



Board of Commissioners Agenda

Town of Swansboro

Monday, January 23, 2023

Board Members

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

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

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

III. Adoption of Agenda and Consent Items

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

III. Consent Items:

a. Meeting Minutes

- July 11, 2022, Regular Meeting
- July 25, 2022, Regular meeting
- July 25, 2022, Closed Session
- August 8, 2022, Regular Meeting
- August 18, 2022, Joint/Retreat Special Meeting with Planning Board

b. Tax Refund Request

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$481.50.

Baldwin, Eric Christopher	\$178.66	Tag Surrender
Lopez, David Yazmin, & Lopez, Veronica Yazmin	\$256.32	Military
Karnes, Cynthia Suzanne	\$46.52	Military

IV. Appointments/Recognitions/Presentations

- Recognition of Lindsay Williams
- Employee of the Quarter

c. Board Appointments

Presenter: Alissa Fender – Town Clerk

Board member Paul Wysocki of the Flood Management Appeal Board has been unresponsive to attempts to confirm his desire to serve on the board. Emails and phone calls have been sent to ensure he wants to continue to serve, and all have been met with no response.

Removal from the Flood Management Appeals Board and appointment of a new member is requested.

Recommended Action:

1. *Consider removal of unresponsive member from Flood Management Appeals Board.*
2. *Consider appointment to Flood Management Appeals Board.*

V. Public Hearing

a. Text Amendment related to Massing Standards in the Historic District

Presenter: Andrea Correll, AICP – Planner

Following review of massing standards, other community ordinances and specific statutes, as well as recent case law related to such, staff has prepared UDO text amendments to Appendix III Historic District Design Standards, Section 11 New Construction.

Recommended Action:

1. *Hold a Public Hearing;*
2. *Motion to approve or deny Ordinance 2023-02 controlling massing in the historic district and adopt a statement of consistency*

VI. Business Non-Consent

a. Budget Ordinance Amendment #2023-02

Presenter: Sonia Johnson, Finance Director

The budget ordinance needs to be amended for multiple departments.

Recommended Action: Motion to approve Budget Ordinance Amendment #2023-02

b. Financial Report as of December 31, 2022 and ARP Grant Update

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 Update**

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

X. Board Comments

XI. Closed Session - *Motion to enter closed session pursuant to NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.*

XII. Adjournment

Town of Swansboro
Board of Commissioners
July 11, 2022, Regular Meeting

Item IV - a.

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

Call to Order

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

Public Comment

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

Adoption of Agenda and Consent Items

On a motion Commissioner Philpott, seconded by Commissioner Conaway, the Agenda and below consent item was unanimously approved.

- Ordinance 2022-O10/Text Amendment/Town Code Chapter 74 Traffic Schedules - VI. Speed limits

Appointments/Recognitions/Presentations

Parks & Recreation Month

Mayor John Davis presented Parks & Recreation Director Anna Stanley and her department with a proclamation designating July as Parks & Rec Month. Mrs. Stanley shared that the Parks & Recreation Department success was contributed to the staff and many volunteers as well as funding opportunities that had been obtained.

Public Hearing

Special Use Permit/147 Front Street - Dock

Planner Jennifer Ansell reviewed that Jack Harnatkiewicz had applied for a Special Use Permit to extend the existing dock at 147 Front Street and add four slips for annual rental and additional spaces for day dockage. The dock will provide eleven total slips; the Unified Development Ordinance defines a "Marina" as dockage with over ten slips. Marinas are allowed in the B-2HDO zoning district pursuant to the issuance of a special use permit. Additionally, "Docks and Piers (commercially operated)" required a special use permit in the B-2HDO zone.

The application was removed from the April 25, 2022, regular meeting agenda to allow the Town time to consult with a maritime expert on the safety issues voiced at the Planning Board and Historic Commission meetings, and to consult with the State Historic Preservation Office on their review of the application. The expert and State Historic Preservation office responses were entered into the record as evidence, *herein included as Attachment A and B.*

Attorney Matthew Nichols with Nichols Law Firm was present in representation of Lady Swan Boat Tours/Tim and Jane Simpson. Mr. Nichols stated that construction of the dock would have a negative impact on Lady Swan Boat Tours and the business would suffer damages.

Attorney Bryce Pike with The Pike Law Firm was present in representation of the applicant Jack Harnatkiewicz.

The public hearing was opened at 5:56 pm.

Jennifer Ansell, David Newsome, Kirby Marshall, Jack Harnatkiewicz, Tim Simpson, Jane Simpson, Michael Diel, Fred Schatner, and Anna Stanley were sworn in.

Attorney Pike addressed the board and public contenting and providing an objection to the record against the process and against Mr. Simpson/Lady Swan Boat Tours claiming damages. He stated that the Lady Swan Boat Tours had no standing as the dock location in which the business utilized was not a neighboring dock or the neighboring property owners. He further stated that if the dock proposed for construction was going to cause any dangers or issues, CAMA and the Town would not have signed off on the project at the CAMA level.

David Newsom, Professional Engineer with Crystal Coast Engineering at 205-3 Ward Road addressed the board and provided a background on his professional experience designing Marine projects. He provided and reviewed portions of a letter he submitted to the board on the matter, and it was accepted as evidence, *herein included as attachment C*.

Attorney Pike addressed Mr. Newsom inquiring if he had seen the Town Dock lease, to which Mr. Newsom indicated he had. Attorney Pike submitted a copy of the lease into evidence, and it was accepted, *herein included as attachment D*. He called attention to the last page of the lease which included a diagram and asked Mr. Newsom to identify the length of the boats to which he indicated that they were 26 ft length boats. Attorney Pike then presented a town dock flyer for evidence, and it was accepted, *herein included as attachment E*. Mr. Newsom was asked to identify the diagram provided in the presented flyer to which Mr. Newsom identified as the same diagram in the lease for the Town dock. Attorney Pike then provided the board with a report from the 2020 Recreational Boating Statistics published by the US Coast Guard. Page 70, table 37 was accepted as evidence, *herein included as attachment F*. The report provided data that indicated that of the 10 million boats registered in the United States, 95% of the boats are under 26 feet, leaving 5% over 26 feet. Attorney Pike wanted the board to make note of that information to which he would return to later.

Attorney Nichols addressed the board contending that comments made about the CAMA permit application were made without merit. The hearing was for the Special Use Permit, the CAMA permit was separate from the process to issue a Special Use permit. Attorney Nichols inquired with Mr. Newsom if he had a current captains license, to which he

responded it was on hold due to medical reasons. Additionally, Attorney Nicholson requested that Mr. Newsom confirm that the grant provided for construction of the Town dock was for boats 26 feet or longer, and Mr. Newsome confirmed.

In response to inquiries from the board or attorneys in attendance, Mr. Newsom clarified the following

- Fairway clearance was determined by standard design guidelines. The typical standard used was 1.5 times the boat length, and a more restrictive standard was 1.75 times the boat length. Vessels 36 feet or smaller could still be accommodated based on usage of the guidelines
- Safe navigation of a 43-foot boat into a slip was the responsibility of the captain and the conditions of the water and wind are contributing factors.
- His design of the Town dock and Harnatkiewicz dock were both designed with safety considered and would not have put was seal on it if it were to endanger the public
- Kirby Marshall with ATM used the same guidelines
- Based on engineering experience and captain experience if the dock was built as proposed a 43-foot boat could not get into the slips closest to the proposed dock. There are other slips that could accommodate 43-foot boats.
- A 100-foot boat could only be accommodated on the face dock.
- Does not agree with conclusion 1 of the ATM report by Mr. Kirby's report that the Bake Bottle and Brew dock would compromise access.
- Agree with conclusions about there being problems with the vessel sizes at the Hiott/Schuler docks.

A recess was taken from 6:54 pm to 7:00 pm.

Kirby Marshall with ATM (Applied Technology Management) a Marine Consulting Design and Engineering firm provided the board with a background of his experience and education. Mr. Marshall shared that he reviewed the Special Use Permit at the request of the Town Attorney Cliff Parson, was conducted without emotion and from a geometrical standpoint. Mr. Marshall stated that the length of 43-feet was used in analyses due to that being the largest vessel allowed at the Town Dock. In his opinion, if the Bake Bottle and Brew dock was construction the largest vessel that could dock at the Town slips facing that dock would be 39-feet using 1.5 times the vessel length calculation.

Mr. Marshall further reviewed his findings considered that the other neighboring docks would be affected. The Hiott dock which directly abuts Bake Bottle and Brew would be affected and could potentially have difficulty based on the vessel size. Additionally, the Shuler dock was evaluated due to the Lady Swan Boat tours docking and it was determined that the proposed dock would present navigation challenges and compromise access.

In response to inquiries from the Board or attorneys in attendance, Mr. Marshall clarified the following:

- ATM roles in other projects varied but has included:
 - Initial business development, client development, regulatory permitting assistance, marina planning, facilitation of design work, project management, recreational marina design, marketing analysis for new marina development, grant development for clients to receive funds such as the BIG Grant, economic forecasting, construction management services.
- His review was conducted with the Recreation marina design standards which encompasses private docking facilities.
- To reach the conclusions in his report they reviewed the application mainly from a geometrical standpoint and met with Town personnel, Mr. Harnatkiewicz, and Mr. Simpson.
- The largest boat length that could be accommodated based on the fairway measurements was 39-feet in and out of the slips on the Town dock facing the Bake Bottle and Brew dock.
- CAMA was a state agency for implementing coastal management practices and development and they focus on environmental and biological concerns.
- The ability to navigate a vessel varies because it depends on the skills and ability of the boater.
- Clearance guidelines would be affected based on the way a boat was dock/oriented at the docks
- Imposing on another docks riparian rights to dock a boat like Lady Swan indicated they did was not customary but also not unheard of.

Attorney Nichols presented the board with a printout from VisitSwansboro.org related to the Town Dock to be accepted as evidence. The printout was accepted as evidence, *herein included as attachments G*. Attorney Nichols had Mr. Marshall verify that the page was for the Town Dock and to confirm that the note captured on that page indicated the following details:

- During tidal transitions, a strong current run parallel with shoreline.
- Boaters can easily slide into its 10 transient slips from the Intracoastal Waterway and dock for the day or overnight. With a dockside depth of 8 feet, the slips can accommodate vessels up to 100ft and charges \$1.50 per foot/per day.

In response to an inquiry from Attorney Nichols, Mr. Marshall confirmed that in his professional opinion if the proposed dock was constructed it would have an adverse effect on the Town dock on the side closest to the proposed dock.

Tim Simpson, owner of Lady Swan Boat Tours addressed the board and provided letters from the Coast Guard, Governor of North Carolina, and Congress Member from Hours of Representatives as evidence that he was knowledgeable in the subject matter of vessel

operation and docking. The letters were accepted as evidence, *herein included attachment H*. Mr. Simpson shared with the board that he opposed the proposed Bake Bottle and Brew dock because it would impact his ability to safely enter and exit the dock slip, he rents and has rented for the last 7 years at the Shuler dock. Additionally, another business rents a slip at the dock for a 45-foot dive boat, which would also be affected. Additional safety concerns he notes were that many boaters that use the Town dock are inexperienced and Bake Bottle and Brew serves alcohol.

Attorney Pike inquired of Mr. Simpson what the amount of damage the proposed dock would cost to which Mr. Simpson had not answer.

Attorney Nichols presented the board with a copy of the Shuler dock CAMA permit to be accepted as evidence. The permit was accepted as evidence, *herein included as attachments I*. Attorney Nichols had Mr. Simpson confirm the document and that the application captured that the typical boat length was indicated as 18 to 45 feet and that the length of the Lady Swan boat was 45 feet.

In response to an inquiry from Attorney Pike, Mr. Simpson shared that he mailed a letter to CAMA in response to Mr. Harnatkiewicz application for the dock and received a response back from them. Additionally, Mr. Simpson confirmed that the did not file an appeal with the Coastal Resources Commission.

In response to inquires from the Board, Mr. Simpson clarified the following details:

- If the proposed dock was modified to provide a clearance of 67.5 feet he could still maneuver into his slip
- There were no other docks in the area in which he could lease to accommodate his boats.

Michael Diel, boat captain with Lady Swan Boat tours addressed the board and provided his experience background. He supports the conclusion that the proposed Bake Bottle and Brew dock would affect the Lady Swan Boat Tour business and operation of the vessels in and out of the slip and the Shuler dock.

Attorney Pike called on Real Estate broker Tonya Melton as a witness, however, Attorney Nichols objected as she was not a licenses real estate appraiser. Mrs. Melton was not accepted as an expert witness but provided the opinion that the proposed dock would not substantially affect adjoining property values. Attorney Pike noted that there had been no evidence provided to support there was any effect on adjoining property values.

Jane Simpson, co-owner of Lady Swan Boat Tours shared that they were proud of what they have brought the town in way of their business and what they offer and provided an economic value to the area. She also feels that the proposed dock will affect their business negatively.

Fred Schatner of 148 Smallwood Drive, President of the Hammocks Beach Island Friends shared that the Lady Swan Boat Tours was an important business to them and to the

town. He urged the board to consider what the Lady Swan Boat Tour does and to allow them to keep their slip location.

In response to inquiries from the Board or attorneys in attendance, Anna Stanley, Parks & Recreation director clarified the following:

- There was no dockhand for the Town dock and during events a staff member was present to assist as needed
- The dock accommodates vessels 26-feet or larger for overnight stays at a rate of \$1.50 per foot
- As long as access was provided to overnight boaters the grant status was fulfilled, there were no regulations to # of slips or specific sizes
- The prior year rentals were 565 total reservations; 396 were 43-feet or smaller, 169 were 44-feet or larger.
- Reservations are managed, however day dockings are not managed due to no dockhand in place
- The town does have to ensure access to the facility

In response to inquiries from the board and attorneys in attendance, Jennifer Ansell, Planner clarified the following:

- The Planning Board did not make a recommendation. A vote for recommendation failed 2:5, and subsequent motion was made for denial that failed due to lack of a second. Concerns mentioned were on safety
- The Historic Preservation Commission did not approve or deny the application. Concerns mentioned were effects on the VSHED
- The Shuler dock was not considered an adjoining property, the adjoining properties are the Town's property and the Hiott property.

Attorney Pike provided his closing arguments. The board was tasked with making two findings, would it materially endanger public health & safety will it substantially injure the value of adjoining or abutting properties. Many bright individuals were heard from, and it had been identified as being safe. Mr. Newsom placed his seal on the project because he supported it as a safe project. Mr. Kirby reports that boats under 39-feet would be ok, which the Coast Guard identified was 95% of all boats registered. A denial of the project would violate Mr. Harnatkiewicz's right as a property owner and how he sees fit to operate his business. Objection by Mr. Simpson should not be accepted as he was a leaseholder and not the property owner and it was noted that the property owner was present and had not provided any objection. Testimony was provided by town staff that the BIG grant would not be affected by the proposed dock construction. Mr. Harnatkiewicz 's deserves to be able to expand his dock and the project has not been addressed as a problem with federal, state and local enforcement agencies involved with approval of the project.

Attorney Nichols provided his closing arguments. The special use permit must be denied based on the applicant's burden to meet all criteria. If all criteria are not met the

application should be denied. There was no competent evidence heard supporting that the project would not substantially injure the value of adjoining or abutting properties. There was clear evidence from experts that there would be impacts on boater safety and the special use application should be denied because it would materially endanger public health & safety. Based on Mr. Kirby's report the special use permit should be denied as well. There could be alternative designs considered, however, the design before the board for consideration should be denied based on failure to meet the two criteria.

In response to an inquiry from the Board Mr. Harnatkiewicz stated that he was open to conversation about an alternative, however, he worked on this dock for 6 months looking and many different options but does not feel there was a better design out there.

The public hearing was closed at 8:57 pm.

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

- 1) The special use was allowed pursuant to § 152.210 and meets all the required conditions and specifications, including without limitation, those set out in § 152.211. *"Marinas" and "Docks and Piers (commercially operated)" are allowed in the B-2HDO Zoning District pursuant to the issuance of a Special Use Permit. There are no specific conditions required under Section 152.211.*

Passed 5:0

- 2) The special use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved. *The dock expansion was designed by a licensed North Carolina engineer with substantial experience designing docks. A Major CAMA Permit has been obtained for the dock expansion that requires a minimum setback from adjacent facilities, sets a maximum length for the dock, and requires an as-built survey to be provided.*

Passed 3:2, Ayes: Conaway, Turner, Philpott. Noes: Tursi, Pugliese

- 3) The special use will not substantially injure the value of adjoining or abutting property, OR the special use was a public necessity. *There are existing, similarly-situated docks along the waterfront in the vicinity of this dock.*

Passed 4:1, Ayes: Conaway, Turner, Pugliese, Philpott. Noes: Tursi

- 4) The location and character of the special use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it was located. The special use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by G.S. §160A-382(b). *This was an expansion of an existing dock on the Town waterfront adjacent to other docks. The CAMA Land Use Plan Update (2019) identifies the property as Traditional Town Center (TTC) and Urban Waterfront. The Traditional Town Center (TTC) designation was characterized by mixed use pedestrian-oriented development with a mixture of small to mid-size retail, restaurants and multifamily residences intertwined*

- 5) *with civic and institutional spaces. The Urban Waterfront designation recognizes areas having cultural, historical, and economic significance. Maritime traditions and longstanding development patterns make these areas suitable for maintaining or promoting dense development along the shore.*

Passed 5:0

Based on the above findings, the Special Use Permit for 147 Front Street to allow the extension of the dock to add four slips for annual rental and additional spaces for day dockage was approved.

Due to the late hour, the remaining item on the agenda, Future Agenda items, was not presented.

Public Comment

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

Board Comments

Mayor Pro Tem Tursi suggested consideration be made on limiting the size of vessels allowed at the Town dock on the Bake Bottle and Brew side, and possibly create a safety policy.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the meeting adjourned at 9:20 pm.



MEMORANDUM

941 Houston Northcutt Blvd, Suite 201
Mount Pleasant, SC 29464
843.414.1040

To: Ms. Paula Webb/Town of Swansboro
From: Kirby Marshall
CC: Mr. Cliff Parson
Date: June 30, 2022
Re: Special Use Permit Application – Bake Bottle Brew Dock

Introduction

ATM was engaged by the Town of Swansboro to help review the proposed development of a dock extension at 147 Front Street. This project is the subject of a pending Special Use Permit application.

To facilitate our review of the proposed project ATM traveled to the site and met with Town officials, the applicant (Mr. Harnatkiewicz), the applicant's engineer (Mr. David Newsom, PE), and Mr. Tim Simpson of Lady Swan Boat Tours. We reviewed existing dock layout and uses in the subject area, discussed proposed use of the Bake Bottle Brew Dock Extension, and toured the site (briefly) from water aboard the Lady Swan with Mr. Simpson.

In addition to these meetings and site observation, ATM reviewed information provided by Mr. David Newsom, including:

- Proposed dock layout in AutoCAD format
- Historical aerial images from 2009-2015

We also reviewed information provided by Attorney Cliff Parson, including the SUP application, the issued CAMA permit for the subject dock, and a variety of supporting permit documentation.

The following represents our general findings and is focused on site geometry and industry marina design standards. This information is intended to facilitate the Town's review of the pending SUP application for the Bake Bottle Brew Dock Extension.

General Site Conditions

There are adjacent docks on each side of the proposed dock extension along the downtown Swansboro waterfront. This area is also popular with boaters, including transient travelers and day boaters who come to Swansboro to enjoy the various shops, restaurants, galleries, etc. Water depths near shore are limited but drop off quickly near the end of the existing dock structures. Current flow near shore

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appears limited based on visual observation, but more substantial near the outer end of the existing dock structures.

The proposed dock extension would be located between two existing dock structures, an existing Town-controlled transient dock and a private dock, the Hiott Dock. Adjacent to the Hiott Dock is another private dock, the Schuler Dock. See below (and attached) image.



Figure 1 – General Site Geometry

Site (Dock) Uses

The general uses of each dock are understood to be:

- Town Dock – Transient dockage, including day dockage. Funded, in part, by the USFWS Boating Infrastructure Grant Program
- Proposed Bake Bottle Brew Dock Extension – Will provide annual dockage in the proposed lift slips, annual dockage in the proposed large side-tie slip on the NE side of the dock, and transient dockage on the interior as well as the exterior floating dock (per Mr. Harnatkiewicz)

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- Hiott Dock – Appears to be largely unused and aging. Historical aerial imagery shows a large sailboat moored to this structure, however.
- Schuler Dock – This dock is home to the Lady Swan Boat Tour vessels which include a ~45-ft. pontoon boat and a ~27-ft. Carolina Skiff. Mr. Tim Simpson indicates that these vessels operate daily during the summer season and can run multiple trips on certain days, including weekends.

A large private vessel is also said to dock on the outside L-head of this dock but was not present at the time of ATM's site observation.

General Site Geometry

As is evident in person and seen in the preceding image (also attached in 11x17 format for clarity), the geometry of area marine structures is tight. We have examined this closely against marina industry design standards and offer the following, noting that the dimensions shown utilize some aerial imagery and limited distortion may slightly affect the dimensions shown (approximately 0-1-ft.).

Area between the Town Dock and the Proposed Bake Bottle Brew Dock Extension (BBB Dock)

The distance between the existing Town Dock and the proposed BBB Dock ranges from 57.7-ft. to 59-ft. The slip sizes on the Town Dock range from 43-46-ft. in length. According to marina industry design standards, including Tobiasson and Kollmeyer's *Marinas and Small Craft Harbors* and the ASCE Manuals and Reports on Engineering Practice No. 50 *Planning and Design Guidelines for Small Craft Harbors*, the minimum fairway or clear space between docks shall be no less than 1.5 times the longest boat length (with 1.75 times the longest boat often recommended).

According to Town officials, the largest boat allowed to moor overnight on the Town Dock in the interior slips (not on the T-head) is 43-ft. Thus, a clear space between of at least 64.5-ft. between the Town Dock and the proposed BBB Dock would be required for such a vessel to safely navigate into and out of the existing Town Dock slips. As is seen, the proposed location of the BBB Dock and suggested boat placement does not afford this amount of clearance (short by 6-ft.).

In addition, ATM notes that the Town Dock is passively managed, meaning that there are no dockhands or marina staff on duty at the site. Thus, it is possible for vessels larger than 43-ft. to attempt to utilize the 46-ft. slips. This could exacerbate the clearance challenges outlined above.

Area between the proposed BBB Dock and the Hiott Dock

As mentioned, the Hiott Dock was not in use for boat mooring at the time of our site visit, but historical aerial imagery shows that it has been used for this purpose. As such, we have evaluated the geometry between the proposed BBB Dock and the existing Hiott Dock.

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As is evident on the below (and attached) figure, space in this area is very constricted. The proposed BBB Dock is approximately 37.2-ft. away from the Hiott Dock and only 19.8-ft. away from a series of remnant concrete mooring piles, that on aerial imagery, appear to be run along the extended property line between the Hiott and Harnatkiewicz parcels.



Figure 2 – Area Between Proposed Dock and Hiott Dock

The BBB Dock plan shows two Jet Ski-sized vessels moored against the proposed dock. These vessels, with only a 4.2-ft. beam shown, would have an exceptionally limited clear approach to the BBB Dock. Industry design guidelines (ASCE et. al.) suggest a clear space between side-tie docked vessels of 6 times the beam or 6B. The clear space between the proposed BBB Dock (with Jet Ski – sized vessels moored against it) and the Hiott Dock (with the sailboat that used to be moored against it) is 23.1'. The distance between the Jet Ski – sized vessels and the remnant mooring piles is 15.4-ft.

We assume the sailboat (or other similar vessel berthed on the Hiott Dock would navigate straight in/out of its slip), the Jet Ski-sized vessels would likely need to turn around to exit or could be coming and going during busy times in Swansboro. The 15.4-ft. between a berthed Jet ski sized vessel and the remnant mooring pilings does not meet the 6B criteria. Further, Jet Skis are notoriously difficult to maneuver at slow speeds (especially while docking).

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Additionally, the BBB plan shows a mooring piling for its outer/larger vessel side tie slip that is only 5.6-ft. away from a remnant concrete mooring pile. Assuming that large vessels are side tied to each dock, the interior dock space shown becomes inaccessible.

Considering this and Mr. Harnatkiewicz' conversational suggestion that he may want to berth transient boats (day boaters) in the space shown for Jet Ski-sized craft, the proposed berthing of vessels in this area appears to be not only inconsistent with industry design parameters, but practically infeasible considering the other uses of the proposed dock and the Hiott dock as well as the location of the existing and proposed mooring piles. Removal of the remnant mooring piles would improve this condition, but the location and active use of the proposed mooring pile on the BBB Dock would serve to constrict access to/from this area.

Area Between the proposed BBB Dock and the Schuler Dock

The distance the proposed BBB Dock and the outer L-head on the Schuler Dock is 92.1-ft. However, the BBB Dock plan shows a large boat slip on the NE side of the dock. This vessel is depicted at 12.2-ft. wide. The presence of such a vessel would shrink the effective fairway between these docks to 79.9-ft. Mooring piles located on the BBB Dock Plan in this area would shrink this effective fairway further.

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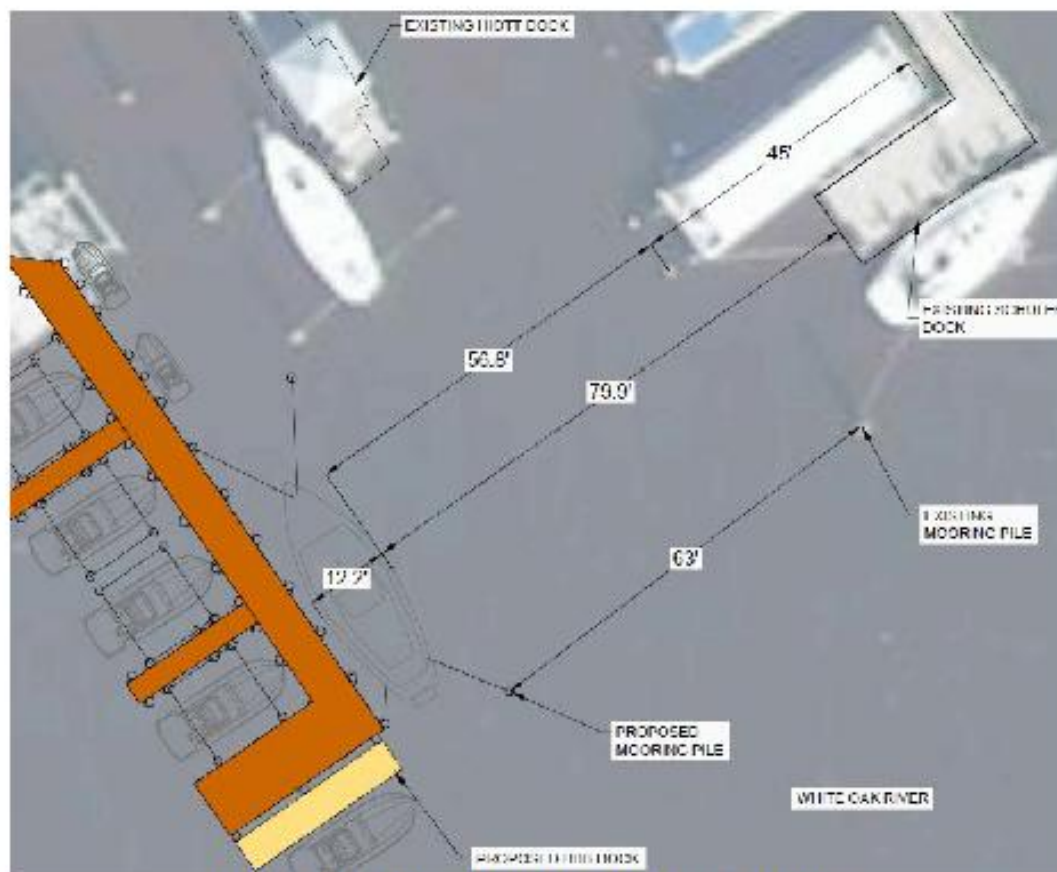


Figure 3 – Area Between the Proposed Dock and Schuler Dock

On the inside of the L-head on the Schuler Dock is docked the Lady Swan, a ~45-ft. (including engine bracket and outboards) long pontoon tour boat. This boat extends past the end of the L-head approximately 22.7-ft. This further constricts the fairway between the proposed BBB Dock and the Schuler Dock.

The presence of the 45-ft. boat on the Schuler Dock and the proposed plan for the BBB Dock indicates the need for a clear fairway between the two structures of at least 67.5-ft. This clear space does not exist (approximately 10-ft. less than required) and would present navigation challenges in this area.

It is noted that the Lady Swan extends approximately 10-ft. past the line of mooring piles associated with the Schuler dock. These pilings appear to be located on the property line that bifurcates the two lots owned by the Schuler family. The Lady Swan vessel is located wholly within Schuler owned property but spans across two lots. It is unclear if this condition is authorized under the CAMA permit for this dock (or in general).

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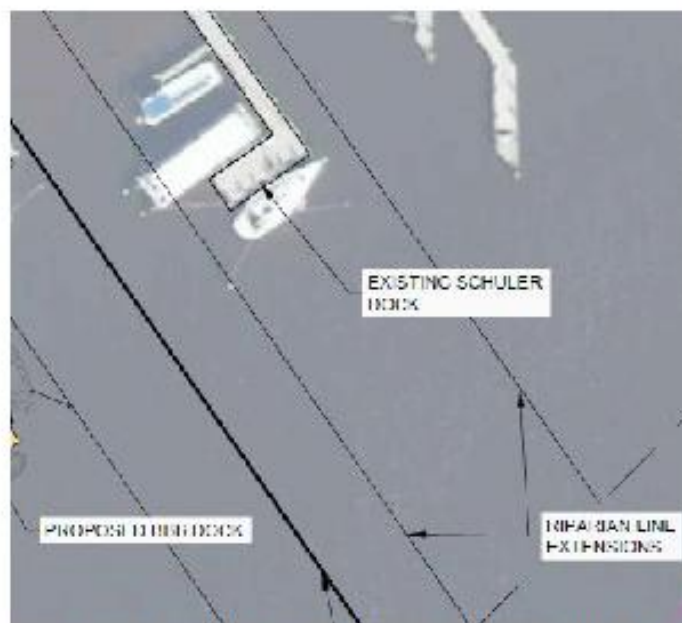


Figure 4 – Schuler Dock and Extended Property Lines

Conclusions

- The addition of the proposed BBB Dock would compromise appropriate clear access to the existing Town Dock based on minimum marina industry design guidelines.
- The presence of the Hiott Dock, particularly if a vessel is moored to this structure and the outer, NE side of the BBB Dock, could render the proposed interior/shore-side slips on the NE side of the BBB Dock inaccessible.
 - The presence of the remnant concrete mooring piles in this area present additional challenges for safe navigation to the interior portion of the proposed BBB Dock.
- The proposed BBB Dock could compromise access to the Schuler Dock for the Lady Swan (or any vessel greater than ~41-ft.), particularly with a vessel moored along the NE side of the BBB Dock as is shown on project plans.
- The Lady Swan extends past the mooring piles and property line between the Schuler lots. While the Schuler dock structure appears to be in general compliance with the CAMA permit authorization, the vessel protrusion across the property line should be examined further by legal professionals to ensure regulatory compliance.
- Periods of high current flow (for instance during extreme tide events) and windy conditions could further challenge safe vessel navigation in the project area.

