



# Board of Commissioners Agenda

## Town of Swansboro

Tuesday, January 14, 2025

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### Board Members

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

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

#### II. Public Comment

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

#### III. Adoption of Agenda and Consent Items

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

##### III. Consent Items:

- a. Resolution Opposing Senate Bill 382
- b. FY25-26 Budget Schedule
- c. Budget Ordinance Amendment #2025-5

#### IV. Appointments/Recognitions/Presentations

##### a. Board Appointments

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

Due to expiration of terms or resignations, board appointments are needed for the Planning Board, Tourism Development Authority, and the Parks Board.

*Recommended Action:*

1. Consider appointments to the Planning Board
2. Consider appointments to the TDA
3. Consider appointments to the Parks Board

##### b. East Carolina Council Appointment

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

Annually, a representative is selected to serve as a local jurisdiction representative on the East Carolina Council (ECC) General Membership Board.

*Recommended Action: Select an individual for appointment to the ECC General Membership Board for 2025.*

## V. Public Hearing

### a. **Re-zoning Request – 1149 Hammocks Beach Road**

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

Shannon Weaver, PE, on behalf of property owners David and Linda Camp has submitted a rezoning request for 1149 Hammocks Beach Road from RA (Rural/Agricultural) to B-1 (Business). The property is further identified as tax parcel ID 1319-66 and the total acreage requested for rezoning is +/-0.77 acres.

*Recommended Action:*

1. Hold a public hearing
2. Motion to approve or deny Ordinance 2025-01 to rezone 1149 Hammocks Beach Road from RA (Rural/Agricultural) to B-1 (Business).

### b. **UDO Text Amendment to Appendix III Historic District Design Standards, Section 14: Fences and Walls**

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

The Historic Preservation Commission has recommended an amendment to Appendix III Historic District Design Standards, Section 14: Fences and Walls to make clarifications on fence guidelines.

*Recommended Action:*

1. Hold a public hearing
2. Motion to approve Ordinance 2025-02 amending Appendix III, Section 14: Fences and Walls.

## VI. Business Non-Consent

### a. **Proposal to Establish a Fund Balance Policy**

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

On October 22, 2024, staff presented a Fund Balance Policy designed to enhance the Town's financial stability. The board tabled approving the policy until after the audit was received. The audit was presented at the December 10, 2024, meeting.

*Recommended Action: Motion to approve the Fund Balance Policy as written.*

### b. **NCLM 2025-2026 Advocacy Goal Statements**

**Presenter: Jon Barlow - Town Manager**

The NCLM has published its 2025-2026 Advocacy Goal Statements. Cities and Towns are asked to review and vote on the proposed goals so that cities and towns have a focused state and federal advocacy agenda in the 25-26 legislative biennium which begins in January at the NC General Assembly. Each municipality will cast a single vote by selecting 10 of the 16 proposed advocacy goals.

*Recommended Action: 1) Discuss and vote on 10 of the 16 statements; and 2) Designate a voting delegate who will cast the Town's vote by January 17, 2025. The voting delegate will receive voting instructions and the online ballot directly.*

**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**

**X. Board Comments**

**XI. Closed Session**

- a. *Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.*

**XII. Adjournment**

**RESOLUTION 2025-R1****A RESOLUTION OF THE TOWN OF SWANSBORO, NORTH CAROLINA,  
OPPOSING SENATE BILL 382 REGARDING ZONING AUTHORITY OF LOCAL GOVERNMENTS**

**WHEREAS**, Senate Bill 382, entitled DISASTER RELIEF-3/BUDGETNARIOUS LAW CHANGES was initially drafted as Dental Practice Act Changes and then modified for the stated purpose of prioritizing aid for Hurricane Helene recovery efforts; AND

**WHEREAS**, Senate Bill 382, in addition to many other changes unrelated to Hurricane Helene recovery efforts, includes a section with changes to NCGS 160D-601 entitled Procedure for adopting, amending, or repealing development regulations. (d) Down-Zoning which would remove local government authority to initiate down-zoning amendments without the written consent of all property owners whose property is the subject of the down-zoning; AND

**WHEREAS**, for the purposes of this amendment, down-zoning refers to any zoning provision that reduces development density to any degree, removes any permitted uses of land from any zoning district, or creates non-conformities in non-residential zoning districts; AND

**WHEREAS**, more specifically, the statute requires that communities obtain consent from all property owners that are affected by changes to setbacks, lot coverage, height, and bulk provisions of zoning ordinances which meet the definition of down-zoning; AND

**WHEREAS**, these are considered the most basic tools communities have available to maintain land use compatibility, achieve desired density, and ensure orderly growth and development; AND

**WHEREAS**, this proposed statute, if enacted years ago, would have prevented Swansboro from adopting many of our longstanding regulations, which the Town deems vital to protecting the character of our community. Examples include regulations related to large residential dwellings, lot sizes, and commercial use limitations; AND

**WHEREAS**, many communities in North Carolina deal with growth and development challenges routinely and their zoning authority is one of the only means to balance growth with the needs of the community and constituent concerns; AND

**WHEREAS**, the provisions re: down-zoning in Senate Bill 382 would effectively lock the current zoning schemes of most communities in place now and into the future, making it nearly impossible for local governments to provide land-use regulations that are in the best interest of their communities; AND

**WHEREAS**, the reasons for these specific changes were not made clear and local governments were not provided an opportunity to review or comment on the proposed changes prior to its adoption by the House on November 19, 2024; AND

**WHEREAS**, if Senate Bill 382 becomes law, it would apply to any local government ordinance enacting down-zoning of property during the 180 days prior to its adoption.

**NOW, THEREFORE, LET IT BE RESOLVED BY THE TOWN OF SWANSBORO, NORTH CAROLINA, BOARD OF COMMISSIONERS**, that we strongly oppose the adoption of Senate Bill 382, specifically, the section which would modify GS 160D-601(d) and restrict all local governments in North Carolina and their ability to control growth and maintain a balanced community. In addition, the Town of Swansboro would request sufficient opportunities in the future to review and comment on any proposed legislation that would alter land use regulatory authority.

Adopted this 14th day of January 2025.

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William Justice, Mayor Pro Tem

Attest:

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Alissa Fender, Town Clerk





# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **FY 25-26 Budget Schedule Adoption**

Board Meeting Date: **January 14, 2025**

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

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**Overview:** As provided, see FY 25-26 Budget Schedule for your consideration.

**Background Attachment(s):** FY 25-26 Budget Schedule

**Recommended Action:** Motion to approve FY 25-26 Budget Schedule

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

BUDGET SCHEDULE – FISCAL YEAR 2025-26\*

January 14, 2025	Adoption of Budget Calendar
TBD	Budget Workshops
January 24, 2025	Budget instructions distributed to Department Heads
February 12, 2025	FY 25-26 draft CIP, capital outlay requests and major program request changes (i.e., new personnel, large contracts, etc.) are due. Any increase that will cause the budget request to be greater than 5-10% of current year's initial budget must be submitted at this point.
February 16, 2025	Operating and year-end projection worksheets due to finance
February 28, 2025	Finance presents first draft of budget to Town Manager
March 3-6, 2025	Town Manager, Finance Director, and Department Heads review departmental requests. Department Heads-try to leave schedules open.
March 10-13, 2025	Budget Revisions & Team Lock Down to balance Budget
TBD	Budget Workshop: Budget Overview
May 13, 2025	Set Public Hearing for June 10, 2025
June 1, 2025	Budget Distribution, available for public inspection
June 10, 2025	Board holds Public Hearing Board adopts Fiscal-Year 2025-2026 Budget
July 1, 2025	FY 25-26 Begins

\*All dates are subject to change



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2025-5**

Board Meeting Date: **January 14, 2025**

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

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

- 1. Police Department:** At the November 26, 2024, Board of Commissioner’s meeting, the Board approved the Public Safety Pay and Classification Plan revisions as presented with full implementation effective the first pay period in January 2025. (\$36,390)

*Source of Funds: Appropriated Fund Balance*

- 2. Police Department:** Due to resignations, payment of accrued vacation leave to include retirement benefits of \$5,309 needs to be disbursed.

*Source of Funds: Appropriated Fund Balance*

- 3. Fire Department:** At the November 26, 2024 Board of Commissioner’s meeting, the Board approved the Public Safety Pay and Classification Plan revisions as presented with full implementation effective the first pay period in January 2025. (\$31,152)

*Source of Funds: Appropriated Fund Balance*

- 4. Fire Department:** Due to resignations, payment of accrued vacation leave to include retirement benefits of \$11,322 needs to be disbursed.

*Source of Funds: Appropriated Fund Balance*

- 5. Fire Department:** The sale and acquisition of a new self-contained breathing apparatus was approved on October 22, 2024, with an initial FY 24/25 payment of \$40,000.

*Source of Funds: Sale of Fixed Assets- Summerville-Bunnlevel Fire & Rescue Sales Agreement – Down Payment*

- 6. Fire Department/Emergency Management:** The fire department deployed resources to aid response and recovery efforts in Western North Carolina on two occasions. The cost of each deployment is provided. We are filing for state reimbursement as this was a Presidentially Declared Disaster.

