



Board of Commissioners Agenda

Town of Swansboro

Tuesday, October 22, 2024

Revised 10/22/2024

Board Members

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

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

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

III. Adoption of Agenda and Consent Items

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

III. Consent Items:

- a. July 9, 2024, Regular Meeting Minutes
- b. July 13, 2024, Special Meeting Minutes
- c. July 30, 2024, Special Meeting Minutes
- d. July 30, 2024, Closed Session Minutes
- e. Ordinance Amendment #5 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project
- f. Budget Ordinance Amendment #2025-3

IV. Appointments/Recognitions/Presentations

- a. **Western North Carolina Hurricane Relief Efforts** *(Added 10/22/2024)*
Presenter: Austin Alves

- b. **Mullet Festival Recognitions/**
Presenter: Mayor John Davis

Staff, volunteers and parade winners will be recognized.

- c. **Employee Recognitions & Oaths**
Presenters: Jacob Randall - Fire Chief
Dwayne Taylor - Police Chief

- d. **Coastal Carolina Veterans Memorial Garden Update**

V. Public Hearing

a. Special Use Permit/ Brezza Lofts, Lot 8 Ward Farm Town Center

Presenter: Rebecca Brehmer, CFM, CZO – Town Planner

Proforma Ward Farm Lot 8, LLC has applied for a special use permit to construct Townhome dwellings on Lot of the Ward Farm Town Center. The property is a 1.21-acre parcel and is zoned B-3, Traditional Business, and Townhome Dwellings are allowed in the B-3 zone with issuance of a Special Use Permit.

Recommended Action:

- 1. Hold a evidentiary hearing*
- 2. Motion to approve/deny the Special Use Permit based on Section 152.210*

VI. Business Non-Consent

a. Advanced Life Support Enhancement Update *(revised 10/22/2024)*

Presenter: Jacob Randall – Fire Chief

At its August 6, 2024, meeting, the Onslow County Peer Review Committee (PRC) approved the Swansboro Fire Department's enhancement to the ALS—Paramedic Level of first responder services. Per the EMS System plan, the next course of action was to develop an agreement with the County to begin these services.

Recommended Action:

- 1. Approval for the town manager and fire chief to draft and execute a cost-share agreement with Holly Ridge Fire Rescue for an EMS plan-related purchase.*
- 2. Once agreements are adopted, return with a prepared budget amendment for necessary equipment and supply purchases.*

b. Self-Contained Breathing Apparatus Sale and Acquisition

Presenter: Jacob Randall – Fire Chief

Through an assessment of our operational capabilities, we have identified the inability to effectively operate with other agencies with the Self-Contained Breathing Apparatus (SCBA) that was purchased in December 2022 using ARP funds.

Recommended Action:

- 1. Approval to surplus the current MSA Self-Contained Breathing Apparatus.*
- 2. Approval for the Town Manager and Fire Chief to execute a sales agreement with Summerville Bunnlevel Fire & Rescue Inc.*
- 3. Approval to acquire new SCOTT Self-Contained Breathing Apparatus, through Rhinehart Fire Services in the amount of \$300,200.15.*
- 4. Approval to seek financing with Community Leasing Partners, a division of Community First National Bank, for the amount \$260,183.15.*

c. Proposal to Establish a Fund Balance Policy

Presenters: Sonia Johnson – Finance Director and Jonathan Barlow – Town Manager

The Board of Commissioners directed staff to create a Fund Balance Policy to protect against short-term revenue fluctuations and respond to unforeseen emergencies. This policy will serve as a guideline for maintaining adequate reserves, managing unforeseen events, and supporting sound fiscal management practices.

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

d. Monthly Financial Report as of September 30, 2024

Presenter: Sonia Johnson – Finance Director

e. Future Agenda Topics

Presenter: Alissa Fender – Town Clerk

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

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

a. Projects Brief

b. Department Reports

X. Board Comments

XI. Closed Session

a. *Motion to enter closed session pursuant to NCGS 138.143-11 (a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.*

XII. Adjournment

Town of Swansboro
Board of Commissioners
July 09, 2024, Regular Meeting Minutes

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm. Mayor Davis led the Pledge of Allegiance.

Public Comment

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

Adoption of Agenda and Consent Items

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

Appointments/Recognitions/Presentations

Parks & Recreation Month

Mayor John Davis presented Parks and Recreation Director Stanley and her department with a proclamation designating July as the Parks and Recreation Month. Director Stanley shared that the success of parks & recreation was successful due to the collaboration and partnership with many local businesses, volunteers and support from employees and the other Town departments.

Onslow Memorial Hospital

Penny Burlingame-Deal, President and CEO of Onslow Memorial Hospital, presented on the hospital's achievements, challenges, and strategic plans. She highlighted the hospital's recognition for maternity care, cost-efficiency, and equity, as well as its recent financial turnaround with \$16 million in excess revenue. Despite improved finances, quality scores (Leapfrog C, CMS 2-star rating) lagged due to outdated data and hospice-related mortality reporting. The hospital faced emergency department capacity issues, exacerbated by behavioral health and social hold cases. Mrs. Burlingame-Deal also discussed workforce shortages and residency programs initiated to address them.

In response to inquiries from the board Mrs. Burlingame-Deal clarified the following:

- Plans for expanding services to outlying areas for satellite facilities had been considered but are still in the early stages of development.

- She encouraged feedback on loyalty and community perception, acknowledging the importance of these factors in improving hospital reputation and patient care experience.

Business Non-Consent

Advanced Life Support Enhancement – Update

Fire Chief Jacob Randall reviewed his slides, attached herein with the power point presentation of the meeting, for the proposal to transition the Swansboro Fire Department to an advanced life support (ALS) system to improve emergency medical services (EMS) and patient outcomes. The plan aimed to enhance response capabilities and address long response times, particularly in rural areas, where the average time reached 13 minutes. Swansboro's remote location and growing call volume were also contributing to delays in accessing critical care.

The phased proposal would implement paramedic-level services over three years, introduce a transport service, and acquire necessary equipment. Key challenges included recruiting and retaining personnel, and managing financial impacts, which were still under review. The next steps involved seeking approval for an interlocal agreement with Onslow County EMS, with a July 15th deadline to submit the proposal.

The following plan options were reviewed.

Plan A – Paramedic (Recommended)

- Provides Dedicated Provider per Shift on a Quick Response Vehicle - Consistency
- Alleviates Fire Apparatus from Scene Dedication
- Provides Personnel to Respond with Secondary Apparatus Type for Fire Incidents (ISO)
- Maximizes Operational Efficiency – Creating the Ability for Answering Overlapping Incidents
- Builds Foundation for Future EMS Division Growth (Transport – If needed)

Plan B – Firefighter/Paramedic

- Provides ALS Provider per Shift and Trained Fire Personnel
- Commits Fire Apparatus to the Scene of an EMS Incident – Awaiting Transport
- Increases Certified Fire Personnel - Eliminates Paramedic Abilities when Performing Fire Suppression Activities

Plan C – Part-Time Providers

- Staff Apparatus with Part-Time Personnel
- Requires a Significant Increase in Part-Time Personnel
- Inconsistent Personnel Daily Impacting Daily Operational Efficiency

- Impacts Program Quality & Management (Training, Report) Overall Consistency

After discussion on the various options presented, the board requested a cost comparison between the plans, with an emphasis on utilizing current staff and identifying potential funding sources, such as grants. Due to the deadline of July 15, 2024, the board agreed to hold a special meeting on Saturday, July 13, 2024, at 8:00 am for Chief Randall to provide cost comparison details and to provide a decision on proceeding with the process to establish an Advanced Life Support Enhancement System in the Town of Swansboro.

Future Agenda Topics

Future agenda items were shared for visibility and comments. 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:

- Discussion on tax reduction at a future meeting

Public Comment

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

Manager's Comments

Manager Barlow shared in addition to his project brief, the 25 new Christmas decorations had been purchased along with 9 wreathes with bows. The poles which would be utilized to accommodate these decorations still needed power. Additionally, he shared that the resurfacing of Shore Drive had been completed.

Board Comments

Board members shared their appreciation to staff and the success of the July 3rd/4th event, and the Flag displayed over the bridge was complimented by many citizens.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf, the meeting adjourned at 8:10 pm.

Town of Swansboro
Board of Commissioners
July 13, 2024, Special Meeting Minutes

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Pat Turner, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf. Commissioner Jeffrey Conaway was absent.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 8:00 am. Mayor Davis led the Pledge of Allegiance. The purpose of the meeting was to continue discussion, receive/review funding details, and to make a decision on proceeding with the process to establish an Advanced Life Support Enhancement System in the Town of Swansboro.

Fire Chief Jacob Randall reviewed that following the July 9, 2024, regular meeting, cost details were requested to clarify and refined both Plan A and Plan B for the EMS staffing model, aligning them with a phased approach over three years. (see attachment A) In Plan A, paramedics were to be trained to become firefighters, offering cost savings by utilizing existing personnel, while Plan B involved hiring certified firefighters directly. Both plans relied on natural staff attrition to transition toward full Advanced Life Support (ALS) capabilities, with vacant firefighter EMT positions remaining unfilled and firefighter paramedics covering those roles. The plans also outlined the need for training time, as it would have taken two years to train personnel to the paramedic level, necessitating part-time staff during this transition.

Additionally, alternative plans (A-T and B-T) were proposed, involving the upfront hiring of three staff members who would fill vacancies as current staff left, thus maintaining flexibility and controlling costs. (see attachment A) The financial details were provided for the first half of 2024-2025, with personnel starting in January after a hiring process in late 2024. By 2025-2026, the plan included full salaries, benefits, and overtime for paramedics working 24-hour shifts, providing 24-hour coverage under the current shift model. This approach aimed to ensure readiness by the beginning of the year and maintain operational efficiency as the EMS program transitioned to full implementation.

In response to inquiries from the board Chief Randall clarified the following.

- The projected cost of \$265,000 was expected to decrease over time as attrition occurred. Retention efforts made it difficult to predict exact losses, but staffing remained stable, with only two mid-level management departures over the past year. The department had been working to avoid significant staff losses, but natural attrition would lead to a decrease in costs. Additional expenses for personnel, including maintenance and labor costs, would be budgeted for future years.

- Up front Equipment costs included turnout gear and was estimated at \$85,000 with recurring costs for maintenance and supplies at roughly \$45,000 per year.
- Cardiac monitors had an expected life span of 5-10 years, with phased replacement starting after 5 years and turnout gear had a 5-year lifespan and would be incorporated into future replacement plans.

Chief Randall shared that he recommended Plan BT, as it provided a cap on costs while allowing for flexibility in hiring and training certified firefighters and paramedics, as well as opened up opportunities for current staff to advance through in-house training programs.

On a motion by Commissioner Turner, seconded by Commissioner Eckendorf, with unanimous approval, Fire Chief Randall was authorized to proceed with seeking designation as an Advanced Life Support (Paramedic) First Responder program within the Onslow County – Camp Lejeune EMS System plan with a three-year phased implementation design using the Plan B-T as reviewed.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf, the meeting adjourned at 8:32 am.

**Advanced Life Support Enhancement
(Estimated Additional Financial Impact)**

Total Program Cost (Per Plan – Per Fiscal Year)				
	FY 2024 – 2025	FY 2025 – 2026	FY 2026 – 2027	FY 2027 - 2028
Plan A	\$ 197,065	\$ 259,401	\$ 317,736	\$ 310,008
Plan B	\$ 199,545	\$ 267,090	\$ 330,636	\$ 325,635
Plan A – T	\$ 238,195	\$ 310,008	\$ 310,008	\$ 310,008
Plan B – T	\$ 245,636	\$ 325,635	\$ 325,635	\$ 325,635

Full - Time Salary Cost (Per Plan – Per Fiscal Year)				
	FY 2024 – 2025	FY 2025 – 2026	FY 2026 – 2027	FY 2027 - 2028
Plan A	\$ 42, 065	\$ 130,401	\$ 218,736	\$ 265,008
Plan B	\$ 44, 545	\$ 138, 090	\$ 231,636	\$ 280,635
Plan A – T	\$ 126,195	\$ 265,008	\$ 265,008	\$ 265, 008
Plan B - T	\$ 133,636	\$ 280, 635	\$ 280,635	\$ 280,635

Personnel Related Cost (Per Plan – Per Fiscal Year)				
	FY 2024 – 2025	FY 2025 – 2026	FY 2026 – 2027	FY 2027 - 2028
Plan A	\$ 9,000	\$ 9,000	\$ 9,000	\$ 0
Plan B	\$ 9,000	\$ 9,000	\$ 9,000	\$ 0
Plan A – T	\$ 27,000	\$ 0	\$ 0	\$ 0
Plan B - T	\$27,000	\$ 0	\$ 0	\$ 0

ALS Related Cost (Per Fiscal Year)				
All Plans	\$ 85, 000	\$ 45,000	\$ 45,000	\$45,000

Transition Plan

1. Full Implementation Year 1 (January 4, 2024) – If Approved by PRC
2. Maintain Level of Service Continuously
3. As Department Attrition Occurs – Firefighter/EMT Positions Reclassified to Firefighter/Paramedic Positions
4. Staffing Levels, Through Natural Attrition, Targeted to Pre-Enhancement Level or Level of Current Need as Approved
5. Initial Impact of Cost Consist of Non-Recurring Expenditures (Exception – Personnel and ALS Related Equipment/Supplies)

Plan A – T versus Plan B – T

1. *Plan A – T* – Paramedic – Non-Firefighter (Will be Trained to Firefighter Level In-House)
2. *Plan B – T* – Paramedics with NC Firefighter Certification

Town of Swansboro
Board of Commissioners
July 30, 2024, Special Meeting Minutes

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

Call to Order/Opening Prayer/Pledge

The special meeting was called to order at 6:00 pm and Mayor Davis led the Pledge of Allegiance. The purpose of the meeting was for the Board of Commissioners to appoint, sustain, or adjust the EOC Site Selection Committee members, then the EOC Site Selection Committee would join the Board of Commissioners to enter closed session pursuant to NCGS 138.143-11 (a)(5) to establish, or to instruct the public body’s staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

EOC Committee Membership

Mayor Davis reviewed that Keith Walsh, chair of the EOC/PSB Site Selection Committee had requested removal of member, Junior Freeman from the board.

Commissioner Eckendorf moved to remove Mr. Freeman from the committee with a second from Commissioner Conaway. However, Commissioner Turner raised the possibility of Mr. Freeman taking a leave of absence instead of removal and Mr. Freeman confirmed he was willing to, and Committee Chair Walsh shared that he was not opposed to that option. Therefore, Commissioner Eckendorf revised his motion to place Mr. Freeman on a leave of absence from the EOC/PSB Site Selection Committee. The motion was seconded by Commissioner Turner and approved unanimously.

Board members shared their appreciation to Mr. Walsh and Mr. Freeman for their contributions and felt that this course of action was better suited.

Closed Session

On a motion by Commissioner Eckendorf, seconded by Commissioner Turner the board entered closed session at 6:11 pm pursuant to NCGS 138.143-11 (a)(5) to establish, or to instruct the public body’s staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

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

Mayor Davis reviewed the following directives that were established.

- It was decided that Junior Freeman would remain on leave until the EOC site selection process was complete, and the Town Manager was tasked with communicating that to Mr. Freeman.
- The EOC/PSB Site Selection Committee was tasked with
 - Preparing a portfolio for the state legislature. Compile past documents, future timelines, and progress reports.
 - Building by design. Engage with those responsible for designing other area Public Safety/EOC buildings.
 - Provide an update to the Board of Commissions at their September 10, 2024, meeting.

The EOC/PSB Site Selection Committee agreed to hold a special meeting on August 7, 2024.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the meeting adjourned at 7:33 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Ordinance Amendment #5 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project**

Board Meeting Date: **October 22, 2024**

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

Overview: On August 13, 2024, bid results were presented to the Board of Commissioners for the Bicentennial Park Dockwalk Extension Project. Carteret Marine submitted a bid of \$233,200. This bid was significantly over the total grant project award of \$142,350. The Town Manager was directed to work with the Project Engineer and Carteret Marine to look for ways to lower the cost of the project. On September 10, 2024, the revised contract to Carteret Marine was presented for the amount of \$211,200 along with \$15,000 in engineering fees resulting in a total recudectio to \$226,200, for a total difference of \$83,850. The Board of Commissioners appropriated \$67,900 of fund balance and on October 1, 2024 the Swansboro Tourism Development Authority appropriated \$15,950 for those costs not covered by the original grant award.

Source of Funds: Transfer from General Fund

Background Attachment(s): Ordinance Amendment #5 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project.

Recommended Action: Amend Ordinance Amendment #5 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project.

Action: _____

**Ordinance Amendment #5 to the Grant Project Ordinance for
Swansboro Bicentennial Park Boardwalk Extension
with Public Day Docks Project**

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

Revenues	Current Budget	Change	Revised
NC Public Beach and Coastal Waterfront Access Program	\$142,350	\$0	\$142,350
Transfer from General Fund (Cash Match-\$9,000; Dredging-\$18,000, Bulkhead Repairs-\$101,450, Grants STDA \$12,500-Onslow County TDA \$12,500)	\$153,450	\$67,900	\$221,350
Transfer from Capital Reserve	\$7,000	\$0	\$7,000
Grant-Swansboro TDA	\$0	\$15,950	\$15,950
Total	\$302,800	\$83,850	\$386,650

Appropriations

Design and Construction	\$302,800	\$83,850	\$386,650
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Section 2. This ordinance shall be effective upon its adoption.

Adopted by the Swansboro Board of Commissioners in regular session, October 22, 2024.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2025-3**

Board Meeting Date: **October 22, 2024**

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

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

1. **Public Buildings-** At the September 10, 2024, Board of Commissioners meeting, the Board approved \$15,250 to remediate the mold at the Visitor Center.

Source of Funds: Appropriated Fund Balance

2. **Non-Departmental-**At the September 10, 2024, Board of Commissioners meeting, the Board approved \$67,900 for costs not covered by the original grant award.

Source of funds: Appropriated Fund Balance

3. **Governing Body-**At the October 5, 2024, Board of Commissioners special meeting, the Board approved \$20,000 from fund balance and reappropriated \$20,000 from the American Rescue Plan (ARP) Fund, initially earmarked for Visitor Center renovations, to support relief efforts in Western North Carolina.

Source of funds: Appropriated Fund Balance-(General Fund \$20,000)

Background Attachment(s): Budget Ordinance Amendment #2025-3

Recommended Action: Motion to approve Budget Ordinance Amendment #2025-3

Action: _____

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 24/25

BUDGET ORDINANCE AMENDMENT #2025-3

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

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

<u>Appropriations</u>	<u>Increase</u>
Public Buildings	\$15,250
Non-Departmental	\$67,900
Governing Body	\$20,000

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-General Fund	\$103,150

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, October 22, 2024.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Special Use Permit/ Brezza Lofts, Lot 8 Ward Farm Town Center**

Board Meeting Date: **October 22, 2024**

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

Overview: Proforma Ward Farm Lot 8, LLC has applied for a special use permit to construct Townhome dwellings on Lot of the Ward Farm Town Center. The property is a 1.21-acre parcel and is zoned B-3, Traditional Business, and Townhome Dwellings are allowed in the B-3 zone with issuance of a Special Use Permit.

Prior to applying for the Special Use Permit, the applicant completed the process for text amendments to the UDO to make this project comply within the requirements needed for the Special Use Permit process and development guidelines outlined in the UDO. The Brezza Lofts Site Plan has also gone through the Technical Review Committee which consists of department heads on Staff as well as representatives from ONWASA and made all necessary changes requested to comply with zoning, building code, fire code, etc.

As outlined in the application package, the requested townhomes consist of 16 units, 4 parking spaces per unit, and a private community pool and is consistent with Town Ordinance Section 152.210 Procedure for Special Use Permits and appears to be consistent with the Future Land Use Map found in the CAMA Land Use Plan Update which labels Ward Farm as a Traditional Town Center. The Planning Board unanimously recommended approval at their October 3, 2024, regular meeting.

Background Attachment(s):

1. Brezza Lofts Special Use Permit Application
2. Elevations and Site Plan
3. Applicable Ordinance Sections with Staff Comments
4. TRC Comments

Recommended Action:

1. Hold a evidentiary hearing
2. Motion to approve/deny the Special Use Permit based on Section 152.210

Action: _____

TOWN OF SWANSBORO
Special Use Application

Item V - a.

APPLICANT'S NAME PROFORMA WARD FARM LOT 8, LLC / JOHN PLAGEMAN, MANAGER

MAILING ADDRESS 401 Point Drive, Swansboro Phone # 919-619-5012

OWNER'S NAME WARD FARM, LLC / PAUL WILLIAMS.

OWNER'S ADDRESS 205 WARD ROAD, SWANSBORO Phone # 910-389-5480

TAKE NOTICE THAT THE UNDERSIGNED HEREBY PETITIONS THE BOARD OF COMMISSIONERS OF THE TOWN OF SWANSBORO FOR A SPECIAL USE AS DESCRIBED BELOW AND AS ALLOWED BY ARTICLE 10 OF THE UNIFIED DEVELOPMENT ORDINANCE:

16 NEW townhomes with property swimming pool to be built on Lot 8 of WARD FARM town center.

ON THE PREMISES LOCATED AT: 200 WARD ROAD, SWANSBORO
LOT #8 BLOCK _____ MAP _____

THE PROPERTY IS ZONED: B3

THIS 16th DAY OF SEPTEMBER, 2024.

