exiting the district or entering a vehicle.

The regulations are enabled by NCGS Chapter 18B and recently adopted House Bill 211.

- B. All ABC permitted establishments must meet all legal requirements for carding and limiting consumption of alcoholic beverages.
- C. Alcoholic beverages sold within the designated district and taken out of an establishment must only be carried in a container that meets the following requirements.
1. Upon leaving an establishment with an alcoholic beverage, the alcoholic beverage must be contained in a labeled cup with the ID of the ABC permittee from which the alcoholic beverage was purchased. The container must also state in size 12 font or larger "Drink Responsibly - Be 21".
  2. The container must display the Downtown Swansboro Social District on the label.
  3. The container must be approved by the Town of Swansboro before being used by establishment.
  4. The container cannot hold more than 16 fluid oz.
  5. The container must not be made of glass.
- D. Alcoholic beverages may be consumed in the Social District from [REDACTED] AM to [REDACTED] PM.
- E. The Town of Swansboro will provide window clings to establishments within the Social District to include three types of decals.
1. Beverages Sold Here
  2. Beverages Welcomed
  3. Please no Beverages
- F. The Town of Swansboro will provide and establish the Swansboro Downtown Social District boundary designation signage.
- G. All participating establishments in the Social District must complete the Town of Swansboro acknowledgment form.
- H. The Town of Swansboro hereby creates and designates the Swansboro Downtown Social District as shown on the attached map, which is incorporated herein by reference and available for public inspection in the office of the Town Clerk. The Swansboro Downtown Social District includes both the indoor and outdoor areas of establishments as well streets and sidewalks included in the boundary delineated on the map.





## **Swansboro Downtown Social District**

This survey is intended to gather thoughts on establishing a Social District in Downtown Swansboro. This would allow residents and visitors to enjoy alcoholic beverages in a designated district downtown, both in participating establishments as well as on streets and sidewalks in the district. The district would use labeled plastic cups, window cling labels at businesses, and district boundary signs downtown. The idea was formed due to the number of festivals and events downtown where there are large number of people on the streets and sidewalks and to encourage visitors/sales downtown.

Attached to this survey is a proposed ordinance that would be added to the Town Code/UDO under Section 93.110 Alcoholic Beverage. This ordinance was drafted from NCGS Chapter 18B and recently adopted House Bill 211.

Please fill out below questions:

- 1. Do you think creating a Social District in downtown Swansboro would be beneficial for our town?**

\_\_\_ Yes

\_\_\_ No

\_\_\_ Need more information

- 2. Would your downtown business be open to participating in a Social District downtown, which would include using required labeled plastic cups and provided window decals?**

\_\_\_ Yes

\_\_\_ No

\_\_\_ Need more information

3. Regarding participation in the district, establishments would be given 3 options with what their window decals would display, which option would your business use?

\_\_\_ Alcohol Sold Here

\_\_\_ Alcoholic Beverages Welcome

\_\_\_ Please no alcoholic Beverages

4. Please include your name, contact info, and business name as well as any questions, concerns, or additional comments.

**\*Please return this survey to Town Hall or email to [rbrehmer@ci.swansboro.nc.us](mailto:rbrehmer@ci.swansboro.nc.us) by Thursday, March 23 2023.**

**\*There will be opportunity for public discussion on this topic at the March 27<sup>th</sup> Board of Commissioners meeting at 5:30pm.**

## TOWN OF SWANSBORO

### FRIENDLY CITY BY THE SEA \* Established 1783

601 W. Corbett Avenue Swansboro, NC 28584 910-326-4428

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#### Town of Swansboro Downtown Social District

#### Participant Acknowledgement Form

Date: \_\_\_\_\_ Parcel Identification Number: \_\_\_\_\_

ABC Permit Establishment Name: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

ABC Permit Holder Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing acknowledgment, you represent that you have read and understood the attached Downtown Social District Ordinance under section 93.110. The Town of Swansboro reserves the right to prohibit participation in the Downtown Social District after violation of the ordinance.

Required attachment: Example of cup the establishment will use for participation in the district.

**\*INSERT PICTURE OF AN EXAMPLE CUP\***







0 60 120  
Feet

## Swansboro Social District (Proposed)

Produced by Onslow County GIS.  
This map is intended for reference only.  
All dimensions are approximate.  
As per NCGS 132-10 this map is not to be res  
otherwise used  
for commercial purposes.  
3/9/2023.



## North Carolina's Updated Laws on Social Districts

In September 2021, Governor Roy Cooper signed into law House Bill 890 (HB 890) – ABC Omnibus Legislation – which passed both the House and Senate with bi-partisan support. Included in HB 890 was a provision allowing local governments to create social districts in North Carolina. The North Carolina Retail Merchants Association (NCRMA) was the major interest group pushing for the passage of this important legislation to drive foot traffic to downtown businesses and level the playing field for brick-and-mortar businesses with ABC permits. In a little less than a year since the enactment of HB 890, nearly twenty municipalities have successfully created social districts in towns as small as Norwood to cities as big as Greensboro. Numerous other cities are investigating the creation of social districts based on how successful the social districts have become with customers and businesses alike.

The passage of legislation creating social districts also resulted in some legal questions posed to the North Carolina Alcoholic Control Commission, Alcohol Law Enforcement, and local city attorneys.

In June 2022, House Bill 211 (HB 211) – Social District/Common Area Clarifications - passed both the House and Senate with bi-partisan support and was subsequently signed into law by the Governor on July 7, 2022. This legislation provides some much-needed clarity to the original social district legislation and includes more detail on the inter-workings of social districts.

The sections of the North Carolina General Statutes regulating social districts contained in HB 890 were repealed and replaced with a brand-new section of Chapter 18B to regulate social districts. However, any social districts created in 2021 remain in place. The information detailed below provides context on North Carolina's initial law allowing for the creation of social districts and clarifications to this law established via the recent passage of HB 211.

### What is a Social District?

A social district is a defined area in which a person may consume alcoholic beverages sold by an ABC permittee located within the social district. A social district may include both indoor and outdoor areas of businesses within or contiguous to the defined area during the days and hours set by the local government in creating the social district. A social district may include privately owned property, including permittees and non-permittee businesses, and multi-tenant establishments, as well as public streets, crosswalks, or parking areas whether the streets or parking areas are closed to vehicle traffic.

This revised definition clears up any confusion as to whether a social district can cross a public street or road and whether a social district may be created in a privately owned area of a local government jurisdiction, such as a shopping center. It also clarifies that a social district may include both indoor and outdoor areas of businesses within, or contiguous to, the defined area during the days and hours set by the local government. It should be noted that it is the sole decision of a business located within the geographic area of a social district whether to participate in the activities of the social district.

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## Who Can Designate a Social District?

Neither HB 890 nor HB 211 created a statewide social district, but instead allows cities and counties to “opt-in” to social districts via an ordinance.

- A city may adopt an ordinance designating an area within the municipal limits as a social district under G.S. 160A-205.4.
- A county may adopt an ordinance designating a social district from an area located outside a municipal boundary under G.S. 153A-145.9.
- Once created, a local government may also eliminate a social district by ordinance.
- HB 211 did clarify that a local government may create more than one social district within its jurisdiction.

## What are the Requirements for a City or County to Create a Social District?

- Social districts must be clearly defined, and signage must be posted in conspicuous locations indicating:
  - The geographic area included in the social district.
  - The days and hours during which alcoholic beverages can be consumed in the social district.
  - The telephone number for the ALE Division and Local Law Enforcement with jurisdiction over the social district.
  - A clear statement that an alcoholic beverage purchased for consumption in a social district shall:
    - only be consumed within the social district and
    - be disposed of before the person possessing the alcoholic beverage exits the social district unless the person is reentering the licensed ABC premises where the alcoholic beverage was purchased.
- Social districts are only allowed to operate during hours defined under G.S. 18B-1004:
  - From 7:00 am until 2:00 am Monday – Saturday; and
  - From Noon until 2:00 am on Sunday
    - If the local government has allowed for earlier Sunday Sales, a social district may operate beginning at 10:00 am on Sunday
- A local government creating a social district is required to establish management and maintenance plans for the social district and post these plans, along with a drawing of the boundaries and the applicable days and hours of the social district, on the local government’s website. A social district must be maintained in a manner that protects the health and safety of the general public.
  - Under HB 211, a local government is now authorized to delegate the management and maintenance of the social district to a private entity, such as a downtown development organization, local chamber of commerce or owner of a shopping center.
  - A local government may also establish guidelines in their social district allowing for suspension of regular days and hours of alcohol consumption in all or part of a social district during events requiring special events ABC permits.
- Before a social district can become operational, a local government must submit to the North Carolina Alcoholic Beverage Control (ABC) Commission a detailed map of the social district with the boundaries clearly marked and the days and hours during which alcoholic beverages can be consumed (G.S. 18B-904.1(c)(3)).
  - The ABC Commission has created a specific form for a local government to submit this documentation and can be found here:
    - [NC ABC Commission Social District Registration Link](#)
  - A local government is only required to submit a revised map to the ABC Commission if the local government changes the geographic area of a social district. It should be noted that a local government is not required to identify the businesses or ABC permittees located within the social district or if there is a change in businesses located within the social districts that are participating in the social district.

- A local government is required to develop or approve uniform signs indicating that a non-permittee business is included in the social district and allows alcoholic beverages on its premises when the social district is active and distribute the signs to non-permittee businesses that are included in the social district.
  - The signs may be in the form of a sticker, placard, or other format as deemed appropriate by the local government.
  - A non-permittee participating in the social district and allowing alcohol on their premises is required to always display the uniform sign during the times when the social district is active.
  - A customer may not bring an alcoholic beverage into a non-permittee business that does not display the uniform sign.
  - A local government may now delegate the designing of signage, cups, and window clings to a private entity such as a downtown development authority, local chamber or property management group with the local government maintaining ultimate decision-making on these items.