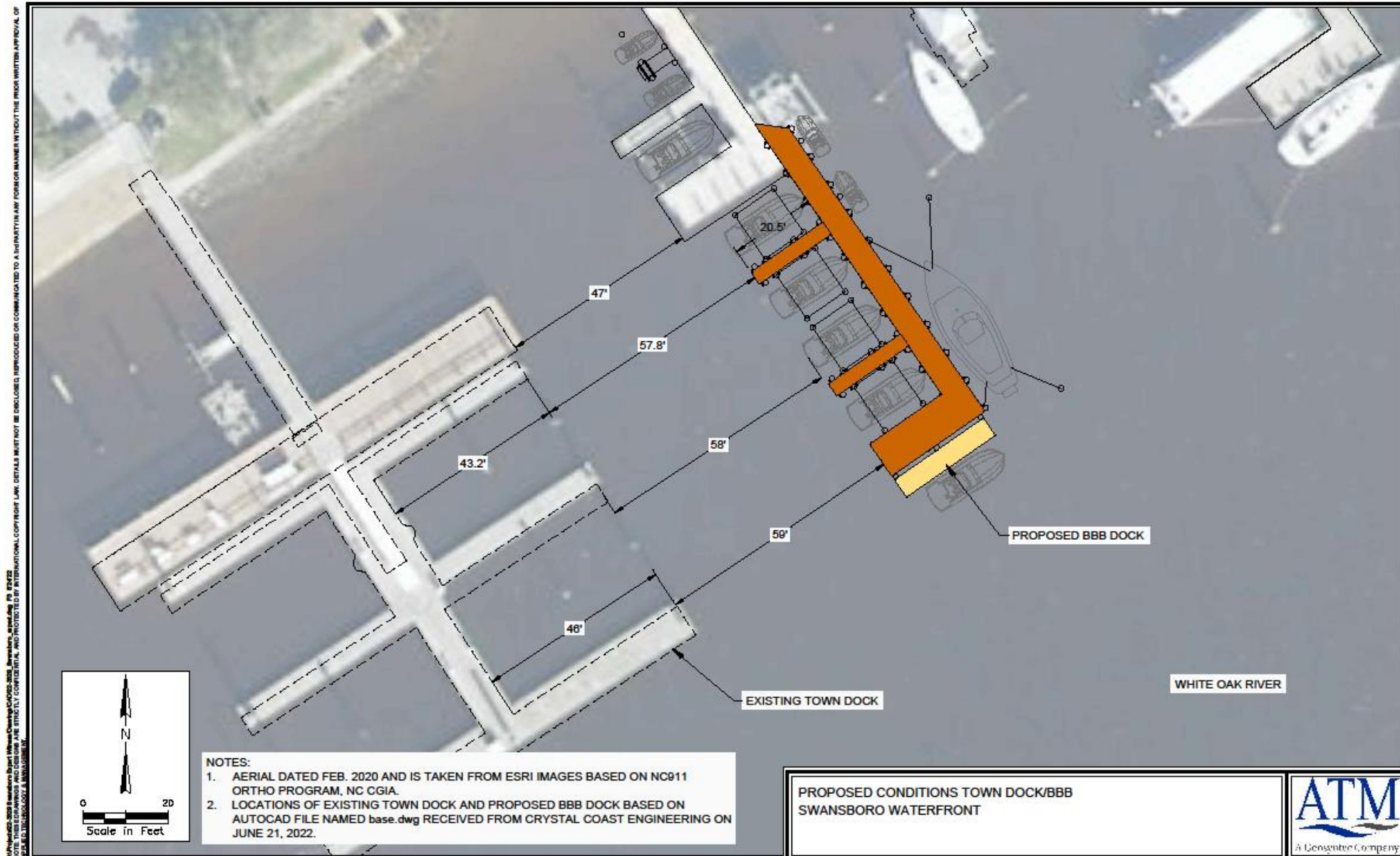
Attachments

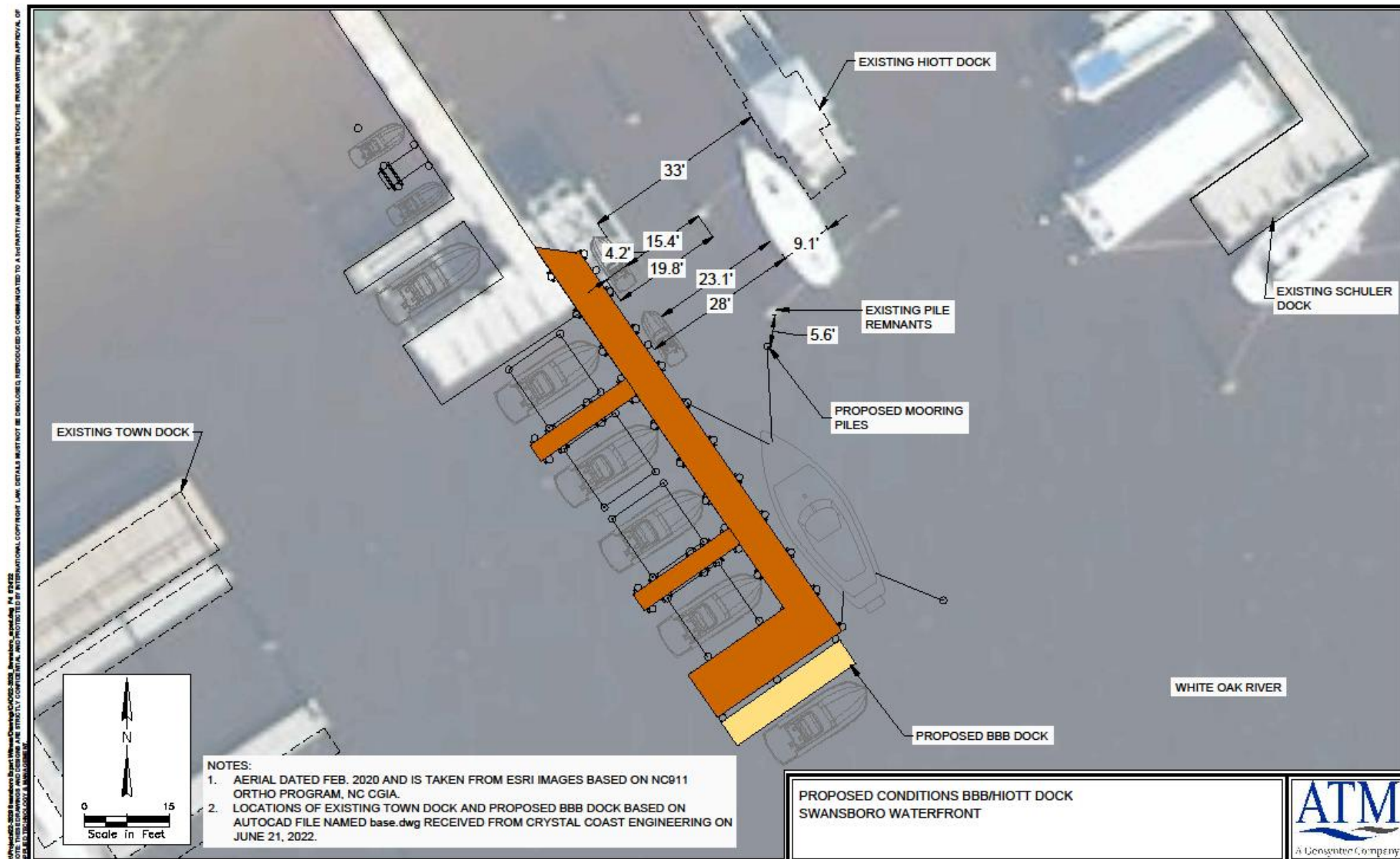
Coastal, Waterfront & Water Resources Engineering

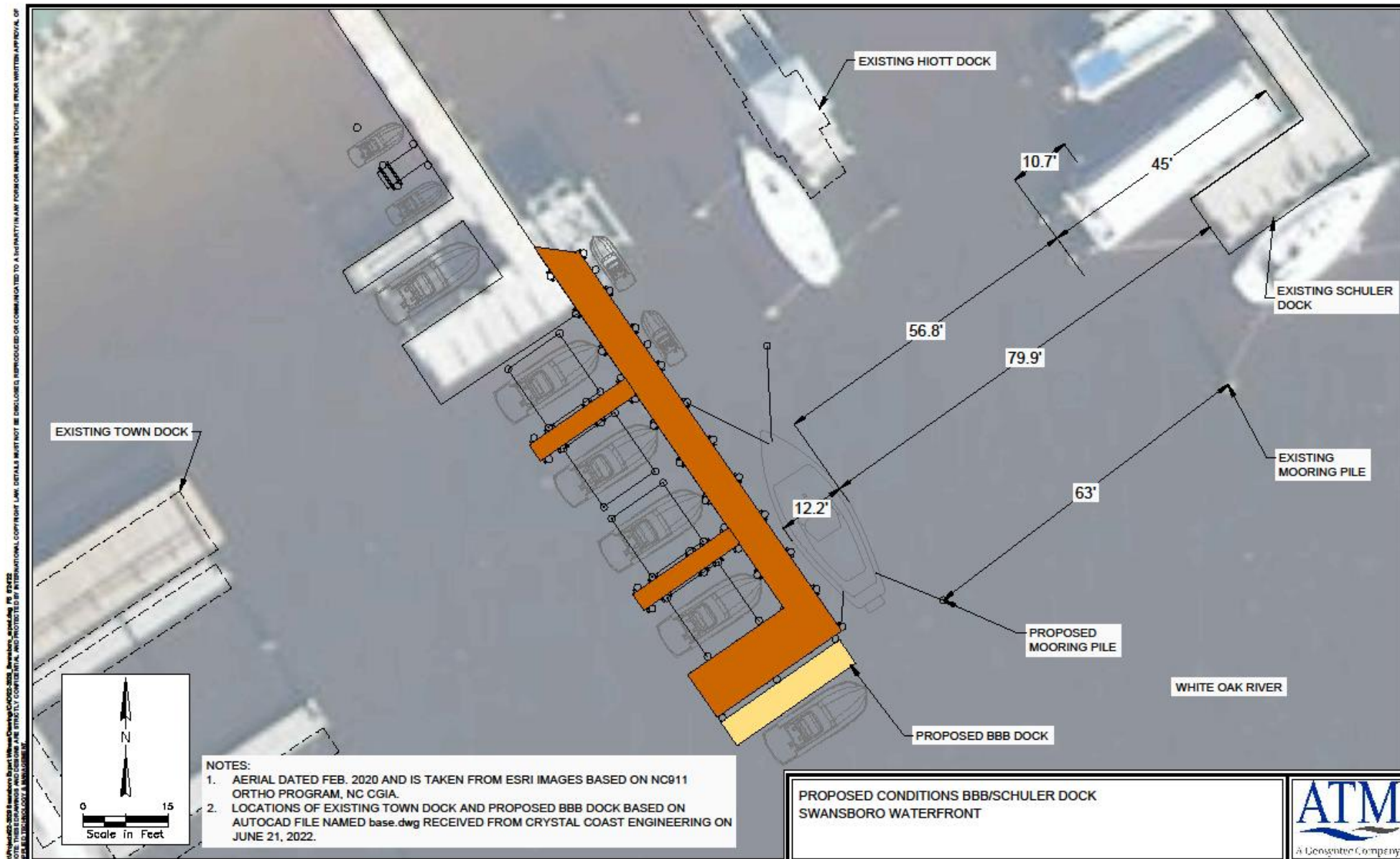
Copyright 2020 Swansboro Waterfront Development LLC. Swansboro, NC 28586. All rights reserved. This document is the property of Swansboro Waterfront Development LLC and is not to be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without the prior written approval of Swansboro Waterfront Development LLC.

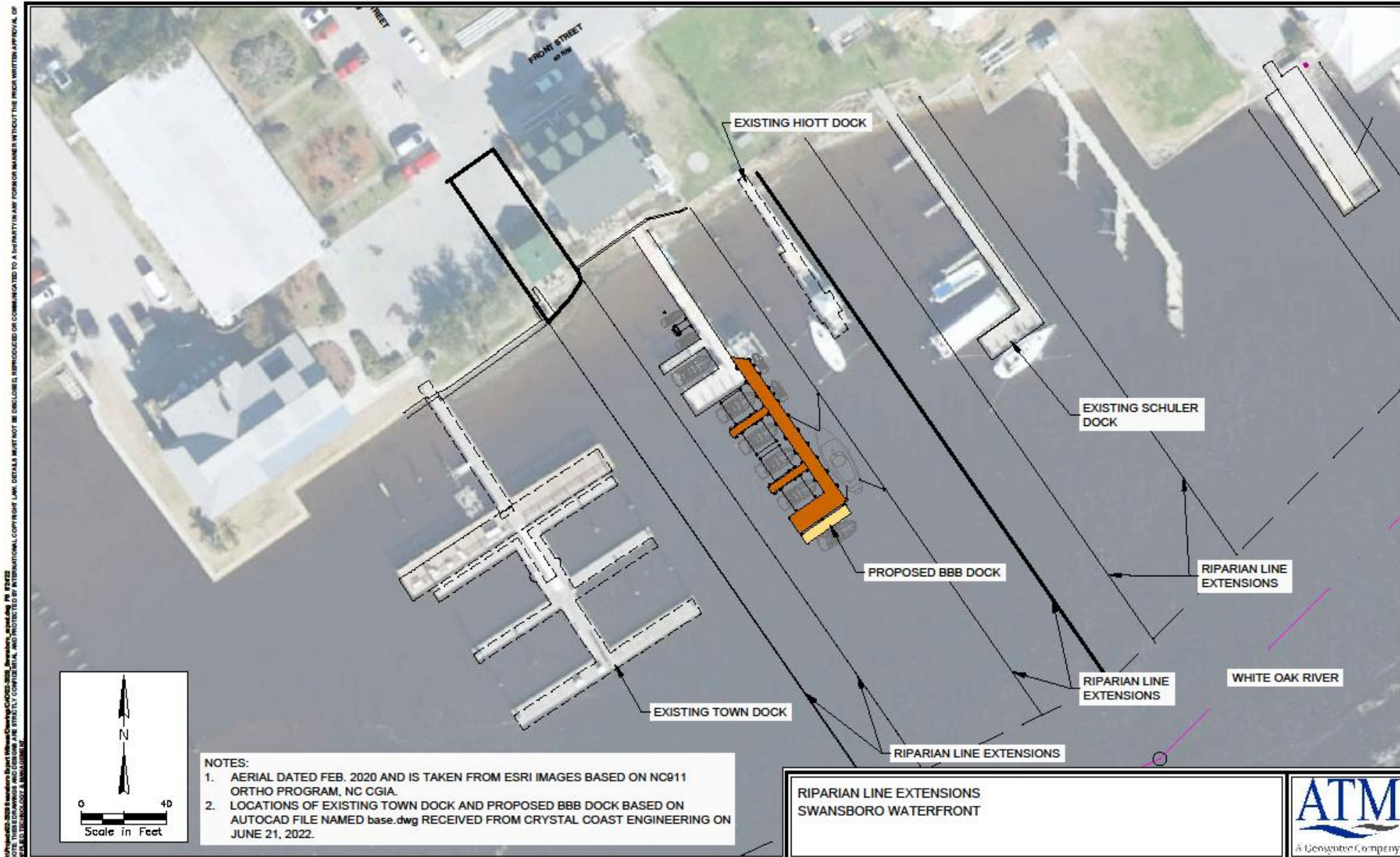












Jennifer Ansell

From: Brantley, Kristi <kristi.brantley@ncdcr.gov>
Sent: Tuesday, May 10, 2022 3:47 PM
To: Jennifer Ansell
Cc: Wood, John; Kim Oliver-Kingrey
Subject: Technical Advice
Attachments: Swansboro Dock Project-HPC Response Letter 5-10-2022PDF.pdf

Dear Jennifer,

Attached is our response to the request for technical advice regarding the proposed extension of the existing dock and the creation of additional boat slips at 147 Front Street, Swansboro. Please note, our comments are non-binding and should not be considered an official ruling by our office or a determination on how the commission should decide a COA case.

We appreciate Swansboro's HPC seeking advice under NC GS 160D-947(d). We ask that future requests regarding specific COAs be submitted directly to me, per the North Carolina Administrative Code (07 NCAC 04R .0502).

For more information regarding steps to request technical advice, please see [Seeking Technical Advice from HPO Staff for COA Reviews](#).

If you have any questions, please don't hesitate to reach out to me.

Best,

Kristi



Kristi Brantley
 CLG/Local Government Coordinator
 NC State Historic Preservation Office
 NC Dept. of Natural and Cultural Resources
 Phone: (919) 814-6576
kristi.brantley@ncdcr.gov

109 East Jones Street | 4617 Mail Service Center | Raleigh, NC 27699-4617

#StayStrongNC
 Learn more @ nc.gov/covid19

And don't forget your Ws! Wear. Wait. Wash.

WEAR a face covering.

WAIT 6 feet apart from other people.

WASH your hands often.





**North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office**

Governor Roy Cooper
Secretary D. Reid Wilson

Ramona M. Bartos, Administrator

Office of Archives and History
Deputy Secretary, Darin J. Waters, Ph.D.

May 10, 2022

Jennifer H. Ansell, Planner
Town of Swansboro
601 West Corbett Avenue
Swansboro, NC 28584

RE: Advice sought on the proposed extension of the existing dock and the creation of additional boat slips, 147 Front Street, Swansboro, Onslow County
COA, Application No. 2022-01

Dear Ms. Ansell:

Thank you for the submittal of the Swansboro Historic Preservation Commission's request for our advice under NC GS 160D-947(d), regarding the proposed extension of the existing dock and the creation of additional boat slips at 147 Front Street in Swansboro. This request was submitted on behalf of the commission by commission member Kim Oliver-Kingrey on April 26, 2022. Advice provided by the HPO is non-binding and should not be considered an official ruling by our office or a determination regarding how the commission should decide a COA case. Pursuant to the aforementioned statute, we offer the following advice:

- Section 24 of the Swansboro Historic District Design Guidelines provides good direction on the elements that should be considered in the review of designs for docks, piers, and boardwalks within the historic district. If the guidelines are followed, a proposed dock will be in keeping with the character of Swansboro's historic waterfront.
- Given Swansboro's association with the water, the commission should be mindful of visual impacts to the viewshed from the district outward into the water and from the water inward toward the town. The boundaries for the National Register Historic District extend well outward into the water as the historic viewshed is an important element of Swansboro's historic location, setting, feeling, and association.
- Numerous historic photographs of Swansboro's waterfront can be found in the book *Swansboro: The Friendly City by the Sea* by Jack Dudley (Coastal Heritage Series, publisher, 2013). These photographs can be used as a design reference for the appearance of traditional docks in Swansboro.

Eastern Office

117 West Fifth Street • Greenville, North Carolina 27858 • (252) 830-6580 • Fax: (252) 830-6583

J. Ansell 5-10-2022, page 2

- The Proposed Conditions drawing/DCM CAMA Permitting Plan indicates that railings are being proposed but are not shown on the drawings for clarity. We recommend that the commission request and review elevation and detail drawings, including materials description for the proposed railing system.
- The Proposed Conditions drawing/DCM CAMA Permitting Plan indicates the construction of four boat lifts. We recommend that the commission request and review elevation and detail drawings, including materials and hoist systems for the boat lifts.
- The Proposed Conditions drawing/DCM CAMA Permitting Plan does not provide information on the materials for the decking and pilings for the proposed dock. In addition, the plan does not provide information on the appearance, material, and placement of utility lines, conduit, and lighting (if any). We recommend that the commission request and review elevation and detail drawings, as well as manufacturer's specification sheets for these features.

Please do not hesitate to contact me should you or the commission have additional questions or require additional information. As always, our office is available to provide guidance and technical assistance to the Swansboro Historic Preservation Commission.

Sincerely,



John P. Wood
Restoration Specialist
Regional Supervisor, Eastern Office

CC:

Kim Oliver Kingrey, Swansboro HPC (kingreyrealestate@gmail.com)
Kristi Brantley, CLC/ Local Government Coordinator

TALA

**Crystal Coast Engineering, PA**

205-3 Ward Road

Swansboro, N.C. 28584

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

Email: crystalcoasteng@bizec.nc.com

July 10, 2022

VIA EMAIL

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

Re: Special Use Permit Application (Harnatkiewicz)
Proposed Dock Extension-147 Front Street, Swansboro, NC

Dear Mayor and Commissioners,

I have been retained by Mr. Jack Harnatkiewicz to provide you with my direct observations and professional opinions in connection with the pier and dock extension project that the Town already has reviewed and approved as part of the CAMA permitting process. The Town is requiring that Mr. Harnatkiewicz apply for a Special Use Permit. As you know, I have worked with and for Mr. Harnatkiewicz on this project, as well as for the Town and others when the Town Dock facilities were built. While a bit out of date, attached is a copy of my resume. On behalf of Mr. Harnatkiewicz, please include this letter, my separate memo and my resume in the official record for the Special Use Permit proceeding.

One purpose of this letter is to offer the Town my professional opinions in response to the draft report provided to the Town by Kirby Marshall of ATM. Ironically, portions of this report appear to critique the Town itself for how the Town Dock facilities were designed and constructed. Because I was the engineer of record for that project, I believe I am uniquely qualified to respond – both regarding the Town Dock facilities as well as the Harnatkiewicz pier and dock extension project.

As an important starting point, both of these pier and dock facilities were subject to extensive review by over a dozen state and federal agencies in connection with receiving multiple state and federal permits. While we often refer to this permit process as the CAMA permit process, I think it is worth pointing out that included in the CAMA permit process is the federal Section 10 permit authorizing placement of piers and docks into navigable waters, as well as the related North Carolina dredge and fill permit program. In other words, both the Town Dock facilities and Mr. Harnatkiewicz proposed pier and dock extension project already have received not

● Page 2

one, not two, but three major federal and state authorizations governed by three separate statutes (federal Section 10 statute under the Rivers and Harbors Act of 1899; NC Dredge and Fill statute; and NC CAMA statute). Under a memorandum of agreement between North Carolina and the U.S. Army Corps of Engineers, these three permit programs usually are coordinated together as part of the CAMA permitting process. I make this point to emphasize just how much review and scrutiny was applied to both projects – including reviews by specific state and federal agencies charged with regulating and managing public trust resources and public navigation rights and responsibilities.

While the Marshall report is written well, it completely misses the boat (bad joke, I know). All of the distance criteria cited in this report are suggested standards for multi-dock marina project builders to consider when designing the fairways located between individual pier/dock structures. These standards simply do not apply when evaluating separate projects located on properties owned by separate individuals, businesses or local governments. The only appropriate numerical legal standard to consider in these situations is the 15 foot riparian corridor setback rule contained in the CAMA use standards, and even that can be waived by agreement between adjoining property owners.

In my many decades of experience as a licensed professional engineer and experienced boat captain, I have never seen the fairway distance standards cited by Mr. Marshall (who, as far as I can tell, is NOT a licensed professional engineer, and neither is his firm licensed in North Carolina) as a basis for designing, locating, approving or disapproving any pier and dock facilities built by separate riparian property owners, whether adjacent or nearby.

As I believe some of you know, I did meet with Mr. Marshall and I have of course reviewed his draft report. In addition to my professional opinion that the marina fairway distance specifications simply do not apply here, I found it rather interesting that Mr. Marshall spent time evaluating Mr. Harnatkiewicz's project relative to the Schuler pier and docks. To the extent that such is relevant to this Special Use Permit review, I would like to state for the record that I agree with the implication made by Mr. Marshall that the large, very long tour boat that is more or less permanently moored in a boat slip designed for vessels no longer than 26-28 feet is improperly so located. Not only is that slip not designed for a vessel of such mass and length, as shown in one of the drawings included in the Marshall report, when this vessel is moored, it protrudes significantly into the riparian corridor of the adjacent property owner.

As you know, this matter was first scheduled to be heard on April 25th. At that meeting, both I and Mr. Harnatkiewicz were prepared to provide the Town with relevant information and expert opinions, but the Town opted to seek input from someone like Mr. Marshall instead. While that is of course within the Town's right to do, I do want to make sure that this letter, my separate memo and my resume are included in the proceedings. Additionally, I am prepared to testify and answer questions at the hearing, which I understand is scheduled to take place on Monday, July 11th.

● Page 3

One of the most important pieces of factual information that I believe each of you need to consider is the FACT that the vast majority of the vessels docking at the Town Docks, and as anticipated by Mr. Harnatkiewicz to be using his extended facility, are less than 26-28 feet in length. In fact, the design documents for the Town Dock facility show vessels of this length or less. This is not only factually true in terms of overall vessel traffic utilizing the various Swansboro waterfront piers and docks (and it certainly is true regarding the Town Dock facilities), this fact is consistent with national information provided by the U.S. Coast Guard which indicates that 95% of all recreational boats in use in the United States are 26 feet in length or less. Here is a link to one source of this information:

<https://quicknav.com/boating-statistics/>

In addition, on the rare occasion when a larger vessel needs to dock at the Town Docks, there are up to four slips available on the outside, as well as the "T" area.

Based on these FACTS, and my decades of personal and professional experience, it is my professional opinion that construction and use of the dock extension facilities proposed (and already permitted) by Mr. Harnatkiewicz will not represent any significant threat to public health safety or welfare of those using and residing within the Swansboro waterfront. Below I have summarized some specific response points that further support my professional opinions.

Marshall Memo Conclusion 1: *"The addition of the proposed BBB Dock would compromise appropriate clear access to the existing Town Dock based on minimum marina industry design guidelines."*

Rebuttal: As discussed above, these marina fairway design "guidelines" do not apply to the Swansboro Waterfront. The idea of "compromising" boating activity is not an acceptable professional term. Of course, the distances are tight all along the Swansboro Waterfront, and of course boaters must use common sense and caution in these tight spaces. However, to imply that the Harnatkiewicz pier and dock extension represents anything greater than what boaters already must deal with, based on marina fairway design specs, misses the mark. Additionally, as noted above, 95% of recreational vessels are 26 feet or less in length, and the Town has the ability to effectively manage larger vessels on the outside slips of the Town Dock facility, as well as on the "T" end. And while Mr. Marshall probably does not know this, let's not forget that the Town made the decision to place the Town Docks floating docks where they presently are for financial reasons, and did so without any public notice or input from adjacent or nearby riparian owners, including the Harnatkiewiczes. Finally, "guidelines" are only "suggested rules of thumb" and are not statutes or rules (like all of the ones that the Harnatkiewiczes already have met), and certainly are not set in stone. As Tobiasson and Kollmeyer state in their text, "it is up to the designer to resolve the diversity of needs between the developer, the regulatory approval agencies and the boat owner". It is my professional opinion as North Carolina licensed Professional Engineer, and experienced boat captain, that the proposed Harnatkiewicz pier/dock extension represents an appropriate, safe and prudent improvement to the Swansboro Waterfront.

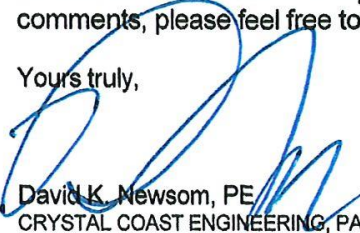
● Page 5

extension represents a specific "threat to public health and safety". To conclude otherwise effectively would be an indictment of almost all of the piers and docks that make up Swansboro's unique Waterfront, and I strongly recommend that the Town not apply marina fairway design criteria to ANY of its reviews of ANY proposed piers and docks within the Swansboro Waterfront. [Note in this regard the project my company is now designing for the Town next to the bridge.]

Second, the issue of public health safety and welfare in this case must be considered in light of the fact that the Harnatkiewicz possess important riparian property rights which already have been reviewed and approved under the three important state and federal statutes discussed early on in my letter. Yes, there are potential conflicts when it comes to the exercise of these qualified riparian rights, but the Harnatkiewicz have complied with every single law and rule, and certainly are well within the pier head line that the Town itself worked to have extended years back. Not only that, but the Town needs to be sensitive to the fact that it has obvious conflicts relative to operation of the Town Dock facility. I think the Town would be well served by approving this SUP and then working with the Harnatkiewicz to assure that the maximum number of day use and other boaters can seek out the unique commercial businesses that are the lifeblood of the Swansboro Waterfront.

Thank you for your consideration of the information and professional opinions contained in this letter and supporting materials. Should you have any questions or comments, please feel free to contact me.

Yours truly,


David K. Newsom, PE
CRYSTAL COAST ENGINEERING, PA

Cc: Bryce Pike, Attorney at Law
Clark Wright, Attorney at Law
Paula Webb, Town Manager



7/10/22

7/5/22, 8:33 AM

Facility: Church St. Town Dock

rec desk

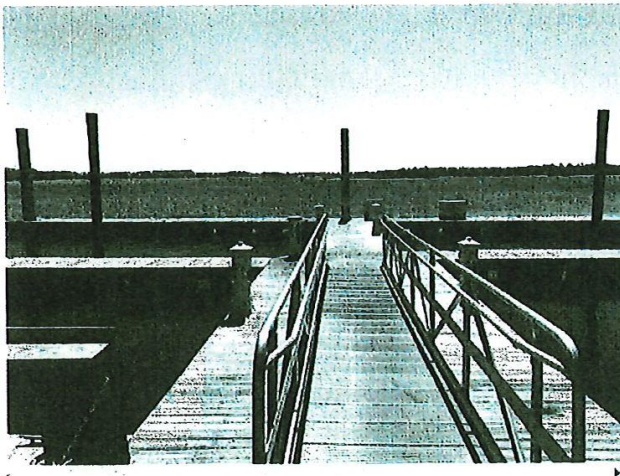


Church St. Town Dock

Details

Hours

Calendar



The 10-slip Town Dock is located along the intracoastal waterway at Latitude 34 degrees, 41 minutes, 10.44 seconds and Longitude 77 degrees, 7 minutes, 10.08 seconds. Located at the intersection of Front and Church Streets, centrally located in the historic downtown district, within one block of the Visitors Center and Old Town Park.

<https://swansboro.recdesk.com/Community/Facility/Detail?facilityId=18>

1/5

7/5/22, 8:33 AM

Facility: Church St. Town Dock

Slips are \$1.50/foot/night. Power is available for \$5/night and sewage pump-out for \$35 per pump out. Customers are responsible for docking their own vessel; no staff assistance is provided.