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

1) Western Deployment 1 (Cedar Mountain):  
Personnel Cost (Salary & Benefits): \$15,892.94  
Supplies: \$1,264.26  
Fuel: \$677.41  
Fees: \$7.09  
Apparatus & Equipment: \$ 5,067.13

2) Western Deployment 2 (Asheville):  
Personnel Cost (Salary & Benefits): \$15,884.46  
Fuel: \$429.97  
Apparatus & Equipment: \$3,512.77

*Source of Funds: Grants Various-Pending FEMA/State Reimbursement  
(\$42,736 – Fire \$40,357/ EM-\$2,379)*

- 7. **Public Buildings-** At the November 12, 2024, Board of Commissioners meeting, the Board unanimously approved an allocation of \$60,000 for the purpose of repairing and remediation of the Visitor Center.

*Source of funds: Appropriated Fund Balance*

**Background Attachment(s):** Budget Ordinance Amendment #2025-5

**Recommended Action:** Motion to approve Budget Ordinance Amendment #2025-5

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 24/25**

**BUDGET ORDINANCE AMENDMENT #2025-5**

**BE IT ORDAINED** by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2025:

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

<u>Appropriations</u>	<u>Increase</u>
Police Department	\$41,699
Fire Department	\$122,831
Emergency Management	\$2,379
Public Buildings	\$60,000

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-General Fund	\$144,173
Sale of Fixed Assets	\$40,000
Grants-Variou	\$42,736

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, January 14, 2025.

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William Justice, Mayor Pro Tem

Attest:

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



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments**

Board Meeting Date: **January 14, 2025**

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

**Overview:** Due to expiration of terms or resignations, board appointments are needed for the Planning Board, Tourism Development Authority, and the Parks Board.

At the December 10, 2024, regular meeting the board tabled appointments to the next meeting to allow for more applications to be received. A call for applications was sent through the Towns Constant Contact and posted to Facebook. 3 additional applications were received.

A list of expirations is provided below as well as those members who seek re-appointment and the Talent Bank Sheet listing the citizens that are interested in serving on an advisory board.

Planning Board

Three (3) In Town seat to consider for appointment or reappointment. One (1) ETJ seat Vacancy.

- Jerry Seddon – Term expires 1/2025 has interest in re-appointment
- Tim Vannoy – Term expires 1/2025 has interest in re-appointment
- Clara Abalos – Term expires 1/2025 **not seeking** re-appointment

There are 7 in-town applications on file and 0 applications on file for ETJ.

Tourism Development Authority

Three (3) seats to consider for appointment/reappointment.

- Randy Swanson – Term expires 12/2024 has interest in re-appointment
- Joe Brown – Term expires 12/2024 **not seeking** re-appointment
- Jack Harnatkiewicz – Term expires 12/2024 has interest in re-appointment

There are 7 application(s) on file.

Parks Board

Four (3) in town seats to consider for appointment/reappointment.

- Debbie Harnatkiewicz – Term expires 1/2025 **not seeking** re-appointment
- Lawrence Abalos – Term expires 1/2025 **not seeking** re-appointment
- Jennifer Steele – Term expires 1/2025 has interest in re-appointment

One (1) ETJ seat to consider for appointment

Currently vacant

There are 6 application(s) on file for in town residents and 0 applications on file for ETJ.

**Background Attachment(s):**

1. NCGS 160A-362 and NCGS 128-1.1
2. Tourism Development Authority Membership Requirements
3. Talent Bank Sheet

**Recommended Action:**

1. Consider appointments to the Planning Board
2. Consider appointments to the TDA
3. Consider appointments to the Parks Board

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

**§ 160A-362. Extraterritorial representation.**

When a city elects to exercise extraterritorial zoning or subdivision-regulation powers under G.S. 160A-360, it shall in the ordinance creating or designating its planning board provide a means of proportional representation based on population for residents of the extraterritorial area to be regulated. Representation shall be provided by appointing at least one resident of the entire extraterritorial zoning and subdivision regulation area to the planning board and the board of adjustment that makes recommendations or grants relief in these matters. For purposes of this section, an additional member must be appointed to the planning board or board of adjustment to achieve proportional representation only when the population of the entire extraterritorial zoning and subdivision area constitutes a full fraction of the municipality's population divided by the total membership of the planning board or board of adjustment. Membership of joint municipal county planning agencies or boards of adjustment may be appointed as agreed by counties and municipalities. Any advisory board established prior to July 1, 1983, to provide the required extraterritorial representation shall constitute compliance with this section until the board is abolished by ordinance of the city. **The representatives on the planning board and the board of adjustment shall be appointed by the board of county commissioners with jurisdiction over the area.** When selecting a new representative to the planning board or to the board of adjustment as a result of an extension of the extraterritorial jurisdiction, the board of county commissioners shall hold a public hearing on the selection. A notice of the hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The board of county commissioners shall select appointees only from those who apply at or before the public hearing. The county shall make the appointments within 45 days following the public hearing. Once a city provides proportional representation, no power available to a city under G.S. 160A-360 shall be ineffective in its extraterritorial area solely because county appointments have not yet been made. If there is an insufficient number of qualified residents of the area to meet membership requirements, the board of county commissioners may appoint as many other residents of the county as necessary to make up the requisite number. When the extraterritorial area extends into two or more counties, each board of county commissioners concerned shall appoint representatives from its portion of the area, as specified in the ordinance. If a board of county commissioners fails to make these appointments within 90 days after receiving a resolution from the city council requesting that they be made, the city council may make them. If the ordinance so provides, the outside representatives may have equal rights, privileges, and duties with the other members of the board to which they are appointed, regardless of whether the matters at issue arise within the city or within the extraterritorial area; otherwise they shall function only with respect to matters within the extraterritorial area. (1959, c. 1204; 1961, c. 103; c. 548, ss. 1, 13/4; c. 1217; 1963, cc. 519, 889, 1076, 1105; 1965, c. 121; c. 348, s. 2; c. 450, s. 1; c. 864, ss. 3-6; 1967, cc. 15, 22, 149; c. 197, s. 2; cc. 246, 685; c. 1208, s. 3; 1969, cc. 11, 53; c. 1010, s. 5; c. 1099; 1971, c. 698, s. 1; 1983, c. 584, ss. 1-4; 1995 (Reg. Sess., 1996), c. 746, s. 2; 2005-418, s. 11.)

**§ 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.)



**RESOLUTION 2011-R8  
A RESOLUTION ESTABLISHING THE  
SWANSBORO TOURISM DEVELOPMENT AUTHORITY**

Section 2. Membership. The Swansboro Tourism Development Authority shall consist of six members, who shall be appointed by the Swansboro Board of Commissioners for a term of two years each that shall coincide with the calendar year; provided, however, that the initial appointments to the authority shall be for a term of 28 months, beginning September 1, 2011. The members shall serve at the pleasure of the Board of Commissioners, and any vacancies on the authority shall be filled by appointment of the Board of Commissioners. At least half of the members of the authority shall be persons who are active in the promotion of travel and tourism in the town, and at least one third of the members shall be persons who are affiliated with businesses that collect the room occupancy tax. Individual members may, if qualified, serve in- and fulfill the representation requirements for more than one category, and the Town officials shall be regarded as being active in the promotion of travel and tourism, so long as the Town appropriates funds in support of these purposes. The remaining member or members of the authority shall be appointed at the sole discretion of the Board of Commissioners and may include members of the town governing board or town administration. The Board of Commissioners shall designate the member of the authority who shall serve – at its pleasure – as the chair of the authority and shall determine the compensation, if any, to be paid to the members of the authority.

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

Item IV - a.

**THUMBNAIL PROFILES TALENT BANK APPLICANTS**

**Michael Alden Diehl Town Limits (252)646-9221 (11/2023) *Appointed to TDA***

**Interested in Planning Board Park Board**

- Marine Superintendent – Duke University Marine Labs
- Bachelor’s 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**

- Retired, 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

**Lauren Brown Town Limits (910)459-0787 (11/2023) *Appointed to HPC 1/2024***

**Interested in Park Board**

- Vice President & Chief Projects Officer at MeterSYS
- Master’s 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 (12/2024)**

**Interested in Tourism Authority**

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

**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.

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

Item IV - a.

**THUMBNAIL PROFILES TALENT BANK APPLICANTS**

**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

**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

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

**Interested in** Historic Preservation Board of Adjustment Park Board Tourism Authority Other – *Appointed to PB 1/2024*

- 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 retied 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

**Bets Love** **Town Limits** (817)360-9187 (8/2024)

**Interested in** Park Board

- Retied
- College BA
- Prior civic involvement with United Methodist Church
- Excels at set design, brining neighbors and other together for fellowship/fun
- Desire to see the skate board park up and running so that the towns youth would have somewhere to go to build skills & friendships

**THUMBNAIL PROFILES****TALENT BANK APPLICANTS****Thomas Pieratti**      **Town Limits**      **(843)476-1134**      (8/2024)*appointed to BOA*Interested in **Historic Preservation****Planning Board****Park Board****Tourism Authority****Other**

-Range control officer MCB Camp Lejeune

-Master of Science Administration

-Prior civic involvement with Toys for Tots, Young Marines, multiple fundraisers

-Had involvement with many types of people during a 25 year career with the USMC, traveled the world

-Involved in the community since 2018 and understands “Swansboro” wants to ensure that the community is able to evolve with the times without losing what makes the town, only way to make a change is to be involved.

