



Board of Commissioners Agenda

Town of Swansboro

Tuesday, July 14, 2026

Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Douglas Eckendorf, Commissioner
Tamara Pieratti, Commissioner | Wayne Herbert, Commissioner | Timothy Vannoy, 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.](#) April 28, 2026, Regular Meeting Minutes
- [b.](#) April 28, 2026, Closed Session Minutes
- [c.](#) Resolution Approving the Plan to Annex Certain Real Property

IV. Appointments/Recognitions/Presentations

- [a.](#) **ONWASA Community and Partner Update**
Presenter: Franky Howard – ONWASA CEO
- [b.](#) **Employee Introduction & Oaths of Office**
Presenters: Dwayne Taylor – Police Chief and Mayor William Justice
- [c.](#) **Arts by the Sea, Taste of the Town Winners**
Presenters: Anna Stanley – Parks & Recreation Director
The Town of Swansboro Parks and Recreation Department will announce the winners of the 2026 Taste of the Town.
- [d.](#) **Parks and Recreation Month**
Presenter: Mayor William Justice

V. Public Hearing – None

VI. Business Non-Consent

a. Public Street and Sidewalk Acceptance Request- Swansgate Subdivision

Presenter: Rebecca Brehmer, CFM, CZO – Town Planner

Tidewater Associates, Inc, on behalf of A Sydes Construction, is requesting acceptance of public streets and sidewalks for Swansgate Subdivision. This request includes all streets within the subdivision, Tundra Trail and Coscoroba Court, and all sidewalks.

Recommended Action: Motion to approve or deny Resolution 2026-R9 to accept public streets and sidewalks in Swansgate Subdivision.

b. RFQ Contract Negotiation Approval

Presenter: Anna Stanley – Parks & Recreation Director

The Town received two proposals in response to the RFQ for grant writing services to support applications for the Land and Water Conservation Fund and the Parks and Recreation Trust Fund grant programs.

Recommended Action: Approve or deny authorization for the Town to enter into contract negotiations with WithersRavenel for grant consulting services.

c. Approval of the Appearance Commission By-Laws

Presenter: Alissa Fender, MMC – Town Clerk

The final Appearance Commission By-Laws are presented to the Board of Commissioners for final approval following review, revision, and recommendation by the Appearance Commission.

Recommended Action: Motion to approve and adopt the Appearance Commission By-Laws as recommended by the Appearance Commission.

d. Future Agenda Topics

Presenter: Alissa Fender – Town Clerk

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

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

X. Board Comments

XI. Closed Session

XII. Adjournment

Town of Swansboro
Board of Commissioners
April 28, 2026, Regular Meeting Minutes

Item III - a.

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Douglas Eckendorf, Commissioner Tamara Pieratti, and Commissioner Wayne Herbert. Commissioner Tim Vannoy was absent.

Call to Order

The meeting was called to order at 6:00 pm and Mayor Justice 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 Eckendorf, seconded by Mayor Pro Tem Conaway, the agenda, as amended to remove the presentation of National Police Week and reschedule it to the next meeting, and the following consent items were unanimously approved.

- February 17, 2026, BOC & HPC Joint Special Meeting Minutes
- February 24, 2026, Regular Meeting Minutes
- Resolution 2026-R6 in Support of Transportation Safety Projects and Initiatives Along NC 24
- Tax Refunds

Vehicle Tax

Campbell, Jade - \$40.40 - Tag Surrender

Love, Allison M & Derek Alan - \$120.09 - Military

Shoener, Chelsey E. & Michael P. - \$154.64 - Military

Shoener, Michael P. - \$63.56 - Military

Shoener, Michael P. & Chelsey E. - \$796.91 - Military

Thresher, Erik Petersen - \$46.17 - Sold/Traded

Appointments/Recognitions/Presentations

Employee Introduction

Finance Director Sonia Johnson introduced Sean Ferguson as the newly hired Finance Clerk, sharing that he had moved to Swansboro in 2020. Sean held a bachelor's degree in Sports Casting from Full Sail University and had experience in restaurant management and finance, including a management role at Rucker John's overseeing 50 staff members and prior finance and payroll work at Red Smith Company. Mr. Ferguson expressed enthusiasm for joining the Swansboro community and was warmly welcomed by the Board.

Employee Recognition

Town Manager Jon Barlow recognized Kyle Littleton and Ryan Smith of the Town's Public Works Department. He reviewed that the department had recently undergone a

restructuring, separating infrastructure and facilities functions, and that Mr. Littleton had become the Crew Leader of Public Utilities and Mr. Smith had become the Crew Leader of Public Works.

National Public Works Week

Mayor Justice proclaimed May 17–23, 2026, as National Public Works Week, honoring the 66th annual observance by the American Public Works Association. The proclamation highlighted the crucial role of public works professionals in maintaining community health, safety, and quality of life, and called on citizens to appreciate and honor their efforts. The Board expressed appreciation to the Public Works staff in attendance for their continued dedication.

Municipal Clerks Week

Mayor Justice recognized Municipal Clerks Week, May 3-9, 2026, praising the Office of the Professional Municipal Clerk as long-standing public servants. The proclamation noted the crucial role clerks played as a link between citizens, local governance, and government agencies while upholding impartiality. Mayor Justice also acknowledged Town Clerk Alissa Fender and Deputy Clerk Aliette Cuadro for their dedicated support.

Parks & Recreation 2025 Annual Review

Parks and Recreation Director Anna Stanley and Assistant Director Sara Elliott presented a 2025 annual review highlighting department accomplishments. The presentation reviewed was attached herein with the PowerPoint presentation of the meeting. Key points included an increase in daily visitors to approximately 18,000, up by 5,000 over the prior year; gym memberships nearly doubling to 78; and over 1,500 program registrations. The department introduced three new pickleball programs and added 248 new Pickleball League members. Community events such as the Easter Egg Hunt, Touch-a-Truck, BarkFest, Halloweenie Roast and Trunk-or-Treat, and SantaFest all saw strong attendance, with several setting new attendance records.

The department raised approximately \$46,000 in festival sponsorships, including the addition of a new top-tier title sponsorship at \$7,500 purchased by Team Chevy. Grants of \$20,000 from Onslow County Tourism and \$6,500 from the Swansboro Tourism Development Authority were received, contingent on demonstrated economic impact. The estimated economic impact for 2025 was approximately \$170,000, lower than typical due to the cancellation of the Mullet Festival for weather. Estimated annual event attendance was 25,000, compared to a typical figure of approximately 40,000.

The presentation also highlighted expanded marketing through television partnerships with WITN and WNCT, event sponsorship packets for smaller park events developed by Assistant Director Elliott, and a variety of community partnerships supporting programming and festivals. Future plans included expanding pickleball, pursuing new grants, adding adult swings, and upgrading facilities. A successful new Walking Through

Swansboro program and expanded Safety Town initiatives were also introduced, with the Board commending the department's extensive service offerings.

Business Non-Consent

Emergency Vet Fund Program

Fire Chief Jacob Randall presented an overview of a newly established Emergency Veterinary Fund, to be named the Shelby Program. The initiative was prompted by a residential structure fire on April 14, in which a family dog was rescued, revived with donated pet oxygen masks, and transported to Swansboro Animal Hospital. The family, already facing the loss of their home, was confronted with the cost of emergency veterinary care, which the department sought to address through this fund.

Chief Randall noted that Swansboro Animal Hospital was the only 24-hour emergency veterinary facility in the region spanning from Hampstead to Havelock and extending toward LaGrange and Kinston, making the program regionally significant. The fund would operate on a donation basis and was not budgeted. Initial contributions from Wild Child Dog Training LLC, Kinston Kennels, and one anonymous community member covered the bill from the April 14 incident. The Swansboro Firefighters Association also committed to contributing.

In response to inquiries from the board, Chief Randall confirmed that a donation tab would be added to the Town website payment portal, and that donations by check should reference "Emergency Vet Fund" in the memo line and confirmed the region truly lacked additional 24-hour veterinary coverage, with reference to a national veterinary shortage affecting the area, noting that the Jacksonville facility now refers after-hours cases to Swansboro.

No formal action was required. The Board expressed strong support for the initiative.

Agreement for Seaside Arts Council Swan Project

Town Manager Jon Barlow presented a proposed agreement related to the Seaside Arts Council Swan Project. He explained that the Town had previously purchased three fiberglass swans as part of a community arts initiative organized by the Seaside Arts Council. Two swans are currently on display, one at Town Hall and one at the Visitor Center, with a third being prepared for installation at the Recreation Center. Over the course of the project, questions arose about the roles and responsibilities of the three parties involved: the Seaside Arts Council, the Town of Swansboro, and the artists. No formal agreement had been made to address those questions.

The proposed agreement established clear guidelines for all three parties going forward, including a provision that the Town and the artist would collaborate on a concept from the beginning and that the Town had to approve the design before production began.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, the Agreement for the Seaside Arts Council Swan Project was unanimously approved.

Monthly Financial Report as of March 31, 2026

Finance Director Sonia Johnson presented the March 2026 financial report. She highlighted the following points:

- Revenues over expenditures showed a surplus of \$758,013
- Total departmental expenditures were at 61.21% of the budget, 13.79% below the monthly projection
- Stormwater Enterprise Fund reported a surplus of \$66,891, while the Solid Waste Enterprise Fund showed a surplus of \$11,382. Director Johnson noted that there could still be a need for a budget amendment for the Solid Waste Fund, which was being monitored closely.
- Outstanding debt and cash account balances had interest rates ranging between 3.4% and 3.5%

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:

- Schedule for Teacher of the Year presentation to Mr. Justice
- Schedule for Helen Gross to provide a presentation about her community farm

Public Comment

Citizens were offered an opportunity to address the Board for no more than five minutes regarding items not listed on the agenda. No comments were made.

Manager's Comments

Town Manager Barlow updated the Board on several items:

- The Visitor Center renovation with RWS Construction had begun the previous week and was expected to take 4-6 weeks. Interior framing was nearly done. Public Works staff had started preparations to complete exterior painting before Pirate Fest.
- An upcoming sewer project on Hammocks Beach Road scheduled for May 5-6 would involve road open-cutting and temporary traffic detours.

Board Comments

Commissioner Pieratti thanked the public works team for their broad support across all departments and expressed appreciation to the clerks for their assistance.

Commissioner Herbert thanked all those in attendance and watching from home, expressed appreciation for staff, and highlighted the NC 24 signal synchronization initiative, noting its expected benefits for traffic flow and safety. He also commended the Swansboro Historical Association for the successful Historic Homes Tour and thanked the homeowners, volunteers, and supporters. Commissioner Herbert noted that the newly

formed Swansboro Appearance Commission had held its first meeting, with members expressing enthusiasm for their work.

Mayor Pro Tem Conaway thanked all staff and reiterated his personal support for the Emergency Vet Fund, noting his personal affinity for the program's mission and emphasizing that animals were voiceless members of the community deserving of care.

Commissioner Eckendorf gave a special acknowledgment to the police department for National Police Week. He commended the clerks and Town Manager for managing a high volume of complex work and praised the Parks and Recreation presentation for demonstrating meaningful improvements to quality of life in Swansboro and the surrounding area, including residents of Hubert who also use town facilities. He also praised the Fire Chief's initiative with the Emergency Vet Fund, characterizing it as reflective of the strong community character represented in Swansboro's government.

Mayor Justice expressed overall pride in town staff and the community. He shared observations from the Historic Homes Tour, including a visit to the town cemetery and its historic trees. He commended the Parks and Recreation Department for drawing visitors from across the county. He also mentioned a regional initiative called the Bucket Brigade, aimed at helping disadvantaged residents learn to grow their own food, and expressed interest in potentially bringing the program to Swansboro in partnership with a local church and master gardeners.

Closed Session

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, with unanimous approval, the board entered closed session at 7:11 pm pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; and (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. Pursuant to a motion duly made and seconded in closed session the board returned to open session with nothing to report.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the meeting adjourned at 8:11 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Resolution Approving the Plan to Annex Certain Real Property**

Board Meeting Date: **July 14, 2026**

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

Overview: North Carolina General Statutes Section 160A-31(g) allows the Board of Commissioners to begin the process for annexation of contiguous real property owned by the Town of Swansboro by resolution in lieu of filing a petition.

The Town of Swansboro owns real property located in Swansboro, Onslow County, North Carolina that is contiguous, identified as Parcel ID 178381, of which a small portion (.54 acres) of the parcel is within the ETJ. The parcel will be the future location of the Swansboro Emergency Operation Center/Public Safety Facility.

Background Attachment(s): Resolution 2026-R8

Recommended Action: Approval of Resolution 2026-R8 to begin the process for annexation of the small portion (.54 acres) of Parcel ID 178381.

Action: _____

Resolution # 2026-R8
Resolution of the Board of Commissioners of the Town of Swansboro
Approving the Plan to Annex Certain Real Property

Portion (.54 acres) of Parcel ID 178381

WHEREAS, the Town of Swansboro owns real property located in Swansboro, Onslow County, North Carolina as more fully described on Exhibit A attached hereto (the "Annexation Property"); and,

WHEREAS, the Annexation Property is contiguous and a small portion (.54 acres) is not within the corporate limits of the Town of Swansboro; and,

WHEREAS, North Carolina General Statutes Section 160A-31(g) allows the Board of Commissioners to begin the process for annexation of contiguous real property owned by the Town of Swansboro by resolution in lieu of filing a petition; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners intends to annex into the Town of Swansboro the Annexation Property pursuant to North Carolina General Statutes Section 160A-31(g) in lieu of filing a petition for contiguous annexation.

BE IT FURTHER RESOLVED that the Board of Commissioners directs that a public hearing on the annexation of the Annexation Property be held during the regular meeting of the Board of Commissioners scheduled for August 11, 2026, in the Town Hall.

BE IT FURTHER RESOLVED that the Board of Commissioners directs the Town Clerk to publish notice of the public hearing once at least ten days before August 11, 2026.

This action is effective upon adoption. This, the 14th day of July 2026.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk

EXHIBIT AAnnexation Property Description

The Town of Swansboro intends to annex the following described property:

BEGINNING at a point, a control corner, "Axel#1", having bearings N: 349.964.928, E: 2,561.504.419, being the northwest corner of "Tract Two", as described in that instrument recorded in Deed Book 5523, Page 928, Onslow County Registry; thence South 21 degrees 29 minutes 53 seconds west 259.72 feet to a point, a control corner, "Axel#2", having bearings N:349.724.274 E:2,561.409.238; thence north 18 degrees 27 minutes 59 seconds west 285.51 feet to a point, "CP#4" on the southern right of way line of Main Street Extension (N.C.S.R. #1447); thence south 81 degrees 04 minutes 29 seconds east 187.89 feet, to the point and place of BEGINNING, containing .54 acres. Reference the plat entitled "Tracts on West Corbett Avenue & Main Street Extension" prepared by Tidewater Associates, Inc., dated 7-30-21, and recorded in Plat Book 87, Page 213, Onslow County Registry.

Being the same real property conveyed to Town of Swansboro by deed recorded in Book 6498, Page 949-952 in the office of the Register of Deeds of Onslow County; and being further depicted on that map recorded in Map book 90, Page 8.

Community and Partner Agency Update

July 14, 2026



1



O: 910.937.7532

F: 910.347.0793

228 Georgetown Rd
Jacksonville, NC 28540

WHO WE ARE

ONWASA is a government entity that provides water and/or sewer services to the unincorporated areas of Onslow County, which includes areas outside of the City limits of Jacksonville, and all the towns of Holly Ridge, North Topsail Beach, Richlands, Swansboro, and a portion of Surf City. ONWASA also provides bulk water services to Pender County and local military bases.

Onslow Water & Sewer Authority (ONWASA) was incorporated on July 31, 2000, after the governing body for each of the member governments passed a Resolution including Articles of Incorporation.

MEMBER GOVERNMENTS

County of Onslow
City of Jacksonville
Town of Holly Ridge
Town of Richlands
Town of Swansboro
Town of North Topsail Beach



onwasa.com

2



O: 910.937.7532
F: 910.347.0793
228 Georgetown Rd
Jacksonville, NC 28540

BOARD OF DIRECTORS

The ONWASA Board of Directors consist of eight members, two appointed by the Board of County Commissioners of Onslow County, two appointed by the City Council of the City of Jacksonville, and one each appointed by the Towns of Swansboro, Richlands, North Topsail Beach, and Holly Ridge.

Current ONWASA Board of Directors include:

Mr. Royce Bennett, Chairman (County)
Mr. Paul Conner, Vice Chairman (Richlands)
Mr. Rick Grant, Secretary/Treasurer (North Topsail Beach)
Mr. Wayne Herbert (Swansboro)
Mr. Jerry Bittner (Jacksonville)
Mr. Tony Padgett (County)
Mr. Robert Warden (Jacksonville)
Mr. Greg Hines (Holly Ridge)



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228 Georgetown Rd
Jacksonville, NC 28540

LEADERSHIP TEAM

ONWASA is lead by a talented group of individuals that have been selected to manage a specific area within the organization. Currently there is a 9-member leadership team.

Current ONWASA Leadership Team:

- Chief Executive Officer (CEO)----- Franky J. Howard
 - Chief Operations Officer (COO)----- Matthew Padgett
 - Deputy COO (Treatment ORC)-----Seth A. Brown
 - Chief Financial Officer (CFO) -----J. Eric Adams
 - Chief Human Resources Officer (CHRO)-----Joetta Guist
 - Chief of Engineering (CoE)----- Jeffrey T. Lohr
 - Chief Public and Customer Experience Officer (CXO) ---- Heather W. Norris
 - Chief Information Officer (CIO) ----- David E. Bergman
 - Chief Customer Officer (CCO)----- Tina Ryle





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ONWASA BY THE NUMBERS

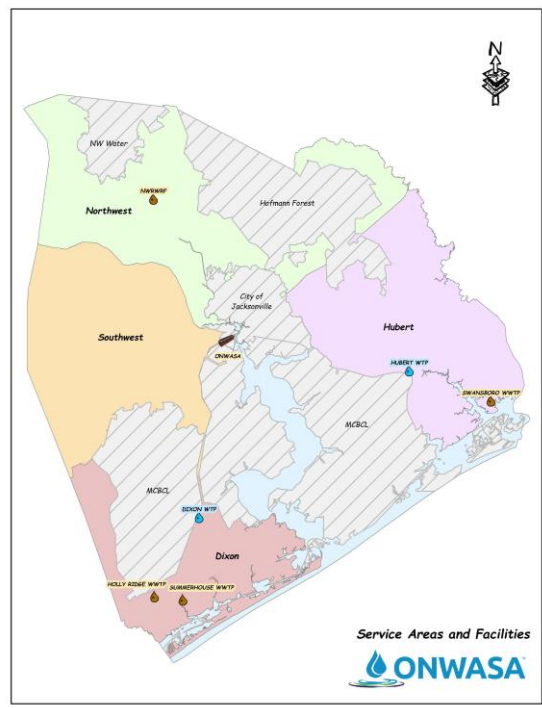
◆ 4,270,500,000 (11.7 MGD*)	Annual Drinking Water Capacity in Gallons **
◆ 3,824,560,608 (10.5 MGD*)	Gallons of Water Pumped Annually
◆ 2,251,320,000 (6.17 MGD*)	Annual Wastewater Treatment Capacity in Gallons**
◆ 1,046,593,573 (2.87 MGD*)	Gallons of Wastewater Treated Annually
◆ 16,050,000	Gallons of Water Stored in Clear Wells and Tanks
◆ 14,697,031	Gallons of Water Stored in Underground Pipes
◆ 1,401,143	Miles Driven Annually
◆ 786,265	Meter Readings Annually
◆ 164,908	Estimated Number of Individual Consumers
◆ 79,131	Work and Service Orders Processed Annually
◆ 77,631	Lab Analysis Processed Annually
◆ 71,864	Main Office - Phone Calls Handled Annually
◆ 60,792	Number of Water Accounts
◆ 15,810	Number of Sewer Accounts
◆ 1,263	Miles of Water Mains
◆ 445	Square Miles of Service Area
◆ 356	Miles of Wastewater Mains
◆ 267	Facilities to Maintain
◆ 185	Full Time Positions

