



Board of Commissioners Agenda

Town of Swansboro

Tuesday, May 28, 2024

Board Members

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

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

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

III. Adoption of Agenda and Consent Items

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

III. Consent Items:

- [a.](#) February 13, 2024, Regular Meeting Minutes
- [b.](#) February 13, 2024, Closed Session Minutes
- [c.](#) February 19, 2024, Special Meeting Minutes
- [d.](#) February 26, 2024, Special Meeting Minutes
- [e.](#) ONWASA Administrative Service Agreement
- [f.](#) Tax Refund Request
- [g.](#) Budget Ordinance Amendment #2024-10

IV. Appointments/Recognitions/Presentations

- a. One Place**
Presenter: Kathleen Holbrook – One Place Advocacy & Community Relations Director
- b. Recognition of Andrea Correll**
Presenter: Mayor John Davis

c. **Presentation related to the rules and regulations on Moratoriums in North Carolina**

Presenter: Francis Rasberry – Interim Town Attorney

d. **Board Appointments**

Presenter: Alissa Fender – Town Clerk

Due to expiration of terms, and a vacancy. There are appointments or reappointments needed for the Board of Adjustment.

Recommended Action: Consider appointments or re-appointments to the Board of Adjustment

V. Public Hearing

a. **Amendment to the CAMA Future Land Use Plan**

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

Ward Farm, LLC, has applied for a text amendment to the CAMA Future Land Use Plan pg. 41 in the Traditional Town Center (TTC) section, in order to better serve an upcoming condominium project, Brezza Lofts.

Recommended Action:

- 1. Hold a public hearing;*
- 2. Motion to approve Resolution 2024-R8 amending the CAMA Future Land Use Plan, adding an exception of up to 18 units per acre for multifamily in the Traditional Town Center for the B-3 Zoning district.*

b. **UDO Text Amendments to Section 152.180 and Section 152.195**

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

Ward Farm, LLC, has applied for text amendments to Section 152.180 Notes to the Table of Permitted/Special Uses, Note 37. B-3 Traditional Business District and to Section 152.195 Table of Area, Yard, Square Footage and Height Requirements to adjust dimensional requirements in the B-3 zoning district for an upcoming condominium project, Brezza Lofts. Both amendments were recommended for approval by the Planning Board at their May 9, 2024, meeting.

Recommended Action:

- 1. Hold a Public Hearing*
- 2. Motion to approve Ordinance 2024-010 amending Section 152.180 Notes to the Table of Permitted/Special Uses, Note 37 and B-3 Traditional Business District requirements in Section 152.195 Table of Area, Yard, Square Footage and Height Requirements.*

VI. Business Non-Consent

a. **Public Street and Sidewalk Acceptance Request- Shadow Creek Estates**

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

Tidewater Associates, Inc, on behalf of One Harbor Church, Inc, is requesting acceptance of public streets and sidewalks for Shadow Creek Estates subdivision. This request includes all streets within the subdivision, Shadowcreek Drive, Big Pine Court, Diamond Ridge Court, Hibiscus Court, Marshview Court, and sidewalks.

Recommended Action: Motion to approve or deny Resolution 2024-R9 to accept public streets and sidewalks in Shadow Creek Estates subdivision.

b. Monthly Financial Report as of April 30, 2024

Presenter: Sonia Johnson –Finance Director

c. Future Agenda Topics

Presenter: Alissa Fender – Town Clerk

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

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

a. Projects Brief

b. Department Reports

X. Board Comments

XI. Closed Session

- a. *Recommended Action: Motion to enter Closed Session pursuant to NCGS 143-318.11 (a) (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the amount of compensation and other material terms of an employment contract or proposed employment contract, and NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.*

XII. Adjournment

Town of Swansboro
Board of Commissioners
February 13, 2024, Regular Meeting Minutes

Item IV - a.

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf. Commissioner Larry Philpott had submitted his resignation on February 12, 2024, effective immediately, therefore the board had 1 vacancy.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 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 Commissioner Conaway, seconded by Commissioner Brown, the agenda with the amendment to move Resolution (2024-R5) in Support of JOED, SAEDC and Project Coffee to non-consent, add discussion of Charleston Park Subdivision, and the below consent item was adopted unanimously.

- Establish a Grant Project Ordinance for the Swansboro Stormwater Master Plan Project #SW-SW-ARP-0073 (Fund #36)

Appointments/Recognitions/Presentations

Recognition of Swansboro High School JV Cheerleading Team

Mayor Davis recognized the JV Cheer team by proclamation for their accomplishment of earning the championship in their division at North Carolina High School Athletic Association Cheerleading State Invitational in December 2023.

Public Hearing

Zoning Map Amendment to Rezone four parcels from R-10SF to RA

Planner Correll reviewed that members of the Corbett family wished to down zone their properties on Dr. Corbett Road and from R-10SF to RA (Agriculture) to continue the family farm which has been on the site since the 1930s. The purpose for the downzoning was to designate the +/- 11.96 acres as agricultural. This zoning classification was the same as properties to the west.

The public hearing was opened at 6:15 pm then closed, no comments were offered.

On a motion by Commissioner Conaway, seconded by Commissioner Brown, Ordinance 2024-O1 to rezone the four identified parcels from R-10SF to RA was unanimously approved.

Text Amendment to the Town Unified Development Ordinance for Section 152.479 Certificate of Appropriateness List and Appendix III Landscape Standards

Projects/Planning Coordinator Brehmer reviewed that the Swansboro Historic Preservation Commission had recommended an amendment to the Unified Development Ordinance Historic District Regulations Certificate of Appropriateness List and an addition to Appendix III Section 25 for Landscape Standards. The purpose of this amendment was to keep the landscape of our Historic District to historically accurate native trees and shrubs found in this area. All material was presented and provided by NC Sea Grant publications. This text amendment was recommended by the Planning Board on January 10, 2024.

The public hearing was opened at 6:18 pm then closed. No comments were offered.

On a motion by Commissioner Eckendorf, seconded by Mayor Pro Tem Justice, Ordinance 2024-O2 amending Section 152.479 Certificate of Appropriateness List subsection 43 and 49, along with an addition to Appendix III Section 25 Historic District Landscape was unanimously approved.

Text Amendment to the Town Unified Development Ordinance to Section 152.47 Certificate of Appropriateness List related to the Color Pallet

Projects/Planning Coordinator Brehmer reviewed that the Swansboro Historic Preservation Commission has also approved amendments to the historic district color palette and recommended an amendment to Section 152.479 subsection 58 stating staff would have the right to refer to the SHPC for input for any out of character color or a color combination choice to the Historic District. The Planning Board recommend this amendment to the Board of Commissioners at its December 5, 2023, meeting.

In response to inquiries from the board Project/Planning Coordinator Brehmer clarified the following.

- The determination of "Out of Character" would be made by staff based on the color pallet.
- Homes already painted with "Out of Character" colors were permitted to remain.
- The original color palette was created by the Historic Preservation Commission many years ago

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

On a motion by Commissioner Conaway, seconded by Mayor Pro Tem Justice, Ordinance 2024-O3 amending Section 152.479 Certificate of Appropriateness List subsection 58 was unanimously approved.

Business Non-Consent

Acquisition of Replacement Fire Apparatus

Fire Chief Randall reviewed that on November 17, 2023, a Request for Proposals (RFP) was announced for replacement of Engine 17 – a 2001 Commercial Cab pump, and Truck 17 – a 2004 E-One Typhoon Aerial. The RFPs were posted on December 4, 2023, with a January 19th deadline. A small committee of department members, Career, Volunteer, and Part-Time, was tasked with identifying our district's characteristics and current challenges. After evaluating this, the functionality and needs of the apparatus were drafted to ensure the functionality was effective and would remain effective as our organization continued to develop. Three proposal bids were received for the Engine Company and five for aerial devices, and the committee found the most responsible bidder was Safe Industries, which provided the apparatus most fitting to the proposal and needs.

Chief Randall further shared that Safe Industries did not require any money down as long as a letter of intent was provided. This would provide the ability to seek alternative revenue sources, draw interest in the CIP funds, or continue to contribute to the fund until the day of delivery. The letter of intent, recommended for consideration and approval, would also prevent any effect of the manufacturer cost increases if signed by February 19th. Purchasing both simultaneously from the same apparatus dealer also offered initial cost savings, but those savings would be applied during the next steps of the process.

By consensus the board requested that further discussion on the matter be held at the February 19, 2024, special meeting.

Easement Consideration

Interim Manager Barlow reviewed that One Harbor Church was requesting one variable sidewalk easement and two six-foot sidewalk easements from the town for the purpose of connecting to the existing sidewalk and nature trail sidewalk at Municipal Park adjacent to their church.

Jonathan McDaniel with Tidewater and Associates shared that allowing the construction of these sidewalks will provide for movement and options for partnerships with parking options.

By consensus the board agreed for the manager to proceed with researching to ensure that the allowance of sidewalks would not jeopardize any grants provided or future funding, before moving forward with the options.

Future Agenda Topics

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:

- Recognition of State Champions from Swansboro High School Athletes for Swimming & High Jump
- 2nd Amendment/Weapon Allowance at Town Hall

Resolution (2024-R5) in Support of JOED, SAEDC and Project Coffee

Mayor Davis reviewed that Mr. Sutherland of JOED had made a presentation to the board at its special meeting on February 12, 2024, and shared some details regarding a light industrial park plan called "Project Coffee". JOED was in need of the Town's support to move further with the project.

On a motion by Commissioner Eckendorf, seconded by Mayor Pro Tem Justice, Resolution (2024-R5) in support of JOED, SAEDC and Project Coffee was unanimously approved.

Charleston Park

Mayor Davis reviewed that the Charleston Park Subdivision had streets and sidewalks in extreme disrepair because of the developer failing not to construct the streets appropriately, and the bond was allowed to expire. The Town had not accepted the streets due to their condition and in conformance with the Board of Commissioners Policy #15 that required that the facilities were properly designed, constructed, and maintained from the beginning. The subdivision was not able to hold the developer responsible as the company had dissolved. Mayor Davis shared that he felt that the Town should take the roads and the sidewalks somehow and possibly by way of special assessment that was fair.

The board allowed for public comment and the following individual spoke on the matter.

Junior Freeman shared that as a developer he understood the importance of bonds and by allowing that to expire the Town was mostly responsible.

Cynthia Lacorte of 220 Elm Street shared that residents of the neighborhood have paid their taxes, and something should be done.

Tom Pieratti a resident of Charleston Park shared that there were many issues to include safety especially when there are potholes 2 ½ feet deep. He also shared that the development needed street signs.

By consensus the board agreed for staff and legal counsel to research and provide options at a future meeting.

Public Comment

Junior Freeman shared with the board that he had learned of the passing of Ben Licko who was a founding member of the Swansboro Rotary Club.

Closed Session

On a motion by Commissioner Conaway, seconded by Mayor Pro Tem Justice, the board entered closed session at 7:11 pm pursuant to NCGS 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege.

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

Adjournment

On a motion by Commissioner Eckendorf, seconded by Commissioner Conaway, the meeting was adjourned at 8:40 pm.

Town of Swansboro
Board of Commissioners
February 19, 2024, Special Meeting Minutes

Item IV - c.

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf. Mayor Davis shared that Commissioner Larry Philpott had submitted his resignation on February 12, 2024, effective immediately, therefore the board had 1 vacancy.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 8 am. Mayor Davis reviewed that the purpose of the meeting was for discussion on filling the board vacancy and department introductions.

Business Non-Consent

Discussion on filling the Board Vacancy

By consensus of the board, the process for filling the vacancy would be handled by providing notice that the board would accept talent bank applications from those interested in serving. All applicants would be considered for appointment to the seat at the Board's special meeting scheduled for February 26, 2024.

Department Introductions will be presented

Department heads from Public Works, Planning, Admin Services, Parks & Recreation, and the Fire Department provided an introduction to their departments. All reviewed PowerPoint slides are attached herein.

Fire Chief Randall reviewed the request for Acquisition of Replacement Fire Apparatus with the board again as requested from the February 13, 2024, regular meeting. He provided details related to the specs of the new apparatus proposals, as well as the repair and outage times of the existing apparatus.

By consensus the board agreed to make a final decision on the replacements at its February 27, 2024, regular meeting.

In observance of time, presentations by the Police Department and Finance Department were rescheduled to occur at the February 26, 2024, special meeting and a review of the CAMA Land Use plan was also requested to be provided.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Brown, the meeting adjourned at 12:34 pm.

Town of Swansboro
Board of Commissioners
February 26, 2024, Special Meeting Minutes

Item IV - d.

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf. Commissioner Larry Philpott had submitted his resignation on February 12, 2024, therefore the board had 1 vacancy.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm. Mayor Davis led the Pledge of Allegiance. The purpose of the meeting was to complete appointments to the vacant commissioner seat, Swansboro CAMA Land Use Plan review, and department introductions from Police and Finance.

Public Comment

Pat Turner of 1208 Mt. Pleasant Road shared that she was still willing to serve the town and had applied for appointment for the vacant commissioner seat. She shared that she had 30 years of experience, having served 20 years on the Planning Board and 10 years as a Commissioner.

Adoption of Agenda

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf, the agenda was adopted unanimously.

Appointments/Recognitions/Presentations

Appointment to Vacant Commissioner Seat

Interim Town Manager Barlow reviewed that per the Town Code § 3.3 (C) In the event a vacancy occurs in the office of mayor or commissioner, the board shall by majority vote appoint some qualified person to fill the same for the remainder of the unexpired term. The term of the current vacancy would be through December 2025. The Board requested that a call for applications be announced with a deadline of Friday, February 23, 2024, at 1pm. Those interested were to submit a Talent Bank application to be considered. The call for applications was posted on the Town website and Facebook on Monday February 19, 2024. There were 4 applications received.

On a motion by Commissioner Conaway, seconded by Commissioner Brown, Pat Turner was appointed to the vacant seat. The motion passed 3:1.

Ayes: Conaway, Brown, Justice

No: Eckendorf

Commissioner Brown shared that Ms. Turner rose to the top for selection because of her experience.

Mayor Pro Tem Justice shared that the decision was not an easy decision and encouraged those who were interested to continue to stay involved.

Ms. Turner would be sworn in at the February 27, 2024, regular meeting.

Review of CAMA Land Use Plan

Planner Correll provided a presentation attached herein with the power point presentation of the meeting to provide the board with a review of the CAMA Land Use Plan.

In response to inquiries from the board, Mrs. Correll clarified the following.

- ETJ areas are regulated by the town for building code enforcement and planning.
- Accessory structures are not permitted to be dwellings.
- Campers were only allowed to be set up and used on lots for a period of 14 days per year. They were not permitted to be a full-time residence.
- The population estimate formula used in the 2009 plan has been exceeded, however the estimates from the 2019 update had been accurate.
- For NCDOT maintained streets, Traffic Impact Analysis were reviewed by NCDOT, for town maintain streets, a traffic engineer is engaged by the Town to review those.