**Sherrie Hancock**      **ETJ**      **(910)581-4768**      (12/2024) *currently on Planning Board*Interested in **Tourism Authority**

-Hospitality Service Director Hampton Inn and Suite

-Some College

-Prior TDA/Currently serves on Planning Board

-Has lived in Swansboro for 52 years. 6 generations in this area. As mention, was prior TDA member and would love to continue to serve the community by sharing thoughts and concerns.

-As her home she wants to serve the community and make it as safe and as enjoyable as it has been in the past. The town is called the “Friendly City by the Sea” for a reason and she wishes to keep it that way.

**Catherine Madison**      **Town Limits**      **(252)764-1805**      (12/2024)Interested in **Tourism Authority**

-General Manager Hampton Inn and Suites

-High School Education

-Military Affairs Committee

-Has worked in hospitality for 7 years under Crown Hotel and Travel Management, which has given her good prospective on what is needed to maintain and get new business coming to Swansboro. She has 3 children active in the community with dance and baseball which helps her know the market segment for youth travel.

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

**Ryan Swanson**      **Town Limits**      **(862)354-2597**      (01/2025)Interested in **Planning Board****Park Board****Tourism Authority**

-COO of DFS Advertising Agency

-Some College

-Previous member of Swansboro Area Events Organization, Swansboro Area Development Foundation, Swansboro Military Affairs Committee, Swansboro Veterans Memorial Committee

-15+ years in business leadership in Swansboro, 10+ years in local property management and season tourism patterns/growth. Proven track record in tourism/local development and event management. Strong marketing and community engagement skills. Currently maintains a network of local business partnerships. Advertising agency is the agency used by the Azalea festival for the past 2 years and for 2025.

-Interested in serving TDA by having direct experience in tourism promotion and management, understands season business patters in Swansboro. Interested in serving the Planning Board by having a proven track records of business expansion and understands the nature and necessity of careful planning for both commercial and residential. Interested in serving the Parks &amp; Rec Board by having a history of planning large scale community and private events and understands the community needs and interests.

- Overall as a resident of Swansboro since 2007 and having a vested interest in the town growth, he is willing and strongly desires to make a positive change in our community that will benefit most and assisting with positive growth for the Town and make sure that residents and business owners are protected.

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

Item IV - a.



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **East Carolina Council Appointment**

Board Meeting Date: **January 14, 2024**

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

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**Overview:** Annually, a representative is selected to serve as a local jurisdiction representative on the East Carolina Council (ECC) General Membership Board.

ECC is governed by a General Membership Board and Executive Committee. The General Membership Board includes one County Commissioner from each member county and one representative from each municipality served by the organization. The representative from the municipality may be a board member or staff member. The General Membership meets quarterly to guide programming and discuss regional challenges. It also has the responsibility to adopt the annual ECC budget and elect officers for the Executive Committee.

At its December 10, 2024, regular meeting the board tabled appointment to its next meeting, and the materials presented to the Board in February of 2024 by David Bone – Executive Director of the Eastern Carolina Council was sent to the board for review.

**Background Attachment(s):**

1. ECC Appointment Form
2. 2025 ECC Board Meeting Schedule

**Recommended Action:** Select an individual for appointment to the ECC General Membership Board for 2025.

---

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



**Municipal Appointment**

Please use this form to appoint or reappoint a representative from your municipality to actively serve on the Eastern Carolina Council General Membership Board. You may submit this form via email ([dbone@eccog.org](mailto:dbone@eccog.org)) or mail (P.O. Box 1717, New Bern, NC 28563-1717). For questions or concerns please contact Executive Director David Bone at 252-638-3185 ext. 3005 or [dbone@eccog.org](mailto:dbone@eccog.org). Please complete this form and convey it to us at your earliest convenience so that we may extend an invitation to this individual to attend our next meeting. Thank you!

Municipality: \_\_\_\_\_

We hereby appoint \_\_\_\_\_ to serve on the  
(Name of Appointment)  
Eastern Carolina Council General Membership Board.

Contact information:

Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City and Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Date Signature Title

# East Carolina Council General Membership Board 2025 Meeting Schedule

Meetings are held on the second Thursday of the month and are held in the third-floor conference room of the O. Marks Building, 233 Middle Street, New Bern.

General Membership Board - January 09, 2025

Executive Committee - February 13, 2025

General Membership Board - March 13, 2025

Executive Committee - April 10, 2025

Executive Committee - May 8, 2025

General Membership Board - June 12, 2025

Executive Committee - July 10, 2025

Executive Committee - August 14, 2025 (date reserved if meeting is needed)

Executive Committee - September 11, 2025

General Membership Board - October 9, 2025

Executive Committee - November 13, 2025

No Meeting - December 2025

Annual BBQ / Networking event - TBD

**NOTE** – Committee meetings (Budget and Audit Committee, Nomination Committee, etc.) will be announced as necessary.



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Re-zoning Request – 1149 Hammocks Beach Road**

Board Meeting Date: **January 14, 2025**

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

**Overview:** Shannon Weaver, PE, on behalf of property owners David and Linda Camp has submitted a rezoning request for 1149 Hammocks Beach Road from RA (Rural/Agricultural) to B-1 (Business). The property is further identified as tax parcel ID 1319-66 and the total acreage requested for rezoning is +/-0.77 acres.

As explained in the application package, Shannon Weaver is under contract to buy the property contingent on if the re-zoning is granted. She plans to use the existing home on the property and turn it into office space for her engineering firm. With its current zoning, this use is not permitted. Additionally, the CAMA Future Land Use Plan labels this property as Low Density/Suburban Neighborhood (LDSN) which typically is used for residential neighborhoods, but it also mentions small scale non-residential may occur at key intersections or significant public resources. Given the properties proximity to Walmart (a significant public resource), this request appears to be consistent with the future land use plan. Also, the suitability analysis found in the CAMA Land Use Plan labels this property as “most” under urban suitability. It is important to note that while it is not in the current plan to develop the property, if re-zoned to B-1, any uses permitted in the B-1 Zoning District would be applicable at any point in the future. This rezoning was recommended for approval by the Planning Board at their December 3<sup>rd</sup> regular meeting as consistent with the CAMA Future Land Use Plan.

**Background Attachment(s):**

- 1. Application
- 2. Ordinance 2025-O1
- 3. Comprehensive Plan Consistency Statement

**Recommended Action:**

- 1. Hold a public hearing
- 2. Motion to approve or deny Ordinance 2025-O1 to rezone 1149 Hammocks Beach Road from RA (Rural/Agricultural) to B-1 (Business).

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



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

**APPLICATION FOR ZONING & ORDINANCE AMENDMENTS**

**Check the Appropriate Blank**

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

- Application No. \_\_\_\_\_
- Amend Code of Ordinances
  - Amend Unified Development Ordinance
  - Zoning District Designation Change

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

Property Owner Name DAVID AND LINDA CAMP Phone # lcamp1@ec.rr.com  
David Camp 910-340-6423  
Linda Camp 910-340-6424

Address of Zoning Request 1149 HAMMOCKS BEACH RD, SWANSBORO NC 28584

Mailing Address 1149 HAMMOCKS BEACH RD, 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 RA Desired Zoning B1

Probable Use of Property PROFESSIONAL OFFICE SPACE 2-4 EMPLOYEES

Reason for Zoning Change Request CONVERSION OF OLDER HOME TO OFFICE SPACE; CURRENTLY UNDER CONTRACT CONTINGENT ON ZONING AMENDMENT

**Ordinance Amendments**

Code Section to be amended \_\_\_\_\_

Print clearly the code section wordage to be amended \_\_\_\_\_

Print clearly the code section wordage as suggested \_\_\_\_\_

Reason for requested amendment \_\_\_\_\_

Signature David Camp Date 10/31/2024  
Linda Camp 11-31-2024

**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 10/31/24 Date scheduled for Planning & Zoning Board review 12/3/24

Recommendation from Planning & Zoning Board \_\_\_\_\_

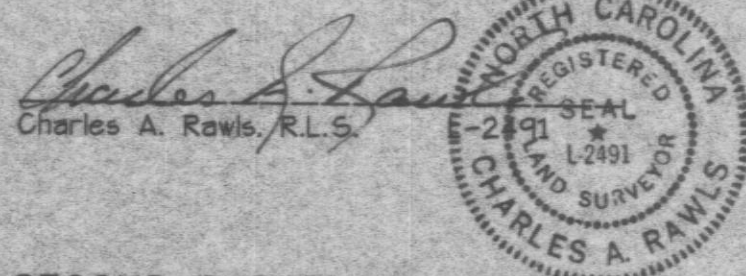
Public Hearing Run Dates \_\_\_\_\_ Date of Public Hearing \_\_\_\_\_

Effective Date of Change \_\_\_\_\_ Ordinance Number \_\_\_\_\_



CERTIFICATE OF SURVEY AND ACCURACY

I, Charles A. Rawls, Registered 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 that this map was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this 21st day of July 1998.