* MGD = Million Gallons per Day

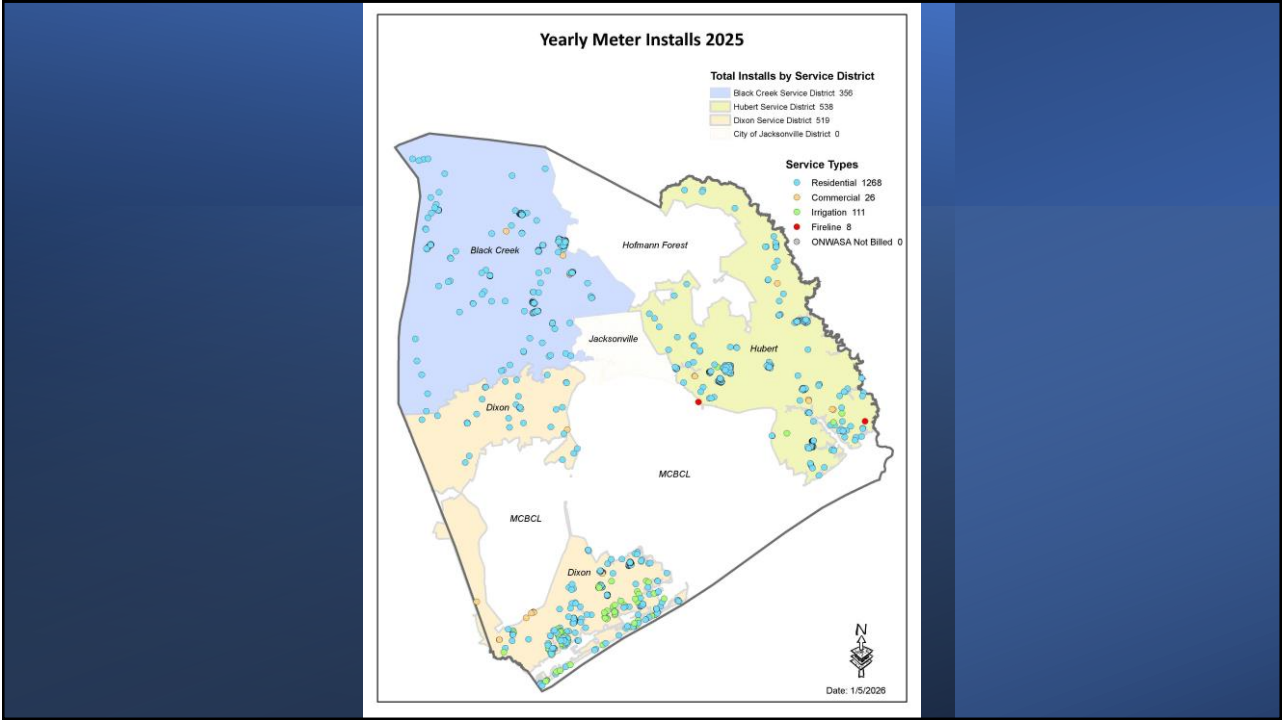
**All Plants Combined



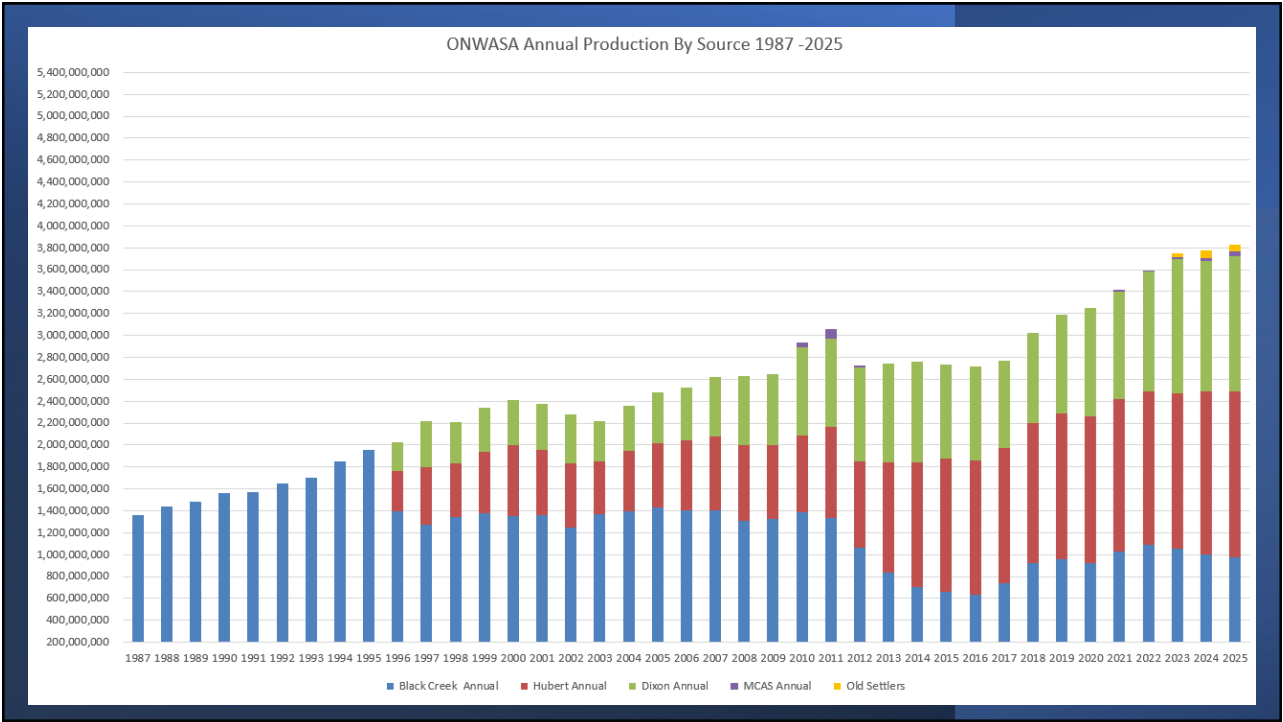
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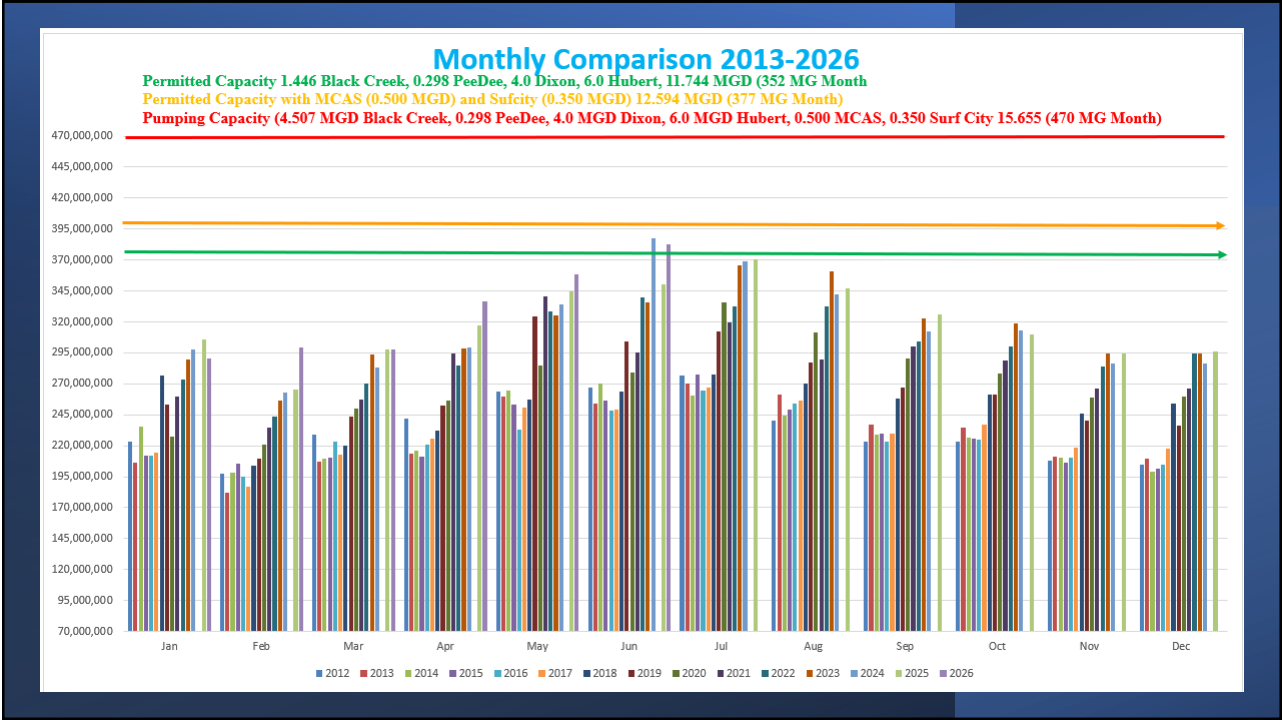
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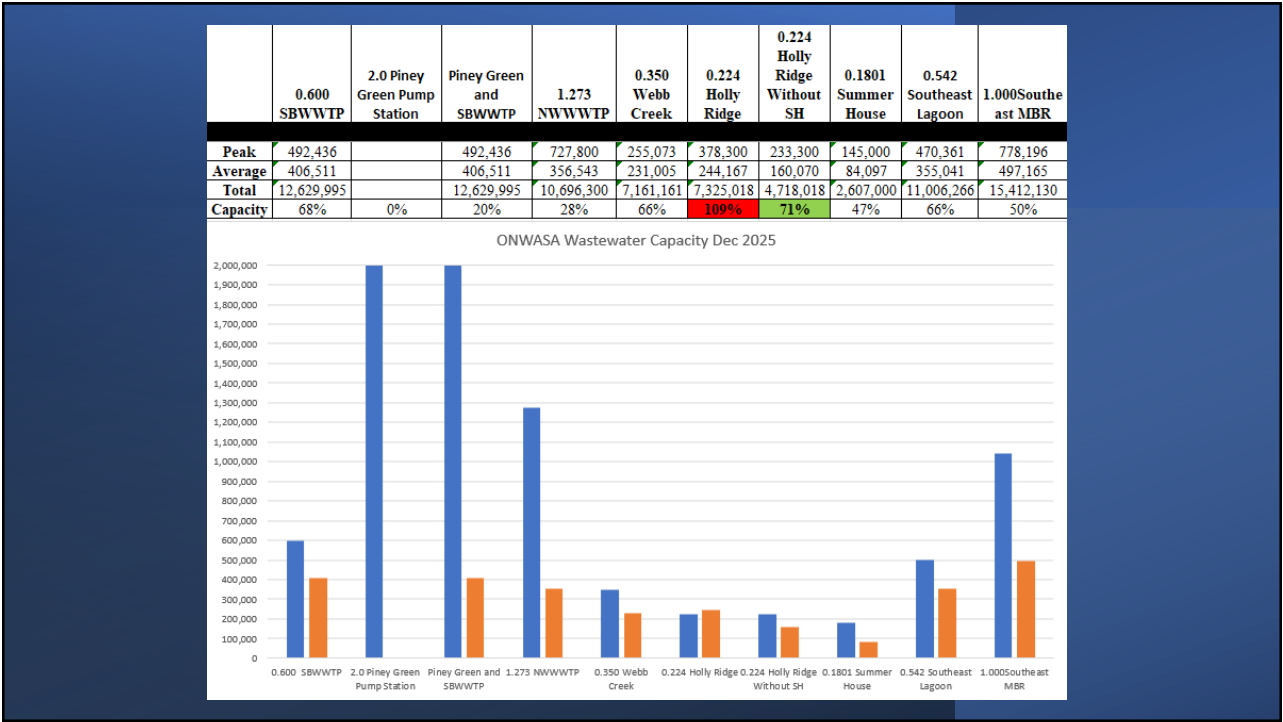
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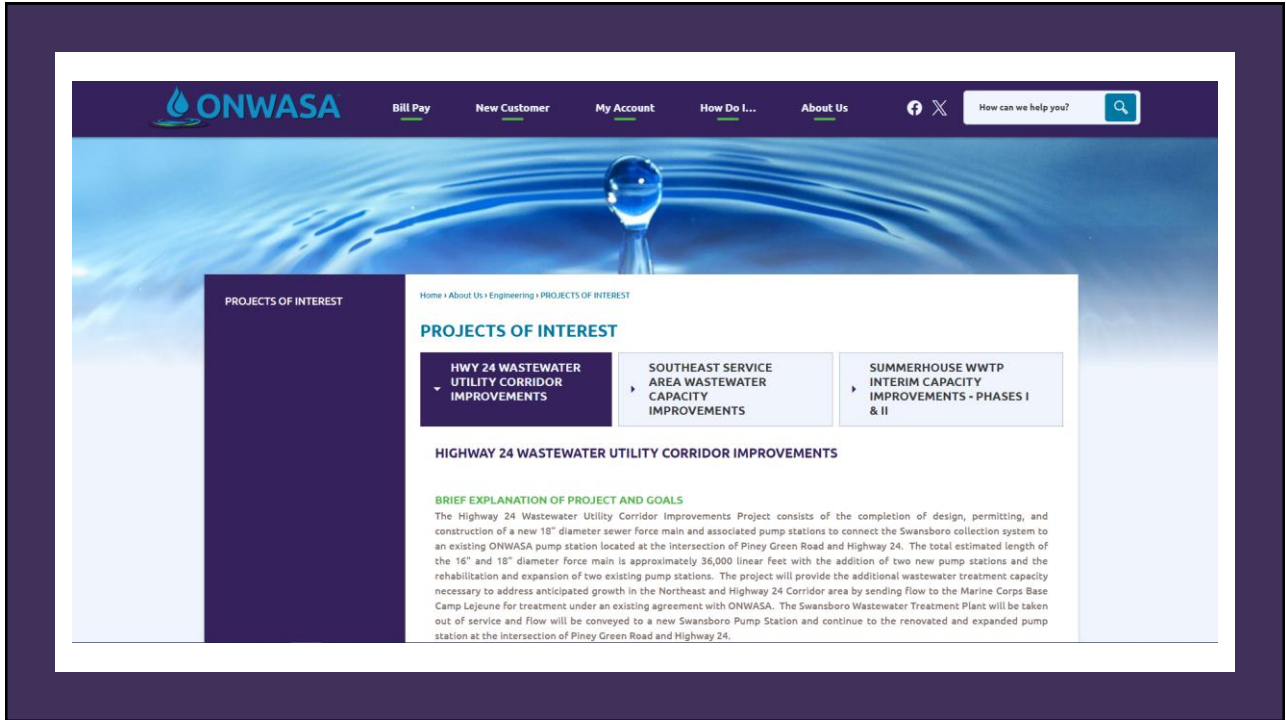
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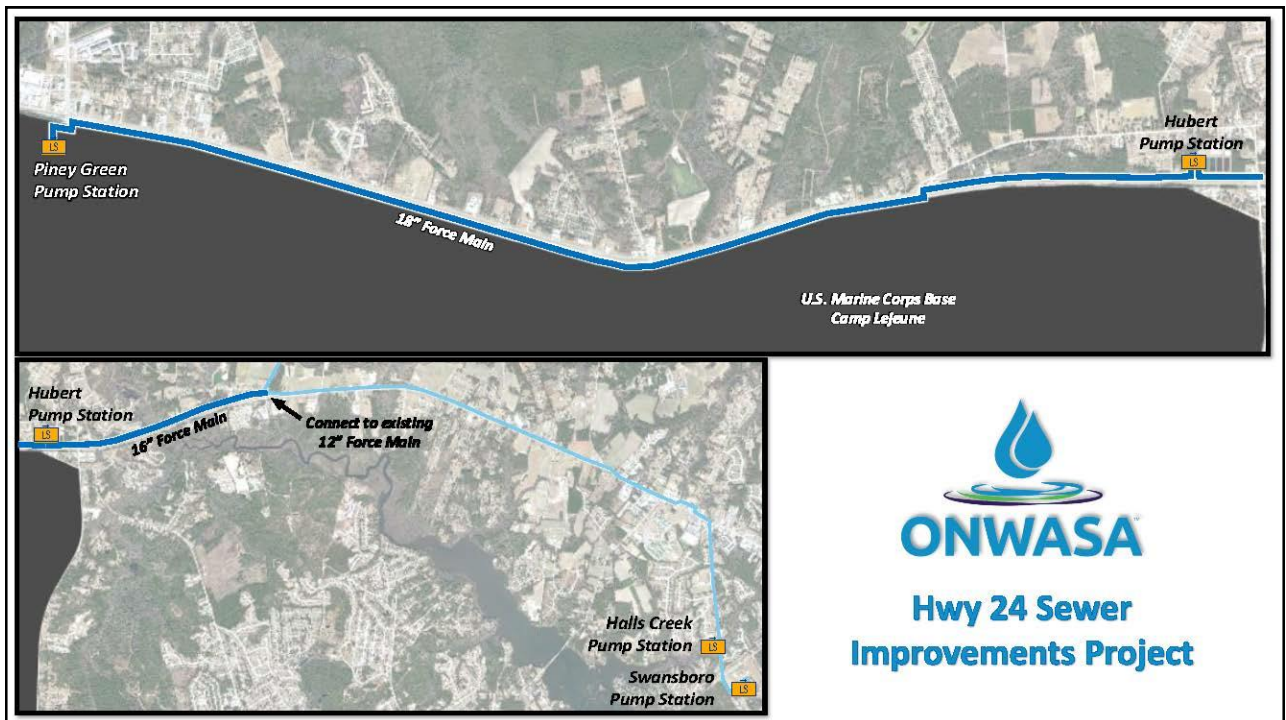
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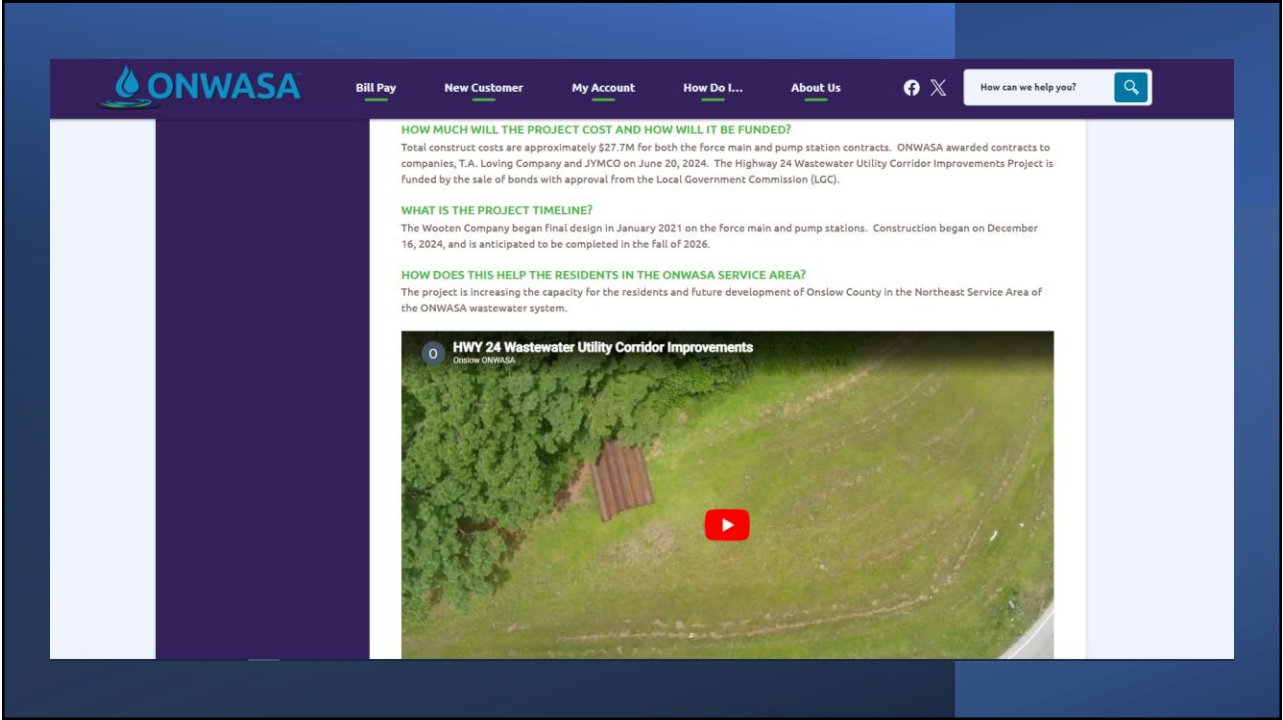
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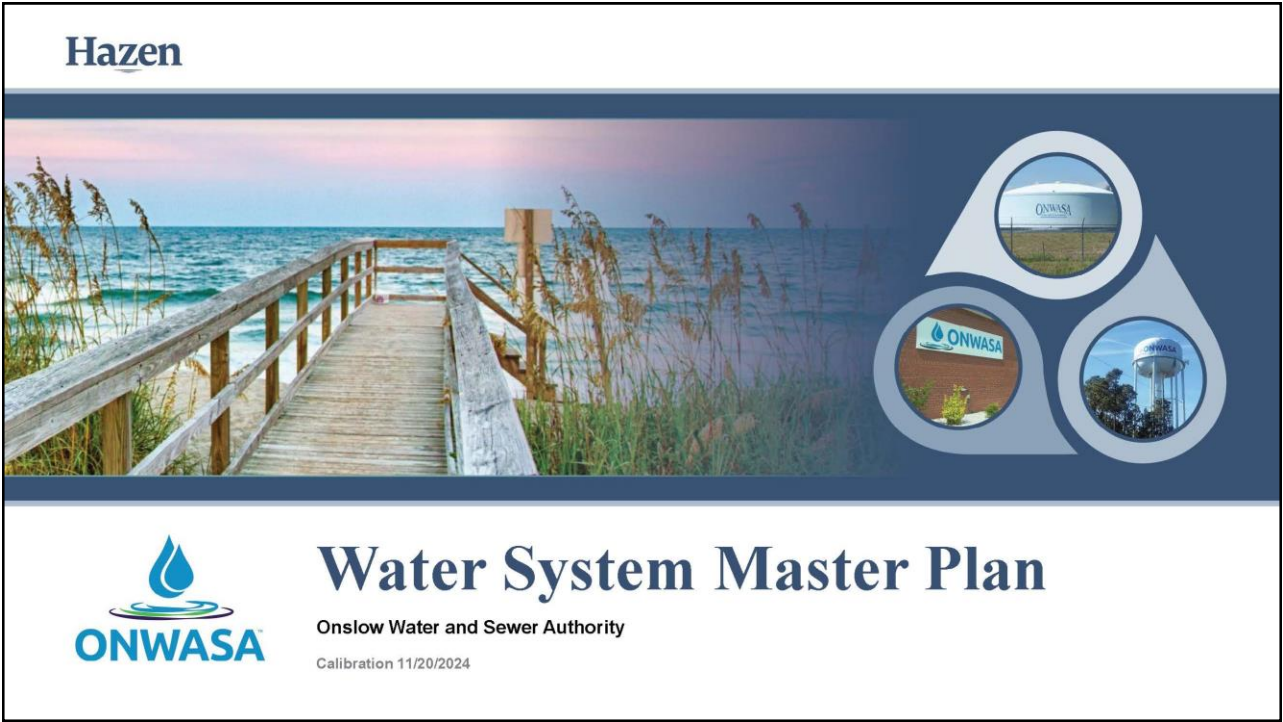
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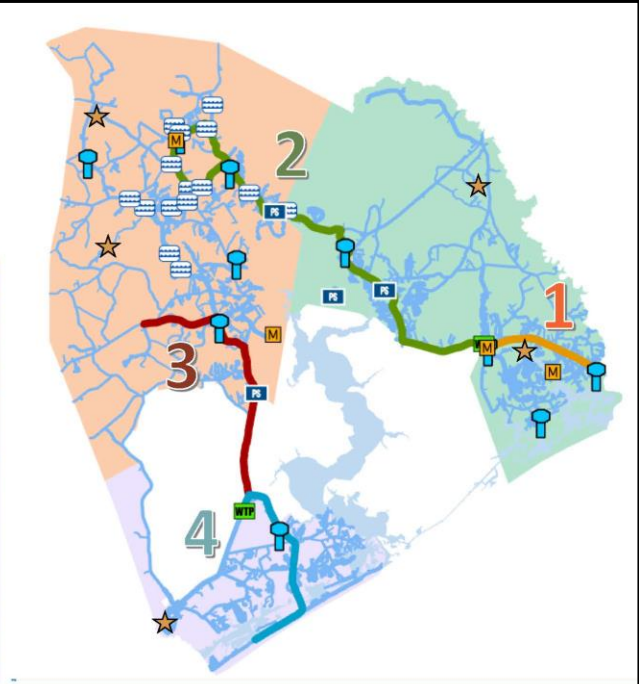
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Field Testing Overview

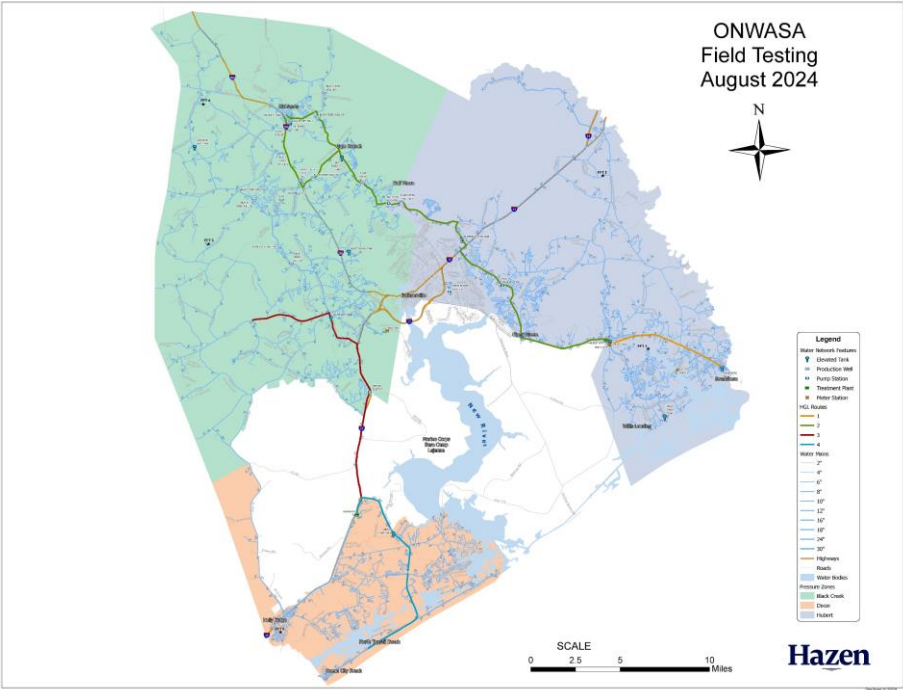
- 4 Hydraulic Grade Line (HGL) Tests
- 5 Fire Flow Tests (FFTs) ★



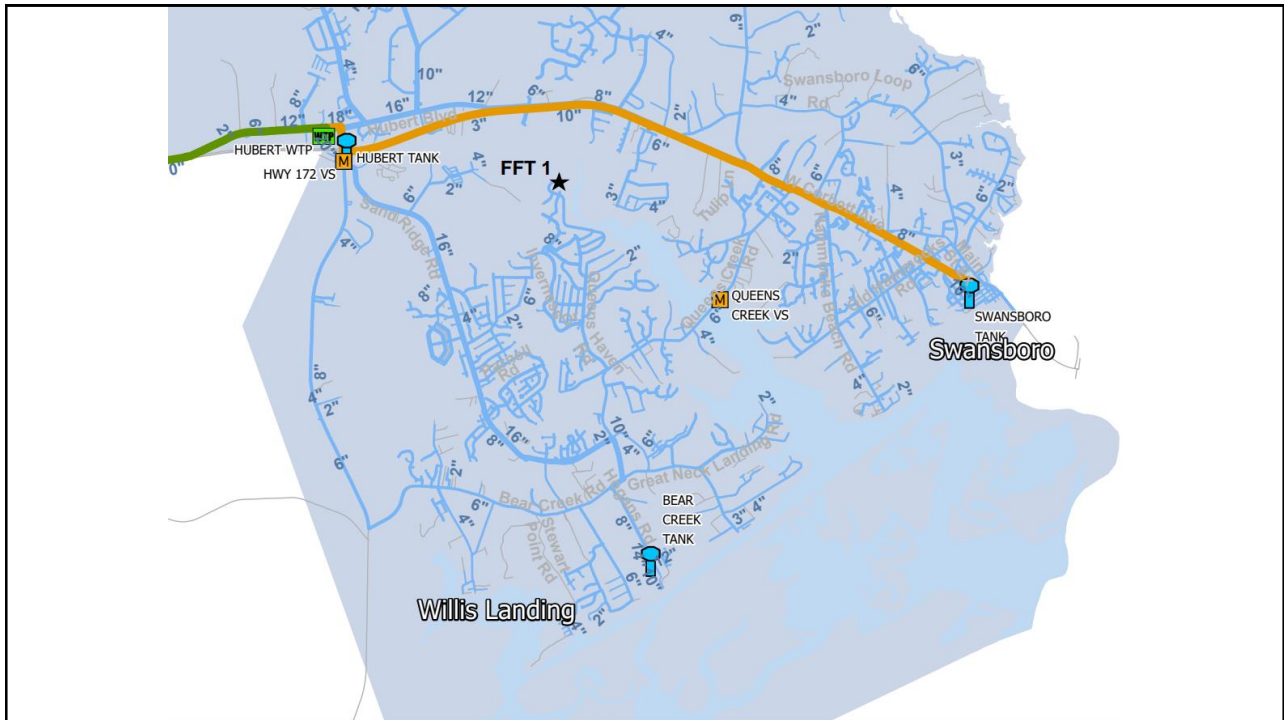
Hazen

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Other active ONWASA projects in areas across Onslow County:

- SER WWTP Expansion 1.5 MGD to 3-3.5 MGD
- Dixon WTP Expansion 4 MGD to 6 MGD

Various water and sewer line projects in design:

- Hwy 24 Utility Corridor 18" Water Transmission Main (Hubert WTP to Piney Green area)
- SE Transmission Sewer force main (Summerhouse to SER WWTP)
- Camp Davis Transmission force main (Camp Davis Industrial Park to SER WWTP)

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• ONWASA Board of Directors recently adopted our latest budget and updated Rate and Fee Schedule. More information can be found on our website.

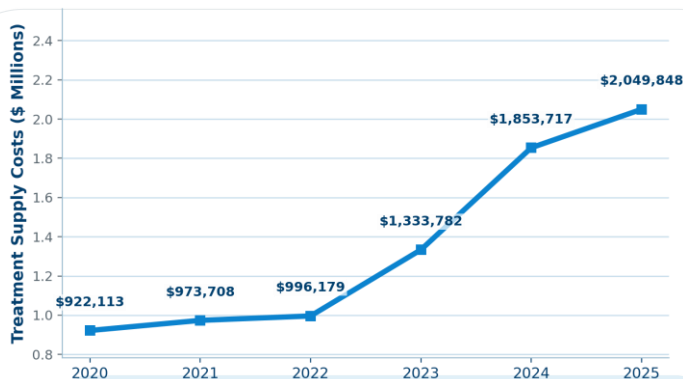
• The following slides help show some of the increased operational cost we have experienced over the last few years.

• Our new rates will go into effect July 1 2026 and show up on your August bills.

21

Treatment Supplies Cost Increase

Rising Operational Costs for Water & Wastewater Treatment



+\$1.13 MILLION Increase in Treatment Supplies
Increase from FY2020 to FY2025 (~122% Increase)



**≈ \$1.1 MILLION
MORE PER YEAR**

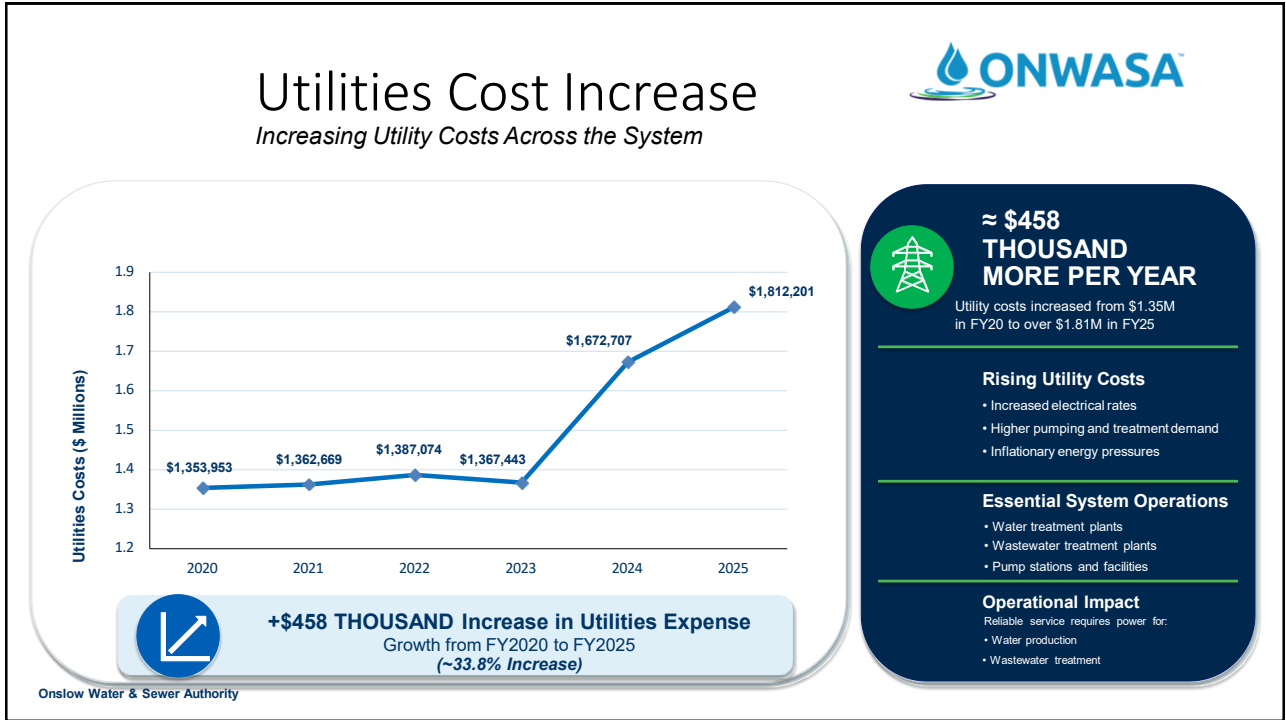
Treatment supply costs increased from \$922K in FY20 to over \$2.0M in FY25

Rising Treatment Costs

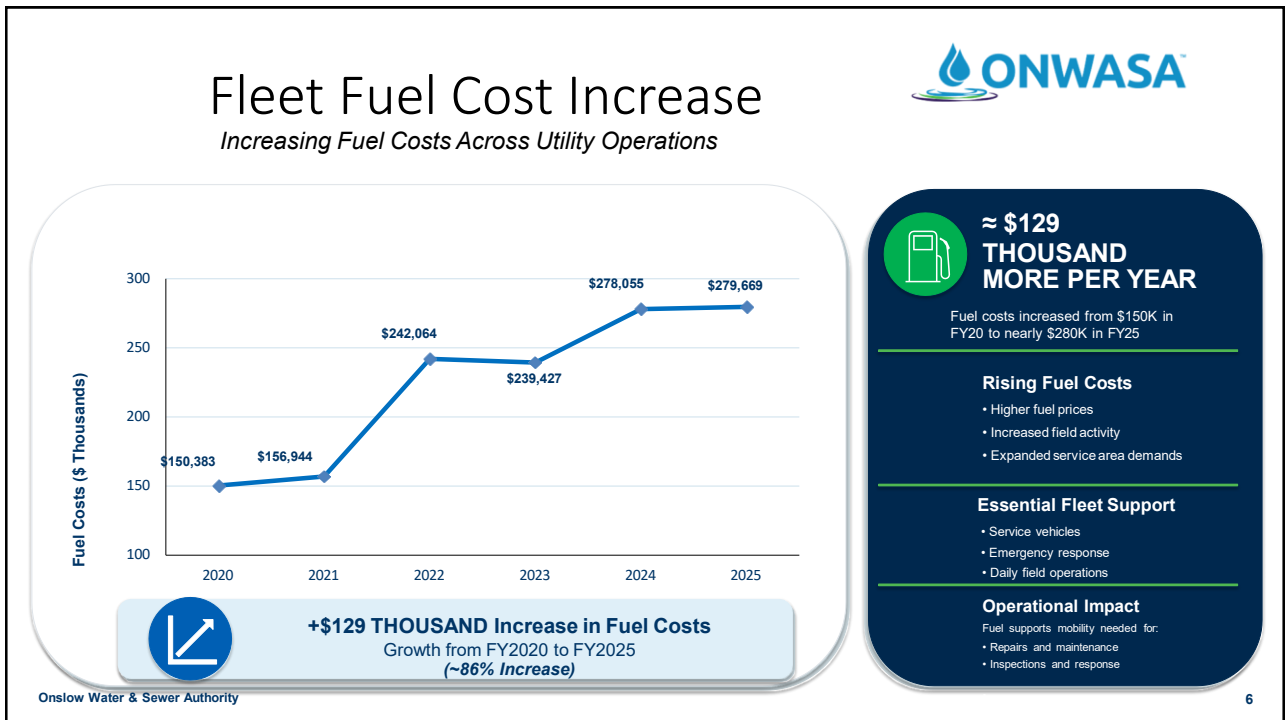
- Inflationary pressures
- Increased treatment demand
- Supply chain impacts

Onslow Water & Sewer Authority

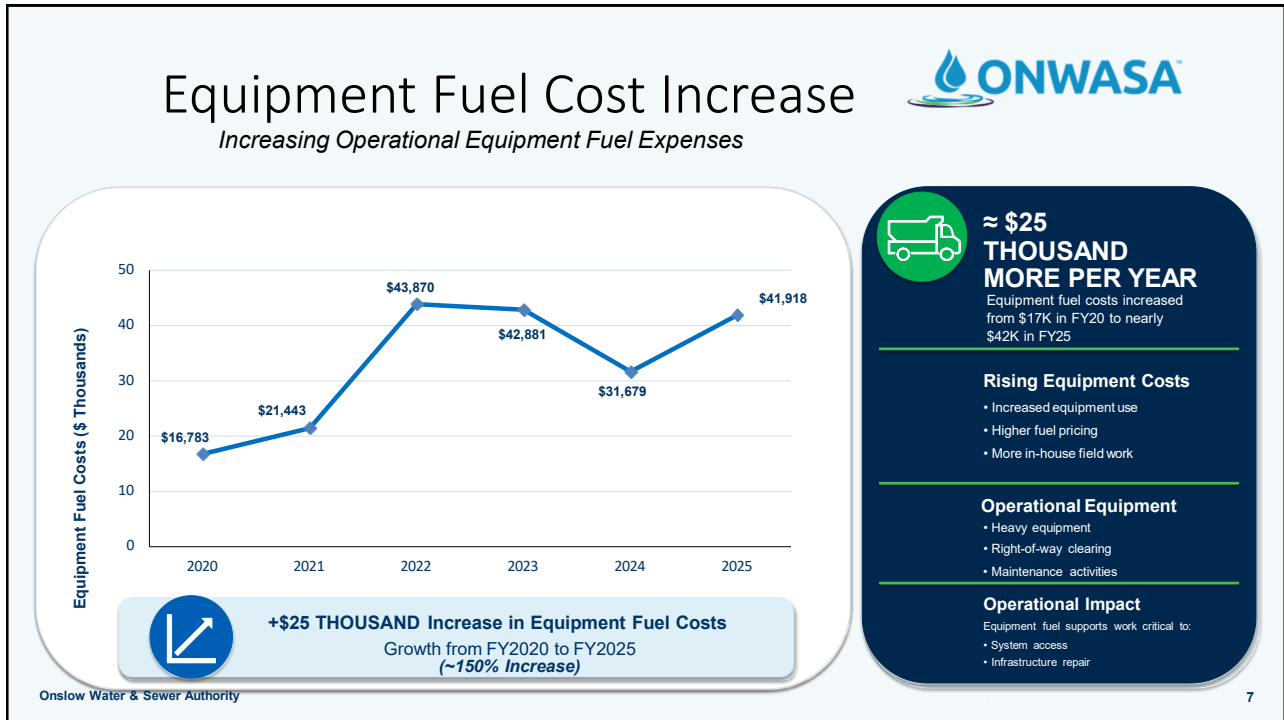
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IS YOUR CONTACT INFORMATION UP TO DATE?