APPLICANT'S SIGNATURE John P. Plyer

DATE FILED 9/16/2024

RECIPIENT SIGNATURE Linda Stegal

ZONING ADMINISTRATOR Kekeen Bunker

APPLICANT OR APPLICANT REPRESENTATIVE MUST BE PRESENT FOR AN APPLICATION TO BE HEARD. IF SOMEONE OTHER THAN THE APPLICANT WILL BE THE REPRESENTATIVE, THE FOLLOWING MUST BE COMPLETED.

I /We PAUL WILLIAMS am /are the owner(s) of the property located at 200 WARD ROAD (Lot #8). I /We hereby authorize JOHN PLAGEMAN to appear my behalf in order to ask for a special use permit at this location. I /We understand that the special use permit, if granted, is permanent and runs with the land unless otherwise conditioned.

Paul Williams 9/16/2024
Owner Date

Owner Date

ONslow County, North Carolina

I certify that the above person(s) personally appeared before me this day, each acknowledging to me that he/she voluntarily signed the foregoing document for the purpose stated herein.

Date: SEPTEMBER 16, 2024
(Official Seal) KETRA SWAIN Notary Public
Onslow County North Carolina
My Commission Expires April 10, 2029
Ketra Swain Notary Public

SPECIAL USE PERMIT APPLICATION CHECKLIST***STOP***

If the following items are not included in your application submittal, your application will not be accepted. Please note that this is not a comprehensive list; there may be other items required following the review of your application.

- Fee(s) as prescribed by the current Town of Swansboro [Fee Schedule](#)
- Application submitted at least 17 days prior to the next Planning Board meeting
- Application must be filled out completely
- Owner affidavit on application must be completed if applicant is not the property owner
- A narrative describing the proposed use of the property. This should include proposed hours of operation, number of employees, etc. Items 1-4 under [Section 152.210](#) (B) of the Unified Development Ordinance (UDO) will also need to be addressed in this narrative.
- A report from a licensed real estate appraiser to address finding #3 on value is required
- A site plan depicting all existing and proposed structures, proposed outdoor dining areas, existing and proposed parking areas and circulation, proposed signage locations, utilities including hydrant locations, etc. is required with all applications. A comprehensive list can be found in [Appendix IV](#) to the UDO
- For new construction, or if the proposed cost of renovations to the structure exceed 50% of the building value per the Onslow County Tax Office, the [Building Design and Compatibility](#) standards of the UDO will apply, and detailed building elevations demonstrating compliance with these standards

Part 4

must be included. A private appraisal may be provided in lieu of the documented tax value

- The [Parking](#) standards will apply whenever there is new construction, when any principal building is enlarged or increased in capacity by adding dwelling units, guest rooms, seats, or floor area, or when there is a conversion from one type of use or occupancy to another. The number of spaces, dimensions, proposed layout, and circulation pattern need to be depicted on the site plan

- The [Landscaping Regulations](#) will apply to all new or changed uses of land, buildings, and structures and to any use of building or structure which sits idle more than 180 consecutive days or is abandoned, except for those uses exempted in sections (C)(1) through (C)(3) under [Section 152.525](#). A landscaping plan must be included with the application when required

- The [Lighting](#) standards of the UDO apply to any fixtures proposed to be installed. A lighting plan should be included to demonstrate compliance with the ordinance standards

- [Sidewalks](#) are required for property located in Town Limits when the development of vacant property occurs, the redevelopment of property occurs, or when there are substantial additions to property.

Additionally, sidewalks are required in the Extraterritorial Jurisdiction (ETJ) when the development or redevelopment of vacant commercial property occurs; provided that the development involves the razing, dismantling, or removal of all principal structures existing on a tract of land substantially to ground level. See [Section 152.180](#), Note 5

Proposed sidewalks must be shown on the site plan


Applicant Signature


Date

BREZZA LOFTS
LOT 8 AT WARD FARM TOWN CENTER
SWANSBORO, NORTH CAROLINA
SPECIAL USE APPLICATION NARRATIVE

Thank you for accepting this application for a special use permit for BREZZA LOFTS which is to be built upon lot #8 of Ward Farm Town Center. This narrative should satisfy the requirements of the special use application as well as provide a detailed description of our intent for this project.

The property is a 1.22 acre parcel which is part of the Ward Farm Town Center. This project consists of 16 townhome unit, ample parking, 4 per unit, and a private community pool.

Section 152.210(B)

- (1) This project meets all zoning requirements for the B3 zoning. Earlier in the year we successfully received text amendments to this zoning to further support this project.
- (2) This project is in-line with the intent of its designated use and as single-family townhome buildings will not materially endanger the public health safety and welfare. This project shall use building materials equal to its surrounding parcels and as required by the Ward Farm master covenants which include metal roofing, impact resistant windows and cementitious siding.
- (3) This property shall not injure property values of adjoining or abutting properties as described in the included appraisal from Realty Services of Eastern Carolina, Inc.
- (4) This project conforms to all zoning for B3 as well as the current Ward Farm design standards.

Should you require more detailed information please inquire anytime. My cell is 919-619-5012 and my email is john@pl-arch.com.

Sincerely,
John Plageman

www.realtyservicesec.com

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New Bern, NC 28562

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August 13, 2024

Swansboro Planning Board
Swansboro Board of Commissioners
601 W. Corbett Avenue
Swansboro, NC 28584

Via email

RE: Proposed Brezza Lofts at Ward Farm Town Center
200 Ward Road
Swansboro, Onslow County, North Carolina

The purpose of this report is to analyze the impact, if any, that the proposed Brezza Lofts at Ward Farm Town Center may have on surrounding properties. The proposed use will be located along Ward Road in Swansboro, Onslow County, North Carolina. The subject is further identified as Tax Parcel No. 152288. The property is currently under the ownership of Ward Farm, LLC. The Tax/GIS Aerial is provided below for convenience.

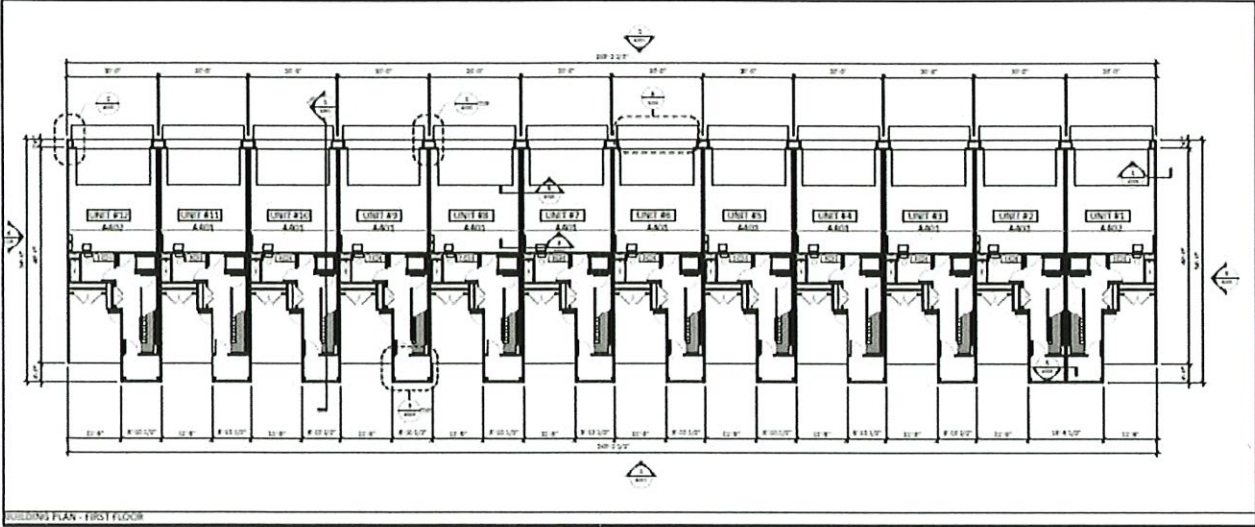




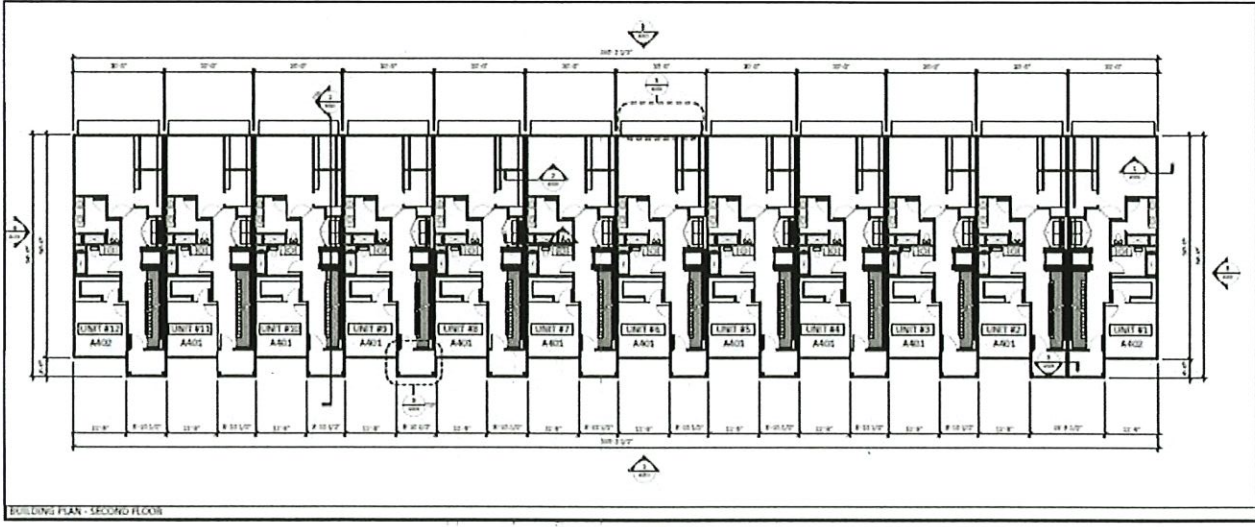
The basic physical construction consists of a reinforced concrete slab floor system. The wood-framed walls will be covered with Hardie siding, windows will be double hung in vinyl clad and the gable/hip design roof will have metal covering.

The interior floor plan of the ground floor will include one bedroom, one bathroom and a two-car garage with utility sink. The second floor will include two bedrooms, two bathrooms, and a laundry room. The third floor will include the living room, kitchen with walk-in pantry, powder-room and rooftop patio. In addition, each unit will have an option for an elevator.

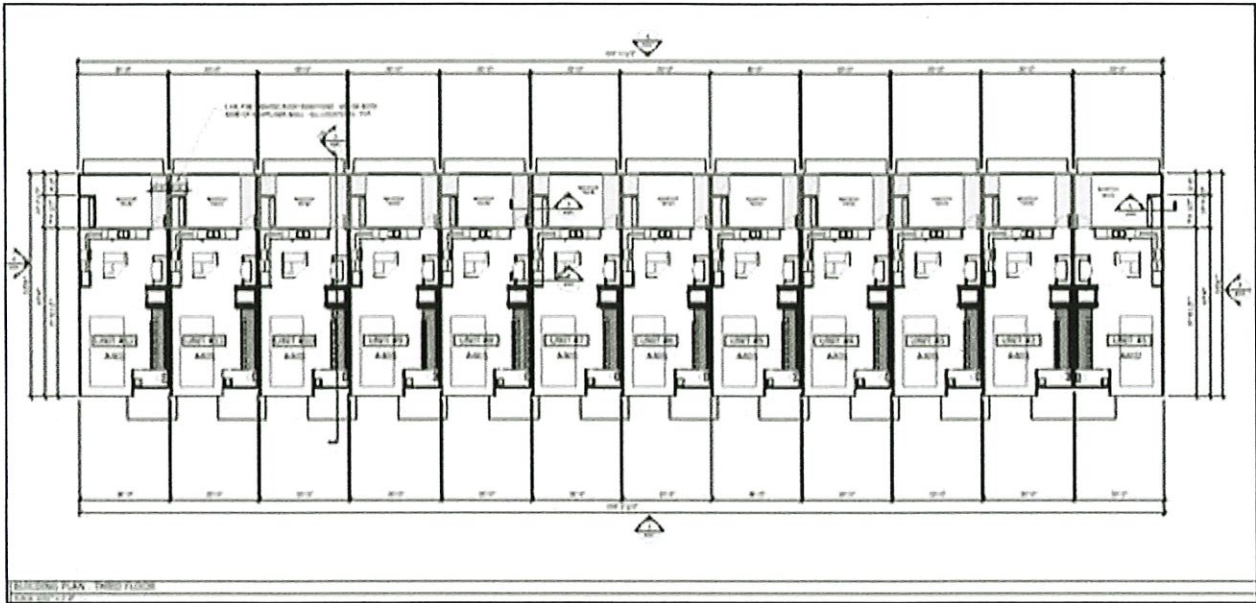
A copy of the Floor Plan is provided for convenience.



First Floor



Second Floor



Third Floor

As requested, the purpose of this report is to analyze the impact, if any, of the proposed Brezza Lofts at Ward Farm Town Center on adjoining/abutting properties. Therefore, our analysis includes a review of similar multi-family developments within Onslow County, Carteret County, and Craven County — The Hammocks at Port Swansboro Townhouses, Swann Harbour Condominiums (Phase 2), Madisen Townes Condominiums (Phases 3 & 5), Villas at Magens Bay Condominiums, and Hudson at Carolina Colours Apartments. We have analyzed each property, neighborhood, surrounding parcels, market transactions and historical tax-assessed values to determine if the existing multi-family developments have had a negative impact on the neighborhood and/or surrounding parcels.

The Hammocks at Port Swansboro is a townhome complex located along W. Corbett Avenue in Swansboro, Onslow County, North Carolina. The complex is situated between W. Corbett Avenue and Hammocks Beach Road. The 10.27-acre site was designed and developed in 2022 for an 83-unit townhome project (three 4-plex buildings, one five-plex building, and eleven six-plex buildings). The townhome units consist of two-story wood-frame dwellings with vinyl siding and stone-veneer accents. Each unit includes a covered porch, and the rear of each unit has a patio with a storage area. The floor plan for each unit consists of a living room, kitchen, dining area, pantry, and one 2-fixture restroom on the first floor. The second floor includes two bedrooms, laundry area, one 3-fixture restroom, one 4-fixture restroom, and closet/storage area. Neighborhood amenities include a pool and a clubhouse.



Due to the recent construction of the complex, few re-sales of adjoining properties were found; however, a survey of the tax values of adjoining properties revealed no negative/adverse impact on property values due to the development of The Hammocks at Port Swansboro. In addition, The Hammocks at Port Swansboro has not hindered the development along the Corbett Avenue corridor. The adjoining property was purchased in 2023 for the newly constructed Strickland Brothers Oil Change. In addition, the former ABC Store and former Nance Quick Lube & Car Wash located at 1071 and 1073 W. Corbett Avenue were acquired in 2022, for the development of a Wawa gas station/c-store.

The Swann Harbour Subdivision consists of a mixed-use development located along Main Street Extension, with frontage along the White Oak River in Swansboro, Onslow County, North Carolina. The subdivision has been constructed in phases and includes two condominium buildings, 15 single-family residential lots, and common area. Swann Harbour, Phase 2 is located along Harbour View Drive and consists of a 0.33-acre lot designed and developed in 2006 for one 3-story condominium building containing four total units. The building consists of wood-frame construction with brick-veneer. Each unit consists of 4-bedrooms/3.5-bathrooms with a den, kitchen, dining room, laundry room, private elevator, and single-car garage.



Our research of sales transactions within the Swann Harbour Subdivision revealed no negative/adverse impact on property values due to the development of Swann Harbour, Phase 2. For your convenience, we have provided the most recent re-sales of adjoining parcels.

Parcel No.	Address	Sales Transactions
059311	502 Main Street Extension - Unit 104	June 11, 2004 - \$196,000 January 28, 2022 - \$250,000
059312	502 Main Street Extension - Unit 105	April 27, 2012 - \$170,000 August 15, 2019 - \$195,000 July 29, 2022 - \$253,500
059313	502 Main Street Extension - Unit 106	October 15, 2010 - \$170,000 November 13, 2019 - \$189,000 March 9, 2021 - \$235,500
059314	502 Main Street Extension - Unit 107	September 16, 2005 - \$187,000 June 20, 2022 - \$240,000
059316	502 Main Street Extension - Unit 109	August 28, 2023 - \$195,000 February 13, 2018 - \$219,500 September 10, 2021 - \$270,000
033914	207 Harbour Drive	July 15, 2020 - \$375,000 August 16, 2022 - \$495,000

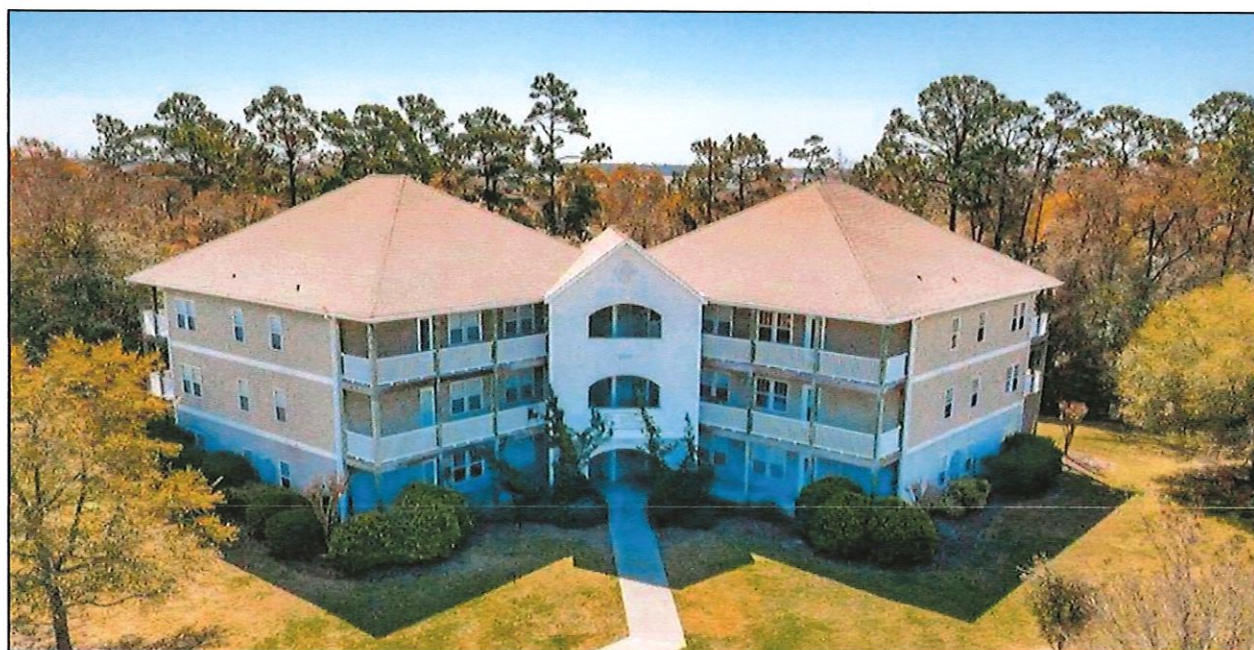
The Madison Park Subdivision consists of a multi-family development located along both sides of Penny Lane in Morehead City, Carteret County, North Carolina. The subdivision includes two condominium complexes: Madisen Court Condominiums and Madisen Townes Condominiums. Madisen Townes Condominiums was constructed in phases and consists of 17 units. Phases 3 and 5, the most recently developed phases consist of a 0.59-acre lot designed and developed in 2007 for one 2-story condominium building containing six units. The building consists of wood-frame construction with vinyl siding and brick-veneer. Each unit contains of 3-bedrooms/2.5-bathrooms with a living room, kitchen, laundry room, storage, and a two-car garage.



Our research of sales transactions within the Madisen Park Subdivision revealed no negative/adverse impact on property values due to the development of Madisen Townes Condominiums, Phases 3 and 5. For your convenience, we have provided the most recent re-sales of adjoining parcels.

Parcel No.	Address	Sales Transactions
63761434813900D	402 Penny Lane - Unit D	November 23, 2020 - \$150,500 January 31, 2023 - \$224,500
63761434813900I	402 Penny Lane - Unit I	May 1, 2023 - \$104,500 July 17, 2020 - \$136,000 July 27, 2023 - \$215,000
63761434813900L	402 Penny Lane - Unit L	July 18, 2008 - \$150,000 January 19, 2022 - \$187,000 May 6, 2022 - \$217,000
63761434902700F	404 Penny Lane - Unit F	November 22, 2006 - \$160,000 January 3, 2024 - \$190,000
63761434902700G	404 Penny Lane - Unit G	July 21, 2015 - \$92,000 February 15, 2021 - \$152,000 April 13, 2023 - \$210,000

Magens Bay Subdivision is a mixed-use development located along the south side of Cedar Point Boulevard in Cedar Point, Carteret County, North Carolina. The subdivision consists of 100+ single-family residential lots, four condominium buildings (three complete; one under construction), and commercial development tracts. Phases 1 - 3 of The Villas at Magens Bay, consist of a 4.28-acre site designed and developed in 2006/2007 for three 3-story condominium buildings containing a total of 36 total units. Phase 4 of The Villas at Magens Bay was recently constructed and actively listed on the market from \$319,000 - \$325,000 per unit. The buildings consist of wood-frame construction with vinyl siding and stucco. Each unit consists of 2-bedrooms/2-bathrooms with a living room, kitchen, dining room, and laundry room.