### **Who Can Sell Alcohol in a Social District?**

A business holding any of the following ABC permits may sell alcohol to be consumed in a social district:

- 1) An on-premises malt beverage permit issued pursuant to G.S. 18B-1001(1).
- 2) An on-premises unfortified wine permit issued pursuant to G.S. 18B-1001(3).
- 3) An on-premises fortified wine permit issued pursuant to G.S. 18B-1001(5).
- 4) A mixed beverages permit issued pursuant to G.S. 18B-1001(10).
- 5) A distillery permit issued pursuant to G.S. 18B-1001(5).
- 6) A wine shop permittee issued pursuant to G.S. 18B-1001(16).

Special one-time permits: The ABC Commission may issue special one-time permits pursuant to G.S. 18B-1002(a)(2) or (a)(5) for events occurring on premises located partially or entirely within the boundaries of a social district. This was an important clarification to the social district law contained in HB 211 because some local governments questioned whether they could create social district in an area where the local government conducted annual festivals where alcohol was sold.

### **What Additional Rules Do ABC Permittees Have to Follow to Sell Alcohol Within a Social District?**

An ABC permittee must be located in or contiguous to the social district in which it is selling alcohol to be consumed.

The ABC permittee is only allowed to sell and serve alcoholic beverages on its licensed premises. In other words, the ABC permittee cannot sell alcoholic beverages in the street or down the street from its licensed premises just because the ABC permittee is located in, or contiguous to a social district.

Alcoholic beverages that are being sold to be consumed in a social district can only be sold in a container that meets all the following requirements:

- 1) The container clearly identifies the ABC permittee from which the alcoholic beverage was purchased.
- 2) The container clearly displays a logo or some other mark that is unique to the social district in which it will be consumed.
- 3) The container is not made of glass.
- 4) The container displays, in no less than 12-point font, the statement, "Drink Responsibly – Be 21."
- 5) The container cannot hold more than sixteen fluid ounces.

A local government may now create its social district ordinance so an ABC permittee or non-permittee business allow a customer to possess and consume on the business's premises alcoholic beverages purchased from any ABC permittee located in or contiguous to the social district.

- This is a major change from HB 890 enacted in 2021 which prohibited a customer who had purchased an alcoholic beverage from one ABC permittee to enter the premises of another ABC permittee located in the social district.

In summary, an ABC permittee in a social district is no longer prohibited from allowing a patron to enter their premises with an alcoholic beverage purchased at a different ABC permittee located within the social district if the local government chooses to write its social district ordinance to allow for this activity.

Another major policy change contained in HB 211 allows ABC permittee and non-permittee businesses in multi-tenant establishments to be included and participate in a social district. This allows for a social district to be created in an area that is privately-owned such as in a mixed-used shopping center which contains residential units as well as businesses that sell or do not sell alcohol.

### **If I am a Business in the Social District, but I Do Not Want Customers Coming into My Store with Alcoholic Beverages, Do I Have to Participate?**

No, any business without an ABC permit located in, or contiguous to, the designated social district has the option to participate, or not, in allowing customers with beverages to enter their premises. For example, Printers' Books may remain open during designated social district hours but decide to post a sign that alcoholic beverages (or any beverages) are not allowed in their store even if they are located inside of the social district.

Likewise, a business with an ABC permit located in, or contiguous to, the social district may decide to participate or not participate in allowing customers to leave their premises with an open container.

HB 211 contained several clarifying changes concerning this question, including:

- A participating non-permittee business is now required to always display the uniform sign during the times when the social district is active as to whether the business allows for patrons to enter their business with alcohol.
- All non-permittee businesses that are part of a social district and allow customers to bring alcoholic beverages onto their premises are required to clearly post signage on any exits that do not open to the social district indicating that alcoholic beverages may not be taken past that point.
  - As example, if a non-ABC permittee has two points of ingress and egress with one point entering and exiting into the social district and one entering and exiting into an area not in the defined social district the business would have to post signage warning their customers not to exit the business with alcohol into the area not contained in the social district. This is to prevent a patron from unknowingly possessing an open container of alcohol outside of the social district.
- During the days and hours when the social district is active, a non-permittee business that allows customers to bring alcoholic beverages onto its premises is required to allow law enforcement officers access to the areas of the premises accessible by customers.
- In a major policy change from HB 890, HB 211 allows an ABC permittee or a non-permittee to possess and consume on the business' premises alcoholic beverages purchased from any permittee located in the social district. HB 890 previously prohibited a local government from creating a social district that allowed an ABC permittee to allow a customer to bring an alcoholic beverage from a different ABC permittee onto their premises. G.S. 18B-300.1(f) allows an ABC permittee to allow a person to bring an alcoholic beverage purchased at a different ABC permittee onto their premises. Again, while this activity is allowed, the decision on whether to allow for this activity within a social district is up to the local government and how the local government determines to write their ordinance creating a social district.

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## What Requirements Do Customers Have to Follow Within a Social District?

A person can only possess and consume alcoholic beverages purchased from an ABC permittee located in, or contiguous to, the social district. A person cannot bring their own personal beer or wine into the social district for consumption.

A person, including a customer who is in possession of an open container of an alcoholic beverage, may possess alcoholic beverages in closed containers in a social district to the extent allowed by law (ex: a person can buy a beer to drink in the required social district cup and take a four-pack to consume at home from a bottle shop).

Any alcoholic beverages consumed in the social district must be consumed from the required container described above. In other words, a person cannot pour their wine or beer into a personal solo cup or any type of container other than the one meeting all the requirements for social districts.

Alcoholic beverages shall only be possessed and consumed in the social district during the days and hours set by the city or county. If a city designates an area as a social district from 9:00 pm until midnight on Friday and Saturday, a person cannot consume alcohol in the social district at 9:00 pm on Wednesday.

The sale and delivery of alcohol in a social district is subject to the same limitations for sales and deliveries of alcohol in North Carolina:

- No more than two malt beverages or wine drinks at one time to a single patron
- No more than one mixed beverage or spirituous liquor drink at one time to a single patron

A person is required to dispose of any alcoholic beverage in the person's possession prior to exiting the social district. In other words, if a person is leaving the social district area, they must pour out or throw away their alcohol.

## Can Common Area Entertainment (CAE) Permits and Social Districts Co-Exist?

In 2019, prior to the enactment of social district authorizing legislation, the General Assembly passed SB 290 – ABC Regulatory Reform Bill – that created a Common Area Entertainment (CAE) Permit. While individual tenants in multi-tenant establishments, like food halls, were already allowed to serve alcohol within their defined premises – the multi-tenant establishment did not have its own permit to allow customers to flow within the “common area” itself.

This new CAE permit allowed the property owner or property owner's association of a “multi-tenant establishment” with two or more alcohol-permitted businesses to have a designated consumption area on the property where individuals could purchase alcohol at establishments and take the open containers of this alcohol (including beer, wine, and spirituous liquor) in specially-designated cups off the designated premises of those businesses into a designated consumption area, or back onto the premises of a business, with permission of the business owner.

Fast-forward to the 2021 legislative session, when the legislature passed HB 890 authorizing local governments to pass ordinances to designate social districts whereby customers of businesses located contiguous to the social district could take open containers of alcohol (including beer, wine, and spirituous liquor) in specially-designated cups off the premises of an ABC permitted establishment and into any areas designated as part of the social district.

During the 2022 legislative session, HB 211 included clarifying provisions to answer questions that arose on the interaction of CAE permits and social districts such as:

- Could CAEs be issued to mixed-use developments that had private streets open to vehicular traffic?
- Can local governments pass ordinances designating social districts in mixed-use developments and/or privately-owned property?
- Can a social district and a special event permit work in tandem?

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HB 211 makes the following clarifications to the existing CAE and social district laws to address those questions:

- A mixed-use development may obtain a CAE that encompasses the development, including privately owned streets, sidewalks, and courtyards and does not have to restrict or close these areas through the delineation of vertical boundaries.
- A city or county may pass a social district ordinance that encompasses a mixed-use development and/or private property and may delegate management of that social district to the property owner or property owner's association.
- Various types of special event permits may act in conjunction with social districts, and cities/counties have flexibility to implement this process. For example, street festivals in a downtown area can operate in conjunction with a social district.
- Property owners and cities/counties have flexibility to implement management and maintenance plans, which include limiting hours of consumption, creating signage, and providing security.

The CAE permit will continue to be issued to the owner or property owners' association of a multi-tenant establishment, but a common area would be defined as "an indoor or outdoor portion of a multi-tenant establishment that is open to the public" and the permit holder can designate common areas to be "designated consumption areas" where consumption of alcoholic beverages is allowed.

The designated consumption area may include:

- Any indoor or outdoor area of a permittee business that is contiguous to a designated common area or
- Any indoor or outdoor area of a non-permittee business that is contiguous to the designated common area and that chooses to allow customers to bring open containers of alcoholic beverages onto its premises.

Additional requirements and clarifications involving a CAE Permit:

- A permittee can be included in the designated consumption area even if it chooses to exclude open containers of alcoholic beverages purchased from other permittees.
- Non-permittee businesses are not responsible for enforcing the alcohol laws but must allow law enforcement officers access to the areas of the premises accessible by customers.
- The designated consumption areas must be submitted to and approved by the ABC Commission and be marked in a way that clearly indicates to customers where the boundaries of the designated consumption area are located.
- Open containers sold by a permittee for consumption in a designated consumption area must be in a container meeting several criteria, and the possession of closed containers would be allowed to the extent otherwise allowed by law.



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Church St. Dock-Updated Standard Operating Procedures**

Board Meeting Date: **March 27, 2023**

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

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**Overview:** Church Street Dock Standard Operating Procedures are being updated to include additional general rules and regulations, emergencies, safety measures, code of conduct, and new procedures of assigning boat slips upon completion of the neighboring dock.

**Background Attachment(s):** Draft of updated Standard Operating Procedures

**Recommended Action:** Review of Church Street Dock updated Standard Operating Procedures

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

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# Church Street

## Town Dock

### Standard Operating Procedures



**Swansboro Parks and Recreation Department**

**Revised: October 2015**



## GENERAL INFORMATION

### A. Purpose

This Operational Manual will assist in guiding the staff of the Swansboro Parks and Recreation Department in adhering to the operational standards, policies, procedures, and regulations set in place. This manual will also provide guidance for the different aspects of managing and maintaining the Church Street Town Dock.