The board took a recess from 5:57 pm to 6:04 pm.

Department Introductions will be presented from Police and Finance

Department heads from the Police and Finance Departments provided an introduction to their departments. All reviewed PowerPoint slides are attached herein.

Board Comments

Mayor Davis indicated that he felt that the TDA meetings should be held at 6pm instead of 2:30 pm, and board members also supported that change.

Adjournment

On a motion by Commissioner Conaway, seconded by Mayor Pro Tem Justice, the meeting adjourned at 7:13 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **ONWASA Administrative Service Agreement**

Board Meeting Date: **May 28, 2024**

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

Overview: The Administrative Services Agreement with ONWASA for operation of the satellite office needs to be renewed for the 2024/2025 fiscal year. The renewal agreement is submitted with the same terms/compensation - \$35,000 as previous years.

Background Attachment(s): ONWASA Administrative Service Agreement

Recommended Action: Motion to approve the agreement as written and authorize the Mayor and Clerk to execute the agreement.

Action: _____

ADMINISTRATIVE SERVICE AGREEMENT

AGREEMENT made this ____ day of _____, 2024, by and between **ONSLow WATER AND SEWER AUTHORITY** (the "Authority") a body politic and corporate of the State of North Carolina, and the **TOWN of SWANSBORO** (the "TOWN"), a municipal corporation of the State of North Carolina;

WITNESSETH:

WHEREAS, the County of Onslow (the "County") the City of Jacksonville, and the Towns of Swansboro, Richlands, North Topsail Beach and Holly Ridge, acting through their respective governing bodies, pursuant to the provisions of Article 1, Chapter 162A of the General Statutes of North Carolina, organized and incorporated the Authority as a vehicle to assist in providing a satisfactory supply of potable water and sewer collection/treatment for citizens of the member governments of the Authority; and,

WHEREAS, in furtherance of the purposes for which the Authority was created, the County and above referenced municipalities, with the exception of Jacksonville, leased to the Authority their water and sewer systems pursuant to long term Capital Lease Agreements and the Authority pursuant to Water and Sewer Service Agreements having terms concurrent with the Capital Lease Agreements, agreed with each such member government to meet the water and sewer needs of their citizens within the limitations of available supply; and

WHEREAS, the Authority's main offices are on Georgetown Road in the City of Jacksonville; and

WHEREAS, for the convenience of customers of the Authority located in or in the general vicinity of the Town, it was provided in the Water and Sewer Service Agreement with the Town that the Authority shall maintain facilities in the Town for the purpose of the bill payment and telephone communication from customers; and

WHEREAS, pursuant to N.C. Gen. Stat. § 162A-6 the Authority is authorized to enter into agreements with units of government relating to the operation of the Authority's utility systems; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, the parties hereto agree as follows:

1. The Town shall, at its sole cost and expense, perform certain duties on behalf of the Authority, such as collecting payment for services provided by the Authority. The exact functions to be performed by the Town are described on **EXHIBIT A** attached hereto and made a part hereof. The Town shall prominently display ONWASA's name on office doors and in other suitable locations on the exterior of the Town Hall premises as is reasonably necessary to advise the public that Authority administrative services are available at the Town Hall. The Authority shall be responsible for providing the Town with such computer, internet, technical support and supplies as necessary at the discretion of the Authority for the Town to perform its duties under this Agreement.
2. The Authority shall pay to the Town for services performed pursuant to this Agreement the sum of \$2,916.67 per month, payable on or before the 10th day of each month; provided, however the Authority may deduct from any monthly payment an amount equal to \$16.83 (35,000/2,080) for each hour in the previous month worked by Authority personnel in

performing any administrative services which the Town was obligated to perform pursuant to this Agreement.

3. In lieu of providing the services to the Authority set forth in paragraph 1 above, the Town may at time during the term of this Agreement request the Authority to set up a kiosk in the Town to provide services to the citizens. Should this request be made, the Authority shall, as soon as practicable, establish a kiosk in the Town to provide services. Beginning at the end of the month in which a kiosk is established in the Town, all payments provided in paragraph 2 above shall cease, and the Town shall have no further obligation to provide those services set forth in paragraph 1 above.
4. This Agreement shall continue in effect through June 2025. Either party may terminate this Agreement as of the end of any month by giving the other party at least 60 days notice in advance of the termination date. If a Town is providing services as set forth in paragraph 1 above, a decision to reduce operating hours would be at the discretion of the Authority's Member Governments hosting these satellite offices if Town Facilities are being utilized.
5. The Authority agrees on behalf of the Town to bill to any Authority customers any solid waste fees which such customers may also owe the Town. The Authority will collect such fees in the routine course and remit all payments to the Town. The Authority shall not be responsible for bringing any legal action or taking any extraordinary steps to collect amounts due the Town, other than billing for such charges and remitting any collections to the Town. All claims on account of the Authority billing for and collecting sewer and solid waste fees on behalf of the Town shall be made against the Town, and shall be the sole liability of the Town.
6. The Town and the Authority, in the performance of this Agreement, will be acting in an individual capacity and not as the employee, partner, joint venture, agent or associate of one another, except as may be expressly otherwise provided herein.
7. This Agreement may be modified only by a written agreement executed by both parties hereto.
8. This Agreement is not assignable by either party, by operation of law or otherwise.
9. This Agreement sets forth the entire agreement between the Authority and the Town and supersedes any and all other agreements on this subject between the parties.
10. In the event of any noncompliance of any term or terms of this Agreement by the Town, the Authority may, at its sole option, declare the Town in default and immediately terminate this Agreement.
11. The laws of the State of North Carolina shall control and govern this Agreement.
12. Any claims, disputes, or other controversies arising out of, and between parties to this Agreement which may ensue shall be subject to and decided by the appropriate division of the General Court of Justice in Onslow County, North Carolina.

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized representatives pursuant to the resolutions of their respective governing bodies, have caused this instrument to be executed as of the day and year first above written.

ONSLOW WATER & SEWER AUTHORITY

TOWN OF SWANSBORO

Item IV - e.

By: _____
(PRINT NAME/TITLE)

By: _____
(PRINT NAME/TITLE)

(SIGNATURE)

(SIGNATURE)

ATTEST:

ATTEST:

ONWASA Clerk to the Board

Town Clerk

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Chief Financial Officer

Exhibit A

DUTIES

- Collection of payments from customers
- Post payments to customers' accounts
- Process payments received in drop box
- Balance cash and make bank deposit daily
- Process applications for service at existing properties which includes collecting deposit and associated fees
- Process payments for reconnection of service terminated for non-payment and generate adjustment journal
- Generate service orders for termination of service requested by customer



Board of Commissioners Meeting

Agenda Item Submittal

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

Board Meeting Date: **May 28, 2024**

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

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$372.39.

Vehicle Tax

Armstrong, John Lee Jr.	\$98.35	Sold/Traded
Dudley, Della Doreen	\$35.77	Sold Traded
Russo, Michael Brandon	\$199.97	Tag Surrender
Swinney, David Lawton	\$33.46	Tag Surrender
Wickson, Edwin Joseph & Judith Ellen	\$4.84	Tag Surrender

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

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2024-10**

Board Meeting Date: **May 28, 2024**

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

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

1. **Powell Bill-Street Aid:** At the March 12th Board of Commissioners regular meeting, the Board approved to replace the concrete parking pad in front of Port of Swannsborough and repave the portion of Church Street from Water Street to Front Street for a total cost of \$31,756. In addition, the Public Works Director received a quote of \$75,079 for the cosmetic resurfacing of Shore Drive; however, additional funds are needed to complete the repairs. The Town received excess funds in the amount of \$16,542. Requesting \$16,542 for its intended purpose.

Source of Funds-Powell Bill Revenue

2. **Public Works-Streets-**At the BOC March 26th meeting, the Board approved to accept the streets and directed staff to take care of all safety issues. In addition, the Board of Commissioners directed staff to purchase Christmas Lights in the current Fiscal Year. Requesting \$35,500 be appropriated from fund balance.

Charleston Park Repairs-\$15,500/Christmas Lights-\$20,000

Source of Funds: Appropriated Fund Balance

3. **Fire:** Allocate additional funds of \$8,176 for the payout of accrued leave due to two employee resignations.

Source of Funds: Appropriated Fund Balance

4. **Church Street Dock/Visitor Center:** On 9/5/2023, an incident occurred at Church Street Dock and damaged the pedestal that provides power to the boats. A claim was filed with the NCLM. The Town received insurance proceeds in the amount of \$1,774. The cost to purchase/install the pedestal is \$2,975. Requesting \$1,201 be appropriated from fund balance and \$1,774 from insurance proceeds for its intended purpose.

Source of Funds: Appropriated Fund Balance \$1,201/Insurance Proceeds \$1,774

Background Attachment(s): Budget Ordinance Amendment #2024-10

Recommended Action: Motion to approve Budget Ordinance Amendment #2024-10

Action: _____

BUDGET ORDINANCE AMENDMENT #2024-10

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

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

<u>Appropriations</u>	<u>Increase</u>
Powell Bill-Street Aid	\$16,542
Public Works-Streets	\$35,500
Fire	\$8,176
Church Street Dock/Visitor Center	\$2,975

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$44,877
Powell Bill Revenue	\$16,542
Insurance Proceeds	\$1,774

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, May 28, 2024.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments**

Board Meeting Date: **May 28, 2024**

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

Overview: Due to expiration of terms, and a vacancy. There are appointments or reappointments needed for the Board of Adjustment.

A list of expirations is provided as well as those members who seek re-appointment and a Talent Bank Sheet with those citizens with an interest in serving.

Board of Adjustment

There are five (5) seats to consider for appointment/reappointment. 3 in-town seats and 2 ETJ seats. One of the ETJ seats is vacant.

Elaine Justice – Term expires 06/2024, has interest in reappointment

Thomas Pieratti – Term expires 06/2024, has interest in reappointment

John Fitzgerald – Term expires 06/2024, has interest in reappointment

Tom Cariker (ETJ) – Term expires 06/2024, has interest in reappointment

1 ETJ Vacancy – Term expires 06/2026

There are two (2) applications on file for in-town seats and zero (0) for ETJ.

Background Attachment(s):

NCGS 128-1.1

Talent Bank Sheet

Recommended Action: Consider appointments or re-appointments to the Board of Adjustment

Action: _____

§ 128-1.1. Dual-office holding allowed.

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

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

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

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

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

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

THUMBNAIL PROFILES TALENT BANK APPLICANTS

Ruth White Town Limits (919)614-4996 (4/2023)

Interested in Park Board

- Retired Practice Manager of Medical office
- Associate degree: Medical Secretary
- Volunteered at schools, served on beautification committee for Raleigh High School, volunteer with Brownie Troop
- Has worked daily with the Parks & Rec department since 2019 on behalf of the Pickle Ball program. Assisted with raising funds to purchase nets and balls and assisted with creating of the courts by painting them and patching holes. Accustomed to working as part of a team and problem solving.
- Interested in serving the Swansboro community, events and festivals and would like to contribute.

John Fitzgerald Town Limits (910)382-4292 (2/2023) – Appointed to BOA April 2023

Interested in Historic Preservation Planning Board Park Board Tourism Authority Other

- Retired
- Bachelor of Arts: Urban Planning, Master of Administration, Master of Arts National Strategic Studies
- Highly experienced leader with over 40 years of logistics managerial experience with both the Departments of State and Defense. Undaunted when faced with complex logistical problems, draws on vast experience operating at the tactical, operations, and strategic levels of the US government to apply a logical well-thoroughout approach to solve problems.

Lawrence Abalos Town Limits (910) 389-7500 (11/2022) – Appointed to Parks Board Aug 2020

Interested in Tourism Authority

- Self Employed
- Bachelor's degree
- Current member of Parks & Rec board, Vice President of Swansboro Century Club, Coastal FCS Board member, Youth Sports Coach
- Would like to be a part of our community growth and development.

Michael Alden Diehl Town Limits (252)646-9221 (11/2023)

Interested in Planning Board Park Board – appointed to TDA on 1/23/2024

- Marine Superintendent – Duke University Marine Labs
- Bachelor Degree
- Community involvement includes Travis Manion Foundation, Team Rubicon, Tunnels to Towers, Mountain to Sea Trail Angel
- Has worked around the world, in the military and as a civilian. Has ample experience building teams and working with diverse stakeholders to meet consensus and accomplish goals.
- Desires a more active role serving the community and working with citizens to continue building on the great work that Swansboro a wonderful place.

Gary Keroack Town Limits (904)537-7273 (11/2023)

Interested in Planning Board Other

- Retried, Occasional Math Tutor
- MBA, M.A. Math Education (6-12)
- HOA Design Board Member in Florida and Halls Creek
- Special skills include meteorology, oceanography, and business administration
- Desire to volunteer his free time to become more involved in the community

Note: Applications are kept on file for one year.

(Updated 2/2024) afender Z:\Town Clerk\Advisory Board Members

Interested in Planning Board **Park Board** – appointed to HPC 1/23/2024

- Vice President & Chief Projects Officer at MeterSYS
- Master in Public Administration from UNCW
- Co-founded & managed the Fishstrong Foundation for 2 years, volunteer for special events in the area
- MPA education instilled skills, research, and cooperation for, with, and on behalf of local governments. My current work serves public utilities for which we consult and manager project for
- Born & raised in Swansboro, and recently moving back after being away from 17 years, she has a unique perspective and love for Swansboro and wants to contribute.

Kelley Brown (910)238-0191 (11/2023)

Interested in Tourism Authority

- Sales Manager Hampton Inn Suites
- Highschool graduate
- Currently President of SACC, member of the Military Affairs Committee, TAC Committee for Onslow County, Hospitality Committee for Onslow County. Previously recognized as the 2022 Hospitality Person of the Year, and 2021 SACC Businesswoman of the Year.
- Working in the hotel in sales provide a unique insight into what groups are coming to the area for and how to keep them returning. Knowledge includes how to attract other groups and what to do from a town standpoint to keep the area busy.
- The hotel has a special position, they are consistently involved in the community and in the growth of the town, as it advances all interest and desires to provide both to the community through participating on an advisory board.

Ben Rupert **Town Limits** (910)381-1848 11/2023

Interested in Planning Board

- Estimator with Faulconer Construction Company
- Bachelor of Science in Civil Engineering
- Served on the Town of Youngsville Planning Board
- 5 years of land development experience and 8 years of heavy civil construction
- Desires to make a sustainable impact on future land use and development in the town.

Bryan Lowe **Town Limits** (910)978-6498 12/2023

Interested in Planning Board**Board of Adjustment**

- Retired/Disabled Veteran
- Master of Science, Logistics Management and Black Belt Lean Six Sigma
- Involved with Veterans Memorial Gardens, Past president of Warrant Officer Association
- Logistics background, developed processes
- Desires to find a good use for free time

Steven Overby **Resides in Peletier** (910)554-6924 12/2023

Interested in Tourism Authority

- Owner of April Fresh Cleaning Service
- High School Graduate
- Currently serving on the Swansboro Area Chamber of Commerce Board of Directors, Government Affairs Committee Chair. Former Town of Peletier Commissioner
- Involved with municipal government for many years and business works directly with property owners that generate occupancy tax dollars
- Supports tourism and believes it plays a vital role in sustaining out local economy, desires to be involved in decision making related to tourism and will bring a unique perspective

Note: Applications are kept on file for one year.