Few recent re-sales of adjoining properties were found; however, The Villas at Magens Bay has not hindered the development or marketability of properties along the Cedar Point Boulevard corridor. Over the past four years, The Village at Magens Bay Tract 3 and Tract 2 were purchased for investment purposes and Tract 1 with Phases 5 and 6 were purchased for the development of Carteret Health Care. There appears to be no negative/adverse impact on property values due to the development of The Villas at Magens Bay.

Carolina Colours is a mixed-use subdivision located in New Bern, Craven County, North Carolina. The neighborhood consists of over 1,800 acres developed for various uses, including single-family residential, multi-family residential, commercial/neighborhood business, and recreational uses. The development of Carolina Colours began in 2005 and has been constructed in phases over the past 18 years. The Hudson at Carolina Colours is a recently developed apartment complex located within Carolina Colours Subdivision. The first phase of the apartment complex consists of 240 units within 10 garden-style buildings. The units vary in size and consist of a mixture of 1-bedroom/1-bath; 2-bedroom/2-bath; and 3-bedroom/2-bath units.



Our research of sales transactions within the Carolina Colours Subdivision revealed no negative/adverse impact on property values due to the development of the site for an apartment complex. Sales transactions within the subdivision are provided below.

Parcel No.	Address	Sales Transactions
7-104-4-013	3514 Cranberry Ln	May 1, 2019 - \$335,000 December 22, 2022 - \$460,000
7-104-4-016	3508 Cranberry Ln	March 31, 2017 - \$347,000 July 8, 2022 - \$600,000
7-104-4-017	3506 Cranberry Ln	August 13, 2021 - \$67,000 July 31, 2023 - \$76,500
7-104-4-019	3502 Cranberry Ln	June 1, 2018 - \$357,500 September 6, 2022 - \$540,000
7-104-4-059	3904 Sienna Trl	December 30, 2021 - \$775,000 February 28, 2023 - \$838,000
7-104-14-208	4914 Spring Green Pass	May 13, 2021 - \$460,000 August 18, 2023 - \$585,000
7-104-14-011	4165 Cinnamon Run	April 24, 2020 - \$255,000 June 30, 2023 - \$400,000
7-104-4-100	4205 Sienna Pl	April 5, 2021 - \$59,000 July 9, 2021 - \$63,000 August 24, 2023 - \$80,000

Therefore, based on the physical characteristics of the proposed project, study of the neighborhood and analysis of existing multi-family communities, it is my opinion the proposed use of the subject site for Brezza Lofts at Ward Farm Town Center to be located at 200 Ward Road in Swansboro, Onslow County, North Carolina would be in harmony with the neighborhood. In addition, if the proposed project is designed and constructed as presented, adhering to the regulations and guidelines of the local municipality as well as the state of North Carolina, it will not substantially injure or alter the value of the adjoining or abutting property owners.

Respectfully,

Suzanne H. Nelson
Suzanne H. Nelson, MAI
NC Certified General Real Estate Appraiser A6424



Applicable Ordinance Sections with Staff Comments
Staff comments in blue:

§ 152.179 Table of Permitted/Special Uses

PERMITTED/ SPECIAL USES	CON	RA	R6	R6SF	R8SF	R10SF	R15SF	R20SF	R40SF	PUD*	MHP	MHS	MHS- 15SF	MHS-O*	O/I	G/E	B1*	B2*	B3*	B2HDO*	MI*
Dwelling, townhouses (see note 37, § 152.180)			S							S							S	S	S		

Townhouses are an allowed use in B-3 zoning districts with a Special Use Permit.

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

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

Only Lot 8 (the proposed location) or Parcel ID 1404-16.22 is exempt from dwellings being limited to 20% of first-floor area of a building in B-3 zoning district, Ward Farm.

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

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

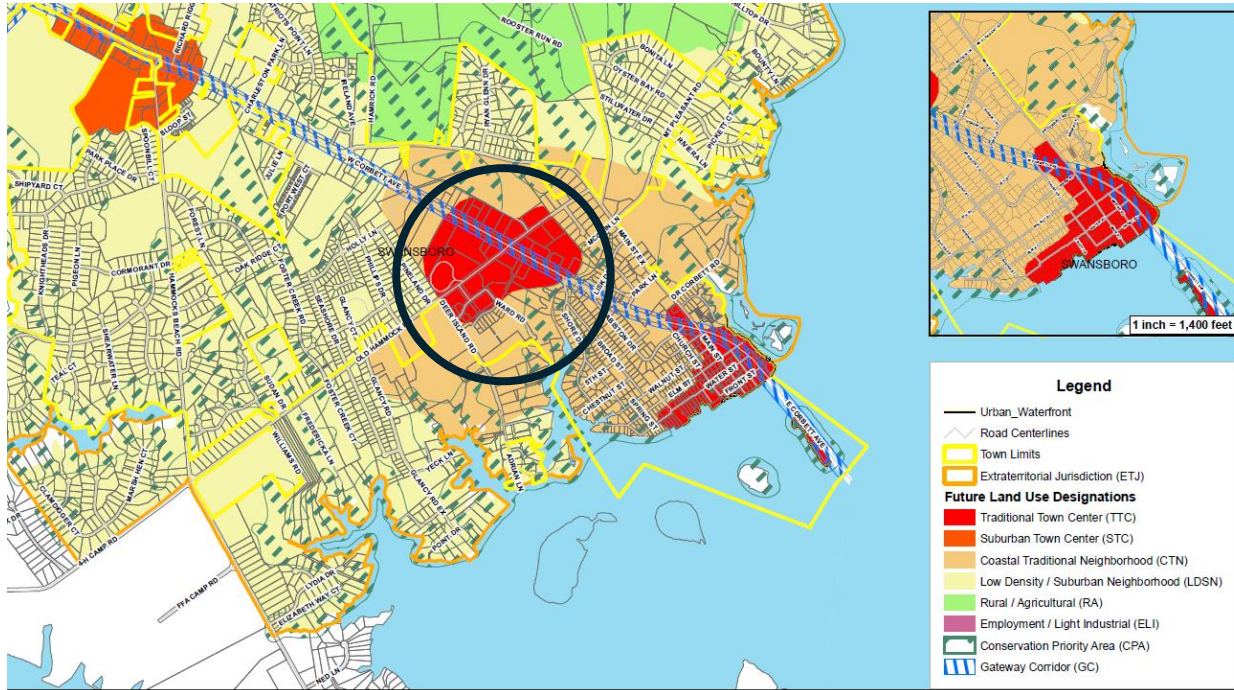
The proposed townhouses meet the dimensional standards outlined for B-3 zoning district as outlined in Section 152.195 TABLE OF AREA, YARD, SQUARE FOOTAGE AND HEIGHT REQUIREMENTS.

§ 152.211 Specific Criteria for Certain Special Uses

(D) *Use - dwelling, townhouses.*

(1) *Special use district: R6, PUD, B1, B2, and B3.*

CAMA Land Use Plan Update- Future Land Use



Traditional Town Center (TTC)

Blocks

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

Parking

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

Appropriate Density / Intensity

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

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

Ward Farm is identified as Traditional Town Center in our CAMA Future Land Use Plan and the proposed townhomes is consistent with development encouraged in this district.

§ 152.210 PROCEDURE FOR SPECIAL USE PERMITS.

(A) Special use permits may be issued by the Administrator, after approval by the Board of Commissioners , for the uses as designated in the table of regulations for special uses. Applications shall include all of the requirements pertaining to it as specified in this section. A hearing shall be held, and all interested persons shall be permitted to offer relevant comments. The Town Board of Commissioners shall consider the application and may approve or deny the requested special use permit .

(B) In granting a special use permit, the Board of Commissioners shall give due regard to the nature and state of all adjacent structures and uses, and the districts within which the proposed use is to be located, and shall make written findings of fact concerning the existence or absence of the following criteria:

- (1) The special use is allowed pursuant to § [152.210](#) and meets all the required conditions and specifications, including without limitation, those set out in § [152.211](#).
[After many text amendments by the applicant that were previously approved, the request will meet the standards of the Unified Development Ordinance.](#)
- (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.
[Site Plan was verified by engineer and went through the Town’s internal Technical Review Committee to ensure it meets all fire and building code and requirements.](#)
- (3) The special use will not substantially injure the value of adjoining or abutting property. OR the special use is a public necessity.
[See a sealed appraisal report by Suzanne H. Nelson, MAI in the applicant’s submittal.](#)

(4) The location and character of the special use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is located. The special use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by G.S. §160A-382(b). The proposed development is two-story townhome units. The CAMA Future Land Use Plan identifies the area as Traditional Town Center, the same as our Historic Downtown. Traditional Town Center (TTC) designation is characterized by a mix of residential, commercial, and civic uses in the historic downtown central business district or TTC node. Redevelopment or new development should be compatible with and embody the desired heart of “Swansboro” character. The intent of identifying Ward Farm as a Traditional Town Center is to make it an extension of our downtown area. Going along with that point, the use is in harmony with the area in which it is located as Ward Farm development plan includes adding multifamily development on this Lot 8.

(5) Upon the issuance of any special use permit, the Board of Commissioners shall consider whether it is necessary or appropriate to affix conditions thereto for the purposes of protecting neighboring properties and/or the public interest assuring that the use is harmonious with the area, and ensuring that the use is consistent with the spirit of the ordinance, and shall affix to such permit such reasonable and appropriate conditions as it finds are necessary for any of those purposes. If any conditions affixed to any special use permit or any part thereof is held invalid by any competent authority, then said special use permit shall be void.

(C) *Orders of Board of Commissioners*. Upon its determination that all of the criteria set out in this section are met, the Board of Commissioners shall enter a written order with findings of fact and conclusions of law, and shall issue the special use permit as requested or with such conditions as it finds necessary and appropriate pursuant to this section.

(D) Upon its determination that one or more of the criteria set out in this section are not met, the Board of Commissioners shall issue its written order with findings of fact and conclusions of law and shall deny the requested special use permit.

(E) Any special use permit approved or approved with conditions shall be recorded in the office of the Register of Deeds of Onslow County, North Carolina.

(F) All such additional conditions shall be entered in the minutes of the meeting at which the special use permit is granted and also on the special use permit approval, and on the approved plans submitted therewith. All specific conditions shall run with the land and shall be binding on the original applicant for the special use permit, the heirs, successors, and assigns. In order to ensure that such conditions and requirements for each special use permit will be fulfilled, the petitioner for the special use permit may be required to enter into a contract with the Town of Swansboro providing for the installation of the physical improvements required as a basis for the issuance of the special use permit. Performance of said contract shall be secured by cash or surety bond which will cover the total estimated cost of the improvements as determined by the Town of Swansboro; provided, however, that said bond may be waived by the Town Board of Commissioners within its discretion.

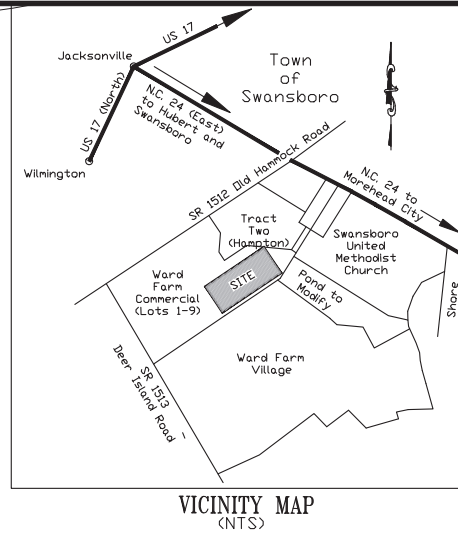
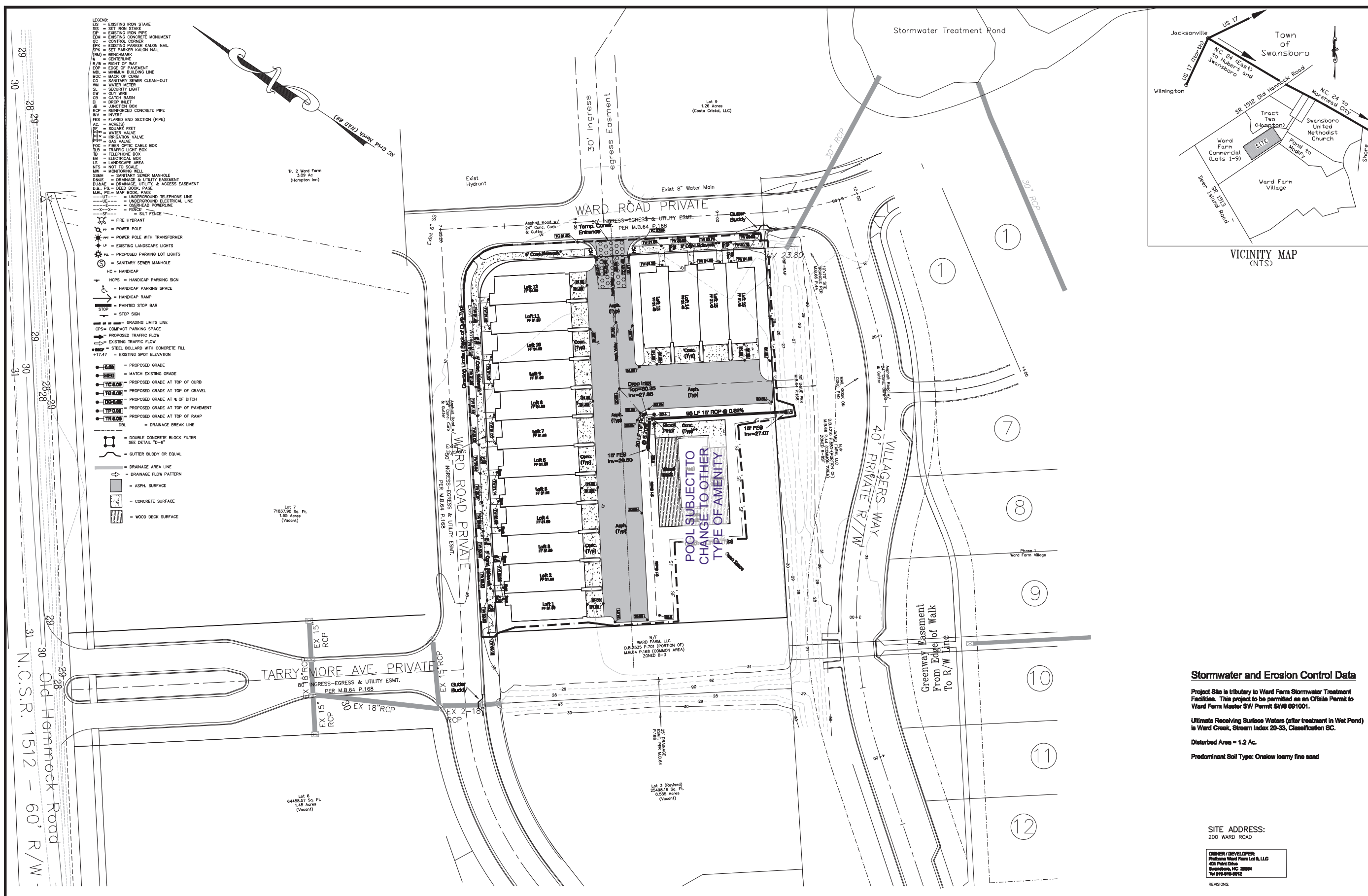
(G) In addition to the conditions specifically imposed by the Town Board of Commissioners, special uses shall comply with the height, area, and parking regulations of the zone in which they are located (no variances from requirements within zoning ordinance are allowed).

(H) In the event of failure to comply with the plans approved by the Board of Commissioners or with any other conditions imposed upon the special use permit, the permit shall thereupon immediately become void and of no effect. No building permits for further construction nor a certificate of compliance under this special use permit shall be issued, and the use of all completed structures shall immediately cease and such completed structures not thereafter be used for any purpose other than a use-by-right as permitted by the zone in which the property is located.

(I) Minor modifications to special use permits that do not involve a change in the uses permitted or the density of overall development permitted may be reviewed and approved administratively. Any other modification or revocation of a special use permit shall follow the same process for the original approval by the Town Board of Commissioners.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2006-11, passed 4-18-2006; Am. Ord. passed 6-16-200; Am. Ord. 2010-O20, Am. Ord. passed 7-20-2010; Am. Ord. passed 1-21-2014; Am. Ord. 2021-O3, passed 5-24-2021)

- LEGEND:**
- ES = EXISTING IRON STAKE
 - ES = SET IRON STAKE
 - EPF = EXISTING IRON PIPE
 - ECM = EXISTING CONCRETE MONUMENT
 - CC = CONTROL CORNER
 - SPK = SET PARKER KALON NAIL
 - SPK = SET PARKER KALON NAIL
 - (RM) = REMARK
 - CL = CENTERLINE
 - R/W = RIGHT OF WAY
 - EDP = EDGE OF PAVEMENT
 - MBL = MINIMUM BUILDING LINE
 - BOC = BACK OF CURB
 - CO = CONCRETE CURB
 - SCS = SANITARY SEWER CLEAN-OUT
 - WM = WATER METER
 - SL = SECURITY LIGHT
 - OW = OIL WASTE
 - CB = CATCH BASIN
 - DI = DRAIN INLET
 - AB = ANCHOR BOLT
 - RCP = REINFORCED CONCRETE PIPE
 - RV = INVERT
 - FES = FLARED END SECTION (PIPE)
 - AC = ACRE(S)
 - FS = SQUARE FEET
 - WV = WATER VALVE
 - IRV = IRRIGATION VALVE
 - GC = GAS VALVE
 - FOC = FIBER OPTIC CABLE BOX
 - TLB = TRAFFIC LIGHT BOX
 - TE = TELEPHONE
 - EB = ELECTRICAL BOX
 - LA = LANDSCAPE AREA
 - NTS = NOT TO SCALE
 - MT = MONITORING WELL
 - SM = SANITARY SEWER MANHOLE
 - D&E = DRAINAGE & UTILITY EASEMENT
 - DUM = DRAINAGE, UTILITY, & ACCESS EASEMENT
 - D.B. PG. = DEED BOOK, PAGE
 - UT = UNDERGROUND TELEPHONE LINE
 - UE = UNDERGROUND ELECTRICAL LINE
 - OE = OVERHEAD POWERLINE
 - F = FENCE
 - SF = SILT FENCE
 - PH = FIRE HYDRANT
 - PP = POWER POLE
 - PP = POWER POLE WITH TRANSFORMER
 - EL = EXISTING LANDSCAPE LIGHTS
 - PL = PROPOSED PARKING LOT LIGHTS
 - SM = SANITARY SEWER MANHOLE
 - HC = HANDICAP
 - HPCS = HANDICAP PARKING SIGN
 - HP = HANDICAP PARKING SPACE
 - HR = HANDICAP RAMP
 - STOP = PAINTED STOP BAR
 - STOP = STOP SIGN
 - GL = GRADING LIMITS LINE
 - CP = COMPACT PARKING SPACE
 - TF = PROPOSED TRAFFIC FLOW
 - TF = EXISTING TRAFFIC FLOW
 - SB = STEEL BOLLARD WITH CONCRETE FILL
 - +17.47 = EXISTING SPOT ELEVATION
 - PROPOSED GRADE
 - MATCH EXISTING GRADE
 - PROPOSED GRADE AT TOP OF CURB
 - PROPOSED GRADE AT TOP OF GRAVEL
 - PROPOSED GRADE AT & OF DITCH
 - PROPOSED GRADE AT TOP OF PAVEMENT
 - PROPOSED GRADE AT TOP OF RAMP
 - DRAINAGE BREAK LINE
 - DOUBLE CONCRETE BLOCK FILTER
SEE DETAIL "D-6"
 - OUTTER BUDDY OR EQUAL
 - DRAINAGE AREA LINE
 - DRAINAGE FLOW PATTERN
 - ASPH. SURFACE
 - CONCRETE SURFACE
 - WOOD DECK SURFACE



REVISIONS

3/23/24	Per. O	Item V - a.
3/27/24	Per. Owner	
6/7/24	Per. Owner/TRC	

Crystal Coast Engineering, P.A.
 Civil and Environmental Consulting Engineers
 John R. Freshwater, PE
 David K. Neumann, PE
 208-3 WARD ROAD, SWANSBORO, N.C. 28584
 PHONE: (910) 325-0006 FAX: (910) 325-0060
 BUSINESS LICENSE # C-2853

Stormwater and Erosion Control Data
 Project Site is tributary to Ward Farm Stormwater Treatment Facilities. This project is permitted as an Offsite Permit to Ward Farm Master SW Permit SW8 091001.
 Ultimate Receiving Surface Waters (after treatment in Wet Pond) is Ward Creek, Stream Index 20-33, Classification SC.
 Disturbed Area = 1.2 Ac.
 Predominant Soil Type: Onslow loamy fine sand

SITE ADDRESS:
200 WARD ROAD

OWNER / DEVELOPER:
Proforma Ward Farm Lot 8, LLC
421 Pied Drive
Swansboro, NC 28584
Tel 910-915-0912

REVISIONS:

GRAPHIC SCALE
 0 15 30 60 90 120
 (IN FEET)
 1 inch = 30 ft.