Call 910-326-2600 for questions or reservations during business hours.

Note:

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

- (A) Priority will be given to transient vessels at all times. Fees as listed in the Fee Schedule.
- (B) No boat shall be left unattended overnight at the Town Dock for more than five (5) days.
- (C) No fishing or cleaning fish.
- (D) No boisterous conduct and loud music.
- (E) No maintenance, painting, or repair of vessels is permitted.
- (F) No swimming, windsurfing, jet skiing, or diving.
- (G) No open fires and barbecues in Town Dock.
- (H) No discharge of raw sewage or other waste into the water.
- (I) Pets shall be leashed at all times while on Town Dock and other Town property.
- (J) Violation of any of these rules and regulations and/or other improper conduct by a vessel owner and/or his or her guest may be cause for immediate removal from the Town Dock.
- (K) The Town shall not be held liable for any loss, damage, or injury suffered by persons and vessels while docking at Town of Swansboro Town Dock facilities.
- (L) The Town shall have the authority to interpret and enforce these rules and regulations in its best interests.
- (M) WiFi is available at the dock under the network name "churchst" the password is walnut89

Call 910-326-2600 for questions or reservations during business hours. For reservations after 7 pm call 252-503-5024 and your call will be returned by the next working day. Please be sure to leave a message on the after hours number to receive a quicker response.

Customers are responsible for docking their own vessel; no staff assistance is provided.

Cancellation/ Refund Policy:

Cancellation at least 14 days in advance - full refund of fees

Cancellation at least 48 hours in advance - 50% of fees

<https://swansboro.recdesk.com/Community/Facility/Detail?facilityId=18>

2/5

7/5/22, 8:33 AM

Facility: Church St. Town Dock

Cancellation less than 48 hours in advance - no refund of fees

Boaters are encouraged to register for two local events:

Blessing of the Fleet – held in conjunction with the Swansboro Mullet Festival on October 7, 2022 at 5PM at Casper's Marina. Honors all boaters – both commercial and pleasure.

Holiday Flotilla – decorate your boat and participate in the Holiday Flotilla on November 25, 2022 in downtown Swansboro.

For more information or to register, contact the Swansboro Parks and Recreation Department at 910-326-2600.

Facility Type	Docks
Address Line One	99 Church Street
Address Line Two	
City, State, Zip Code	Swansboro, NC 28584
Capacity	10

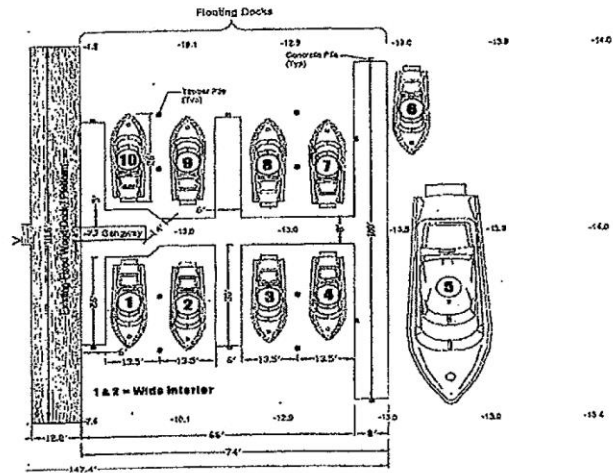
📍 Town of Swansboro Parks and Recreation Department

<https://swansboro.recdesk.com/Community/Facility/Detail?facilityId=18>

3/5

7/5/22, 8:33 AM

Facility: Church St. Town Dock

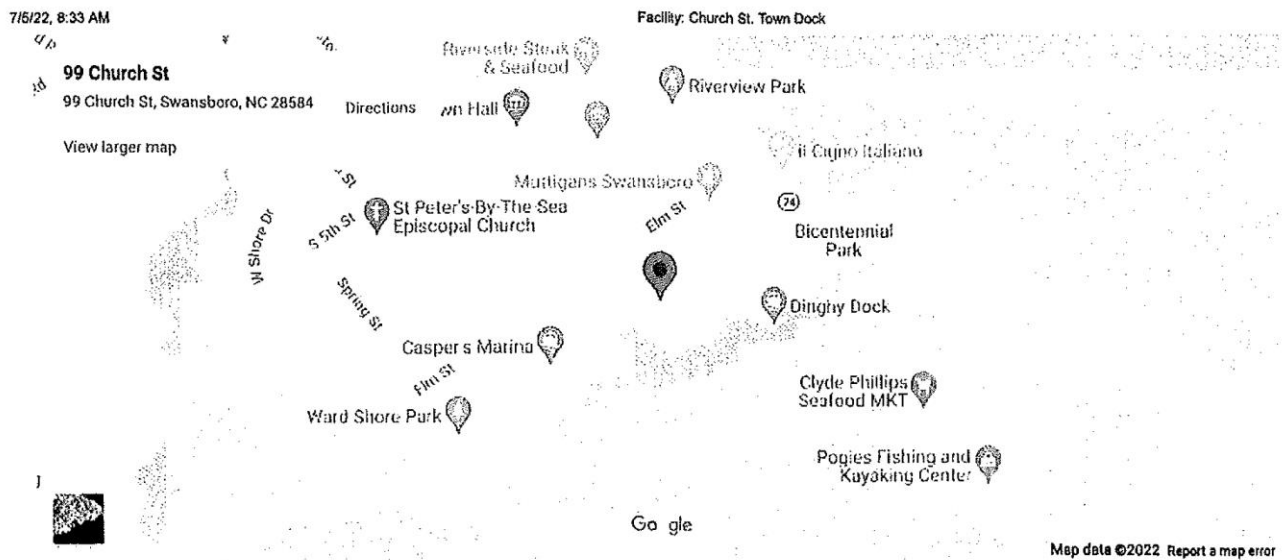


Location

Town of Swansboro Parks and Recreation Department

<https://swansboro.recdesk.com/Community/Facility/Detail?facilityId=18>

4/5



Town of Swansboro Parks and Recreation Department

<https://swansboro.ncdesk.com/Community/Facility/Detail?facilityId=18>

6/5



David K. Newsom, PE
Crystal Coast Engineering, PA
205-3 Ward Road
Swansboro, NC 28584
[Phone] 910-325-0006 [Fax] 910-325-0060
Email: crystalcoasteng@bizec.rr.com

Education:

- B.S. in Civil Engineering from North Carolina State University, 1986.
- Concentration in Water Resources (Water Treatment and Distribution, Sewer Collection, Treatment & Disposal)
 - Concentration in Urban Stormwater Design and Analysis
 - Concentration in Roadway Design

**Professional
Registration:**

- May 1986 EIT Registration in North Carolina
- January 29, 1992 PE Registration in North Carolina (NC 18148)

**Professional
Organizations
& Community
Service:**

National Society of Professional Engineers (NSPE)
 American Society of Civil Engineers (ASCE)
 Professional Engineers of North Carolina (PENC)
 Onslow County Water & Sewer Advisory Board
 ONWASA Water & Sewer Advisory Commission
 City of Jacksonville, Stormwater Advisory Committee

Experience:

- 1986-1988 Ledo Lines, Fort Myers, FL
Construction Engineer
- 1988-1993 Tate Lanning & Associates, Raleigh, N.C.
Design Engineer
- 1993-1994 Private Wastewater Treatment Operations Firm,
Wake County, N.C., Process Engineer & WWTP
Operator
- 1994-1999 City Engineer, Jacksonville, N.C.
Design / Construction Engineer
- 1999-2004 John L. Pierce & Associates, Jacksonville, N.C.
Design Engineer
- 2004-Present President, Crystal Coast Engineering, PA
Co-Owner / Design Engineer

**Certificates of
Completion:**

- Certificate of Training,
Bermad Control Valves
- Floodplain Managers Annual Conference,
NC Division of Emergency Management
- NFIP Home Study Course Workshop,
NC Division of Emergency Management
- Elevation Certificates and County Line Surveys,
Southeastern Chapter NCSS
- NCDOT Policy Manual,
Southeastern Chapter NCSS
- Incidental Drainage for Professional Land Surveyors,
Southeastern Chapter NCSS
- GPS Projects, Continuing Education for
Professional Land Surveyors
- The North Carolina Floodplain Mapping Program,
Southeastern Chapter NCSS
- Surveying! It's a Business Workshop,
Southeastern Chapter NCSS
- Erosion and Sedimentation Control Workshop,
City of Jacksonville Public Services Department
- Overview on Stormwater BMPs for the Coastal Plain,
NC State University
- AutoDesk Civil 3D 2007 Essentials,
Cadre Systems, Inc.

2nd Amendment



Doc ID: 012411750004 Type: CRP
Recorded: 10/16/2015 at 12:04:23 PM
Fee Amt: \$26.00 Page 1 of 4
Onslow County, NC
Rebecca L. Pollard Reg. of Deeds
BK 4370 PG 720-723

Memorandum of Lease

Port O'Swannsborough, LLC and Town of Swansboro North Carolina

No Excise Tax Applicable per NCGS 105-228-29(2) By lease for a term of years.

10.29.15
Copied to Finance.
Orig. in ~~contract~~
Contract/agreement
File in Clerk's
Office

MEMORANDUM OF AMENDMENT OF LEASE

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

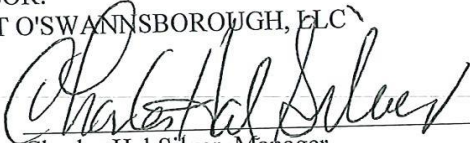
PORT O'SWANNSBOROUGH, LLC ("Lessor") hereby leases to the TOWN OF SWANSBORO ("Lessee"), for a term beginning May 21, 2013 and continuing through April 1, 2035, that certain property more particularly described on Exhibit A attached hereto and specifically incorporated herein by reference.

The provisions set forth in the Lease dated March 27, 2015 between Lessor and Lessee, as amended on September 15, 2015, are hereby incorporated in this Memorandum.

LESSOR:

PORT O'SWANNSBOROUGH, LLC

By:



Charles Hal Silver, Manager

(SEAL)

LESSEE:

TOWN OF SWANSBORO

By:


Scott Chadwick, Mayor

Prepared by WARD AND SMITH, P.A., 1001 College Court, Post Office Box 867, New Bern, NC 28563-0867

No opinion on title is rendered by WARD AND SMITH, P.A., without a separate written opinion on title from WARD AND SMITH, P.A.

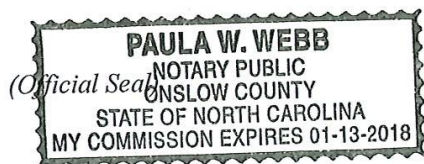
STATE OF NORTH CAROLINA
COUNTY OF ONSLOW

I certify that the following person personally appeared before me this day, acknowledging to me that he signed the foregoing document for the purpose(s) stated therein and in the capacity indicated having been first authorized to do so: CHARLES HAL SILVER.

Date 09-15-2015

Paula W. Webb
Signature of Notary Public

My commission expires: 01-13-2018



STATE OF NORTH CAROLINA
COUNTY OF ONSLOW

I certify that the following person personally appeared before me this day, acknowledging to me that he signed the foregoing document for the purpose(s) stated therein and in the capacity indicated having been first authorized to do so: SCOTT CHADWICK.

Date 09-15-2015

Paula W. Webb
Signature of Notary Public

My commission expires: 01-13-2018

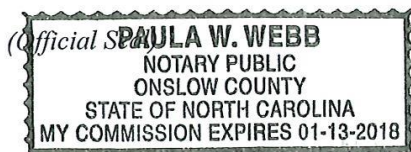


Exhibit A



STATE OF NORTH CAROLINA
COUNTY OF ONSLOW

AMENDMENT TO LEASE

THIS AMENDMENT TO LEASE made and entered into this the 15 day of September, 2015, by and between PORT O'SWANNSBOROUGH, LLC, a North Carolina limited liability company (hereinafter referred to as "Lessor"); and the TOWN OF SWANSBORO (hereinafter referred to as "Lessee");

WITNESSETH:

WHEREAS, by Lease dated May 27, 2015 ("Lease"), Lessor leased to Lessee certain property included within and proximate to a marina known as the Port O'Swannsborough as described by Exhibit A to the Lease ("Premises") for a term which was to expire on May 21, 2033; and,

WHEREAS, for reasons associated with the BIG grant described in the Lease, the Lessee has requested, and the Lessor is amenable to, an extension of the Term of the Lease to April 1, 2035, and the parties have also agreed to amend the expiration provision of the Lease at Lessor's request.

NOW, THEREFORE, for and in consideration of the premises and for and in consideration of the mutual promises and covenants herein contained, the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby do agree and amend the Lease as follows:

1. The term of the Lease hereby is extended to April 1, 2035.
2. Article II of the Lease is amended to provide that the Lease shall automatically terminate on April 1, 2035 without action by either party unless the parties enter into an extension agreement prior to said date.
3. Except as herein amended, each and every other term and provision of the Lease hereby is ratified and affirmed. This Amendment shall be binding on the parties hereto, their successors and assigns.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

IN TESTIMONY WHEREOF, the parties have caused this Amendment to Lease to be signed and sealed in a manner so as to binding, this the day and year first above written.

LESSOR:

PORT O'SWANNBOROUGH, LLC

By: Charles Hal Silver (SEAL)
Charles Hal Silver, Manager

LESSEE:

TOWN OF SWANSBORO

By: Scott Chadwick (SEAL)
Scott Chadwick, Mayor



ATTEST:

Paula W. Webb
Paula Webb, Town Clerk

②
ENV.



Doc ID: 010874420011 Type: CRP
Recorded: 11/04/2013 at 03:21:39 PM
Fee Amt: \$26.00 Page 1 of 11
Onslow County, NC
Rebecca L. Pollard Reg. of Deeds
BK 4079 PG 817-827

Lease Agreement between:

Port O' Swannsborough LLC. and the
Town of Swansboro
Parcel ID #024009
Tax Map #1407-22

No Excise Tax Applicable

STATE OF NORTH CAROLINA)
)
 COUNTY OF ONSLOW)

LEASE AGREEMENT

THIS LEASE AGREEMENT (hereinafter "Lease") made this the 21st day of May, 2013, by and between PORT O' SWANNSBOROUGH, LLC, a North Carolina limited liability company (hereinafter referred to as "LESSOR") and the TOWN OF SWANSBORO, NORTH CAROLINA a North Carolina municipal corporation (hereinafter referred to as the "TOWN").

W I T N E S S E T H:

WHEREAS, the LESSOR is the owner of certain real property located in the Town of Swansboro, Onslow County, North Carolina and bearing the Onslow County Parcel ID #024009 and Onslow County Tax Map #1407-22 (hereinafter referred to as the "Property"); and

WHEREAS, the TOWN desires to lease a portion of the aforesaid Property for use as tie-up facilities for temporary use by transient nontrailerable recreational vessels; and

WHEREAS, the LESSOR desires to lease said portion of the Property; and

NOW, THEREFORE, the parties hereto, for and in consideration of the rents, covenants, and agreements contained herein, agree as follows:

1. DEMISED PREMISES. The LESSOR hereby leases to the TOWN, subject to the terms and conditions hereinafter expressed, and the TOWN hereby accepts as tenant of the LESSOR that portion of the Property crosshatched on the "Proposed Dock Layout Plan" attached hereto as Exhibit "A" and made a part hereof (hereinafter referred to as the "Demised Premises"), together with a non-exclusive right of pedestrian access to (24 hours per day, 365 days per year) the Demised Premises, sidewalks, and Common Area (as shown on Exhibit "A").

2. USE. The TOWN may use and occupy the Demised Premises for use as tie-up facilities for temporary use by transient nontrailerable recreational vessels, including without limitation, (i) the construction and dredging of a dock, pier, or other such improvements; (ii) the construction, maintenance, and repair of pedestrian ingress, egress and regress facilities; and (iii) the installation and maintenance of utilities on the Demised Premises (hereinafter collectively referred to as the

"Improvements"). The TOWN shall have the right to keep the Demised Premises and Common Areas clear of all buildings or structures, fixtures, or personal property as will in its judgment interfere with the purposes of its use; provided, however, nothing herein shall, nor be interpreted to: (i) permit the TOWN to remove, destroy, clear away or permit to become useless any structure, or part thereof, of any kind or nature whatsoever which provides support or access, in whole or in part, of or to any of LESSOR's improvements; or (ii) permit the TOWN to disrupt, interfere or otherwise encumber the LESSOR or any tenant of LESSOR's daily operations or use of any adjacent property, including, but not limited to, any parking area and the LESSOR or any tenant of LESSOR's non-exclusive use of LESSOR's existing docks.

3. TERM. The term of this Lease (hereinafter referred to as the "Term") shall be for a period of twenty (20) years to commence on May 21, 2013 and to terminate at midnight on May 21, 2033. Thereafter this Lease shall automatically renew for successive twenty (20) year periods until canceled or terminated by either party by written notice of termination sent or delivered within least one hundred eighty (180) days prior to the expiration of the then current Term.

4. RENT. During the term of this Lease, the TOWN shall pay to LESSOR as annual rent under this Lease, the greater of: (i) the sum of One Thousand and 00/100 Dollars (\$1,000.00); or (ii) the amount of county and city ad valorem property taxes assessed against the TOWN's Improvements for any tax year.

5. UTILITIES. The TOWN shall subscribe for services in its own name and pay for all electricity, gas, water, heat and other utilities consumed or used on the Demised Premises.

6. LIABILITY INSURANCE. The TOWN shall keep the Demised Premises insured against liability for injuries to persons or property resulting in any manner from the TOWN's use and operation of the Demised Premises. During the term of this Lease, the TOWN shall maintain commercial general liability insurance with limits of liability of million dollars (\$1,000,000) per occurrence applicable to claims of bodily injury and/or property damage. Evidence of such coverage shall be in the form of a certificate from the TOWN's insurer stating the amount, policy numbers and kinds of insurance carried him providing that the insurer shall notify the LESSOR by registered or certified mail twenty (20) days before any cancellation or lapse of the insurance shown on the certificate. The TOWN shall have the right to self-insure for any liabilities set forth in

- 2 -

this paragraph. Furthermore, the TOWN agrees to and does hereby indemnify and save LESSOR harmless against all claims for damage to persons or property by reason of the TOWN's use or occupancy of the Demised Premises, and all expenses incurred by LESSOR because thereof, including attorney's fees and court costs.

7. CASUALTY. If the Demised Premises and/or Improvements are damaged by fire or other casualty, or if any portion thereof is taken under the power of eminent domain (or sold under the threat of the exercise of such power), and such casualty or taking or sale materially impairs the TOWN's use of the Demised Premises, the TOWN may terminate this Lease upon fifteen (15) days written notice to LESSOR, subject to the repayment provisions of Paragraph 14 below.

8. CONDEMNATION. If the whole or any part of the Demised Premises shall be acquired or condemned by eminent domain or like power for any public use or purpose, then this Lease shall terminate as to the part of the Demised Premises so taken, effective on the date possession thereof shall be obtained. All damages awarded for each acquisition or condemnation of the Demised Premises, or any part thereof, shall become the sole and absolute property of LESSOR, subject to the repayment provisions of Paragraph 14 below.

9. ACCEPTANCE OF DEMISED PREMISES. The TOWN acknowledges that the act of taking possession of the Demised Premises shall constitute acceptance thereof and conclusive evidence that the TOWN has inspected and examined the entire Demised Premises and utility installations and that the same were, and are, in good and satisfactory condition, if applicable.

10. MAINTENANCE AND REPAIRS. The TOWN shall at the TOWN's own expense keep and maintain the Demised Premises and/or Improvements in good maintenance, replacement and repair. All maintenance and repairs shall be performed in a prompt, workmanlike manner, shall be promptly paid for by the TOWN and no liens shall be allowed to attach either to the Demised Premises or the TOWN's interest therein. LESSOR shall have no obligation to repair, maintain or replace any part of the Demised Premises and/or Improvements. Furthermore, the TOWN shall be responsible for one-half (1/2) of the expense to keep and maintain the Common Area in good maintenance, replacement and repair; PROVIDED, HOWEVER, that the TOWN shall not be responsible for said one-half (1/2) of expenses if said expenses are incurred due to the willful act or negligence of LESSOR, its agents, employees, contractors or invitees or to the extent said

- 3 -

maintenance and/or repairs are paid for by any insurance proceeds.

11. ASSIGNMENT OR SUBLETTING. This Lease may not be assigned nor the Demised Premises sublet without LESSOR's written consent which shall not unreasonably be withheld, refused, or delayed.

12. ENVIRONMENTAL CONDITIONS.

(A) The TOWN agrees to comply with any and all Federal, State or local environmental laws regulating the TOWN's use and occupancy of the Demised Premises, including, without limitation, any such law regulating Hazardous Materials. As used herein, "Hazardous Materials" means asbestos, PCBs, petroleum or any other hazardous or toxic substance, material, waste or other environmentally regulated substance that is subject to any Hazardous Materials Law (as defined below).

(B) LESSOR represents and warrants that no Hazardous Materials are located on, in or about the Premises. LESSOR agrees to disclose to the TOWN in writing the existence, extent and nature of any Hazardous Material ascertained on, in or about the Premises. LESSOR agrees to comply with any known or ascertained violation of a Hazardous Materials Law in or affecting the Demised Premises or the Property arising during the term of this Lease. "Hazardous Materials Law" shall mean the Federal Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq.; and all other Federal, State and local laws, rules, regulations, or ordinances relating to Hazardous Materials, whether existing or enacted in the future.

13. RIGHT OF FIRST REFUSAL. If at any time during any Term of this Lease, LESSOR shall desire to sell the Demised Premises, the TOWN shall have the right of first refusal of said property as follows: LESSOR shall give to the TOWN a notice in writing specifying the terms and conditions upon which it desires to sell the Demised Premises and offering to sell said Demised Premises to the TOWN upon said terms and conditions. Within sixty (60) days after receipt of such notice, the TOWN shall either accept or reject said offer, then LESSOR shall be free to sell to any other person upon the terms and conditions specified in said notice. The failure of the TOWN to respond to said notice shall be deemed a rejection of said offer. If the sale is to be made on terms and conditions other than so specified, then the right to purchase shall again be offered to the TOWN as above set forth. The rejection of any one or more

- 4 -

such offers by the TOWN shall not affect its right of first refusal as to any other offers of sale by LESSOR. Provided, however, that the provisions of this Paragraph 13 shall be subject and subordinate to the prior option to purchase executed by the LESSOR which shall expire April 2019 if not sooner waived or otherwise revoked.

14. REPAYMENT UPON EARLY TERMINATION BY LESSOR. LESSOR shall pay to the TOWN the sum of One Hundred Fifty Thousand Dollars (\$150,000) representing the TOWN's expenditures on the Improvements installed on the Demised Premises upon the occurrence of any of the following events: (i) termination of this Lease for any reason by LESSOR prior to the expiration of the initial twenty (20) years; or (ii) upon any sale or transfer of the Demised Premises by the LESSOR; PROVIDED, HOWEVER, that the repayment provisions of this Paragraph shall become null and void after a period of twenty (20) years from the commencement date of this Lease.

15. ATTORNEYS FEES. If LESSOR deems it necessary to employ an attorney at law to enforce the terms hereof or declare rights hereunder in any action filed hereunder, on trial or appeal, LESSOR shall be entitled to collect all costs and expenses incurred in such proceedings, including its reasonable attorney's fees, if LESSOR prevails in such action. If the TOWN deems it necessary to employ an attorney at law to enforce the terms hereof or declare rights hereunder in any action filed hereunder, on trial or appeal, the TOWN shall be entitled to collect all costs and expenses incurred in such proceedings, including its reasonable attorney's fees, if the TOWN prevails in such action.

16. NOTICE AND WRITTEN CONSENTS. All notices and written consents required under this Lease shall be in writing and shall be deemed properly served posted by certified United States mail, postage prepaid, return receipt requested, addressed to the party to whom directed at the following address or at such other address as may be from time to time designated in writing:

To LESSOR: PORT O' SWANNSBOROUGH, LLC
% Mr. Hal Silver
Post Office Box 120
Swansboro, NC 28584

with copy to: N. Boyd Tisdale, Esq.
Post Office Box 1335
Jacksonville, NC 28540

- 5 -

To the TOWN: The Town of Swansboro
& Town Manager
502 Church Street
Swansboro, NC 28584

with copy to: C. Jason Humphrey, Esq.
Post Office Box 209
Swansboro, NC 28584

Any properly addressed notice given herein by certified or registered mail shall be deemed delivered when the return receipt therefor is signed, or refusal to accept the mailing by the addressee is noted thereon by the postal authorities. Notices shall be deemed served upon posting. Any notice given herein by personal delivery shall be deemed delivered when received

17. COVENANT OF TITLE AND QUIET ENJOYMENT. LESSOR covenants and warrants to the TOWN that LESSOR has full right and lawful authority to enter into this Lease for the Term hereof and that provided the TOWN is not in default hereunder, the TOWN's quiet and peaceable enjoyment of the Demised Premises shall not be disturbed by anyone claiming through LESSOR. The Demised Premises are demised subject to all easements, restrictions and rights of way legally affecting the Demised Premises.

18. WAIVER. Any failure by any party hereto to exercise any rights hereunder to which said party may be entitled shall not be deemed a waiver of said party's right to subsequently exercise same.

19. LAW APPLICABLE. This lease is entered into in North Carolina and shall be construed under the laws, statutes and ordinances of such jurisdiction.

20. SEVERABILITY. The provisions hereof are independent covenants and should any provision or provisions contained in this Lease be declared by a court or other tribunal of competent jurisdiction to be void, unenforceable or illegal, then such provision or provisions shall be severable and the remaining provisions hereof shall remain in full force and effect.

21. BINDING EFFECT AND COMPLETE TERMS. The terms, covenants, conditions and agreements herein contained shall be binding upon and inure to the benefit of and shall be enforceable by LESSOR and the TOWN and by their respective successors and assigns. All negotiations and agreements of

- 6 -

LESSOR and the TOWN are merged herein. No modification hereof or other purported agreement of the parties shall be enforceable unless the same is in writing and signed by the LESSOR and the TOWN.

22. CONSTRUCTION OF LEASE. This Lease shall not be construed more strictly against either party regardless of which party is responsible for the preparation of same. Highlighted language shall be of no greater or lesser force and effect than the remainder of this Lease. Any stricken language shall be treated as though it did not exist.

23. CAPTIONS. The captions in this Lease are inserted only as a matter of convenience and for reference and they in no way define, limit or describe the scope of this Lease or the intent of any provision hereof.

24. NO JOINT VENTURE. LESSOR and the TOWN are not partners or joint venturers.

25. SURVIVAL. Any obligation which by its nature is due after this Lease expires, shall survive the Lease's termination.

[SIGNATURE PAGE FOLLOWS]

- 7 -

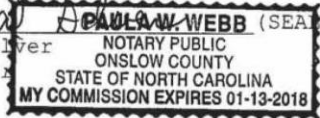
IN WITNESS WHEREOF, the parties hereto have executed this Lease Agreement as of the day and year above written.

LESSOR:

PORT O' SWANNSBOROUGH, LLC
a North Carolina limited liability
company

By:

Charles Hal Silver
Charles Hal Silver
Managing Member



TOWN:

THE TOWN OF SWANNSBORO, NORTH CAROLINA

By:

Scott Chadwick
Mayor Scott Chadwick

ATTEST:

Paula W. Webb
Paula Webb, Town Clerk



APPROVED AS TO FORM:

C. Jason Humphrey
C. Jason Humphrey, Attorney for the TOWN

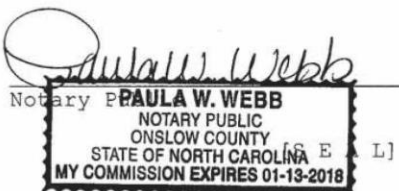
STATE OF NORTH CAROLINA)
) ss.
 COUNTY OF ONSLOW)

I, Paula W. Webb, a Notary Public of the County and State aforesaid, certify that CHARLES HAL SILVER, who is the Managing Member of PORT O' SWANNSBOROUGH, LLC, a North Carolina limited liability company, personally appeared before me this day and acknowledged that he is Managing Member of PORT O' SWANNSBOROUGH, LLC and that as Managing Member being duly authorized to do so, voluntarily executed the foregoing instrument on behalf of said LLC for the purposes stated therein.

Witness my hand and official stamp or seal, this 11th day of March, 2013.

My commission expires:

1-13-2018



 STATE OF NORTH CAROLINA)
) ss.
 COUNTY OF ONSLOW)

I, Eileen T. Sawyer, a Notary Public of the County and State aforesaid, certify that PAULA WEBB personally came before me this day and acknowledged that she is the TOWN CLERK OF THE TOWN OF SWANSBORO and that by authority duly given by the Board of Commissioners of the Town and as the act of the Town, the foregoing instrument was signed in its name by its MAYOR, sealed with its town seal and attested by her as its TOWN CLERK.

Witness my hand and official stamp or seal, this 30th day of May, 2013.