SECOND SURVEYORS CERTIFICATION

I, Charles A. Rawls, Registered Land Surveyor No. L-2491, certify to one or more of the following as indicated thus:

- A. That this plat is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
B. That this plat is of a survey that is located in such portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
C. That this plat is of a survey of an existing parcel or parcels of land;
D. That this plat is of a survey of another category, such as the recombination of existing parcels, a court ordered survey or other exception to the definition of subdivision;
E. That the information available to this surveyor is such that I am unable to make a determination to the best of my professional ability as to provisions contained in (A) through (D) above.

Signature of Charles A. Rawls, R.L.S., L-2491

CERTIFICATE OF OWNERSHIP & DEDICATION

I (we) hereby certify that I am (we are) the owner(s) of the property described hereon, which is located in the subdivision jurisdiction of Swansboro Township and that I hereby adopt this subdivision plan with my free consent, establish minimum building setback lines and dedicate all streets, alleys, walks, parks, and other sites and easements to public or private use as noted.

Signature of David A. Camp, Owner

Date 7-20-98

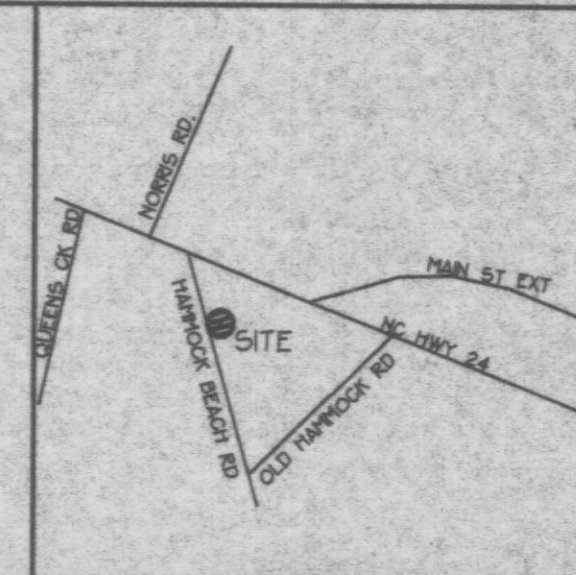
State of North Carolina, County of Onslow

I, GAYE GILLETTE, Review Officer of Onslow County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Plat exempt from review office. Signature of Gaye Gillette, Review Officer

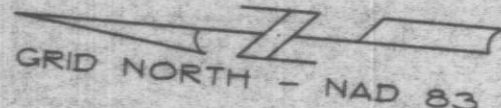
Date 7-27-98

FILED FOR REGISTRATION AT 9:30 A.M. ON THE 27th DAY OF July 1998. REGISTERED IN MAP BOOK 36 Page 190 Slide J-931. Willy A. Thomas, Register of Deeds.



Charles A. Rawls and Associates, 242-B MAIN STREET, P.O. BOX 1126, SWANSBORO, N.C. 28584. TELEPHONE: (910) 326-1408. FAX: (910) 326-1400.

PROJECT: Survey For David A. Camp and wife Linda K. Camp. Individual Lot on N.C.S.R. 1511, A Portion of DB 1139, Page 795, Onslow County Registry Swansboro Township, Onslow County, North Carolina.



Planning Board Statement

This action requires no approval by the Swansboro Planning Board.

Signature of Patricia D. Lanier, Chairman, Swansboro Planning Board

N/F PRESCOTT MANAGEMENT PARTNERSHIP MB. 34, PG. 119

PROPERTY LINE IS CENTER OF EAGLE POND BRANCH

THIS PORTION TO BE DEEDED TO PRESCOTT MANAGEMENT PARTNERSHIP

241.83 Sq. Ft. 0.006 ACRES

N.C.S.R. 1511 80'RAW

LEGEND: EIP ... EXISTING IRON PIPE, SIS ... SET IRON STAKE

REFERENCE: MB. 34, PG. 119, DB. 1134, PG. 745, ONSLOW COUNTY REGISTRY



Scale 1" = 30'

CAR PLANNING MAPPING SURVEYING

Table with columns: DATE, SCALE, REVISION, DRAWN, CHECKED. Values: 07-15-98, 1"=30', DTC, CHECKED.

PROJECT NO. 98-1482, CADD FILE D:\98-1482\Camp

Handwritten note: 1319-666 5355.04

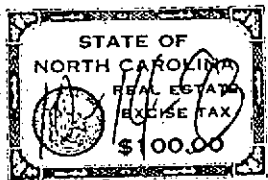
Handwritten note: 36/190



10.

BOOK 1139 PAGE 795

THIS DOCUMENT PRESENTED  
TO TAX OFFICE  
DATE 10/14/93  
CRAWFORD COLLINS  
str



OCT 14 1993

Excise Tax 100.00

Recording Time, Book and Page

Tax Lot No. .... Parcel Identifier No. 1319-66  
Verified by ..... County on the ..... day of ..... 19  
by .....

Mail after recording to Mr. and Mrs. David A. Camp

This instrument was prepared by WARLICK, MILSTED, DOTSON & CARTER

Brief description for the Index SWANSBORO TWP.

### NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED made this 30th day of July, 19 90, by and between

GRANTOR

GRANTEE

ELNETA COLE, WIDOW

DAVID A. CAMP AND WIFE  
LINDA K. CAMP

CT 1319-64

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of Swansboro Township, Onslow County, North Carolina and more particularly described as follows:

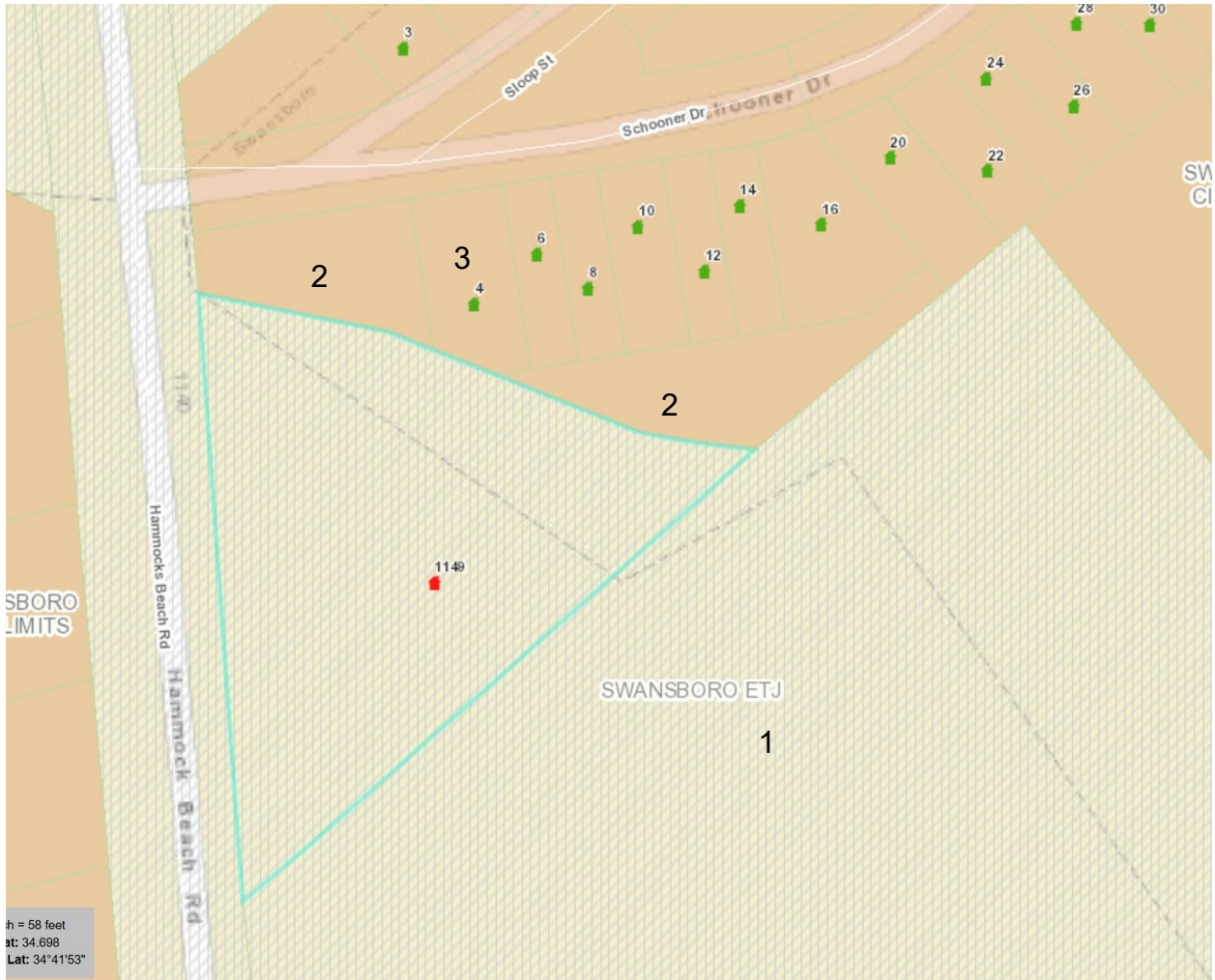
LYING and being in Swansboro Township, Onslow County, North Carolina, and on the eastward side of the Hammock Road, and beginning in the center of a culvert on the eastward side of the Hammock Road, which culvert is over Eagle Pond Branch; thence with the eastward right of way line of the Hammock Road in a southerly direction 320 feet to an iron stake in the Ed Foster line; thence with the Foster line in an eastwardly direction approximately 300 feet to the run of Eagle Pond Branch; thence with the run of Eagle Pond Branch in a northwestwardly direction approximately 275 feet to the beginning, and being a triangular tract of land which lies south of Eagle Pond Branch between the Eagle Pond Branch and the Ed Foster line, and being a part of a tract of land purchased by Tim Brite and wife Ida Brite from Ed Foster and wife Annie Foster, by deed recorded in Book 170 Page 193, Onslow County Registry.