ONWASA sends important account reminders and alerts by phone, text, and email. Please keep us updated with current contact information by either emailing us at updateinfo@onwasa.com, phone us at (910) 455-0722, or by accessing the customer portal on our website at www.onwasa.com.







onwasa.com

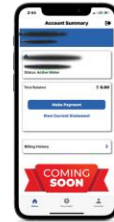
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 228 Georgetown Rd
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DOING BUSINESS WITH ONWASA

Visit us at www.onwasa.com, on Facebook (@onslowwater), and coming soon the ONWASA Mobile App.



27



O: 910.937.7532
 F: 910.347.0793
 228 Georgetown Rd
 Jacksonville, NC 28540

Questions?

Contact me at:
 Franky J. Howard
 O:910.937.7532
Fhoward@onwasa.com



28



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Arts by the Sea, Taste of the Town Winners**

Board Meeting Date: **July 14, 2026**

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

Overview: The Town of Swansboro Parks and Recreation Department will announce the winners of the 2026 Taste of the Town.

Arts by the Sea was held on June 13, 2026. In 2022 the Town brought back the Wine Tasting event and was proven to be a success. This year, Taste of the Town was a new element of the event. It was an exquisite evening celebrating the culinary excellence of Swansboro's local restaurants. Participants indulged their palates with selections of delicious dishes perfectly paired with fine wines. The Town of Swansboro Parks and Recreation Department is proud to announce the winners of the 2026 Taste of the Town.

Award Winners:

- Best Appetizer: Drizzle Olive Oil Company — Olive Oil and Balsamic Vinegar Salad
- Best Entrée: Boro Restaurant & Bar — Cajun Pasta
- Best Dessert: Il Cigno Italiano — Chocolate Mousse

Action: _____



Designation of July as Park and Recreation Month

WHEREAS, parks and recreation is an integral part of communities throughout this country, including the Town of Swansboro; and

WHEREAS, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

WHEREAS, parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS, parks and recreation is a leading provider of healthy meals, nutrition services and education; and

WHEREAS, park and recreation programming and education activities, such as out- of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS, parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, the Town of Swansboro recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED BY, I, Mayor, William Justice, on behalf of the Board of Commissioners of the Town of Swansboro, do her by proclaim that July is recognized as Park and Recreation Month in the Town of Swansboro.

Witness my hand and seal on this 14th day of July 2026.

Attest:

William Justice , Mayor

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Public Street and Sidewalk Acceptance Request- Swansgate Subdivision**

Board Meeting Date: **July 14, 2026**

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

Overview: Tidewater Associates, Inc, on behalf of A Sydes Construction, is requesting acceptance of public streets and sidewalks for Swansgate Subdivision. This request includes all streets within the subdivision, Tundra Trail and Coscoroba Court, and all sidewalks.

The Developer has completed the required improvements and repairs for the subdivision, and the NCDEQ state stormwater permit is in compliance and has been successfully transferred from the developer to the Swansgate HOA as of January 2026.

Larion, a local engineering firm, was hired by the town to complete an inspection and report on the streets and sidewalks in May of 2023 and repairs were completed. Due to complications with the transfer of the stormwater permit to the HOA, the request for street and sidewalk acceptance was delayed. Since 2 years had passed, the town opted to have a new inspection report completed by Larion in April of 2026. Street and sidewalk maintenance items referenced needing attention in both reports were coordinated with the Town of Swansboro Planner, Manager, and Public Works Director, with all items being completed and approved.

All additional documentation such as the request for acceptance, recorded plat, street certification, as-built certification, cost opinion of calculation of the required one-year 10% warranty as well as a letter of comfort for credit from First Citizens Bank has been provided by the applicant.

Background Attachment(s):

1. Request for acceptance letters (2/26 & 6/26)
2. Swansgate Subdivision recorded plat
3. Cost opinion for calculation of warranty & Letter of Credit
4. 2020 Swansgate street certification
5. 2025 as-built certification
6. State Stormwater Permit
7. LARION Inspection Reports (2023 & 2026)
8. Resolution 2026-R9

Recommended Action: Motion to approve or deny Resolution 2026-R9 to accept public streets and sidewalks in Swansgate Subdivision.

Action: _____



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

VIA EMAIL & HAND DELIVERY

Mrs. Rebecca Brehmer
 Town Planner, Town of Swansboro
 601 West Corbett Avenue
 Swansboro, NC 28584

February 24, 2026

RE: Request for Acceptance
 Of Public Streets & Sidewalks
Swansgate Subdivision
 Swansboro, North Carolina

Dear Mrs. Brehmer:

On behalf of A Sydes Construction, this letter is to request Acceptance of Public Streets and Sidewalks for the above subdivision. This request includes all streets within the subdivision, Tundra Trail, Coscoroba Court and sidewalks. The Developer has completed the required improvements and repairs for the subdivision.

Street and sidewalk maintenance items needing attention were coordinated with the Town of Swansboro Public Works Director, with all items being completed and approved. Additionally, stormwater permit SW8 190210 has been transferred from the developer, A Sydes Construction, to the Swansgate HOA as of January 6, 2026.

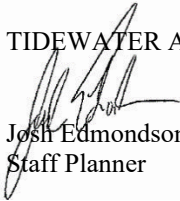
The following items have been included with this request

- Final Plat – Swansgate Subdivision, MB 79 PG 98
- Sealed Cost Opinion - Calculation of Warranty
- First Citizens Bank – Letter of Comfort for Credit
- Original Street Certification – Richard C. Muni, PLS, Tidewater Associates, Inc.
- As-Built Designers Certification -Jonathan L. McDaniel, PE, Tidewater Associates, Inc.
- Stormwater Permit No. SW8 190210

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

Sincerely,

TIDEWATER ASSOCIATES, INC.


 Josh Edmondson
 Staff Planner

xc: A Sydes Construction
 Swansgate HOA

1069A Cedar Point Blvd. | Cedar Point, NC 28584 | (252) 393-6101

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



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

Item VI - a.

VIA EMAIL DELIVERY

Mr. Jonathan Barlow
Town Manager, Town of Swansboro
601 West Corbett Avenue
Swansboro, NC 28584

June 1, 2026

RE: Request for Acceptance
Of Public Streets &
Sidewalks
Response to Comments
Swansgate Subdivision
Swansboro, North Carolina

Dear Mr. Barlow:

This letter is in response to the inspection report conducted by Larion Engineering & Construction Consultants dated April 6, 2026, pertaining to the street and sidewalk dedication of Swansgate subdivision. We provide the following response to these outstanding items.

Comment: The sidewalks that are installed over the curb inlet areas do not have finished edges, honeycomb and form burrs were not corrected.

Response: The minor honeycomb has been grinded and smoothed as to not cause structural defects to the existing bridged sidewalk sections. (See pictures 1-7)

Comment: There are sections of sidewalk noted during this evaluation at the homes listed below that are damaged and cracked.

This section of sidewalk at home 204 Tundra Trail should be replaced.

This section of sidewalk at home 205 Tundra Trail should be replaced.

This section of sidewalk at home 115 Tundra Trail should be replaced.

Response: The addresses of 204 and 205 Tundra Trail noted are 204 and 205 Coscoroba Ct. The sections of sidewalk noted in front of these homes as well as 115 Tundra Trail have been replaced. (See pictures 8-10)

Comment: The drainage swales are installed between the homes to carry the stormwater from the streets and yard to the existing drainage swales along Swansboro Loop Road. The drainage swales are not graded to provide positive drainage. The swales trap and pond water during and after rain events.

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

Response: The swales have less than 1% grade, to allow for infiltration and to slow water velocity before release as required by statute. Grades at higher percentages would not allow for the required infiltration or velocity measures to be obtained. These swales have been designed, constructed and certified as meeting NCGS 15 A NCAC 02H.1019.

Comment: The drainage swales are not at the correct elevation at each of the curb inlets. There is no positive drainage from the roads/curbs through the curb inlets to the swales

Response: Per the as-builts, swales and curb inlets are at the correct elevations. Ongoing maintenance behind the curb inlets (ensure grass is properly maintained) will be required by the Stormwater Permittee, Swansgate HOA.

Comment: Remove the remaining riprap and stone that was used to form check dams during construction.

Response: Riprap has been removed.

Comment: Grade and sod the culvert inlets that have eroded.

Response: Culvert inlets are stable and have been certified. Further disturbance would destabilize the established earth around the culverts.

Comment: The drainage easement located along the back of the homes on the north side of the development has not been maintained/mowed. The easement is now overgrown with small pine trees. This easement should be clear, graded, and have turf established so that it can be easily maintained.

Response: Drainage easement has been cleared and stabilized. (See picture 11)

Comment: The new sidewalk installed along Main Street Extension needs to have the surrounding grade leveled to the top of the sidewalk, construction debris removed and turf established.

Response: Area has been graded and stabilized for turf establishment. (See picture 12)

We desire to move forward with the dedication process now that the above items have been addressed. Included are the following documents previously submitted:

- Request For Acceptance
- Recorded Plat
- Cost Opinion
- First Citizens Bank – Letter of Comfort for Credit

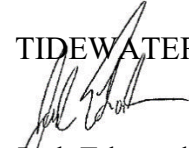
Mr. Jonathan Barlow
Swansgate Subdivision
June 1, 2026

- Original Street Certification
- As-built General MDC Certification
- Stormwater Permit SW8 190210

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

Sincerely,

TIDEWATER ASSOCIATES, INC.



Josh Edmondson
Staff Planner

xc: A Sydes Construction
Swansgate HOA

1069A Cedar Point Blvd. | Cedar Point, NC 28584 | (252) 393-6101

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

Certificate As to Utilities and Dedication

I hereby certify that the plans and specifications for the water improvements for SWANSGATE subdivision have been reviewed and approved by the Onslow Water and Sewer Authority, that such water improvements have been constructed, and that Onslow Water and Sewer Authority hereby accepts the dedication of the water improvements along with associated easements.

This 30th day of October 2020

Onslow Water and Sewer Authority Official

By: Wynne M. R.

Certificate for Approval for Recording

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

Wynne M. R. 12/1/20
Town Manager or his/her designee Date

Certificate of Improvements

I hereby certify that streets, utilities, and other improvements have been installed in an acceptable manner and according to specifications of the Town of Swansboro in the subdivision depicted hereon or that a performance bond or other sufficient surety in the amount of \$10,000 has been posted with the Town of Swansboro to assure completion of required improvements.

Wynne M. R. 12/1/20
Administrator Date

Drainage and Streets Certificate

I hereby certify that the drainage and street improvements have been installed in accordance with the North Carolina Department of Transportation and/or Town of Swansboro Standards or that a sufficient surety has been provided to cover the cost of construction in accordance with the requirements of the Town of Swansboro Subdivision Ordinance.

Wynne M. R. 12/1/20
Administrator Date

Certificate of Ownership and Dedication

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

Wynne M. R. 10-29-2020
Owner Date

North Carolina, Onslow County

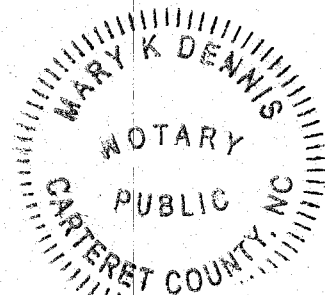
I, Mary K. Dennis a Notary Public for said County and State, do hereby certify that

Anthony W. Sydes personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this 29th day of October 20 20

Mary K. Dennis
Notary Public

My commission expires 6-24 2022



Owner's Certification As To Water And Sewer

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

This 29th day of Oct, 2020

Anthony W. Sydes
Anthony W. Sydes - President
A. Sydes Construction, Inc.

Date: 10-29-2020

Notes:

- All streets are public. (Town of Swansboro)
- Minimum Dimensional Setbacks:
R/W Setback 15' Min.
Side Yard Setback 6' Min.
Rear Yard Setback 12' Min.
Periphery Boundary Setback 25' Min.
Building Separation No portion of any principal structure shall be located less than 12 feet from any other principal structure or less than ten feet from any accessory structure as measured to the closest point.
- Sight distance easements shown hereon shall remain as property of homeowners but shall remain free of all structures, trees, shrubbery, and signs, except utility poles, fire hydrants and traffic control signs, which could restrict driver's vision.
- Maintenance for easements outside of N.C. Dept. of Transportation rights-of-way will be the responsibility of the homeowner.
- $\frac{1}{8}$ " Iron Pipes set at ground level at all lot corners, except as noted.
- This site is not affected by any special flood hazard per FEMA CPN # 370179 5365 L (Town of Swansboro) and 370179 5364 L (Town of Swansboro) effective June 19, 2020.
- Minimum Lot Size = 20,000 Sq. Ft.
- Maximum Lot Size = 27,803 Sq. Ft. (Lot 9)
- Easements shown as _____ or _____, except along street rights-of-way.
- 10' public drainage, utility easements and landscape buffers are reserved along all street rights-of-way.
- All easements are dedicated for public use, unless specifically noted otherwise. Public use means that public entities and the general public may use the easement, but does not mean or imply that any entity does or will use, or does or will maintain any feature (drainage or utilities, etc.) inside the easement.
- All distances are horizontal ground, U.S. survey feet.
- All acreage calculated by coordinates.
- There are no Areas of Environmental Concern (AEC) as defined by Coastal Area Management Act (CAMA) on this site.
- No Register of Deed search by or furnished to surveyor regarding deed or covenant restrictions.
- Wetlands Information Taken from a Map Entitled "Boundary, 404 Wetlands Delineation & Topographic Survey For: "Prepared by Bell & Phillips Surveying, PLLC, and dated 12/30/14.
- Fire District - White Oak River (Swansboro VFD)
- ISO Rating - 5
- Only one (1) principle structure per lot shall be allowed.
- Lots to be served by ONWASA and underground utilities.

Right-of-Way Curve Data

CURVE	RADIUS	LENGTH	TANGENT	CHORD	BEARING	DELTA
1	335.00'	120.40'	60.86'	119.75'	N 02°44'28" E	20°35'33"
	285.00'	102.43'	51.77'	101.88'	N 02°44'28" E	20°35'33"
2	335.00'	128.50'	65.05'	127.71'	S 81°29'24" W	21°58'37"
	285.00'	109.32'	55.34'	108.65'	S 81°29'24" W	21°58'37"
3	335.00'	54.63'	27.38'	54.57'	N 87°48'25" E	9°20'36"
	285.00'	46.48'	23.29'	46.42'	N 87°48'25" E	9°20'36"
4	325.00'	37.85'	18.95'	37.83'	S 80°17'57" E	6°40'25"
	275.00'	32.03'	16.03'	32.01'	S 80°17'57" E	6°40'25"
5	20.00'	31.15'	19.74'	28.10'	N 57°39'28" E	89°14'27"
6	20.00'	29.91'	18.55'	27.20'	S 29°48'13" E	85°40'56"
7	20.00'	31.42'	20.00'	28.28'	S 58°02'15" W	90°00'00"
8	20.00'	31.42'	20.00'	28.28'	S 31°57'45" E	90°00'00"
9	25.00'	21.03'	11.18'	20.41'	N 59°32'29" W	48°11'23"
10	25.00'	21.03'	11.18'	20.41'	N 72°16'09" E	48°11'23"
11	25.00'	21.03'	11.18'	20.41'	N 31°38'59" W	48°11'23"
12	25.00'	21.03'	11.18'	20.41'	S 85°24'13" E	48°11'23"
13	25.00'	34.06'	20.27'	31.49'	S 31°28'24" W	78°03'24"
14	20.00'	31.42'	20.00'	28.28'	N 51°51'53" W	90°00'00"
15	20.00'	31.42'	20.00'	28.28'	N 38°03'07" E	90°00'00"

Chord Data

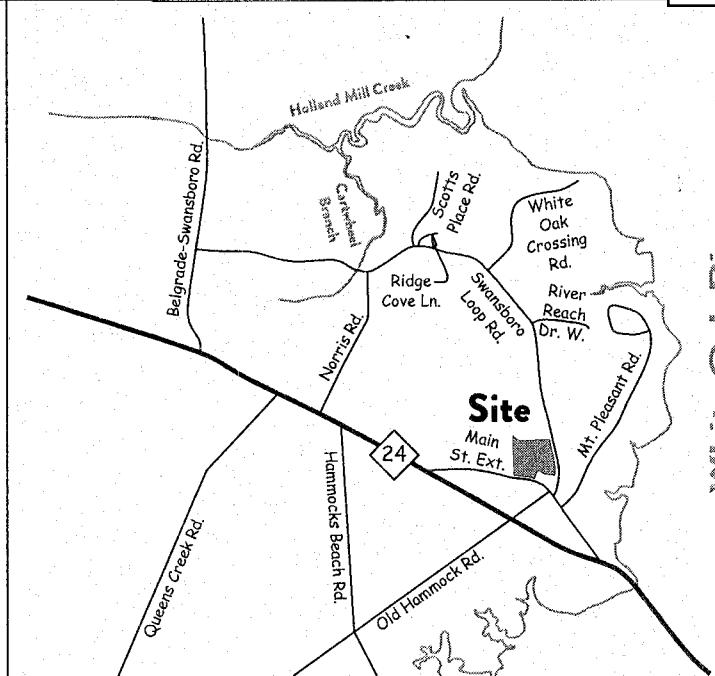
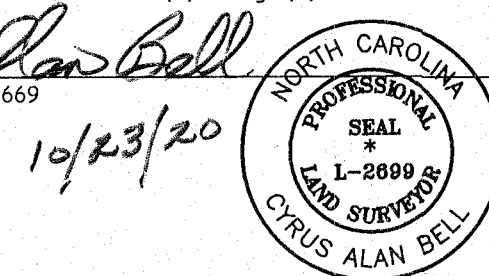
LOT	CURVE	BEARING	DISTANCE
6	1	N 12°25'57" E	6.02'
7	1	N 02°08'11" E	95.95'
	11	N 15°24'47" W	6.84'
8	11	N 39°30'28" W	13.98'
	CD5	N 21°20'20" E	56.51'
9	CD5	N 40°43'59" E	46.43'
10	CD5	S 86°27'17" E	42.49'
11	2	N 76°10'37" E	66.26'
12	2	N 87°09'56" E	62.04'
21	2	S 85°15'44" W	71.60'
22	1	S 00°52'37" E	77.91'
	2	S 74°16'26" W	37.50'
23	1	S 09°25'09" W	42.28'
27	CD5	N 78°50'50" E	51.01'
28	CD5	S 45°21'53" E	42.44'
29	CD5	S 04°51'54" W	42.44'
30	CD5	S 55°05'40" W	42.44'
31	9	N 52°07'22" W	14.35'
	CD5	N 67°37'07" W	53.25'
32	9	N 76°13'04" W	6.46'

FILE: 19501
COGO: 04177A.crd
Project: 04177
Filename: 04177A Final.dwg JJS
Job No.: S180406-6759

I, Cyrus Alan Bell, Professional Land Surveyor L-2669, certify to one of the following as indicated:

- ☒ A. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.
- ☐ B. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.
- ☐ C. Any one of the following:
- That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street.
 - That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse.
 - That the survey is a control survey.
 - That the survey is of a proposed easement for a public utility as defined in G.S. 62-3.
- ☐ D. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption or exception to the definition of subdivision.
- ☐ E. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (A) through (D) above.

Cyrus Alan Bell, P.L.S., L-2669



Vicinity Sketch
Not to Scale

I, Cyrus Alan Bell, certify that this map was drawn under my supervision from an actual survey (Deed and Plat references as shown hereon), made under my supervision, completed on 10/22/20, that the ratio of precession or positional accuracy is 1:10,000, that the boundaries not surveyed are shown as broken lines drawn from sources noted, that this map was prepared in accordance with G.S. 47-30 as amended, this map was prepared for recording purposes.

Witness my original signature, license

number and seal this 23rd day of

OCTOBER

AD 2020.

Cyrus Alan Bell
Cyrus Alan Bell, P.L.S., L-2669

NORTH CAROLINA.....ONSLow COUNTY

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

Angelia Hagopian 12-8-2020
Review Officer Date

NORTH CAROLINA.....ONSLow COUNTY

Omega K. Jarman by Bell & Phillips
Register of Deeds Onslow County



Doc ID: 015051040001 Type: CRP
Recorded: 12/08/2020 at 03:01:45 PM
Fee Amt: \$42.00 Page 1 of 1
Onslow County, NC
Omega K. Jarman Reg. of Deeds

BK 79 PG 98
Cabinet 0

Tract Data

- Total Number of Lots = 37
- Acreage in Total Tract = 21.95 Ac.
- Acreage in Open Space = 4.49 Ac.
- Linear Feet of Streets = 1,763 L.F.
- Area in Newly Dedicated Right-of-Way = 2.16 Ac.
- Acreage in Other Land Usage = 0 Sq.Ft.
- Current Zone = R-20SF

Deed Ref.:
D.B. 4797, Pg. 783
M.B. 28, Pg. 1
P.I.N. #536518300106

FINAL PLAT

Sheet 1 of 2

SWANSGATE

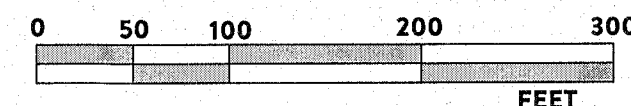
A Residential Cluster Development
Town of Swansboro, Onslow County, North Carolina

Owner/Developer:

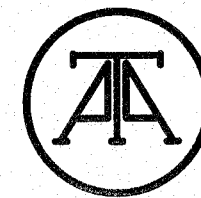
A. Sydes Construction, Inc.
100 Carolina Plantations Boulevard
Jacksonville, North Carolina 28546
(910) 455-6956

DATE: 10/15/2020

SCALE: 1"=100'

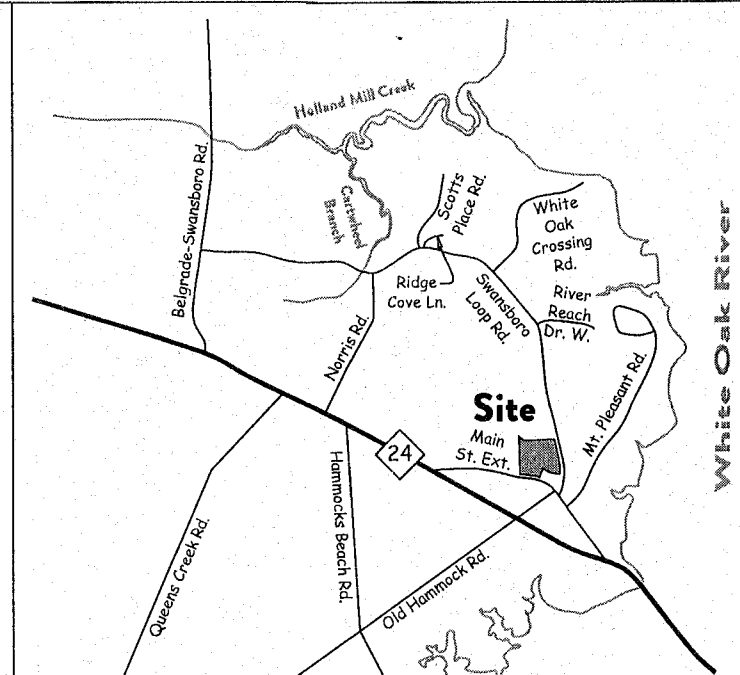
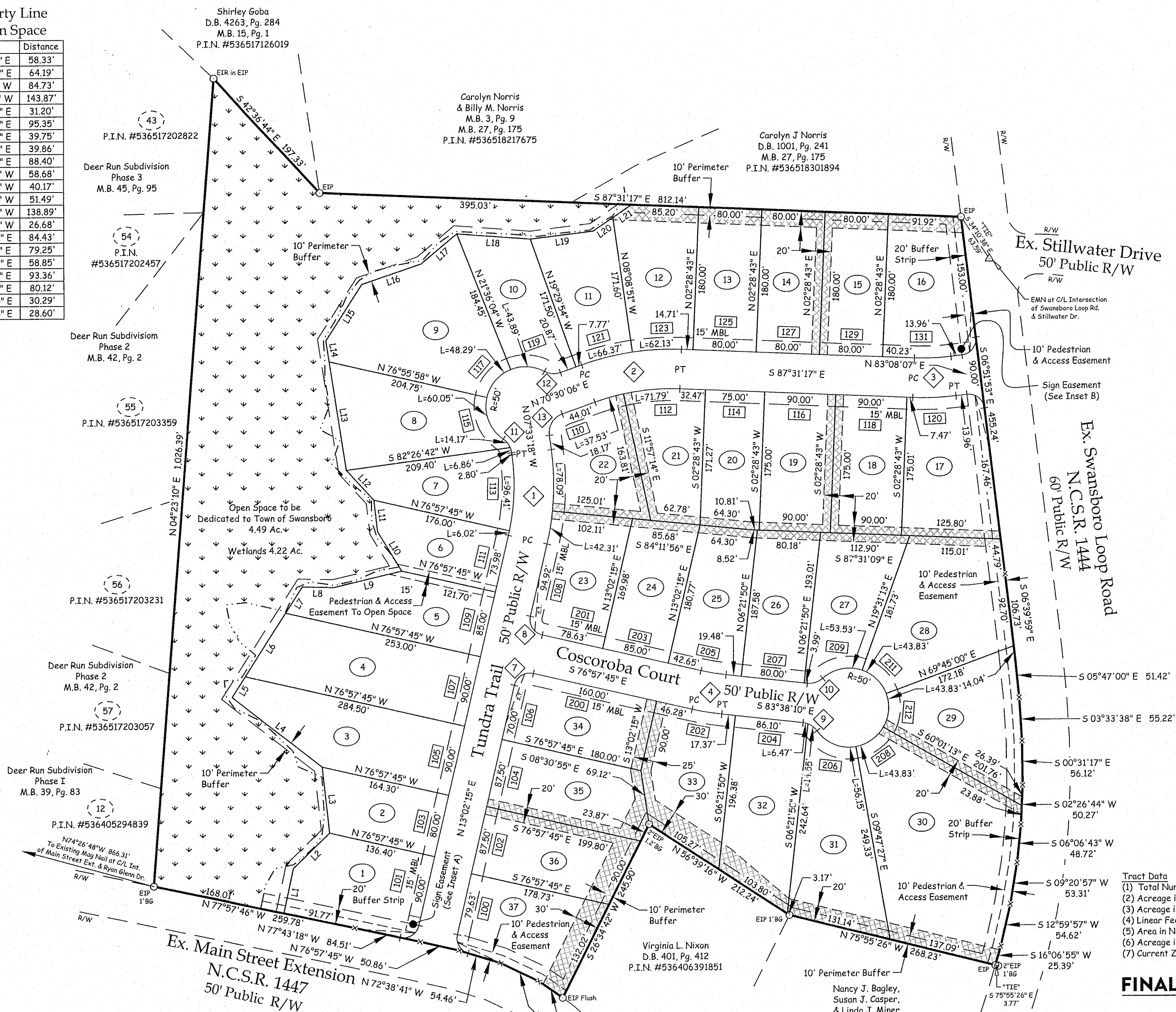


BELL AND PHILLIPS
Engineers - Surveyors - Planners
Cedar Point, North Carolina
604E Cedar Point Blvd.
Phone (252) 393-6101 - www.BellandPhillips.com
N.C. Firm License Number: F-0108



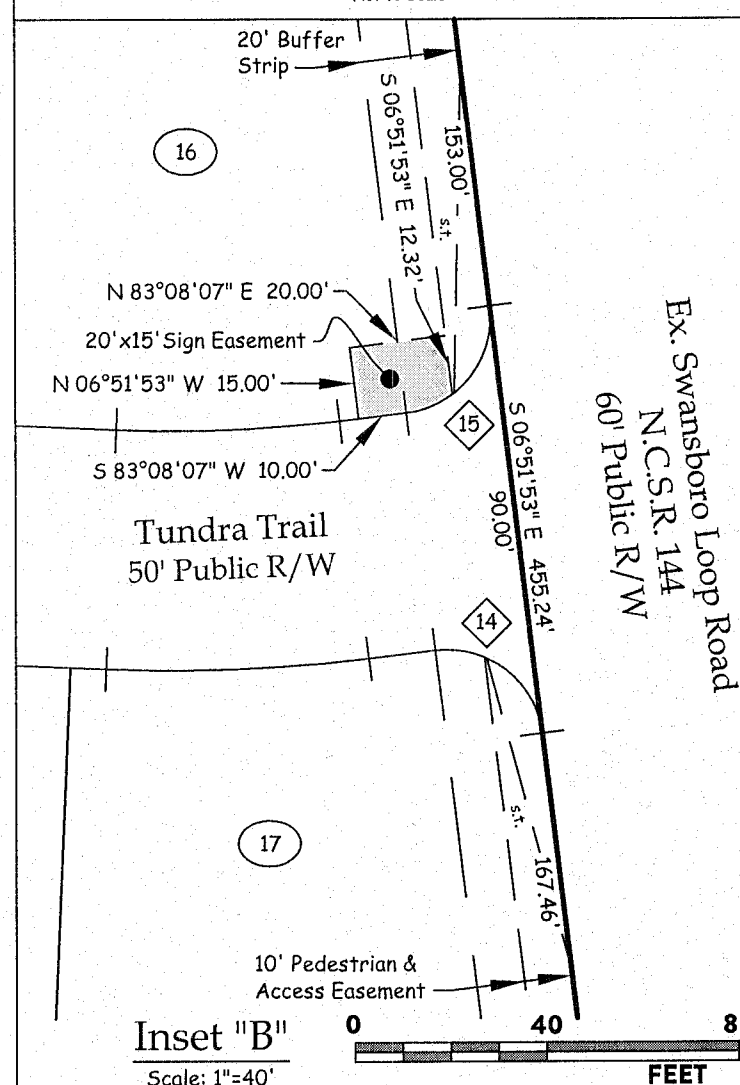
Rear Property Line Along Open Space

Line	Bearing	Distance
L1	N 12°02'14" E	58.33'
L2	N 45°40'28" E	64.19'
L3	N 06°11'19" W	84.73'
L4	N 52°04'21" W	143.87'
L5	N 32°19'39" E	31.20'
L6	N 32°19'39" E	95.35'
L7	N 32°19'39" E	39.75'
L8	S 88°41'56" E	39.86'
L9	N 76°35'14" E	88.40'
L10	N 30°58'55" W	58.68'
L11	N 06°43'46" W	40.17'
L12	N 42°24'45" W	51.49'
L13	N 08°49'50" W	138.89'
L14	N 08°49'50" W	26.68'
L15	N 32°44'24" E	84.43'
L16	N 71°23'21" E	79.25'
L17	N 50°08'33" E	58.85'
L18	S 85°37'14" E	93.36'
L19	N 83°07'13" E	80.12'
L20	N 55°47'05" E	30.29'
L21	N 55°47'05" E	28.60'