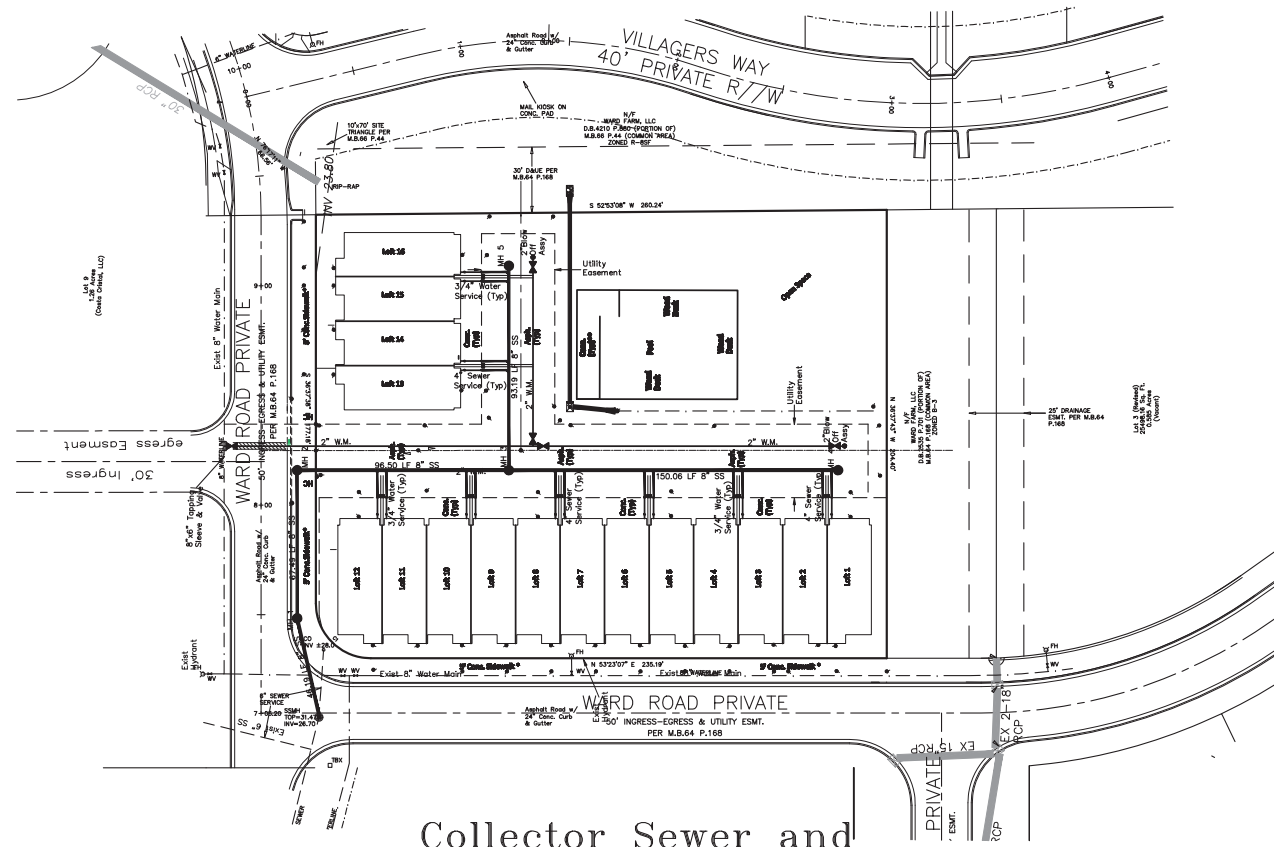
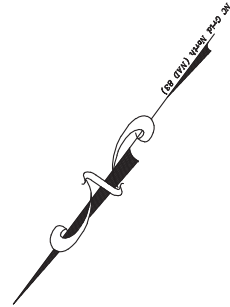
Permitting Set
 NOT RELEASED FOR CONSTRUCTION

*Previously Permitted in Master Permit, but to be Constructed in conjunction with this project.
 **Come Walk to be Included in this Project Offsite Permit.

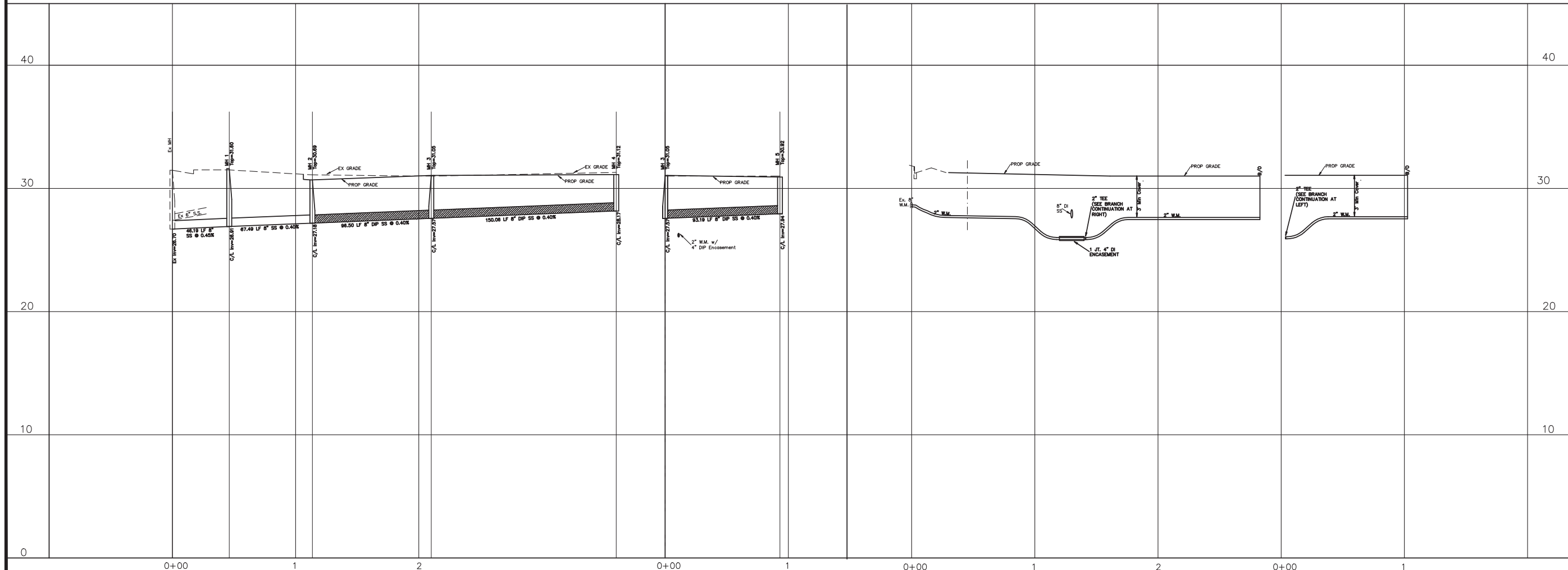
GRADING, DRAINAGE, STORMWATER & ESC PLAN

BREZZA LOFTS at WARD FARM TOWN CENTER
 Lot 8
 WARD FARM COMMERCIAL SUBDIVISION
 SWANSBORO TOWNSHIP - ONSLOW COUNTY
 PREPARED FOR: Proforma Ward Farm Lot 8, LLC

SCALE:	AS SHOWN
DATE:	2/11/2024
PROJECT:	
DRAWN BY:	DKN
SHEET	2 OF 4



**Collector Sewer and
Watermain Plan & Profile**
 SCALE : HORIZONTAL = 1" = 40'
 VERTICAL = 1" = 4'

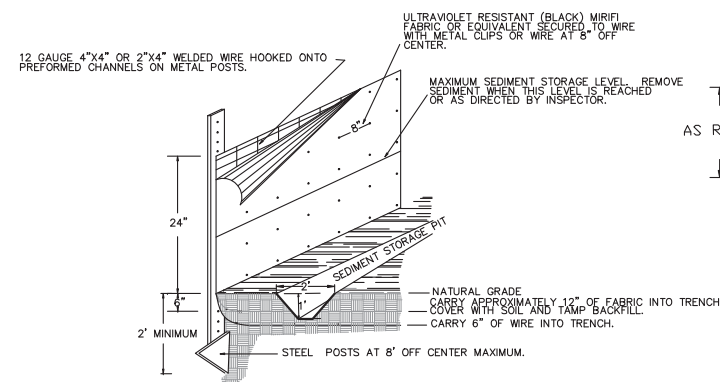


REVISION	Item V - a.

Crystal Coast Engineering, P.A.
 Civil and Environmental Consulting Engineers
 John R. Freshwater, PE
 David K. Neumann, PE
 208-3 WARD ROAD, SWANSBORO, N.C. 28584
 PHONE: (910) 325-0006 ~ FAX: (910) 325-0060
 BUSINESS LICENSE # C-2553

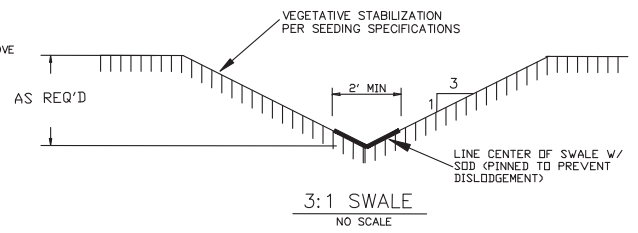
Sanitary Sewer and Watermain Profiles
BREZZA LOFTS at WARD FARM TOWN CENTER
 Lot 8
WARD FARM COMMERCIAL SUBDIVISION
 SWANSBORO TOWNSHIP ~ ONSLOW COUNTY
 PREPARED FOR
 Proforma Ward Farm Lot 8, LLC

SCALE:	1" = 40'
DATE:	2/11/2024
PROJECT:	
DRAWN BY:	DKN
SHEET	3 OF 4

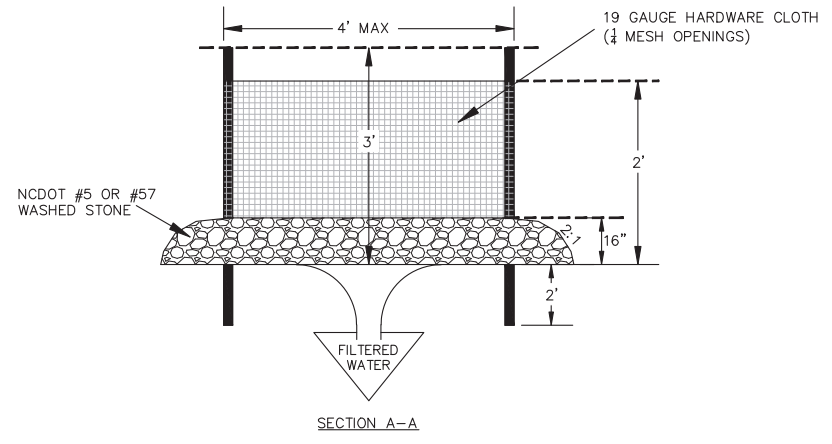


Silt Fence Detail
NO SCALE

INSPECTION AND MAINTENANCE
Inspect once a week and after every rainfall. Make any required repairs immediately. Should the fabric collapse, tear, decompose or become ineffective, replace it promptly. Remove sediment deposits as necessary to provide adequate storage volume for the next rainfall and to reduce pressure on the fence. Take care to avoid undermining the fence during cleanout. Remove all fencing materials and unstable sediment deposits and bring the area to grade and stabilize it after the contributing drainage area has been properly stabilized.



Swale Detail
NO SCALE



Hardware Cloth & Gravel Inlet Protection
NOT TO SCALE

CONSTRUCTION SPECIFICATIONS
1. Uniformly grade a shallow depression approaching the inlet.
2. Drive 5-foot steel posts 2 feet into the ground surrounding the inlet. Space posts evenly around the perimeter of the inlet, a maximum of 4 feet apart.
3. Surround the posts with wire mesh hardware cloth. Secure the wire mesh to the steel posts at the top, middle, and bottom. Placing a 2-foot flap of the wire mesh under the gravel for anchoring is recommended.
4. Place clean gravel (NC DOT #5 or #57 stone) on a 2:1 slope with a height of 16 inches around the wire, and smooth to an even grade.
5. Once the contributing drainage area has been stabilized, remove accumulated sediment, and establish final grading elevations.
6. Compact the area properly and stabilized it with groundcover.

INSPECTION AND MAINTENANCE
Inspect inlets at least weekly and after each significant (1/2 inch or greater) rainfall event. Clear the mesh wire of any debris or other objects to provide adequate flow for subsequent rains. Take care not to damage or undercut the wire mesh during sediment removal. Replace stone as needed.

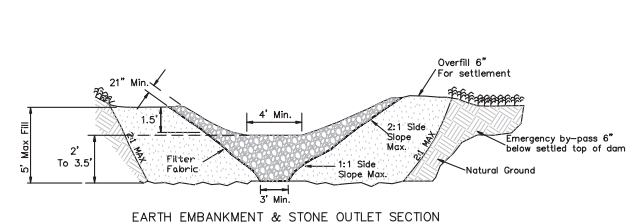
EROSION AND SEDIMENTATION CONTROL NOTES:

- Sediment control devices and structures shall be installed, maintained and amended as needed to provide effective control of accelerated sedimentation until the contributing watersheds are stabilized.
- Construction Sequence:**
 - Notify Engineer, Owner and Land Quality Section prior to beginning construction.
 - Install stabilized construction entrance.
 - Silt fence, temporary diversion ditches, and sediment traps shall be installed where shown and on all down slopes of areas to be disturbed. Follow maintenance requirements as shown on the details sheet for every erosion control measure.
 - Excavate proposed stormwater pond, temporary sediment traps and divert all surface drainage from disturbed area to sediment traps and pond.
 - Install Stormwater Structures and Inlets Protection if necessary.
 - Complete rough grading activities. Maintain erosion control devices as necessary.
 - Complete fine grading activities. Install surface treatments (asphalt, concrete, or A.B.C.) as indicated.
 - Stabilize (seed and mulch) those areas not to be paved and/or built upon. Provide Temporary Seeding if not in recommended seeding dates for Permanent Seeding.
 - Maintain erosion control measures as needed to assure full functionality.
 - Upon stabilizing site with permanent groundcover, remove seed- and re-construct swales per swale detail if necessary.
 - Seed, fertilize, and mulch all disturbed areas within 15 days of completing any phase of the grading work.
 - Permanent groundcover for all disturbed areas within 15 working days or no more than 21 calendar days following completion of any phase of grading.
 - Upon establishment of permanent groundcover, remove accumulated sediment from stormwater storage basin and restore to design conditions.
 - Provide ground stabilization in accordance with the NPDES Permit.
- Seeding Specifications**
Install necessary mechanical erosion and sedimentation control practices before seeding, and complete grading according to the approved plan. Lime and fertilizer needs should be determined by soil test. Contact NCUA for additional information regarding testing. When soil test are available, follow rates suggested on individual specification sheet for seeding mix. chases. Apply lime and fertilizer and work into 4-6 inches of soil by disking or other suitable means. Operate machinery on the contour. When using hydroseeder, apply lime and fertilizer to a rough, loose surface. Complete seeded preparation by breaking up large clods and raking into a smooth uniform surface. Broadcast seed into freshly loosened seeded that has not been sealed by rainfall. Seed mixture shall be distributed uniformly and covered with a clean straw mulch. All mulch shall be crimped or asphalt tacked to help hold in place. Material and application rates are as follows:

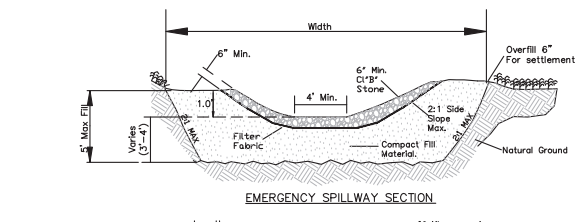
SEEDING MIXTURE	Winter/Early Spring	Summer	Fall
Species	Rate(lb./ac)	Rate(lb./ac)	Rate(lb./ac)
Rye (grass)	120	0	120
Annual Lespedeza (Kobe)	50	0	0
German millet	0	40	0

SEEDING MIXTURE	Rate(lb./ac)
Species	
Pennisola Bahiagrass	50
Common Bermudagrass	10
German millet	10

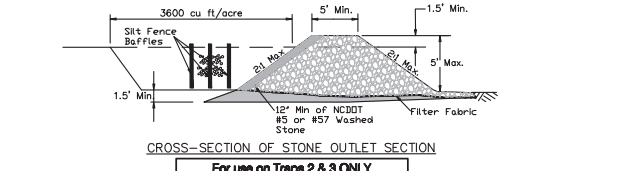
- Soil Amendments:**
Apply lime and fertilizer according to a soils test, or apply 3,000 lb/acre ground agricultural limestone and 500 lb/acre 10-10-10 fertilizer.
- Mulch:**
Apply 4,000 lb/acre grain straw or equivalent cover of another suitable mulch. Anchor by tacking with asphalt, roving, netting, or by crimping with a mulch anchoring tool.
- Maintenance:**
Refer to the following April with 50 lb/acre nitrogen. Repeat as growth requires. Mow as often as needed.
- Contractor is responsible for maintaining all erosion control measures and for amending measures as required to prevent accelerated erosion from taking place on this site.
 - Once all areas have been stabilized, contractor is to remove temporary erosion control measures, regrade, & mulch to restabilize these areas.
 - For additional requirements, see the approved erosion and sedimentation permit.



EARTH EMBANKMENT & STONE OUTLET SECTION

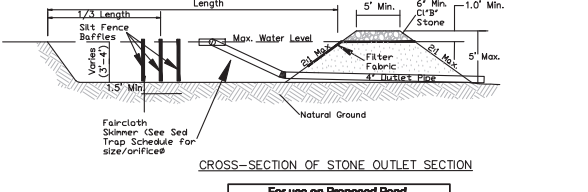


EMERGENCY SPILLWAY SECTION



CROSS-SECTION OF STONE OUTLET SECTION

For use on Traps 2 & 3 ONLY



CROSS-SECTION OF STONE OUTLET SECTION

For use on Proposed Pond

Conventional Sediment Trap Detail
NO SCALE

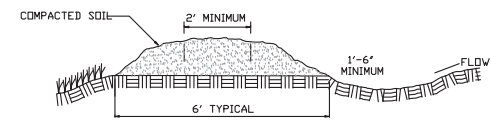
Skimmer Sediment Basin Detail
NO SCALE

SEDIMENT TRAP PROPER INSTALLATION METHOD

- Clear, grub, and strip the area under the embankment of all vegetation and root mat. Remove all surface soil containing high amounts of organic matter, and stockpile or dispose of it properly. Haul all objectionable material to the designated disposal area.
- Ensure that fill material for the embankment is free of roots, woody vegetation, organic matter and other objectionable material. Place fill in lifts not to exceed 9", and machine compact it. Over fill the embankment 6" to allow for settlement.
- Construct the outlet section in the embankment. Protect the connection between the flap and the soil from piping by using the filter fabric. Extend the fabric across the spillway foundation and sides to the top of the dam.
- Clear the pond area below the elevation of the crest of the spillway to facilitate sediment cleanout.
- all cut and fill slopes should be 2:1 max.
- Ensure that the stone section of the embankment has a minimum bottom width of 3' and maximum side slopes of 1:1 that extend to the bottom of the spillway section.
- Construct the minimum finished stone spillway bottom width, as shown on the detail, with 2:1 slopes extending to the top of the over filled embankment. Keep the thickness of the sides of the spillway outlet structure at a min. of 21". The weir must be level and constructed to grade to assure design capacity.
- Material used in the stone section should be a well-graded mixture of stone with #50 size of 9" (class B erosion control stone recommended) and a max. stone size of 14". The stone may be machine placed and the smaller stones worked into the voids of the larger stones. The stone should be hard, angular and highly weather-resistant.
- Discharge inlet water into the basin in a manner to prevent erosion. Use temporary slope drains or diversions with outlet protection to divert sediment-laden water to the upper end of the pool area to improve basin top efficiency.
- Ensure that the stone spillway outlet section extends downstream past the toe of the embankment until stable conditions are reached and outlet velocity is acceptable for the receiving stream. Keep the edges of the stone outlet section flush with the surrounding ground, and shape the center to confine the outflow stream.
- Direct emergency bypass to natural, stable areas. Locate bypass outlets so that flow will not damage the embankment.
- Stabilize the embankment and all disturbed areas above the sediment cleanout level (1/2 the design depth) on the plans and mark it in the field.
- Install porous baffles if necessary.

INSPECTION AND MAINTENANCE

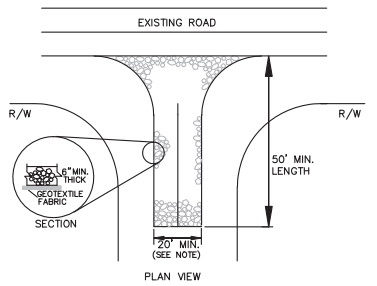
Inspect at least weekly and after each significant rainfall event (1/2" or greater) and repair immediately. Remove sediment, and restore the trap to its original dimensions when the sediment has accumulated to one-half the design depth of the trap. Place the sediment that is removed in the designated disposal area, and replace the part of the gravel facing that is impaired by sediment. Check the structure for damage from erosion or piping. Periodically check the depth of the spillway to ensure it is a min. of 1.5' below the low point of the embankment. Immediately fill any settlement of the embankment to slightly above design grade. Any riprap displaced from the spillway must be replaced immediately. After all sediment-producing areas have been permanently stabilized, remove the structure and all unstable sediment. Smooth the area to blend with the adjoining areas, and stabilize properly.



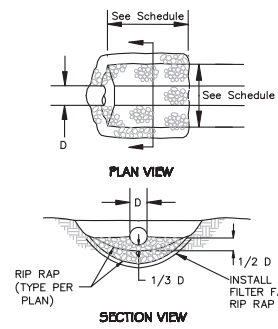
Temp. Diversion Ditch
NO SCALE

- PROPER INSTALLATION METHOD**
- Remove and properly dispose of all trees, brush, stumps and other objectionable material
 - Ensure that the minimum constructed cross section meets all design requirements
 - Ensure that the top of the dike is not lower at any point that the design elevation plus the specified settlement
 - Provide sufficient room around diversions to permit machine regrading and cleanout
 - Vegetate the ridge immediately after construction, unless it will remain in place less than 30 working days.
- INSPECTION AND MAINTENANCE**
Inspect once a week and after every rainfall. Immediately remove sediment from the flow area and repair the diversion ridge. Carefully check outlets and make timely repairs as needed. When the protected area is permanently stabilized, remove the ridge and the channel to blend with the natural grade and appropriately stabilize it.