### B. Description

The Church Street Town Dock is located along the Intracoastal Waterway (ICW) at Latitude 34 degrees, 41 minutes, 10.44 seconds and Longitude 77 degrees, 7 minutes, 10.08 seconds. Centrally located in the historic downtown district at the intersection of Front and Church Streets. The Town Dock is within blocks of the Visitor Center, restaurants, shops, and Olde Towne Square. Temporary docking is permitted only if slips are available/not indicated with a "reserved" sign. Transient boaters have priority at all times.

### C. Facility Information

Total Slips: 10  
 Largest Vessel: 100 ft.  
 100 ft. Face Dock  
 Power, Pump Out and Water

### D. Fees

Slips \$1.50 per foot  
 Power \$5  
 Sewage pump-out \$35  
 \*\*must be made 24 hours in advance

### E. Marina Name and Address:

Church Street Town Dock.  
 99 Church Street  
 Swansboro, NC 28584

**F. Operator:**

Town of Swansboro  
 Swansboro Parks and Recreation Department  
 601 W. Corbett Avenue  
 Swansboro, NC 28584  
 910-326-2600  
 Swansboro.recdesk.com

**G. Emergency Telephone Numbers:**

|                          |  |
|--------------------------|--|
| In a true emergency call | 911  |
| Police Department:       | 910-326-5151   |
| Duty Officer:            | 910-358-9927   |
| Fire Department:         | 910-326-5908   |
| Oil/Fuel Spill:          | US Coast Guard's National Oil Spill Response Center 800-424-8802 |
| Towing:                  | Sea Tow Crystal Coast 800-473-2869                               |
|                          | Towboat US 252-728-5088  |

**H. Reservations and Fee Collection**

Reservations for slips at the Town Dock can be made online, over the phone or in person. Boaters can complete the reservation online at Swansboro.recdesk.com. Boaters unable to complete the reservation process online can call the Parks and Recreation Department at 910-326-2600 to complete the reservation online or request to have staff meet them on site. Each reservation will be offered docking assistance at the time the reservation is made. Swansboro Parks and Recreation Department will have two experienced staff members on call to assist as needed with the docking of vessels. Boaters will be responsible for completing a Transient Dockage Agreement.

Boaters can reserve a slip by calling the Parks and Recreation Department at 910-326-2600 during operating hours (Monday-Friday 9am-7pm) or 252-503-5024 after hours.

Registration information required when registering transient boaters staying overnight.

- Vessel name
- Vessel length and width
- Check in date with arrival time
- Check out date
- Mailing address
- Billing address if different
- Phone number
- Email

- Electrical needs

## I. Facility Maintenance

The ~~Parks and Recreation Maintenance~~ Public Works staff will perform site inspections on a daily bi-weekly basis to ensure the docks are safe and secure. ~~Items needing attention will be notated on the daily inspection sheet and submitted as a work order.~~ Items needing attention are reported to the Parks and Recreation Director and a work order will be submitted. Items posing an immediate danger will be repaired immediately or roped off to prevent injury. Minor repairs will be completed at the time they are noted, while other may require additional revision by the Public Works Department. In the event that Town Staff does not have the equipment necessary to complete a repair, a professional service will be contracted to do so.

## J. Discharging Boat Sewage

The Church St. Town Dock is equipped with a SaniSailor Sentinel X200 Permanent Pump out System. The pump out system is to be operated only by trained, instructed, and authorized persons.

Vessels wishing to utilize the pump out must request to do so at the time the reservation is booked. The cost is \$35 per pump out. The hose to be utilized with the pump out is located in the dock box adjacent to the pump out.

Vessels must be positioned for favorable access to the waste extraction port. Once the vessel is properly aligned, the hose and adapter will be connected. The waste port cap on the vessel should be removed by the vessel owner/manager. Attach appropriate coupling to the hose and the hose to the waste port on the vessel. Make sure the valve on the hose to the boat is in the closed position. Allow the pump to run for approximately 10 seconds to build up pressure. Insert the suction nozzle in to the port on the vessel. Open the valve on the hose and pump until there is no more effluent running through the hose. Close the valve on the hose and remove from the port on the vessel. Remove the hose from the waste extraction port on the vessel.

Remove the hose and the hose/waste port coupling from the vessel. Place the end of the pump out hose in to the salt water. Suck saltwater through the pump out hose for about 30 seconds. Remove the pump-out hose from the salt water and reopen the valve on the hose. The remaining suction in the system will draw air onto the hose forcing the water out of the hose in the pump out station, de-watering the system for storage. Close the valve on the pump-out hose and store the hose in the dock box located adjacent to the pump out system. Place the cap on the pump out discharge valve and make sure all switches are in the off position on the pump out system.

## K. Power Pedestal and Water Hook Up

Water and power are available through five Hatteras Light Power Pedestals. 30 AMP, 50 AMP, and 100 AMP (Face dock only) power available for \$5 per night. Reservations wishing to utilize power must request to do so at the time the reservation is booked. Vessels must provide a

power chord. Water must also be requested at the time the reservation is booked. A water hose is store in the dock box on the face dock and will be made available to vessels requesting water.

#### **L. Town Ordinance Regulations**

By Town of Swansboro Town Code of Ordinance – Chapter 96, the following rules and regulations are applicable to all vessels docking at the Town of Swansboro Church Street Dock.

- (A) Fees as listed in the Fee Schedule. Priority will be given to transient vessels at all times.
- (B) No boat shall be left unattended overnight at the Town Dock-for more than five (5) days.
- (C) No fishing or cleaning fish.
- (D) No boisterous conduct and loud music.
- (E) No maintenance, painting, or repair of vessels is permitted.
- (F) No swimming, windsurfing, jet skiing, or diving.
- (G) No open fires and barbeques at Town Dock.
- (H) No discharge of raw sewage or other waste into the water.
- (I) Pets shall be leashed at all times while on Town Dock and other Town property.
- (J) Violation of any of these rules and regulations and/or other improper conduct by a vessel owner and/or his or her guest may be cause for immediate removal from the marina.
- (K) The Town shall not be held liable for any loss, damage, or injury suffered by persons and vessels while docking at Town of Swansboro Town Dock.
- (L) The Town shall have the authority to interpret and enforce these rules and regulations in its best interests.



## M. General Rules and Regulations

Church Street Dock facilities are provided for your comfort, convenience, and the safety and enjoyment of all, it is required that vessel owners, their crew, guests, and vendors abide by the following rules and regulations.

1. Temporary docking is permitted only if slips are available/not indicated with a "reserved" sign. Transient boaters have priority at all times.
2. Boats requiring overnight docking must be at least 26 feet in length.
3. Boats must be registered through the Swansboro Parks and Recreation and assigned a slip prior to arrival. Changing between slips is not allowed unless approved in advance by Parks and Recreation Department staff.
4. Transient vessels may arrive at 11:00am and depart prior to 11:00 am the following morning or will be charged an additional day.
5. Restroom facilities are available at the Swansboro's Visitors Center (one block) from 8 am to 8 pm.
6. All vessels must be in a seaworthy condition and be capable of moving using their own power. No boat shall create a fire hazard, a sinking hazard, or an unsightly condition. Any vessels not seaworthy are prohibited at the dock.
7. Boat repairs including but not limited to fitting out, overhauls, sanding, and painting are not permitted at the dock.
8. When entering and leaving the dock, vessels must be under power only and consistent with "No Wake Zone" speeds.
9. All vessels must have an adequate and working bilge pump.
10. Pets are welcome on vessels but must not be left unattended and remain on a leash at all times. Pets may not be tied to docks, finger piers, or fences. Pets must be friendly and well-tempered, and not cause a nuisance. If pets are removed from the vessel, they must be leashed, well-tempered, and their soiling cleaned up by the owner.
11. Boat owners will be held responsible for any and all damage to other boats and dock property. The individual causing the damage will be held responsible for repairs to the satisfaction of the other boat owner or Town of Swansboro.
12. Trash and other garbage should be placed in provided trash receptacles or dumpsters.
13. Pump out of waste holding tanks must be scheduled and accomplished by staff only.
14. Fishing, swimming, and wildlife feeding are not permitted at the dock.
15. Firearms, loaded or unloaded, will not be displayed topside.

16. Violation of rules and regulations shall be cause for immediate removal of the vessel and termination of any lease agreement.

#### N. Safety

1. Fires, fueling, and dangerous conditions: Use of charcoal grills, gas torches is prohibited on the docks. Cooking aboard vessel is permitted only if approved alcohol, electric, propane, unless otherwise prohibited by such authority as fire regulations or the U.S. Coast Guard. No fuel shall be transferred from boat to boat or in containers.
2. Pollutants: Do not place any waste oil, used filters or batteries in the trash nor anywhere else on the property. Storage of paint, fuel, waste oil or other potential pollutants is prohibited. Discharge of sewage, oil, or petroleum products or other pollutants is prohibited. Storage of hazardous materials in dock boxes are prohibited. Vessel owner will be held liable for any and all fines fees and clean up or remediation costs resulting from a spill. Any spill of hazardous substances anywhere on the Town property must be reported to management.
3. Electrical: Town does not warrant the availability of utility services and shall not be responsible for any damage or injury due to the interruption or unavailability of utility serves. The Town does not warrant that the utility services will be compatible with utility service requirements of the boat. No tampering with electrical, plumbing, or any part of the dock facility. Only Marine type electrical cables shall be plugged into dock pedestals. Plugs must have integral weatherproof cover in serviceable condition. Boat owner is responsible for ensuring the adequacy of all electrical wiring/connections. Electrical cords going from the boat to power stations must not create tripping hazards. Electrical shock hazard risk; no swimming within 100 yards of boat dock.
4. Permanent safety signage with print legible at 80 feet of distance, placed to give adequate notice to persons at the dock or in the water.
5. Walkways of the dock must remain clear at all times; Boaters may not permanently place boxes, small craft, or steps, or other personal items on the dock.
6. The Town of Swansboro cannot be responsible for loss or damage to your vessel, or articles left aboard or attached, in case of inclement weather, fire, theft, accident or any cause beyond our control.
7. \*\*\*current dock policies

#### O. Emergency Procedures

1. Fuel/Oil Spill Containment Practices-There are no fueling facilities at the Church Street Town Dock. Dock users can purchase fuel at nearby marina, Casper's,

910-326-4462 or Dudley's Marina, 252-393-2204. Spilled fuels on board vessels shall be wiped up completely using oil-absorbent pads, which shall then be disposed in designated containers. Disposal of waste oil shall not be permitted in the water or upon the ground. In the event that oil, gas or diesel fuel is spilled in to the waters of the marina, 1) stop the flow, 2) contain the spill, 3) call the US Coast Guard's National Response Center at 800-424-8802. Emergency response personnel will follow established practices when responding to the spill. The Swansboro Fire Department shall be notified as well at 910-326-5908 if the spill creates a potential fire hazard. Boat owners shall be held financially responsible for the costs incurred by the Town Dock.