Vicinity Sketch

Not to Scale



Inset "B"

Scale: 1"=40'

0 40 80
FEET

- Tract Data
 (1) Total Number of Lots = 37
 (2) Acreage in Total Tract = 21.95 Ac.
 (3) Acreage in Open Space = 4.49 Ac.
 (4) Linear Feet of Streets = 1,763 L.F.
 (5) Area in Newly Dedicated Right-of-Way = 2.16 Ac.
 (6) Acreage in Other Land Usage = 0 Sq. Ft.
 (7) Current Zone = R-20SF

Deed Ref.:
 D.B. 4797, Pg. 783
 M.B. 28, Pg. 1
 P.I.N. #536518300106

FINAL PLAT

Sheet 2 of 2

SWANS_GATE

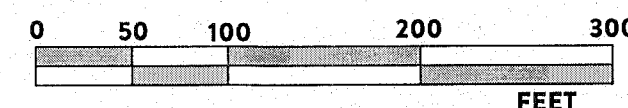
A Residential Cluster Development
 Town of Swansboro, Onslow County, North Carolina

Owner/Developer:

A. Sydes Construction, Inc.
 100 Carolina Plantations Boulevard
 Jacksonville, North Carolina 28546
 (910) 455-6956

DATE: 10/15/2020

SCALE: 1"=100'



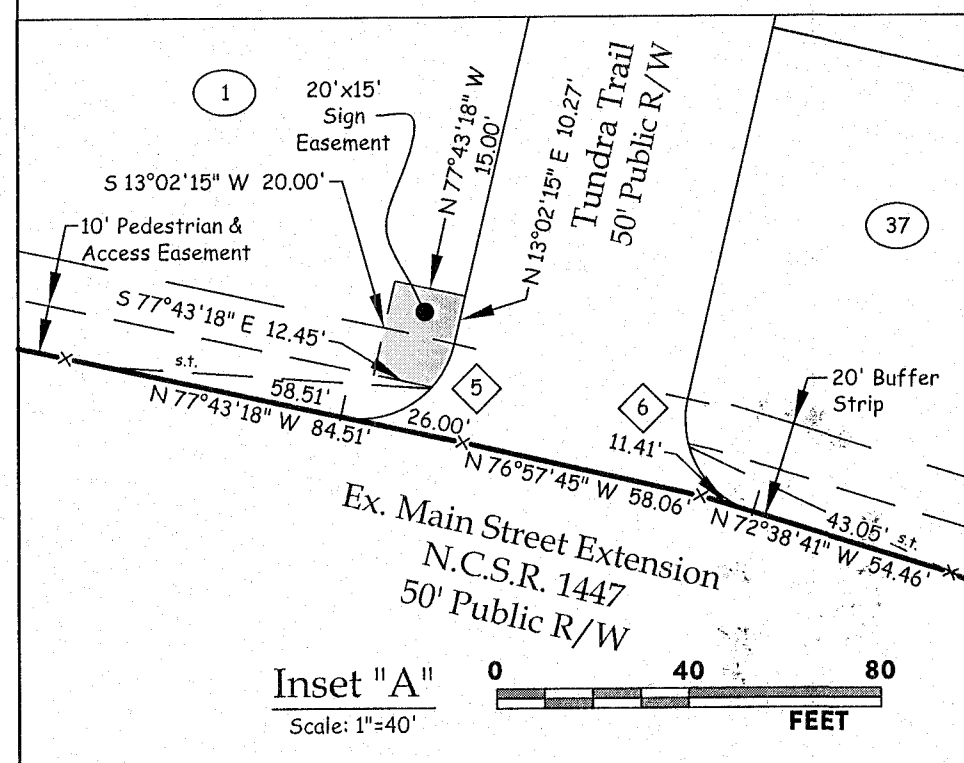
BELL AND PHILLIPS
 Engineers - Surveyors - Planners
 Cedar Point, North Carolina
 604E Cedar Point Blvd.
 Phone (252) 393-6101 - www.BellandPhillips.com
 N.C. Firm License Number: F-0108



FILE: 19501
 COGO: 04177A.crd
 Project: 04177
 Filename: 04177A Final.dwg JJS
 Job No.: S180406-6759

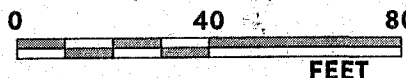
Legend:

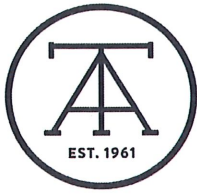
- Ac. - Acreage
 B-B - Back of Curb to Back of Curb
 BG - Below Ground
 BOC - Back of Curb
 C/L - Centerline
 Conc. - Concrete
 D.B. - Deed Book
 EIP - Existing Iron Pipe
 EIR - Existing Iron Rod
 Ex. - Existing
 M.B. - Map Book
 MBL - Minimum Building Line
 N.C.S.R. - North Carolina State Road
 NIP - New Iron Pipe
 PC - Point of Curvature
 PT - Point of Tangency
 Pg. - Page
- R/W - Right-of-way
- 12 - Adjoiner's Lot Number
 23 - Lot Number
 3 - Curve Number
- Wetlands
- Public Drainage Easement
 (See Plat For Widths)
- 123 - Street Address



Inset "A"

Scale: 1"=40'





TIDEWATER ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS
JACKSONVILLE, NORTH CAROLINA

**CONSTRUCTION COST FOR
 CALCULATION OF WARRANTY
 SWANS_GATE
 February 17, 2026**

OWNER: A. Sydes Construction, Inc.
 P.O. Box 7122
 Jacksonville, NC 28540

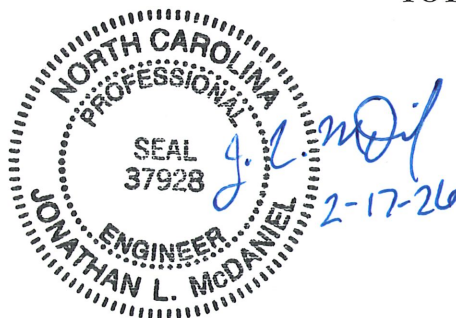
ENGINEER: Tidewater Associates, Inc.
 1069A Cedar Point Blvd.
 Cedar Point, NC 28584

NOTE 1: The information contained herein represents the Preparers' opinion of the expected cost of construction based on the cost of similar types of work under similar working conditions. It is not an offer to perform the work at the stated prices, nor is it intended to represent more than the Preparers' opinion. The actual cost can be influenced by an infinite number of factors beyond the Preparers' control.

NOTE 2: Unit prices taken from Contract, where practical.

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	18" RCP	LF	232	\$26.00	\$6,032.00
2	24 " Curb & Gutter	LF	3680	\$25.00	\$92,000.00
3	6" ABC Stone	TN	2149	\$38.00	\$81,662.00
4	1.5" Asphalt	SY	5286	\$14.00	\$74,004.00
5	Testing	LS	1	\$2,000.00	\$2,000.00
6	5' Sidewalks (Not including Driveways)	LF	4234	\$20.00	\$84,680.00
7	Handicap Ramps	Each	6	\$1,000.00	\$6,000.00
8	Concrete Chute with Bridge	Each	7	\$1,200.00	\$8,400.00
TOTAL PUBLIC WORKS					\$354,778.00

TOTAL PROJECT **\$354,778.00**
10% WARRANTY **\$35,477.80**



1069A Cedar Point Blvd. | Cedar Point, NC 28584 | (252) 393-6101

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



To: Town of Swansboro
From: First Citizens Bank
Date: February 23, 2026

Re: A. Sydes Construction Swansgate Streets and Sidewalks

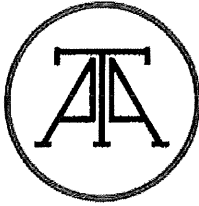
To Whom It May Concern:

This is to notify you that once approval is granted by Town Council a Stand-By Letter of Credit will be issued from First Citizens Bank to A. Sydes Construction. This Stand-By Letter of Credit will be issued for the 12-month period for the amount of the cost opinion. If there are any questions please feel free to call me.

Sincerely,

Amber Williams | Commercial Banking, VP
302-B Western Blvd. | Jacksonville, NC 28546
FCB Mail Code: 076

910.346.7313 Phone
910.340.0351 Mobile



PARKER & ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS
JACKSONVILLE, NORTH CAROLINA

VIA HAND DELIVERY

October 15, 2020

Town of Swansboro
Attn: Jennifer Ansell, Town Planner
601 W. Corbett Avenue
Swansboro, NC 28584

Re: **Swansgate**
Street Certification (Final)
Onslow County, NC

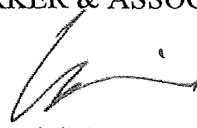
Dear Ms. Ansell,

Parker & Associates, Inc., Cape Fear Engineering, Inc., and Onslow Grading and Paving have conducted on-site inspections of the streets and drainage for the above subdivision. Based on the enclosed test results and our inspections of the project, we find the Streets (Subgrade, CABC Stone, and Pavement) and Storm Drainage to have been constructed within substantial compliance and the intent of the design drawings and hereby issue this Final Certification for the Streets. Enclosed please find the testing data from Cape Fear Engineering, Inc. and Onslow Grading and Paving for the subgrade CABC stone and pavement.



Sincerely,

PARKER & ASSOCIATES, INC.


Richard C. Muni, P.L.S.
Contract Administrator

Enclosure

cc: Mr. Anthony Sydes (Cert. Only)

CF (P), LAM, JLM

RCM/bop

C3.2020.Letter.StreetCert.SwansgateJenniferAnsell.10.13.20

306 New Bridge Street | P.O. Box 976 | Jacksonville, NC 28541-0976 | (910) 455-2414
Firm License Number F - 0108 | www.parkerjacksonville.com

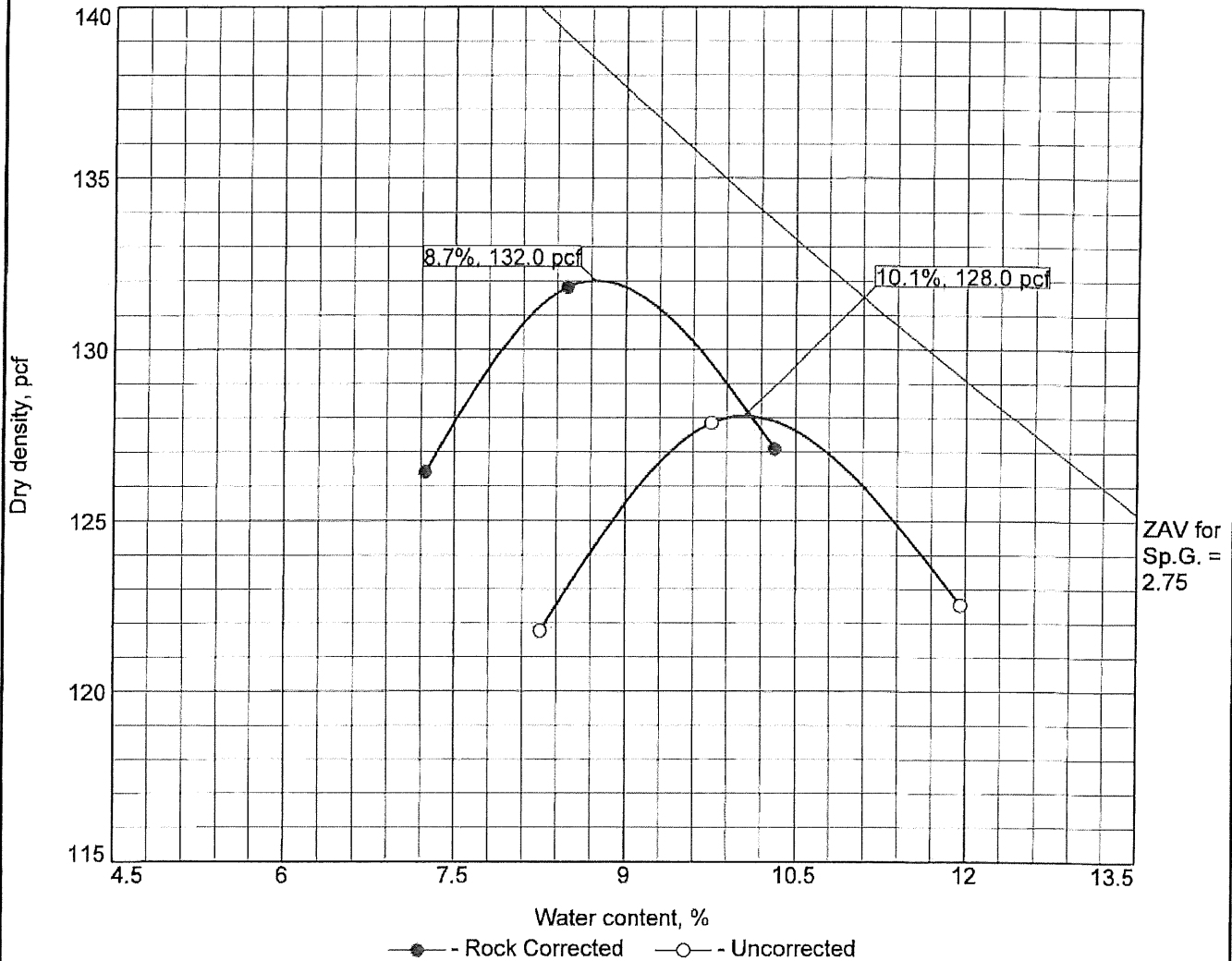
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Compaction

6-5-20

- Roadway crossing -

COMPACTION TEST REPORT



Test specification: ASTM D 1557-12 Method C Modified
 ASTM D 4718-15 Oversize Corr. Applied to Each Test Point

Elev/ Depth	Classification		Nat. Moist.	Sp.G.	LL	PI	% > 3/4 in.	% < No.200
	USCS	AASHTO						
Stockpile	GP-GM	A-1-a	13.0	est. 2.75	NV	NP	16.7	11.1

ROCK CORRECTED TEST RESULTS	UNCORRECTED	MATERIAL DESCRIPTION
Maximum dry density = 132.0 pcf	128.0 pcf	Gray, Poorly Graded GRAVEL (GP-GM) with Sand and Silt (ABC Stone)
Optimum moisture = 8.7 %	10.1 %	

Project No. G2020-181 **Client:** A. Sydes Construction, Inc.
Project: Swansgate
 Swansboro, NC
 ○ **Loc.:** Imported ABC Stone fill from Martin Marietta Onslow Quarry

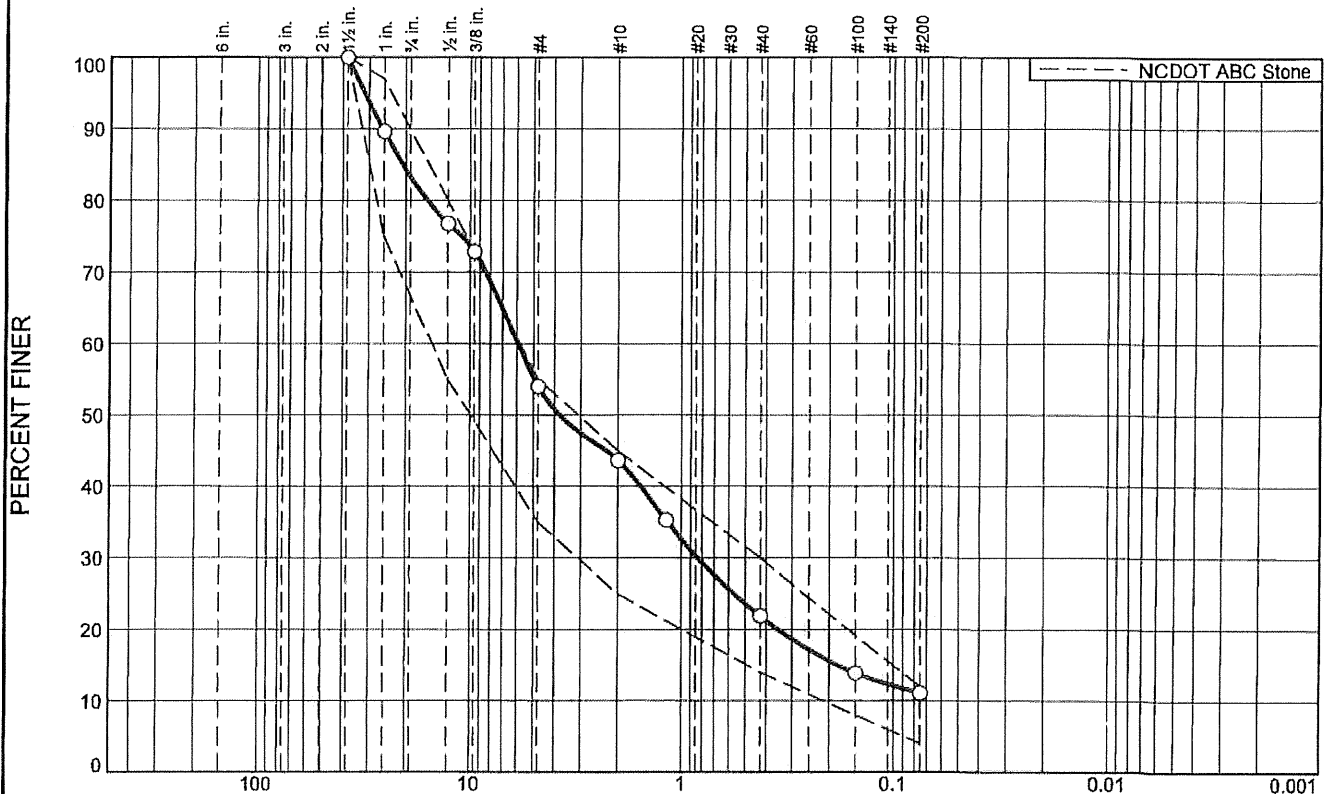
Remarks:

Sample No. 1 obtained from a stockpile of Martin Marietta Onslow Quarry ABC Stone material.

**CAPE FEAR
ENGINEERING**

Figure

Particle Size Distribution Report



GRAIN SIZE - mm.							
% +3"	% Gravel		% Sand			% Fines	
	Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
0.0	16.7	29.3	10.4	21.7	10.8	11.1	

SIEVE SIZE	PERCENT FINER	SPEC.* PERCENT	PASS? (X=NO)
1-1/2"	100.0	100.0	
1"	89.6	75.0 - 97.0	
1/2"	76.7	55.0 - 80.0	
3/8"	72.9		
#4	54.0	35.0 - 55.0	
#10	43.6	25.0 - 45.0	
#16	35.3		
#40	21.9	14.0 - 30.0	
#100	13.9		
#200	11.1	4.0 - 12.0	

Material Description

Gray, Poorly Graded GRAVEL (GP-GM) with Sand and Silt (ABC Stone)

Atterberg Limits

$$PL = NP$$
$$LL = NV$$
$$P \models NP$$

Coefficients

$$D_{90} = 25.7868$$
 $D_{8.5} = 20.6699$
$$D_{60} = 5.9250$$
$$D_{50} = 3.7915$$
$$D_{30} = 0.8352$$
$$D_{15} = 0.1821$$
$$D_{10}^{00} =$$
 C_{u11} $C_{C_{III}}$

Classification

USCS= GP-GM

AASHTO= A-1-a

Remarks

* NCDOT ABC Stone

Location: Imported ABC Stone fill from Martin Marietta Onslow Quarry

Sample Number: 1 **Depth:** Stockpile

Date: 6-15-2020

CAPE FEAR ENGINEERING

Client: A. Sydes Construction, Inc.

Project: Swansgate
Swansboro, NC

Project No: G2020-181

Figure

CAPE FEAR ENGINEERING

Daily Field Report

Page | 1

SUBGRADE (PROOFROLL / DENSITY)

Project Name: <u>Swansgate</u>	Staff: J. Huber
Project Location: Swansboro, NC	Client Name: A. Sydes Construction, Inc.
Prime Contractor: A. Sydes Construction, Inc.	Job No: G2020-181
Sub-Contractor/Site Contractor: A. Sydes Construction, Inc.	Date: 8/7/2020
Weather: Partly Cloudy 80 °F	Time: -
Tests or Inspections Performed: Proofroll Soil Base Material	
Issues; Non-Compliances; Failing Tests: See Below	

A Cape Fear Engineering representative (J. Huber) arrived onsite to observe the roadway proofroll of the soil base material using a loaded tandem dump truck. The proofroll operation generally revealed stable roadway base material conditions as observed under the applied wheel loads. As an exception, one area (20 feet long by 6 feet wide) was observed to be slightly unstable with deflections above 1-inch as observed under the applied wheel loads. The observed instabilities were attributed to excess moisture within the roadway base material in this area. The contractor was advised to re-work the slightly unstable area and schedule a re-evaluation (re-proofroll).

Compaction testing was conducted on the roadway soil base material which revealed passing results.

COMPACTION TEST REPORT

SUBGRADE (DENSITY)

Project: Swansgate Date: 8/7/20
 Project Location: Swansboro, NC Technician: J. Huber
 Client: A. Sydes Construction, Inc. Job Number: G2020-181
 General Contractor: A. Sydes Construction, Inc. Weather: Partly Cloudy Temp. (°F) 80
 Grading Contractor: A. Sydes Construction, Inc. General Test Location: Roadways soil base

Test Number	Moisture (%)	Dry Density (pcf)	Wet Density (pcf)	Proctor Number	% Proctor		Pass	Fail	Test Elevation*	Test Location (Grid, Coordinates, Roadway Station, etc.)
					Spec	Actual				
1	4.8	123.1	129.0	1	100%	100+%	X		FG	(See Attached Sketch)
2	5.3	124.0	130.6	1	100%	100+%	X		FG	(See Attached Sketch)
3	5.0	122.7	128.8	1	100%	100+%	X		FG	(See Attached Sketch)
4	5.7	124.6	131.7	1	100%	100+%	X		FG	(See Attached Sketch)
5	5.8	122.6	129.7	1	100%	100+%	X		FG	(See Attached Sketch)
6	6.0	125.1	132.6	1	100%	100+%	X		FG	(See Attached Sketch)
7	5.4	125.0	131.8	1	100%	100+%	X		FG	(See Attached Sketch)

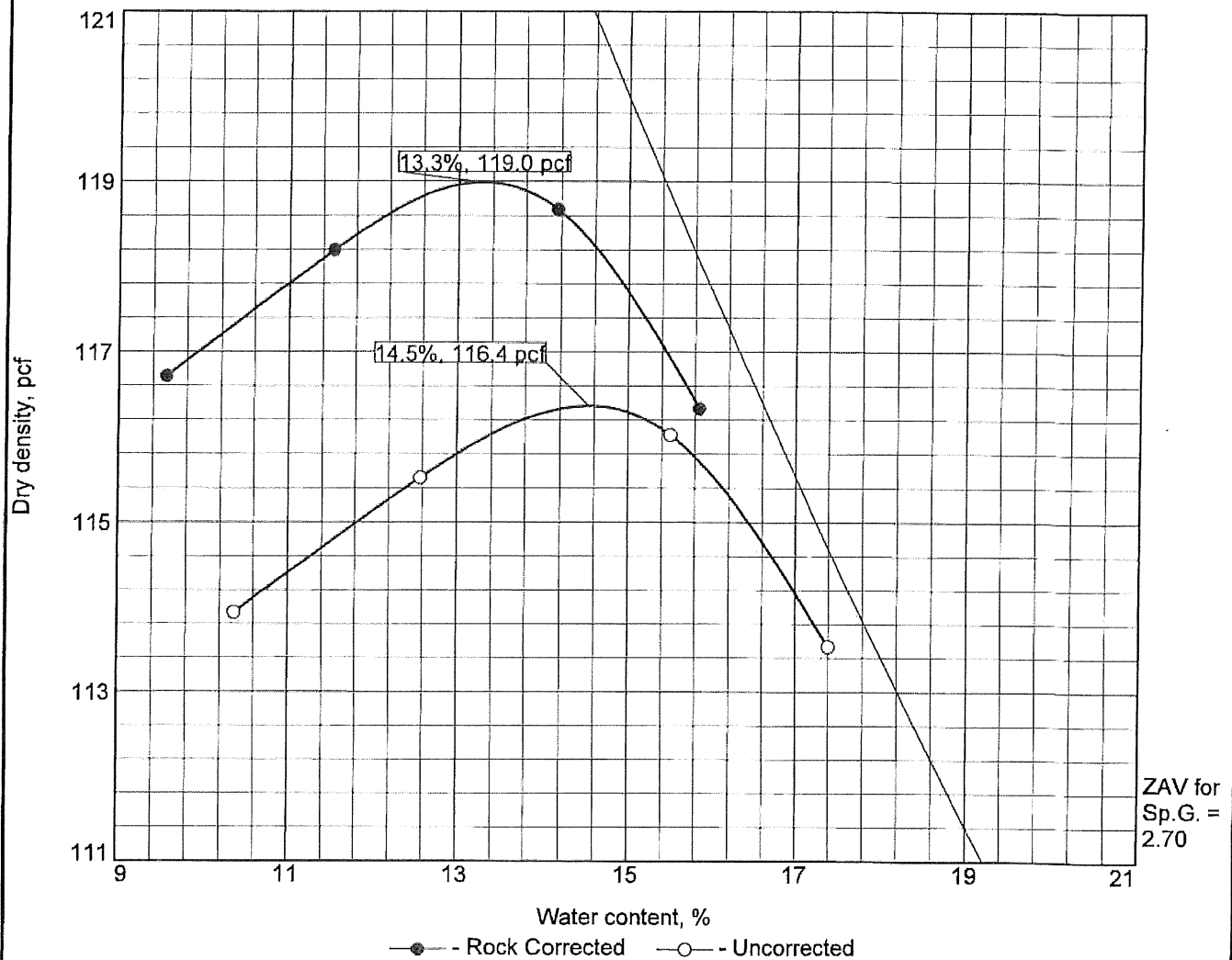
Compaction Equipment Used: Smooth Drum Roller Proctor Number: 1
 Field Testing Procedure: ASTM D 6938 Proctor Type: ASTM D 698
 Field Testing Method: Method A Depth: 8 inches Material Description: See Remarks
Method B Depth: Backscatter Max. Dry Density (pcf): 119.0
 Optimum Moisture (%): 13.3%

Gauge Standardization Counts: Moisture: - Density: 3362 Gauge Identification: Make: Troxler Model: 4590 Serial #: 76500

Test locations and test elevations are approximate and were established in the field by the CFE field representative
 * Note: BFF = Below Finish Floor, BFG = Below Finish Grade; FG = Finished Grade; SG = Subgrade Elevation

Remarks: Proctor No. 2: Gray, Silty fine to coarse SAND (SM) with Gravel (Processed Fill)

COMPACTION TEST REPORT



Test specification: ASTM D 698-12 Method A Standard
 ASTM D4718-15 Oversize Corr. Applied to Each Test Point

Elev/ Depth	Classification		Nat. Moist.	Sp.G.	LL	PI	% > #4	% < No.200
	USCS	AASHTO						
Stockpile	SM	A-1-b	6.8	est. 2.70	NV	NP	10.5	14.3

ROCK CORRECTED TEST RESULTS	UNCORRECTED	MATERIAL DESCRIPTION
Maximum dry density = 119.0 pcf	116.4 pcf	Gray, Silty fine to coarse SAND (SM) with Gravel (Processed Fill)
Optimum moisture = 13.3 %	14.5 %	

Project No. G2020-181 **Client:** A. Sydes Construction, Inc.
Project: Swansgate
 Swansboro, NC
☐ **Loc.:** Imported Process Fill from Martin Marietta Onslow Quarry

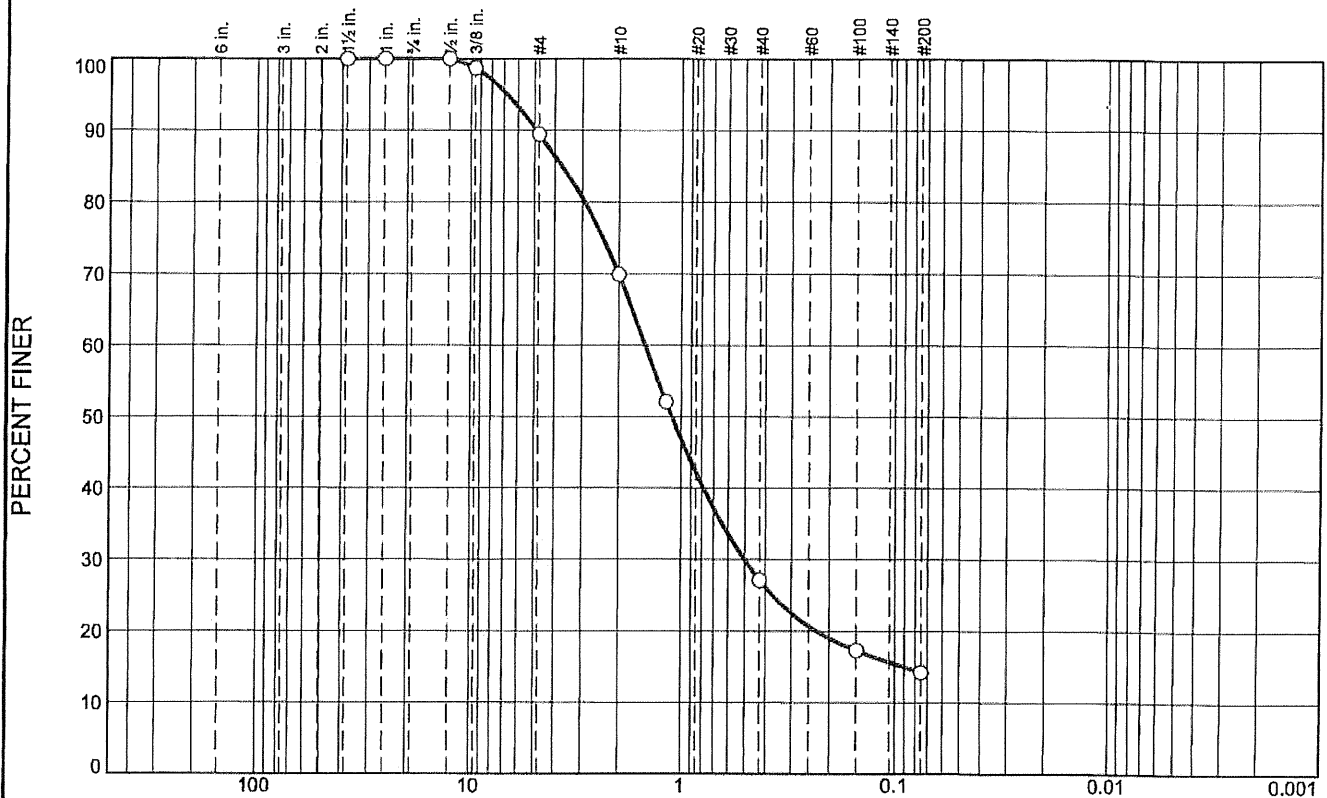
**CAPE FEAR
ENGINEERING**

Remarks:

Sample No. 2 obtained on 8-7-2020 from an onsite stockpile delivered from the Martin Marietta Onslow Quarry.