Temp. Construction Entrance
NO SCALE



- Construction Specifications**
- Stone size - Use MSHA size No. 2 (2-1/2" to 1") or AASHTO designation M43, size No. 2 (2-1/2" to 1-1/2"). Use crushed stone.
 - Length - As effective, but not less than 50 feet.
 - Thickness - Not less than six (6) inches.
 - Width - Not less than full width of all points of ingress or egress. Minimum of 20'.
 - Washing - When necessary, wheels shall be cleaned to remove sediment prior to entrance onto public right-of-way. When washing is required, it shall be done on an area stabilized with crushed stone which drains into an approved sediment trap or sediment basin. All sediment shall be prevented from entering any storm drain, ditch, or watercourse through use of sandbags, gravel, boards or other approved methods.
 - Maintenance - The entrance shall be maintained in a condition which will prevent tracking or flowing of sediment onto public rights-of-way. This may require periodic top dressing with additional stone as conditions demand and repair and/or cleanout of any measures used to trap sediment. All sediment, spilled, dropped, washed or tracked onto public rights-of-way must be removed immediately.

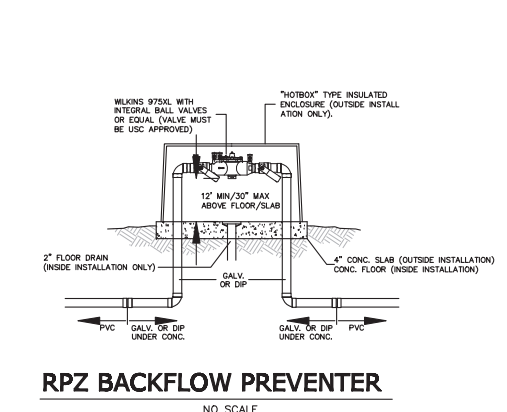
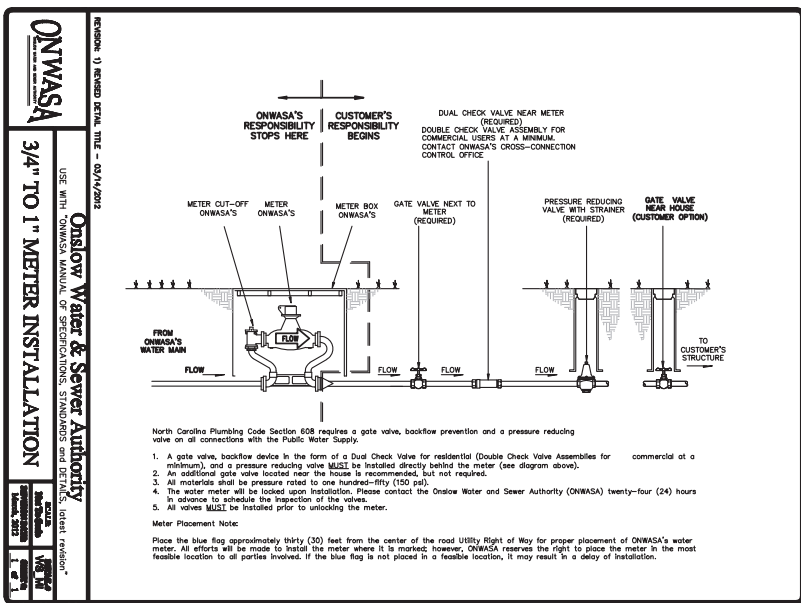
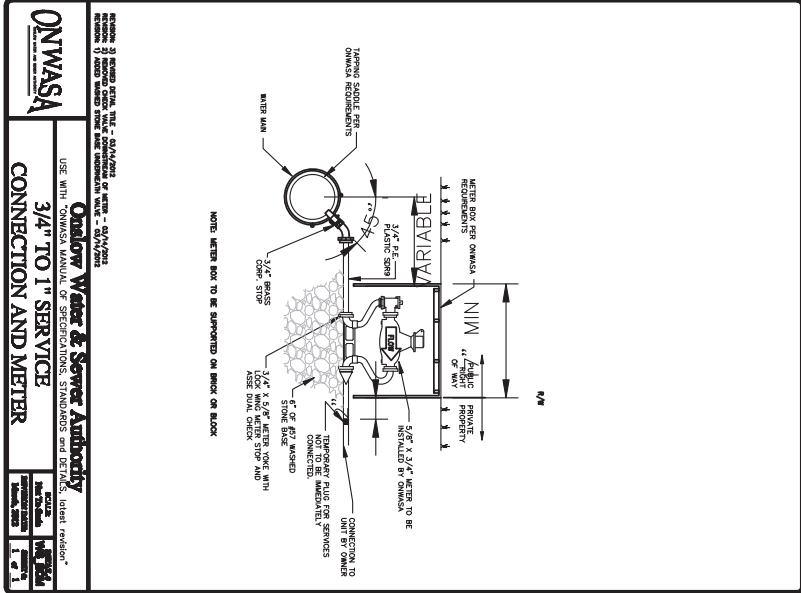


- D = INSIDE DIAMETER OR WIDTH OF CULVERT
- MINIMUM STONE THICKNESS TO BE TWO TIMES SPECIFIED STONE DIAMETER.

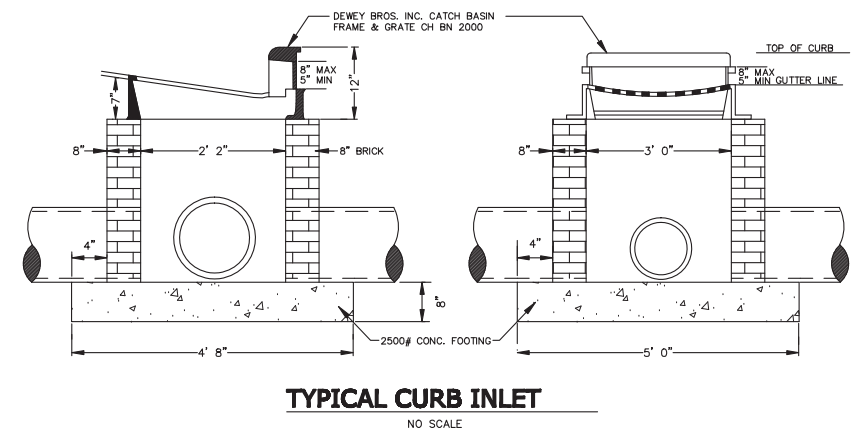
Rip Rap Scour Pad
NO SCALE

DETAILS - 1
BREZZA LOFTS at WARD FARM TOWN CENTER
Lot 8
WARD FARM COMMERCIAL SUBDIVISION
SWANBORO TOWNSHIP - ONSLOW COUNTY
PREPARED FOR
Proforma Ward Farm Lot 8, LLC

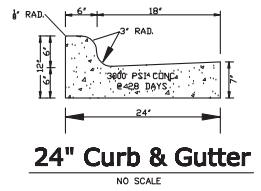
SCALE:	NTS
DATE:	2/11/2024
PROJECT:	
DRAWN BY:	JNC/DKN
SHEET	4A/4



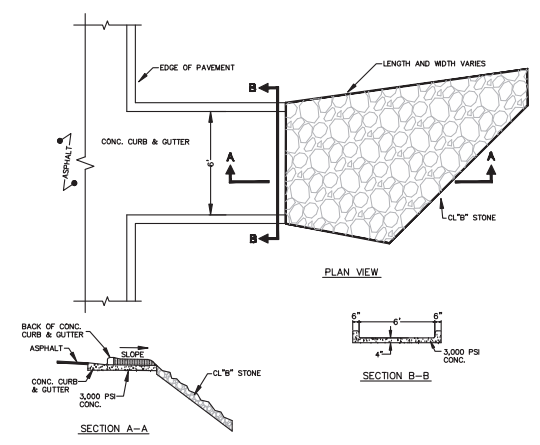
RPZ BACKFLOW PREVENTER
NO SCALE



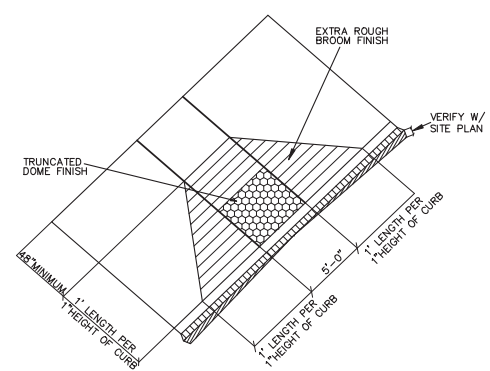
TYPICAL CURB INLET
NO SCALE



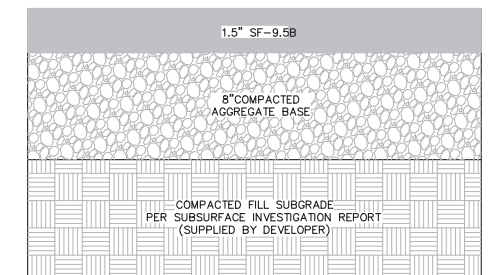
24" Curb & Gutter
NO SCALE



Flume Detail
NO SCALE



Handicap Ramp Detail



PAVEMENT DETAIL
Not to Scale

REVISIONS
Item V - a.

Crystal Coast Engineering, P.A.
Civil and Environmental Consulting Engineers
David K. Newsom, PE
205-3 WARD ROAD, SWANBORO, N.C. 28584
PHONE: (910) 325-0006 ~ FAX: (910) 325-0060
BUSINESS LICENSE #: C-2553

DETAILS - 2
BREZZA LOFTS at WARD FARM TOWN CENTER
Lot 8
WARD FARM COMMERCIAL SUBDIVISION
SWANBORO TOWNSHIP ~ ONSLOW COUNTY
PREPARED FOR
Proforma Ward Farm Lot 8, LLC

SCALE: NTS
DATE: 2/11/2024
PROJECT:
DRAWN BY: JNC/DKN
SHEET 4B/4

FOR REVIEW
ONLY

NOT FOR
CONSTRUCTION

CONSTRUCTION DRAWINGS FOR:
BREZZA LOFTS
A TOWNHOME COMMUNITY LOCATED IN WARD FARM TOWN CENTER
SWANSBORO, NORTH CAROLINA

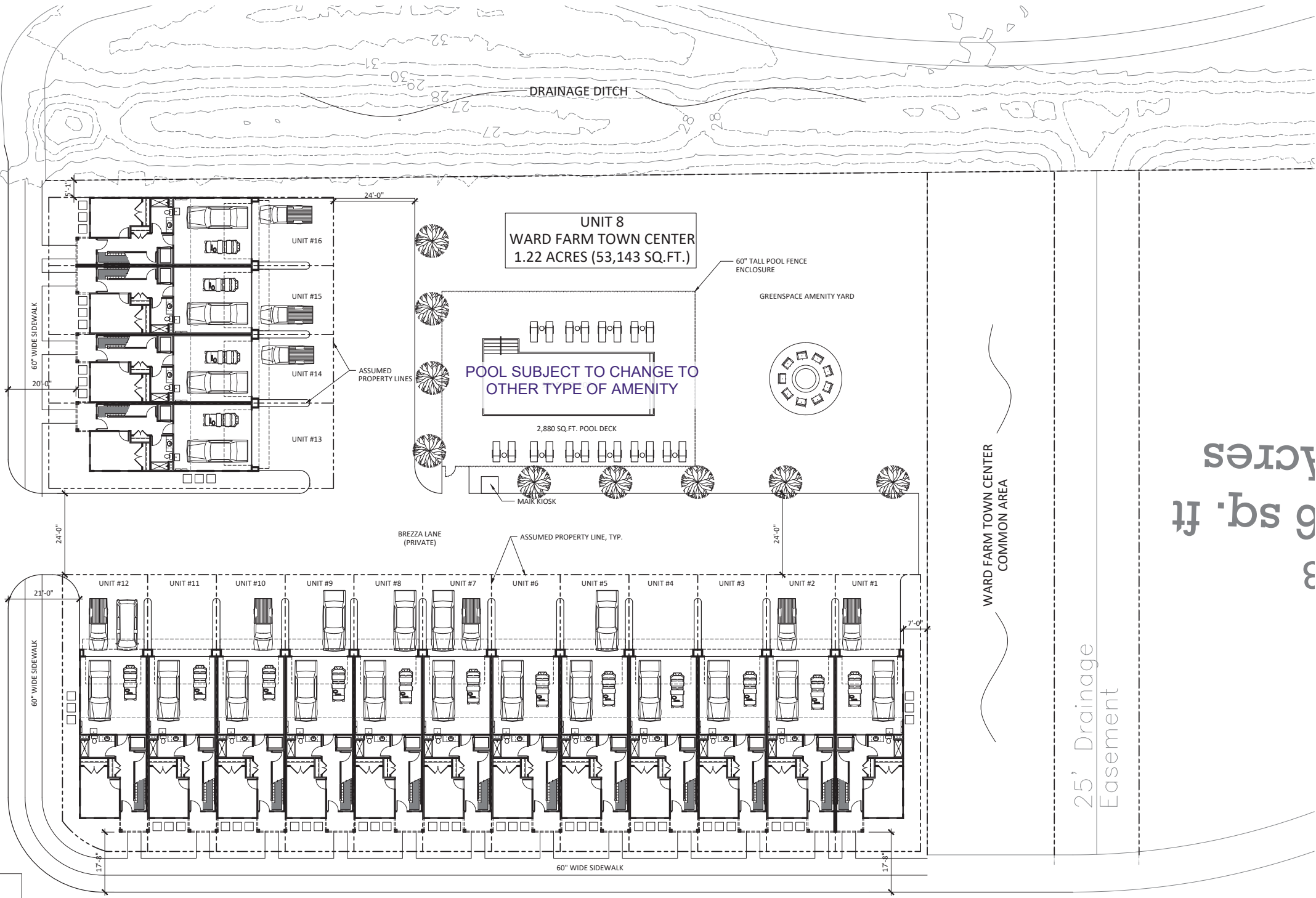
REVISIONS

JOB NUMBER
PA2421
DRAWN BY: (PARCH)

SHEET NAME
ARCHITECTURAL SITE
PLAN

SHEET NUMBER

A100



30' Ingre

6 sq. ft
3
Acres

PROJECT AND SITE DATA:	
OVERALL UNIT 8 SIZE:	53,134 SQ.FT.
UNIT SIZE MINIMUM (B3 ZONING)	43,650 SQ.FT.
8,000 SF FOR FIRST TWO UNITS	
1,975 SF FOR EACH ADDITIONAL UNITS	
16 TOTAL UNITS ON UNIT 8 (THEREFORE)	
8,000 X 2 = 16,000	
1,975 X 14 = 27,650	
TOTAL PARKING PROVIDED ON-SITE:	64 SPACES
TOTAL BUILDING HEIGHT:	39'-11"
TOTAL BUILDING SQUARE FEET ON UNIT 8:	39,995 SQ.FT.

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FOR REVIEW ONLY

NOT FOR CONSTRUCTION

CONSTRUCTION DRAWINGS FOR:
BREZZA LOFTS
A TOWNHOME COMMUNITY LOCATED IN WARD FARM TOWN CENTER
SWANSBORO, NORTH CAROLINA

REVISIONS

JOB NUMBER
PA2421

DRAWN BY: (PARCH)

SHEET NAME

EXTERIOR ELEVATIONS

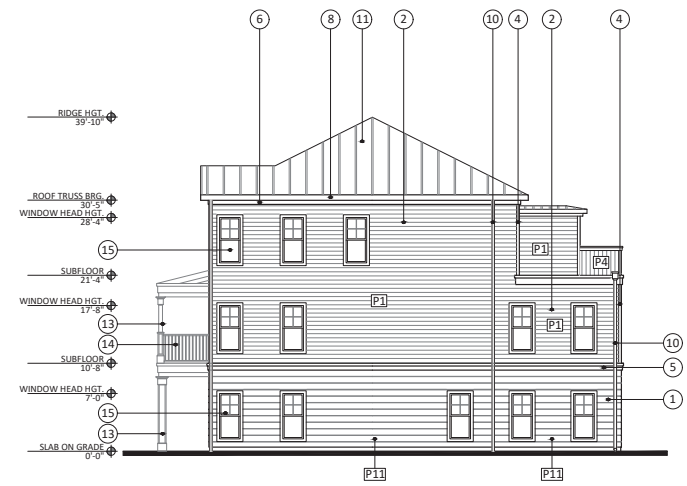
BUILDING TYPE ONE

SHEET NUMBER

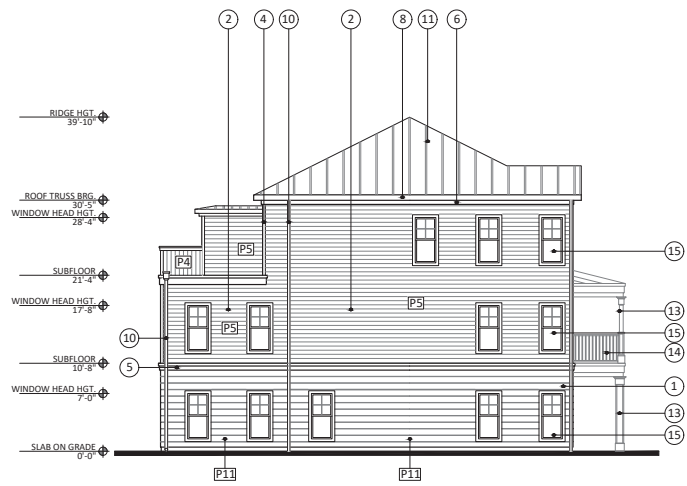
EXTERIOR ELEVATION MATERIALS LEGEND

TAG	DESCRIPTION
1	HARDIE ARTISAN SIDING - SQUARE CHANNEL - PRIMED
2	HARDIE PLANK LAP SIDING: 6" EXPOSURE SELECT CEDARMILL - PRIMED
3	HARDIE PANEL SELECT CEDARMILL - PRIMED W/ 2.5"W X .75" THICK BATTEN PRIMED.
4	5/4 SMOOTH HARDIE TRIM - 4.5" WIDE - PRIMED
5	5/4 SMOOTH HARDIE TRIM - 11.25" WIDE - PRIMED W/ 5/4 SMOOTH HARDIE TRIM - 4.5" WIDE - PRIMED ON TOP. SEE SECTIONS FOR DETAILS
6	5/4 SMOOTH HARDIE TRIM - 5.5" WIDE - PRIMED
7	5/4 SMOOTH HARDIE TRIM - 7.5" WIDE - PRIMED
8	SMOOTH HARDIE FASCIA - PRIMED
9	STRAIT EDGE PANEL HARDIE SHINGLE - PRIMED
10	4" Ø ROUND METAL DOWNSPOUT - WHITE
11	ADVANTAGE LOK - II METAL ROOF BY UNION CORRUGATING COMPANY - SNOW WHITE
12	48" X 4" BRACKET - WHITE (SEE DETAILS)
13	BUILT UP PORCH COLUMN - WHITE - SEE DETAILS
14	WOOD RAILING SYSTEM - WHITE - SEE DETAILS
15	SCHEDULED WINDOW
16	SCHEDULED DOOR
17	SCHEDULED GARAGE DOOR
18	HARDIE PANEL VERTICAL SIDING AND HARDIE TRIM BATTEN BOARDS
19	CLOPAY CANYON RIDGE ELEMENTS GARAGE DOOR - WHITE - ARCA WINDOW - DESIGN 13
P1	EXTERIOR PAINT - EGGSHELL - SW6213 HALCYON GREEN
P2	EXTERIOR PAINT - EGGSHELL - SW6234 UNCERTAIN GRAY
P3	EXTERIOR PAINT - EGGSHELL - SW7551 GREEK VILLA
P4	EXTERIOR PAINT - EGGSHELL - SW7757 HIGH REFLECTIVE WHITE
P5	EXTERIOR PAINT - EGGSHELL - SW9056 FRENCH MAÏRE
P6	EXTERIOR PAINT - EGGSHELL - SW65670 HAUTE PINK
P7	EXTERIOR PAINT - EGGSHELL - SW7603 POOLHOUSE
P8	EXTERIOR PAINT - EGGSHELL - SW9509 STEAMED CHAI
P9	EXTERIOR PAINT - EGGSHELL - SW9692 COTTON CANDY
P10	EXTERIOR PAINT - GLOSS - SW7757 HIGH REFLECTIVE WHITE
P11	EXTERIOR PAINT - EGGSHELL - SW6253 OLYMPUS WHITE

- NOTE:
- ALL EXTERIOR TRIM, COLUMNS, BRACKETS AND RAILINGS TO BE P10 - GLOSS
 - ALL COLORS IN BODY OF BUILDING TO BE EGGSHELL
 - NOT ALL COLORS OR MATERIALS ARE TAGGED IN THESE DRAWINGS. MATERIAL CALL OUTS ARE TYPICAL. COLORS ARE ORGANIZED BY UNIT. INQUIRE IF THERE ARE ANY QUESTIONS ON COLOR PLACEMENT.
 - ALL WINDOW INSTALLATIONS SHALL BE PER MANUFACTURER INSTALLATION AND WATERPROOFING. DO NOT VOID WINDOW WARRANTY BY DEVIATING FROM MANUFACTURERS INSTALLATION REQUIREMENTS.
 - INSTALL ALL SIDING AND FINISHES WITH MANUFACTURER RECOMMENDED GAPS, FLASHING AND CAULKING.
 - KEEP ALL FINISH MATERIALS AWAY FROM FINISHED GRADE PER MANUFACTURERS SPECIFICATIONS