2. Sewage Spill Prevention and Containment Practices-A SaniSailor Permanent Pump-Out System is available for dock users. Overboard discharge of sewage into the water is prohibited. In the event of an accidental sewage spill, the person responsible for the spill, or the person first observing the spill, shall immediately determine if the leak is continuing, and take such action as to halt and contain the spill, and to contact the Swansboro Parks and Recreation Department at 910-326-2600.
3. Fire-In the event of a fire, call 911 or contact the Swansboro Fire Department at 910-326-5908. Marina regulations emphasize precaution in the prevention of fire. Patrons are required to store and handle fuel in accordance with local fire codes, and to exercise care in the use of flammable materials. The use of grills, barbeques, or any open flame device on boats or docks is prohibited. There is a fire extinguisher located on the main pier leading out to the slips.
4. Hurricane/Severe Weather- In weather emergencies, the marina will follow recommendations of the Onslow County Emergency Operation Center, 910-347-4270, regarding special precautions or evacuation. Boat owners are encouraged to be alert for issuance of watches and warnings for hurricanes and severe weather, and to keep informed via the news media, NOAA weather radio, and/or VHF weather band. Boaters shall be required to secure boats accordingly for prevention of damage to other vessels and dock property. All boat owners will be required to remove their boats from the dock if evacuation is ordered by authorities. Boat owners must be sure their contact information is up to date and on file at the time of check in to the Town Dock. Violent storms or flooding may require the removal of your vessel from the Church Street Dock. The owner agrees to remove the vessel, or be responsible for any damage to the vessel, other vessels, or to Town property. The Town assumes no responsibility for improperly moored vessels.

**P. Code of Conduct**

1. Boats shall conform to all federal and state regulations concerning boat safety devices and equipment.
2. Boat owners and their crew must be considerate of others, conducting themselves so as to create no annoyance or nuisance to other boaters or the general public.
3. Noise will be kept at a minimum at all times, and will use discretion in operating engines, generators, radios, and television sets.
4. Use of foul language, discourteous behaviors, or any other behavior that, in the opinion of Town of Swansboro's management, is disruptive or discourteous is prohibited.
5. Each owner is responsible for the conduct and behavior of any and all persons using, visiting, or occupying the owners boat while staying at the dock.
6. Owner and owner's guest for who he/she is responsible, agrees to conduct him/herself at all times while at the dock so as to create no annoyance, hazard, or nuisance to the facility or to other vessels or patrons and guests.

**Q. Liability and Property Damage**

1. Any one causing damage to the property or other vessel owners, with by accident or negligence, will be held responsible for the repairs to the satisfaction of the owner.
2. Any accident must be reported to management at once, and an incident report must be completed by staff and submitted to the Town Manager.
3. The Town assumes no responsibility for and shall not be liable for the care, protection, and security of the boat. Use of boat slips at the Church Street Dock or other dock facilities is at the sole risk of the boat owner.

**Appendix****Swansboro Parks and Recreation Department: Incident Report Form**

Employee completing report: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_

Did you witness the incident/accident? Yes / No

If not, when were you notified: \_\_\_\_\_

**Incident/Accident Report**

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

If under 18, Parent/Guardian Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Time notified: \_\_\_\_\_ am/pm

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Location of Incident: \_\_\_\_\_

Describe Injury/Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was First Aid Administered? Yes / No If yes, please describe treatment:

\_\_\_\_\_

\_\_\_\_\_

Was the individual directed to medical treatment? Yes / No

Witnesses Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Individual, if able: Name: \_\_\_\_\_ Signature: \_\_\_\_\_



Registration information required when registering transient boaters staying overnight.

Church St. Dock  
Swansboro Parks & Recreation  
910-326-2600  
Transient Dockage Agreement  
\$1.50 per foot/night (~~5 Night Maximum~~)

- Vessel name
- Vessel length and width
- Check in date with arrival time
- Check out date
- Mailing address
- Billing address if different
- Phone number
- Email
- Electrical needs

**New Safety Measures that will be implemented once neighboring dock construction is complete. These will be added to the reservation section of the SOP**

- Adding Dock Attendants-assist with boaters with docking
- Inform/Educate boaters of new pier/dock located beside ours and space between the two.
- Boats 34/39?? ft or larger will be placed in slips 1-4- this will be extremely important, and staff will be trained once this goes into effect.
- Boats 46ft or larger placed on the face dock
- Boats with a beam of 14ft or larger will be placed in slips 1-2 or the face dock.



## Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Budget Ordinance Amendment #2023-4**

Board Meeting Date: **March 27, 2023**

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

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**Overview:** 1. On 2/25/23, a Police Officer was on a traffic stop when the patrol vehicle was struck by a vehicle. A claim has been filed with the NCLM and the total cost of repairs is \$8,285.20. The actual cash value is \$6,348.50; therefore, the NCLM deemed it a total loss. The Town will be receiving insurance proceeds in the amount of \$6,348.50. The cost to purchase another vehicle is \$40,688. Requesting \$34,339.50 to be appropriated from fund balance and \$6,348.50 from insurance proceeds for its intended purpose.

Source: Insurance Proceeds (6348.50) and Appropriated Fund Balance-(\$34,339.50)

2. Quotes to complete the dredge work for the Dockwalk Extension/Day Docks Project came in over the amount indicated last year by \$13,000. Requesting funds be appropriated to the project so the contract can be signed and work started.

Source: Appropriated Fund Balance

**Background Attachment(s):** Budget Ordinance Amendment #2023-44

**Recommended Action:** Motion to approve Budget Ordinance Amendment #2023-4

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

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# ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 22/23

## BUDGET ORDINANCE AMENDMENT #2023-4

**BE IT ORDAINED** by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2023:

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

| <u>Appropriations</u>                             | <u>Increase</u> |
|---|-----------------|
| Police Department                                 | \$40,688        |
| Non-Departmental-Fund #35 Transfer to Other Funds | \$13,000        |
| Dockwalk Extension/Day Docks Project              |                 |

| <u>Revenues</u>           | <u>Increase</u> |
|---------------------------|-----------------|
| Appropriated Fund Balance | \$47,339.50     |
| Insurance Proceeds        | \$6,348.50      |

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, March 27, 2023.

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

Attest:

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





## Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **Ordinance Amendment #2 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project**

Board Meeting Date: **March 27, 2023**

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

---

**Overview:** Quotes to complete the dredge work for the Dockwalk Extension/Day Docks Project came in over the amount indicated last year by \$13,000. Requesting funds to be appropriated to the project so the contract can be signed and work started.

**Source: Transfer from General Fund**

**Background Attachment(s):** Ordinance Amendment #2 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project.

**Recommended Action:** Motion to approve Ordinance Amendment #2 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project.

---

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

\_\_\_\_\_

\_\_\_\_\_

**Ordinance Amendment #2 to the Grant Project Ordinance for  
Swansboro Bicentennial Park Boardwalk Extension  
with Public Day Docks Project**

**Section 1.** The following revenues and appropriations are amended per grant application narrative

| <b>Revenues</b>   | <b>Current Budget</b> | <b>Change</b>   | <b>Revised</b>   |
|---|-----------------------|-----------------|------------------|
| NC Public Beach and Coastal Waterfront Access Program             | \$142,350             | \$0             | \$142,350        |
| Transfer from General Fund (Cash Match-\$9,000; Dredging-\$5,000) | \$14,000              | \$13,000        | \$27,000         |
| Transfer from Capital Reserve                                     | \$7,000               | \$0             | \$7,000          |
| <b>Total</b>  | <b>\$163,350</b>      | <b>\$13,000</b> | <b>\$176,350</b> |

Appropriations

|                         |                  |                 |                  |
|-------------------------|------------------|-----------------|------------------|
| Design and Construction | <b>\$163,350</b> | <b>\$13,000</b> | <b>\$176,350</b> |
|-------------------------|------------------|-----------------|------------------|

**Section 2.** This ordinance shall be effective upon its adoption.

Adopted by the Swansboro Board of Commissioners in regular session, March 27, 2023.