**1149 HAMMOCKS BEACH RD**  
**ADJACENT PROPERTY OWNER ADDRESSES**

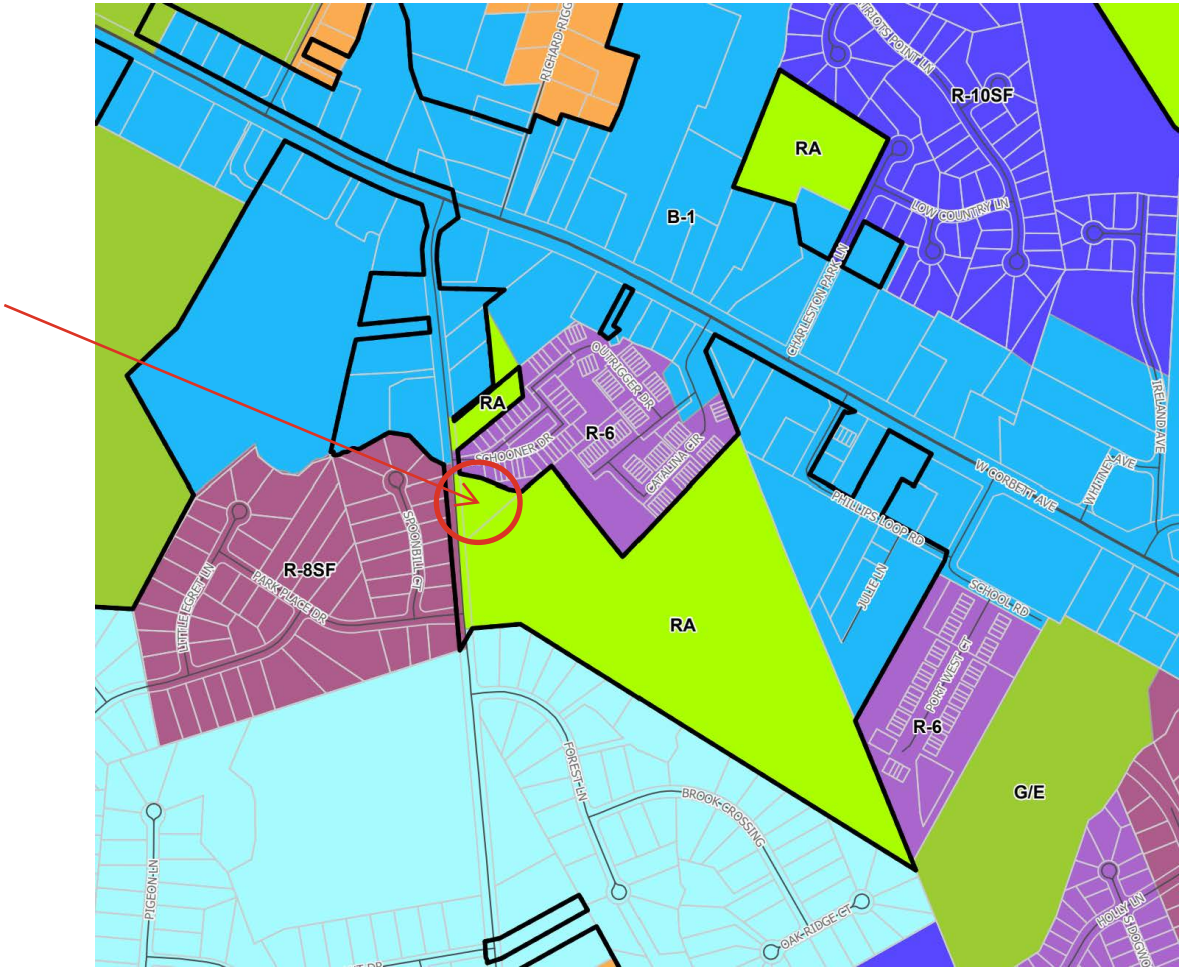
**1:** PARCEL: 034411  
SEASIDE MEMORIAL PARK  
1161 HAMMOCKS BEACH RD  
CITADEL SEASIDE MEMORIAL PK LL  
C/O EVERSTORY PARTNERS  
PO BOX 207  
FSTRVL TRVOSE, PA 19053-0207

**2:** PARCEL: 071060  
THE HAMMOCKS AT PORT SWANSBORO  
OWNERS ASSOCIATION INC  
18 SCHOONER DR  
SWANSBORO, NC 28584-8666

**3:** PARCEL: 071061  
FAVATA MICHAEL ANTHONY  
4 SCHOONER DR  
SWANSBORO, NC 28584-8666







**1149 HAMMOCKS BEACH RD – LAND USE**

Larion PLLC (Larion) is solely owned by Shannon Weaver, PE. Larion is a local, woman owned, structural engineering firm formed in Swansboro in 2012. Larion is interested in purchasing the property as an office for their 2 employees. Larion has had up to 4 employees in the past and does not anticipate needing more than that in the future.

The home is currently under contract contingent on the approval of zoning amendment. It is an older home built in 1959 and is currently zoned RA. Potential use as a professional services office is in alignment with the Swansboro CAMA Land Use Plan Update (2019) for a small scale non-residential use at a key intersection near a significant public resource (shopping center). Professional engineering service is considered a low nuisance activity.

As per the Swansboro CAMA Land Use Plan Update (2019), the property is identified as Low Density / Suburban Neighborhood (LDSN).

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

Requested Land Use is B1. Land use B1 is currently located across the street from this property.

**§ 152.170 ESTABLISHMENT OF ZONING DISTRICTS, AND THE PURPOSE THEREOF.**

(P) *B1 - Highway Business*. The purpose of this district shall be to provide for the proper grouping and development of roadside business uses, and for uses not basically related to central or neighborhood business areas.

Owner is open to B2, or O/I designation if the Town deems it more appropriate.

Thank you for your consideration.