3 EXTERIOR ELEVATION - SIDE
SCALE: 3/32" = 1'-0"



4 EXTERIOR ELEVATION - SIDE
SCALE: 3/32" = 1'-0"



2 EXTERIOR ELEVATION - BACK OF BUILDING
SCALE: 3/23" = 1'-0"



1 EXTERIOR ELEVATION - FRONT
SCALE: 3/32" = 1'-0"

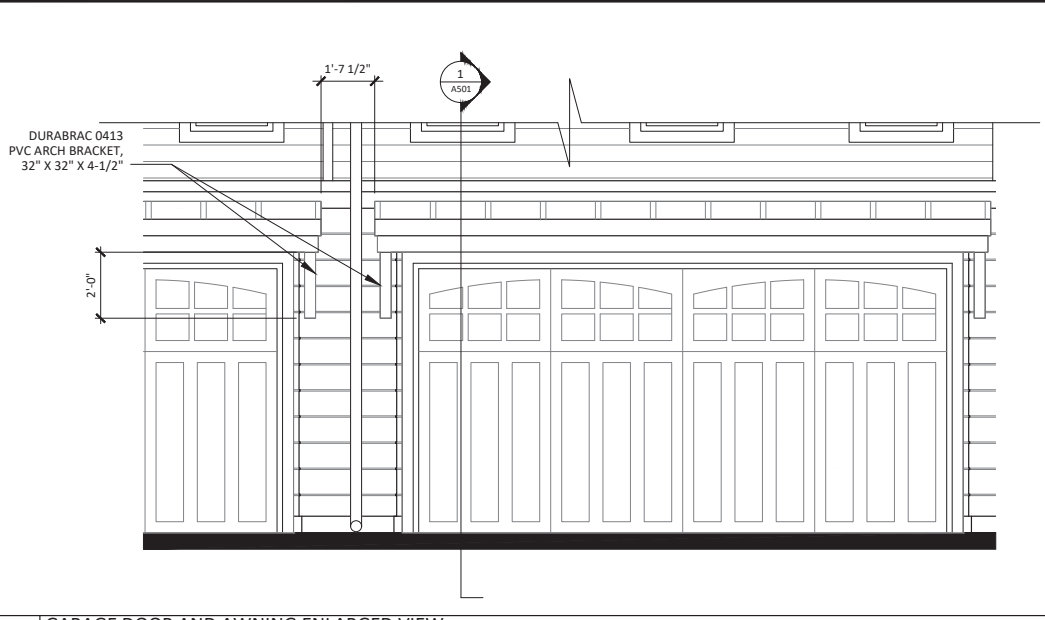
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P8	EXTERIOR PAINT - EGGSHELL - SW9509 STEAMED CHAI
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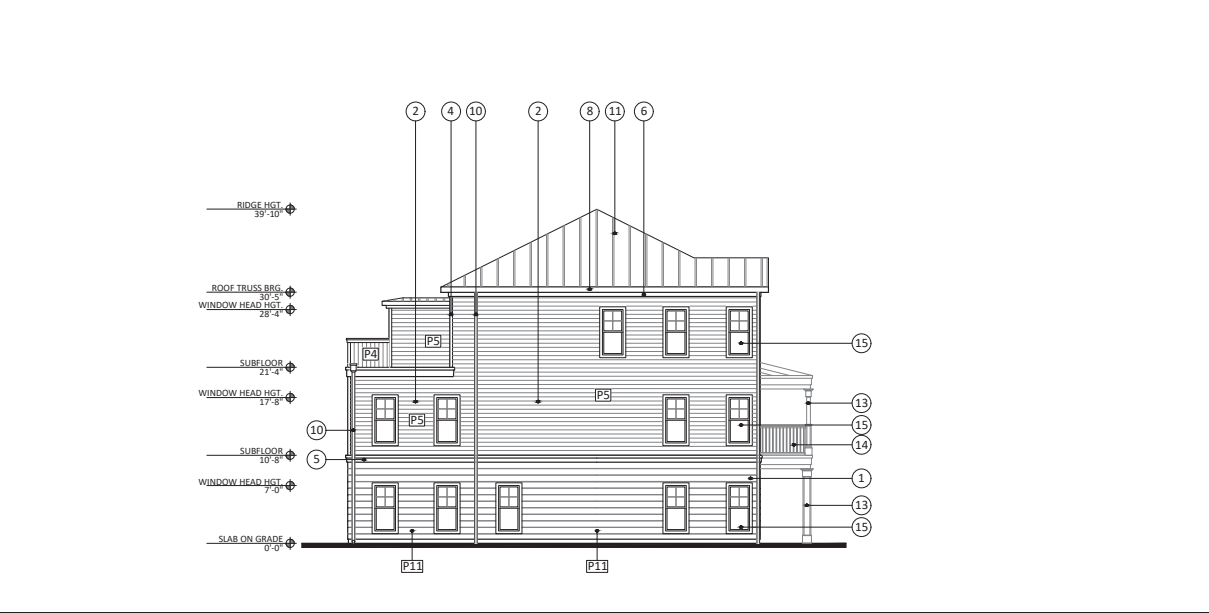
NOTE:

- ALL EXTERIOR TRIM, COLUMNS, BRACKETS AND RAILINGS TO BE P10 - GLOSS
- ALL COLORS IN BODY OF BUILDING TO BE EGGSHELL
- NOT ALL COLORS OR MATERIALS ARE TAGGED IN THESE DRAWINGS. MATERIAL CALL OUTS ARE TYPICAL. COLORS ARE ORGANIZED BY UNIT. INQUIRE IF THERE ARE ANY QUESTIONS ON COLOR PLACEMENT.
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- INSTALL ALL SIDING AND FINISHES WITH MANUFACTURER RECOMMENDED GAPS, FLASHING AND CAULKING.
- KEEP ALL FINISH MATERIALS AWAY FROM FINISHED GRADE PER MANUFACTURERS SPECIFICATIONS



5 GARAGE DOOR AND AWNING ENLARGED VIEW
SCALE: 3/8" = 1'-0"

6 NOT USED
NO SCALE



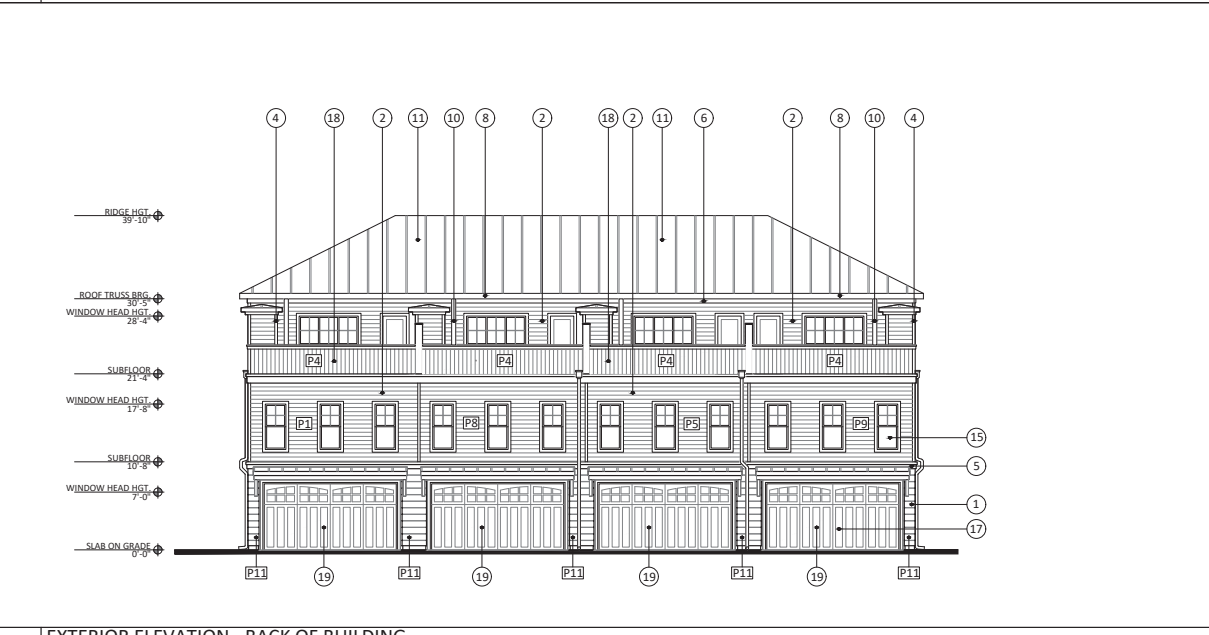
3 EXTERIOR ELEVATION - SIDE
SCALE: 3/32" = 1'-0"

4 EXTERIOR ELEVATION - SIDE
SCALE: 3/32" = 1'-0"



1 EXTERIOR ELEVATION - FRONT
SCALE: 3/32" = 1'-0"

2 EXTERIOR ELEVATION - BACK OF BUILDING
SCALE: 3/32" = 1'-0"













POOL SUBJECT TO CHANGE TO
OTHER TYPE OF AMENITY





• Friendly City by the Sea •
Established 1783

www.swansboro-nc.org

Board of Commissioners

John Davis
Mayor

William Justice
Mayor Pro Tem

Jeffrey Conaway
Commissioner

Douglas Eckendorf
Commissioner

Joseph Brown
Commissioner

Patricia Turner
Commissioner

Interim Town Manager

Jon Barlow
tnmgr@ci.swansboro.nc.us

Town Clerk

Alissa A. Fender, MMC
afender@ci.swansboro.nc.us

8/6/24

Brezza Lofts
Lot 8 at Ward Farm Town Center
TRC Review Comments

Provide the following items and required changes and notes on your site plan:

Fire Department- Jacob Randall, Fire Chief

- The current site plan will suffice. All additional comments will be included in the building plan review.

ONWASA- Wynee Ray, Technical Operations Supervisor

- Comments will be sent to you by ONWASA under separate cover once submitted to them.

Public Works- Gerald Banks, Public Works Director

- Please provide either in a sealed report or letter, the stormwater runoff information, and methods of routing for our review. Future stormwater treatment area or use existing pond? If so, he would like to see that current stormwater pond can support this size development.

Police Department- Dwanee Taylor, Police Chief

- No comment.

Building Department- Paul Ingram, Building Inspector

- No comment, more review to come with building plans.

Planning Department- Rebecca Brehmer, Planner

- Landscape plan- Please provide separate landscape plan and label and identify each species of plants. We need this to determine if the 8% shade and other requirements for plants in parking lots are met, as outlined in Section 152.529 Landscaping for parking area.
 - Per ONWASA, planting of trees cannot be planted on top of water and sewer lines.
- There is no lighting plan, refer to Section 152.503 and note that cut off luminaries should be used. Include more detailed plan in revised set.
- An elevation with four-sided architecture is required to proof you meet the Town of Swansboro architectural standards.
- Provide the dumpster enclosure details as required in Section 152.539.
- Provide documentation of any required State signoffs (if any are needed).
- If a sign is needed, provide sign submittal or design details. The Town allows monument and building signs only.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Advanced Life Support Enhancement Update**

Board Meeting Date: **October 22, 2024**

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

Overview: At its August 6, 2024, meeting, the Onslow County Peer Review Committee (PRC) approved the Swansboro Fire Department's enhancement to the ALS—Paramedic Level of first responder services. Per the EMS System plan, the next course of action was to develop an agreement with the County to begin these services.

After the PRC approval, the next step is to enter an agreement with Onslow County to begin these services. The agreement has been drafted and sent to the Onslow County Emergency Services director to move to the Board of Commissioners(BOC), with a tentative November appearance on the agenda. While the agreement is pending final approval from the BOC, the NC Office of EMS approval is needed to function. We need to acquire the mandated equipment for the ALS enhancement to request this inspection. Holly Ridge Fire & Rescue is also going through this enhancement. They would like to approach the equipment cost together. Creating the need for a cost-share agreement.

Background Attachment(s): N/A

Recommended Action:

- 1) Approval for the town manager and fire chief to draft and execute a cost-share agreement with Holly Ridge Fire Rescue for an EMS plan-related purchase.
- 2) Once agreements are adopted, return with a prepared budget amendment for necessary equipment and supply purchases.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Self-Contained Breathing Apparatus Sale and Acquisition**

Board Meeting Date: **October 22, 2024**

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

Overview: Through an assessment of our operational capabilities, we have identified the inability to effectively operate with other agencies with the Self-Contained Breathing Apparatus (SCBA) that was purchased in December 2022 using ARP funds.

Since April 2023, the agencies with which we operate with for emergency operations has increased and all the agencies operate with SCOTT SCBAs. We have had two large incidents where our personnel were rendered inoperable due to the lack of spare SCBA cylinders. The differing systems mean our crews are limited to the spare cylinders on the apparatus versus having the ability to be interchangeable with other agencies on the scene. The need has been present for a while. However, we have found a solution to replace the apparatus while causing no negative budgetary impacts for the next four years, allowing the replacement to be incorporated into our capital improvement planning.

Summerville Bunnlevel Fire & Rescue, located in Harnett County, has expressed interest in purchasing our current inventory of SCBAs. Their small volunteer department runs the MSA equipment, and their current gear is expiring. The sale of the equipment will be for \$200,000. We would, in return, acquire the new SCBAs through a community leasing program with Rhinehart Fire Services, 1 of 2 available providers, which has acquired the lowest pricing from the manufacturer of SCOTT, 3m. The annual payments would equal the payments from Summerville-Bunnlevel Fire & Rescue for the first four years, creating a revenue source for the first four years. After the current equipment is paid off, the Town would then become solely responsible for the payment amount. Allowing a planned transition to align future funding sources, no current budgetary impacts, and the ability for our personnel to be interoperable, safe, and efficient on the fire ground.

Background Attachment(s): N/A

Recommended Action:

- 1) Approval to surplus the current MSA Self-Contained Breathing Apparatus.
- 2) Approval for the Town Manager and Fire Chief to execute a sales agreement with Summerville Bunnlevel Fire & Rescue Inc.
- 3) Approval to acquire new SCOTT Self-Contained Breathing Apparatus, through Rhinehart Fire Services in the amount of \$300,200.15.
- 4) Approval to seek financing with Community Leasing Partners, a division of Community First National Bank, for the amount \$260,183.15.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **October 22, 2024**

Prepared By: **Sonia Johnson – Finance Director and Jonathan Barlow – Town Manager**

Overview: The Board of Commissioners directed staff to create a Fund Balance Policy to protect against short-term revenue fluctuations and respond to unforeseen emergencies. This policy will serve as a guideline for maintaining adequate reserves, managing unforeseen events, and supporting sound fiscal management practices.

The LGC minimum threshold is 34%. Below is a comparative analysis of peer towns with similar service as of June 30, 2023.

			Fund Balance Available %		
Municipality	Population	Unassigned Fund Balance (Minimum Threshold)	2021	2022	2023
Swansboro	4102	Proposed (50%)	62.24	69.01	89.81
Atlantic Beach	1407	35%	48.94	52.08	63.27
Emerald Isle	3966	25%	22.12	21.94	19.91
Richlands	2415	NA	74.43	80.68	123.6
Average			48.50	51.57	68.93

Background Attachment(s): Proposed Fund Balance Policy

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

Action: _____



TOWN OF SWANSBORO

North Carolina

FUND BALANCE POLICY



(Draft) October 22, 2024)

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SECTION 2. GENERAL _____ **3**

 2.01 FORWARD _____ 3

 2.02 DEFINITIONS _____ 3

SECTION 3. OBJECTIVES _____ **5**

SECTION 4. GUIDELINES _____ **6**

SECTION 5. EXPENDITURE OF FUNDS _____ **7**

2.01 FORWARD

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

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

2.02 DEFINITIONS

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

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

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

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

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

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

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

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

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



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

General Fund Expenditures Calculation for Unassigned Fund Balance:

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

3.01 OBJECTIVES

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

4.01 GUIDELINES

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

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

5.01 EXPENDITURE OF FUNDS

- I. Unassigned fund balance above the Town's goal should be considered, through the annual budget process, as a funding source for capital needs funded with pay-as-you-go capital. Appropriations outside the annual budget will generally be limited to:
 - (1) Expenditures to support or facilitate projects that generate new revenues or cost savings in excess of the investments within established periods.
 - (2) Interim partial year funding for new programs that are needed before the next fiscal year.
 - (3) Cost related to unanticipated workload in the current fiscal year that cannot be addressed with budgeted resources.
 - (4) Prudent supplemental funding for existing capital projects that require additional resources before the next fiscal year to fund unanticipated costs, avoid excessive delays, or improve service levels.

- II. If multiple categories of fund balance are available for expenditure, the Town will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

- III. Appropriation of unassigned fund balance exceeding the minimum funding levels may only be used at the discretion of the Board of Commissioners in dire financial circumstances to:
 - Provide resources to offset unforeseen revenue shortfalls in combination with expenditure reductions.
 - Fund emergency expenditures in a disaster.
 - One-time expenditures that are for the long-term financial benefit of the town. (i.e., refinancing at lower interest rates, capital outlay for items that appreciate in value)

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

REVENUES

EXPENDITURES

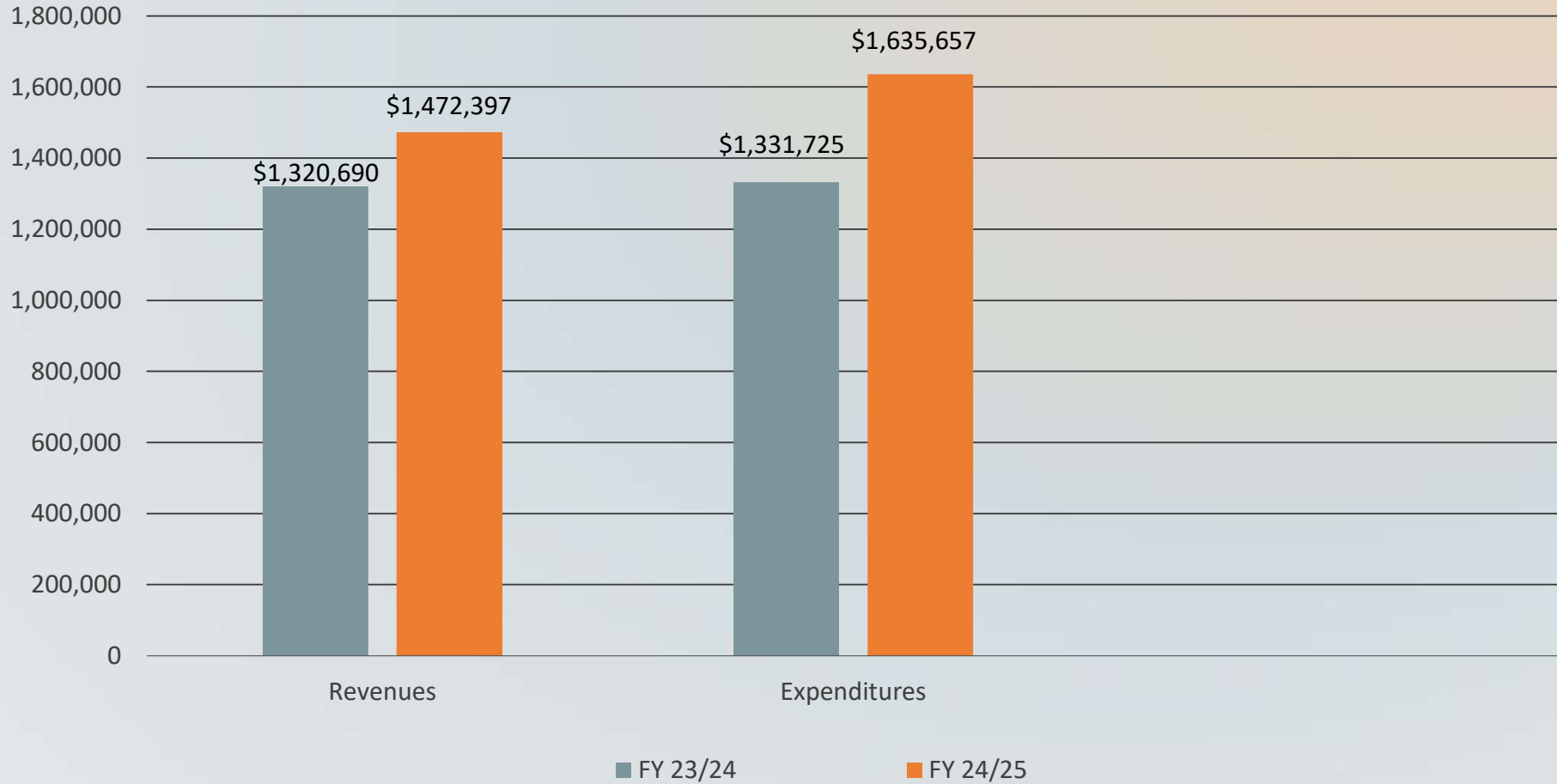
LOAN PAYMENTS

INVESTMENTS

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

Item VI - d.