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

Attest:

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

**TOWN OF SWANSBORO  
FINANCIAL REPORT  
(AS OF FEBRUARY 28, 2023)**

REVENUES

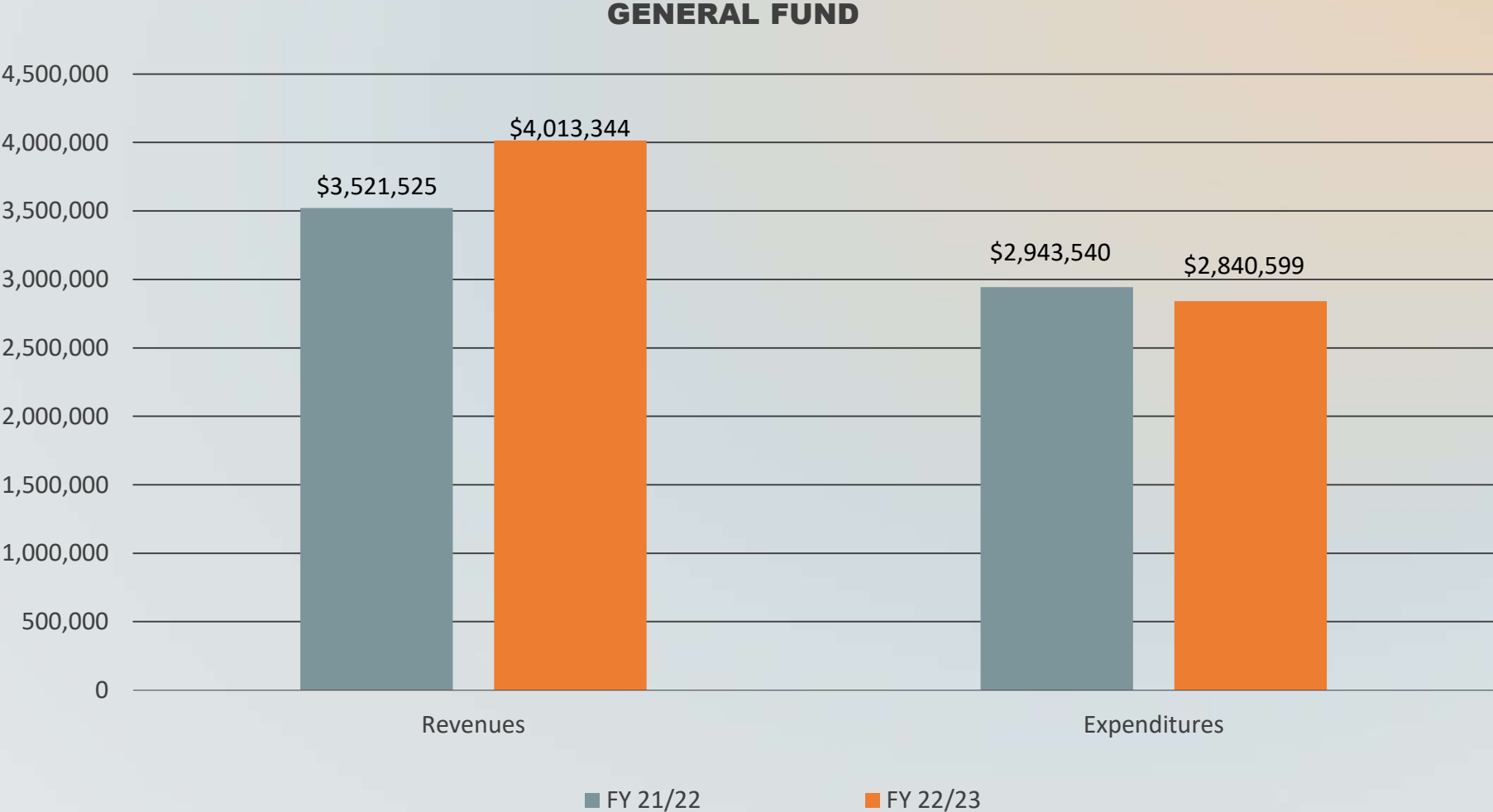
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF FEBRUARY 28, 2023)**

Item VI - e.

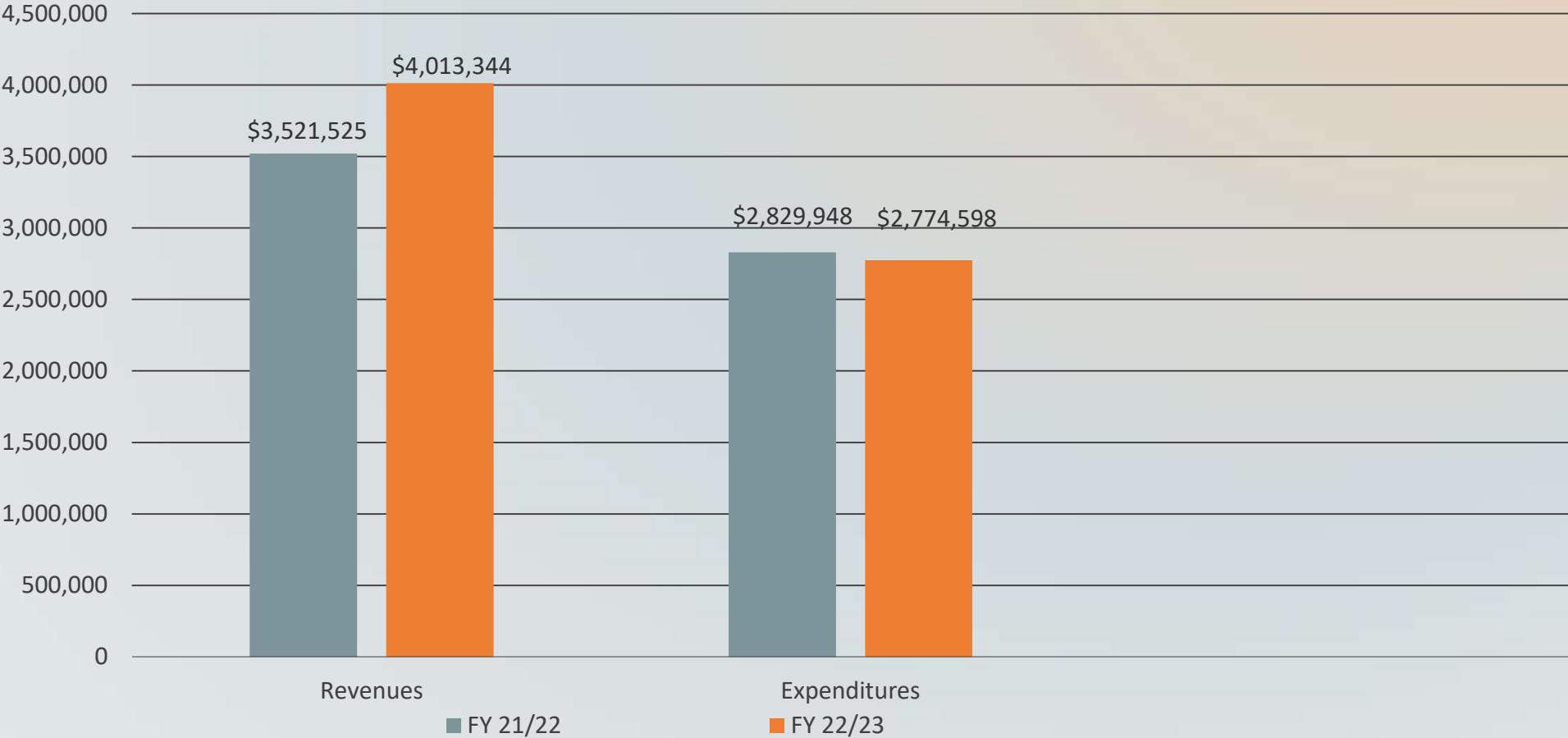


**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures \$1,172,745**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF FEBRUARY 28, 2023)**

**(ACTUAL)**

**GENERAL FUND**



**(ENCUMBRANCES NOT INCLUDED)**  
**Total Excess of Revenues Over Expenditures \$1,238,746**

| DEPT.                | BUDGET    | YTD ACTUAL | (PURCHASE ORDERS)<br>ENCUMBERED BALANCE | SPENT %<br>February 28, 2023 |
|----------------------|-----------|------------|---|------------------------------|
| GOVERNING BODY       | 29,902    | 16,525     | -                                       | 55.3%                        |
| ADMIN SERVICES       | 374,944   | 235,104    | -                                       | 62.7%                        |
| FINANCE              | 265,670   | 179,726    | -                                       | 67.7%                        |
| LEGAL                | 43,000    | 24,345     | -                                       | 56.6%                        |
| PUBLIC BUILDINGS     | 389,207   | 164,972    | 18,144                                  | 47.0%                        |
| FIRE                 | 1,061,129 | 624,813    | 12,505                                  | 60.1%                        |
| PERMITTING           | 360,338   | 176,719    | -                                       | 49.0%                        |
| POLICE               | 1,059,894 | 545,400    | 9,718                                   | 52.4%                        |
| PUBLIC WORKS-STREETS | 375,286   | 181,698    | 2,350                                   | 49.0%                        |
| POWELL BILL-STREETS  | 111,526   | 5,020      | 3,158                                   | 7.3%                         |
| PARKS & RECREATION   | 361,247   | 202,815    | 14,637                                  | 60.2%                        |
| CHURCH STREET DOCK   | 9,454     | 3,697      | 1,139                                   | 51.2%                        |
| EMERGENCY MANAGEMENT | 2,700     | 2,175      | -                                       | 80.5%                        |
| FESTIVALS & EVENTS   | 124,449   | 63,904     | 4,206                                   | 54.7%                        |
| NON DEPARTMENTAL     | 485,530   | 347,682    | 144                                     | 71.6%                        |
| TOTAL                | 5,054,276 | 2,774,598  | 66,001                                  | 56.20%                       |