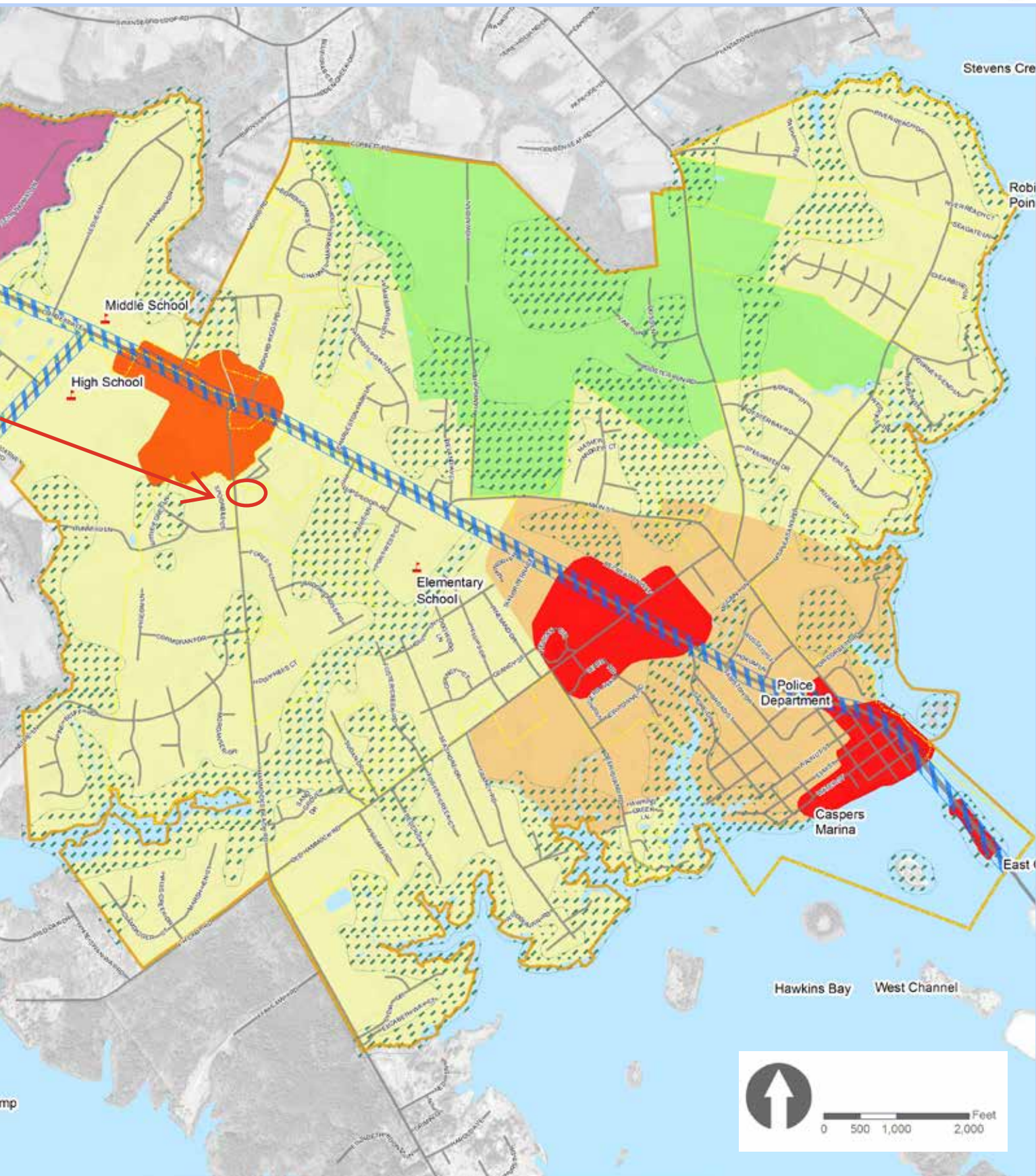


## FUTURE LAND USE DESIGNATIONS

- TRADITIONAL TOWN CENTER (TTC)**  
This designation is characterized by a mix of residential, commercial, and civic uses in the historic downtown central business district or TTC node. Redevelopment or new development should be compatible with and embody the desired heart of “Swansboro” character.
- SUBURBAN TOWN CENTER (STC)**  
The highway commercial designation contains medium to high intensity uses on the NC 24 corridor. A mix of uses including multi-family with managed access is encouraged.
- EMPLOYMENT / LIGHT INDUSTRIAL (ELI)**  
This designation includes office, light industrial or assembly, and flex-tenant spaces. Site layout should allow for truck circulation, buffers between dissimilar uses, and quality architecture adjacent to the highway.
- GATEWAY CORRIDOR (GC)**  
State-owned NC 24 and the adjacent development make the first impression of the town. Signage, lighting, sidewalks, landscaping, architectural design along the roadway should reflect the unique features and values of Swansboro.
- CONSERVATION PRIORITY AREA (CPA)**  
The CPA designation includes lands influenced by the natural environment containing features including but not limited to wetlands, woodland, shoreline, pocosins, open space, vistas that are worth conserving and that define Swansboro.
- COASTAL TRADITIONAL NEIGHBORHOOD (CTN)**  
This is a walkable, compact, residential district laid out based on traditional neighborhood development patterns. It generally surrounds the TTC and contains single and two-family residential with small-scale multi-family and neighborhood commercial.
- LOW DENSITY / SUBURBAN NEIGHBORHOOD (LDSN)**  
This designation characterizes the majority of new subdivision development. It is auto-oriented and should be connected to water and sewer infrastructure, and contain sidewalks and streets that connect to parks, educational, or religious uses.
- RURAL / AGRICULTURAL (RA)**  
Agricultural land generally occurs outside the town limits but is within the town’s ETJ. Though there are working farms, rural residential and agritourism activities may occur here. Water and sewer infrastructure are typically not available.



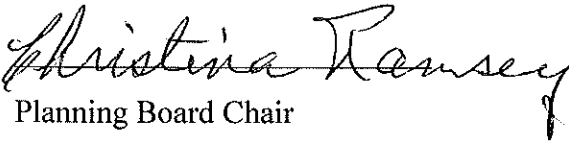





**TOWN OF SWANSBORO PLANNING AND ZONING BOARD  
STATEMENT OF CONSISTENCY**

On December 3, 2024, the Planning Board heard the requested rezoning of one parcel located on Hammocks Beach Road from RA (Rural/Agricultural) to B-1 (Business). The area is further identified as 1149 Hammocks Beach Road containing 0.77 acres (tax parcel ID 1319-66). The proposed change from RA (Rural/Agricultural) to B-1 (Business) is consistent with the Comprehensive Plan, specifically the Future Land Use Map, and has been recommended for approval by the Planning Board.

This statement reflects the recommendation of the Town of Swansboro Planning Board, the 3<sup>rd</sup> day of December 2024.

  
Kristina Ramsey  
Planning Board Chair

---

  
Parker Bunk  
Town Planner

**ORDINANCE 2025-01**

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

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

WHEREAS the Board of Commissioners finds that the proposed re-zoning of PARID Number: 004632 located off Hammocks Beach Road, is reasonable and in the public interest because the conversion of approximately 0.77 acres from RA (Rural/Agricultural) designation to B-1(Business) zoning designation is consistent with the Comprehensive Plan, specifically the Land Use Plan, and the property is identified as appropriate for business land use.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Zoning Map be amended by converting PARID Number: 004632 from RA (Rural/Agricultural) zoning designation to B-1(Business) zoning designation.

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, January 14, 2025.

\_\_\_\_\_  
William Justice, Mayor Pro Tem

Attest:

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



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **UDO Text Amendment to Appendix III Historic District Design Standards, Section 14: Fences and Walls**

Board Meeting Date: **January 14, 2025**

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

---

**Overview:** The Historic Preservation Commission has recommended an amendment to Appendix III Historic District Design Standards, Section 14: Fences and Walls to make clarifications on fence guidelines.

After direction and review by the Swansboro Historic Preservation Board, the purpose of the proposed text amendment to Section 14: Fences and Walls is to keep the historic integrity of our district by requiring new fences visible to the public to be picket in style, not just wood in material as previously required. Section 14 Fences and Walls, bullet 4 is recommended to read: “Design new fences that are compatible with the associated building site, streetscape in height, proportion, scale, color, texture, material, and design. New wooden fences that are within the public view must be wooden picket in style and meet height requirements (see example photo below). Synthetic fence materials, such as vinyl, are not appropriate in the historic district.” A photo example of picket fences is also recommended to be added after this bullet as well. The Planning Board did recommend this text amendment at their December 3<sup>rd</sup> regular meeting.

**Background Attachment(s):**

1. Ordinance 2025-O2
2. Comprehensive Plan Consistency Statement
3. Section 14: Fences and Walls

**Recommended Action:**

1. Hold a public hearing
2. Motion to approve Ordinance 2025-O2 amending Appendix III, Section 14: Fences and Walls.

---

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



**ORDINANCE 2025-O2**

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

WHEREAS the Board of Commissioners finds that the proposed text amendment to the Unified Development Ordinance regarding a revision to Section 14: Fences and Walls to be consistent with the Town of Swansboro CAMA LAND USE Plan updated January 22, 2019, and amended August 28, 2023.

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

**Appendix III  
HISTORIC DISTRICT DESIGN STANDARDS  
SECTION 14 Fences and Walls  
14.1 Fences and Walls – Standards**

4) Design new fences that are compatible with the associated building, site, and streetscape in height, proportion, scale, color, texture, material, and design. **New wooden fences that are within the public view must be picket in style and meet height requirements (see Figure 14.1.1).** Synthetic fence materials, such as vinyl, are not appropriate in the historic district.

**Figure 14.1.1 depicts an example of an appropriate wooden picket fence**



**Figure 14.1.1**

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, January 14, 2025.

\_\_\_\_\_  
William Justice, Mayor Pro Tem


Attest:


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

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

On December 3, 2024, the Planning Board heard the requested text amendment and recommended unanimous approval of the text amendments to the Town Unified Development Ordinance as followed: Appendix III Historic District Design Standards, Section 14: Fences and Walls.