(Updated 2/2024) afender Z:\Town Clerk\Advisory Board Members

Frank Jones **Town Limits** (919)820-2342 12/2023

Interested in Planning Board

- Retired
- Bachelor of Science In Mechanical Engineering
- Involved with civic groups, Jaycees & Lions
- Past professional experience in project planning & execution
- Interested in future growth of Swansboro & helping support town commissioners in evaluating proposed projects that might impact that growth

Jerry Seddon **Town Limits** (631)697-3092 12/2023

Interested in Historic Preservation

- Self Employed
- High School Graduate
- Previously served on Historic Preservation Commission, Planning Board and TRC

Tim Vannoy **Town Limits** (910)388-7124 12/2023

Interested in Historic Preservation Board of Adjustment Park Board Tourism Authority Other — appointed to PB 1/23/2024

- Telecom Specialist with USMC
- Some college
- Swansboro Baseball & Softball Association (SBSA) coach, helped clean up after Florence, HOA board for Halls Creek North, mows SBSA fields with own equipment
- USMC IT retired 22 years, in current job oversees construction on base, completes daily inspections and oversees contracts
- Interest is the town, believes understanding of prior jobs will bring a motivation that is needed

*Note: Applications are kept on file for one year.
(Updated 2/2024) afender Z:\Town Clerk\Advisory Board Members*



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Amendment to the CAMA Future Land Use Plan**

Board Meeting Date: **May 28, 2024**

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

Overview: Ward Farm, LLC, has applied for a text amendment to the CAMA Future Land Use Plan pg. 41 in the Traditional Town Center (TTC) section, in order to better serve an upcoming condominium project, Brezza Lofts.

The purpose of this text amendment is to add an exception to the Appropriate Density/Intensity requirements in compact residential of up to 18 units per acre for multifamily in B-3 zoning district. Ward Farm, LLC, provides that the current 12 units per acre for multi-family restriction does not provide enough residential density over commercial to balance out the square footage of commercial spaces on the ground floor with the 80%-20% commercial to residential ratio. Increasing the units per acre to 18 would allow for more balance in development and help make the commercial spaces more desirable and successful. Though it is amending the CAMA Future Land Use Plan, the thought behind amending this section and the proposed project to come is in keeping with the Traditional Town Center. The Planning Board recommended approval at its May 9, 2024, meeting.

Background Attachment(s):

1. Text Amendment Application
2. Excerpt from Future Land Use pg. 40-41
3. Signed Comprehensive Plan Consistency Statement
4. Resolution 2024-R8

Recommended Action:

1. Hold a public hearing;
2. Motion to approve Resolution 2024-R8 amending the CAMA Future Land Use Plan, adding an exception of up to 18 units per acre for multifamily in the Traditional Town Center for the B-3 Zoning district.

Action: _____

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

Item V - a.

APPLICATION FOR ZONING & ORDINANCE AMENDMENTS

Check the Appropriate Blank

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

Application No. _____

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

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

Property Owner Name WARD FARM, LLC. - C/O PAUL WILLIAMS Phone # 910-389-5480

Address of Zoning Request 108 WARD ROAD (LOT 8) SWANSBORO, NC 28584

Mailing Address 499 WARD ROAD - SWANSBORO, NC 28584

Zoning Amendments

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

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

Present Zoning _____ Desired Zoning _____

Probable Use of Property _____

Reason for Zoning Change Request _____

Ordinance Amendments

Code Section to be amended _____

Print clearly the code section wordage to be amended current DUA is 12 for B3 zoning

Print clearly the code section wordage as suggested See next page.

Reason for requested amendment See Next Page

Signature  Date 4/19/2024

Future Land Use Map Amendment

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

Use of Property _____

Reason for Future Land Use Map Change Request SEE ATTACHED.

Town Hall Use Only

Fee Paid \$400 Date Received 4/19/24 Date scheduled for Planning & Zoning Board review 5/9/24

Recommendation from Planning & Zoning Board _____

Public Hearing Run Dates _____ Date of Public Hearing _____

Effective Date of Change _____ Ordinance Number _____

KB 4/19/24

CHANGE REQUESTED

To change the DUA from 12 to 18 in B3 zoning. ~~We propose adding minimum lot dimensions to the B3 zoning (none exist currently) of 8,000 sq.ft. for the first two units and 1,975 sq.ft. for each additional unit above the first two.~~

REASON

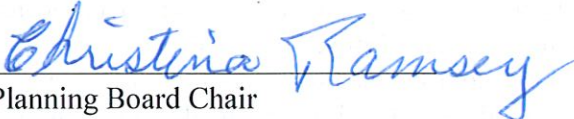
The current 12 DUA restriction does not provide enough residential density over commercial to balance out the square footage of commercial spaces on the ground floor with the 80%-20% commercial to residential ratio. Increasing the DUA to 18 would allow for more balanced development and help make the commercial spaces more desirable and successful.


~~We propose adding minimum lot dimensions to the B3 zoning (none exist currently) of 8,000 sq.ft. for the first two units and 1,975 sq.ft. for each additional unit above the first two.~~

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

On May 9, 2024, the Planning Board heard the requested text amendments and recommended unanimous approval of the text amendments to the CAMA Land Use Plan as followed: CAMA Future Land Use Plan, Traditional Town Center pg. 41.

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


Planning Board Chair


Town Planner

Traditional Town Center (TTC)

When most people talk about Swansboro, they are talking about the historic district, businesses on Front Street and surrounding “old town” residential neighborhood. Homes and businesses stand side-by-side in a historical development pattern and complement, rather than detract from each other. Many older residential homes have been converted into businesses, with second -story residential, with a working marina directly adjacent. This is an area where uses are mixed both vertically and horizontally.

This active, vibrant part of the community is both a window into the past and provides character that defines the community. Using traditional pattern and character to influence future development of small-lot single family homes in other parts of Swansboro, fulfills a strong desire by many in the community to connect people to destinations, especially by non-motorized means.

Character

A traditional town center district translated to other areas of Swansboro should incorporate the following characteristics to the extent possible. These areas would be mixed use pedestrian-oriented districts with a mixture of small to mid-size retail, restaurants and multifamily residences intertwined with civic and institutional spaces. Upper story residential uses are encouraged. Pedestrians would be prioritized, and automobiles are accommodated.

Access And Circulation

The rights-of-way within these districts may be narrower than typical local streets of Swansboro with two-way traffic and on-street parking but will not be as narrow as those in the historic downtown. These roads are meant to handle slow speed traffic and serve a similar purpose as a parking aisle so that people can park-and-walk to their destinations. Sidewalks flank the roads and buildings built up to or within a few feet of the right-of-way line.



Historic downtown Swansboro

Setbacks

Typical of a downtown district, buildings are set close enough to interact with the street. Minimal setbacks accommodate a greater density and intensity of uses and promote social interaction.

Massing And building heights

Buildings are “human-scaled,” meaning not more than three stories tall, but also should be a minimum of two stories to create a street presence.



Example of Traditional Town Center (TTC)

Blocks

Block length of no more than 400 feet further promote walkability and discourage automobile use for short trips. Crosswalks and mid-block pedestrian connections should be used throughout.

Parking

Off-street parking requirements for nonresidential uses may be lessened due to the walkable district and availability of on-street, shared or lots for parking. Front-loaded parking is discouraged.

Appropriate Density / Intensity

This district should replicate the densities and intensities of those in downtown to provide an alternative to other housing and retail experiences in Swansboro. The norm should be:

- » Compact residential - Up to eight dwellings per acre single family or 12 for multi-family, with an exception of up to 18 for multifamily for B-3 Zoning.
- » Ground floor retail is encouraged but lobbies and entrances would be allowed.
- » Development of this intensity should employ stormwater control measures with extensive Low Impact Design



Example of downtown development.



Example of downtown development.

RESOLUTION 2024-R8
RESOLUTION OF THE TOWN OF SWANSBORO NORTH CAROLINA
AUTHORIZING AN AMENDMENT TO THE CAMA CORE LAND USE PLAN

WHEREAS, the Town desires to amend its 2019 update of the 2009 CAMA Core Land Use Plan, specifically page 41, in the Traditional Town Center regarding increasing the density allowance in B-3 Zoning; and

WHEREAS, the Town conducted a duly advertised public hearing on the amendment to the adopted CAMA Land Use Plan on page 41 in the Traditional Town Center at the Regular Meeting of the Board of Commissioners on May 28, 2024; and

WHEREAS, the amendment to the CAMA Land Use Plan has been evaluated for its consistency with other existing policies and no internal inconsistencies exist; and

WHEREAS, the amendment is consistent with the currently approved North Carolina coastal Management Program and the rules of the Coastal Resources commission; and

WHEREAS, the amendment does not violate any state or federal laws.

NOW, THEREFORE BE IT RESOLVED THAT the board of Commissioners of the Town of Swansboro, North Carolina, unanimously adopted the draft CAMA Core Land Use Plan to amend its 2019 update specifically page 41 in the Traditional Town Center; and

BE IT FURTHER RESOLVED that the Town Manager of Swansboro is hereby authorized to submit the adopted CAMA Core Land Use Plan Update to the State for certification as described above.

Adopted this 28th day of May 2024.

Attest:

 John Davis, Mayor

 Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **UDO Text Amendments to Section 152.180 and Section 152.195**

Board Meeting Date: **May 28, 2024**

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

Overview: Ward Farm, LLC, has applied for text amendments to Section 152.180 Notes to the Table of Permitted/Special Uses, Note 37. B-3 Traditional Business District and to Section 152.195 Table of Area, Yard, Square Footage and Height Requirements to adjust dimensional requirements in the B-3 zoning district for an upcoming condominium project, Brezza Lofts. Both amendments were recommended for approval by the Planning Board at their May 9, 2024, meeting.

The purpose of the amendment to Section 152.180 Notes to the Table of Permitted/Special Uses is to allow Brezza Lofts, an upscale condominium project located on Lot 8 of the Ward Farm Town Center, to be exempt from the limitation currently outlined in Note 37 that permits buildings to only have 20% of first floor be used for residential use. Ward Farm, LLC, feels that this would create more residential density to stimulate the development of Ward Farm Town Center and to create a better transition from the single-family lots to the commercial buildings on the lots that front Hammocks Beach Road.

For Section 152.195 Table of Area, Yard, Square Footage and Height Requirements, the request is to raise the maximum building height in B-3 Traditional Business from 35ft to 40ft in order to allow for more desirable floor to floor heights in the ground floor units and, at staff’s recommendation, to add square footage minimums of 8,000 sq ft for first two units plus 1,975 sq ft per unit thereafter to be consistent with other zoning districts in the Dimensions Table. This project appears to be consistent with the CAMA Future Land Use.

Background Attachment(s):

- 1. Text Amendment Applications
- 2. Signed Comprehensive Plan Consistency Statements
- 3. Ordinance 2024-O10

Recommended Action:

- 1. Hold a Public Hearing
- 2. Motion to approve Ordinance 2024-O10 amending Section 152.180 Notes to the Table of Permitted/Special Uses, Note 37 and B-3 Traditional Business District requirements in Section 152.195 Table of Area, Yard, Square Footage and Height Requirements.

Action: _____

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

Item V - b.

APPLICATION FOR ZONING & ORDINANCE AMENDMENTS

Check the Appropriate Blank

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

Application No. _____

☐ Amend Code of Ordinances
☒ Amend Unified Development Ordinance
☐ Zoning District Designation Change

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

Property Owner Name WARD FARM, LLC. - C/O PAUL WILLIAMS Phone # 910-389-5480

Address of Zoning Request 108 WARD ROAD (LOT 8) SWANSBORO, NC 28584

Mailing Address 499 WARD ROAD - SWANSBORO, NC 28584

Zoning Amendments

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

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

Present Zoning _____ Desired Zoning _____

Probable Use of Property _____

Reason for Zoning Change Request _____

Ordinance Amendments

Code Section to be amended SECTION 152.180 (NOTE 37)

Print clearly the code section wordage to be amended SEE ITEM #1 ON NEXT PAGE

Print clearly the code section wordage as suggested SEE ITEM #2 ON NEXT PAGE - RED IS THE TEXT AMENDMENT

Reason for requested amendment To create more residential density to stimulate the development of Ward Farm TC and to create a better transition from the single family lots to the commercial buildings on the lots that from Hammocks

Beach Road. John P. Williams
Signature _____ Date 4/19/2024

Future Land Use Map Amendment

Present Future Land Use Category _____ Desired Future Land Use Category _____
Use of Property _____

Reason for Future Land Use Map Change Request _____

Town Hall Use Only

Fee Paid \$400 Date Received 4/19/24 Date scheduled for Planning & Zoning Board review 5/9/24

Recommendation from Planning & Zoning Board _____

Public Hearing Run Dates _____ Date of Public Hearing _____

Effective Date of Change _____ Ordinance Number _____

RB 4/19/24

ITEM #1:

Item V - b.

Note 37. B-3 Traditional Business District. In the B-3 Traditional Business zoning district, the uses "Dwelling, multi-family and , and condominium", and "dwelling, townhouses" shall be limited to 20% of the first floor area. There shall be no limits placed on the use, "dwelling Located Over a Business", other than those specified in Note 13.

ITEM #2:

*Note 37. B-3 Traditional Business District. In the B-3 Traditional Business zoning district, the uses "Dwelling, multi-family and , and condominium", and "dwelling, townhouses" shall be limited to 20% of the first floor area. **Only Lot #8 of the Ward Farm Town Center shall be exempt of this restriction.** There shall be no limits placed on the use, "dwelling Located Over a Business", other than those specified in Note 13.*

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

Item V - b.

APPLICATION FOR ZONING & ORDINANCE AMENDMENTS

Check the Appropriate Blank

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

Application No. _____

☐ Amend Code of Ordinances
☒ Amend Unified Development Ordinance
☐ Zoning District Designation Change

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

Property Owner Name WARD FARM, LLC. - C/O PAUL WILLIAMS Phone # 910-389-5480

Address of Zoning Request 108 WARD ROAD (LOT 8) SWANSBORO, NC 28584

Mailing Address 499 WARD ROAD - SWANSBORO, NC 28584

Zoning Amendments

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

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

Present Zoning _____ Desired Zoning _____

Probable Use of Property _____

Reason for Zoning Change Request _____

Ordinance Amendments

Code Section to be amended Section 152.195 (Dimension Tables)

Print clearly the code section wordage to be amended Current max. height in B3 zoning from 35'.

Print clearly the code section wordage as suggested We propose raising this to 40'. + Adding SF Lot Minimums. 9,000 for first two units and 1,975 SF per unit there after.