Figure

Particle Size Distribution Report



GRAIN SIZE - mm.

% +3"	% Gravel		% Sand			% Fines	
	Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
0.0	0.0	10.5	19.6	42.8	12.8	14.3	

SIEVE SIZE	PERCENT FINER	SPEC.* PERCENT	PASS? (X=NO)
1-1/2"	100.0		
1"	100.0		
1/2"	100.0		
3/8"	98.7		
#4	89.5		
#10	69.9		
#16	52.1		
#40	27.1		
#100	17.3		
#200	14.3		

* (no specification provided)

Material Description

Gray, Silty fine to coarse SAND (SM) with Gravel (Processed Fill)

Atterberg Limits

PL= NP

LL= NV

PI= NP

Coefficients

D₉₀= 4.8972D₈₅= 3.7154D₆₀= 1.4848D₅₀= 1.1053D₃₀= 0.5013D₁₅= 0.0904D₁₀=C_u=C_c=

Classification

USCS= SM

AASHTO= A-1-b

Remarks

Location: Imported Process Fill from Martin Marietta Onslow Quarry
 Sample Number: 2 Depth: Stockpile

Date: 8-7-2020

CAPE FEAR ENGINEERING

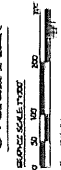
Client: A. Sydes Construction, Inc.

 Project: Swansgate
 Swansboro, NC

Project No: G2020-181

Figure

Swansboro Township, Onslow County, North Carolina



Sheet	Description
1	Cover (Index Sheet)
2	Preliminary Plan
3	Grading, Drainage, and Erosion & Sedimentation Control Plan
4	Water & Sewer Plan
5	Plan & Profile of Tundra Trail (Sta. 0+00 to 17+20.96, 9/27/20)
6	Plan & Profile of Tundra Trail (17+20.96 to 23+00.01) & Concorcha Court
7	Grading and Drainage Detail Sheet
8	Erosion & Sedimentation Control Detail Sheet
9	Water Detail Sheet
10	

Owner / Developer:

BELL AND PHILLIPS

Engineers - Land Surveyors - L
Cedar Point, North Carolina

COOPERSTON, N.Y.
100 Hudson Road #77A
Newark, New Jersey 07102
309-683-3379

Subj: -

62020-181 SW AUS GHTZ

CAUTION: NOTES

Prior to excavation, the contractor shall provide proper notice to the utility companies located beneath and to any other utility companies that may be in the area in accordance with the "Underground Damage Prevention Act" of 1986 and the corresponding regulations.

The contractor shall be liable for all legal actions resulting from construction in the vicinity of the project and by securing these areas against the Owner and Engineer harmless from any claims or

.....

5420 -

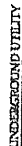
**CAPE FEAR
ENGINEERING****Daily Field Report**

Page | 1

Project Name: <u>Swansgate</u>	Staff: J. Huber
Project Location: Swansboro, NC	Client Name: A. Sydes Construction, Inc.
Prime Contractor: A. Sydes Construction, Inc.	Job No: G2020-181
Sub-Contractor/Site Contractor: A. Sydes Construction, Inc.	Date: 8/14/2020
Weather: Partly Cloudy 75 °F	Time: -
Tests or Inspections Performed: <u>Hand Auger Density Test</u>	
Issues; Non-Compliances; Failing Tests: See Below	

A Cape Fear Engineering representative (J. Huber) arrived onsite to perform hand auger borings within the roadway alignments. Processed fill base soil material was encountered at all boring locations to a minimum depth of 12-inches.

Swansboro Township, Onslow County, North Carolina



CAUTION NOTES

over to expedite the construction job pending the final decision of the city council. The city council and the city engineer have agreed to do this and to pay the prime contractor's fees for the job. But the city council is in conflict with the "Independent Design Consultant Act" of 1995 and the "Government Contracting Act" of 1995 and the "Contracting Act" of 1995. The city council is responsible for verifying the contract and the city engineer is responsible for verifying the contract and the city engineer is responsible for verifying the contract and the city engineer is responsible for verifying the contract.

5. Fill in the blank with the correct word.

1. The _____ of the machine was broken.
2. The _____ of the machine was broken.
3. The _____ of the machine was broken.
4. The _____ of the machine was broken.
5. The _____ of the machine was broken.
6. The _____ of the machine was broken.
7. The _____ of the machine was broken.
8. The _____ of the machine was broken.
9. The _____ of the machine was broken.
10. The _____ of the machine was broken.

Engineer: Douglas L. McDowell, PE

52020-181 Swanson 8-14-20

Owner/Developer:
A. Sydes Construction, Inc.

1901 Carolina Plunkers Boulevard
Jacksonville, North Carolina 28546
1910 458-6756

BELL AND PHILLIPS
Consulting Engineers - Land Surveyors - Land Planners
Cedar Point, North Carolina
604E Cedar Point Roadward - 28594
Phone: (252) 393-6101 • www.bellandphillips.com
Email: bphillips@bellandphillips.com

U1. No. 1, 1994

**Kostenlos, nach
der Markt-Analyse
ermittelt! Mehrere Danks-**

Handwritten notation ALAN

CAPE FEAR ENGINEERING

Daily Field Report

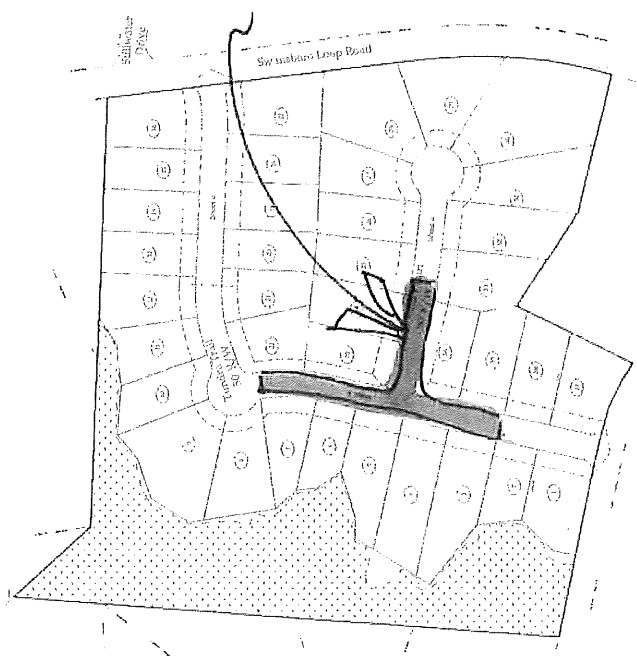
Page | 1

Project Name: <u>Swansgate</u>	Staff: J. Huber
Project Location: Swansboro, NC	Client Name: A. Sydes Construction, Inc.
Prime Contractor: A. Sydes Construction, Inc.	Job No: G2020-181
Sub-Contractor/Site Contractor: A. Sydes Construction, Inc.	Date: 9/3/2020
Weather: Partly Cloudy 91 °F	Time: -
Tests or Inspections Performed: Roadway base material re-proofroll	
Issues; Non-Compliances; Failing Tests: See Below	

A Cape Fear Engineering representative (J. Huber) arrived onsite to observe the re-proofroll of the roadway base material at the observed unstable area identified in our 8-7-2020 report. The re-proofroll operation in this area of the roadway revealed stable soil base conditions. Based on our inspection procedures and observations, the roadway areas evaluated for this phase of the project are considered suitable for asphalt placement.

Swansgate

Swansboro Township, Onslow County, North Carolina

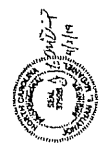


Sheet	Description
1	Cover/Intro Sheet
2	Preliminary Plan
3	Grading, Drainage, and Erosion & Sedimentation Control Plan
4	Water & Sewer Plan
5	Plan & Profile of Tundra Trail (P&P 9-27-20-SW-3-1-20-1) & Coccoloba Court
6	Plan & Profile of Tundra Trail (P&P 9-27-20-SW-3-1-20-1) & Coccoloba Court
7	Grading and Drainage Detail Sheet
8	Erosion & Sedimentation Control Detail Sheet
9	Water Detail Sheet
10	Sewer Detail Sheet

Overall Plan



Main Street Extension
Proposed P.O.



Matthew L. McDaniel, PE
Civil & Mechanical Engineering

Owner/Developer:
A. Sydes Construction, Inc.
100 Carolina Plantations Boulevard
Jacksonville, North Carolina 28546
Phone: (252) 973-4101 www.a-sydes.com
P.O. Box 6766

BELL AND PHILLIPS
Consulting Engineers - Land Surveyors - Land Planners
404E Cedar Point Boulevard - 28554
Phone: (252) 973-4101 www.bellandphillips.com
Firm License Number F-0108



Sheet 1 of 10

Re-Proofed Location Sketch

G2020-181

Swansgate

9-3-20

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
DAILY CORE LOCATION & LOT SUMMARY

DATE _____

9-16-20

PROJECT NO.: 8144

MAP /RT. NO.:

Slansgate

CONTRACTOR: OASLOW G + P

PLANT LOCATION.

1120

BASE TYPE:

New Aggregate

LANE DESC.:

 $16 + 2 +$

BASELINE: α/A

XIV add.

259.53

IME NO.:

18-115-151

PROJECT
ENGINEER.

[illegible]

CONSTRUCTION TYPE:
THE "NEW" CONSTRUCTION CATEGORY WILL BE DEFINED AS PAVEMENTS,
EXCLUSIVE OF IRREGULAR AREAS MEETING ALL THREE OF THE FOLLOWING
CRITERIA:

- 1.) PAVEMENT PLACED ON A NEW AGGREGATE OR SOIL BASE COMPACTED
TO THE SPECIFIED DENSITY OR PAVEMENT PLACED ON A NEW ASPHALT
MIX LAYER (EXCLUDING WEDGING AND LEVELING);
- 2.) PAVEMENT WHICH IS WITHIN A DESIGNATED TRAVEL LANE OF THE
FINAL TRAFFIC PATTERN; AND
- 3.) PAVEMENT WHICH IS 4.0 FEET (1.2 METERS) OR WIDER.
AS AN EXCEPTION, WHEN THE FIRST LAYER OF MIX IS PLACED ON AN
UNPREPARED AGGREGATE BASE AND IS 2.0 INCHES (50 MILLIMETERS) OR LESS
IN THICKNESS, THE LAYER WILL BE INCLUDED IN THE "OTHER"
CONSTRUCTION" CATEGORY.

THE "OTHER" CONSTRUCTION CATEGORY WILL INCLUDE ALL PAVEMENT
EXCEPT AS DESCRIBED ABOVE AND ALSO ALL S 4.75 A MIX TYPES.

Lach Zepeda #13829

* CERTIFIED OMS TECHNICIAN'S SIGNATURE

Justin F Smith
275-1409

[illegible]

LOT AVERAGE

23

LOT PASSES

LOT FAILS

NOTE: CONTRACTOR MUST BE NOTIFIED BY LETTER OF ANY PAY ADJUSTMENTS OR PAVEMENT REMOVAL.



OTHER

NEW

*** BY PROVIDING THIS DATA UNDER MY SIGNATURE AND/OR
HICAMS CERTIFICATION NUMBER, I ATTEST TO THE ACCURACY
AND VALIDITY OF THE DATA CONTAINED ON THIS FORM AND
CERTIFY THAT NO DELIBERATE MISREPRESENTATION OF TEST

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
DAILY CORE LOCATION & LOT SUMMARY**

DATE _____

9-16-22

Answers

PROJECT NO.: 3411

MAP /RT. NO.: Sub-Pivison

CONTRACTOR: Enslow G.P.

PLANT LOCATION:

BASE TYPE:	NEW Aggregate	LANE DESC.:	L.F + R.F.
------------	---------------	-------------	------------

BASELINE: N/A

TYPE MIX: RS 9.5 B JMF NO.: 18-115-151

PROJECT
ENGINEER: N/A

[illegible]

CONSTRUCTION TYPE:
THE "NEW" CONSTRUCTION CATEGORY WILL BE DEFINED AS PAVEMENTS,
EXCEPT AS DESCRIBED ABOVE AND ALSO ALL \$ 4.75 A MIX TYPE
CRITERIA:
1.) PAVEMENT PLACED ON A NEW AGGREGATE OR SOIL BASE COMPACTED
TO THE SPECIFIED DENSITY OR PAVEMENT PLACED ON A NEW ASPHALT
MIX LAYER (EXCLUDING WEDGING AND LEVELING);
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FINAL TRAFFIC PATTERN; AND
3.) PAVEMENT WHICH IS 4.0 FEET (1.2 METERS) OR WIDER.
AS AN EXCEPTION, WHEN THE FIRST LAYER OF MIX IS PLACED ON AN
UNPREPARED AGGREGATE BASE AND IS 2.0 INCHES (50 MILLIMETERS) OR LESS
IN THICKNESS, THE LAYER WILL BE INCLUDED IN THE "OTHER"
CONSTRUCTION" CATEGORY.
THE "OTHER" CONSTRUCTION: CATEGORY WILL INCLUDE ALL PAVEMENT
EXCEPT AS DESCRIBED ABOVE AND ALSO ALL \$ 4.75 A MIX TYPE

LOT AVERAGE

19

SECRET

LOT FAILS

NOTE: CONTRACTOR MUST BE NOTIFIED BY LETTER OF ANY PAY ADJUSTMENTS OR PAVEMENT REMOVAL

* BY PROVIDING THIS DATA UNDER MY SIGNATURE AND/OR
HICAMS CERTIFICATION NUMBER, I ATTEST TO THE ACCURACY
AND VALIDITY OF THE DATA CONTAINED ON THIS FORM AND
CERTIFY THAT NO DELIBERATE MISREPRESENTATION OF TEST

☒ OTHER

WFW

QAQC-5 (Revised)

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

WORKSHEET FOR ROADWAY CORE SAMPLE DENSITY DETERMINATION & COMPARISON

PROJECT NUMBER: #841 SWANSGATE TYPE MIX: 189.5B MIN. % COMPACTION REQ.: 90%

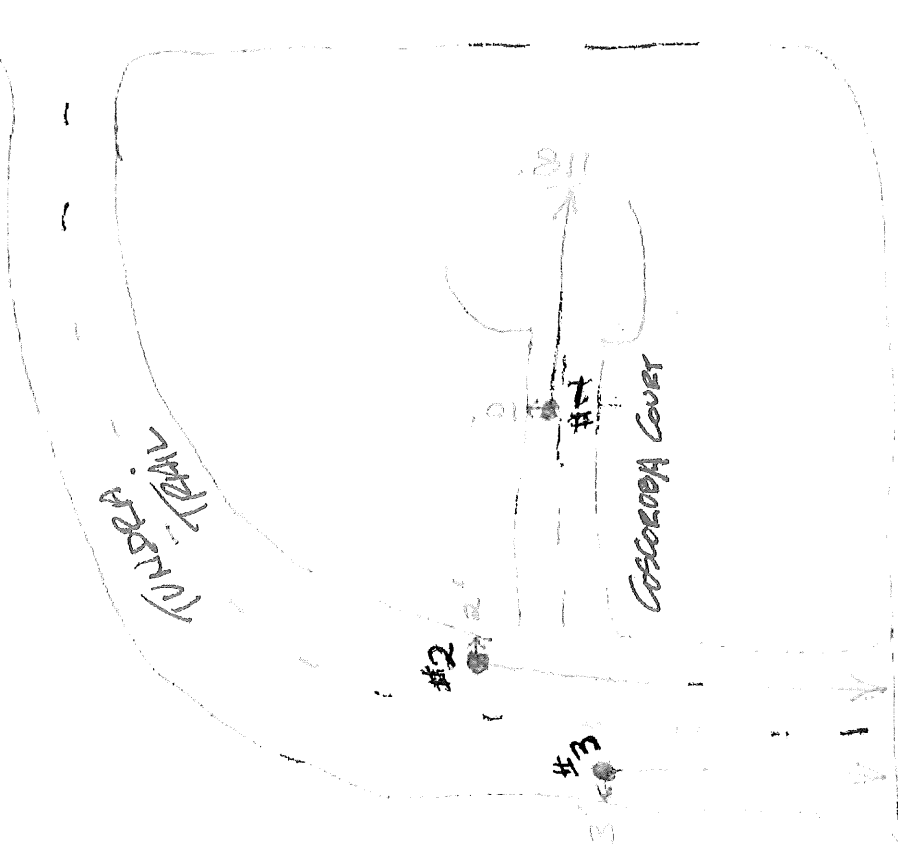
CONTRACTOR: Onslow Corp

[illegible]

QC TO FAX CURRENT FORM TO QA DAILY DURING PRODUCTION.

Swansgate

9-16-20



ASPHALT
CORE
LOCATION

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
HOT MIX ASPHALT QUALITY CONTROL TEST WORKSHEET

2/11/2009

Type Mix: RS9.5B Plant Location: Hubert Plant Cert No: AS-260
QC Sample Date: 9/19/2020 QC Sample No.: #8144 Swansgate JMF No.: 18-1115-151
JMF Pba: 0.5 JMF Gse: 2.632 JMF Gsb: 2.598
MD Gb: 1.031 Calculated Gse: Corrected Gsb:

Dry & Pan Weights		Pan Wt.
Agg Wt after Ignition	1,189.3	<0.2% of
Dry Wt after Wash	1,128.1	Dry Wt
Pan Weight	1,128.0	After Sieving?
% Loss from Sieving	0.01	Yes

Furnace Weights		Furnace
Basket + Mix	4,765.7	Scale
Basket Wt.	3,492.6	Within
Total Mix Wt.	1,273.1	5.0 grams?
Furnace Readout	4,768.4	YES 3.1

% Binder (Pb)	
JMF %Binder	6.2
% Binder from Burn	6.1

Moisture Content	
Mix Sample Weight	
Mix Dry Weight	
Mix % Moisture	#DIV/0!

VMA	17.4
VFA	17.4
%Gmm@Nini	#DIV/0!
P0.075 / Pbe Ratio	1.1

Gradation Data (all weights are after burn weights)					
SIEVE	Accumulated Weight	Percent Retained	% Pass	Correction Factor (B)	TOTAL PASS (A-B)
37.5 mm	-	0.0	100.0		100
25.0 mm	-	0.0	100.0		100
19.0 mm	-	0.0	100.0		100
12.5 mm	3.6	0.3	99.7		100
9.5 mm	57.2	4.8	95.2		95
4.75 mm	211.0	17.7	82.3		82
2.36 mm	412.5	34.7	65.3		65
1.18 mm	637.1	53.6	46.4		46
.600 mm	786.2	66.1	33.9		34
.300 mm	906.8	76.3	23.7		24
.150 mm	1,031.7	86.8	13.2		13
.075 mm	1,117.8	94.0	6.0		6
PAN	1,128.0			Constant =	0.08409

Hot Bin Weights (Batch Plant)	#1	#2	#3	#4	#5
Cold Feed (materials)	78	WASHED	BLENDED	RAP	
Percentages	27	39	19	15	

.20/4750

Gyratory Compacted Specimen Test Data

Specimen Number	A). Height @ Nini	B). Height @ Ndes	C). Dry In Air	D). SSD In Air	E). Weight In Water	F). Gmb @ Ndes' Measured	G). Gmb @ Ndes' Estimated	SAMPLE VOLUME		J). Correction Factor	K). Gmb @ Nini Estimated	L). Gmb @ Nini Corrected	M). Gmm Rice Grav	N). VTM @ Ndes
	Measured	Measured	Measured	Measured	Measured	C / (D-E)	C / I	H). '@ Nini	I). @ Ndes	F / G	C / H	J x K	Measured	1447 / 14.100
1						#DIV/0!	#DIV/0!	0.0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2						#DIV/0!	#DIV/0!	0.0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
3						#DIV/0!	#DIV/0!	0.0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
AVERAGES						#DIV/0!					#DIV/0!			#DIV/0!

*NOTE: BY PROVIDING THIS DATA UNDER MY SIGNATURE AND/OR HICAMS CERTIFICATION NUMBER, I ATTEST TO THE ACCURACY AND VALIDITY OF THE TEST DATA CONTAINED ON THIS FORM AND CERTIFY THAT NO DELIBERATE MISREPRESENTATION OF TEST RESULTS, IN ANY MANNER, HAS OCCURRED

Justin F. Smith P2S-14129
* PRINT NAME, LEGIBLE CAPITALS
QA/QC TECHNICIAN SIGNATURE

Item VI - a.

018376

Onslow Grading & Paving, Inc.

OFFICE: 115 Atlas Brown Drive
Jacksonville, NC 28540

PLANT: 103 Waterfront Dr.
Hubert, NC 28539

OFFICE NUMBER: (910) 346-8266

Reference 169377

Onslow Grading and Paving

Job No.	Truck No.	Tons Req.	Product No.	Product Description
8144 None	AB-411	18.08	RS 9.5B 18	18-1115-151

P.O.# None
SWANSGATE

Daily Load# 4

Daily Ton: 79.86

Time: 7:58 09/19/20

Tare Wt (lb): 25160
Net Wt (lb): 36160
GVW (lb): 61320

NORTH CAROLINA
PUBLIC WEIGHTMASTER
LICENSE EXPIRES JUNE 30, 2021
MICHAEL LUCAS 43468

NORTH CAROLINA
PUBLIC WEIGHTMASTER
LICENSE EXPIRES JUNE 30, 2021
CHRISTOPHER B. HILL 30169

WARNING! VAPORS MAY CONTAIN IRRITANTS. AVOID BREATHING VAPORS OR FACIAL HEATED MATERIAL CAN CAUSE SEVERE BURNS. COLD MATERIAL CAN CAUSE SKIN IRRITATION UPON PROLONGED OR REPEATED CONTACT. REFER TO MATERIAL SAFETY DATA SHEET FOR ADDITIONAL INFORMATION ON THIS PRODUCT.

INVESTIGATOR'S SIGNATURE

(1) Office (2) Customer (3) Plant (4) Driver

9-19-20

Swansgate



Swans Gate Loop Rd



ASPHALT
CORE
LOCATION

Main Exit

DAQC-5 (Revised)

16-10-01

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

WORKSHEET FOR ROADWAY CORE SAMPLE DENSITY DETERMINATION & COMPARISON

PROJECT NUMBER:

#2144 SWANSGATE

ЖУРНАЛ

289.5B

MIN % COMPACTION REQ.:

901

CONTRACTOR:

Criswell GSP

PLANT LOCATION:

[illegible]

NOTE: QC TO FAX CURRENT FORM TO QA DAILY DURING PRODUCTION.

Project Description: Swansgate Subdivision **County:** ONSLOW **Date:** 9/22/2020

Hot Mix Asphalt Supplier:ONSLOW GRADING & PAVING

(Must be NCDOT Certified Plant)

Provision under which the Asphalt Mixture will be tested

☒ Maintenance VersionPlant 1: HUBERT, NCCert.# AS260☐ 2002 Specification as revised
by current Project Special Provision

Plant 2: _____

Cert.# _____

Plant 3: _____

Cert.# _____

Superpave Mix Types**NCDOT Approved Job Mix Formula Number(s)**

	Plant 1	Plant 2	Plant 3
RS9.5B	18-1115-151		
RS9.5C	18-1114-151		

Company and Individual(s) performing Asphalt Mix Testing:ONSLOW GRADING & PAVING

(Minimum Requirement is QMS Level I Plant Certification)

JUSTIN F. SMITHQMS Cert.# P2S-14129ROGER K SMITHQMS Cert.# P2S-1659

QMS Cert.# _____

QMS Cert.# _____

Company Performing Asphalt Placement:ONSLOW GRADING & PAVING**Company and Individual(s) performing Asphalt Density Testing:**

(QMS Level I Plant Technician and/or QMS Nuclear Gauge Operator)

Justin F. SmithQMS Cert.# P2S-14129

QMS Cert.# _____

QMS Cert.# _____

QMS Cert.# _____

Proposed Type of Density Control**Nuclear****Core****QMS Certified Roadway Technician(s)**

(Must be present during all laydown operations)

Zach ZapedaQMS Cert.# RD1-13828

QMS Cert.# _____

QMS Cert.# _____

**Individual Certifying Pavement Conformance with NCDOT Specifications
and Typical Sections detailed on the approved plans:**

(NCDOT Certified QMS Level II Plant Technician or NC Registered Civil Engineer with expertise in asphalt testing and laydown procedures)

Individual: ROGER K SMITH
Company: ONSLOW GRADING & PAVINGQMS Cert.# or NC PE# P2S-1659Phone Number: 910-340-1546

Comments: _____

Anticipated Asphalt Placement Date: 09/16/2020 & 09/19/2020

Form QMS-MV1

District Engineer is to copy the Division QA Lab and all parties listed above

Certification of Pavement Conformance

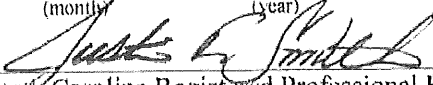
I, Justin F. Smith, certify that the Hot Mix Asphalt placed on the
Swansgate Subdivision project is in accordance with the North Carolina
 Department of Transportation Specifications.

In signing above I certify that the asphalt mixture has been tested in accordance with either Article 609 of the 2002 Standard Specifications for Roads and Structures with current revisions or in accordance with the Quality Management System for Asphalt Pavements (Maintenance Version) dated March 2004. I certify that the asphalt mixture was placed in accordance with Article 610 of the 2002 Standard Specifications for Roads and Structures as modified by the Maintenance Provision dated March 2004. Further, I certify that the pavement structure was constructed to the depth, width and cross-section detailed on the Approved Plans. Any exceptions to the above Specifications or Approved Drawings have been previously addressed with the NCDOT Project Engineer and are explicitly detailed in an attached document.

Witness my original signature, and license or certification number, this the 22 day of
September, 2020.

(month)

(year)


 North Carolina Registered Professional Engineer or
 QMS Level II Plant Technician or

P2S-14129

License or Certification Number

Disclaimers:

This certification is based upon the attached test data and measurements and is not testimony to the workmanship of the asphalt pavement which is the sole responsibility of the company performing such work. The above signature shall not in any manner transfer to the signatory or waive such responsibility until the above project or portion thereof is accepted onto the state-maintenance system.

This certification is based upon the attached test data being accurate and authentic. Assurance of accuracy and authenticity rests with the individuals performing the tests and the companies they represent.

Attachments:

Asphalt Mixture Testing

Confirmation of testing performed at Department Certified Lab

Approved job-mix-formula number for each asphalt mixture utilized

Field verification test results with Superpave Gyratory Compactor (SGC) printouts for each asphalt mix design utilized

QC-1 form for each production day

QA/QC-1 form with binder content printout for each mixture sample tested

Density Testing

M&T 605 form for each production day

QC-5 form for each day when core samples are obtained

QA/QC-5 form for each day when core samples are obtained

Most recent nuclear gauge calibration- if applicable

M&T 514 QA/QC form for each nuclear control strip

M&T 516 QC form for each day nuclear density testing is performed

Project Name Swansgate Permit # SW8 190210

AS-BUILT DESIGNER'S CERTIFICATION FOR GENERAL MDC

I hereby state that I am a licensed professional and I certify by my signature and seal below, that I have observed the construction of the project named above to the best of my abilities with all due care and diligence, and that the project meets all of the below listed General MDC found in 15A NCAC 02H.1050, in accordance with the permit documents, plans and specifications on file with or provided to the Division, except as noted on the "AS-BUILT" drawings, such that the intent of the stormwater rules and the general statutes has been preserved.

- ☐ Check here if this is a partial certification. Section/phase/SCM # _____
- ☐ Check here if this is part of a Fast-Track As-Built Package Submittal per 15A NCAC 02H .1044(3).
- ☐ Check here if the Designer did not observe the construction but is certifying the project.
- ☐ Check here if pictures of the SCMs are provided.

Printed Name Jonathan L. McDaniel, P.E. Signature *Jonathan L. McDaniel*

NC Registration Number 37928 Date 7-2-25

SEAL:



Consultant's Mailing Address:

1069A Cedar Point Blvd

City: Cedar Point State: NC Zip: 28584

Phone: (252) -3936101

Consultant's Email address:
jmcdaniel@tidewaterenc.com

- ① Circle N if the as-built value differs from the Plan/permit. If N is circled, provide an explanation on page 3.
② N/E = Not Evaluated (provide explanation on page 2). ③ N/A = Not Applicable to this project or SCM.