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF FEBRUARY 28, 2023)**

**STORMWATER ENTERPRISE FUND**

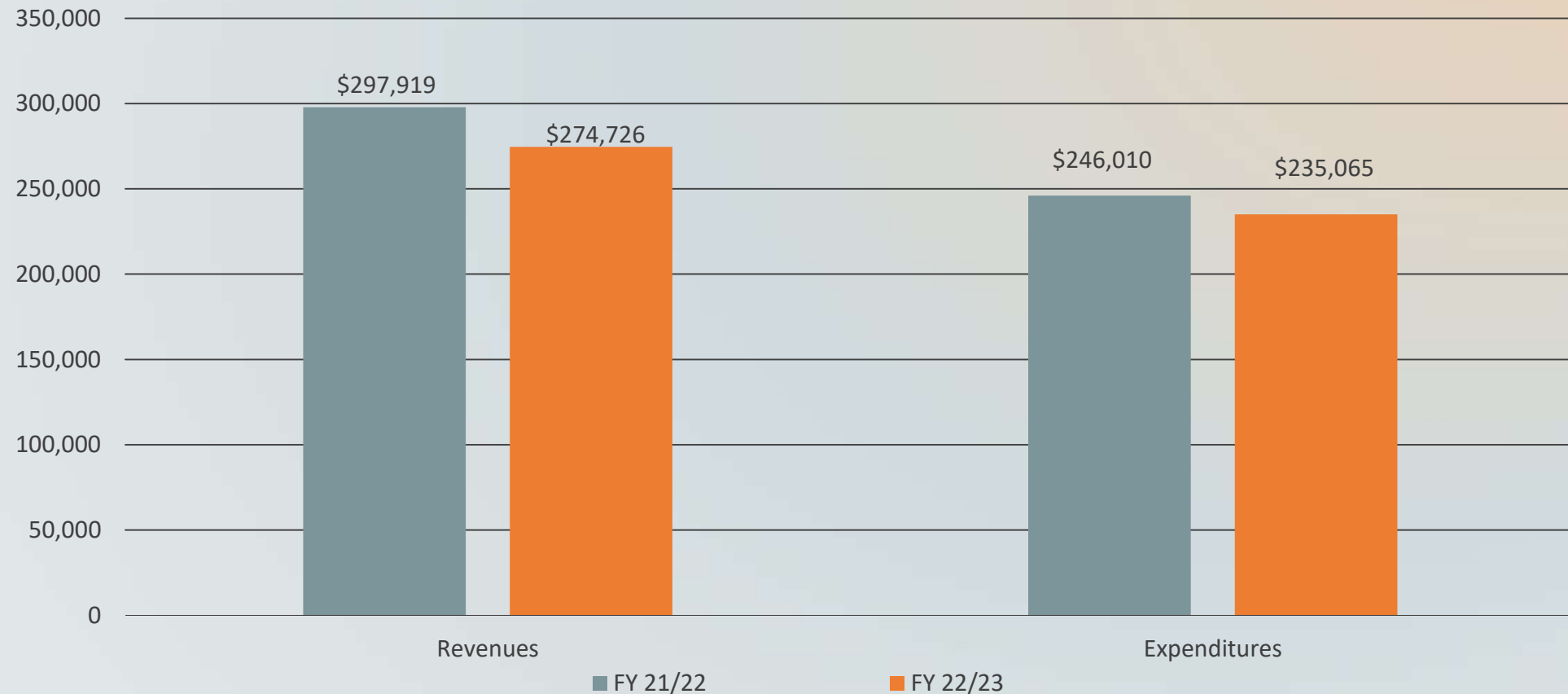


**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures \$26,055**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF FEBRUARY 28, 2023)**

Item VI - e.

**SOLID WASTE ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures \$39,661**



# TOWN OF SWANSBORO LOAN REPORT (AS OF FEBRUARY 28, 2023)

Item VI - e.

| Item  | Principal Balance | Interest Rate | End Date   | Annual Debt Service |
|---|-------------------|---------------|------------|---------------------|
| Town Hall/Tanker                              | \$463,719         | 2.69          | 03/21/2028 | \$84,724            |
| Public Safety Facility                        | \$80,000          | 2.58          | 12/22/2024 | \$42,064            |
| Fire Truck                                    | \$179,671         | 2.08          | 11/01/2026 | \$47,512            |
| Sleeping Quarters                             | \$100,000         | 2.43          | 12/14/2026 | \$28,038            |
| Grapple Truck/Town Hall Generator             | \$138,943         | 1.72          | 6/25/2025  | \$47,917            |
| Vehicles(Police & Fire Department) & Software | \$89,360          | 1.84          | 7/15/2026  | \$23,377            |
| Total Debt                                    | \$1,051,693       |               |            | \$273,632           |

**TOWN OF SWANSBORO  
CASH & INVESTMENTS REPORT  
(AS OF FEBRUARY 28, 2023)**

**CASH & INVESTMENTS**

| BANK                | BALANCE     | INTEREST RATE |
|---------------------|-------------|---------------|
| First Citizens Bank | 10,822,420  | .10%          |
| NC CMT-General      | \$1,514,134 | 4.46%         |

**OSBM Funds included in First Citizens Bank balance- \$6,100,000**

- **Emergency Operations Center-\$6,000,000**
- **Sidewalks-\$100,000**

# GRANT UPDATE

|   | Budget      | YTD<br>Expenditures | Encumbrances | Unencumbered |
|---|-------------|---------------------|--------------|--------------|
| American Rescue Plan Act Fund                   | \$1,065,725 | \$614,864           | \$128,782    | \$322,079    |
| Swansboro Bicentennial Park Boardwalk Extension | \$163,350   | \$15,397            | \$0          | \$147,953    |
| Emergency Operation Center                      | \$6,003,975 | \$14,448            | \$0          | \$5,989,527  |
| Emmerton School Repairs                         | \$424,000   | \$0                 | \$4,180      | \$419,820    |
| Total Outstanding Grants                        | \$7,657,050 | \$644,709           | \$132,962    | \$6,879,379  |

*Any Questions*  
*?*



# Board of Commissioners Meeting

## Agenda Item Submittal

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

Board Meeting Date: **March 27, 2023**

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

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**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.

### April 10, 2023

- \* Planning Board join BOC to review Table of Permitted Uses Amendments (10th)
- \* EOC Committee Update

### April 24, 2023

- \* Community Meeting Discussion
- \* Financial Report
- \* Department Report

### May Meeting Dates

Regular – 8th

Regular – 22nd

### Future Agenda Items

- \* American Rescue Plan Funding Recommendations (updates)
- \* Further LUP Review/Amendments
  - o Comprehensive Transportation Plan Revisions
- \* Text Amendments – Occupancy Tax
- \* Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- \* Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- \* Building Standards (*Concerns with tarps and homes in poor repair all around town brought up 2.14 meeting*)
- \* Table of Permitted Uses Amendments (*after: consider re-empowering BOA for Special Use Permit Review*)
- \* Board Meeting Alternatives for Public viewing (*undergoing further research*)
- \* Swimming Pool/Consideration for Establishing a Pool Committee (*on hold for P&R Master Plan*)
- \* Samuel Swann Bland Community Service Award policy revisions (*ongoing*)
- \* Downtown Parking (*parking on grass and in front of homes*)
- \* Special Use Permit/Wawa convenience store/gas station
- \* Resolution Supporting Veterans Garden
- \* Duke Energy Presentation
- \* Water Street Rehabilitation Public Meeting (May 8<sup>th</sup>)
- \* High School Recognitions
- \* Review of Watershed Plan (tentatively May 22<sup>nd</sup>)
- \* Onslow Soil & Water Conservation District Presentation (after review of Watershed Plan)

## PROJECTS REPORT

### Town Projects/Initiatives Update

**March 2023**

Submitted By: Paula Webb, Town Manager

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

- **Swansboro Causeway Living Shoreline Project:**

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

The following information is from their project narrative:

*Project Site 2: Swansboro Yacht Club*

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

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

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

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

All permits were received on July 22<sup>nd</sup> and the Division was able to advertise the project on July 27<sup>th</sup> for an August 18<sup>th</sup> LET. Three 3 bids were received, with the low bidder being TA Loving Company in the amount of \$1,697,687.00 (0.1% (\$2,128.20) below the final

## Town of Swansboro, NC Manager's Report

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estimate). The contract was awarded to TA Loving Co, and they have presented the bonds and certificate of insurance to the Division.

NCDOT hosted its first monthly construction meeting this morning on this project. Roughly 20 attended to include the contractor TA Loving, NCDOT, NC Coastal Federation, Coastal Community College, and Town Staff. Hereafter, monthly meetings will be held on the fourth Thursday of the month. TA Loving is scheduled to begin mobilizing on October 10<sup>th</sup>.

Received word on 10/7/22 that the project start date would be delayed due to permit requirement discussion that resulted from the construction meeting on 9/26/22. NCDOT held an Environmental Pre-con onsite 10/7 and the agencies are now in agreement with our method of construction. However, a formal modification to the permit may be required. This could take 30 days +/- . Mobilization now expected mid to late November.

Received word November 16<sup>th</sup> that the project start date is now the week of November 28<sup>th</sup>. During initial construction of this project, the center turn lane will be removed and the west bound traffic will be shifted over to accommodate the rock sill construction. In addition, monthly construction meetings will be held at Town Hall on the fourth Thursday of each month.

Reported in 3/2/23 Manager's Brief that NCDOT Project Manager Daniel Waugh indicates that the major construction of the sills is on schedule to be completed in April. However, there may be some delays related to work started this week. Due to construction of the roadway slopes, the contractor is breaking/cracking almost all of the sidewalk. Making the sidewalk repairs will delay the completion slightly. A more realistic goal is to remove the temporary pattern and re-stripe by mid-May.

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

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

The Town has an agreement in place with the SUMC should it be needed on preparatory measures. Public Safety staff and former Manager Seaberg visited the location at SUMC to verify the areas for town use, if needed, and to ensure communications would be available. The structure provides the structural integrity needed but communications during a storm while in the interior rooms would be difficult. Deputy EOC Coordinator/ Chief Degnan

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

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shared with me that arrangements for an antenna through Verizon or ATT would be needed. Board members met on December 9 to tour the SUMC site.

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

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

Ten people have been identified as the committee:

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

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

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

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

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

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.



## Town of Swansboro, NC Manager's Report

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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 12<sup>th</sup> for introductions and Q&A. Representatives also made additional site visits on January 18, 2023. Staff continuing meetings with Becker Morgan until more details 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.

- **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

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

Item IX - a.

and still identified stormwater mapping as the top priority for the portfolio. Other items still identified but categorized with stormwater mapping were, Halls Creek and Hawkins Creek Restoration, development of a wetland restoration plan, and a public education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

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

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

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

# Town of Swansboro, NC Manager's Report

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| 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.