Reason for requested amendment • The added 5' would allow for more desirable floor to floor heights in the ground

floor commercial spaces. Staff recommending SF minimums

to be added to be more consistent with other zoning districts.

Signature [Signature] Date 4/19/2024

Future Land Use Map Amendment

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

Use of Property _____

Reason for Future Land Use Map Change Request _____

Town Hall Use Only

Fee Paid \$400 Date Received 4/19/24 Date scheduled for Planning & Zoning Board review 5/9/24

Recommendation from Planning & Zoning Board _____

Public Hearing Run Dates _____ Date of Public Hearing _____

Effective Date of Change _____ Ordinance Number _____

RB 4/19/24

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

On May 9, 2024, the Planning Board heard the requested text amendments and recommended unanimous approval of the text amendments to the Town Unified Development Ordinance as followed: § 152.180 Notes to the Table of Permitted/Special Uses, Note 37. B-3 Traditional Business District.

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


Planning Board Chair


Town Planner

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

On May 9, 2024, the Planning Board heard the requested text amendments and recommended unanimous approval of the text amendments to the Town Unified Development Ordinance as followed: § 152.195 Table of Area, Yard, Square Footage and Height Requirements to the B-3 Zoning regulations.

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


Planning Board Chair


Town Planner

AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE

§152.180 NOTES TO THE TABLE OF PERMITTED/SPECIAL USES, NOTE 37. B-3 TRADITIONAL BUSINESS DISTRICT AND §152.195 TABLE OF AREA, YARD, SQUARE FOOTAGE AND HEIGHT REQUIREMENTS B-3 TRADITIONAL BUSINESS DISTRICT.

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

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

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

TITLE XV: LAND USAGE***CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE***

§ 152.180 NOTES TO TABLE OF PERMITTED/SPECIAL USES. NOTE 37. B-3 TRADITIONAL BUSINESS DISTRICT.

(KK) Note 37. B-3 Traditional Business District. In the B-3 Traditional Business zoning district, the uses “dwelling, multi-family and condominiums”, and “dwelling, townhouses” shall be limited to 20% of the first-floor area. Only parcel ID 1404-16.22 of the Ward Farm Town Center shall be exempt of this restriction. There shall be no limits placed on the use, “Dwelling Located Over a Business”, other than those specified in Note 13.

§152.195 TABLE OF AREA, YARD, SQUARE FOOTAGE AND HEIGHT REQUIREMENTS, B-3 TRADITIONAL BUSINESS.

<i>District</i>	<i>Minimum Lot Size</i>		<i>Minimum Yard Setbacks</i>				<i>Maximum Building Size</i>	
	<i>Min. Sq. Ft. per Bldg Lot (see Note 1)</i>	<i>Min. Width per Bldg. Lot</i>	<i>Interior Side (see Notes 2 and 8)</i>	<i>Corner Side</i>	<i>Front (see Note 3)</i>	<i>Rear</i>	<i>Max. Bldg. Height (see Notes 4 and 5)</i>	<i>Max. Bldg. Gross Square Footage (see Note 9)</i>
B-3 Traditional Business	<u>2,500 8,000 sq. ft. for first two units plus 1,975 sq ft per unit thereafter.</u>	25 ft.	0 ft.	5 ft.	5 ft.***	10 ft.	<u>35 40ft.</u>	40,000 sq. ft.

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, May 28, 2024.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Public Street and Sidewalk Acceptance Request- Shadow Creek Estates**

Board Meeting Date: **May 28, 2024**

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

Overview: Tidewater Associates, Inc, on behalf of One Harbor Church, Inc, is requesting acceptance of public streets and sidewalks for Shadow Creek Estates subdivision. This request includes all streets within the subdivision, Shadowcreek Drive, Big Pine Court, Diamond Ridge Court, Hibiscus Court, Marshview Court, and sidewalks.

In 2017, in a letter verified by Crystal Coast Engineering, the developer has completed the required improvements and repairs for the subdivision. Maintenance items needing attention were coordinated and approved with the Town’s Public Works Director as of August 2023. In this case, due to the condition of stormwater easements, the stormwater maintenance will remain with the Homeowners Association. Additionally, in April of 2024, the Town’s consultant engineer, Ron Cullipher, reviewed the cost opinion for calculation of warranty and verified that the numbers appear to adequately represent present day costs and that he would recommend approval.

Lastly, One Harbor Church has submitted a warranty guarantee in the amount of \$45,737.60, 10% warranty as required by the Town Unified Development Ordinance and outlined in the attached cost opinion and will remain on file one year following the Board’s acceptance of the Public Street and Sidewalks.

Background Attachment(s):

- 1. Request for acceptance letter
- 2. Shadow Creek Estates recorded plats
- 3. Cost opinion for calculation of warranty
- 4. Original street certification by Crystal Coast Engineering
- 5. Resolution 2024-R9

Recommended Action: Motion to approve or deny Resolution 2024-R9 to accept public streets and sidewalks in Shadow Creek Estates subdivision.

Action: _____



TIDEWATER ASSOCIATES, INC.
 ENGINEERS • SURVEYORS • PLANNERS
CEDAR POINT, NORTH CAROLINA

VIA EMAIL & HAND DELIVERY

Mrs. Andrea Correll, AICP
 Town Planner, Town of Swansboro
 601 West Corbett Avenue
 Swansboro, NC 28584

May 1, 2024

RE: Request for Acceptance
 Of Public Streets & Sidewalks
Shadow Creek Estates
 Swansboro, North Carolina

Dear Mrs. Correll:

On behalf of One Harbor Church, Inc, this letter is to request Acceptance of Public Streets and Sidewalks for the above subdivision. This request includes all streets within the subdivision, Shadow Creek Drive, Big Pine Court, Diamond Ridge Court, Hibiscus Court, Marshview Court and sidewalks. The Developer has completed the required improvements and repairs for the subdivision.

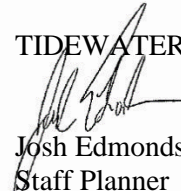
Maintenance items needing attention were coordinated with the Town of Swansboro Public Works Director, with all items being completed and approved as of August 10, 2023. The following documentation is provided to support this request:

- Final Plat - Shadow Creek Estates, BK 72 PG 203-203A
- Sealed Cost Opinion - Calculation of Warranty
- Original Street Certification – David K. Newsom, PE Crystal Coast Engineering, PA

As always, we appreciate the opportunity to work with the Town of Swansboro. If you have any questions or need any additional information to get this request before the Town Commissioners for final acceptance, please advise.

Sincerely,

TIDEWATER ASSOCIATES, INC.


 Josh Edmondson
 Staff Planner

xc: Isaac Hopkins, One Harbor Church

JME\Projects\ShadowCreek\StreetDedication.RequestforAcceptance.05.01.24

604E Cedar Point Blvd. | Cedar Point, NC 28584 | (252) 393-6101

Firm License Number F-0108 | www.tidewaterenc.com

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	25.00'	39.27'	35.36'	S 47°24'28" W	90°00'00"
C2	25.00'	39.27'	35.36'	N 42°35'32" W	90°00'00"
C3	330.00'	27.20'	27.19'	N 04°46'08" E	4°43'20"
C4	330.00'	74.61'	74.45'	N 13°36'26" E	12°57'16"
C5	25.00'	36.71'	33.50'	S 21°58'16" E	84°08'40"
C6	25.00'	20.32'	19.76'	S 87°20'38" E	46°34'03"
C7	55.00'	56.86'	54.36'	N 81°00'35" W	59°14'09"
C8	55.00'	32.44'	31.97'	N 34°29'47" W	33°47'27"
C9	55.00'	54.41'	52.22'	N 10°44'30" E	56°41'07"
C10	55.00'	41.22'	40.26'	N 60°33'16" E	42°56'25"
C11	55.00'	77.26'	71.06'	S 57°44'02" E	80°28'58"
C12	25.00'	20.32'	19.76'	N 40°46'35" W	46°34'03"
C13	25.00'	47.28'	40.33'	S 61°48'52" W	108°19'03"
C14	490.86'	124.53'	124.20'	N 00°21'16" W	14°32'09"
C15	490.86'	120.26'	119.96'	S 13°55'56" E	14°02'15"
C16	490.86'	155.90'	155.25'	S 30°02'58" E	18°11'51"
C17	25.00'	34.20'	31.59'	S 78°20'02" E	78°22'16"
C18	360.00'	73.58'	73.46'	S 63°49'35" W	11°42'40"
C19	360.00'	92.20'	91.94'	S 77°01'07" W	14°40'25"
C20	360.00'	46.35'	46.31'	S 88°12'11" W	7°41'43"
C21	25.00'	20.32'	19.76'	N 68°46'01" E	46°34'03"
C22	55.00'	53.16'	51.12'	S 73°10'23" W	55°22'46"
C23	55.00'	48.07'	46.56'	N 54°05'52" W	50°04'44"
C24	55.00'	38.70'	37.91'	N 08°54'01" W	40°18'58"
C25	55.00'	38.95'	38.14'	N 31°32'50" E	40°34'44"
C26	55.00'	83.30'	78.57'	S 84°48'22" E	88°46'17"
C27	25.00'	20.32'	19.76'	N 64°30'56" W	46°34'03"
C28	300.00'	149.57'	148.02'	S 77°46'05" W	28°33'55"
C29	25.00'	48.00'	40.96'	S 08°32'23" W	110°00'24"
C30	386.54'	85.59'	85.42'	N 40°07'13" W	12°41'13"
C31	386.54'	143.57'	142.75'	N 23°08'10" W	21°16'52"
C32	25.00'	33.51'	31.06'	S 50°54'00" E	76°48'51"
C33	25.00'	7.27'	7.20'	N 82°24'44" E	16°34'07"
C34	25.00'	13.09'	12.94'	N 59°07'39" E	29°59'56"
C35	55.00'	79.10'	72.46'	S 85°19'51" W	82°24'20"
C36	55.00'	32.43'	31.96'	N 36°34'33" W	33°46'53"
C37	55.00'	47.91'	46.41'	N 05°16'05" E	49°54'21"
C38	55.00'	31.60'	31.17'	N 46°40'46" E	37°55'01"
C39	55.00'	84.54'	80.90'	S 83°14'47" E	67°33'53"
C40	55.00'	6.67'	6.61'	S 46°11'02" E	6°53'38"
C41	25.00'	20.32'	19.76'	N 66°01'14" W	46°34'03"
C42	25.00'	38.29'	34.66'	S 46°48'56" W	87°45'36"
C43	386.54'	95.24'	95.00'	N 09°59'39" E	14°07'01"
C44	270.00'	86.87'	86.60'	N 11°38'08" E	18°27'22"
C45	550.86'	52.99'	52.87'	S 18°08'28" W	5°30'43"
C46	550.86'	97.00'	96.88'	S 10°10'28" W	10°08'21"
C47	550.86'	81.43'	81.36'	S 01°01'40" W	8°28'12"
C48	550.86'	80.52'	80.45'	S 07°23'41" E	8°22'30"
C49	550.86'	96.41'	96.29'	S 16°35'47" E	10°01'41"
C50	550.86'	100.67'	100.53'	S 26°50'45" E	10°28'15"
C51	550.86'	115.64'	115.43'	S 38°05'43" E	12°01'42"
C52	550.86'	22.63'	22.63'	S 45°17'12" E	2°21'15"
C53	326.54'	65.62'	65.65'	N 40°41'41" W	11°32'17"
C54	326.54'	131.04'	130.17'	N 23°25'45" W	22°59'35"
C55	326.54'	122.20'	121.49'	N 01°12'43" W	21°26'28"
C56	326.54'	42.99'	42.96'	N 13°16'50" E	7°32'38"

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

MCNEILL + ASSOCIATES, INC.

J.E. McNeill

Owner L. E. McNeill, President

2/7/17

Notarized

Dominique O. Tice

Notary Public, North Carolina

My Commission Expires 10/18/2020

CERTIFICATE OF SURVEY AND ACCURACY

I, Charles A. Rawls, Professional Land Surveyor, hereby certify that this map was drawn under my supervision from an actual survey made under my supervision. That the ratio of precision as calculated by latitudes and departures is 1/10,000, that the boundaries not surveyed are shown as broken lines plotted from information found in Book Page as amended. Witness my original signature, registration number and seal this 6th day of February 2017.

Charles A. Rawls
Charles A. Rawls, P.L.S. L-2491

Division of Highways District Engineer Certificate

I hereby certify that the streets as depicted hereon are consistent with the requirements of the North Carolina Department of Transportation.

District Engineer

Date

2-23-17

Seal

Professional Land Surveyor

Charles A. Rawls

Seal

Professional Land Surveyor

Charles A. Rawls

Seal

Professional Land Surveyor

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Professional Land Surveyor

Charles A. Rawls

Seal

Professional Land Surveyor

Certificate of Final Approval

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

Scott Carr, ARP

Town Manager or Designee

2-23-17

Date

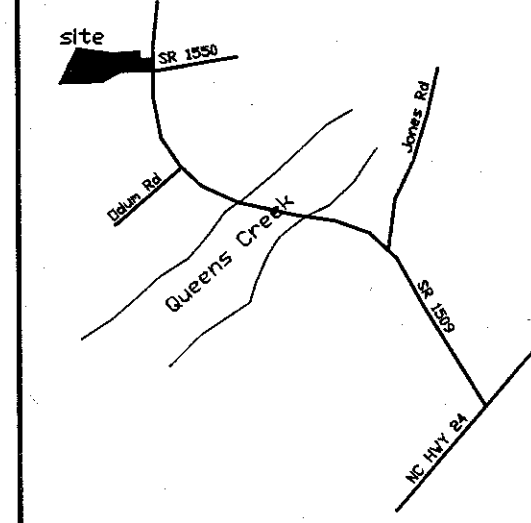
I hereby certify that streets, utilities, and other improvements have been installed in an acceptable manner and according to specifications of the Town of Swansboro in the subdivision depicted hereon or that a performance bond or other sufficient surety in the amount of \$111,121.18 has been posted with the Town of Swansboro to assure completion of required improvements.