My commission expires:

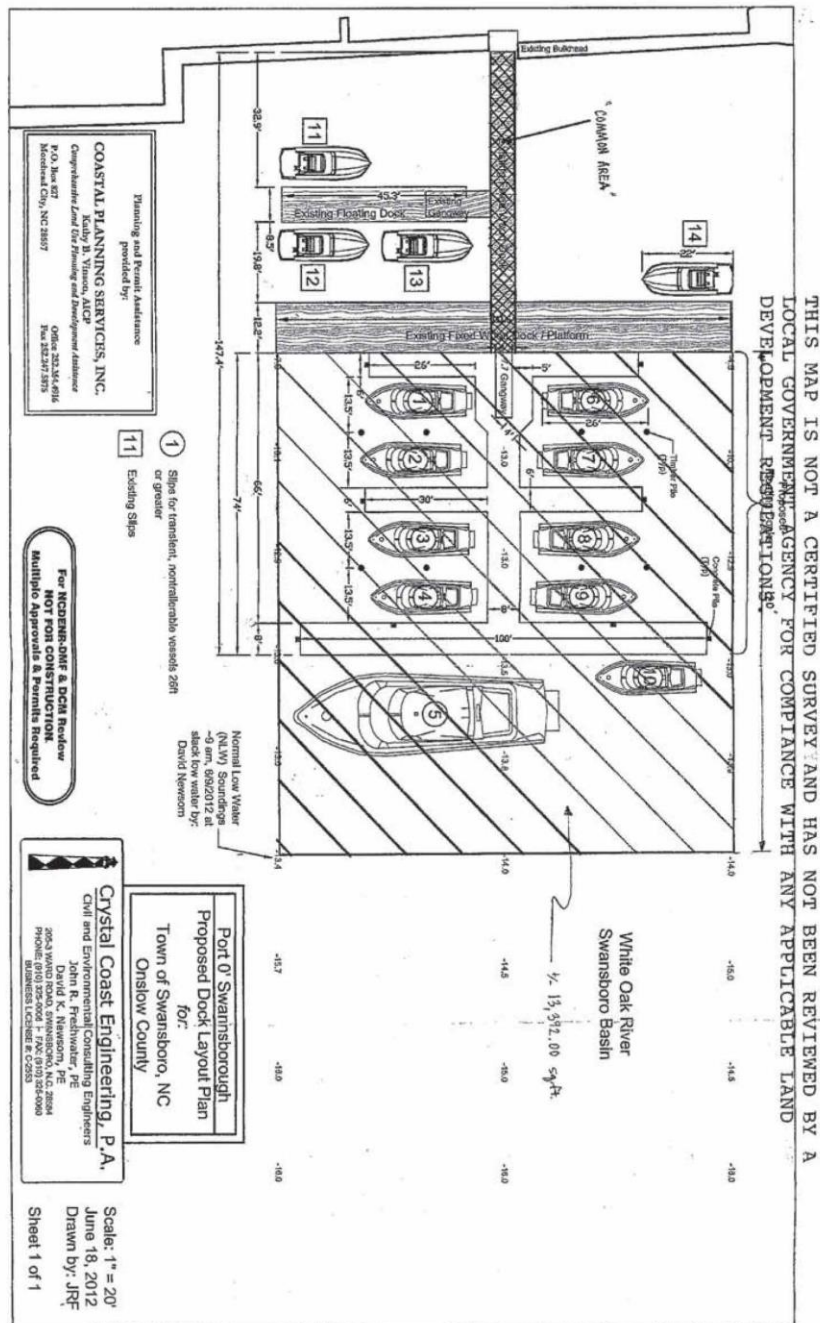
Aug 27, 2017

Eileen T. Sawyer
 Notary Public

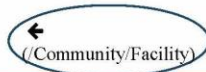
[S E A L]



- 9 -



rec desk



Church St. Town Dock

Details

Hours

Calendar

Tweet

Share



The 10-slip Town Dock is located along the intracoastal waterway at Latitude 34 degrees, 41 minutes, 10.44 seconds and Longitude 77 degrees, 7 minutes, 10.08 seconds. Located at the intersection of Front and Church Streets, centrally located in the historic downtown district, within one block of the Visitors Center and Olde Towne Square.

Slips are \$1.50/foot/night. Power is available for \$5/night and sewage pump-out for \$35 per pump out. Customers are responsible for docking their own vessel; no staff assistance is provided.

Call 910-326-2600 for questions or reservations during business hours.

📍 Town of Swansboro Parks and Recreation Department

Note:

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

- (A) Priority will be given to transient vessels at all times. Fees as listed in the Fee Schedule.
- (B) No boat shall be left unattended overnight at the Town Dock for more than five (5) days.
- (C) No fishing or cleaning fish.
- (D) No boisterous conduct and loud music.
- (E) No maintenance, painting, or repair of vessels is permitted.
- (F) No swimming, windsurfing, jet skiing, or diving.
- (G) No open fires and barbeques in Town Dock .
- (H) No discharge of raw sewage or other waste into the water.
- (I) Pets shall be leashed at all times while on Town Dock and other Town property.
- (J) Violation of any of these rules and regulations and/or other improper conduct by a vessel owner and/or his or her guest may be cause for immediate removal from the Town Dock .
- (K) The Town shall not be held liable for any loss, damage, or injury suffered by persons and vessels while docking at Town of Swansboro Town Dock facilities.
- (L) The Town shall have the authority to interpret and enforce these rules and regulations in its best interests.
- (M) WiFi is available at the dock under the network name "churchst" the password is walnut89

Call 910-326-2600 for questions or reservations during business hours. For reservations after 7 pm call 252-503-5024 and your call will be returned by the next working day. Please be sure to leave a message on the after hours number to receive a quicker response.

Customers are responsible for docking their own vessel; no staff assistance is provided.

Cancellation/ Refund Policy:

Cancellation at least 14 days in advance - full refund of fees

Cancellation at least 48 hours in advance - 50% of fees

Cancellation less than 48 hours in advance - no refund of fees

Boaters are encouraged to register for two local events:

Blessing of the Fleet – held in conjunction with the Swansboro Mullet Festival on October 7, 2022 at 5PM at Casper's Marina. Honors all boaters – both commercial and pleasure.

Holiday Flotilla – decorate your boat and participate in the Holiday Flotilla on November 25, 2022 in downtown Swansboro.

For more information or to register, contact the Swansboro Parks and Recreation Department at 910-326-2600.

Facility Type

Docks

Address Line One

99 Church Street

📍 Town of Swansboro Parks and Recreation Department

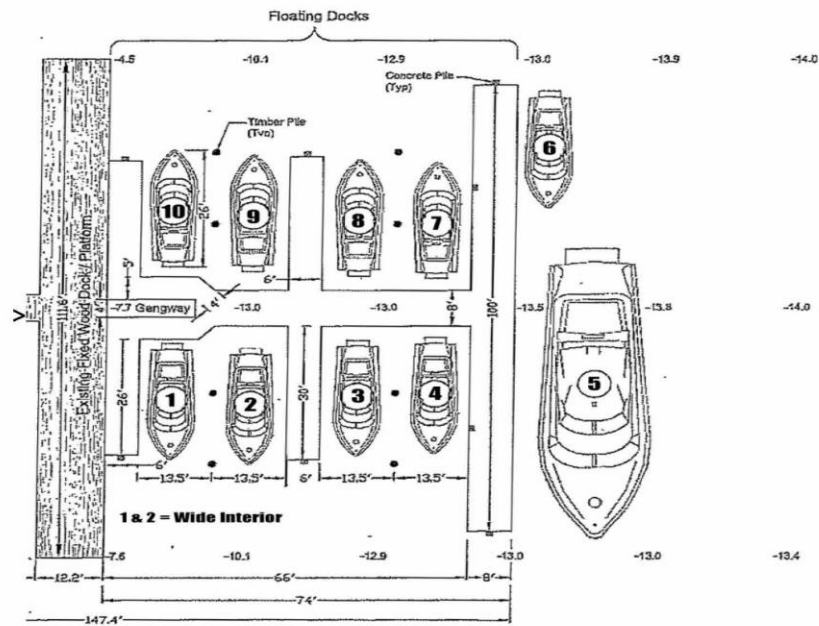
Address Line Two

City, State, Zip Code

Swansboro, NC 28584

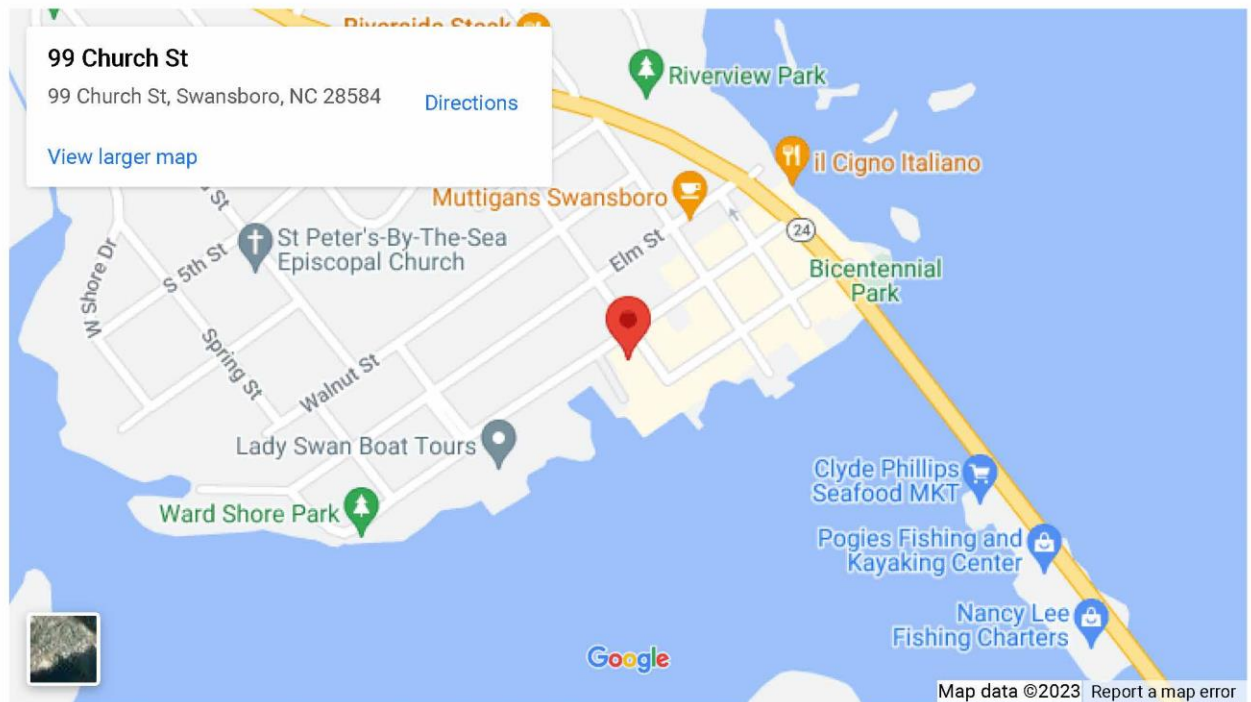
Capacity

10



Location

Town of Swansboro Parks and Recreation Department



📍 Town of Swansboro Parks and Recreation Department

Registration Data

Table 37 • RECREATIONAL VESSEL REGISTRATION BY LENGTH AND MEANS OF PROPULSION 2020	
MECHANICALLY PROPELLED	10,987,619
Under 16 feet	3,947,119
16 to less than 26 feet	6,452,583
26 to less than 40 feet	505,104
40 to 65 feet	71,610
Over 65 feet	11,203
NOT MECHANICALLY PROPELLED	850,569
Rowboats	69,348
Sailboats	94,500
Paddlecraft	568,466
Other	118,255
TOTAL	11,838,188

[Home](#)
[Visitors](#)
[Shop & Dine](#)
[Recreation](#)
[Culture](#)
[Where to Stay](#)
[Weddings & Events](#)
[The Town](#)

Town Docks

The Swansboro area features three public docks in its historic downtown designed to make access to the town easy and convenient. The largest of the three, the Church Street Dock, is a fixed and floating dock located at the water end of Church Street. Boaters can easily slide into its 10 transient slips from the Intracoastal Waterway and dock for the day or overnight. With a dockside depth of 8 feet, the slips can accommodate vessels up to 100 ft., and charges \$1.50 per foot/per day. The dock also provides both electricity and water and is pet friendly.

Swansboro's Public Day Dock, also known as the Town Dinghy Dock, is located at the end of Main Street. This dual purpose dock is used both for fishing and docking smaller boats for the day. There is no charge for using the dock, and with its central location in the downtown area, it's the perfect place to dock, shop, and dine for the day.

The town's Moore Street Dock is yet another day option for smaller boats. Located adjacent to the Icehouse Waterfront Restaurant at the foot of Moore Street, the dock features two free boat slips for smaller vessels plus a pedestrian walkway.

Call (910) 326-2600 for questions or reservations during business hours. For reservations after 7 pm Monday-Friday and on Saturday and Sunday call (252) 503-5024 and your call will be returned by the next working day. Please be sure to leave a message on the afterhours number to receive a quicker response.

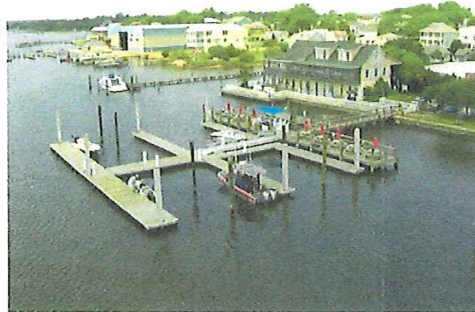
Church Street Dock

(9 Slip Floating Dock) Located at end of Church St.

1 facing slip:
Length: 100 ft.
Depth: 10 ft.

6 internal slips:
12 ft. w by 50 ft.
Depth: 8 ft.

2 internal slips:
25 ft. w by 50 ft.
Depth: 8 ft.



Amenities:

Restrooms are open 8am-8pm and office is everyday 9am-5pm.

Pump out \$35 - please allow 24 hrs. notice

Electric \$5

Internet access - please ask for password at registration

NOTE: During tidal transitions, a strong current runs parallel with shoreline.



Main Street Dock

Located at the end of Main St. (day usage)

Length: 50 ft.
Depth: 6-8 ft.



Moore Street Dock

Located at the end of Moore Street.
(day usage, Floating dock)

Length: 55 ft.
Depth: 8-10 ft.



Swansboro Tourism Development Authority
Web Design City



TDA Grant Funding Application

U.S. Department
of Transportation

United States
Coast Guard



Commander
U. S. Coast Guard
Group Fort Macon

2301 East Fort Macon RD
Atlantic Beach, NC 28512-5633
Staff Symbol: OPS
Phone: (252) 247-4567
FAX: (252) 247-4579

3000

June 18, 2001

Mr. Tim Simpson
Towboat US/Swansboro
803 Water St
Swansboro, NC 28584

Subj: LETTER OF APPRECIATION

Capt. Simpson,

On behalf of the Commanding Officer and crew of U. S. Coast Guard Station Swansboro, I wish to express my sincere appreciation for your emergency response to the capsized Coast Guard boat on May 9, 2001 in Bogue Inlet. You immediately responded to this hazardous situation by rescuing three Coastguardsmen from the water and towing the damaged boat back to a haul out facility.

The Law of the Sea requires all vessels underway to assist another vessel in need, however; there is no requirement for a mariner to literally get his moored vessel underway to respond to an emergency. That is primarily why the Coast Guard exists. In this case the role was somewhat reversed! Your actions in support of the Coast Guard set a high standard and are symbolic of an ideal situation where maritime commercial salvors are actually part of the emergency network of available responders for disasters at sea! We thank you for being there for us. If we can be of service, please don't hesitate to call.

A handwritten signature in black ink, appearing to read "W. D. Lee".
W. D. LEE

Copy: Station Fort Macon

U.S. Department
of Transportation

United States
Coast Guard



Commander
U. S. Coast Guard
Group Fort Macon

2301 East Fort Macon RD
Atlantic Beach, NC 28512-5633
Staff Symbol: OPS
Phone: (252) 247-4567
FAX: (252) 247-4579

3000
July 27, 2001

Mr. Tim Simpson
Towboat U.S./Swansboro
803 Water St
Swansboro, NC 28584

Dear Captain Simpson:

I wish to extend my sincere appreciation for your efforts on July 23, 2001, in response to a Coast Guard radio broadcast involving a person in the water in the vicinity of the White Oak River Bridge. Upon hearing the broadcast, you voluntarily got underway in the middle of the night to assist local authorities in rescuing a woman who had attempted suicide by jumping from the Bridge into the Intercoastal Waterway. During your rescue, you actually had to go into the water yourself and physically retrieve the struggling woman, literally saving her life.

On behalf of the Commanding Officer and crew of Coast Guard Station Swansboro, I thank you for your humanitarian response and your ardent professionalism as a mariner. You are a credit to the commercial salvage industry and a tremendous asset and friend to Coast Guard Group Fort Macon. Again, thank you for a job well done!

A handwritten signature in dark ink, appearing to read "W. D. Lee".

W. D. LEE
Commander, U. S. Coast Guard
Commander, Coast Guard Group Fort Macon

Copy: Station Fort Macon
District Five (Aod)



STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR
20301 MAIL SERVICE CENTER • RALEIGH, NC 27699-0301

MICHAEL F. EASLEY
GOVERNOR

May 13, 2004

Mr. Tim Simpson
PO Box 123
Swansboro, NC 28584

Dear Mr. Simpson:

BMCS Eric Floyd recently shared with me the incident that occurred on August 10, 2003.

Water rescue personnel with the Emerald Isle Fire Department had been busy all that week with surf rescues, and were busy that day with a rescue at Bogue Inlet. While the Coast Guard Station Emerald Isle boat was preparing to assist in that rescue, they were called to assist another rescue farther down the beach. When they arrived, they realized that two firemen had capsized their inflatable boat. One of the firemen had been able to swim to shore, but the second fireman was in trouble in the rough surf.

You also heard the distress call on the radio and voluntarily proceeded to the scene, despite the rough sea conditions and capability of your boat. Although the fireman was completely exhausted by this time and unable to help himself, you were able to drag him onto your boat and get him to safety.

Without question, your quick thinking and appropriate response saved the life of that fireman, and I thank you for a job well done. You make me proud to call North Carolina home, and I ask that you accept a Certificate of Appreciation as a token of my gratitude.

With kindest regards, I remain

Very truly yours,

A handwritten signature in dark ink that reads "Mike Easley".

Michael F. Easley

MFE:pbt

Enclosure

cc: BMCS Eric D. Floyd



LOCATION: 116 WEST JONES STREET • RALEIGH, NC • TELEPHONE: (919) 733-5811

MIKE McINTYRE

7TH DISTRICT, NORTH CAROLINA

COMMITTEE ON AGRICULTURE

RANKING MEMBER

SUBCOMMITTEE ON SPECIALTY CROPS

SUBCOMMITTEE ON CONSERVATION,
CREDIT, AND RURAL DEVELOPMENT

COMMITTEE ON ARMED SERVICES

SUBCOMMITTEE ON TACTICAL AIR AND LAND FORCES

SUBCOMMITTEE ON TERRORISM,
UNCONVENTIONAL THREATS AND CAPABILITIES

Congress of the United States
House of Representatives
 Washington, DC 20515-3307

WEB PAGE:

www.house.gov/mcintyre

ASSISTANT WHIP

CO-CHAIRMAN

SPECIAL OPERATIONS FORCES CAUCUS

CO-CHAIRMAN

TASK FORCE ON FATHERHOOD

CO-CHAIRMAN

COALITION TASK FORCE ON
BUSINESS AND TECHNOLOGY

STEERING COMMITTEE

RURAL HEALTH CARE COALITION

June 18, 2004

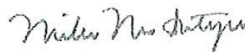
Dear Mr. Simpson:

While there are many people who are willing to help those in need, few are willing to risk their own lives in order to save another. Your courageous and selfless actions made you a true hero not only in the eyes of a grateful community, but especially in the eyes of one member of the Emerald Isle Fire Department. I am writing to commend you for your heroic service in saving the life of this local fire fighter. We all benefit from your sense of community service.

Moreover, I would like to congratulate you for being recognized by the United States Coast Guard and the Governor of the State of North Carolina for your acts of heroism. I applaud your commitment to your community, and I would like to express my gratitude for a life saved and commend you on your valorous actions.

Congratulations, and may God bless you and your family.

Sincerely,



Mike McIntyre
Member of Congress

MM: kt

228 CANNON HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-3307
(202) 225-2731
FAX: (202) 225-5773

301 GREEN STREET, ROOM 218
FAYETTEVILLE, NC 28301-5088
(910) 323-0260
FAX: (910) 323-0069

701 NORTH ELM STREET
LUMBERTON, NC 28358-4895
(910) 671-6223
FAX: (910) 739-5085

201 NORTH FRONT STREET, SUITE 410
WILMINGTON, NC 28401-3957
(910) 815-4959
FAX: (910) 815-4543

PRINTED ON RECYCLED PAPER

12-2010 16:33 From:DCM MHDCTY

To: 919103261400

Page: 1/3

Permit Class
NEWPermit Number
36-10STATE OF NORTH CAROLINA
Department of Environment and Natural Resources
and
Coastal Resources Commission**Permit**

for

☒ Major Development in an Area of Environmental Concern
pursuant to NCGS 113A-118☐ Excavation and/or filling pursuant to NCGS 113-229Issued to Ann Shuler, PO Box 56, Swansboro, NC 28584Authorizing development in Onslow County at White Oak River, 167 Front Street,Swansboro, as requested in the permittee's application dated 11/23/09, including the
attached workplan drawings (5), all dated 11/5/09This permit, issued on May 12, 2010, is subject to compliance with the application (where consistent with the permit), all applicable regulations, special conditions and notes set forth below. Any violation of these terms may be subject to fines, imprisonment or civil action; or may cause the permit to be null and void.**Docking Facility**

- 1) Unless specifically altered herein, this permit authorizes the docks, piers, platforms and other structures and uses located in or over the water that are expressly and specifically set forth in the permit application. No other structure, whether floating or stationary, shall become a permanent part of this docking facility without permit modification. No non-water dependent uses of structures shall be conducted on, in or over public trust waters without permit modification.
- 2) No sewage, whether treated or untreated, shall be discharged at any time from any boats using the docking facility. Any sewage discharge at the docking facility shall be considered a violation of this permit for which the permittee is responsible. This prohibition shall be applied and enforced throughout the entire existence of the permitted structure.

(See attached sheets for Additional Conditions)

This permit action may be appealed by the permittee or other qualified persons within twenty (20) days of the issuing date. An appeal requires resolution prior to work initiation or continuance as the case may be.

This permit must be accessible on-site to Department personnel when the project is inspected for compliance.

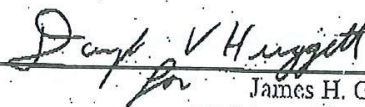
Any maintenance work or project modification not covered hereunder requires further Division approval.

All work must cease when the permit expires on

August 21, 2014

In issuing this permit, the State of North Carolina agrees that your project is consistent with the North Carolina Coastal Management Program.

Signed by the authority of the Secretary of DENR and the Chairman of the Coastal Resources Commission.

James H. Gregson, Director
Division of Coastal Management

This permit and its conditions are hereby accepted.


Signature of Permittee

Ann Shuler

Permit #36-10

Page 2 of 3

ADDITIONAL CONDITIONS

- 3) The pier and associated structures shall have a minimum setback distance of 15 feet between any parts of the structure and the adjacent property owner's riparian access corridor to the North.
- 4) Should the waterfront lot to the South be sold prior to the initiation of construction of the docking facility, the permittee shall obtain a written agreement from the new owner(s) agreeing to allow the construction of the permitted docking facility within the riparian corridor of that property, and a copy of the new agreement shall be submitted to the Division of Coastal Management prior to initiating construction of the docking facility.
- 5) No attempt shall be made by the permittee to prevent the full and free use by the public of all navigable waters at or adjacent to the authorized work.
- 6) The permittee shall maintain the authorized work in good condition and in conformance with the terms and conditions of this permit. The permittee is not relieved of this requirement if he abandons the permitted activity without having it transferred to a third party.
- 7) This permit does not authorize the interference with any existing or proposed Federal project, and the permittee shall not be entitled to compensation for damage to the authorized structure or work, or injury which may be caused from existing or future operations undertaken by the United States in the public interest.
- 8) The permittee shall install and maintain at his expense any signal lights or signals prescribed by the U.S. Coast Guard, through regulation or otherwise, on the authorized facilities. At a minimum, permanent reflectors shall be attached to the structure in order to make it more visible during hours of darkness or inclement weather.
- 9) This permit authorizes seven (7) formalized boat slips.

General

- 10) The permittee understands and agrees that, if future operations by the United States requires the removal, relocation, or other alteration of the structure or work authorized by this permit, or if in the opinion of the Secretary of the Army or his authorized representative, said structure or work shall cause unreasonable obstruction to free navigation of the navigable waters, the permittee will be required, upon due notice from the Corps of Engineers, to remove, relocate or alter the work or obstructions caused thereby, without expense to the United States or the state of North Carolina. No claim shall be made against the United States or the state of North Carolina on account of any such removal or alteration.
- 11) This permit shall not be assigned, transferred, sold, or otherwise disposed of to a third party without the written approval of the Division of Coastal Management.
- 12) No vegetated wetlands shall be excavated or filled, even temporarily, without permit modification.
- 13) This permit does not authorize any upland development without permit modification.

MAY-12-2010 16:34 From:DCM MHDCTY

To: 919103261400

Page: 3/3

Ann Shuler

Permit #36-10

Page 3 of 3

ADDITIONAL CONDITIONS

NOTE: This permit does not eliminate the need to obtain any additional state, federal or local permits, approvals or authorizations that may be required.

NOTE: The N.C. Division of Water Quality has authorized the proposed project under DWQ Project No. 09-1349.

NOTE: The U.S. Army Corps of Engineers authorized the proposed project under COE Action Id. No. SAW-2010-00060 which was issued on 1/11/10.

DCM NP-1

APPLICATION for Major Development Permit

(last revised 12/27/06)



North Carolina DIVISION OF COASTAL MANAGEMENT

1. Primary Applicant/ Landowner Information					
Business Name N/A			Project Name (if applicable) N/A		
Applicant 1: First Name Ann		MI C.	Last Name Shuler		
Applicant 2: First Name N/A		MI N/A	Last Name N/A		
If additional applicants, please attach an additional page(s) with names listed.					
Mailing Address			PO Box 56	City Swansboro	State N.C.
ZIP 28584	Country United States	Phone No. 910 - 391 - 9999 ext.		FAX No. N/A -	
Street Address (if different from above) 137 Front Street			City Swansboro	State N.C.	ZIP - 28584
Email N/A					

2. Agent/Contractor Information					
Business Name Charles A. Rawls & Associates, Pa					
Agent/ Contractor 1: First Name Charles		MI A.	Last Name Rawls		
Agent/ Contractor 2: First Name DeWitt		MI TC	Last Name Cleve		
Mailing Address 1117 Hamock Beach Road			PO Box 1127	City Swansboro	State N.C.
ZIP 28584	Phone No. 1 910 - 326 - 1408 ext.		Phone No. 2 910 - 389 - 2126 ext.		
FAX No. 910 326 1400		Contractor # N/A			
Street Address (if different from above) N/A			City N/A	State N/A	ZIP N/A -
Email tccleve@ec.rr.com					

<Form continues on back>

Form DCM MP-1 (Page 2 of 4)

APPLICATION for
Major Development Permit**3. Project Location**

County (can be multiple) Onslow	Street Address 137 Front Street	State Rd. # N/A
Subdivision Name N/A	City Swansboro	State N.C.
Phone No. 910 - 326 - 3583 ext.	Lot No.(s) (if many, attach additional page with list) N/A, , ,	
a. In which NC river basin is the project located? White Oak	b. Name of body of water nearest to proposed project White Oak River	
c. Is the water body identified in (b) above, natural or manmade? <input checked="" type="checkbox"/> Natural <input type="checkbox"/> Manmade <input type="checkbox"/> Unknown	d. Name the closest major water body to the proposed project site. Bogue Sound	
e. Is proposed work within city limits or planning jurisdiction? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	f. If applicable, list the planning jurisdiction or city limit the proposed work falls within. Swansboro	

4. Site Description

a. Total length of shoreline on the tract (ft.) 61.85'	b. Size of entire tract (sq.ft.) 4763.60 sq. ft.
c. Size of individual lot(s) N/A, (If many lot sizes, please attach additional page with a list)	d. Approximate elevation of tract above NHW (normal high water) or NWL (normal water level) 4' <input type="checkbox"/> NHW or <input checked="" type="checkbox"/> NWL
e. Vegetation on tract Marsh grass as shown on attached map.	
f. Man-made features and uses now on tract One story building which is used for retail buisness.	
g. Identify and describe the existing land uses <u>adjacent</u> to the proposed project site. The property to the south is a vacant lot, beside that lot is a retail business. The property to the north is retail business.	
h. How does local government zone the tract? B2	i. Is the proposed project consistent with the applicable zoning? (Attach zoning compliance certificate, if applicable) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
j. Is the proposed activity part of an urban waterfront redevelopment proposal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
k. Has a professional archaeological assessment been done for the tract? If yes, attach a copy. <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA If yes, by whom?	
l. Is the proposed project located in a National Registered Historic District or does it involve a National Register listed or eligible property? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

<Form continues on next page>

Form DCM MP-1 (Page 3 of 4)

APPLICATION for
Major Development Permit

m. (i) Are there wetlands on the site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(ii) Are there coastal wetlands on the site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(iii) If yes to either (i) or (ii) above, has a delineation been conducted? (Attach documentation, if available)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
n. Describe existing wastewater treatment facilities. Public sewer	
o. Describe existing drinking water supply source. Public water supply	
p. Describe existing storm water management or treatment systems. There is no storm water on site. The town has storm water within the town streets.	

5. Activities and Impacts

a. Will the project be for commercial, public, or private use?	<input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Public/Government <input type="checkbox"/> Private/Community
b. Give a brief description of purpose, use, and daily operations of the project when complete. This pier will be used for private dockage as well as boats not belonging to the owner. Owner may have tour boat using the end slip. Parking for this dock will be on Front Street, public parking.	
c. Describe the proposed construction methodology, types of construction equipment to be used during construction, the number of each type of equipment and where it is to be stored. This application is for the construction of a dock for 7 boat slips. The equipment used will be a floating barge with a backhoe and pumps in order to drive piles for the construction of the dock. All equipment will be on site.	
d. List all development activities you propose. Building of a dock with a platform and finger piers.	
e. Are the proposed activities maintenance of an existing project, new work, or both?	New work
f. What is the approximate total disturbed land area resulting from the proposed project?	N/A <input type="checkbox"/> Sq.Ft or <input type="checkbox"/> Acres
g. Will the proposed project encroach on any public easement, public accessway or other area that the public has established use of?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
h. Describe location and type of existing and proposed discharges to waters of the state. There will be no discharge from this construction.	
i. Will wastewater or stormwater be discharged into a wetland?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
If yes, will this discharged water be of the same salinity as the receiving water?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
j. Is there any mitigation proposed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
If yes, attach a mitigation proposal.	

<Form continues on back>

Form DCM MP-1 (Page 4 of 4)

APPLICATION for
Major Development Permit**6. Additional Information**

In addition to this completed application form, (MP-1) the following items below, if applicable, must be submitted in order for the application package to be complete. Items (a) – (f) are always applicable to any major development application. Please consult the application instruction booklet on how to properly prepare the required items below.

- a. A project narrative.
- b. An accurate, dated work plat (including plan view and cross-sectional drawings) drawn to scale. Please give the present status of the proposed project. Is any portion already complete? If previously authorized work, clearly indicate on maps, plats, drawings to distinguish between work completed and proposed.
- c. A site or location map that is sufficiently detailed to guide agency personnel unfamiliar with the area to the site.
- d. A copy of the deed (with state application only) or other instrument under which the applicant claims title to the affected properties.
- e. The appropriate application fee. Check or money order made payable to DENR.
- f. A list of the names and complete addresses of the adjacent waterfront (riparian) landowners and signed return receipts as proof that such owners have received a copy of the application and plats by certified mail. Such landowners must be advised that they have 30 days in which to submit comments on the proposed project to the Division of Coastal Management.
- | | |
|---|------------------------|
| Name Thomas E. Hawkins | Phone No. 252-566-9497 |
| Address 409 Fire Tower Road, Legrange, N.C. 28557 | |
| Name Marjory S. Conder | Phone No. 910-326-5383 |
| Address P.O. Box 56, Swansboro, N.C. 28584 | |
| Name | Phone No. |
| Address | |
- g. A list of previous state or federal permits issued for work on the project tract. Include permit numbers, permittee, and issuing dates.
- 46781, Ann C. Shuler, 10/18/06
- h. Signed consultant or agent authorization form, if applicable.
- i. Wetland delineation, if necessary.
- j. A signed AEC hazard notice for projects in oceanfront and inlet areas. (Must be signed by property owner)
- k. A statement of compliance with the N.C. Environmental Policy Act (N.C.G.S. 113A 1-10), if necessary. If the project involves expenditure of public funds or use of public lands, attach a statement documenting compliance with the North Carolina Environmental Policy Act.