Consultant's Certification 15A NCAC 02H .1003(3) & General MDC 15A NCAC 02H .1050			
TREATMENT REQUIREMENTS	① As-built	② N/E	③ N/A
1. The SCM achieves runoff treatment.	Y or N		(NA)
2. The SCM achieves runoff volume match.	Y or N		(NA)
3. Runoff from offsite areas and/or existing BUA is bypassed.	Y or N		(NA)
4. Runoff from offsite areas and/or existing BUA is directed into the permitted SCM and is accounted for at the full build-out potential.	Y or N		(NA)
5. The project controls runoff through an offsite permitted SCM that meets the requirements of the MDC.	Y or N		(NA)
6. The net area of new BUA increase for an existing project has been accounted for at the appropriate design storm level.	Y or N		(NA)

Project Name SwansgatePermit # SW8 190210

7. The SCM(s) meets all the specific minimum design criteria.	Y or N		ⓃA
VEGETATED SETBACKS / BUA	①As-built	②N/E	③N/A
1. The width of the vegetated setback has been measured from the normal pool of impounded waters, the MHW line of tidal waters, or the top of bank of each side of rivers or streams.	Y or N		ⓃA
2. The vegetated setback is maintained in grass or other vegetation.	Y or N		ⓃA
3. BUA that meets the requirements of NCGS 143-214.7 (b2)(2) is located in the setback.	Y or N		ⓃA
4. BUA that does not meet the requirements of NCGS 143-214.7 (b2)(2) is located within the setback and is limited to: - Publicly funded linear projects (road, greenway sidewalk) - Water-dependent structures - Minimal footprint uses (utility poles, signs, security lighting and appurtenances)	Y or N		ⓃA
5. Stormwater that is not treated in an SCM is released at the edge of the setback and allowed to flow through the setback as dispersed flow.	Y or N		ⓃA
STORMWATER OUTLETS	①As-built	②N/E	③N/A
1. the outlet handles the peak flow from the 10-year storm with no downslope erosion.	Ⓨ or N		
VARIATIONS	①As-built	②N/E	③N/A
1. A variation (alternative) from the stormwater rule provisions has been implemented.	Y or N		ⓃA
2. The variation provides equal or better stormwater control and equal or better protection of surface waters.	Y or N		ⓃA
COMPLIANCE WITH OTHER REGULATORY PROGRAMS	①As-built	②N/E	③N/A
1. The project is compliant with other applicable regulatory programs.	Ⓨ or N		
SIZING	①As-built	②N/E	③N/A
1. The volume of the SCM takes the runoff from all surfaces into account and is sufficient to handle the required storm depth.	Y or N		ⓃA
CONTAMINATED SOILS	①As-built	②N/E	③N/A
1. Infiltrating SCM's are not located in or on areas with contaminated soils.	Y or N		ⓃA
SIDE SLOPES	①As-built	②N/E	③N/A
1. Vegetated side slopes are no steeper than 3H:1V.	Ⓨ or N		

Project Name Swansgate Permit # SW8 190210

2. Side slopes include retaining walls, gabion walls, or other surfaces that are steeper than 3H:1V.	Y or N		ⓃA
3. Vegetated side slopes are steeper than 3H:1V (provide supporting documents for soils and vegetation).	Y or N		ⓃA
EROSION PROTECTION	①As-built	②N/E	③N/A
1. The inlets do not cause erosion in the SCM.	Ⓨ or N		
2. The outlet does not cause erosion downslope of the discharge point during the peak flow from the 10-year storm.	Ⓨ or N		
EXCESS FLOWS	①As-built	②N/E	③N/A
1. An overflow / bypass has been provided.	Y or N		ⓃA
DEWATERING	①As-built	②N/E	③N/A
1. A method to drawdown standing water has been provided to facilitate maintenance and inspection.	Y or N		ⓃA
CLEANOUT AFTER CONSTRUCTION	①As-built	②N/E	③N/A
1. The SCM has been cleaned out and converted to its approved design state.	Y or N		ⓃA
MAINTENANCE ACCESS	①As-built	②N/E	③N/A
1. The SCM is accessible for maintenance and repair.	Y or N		ⓃA
2. The access does not include lateral or incline slopes >3:1.	Y or N		ⓃA
DESIGNER QUALIFICATIONS (FAST-TRACK PERMIT)	①As-built	②N/E	③N/A
1. The designer is licensed under Chapters 89A, 89C, 89E, or 89F of the General Statutes.	Ⓨ or N		

Provide an explanation below for every MDC that was not met, and for every item marked "N/A" or "N/E."
Attach additional pages as needed.

STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF ENERGY, MINERAL AND LAND RESOURCES



POST-CONSTRUCTION STORMWATER MANAGEMENT PERMIT

LOW DENSITY SUBDIVISION DEVELOPMENT WITH A CURB OUTLET SWALE SYSTEM

In compliance with the provisions of Article 21 of Chapter 143, General Statutes of North Carolina as amended, and other applicable Laws, Rules, and Regulations promulgated and adopted by the North Carolina Environmental Management Commission, including 15A NCAC 02H.1000 amended on January 1, 2017 (2017 Rules) (collectively, the "stormwater rules"),

PERMISSION IS HEREBY GRANTED TO

Swansgate HOA, Inc.

Swansgate

At Swansboro Loop Road and Main Street Extension, Swansboro, Onslow County

FOR THE

construction, management, operation and maintenance of built-upon area (BUA) for a low density subdivision area with a curb outlet swale system (the "low density area(s)") as outlined in the application, approved stormwater management plans, supplements, calculations, operation and maintenance agreement, recorded documents, specifications, and other supporting data (the "approved plans and specifications") as attached and/or on file with and approved by the Division of Energy, Mineral and Land Resources (the "Division" or "DEMLR"). The project shall be constructed, operated and maintained in accordance with these approved plans and specifications. The approved plans and specifications are incorporated by reference and are enforceable parts of this permit.

This permit shall be effective from the date of issuance until rescinded and shall be subject to the following specified conditions and limitations. The permit issued shall continue in force and effect until the permittee files a request with the Division for a permit modification, transfer, or rescission; however, these actions do not stay any condition. The issuance of this permit does not prohibit the Director from reopening and modifying the permit, revoking and reissuing the permit, or terminating the permit for cause as allowed by the laws, rules, and regulations contained in 15A NCAC 2H.1000 and NCGS 143-215.1 et.al.

1. **CORRECTIONS NEEDED and SCHEDULE OF COMPLIANCE.** To bring this project into compliance with the Stormwater Regulations and design criteria, these deviations will be corrected within the proposed schedule of compliance as documented in Attachment D. The schedule must be adhered to unless an extension or revised plan of action is submitted and approved by the Division.
2. **BUA REQUIREMENTS.** The maximum amount of BUA allowed for the entire project is 229,474 square feet. The BUA requirements and allocations for this project are as follows:
 - a. **LOW DENSITY AREA BUA LIMITS.** The low density area must not exceed 24% per the requirements of the stormwater rules. Within this low density area, this permit approves a percent BUA of 24% and the construction of a total of 229,474 square feet of BUA, which includes 604 square feet of future BUA.
 - b. **BUA FOR INDIVIDUAL LOTS.** Each of the 37 lots are limited to a maximum amount of BUA as indicated in Attachment B of this permit and as indicated in the approved plans and specifications. **The maximum BUA assigned to each lot via this permit and the recorded deed restrictions and protective covenants may not be increased or decreased by either the individual lot owner or the permittee unless and until the permittee notifies the Division and obtains written approval from the Division.**

3. **PERVIOUS AREA IMPROVEMENTS.** At this time, none of the pervious area improvements listed in G.S. 143-214.7(b2) or the Stormwater Design Manual have been proposed for this project. Pervious area improvements will be allowed in this project if documentation is provided demonstrating those improvements meet the requirements of the stormwater rule.
4. **LOW DENSITY AREA REQUIREMENTS.** The low density area requirements for this project are as follows:
 - a. **LOW DENSITY AND CONVEYANCE DESIGN.** The low density area is permitted based on the design criteria presented in the sealed, signed and dated supplement and as shown in the approved plans and specifications. This low density area and conveyances must be provided and maintained at the design condition.
 - b. **PIPING.** Other than the piping shown on the approved plans, only minimal amounts of piping under driveways and roads is allowed within the low density area when it cannot be avoided. No additional piping is allowed.
 - c. **DISPERSED FLOW.** The low density area has maximized dispersed flow of stormwater runoff through vegetated areas and minimized the channelization of flow.
 - d. **VEGETATED CONVEYANCES.** Stormwater runoff that could not be released as dispersed flow may be transported by vegetated conveyances with minimum side slopes of 3:1 (H:V) designed to not erode during the peak flow from the 10-year storm event as defined in the stormwater rules and approved by the Division.
 - e. **CURB OUTLET SYSTEMS.** Each designated curb outlet must convey stormwater runoff to a vegetated conveyance or vegetated area as shown on the approved plans and specifications. The conveyance must be maintained with a dense vegetated cover at a minimum of 100' long, side slopes at 3:1 (H:V) or flatter, a minimum bottom width of 2 feet, and a longitudinal slope no steeper than 5% to carry the peak flow from the 10-year storm at a non-erosive velocity.
5. **STORMWATER OUTLETS.** The peak flow from the 10-year storm event shall not cause erosion downslope of the discharge point.
6. **VEGETATED SETBACKS.** A 50-foot wide vegetative setback must be provided and maintained in grass or other vegetation adjacent to all surface waters as shown on the approved plans. The setback is measured horizontally from the normal pool elevation of impounded structures, from the top of bank of each side of streams or rivers, and from the mean high waterline of tidal waters, perpendicular to the shoreline.
 - a. **BUA IN THE VEGETATED SETBACK.** BUA may not be added to the vegetated setback except as shown on the approved plans or in the following instances where the BUA has been minimized and channelizing runoff from the BUA is avoided:
 - i. Water dependent structures; and
 - ii. Minimal footprint uses such as poles, signs, utility appurtenances, and security lights that cannot practically be located elsewhere.
 - b. **RELEASE OF STORMWATER NOT TREATED IN A STORMWATER CONTROL MEASURE (SCM).** Stormwater that is not treated in an SCM, such as in this low density project (including roof drains), must be released at the edge of the vegetated setback and allowed to flow through the setback as dispersed flow.
7. **RECORDED DOCUMENT REQUIREMENTS.** The stormwater rules require the following documents to be recorded with the Office of the Register of Deeds prior to the sale of individual lots or groups of lots:
 - a. **EASEMENTS.** All stormwater collection systems, vegetated conveyances, and maintenance access located on property owned by other persons or entities must be located in permanent recorded easements or drainage easements as shown on the approved plans.

- b. **OPERATION AND MAINTENANCE AGREEMENT.** The operation and maintenance agreement must be recorded with the Office of the Register of Deeds.
- c. **FINAL PLATS.** If a final plat is recorded, it must reference the operation and maintenance agreement and must also show all public rights-of-way, dedicated common areas, and/or permanent drainage easements, in accordance with the approved plans.
- d. **DEED RESTRICTIONS AND PROTECTIVE COVENANTS.** The permittee shall record deed restrictions and protective covenants prior to the issuance of a certificate of occupancy to ensure the permit conditions and the approved plans and specifications are maintained in perpetuity. The following deed restrictions and protective covenants related to stormwater management have been recorded in Book 5922 on Pages 395 – 397 with the Onslow County Register of Deeds and must be maintained in perpetuity:
- i. The following covenants are intended to ensure ongoing compliance with Stormwater Management Permit Number SW8190210, as issued by the Division of Energy, Mineral and Land Resources (the "Division") under 15A NCAC 02H.1000, effective January 1, 2017.
 - ii. The State of North Carolina is made a beneficiary of these covenants to the extent necessary to maintain compliance with the Stormwater Management Permit.
 - iii. These covenants are to run with the land and be binding on all persons and parties claiming under them.
 - iv. The covenants pertaining to stormwater may not be altered or rescinded without the express written consent of the Division.
 - v. Alteration of the drainage as shown on the approved plans may not take place without the concurrence of the Division.
 - vi. The maximum built-upon area (BUA) per lot is as shown in Attachment B. This allotted amount includes any BUA constructed within the lot property boundaries, and that portion of the right-of-way between the front lot line and the edge of the pavement not shown on the approved plans. BUA has the same meaning as G.S. 143-214.7, as amended.
 - vii. The maximum allowable BUA shall not be exceeded on any lot until the permit is modified to ensure compliance with the stormwater rules, permit, and the approved plans and specifications.
 - viii. Filling in, piping or altering any vegetated conveyances (ditches, swales, etc.) associated with the development, except for average driveway crossings, is prohibited by any persons.
 - ix. Filling in, piping or altering any designated curb outlet swale or vegetated area associated with the development is prohibited by any persons.
 - x. A 50-foot wide vegetative setback must be provided and maintained adjacent to all surface waters in accordance with 15A NCAC 02H.1003(4) and the approved plans.
 - xi. All roof drains shall be released no closer than at the edge of the 50-foot wide vegetated setback and allowed to flow through the setback as dispersed flow. At no time shall stormwater runoff be piped into or through the setback.
 - xii. Each designated curb outlet must convey stormwater runoff to a vegetated conveyance or vegetated area as shown on the approved plans and must be maintained at a minimum of 100' long, 3:1 (H:V) side slopes or flatter, a minimum bottom width of 2 feet; have a longitudinal slope no steeper than 5%, carry the peak flow from the 10-year storm at a non-erosive velocity, and dense vegetated cover.
 - xiii. Any individual or entity found to be in noncompliance with the provisions of a stormwater management permit or the requirements of the stormwater rules is subject to enforcement procedures as set forth in NCGS 143, Article 21.
8. **CONSTRUCTION.** During construction, erosion shall be kept to a minimum and any eroded areas of the on-site stormwater system will be repaired immediately.
- a. **PROJECT CONSTRUCTION, OPERATION AND MAINTENANCE.** During construction, all operation and maintenance for the project and stormwater system shall follow the Erosion Control Plan requirements until the Sediment-Erosion Control devices are no longer needed.

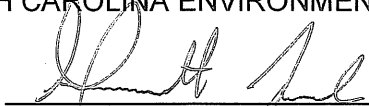
- b. **FINAL GRADING.** The curb outlet swales, vegetated areas and vegetated conveyances shall be entirely constructed and vegetated. Once the final grading is completed and the site is stabilized, the permittee shall provide and perform the operation and maintenance as outlined in the applicable section below.
9. **MODIFICATIONS.** No person or entity, including the permittee, shall alter any component shown in the approved plans and specifications, except for minimum driveway crossings. Prior to the construction of any modification to the approved plans, the permittee shall submit to the Director, and shall have received approval for modified plans, specifications, and calculations including, but not limited to, those listed below. For changes to the project that impact the certifications, a new or updated certification(s), as applicable, will be required and a copy must be submitted to the appropriate DEQ regional office upon completion of the modification.
- a. Any modification to the approved plans and specifications, regardless of size including the BUA, details, etc.
 - b. Redesign or addition to the approved amount of BUA or to the drainage area.
 - c. Further development, subdivision, acquisition, lease or sale of any, all or part of the project and/or property area as reported in the approved plans and specifications.
 - d. Altering, modifying, removing, relocating, redirecting, regrading, or resizing of any component of the approved stormwater collection system and/or vegetative conveyance shown on the approved plan, except for minimum driveway crossings.
 - e. The construction of any allocated future BUA.
 - f. Adding the option to use infiltrating permeable pavement or #57 stone within the lots as a pervious surface. The request may require a proposed amendment to the deed restrictions and protective covenants for the subdivision to be submitted and recorded.
 - g. The construction of any infiltrating permeable pavement, #57 stone area, public trails, or landscaping material within the common areas to be considered a pervious surface that were not included in the approved plans and specifications.
 - h. Other modifications as determined by the Director.
10. **DESIGNER'S CERTIFICATION.** Upon completion of the project, the permittee shall determine if the project is in compliance with the approved plans and take the necessary following actions:
- a. If the permittee determines that the project is in compliance with the approved plans, then within 45 days of completion, the permittee shall submit to the Division one hard copy and one electronic copy of the following:
 - i. The completed and signed Designer's Certification provided in Attachment A noting any deviations from the approved plans and specifications. Deviations may require approval from the Division;
 - ii. A copy of the recorded operation and maintenance agreement;
 - iii. Unless already provided, a copy of the recorded deed restrictions and protective covenants; and
 - iv. A copy of the recorded plat delineating the public rights-of-way, dedicated common areas and/or permanent recorded easements, when applicable.
 - b. If the permittee determines that the project is not in compliance with the approved plans, the permittee shall submit an application to modify the permit within 30 days of completion of the project or provide a plan of action, with a timeline, to bring the site into compliance.
11. **OPERATION AND MAINTENANCE.** The permittee shall provide and perform the operation and maintenance necessary, as listed in the signed operation and maintenance agreement, to assure that all components of the permitted on-site stormwater system are maintained at the approved design condition. The approved operation and maintenance agreement must be followed in its entirety and maintenance must occur at the scheduled intervals.
- a. **CORRECTIVE ACTIONS REQUIRED.** In the event that the low density area fails to meet the requirements of low density, the permittee shall take immediate corrective actions. This includes actions required by the Division and the stormwater rules such as the construction of additional or replacement on-site stormwater systems. These additional or replacement measures shall receive a permit from the Division prior to construction.

- b. **MAINTENANCE RECORDS.** Records of maintenance activities must be kept and made available upon request to authorized personnel of the Division. The records will indicate the date, activity, name of person performing the work and what actions were taken.
12. **CHANGES TO THE PROJECT NAME, PERMITTEE NAME OR CONTACT INFORMATION.** The permittee shall submit a completed Permit Information Update Application Form to the Division within 30 days to making any one of these changes.
13. **TRANSFER.** This permit is not transferable to any person or entity except after notice to and approval by the Director. Neither the sale of the project and/or property, in whole or in part, nor the conveyance of common area to a third party constitutes an approved transfer of the permit.
- a. **TRANSFER REQUEST.** The transfer request must include the appropriate application, documentation and the processing fee as outlined in 15A NCAC 02H.1045(2). This request must be submitted within 90 days of the permit holder meeting one or more of the following:
- A natural person who is deceased;
 - A partnership, limited liability corporation, corporation, or any other business association that has been dissolved;
 - A person or entity who has been lawfully and finally divested of title to the property on which the permitted activity is occurring or will occur through foreclosure, bankruptcy, or other legal proceeding.
 - A person or entity who has sold the property, in whole or in part, on which the permitted activity is occurring or will occur, except in the case of an individual residential lot sale that is made subject to the recorded deed restrictions and protective covenants;
 - The assignment of declarant rights to another individual or entity;
 - The sale or conveyance of the common areas to a Homeowner's or Property Owner's Association, subject to the requirements of NCGS 143-214.7(c2);
- b. **TRANSFER INSPECTION.** Prior to transfer of the permit, a file review and site inspection will be conducted by Division personnel to ensure the permit conditions have been met and that the project and the on-site stormwater system complies with the permit conditions. Records of maintenance activities performed to date may be requested. Projects not in compliance with the permit will not be transferred until all permit and/or general statute conditions are met.
14. **COMPLIANCE.** The permittee is responsible for complying with the terms and conditions of this permit and the approved plans and specifications until the Division approves the transfer request.
- a. **REVIEWING AND MONITORING EACH LOT FOR COMPLIANCE.** The permittee is responsible for verifying that the proposed BUA on each individual lot, within each drainage area and for the entire project does not exceed the maximum amount allowed by this permit. The permittee shall review all individual lot plans for new construction and all subsequent modifications and additions for compliance. The plans reviewed must include all proposed BUA, grading, and driveway pipe placement. The permittee shall not approve any lot plans where the maximum allowed BUA limit has been exceeded or where modifications are proposed to the grading and/or to the stormwater collection system and/or to the vegetated conveyance unless and until a permit modification has been approved by the Division. The permittee shall review and routinely monitor the project and each lot to ensure continued compliance with the conditions of the permit, the approved plans and specifications, and the recorded deed restrictions and protective covenants. The permittee shall notify any lot owner that is found to be in noncompliance with the conditions of this permit in writing and shall require timely resolution.
- b. **ARCHITECTURAL REVIEW BOARD (ARB) OR COMMITTEE (ARC).** The permittee may establish an ARB or ARC or other group to conduct individual lot reviews on the permittee's behalf. However, any approval given on behalf of the permittee does not relieve the permittee of the responsibility to maintain compliance with the conditions of the permit and the approved plans and specifications.

- c. **APPROVED PLANS AND SPECIFICATIONS.** A copy of this permit, approved plans, application, supplements, operation and maintenance agreement, all applicable recorded documents, and specifications shall be maintained on file by the permittee at all times.
- d. **MAINTENANCE ACCESS.** SCMs, stormwater collection systems, and vegetated conveyances must be accessible for inspection, operation, maintenance and repair as shown on the approved plans.
- e. **DIVISION ACCESS.** The permittee grants Division Staff permission to enter the property during normal business hours to inspect all components of the permitted project.
- f. **ENFORCEMENT.** Any individual or entity found to be in noncompliance with the provisions of a stormwater management permit or the requirements of the stormwater rules is subject to enforcement procedures as set forth in NCGS 143 Article 21.
- g. **ANNUAL CERTIFICATION.** The permittee shall electronically submit to the Division an annual certification completed by either the permittee or their designee confirming the projects conformance with permit conditions.
- h. **OBTAINING COMPLIANCE.** The Director may notify the permittee when the permitted site does not meet one or more of the minimum requirements of the permit. Within the time frame specified in the notice, the permittee shall submit a written time schedule to the Director for modifying the site to meet minimum requirements. The permittee shall provide copies of modified plans and certification in writing to the Director that the changes have been made.
- i. **OTHER PERMITS.** The issuance of this permit does not preclude the permittee from obtaining and complying with any and all other permits or approvals that are required for this development to take place, as required by any statutes, rules, regulations, or ordinances, which are imposed by any other Local, State or Federal government agency having jurisdiction. Any activities undertaken at this site that cause a water quality violation or undertaken prior to receipt of the necessary permits or approvals to do so are considered violations of NCGS 143-215.1, and subject to enforcement procedures pursuant to NCGS 143-215.6.

Permit transferred, updated and reissued this the 6th day of January 2026.

NORTH CAROLINA ENVIRONMENTAL MANAGEMENT COMMISSION



For William E. Toby Vinson, Jr., PE, CPM, Director
Division of Energy, Mineral and Land Resources
By Authority of the Environmental Management Commission

Permit Number SW8190210

Attachment B - BUA Lot Allocations
Swansgate
Permit No. SW8 190210

Lot #	Max BUA, sf
1	4,400
2	4,000
3	4,400
4	4,800
5	3,900
6	4,200
7	3,900
8	3,900
9	4,300
10	3,900
11	4,000
12	3,900
13	3,900
14	3,900
15	3,900
16	4,300
17	3,900
18	3,900
19	3,900
20	4,400
21	3,900
22	3,900
23	4,400
24	4,800
25	4,200
26	3,900
27	3,900
28	3,900
29	3,900
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31	3,900
32	4,300
33	3,900
34	3,900
35	3,900
36	3,900
37	3,900

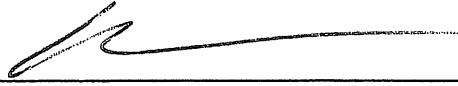
Attachment C - Permitting History**Swansgate****Permit No. SW8 190210**

Approval Date	Permit Action	BIMS Version	Description of the Changes
5/29/2019	Original Approval	1.0	Low Density Subdivision Project with a Curb Outlet Swale System- construction, operation and maintenance of a 24% low density subdivision project with a curb outlet swale system in compliance with the provisions of Title 15A NCAC 2H .1000 effective January 1, 2017. The overall percent of built upon area (BUA) permitted for the project must not exceed 24% per the requirements of the stormwater rules. This permit covers the construction of a total of 229,474 square feet of BUA, which includes 228,870 square feet of proposed BUA and 604 square feet of future BUA allocation. Each of the 37 lots are limited to a maximum amount of built-upon area as indicated in Attachment B of this permit and as indicated in the approved plans and specifications.
6/12/2023	Minor Modification	1.1	Reallocation of BUA, no changes to total or lot lines.
6/20/2024	Minor Modification	1.2	Approved the addition of swales between lots 24 & 25, 29 & 30, and 32 & 33.
1/6/2025	Transfer	1.3	Transferred the permit from A. Sydes Construction, Inc. to Swansgate HOA, Inc under a Schedule of Compliance.

Attachment D – Schedule of Compliance
(See attached)

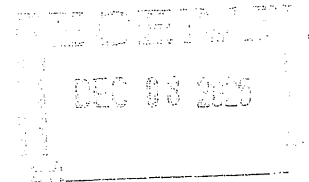
Schedule of Compliance

Swansgate HOA, Inc (proposed permittee) has applied for a State Stormwater Permit Transfer of SW8 190210 for Swansgate Subdivision from A Sydes Construction, Inc (current permittee). The Compliance Inspection by the Division of Energy, Mineral, and Land Resources (DEMLR) on September 15, 2025, and November 12, 2025, identified the following non-compliant items. As the proposed permittee, I agree to be the entity responsible for addressing any compliance issues outlined in the Compliance Inspection Report. Furthermore, I agree to resolve these issues to bring the project into compliance by May 12, 2026.

 DATE 12/3/25

Swansgate HOA, Inc.
Kerry Wagoner, Board President

swansgatehoapresident@gmail.com



Permit Requirements to be Resolved:

The following conditions and compliance issues listed in the Request for Additional Information / Notice of Inspection dated September 15, 2025 & Outstanding Compliance Item dated November 12, 2025 will be addressed:

Request for Additional Information

2. Documentation that BUA has not been exceeded (15A NCAC 02H.1045(2)(e): It is noted that documentation supporting the constructed built-upon area for each lot and comparing it to the maximum allowed built-upon area per lot was provided. While most lots with constructed built-upon area in addition to what is shown on the surveys (i.e. pool decking, sheds, etc.) provided documentation supporting that extra built-upon area, documentation supporting the reported additional built-upon area on Lot 9 was not provided and the reported built-upon area is not consistent with that found in a search of the Onslow County GIS database and tax records. The provided information indicates that 350 sf of pool concrete was added. As shown in the tax card below, 400 sq ft of pool concrete was added on Lot 9. Furthermore, the sum of the built-upon area highlighted in yellow exceeds the maximum of 4,300 sf for Lot 9. Please reevaluate the BUA on the lots, especially Lot 9, to include driveways, sidewalks, and any other BUA features not included in the provided information and ensure that it is presented accurately and consistently. Any overbuilt lots are considered out of compliance and will need to be resolved prior to submitting the transfer. Please keep in mind that the proposed solution may require a modification to the permit. **November 12, 2025 DEMLR Outstanding Item:** Infiltrating permeable pavement for BUA credit has not been approved for the subject project. In order to receive BUA credit, infiltrating permeable pavement must be designed and constructed to meet all applicable minimum design criteria (MDC). Until a modification is submitted and documentation provided to support the infiltrating permeable pavement meets all applicable MDC in order to receive BUA credit, this surface type would be considered BUA. Based on the 1,396 sq ft area reported in the October 14, 2025 response, as well as the base survey provided with the original submittal indicating 3,950 sq ft of BUA without the addition of the pool and apron, this would indicate a total BUA of 5,346 sq ft of BUA. This exceeds the 4,300 sq ft

maximum by 1,046 square feet. This overage must be addressed. If infiltrating permeable pavement is desired for BUA credit, a complete modification would need to be provided with documentation supporting all applicable MDC will be met

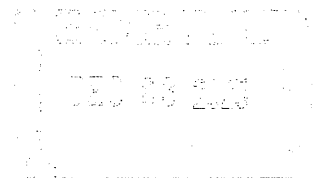
We are working to complete a minor modification submittal to NCDEQ in order to receive BUA credit for the infiltrating permeable pavement on Lot 9 designed and constructed to meet all applicable minimum design criteria (MDC). We anticipate to have modification approval by April 12, 2026.

Notice of Inspection

- II. Maximum BUA per Lot [Permit Condition 1.b and 13.a]: As noted in Item #2 above, documentation supporting the reported additional built-upon area on Lot 9 was not provided and the reported built-upon area is not consistent with that found in a search of the Onslow County GIS database and tax records. The information provided indicates that 350 sf of pool concrete was added. As shown in the tax card below, 400 sf of pool concrete was added for Lot 9. Furthermore, the sum of the built-upon areas shown on the tax card for Lot 9 exceeds the maximum of 4,300 sf for Lot 9. Any overbuilt lots are considered out of compliance and must be addressed.

November 12, 2025 DEMLR Outstanding Item: Infiltrating permeable pavement for BUA credit has not been approved for the subject project. In order to receive BUA credit, infiltrating permeable pavement must be designed and constructed to meet all applicable minimum design criteria (MDC). Until a modification is submitted and documentation provided to support the infiltrating permeable pavement meets all applicable MDC in order to receive BUA credit, this surface type would be considered BUA. Based on the 1,396 sq ft area reported in the October 14, 2025 response, as well as the base survey provided with the original submittal indicating 3,950 sq ft of BUA without the addition of the pool and apron, this would indicate a total BUA of 5,346 sq ft of BUA. This exceeds the 4,300 sq ft maximum by 1,046 square feet. This overage must be addressed. If infiltrating permeable pavement is desired for BUA credit, a complete modification would need to be provided with documentation supporting all applicable MDC will be met

We are working to complete a minor modification submittal to NCDEQ in order to receive BUA credit for the infiltrating permeable pavement on Lot 9 designed and constructed to meet all applicable minimum design criteria (MDC). We anticipate to have modification approval by April 12, 2026.



Prepared for:

Town of Swansboro Public Works Department

*Civil Engineering Assessment
Swansgate Subdivision
Roads, Sidewalks and Drainage Areas
Swansboro, NC*

May 24, 2023

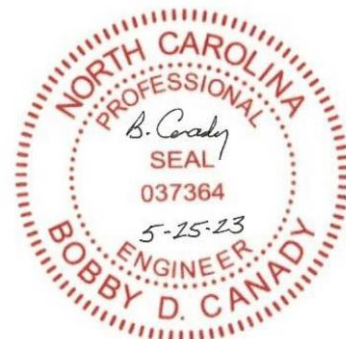
Submitted by: Larion PLLC, P-1146



LARION

ENGINEERING & CONSTRUCTION CONSULTANTS

PO Box 29, SWANSBORO, NC 28584
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Introduction

Larion PLLC (Larion) conducted a visual assessment of the streets, curbs, sidewalks and drainage swales at the Swansgate Subdivision, Swansboro, North Carolina on 18 May 2023, at the request of Andrea Correll, Planner for the Town of Swansboro. A visual inspection was performed of the areas identified above by Bobby D. Canady, PE and Gerald “Tank” Bates, Public Works Director for Town of Swansboro.

Purpose

The purpose of this assessment was to evaluate the streets, curbs, sidewalks and drainage swales prior to the Town of Swansboro’s acceptance from A. Sides Construction Inc.

Scope of Assessment

The scope of this assessment included an on-site, visual inspection of the current conditions of the streets, curbs, sidewalks and drainage swales. Additionally, Larion reviewed the test and inspections reports submitted by Parker & Associates dated October 15, 2020.

Construction Information

The Swansgate Subdivision is located off Main Street Extension and Swansboro Loop Road in the Town of Swansboro. The subdivision consists of 37 new home sites. The roads are bituminous asphalt cement; curbs and sidewalks are cast in place concrete. The stormwater design does not include a stormwater basin/pond. New drainage swales were installed to carry the stormwater primarily toward the existing swale along Swansboro Loop Road.