Adrian Hall

Administrator

2-23-17

Date

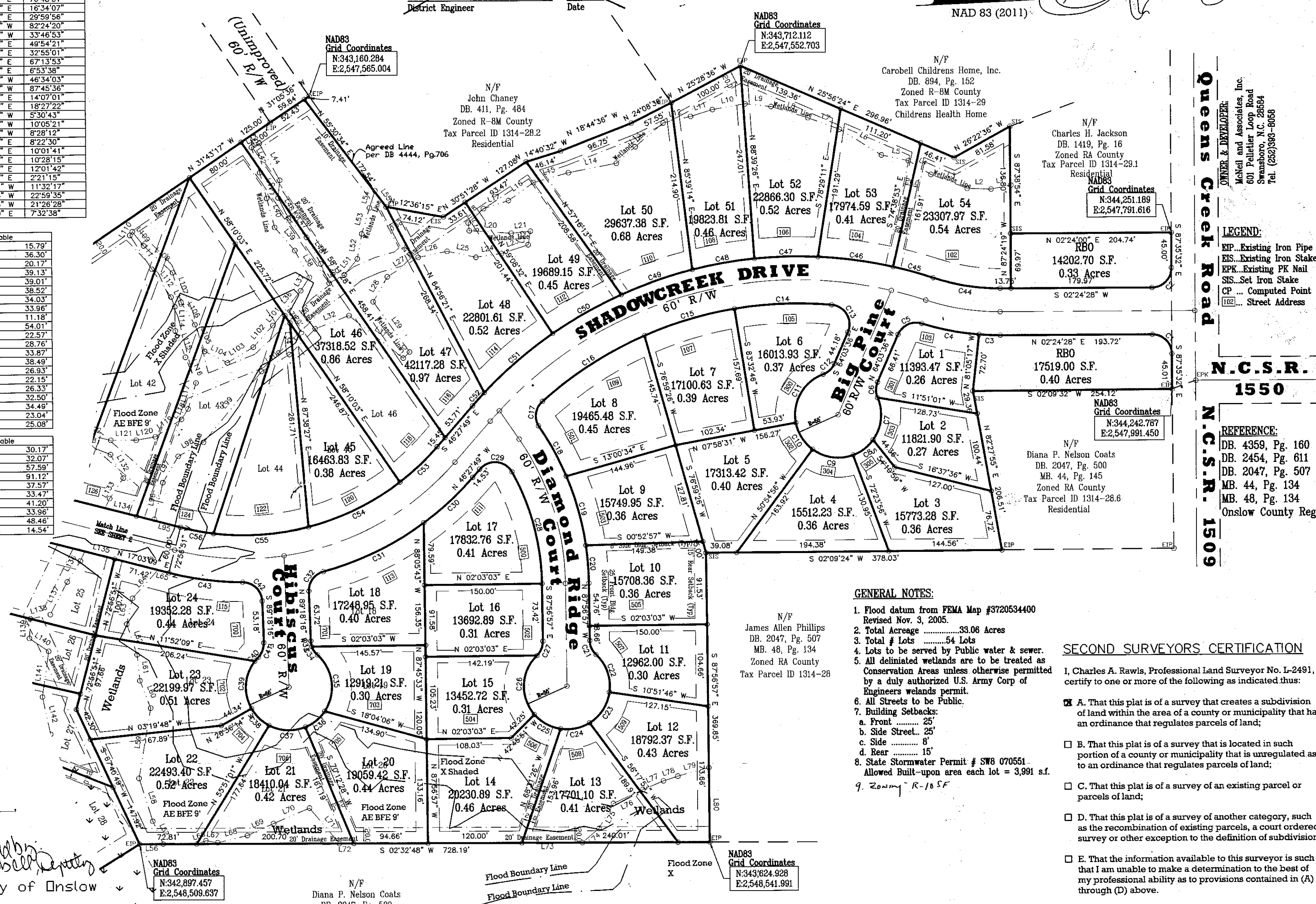


VICINITY MAP

NOT TO SCALE

NC GRID NORTH

NAD 83 (2011)



Queens Creek Road

60' R/W

60' R/W

60' R/W

60' R/W

60' R/W

60' R/W

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Wetlands Line Table

LINE BEARING DISTANCE

L1 S 03°39'02" E 25.78'

L2 S 04°24'45" W 30.41'

L3 S 23°47'30" W 49.71'

L4 S 34°16'49" W 33.87'

L5 S 14°36'46" W 35.13'

L6 S 34°19'22" W 62.72'

L7 S 22°45'18" W 42.82'

L8 S 19°31'41" W 49.25'

L9 S 08°31'37" W 33.61'

L10 S 07°17'40" E 42.07'

L11 S 14°51'05" E 29.22'

L12 S 10°27'12" E 36.08'

L13 S 37°56'17" E 78.92'

L14 S 08°27'46" E 62.22'

L15 S 13°00'01" E 46.38'

L16 S 32°56'00" E 39.44'

L17 S 15°10'04" E 33.49'

CERTIFICATE AS TO UTILITIES AND DEDICATION

I hereby certify that the plans and specifications for the water and/or sewer improvements for ~~Shadow Creek~~ subdivision have been reviewed and approved by ONSLOW WATER and Sewer Authority, that such water and/or sewer improvements have been constructed, and that Onslow Water and Sewer Authority hereby accepts the dedication of the water and sewer improvements along with associated elements.

This 6th day of February, 2017.

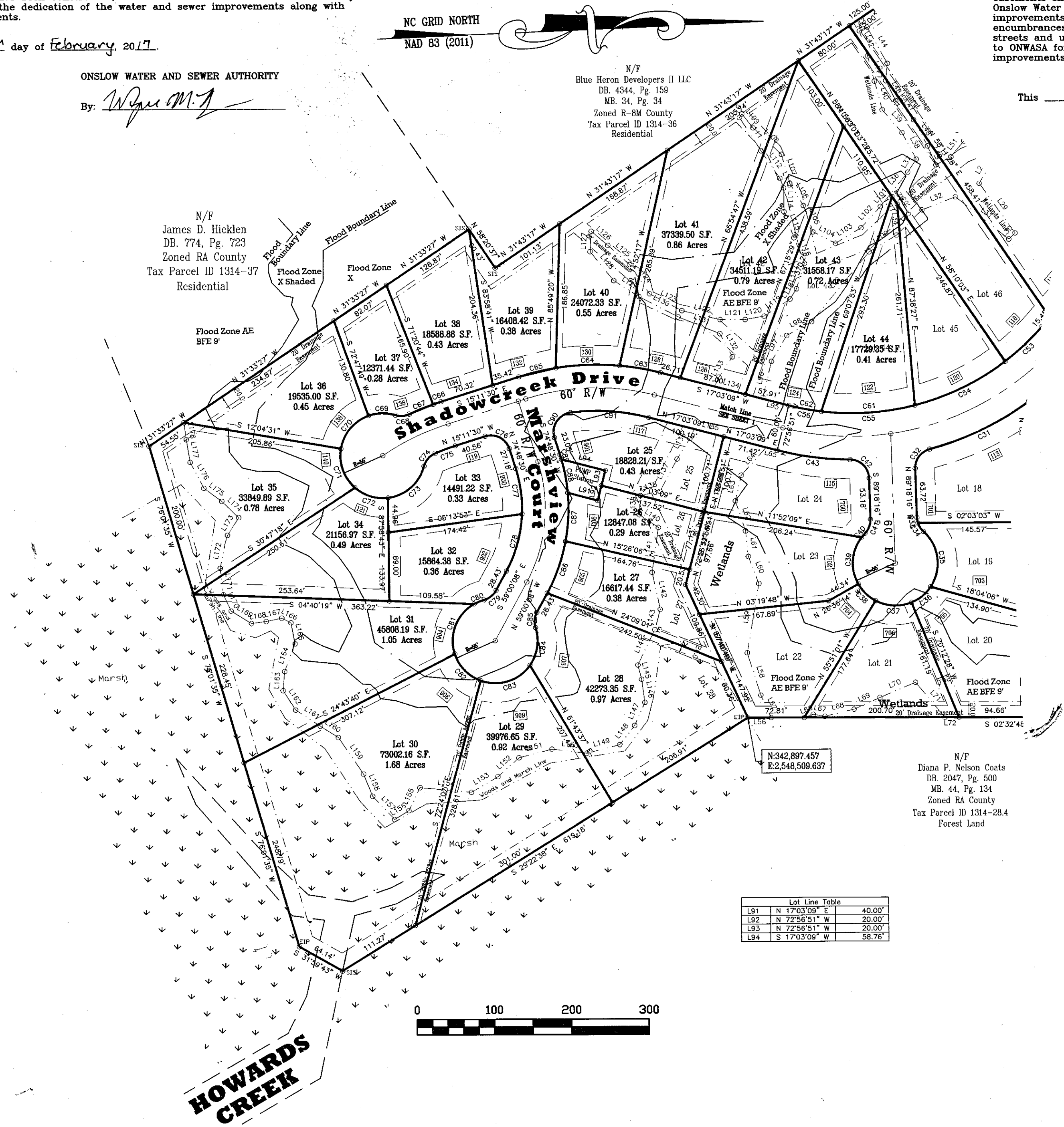
ONSLOW WATER AND SEWER AUTHORITY

By: Wm M. J.

NC GRID NORTH
NAD 83 (2011)

N/F
Blue Heron Developers II LLC
DB. 4344, Pg. 159
MB. 34, Pg. 34
Zoned R-8M County
Tax Parcel ID 1314-36
Residential

N/F
James D. Hicklen
DB. 774, Pg. 723
Zoned RA County
Tax Parcel ID 1314-37
Residential



OWNERS CERTIFICATION AS TO WATER AND/OR SEWER

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

This 7th day of FEBRUARY, 2017.

MCNEILL + ASSOCIATES, INC.

OWNER
L.E. McNeill
Signature L.E. MCNEILL
PRESIDENT
Title

Wetlands Line Table			
L135	S 17°03'09" W	39.24'	
L136	S 57°19'42" E	44.86'	
L137	S 59°39'59" E	45.08'	
L138	S 12°34'17" E	27.60'	
L139	S 64°44'10" E	25.60'	
L140	N 36°33'14" E	29.63'	
L141	S 79°25'02" E	58.97'	
L142	N 80°13'46" E	48.85'	
L143	S 72°16'49" E	27.41'	
L144	S 61°41'28" E	49.35'	
L145	N 78°19'06" E	19.08'	
L146	N 84°28'22" E	30.39'	
L147	S 63°18'31" E	32.77'	
L148	S 49°27'55" E	31.42'	
L149	S 11°58'37" E	44.22'	
L150	S 09°20'38" W	45.45'	
L151	S 12°02'42" E	44.03'	
L152	S 39°25'50" E	36.75'	
L153	S 27°51'00" E	39.80'	
L154	S 07°48'44" W	66.75'	
L155	S 61°34'50" E	33.21'	
L156	S 28°53'16" E	21.87'	
L157	S 49°26'03" W	41.32'	
L158	S 70°34'24" W	31.17'	
L159	S 58°06'11" W	57.52'	
L160	S 34°50'10" W	27.52'	
L161	S 35°55'49" W	38.30'	
L162	S 60°04'52" W	29.81'	
L163	N 82°47'02" W	24.89'	
L164	N 66°41'36" W	38.31'	
L165	S 81°42'27" W	27.77'	
L166	S 29°49'38" W	13.45'	
L167	S 09°39'47" E	20.53'	
L168	S 05°24'33" E	19.24'	
L169	S 34°14'45" W	30.91'	
L170	S 67°40'18" W	22.73'	
L171	S 85°17'00" W	34.25'	
L172	N 75°15'33" W	10.74'	
L173	N 55°06'29" W	27.13'	
L174	S 46°35'28" W	30.45'	
L175	S 39°15'59" W	28.67'	
L176	S 64°30'13" W	37.81'	
L177	S 83°09'47" W	29.84'	
L178	S 84°43'58" W	22.36'	

Wetlands Line Table			
L95	S 19°41'32" W	34.77'	
L96	N 74°14'11" W	48.25'	
L97	N 56°56'10" W	38.85'	
L98	N 26°21'41" W	37.01'	
L99	N 47°54'44" W	116.99'	
L100	N 28°37'01" W	46.61'	
L101	S 48°42'30" E	20.68'	
L102	S 45°12'58" E	37.30'	
L103	S 28°30'29" E	38.69'	
L104	S 29°27'05" W	32.63'	
L105	S 72°46'06" W	36.37'	
L106	S 60°59'55" W	33.68'	
L107	S 76°50'03" W	39.19'	
L108	S 45°41'35" W	50.45'	
L109	S 54°13'41" W	23.16'	
L110	S 54°09'55" E	5.63'	
L111	N 59°55'34" E	51.31'	
L112	N 58°05'23" E	43.34'	
L113	N 71°45'16" E	11.00'	
L114	S 88°22'14" E	30.89'	
L115	N 71°42'44" E	36.13'	
L116	N 70°28'22" E	35.49'	
L117	S 71°25'49" E	35.68'	
L118	S 55°23'43" E	19.75'	
L119	S 30°56'26" E	40.12'	
L120	S 07°30'47" E	24.89'	
L121	S 02°32'37" W	32.45'	
L122	S 15°47'02" W	50.86'	
L123	S 30°22'33" W	47.38'	
L124	S 58°31'52" W	45.65'	
L125	S 43°50'12" W	37.78'	
L126	S 42°49'54" W	28.07'	
L127	S 83°49'38" E	26.26'	
L128	S 53°16'04" E	48.52'	
L129	N 35°08'21" E	38.53'	
L130	N 30°08'57" E	57.48'	
L131	N 24°31'00" E	56.07'	
L132	N 64°11'30" E	34.15'	
L133	S 56°09'25" E	44.94'	
L134	N 17°03'09" E	41.26'	

Lot Line Table			
L91	N 17°03'09" E	40.00'	
L92	N 72°56'51" W	20.00'	
L93	N 72°56'51" W	20.00'	
L94	S 17°03'09" W	58.76'	

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C61	326.54'	122.20'	121.49'	N 01°12'43" W	21°26'28"
C62	326.54'	42.99'	42.96'	N 13°16'50" E	7°32'38"
C63	330.00'	53.41'	53.35'	S 12°24'59" W	9°16'22"
C64	330.00'	82.87'	82.65'	S 00°35'11" W	14°23'15"
C65	330.00'	49.44'	49.40'	S 10°53'59" E	8°35'04"
C66	360.00'	10.74'	10.74'	S 16°02'47" E	14°2'33"
C67	360.00'	33.35'	33.34'	S 19°33'18" E	5°18'28"
C68	25.00'	18.36'	17.95'	N 01°10'20" W	42°04'24"
C69	55.00'	35.58'	34.96'	S 01°19'50" W	37°04'03"
C70	55.00'	58.29'	55.60'	S 47°33'50" E	60°43'18"
C71	55.00'	56.06'	53.67'	N 72°52'29" E	58°24'02"
C72	55.00'	46.16'	44.83'	N 19°37'15" E	48°06'26"
C73	55.00'	65.67'	61.84'	N 38°38'18" W	68°24'41"
C74	25.00'	22.84'	22.06'	S 46°40'03" E	52°21'11"
C75	300.00'	27.75'	27.74'	S 17°50'29" E	5°17'58"
C76	25.00'	39.27'	35.36'	S 29°48'30" W	90°00'00"
C77	170.00'	59.55'	59.25'	S 84°50'37" W	20°04'17"
C78	170.00'	77.50'	76.83'	N 72°03'41" W	26°07'08"
C79	25.00'	20.32'	19.76'	N 35°43'06" W	46°34'03"
C80	55.00'	14.13'	14.10'	S 19°47'48" E	14°43'26"
C81	55.00'	75.20'	69.48'	S 66°19'43" E	78°20'24"
C82	55.00'	49.79'	48.10'	N 48°34'10" E	51°51'49"
C83	55.00'	71.93'	66.91'	N 14°49'35" W	74°55'41"
C84	55.00'	51.14'	49.32'	N 78°55'48" W	53°16'45"
C85	25.00'	20.32'	19.76'	S 82°17'09" E	46°34'03"
C86	230.00'	71.41'	71.12'	N 67°53'46" W	74°47'18"
C87	230.00'	63.30'	63.10'	N 84°40'28" W	15°46'07"
C88	230.00'	44.25'	44.18'	S 81°55'47" W	11°01'21"
C89	230.00'	6.47'	6.46'	S 75°36'48" W	1°36'38"
C90	25.00'	43.87'	38.45'	S 54°55'17" E	100°32'27"
C91	270.00'	102.28'	101.67'	S 06°12'03" W	21°42'13"