- **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

## Town of Swansboro, NC Manager's Report

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### 9. Attic Insulation

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

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

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 27<sup>th</sup>.

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.

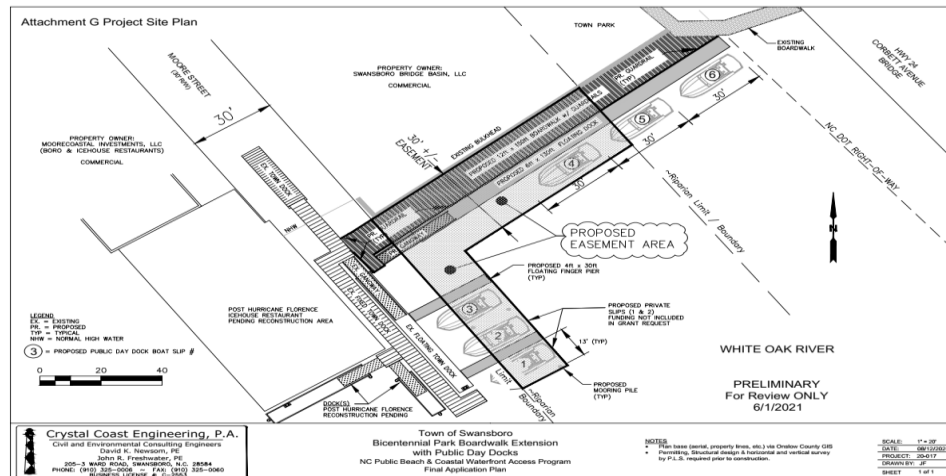
In follow-up with the State last week, the legal team is putting final edits together on the contract with Mr. Gall.

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.

# Town of Swansboro, NC

## Manager's Report

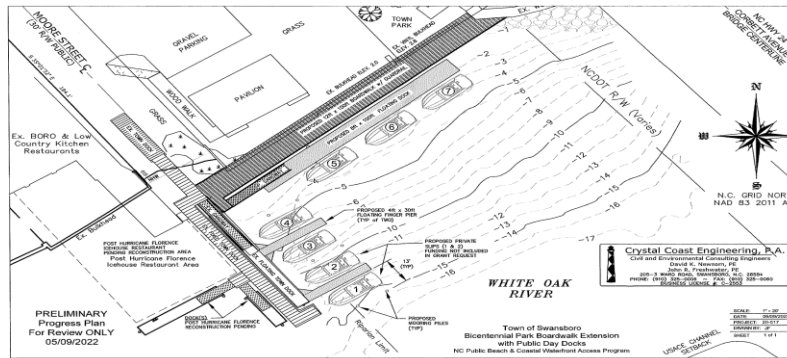
- **2020 NC Public Beach and Coastal Waterfront Access Grant Project** – The Town received notification on November 3, 2020 that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$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 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.

## Town of Swansboro, NC Manager's Report



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

As reported in the weekly brief June 24<sup>th</sup>, NCDOT met on site June 23 to review the project for comment and the reported deterioration to the bulkhead at the bridge identified by John Freshwater while conducting site/surveying work on our project. Instead of granting a waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting to our walkway will have to be removed and replaced. The Town will be responsible to replace its portion that connects. We will attempt to coordinate this with NCDOT so 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 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 21<sup>st</sup>. Additionally, because we must do some minor dredging prior to

## Town of Swansboro, NC Manager's Report

Item IX - a.

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 8<sup>th</sup> 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.

- **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



# Town of Swansboro, NC

## Manager's Report

Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the Catholic Church connection. All easements are secured for section one. One easement is still pending for this section (involves heirs and deed preparation on their part). NCDOT does have some additional drainage work to do along the flag lots at Buena Vista Del Mar (adjacent to Williams Road).

## Section 1 of Priority 2



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*



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

### Priority 3



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

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.

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## Priority 4



Future Priority Areas – as previously noted (Manager's Weekly Brief) interest by a handicap resident has been shown to extend the sidewalk along the west side of Old Hammock Road where there is a void from the Cottages to the side entrance to the Piggly Wiggly. 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 24<sup>th</sup>. 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.

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

### 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 15<sup>th</sup>.

### Priority 7

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

### Priority 8

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

### Priority 9

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

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.

On February 6<sup>th</sup>, 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

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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.

Still no easement on Priority 6 – only 1 needed and only 1 of 8 received for Priority 5. Both Priorities are funded if we can obtain the easements.

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.

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

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

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete. Stewart has had some turnover in staff and asked that I submit notes from our last meeting. A final draft was received 1/18/2022 –additional changes to be made yet, mainly name of coordinator to Alissa Fender and implementation to Paula Webb. Final editing has been forwarded onto Stewart. On 12/2/223 Stewart Engineering indicated by email that they hoped the plan would be ready by the end of January 2023.
- **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.

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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.



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

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

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

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

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

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

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

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

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

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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 21<sup>st</sup>. I will be making application to Onslow County for tourism dollars for interior renovations by March 1<sup>st</sup>.

Application was submitted to Onslow County on 2/28/23 for \$30,000 to assist with future interior renovations.

- **LSAII/Stormwater Mapping Grant** – Following adoption of a support resolution on September 12, 2022 the Town entered into contract with Withers Ravenel (\$5000), who will prepare the grant application for Local Assistance for Stormwater Infrastructure Investments through the NC Division of Water Infrastructure in hopes of receiving up to \$400,000 to assist with stormwater mapping in the Town. The application deadline is September 30, 2022, with grant awards to be announced in February 2023. On February 9<sup>th</sup> Withers Ravenel shared that our application had been recommended for approval. We should receive final award by the end of February.
- **Church Street Movement** – The Board approved a new traffic pattern for Church Street in December. Signs were ordered and installed by Public Works this month and the signs were

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unveiled on Monday, March 20<sup>th</sup>. A public notice was sent out on Thursday, March 16<sup>th</sup> and it will be a feature article in the upcoming newsletter.



## **Department Reports for February 2023**

### **Administrative Services**

- Phone Records Report for February: 1,981 calls
 

|                         |                      |                            |
|-------------------------|----------------------|----------------------------|
| Internal – 522          | Town Hall – 667      | Parks and Recreation – 295 |
| Police Department – 405 | Fire Department – 77 | Outgoing totals – 537      |
- Building permits sold for February: 44 residential/commercial combined; \$3,350.91 total fees collected (includes 10 re-inspections)
- 196 Building inspections processed/12 Fire Inspections processed
- 84 Various receipts processed
- 292 ONWASA payments processed; 3 New Service Setups, 11 Other transactions
- 12 Work Orders generated for Public Works
- 3 Notarizations performed
- Created Visitor Center schedule for March
- Admin staff worked at Visitor's Center 3 days each week (Darla, Alissa, Ali, and Lisa)
- US Census Report Submitted – Permits
- Finalized January Departments Report
- Scheduled Annual Clean Sweep Week – April 10th to 14th
- New Advisory Board appointments processed
- Provide planning support for numerous matters
- Town Newsletter created and shared through Constant Contact and on Facebook
- Attended Planning Board & BOC committee meeting for Table of Permitted uses review
- 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 and worked Chamber Business showcase (Alissa & Aliette)
- Finalized all details for Advisory Board Appreciation Reception at the Rec center
- Met with Kathy Vinson, John Wade, and representatives from NCDOT on Boardwalk Project
- HR Hours: 17.75
- Issued New Releases/Constant Contact for:
  - Weather Alert #1 - Coastal Low
  - BOC 2/13/2023 Meeting
  - Weather Alert #2 - Coastal Low
  - Newsletter Winter 2023
  - BOC 2/27/2023 Meeting
- Tyler Technologies Permitting Program
  - Continued to address necessary changes/additions to streamline our process

## **Department Reports for February 2023**

- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 2,024

Top 5 pages viewed in February

Employment Opportunities 447 | Government 251 | Departments/police 205

Departments/permitting 201 | Search/Question 199

### **Finance**

- Sales & Use Tax received in February 2023 is \$112,681
- Accounts Payable Summary for February 2023:  
234 Invoices-Totaling \$137,471.63  
21 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for February 2023 (662.0)
- Processed payroll- 02/10/23 & 02/24/23
- Stormwater Fees Collected-February 2023-\$310-updated Stormwater spreadsheet
- January 2023 Bank Reconciliation-Town accounts
- January 2023 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- Gathered financial information for February 27, 2023 regular meeting.
- Preparing year-end projections for FY 22/23/updating operating budget spreadsheet
- Entering operating budget requests for FY 23/24 in budget spreadsheet
- Finalized the Fire Department Budget for County submittal
- Updating Capital Improvement Plan
- Submitted Report-TR-2: 2021 Municipal Certification-Valuation and Property Tax Levies for Fiscal Year ending June 30, 2023

### **Fire Department**

(no report provided)

### **Parks and Recreation**

#### **DIRECTOR'S REPORT**

##### **Festivals/Events**

*Mullet*-began booking bands and procuring contracts.

##### *Sponsorship*

- Sponsorships have begun to come in.
- Reaching out to previous sponsors and potential sponsors.

##### *Misc.*

- Began securing portable toilets, tents, tables, shuttle service, and security services.
- Met with Curtis Media to review sponsorship and dates for the 2023 events.
- Met with Lamar Advertising to discuss marketing opportunities.
- Secured new fireworks vendor, fireworks will be held on July 3, 2023.

## **Department Reports for February 2023**

- Met with Diamond Bus Company to review shuttle needs for the year and secure sponsorship.
- Met with Onslow County Tourism discuss and develop new marketing strategies for the 2023 festivals.

### *Piratefest*

- Partnership with Onslow County Parks and Recreation to host Piratefest in Downtown Swansboro, May 13, 2023, 10am-4pm.
- Save the date sent to previous performers and asking for proposals.
- Researching new performers for event.
- Proposals are being received.
- Portable toilets confirmed.

### **Comprehensive Master Plan Update**

- Continuing to work with McAdams revising the draft master plan.