Assessment Findings

Test Reports

The compaction test reports for the subgrade and ABC stone do not correctly correspond to the proctors provided.

The proctor for the ABC stone indicates a corrected maximum dry density of 132 pcf at 8.7% optimum moisture. The field test report indicates a 132.7 with 4.5% moisture and a 133.1 with 4.4% moisture. Based on the proctor curve, moisture in the 4% range would have been approximately 80% compaction.

The proctor for the subgrade indicates a corrected maximum dry density of 119 pcf at 13.3% optimum moisture. The field test report indicates in the low to mid 120 pcf with 4.8 to 6.0% moisture. Based on the proctor curve, moisture in the 5% range would have been less than 80% compaction.

Concrete Curbs

The concrete curb and gutters are low profile, drive over type separating the asphalt streets from the grassed areas.

There are multiple locations where the curb and gutter are cracked (photos 1 and 2).

- It is recommended that each crack be saw cut and filled with NP 1 polyurethane sealant.

There are areas where the curb and gutter were not installed to provide positive drainage and are ponding water during rain events (photos 3, 4 and 5).

- It is recommended that these areas of curb and gutter be removed and reinstalled to correct elevation for positive drainage.

Sidewalks

The sidewalks through the subdivision are cast in place concrete.

There is a section of sidewalk along Swansboro Loop Road that is damaged and cracked (photo 6).

- Recommend replacement of this section of sidewalk.

The sidewalk along Swansboro Loop Road has joints that are uneven/elevated with adjoining sidewalk sections at construction/control joints, multiple locations (photo 7).

- Recommend to grind sidewalks joints flush with adjoining section.

There are areas of spalling of the sidewalks surface (photos 8 and 9).

- Recommend that areas of spalling be repaired with an epoxy concrete product.

The sidewalks that are installed over the curb inlet areas do not have finished edges, honeycomb and form burrs were not corrected (photos 10 and 11).

- Recommend grinding the burrs and grouting the honeycomb to repair the sidewalks at these locations.

Drainage Swales

The drainage swales are installed between the homes to carry the stormwater from the streets and yards to the existing drainage swales along Swansboro Loop Road.

The drainage swales are not graded to provide positive drainage. The swales trap and pond water during and after rain events.

The drainage swales are not at the correct elevation at each of the curb inlets. There is no positive drainage from the roads/curbs through the curb inlets to the swales (photos 12 and 13).

- Recommend that all the swales be regraded to provide positive drainage and sodded after grading.

Additional Items Noted

There is concrete spillage and dropping on the finished surfaces of the curb/gutter and the sidewalks throughout the subdivision that should be removed (photo 14).

Remove the remaining riprap and stone that was used to form check dams during construction (photos 15 and 16).

Remove concrete debris along the sidewalk on Swansboro Loop Road (photo 17).

Grade and sod the culvert inlets that have eroded (photo 18).

Larion Photographs

The following photographs were taken during the assessment.

Photos 1 and 2



Photos 3, 4 and 5





Photo 6



Photo 7



Photo 8 and 9



Photo 10 and 11



Photos 12 and 13



Photo 14



Photo 15 and 16



Photo 17



Photo 18



Thank you for the opportunity to support your project team!

Any questions related to this report should be directed to Bobby Canady at bcanady@larion.net or Shannon D. Weaver at sweaver@larion.net and/or the contact information provided below.



LARION

ENGINEERING & CONSTRUCTION CONSULTANTS

PO Box 29, Swansboro, NC 28584
P: 910.376.5582 | F: 910.326.4382
WWW.LARION.NET

Prepared for:

Town of Swansboro Public Works Department

*Civil Engineering Assessment
Swansgate Subdivision
Roads, Sidewalks and Drainage Areas
Swansboro, NC*

April 6, 2026

Submitted by: Larion PLLC, P-1146



LARION

ENGINEERING & CONSTRUCTION CONSULTANTS

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Introduction

Larion PLLC (Larion) conducted a visual assessment of the streets, curbs, sidewalks and drainage swales at the Swansgate Subdivision, Swansboro, North Carolina on 25 March 2026, at the request of Rebecca Brehmer, Planner for the Town of Swansboro. The assessment was to verify the items noted in Larion's report dated 24 May 2023 have been completed.

Purpose

The purpose of this assessment was to verify the items noted in Larion's report dated May 24 2023 have been corrected by A. Sides Construction prior to the Town of Swansboro's acceptance.

Scope of Assessment

The scope of this assessment included an on-site, visual inspection of the current conditions of the streets, curbs, sidewalks and drainage swales.

Construction Information

The Swansgate Subdivision is located off Main Street Extension and Swansboro Loop Road in the Town of Swansboro. The subdivision consists of 37 new home sites. The roads are bituminous asphalt cement; curbs and sidewalks are cast in place concrete. The stormwater design does not include a stormwater basin/pond. New drainage swales were installed to carry the stormwater primarily toward the existing swale along Swansboro Loop Road.

Assessment Findings

Concrete Curbs

The concrete curb and gutters are low profile, drive over type separating the asphalt streets from the grassed areas.

There are multiple locations where the curb and gutter are cracked (photos 1).

- The cracks have been filled with NP 1 polyurethane sealant.

There are areas where the curb and gutter were not installed to provide positive drainage and are ponding water during rain events (photos 2 and 3). This item has not been corrected.

- It is recommended that these areas of curb and gutter be removed and reinstalled to correct elevation for positive drainage.

Sidewalks

The sidewalks through the subdivision are cast in place concrete.

There is a section of sidewalk along Swansboro Loop Road that is damaged and cracked.

- This section of sidewalk has been replaced.

The sidewalk along Swansboro Loop Road has joints that are uneven/elevated with adjoining sidewalk sections at construction/control joints, multiple locations (photo 4).

- The joints in the sidewalks have been made flush with adjoining section.

There are areas of spalling of the sidewalks surface.

- Areas of spalling have been repaired.

The sidewalks that are installed over the curb inlet areas do not have finished edges, honeycomb and form burrs were not corrected (photo 5).

- Recommend grinding the burrs and grouting the honeycomb to repair the sidewalks at these locations. This item has not been corrected.

There are sections of sidewalk noted during this evaluation at the homes listed below that are damaged and cracked.

- This section of sidewalk at home 204 Tundra Trail should be replaced (photo 6).
- This section of sidewalk at home 205 Tundra Trail should be replaced (photo 7).
- This section of sidewalk at home 115 Tundra Trail should be replaced (photo 8).

Drainage Swales

The drainage swales are installed between the homes to carry the stormwater from the streets and yards to the existing drainage swales along Swansboro Loop Road.

The drainage swales are not graded to provide positive drainage. The swales trap and pond water during and after rain events.

The drainage swales are not at the correct elevation at each of the curb inlets. There is no positive drainage from the roads/curbs through the curb inlets to the swales (photos 9 and 10).

- Recommend that all the swales be regraded to provide positive drainage and sodded after grading. This item has not been corrected.

Additional Items Noted on 24 May 2023

The concrete spillage and dropping on the finished surfaces of the curb/gutter and the sidewalks throughout the subdivision has mostly been removed.

Remove the remaining riprap and stone that was used to form check dams during construction (photo 11). This item has not been corrected.

The concrete debris along the sidewalk on Swansboro Loop Road has been removed.

Grade and sod the culvert inlets that have eroded (photo 12). This item has not been corrected.

Additional Item Noted on 25 March, 2026

The drainage easement located along the back of the home on the north side of the development has not been maintained/mowed. The easement is now overgrown with small pine trees. This easement should be clear, graded and have turf established so that it can be easily maintained (photo 13)

The new sidewalk installed along Main Street Extension needs to have the surrounding grade leveled to the top of the sidewalk, construction debris removed and turf established. (photo 14).

Larion Photographs

The following photographs were taken during the assessment.

Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photos 8



Photo 9



Photo 10



Photo 11



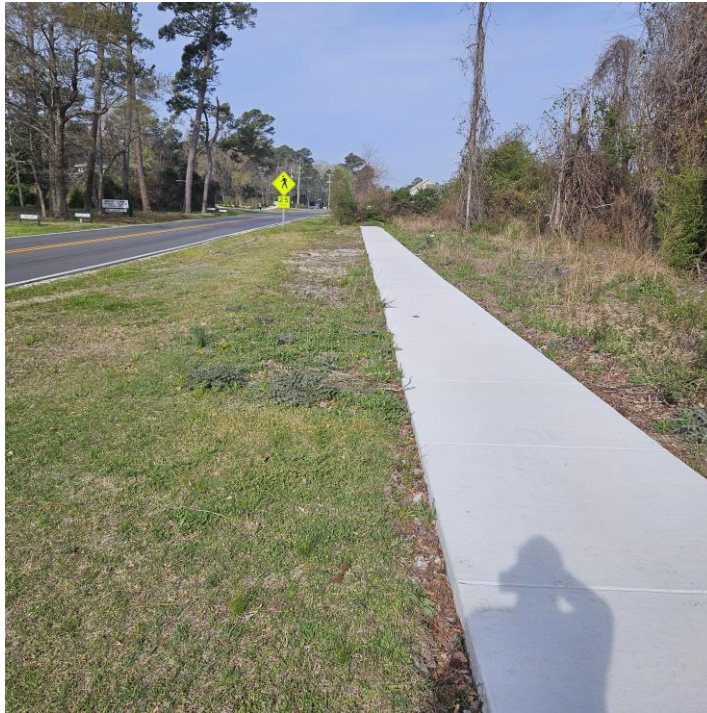
Photo 12



Photo 13



Photo 14



Thank you for the opportunity to support your project team!

Any questions related to this report should be directed to Bobby Canady at bcanady@larion.net or Shannon D. Weaver at sweaver@larion.net and/or the contact information provided below.



**RESOLUTION 2026-R9
TO ACCEPT PUBLIC STREETS AND SIDEWALKS
IN SWANS_GATE SUBDIVISION**

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

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

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

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

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

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

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

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

<u>Street Name</u>	<u>Map Book and Page of Record</u>
Tundra Trail	Book 79, Page 98
Coscoroba Court	Book 79, Page 98

Adopted this 14th day of July 2026.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **RFQ Contract Negotiation Approval**

Board Meeting Date: **July 14, 2026**

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

Overview: The Town received two proposals in response to the RFQ for grant writing services to support applications for the Land and Water Conservation Fund and the Parks and Recreation Trust Fund grant programs.

Both proposals were reviewed by the Town Manager, Finance Director, Parks and Recreation Director, and the Parks and Recreation Advisory Board. Based on their review, all recommended selecting WithersRavenel to provide grant writing services for the LWCF and PARTF grant applications.

Background Attachment(s): WithersRavenel RFQ Submission

Recommended Action: Approve or deny authorization for the Town to enter into contract negotiations with WithersRavenel for grant consulting services.

Action: _____



STATEMENT OF QUALIFICATIONS

TOWN OF SWANSBORO

Grant Consulting Services



June 29, 2026

Project Contact
Alice Briggs
Project Manager
828-713-7143
abriggs@withersravenel.com



WithersRavenel
Our People. Your Success.

Item VI - b.

Anna Stanley, Parks and Recreation Director
Town of Swansboro
Parks and Recreation
601 West Corbett Ave., Swansboro, NC 28584

June 29, 2026

SUBJECT: TOWN OF SWANSBORO, GRANT CONSULTING SERVICES

Dear Anna Stanley and Members of the Selection Committee:

Swansboro's parks are part of everyday life in the Town. They are where neighbors meet, families make memories, visitors get a feel for the community, and residents see their tax dollars turn into something useful and lasting. As the Town looks ahead to the upcoming Land and Water Conservation Fund (LWCF) and Parks and Recreation Trust Fund (PARTF) grant cycles, this is a critical window to position priority projects for success.

That is where WithersRavenel can help. We know what it takes to build competitive parks and recreation grant applications, and we also know how much work can fall on Town staff during an already busy season. Our role is to make that process easier, clearer, and more effective by helping Swansboro evaluate project readiness, define scope and budget assumptions, and develop and complete competitive and compliant applications aligned with LWCF and PARTF requirements.

Our team brings hands-on PARTF and LWCF experience, parks and recreation planning knowledge, public outreach support, compliance awareness, and a strong track record of helping communities secure funding. We directly align with the RFQ's anticipated scope of services, including grant strategy and readiness assessment, application development, supporting documentation, coordination with grant administrators, and post-award assistance if requested.

We also understand the pace of this RFQ. With the LWCF deadline in November 2026 and the PARTF deadline in May 2027, Swansboro needs a team that can step in quickly and assess needs. With availability aligned to the Town's anticipated July 15, 2026, contract start, our team is prepared to immediately assist with project evaluation, schedule development, and milestone tracking to ensure timely submission of both applications. Our grant specialists, planners, public engagement professionals, and parks and recreation team can manage the moving pieces, flag decisions early, and help Town staff stay ahead of each milestone.

Public support will matter, and we can help make that part of the application stronger. We know how to turn community input, local priorities, and project benefits into a grant story that feels specific to the place it serves. We also support the documentation requirements identified in the RFQ, including coordination of advisory board materials, resolutions, and public meeting records that strengthen application competitiveness. For Swansboro, that means showing how investment in parks and recreation can improve access, support wellness, strengthen stewardship, and create long-term value for residents and visitors. Our familiarity with the North Carolina Department of Natural and Cultural Resources (DNCR) expectations is also an advantage. Communities are referred to us by the State's DNCR for this type of work, demonstrating our understanding of PARTF and LWCF scoring criteria, local match requirements, and project readiness expectations. This speaks to the trust our team has earned in helping local governments navigate these programs.



WithersRavenel
Our People. Your Success.

In addition, our team brings a proven record of successful grant applications, qualified key personnel, and a collaborative, responsive approach, directly aligning with the Town's evaluation criteria for relevant experience, team qualifications, past performance, and capacity to deliver.

We would be proud to help the Town of Swansboro take the next step toward projects that will serve the community for years to come. WithersRavenel is ready to bring the experience, responsiveness, and steady support needed to deliver strong applications and make the process easy on your staff.

Sincerely,
WITHERSRAVENEL, INC.

Alice Briggs
Project Manager
abriggs@withersravenel.com
828-232-6153

Kristen Herndon
Client Experience Liaison
kherndon@withersravenel.com
336-420-8222

OUR PEOPLE YOUR SUCCESS

Item VI - b.



About Us

WithersRavenel, headquartered in Cary, is an Employee Stock Ownership Plan (ESOP) company. Our more than 470 employee-owners excel at providing consulting services for our clients. Founded in October 1983 as Withers & Ravenel, Inc., WithersRavenel is equipped with more than 42 years of experience serving an array of clients and projects through innovative and cost-effective engineering solutions across North Carolina.

By the numbers

1983

Founded by Tony Withers & Sam Ravenel

470+

Employee-owners

\$1.1B+

Public Funding for 783 Projects

83

Net Promoter Score

PROJECT CONTACT

Alice Briggs, Project Manager
828-232-6153
abriggs@withersravenel.com

Services Provided

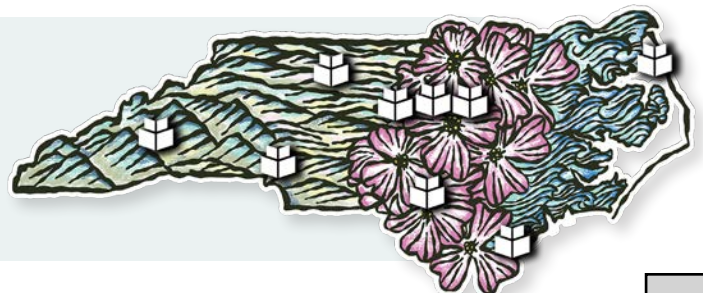
- ✓ Construction Administration
- ✓ Design & Planning
- ✓ Environmental
- ✓ Funding & Finance
- ✓ Geomatics & Surveying
- ✓ Geographic Information Systems
- ✓ Infrastructure Asset Management
- ✓ Land & Site Development
- ✓ Stormwater
- ✓ Water & Sewer Utilities



This project will be performed primarily from our Wilmington office.

In addition to our Cary headquarters, WithersRavenel maintains nine branch locations across North Carolina.

- » Asheville
- » Cary (Downtown)
- » Charlotte
- » Greensboro
- » Pittsboro
- » Powells Point
- » Raleigh
- » Southern Pines
- » Wilmington



FUNDING RECORD OF SUCCESS

Maximize funding opportunities by aligning projects with program requirements

Our dedicated in-house funding team works across more than two dozen federal, state, and private funding programs to help communities meet a growing demand for robust, resilient infrastructure. We not only identify which programs your projects are eligible for but also advise how to match projects to program criteria to increase your likelihood of being funded, **freeing up your budget for other allocations.**

Secure funding dollars through compelling grant applications

With the help of our grant writing specialists, **the needs and goals of your community will be heard in your own voice.** We work closely with community leadership, business stakeholders, and citizens to put together a convincing case for your projects. We've helped communities across North Carolina secure more than \$1.1 billion in funding.

Safeguard funds through timely and accurate compliance

You cannot afford to have funding withdrawn or frozen mid-project, which is why our funding team works hand-in-hand with our engineers and construction administration to maintain documentation and meet compliance requirements. Each program has unique requirements, and we are trained in federal and state regulations, including Davis-Bacon labor standards and Community Investment and Assistance guidelines. Our expertise doesn't end with a submitted application; we can help the Town successfully manage a project that must comply with agency requirements to safeguard funds.

Our team has experience in a variety of funding sources, including USDA, Golden LEAF, NC Commerce, NCDWI, EDA ARPA, and FEMA.

OUR SERVICES

- » Grant and Loan Program Identification
- » Research
- » Project Management
- » Tailored Grant and Loan Applications
- » Grant and Loan Administration
- » Surveying
- » GIS Services
- » Asset Management Planning
- » Environmental Services
- » Financial Analysis
- » Accompanying Water, Sewer, Stormwater, and other Engineering Services



PROVEN EXPERTISE

Item VI - b.

Funding

TOWN PARK PARTF APPLICATION

TOWN OF ANGIER, NC

Under a Master Service Agreement, WithersRavenel assisted the Town of Angier with the preparation of a PARTF grant application for Phase One improvements at Angier Town Park. The work supported the Town's effort to secure funding for planned recreation amenities at the 110-acre park and built on WithersRavenel's previous master planning, site planning, cost estimating, and community engagement efforts for the project.

The team coordinated with Town staff and project partners, completed the required environmental review, prepared application narratives and supporting materials, and developed design items needed for the PARTF submittal. WithersRavenel also supported public input efforts, prepared mapping and project documentation, and helped the Town organize the information needed for review and approval ahead of the grant deadline.

Client Reference: Austin Yarbrough, Parks and Recreation Director, Town of Angier
919-331-6710 | austinyarbrough@angier.org

GRANT PROGRAM

» PARTF

YEAR SUBMITTED AND AWARD STATUS

» 2025, Awarded

GRANT AMOUNT REQUESTED AND AWARDED

» \$500,000

PARTF APPLICATION

TOWN OF HOLLY RIDGE, NC

WithersRavenel supported the Town of Holly Ridge with the preparation of a PARTF application for a recreation-focused project in Holly Ridge. The team worked closely with Town leadership to develop the application materials, organize required documentation, and position the project for a competitive submittal. The effort brought together funding strategy, public sector coordination, and practical grant application experience to help the Town pursue outside funding for community recreation improvements.

Through this work, WithersRavenel provided the Town with a clear path for advancing the PARTF application and aligning the project with program goals. The team focused on making the process manageable for staff while presenting the project in a way that reflected local priorities, community values, and long-term investment in parks and recreation. The result was an application package that helped Holly Ridge move toward funding opportunities that supported quality of life for residents and visitors.

Client Reference: Heather Reynolds, Town Manager, Town of Holly Ridge
910-329-7081 | manager@hollyridgenc.org

GRANT PROGRAM

» PARTF

YEAR SUBMITTED AND AWARD STATUS

» 2025, Awarded

GRANT AMOUNT REQUESTED AND AWARDED

» \$500,000

NEILLS CREEK PARK MASTER PLANNING

HARNETT COUNTY, NC

The master plan for Neills Creek Park in Harnett County, which spans a portion of three different parcels and is closely tied to both Harnett Central High School and Harnett Central Middle School, identifies improvements and an expansion of recreation facilities. Throughout the design process, the County Board of Commissioners, stakeholders, and the general public have been able to participate through in-person open houses, virtual meetings with the stakeholder group, and online surveys.

The master plan provides a vision for the full build-out of the park, including three new baseball fields, a multipurpose field, a football practice field, a playground, pickleball courts, a basketball court, a disc golf course, and a walking trail. We prepared and submitted two funding applications, one for PARTF and one for LWCF, which provided reciprocal matching funds and a local contribution, which leveraged the grant funding. WithersRavenel secured \$1,000,000 in total for this park project. The master plan/report will serve as a foundation for construction projects.

Client Reference: Carl Davis, Director of Parks and Recreation, Harnett County
910-893-7518 | cdavis@harnett.org

PARTF APPLICATION FOR O.T. SLOAN PARK ACCESSIBLE PLAYGROUND

LEE COUNTY, NC

Located in Lee County, O.T. Sloan Park is a public community space offering a variety of recreational amenities. In 2023, the County and its Parks & Recreation department partnered with WithersRavenel to create a more inclusive playground experience for children of all abilities.

Working within a small project area, our team led the design and development of an accessible playground pad, ensuring pedestrian-friendly features such as ADA-compliant walkways, parking, and a pedestrian plaza. Additional enhancements included fencing, a seat wall, and site furnishings.

WithersRavenel provided a comprehensive range of services, including project management, a federal endangered species survey, a subsurface utility engineering (SUE) Level B survey, a topographic survey, construction documents, permitting, bidding, and construction administration services. To maximize the park's potential, WithersRavenel also assisted the County in securing funding through the Accessibility for Parks (AFP) Grant, a state-funded program designed to improve recreational access for children and veterans with disabilities across North Carolina.

The new accessible playground at O.T. Sloan Park officially opened in March 2025, offering an inclusive, sensory-rich environment where individuals of all abilities can play, explore, and engage in healthy development.

Client Reference: Joseph Keel, Parks and Recreation Director, Lee County
919-775-2107 | jkeel@leecountync.gov

GRANT PROGRAM

Item VI - b.

» PARTF

YEAR SUBMITTED AND AWARD STATUS

» 2023, Awarded

GRANT AMOUNT REQUESTED AND AWARDED

» \$500,000 was requested and received from both PARTF and LWCF, for a total of \$1,000,000 in funding awards

GRANT PROGRAM

» PARTF

» AFP

YEAR SUBMITTED AND AWARD STATUS

» 2023, Awarded

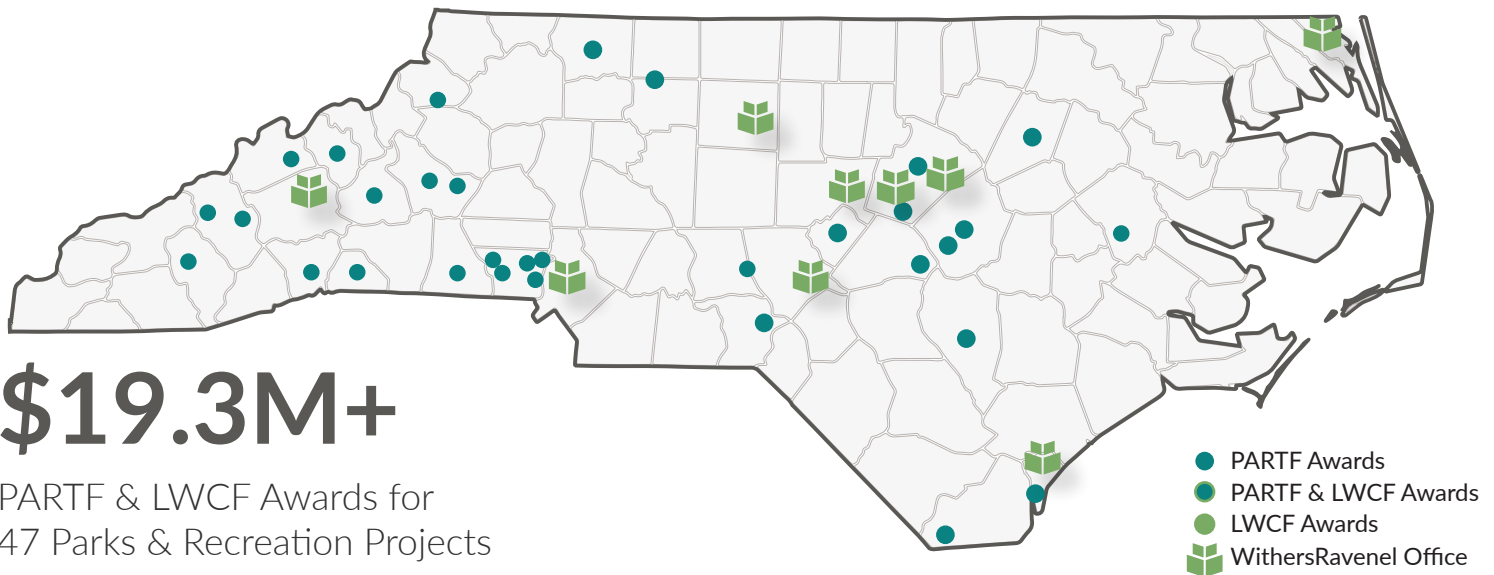
GRANT AMOUNT REQUESTED AND AWARDED

» \$400,000

PARTF & LWCF EXPERIENCE

Our team is passionate about public spaces and the quality of life benefits they foster in the communities we serve. WithersRavenel staff specializes in Parks and Recreation design and has experience working on large-scale multimillion-dollar stadiums to small, intimate community parks.

Since 2001, we have helped more than 37 municipalities secure \$19,849,441 in park-related grant funding. This includes 46 PARTF projects totaling \$18,699,441, as well as LWCF grants for the Town of Liberty, City of Lowell, and Harnett County totaling \$1,150,000.



Guidance along the way

Not only is our team very familiar with the PARTF and LWCF application submittal processes and requirements, but we are also experts in guiding clients through the pre-application process, which includes significant planning, scoping, budgeting, phasing, environmental review, board action and approval, and public outreach efforts; all of which need to be done strategically and compliantly with agency requirements. Our team stays current on any additions or modifications that may occur in the programs on an annual basis and attends webinars to stay abreast of new program offerings and guidance updates. We are familiar with NC Parks Staff, Administration, and RRS consultants, and have great working relationships with the agency, demonstrated through the legacy of these many successful projects.

Our funding team will serve as the liaison between your community and NC Parks & Recreation to ensure smooth progress is made during project planning, the application process, and eventual implementation.

Because our funding team works in tandem with our Design + Planning team, you can rest assured that we design projects that not only meet community needs, reflecting results from the public outreach process, but we can also maximize priority points for the most competitive chance of funding. We work together to develop a funding strategy based on your community's desires, budget, scope of work, and available funding streams.

FUNDING RECORD OF SUCCESS

Funding is one of the services our multidisciplinary firm provides. Below is a compilation of projects and programs for which we obtained funds. For many of the projects, we also provided engineering and program administration services.

We are committed to rapidly growing our \$1.1B+ funding total by assisting public clients such as the Town of Swansboro.



\$679.8M+

SRF Grants & Loans for 167
Water and Sewer Projects



\$20.9M+

Asset Inventory & Assessment
Grants for 116 Water and
Sewer Projects



\$9.2M+

Federal Emergency
Management Agency Grants



\$19.3M+

PARTF & LWCF Awards for 47
Parks & Recreation Projects



\$17.6M+

LASII Funding for 13 Projects



\$1.1M+

Merger & Regionalization
Study Grants



\$14M+

Golden LEAF Grants for
22 Projects



\$30.3M+

Lead Service Line Replacement
Funding for 24 Projects



\$329.7M+

Other Funding & Grant
Programs

A dedicated funding team

Our team includes staff who have managed projects with complex funding requirements, including navigating the various compliance requirements for each program, managing multiple deadlines, and coordinating with multiple individuals at the agency level.

Guidance along the way

Our staff is focused on assisting clients with funding identification, application, and administration services, and general oversight and management. Their expertise ensures your project is in compliance with the specific funding agency requirements.

ORGANIZATIONAL CHART

Our skill set and collaborative project approach will allow us to effectively meet project objectives and deadlines.



15

FUNDING PROFESSIONALS

- » Bench Strength
- » Experience
- » Responsiveness



WithersRavenel has ample staff to meet those needs, including 470+ personnel at offices across the state that can be mobilized on short notice.



ALICE BRIGGS

PROJECT MANAGER

EDUCATION

- » BA, Economics and German Studies, Washington College

CERTIFICATIONS

- » Certified Economic Developer (CEcD) Program
- » CDBG Infrastructure (CDBG-I): Certification for Compliance Review, Certification for Environmental Documentation Preparation, Program Application Guidance and Requirements Training

AREAS OF EXPERTISE

- » Grant Administration
- » Grant Application Writing
- » Economic Development

Alice brings direct experience helping North Carolina communities prepare competitive grant and loan applications, including PARTF, North Carolina Rural Economic Development Center, USDA Rural Development, Golden LEAF Foundation, and State Revolving Fund programs. For Swansboro, she will provide the organized, responsive project management needed to translate park and recreation priorities into a complete, fundable LWCF and PARTF application strategy.

As project manager, Alice will coordinate the process from grant-readiness review through final application assembly, helping confirm eligibility, identify documentation gaps, manage Town and team input, track review milestones, and keep narratives, exhibits, budgets, resolutions, and approvals aligned with scoring priorities and submission deadlines.

PROJECT EXPERIENCE

- » Neills Creek Park Master Planning, Harnett County, NC. Funding Senior Technical Consultant
- » Town Park PARTF Application, Angier, NC. Project Manager
- » PARTF Grant, Belmont, NC. Funding Senior Technical Consultant
- » PARTF Application, Holly Ridge, NC. Project Manager
- » PARTF Application for O.T. Sloan Park Accessible Playground, Lee County, NC. Funding Senior Technical Consultant
- » Commerce Rural Downtown Transformation Grant Application, Whiteville, NC. Project Manager

Alice's Commitment to the Town of Swansboro

Alice brings deep, proven expertise in PARTF and LWCF grant consulting services, positioning clients to pursue competitive funding opportunities with greater confidence and a stronger path to success.