For Additional Notes & Certifications See Sheet 1 of 2

Charles A. Rawls & Associates, PA
1117 Hammock Beach Road, P.O. BOX 1126, SWANSBORO, N.C. 28584
TELEPHONE: (910) 326-1408 FAX: (910) 326-1400 Firm # C-3386

PROJECT: Shadow Creek Estates
A Portion of Tract 1, Bernice T. Phillips Heirs, DB 4359, Pg. 160
Onslow County Tax Map # 1314-287, NC PIN # 534404030501000
Swanboro Township, Onslow County, North Carolina

CAR
PLANNING
MAPPING
SURVEYING
DATE 08/22/16 SCALE 1"=100'
REVISION DRAWN CAR
CHECKED
SHEET 2 of 2
PROJECT NO. 214-3093
CADD FILE 214-3093.dwg

B
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2
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TIDEWATER ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS
CEDAR POINT, NORTH CAROLINA

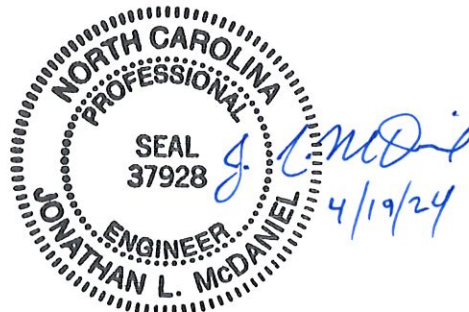
**COST OPINION
 FOR CALCULATION OF WARRANTY
 SHADOW CREEK ESTATES
 APRIL 19th, 2024**

FOR: One Harbor Church
 PO Box 1977
 Morehead City, NC 28557

ENGINEER: Tidewater Associates, Inc.
 604-E Cedar Point Blvd.
 Cedar Point NC, 28584

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

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	6" ABC Stone	TN	2165	\$38	\$82,270.00
2	1.5" S9.5C Asphalt	SY	6293	\$13.50	\$84,955.50
3	Fine Grading	SY	6921	\$1.50	\$10,381.50
4	Dress Up Site	LS	1	\$4,500	\$4,500.00
5	Testing	LS	1	\$2,000	\$2,000.00
6	24" Curb & Gutter	LF	6421	\$25	\$160,525.00
7	Curb Inlet Catch Basin	EA	8	\$1,500	\$12,000.00
8	15" Drainage Pipe (RCP)	LF	166	\$28	\$4,648.00
9	Sidewalk	LF	6864	\$14	\$96,096.00
				Total	\$457,376.00
				10% Warranty	\$45,737.60





Crystal Coast Engineering, PA

205-3 Ward Road

Swansboro, N.C. 28585

Tel: (910) 325-0006 Fax: (910) 325-0060

Email: crystalcoasteng@bizec.rr.com

January 24, 2017

Town of Swansboro
601 W Corbett Avenue
Swansboro, N.C. 28584

Re: Engineer's Certification Letter for Public Streets
Shadow Creek Drive, Big Pine Court, Diamond Ridge Court, Hibiscus Court,
& Marshview Court
Shadow Creek Subdivision, Swansboro, N.C.

To Whom it May Concern,

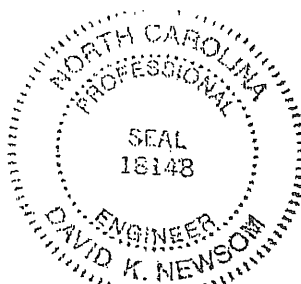
Based upon my own periodic inspections of the referenced street improvements and Field Density Reports provided by the street contractor, I hereby certify that the referenced street improvements were constructed in substantial conformance with Town of Swansboro requirements and the approved construction drawings prepared by this office

Should you have any questions in this regard, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "David K. Newsom", written over a horizontal line.

David K. Newsom, PE
CRYSTAL COAST ENGINEERING, PA



1/24/17

**RESOLUTION 2024-R9
TO ACCEPT PUBLIC STREETS AND SIDEWALKS
IN SHADOW CREEK ESTATES**

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

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

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED, the Town of Swansboro Mayor and Board of Commissioners accept the streets and sidewalks in Shadow Creek Estates as follows:

<u>Street Name</u>	<u>Map Book and Page of Record</u>
Shadowcreek Drive	Book 72, Page 203
Big Pine Court	Book 72, Page 203A
Diamond Ridge Court	
Hibiscus Court	
Marshview Court	

Adopted this 28th day of May 2024.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF APRIL 30, 2024)**

REVENUES

EXPENDITURES

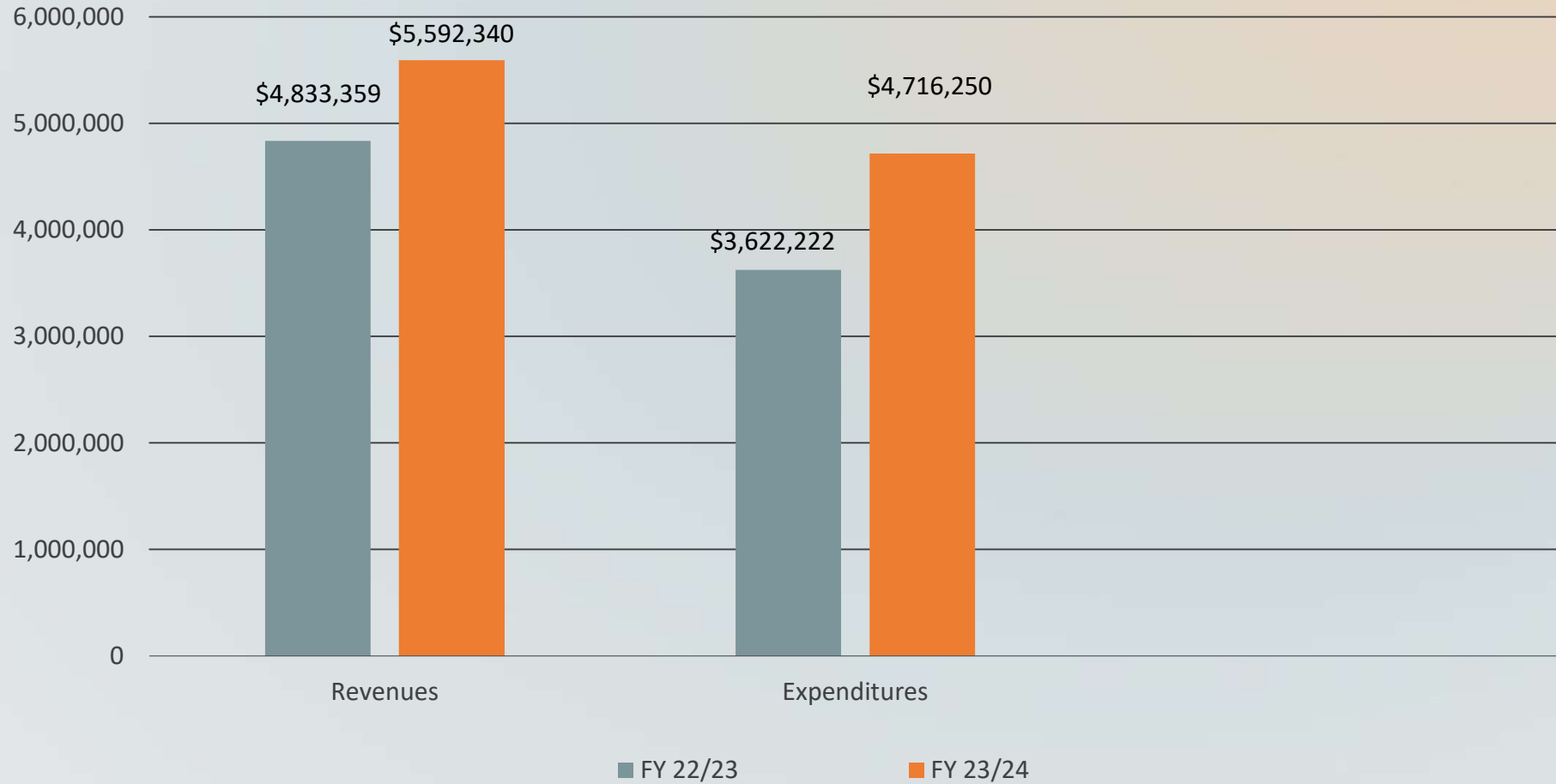
LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF APRIL 30, 2024)**

Item VI - b.

GENERAL FUND



ENCUMBRANCES INCLUDED

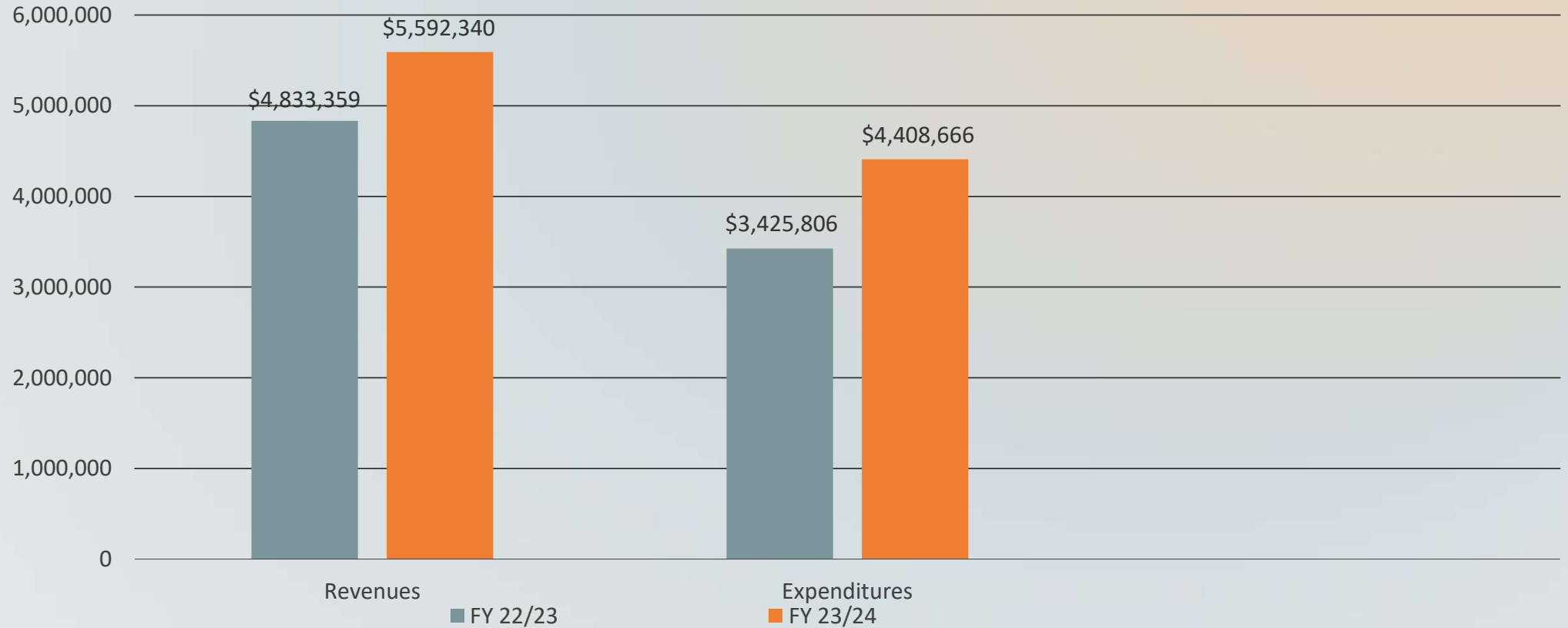
Total Excess of Revenues Over Expenditures \$876,090

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF APRIL 30, 2024)**

Item VI - b.

(ACTUAL)

GENERAL FUND



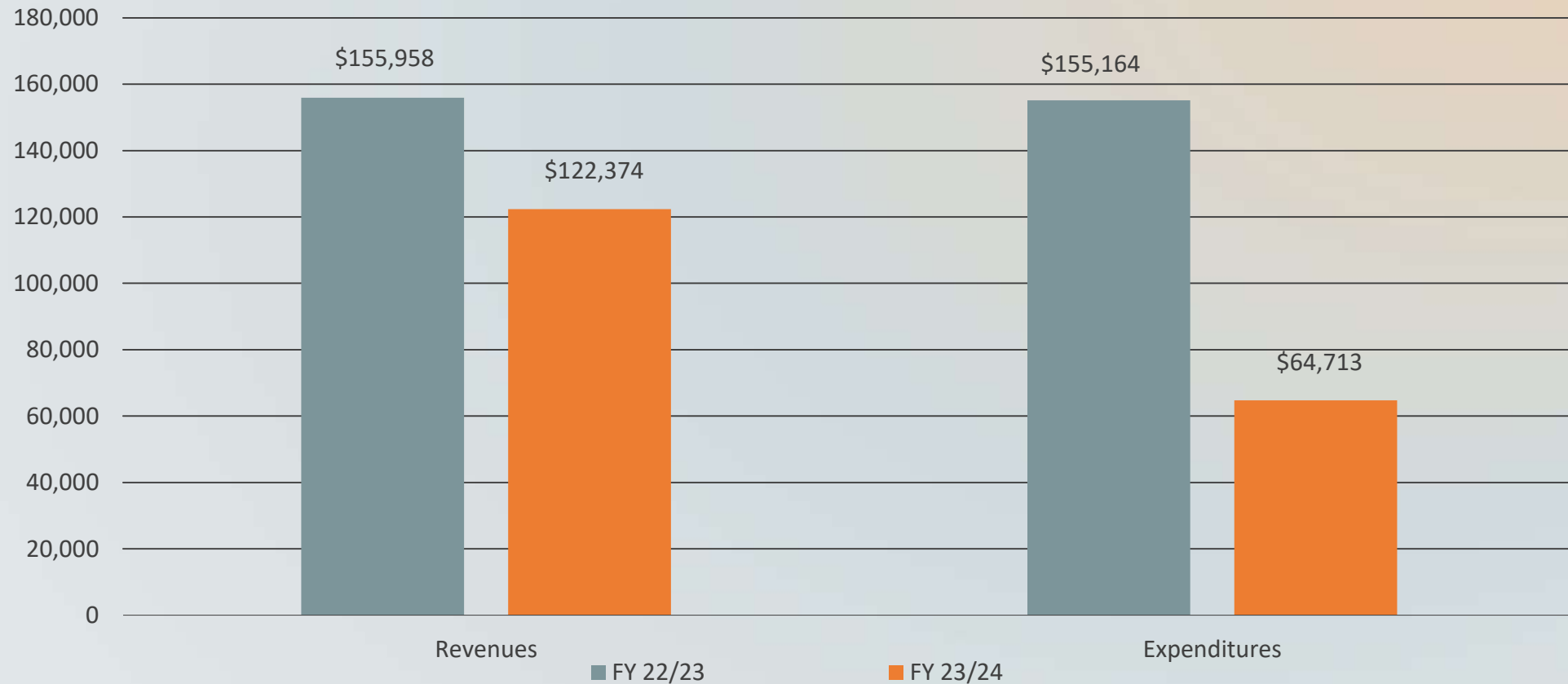
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures \$1,183,674

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % April 30, 2024
GOVERNING BODY	43,476	39,871	242	92.3%
ADMIN SERVICES	427,686	337,611	274	79.0%
FINANCE	289,345	235,189	423	81.4%
LEGAL	63,000	43,647	-	69.3%
PUBLIC BUILDINGS	393,435	297,473	2,108	76.1%
FIRE	1,387,639	1,218,025	5,472	88.2%
PERMITTING	393,592	286,634	-	72.8%
POLICE	1,256,251	864,248	16,341	70.1%
PUBLIC WORKS-STREETS	562,648	250,439	248,852	88.7%
POWELL BILL-STREETS	110,094	5,531	1,246	6.2%
PARKS & RECREATION	359,232	248,023	24,461	75.9%
CHURCH STREET DOCK/VISITOE CENTER	176,327	48,820	3,589	29.7%
EMERGENCY MANAGEMENT	44,306	19,919	500	46.1%
FESTIVALS & EVENTS	124,653	101,410	4,076	84.6%
NON DEPARTMENTAL	586,580	411,826	-	70.2%
TOTAL	6,218,264	4,408,666	307,584	75.85%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF APRIL 30, 2024)**

Item VI - b.