7. Certification and Permission to Enter on Land

I understand that any permit issued in response to this application will allow only the development described in the application. The project will be subject to the conditions and restrictions contained in the permit.

I certify that I am authorized to grant, and do in fact grant permission to representatives of state and federal review agencies to enter on the aforementioned lands in connection with evaluating information related to this permit application and follow-up monitoring of the project.

I further certify that the information provided in this application is truthful to the best of my knowledge.

Date 11/23/09Print Name Ann C. Shuler

Signature



Please indicate application attachments pertaining to your proposed project.

☐ DCM MP-2 Excavation and Fill Information☐ DCM MP-5 Bridges and Culverts☐ DCM MP-3 Upland Development☒ DCM MP-4 Structures Information

Form DCM MP-4

STRUCTURES

(Construction within Public Trust Areas)

Attach this form to Joint Application for CAMA Major Permit, Form DCM MP-1. Be sure to complete all other sections of the Joint Application that relate to this proposed project. Please include all supplemental information.

1. DOCKING FACILITY/MARINA CHARACTERISTICS☐ This section not applicable

- a. (i) Is the docking facility/marina:
☒ Commercial ☐ Public/Government ☐ Private/Community

- b. (i) Will the facility be open to the general public?
☐ Yes ☒ No

- c. (i) Dock(s) and/or pier(s)
 (ii) Number 1
 (iii) Length 120'
 (iv) Width 6'
 (v) Floating ☐ Yes ☒ No

- d. (i) Are Finger Piers included? ☒ Yes ☐ No
 If yes:
 (ii) Number 3
 (iii) Length 12.5' & 20'
 (iv) Width 2'
 (v) Floating ☐ Yes ☒ No

- e. (i) Are Platforms included? ☒ Yes ☐ No
 If yes:
 (ii) Number 1
 (iii) Length 30'
 (iv) Width 10'
 (v) Floating ☐ Yes ☒ No

- f. (i) Are Boatlifts included? ☐ Yes ☒ No
 If yes:
 (ii) Number _____
 (iii) Length _____
 (iv) Width _____

Note: Roofed areas are calculated from dripline dimensions.

- g. (i) Number of slips proposed
7
 (ii) Number of slips existing
0

- h. Check all the types of services to be provided.
☐ Full service, including travel lift and/or rail, repair or maintenance service
☐ Dockage, fuel, and marine supplies
☒ Dockage ("wet slips") only, number of slips: 7
☐ Dry storage; number of boats: _____
☐ Boat ramp(s); number of boat ramps: _____
☐ Other, please describe:

- i. Check the proposed type of siting:
☐ Land cut and access channel
☐ Open water; dredging for basin and/or channel
☒ Open water; no dredging required
☐ Other; please describe:

- j. Describe the typical boats to be served (e.g., open runabout, charter boats, sail boats, mixed types).

Mixed types



- k. Typical boat length: 18'-45'

- l. (i) Will the facility be open to the general public?
☐ Yes ☒ No

- m. (i) Will the facility have tie pilings?
☒ Yes ☐ No
 (ii) If yes number of tie pilings?
10

PLANNING • MAPPING
SURVEYING

Charles A. Rawls & Associates

P.O. Box 1126

1117 Hammocks Beach Rd.

Swansboro, N.C. 28584

910-326-1408 Phone

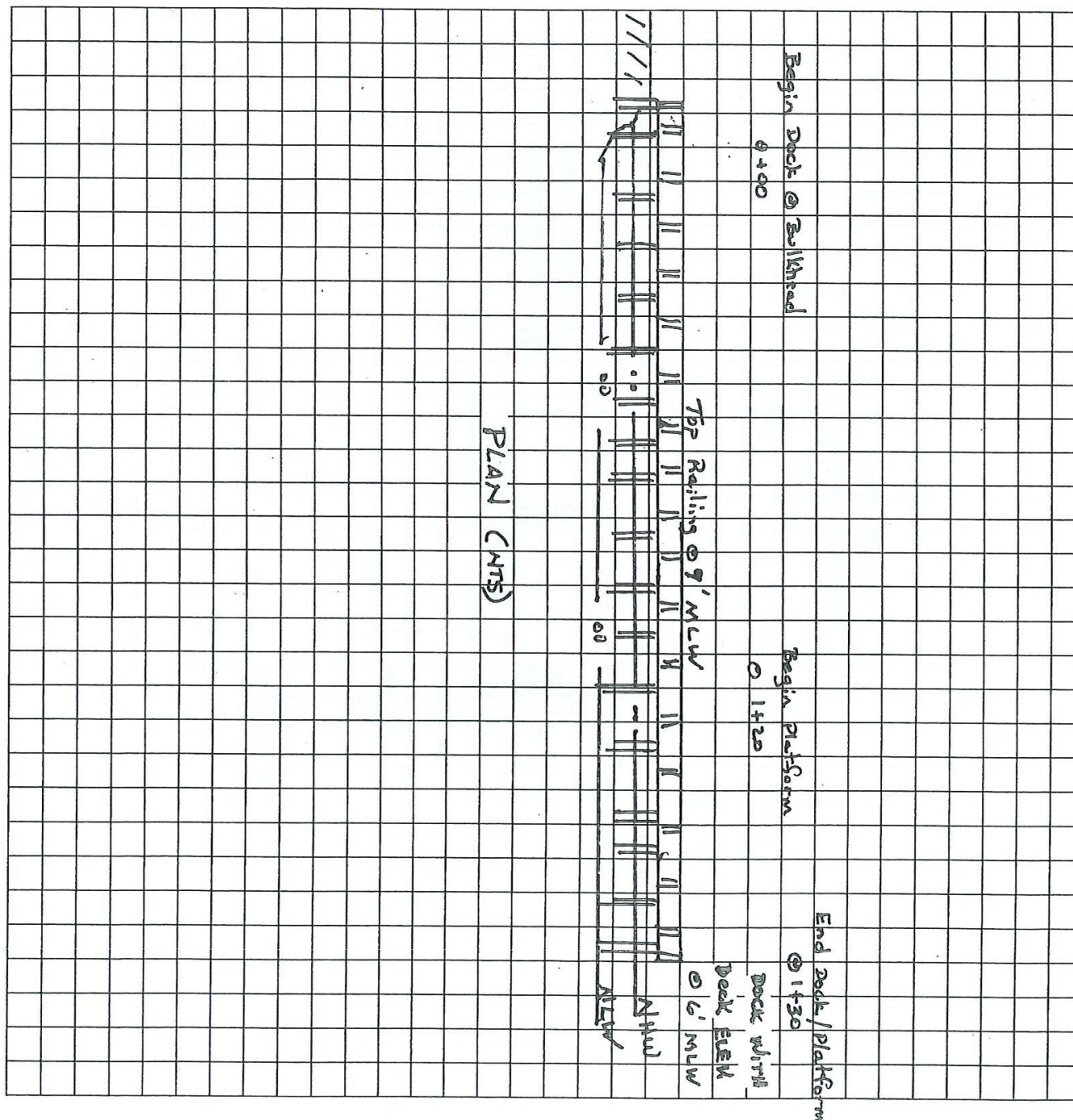
910-326-1400 Fax

E-mail: CRAWLSASSOC@ec.rr.com

Job: _____

Date: _____

Scale: _____



PLANNING • MAPPING
SURVEYING**Charles A. Rawls & Associates**

P.O. Box 1126

1117 Hammocks Beach Rd.

Swansboro, N.C. 28584

910-326-1408 Phone

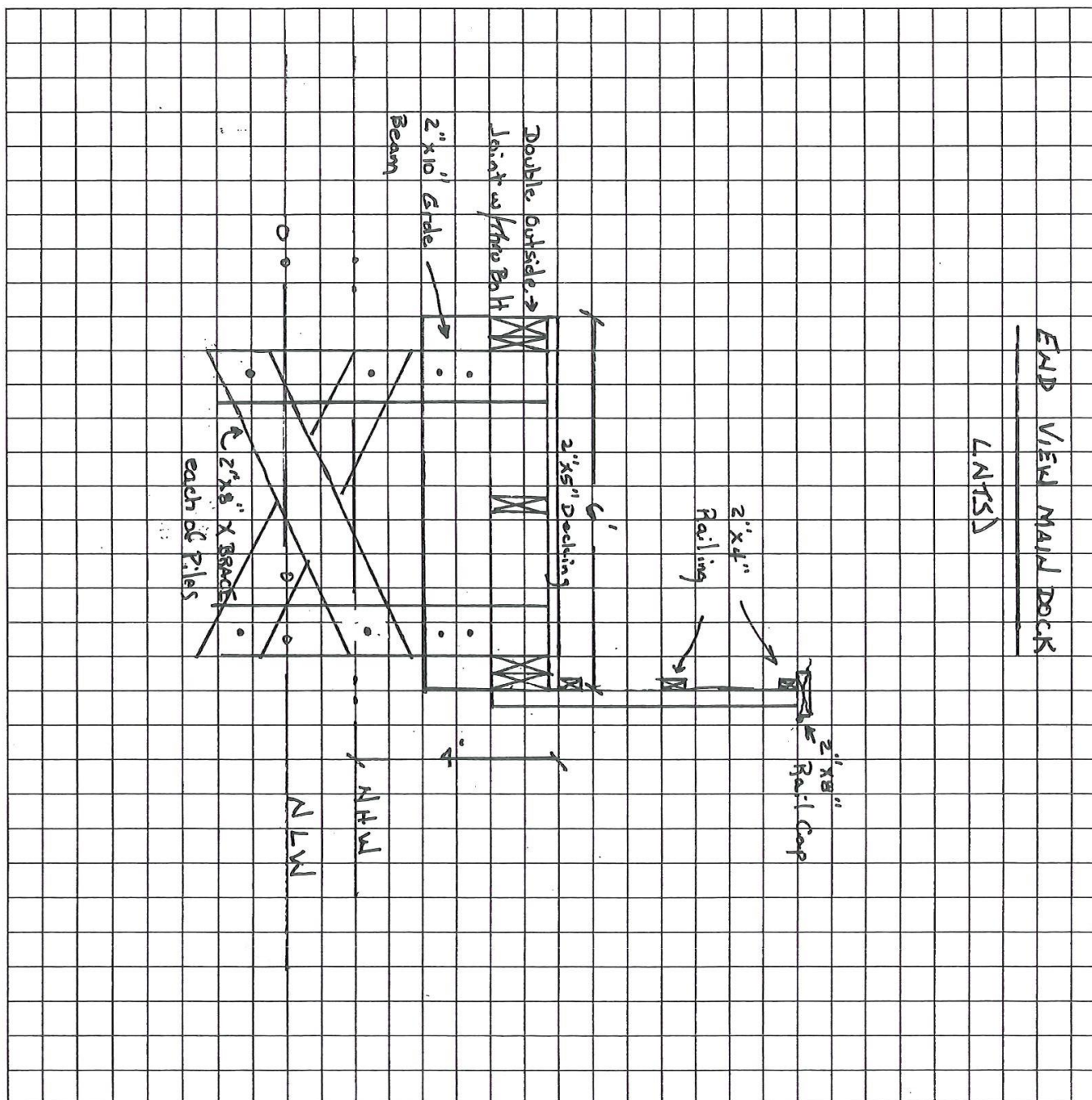
910-326-1400 Fax

E-mail: CRAWLSASSOC@ec.rr.com

Job: _____

Date: _____

Scale: _____



PLANNING • MAPPING
SURVEYING**Charles A. Rawls & Associates**

P.O. Box 1126

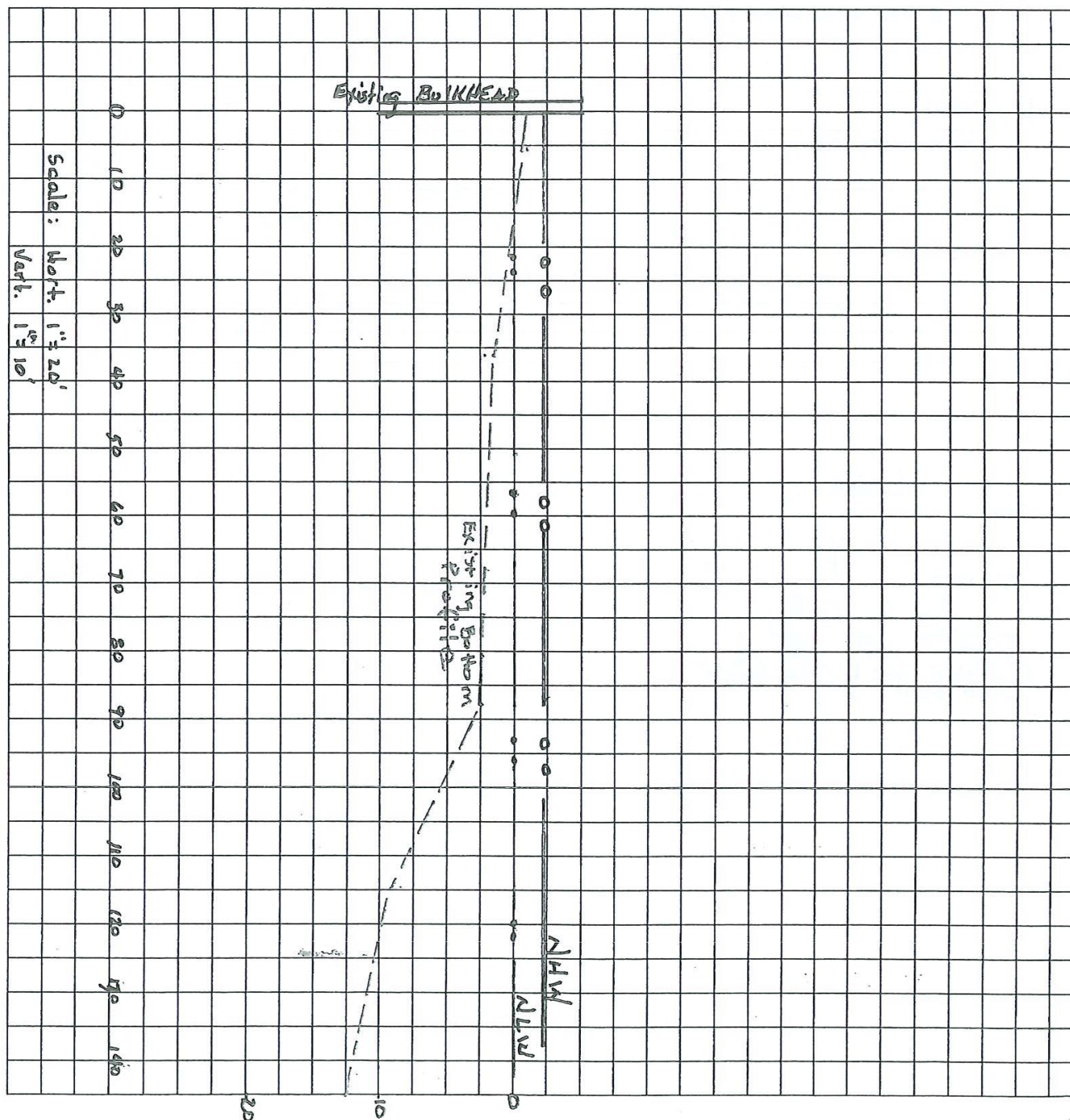
1117 Hammocks Beach Rd.
Swansboro, N.C. 28584910-326-1408 Phone
910-326-1400 Fax

E-mail: CRAWLSASSOC@ec.rr.com

Job: _____

Date: _____

Scale: _____



Form OCIC MF-4 (Structures, Page 2 of 4)

a. Proximity of structure(s) to adjacent riparian property lines

b. Proximity of structure(s) to adjacent docking facilities.

Note: For buoy or mooring piling, use arc of swing including length of vessel.

c. Width of water body

d. Water depth at waterward end of structure at NLW or NWL

e. (i) Will navigational aids be required as a result of the project?

☐ Yes ☐ No ☐ NA

(ii) If yes, explain what type and how they will be implemented.

8. OTHER☒ This section not applicable

a. Give complete description:

Date

Project Name

Applicant Name

Applicant Signature

11/23/09
N/A
Ann C. Sheller
Ann C. Sheller

Form DCM MW-4 (Structures, Page 3 of 4)

- n. Is the marina/docking facility proposed within or adjacent to any shellfish harvesting area?
☐ Yes ☒ No
- o. Is the marina/docking facility proposed within or adjacent to coastal wetlands/marsh (CW), submerged aquatic vegetation (SAV), shell bottom (SB), or other wetlands (WL)? If any boxes are checked, provide the number of square feet affected.
☒ CW 966 sf ☐ SAV _____ ☐ SB _____
☐ WL _____ ☐ None
- p. Is the proposed marina/docking facility located within or within close proximity to any shellfish leases? ☐ Yes ☒ No
 If yes, give the name and address of the leaseholder(s), and give the proximity to the lease.

3. BOATHOUSE (including covered lifts)☒ This section not applicable

- a. (i) Is the boathouse structure(s):
☐ Commercial ☐ Public/Government ☐ Private/Community
- (ii) Number _____
- (iii) Length _____
- (iv) Width _____

Note: Roofed areas are calculated from dripline dimensions.

4. GROIN (e.g., wood, sheetpile, etc. If a rock groin, use MP-2, Excavation and Fill.)☒ This section not applicable

- a. (i) Number _____
- (ii) Length _____
- (iii) Width _____

5. BREAKWATER (e.g., wood, sheetpile, etc.)☒ This section not applicable

- a. Length _____
- b. Average distance from NHW, NWL, or wetlands _____
- c. Maximum distance beyond NHW, NWL or wetlands _____

6. MOORING PILINGS and BUOYS☒ This section not applicable

- a. Is the structure(s):
☐ Commercial ☐ Public/Government ☐ Private/Community
- b. Number _____
- c. Distance to be placed beyond shoreline _____
 Note: This should be measured from marsh edge, if present.
- d. Description of buoy (color, inscription, size, anchor, etc.)

- e. Arc of the swing _____

7. GENERAL

Form DCM MP-2 (9th Volume, Page 2 of 4)

2. DOCKING FACILITY/MARINA OPERATIONS☐ This section not applicable

- a. Check each of the following sanitary facilities that will be included in the proposed project.

☐ Office Toilets☐ Toilets for patrons; Number: _____; Location: N/A☐ Showers☐ Boatholding tank pumpout; Give type and location: N/A

- b. Describe treatment type and disposal location for all sanitary wastewater.

N/A

- c. Describe the disposal of solid waste, fish offal and trash.

N/A

- d. How will overboard discharge of sewage from boats be controlled?

N/A

- e. (i) Give the location and number of "No Sewage Discharge" signs proposed.
-
- 2 signs, One on the platform area and one half way between slips.

- (ii) Give the location and number of "Pumpout Available" signs proposed.

N/A

- f. Describe the special design, if applicable, for containing industrial type pollutants, such as paint, sandblasting waste and petroleum products.

N/A

- g. Where will residue from vessel maintenance be disposed of?

N/A

- h. Give the number of channel markers and "No Wake" signs proposed. N/A

- i. Give the location of fuel-handling facilities, and describe the safety measures planned to protect area water quality.

N/A

- j. What will be the marina policy on overnight and live-aboard dockage?

There will be no overnight stay or live-aboard dockage.

- k. Describe design measures that promote boat basin flushing?

N/A

- l. If this project is an expansion of an existing marina, what types of services are currently provided?

No, None

- m. Is the marina/docking facility proposed within a primary or secondary nursery area?

☐ Yes ☒ No

Town of Swansboro
Board of Commissioners
July 25, 2022, Regular Meeting

Item IV - a.

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

Call to Order

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

Public Comment

Mary Pat Smey with the Tunnel to Towers Foundation spoke sharing that the 2nd annual Tunnel to Towers 5k event was coming to Swansboro again. She shared that this year's event would include expanded recognition and Hometown Heroes Week to begin September 11th with visits to schools, banquet and the Rotary, with the run occurring on the 17th.

Adoption of Agenda and Consent Items

On a motion Mayor Pro Tem Tursi, seconded by Commissioner Turner, the Agenda and below consent items were unanimously approved.

- Meeting Minutes
 - April 4, 2022, Special Workshop Meeting
 - April 11, 2022, Regular Meeting
 - April 14, 2022, Special Joint Meeting
 - April 25, 2022, Regular Meeting
 - April 25, 2022, Closed Session
- Tax Refunds

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$205.57.

Franklin, Kenneth	\$80.71 Tag Surrender
Harvey, Joshua Scott	\$27.53 Tag Surrender
Hubbert, Jordan William & Shannon Yarbrough	\$88.90 Military
Samuels, Nicole Marie & Joshua Mark	\$3.50 Tag Surrender
Smith, Kimberly R-Harrison & Harry Grey	\$4.93 Tag Surrender
- Resolution Awarding Service Badge and Sidearm

Business Non-Consent

Fee Schedule Change-Credit Card Fee for Dock

Anna Stanley, Parks & Rec Director, reviewed that the Parks and Recreation Department

would like to add a 3.5% credit card processing fee for dock registrations taken through the reservation software, Dockwa.

In response to inquiries from the Board, Mrs. Stanley clarified that this fee was only applied for dock reservations made through the Dockwa program. All other payments taken for services are not proceeded through Dockwa software and would be charged the 2.5% fee currently in effect for credit card charges.

On a motion by Commissioner Conaway, seconded by Commissioner Turner adding a 3.5% credit card processing fee to the 2022-23 fee schedule for Church Street Dock reservations was approved unanimously.

Boundary Line Agreement – Water Street

Paula Webb, Town Manager reviewed that Blake and Heather Massengill, owners of 413 Water Street, requested that the Town enter into a boundary line agreement that establishes the boundary between Ward Shore Park and the Massengill property as the eastern edge of the Massengill's existing block wall and fence, which boundary line is depicted on various recorded maps and is described in the Massengill's deed. The Massengill's have agreed to pay to the Town the sum of \$10,000 to defray the costs of the Town's investigation into the matter.

On a motion by Commissioner Philpott seconded by Commissioner Conaway approval was given unanimously to authorize the Town Manager's execution of the boundary line agreement with the Massengill's.

Budget Ordinance Amendment #2023-01

Sonia Johnson, Finance Director reviewed that the budget ordinance needed to be amended for multiple departments.

Mayor Pro Tem Tursi shared that due to the possible conflict of interest because of his relationship with the NC Coastal Federation he recused himself from voting on the Stormwater Fund (#1) portion of the budget amendment.

Stormwater Fund: In partnership with the NC Coastal Federation, the Town will be able to make improvements at the Walnut Street End. After some delays at the NCDCLM level staff (turnover/shortages), the project is ready to start. The Town's match for this project is \$35,000 (already budgeted). M&W Land Improvements was awarded the contract for \$65,917 of which the NC Coastal Federation will reimburse the Town up to \$45,000. For contract purposes we need to capture the entire contract amount (\$65,917). In addition, the remaining budgeted balance of \$27,000 needs to be re-appropriated for FY 22/23 as indicated below. **Source of Funds: Grant Various.**

On a motion by Commissioner Turner seconded by Mr. Philipott the Stormwater Fund portion of Budget Amendment 2023-01 was approved unanimously. (4:0)

1. **Admin Services:** On June 27, 2022, the BOC was informed that additional travel funds would be required for the maritime expert to attend the July 11, 2022 Public Hearing. Requesting \$2,000 be appropriated from fund balance for its intended purpose. **Source of Funds: Appropriated Fund Balance**
2. **Stormwater Fund:** On July 13, 2022, the Town was notified of its \$45,000 award from the NC Resilient Coastal Communities Program. The award will assist in completing the engineering and design work for the Water Street Rehabilitation Project. Requesting \$45,000 be accepted for its intended purpose. **Source of Funds: Grant Various**
3. **Reappropriations:** (Funds that went back to fund balance because they were not used prior to the end of last Fiscal Year). **Source of Funds: Appropriated Fund Balance**

Department	Purpose	Amount
Admin Services	Architectural Survey Update (Richard Grubb & Associates	\$5,000
Admin Services	Board Retreat Facilitation and Land Use Planning (Stewart Engineering)	\$5,000
Admin Services	Final Deliverable ADA Plan (Stewart Engineering)	\$669
Non-Departmental	Tyler Technologies-Software	\$32,750
Stormwater Fund	Walnut Street Retrofit Project (Town match)	\$27,000

On a motion by Commissioner Turner, seconded by Commissioner Pugliese the Admin Services, Stormwater Fund, and Reappropriations portions of Budget Ordinance Amendment 2023-01 was approved unanimously. (5:0)

Financial Report - June 30, 2022

Mrs. Johnson reviewed details from the monthly financial report, attached herein with the PowerPoint presentation of the meeting.

In regard to the Stormwater Enterprise fund, Mrs. Johnson shared that she was projecting a surplus of \$8,500 in that fund due to the Walnut Retro Fit project cost being included but to date no work had been done on that project and for the Solid Waste Enterprise fund was projecting a surplus of \$30,000 after reviewing invoices and some items were budgeted but not purchases. The garbage collection contractor, GFL, had increased

service fees by 7.8%, however the entire budget was not increased and she was unsure how that would play into the surplus balance.

Mayor David inquired on the duration of the GFL contract and shared that the amount of complaints were higher and unreasonable. Manager Webb shared that the contract was for 5 years.

Visitor's Center Update

Manager Webb reviewed that the Board had requested an update on the Visitor's Center project and shared the following:

What's Been Done to Date

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

What's Remaining to do on the Exterior

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

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

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

Future Sidewalk Priorities Discussion

Paula Webb, Town Manager reviewed that the Board of Commissioners had expressed interest in identifying future sidewalk priorities. Staff were working to obtain 6 required easements for Priority 3 & 4 along Hammocks Beach Road. Options for additional priorities that would complete a walkable triangle from NC24/Hammocks Beach Road/Old Hammocks Road and another that would provide a walkable area from Deer Run on Main Street Extension to NC24.

The board suggested the following areas for future priorities in addition to the suggested options:

- Complete the walkable triangle should include sidewalks on the property on the corner of Pineland Road and Old Hammocks Road
- Consider addressing sidewalk gaps along Highway 24
- Consider completing sidewalks on Highway 24 from Old Hammock Road to Downtown

Prioritizing the areas would be provided at a later time to allow time for Priority 3 & 4 to be finalized.

Future Agenda Items

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. No other items were introduced.

Public Comments

Mary Pat Smey with the Tunnel to Towers Foundation formally invited the Board to participate and to see the community come together for such a great cause.

Board Comments

Commissioner Turner requested that future PowerPoint presentations provide some of the additional supporting details for the public view.

Mayor Davis invited Board members to the August 3, 2022, 9 am Hurricane Preparedness meeting that would be held at the Swansboro High School in the library. He also shared that the Rotary King Mackerel Tournament was upcoming and would be on a future agenda requesting a waiver of the dock fees estimated at \$1200.

Closed Session

On a motion by Commissioner Philpott, seconded by Commissioner Turner the board entered closed session at 6:32 pm pursuant to NCGS 143-318.11 (a) (3) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege and (5) 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.

During closed session, a motion was made and seconded to return to open session. No action was taken.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the meeting adjourned at 8:12 pm.

Town of Swansboro
Board of Commissioners
August 8, 2022, Regular Meeting

Item IV - a.

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

Call to Order

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

Public Comment

Gregg Casper of 226 Water Street shared with the board that the historic district was important to her, and she was interested in serving on the Historic Preservation Commission.

Adoption of Agenda

On a motion by Commissioner Turner seconded by Commissioner Pugliese, with unanimous approval the agenda along with moving the proclamation of Hometown Hero's Week to consent was adopted.

Public Hearing

Building Design and Compatibility-MI Materials

Planner, Jennifer Ansell reviewed that Mr. Richard Peterson had submitted plans to construct a building at 134 Seth Thomas Lane in the ETJ. In review of the application, it was communicated to Mr. Peterson that metal was not an allowed primary surface material. His contention is that in 2016, he constructed a metal building at 146 Seth Thomas Lane for E.L. Jones Development. In review of the 2016 permit file, there is no indication as to why metal was allowed as the primary material at that time. Most of the buildings along Seth Thomas Lane in the MI zone are metal buildings, however some do have brick or stucco facades. The Building Design and Compatibility Standards, adopted in 2013, currently contain under Section 152.560 (C)(4), a list of approved primary surface materials. Metal is not listed. Section (C)(6) requires that the same material as the front of the building must continue for at least 25% of the area of the side façades in the MI zone. Sections (C)(1), (5) and (6) contain additional architectural requirements for the façade of the building (base/body and entryway features).

Mrs. Ansell reviewed that at their July 5, 2022, regular meeting, the Planning Board recommended that metal be allowed as a secondary material in the MI zone. The vote was 3 to 2.

The public hearing was opened at 5:38 pm.

Edward Binanay of 222 Elm Street, Planning Board member and Historic Preservation Commission member, shared that he was not in support of the amendment due to the possibility of the MI area getting expanded. He proposed favoring a metal building only if it includes the approved primary materials as required today.

Laurent Meilleur of 220 River Reach Drive shared that he understood why the building requested this amendment but did not support it and also wanted to see other materials utilized for the building other than metal.

Planner Ansell reiterated that the ordinance was adopted in 2013, but a building was approved for construction in 2016 by the planner at that time that was not consistent with the Unified Development Ordinance. Additionally, she further clarified that the amendment proposed allowance of metal in the MI zone as a secondary material. The building would still be required to be constructed by the primary materials as identified in the ordinance currently. The ordinance also provides that requirements be met with relation to landscaping and buffering to soften the appearance of buildings in that area.

Scott Chadwick of 101 Oyster Bay Road, chair of the Planning Board. He shared that at the Planning Boards meeting the details provided by Mrs. Ansell was exactly what the board reviewed, and majority of the board saw it that way and voted 3:2 on the amendment. Mr. Chadwick added the members of the Planning Board should not comment at Commissioner meetings on items they have reviewed and passed on from their meeting.

Richard Peterson of 306 Harold Avenue shared that he began development in 1999 for that area and metal buildings were permitted/allowed. Restricting the last two lots in this area is wrong and such a restriction should start from the beginning.

Jonathan McDaniel of 114 Elm Street shared that while he felt the quality of the town should be maintained forcing restrictions on an area that was 90% already built out with metal was not a good practice. Swansboro already had a bad reputation with business due to regulations and felt that the UDO was tough and needed some massaging. He stated while it was good to have control it was not good to have a bad reputation.