By the Numbers

24+

Years in Industry

8

Years with WithersRavenel

400+

Grant Consulting Projects



KRISTEN HERNDON

Availability  Item VI - b.

Client Experience Liaison

Kristen is WithersRavenel's Client Experience Manager, dedicated to guiding projects that reflect the priorities and character of the communities we serve. With more than a decade of experience in municipal parks and recreation, including strategic planning, contract management, and cost control, Kristen brings both vision and practical expertise. She has led public input sessions, stakeholder focus groups, and visioning workshops, ensuring that planning outcomes are inclusive and actionable. Kristen's background spans long-range master planning, site-specific development, and alignment with funding strategies such as PARTF. Her understanding of regional recreation trends and funding opportunities helps agencies create parks and programs that inspire connection and position communities for long-term success.

QUALIFICATIONS

-  MS, Community and Therapeutic Recreation, University of North Carolina at Greensboro; BS, Commercial Recreation and Tourism, Appalachian State University
-  Certified Park and Recreation Executive
-  Tenure with Firm: 3 Years
Overall: 11 Years

PROJECT EXPERIENCE

- » Site Specific Master Plan for Graham Regional Park, Graham, NC. Senior Director, Client Experience
- » Covington Memorial Park Revitalization Phase I, Rural Hall, NC. Senior Director, Client Experience
- » Parks, Recreation, and Open Space Comprehensive Plan, Leland, NC. Senior Director, Client Experience



JOHN COURTNEY, PLA, LEED AP

Availability 

Technical Consultant, Community Outreach Manager

John is WithersRavenel's Director of Parks and Recreation. He has more than 30 years of experience designing and delivering award-winning recreation, sports, and civic facilities. He has proven success managing complex, high-value projects from concept through construction with strong community engagement and a focus on sustainability. He is known for leading high-performance teams, exceeding client expectations, and enriching public life through innovative design and consultation.

QUALIFICATIONS

-  BLA, Landscape Architecture, Louisiana State University
-  Professional Landscape Architect: NC, #2618
- LEED Accredited Professional (LEED AP)
-  Tenure with Firm: 1 Year
Overall: 36 Years

PROJECT EXPERIENCE

- » Parks, Recreation, and Open Space Comprehensive Plan, Leland, NC. Director of Parks and Recreation
- » Center City Park, Trinity, NC. Director of Parks and Recreation
- » Campbell Road Park Phase 1 CDs, Angier, NC. Director of Parks and Recreation
- » Fitzgerald Park Project Phase 1 Improvements, Candor, NC. Director of Parks and Recreation
- » River Cane Wetland Park, Raleigh, NC. Director of Parks and Recreation
- » Community Park Conceptual Design and Grant, Walnut Cove, NC. Director of Parks and Recreation



GARY KREISER, LSS, AOWE

Availability

Item VI - b.

Environmental Project Manager

Gary supports clients in navigating and complying with local, state, and federal regulatory agency regulations and environmental permitting requirements. He is responsible for overseeing and completing NEPA/SEPA and Section 106 review and documentation for various types of public and private development projects. His experience includes environmental assessments of property for due diligence, wetland delineations, riparian buffer determinations, endangered species surveys, riparian buffer coordination and permitting, and Section 401/404 environmental permitting. He is a licensed soil scientist with experience in soil evaluation for a variety of land uses.

QUALIFICATIONS

MS, Soil Science, North Carolina State University; BS, Biology, University of North Carolina at Wilmington

Licensed Soil Scientist: NC, #1276

Authorized Onsite Wastewater Evaluator (AOWE)

Surface Water ID and Training Course (NCDWQ)

Tenure with Firm: 6 Years Overall: 20 Years

PROJECT EXPERIENCE

- » Neills Creek Park Master Planning, Harnett County, NC. Environmental Project Manager
- » Town Park PARTF Application, Angier, NC. Environmental Project Manager
- » PARTF Application, Holly Ridge, NC. Environmental Project Manager
- » PARTF Application for O.T. Sloan Park Accessible Playground, Lee County, NC. Environmental Project Manager
- » Onslow Water and Sewer Authority-Burton Park Site Feasibility Study, Jacksonville, NC. Environmental Project Manager
- » CDBG-I Grant Administration Wastewater Treatment Plant Rehabilitation, Hertford, NC. Environmental Project Manager
- » Harris Lake County Park Improvements, Wake County, NC. Environmental Project Manager
- » Riverside Drainage Assessment, Harnett County, NC. Environmental Project Manager

SUCCESSFUL CLIENT EXPERIENCE

Our approach combines a proven, reliable process with a strong focus on building real relationships.

The result: better communication, stronger partnerships, and higher satisfaction in our work.

We don't believe in a one-size-fits-all approach. We work closely with our clients to adjust our process to match your expectations so you feel heard, informed, and supported at every stage.

By gathering client feedback at key milestones, we continuously refine our approach in real time. This helps ensure the final result meets your expectations and delivers quality outcomes.

Our feedback speaks for itself—clients consistently recognize the value, responsiveness, and quality we bring to every project.



OUR APPROACH

Item VI - b.

Our funding team excels in supporting local governments' grant-funding visions. We provide full grant writing and administrative services and are often called upon to write and execute grants awarded for a wide variety of infrastructure projects. Our team is highly versed in determining funding needs and gaps, then researching, vetting, writing, and submitting applications for federal, state, and foundational grants to support local funding initiatives.

WithersRavenel has completed a variety of funding applications and administration services for numerous local governments. **We have assisted with more than \$1.1 billion in grant/loan funding for our clients, including successful application and administration for over \$19,000,000 in parks and recreation project funding for nearly 50 unique projects.**

Our commitment to providing responsive and high-quality grant procurement and administration services to local governments is evidenced by our excellent record of successful projects, which is demonstrated in our experience section. We are sensitive to the needs of communities, and we consistently evaluate funding options that our clients might be able to utilize. WithersRavenel's advice is far-reaching and comprehensive because of our commitment and years of experience.



Project Readiness and Application Development Approach

WithersRavenel's approach to project readiness and application development is designed to position the Town for a competitive, compliant, and well-supported grant application.

We begin by confirming funding requirements, aligning project priorities with agency criteria, and establishing a clear path for decision-making, documentation, public engagement, and submittal.

Our team regularly attends workshops, trainings, and webinars hosted by funding agencies to stay current on funding opportunities, application processes, and evolving program requirements. Through our established relationships with the Department of Natural and Cultural Resources, the state agency that manages these parks and recreation grants, we provide a practical and accessible approach that gives clients the knowledge and confidence needed to turn recreational visions into grant-funded successes. This process includes a thorough review of the most current published agency application guidelines so that project decisions are informed by program expectations from the outset.

We will initiate the effort with a project kickoff meeting to define the project team members, roles, and responsibilities, the matching-funds strategy, and the overall project schedule. During this meeting, we will also coordinate deliverables with the Board schedule to support timely approval of planning material updates and the application submittal, coordinate site control certification with the Town attorney, and establish the schedule and advertising requirements for the public meeting.

As part of the readiness assessment, we will review existing planning documents and identify any updates needed to strengthen competitiveness and maintain compliance with funding agency requirements. When updates are necessary, we will coordinate the appropriate adoption or approval process with the Board so that required planning materials are in place before application submission.

We will work with the Town to identify and confirm the priority recreational elements to include in the project. This step will help verify that the proposed scope aligns with the overall project budget, responds to community needs, and supports the project's competitiveness for funding.

To support early agency coordination, we will communicate with the assigned RRS consultant at the state level to introduce the project and make the consultant aware of the planned application submittal. This coordination will help confirm expectations, clarify agency priorities, and reduce the risk of avoidable issues during review.

Our team will also prepare a project scorecard to support informed funding strategy recommendations and identify action items that can improve the project's competitiveness. The scorecard will be used to evaluate eligibility, track scoring criteria, and guide decisions that position the application for the strongest possible funding award.

Finally, we will coordinate the creation of the application in WebGrants with the client and confirm the appropriate access for the funding consultant. This step will allow the project team to manage application development efficiently, maintain clear responsibility for inputs, and support a complete and timely submittal.



Coordination of Exhibits, Public Documentation, Board Approvals, and Supporting Materials

WithersRavenel will manage the documentation, exhibit preparation, public engagement, and approval requirements needed to support a complete and competitive application. Our approach emphasizes early coordination, clear assignment of responsibilities, and proactive tracking of materials so that required exhibits, certifications, approvals, and supporting narratives are accurate, timely, and aligned with funding agency expectations.

At the beginning of the project, we will provide the Town with a comprehensive list of all documentation required to complete the application. This list may include the project budget ordinance, resolutions, adopted board minutes, adopted planning documents, and other required materials. We will establish a clear timeframe for Town-provided documents and will track outstanding items to support an organized and efficient application development process.

We will coordinate with the Town Attorney early in the process to support site control certification.

This coordination will help confirm site ownership, any title or ownership concerns, and reduce the risk of issues that could affect future project development or application eligibility.

Upon Notice To Proceed, our funding manager will coordinate with the design project manager to review grant-required exhibits and submittals, including the site plan and any required color-coding or formatting. This coordination will help ensure that the application materials are technically accurate, visually clear, and consistent with agency requirements.

Once the project team confirms the priority recreational elements, we will review the opinion of probable cost to verify that the available grant funds and local funds are sufficient to carry out the proposed project. If needed, we will recommend phasing options that maintain project feasibility while preserving the strongest possible funding strategy.

We will work with the Town's project team to identify and document the amount, availability, and commitment of matching funds required for the project. When multiple funding sources are involved, we will help develop a coordinated strategy that aligns grant requirements, local commitments, and other funding sources into a cohesive financial approach.

To support competitiveness, we will prepare a funding scorecard that evaluates eligibility, tracks scoring elements, and identifies the documentation needed to substantiate available points. This tool will help the project team understand how application decisions affect scoring and will guide the development of materials that support the strongest possible submittal.

The funding manager will develop the project description and justification in collaboration with the project team. This narrative will incorporate information from adopted planning documents, technical studies, and public engagement processes to demonstrate project need, community support, and alignment with funding priorities.

Neills Creek Park Master Plan community engagement



We recommend engaging the local parks and recreation advisory committee to review and support the overall project scope. We will also coordinate the scheduling of project presentations with at least two civic groups and the parks and recreation advisory committee to broaden awareness, document community input, and strengthen the public engagement record.

For the required public meeting, WithersRavenel will provide technical assistance and guidance to help ensure that public meeting requirements are met. We will work with Town staff to confirm the appropriate notice, schedule, materials, and documentation needed to demonstrate compliance with funding agency expectations.

At the onset of the project, we will review the Board meeting schedule and identify the dates by which action items and deliverables requiring Board action must be completed. This early schedule review will help align application milestones with formal approvals and prevent avoidable delays.

The specific approach to community engagement will be defined in collaboration with Town staff and informed by a review of existing materials. Understanding users' expectations and needs helps generate interest and fosters community pride in improved facilities. With every project, our team tailors the process to the community by building on prior efforts and providing multiple, convenient ways for the public to participate. We will design the engagement process with the Town to fill any gaps needed to comply with funding agency requirements while creating meaningful opportunities for feedback that can inform planning and design decisions.

WithersRavenel will also coordinate the environmental review process required for funding applications. Our certified environmental team members are authorized to perform environmental reviews and prepare related documentation for submittal to regulatory agencies. Upon selection, our funding project manager will coordinate an on-site visit with the environmental specialist to support site clearance and help the Town maintain compliance with NEPA and other applicable federal and state requirements.



Schedule Management, Communication, and Quality Control for Time-Sensitive Grant Submissions

WithersRavenel understands that grant applications are deadline-driven and require disciplined schedule management, clear communication, and rigorous quality control.

Our team will manage the application process using a structured delivery approach that identifies key milestones early, assigns responsibilities clearly, tracks progress consistently, and provides the Town with timely information needed to make decisions and meet submission requirements.

The first activity will be a project kickoff meeting, during which the team will develop the project schedule and confirm key milestones, deadlines, deliverables, and grant application requirements. This schedule will serve as the primary management tool for tracking progress, identifying dependencies, and maintaining alignment among the Town, funding consultant, and technical team members.

The funding consultant will manage the schedule and coordinate project activities throughout the application process. This role will include monitoring critical deadlines, communicating schedule risks and opportunities, and recommending adjustments when needed to keep the application on track and responsive to agency requirements.

Regular communication with the project team will be maintained using the Town's preferred communication method. These check-ins will be used to identify potential schedule impacts, resolve outstanding questions, confirm upcoming deliverables, and implement corrective actions when needed to protect the application timeline.

We recommend bi-weekly meetings at the onset of the application process, with more frequent meetings as the deadline approaches or as project needs evolve. Following each meeting, WithersRavenel will provide meeting summaries to support record keeping, document decisions, and track action items that affect application development and submission readiness.

To support transparency and accountability, we will maintain a shared tracking sheet that identifies deliverables, responsible parties, due dates, and completion status. This tool will provide the project team with a clear view of progress and will help ensure that required materials are gathered, reviewed, and incorporated into the application in a timely manner.

Quality control is built into WithersRavenel's delivery model. We maintain internal tracking and review processes to monitor application progress, verify accuracy and completeness, and manage critical submission deadlines. Our Funding and Asset Management Practice Area includes more than 15 funding professionals who provide redundancy and support to the funding manager as needed during grant application scoping, development, and submittal.

This depth of resources allows us to provide a comprehensive QA/QC process while maintaining responsiveness during time-sensitive submissions.



Technical Approach to Post-Award Services

After grants are awarded, we supplement local government capacity by managing all contracting, reporting, and compliance processes that often include multiple funders. WithersRavenel has processes in place that allow our grant management teams to keep reporting and compliance on track and timely as required by various complex federal regulations and state statutes. These outcomes always involve regular progress reporting related to federal and state priorities.

Our team is prepared to support all phases of lifecycle, including pre-award, award, and post-award activities for both construction and non-construction projects. Our attendance at grant award kickoff meetings provides real clarity to local governments from kickoff through close-out to ensure a successful project delivery that meets or exceeds the expectations of local stakeholders, the community, and the funding partners.



Item VI - b.



WHAT OUR CLIENTS ARE SAYING...



I have worked with WithersRavenel for over five years on projects ranging from water/sewer

to parks and recreation master plans. With the help of WithersRavenel, last year, we made great strides in securing necessary funding for implementing the Harold Rankin Park Master Plan that they created. With this partnership, the City was able to acquire the maximum amount of \$1 million in PARTF and LWCF grant awards to assist in the rehab of the City's largest and busiest park. I would recommend this firm to work on similar endeavors within your municipality."

Scott Attaway

Financial & Management Services
Director (Previously employed at the
City of Lowell)
Gaston County



The grant administration of the wastewater treatment plant rehab project has delivered high-quality support and clear communication. WithersRavenel has consistently assisted with the deliverables necessary to stay compliant with this grant and all aspects of the project. Whether it's administrative support, customer service, or technical and engineering expertise, WithersRavenel consistently delivers outstanding service. Their commitment to excellence plays a key role in supporting our organization's success. The team is consistently responsive and supportive. They are always ready to assist, answer all of our questions clearly, and go out of their way to simplify processes when we need more clarity. Their approach makes it easier for us to stay on track with our goals. The team demonstrates a strong understanding of our preferences and consistently incorporates them into the work. They actively listen to our feedback and adjust their approach to align with our needs, which helps build trust and ensures high-quality outcomes. Our decisions and preferences are consistently reflected in the work produced. They ensure alignment by maintaining clear communication and follow through on our input, which results in outcomes that meet our expectations. The team does an excellent job supporting our schedules."

Doris Walton

Town Manager
Town of Hertford

ON-TIME DELIVERY

Item VI - b.

Capacity

WithersRavenel's culture is based on establishing long-lasting relationships with our clients to serve the communities where we work and live. Accordingly, for every project we pursue, we conduct a thorough evaluation of our capability and capacity to perform the work. We ensure that we have enough redundancy in depth and breadth of resources that allow us to commit staff to the contract, with equally qualified backup, to respond to any request on short notice.

For workload planning, we use Unanet and Smartsheet to maintain a live chart of the short- and long-term availability of staff. Our workload planning spans an 18-month period and is updated continuously based on new contracts and committed work. Based on our experience with workload planning, we have found that workload projection beyond 18 months becomes excessively speculative and unpredictable. **Our current project workload indicates that we have the proper availability to assign staff for this contract and begin work upon Notice to Proceed on July 15, 2026.**

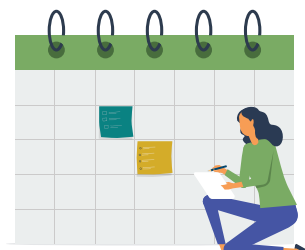
Preparing Schedules

WithersRavenel produces customized work plans for each project. Projects are broken into phases, tasks are identified for each phase, and appropriate milestones are incorporated. Task durations are estimated, and the relationships between tasks are established within the schedule. Resource and cost budgets are created, monitored, and then adjusted as necessary.

Our departments meet weekly to follow up on individual assignments and project progress. During these meetings, we prioritize and schedule tasks for the weeks and months ahead. Engineers, designers, planners, and associated support staff provide updates on their work on each project and task, which allows the project managers to assess project progress and delegate upcoming tasks.

All team members are aware of workloads and prioritization based on project needs and upcoming deadlines. Tracking progress in this manner means we are continuously updating our department schedules, keeping our employees efficient, and submitting deliverables on time.

WithersRavenel uses an accounting software system specifically designed for professional services firms. The project manager tracks billable time on a weekly basis as the project progresses, which can be used to recognize trends early in the project that could lead to schedule or budget overruns.



Fee & Expense Schedule

WithersRavenel, Inc.

Effective January 1, 2026

Schedule is subject to change which typically occurs on an annual basis.

Item VI - b.

Description	Rate
Engineering, Landscape Architecture & Planning	
CAD Technician I	\$115
CAD Technician II	\$130
Senior CAD Technician	\$155
Designer I	\$145
Designer II	\$165
Senior Designer	\$185
Landscape Architect I	\$165
Landscape Architect II	\$190
Landscape Architect III	\$215
Senior Landscape Architect	\$240
Landscape Designer I	\$145
Landscape Designer II	\$155
Landscape Designer III	\$160
Planning Professional I	\$130
Planning Professional II	\$140
Planning Professional III	\$160
Planning Assistant Project Manager	\$170
Planning Project Manager I	\$185
Planning Project Manager II	\$195
Senior Planning Project Planner	\$205
Planning Director	\$255
Project Engineer I	\$190
Project Engineer II	\$200
Project Engineer III	\$220
Senior Project Engineer	\$255
Assistant Project Manager	\$200
Project Manager I	\$220
Project Manager II	\$230
Project Manager III	\$235
Senior Project Manager	\$240
Associate Practice Professional	\$75
Practice Professional I	\$155
Practice Professional II	\$160
Practice Professional III	\$170
Practice Professional IV	\$180
Senior Practice Professional	\$190
Technical Consultant	\$240
Senior Technical Consultant	\$280
Director	\$275
Principal	\$290
Zoning Specialist	\$400
Construction Administration	
Resident Project Representative I	\$115
Resident Project Representative II	\$135
Resident Project Representative III	\$150
Senior Resident Project Representative	\$160
Construction Project Professional	\$165
Assistant Construction Project Manager	\$170
Construction Project Manager I	\$180
Construction Project Manager II	\$190
Construction Project Manager III	\$200
Senior Construction Project Manager	\$215
Other	
Implementation Consultant	\$165
Senior Implementation Consultant	\$175
Expert Witness	\$400

Description	Rate
Funding & Asset Management	
GIS Senior Specialist	\$185
GIS Specialist	\$165
GIS Technician	\$110
GIS Analyst I	\$135
GIS Analyst II	\$150
GIS Project Manager	\$185
F&AM Assistant Project Manager	\$180
F&AM Project Consultant I	\$135
F&AM Project Consultant II	\$145
F&AM Project Consultant III	\$150
F&AM Project Consultant IV	\$155
F&AM Senior Project Consultant I	\$165
F&AM Senior Project Consultant II	\$170
F&AM Project Manager	\$185
F&AM Principal	\$290
F&AM Director	\$260
F&AM Staff Professional I	\$80
F&AM Staff Professional II	\$130
F&AM Staff Professional III	\$170
F&AM Staff Professional IV	\$215
F&AM Senior Project Manager	\$240
F&AM Senior Technical Consultant	\$275
Geomatics	
Geomatics CAD Technician I	\$115
Geomatics CAD Technician II	\$135
Geomatics CAD Technician III	\$150
GIS Survey Technician I	\$90
GIS Survey Technician II	\$115
GIS Survey Technician III	\$135
GIS Survey Lead	\$150
Geomatics Project Manager I	\$185
Geomatics Project Manager II	\$200
Geomatics Project Manager III	\$230
Geomatics Project Professional I	\$165
Geomatics Project Professional II	\$190
Geomatics Principal	\$270
Geomatics Remote Sensing Crew I	\$240
Geomatics Remote Sensing Crew II	\$340
Geomatics Survey Crew I	\$170
Geomatics Survey Crew II (2 Man)	\$195
Geomatics Survey Crew III (3 Man)	\$255
Geomatics Senior Manager	\$240
Geomatics Survey Tech I	\$70
Geomatics Survey Tech II	\$105
Geomatics Survey Tech III	\$135
Geomatics Survey Tech IV	\$145
Geomatics Sr. Technical Consultant	\$245
Geomatics SUE Crew 1	\$195
Geomatics SUE Crew 2	\$285
Project Coordinators	
Project Coordinator I	\$105
Project Coordinator II	\$125
Project Coordinator III	\$135
Senior Project Coordinator	\$145
Lead Project Coordinator	\$155

Description	Rate
Environmental	
Environmental Technician I	\$95
Environmental Technician II	\$110
Environmental Technician III	\$115
Environmental Senior Technician	\$130
Environmental Project Geologist I	\$165
Environmental Project Geologist II	\$180
Environmental Project Geologist III	\$210
Environmental Senior Project Geologist	\$230
Environmental Asst. Project Manager	\$180
Environmental Project Manager	\$210
Environmental Senior Project Manager	\$230
Environmental Director	\$260
Environmental Project Engineer I	\$165
Environmental Project Engineer II	\$180
Environmental Project Engineer III	\$210
Environmental Senior Project Engineer	\$230
Environmental Principal	\$285
Environmental Project Scientist I	\$165
Environmental Project Scientist II	\$180
Environmental Project Scientist III	\$210
Environmental Senior Project Scientist	\$230
Environmental Scientist I	\$120
Environmental Scientist II	\$145
Environmental Scientist III	\$155
Environmental Geologist I	\$120
Environmental Geologist II	\$145
Environmental Geologist III	\$155
Environmental Professional I	\$120
Environmental Professional II	\$145
Environmental Professional III	\$155
Environmental Senior Tech. Consultant	\$255
Client Experience	
Client Experience Manager	\$350
Client Experience Director	\$395
Client Experience Principal	\$420
Administrative	
Administrative Assistant	\$75
Administrative Assistant I	\$95
Administrative Assistant II	\$105
Administrative Assistant III	\$115
Marketing Administration I	\$105
Marketing Administration II	\$125
Marketing Administration III	\$135
Marketing Administration IV	\$145
Marketing Administration V	\$155
Director of Marketing	\$165
Office Administration	\$80
Office Administrator I	\$135
Office Administrator II	\$140
Office Administrator III	\$145
Expenses	
Bond Prints (Per Sheet)	\$1.75
Mylar Prints (Per Sheet)	\$11.00
Mileage	Per IRS
Delivery - Project Specific (Distance & Priority)	
Subcontractor Fees (Markup)	1.15
Expenses / Reprod. / Permits (Markup)	1.15





Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Approval of the Appearance Commission By-Laws**

Board Meeting Date: **July 14, 2026**

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

Overview: The final Appearance Commission By-Laws are presented to the Board of Commissioners for final approval following review, revision, and recommendation by the Appearance Commission.

Background: The Appearance Commission was tasked with developing by-laws to guide its organization and procedures. An initial draft was prepared using member input, research, and examples from other North Carolina municipalities and was reviewed by the Commission on May 21, 2026. Following discussion and revisions, the final by-laws were presented to the Appearance Commission on June 18, 2026, where they were approved and recommended to the Board of Commissioners for final adoption.

Background Attachment(s): Appearance Commission By-Laws

Recommended Action: Motion to approve and adopt the Appearance Commission By-Laws as recommended by the Appearance Commission.

Action: _____

TOWN OF SWANSBORO
APPEARANCE COMMISSION
BY-LAWS

Item VI - c.

ARTICLE 1. GENERAL PURPOSE AND MISSION

The Swansboro Appearance Commission shall serve in an advisory capacity to the Board of Commissioners and Town staff on matters related to the visual character, aesthetic quality, and overall appearance of the Town.

The mission of the Appearance Commission is to create an aesthetically enhanced community with a focus on the Town's renowned charm, rich history, and coastal elements. Through coordination with residents, the business community, organizations, and governmental resources, the Commission strives to improve quality of life, support economic vitality, and promote community pride through beautification and design awareness.

ARTICLE 2. MEMBERSHIP

Membership composition, qualifications, appointment procedures, and term lengths shall be as established by the Town of Swansboro Unified Development Ordinance and applicable law.

Members are expected to actively participate in Commission meetings, projects, and initiatives and to support the mission and work of the Commission through good-faith service.

ARTICLE 3. OFFICERS

- A. CHAIRPERSON – elected annually from among the membership. The Chairperson shall:
 - Preside over meetings
 - Coordinate preparation of agendas with Town staff
 - Call special meetings as necessary
 - Appoint committees or subcommittees as needed
 - Serve as the primary liaison with Town staff and governing bodies
- B. VICE-CHAIRPERSON – elected annually and shall perform the duties of the Chairperson in their absence.
- C. SECRETARY / STAFF SUPPORT – Administrative staff shall provide clerical and administrative support.

ARTICLE 4. MEETINGS AND PROCEDURES

- A. REGULAR MEETINGS

The Commission shall establish a regular meeting schedule consistent with Town policy. Meetings may be held as frequently as necessary to conduct Commission business.
- B. SPECIAL MEETINGS

Special meetings may be called by the Chairperson or a majority of the members. Notice shall be provided in accordance with North Carolina Open Meetings Law.
- C. OPEN MEETINGS

All meetings shall be open to the public and conducted in accordance with applicable state law.
- D. QUORUM

A quorum shall consist of a majority of the currently appointed members.
- E. VOTING

A majority vote of members present and voting, provided a quorum exists, shall be required to take action.

F. AGENDAS AND MINUTES

Agendas shall be prepared in advance of meetings and distributed to members by email. All agendas and minutes shall be recorded and maintained at Town Hall and on the Town Website

G. ORDER OF BUSINESS

The order of business should generally follow:

1. Call to Order
2. Approval of Minutes
3. Business
4. Public Comment
5. Commission/Staff Comments
6. Adjournment

H. CONDUCT OF MEETINGS

Meetings shall be conducted in an orderly manner. The Chairperson may:

- Recognize speakers
- Set reasonable time limits
- Call for motions, discussion, or votes
- Members shall refrain from committing to positions on matters outside of a properly noticed meeting.

ARTICLE 5. ROLE, DUTIES, AND ACTIVITIES

The Appearance Commission is advisory in nature and shall not create binding obligations on behalf of the Town.

The Commission may:

- Review and make recommendations on matters affecting community appearance
- Assist in identifying beautification opportunities and priorities
- Coordinate with Town staff, boards, and community groups on appearance-related initiatives
- Support and participate in community beautification programs and projects
- Promote public awareness of aesthetic and design issues
- Assist in the development of plans, studies, or recommendations related to visual quality

The Commission may also be assigned specific projects or tasks by the Board of Commissioners or Town staff and may assist in the implementation of approved initiatives.

ARTICLE 6. PROJECTS, PROGRAMS, AND COMMITTEES

The Commission may establish committees or working groups to assist with specific programs or initiatives.

Members are encouraged to actively participate in Commission-sponsored programs and projects that enhance the Town's visual character.

Any project, program, or activity involving Town resources or representation shall be coordinated with and approved through appropriate Town administrative processes.

ARTICLE 7. COORDINATION AND REPORTING

The Commission shall coordinate its activities with the Board of Commissioners and Town staff.

Recommendations, reports, or requests for action shall be submitted through appropriate channels, typically via Town staff, for consideration by the Board of Commissioners.

The Commission may periodically provide updates or reports on its activities, projects, and priorities.

ARTICLE 8. ETHICS AND CONFLICTS OF INTEREST

Members shall:

- Avoid conflicts of interest
- Abstain from participation in matters where personal or financial interests exist
- Conduct themselves in a professional and ethical manner
- Members shall not use their position for personal gain or to advance private interests.

ARTICLE 9. ATTENDANCE AND PARTICIPATION

Attendance and active participation are essential to the effectiveness of the Commission.

A pattern of excessive unexcused absences may be reported to the Board of Commissioners for consideration of removal or replacement, consistent with Town policy.

Members are also expected to contribute to Commission activities and initiatives.

ARTICLE 10. ANNUAL REPORT AND WORK PROGRAM

The Commission may prepare an annual summary of activities, projects, and priorities for submission to the Board of Commissioners.

The Commission may also develop a work program identifying goals and initiatives for the upcoming year.

ARTICLE 11. AMENDMENTS

These by-laws may be amended by a majority vote of the Commission, provided that proposed amendments are presented in writing at a prior meeting.

All amendments shall be consistent with applicable law and are subject to approval by the Board of Commissioners.

ARTICLE 12. EFFECTIVE DATE

These by-laws shall become effective upon approval by the Board of Commissioners.



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **July 14, 2026**

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

Overview:

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

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

July 28th

- * Public Hearing – UDO Text Amendment Code Enforcement
- * Fire/EMS Update
- * Sidewalk Priorities Project Update (*tentative*)
- * Monthly Finance Report

August Meeting Dates

11th & 25th

Future Agenda Items

- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Community Presentations (*ongoing monthly*)
- * DOD Grant (*anticipated award date, August 12th*)
- * EMS Plan (*ongoing*)
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building
- * Senate Bill 382 Down Zoning review
- * Onslow County Fire Contract/Strategic Planning
- * Historic Preservation enforcement
- * Skatepark Update
- * Lease agreements for 502 W. Church Street (Emmerton School/Old Town Hall)
- * Sidewalk Priorities Project Update