STORMWATER ENTERPRISE FUND

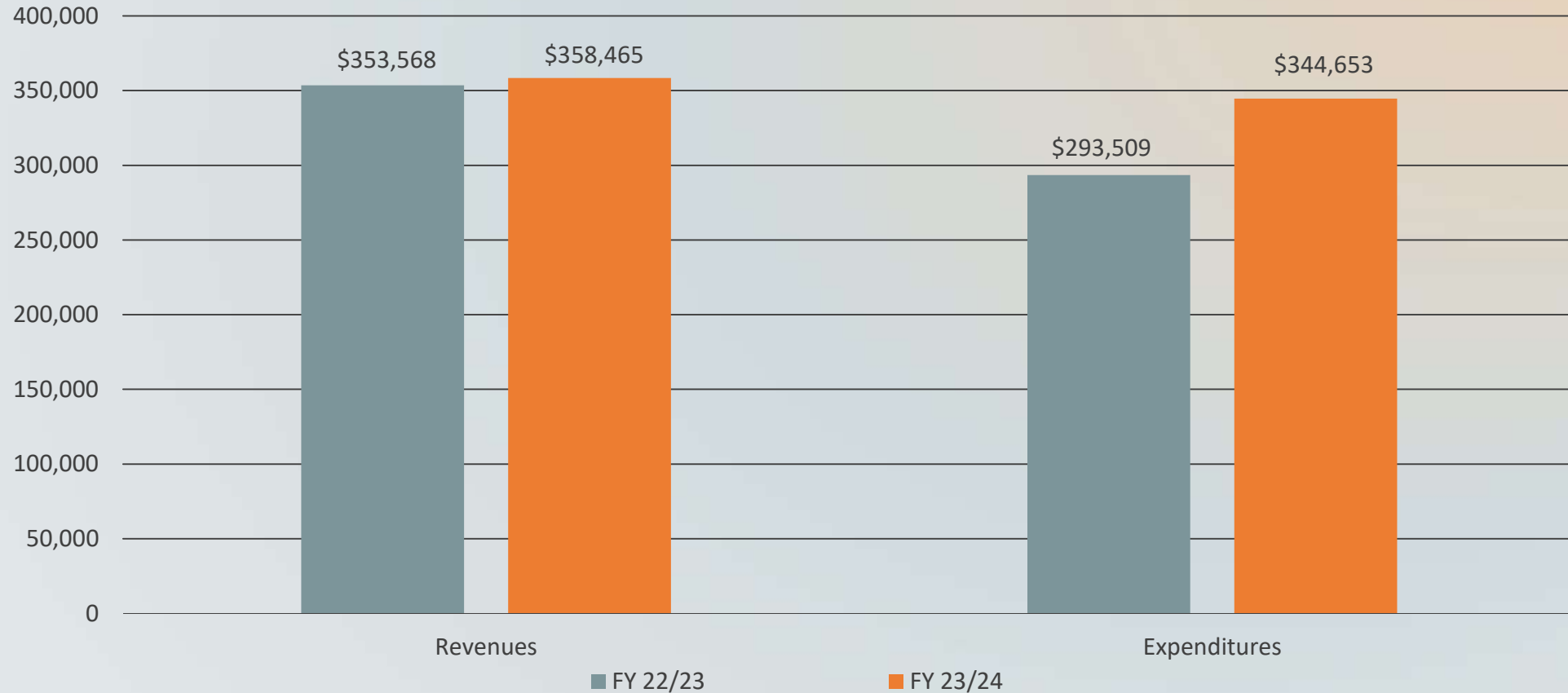


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$57,661

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF APRIL 30, 2024)**

Item VI - b.

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$13,812

TOWN OF SWANSBORO LOAN REPORT (AS OF APRIL 30, 2024)					Item VI - b.
Item	Principal Balance	Interest Rate	End Date	Annual Debt Service	
Town Hall/Tanker	\$317,275	2.69	03/21/2028	\$84,724	
Public Safety Facility	\$40,000	2.58	12/22/2024	\$42,064	
Fire Truck	\$136,806	2.08	11/01/2026	\$47,512	
Sleeping Quarters	\$75,000	2.43	12/14/2026	\$28,038	
Grapple Truck/Town Hall Generator	\$93,416	1.72	6/25/2025	\$47,917	
Vehicles(Police & Fire Department) & Software	\$67,627	1.84	7/15/2026	\$23,377	
Cab Tractor/Dump Truck	\$254,500	4.82	4/3/2029	\$58,491	
Total Debt	\$984,624			\$332,123	52

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF APRIL 30, 2024)**

Item VI - b.

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$135,665	.05%
NC CMT-General	\$6,270,279	5.23%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$6,206,860	5.21%

GRANT UPDATE

Item VI - b.

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$955,329	\$46,850	\$100,420
Swansboro Bicentennial Park Boardwalk Extension	\$277,800	\$140,673	\$0	\$137,127
Emergency Operation Center	\$6,108,093	\$19,543	\$0	\$6,088,550
Emmerton School Repairs	\$424,000	\$22,125	\$18,125	\$383,750
Stormwater Master Plan	\$400,000	\$11,256	\$0	\$388,744
Total Outstanding Grants	\$8,312,492	\$1,148,926	\$64,975	\$7,098,591

Any Questions
?



Board of Commissioners Meeting

Agenda Item Submittal

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

Board Meeting Date: **May 28, 2024**

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

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

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

May 29th – Quasi Judicial Training, 6pm

June 11th

- * Budget Public Hearing

July meeting dates

9th & 23rd

June 25th

- * Presentation – Ricky’s Retreat
- * Recognition of Swansboro Historical Association
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building
- * Public Hearing
 - o Special Use Permit – Ward Farm
- * Financial Report

Future Agenda Items

- * Minimum Housing Code
- * High School Recognitions – *revisit/revise*
- * Street Acceptance of Swansgate and Shadow Creek (*developer has applied*)
- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Town Code Amendment to Chapter 91: Fire Prevention
- * Community Presentations (ongoing monthly)
 - o Onslow Memorial Hospital (July 9th)
- * 2nd Amendment/Weapon Allowance at Town Hall
- * DOD Grant
- * EV Charging fees
- * Text Amendment related to Boat Storage
- * Resolution on Fund Balance threshold
- * Sidewalk Priorities
- * EMS Plan

PROJECTS REPORT

Town Projects/Initiatives Update

April 2024

Submitted By: Jon Barlow, Interim Town Manager

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

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

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

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

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

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

Ten people have been identified as the committee:

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

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

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

Town of Swansboro, NC Manager's Report

Item IX - a.

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

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

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

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

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

The final draft feasibility study was presented to the committee on June 21st. The Committee made some suggested clarification points that Becker Morgan incorporated and then the report was forwarded onto the Board of Commissioners in July 2023. The study included four options that captured the space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

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

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

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

Option D is a concept that provides a new free-standing building that incorporates all the needs of each department. Option D would be constructed on a 'greenfield' site, an off campus location. This option is likely the costliest. Careful consideration will need to be given to site selection regarding impacts and expenses of land acquisition, utilities,

Town of Swansboro, NC Manager's Report

drainage, flood plain and emergency response times in addition to the concerns noted previously in the New Site section. Option D – \$8.8M in building construction and renovation costs, 14,788 usable square footage. Site improvements of \$1,500,000; additional/potential costs of \$403,000 and soft cost of \$1.02M. Total budget range (+/- 15%) = \$9.9M to \$13.4M. Note, budget summary does not include land acquisition. Page 11 Swansboro Public Safety Building Feasibility Report – June 2023

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

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

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

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

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

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:

Town of Swansboro, NC Manager's Report

Item IX - a.

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

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

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

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

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

On April 4, NCDRC 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 NCDRC 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

Town of Swansboro, NC Manager's Report

Item IX - a.

together a viable application. I did share with her that we do have the Water Street Project (with engineered drawings in hand). She reviewed the plans and is checking with NCDCM to see if this project would qualify.

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

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

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

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

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

Town of Swansboro, NC Manager's Report

Item IX - a.

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

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

We will use the funds for the following projects:

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

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

Town of Swansboro, NC Manager's Report

Item IX - a.

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

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

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

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

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

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

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

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

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

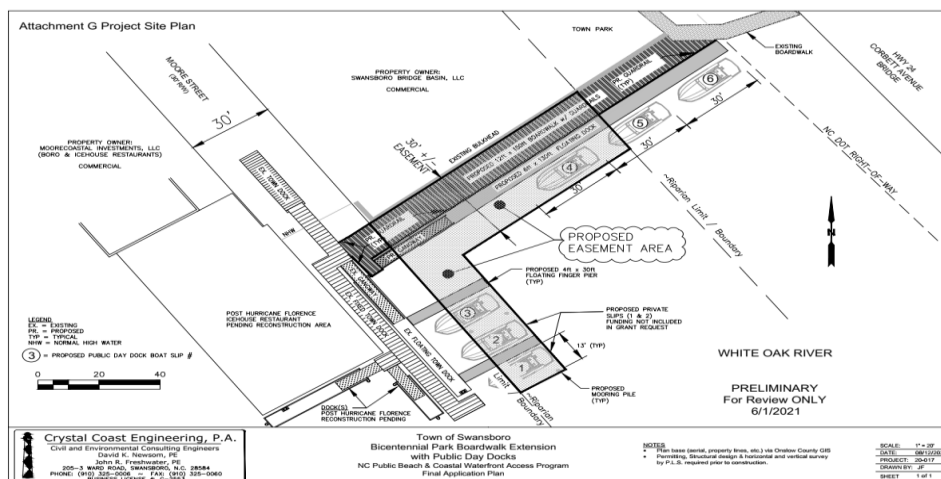
Stature Engineering was interviewed on April 10th and selected to complete the work. SHPO working on contract language with Stature Engineering. The contract was executed mid-June, and the engineer has begun his work. Mid-October 2023, Stature Engineering has completed 45% of the Schematic Design documents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

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

Town of Swansboro, NC Manager's Report

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

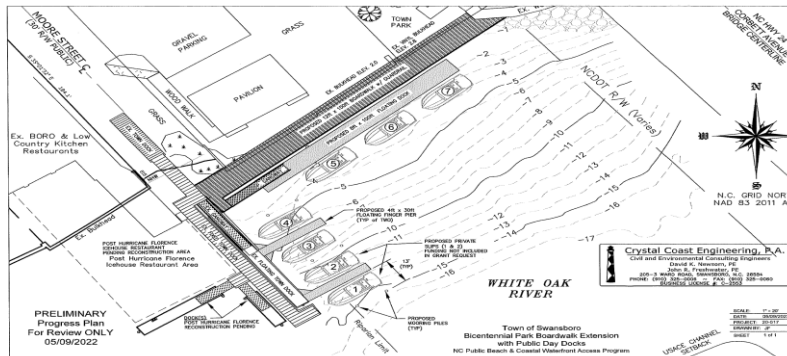
- **2020 NC Public Beach and Coastal Waterfront Access Grant Project** – The Town received notification on November 3, 2020 that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match will be non-cash/in-kind. The project will include the following:
 1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
 2. A floating dock measuring 6 feet by 130 feet will be located immediately waterward of the Boardwalk and will connect to the existing Moore Street Dock by means of 4 feet by 30 feet aluminum gangway on the western end.
 3. There will be four boat slips to accommodate day visitors in small boats



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

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

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

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

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

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

The grant extension (Amendment 1) was received October 12, 2022. The Permit Modification was received on November 30, 2022. The NCDOT Encroachment Agreement was received January 9, 2023. Arendell Engineer, John Wade has been engaged to begin preparing the construction drawings.

The Historic Preservation Commission heard and approved the COA for this project on February 21st. Additionally, because we must do some minor dredging prior to

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construction of the dockwalk, I had to arrange a site visit to assure we did not have any oyster clusters that may need to be relocated. The Coastal Federation graciously made a site visit on Wednesday, February 8th and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting on a quote for dredging. As previously mentioned, Arendell Engineering is currently working on the construction drawings for bidding out the project.