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

**14.1 Fences and Walls - Standards**

- 1) Preserve and maintain historic fences and walls.
- 2) Preserve and maintain all historic features and details of fences and walls, including gates, decorative pickets, posts, pillars, steps, and other elements that contribute to the character of historic fences and walls.
- 3) Retain and preserve historic fence and wall material wherever possible. If replacement is necessary, use new material that matches the historic material in composition, size, shape, color, pattern, and texture.
- 4) Design new fences that are compatible with the associated building, site, and streetscape in height, proportion, scale, color, texture, material, and design. Synthetic fence materials, such as vinyl, are not appropriate in the historic district.
- 5) Fences shall not exceed a height of four feet in front yards and other areas of primary visual concern. Fences at rear yards and other areas not readily seen from the public view may be up to six feet high. The transition between low front fences and higher rear fences should be made as far to the rear of the enclosed structure or yard as possible, and no more than half the depth of the yard forward of the principal structure. Any fence that meets a structure should join the building at an architectural feature on the structure, such as a cornerboard, break, or other appropriate junction point.
- 6) Historic retaining walls should be preserved. New low walls are appropriate only where a sharp change in grade exists, and shall not exceed a height of two feet. Such walls should be constructed of brick or concrete block covered with a true sand-finish stucco.
- 7) The use of false historical details or other non-original architectural embellishments on existing fences is not appropriate.
- 8) Contemporary or utilitarian fence materials are not appropriate for fences in the public view. Inappropriate materials include: plastic, vinyl, chain link, wire, and all other modern materials. The use of modern fencing is permitted for rear yards only, in areas not seen from the public view, using vinyl-coated chain link (dark green or black), standard chain link, or heavy wire ("hog wire"). Use plantings such as ivy, climbing roses, jasmine, or other vines to hide wire fences.
- 9) Use a combination of fences and plantings to screen parking lots. To provide adequate visibility for drivers entering and leaving, the fence should not exceed a height of three (3) feet at the street/sidewalk edge. (See the Off-Street Parking guidelines for more details, § 152.296(H), Swansboro Unified Development Ordinance.)

(Ord. 2005-03, passed 3-15-2005; Am. Ord. 2021-03, passed 5-24-2021)



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Proposal to Establish a Fund Balance Policy**

Board Meeting Date: **January 14, 2025**

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

---

**Overview:** On October 22, 2024, staff presented a Fund Balance Policy designed to enhance the Town's financial stability. The board tabled approving the policy until after the audit was received. The audit was presented at the December 10, 2024, meeting.

This policy is structured to:

1. Protect against short-term revenue fluctuations,
2. Provide resources to address unforeseen emergencies, and
3. Establish guidelines for sound fiscal management practices.

Staff recommends setting a minimum fund balance threshold of 50% of annual expenditures. This level is proposed to ensure the Town maintains adequate reserves to handle emergencies and sustain operational continuity.

As of June 30, 2024 the fund balance was at 51% per the Audit. Currently the unassigned fund balance percentage of annual expenditures is at 48%.

**Background Attachment(s):** (Proposed) Fund Balance Policy

**Recommended Action:** Motion to approve the Fund Balance Policy as written.

---

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





# TOWN OF SWANSBORO

North Carolina

## FUND BALANCE POLICY



*(Draft) October 22, 2024)*

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## 2.01 FORWARD

The purpose of this policy is to define the level of Unassigned Fund Balance and establish guidelines for establishing and preserving an adequate fund balance in the Town of Swansboro General Fund in order:

- To provide sufficient financial flexibility to meet future obligations, take advantage of opportunities and avoid interest expense through use of excess reserves in lieu of debt.
- To enhance the financial position of the Town of Swansboro to maintain the highest credit and bond ratings
- To plan for contingencies in unforeseen revenue volatility and expenditures in the event of emergency
- To ensure adequate cash flow.

## 2.02 DEFINITIONS

**Fund Balance:** the difference between a fund's assets and liabilities.

**Fund Balance Available:** Fund balance available for appropriation represents the maximum amount that is legally available for appropriation in the next year per NCGS 159-8(a). This amount includes funds that are restricted in nature and funds that the unit has already committed to spend in subsequent years for various purposes.

$$\text{Fund Balance Available} = \text{Restricted (excluding Stabilization by State statute)} + \text{Committed} + \text{Unassigned} + \text{Assigned for NY Expenditures} + \text{Restricted Cash}$$

**Types of Fund Balance:** An accounting distinction is made between the portions of governmental fund balance that is spendable and non-spendable. Governmental Accounting Standards Board (GASB) Statement 54 classifies fund balance based on relative strength of the constraints that control the purposes for which designated amounts may be spent.

**Non-spendable:** Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Examples include inventory and prepaid items.

**Restricted:** Amounts that can be spent only for the specific purposes stipulated by external resource providers, whether constitutionally or through enabling legislation. Examples include grants, debt proceeds and restricted by state statute.

**Committed:** Amounts that can be used only for specific purposes determined by a formal action of the Town's highest level of decision-making authority (including local ordinances), which is the Board of Commissioners. Commitments may be changed or lifted only by the Board of Commissioners taking the same formal action that originally imposed the commitment.

**Assigned:** Amounts intended to be used by the Town for specific purposes. Intent may be expressed by the Board of Commissioners by the approval of a budget appropriation. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund. An example includes funds assigned by the Board of Commissioners for specific capital projects.

**Unassigned:** The residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned fund balance is the amount that is available for appropriation for public purposes.



**Accessible Fund Balance:** Total of Assigned Fund Balance and Unassigned Fund Balance for the purposes of this policy. To be conservative, Committed Fund Balance is not included in Accessible Fund Balance. Accessible Fund Balance is not the same as available Fund Balance as defined in North Carolina General Statute 159-8(a).

**General Fund Expenditures Calculation for Unassigned Fund Balance:**

$$\text{General Fund Expenditures} = \text{Total Expenditures} + \text{Transfers Out} - \text{Capital Leases Issued} - \text{Installment Contracts Issued}$$

### 3.01 OBJECTIVES

- (1) The Town recognizes that it is essential to maintain adequate unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.
- (2) The fund balance also provides cash flow liquidity for the Town's operations and increases the potential for investment income.
- (3) Ample fund balance enhances short-term and long-term financial credit by helping to achieve the highest credit and bond ratings possible to provide the Town with the ability to borrow at the lowest possible rate.
- (4) A fund balance policy promotes long-term financial stability by establishing clear and consistent guidelines.
- (5) Adequate unassigned fund balance will provide funding flexibility during unanticipated emergencies and natural disasters.

## 4.01 GUIDELINES

- I. The Town commits to maintain reserves required by law, ordinance, and/or bond covenants.
- II. North Carolina Local Government Commission, which is charged with the oversight of the fiscal health of North Carolina cities and counties, recommends that local governments develop a fund balance policy to maintain **fund balance available** that is consistent with their peers that provide similar services. Higher levels may be set based on the current operating needs of the Town and the individual fund and future funding needs.
- III. The State and the Local Government Finance Division and the Local Government Commission of the North Carolina Department of State Treasurer publishes a memo annually regarding the management of cash and taxes and fund balance available for municipalities for fiscal year end date. The division compares fund balance available and the trend of percentage of fund balance available and will advise units if fund balance available is materially below the average of similar units or the trend is for fund balance available to decline. The Town will review the memo annually to ensure adequate **fund balance available** as compared to the Town's peer group range. The Town will, as part of the annual comprehensive financial report, monitor the trend of change in available fund balance to ensure there is not a trend of material decline.
- IV. The Board of Commissioners hereby establishes a goal for **unassigned fund balance** for the general fund of fifty percent **(50%)** of budgeted expenditures. (*Note: budgeted expenditure includes Other Financing Uses for this calculation*)
- V. All expenditures made using appropriation(s) from fund balance will require Board of Commissioners approval unless previously authorized for expenditure within the Town's annual budget.
- VI. Should the fund balance fall below the goal level, the Town Manager, in coordination with the Finance Director, shall implement a plan to restore fund balance to the goal level within thirty-six (36) months from the date of appropriation. The restoration plan shall be included in the annual budget until the goal level is reached.
- VII. Should the fund balance fall below goal levels resulting from a declared fiscal emergency, declared disaster emergency or to protect long-term fiscal security, and the restoration of fund balance cannot be completed within thirty-six (36) months without severe hardship to the town, the Board of Commissioners will establish an alternative restoration plan.
- VIII. The Finance Director at the Town Manager direction is authorized by the Board of Commissioners to credit all revenue in excess of expenditures realized at the end of any fiscal

year for the general fund that is not non- spendable, restricted, assigned, or committed to the unassigned fund balance.



## 5.01 EXPENDITURE OF FUNDS

- I. Unassigned fund balance above the Town's goal should be considered, through the annual budget process, as a funding source for capital needs funded with pay-as-you-go capital. Appropriations outside the annual budget will generally be limited to:
  - (1) Expenditures to support or facilitate projects that generate new revenues or cost savings in excess of the investments within established periods.
  - (2) Interim partial year funding for new programs that are needed before the next fiscal year.
  - (3) Cost related to unanticipated workload in the current fiscal year that cannot be addressed with budgeted resources.
  - (4) Prudent supplemental funding for existing capital projects that require additional resources before the next fiscal year to fund unanticipated costs, avoid excessive delays, or improve service levels.
  
- II. If multiple categories of fund balance are available for expenditure, the Town will start with the most restricted category and spend those funds first before moving down to the next category with available funds.
  