The public hearing was closed at 5:58 pm.

On a motion by Commissioner Pugliese, seconded by Commissioner Turner, Ordinance 2022-O11 to clarify primary surface material allowances in the MI zone. The vote was 2:2 with Mayor Davis voting to break the tie. The Ordinance was approved with a vote of 3:2. Ayes: Davis, Pugliese, Turner. Noes: Tursi, Conaway.

Mayor Pro Tem Tursi shared that he was not in favor of the amendment due to the possibility of other areas getting zoned MI and would of considered an alternative proposal to grandfather the area.

Business Non-Consent

Future Agenda Items

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:

- Board Appointments was added to the August 22, 2022, meeting
- Discussion of Sam Bland Award changes added to the August 22, 2022, meeting
- Consideration at a future meeting for Church Street to be one way to Old Town Hall or all the way to Highway 24 due to travel limitations as a result of cars parked on the street

Public Comment

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

Board Comments

Board members offered congratulatory comments to Dewayne Taylor on his promotion to Police Chief.

Adjournment

On a motion by Commissioner Turner, seconded by Mayor Pro Tem Tursi, the meeting adjourned at 6:15 pm.

SUMMER JOINT RETREAT SUMMARY

BACKGROUND

On August 18, 2022, members of the Planning Board and the Town Commissioners of the Town of Swansboro held a joint meeting to discuss the continued implementation of the adopted Town of Swansboro CAMA Land Use Plan Update (adopted January 22, 2019). Since the original adoption of that plan, there has been significant progress in accomplishing or pursuing the action steps outlined therein. Also since adoption, there have been events that have arisen that were not anticipated by the plan or have changed the circumstances related to implementation.

The summary of this joint meeting, recorded herein, should help lay out a path forward for the Commissioners, Planning Board, and Town Staff, as they seek to implement the vision of the Plan. Other associated materials from this joint meeting are held by Town Staff and may be accessed upon request.

THEMES FROM THE 2019 PLAN

Managing Growth	Open Spaces and Agriculture	Charm, History, Community, and Character	Downtown
Environment and Wetlands	Maintain Quality of Life	Traffic congestion and NC Hwy 24	Environment and Wetlands

PROGRESS

The following were identified as areas where progress had been made since plan adoption by the Planning Board and/or Town staff.

- Flood Damage Prevention Ordinance – updated 2020, but could be revisited for additional elevation or opportunities for expanded protections.
- NC General Statutes Chapter 160D revisions completed.
- Resilient Coastal Communities Plan phases 1 and 2.
- Addition of public docking space at Moore Street.
- ADA Transition Plan.
- Opportunities for subdivision clustering to avoid negative environmental impacts.
- Interconnectivity standards updated, but not yet using Fire Code Appendix D.

- Continuation of commercial, nonresidential appearance and design standards.
- Investigation of ways of realigning the existing zoning to the future land use map, particularly as it relates to Low Density Suburban Residential future land use character area.
- Conversion to one-way in downtown has been a success.
- Little effort has been made to identify street ends as a way to enhance public trust water access points.

INTERVENING CIRCUMSTANCES AND ISSUES

The recently adopted NC GS Chapter 160D regulations re-organized zoning and development regulation ordinances statewide and required local governments to review and revise their own ordinances accordingly.

The following table represents the relative advantages and disadvantages of each decision-making process relative to different stakeholders.

	Public Participation	Predictability (for Applicant)	Private-Sector Expense/Risk	Local Discretion
Administrative	Low/None	High	Low	Low/None
Legislative	High	Medium	Low/Medium	High
Quasi-Judicial	Low	Low	High	Variable

In addition to the Covid-19 pandemic, other intervening circumstances have sometimes necessitated taking a second look at priorities identified in the 2019 plan document. For instance, the following items are identified:

- Superstreet is currently unfunded, but has had preliminary design; the NCDOT street design will very likely impact businesses.
- Wastewater Treatment Plant decommissioning, shifting treatment to Camp Lejeune.
- Walmart entrance realignment at Norris Road; connectivity limitations, but helped improve conditions.
- The roadway alignment at Leslie Lane presents an opportunity for a major intersection, but lack of connectivity.
- Development continues just outside the Town's limit and likely will continue.
- Census 2010-2020 population growth was significant, at about 25%.

MOVING FORWARD

The most discussed and probably most agreed-upon opportunity for Planning Board-related progress seemed to be the discussion related to land use and development regulation decision making processes. The following table represents a best practices perspective regarding land use and development decision-making and review procedures. It is not necessarily appropriate for every jurisdiction and deference should be given to local conditions and capabilities. For instance, NC GS 160D-803(c) identifies a quasi-judicial process for reviewing and approving subdivision requests. The pros and cons of different approaches should be weighed in conversation with Town staff and legal advisors to find a best fit for the Town.

Administrative	Planning Board	Board of Adjustment	Town Council
Zoning Permits (sign, fence, change of use, etc.)	Rezoning (recommendation)	Special Use Permits	Rezoning
Subdivisions and Plats	Ordinance Amendments (recommendation)	Variances	Ordinance Amendments
Administrative Amendments (e.g. – to previously approved development plans), Traffic Impact Analysis, etc.		Administrative Appeals	
Site Plans			

The following ideas or issues were also discussed and are presented in no particular order or priority:

- Creating a wetland easement program as an incentive for private property owners to protect wetlands on their property. Overall, this may blossom into a more extensive examination of ways to prevent wetland filling or destruction and could lead to revising or adding policy language to the CAMA land use plan to prohibit negative impacts to wetlands.
- Finding and downzoning undeveloped, unentitled properties to a more appropriate zoning district based on the adopted future land use map.
- Identifying and reexamining the Suburban Town Center nodes in the future land use map, given recent changes (Norris Road driveway realignment, future NCDOT Hwy 24 street design, etc.) and consider realignments of the map to better fit expected future conditions.
- Possible development of another residential or agricultural district that better bridges the gap between the existing zoning districts and the future land use map without creating an overabundance of nonconforming parcels.
- Examine updates to Town ordinances, such as the table of permitted uses, to streamline regulations and make as much as possible administratively processed. Many towns that are not used to handling certain development applications will process them as quasi-

judicial items, such as special use permits. However, with the right development standards in place, many of these can be handled administratively, but care must be taken to ensure that what you ask for is what you want. A study of the old town character, as primarily occurs in the Coastal Traditional Neighborhood area, could also be undertaken, with subsequent codification of those design standards to allow new parts of Swansboro to resemble the older parts of town. Conversations with emergency services and public works departments can help ensure that the best of the old is combined with the best practices of today. If concern remains, the use of special use permit review could be tiered, such that development of particular impact always triggers this heightened level of scrutiny. The following standards could be considered:

- In addition to the listed uses requiring special use review by the table of permitted uses, the following development types have significant town-wide impacts and require special use permits:
 - Any nonresidential or mixed-use development encompassing 100,000 or more square feet of gross floor area or more.
 - Any residential development or subdivision involving 200 dwelling units or more.
- Reviewing and updating all adopted Town plans. Some town plans are no longer relevant or sorely outdated. The Planning Board could review them one-by-one, retain recommendations that are still relevant and update those that are outdated. These should then be brought to Council for review and readoption. Staff or board members should be identified for implementing each plan or plan element and regular reporting or accountability should become a standard procedure. Establishing quarterly progress reports can help Council remain aware of implementation and prioritize resources to accomplish plan goals.
- Additional facade grants or appearance incentives along Hwy 24 could enhance the appearance of the Town for travelers. Identification of additional or realigned roadways could also help provide connectivity and an intuitive street network. Coordination with NCDOT and future Hwy 24 design plans will be necessary.
- Research the annexation of existing “doughnut” parcels – tracts that are surrounded by current corporate town limits – and pursue annexation. This may require coordination with the state legislature.
- Review current annexation policies and formalize triggers for the exact moment when voluntary annexation should be applied for by the land owner. For instance, it could be required prior to platting or prior to building permit issuance.
- Additional standards for Traffic Impact Analyses could help prevent negative impacts to the transportation network. For instance, the following might be useful triggers:
 - A Traffic Impact Analysis (TIA) shall be required for projects that are anticipated to generate 100 or more peak hour vehicle trips, based on the latest edition of the Institute of Transportation Engineers (ITE) Traffic Generation Manual.
 - A TIA shall be required for projects that are anticipated to generate 1,000 or more average daily trips (ADT), based on the latest edition of the ITE Traffic Generation Manual.
 - A TIA may also be required, at the discretion of the Planning Director, Town Engineer, and/or the decision-making body in the following instances:

- Major or minor thoroughfares near the site are experiencing significant delays.
- Traffic safety issues or high vehicle crash history exist at intersection(s) served by the proposed development.
- The site is located in a highly congested area (where volume-to-capacity ratios are greater than 1.0).
- An associated or proposed rezoning to a more intensive district would create more intensive trip generation than the current Comprehensive Plan anticipates.



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **January 23, 2023**

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

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$481.50.

Vehicle Tax

Baldwin, Eric Christopher	\$178.66	Tag Surrender
Lopez, David Yazmin, & Lopez, Veronica Yazmin	\$256.32	Military
Karnes, Cynthia Suzanne	\$46.52	Military

Background Attachment(s):

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

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: Board Appointments

Board Meeting Date: January 23, 2023

Prepared By: Alissa Fender – Town Clerk

Overview: Board member Paul Wysocki of the Flood Management Appeal Board has been unresponsive to attempts to confirm his desire to serve on the board. Emails and phone calls have been sent to ensure he wants to continue to serve, and all have been met with no response.

Removal from the Flood Management Appeal Board and appointment of a new member is requested.

There are 1 application on file (*see Talent Bank Sheet*)

Background Attachment(s):

Talent Bank Sheet

Recommended Action:

1. Consider removal of unresponsive member from Flood Management Appeals Board.
2. Consider appointment to Flood Management Appeals Board.

Action: _____

THUMBNAIL PROFILES TALENT BANK APPLICANTS

Brent Lanier Town Limits (910)340-6868 (1/2023)

Interested in Other – specifically Flood Management Appeals Board

- Self Employed
- 3 years Campbell University, 2 years Coastal Carolina Community College
- Professional Land surveyor
- Would like to support the community

Lawrence Abalos Town Limits (910) 389-7500 (11/2022)

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.

Clara Abalos Town Limits (910) 358-2110 (12/2022)

Interested in Planning Board

- Director of Learning & Development, Hunt Military Communities
- Bachelor's Degree in Government with concentration in Business
- Founding Board member of Hunt Heroes Foundations, Volunteer with Century Club and local schools, Knowledge of legal compliance at local, state and federal levels and understands the importance.
- Desires to provide a positive impact to the Swansboro community for current and future residents.

Miki Devito Town Limits (843)513-4076 (12/2022)

Interested in Historic Preservation Tourism Authority

- Sr clinical Trail Manager/Drug Development – Icon Plc.
- MBA
- Involvement with ACS, Food Bank, Stop Soldier Suicide, Veterans Memorial Reef Foundation, Wounded Warriors
- People person, friendly, loves Swansboro and shares that love with others, cares for the Historic District now and for future generations
- Desires to work for increasing and keeping tourism alive & well for the Town. Promote Swansboro as the “go to” place for families, conventions, etc. to enjoy. Live in historic homes and understands the value of maintaining that for others to enjoy.

Joseph C. Brown Town Limits (810) 410-7543 (10/2022)

Interested in Planning Board Other-Special Task for Groups

- Retired
- Associates Degree with 3 years towards bachelor's degree
- Vol Firefighter, Disaster relief volunteer with SUMC, 26 years as Army maintenance specialist, 14 years as senior logistician for DOD
- Interested in community involvement, wants to give back to the community, will be a committed contributor to the town for any or all boards appointed.

Dorothy Tisdale Town Limits (910) 358-1821 (9/2022)

Interested in Park Board

- Retired
- Master of Science Degree in Education

Note: Applications are kept on file for one year.

(Updated 1/2023) afender Z:\Town Clerk\Advisory Board Members

- Volunteer work with Church
- 20 year elementary school teacher, business partner, real estate buying & selling
- Enjoys the facilities offered at the area parks and would like to be active contributor to the parks future.

Richard Christian Smith Town Limits (252)725-5274 (12/2021)

Interested in Historic Preservation Planning Board Board of Adjustment Park Board Tourism Authority

- Attorney: The Law Office of R. Christian Smith, PLLC
- Juris Doctor
- Civic community involvement includes Boy Scouts of America, One Harbor Church, First Baptist Church
- Retired from NC Army National Guard, Extensive Storm response experience, previous Prosecutor, Probation Officer
- Loves residing in Swansboro and wants to see it experience responsible growth that allows additional residents to call Swansboro home, improve quality and variety of services while maintaining health and safety of community along with small town feel.

Elaine Justice Town Limits (910) 546-3303 (7/2022)

Interested in Planning Board Board of Adjustment Park Board Tourism Authority Other

- Retired from Onslow County Schools
- Master's degree in Curriculum & Supervision
- Current and/or prior involvement with Onslow County Schools, North River Methodist, Core Sound Museum member, Swansboro Historical Association, Swansboro United Methodist Church 2022 Bible School
- 15-year educator in Swansboro, lifelong Eastern North Carolina resident ready to help Swansboro be a better place for all.

William H. Kelly Town Limits (910)382-2275 (3/2022)

Interested in Historic Preservation Planning Board

- Accident Investigator MCB Camp Lejeune
- Highschool graduate with some college
- Volunteer Firefighter with Piney Green VFD from 1997-2006
- Wants to get more involved with the community, has lived in the community for several years and wants to help Swansboro stay the Friendly City by the Sea.

Kelley Brown (910)238-0191 (2/2022)

Interested in Tourism Authority

- Sales Manager Hampton Inn Suites
- Highschool graduate
- Currently supporting Chamber of Commerce on the BOD, Military Affairs Committee, TAC in Jacksonville, and FHBI Volunteer
- The hotel has a special position, and we are consistently involved in the community and in the growth of the town, as it advances all interested.

*Note: Applications are kept on file for one year.
(Updated 1/2023) afender Z:\Town Clerk\Advisory Board Members*



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Text Amendment related to Massing Standards in the Historic District**

Board Meeting Date: **January 23, 2023,**

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

Overview: Following review of massing standards, other community ordinances and specific statues, as well as recent case law related to such, staff has prepared UDO text amendments to Appendix III Historic District Design Standards, Section 11 New Construction.

The Historic Preservation Commission reviewed the draft ordinance on December 20, 2022, made minor revisions and recommends the draft ordinance as submitted. The Planning Board reviewed the draft ordinance on January 3, 2023, made minor revisions and recommends the draft ordinance as submitted.

Background Attachment(s): Draft Ordinance amending UDO Appendix III Section 11.1 New Construction, Comprehensive Plan Consistency Statement

Recommended Action: 1. Hold a Public Hearing
2. Motion to approve or deny Ordinance 2023-O2 controlling massing in the historic district and adopt a statement of consistency

Action: _____

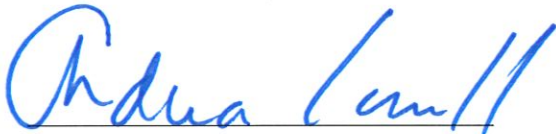
TOWN OF SWANSBORO PLANNING AND ZONING BOARD STATEMENT OF CONSISTENCY

On January 3, 2023, the Planning Board heard the requested text amendment and recommended unanimous approval of the text amendment to Appendix III Historic District Design Standards, Section 11.1 New Construction of the Town Unified Development Ordinance.

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



Planning Board Chair



Town Planner

ORDINANCE 2023-O2
AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE
CONTROLLING MASSING IN THE HISTORIC 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 amendment to the Unified Development Ordinance regarding controlling massing in the Historic District to be consistent with the Town of Swansboro CAMA LAND USE Plan updated January 22, 2019.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Unified Development Ordinance be amended including renumbering Appendix III section 11.1 New Construction Standards starting with 1 through 24.

Section 1.

Appendix III
HISTORIC DISTRICT DESIGN STANDARDS
SECTION 11 NEW CONSTRUCTION

11.1 New Construction Standards

(Text highlighted in yellow are amendments that need to be added to the Unified Development Ordinance. Text struck through should be deleted. Existing provisions should be renumbered to be consistent with these amendments.)

It is the intent of these regulations to assure that new construction, including additions to existing improvements, is congruous with the special character of the district. In considering new construction, the Commission and/or the Planner shall direct design that is harmonious with the character of the district.

Consultation with the Swansboro Historic Preservation Commission in the early stages of a new construction project to become familiar with its procedures and aspects of design recommended.

Massing studies enable graphic analysis of the shape, form, size and building envelope of proposed new construction. The massing study provides the applicant a way to document the proposed building height and scale and other elements of the proposed construction as they relate to nearby existing buildings, especially in the block.

MASSING STUDY

1) Engage a N.C. licensed architect or engineer to prepare a massing study. This massing study shall include an existing conditions plan (including, but not limited to, showing topography, any significant trees, and utilities,) and a proposed condition site plan. Plans shall be prepared with a scale of 1 inch = 20 feet or of a size easily reviewed by staff or the Swansboro Historic Commission.

BUILDING HEIGHT/SCALE

9) Make the scale (the relationship of a building's mass and details to a human being) of the proposed building compatible with the scale of other contributing structures in the historic district. This relationship to building mass should include nearby buildings in the block and adjoining open space.

MATERIALS

12) Keep the siding and trim material of the proposed building consistent with materials traditionally used on the immediate block and in the historic district. This includes the physical elements of the building, such as stone or wood walls, brick, fencing, landscaping mass, building facades and other elements, or combinations thereof.

TEXTURE

18) Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. However, concentrate on the ability to blend rather than duplication. Texture is the relief on a building surface that is achieved through the use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fishscale fish scale shingles, and beaded board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the "texture" of a building surface.

FORM AND RHYTHM

24) Create form and rhythm in new construction through the use of architectural elements and details. Study neighboring historic structures on the block to see if a consistent treatment of elements exists and emulate this ~~feature~~ pattern in the new construction. However, limit the amount in which one new building emulates a contributing building unless the building is a reproduction of an existing contributing building from the Town's Historic District. In which case, a key stone should be imbedded in the foundation to identify when the new building was built.

Section 2

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, January 23, 2023.

Attest:

Alissa Fender, Town Clerk

John Davis, Mayor



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2023-02**

Board Meeting Date: **January 23, 2023**

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

Overview The budget ordinance needs to be amended for multiple departments.

1. **Fire Department:** Two staff members resigned, and payment of accrued vacation leave to include retirement benefits of \$18,991 needs to be disbursed.

Source of Funds: Appropriated Fund Balance

2. **Police Department:** An employee was promoted to an exempt position and payout for compensatory time to include retirement benefits of \$4,537 needs to be disbursed.

Source of Funds: Appropriated Fund Balance

3. **Emergency Management:** Internet was installed last Fiscal Year at the Swansboro Methodist Church/temporary EOC in preparation of 2022 hurricane season. The annual cost for the service is \$1,575. Requesting \$1,575 be appropriated from fund balance for its intended purpose.

Source of Funds: Appropriated Fund Balance

4. **Parks & Recreation:** In late September 2022, Moore Street Dock was damaged due to Tropical Storm Ian. The storm was not declared a disaster; therefore, the Town would not be eligible for FEMA disaster funds. The total cost to repair the dock is \$3,600. Requesting \$3,600 be appropriated from fund balance.

Source of Funds: Appropriated Fund Balance

5. **Church Street Dock:** On 7/28/2022, the power pedestal was damaged by an insured vessel during their stay. The cost to repair and install the power pedestal is \$1,864. The Town received the funds from the boater's insurance provider, and it will be used to pay for the damage.

Source of Funds: Insurance Proceeds

6. **Festivals & Events:** Additional funds were received for the 2022 Flotilla boat prizes. Downtown restaurants donated the funds and specifically requested that they go toward improving the prizes for boat winners. The donated funds totaled \$1,600. Acknowledge receipt of \$1,600 for Festival & Events /Flotilla Expenses for prizes and payout.

Source of Funds: Festivals & Events

Action: _____

- 6. Reappropriations:** Funds that went back to fund balance because they were not used to the end of last Fiscal Year.

Item VI - a.

Source of Funds: Appropriated Fund Balance

Department	Purpose	Amount
Fire Department	Radios & Installation	\$1,915

Background Attachment(s): Budget Ordinance Amendment #2023-02

Recommended Action: Motion to approve Budget Ordinance Amendment #2023-02

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 22/23
BUDGET ORDINANCE AMENDMENT #2023-02**

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

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

<u>Appropriations</u>	<u>Increase</u>
Fire Department	\$20,906
Police Department	\$4,537
Parks & Recreation	\$3,600
Church Street Dock	\$1,864
Emergency Management	\$1,575
Festivals & Events	\$1,600

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$30,618
Insurance Proceeds	\$1,864
Festivals & Events	\$1,600

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 23, 2023.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF DECEMBER 31, 2022)**

REVENUES

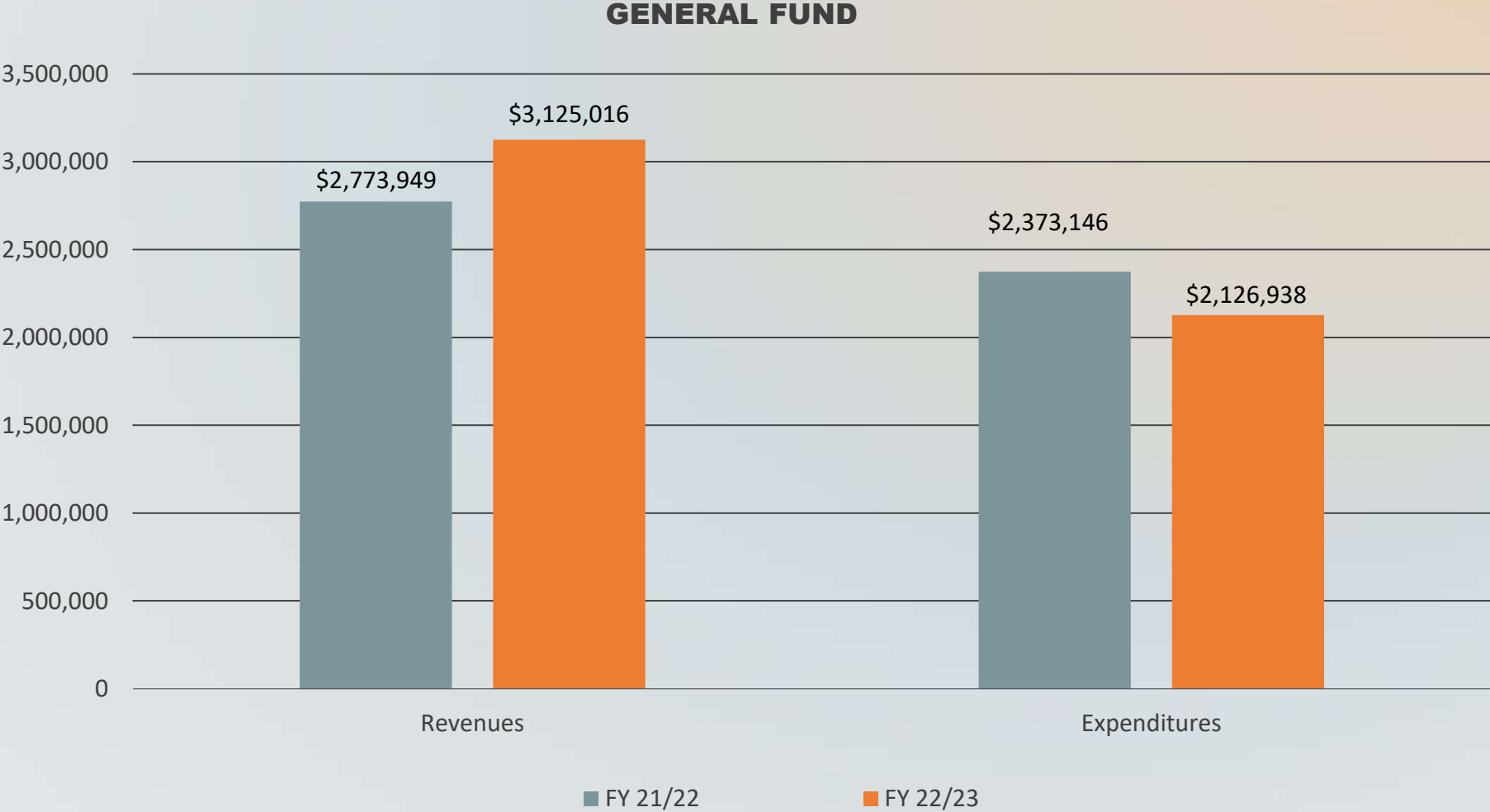
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2022)**

Item VI - b.

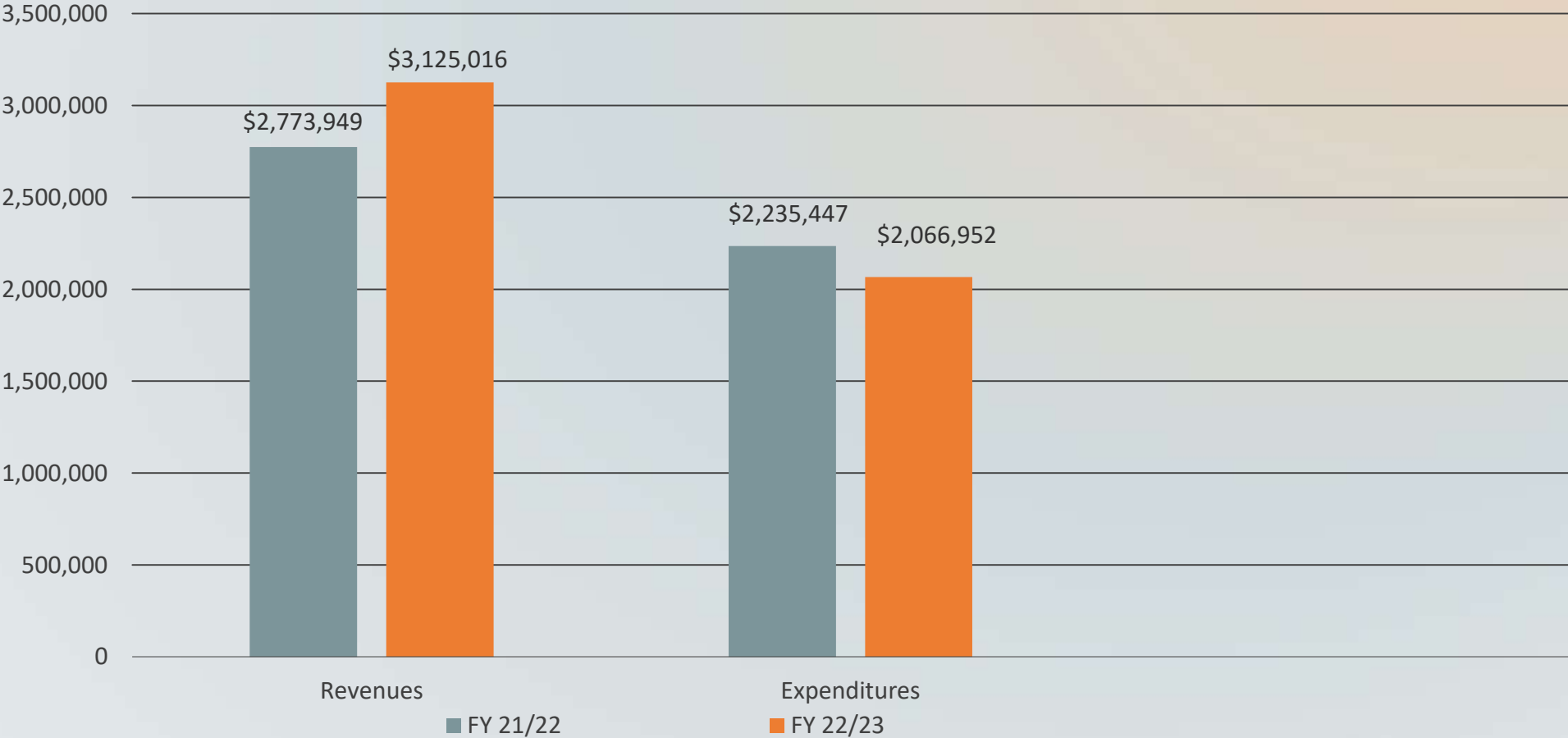


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$998,078

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2022)**

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)

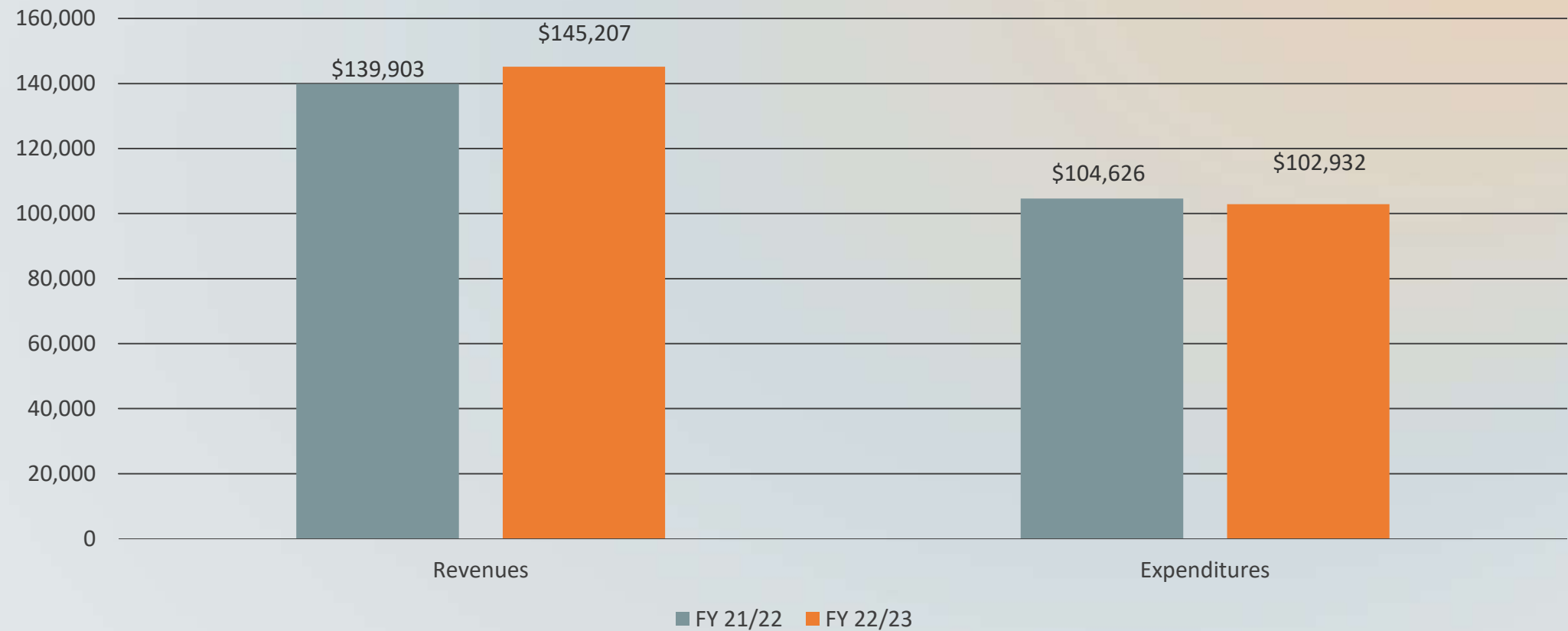
Total Excess of Revenues Over Expenditures \$1,058,064

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % December 31, 2022
GOVERNING BODY	29,902	13,629	-	45.6%
ADMIN SERVICES	374,944	196,486	-	52.4%
FINANCE	265,670	132,358	-	49.8%
LEGAL	43,000	17,795	-	41.4%
PUBLIC BUILDINGS	389,207	129,073	19,399	38.1%
FIRE	1,040,223	393,499	10,182	38.8%
PERMITTING	360,338	130,456	-	36.2%
POLICE	1,055,357	401,929	4,292	38.5%
PUBLIC WORKS-STREETS	375,286	147,004	1,919	39.7%
POWELL BILL-STREETS	111,526	3,866	2,607	5.8%
PARKS & RECREATION	357,647	144,658	15,920	44.9%
CHURCH STREET DOCK	7,590	2,588	579	41.7%
EMERGENCY MANAGEMENT	1,125	787	-	70.0%
FESTIVALS & EVENTS	122,849	53,132	5,084	47.4%
NON DEPARTMENTAL	483,302	299,693	3	62.0%
TOTAL	5,017,966	2,066,952	59,986	42.39%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2022)**

Item VI - b.