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

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

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

Subsurface Exploration and Geotechnical Engineering is scheduled to be done on Monday, October 23rd to evaluate the soil conditions for the proposed development. Project Engineer John Wood, Arendell Engineers, continues to develop final plans not only for the new bulkhead but the boardwalk as well. *Final construction plans and accompanying bid documents are expected to be completed early March 2024. Once plans and bid documents are received from Wood, the Town will seek bids from contractors to perform the project. According to project coordinator Kathy Vinson, there should be ample time to get the project completed before the latest time extension expires in October 2024.*

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

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

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

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

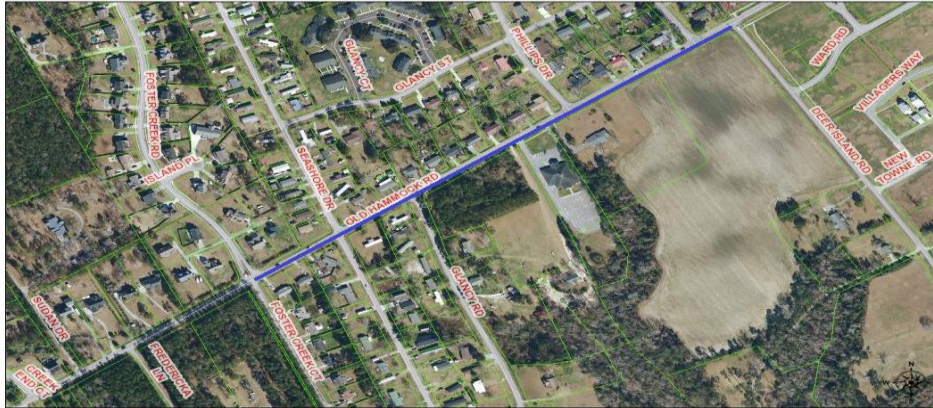
Senate Bill 105 approved November 18, 2021 included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital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

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

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Section 1 of Priority 2



Section 2 of Priority 2



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

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

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

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

Priority 3

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

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

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

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

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

Priority 4 - **Completed**

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

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

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

Priority 5

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

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

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

Priority 5 completed in September 2023



Priority 6

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

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

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

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

Priority 7

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

Priority 8

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

Priority 9

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

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

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

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

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

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

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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 25th, 2022.

What's Been Done To Date

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

What's Remaining to do on the Exterior

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

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

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

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

Rufus Murray was awarded the contract to re-construct the exterior stairs etc. On hold until after the Mullet Festival so we don't have a construction site during the festival. A pre-construction

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

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

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

- **LSAII/Stormwater Mapping Grant** – Following adoption of a support resolution on September 12, 2022 the Town entered into contract with Withers Ravenel (\$5000), who will prepare the grant application for Local Assistance for Stormwater Infrastructure Investments through the NC Division of Water Infrastructure in hopes of receiving up to \$400,000 to assist with stormwater mapping in the Town. The application deadline is September 30, 2022, with grant awards to be

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

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

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



Department Reports for April 2023

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Administrative Services

- Phone Records Report for April: 2,702 calls
 - Internal - 572 Town Hall – 371 Parks and Recreation – 463
 - Police Department – 481 Fire Department – 64 Outgoing totals – 751
- Building permits sold for April: 54 residential/commercial combined; \$7,482.57 total fees collected (includes 16 re-inspections)
- 153 Building inspections processed/24 Fire Inspections processed
- 123 Various receipts processed
- 2 Code enforcement violations
- 327 ONWASA payments processed, 3 New Service Setups, 6 Other transactions
- 5 Work Orders generated for Public Works
- 11 Notarization's performed
- 21 Beer & Wine Privilege Licenses renewed, 7 unpaid
- Admin staff worked at Visitor's Center (Alissa, Aliette, Linda, and Jackie)
- US Census Report Submitted – Permits
- Finalized March Departments Report
- Provided support to the Planning Department for numerous matters
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Alissa attended the final week and graduated from the Municipal & County Administration course through the UNC School of Government in Chapel Hill
- Fulfilled Public Records Request
 - Construction Monitor for building permit records
 - SmartProcure - purchasing records from 8/17/2023 to current
 - 244 River Reach Drive permit records
- Continued FY 23/24 Budget Preparations
- Sam Bland Banquet planned and held April 30th
- Researched Municipal Park Sewer easement and PartF grant specifications related to sidewalk connenctions to adjoining parcels
- Handled Land Solicitation Packet details for EOC/PSB, weekly report given to committee
- Collected quotes for digital sign replacement
- Clean Sweep Week
 - Answered numerous calls, Facebook messages and comments and emails about coverage
 - Posted daily details related to the event for visibility
- Attended PirateFest Logistics meeting
- Issued New Releases/Constant Contact for:
 - BOC 4/9/2024 Meeting
 - Highway 24 Traffic Alert
 - BOC 4/23/2024 Meeting



Department Reports for April 2023

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

Website Home Page: 1,975 views.

Top 5 pages viewed – Employment Opportunities: 556 | Departments-Permitting: 314

Departments-Police: 231 | Contacts: 216 | Government: 205

Finance

- Sales & Use Tax received in April 2024 is \$110,863
- Accounts Payable Summary for April 2024:
 - 208 Invoices-Totaling \$120,414
 - 32 Purchase Orders Issued
- Processed payroll- 4/5/2024 & 4/19/2024
- Stormwater Fees Collected-April 2024-\$190
- March 2024 Bank Reconciliation-Town accounts
- March 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 6 hours
- Processed Swansboro TDA checks.
- Gathered financial information for April 23, 2024, regular meeting
- Entering operating budget requests for FY 24/25 in budget spreadsheet
- Preparing Year End Projections FY 23/24/updating operating budget spreadsheet.
- Updating Capital Improvement Plan
- Submitted the closeout documents for Hurricane Isaias to NC Department of Public Safety, Division of Emergency Management.
- Submitted the following expenditure reports: (Grant Funds)
 - Office of State Budget & Management-State Capital and Infrastructure Fund Directed Grant (SCIF Grant) for quarter ending 3/30/2024
 - US Treasury- State and Local Fiscal Recovery Funds (SLFRF) for period 4/01/2023 - 3/30/2024
- Submitted the following reports:
 - Submitted HUBSCO for quarter ending 3/31/2024- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- Prepared the Agenda and quarterly financial report for TDA Quarterly Meeting
- Swansboro TDA-Prepared and submitted the Budget Message/Proposed Budget for FY 24/25 to the Swansboro TDA members
- Swansboro TDA – Meeting was held on Thursday, April 11, 2024. The next scheduled meeting will be held on Thursday, July 11, 2024 at 2:30 pm in the Community Room

Fire Department

Incidents

- 116 Total Incidents



Department Reports for April 2023

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- 56 EMS Incidents
- 60 Fire Incidents
- **24 Overlapping Incidents (Two or More Calls Simultaneously)**
- 84 incidents occurred in the Swansboro (City Limit District)
- 15 incidents occurred in the White Oak Fire District
- 16 incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics
 - Average Turnout Time (Dispatch to Enroute): 02:25
 - 90th Percentile (Less Than 120 Seconds)
 - 83% - EMS Incidents
 - 78.42% - Fire Incidents
 - Average On-Scene Time for EMS incidents
 - **16:35** minutes (EMS Incidents)
 - **54 minute 52 seconds** (Longest On-Scene Time)
 - **0** (Incidents On Scene over 1-hour)
 - **14** (Incidents On Scene over 20-minutes)
 - **4** (Incidents On Scene 30-minutes or Greater)

Fire Life Safety – Operations

- Fire Prevention Inspections: 23
 - General Fire Inspections: 8
 - Fire Suppression Systems: 10
 - Re-Inspections (Violations): 3
 - New Business (Certificate of Occupancy): 2

Training

- Total Training Hours: 457
 - Company Training: 365
 - Existing Driver: 12.5
 - Facilities: 0
 - Fire Arson Investigation: 0
 - Fire Life Safety Education: 0
 - Fire Prevention Inspection: 0
 - New Driver: 12.5
 - Officers: 0
 - Hazardous Materials: 0
 - Automatic Aide Training: 30

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Finalizing end of year projections and 2024-25 budget
- Continuing to collect applications for Arts by the Sea, Independence Day, and Mullet Festival



Department Reports for April 2023

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- Collecting 2024 sponsorships
- Finalized all quotes for all 2024 festivals: Portable toilets, sound, tents, golf carts, shuttles, security, and other logistics
- Completing permit applications for Coast Guard and Onslow County
- Met with Curtis Media on advertising sponsorship for the year
- Onslow County Tourism Assistance Grant-present before the Onslow County Board of Commissioners to request funding for the Swansboro Festivals
- Obtained permission from all property owners for the festival year

Arts by the Sea

- Submitted request for USMC band to perform
- Assisted in securing stage entertainment

Mullet-

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

ARP Project Updates

Splashpad Renovation

- Shade structures have been ordered; estimated delivery 10-12 weeks.

Senior Games

- Assist in facilitating Onslow County Senior Games
- Board of Commissioners proclamation for Senior Games month
- Guest speaker at the opening ceremonies
- Facilitated sporting events: bowling, cycling

Miscellaneous

- Finalizing logistics and entertainment contracts for annual Pirate Fest in partnership with Onslow County Parks and Recreation.
- Sara Elliott, Program and Event Manager was hired March 18, 2024
- Conducted training with Sara Elliott
- Began staff training for Program & Event Manager
- Attended webinar for a weather safety software application to monitor on-site weather and an alert system
- Revisions on the 2024-25 budget
- Attend bi-weekly departmental managers' meeting
- Continue to manage staff timesheets, hours tracking, and schedules
- Continue to manage and monitor budget and funds
- Continue to manage on-going weekly and monthly reservations
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance
- Serve on the Onslow County Senior Games Committee, meetings held once a month



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- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-social media

April

Media Outlet	Followers	Facebook Reach	Post Engagement	Page Visits	New Followers
Facebook	17,267	78,000	9,9882	4600	634
Instagram	815	296		20	15

Activity Report

Organization Activity					
From 4/9/2024 to 5/9/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	166	101	1	0	196
Resident	26	10	1	0	13
Non-Resident	140	90	0	0	183
No Residency Set	0	0	0	0	0
Demographics					
< 18	31	3	0	0	37
18 - 65	102	67	0	0	127
65+	33	30	1	0	32
Male	62	58	1	0	88
Female	104	42	0	0	108
Other Genders	0	0	0	0	0
Online vs In-House					
Online	34	0	0	N/A	84
In-Person	132	100	1	N/A	112

Revenue-

April

Slip Fee - Town Dock	\$6483.50
Rental Fees-Parks	\$959
Rentals Rooms	\$1865
Rec Program Fees	\$5781
Gym Memberships	\$75
Dog Park Memberships	\$15
Vendor Fees	\$2065
Festival Sponsorship	\$11350



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PROGRAM/EVENT MANAGER MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Created program proposals for new programs to be approved by Director
- Completed instructor payouts for recently finished programs
- Finalized Pirate Fest schedule, food vendors, and scavenger hunt
- Began working on Arts by the Sea entertainment schedule
- Helped plan and create social media posts for Pirate Fest
- Oversaw 2 Teacher Workday Camps
- Handled staff scheduling for Rec Center, Visitor's Center, and all reservations
- Completed contracts for instructors
- Oversaw several Senior Games events
- Received sponsorships/donations for Memorial Day Service and Summer Camp
- Organized itinerary for Memorial Day Service
- Began planning Summer Camp field trips
- Attended Marketing Workshop in Cary, NC

Planned Programs

Fellowship Night- April 15th

- 6 registered

Teacher Workday Camp – April 1st & April 29th

- 12 registered
- Completed both camps

POUND! – March 30th-April 27th

- 18 drop-ins
- 1 series

Tai Chi – March 7th- April 11th

- 10 series

Touch-A-Truck

- 27 different companies
- 2 food vendors and a DJ
- 1,500 + participants
- 2 helicopters



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Theatre Trip- April 14th

- 9 registered

Summer Day Camp Registration- June 17th – August 16th

- All 8 weeks filled with several kids on the waitlist for each week

Permitting

Planning Board

- The Planning Board regular meeting was on April 2, 2024.
 - Zoning Map amendment to rezone land located at 140,144 and 160 Queens Creek Road from O/I (Office and Institutional) to B-1 (Business). The Planning Board did not recommend the zoning change to the Board of Commissioners.
 - Text Amendment to Section 152.179 Table of Permitted/Special Uses and Section 152.212 Use Standards to enable Food, Beverage & Craft Processing and Production with Retail Sales in the B2HDO and M1 zoning districts. The Planning Board recommended the text amendment to the Board of Commissioners.
 - Text Amendment to Section 152.009 Maintenance of the Official Zoning Map. The purpose of the text amendment was to enable the time that official zoning maps are posted to be changed from two weeks to sixty days of notification. The Planning Board recommended the text amendment to the Board of Commissioners.
 - Text Amendment to Appendix II Historic District Design Standards, Section 3: Roofs. The Planning Board recommended the text amendment to the Board of Commissioners.
 - Text Amendment to Appendix II Historic District Design Standards, Section 5: Windows and Doors. The Planning Board recommended the text amendment to the Board of Commissioners.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission meeting was held on April 16, 2024.
 - Certificate of Appropriateness/ 204 Moore Street requested the demolition of an existing metal carport with a new wooden carport meeting the Historic District Standards. The request to build the new carport was approved.
 - Certificate of Appropriateness Amendment to COA-2024-02- 224 Water Street for an additional exterior alteration to the home was denied.
 - Discussion of Thirsty Mullet Staff Approval Application. The new tenants of 208 Main Street, “Thirsty Mullet Taproom”, have submitted a Staff approval Application for the addition of outdoor patio/seating space in the front and rear of the building, as well as planned privacy screening of adjacent residential properties. Two neighbors attended the meeting and participated in the discussion. The Commission made some suggestions and the business partners answered questions. The outdoor seating and landscape buffers were supported but no action by the Commission was required.

Routine Activities:

- The Technical Review team met April 3rd to discuss Mavis Tire which is locating in the outparcel of the Food Lion shopping center and Brezza Lofts in Ward Farm.
- Discussed code requirements with new commercial developments.



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- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.

Police Department

Patrol:

- 163 Reportable Events
- 15 Motor Vehicle Crashes
- 2 Felony Arrests
- 11 Misdemeanor Arrests
- 5 Arrests by Warrant Service
- 5 DWI Arrests
- 1-Felony Drug Arrest
- 12 Arrests with Transport to the Onslow County Jail
- 38 Citations
- 81 Verbal/Written Warnings
- 5 Felonies Reported (2-Fraud; 1-Break & Enter; 1-Larceny)
- 14 Misdemeanors Reported (6-Property Damage; 2-Drug; 1-Counterfeit; 1-Littering; 4-Traffic Related)
- 4 Disputes/Public Disturbances
- 4 Domestic
- 1 Crisis Intervention with Mental Patient
- 1 Death Investigation
- 10 Town Ordinance Violations
- 20 Alarm/Open Door
- 32 Suspicious Incident/Person/Vehicle
- 203 Requests by Other Agencies for Assistance

3,404 Total Events Performed on Patrol

Community Service/Training:

- 11 Vehicle Unlocks
- 2 Funeral Escorts
- 10 Requests for Fingerprints
- Participated in the Annual Touch-a-Truck Event held at the Municipal Park.
- Provided security for two events at the Rotary Civic Center.
- Provided a tour of the facility and a patrol vehicle to a group of Home-schooled elementary students.
- Chief Taylor, Lt. Brim and Det. McNeil attended the monthly General Membership meeting of the Chamber of Commerce.
- Chief Taylor attended the Crime Stoppers meeting held in Jacksonville.
- Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held MCB Camp LeJeune.



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Admin Services:

- Answered 414 phone calls during business hours.
- Assisted 168 walk in requests for assistance during business hours.
- Took 43 requests for reports.

Public Works

No report provided