- III. Appropriation of unassigned fund balance exceeding the minimum funding levels may only be used at the discretion of the Board of Commissioners in dire financial circumstances to:
  - Provide resources to offset unforeseen revenue shortfalls in combination with expenditure reductions.
  - Fund emergency expenditures in a disaster.
  - One-time expenditures that are for the long-term financial benefit of the town. (i.e., refinancing at lower interest rates, capital outlay for items that appreciate in value)



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **NCLM 2025-2026 Advocacy Goal Statements**

Board Meeting Date: **January 14, 2025**

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

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**Overview:** The NCLM has published its 2025-2026 Advocacy Goal Statements. Cities and Towns are asked to review and vote on the proposed goals so that cities and towns have a focused state and federal advocacy agenda in the 25-26 legislative biennium which begins in January at the NC General Assembly. Each municipality will cast a single vote by selecting 10 of the 16 proposed advocacy goals.

**Background Attachment(s):** 25-26 Advocacy Goal Statements

**Recommended Action:** 1) Discuss and vote on 10 of the 16 statements; and  
2) Designate the Town Manager as the voting delegate who will cast the Town’s vote by January 17, 2025.

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**Action:** \_\_\_\_\_  
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# LEGISLATIVE GOAL STATEMENTS

## RECOMMENDED BY THE NCLM BOARD OF DIRECTORS

*The following goal statements are NOT listed in any priority order.*

- **Expand funding opportunities for disaster resiliency and recovery efforts.**
  - North Carolina has faced a number of damaging natural disasters in recent years, including the unprecedented storm that devastated western North Carolina in the fall of 2024.
  - To fully recover from these natural disasters requires a broad approach that focuses on infrastructure, housing and economic losses.
  - Federal assistance and private insurance will not be enough to address these ongoing, critical needs or mitigate damage when future disasters hit.
- **Establish long-term funding streams that adequately address water, sewer, stormwater, transportation and other infrastructure needs.**
  - Infrastructure – including roads, water, sewer, stormwater, parks and beaches – are critical to economic development and job creation.
  - Many cities in the state are growing, creating a constant need for investment to keep pace with population growth; many cities and towns also have aging infrastructure that must be replaced.
  - Creating long-term and more permanent funding streams for infrastructure will ensure adequate investments so that North Carolina thrives now and into the future.
- **Expand state transportation funding streams for construction and maintenance of municipal and state-owned secondary roads.**
  - Current Powell Bill and other state funding is not adequate to address transportation needs, particularly as they affect municipal and state-owned secondary roads.
  - In many cities and towns, major commuting corridors are not receiving the level of investment needed to keep pace with traffic.
  - More investment is needed for these roads if existing residents are to embrace business and residential growth

- **Increase funds to remediate contamination in local water supplies.**
  - Local municipal water systems and their ratepayers increasingly are footing the costs of cleaning up PFAS and other “forever” chemicals from drinking water supplies.
  - As more regulations are set at the state and federal level to limit these chemicals in water supplies, costs will escalate.
  - Cities primary recourse to try to recoup the cost for utility ratepayers is through the courts.
  
- **Expand incentives and funding for local economic development.**
  - Funding is simply inadequate in many cities and towns to encourage job growth.
  - State grants and incentives are often targeted in ways that fail to assist the areas in greatest need of job creation.
  - Maintaining or expanding funding for film tax credits, major industrial site development, downtown development and renewable energy tax credits helps cities and towns across the state.
  
- **Create incentives to encourage the development of diverse housing options.**
  - Housing affordability continues to be a significant problem across many areas of North Carolina, affecting people of different income levels.
  - The lack of affordable housing acts as a major impediment to business and workforce recruitment.
  - State incentives to encourage the construction of housing for people of various income levels are extremely limited.
  
- **Provide resources to rehabilitate or purchase blighted properties.**
  - In many cities and towns, blighted properties act as an impediment to economic and business growth.
  - Cities and towns have limited means to address these properties, particularly in more rural, smaller communities.
  - Rehabilitating blighted properties can help address North Carolina’s housing needs.

- **Create incentives that encourage and adequately fund regionalized water and sewer solutions.**
  - A number of municipal water and sewer systems continue to financially struggle with deferred maintenance needs.
  - These challenges came about largely due to population and job losses in rural areas, leading to an erosion of taxpayer and ratepayer bases.
  - While legislators and municipalities have begun to address these issues with the creation of the Viable Utility Reserve and the use of ARPA funding, state estimates show needs still exceed expenditures by several billion dollars.
  
- **Reduce regulatory conflicts between state agencies that discourage voluntary consolidation, merger and interconnection of municipal utility systems.**
  - Municipalities have contractually obtained older, smaller utility systems of other municipalities and private enterprises in order to provide better and more efficient services to residents and businesses.
  - Older laws and regulations impose penalties on mid-size and large municipalities due to state agencies requiring them to pay for relocation of utilities when those penalties would have been reduced or eliminated for the smaller entities they were purchased from.
  - The State should work to reduce and eliminate these conflicts which have the effect of discouraging voluntary consolidation, merger and interconnection of municipal utility systems.
  
- **Create an orphan road program whereby the state improves those roads to N.C. Department of Transportation standards before municipalities assume maintenance responsibilities.**
  - So-called orphan roads are typically created when a street in a subdivision is not built to state or municipal standards, and the developer walks away without an agreement for maintenance.
  - The abandoned road can leave homeowners on the hook for the cost of maintenance.
  - For cities and towns, these abandoned roads can serve as a deterrent to voluntary annexation agreements even as the residents seek municipal services.



- **Provide local revenue options beyond the property tax.**
  - Roughly 40 percent of municipal general fund revenue is generated by local property taxes.
  - Cities have little to no authority to raise significant revenue in other ways.
  - A lack of diverse, local tax options can affect economic growth, as well as cause large swings in revenue based on economic changes.
  
- **Support technical assistance programs to assist municipalities with securing or maintaining grants or other necessary municipal resources.**
  - Many municipalities do not have the resources to seek or administer grants, even as that source of funding could help meet the needs of residents.
  - State, federal and other grant funding offers a significant opportunity for cities and towns to improve infrastructure or enhance services.
  - Providing technical assistance to these municipalities can provide them with access to grant funding, providing resources not otherwise available to them.
  
- **Address the needs of a changing municipal workforce through state assistance that supports employee retention, including training and recruitment.**
  - Municipalities across the state are facing staffing issues as current workers age and retire.
  - Training and retention resources are limited and competing with wages offered in the private sector can be difficult.
  - The use of training and recruitment tools across state and local government boundaries can improve public sector workforce availability.
  
- **Update the annexation petition thresholds to make voluntary annexations easier to initiate.**
  - Voluntary annexation by petition currently requires 100 percent consent from all property owners, a threshold that can be impossible to meet even if a majority of property owners can benefit by utilizing their property for business or residential purposes.
  - Lowering the threshold from 100 percent represents a middle ground that would still reflect the will of property owners but not handicap communities' ability to economically thrive.
  - The ability of a city or town to grow and reflect its urban footprint is vital to its financial health; city services are relied on by residents whether they live in or near municipal boundaries.

- **Preserve authority for extraterritorial jurisdiction to ensure that growth is well-planned and investments by homeowners and business owners are protected.**
  - A community's land-use planning tools, including ETJ, are vital as infrastructure investments are made that pave the way for economic growth.
  - Protecting homes and businesses from incompatible uses continues to be an important feature of ETJs. As of 2022, at least 14 counties in North Carolina had no zoning restrictions, with several others being only partially zoned.
  - Protecting neighborhoods from incompatible uses ultimately protects the value of residents' homes and property.
  
- **Protect the ability of municipal elected officials, acting on behalf of local voters, to determine election formats, districts and other election matters currently under their purview.**
  - Locally-elected municipal officials are best positioned to understand the wishes of local voters and how those should be applied to local election matters.
  - In many areas, residents prefer to avoid political polarization when it comes to the practical tasks of municipal government.
  - Locally-elected municipal officials are in their communities every day and accessible to voters.



# Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **January 14, 2025**

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

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

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

### **January 22nd – Special Meeting**

- \* Mid-year Budget Review

### **January 28th**

- \* Appointment to Vacant Mayor Seat (*tentative*)
- \* Fire Department Quarterly Update
- \* Monthly Financial Report

### **February 11th or 25th**

- \* Public Hearings
  - o CAMA Future Land Use Map Amendment for parcels on W Corbett Ave from RA to Suburban Town Center
  - o Zoning Map Amendment to rezone parcels on W Corbett Ave from RA to B-1 Conditional Zoning
- \* Fire Department Quarterly Update
- \* Monthly Financial Report

### **Future Agenda Items**

- \* Minimum Housing Code
- \* Street Acceptance of Swansgate (*developer has applied*)
- \* Waterfront Access and Development Plan (*review/revision considerations*)
- \* Town Code Amendment to Chapter 91: Fire Prevention
- \* Community Presentations (*ongoing monthly*)
- \* 2nd Amendment/Weapon Allowance at Town Hall
- \* DOD Grant
- \* EMS Plan (*ongoing*)
- \* Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- \* UDO/Policy Amendment on acceptance of streets, sidewalks and stormwater infrastructure
- \* Consideration to enable paid parking for downtown