STORMWATER ENTERPRISE FUND

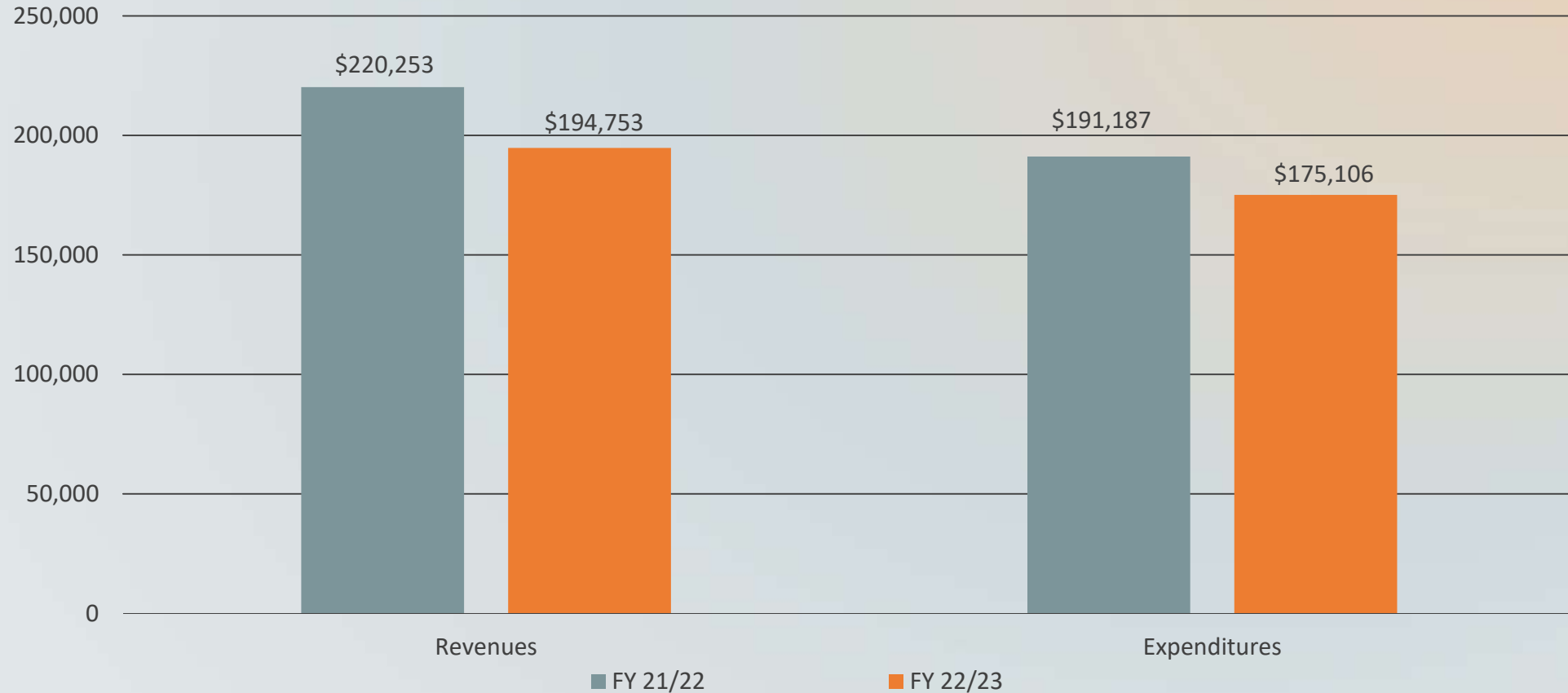


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$42,275

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2022)**

Item VI - b.

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$19,647

TOWN OF SWANSBORO LOAN REPORT (AS OF DECEMBER 31, 2022)

Item VI - b.

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

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF DECEMBER 31, 2022)**

Item VI - b.

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	11,106,276	.10%
NC CMT-General	\$1,283,820	3.92%

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

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

GRANT UPDATE

Item VI - b.

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,065,725	\$258,234	\$444,525	\$362,966
Swansboro Bicentennial Park Boardwalk Extension	\$163,350	\$15,397	\$0	\$147,953
Emergency Operation Center	\$6,003,975	\$78	\$0	\$6,003,897
Emmerton School Repairs	\$424,000	\$0	\$0	\$424,000
Total Outstanding Grants	\$7,657,050	\$273,709	\$444,525	\$6,938,816

Any Questions
?

\$1,065,724.25						Notes	Debt Service	Additional Funding Source
TOTAL ALLOCATION								
FIRST ALLOCATION RECEIVED-\$532,862.13						Town Manager		
SECOND ALLOCATION RECEIVED-\$532,862.12								
	PO PROCESSED	PAID YTD	APPROVED BY BOC					
Admin Services								
Phones/System Upgrades (Remote Access)		11,594.75	11,520.00		\$ 18,660	Dropped calls, freezing (cloud support seems to have higher security)		
Website Update					\$ 3,060	Deferred 3 years (Add to Budget)		
Agenda Manager					\$ 4,934	Current program only allows 2 users, 2mtgs-MCCI dropped program-Awaiting a demo on March 8th with Tyler Technology(Add to Budget)		
Disaster Recovery Backup		66,240.00	66,240.00			Provides quicker restoration (hours vs days) Computer Warriors/Brian Satz will present at meeting.		
FIRE DEPARTMENT								
Structural Firefighting Gear Extractor Washer & Dryer		10,401.00	\$ 13,000.00			Firefighter protective clothing must be kept clean to ensure its proper performance.		
Self-Contained Breathing Apparatus(SCBA), Face Masks, Air Cylinders, Maintenance & Support Equipment	205,963.50		\$ 220,000.00			The current equipment is nearing the end of their useful service life. SCBA's provide respiratory protection to firefighters operating in dangerous atmospheres. SCBAs are essential safety equipment that allow firefighters to enter immediately dangerous to life or health (IDLH) environments, and SCBAs are required to conduct rescue, firefighting, and hazardous materials mitigation operations		
Portable Radios	704.68	33,271.84	\$ 36,524.76			The radio is the lifeline that connects the firefighters to the incident commander and outside assistance in desperate situations. Current inventory works seamlessly with Onslow County (800MHz frequency) but not with Carteret County who use VHF.		
Gemtor 541NYC Series Fire Service Harness, Belt Loops, and Labor	800.00	7,136.00	\$ 12,000.00			To provide fall protection from elevated positions and a means of self-rescue from a dangerous environment.		
POLICE DEPARTMENT								
5-Police Vehicles	190,000.00		190,000.00			Two additional vehicles to be included in FY 2022-2023 budget. Need to return to CIP rotation schedule.		
14 Flashlights with cases					\$ 2,300	Fund in FY 2022-2023-(in Budget)		
Ammunition-used for carry and qualification					\$ 3,000	Fund in FY 2022-2023 (in Budget)		
PARKS & RECREATION								
Rope Climber	31,559.75		\$ 30,000.00			Need to replace original netting- Major feature at Municipal Park		
Pour in Play Surfacing					\$ 405,680	Municipal Park-\$18,000/Pirates Den-9,772.50 -maintenance every two years (Not included in price)		
Splash Pad Area Improvements			\$ 50,000.00			Create larger cemented pour and play area, concrete benches, shaded areas		
Playground Mulch					\$ 6,386	Fund in FY 2022-2023		
Commercial toilets (6)			\$ 4,800.00			Replace residential grade to commercial grade.		
Golf cart/Gator	13,258.98		\$ 14,083.00			To be used by Parks & Recreation and Public Works-Festivals		
Cameras installed at the docks, able to access at Visitor Center and Director at Rec Center	2,238.16	2238.16	\$ 10,000.00			Computer Warriors-Install/Transfer Box (Camera already purchased)		
Church Street Dock-Add a small hut for staff person					\$ 2,000	Fund in FY 2022-2023		
Drinking Fountains-replace drinking fountains with bottle refills at the Recreation Center & Visitors Center			3,000.00		\$ 3,000	Fund in FY 2022-2023		
Emergency Box					\$ 5,000	North Carolina League of Municipalities-Safety Grant		✓
Holly Lane/Pineland Park neighborhood playground						PARTF 2022-23 grant cycle, if awarded, the project would be in the 2023-24 budget.		✓
**GMC Sierra Replacement			\$ 40,000.00			Moved from CIP		
PUBLIC WORKS								
Repaving roads with corrections to stormwater system, curb/gutters and sidewalks-Water Street					\$ 215,000	Call into Lauren with NC Coastal Federation (319 Grant)		✓
Reconstruction of Visitor Center meeting FEMA/Flood requirements		23,625.00	\$ 40,000.00			Onslow County TDA/Swansboro TDA		✓
Ride on pavement roller					\$ 27,000	Current debt service paid in full FY 2021/2022-Could fund with additional loan. (Included in "Draft Budget" FY 22/23)	✓	
Single Axle Dump Truck- Small dump truck replacement					\$ 96,000	Current debt service paid in full FY 2021/2022-Could fund with additional loan. (Included in "Draft Budget" FY 22/23)	✓	
Portable message boards for street closures and Town events		36,100.00	\$ 37,300.00		\$ 37,300	Rent from Base		
Tractor to replace John Deere					\$ 54,400	Current debt service paid in full FY 2021/2022-Could fund with additional loan. (Included in "Draft Budget" FY 22/23)	✓	
Sidewalks (Priority 3)					\$ 200,000	No funding needed until additional priorities established		
** (2) ZT 3500 Zero Turn Mower		13,300.00	\$ 17,600.00			Replacing old mowers		
**Ford F150 replacement			\$ 40,000.00			Moved from CIP		
Payroll								
Premium Pay-full time & part time		54,326.92	\$ 54,764.83					
Town Manager Recommendation	\$ 444,525.07	\$ 258,233.67	\$ 890,832.59	\$ -	\$ 1,083,720			
ARPA Funds remaining						\$ 174,891.66		
	Updated on 12/31/22	APPROVED BY BOC	\$ 890,832.59					
**Items added		PAID YTD & ENCUMBRANCES	\$ 702,758.74					
		APPROVED AMOUNT REMAINING TO BE SPENT	\$ 188,073.85					



Board of Commissioners Meeting

Agenda Item Submittal

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

Board Meeting Date: **January 23, 2023**

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.

February 13, 2023

- * Audit Report
- * Joint Meeting with Planning Board (13th)

February 27, 2023

- * Financial Report
- * Department Report

March 2023 (13th & 27th)

- * Water Street Rezoning - tabled from 12/12/2022 meeting (13th)
- * Social District Consideration (23rd)
- * Financial Report
- * Department Report

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments
 - Comprehensive Transportation Plan Revisions
- * Text Amendments – Occupancy Tax
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- * Building Standards
- * Table of Permitted Uses Amendments (*after: consider re-empowering BOA for Special Use Permit Review*)
- * Board Meeting Alternatives for Public viewing (*undergoing further research*)
- * Church Street Dock Safety Policy
- * Swimming Pool/Consideration for Establishing a Pool Committee (*on hold for P&R Master Plan*)
- * Samuel Swann Bland Community Service Award policy revisions (*ongoing*)
- * Downtown Parking
- * Special Use Permit/Wawa convenience store/gas station
- * Demo by Neglect Text Amendment (*deferred back to Planner & Attorney to revise*)

PROJECTS REPORT

Town Projects/Initiatives Update

January 2023

Submitted By: Paula Webb, Town Manager

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

- **Swansboro Causeway Living Shoreline Project:**

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

The following information is from their project narrative:

Project Site 2: Swansboro Yacht Club

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

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

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

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

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

Town of Swansboro, NC Manager's Report

Item IX - a.

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

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

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

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

- **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.

Town of Swansboro, NC Manager's Report

Item IX - a.

Ten people have been identified as the committee:

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

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

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

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

Town of Swansboro, NC Manager's Report

Item IX - a.

EOC Committee January 12th for introductions and Q&A. Representatives also made additional site visits on January 18, 2023.

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

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

Item IX - a.

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

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

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

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

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

Town of Swansboro, NC Manager's Report

Item IX - a.

RCCP Phase 3 - \$45,000 was awarded to the Town on July 13, 2022 for the design/engineering of the bioretention swells along Broad Street that will assist in the rehabilitation for Water Street. We expect the design by March 2023.

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

We will use the funds for the following projects:

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

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

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

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

Town of Swansboro, NC Manager's Report

Item IX - a.

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.

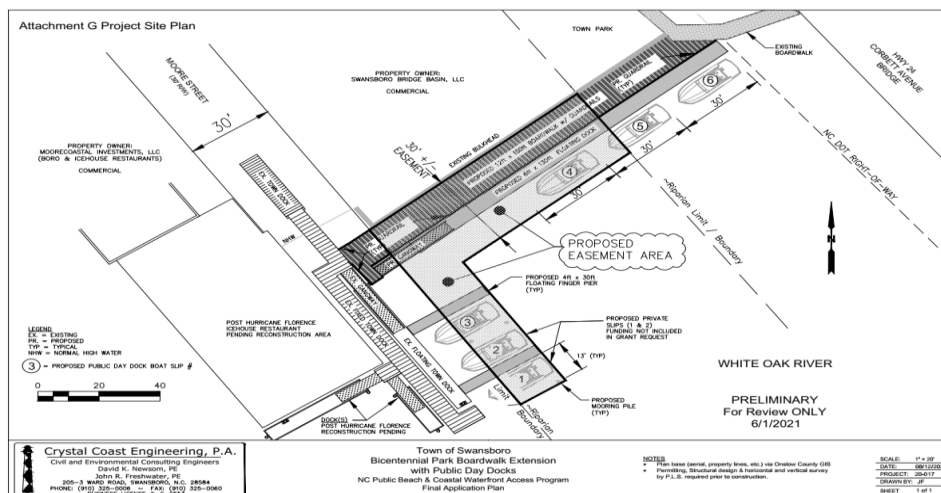
State Historic representatives and staff will hold interviews with three architectural firms on September 27th.

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.

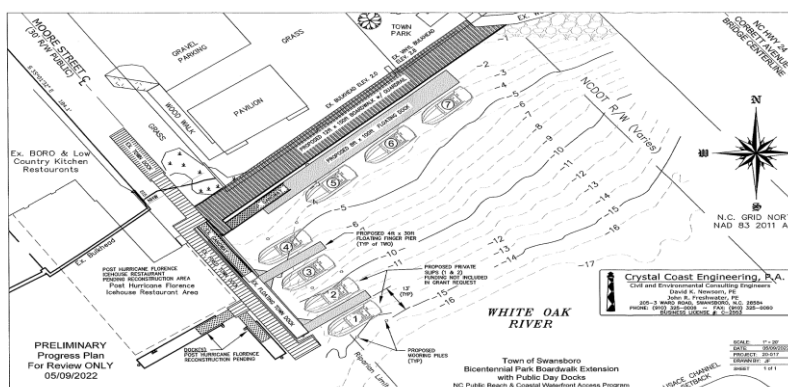
- **2020 NC Public Beach and Coastal Waterfront Access Grant Project** – The Town received notification on November 3, 2020 that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is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

Town of Swansboro, NC Manager's Report



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.



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

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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.

- **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

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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).

Section 1 of Priority 2



Section 2 of Priority 2



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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



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.**

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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.

Priority 4



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

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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.”

Priority 7

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

Priority 8

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

Priority 9

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

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

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

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

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

On 12/2/2023 Stewart Engineering indicated by email that they hoped the plan would be ready by the end of January 2023.

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

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

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

Tidewater has been engaged to provide the elevation certification and existing conditions survey. Larion Engineering has been engaged to provide engineered re-design to remove the side entry and re-instate the entry to the front of the building and flood analysis. All will aid in the return of the contributing status to the building which will in turn relieve the Town from the

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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.



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

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- 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 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-

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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.

- **LSAII/Stormwater Mapping Grant** – Following adoption of a support resolution on September 12, 2022 the Town entered into contract with Withers Ravenel (\$5000), who will prepare the grant application for Local Assistance for Stormwater Infrastructure Investments through the NC Division of Water Infrastructure in hopes of receiving up to \$400,000 to assist with stormwater mapping in the Town. The application deadline is September 30, 2022, with grant awards to be announced in February 2023.

Department Reports for October 2022

Administrative Services

- Phone Records Report for October: 3,814 calls
 - Internal – 612 Town Hall – 840 Parks and Recreation – 576
 - Police Department – 437 Fire Department – 86 Outgoing totals – 656
- Building permits sold for October: 55 residential/commercial combined; \$3,376.65 total fees collected (includes 7 re-inspections)
- 186 Building inspections scheduled/10 Fire Inspections processed
- 198 Various receipts processed (large amount of Stormwater payments processed)
- 316 ONWASA payments processed; 4 New Services; 4 other requests
- 10 Work Orders generated for Public Works
- 5 Notarization's performed
- Admin Staff worked at Visitor's Center 3 days each week (Alissa Darla, Aliette, and Lisa)
- US Census Report Submitted - Permits
- Attended Chamber General Membership Meeting at Swansboro Food and Beverage
- Attended Mayors Association Meeting
- ProudCity website upgrade/change over
 - Attended bi-weekly meetings
 - Worked to moved website url from old provide
 - Final sweeps to ensure all content on old site had been moved
 - Go live was October 24th
- Municode agenda software process/implementation
 - Staff training provided for users & other administrators
- Planning Items
 - Starbucks
 - Water Street Rezoning
 - Onboarding of Planner Andrea Correll
- Tyler Technologies Time & attendance training provided to employees
- Tyler Technologies Permitting Program
 - Attended zoom meetings
 - Provided current procedures/processes/details
 - Reviewed system set up for fees, inspection types, permit types
- Public Records Requests
 - 820 Main Street Ext
- Finalized September Departments Report
- Began planning for Thanksgiving/Christmas employee celebration
- 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.
- HR-related items estimated at 14.25 hours

Department Reports for October 2022

- Mullet Festival and Parade Planning, Organizing, and Participation
- Volunteered for Mullet Festival (Paula & Alissa)
- Attended After Mullet Festival Logistics Meeting
- Issued New Releases/Constant Contact/Facebook posts for:
 - Coastal Low Weather Alert
 - Sam Bland Award Nominations Sought
 - Delayed Yard Waste Collection
 - Advisory Board Applicants Sought
 - BOC 10/24/2022 Meeting
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). There are no logistic details to provide for the month due to the changeover.

Finance

- Sales & Use Tax received in October 2022 is \$121,271
- Accounts Payable Summary for October 2022:
 - 252 Invoices-Totaling \$214,296
 - 15 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for October 2022 (475.0)
- Processed payroll- 10/7 & 10/21
- Stormwater Fees Collected-October 2022-\$14,977-updated Stormwater spreadsheet
- September 2022 Bank Reconciliation-Town accounts
- September 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Prepared September 2022 monthly financial report
- Gathering financial information for annual audit FY 21/22-Town and Swansboro TDA
- Auditors are conducting the audit. Once fieldwork is completed, auditors will begin drafting the financial report. Draft will be reviewed by the Finance Director, and then sent to the LGC.
- Attended the TDA Quarterly Meeting: prepared the agenda & quarterly financial report.
- Swansboro TDA – Meeting was held on Thursday, October 13, 2022. The next scheduled meeting will be held on Thursday, January 12, 2023 at 2:30 pm in the Community Room
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Assisted in Mullet Parade

Fire Department

Fire Calls

- 71 Total Calls
 - 52 Calls in Town including – 36 EMS Calls, 1 Brush Fire Call, 2 Vehicle Accident Calls, 2 Public Assistance Calls, 3 Canceled Calls, 8 False Alarm Calls

Department Reports for October 2022

- 13 Calls in White Oak District – 10 EMS Calls, 1 Vehicle Accident Call, 1 Canceled Call, 1 Carbon Monoxide Call
- 6 Calls Mutual Aid – 1 Motor Home Fire Call, 2 EMS Calls, 1 Electrical Problem Call, 1 Canceled Call, 1 False Alarm Call
- 80.75 Training hours - Paid Staff
- 6 Training hours – Volunteer Training

Paid staff

- Staff continues to conduct daily operations and station duties.
- Kyle Hunter resigned his full-time position with the department to take on employment with Camp Lejeune Fire Department. Kyle will remain in a part-time role with our department
- Department members provided fire prevention education for all Swansboro elementary students as well as various Town and local agency sponsored holiday events. These events included the 9th Annual Halloweenie Roast and the Hammock's Beach Trunk-Or-Treat.

Volunteer staff

- Volunteer staff have conducted monthly training and perform standby duties

Vehicle repairs

- All vehicles in good working order.

Department activities

- The department continues to perform regular, annual fire code inspections at businesses in the jurisdiction and have started the task of updating all our fire pre-plans for all commercial structures in our fire district. The Department has added an additional fire code inspector, Firefighter Joe West to assist with the increasing fire inspection demand. Joe has been a part-time employee for 2 years and has agreed to help in this area.
- The department has received the new all-band portable radios with the ARP funding. The radios have been programmed and are currently in use for all responses. Thank you commissioners!

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

Mullet Festival

- 68th Annual Mullet Festival held October 8-9. Weather was great and the turnout was more than expected. This could be a record setting year for attendance.
- 2023 vendor application were revised to give to attending vendors. Collected vendor fees for 2023 festival. More than half of the spots for 2023 were sold on festival weekend
- Facilitated after action meeting with staff to review event, discuss ways to improve, and what was successful.
- Processed and submitted all final payments for festival services.

Flotilla

- Finalized and sent event details to Sight and Sound Media for poster design.
- Distributed posters to town businesses and sponsors.
- Revised flotilla applications, rules, and procedures.
- Followed up with Coast Guard for the Marine permit.

Comprehensive Master Plan Update

- McAdams sent a first draft of the plan for review. Reviewed and sent comments and questions/concerns I had.
- Sent to Town Manager for review

ARP Funding Projects

- Rope Climber- received 3 quotes of 2 different sizes of climbers. Carolina Recreation and Design is conducting site visit to determine what size we can accommodate adhering to regulations.
- Cameras-Contacted seven other security companies to obtain quotes.
- UTV-Contacted other vendors to obtain quotes, since no response was received from previous vendors.
- Parks Maintenance Truck-Contacted four dealerships that are approved state contracts.
- Drinking Fountain/Commercial Toilets-contacted and met local plumber to review the project. He will make a site visit to all parks with restroom facilities.

Miscellaneous

- Worked with Downtown Merchants on logistics for Swansboro by Candlelight.
- Final arrangements for the Swansboro Rotary 5-O fishing tournament made with point of contact.
- Recognized Tammy Manriquez for exceptional service to the Town's employee recognition program.
- Submitted nomination for the Sam Bland award.
- Coordinating contract with Playground Guardian for quarterly playground inspections.
- Manage on going reservations with Onslow County Senior Services, Sylvan Learning Center, and several homeowners' association groups.
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise.
- Continue to work at the Visitors Center twice a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Continue to manage and monitor budget and funds.

Department Reports for October 2022

- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-Social Media

Media Outlet	Followers	Page Reach	Post Engagement	New Followers
Facebook	14,191	33,500	5,957	112
Instagram	589	239	286	21

Activity Report

Organization Activity

From 10/3/2022 to 11/2/2022

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	300	67	6	0	163
Resident	33	3	4	0	16
Non-Resident	267	64	2	0	147
No Residency Set	0	0	0	0	0
Demographics					
< 18	45	1	3	0	21
18 - 65	173	39	2	0	105
65+	82	27	1	0	37
Male	135	49	4	0	82
Female	165	18	2	0	81
Other Genders	0	0	0	0	0
Online vs In-House					
Online	86	0	0	N/A	87
In-Person	214	67	6	N/A	76

October Revenue

Slip Fee - Town Dock	\$4052
Rental Fees-Parks	\$280
Rentals Rooms	\$1200
Dog Park Registrations	\$40
Rec Program Fees	\$2555
Gym Memberships	\$60
Vendor Fees	\$18,385

RECREATION PROGRAM SUPERVISOR**Routine monthly job responsibilities:**

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Purchase all program supplies, preparation for programs, work with instructors (if applicable) to facilitate programs and debrief after conclusion of programs.
- Dock Slip reservations/Pump Outs
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk software for registration
- Created program proposals for new programs to be approved by Director
- Completed disbursement forms and processed room reservations damage deposit refunds.
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned programs and other monthly work:*Mullet Festival*

- Organized and assigned volunteer tasks for both Saturday and Sunday
- Set up Kids Zone area, delivered art supplies, and discussed area details with the high school volunteers working
- Set up VIP area prior to event start on Saturday morning
- Purchased drinks/beverages for VIP tent
- Finalized all tasks and reporting times for all volunteers
- Checked in volunteers at festival
- Picked up mullet fish from Clyde Phillips Seafood for Mullet Toss
- Conducted Mullet Toss and awarded prizes to age group winners
- Coordinated volunteer Golf Cart schedule and parking area volunteer staffing
- Prepared, signed, and emailed out LOA's for military volunteers
- Picked up delivered food for VIP area from Town Hall and took to VIP tent
- Assisted with festival breakdown and cleanup
- Distributed checkout tickets to vendors who were packed and ready to depart

Halloweenie Roast

- Requested volunteers for judges for the costume contest
- Requested card my yard to set up event signs in the pavilion area

Department Reports for October 2022

- Transported all food, drink, program supplies from Recreation Center to downtown pavilion and Visitor Center
- Contacted Fire Department follow up on grill and hot dog cooking
- Purchased and borrowed Halloween decorations, decorated stage, and lawn area for event
- Prepared costume contest forms for judges, printed colored numbers for participants, and prize bundles for winners
- Prepared costume contest prize bags for each age group
- Requested student volunteers from Swansboro High School
- Set up games in the yard of Pug pavilion and judges tables
- Delegated tasks for staff prior to event (contest participant check in, games in field, serving food, etc.)
- Cleaned program/pavilion site after event

Pickleball Tournament – November 5

- Gathered all registered players details and created brackets for tournament
- Purchased medals and prizes for tournament winners
- Created match scorecards for use in tournament
- Emailed detailed rules and tournament information to all registered players
- Planned and scheduled a meeting with Pickleball council members for October 13
- Designed Swansboro Pickleball logo for tournament prizes and medals

Tai Chi Fitness Workshop

- Discussed COI and details with instructor for special guest attending program
- Created statement/contract for special guest to sign regarding program involvement
- Prepared consolidated roster for instructor to take attendance

Be Inspired, Inc. – Art in the Afternoons: Teacher Workdays & Early Release Days

- Bulk emailed all previous summer art program parents and participants about upcoming teacher workdays and early release days
- Meeting with instructor about future programs (middle school art classes, kids book club, and winter camp days)

Elf in the Woods

- Contacted staff about availability for weekend of December 3rd
- Discussed craft ideas and event details with staff members working the program

Santa Fest

- Booked Santa for event
- Researched and reviewed program supplies online for purchase
- Designed flyer for distribution

Tennis Bloc Lessons

- Discussed winter hours with organization
- Reviewed previous 10-week series with organization representatives
- Offered feedback from previous series and discussed program instructors
- Listed series details and program registration link on RecDesk for sign-up

Permitting*Planning Board:*

- **Oct. 4th** the SUP for the Starbuck coffee shop was recommended to the Town Board of Commissioners with criteria (1)-(4) being met. Concerns were discussed about the lighting plan and the 7% summer traffic increase.

Swansboro Historic Preservation Commission:

- **Oct. 18th** a staff approval was shared with the Commission- 202 Main Street was repainted with the same colors grey body and white trim. The Commission received an update on the Visitor's Center exterior work underway. Staff informed the Commission that a demolition permit was issued by staff on Oct. 4th for a previously approved COA for 2021-02/ 214 Water St.

Regional Meetings:

- **Oct. 13** attended the JUMPO TAC meeting remotely

Activities:

- Approved a final plat for Ward Farm Phase II
- Worked with the team reviewing One Harbor Church, Starbucks and Strickland Brothers Oil Change
- Worked responding to commercial inquiries and inquiries on rezoning.
- Worked responding to complaints and when needed engaged in code enforcement.

Police Department*Patrol:*

- 176 Reportable Events
- 19 Motor Vehicle Crashes
- 4 Felony Arrests
- 16 Misdemeanor Arrests
- 2 Arrests by Warrant Service
- 7 DWI Arrests
- 1 Drug Arrest (Felony)
- 14 Arrests with Transport to the Onslow County Jail
- 163 Citations
- 129 Verbal/Written Warnings

Department Reports for October 2022

- 5 Felonies Investigated (2-Larceny; 2-Forgery; 1-Fraud)
- 23 Misdemeanors Reported (10-Property Damage; 6-Larceny; 2-Assaults; 1-Trespassing; 1-Child Abuse; 1-Misuse of 911; 2-Traffic Related)
- 19 Disputes/Public Disturbances
- 3 Domestic
- 1 Crisis Intervention with Mental Patient
- 15 Alarm/Open Door Reports
- 47 Suspicious Incidents/Persons/Vehicles
- 3 Town Ordinance Violations
- 252 Request by Other Agencies for Assistance
- 83 Requests by Citizens for non-Crime-Related Assistance

4,051 Total Events Performed on Patrol

Community Service/Training:

- 14 Vehicle Unlocks
- 4 Funeral Escorts
- 10 Requests for Fingerprints
- 33 Foot Patrols
- 5 Requests by Residents for Residence Check.
- SPD provided logistical planning and security for the Annual Mullet Festival.
- SPD provided security for an event at the Swansboro Civic Center
- Detective McNeil completed Interview & Interrogation Training. 40 hours training conducted at Pamlico Community College.
- Chief Taylor spoke at the Swansboro United Methodist Church Group monthly meeting.
- Chief Taylor and Lt. Brim attended the monthly meeting of the East Carolina Law Enforcement Executives held in River Bend.