GENERAL FUND



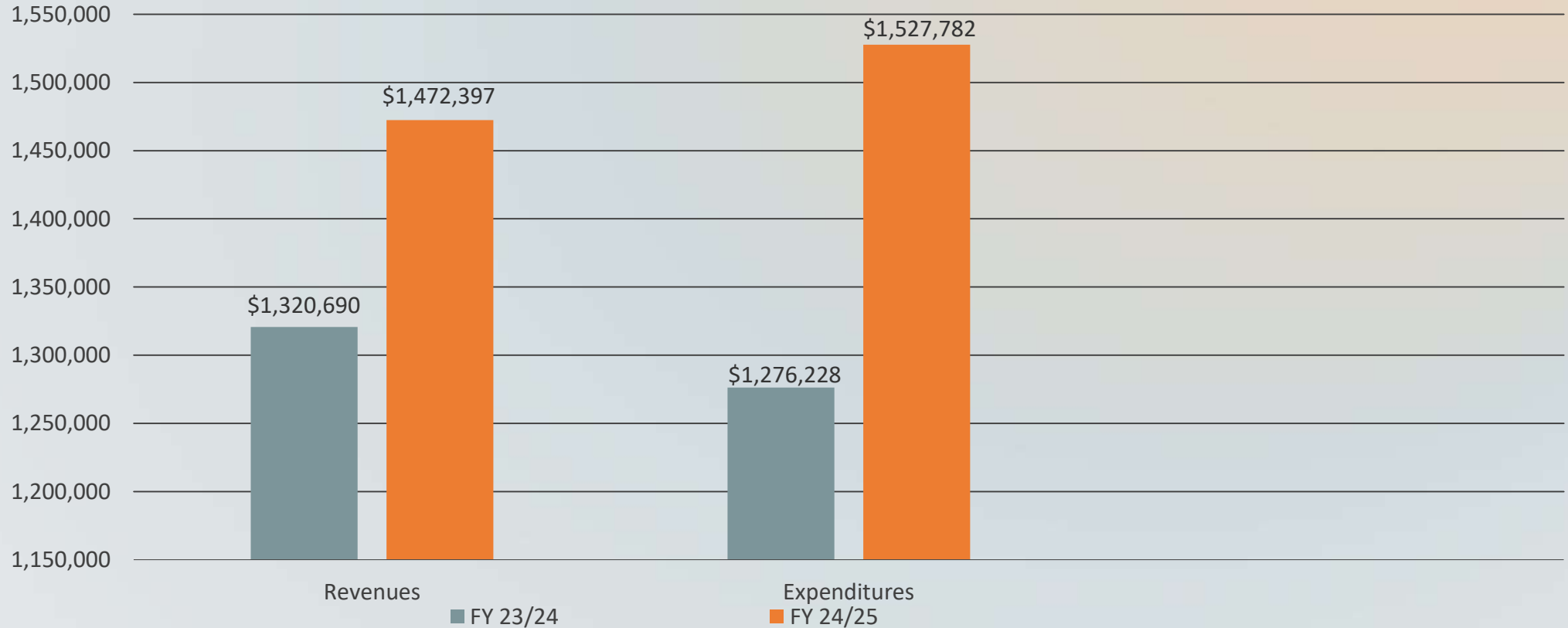
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures -\$163,260

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

(ACTUAL)

GENERAL FUND

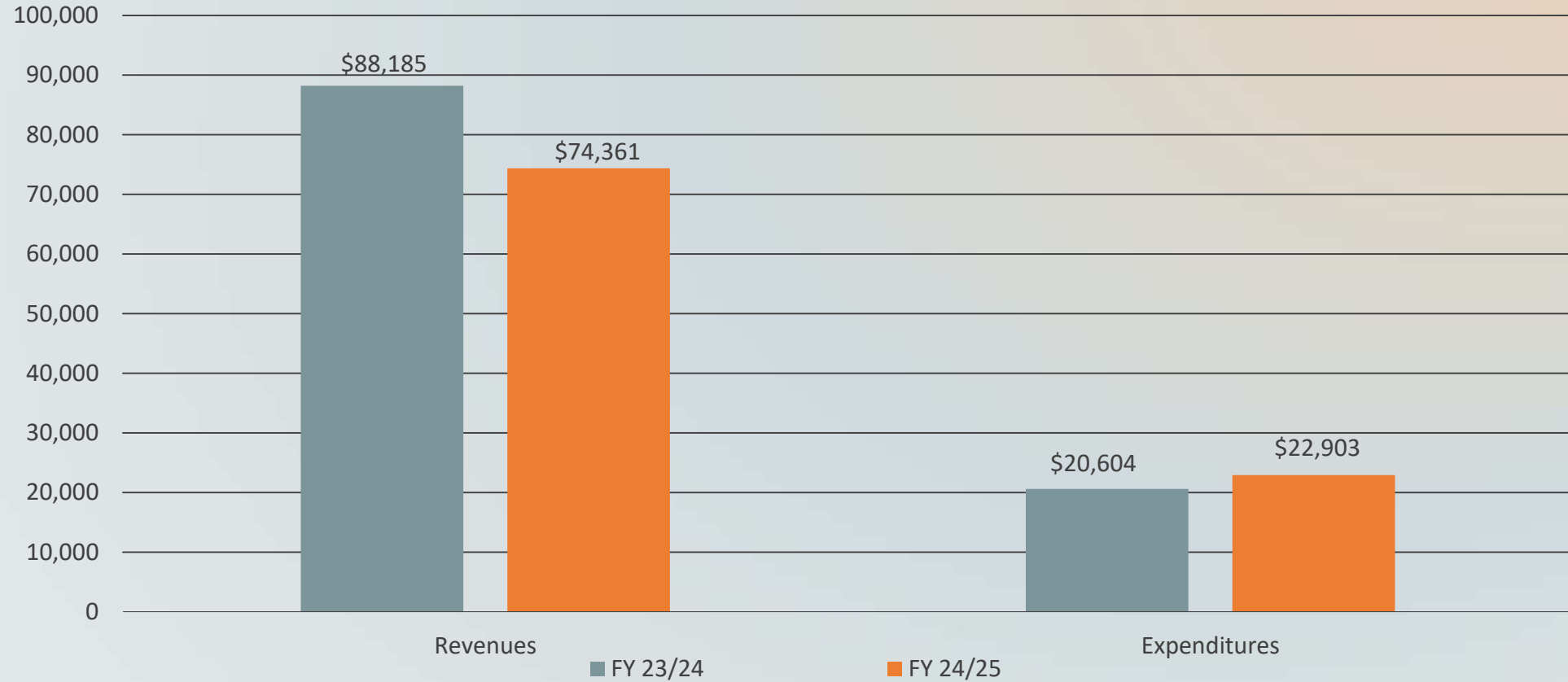


(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures *-\$55,385*

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % September 30, 2024
GOVERNING BODY	25,195	11,759	570	48.9%
ADMIN SERVICES	429,552	105,689	188	24.6%
FINANCE	315,178	61,248	250	19.5%
LEGAL	59,300	3,512		5.9%
PUBLIC BUILDINGS	364,723	56,800	17,991	20.5%
FIRE	2,008,046	326,803	24,231	17.5%
PERMITTING	288,270	97,546	546	34.0%
PLANNING	86,293	14,718		17.1%
POLICE	1,344,996	237,179	8,269	18.2%
PUBLIC WORKS-STREETS	1,498,086	206,159	31,232	15.8%
POWELL BILL-STREETS	191,791	1,486	400	1.0%
PARKS & RECREATION	486,086	75,309	8,276	17.2%
DOWNTOWN FACILITIES	130,326	19,349	430	15.2%
EMERGENCY MANAGEMENT	10,850	6,063	1,830	72.7%
FESTIVALS & EVENTS	134,635	22,282	12,986	26.2%
NON DEPARTMENTAL	544,864	281,880	676	51.9%
TOTAL	7,918,191	1,527,782	107,875	20.66%

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

STORMWATER ENTERPRISE FUND

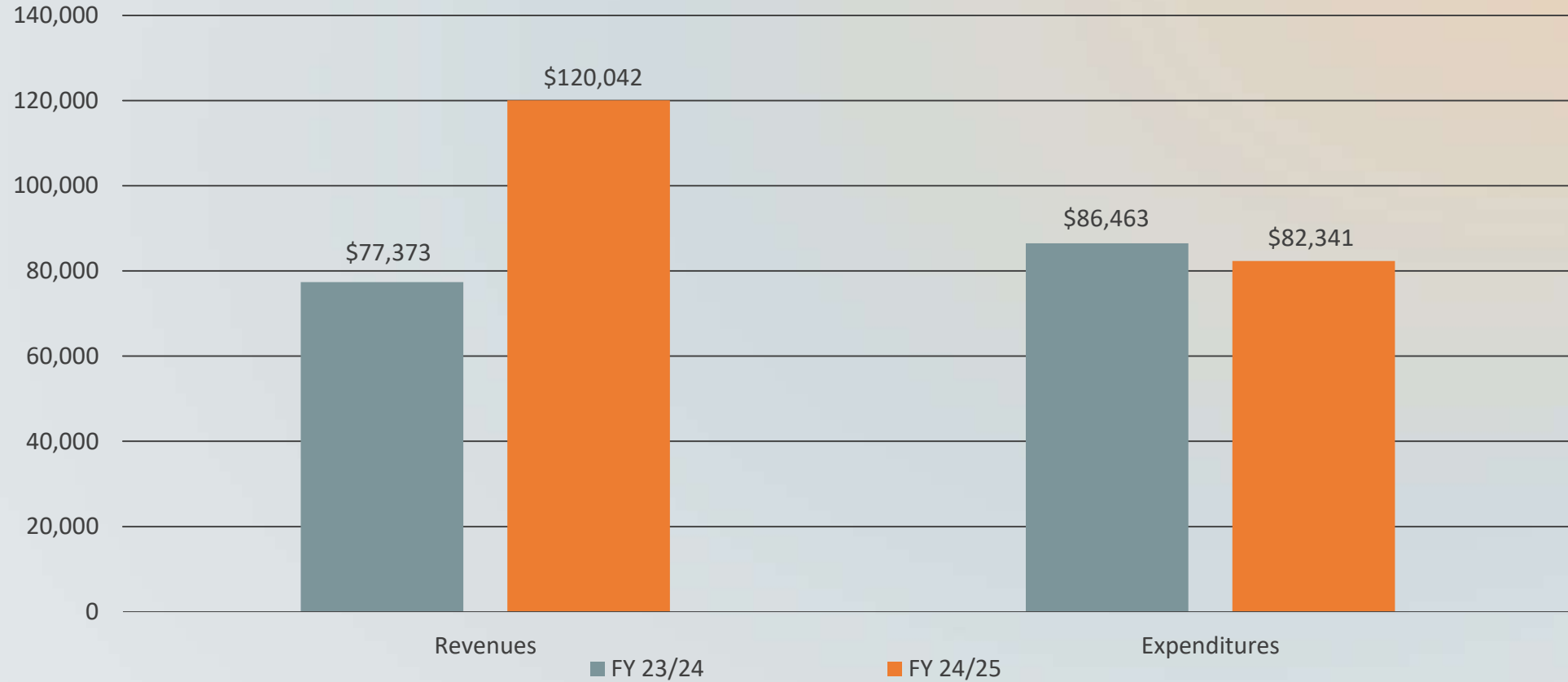


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$54,458

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

Item VI - d.

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$37,701

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF SEPTEMBER 30, 2024)**

Item VI - d.

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$317,275	2.69	03/21/2028	\$84,724
Public Safety Facility	\$40,000	2.58	12/22/2024	\$42,064
Fire Truck	\$136,806	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$75,000	2.43	12/14/2026	\$28,038
Grapple Truck/Town Hall Generator	\$47,106	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$45,495	1.84	7/15/2026	\$23,377
Cab Tractor/Dump Truck	\$254,500	4.82	4/3/2029	\$58,491
Total Debt	\$916,182			\$332,123

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

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$417,770	.05%
NC CMT-General	\$5,730,274	5.07%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,345,829	5.10%

GRANT UPDATE

Item VI - d.

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,029,592	\$9,269	\$63,738
Swansboro Bicentennial Park Boardwalk Extension	\$302,800	\$156,440	\$0	\$146,360
Emergency Operation Center	\$9,260,606	\$20,190	\$0	\$9,240,416
Emmerton School Repairs	\$424,000	\$90,723	\$0	\$333,277
Stormwater Master Plan	\$400,000	\$91,063	\$0	\$308,937
Total Outstanding Grants	\$11,490,005	\$1,388,008	\$9,269	\$10,092,728

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **October 22, 2024**

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

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

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

November 12th or 26th

- * Recognition – Animal Chip Reader Installation
- * Shadow Creek Street Acceptance
- * Duck Ordinance Discussion – Possumwood Acres inclusion
- * Closed Session to review Sam Bland Nominations

December meeting date

10th

Future Agenda Items

- * Minimum Housing Code
- * High School Recognitions – *(pending response from principal)*
- * Street Acceptance of Swansgate and Shadow Creek *(developer has applied)*
- * Waterfront Access and Development Plan *(review/revision considerations)*
- * Town Code Amendment to Chapter 91: Fire Prevention
- * Community Presentations *(ongoing monthly)*
- * 2nd Amendment/Weapon Allowance at Town Hall
- * DOD Grant
- * EMS Plan *(ongoing)*
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building *(postponed by presenter)*
- * UDO/Policy Amendment on acceptance of streets, sidewalks and stormwater infrastructure
- * UDO Text Amendment related to Fences *(pending)*
- * Consideration to enable paid parking for downtown
- * Scouts' recognition *(awaiting response from troop leader)*
- * Beautification Committee *(Pending)*
- * Policy Reviews
 - TDA

PROJECTS REPORT

Town Projects/Initiatives Update

October 2024

Submitted By: Jon Barlow, Town Manager

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

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

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

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

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

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

Ten people have been identified as the committee:

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

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

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

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

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

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

Ernie Olds/Becker Morgan gave a report to include three options to the committee on April 19. Ernie will firm-up the options as discussed by the committee and share with the staff. The staff met with Becker Morgan again and BM was to firm up the report per discussions and share final deliverable with the Committee for recommendation to the Board of Commissioners. The final draft feasibility study was presented to the committee on June 21st. The Committee made some suggested clarification points that Becker Morgan incorporated and then the report was forwarded onto the Board of Commissioners in July 2023. The study included four options that

Town of Swansboro, NC
Manager's Report

captured space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

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

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

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

Option D is a concept that provides a new free-standing building that incorporates all the needs of each department. Option D would be constructed on a 'greenfield' site, an off-campus location. This option is likely the costliest. Careful consideration will need to be given to site selection regarding impacts and expenses of land acquisition, utilities, drainage, flood plain and emergency response times in addition to the concerns noted previously in the New Site section. Option D – \$8.8M in building construction and renovation costs, 14,788 usable square footage. Site improvements of \$1,500,000; additional/potential costs of \$403,000 and soft cost of \$1.02M. Total budget range (+/- 15%) = \$9.9M to \$13.4M.

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

- EOC/PSB site committee developed a site solicitation packet.
 - 6 entries were submitted by the deadline of May 15, 2024, and 1 after the deadline. 6 entries were eliminated at that time.
 - The property beside the Rotary was the only site remaining from packet entries.
 - *Town engineer researching ingress/egress concerns.
- The EOC/PSB Committee is in the process of developing a portfolio to highlight the work done to date. The portfolio will include the Feasibility Report prepared by Beaker Morgan dated 6/28/2023, a timeline to complete the project, Rotary property maps, and Rotary wetland survey maps.
- Additionally, it will include information on the Design/Build construction option, and a model RFP that will seek proposals from potential construction firms.

Town of Swansboro, NC Manager's Report

- On 10/14/24 the EOC Committee voted in favor of making a recommendation to the BOC to make an offer to purchase a 5-acre tract of land adjacent to and owned by the Rotary.

NC DCM Resilient Coastal Communities Program (RCCP) Grant

On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management awarded 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, NCDCM 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

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.

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

Town of Swansboro, NC Manager's Report

and the Public in May, the final deliverables were submitted on May 31, 2023, to NCDENR meeting the grant phase deadline.

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

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

August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:

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

We will use the funds for the following projects:

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

Town of Swansboro, NC Manager's Report

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

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting the \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work. Staff is preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

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

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

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

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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

Staff, the engineer, and SHPO met onsite on May 23, 2024, to review the progress of the masonry work. SHPO representative discussed options on the progress of the masonry work with the engineer.

Staff, engineer, and SHPO had a Teams meeting on June 4, 2024, to discuss remaining budget estimate/ availability of funds for site drainage improvements and other scope of work window, door, soffit, and interior repair. Option 2 was chosen.

Remaining Funds for Site Drainage Improvements (Option 2)

\$314,225	Estimate of remaining funds prior to window/soffit/interior bid
-\$209,000	Base Bid and all Add Alternates except #5 Painting Metal Ceiling Panels
\$ 105,225	Estimate of Remaining Funds for Site Drainage Improvement *

Staff, engineer, and SHPO met on site on June 13, 2024, to review progress of masonry work.

June 13, 2024, SHPO stated that upon review, they had concluded that the proposed French Drain installation work would meet the Secretary of Interior Standards and will not adversely affect the National Register-listed property. Engineer met with contractors to begin bids for the French Drain.

June 18, 2024, the NC Historical Commission meet and discussed recommendations for reallocation of available funds of the Emergency Supplemental Historic Preservation Fund (ESHPPF). This was due to the fact that some projects sustained greater damage than expected and budgetary inflation was present as well as an increase in the scope of work. The Commission voted unanimously to accept the staff's recommendation and the funding reallocation for our grant was officially decided in the amount of \$75,000.

On July 8, 2024, the masonry and all required improvements from the SHPO work was completed.

July 12, 2024, Stature Engineering, Staff, and the State Historic Preservation Office selected Carolina EarthWerx LLC to preform French drain installation.

July 18, 2024, a modified Contract with Watertight System, Inc was signed to include Prosoco OH100 stone hardener to interior brick.

Town of Swansboro, NC Manager's Report

Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Harp Builders, Inc was selected. July 22, 2024, a contract with Harp Builders was signed to preform historic restoration on exterior windows and Ceiling panels, install storm windows and missing attic insulation.

The required Quarterly Report Apr.1- Jun. 30 for the grant was submitted early July.

August 19, 2024, the modified grant contract was signed to modify the period of performance, the amount of grant funds awarded, and adjust the scope of work.

A contract with Carolina EarthWerx, LLC was signed to install the French drain.

Hurricane Grant Specialist Annette Stone informed the town that an easement would need to be established to preserve the historic structure, with the state expected to provide a draft of the easement in the first quarter of 2025.

October 11, 2024, both preconstruction meetings fell through.

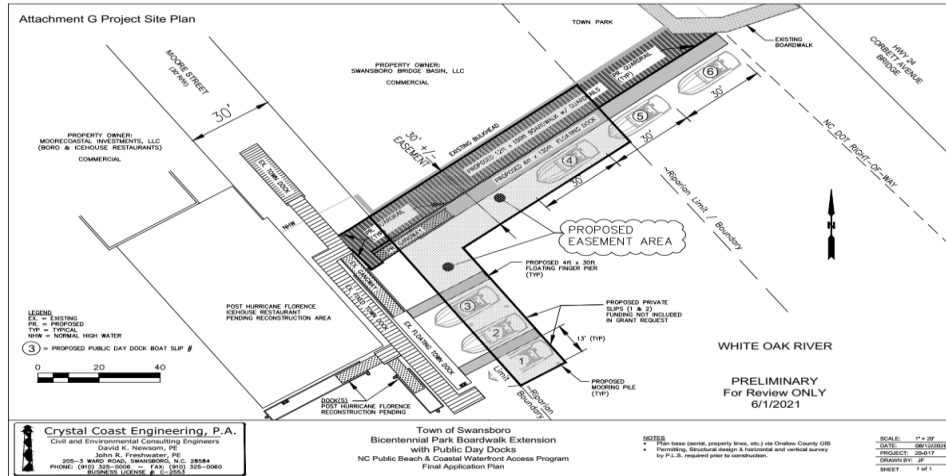
- Trench contractor - has been working relief efforts in the mountains. Correspondence just slipped through the cracks with him.
- The interior contractor - had an accident and spent some time in the hospital over the weekend. He wasn't up for traveling for meeting.

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:

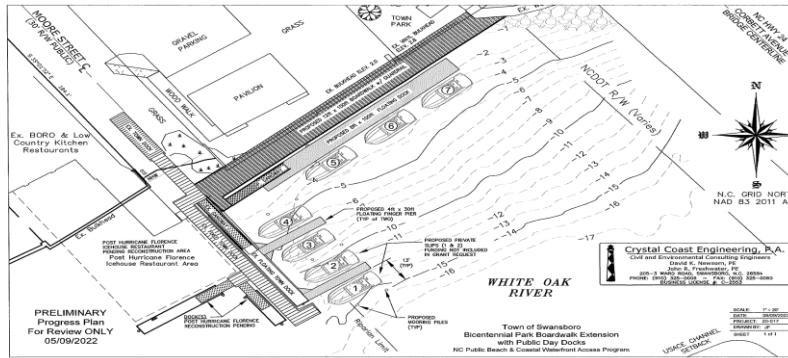
1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
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 Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting

Town of Swansboro, NC Manager's Report

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 a grant extension.

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

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

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

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

On Friday, August 11th, 2023, property owner, Randy Swanson notified the Town that the ground was cracking at the shoreline/bulkhead. On Monday, August 14th we met with

Town of Swansboro, NC Manager's Report

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

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

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

An RFP was posted and advertised for construction of a fixed timber platform, floating dock, and few floating slips at the existing water access. Sealed bids were opened on August 6, 2024, six contractors submitted bids the lowest bid was \$233,200, significantly over grant funds available.