### **ARP Funding Projects**

- Cameras-Cameras installed and working.
- UTV-has come in, accessories being added, waiting on delivery confirmation.

### **Miscellaneous**

- Attending the Recreation Resource Services Directors Conference.
- Began preparing the 2023-24 Onslow County Tourism Assistance Grant.
- Attended Maintenance Management webinar.
- Met with EZ Dock for repairs on the kayak launch.
- Met with Bogue Banks Marine on Riverview, Church Street Dock, and kayak launch repairs.
- Preparing draft of 2023-24 budget for the department; attended BOC budget workshop.
- Revising standard operating procedures for Church Street Dock.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise.
- Continue to work at the Visitors Center twice a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Continue to manage and monitor budget and funds.
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

## Department Reports for February 2023

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### Metrics-Social Media

| Media Outlet | Followers | Page Reach | Post Engagement | New Followers |
|--------------|-----------|------------|-----------------|---------------|
| Facebook     | 14,341    | 12,433     | 1976            | 70            |
| Instagram    | 644       | 51         |                 | 23            |

### Activity Report

| Organization Activity     |               |              |             |           |                  |
|---------------------------|---------------|--------------|-------------|-----------|------------------|
| From 2/6/2023 to 3/8/2023 |               |              |             |           |                  |
|                           | Registrations | Reservations | Memberships | Check-Ins | Profiles Created |
| All                       | 188           | 46           | 8           | 0         | 138              |
| Resident                  | 34            | 3            | 2           | 0         | 14               |
| Non-Resident              | 154           | 34           | 6           | 0         | 124              |
| No Residency Set          | 0             | 0            | 0           | 0         | 0                |
| Demographics              |               |              |             |           |                  |
| < 18                      | 105           | 7            | 1           | 0         | 48               |
| 18 - 65                   | 56            | 25           | 6           | 0         | 75               |
| 65+                       | 27            | 5            | 1           | 0         | 15               |
| Male                      | 76            | 14           | 4           | 0         | 55               |
| Female                    | 112           | 23           | 4           | 0         | 83               |
| Other Genders             | 0             | 0            | 0           | 0         | 0                |
| Online vs In-House        |               |              |             |           |                  |
| Online                    | 108           | 0            | 0           | N/A       | 85               |
| In-Person                 | 80            | 37           | 8           | N/A       | 53               |

### Revenue

|                        |          |
|------------------------|----------|
| Slip Fee - Town Dock   | \$860.50 |
| Rental Fees-Parks      | \$415    |
| Rentals Rooms          | \$2210   |
| Dog Park Registrations | \$85     |
| Rec Program Fees       | \$1133   |
| Gym Memberships        | \$215    |
| Vendor Fees            | \$2010   |
| Festival Sponsorships  | \$9500   |

### RECREATION PROGRAM SUPERVISOR

#### Routine monthly job responsibilities:

- Payments/Refunds for programs and special events.
- Emailed monthly distribution list the upcoming programs/events for the department.
- Dock Slip reservations/Pump Outs.

## **Department Reports for February 2023**

- Compiled daily deposits.
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News.
- Created all programs/events in RecDesk software for registration.
- Created program proposals for new programs to be approved by Director.
- Submitted weekly Community Service Work Program timesheets.
- Submitted departmental work orders.
- Parks advisory board monthly meeting – presented past, current, and future programs to board.

### **Planned programs and other monthly work:**

#### **Budget**

- End of year Expenses and Revenue projections for 2022-23 fiscal year.
- Reviewed previous years approved budget.
- Calculated Expenses and Revenue for 2023-24 budget.

#### **Be Inspired: Art-A-Thon**

- Meeting with Instructor Carol McDearmon about art-a-thon at Rec Center, Art Summer Camps, and future paint programs.
- Discussed details of event with instructor.
- Requested COI from volunteering art instructor assisting with event.
- Recorded video for event promotion at Recreation Center.

#### **Summer Day Camp 2023**

- Discussed with SDC staff about camp field trips and new locations to visit.
- Started contacting field trip destinations for reserving dates/programs for our camp to attend.
- Started daily schedules for each of the 8 weeks of camp.
- Prepared reviewed all weeks of camp for registration on March 1st.
- Adjusted camp fees per week and per series.

#### **Spring Pickleball Tournament May 19-21**

- Reviewed Tournament prospective dates and tournament details and with Pickleball Ambassador, Rick Laskey
- Researched other pickleball tournaments in the area for dates during the month of May.

#### **Touch-a-Truck**

- Emailed past participants about date and event details.
- Requested police/fire to attend event.
- Emailed and requested DJ Services from Sam Lewis for event.

**Fall Youth Flag Football**

- Meeting with public works to discuss area at park to paint field at the Municipal Park.
- Held meeting with Lorenzo Abalos to discuss details of league (ages, number of players per team, equipment needed, and other league details).
- Researched registration fees of other recreation departments for Rec Flag Football.
- Created League Details, Rules, Modifications, & Regulations for upcoming fall season.

**Dog Park Fence Project**

- Met with Anchor Fencing, Clays Fencing, and Fences Unlimited for a site walkthrough and quote request for the project.

**My Fair Lady Theatre Trip**

- Requested pricing from Wilson Center for May 7 theater production.
- Received quote for 11 tickets and paid deposit in order to hold tickets.

**Tai Chi**

- Held meeting with Harold McMillion about future Tai Chi classes for the upcoming months.
- Reviewed contract and requested new COI from instructor.
- Emailed all previous registrants to notify of upcoming classes.

**Summer Teen Adventure Camp**

- Researched and contacted field trip locations for pricing (Rock Wall – Wilmington, Swamp Park Ziplining– Shallotte, Roanoke River Kayak Trip, Water Parks – Kinston & Wilmington).
- Added dates of camp to end of Summer (August 14-18).
- Reviewed and modified fee schedule for camp based on feedback from field trip costs.

**Spring Break Youth Sports Camp**

- Emailed HS Athletic coaches about recruiting Student athletes to come volunteer for SAT hours for the program.
- Boosted event/post on Facebook to acquire more camp registrations.

**Love Fur Exercise – Carrie White**

- Meeting with instructor about details of new programs (dates, times, fees, and descriptions).
- Requested Memorial Day Special Event details from instructor.

**Fellowship Night**

- Requested upcoming months dates and themes for program.
- Requested supplies list from staff/instructor for upcoming program dates.

**Permitting****Planning Board**

- The February Planning Board meeting was canceled. However, a joint meeting was held with the Board of Commissioners of Monday February 13<sup>th</sup>.

**Swansboro Historic Preservation Commission:**

- The February 21st SHPC meeting included issuing a Certificate of Appropriateness on the Dock Walk Extension and Public Day Docks to be in the riparian corridor from Bicentennial Park, NC 24 right-of-way under the White Oak Bridge, the Maddox House property and the Town-owned street-end at Moore Street. The project will extend the existing Bicentennial Park public boardwalk to the Moore Street dock, replace deteriorated bulkhead with riprap and construct seven public day docks.

**Flood Management Review Board:**

- Approved a variance request for substantial improvements on 203 W. Church Street requested by the Town at their February 21<sup>st</sup> meeting.

**Regional Meetings:**

- Attended the JUMPO transportation Technical Review Committee on February 9<sup>th</sup> remotely.

**Routine Activities:**

- Continue working through issues and answering questions on Special Use Permits and Rezoning requests including:
- Continue fielding complaints and notifying property owners of violations.
- Continue working with local Historic District residences but transitioning with the Projects/Planning Coordinator to be the primary contact on historic matters.
- Development review, including:
  - Worked with permit technician approving decks, docks, additions and accessory structures.

**Police Department***Patrol:*

- 150 Reportable Events
- 13 Motor Vehicle Crashes
- 3 Felony Arrests
- 9 Misdemeanor Arrests
- 7 Arrests by Warrant Service
- 4 DWI Arrests
- 14 Arrests with Transport to the Onslow County Jail
- 92 Citations
- 96 Verbal/Written Warnings

## Department Reports for February 2023

- 5 Felonies Investigated (2-Fraud; 2-Larceny; 1-Break & Enter)
- 16 Misdemeanors Reported (8-Property Damage; 3-Trespassing; 2-Larceny; 1-Child Abuse; 2-Traffic Related)
- 6 Disputes/Public Disturbances
- 1 Crisis Intervention with Mental Patient
- 15 Alarm/Open Door
- 25 Suspicious Person/Vehicle/Incident
- 3 Town Ordinance Violations
- 1 Death Investigation
- 177 Requests by Other Agencies/Departments for Assistance
- 39 Requests by Citizens for non-Crime Related Assistance

### **4,035 Total Events Performed by Patrol**

#### *Community Service/Training:*

- 4 Vehicle Unlocks
- 2 Funeral Escorts
- 19 Requests for fingerprinting
- Passed bi-annual 1033 Program Compliance Review (1033 Program is program that allows for agencies to acquire surplus government equipment)
- Chief Taylor and Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held at Swansboro Food and Beverage

#### *Admin Services:*

- Answered 406 phone calls during business hours
- Assisted 168 walk in requests for assistance
- Took 41 requests for reports

### **Public Works**

- Weekly trash collection
- Weekly cleaning of Bathrooms
- Weekly setup of Church
- Bi-weekly set up for meetings
- Redefining, weeding, and mulching of flowerbeds
- Reworked Stormwater ditch in Halls Creek III
- Weekly yard waste collection
- Various asphalt patch work
- Completed various work orders
- Repainted Parking lot at Recreation Center
- Repainted lines at Visitor Center
- Repainted Stop bars around town



## **Department Reports for February 2023**

- Replaced damaged Stormwater pip in River Reach
- New fan installed in men's bathroom at Town Hall
- Fixed broken water line at Church Street Dock
- Sprayed for weeds around all town buildings and town-maintained streets
- Researched quotes for new tractor
- Various employee trainings
- All fire extinguisher inspected
- All air filters in Town building replaced
- Trimmed all trees and bushes around town properties
- Assisted NCDOT with Highway 24 sinkhole