Admin Services:

- Answered 352 phone calls during business hours.
- Assisted 170 walk in requests for assistance.
- Took 32 requests for reports.

Public Works

Grass Cutting (Year End)

- Town Hall
- Fire Dept
- The Pug
- Heritage Center
- Visitors Center

- All Parks
- Glancy and Walnut Street Ends
- Holly Lane Vacant Lot
- Both sides of HWY 24 (Corbett Ave)
- Sidewalk easement on Old Hammock Rd.
- Ward Cemetery
- Halls Creek North Easements

Town Buildings and Grounds

- Weekly Set Up and Tear Down of Town Hall Community Room for Church and Board of Commissioners Set Up
Set up Community Room for Planning Board meeting

Vehicle Maintenance

- Regular preventative maintenance performed on all vehicles

Equipment Maintenance

- Yearend maintenance performed on all lawn mowers

Storm Water

- Prep work begun on Jones Funeral Home Easement
- Cleared several blockages in Halls Branch
- Cleared debris and trash from storm drains throughout the town

Streets

- Repaired street signs and traffic signs in the historic downtown district at Elm Street and Main Street, and Elm street and Water Street
- Prepared several streets for asphalt patch work, Church Street, Sabiston, Shore Drive, Broad Street, Front Street and Phillips

Yard Waste

- Collected 625 Bags and 601 Bundles during October with 12 Loads and 32 Man Hours Expended

Parks & Rec

- Twice Weekly Cleaning of All Park Bathrooms
- Daily Unlocking of All Park Bathrooms and Checking for Cleanliness and Supplies
- Cleared island, twice, for fireworks display and cleared 8 ft wide path from shoreline back to center of island for secondary site for fireworks display. Attempted to clear a 50 foot by 30 foot area, as requested by the fireworks company, along the shoreline, facing the town, however, tidal activity and the lay of the island inhibits us from getting exactly 50' X 30', as it fluctuates with the tide, especially the 30' depth.

Department Reports for October 2022

- Set up for Mullet Festival
- Worked traffic control for Mullet Festival
- Tear down of Mullet Festival
- Removed Moore Street Dock off of Pavillion and secured it back in its original location until professional repairs can be made to the dock.

SOLID WASTE

Weekly Yard Waste Run

Empty trash cans from all parks, downtown, the Pug, Church Street Dock, twice weekly.

Cleaned all town roads and storm water drain easements from debris and damage caused by remnants of Hurricane Ian

Department Reports for November 2022

Administrative Services

- Phone Records Report for November: 2,527 calls
 - Internal – 512 Town Hall – 310 Parks and Recreation – 415
 - Police Department – 358 Fire Department – 118 Outgoing totals – 814
- Building permits sold for November: 36 residential/commercial combined; \$3,165.23 total fees collected (includes 5 re-inspections)
- 100 Building inspections scheduled/3 Fire Inspections processed
- 79 Various receipts processed
- 344 ONWASA payments processed; 5 New Services; 5 other requests
- 5 Work Orders generated for Public Works
- 1 Notarization's performed
- Created Visitor's Center Schedule for December
- Admin Staff worked at Visitor's Center 3 days each week (Darla, Aliette, Alissa, and Lisa)
- US Census Report Submitted – Permits
- Aliette Cuadro attended New Clerks Institute (1 day) and Master Municipal Clerks (1 ½ days) courses through the UNC School of Government
- Attended Chamber General Membership Meeting
- Attended Managers meeting in Jacksonville at the Landfill
- Planned and held Thanksmas Town employee party on Nov 30th
- Public Records Request
 - Shadow Creek
 - 632 W Corbett Avenue
 - SmartProcure Public Records Request
 1. Any and all purchasing records from 1/26/2022 to 11/7/2022.
 2. Any and all purchasing records from 8/4/2022 to 10/23/2022.
- Thanksmas Dinner event held November 30th
- Tyler Technologies Permitting Program
 - Worked with project supervisor to get the program up and running for all users
 - Received training for program functions
- Prepared Street Closures notice for Swansboro by Candlelight and Flotilla Events
- Issued New Releases/Constant Contact/Facebook posts for:
 - Swansboro PD shop with a copy event
 - Weather Alert # 1 – Subtropical Storm Nicole
 - Weather Alert # 2 – Subtropical Storm Nicole
 - Weather Alert # 3 – Subtropical Storm Nicole
 - Veterans Day Holiday Closures
 - Swansboro by Candlelight
 - New Release – Christmas Tree Lighting
 - BOC 11/14/2022 Meeting

Department Reports for November 2022

- Weather Alert # 4 – Tropical Storm Nicole
- Thanksgiving Holiday Closures
- News Release – Flotilla/Tree Lighting Postposed
- News Release – Highway 24 Traffic Movement
- Finalized October Departments Report
- Finalized Sam Bland Award nominations
- 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.
- HR-related items estimated at 9.25 hours
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 4,271. Top 5 pages viewed in November:

Employment Opportunities 389 | Government 346 | Search/questions 265
Departments/permitting 262 | Services 230

Finance

- Sales & Use Tax received in November 2022 is \$121,700
- Accounts Payable Summary for November 2022:
 - 233 Invoices-Totaling \$126,318
 - 26 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for November 2022 (484.0)
- Processed payroll- 11/4 & 11/18
- Stormwater Fees Collected-November 2022-\$2,098-updated Stormwater spreadsheet
- October 2022 Bank Reconciliation-Town accounts
- October 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Prepared September 2022 monthly financial report
- Gathering financial information for annual audit FY 21/22-Town and Swansboro TDA
- The Finance Director received the draft of the financial report. The Draft will be reviewed by the Finance Director.
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Tyler Technologies software training: Payroll/ Executime (Time & Attendance) and Permitting.

Fire Department

Fire Calls

- 66 Total Calls

Department Reports for November 2022

- 48 Calls in Town including – 34 EMS Calls, 2 Fire Calls, 2 Elevator Rescue Calls, 1 Electrical Wiring Call, 1 Unauthorized Burning Call, 3 Canceled Enroute Calls, 5 False Alarm Calls
- 11 Calls in White Oak District – 10 EMS Calls, 1 Canceled Call
- 7 Calls Mutual Aid – 2 Fire Calls, 1 Vehicle Accident Call, 4 Canceled Enroute Calls
- 96.5 Training hours - Paid Staff
- 44 Training hours – Volunteer Training

Paid staff

- Staff continues to conduct daily operations and station duties.
- Two new full-time firefighters have applied and have been accepted offers of employment. Firefighter Kyle Turley-Baker is currently serving with Onslow County Fire Rescue. He is first day with the department will be December 6. Firefighter Robert Hannon is returning to full-time employment starting on January 7. We are looking forward to bringing our staffing up and continue to search for three more full-time firefighters as approved by Commissioners this past June.

Volunteer staff

- Volunteer staff have conducted monthly training and perform standby duties
- The department advertised for new volunteer members, and I am happy to announce that we have hired four new members. Jazmine Yelerton, Scott Fields, Jacob Rife, and Kaitlin Hojna have successfully passed the hiring process and have begun training and orientation.

Vehicle repairs

- All vehicles in good working order.
- All apparatus have been outfitted with new VHS radios that allow us to communicate with Carteret County mutual aid departments. The new radios were needed after Carteret County Communications changed the radio repeater on the west end of the county.
- Minor repairs and preventative maintenance continue, and we are confident that we are able to respond to all fire and EMS emergencies.

Department activities

- Captain Taveirne has successfully completed North Carolina requirements for his Fire Code Inspector Level 2 certification. Congratulations Kevin!

Parks and Recreation **DIRECTOR'S REPORT**

Festivals/Events

Sponsorship

- Sent thank you letters to all sponsors (monetary & in-kind) that included a re-cap of the year.
- Began revising the 2023 sponsorship packet.

- Aiming to begin soliciting sponsors the beginning of December.

Mullet

- Held after action meeting to review event, discuss improvements and how to make improvements, and what was successful.
- Collected approximately \$17,600 in vendors fee's which equates to half of the available spots being sold.
- Closed out festival invoices.

Flotilla

- Met with Front Row Communications to review marketing plan specifically for Flotilla event.
- Finalized logistics: Coast Guard permits, Captain's Breakfast, solicit sponsors for boat prizes, purchased supplies, booked DJ, coordinated with volunteer to solicit door prizes and facilitate the judging, secured portable toilets, and coordinated with departments for support.

Comprehensive Master Plan Update

- Met with Town Manager to discuss the draft and changes/recommendations.
- Met with McAdams to discuss those changes.

ARP Funding Projects

- Rope Climber- Reviewed three quotes and selected Carolina Recreation and Design.
- Cameras-met with Met with two companies, Secured Lock and Down East Protection Systems. Both companies sent quotes. Reviewed quotes, followed up with each company with additional questions.
- UTV-received quotes from two other companies, narrowed to two vendors and called each with specific questions about the features. Selected Quality Equipment of Jacksonville and received final quote.
- Parks Maintenance Truck-Followed up with dealerships previously contacted. Received quote for a 2023 Chevrolet Silverado. Attempted to contact the other dealerships, but received no response by phone or email.
- Commercial Toilets/Bottle Filler Fountains- local plumber conducted site visit to all locations to assess what types of toilets can be installed with current plumbing.
- Splashpad Improvement- Crystal Coast Engineering-reviewed potential project, he gave suggestions that would not require revisions for current stormwater permit. Once concept is developed, he can review and provide further guidance.

Miscellaneous

- Worked with Downtown Merchants on logistics for Swansboro by Candlelight.
- Worked with staff transition into new timesheet platform.

Department Reports for November 2022

- Finalized new documents for tracking purchase orders, expenditures, parks and recreation staff hours, and festival staff hours.
- Manage on going reservations with Onslow County Senior Services, Sylvan Learning Center, and several homeowners' association groups.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise.
- Continue to work at the Visitors Center twice a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Continue to manage and monitor budget and funds.
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-Social Media

Media Outlet	Followers	Page Reach	Post Engagement	New Followers
Facebook	13,954	56,989	11,540	226
Instagram	590	329		26

Activity Report

Organization Activity

From 11/5/2022 to 12/5/2022

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	171	69	2	0	189
Resident	33	5	1	0	16
Non-Resident	138	64	1	0	173
No Residency Set	0	0	0	0	0
Demographics					
< 18	61	4	0	0	46
18 - 65	79	46	2	0	112
65+	31	19	0	0	30
Male	77	39	1	0	87
Female	94	30	1	0	102
Other Genders	0	0	0	0	0
Online vs In-House					
Online	104	0	0	N/A	120
In-Person	67	69	2	N/A	69

Department Reports for November 2022

Revenue

Slip Fee - Town Dock	\$3766
Rental Fees-Parks	\$315
Rentals Rooms	\$1280
Dog Park Registrations	\$25
Rec Program Fees	\$2201
Gym Memberships	\$125
Vendor Fees	\$674
Donations	\$92

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations/Pump Outs
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk software for registration
- Created program proposals for new programs to be approved by Director
- Completed disbursement forms and processed room reservations damage deposit refunds.
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned programs and other monthly work:

2022 Annual Pickleball Tournament

- Purchased fruit, snacks, refreshments for tournament
- Meeting with Pickleball ambassador Rick Laskey about tournament layout, registration process, and other tournament details
- Compiled full list of players for tournament and created brackets for age groups
- Recruited volunteer court managers to use for tournament
- Conducted and managed tournament on November 5

Pickleball Volunteer Coordinator/Committee Meeting

- Discussed 2023 fees and adjustments

Department Reports for November 2022

- Discussed, voted, and reviewed changes to make to the annual league membership
- Purchased new nets, balls, and researched storage bins for 2023 season
- Meeting with friendly/beginner pickleball group coordinators to inform them of the new league changes
- Researched paint layouts/options for pickleball courts and presented to committee for review

Tennis Court Windscreens

- Researched and contacted companies for quotes on windscreen replacement for tennis courts
- Reviewed quotes with Director

Onslow County Senior Games

- Contacted Golfin' Dolphin/MacDaddy's about reserving for mini golf for the 2023 Onslow County Senior Games
- Requested quote/pricing per individual for golf

Flotilla

- Purchased Christmas gift items to give away to kids for the event
- Requested volunteers to assist with event
- Transported supplies to downtown area and visitor center
- Assisted with setup, breakdown, and cleanup

Holiday Wreath Making Class

- Discussed dates for program with staff/instructor and scheduled program for December 6

Santa Fest

- Requested volunteers through Swansboro High School
- Purchased giveaway items for event and candy cane hunt online and at local stores
- Booked and confirmed Santa Don for event
- Inventoried craft items and game supplies for event
- Ordered necessary supplies and crafts for event
- Requested quote from Tap Snap for pictures with Santa at the event, booked for event
- Created flyer for advertising on social media
- Finalized games, crafts, and food and beverages for event
- Started to prepare daily program schedule and event timeline
- Contacted Card my Yard to have them come set up an event sign for Santa Fest

Tennis Bloc

- Discussed winter pickleball/tennis lesson dates with organization
- Listed program information on RecDesk with link for registration
- Discussed previous lesson payout with Tennis Bloc contacts

Elf in the Woods

- Inventoried supplies on hand for program
- Requested volunteers from Swansboro High School to help with games and program setup/breakdown
- Prepared to-go gift bags for participants of the program
- Discussed craft ideas with program staff and purchased supplies needed

Theatre Trips

- Meeting with staff/program leader about upcoming theatre trip opportunities
- Scheduled trip to Rivertowne Players production of “Shrek” on March 12
- Scheduled trip to Legacy Theater Co. for a production of “Rehearsal for Murder” on February 26
- Made deposit payments for November and December shows at the Wilson Civic Theater

Be Inspired Programs

- Meeting with instructor Carol about new program offerings
- Created survey to send to previous participants about interest in youth art offerings

Pound Fitness

- Discussed holiday scheduling with instructor Karen
- Adjusted schedule for 5-week class due to facility closings and holiday conflicts

Wild Child Art Studio: Sea Glass Christmas Tree

- Contacted instructor Carla to give updates on number of registrations for class throughout the month of November.

Permitting*Planning Board*

- **Nov. 1st** the Zoning Map amendment (rezoning) along Water Street was heard and recommended for approval from B2HDO to R6SF. Discussion of the request from the Board of Commissioners for review of the Table of Permitted/Special Uses was tabled until more direction from the Board of Commissioners was received.

Swansboro Historic Preservation Commission:

- **Nov. 15th** a request for a metal roof at 206 Walnut St. COA 2022-07 was approved. The Commission reviewed the proposed UDO Demolition by Neglect text amendments and recommended them to the Planning Board with an additional reference to the penalty section of the UDO should someone not comply.

Police Department*Patrol:*

- 155 Reportable Events

Department Reports for November 2022

- 22 Motor Vehicle Crashes
- 13 Misdemeanor Arrests
- 1 Arrest by Warrant Service
- 7 DWI Arrests
- 8 Arrests with transport to the Onslow County Jail
- 97 Citations
- 104 Verbal/Written Warnings
- 1 Felony Investigated (1-Fraud)
- 38 Misdemeanors Reported (14-Property Damage; 12-Larceny; 3-Break & Entering; 1-Trespassing; 1-Child Abuse; 1-Littering; 1-Domestic Violence Order Violation; 1-Assault; 4-Traffic)
- 6 Disputes/Public Disturbances
- 1 Domestic
- 1 Crisis Intervention with Mental Patient
- 23 Alarm/Open Door calls
- 22 Suspicious Person/Vehicle/Incident
- 1 Town Ordinance Violation
- 193 Requests by Other Agencies for Assistance
- 22 Requests by Citizens for non-crime related assistance

4,350 Total Events Performed by Patrol

Community Service/Training:

- 10 Vehicle Unlocks
- 1 Funeral Escort
- 6 Requests for Fingerprints
- 28 Business Closing Standbys
- Conducted the 2nd annual Shop-with-a Cop event.
- Chief Taylor and Lt. Brim attended the monthly meeting of the East Carolina Association of Law Enforcement Executives held in Jacksonville.
- Chief Taylor and Lt. Brim attended the annual Crime Stoppers Awards luncheon held in Jacksonville.
- Chief Taylor and Lt. Brim attended the swearing in of new Onslow County Sheriff Chris Thomas.

Admin Services:

- Answered 251 phone calls during business hours.
- Assisted 126 walk in requests for assistance.
- Took 18 requests for reports.

Public Works – No report provided

Department Reports for December 2022

Administrative Services

- Phone Records Report for December: 1,914 calls

Internal – 440	Town Hall – 268	Parks and Recreation – 270
Police Department – 323	Fire Department – 112	Outgoing totals – 501
- Building permits sold for December: 39 residential/commercial combined; \$3,011.03 total fees collected (includes 4 re-inspections)
- 101 Building inspections scheduled/8 Fire Inspections processed
- 62 Various receipts processed
- 295 ONWASA payments processed; 0 New Services; 1 Other
- 7 Work Orders generated for Public Works
- 2 Notarization's performed
- Created Visitor Center Schedule for January
- Admin Staff worked at Visitor's Center 3 days each week (Aliette, Darla, Alissa, and Lisa)
- US Census Report Submitted – Permits
- Finalized November Departments Report
- Sam Bland Award & Employee of the Quarter plaques purchased
- New advisory board appointments processed
- Issued News Releases for
 - BOC 12/12/2022 Meeting
 - Christmas and New Year's Holiday closures
 - Weather alert # 1 – freezing temperatures
 - Christmas Tree Collection
 - Weather alert # 2 – freezing temperatures
- Tyler Technologies Permitting Program
 - Provided hands on work with admin services to get training in system
 - Began inputting details of all active properties with permits into system
- 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
- HR-related items estimated at 7.5 hours
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 3,253. Top 5 pages viewed in December

Government 448	Services 322	Employment Opportunities 308
Search/Question 296	Departments/police 230	

Finance

- Sales & Use Tax received in December 2022 is \$116,758
- Accounts Payable Summary for December 2022:

234 Invoices-Totaling \$232,425

Department Reports for December 2022

17 Purchase Orders Issued

- PEV ChargePoint Station-Accumulated (kWh) for December 2022 (478.0)
- Processed payroll- 12/2, 12/16 & 12/30
- Stormwater Fees Collected-December 2022-\$2,305-updated Stormwater spreadsheet
- November 2022 Bank Reconciliation-Town accounts
- November 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- The financial report was submitted to the Local Government Commission (LGC) and approved.
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Tyler Technologies software training: Payroll/ Executime (Time & Attendance) and Permitting Module.

Fire Department

2022 Fire Department Calls

- 813 Total Calls
 - 557 Calls in Town including – 14 Fire Calls, 408 EMS Calls, 5 Rescue Calls, 8 Gas Emergency Calls, 4 Electrical Arcing Calls, 37 Agency Assist Calls, 25 Cancelled Calls, 56 False Alarm Calls
 - 147 Calls in White Oak District – 2 Fire Calls, 116 EMS Calls, 2 Rescue Calls, 1 Gas Emergency Call, 2 Electrical Arcing Calls, 3 Agency Assist Calls, 9 Cancelled Calls, 13 False Alarm Calls
 - 109 Calls Mutual Aid – 37 Fire Calls, 7 EMS Calls, 4 Rescue Calls, 2 Electrical Arcing Calls, 4 Agency Assist Calls, 41 Cancelled Calls, 14 False Alarm Calls
- 1469 Training hours - Paid Staff
- 245 Training hours – Volunteer Staff

Paid staff

- The department made significant progress in 2022 with the hiring of Assistant Chief Will Stanley and the addition of three additional full-time firefighters. I am please to report that we have recently hired two firefighters to fill those new positions and rehired a former employee to replace a firefighter who accepted a position with Camp Lejeune Fire Department.
- The department also saw a 51% increase in call volume in 2022. This increase is directly attributed to the agreement with Onslow County EMS for assistance with medical emergency calls in our jurisdiction.
- I am pleased to report that we have received all American Rescue Plan (ARP) fund purchases and all equipment will be in service by the end of January 2023.

Department Reports for December 2022

- The department continues to work closely with Coastal Carolina Community College by hosting fire certification courses and utilizing their services to obtain free certification training for our personnel.
- Department leadership will be meeting in January to set annual goals and develop strategies for professional development for staff.

Volunteer staff

- Our volunteer members continue to be of great assistance and value to the department and we experienced an uptick in membership towards the end of 2022.
- To increase inclusiveness between paid and volunteer staff, department leadership have reached out to Coastal Carolina Community College and will be offering the complete course to any volunteer wishing to obtain their NC State Fire Driver/Operator certification. This will significantly improve our response to fire emergencies and benefit those volunteers wishing to make firefighting a full-time career.

Vehicle repairs

- All vehicles in good working order.
- Minor repairs and preventative maintenance continue, and we are confident that we can respond to all fire and EMS emergencies.

Department activities

- Our personnel participated in many public education and Town sponsored festivals promoting fire safety to children, adults, and senior citizens. We believe our focus on education, established fire code regulations and the ongoing “fire safe” mindset of our citizens makes Swansboro a safe place to live, work and play.
- The staff and I wish to thank our fellow employees, administration, commissioners, and citizens for their continued support. We will always strive to improve our services and we look forward to another great year.

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Mullet-met with Jacksonville Onslow Sports Commission (JOSC) to re-establish the Mullet 5K. JOSC would like to host a 5K around the Mullet Festival and add it to their race series for 2023. This a great opportunity for partnership and add to the current event offerings.

Sponsorship

- Finalized revision of the 2023 sponsorship packet.
- Sent 2023 packet to all previous sponsors.
- Secured presenting sponsor for 2023.

Flotilla

Department Reports for December 2022

- Met with Town Manager to discuss Flotilla event.
- Considering keeping tree lighting during the Flotilla.
- Closed out Flotilla invoices.

Comprehensive Master Plan Update

- Awaiting revisions to be sent from the first three chapters.
- Town Manager and I reviewing the final two chapters and recommendations.

ARP Funding Projects

- Rope Climber- Collected vendor forms, submitted PO and ordered climber
- Cameras-Selected Computer Warriors for the project, camera's order, and reviewed supplies/work that need to be completed prior to installation.
- UTV-submitted vendor forms, PO to be able to place order.
- Parks Maintenance Truck-Since I was only able to receive one quote from a I reached out to our festival sponsor, Team Chevrolet of Swansboro to see what options we may have. Discovered that the Town can qualify for Fleet Discount. Gather application, working with Finance to complete.
- Splashpad Improvement- begin drafting RFQ to submit for bids.

Miscellaneous

- Arranged meeting with Onslow County Tourism to discuss and develop new marketing strategies for the 2023 festivals. Will meet after the first of the year.
- Met with Front Row Communications to review marketing plan for the upcoming year.
- Continue to work with staff transition into new timesheet platform.
- Began researching and pricing new furniture for Recreation Center.
- Coordinated with Public Works to inventory current trash cans for the parks and assess how many needed to be replaced.
- Received report from Larion on Riverwalk Park and referrals to conduct work on the boardwalk. Contacted three companies for quotes on the project. Awaiting quotes.
- Began researching and pricing dog park features. Met with a local dog trainer for ideas and it was suggested that the department create another fenced in area (within current area) for smaller dogs. Having staff to contact other recreation departments and what they have in their parks and if have a separate area for smaller dogs.
- Met with Police Lieutenant Brim on Emergency Call Boxes for Municipal Park. Lt. Brim completed a project like this for the Camp Lejeune Naval Hospital. He has agreed to assist me with this project.
- Manage on going reservations with Onslow County Senior Services, Sylvan Learning Center, and several homeowners' association groups.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Facilitated Holiday Wreath Class.

Department Reports for December 2022

- Conducted interviews for vacant staff positions.
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise.
- Continue to work at the Visitors Center twice a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Continue to manage and monitor budget and funds.
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-Social Media

Media Outlet	Followers	Page Reach	Post Engagement	New Followers
Facebook	14,206	24,224	811	57
Instagram	595	173		14

Activity Report

Organization Activity

From 12/5/2022 to 1/4/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	165	28	11	0	99
Resident	30	2	3	0	9
Non-Resident	135	26	8	0	90
No Residency Set	0	0	0	0	0
Demographics					
< 18	59	2	0	0	22
18 - 65	66	21	9	0	58
65+	40	5	2	0	19
Male	67	16	5	0	46
Female	98	12	6	0	53
Other Genders	0	0	0	0	0
Online vs In-House					
Online	71	0	0	N/A	61
In-Person	94	28	11	N/A	38

Department Reports for December 2022

Revenue

Slip Fee - Town Dock	\$2446.50
Rental Fees-Parks	\$155
Rentals Rooms	\$1305
Dog Park Registrations	\$105
Rec Program Fees	\$3420.47
Gym Memberships	\$205
Vendor Fees	\$125
Festival Sponsorships	\$5500
Program/Event Sponsorships	\$1000
Donations	\$33

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations/Pump Outs
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk software for registration
- Created program proposals for new programs to be approved by Director
- Completed disbursement forms and processed room reservations damage deposit refunds.
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned programs and other monthly work:

Pickleball

- Contacted all previous year's members and informed them of changes to the 2023 year
- Created new membership packet with all membership information to give to newly registered members
- Researched job site containers for equipment storage for 2023 year
- Contacted Franklin representative to request quote for future purchase of pickleballs
- Placed order with Practice Sports for custom/new windscreens

Department Reports for December 2022

- Researched needed supplies and costs for pickleball court painting (tape, rollers, court paint, etc.)

New Year's Paint & Sip

- Discussed possible dates and availability with staff/instructor
- Inventoried paint supplies on hand for class

Kids Holiday Camp

- Prepared daily schedule for the 7-day camp
- Reached out to camp staff and requested field trip ideas and preferences for camp
- Booked and confirmed field trips
- Reviewed supplies and gathered materials for staff to use for crafts during camp

Tennis Bloc

- Received spring marketing materials from organization
- Reviewed dates and times of spring Tennis and Pickleball programs
- Requested availability for pickleball clinic for 10-year anniversary celebration on Jan. 28

Santa Fest

- Prepared Recreation Center for event (game room, craft room, concessions, and candy cane hunt supplies.)
- Carried out supervised program with staff and volunteers
- Assigned staff/volunteers for different tasks at the event
- Confirmed with Santa Don of attending prior to event
- Completed contract with TapSnap for event details and setup information

Elf in the Woods

- Decorated facility and park for program
- Prepared recreation center, rooms, and all craft supplies for program

Fellowship Night- January 23

- Requested January date for program from staff/instructor
- Discussed program theme with staff/instructor and inquired about any supplies needed

Spring Break Youth Sports Camp

- Established dates and fees for 4-day camp in April

Department Reports for December 2022

- Created new program with registration dates in RecDesk

Swansboro Parks & Rec 10 Year Anniversary Celebration

- Scheduled date for event for January 28, 2023
- Contacted current program instructors and partners to request participation
- Researched other recreation departments and recreation center facility celebrations for ideas for event
- Contacted food trucks for availability for event
- Completed event organizer application and submitted to Onslow County Health Department
- Contacted other local business partners about participation in event

Theatre Trips

- Made final payment for tickets for the Christmas Cirque show on December 15 from Wilson Civic Theater
- Emailed theater about reserving seats and final payment dates with Legacy Theatre ticket office for Rehearsal for Murder show on February 26th.

Wild Child Resin Christmas Tree Workshop

- Prepared instructor payout for Dec. 1 Sea Glass Resin class

Open Position Interviews

- Assisted Director in interviewing new applicants

Pogie's Meeting – Dec. 14

- Meeting with business owner Ethan about summer program dates and new program ideas.
- Reviewed dates and times for proposed upcoming programs
- Discussed adjusting fees for previous programs and future programs

Teacher Workday Camps – Jan 23 & 24

- Emailed parents of previous camps and teacher workdays to inform them of new January dates.

Permitting

Planning Board

- **Dec. 1st** the text amendments related to Demolition by Neglect and Enforcement was unanimously recommended for approval to the Board of Commissioners.

Swansboro Historic Preservation Commission

Department Reports for December 2022

- **Dec. 20th** the Commission recommended to the Planning Board the recommended text amendments on Massing to the Planning Board. The next action was motion that fence review/approval remain with staff.

Technical Review Meeting

- **Dec. 13th** a technical review committee was held to discuss and provide comments on a site plan for the proposed coffee shop formerly known as Starbucks at 1117 W. Corbett Ave. and a sketch plan for Scooter's coffee shop proposed at 1117 W. Corbett Ave.

Regional Meetings

- **Dec. 8th** attended the JUMPO TAC meeting with Commissioner Philpot in Jacksonville.

Police Department

Patrol:

- 155 Reportable Events
- 22 Motor Vehicle Crashes
- 13 Misdemeanor Arrests
- 1 Arrest by Warrant Service
- 7 DWI Arrests
- 8 Arrests with transport to the Onslow County Jail
- 97 Citations
- 104 Verbal/Written Warnings
- 1 Felony Investigated (1-Fraud)
- 38 Misdemeanors Reported (14-Property Damage; 12-Larceny; 3-Break & Entering; 1-Trespassing; 1-Child Abuse; 1-Littering; 1-Domestic Violence Order Violation; 1-Assault; 4-Traffic)
- 6 Disputes/Public Disturbances
- 1 Domestic
- 1 Crisis Intervention with Mental Patient
- 23 Alarm/Open Door calls
- 22 Suspicious Person/Vehicle/Incident
- 1 Town Ordinance Violation
- 193 Requests by Other Agencies for Assistance
- 22 Requests by Citizens for non-crime related assistance

4,350 Total Events Performed by Patrol

Community Service/Training:

- 10 Vehicle Unlocks
- 1 Funeral Escort
- 6 Requests for Fingerprints

Department Reports for December 2022

- 28 Business Closing Standbys
- SPD conducted the 2nd annual Shop-with-a Cop event.
- Chief Taylor and Lt. Brim attended the monthly meeting of the East Carolina Association of Law Enforcement Executives held in Jacksonville.
- Chief Taylor and Lt. Brim attended the annual Crime Stoppers Awards luncheon held in Jacksonville.
- Chief Taylor and Lt. Brim attended the swearing in of new Onslow County Sheriff Chris Thomas.

Admin Services:

- Answered 251 phone calls during business hours.
- Assisted 126 walk in requests for assistance.
- Took 18 requests for reports.

Public Works

(no report provided)