The Town Manager was authorized to work with the project Engineer and the lowest bidder, Carteret Marine, in an effort to modify the design in a manner that brings the project within budget and return to the board as soon as possible.

A final extension was granted in July 2024 through April 1, 2025.

August 20, 2024, Town Manager, Staff, and Kathy Vinson, met with Arendell Engineers and Carteret Marine, which included an on-site inspection of the Dock Walk site to discuss necessary adjustments to the project plans. Arendell Engineers will be revising and resubmitting the drawings, aiming to optimize costs to Carteret Marine, who will provide an updated cost estimate based on the new plans.

On September 9, John Wade, Project Engineer, submitted a list of design changes resulting in a reduction of \$22,000.

Town of Swansboro, NC Manager's Report

Revised Carteret Marine Proposal	\$211,200
Engineering and Construction Management Fees	<u>\$15,000</u>
Total	<u>\$226,200</u>
Less Total Grant Award	<u>\$158,300</u>
Additional Funds Requested	<u>\$67,900</u>

Project revision

- Removal of four (4) tie piles from project scope.
- Removal of Class B stone beneath armor stone from project scope.
- Shift the platform that previously straddled the current bulkhead to directly waterward of the bulkhead.
 - Reduce the width of the walkway to 10'.
 - Use #2 southern yellow pine lumber beneath the deck.
 - Remove the handrail from the landward side of the platform.
 - Walkway will be flush to existing bulkhead cap.
- Still working on how to address the ADA issue with the current bulkhead cap.
- Shorten the gangway from 30' to 20'.

September 10, 2024, the Board of Commissioners meeting requested to seek funding assistance from TDA.

A TDA meeting is scheduled for October 1, 2024

On October 1, 2024, The TDA approved \$15,950 for the Dockwalk project, On October 14, 2024, the Contract awarding the Project to Carteret Marine in the amount of \$215, 300 was signed. Expected construction start date in 10 /28/2024.

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 a 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**

Town of Swansboro, NC Manager's Report



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

Priority 2 Completed. Ribbon Cutting was 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 are 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

Town of Swansboro, NC Manager's Report

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 in the last part of October. **Priority 4 completed.**

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

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

Priority 4 - **Completed**



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 the needed easement for sidewalk extension. The first letter was sent on October 24th.

Town of Swansboro, NC Manager's Report

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 in the last week of July and shared with NCDOT so that this section could be moved forward ahead of Priority 3. Thus far, no easements have been secured for Priority 3.

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

Priority 5

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

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

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

Priority 5 completed in September 2023



Town of Swansboro, NC Manager's Report

Priority 6

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

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

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

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

Priority 7

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

Priority 8

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

Priority 9

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

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

On February 6th, I had additional conversation with property owners of Priority 3. They seem interested in working with the Town now. I reached back out to NCDOT to schedule a meeting with the property owners. On 2/22/23, our Division Engineer indicated that they will create a detailed aerial of where the sidewalk/easement will be. A reminder that Priority 3 was taken off

Town of Swansboro, NC Manager's Report

the NCDOT work list, and those funds were shifted to Priority 4, 5, and 6. If the Priority 3 property owners were agreeable to provide an easement, a new estimate would have to be obtained, and the Town would be responsible to have engineer/design and pay for the stormwater crossing. NCDOT has made it clear they will not pay for that.

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

August 15, 2024, the Town Manager met with NCDOT representative Ron Van Cleave and JUMPO representatives Stephanie Kutz and Teri Dane. Initial steps identified in restarting the Sidewalk Priority Projects was to identify a funding source. Most likely federal funds going through JUMPO 80/20 split. Also, need to prepare a new RFQ for engineering and design services.

Timeline: Retain Engineering services, Design, permitting and easement acquisition in 2024/2025. Construction 2026.

Sidewalk Priority Project List updated and reordered BOC as of August 27, 2024



- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,008 FT

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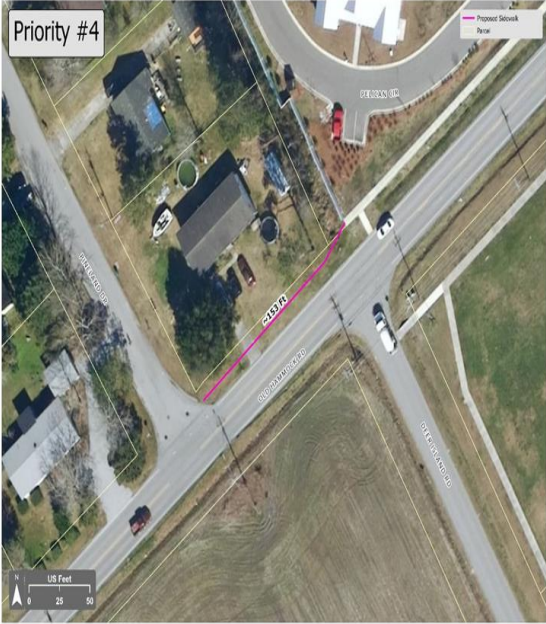


- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,483 FT



- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- No survey or design work performed
- Estimated Sidewalk Length: 976 FT

Town of Swansboro, NC Manager's Report



- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages
- Easements: Obtained
- Town obtained an engineered crossing design for the project. There might be a utility pipe conflict
- Estimated Sidewalk Length: 153 FT



- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 1,411 FT.
- Southside: complete

Town of Swansboro, NC Manager's Report

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 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.

Town of Swansboro, NC Manager's Report

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

- 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.

Town of Swansboro, NC Manager's Report

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

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

Town of Swansboro, NC Manager's Report

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

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

Town staff recently noticed the growth of mold in numerous areas inside the Visitors Center. This condition has necessitated the need to close the building until the problem can be remediated. As a result, mold remediation companies in the area were contacted and Right Coast Solutions responded and agreed to inspect the building to determine the source(s) of the problem and develop a remediation plan.

Upon inspection, mold was found in the kitchen, office area, outlets, crawl space, and HVAC duct work. In the interior, remediation would include removing the bottom 24" of drywall and applying mold blocking primer and foam insulation to block air intrusion from crawlspace. In the attic, an electric exhaust fan would be installed. In the crawl space, insulation and mold blocking primer would be applied. HVAC ducts, grates and vents would all be cleaned.

The total cost to perform the proposed work is \$15,250. A budget amendment would be required.

September 10, 2024, the Board of Commissioners requested staff to investigate further to identify more precisely the type of mold and best method to remediate.

LSAII/Stormwater Mapping Grant

Following adoption of a support resolution on September 12, 2022, the Town entered into contract with Withers Ravenel (\$5000), who will prepare the grant application for Local Assistance for Stormwater Infrastructure Investments through the NC Division of Water Infrastructure in hopes of receiving up to \$400,000 to assist with stormwater mapping in the Town. The application deadline is September 30, 2022, with grant awards to be announced in February 2023. On February 9th Withers Ravenel shared that our application had been recommended for approval. We should receive the final award by the end of February.

Grant award received April 5, 2023. Staff held a scoping meeting with Withers Ravenel on October 18th to review the draft agreement for services.

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

WithersRavenel and Staff continue to attend monthly check-in meetings for the project. On March 11, 2024, WithersRavenel and Staff held a public outreach meeting that included a brief

Town of Swansboro, NC Manager's Report

summary of the project, time for public questions, as well as maps for the public to mark stormwater issues around Town. A public input survey was released to the public to indicate problem areas around Town as well. The survey was opened one week prior to and one week after the public outreach meeting. Survey crews are projected to begin data collection early June.

WithersRavenel and Staff met via Zoom on May 21, 2024, to discuss survey collection coordination. WithersRavenel requested that Town post in social media, and constant contact to notify citizens of surveyors being out in Town. They estimate that data collection could take a couple of months, possibly by the end of the year.

On June 3, 2024, data collection started.

June 17, 2024, WithersRavenel shared a data dashboard that has all of the survey information collected this far.

WithersRavenel and Staff met via Zoom on June 24, 2024. The survey team has made an initial pass at all the structures, and it's anticipated that all initial field work will finalize within the next week at that time data collected would be reviewed and processed.

WithersRavenel and Staff met via Zoom on July 22, 2024, initial field survey has been collected. The data is in review. Once in-office review is completed, additional surveys may be required to verify spots flagged during the data review process.

WithersRavenel and Staff met via Zoom on August 26, 2024, Jill Carter will be replacing Monica Chevalier with funding administration. Any correspondence will go through Jill Carter moving forward.

Fieldwork has been completed and the team is now reviewing internally and migrating to the new database for town. Once the initial review is completed, they anticipate that a few places will need a second round of survey to a few isolated locations. The rest of 2024 is scheduled for database.

WithersRavenel and Staff met via Zoom on September 23, 2024, there continues to be an internal review of data collected as they flag areas that need additional verification. Should have more concrete updated on the next field date within the next month

Staff discussed pros and cons options with Tyler Christian for the Town to host/ view data when complete. The following software options were discussed:

Dimond maps software

- Inexpensive monthly cost.
- Provide good customer service and GIS support.
- Cloud-based, Town doesn't have to store data locally.

Town of Swansboro, NC Manager's Report

- Town can view/edit data. They can also make attribute updates in the field for asset and track work/maintenance. Can also add photos or documents.
- GPS integration to map new features.
- Supports multiple users and can have specific permissions for certain users.
- Less customization of viewer/map.
- No spatial analysis is available.

ESRI/ArcGIS Online Platform

- More costly yearly subscriptions to maintain licenses and credits for hosting data in ESRI's cloud.
- Provides all the same benefits as Diamond Maps but allows for more customized online maps.
- The WR GIS team would setup the online maps and upload data. Would provide training at the end of the project.
- Allows spatial analysis and mapping tools to perform more in- depth spatial analysis.
- Allows editing, new feature collection, and can integrate GPS unit for more accurate mapping of new assets.

Gerald Bates (Tank) will be researching Brightly's software as a potential option. Tank and Tyler discussed that Diamond Maps or Brightly seemed to be the Town's best option moving forward. It was discussed that as they get more traction and confidence with Diamond Maps/Brightly that an ESRI-based solution could be an option down the road if they were to outgrow those platforms and needed more capability.

Fire Grants

DCIP Grant -PSB/EOC Funding

Applied June 14, 2024 (hard copies provided by Chief Randall TM office)

The Town of Swansboro was not selected to advance to the next phase of the DCIP grant. Chief Randall has requested a meeting to discuss and review the submittal on September 30, 2024.

**Chief Jacob Randall applied for the following grants. He will notify us if they get awarded.

1. **AFG Grant** - Regional Grant for Radio Equipment with Hubert Volunteer Fire Department Applied March 8, 2024 (hard copy created 7.11.2024 TM Office)
2. **SAFER Grant** - (6) Firefighter - Applied April 12, 2024 (hard copies created 7.11.2024 TM Office)

Town of Swansboro, NC
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3. **Big Rock Foundation** - Fire Department Boat - Pending Application Submittal (hard copies created 7.11.2024 TM Office)
Once the application is submitted to the Big Rock Foundation, Chief Randall will provide the updated application.

Administrative Services

- Phone Records Report for September: 2,002 calls

Internal – 365	Town Hall – 418	Parks and Recreation – 307
Police Department – 381	Fire Department – 55	Outgoing totals – 476
- Building permits sold for September: 46 residential/commercial combined; \$15,180.36 total fees collected (includes 11 re-inspections)
- 135 Building inspections scheduled/30 Fire Inspections processed
- 362 Various receipts processed (255 Stormwater payments processed)
- 3 Code Enforcement Violations
- 315 ONWASA payments processed; 0 New Services; 1 other requests
- 1 Work Orders generated for Public Works
- 19 Notarization's performed
- US Census Report Submitted – Permits
- Provided support to the Planning and Permitting Departments for numerous matters
- Finalized August Departments Report
- Submitted Annual Appointment Reporting for Local Government Boards
- Attended Mullet Run Logistics Meeting
- Attended Mullet Festival Logistics Meetings
- Hosted Swansboro High School class field trip
- Public Records Requests
 - 222 S Elm Street – Ray Loraine Forrest
 - Documents related to feeding ducks – Cynthia Lacorte
 - Construction Monitor – Building permits issued with values August 2024
 - Carolina Permits – New homes built in August 2024
- Received and handled 3 “Contact Us” request from the Website
- Ordinance Amendments sent to American Legal for Codification
- Mailed Sam Bland Award Nominations information to all area churches, schools and rotary, posted to constant contact and Facebook
- Mullet Festival Parade Preparations 26 Applications Processed (processing applications, handling inquiries, contacting affected businesses, etc.)
- Issued New Releases/Constant Contact/Facebook posts for:
 - 2024 Tunnel to Towers 5k Run/Walk
 - Call for nominations, Sam Bland 2024
 - Yard Waste Collection – Delay 9/4/2024
 - BOC 9/10/2024 Regular Meeting
 - BOC 9/24/2024 Regular Meeting
- 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.

Department Reports for September 2024

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

Website Home Page defaults: 2,573

Top 5 pages viewed in September – Employment Opportunities 477

Departments – Police 207 | Departments – Permitting 203 | Mullet Parade Applications - 201
Government 188

Finance

- Sales & Use Tax received in September 2024 is \$145,267
- Accounts Payable Summary for September 2024:
 - 193 Invoices-Totaling \$266,696
 - 50 Purchase Orders Issued
- Processed payroll- 9/6/2024 & 9/20/2024
- PEV ChargePoint Station-Accumulated (MWh) for September 2024 (2.43)
- Stormwater Fees Collected-August 2024-\$69,246
- August 2024 Bank Reconciliation-Town accounts
- August 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 5 hours
- Processed Swansboro TDA checks
- Gathered financial information for 9/24/2024, regular meeting
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Gathering financial information for annual audit FY 23/24-Town and Swansboro TDA
- The Auditor is conducting the audit. The auditor is drafting the financial report. The Finance Director will review the draft, and then sent to the LGC.

Fire Department

- **136** Total Incidents
 - 120 EMS/Rescue Incidents
 - 16 Fire Incidents
 - **24 Overlapping Incidents (Two or More Calls Simultaneously)**
 - 95 Incidents occurred in the Swansboro (City Limit District)
 - 26 Incidents occurred in the White Oak Fire District
 - 15 Incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics
 - 90th Percentile Turnout Time (Dispatch to Enroute): 2:11
 - Fire & Special Operation Incidents: 2:06
 - EMS Incidents: 2:15

Fire Life Safety – Operations

- Fire Prevention Inspections: 18
 - General Fire Inspections: 12
 - Initial Inspections: 4

- Re-Inspections (Violations): 8
 - Fire Suppression Systems: 4
 - New Business (Certificate of Occupancy): 1
 - Tent/Special Event: 1

Training

- Total Training Hours: 135
 - Company Training: 135
 - Existing Driver: 0
 - Facilities:0
 - Fire Arson Investigation: 0
 - Fire Life Safety Education: 0
 - Fire Prevention Inspection: 0
 - New Driver: 0
 - New Recruit: 0
 - Officers: 0
 - Hazardous Materials: 0
 - Automatic Aide Training Events: 0

Parks and Recreation**DIRECTOR'S REPORT****Festivals/Events**

- Mullet Festival vendor spaces are sold out
- Contracted with WITN for Mullet festival advertising
- Preparing final logistics for the Mullet Festival, re-confirming toilets, tents, shuttles, golf carts, and creating final task sheets for departments.
- Partnering with the Jacksonville Onslow Sports Commission to host the Movin' Mullet 5 K on October 5, 2024. Met with Jacksonville Onslow Sports Commission and staff to review final logistics for the race.
- Held final logistics meeting with town staff.

ARP Project Updates*Splashpad Renovation*

- Concrete work complete: the 5ft addition around the splashpad, seating wall, and patio area. Shade structures were installed the first week in September. The amenities will be installed once the splashpad closes for the season.

Basketball Courts

- Collecting quotes from companies for the repair and asphalt overlay. Receiving quotes for new goals, backboards, and nets.

Replacement of outdoor toilets/water fountains

- Contacted recommended plumber to obtain quotes on toilets and water fountains.

Miscellaneous

- Tunnel to Towers event held September 7, 2024. 818 participants registered for the event, estimated attendance over 2,000.
- Held planning meetings for the Veterans Day Service.
- Met with One Harbor Church to discuss potential partnerships for future programs and events.
- Conducted a meeting with Program and Special Event Manager and pickleball members. Introductions to the new staff, fees for 2025, review of policies, and tournaments were discussed.
- Conducted quarterly staff meeting.
- Assisted with first Barkfest event in Municipal Park. This free special event was dedicated to our beloved four-legged friends and promises a fun-filled day of activities, K9 demonstrations, dog products & services, and a doggie red carpet.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day to day operations of the Recreation Center.
- Attend bi-weekly departmental managers' meeting
- Continue to manage staff timesheets, hours tracking, and schedules
- Continue to manage and monitor budget and funds
- Continue to manage on-going weekly and monthly reservations
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance
- Serve on the Onslow County Senior Games Committee, meetings held once a month
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-social media*September*

Media Outlet	Followers	Reach	Post Engagement	Page Visits	New Followers
Facebook	18,078	96,800	3,038	5,700	191

Activity Report*September*

Organization Activity					
From 9/7/2024 to 10/7/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	175	34	7	0	124
Resident	16	5	5	0	10
Non-Resident	159	29	2	0	114
No Residency Set	0	0	0	0	0
Demographics					
< 18	38	1	1	0	18
18 - 65	118	28	2	0	93
65+	19	5	4	0	13
Male	80	15	3	0	61
Female	95	19	4	0	63
Other Genders	0	0	0	0	0
Online vs In-House					
Online	70	0	0	N/A	54
In-Person	105	34	7	N/A	70

Revenue*September*

Slip Fee - Town Dock	\$1117
Rental Fees-Parks	\$495
Rentals Rooms	\$1760
Rec Program Fees	\$1435
Gym Memberships	\$135
Dog Park Memberships	\$0
Festival Vendor Fees	\$650

Permitting*Planning Board*

- The Planning Board regular meeting was on September 3, 2024.
 - UDO Text Amendment to § 152.179 Table of Permitted/Special Uses, § 152.180 Notes to the Table of Permitted/Special Uses, and § 152.016 Definitions of Basic Terms. After direction from the Board of Commissioners at their August 13th regular meeting, Staff was asked to propose a text amendment to limit new vape shops and similar establishments coming to Town. The Planning Board did recommend this amendment to the Board of Commissioners.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission meeting was on September 17, 2024.
 - Certificate of Appropriateness/ 205 S Walnut Street (Lot 47). The owners of 205 S Walnut Street, Lot 47, requested a Certificate of Appropriateness for the construction of a new home on the empty lot. This lot is zoned R6SF. This COA was approved by the SHPC.
 - Certificate of Appropriateness/ 204 S Walnut Street. The owners of 204 S Walnut Street requested a Certificate of Appropriateness for demolition of the existing block shed located in the back yard as well as construction of a new accessory structure in its place. The property is zoned R6SF, and the home is contributing to the Historic District, but the existing block shed is not. This COA was approved by the SHPC.

Flood Management Appeal Board

- The Flood Management Appeal Board held a special meeting on September 23, 2024.
 - Variance Request/ 119 Water Street. In accordance with the Flood Damage Prevention Ordinance Section 152.405 Definitions; Substantial Improvement, Melissa Anderson sought a Variance as provided under (2) Any alteration of a historic structure, provided that alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to Section 152.429. The home at 119 Water Street is zoned B-2HDO and is a contributing structure to the Historic District. The variance was granted by the FMAB.

Routine Activities:

- Discussed code requirements with new commercial developments.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.

Police Department*Patrol:*

- 163 Reportable Events
- 26 Wrecks
- 2 Felony Arrests
- 9 Misdemeanor Arrests
- 2 Arrests by Warrant Service
- 1 DWI Arrest
- 5 Arrests with Transport to the Onslow County Jail
- 14 Citations
- 109 Verbal/Written Warnings
- 6 Felonies Investigated (1-Larceny; 1-Forgery; 1-Identity Theft; 1-Human Trafficking; 1-Sexual Assault; 1-Drug)

- 36 Misdemeanors Reported (6-Property Damage; 6-Larcenies; 3-Assaults; 2-Communicating Threat; 2-Trespassing; 1-Assault with Deadly Weapon; 1-Drug; 15-Traffic Related)
- 4 Disputes/Public Disturbances
- 23 Alarm/Open Door
- 22 Suspicious Incident/Person/Vehicle
- 1 Crisis Intervention with Mental Patient
- 1 Death Investigation
- 3 Town Ordinance Violations (2-Animal Complaints; 1-Noise Complaint)
- 135 Requests by Other Agencies for Assistance
- 76 Requests by Citizens for non-Crime Related Assistance

4,248 Total Events Performed on Patrol*Community Service/Training:*

- 8 Vehicle Unlocks
- 2 Requests for Fingerprinting
- 17 Business Closing Standby's
- 90 Foot Patrols
- 8 Residence Checks
- 1 RU Ok? Participant
- Assisted with weekly SwanFest event.
- Provided security for two events at the Rotary Civic center.
- Participated in the annual Tunnel 2 Towers 5k.
- Provided a presence for the Friday Night Lights event at the Swansboro Baptist Church.
- Hosted a group of Exceptional Children for a tour of the Police Department and a patrol vehicle.
- Participated in BarkFest sponsored by the Swansboro Parks and Recreation Department.
- Chief Taylor attended the monthly Crime Stoppers meeting held in Jacksonville.
- Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held in Morehead City.

Admin Services:

- Answered 288 phone calls during business hours.
- Assisted 204 walk in requests for assistance during business hours.
- Took 62 requests for reports during business hours.

Public Works*No report provided.*